# **California Department of Rehabilitation (DOR), Traumatic Brain Injury (TBI) Advisory Board Committees**

# Meeting Minutes

# October 12, 2023

**Opening**

The regular meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) Advisory Board Sub-Committees was called to order at 8:10 a.m. on October 12, 2023 by Matt Berube via virtual meeting.

**Data Analytics Committee**

Meeting was called to order at 8:10 a.m. by Matt Berube, TBI Program Administrator.

**Members Present (Quorum was met)**

* Dr. Charles Degeneffe, San Diego State University
* Todd Higgins, Disability Rights California and TBI Survivor
* Dr. Daniel Ignacio, St. Jude Health and TBI Survivor

**Members Not Present**

* Lili Whittaker, Kensington Foundation and Mother of TBI Survivor
* Robert Medel, TBI Survivor

**DOR Staff Present**

* Regina Cademarti, Staff Services Manager
* Tanya Thee, DOR TBI Program Administrator
* Matthew Berube, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Samadeep Mankatala, Hi-Cares
* Ying-ying, RA
* Dr. Katie Shinoda, Mercy General Hospital (PPFC member, attending DAC as a member of the public)
* Ryan Johnson, Brain Injury Survivor
* Roxanne Burke
* Kennie Mizuhara
* Elly, Disability Action Center

**Committee Business**

**Approval of Meeting Minutes**

The approval of the meeting minutes for September 21, 2023 was motioned by Todd Higgins and seconded by Charles Degeneffe. Minutes were approved by members Degeneffe, Higgins, and Ignacio

* Matt reviewed the provisions of the Bagley-Keene Act.
* The DAC Mission Statement was read and reviewed.
	+ “The mission of the Data Analytics Committee is to identify, collect, and analyze data on survivors of TBI in California to inform public awareness, policy, and service provision.

**Committee Projects**

* Committee discussed creating an updated Needs Assessment
	+ Committee reviewed 2022 Needs Assessment.
	+ Daniel Ignacio read the new Needs Assessment proposal.
	+ Committee edited the proposal.
	+ Committee will recommend a follow-up Needs Assessment every 3 years.
	+ The new Needs Assessment will require 6 months to collect data.
	+ The new Needs Assessment was estimated to take 12 months.

Committee Comments

* None.

Public Comments

* Dan Clark said there should be more clarification on funding for Committee projects.

**DOR Updates**

Regina Cademarti provided DOR updates.

Staffing

* Starting October 26, 2023, the TBI Team will have a retired annuitant, Michelle Davis, to assist with the HCBS workload

TBI Program

* A total of 6 grantees provide state funded TBI services
* The contracts are scheduled to end on June 30, 2024
* A Request for Application is being developed for next year’s TBI contracts.

HCBS Funding

* A total of 12 providers were awarded $4,669,140 in Home and Community Based Services general funds.
* Providers are amending their contracts to end services on June 30, 2024.
* Of the 12 providers, 7 have amendments processing at DOR Contracts, 4 providers are drafting their amendment documents to submit to DOR, and 1 provider decided not to amend.
* We are pushing for invoicing to ensure all funds are spent.
* As of October 2023, a total of $1,732,354 or 37% of the total amount awarded has been invoiced

Public Health Workforce Funding

* A total of four providers were awarded $18,337 a Public Health Workforce Contract
* Providers are Brain Injury Center of Ventura County, Central Coast Center for Independent Living, San Diego Brain Institute Foundation, and St. Jude
* Funding provides work experience including peer support to individuals with TBI

Bagley Keene

* No new updates to Bagley-Keene. Members can continue participating via teleconference without disclosing their locations or requiring public access to their locations through December 31, 2023.

Other Updates

* Youth Leadership Forum for Students with Disabilities 2024 program is accepting applications for their July 2024 program. At the week-long event, delegates will learn the following:
* Advocacy and leadership skills in a peer setting
* Meet with professionals with disabilities
* Meet state policy-makers
* Develop goals through their personal and career leadership plan for their education, independent living and career goals
* Make lifelong friendships and create network with alumni
* To learn more visit <https://www.dor.ca.gov/home/ylf>

Board Comments: None.

Public Comments: Dan Clark asked for the anticipated funding for the state-funded grants; Regina answered that the budget for each would likely be $175,000.

**Future Meeting Dates**

* TBI Board Meeting – October 16th, 2023
* TBI Board Committees – November 9, 2023
	+ Committee comments
		- CATBI data could be added to the agenda.
	+ Public comments
		- Dan Clark requested the previous years’ reports be posted.

**Adjournment**

Motion to adjourn made by Todd Higgins; motion seconded by Chuck Degeneffe Lili Whittaker. The meeting ended at 10:14am.

**Education and Public Outreach Committee**

Meeting was called to order at 11:10 a.m. by Matt Berube, TBI Program Administrator

**Members Present (Quorum was met)**

* Randy Dinning (Lead), Regional Ombudsman
* Vincent Martinez, TBI Survivor
* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation
* Dr. Steven Chan, Physical Medicine and Rehabilitation at Kaiser Permanente
* Heidi Frye, Independent Living Center of Kern County and TBI Survivor

**Members Not Present**

* Theresa Woo, CA Department of Rehabilitation

**DOR Staff Present**

* Regina Cademarti, Staff Services Manager
* Matthew Berube, DOR TBI Program Administrator
* Tanya Thee, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Ryan Johnson, Brain Injury Survivor

**Committee Business**

**Approval of Meeting Minutes**

* The approval of the meeting minutes for June 8, 2023 was motioned by Vincent Martinez and seconded by Steven Chan. Minutes were approved by members Martinez and Dinning. Members Chan and Huie abstained.

**DOR Updates**

* Regina Cademarti provided DOR updates (see above)

**Committee Projects**

TBI Resources List Discussion

* Committee members discussed creating standard script for calling to verify information, and worked on a preliminary draft.
* The EPOC divided the list of resources into sections to distribute to and EPOC members.
* Matt will send out numbers to each member.
	+ Committee comments
		- None.
	+ Public comments
		- Ryan Johnson suggested the adding of a category to the guide: “Resource provider accepts insurance.”

**Future Meeting Dates**

* TBI Board Meeting – October 16, 2023
* TBI Board Committees – November 9, 2023
	+ Committee comments
		- The date for the January 2024 Advisory Board meeting falls on Martin Luther King, Jr. Day. The Committee decided to postpone the meeting until January 22, 2024.
	+ Public comments
		- None.

**Adjournment**

Motion for adjournment was made by Heidi Frye and seconded by Henry Huie. Meeting ended at 1:00 pm.

**Public Policy and Funding Committee**

Meeting was called to order at 2:09 p.m. by Matt Berube, TBI Program Administrator.

**Members Present (Quorum was met)**

* Dr. Katie Shinoda, Mercy General Hospital
* Kristie Warren, TBI Survivor
* Erin Johnson, TBI Survivor

**Members Not Present**

* Michael Roscoe, TBI Survivor
* Eric Williams, TBI Survivor

**DOR Staff Present**

* Matthew Berube, DOR TBI Grant Administrator
* Tanya Thee, DOR TBI Grant Administrator

**Public Present**

* Alex Freed

**Approval of Meeting Minutes**

* The approval of the meeting minutes for August 10, 2023 was motioned by Erin Johnson and seconded by Kristie Warren. Minutes were approved by members Johnson, Warren, and Shinoda.
* The approval of the meeting minutes for September 21, 2023 was motioned by Kristie Warren and seconded by Erin Johnson. Minutes were approved by members Johnson, Warren, and Shinoda.

**Approval of DAC Reintegration Manuscript**

* The approval for the Data Analytics Committee’s Reintegration Manuscript for publication in the Journal of Head Trauma Rehabilitation was motioned by Erin Johnson, and seconded by Kristie Warren. The motion was approved by Warren, Johnson, and Shinoda.

**DOR Updates**

* Matthew Berube provided DOR updates (see above)

**Committee Business**

* The Committee continued work on a letter to DOR recommending extending funding for the current California Traumatic Brain Injury provider sites.
* Katie Shinoda and Daniel Ignacio (DAC) will recuse themselves from work and approval of the letter to avoid ethics violations.
* Katie Warren will present the letter to the full TBI Board at the October 16th meeting.

Committee Comments: None.

Public Comments: None.

**Future Meeting Dates**

* TBI Board Meeting – October 16, 2023
* TBI Board Committees – November 9, 2023
	+ Committee comments
		- None
	+ Public comments
		- None

**Adjournment**

A motion to adjourn was made by Kristie Warren and seconded by Erin Johnson. The meeting ended at 4:02pm.