# **Traumatic Brain Injury (TBI) Advisory Board Meeting**

# **1.24MinutesMEETING NOTICE AND AGENDA NOTES**

**Monday, January 22, 2024**

**Meeting called by:** Dr. Daniel Ignacio, Vice-Chair

1. **Call to Order**

Meeting called to order by Dr. Daniel Ignacio, Vice-Chair at 9:08 a.m.

## **Welcome and Introductions**

Chair Dr. Daniel Ignacio, Vice-Chair from St. Jude made introductions.

Board Members Present:

* Michael Roscoe, TBI Survivor
* Erin Johnson, TBI Survivor
* Randy Dinning, Long Term Care Ombudsman
* Eric Williams, TBI Survivor
* Dr. Katie Shinoda (Chair), Mercy General
* Dr. Henry Huie, Santa Clara Valley Medical Center
* Todd Higgins, Disability Rights California and TBI Survivor
* Dr. Steve Chan, Physical Medicine and Rehabilitation (PMR) at Kaiser Permanente
* Vince Martinez, Santa Clara Valley Medical Center and TBI Survivor
* Kristie Warren, TBI survivor
* Heidi Frye, Independent Living Center of Kern County and BI Survivor
* Theresa Woo, Department of Rehabilitation and TBI Caregiver

Board Members Not Present:

* Lili Whittaker, TBI Caregiver

Members of the Public (Video/Phone):

* Gabby Chambers, Jodie House
* Dan Clark, Community Advocate
* Ryan Johnson, TBI Survivor
* Berta, TBI Survivor
* Brenda Plechaty, Traumatic Injury Caregivers Support Group
* Heather Fiore, TBI Survivor

Department of Rehabilitation Staff:

* Regina Cademarti, Staff Services Manager
* Matthew Berube, TBI Program Administrator
* Michelle Davis, Retired Annuitant and Notetaker
* Tanya Thee, TBI Program Administrator
* Ava Hacopian, Medical Consultant

## **Housekeeping**

Matt Berube, DOR TBI Grant Administrator reviewed housekeeping items.

* Board members are required to be on camera at all times.
* Vince Martinez was not on camera at 9:24 am for personal reasons.

Board Comments - None

Public Comments - None

## **Public Comment**

Dr. Daniel Ignacio, Vice-Chair, asked for comment.

 Public comments - None

## **TBI Advisory Board Meeting Minutes Approval**

Dr. Daniel Ignacio, Vice-Chair, asked for questions or concerns regarding the minutes for October 16, 2023 TBI Board Meeting.

Boards Comments - None

 Theresa Woo motioned to approve the minutes. Dr. Henry Huie seconded the

 motion. Mathew Berube called for a Board vote. Roscoe, Johnson, Dinning, Williams, Shinoda, Huie, Higgins, Chan, Martinez, Warren, Frye, and Woo voted to approve. Motion passed and minutes are approved.

1. **Board Member Updates**
* Lili has requested a six-month Leave of Absence
* Charles Degeneffe and Robert Medel have resigned
* Review of 2024 Brain Injury Meeting dates.

Board Comments - None

Public Comments - None

## **Subcommittee Reports (Updates, Goals and Timelines) from Data**

##  **Analytics and Educations and Public Outreach Committees**

* Data Analytics Committee (DAC)
	+ Dr. Daniel Ignacio (Lead) and members include Todd Higgins.
	+ Dr. Daniel TBI shared information on the needs assessment documents. On Feb 8th the sub-committees will be voting on this information.
	+ Dr. Katie Shinoda – is off camera 9:31 am.
* Education and Public Outreach Committee (EPOC)
	+ Randy Dinning (Lead). Members include Henry Huie, Vincent Martinez, Heidi Frye, Steven Chan and Theresa Woo.
	+ Randy Dinning read the mission, share information on the directory project.
	+ Randy Dinning would like to join the Data Analytics Committee.
	+ Regina Cademarti mentioned that 211 uses a search engine to provide services and resources.
	+ Matthew Berube can arrange another presentation in May from 211.

Board Comments - Eric Williams asked if data is being collected on survivors’ changing needs over time. Heidi Fyre asked if Fetal Alcohol Syndrome qualified as a TBI. Heide Frye suggested that we should get the Tribal lands information. Dr. Steve Chan asked about how leaves of absence affect quorum. Kristie Warren asked when a second Needs Assessment would go out to the public? Dr. Daniel Ignacio responded it may be in August 2024 – April 2025 for the data collection effort.

Michael Roscoe explained that he believes organizations must be consistent to how we categorize a brain injury. Dr. Steve Chan/Dr. Huie clarified that an acquired brain injury is not a traumatic brain injury and it will fall under a congenital brain injury.

Erin Johnson is off camera at 10:45 am because of unstable internet.

## **Brain Injury Alliance of Colorado Presentation**

Kate Kerkmans, President and CEO of Brain Injury Alliance of Colorado (BIAC) presented to the Board about their resource directory for TBI survivors. Matthew Berube will send questions to Katie Kerkmans.

**Board Comments** - Randy Dinning asked about rates charged by BIAC. Katie Kerkmans responded with specific figures. Randy Dinning asked if the information may or may not be accurate. Regina Cademarti asked for details regarding software used. Katie Kerkmans responded with specifics. Kristie Warren asked how many Brain Injury survivors are working at Kerkman’s organization. Katie Kerkmans responded they have a staff 45, and that one-fourth to one-third are survivors and another 10% are caregivers.

**Public Comments**: Dan Clark asked about the cost to create and maintain a website and about who would have access to the website and be responsible to keeping it updated.Brenda Plechaty added that BIAC’s system work well.

Theresa Woo is off camera at 10 am.

Presentation ended 10:30 am.

Dr. Daniel Ignacio called the meeting break from 10:45 am – 11:00 am.

## **Subcommittee Report from Public Policy**

Dr. Daniel Ignacio called the meeting to order at 11 am**.**

Kristie Warren is the lead for the Public Policy Committee. Other members include Dr. Katie Shinoda, Erin Johnson, Michael Roscoe, Eric Williams

* + Karen shared that Acquired Brain Injury vs Traumatic Brain Injury will continue to be an active discussion.
	+ Range of services is also being looked at per site. Looking to work with the two other subcommittees to meet the goals to be success.

**Board Comments** – None

**Public Comments** - None

## **Brain Injury Survivor Committee**

Kristie Warren and Erin Johnson are co-leads.

* Kristie shared current activity updates: focusing on member recruitment

 and getting brochures printed. Bagley Keene will impact the survivor

 committee. The more informal the better to encourage attendance.

**Board Comments**: Dr. Steve Chan asked if the flyers have been posted to the Department of Rehabilitation’s website. Matthew Berube responded not yet, but will be soon.

**Public Comments**: Brenda Plechaty asked about the makeup of the BI survivor comittee. Kristie Warren responded brain injury survivors and how we can best support them and get their input.

## **ACL Grant Activities**

## Matt Berube, TBI Grant Administrators

* Matthew Berube reviewed the State Partnership Program 2021 objectives. Feb. 8th meeting will be more discussion on Acquired Brain Injury and Traumatic Brain Injury and what services can be provided.
* Matt Berube shared a TBI shared brochure which will be on the NASHIA website.

**Board Comments** - Dr. Daniel Ignacio mentioned that the Brain Injury Alliance of Colorado has four full-time licensed clinicians on staff, and said this would be something to consider for California. Heidi Frye mentioned this week will be Ed Roberts Day.

Public Comments – Heather Fiore said the invitation to the BrainLinks webinar Matt Berube sent out was useful.

## **Bagley-Keene Act Presentation**

Elizabeth Colgrove, Attorney III with the Department of Rehabilitation presented on changes to the Bagley-Keene Act effective 1/1/2024 as part of Senate Bill 544.

* + - Option 1 from the Government Code 11123.2 states majority of members must participate in person at the same place, once met, others can remote in the meeting. If Express Exception is granted to attend remotely under an approved RA - those members count towards the majority of meeting the same place and everyone else can meet remotely.
		- Members cannot turn off the cameras per Government Code 11123.2 unless there are technical difficulties (e.g., broadband issues).
		- Option 2 from the Gov. Code 11123 states one member of state body must be present at location that is open to the public. All other members may call in from publicly noticed location.
		- Option 3 for the Subcommittees states if only two people meet, the Bagley Keene rules do not apply. If there are 3 or more people, Bagley Keene rules apply.

Board Comments - Heide Frye asked if isa teleconference is the same as a zoom meeting. Elizabeth Colegrove stated Bagely Keene wants you to have a video and phone line if it’s available. Cameras must be on for members. Kristie Warren asked if there is a Reasonable Accommodation for the location, does apply to someone’s camera being off? Elizabeth Colegrove answered Reasonable Accommodations are individual and you will need to work with Department of Rehabilitation. Michael Roscoe asked to defined “publicly noticed.” Elizabeth Colegrove stated it means an address from where you are calling into the meeting is listed on the notice and you have to open up the location to the public.

Public Comments – None

Heidi had technical issues and turned off her camera at 11:40 am

Dr. Steven Chan left the meeting at 12:09 pm.

## **Board Internal Business**

 Matt Berube, DOR TBI Grant Administrator shared Board Member updates,

 statute requirements and upcoming conferences.

### **Break for Lunch**

## **Home and Community-Based Services Funding**

Tanya Thee, DOR TBI Grant Administrator provided updates on the HCBS funding.

* + - * + In December $138,000 in unspent FY 22/23 funds were allocated to three HCBS providers:

$10,000 to Central Coast Center for Independent Living (CCCIL)

$55,000 to Brain Injury Center (BIC)

$73,000 to Southern California Rehabilitation Services (SCRS)

* + - * + The Department of Rehabilitation is pushing for invoicing to ensure all funds are spent.

As of January 16, 2024, a total of $2,652,926 or 57% of the total amount awarded has been invoiced.

* + - * + TBI Staff will be meeting monthly with the HCBS providers to connect with them and discuss invoicing to ensure funds can be spent.

## **Public Health Workforce (EPHWF) Funding**

Tanya Thee, DOR TBI Grant Administrator shared updates for the Public Health Workforce Funding

* + - * + Funding provides work experience including peer support to individuals with TBI. One time 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

Public Comments - None

Board Comments – None

## **Site Presentation**

* Lily Zepeda & Lisa Morris from the Brain Injury Center of Ventura County presented on their services, TBI and ABI basics, support groups with bi-weekly meetings for caregivers and survivors, and transition services and education and awareness.
* Began in 1995 from a local family who were meeting together for support. Became a 501-c3 organization to improve the quality of life for those living in Ventura with a BI.
* Lisa Morris described her journey with a Traumatic Brain Injury.

**Board Comments** - Dr. Steve Chan asked how BICV is notified about the injuries. Lily Zepeda answered they do outreach and contract with a local hospital for referrals.

Randy Dinning asked if the transition included a skilled nursing facility and if they faced challenges using MediCal and MediCare. BICV has only an adult center, which is private pay. Todd Higgins and Ana Acton mentioned there are grants and waivers available, such as the Community Living Fund.

**Public Comments** - Berta stated that it was a great presentation. Dan Clark asked if BICV works with any long-term care and supports programs to transition those from the Banner House.

## **DOR and TBI Updates and Announcements**

Regina Cademarti, Chief of Independent Living and Community Access Division, reviewed the following TBI updates:

* **RSA Commissioner:** The Rehabilitation Services Administration (Federal body of Department of Rehabilitation) is lead by a commissioner. On December 6, 2023, the Senate confirmed Danté Allen as RSA Commissioner. Prior to his confirmation, Mr. Allen served as the Executive Director for CalABLE, California’s qualified federal ABLE Act savings and investment program for people with disabilities.
* **State Budget:** January 10, 2025 Governor Newsom introduced his 2024-25 state budget proposal. There is a budget deficit; however, there seems to be minimal impact to DOR
* **Master Plan on Career Education:** In August 2023 Governor Newsom signed an executive order for the Master Plan on Career Education to adequately prepare students for the workforce of tomorrow that includes high-paying and fulfilling career paths that do not require college degrees. The order directs state leaders in education, workforce development, and economic development to work collaboratively with leaders of the state’s public education systems and employers—DOR is one of the partners.

 Webinar: Wednesday, January 24 from 11:30 – 12:30 pm

 careereducation.gov.ca.gov

* **California Interagency Council on Homelessness (Cal ICH) and DOR training:** Join the Department of Rehabilitation (DOR) and Cal ICH on Thursday, January 25th, at 3:00 PM for a training and information session on Connecting the Disability Network to the Homelessness Response System. This session will provide attendees with an introduction to the homelessness response system and highlight connection, collaboration, and engagement at the local level to maximize resources for persons with disabilities experiencing homelessness.

**TBI Staffing**

* + - * + Completed interviewing for Office Technician position.

 **TBI Program**

* + - * + State General Fund used to sustain network of six community service provider TBI sites to assist individuals with TBI by providing supportive living, community reintegration, vocational supportive services, information and referral and public and professional education.

**TBI Grant Update**

A request for application (RFA) for the TBI grants for 2024-2027 is being drafted. DOR does not have more information on the RFA process. DOR is exploring every option to fund the TBI program, knowing that the HCBS funding ends this year and want to minimize the impact. In the next month DOR will release a plan around funding for the TBI program and how we will move forward including if we amend the existing grants and what the RFA will look like.

* + - * **Reporting – Two types of reporting for the TBI Programs**
1. **CATBI Packets** This is data on the consumer and their progress completed at intake, six months and 18 months. This is completed by the CATBI sites and emailed to the DOR.
	* + DOR is working with St. Jude on the compiling the CATBI Packet Data. St. Jude will:

Compile all current data and create the first draft of routine report(s).

Address any concerns about data.

Establish the workflow, process for data collection from TBI sites.

A policy and procedure and or brief manual document for use by all sites.

Final review of current, Excel worksheet and automated queries from the work sheet for routine reports.

Instructions for creating ad hoc reports.

Recommendations for further development of the TBI packet and data management.

Staff working on this project include retired annuitant Michelle Davis and Tanya Thee.

Gathering data packets and securing the file transfer.

1. **Quarterly Reporting**

This is data from the service sites and their progress quarterly progress for their service goals. The data is submitted through Survey Monkey to the DOR. DOR collects the data, compares responses to previous quarters, and compiles reviews the data.

**Update**

Completed obtaining FY 22/23. TBI staff met with all sites to clarify reporting needs and requirements.

**NASHIA Seed Summit March 5-7, 2024**

* National Association of State Head Injury Administrators they provide technical assistance to State Partners specifically for the TBI State Partnership Program.
* Annual conference that will be in Washington DC
* One DOR staff representative (myself) and one TBI Advisory Committee staff (Chair Katie Shinoda)
* Summit Goal: Develop, grow, and sustain state infrastructure that supports individuals with brain injury.
* Areas discussed:
* Advisory Boards - Getting Partners to the Table
* Resource Facilitation - Best Practices for Services and Tracking
* Data - How Screening Impacts Capacity Building
* Funding - Making a Case for What You Need
* Innovative Practices - Where Are You Successful?

**Budget Review**

* Federal TBI State Partnership Grant - The TBI State Partnership Grant Program provides funding to help states increase access to services and supports for individuals with TBI throughout the lifetime. We do this work through our TBI Advisory Board
	+ $137,000 of unspent funds for the TBI Advisory Board to decide what to spend the money on.
* At the November 9, 2023 EPOC subcommittee it was asked if DOR could support a resource directory with an artificial intelligence chat bot. This chat bot would simulate human-like customer service for the resource directory. The TBI section conferred with ITSD and they do not have the capacity to build a resource directory with the AI chat bot functionality on the DOR website.

Board Comments – Dr. Daniel Ignacio mention that DAC needs assessment proposal requests for $136K for funding.

Public Comments – None

**Meeting Break and return at 2:25 pm**

## **Board Recruitment**

Matt Berube, TBI Grant Administrator shared information on Board recruitment. It was recommended the Board keep membership number at 16 people. Seven members that will be reaching the end of their time on the Board and will need to apply again. Matt reviewed the by-laws and explained that everyone turns in their applications and the applications are scored. Dr. Daniel Ignacio asked if there is any interest from the current Board to assist in this process.

Matthew Berube reminded everyone that the Chairperson and the Vice Chair will need to be recruited for.

Michael Roscoe asked if the meeting was being recorded. He also asked for clarification on how potential members might be notified. Michael Roscoe expressed concern about there being a separate folder for different people and discussed his experiences as a member of the Board. Tanya Thee confirmed we collect minimal information and they have to apply like everyone else. Todd Higgins stated this is important we need time to work on the recruitment process. Each subcommittee to put forward 2 names or organizations. Dr. Daniel Ignacio reviewed the DOR TBI recruitment letter. Dr. Henry Huie asked if current members use the same application process as their first time of applying.

Ana Acton submitted points about ensuring appropriate representation on the Board. Michael Roscoe expressed the necessity of adhering to the law and State Plan, and ensuring the need of TBI survivors are considered.

Matthew Berube commented we have a timeline, letter of interest and the application as core documents.

Board Comments: None

Public Comments: None

Action Items:
Todd Higgins states the DAC will work on the application.

Randy Dinning states the EPOC will work on the announcement.

Kristie Warren states the PPOC will work on the timeline.

Kristie Warren has left the meeting 2:24pm

Board Comments - None

Public Comments - None

## **Agenda Items for Future Meetings**

Matt Berube, DOR TBI Grant Administrator reviews future meetings on April 15, 2024 and the sub-committees in February and March 2024.

Action Items noted:

* Dr. Daniel Ignacio suggested the recruitment documents to be discussed.
* Matthew Berube announced on February 8th the needs assessment proposal will be sent out.
* Todd Higgins stated two targeted places to send the information regarding the recruitment opportunity.

**Board Comments** - Heidi Frye asked if the Board was going to meet in person? Regina Cademarti stated DOR would support an in-person meeting. DOR would coordinate flights and hotel costs. Todd suggested more discussion on Bagley-Keene. Matt Berube reviewed the differences between rules for subcommittees meeting and full Board meetings.

**Public Comments** - None

1. **Summary and Action Items**

Matt Berube, DOR TBI Grant Administrator reviewed items from above in item 20.

Board: None

Public: none

## **Public Comment**

Public Comments: Dan Clark stated we need a State Plan model. We need to be able to determine costs per site. Dr. Daniel Ignacio said we make that an agenda item. Heather Fiore stated sites have their programs and it the Board should try to make sure it is not duplicating work already completed. Dr. Daniel Ignacio we need to determine what are the services that are effective.

## **Adjournment**

##

**Todd Higgins motioned to adjourn at 3:53 pm**

**Theresa Woo Second the motion.**