# Traumatic Brain Injury (TBI) Advisory Board

# Meeting Minutes

**October 16, 2023**

1. Call to order

Chair Shinoda called to order meeting at 9:05 a.m.

**2. Welcome and Introductions**

Chair Shinoda made introductions.

Board Members Present:

* Dr. Katie Shinoda (Chair), Mercy General Hospital
* Dr. Steven Chan, Physical Medicine and Rehabilitation (PMR) at Kaiser Permanente
* Dr. Charles Degeneffe, San Diego State University
* Todd Higgins, Disability Rights California and TBI Survivor
* Dr. Henry Huie, Santa Clara Valley Medical Center
* Randy Dinning, Long Term Care Ombudsman
* Heidi Frye, Independent Living Center of Kern County and BI Survivor
* Vincent Martinez, Santa Clara Valley Medical Center and TBI Survivor
* Erin Johnson, TBI Survivor
* Kristie Warren, TBI Survivor
* Dr. Daniel Ignacio, St. Jude Brain Injury Network and TBI Survivor Co-chair

Board Members Not Present:

* Robert Medel, Santa Clara Valley Medical Center
* Eric Williams, TBI Survivor
* Michael Roscoe, TBI Survivor
* Theresa Woo, Department of Rehabilitation and TBI Caregiver
* Lili Whittaker, TBI Caregiver

Department of Rehabilitation (DOR) Staff Present:

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

Members of Public (video/phone):

* Dan Clark, Community Advocate
* Ryan Johnson, TBI Survivor
* Heather Fiore, TBI Survivor
* Brenda Plechaty, Traumatic Brain Injury Caregivers Support Group
* Sarah Harris, Resources for independence Central Valley and TBI Survivor
* Julie Martinez, DOR Youth Services Counselor
* Landa Bell-Carson, FREED

3. Housekeeping

Grant Administrator Matt Berube reviewed housekeeping items.

**Board Comments – None**

**Public Comments – None**

**4. Subcommittee Reports (Updates, Goals and Timelines) from Public Policy & Funding and Data Analytics Committees**

**Public Policy and Funding Committee (PPFC):**

* Kristie Warren shared updates for the committee.
* PPFC is creating a request for more funding for 6 California Traumatic Brain Injury sites.

**Board Comments**: None

**Public Comments**: (Dan Clark) Asked if funding request will include recommendations for funding other than that for the current TBI sites? (Kristie) No, it will not; (Heather Fiore) Asked if DOR works with clients will all disabilities. (Kristie) Yes, it does.

**Data Analytics Committee (DAC):**

* Daniel Ignacio gave general updates of Data Analytics Committee.
* DAC will be publishing a manuscript in the Journal of Head Trauma Rehabilitation.
* The manuscript has been approved by all committees.
* Daniel discussed the possibility of a new Needs Assessment.

**Board Comments** – (Dr. Katie Shinoda) Asked if there was a budget for the Needs Assessment. (Todd Higgins) Not yet, but it will be part of the recommendation; (Katie) Asked if ACL funds can be moved over from year to year? (Tanya Thee) Yes, they can.

**Public Comments** – None

**5. Presentation**

* National Association of State Head Injury Administrators (NASHIA)
* Presented on Online Brain Injury Screening and Support System (OBISSS)
* Given by Haleigh Cushen and Judy Dettmer

**Board Comments**: Kristie Warren offered the presenters assistance from the TBI Advisory Board to identify deficiencies in the OBISSS.

**Public comments**: None

**6. Subcommittee Reports (Updates, Goals and Timelines) from Education & Public Outreach and Brain Injury Survivors Committees**

**Education and Public Outreach Committee (EPOC):**

* Randy Dinning shared updates for the committee.
* The EPOC continues to work on guide for TBI resources.
* The EPOC plans to create training in TBI for service providers.

**Board Comments** – Kristie Warren asked if the Brain Injury Survivor Committee could help. Randy Dinning said they could review the resources and assist in other ways.

**Public Comment** – None

**Brain Injury Survivor Committee:**

* Co-Chair Kristie Warren shared updates for the committee.
* BI Survivor Committee continues to work on guide for TBI resources.
* BI Survivor Committee plans to create training in TBI for service providers.

**Board Comments** – Katie Shinoda suggested a member from each TBI Subcommittee should attend BI Survivor meetings; Matt will make this an agenda item for the next meeting.

**Public Comment** – None

**7. Approval of Minutes**

* Approval of minutes for April 17, 2023
  + Motion to approve minutes made by Kristie Warren; seconded by Henry Huie
  + Minutes were approved by Chan, Ignacio, Degeneffe, Higgins, Huie, Dinning, Martinez, Johnson, Shinoda, Frye, and Warren

**8. Board discussed recruitment efforts**

* Recruitment procedures will be added to agenda for the next meeting
* Officer elections will be added to the next meeting

**Board member comments: None**

**Public comments: None**

**9. Site Presentation:**

Resources for Independence Central Valley

* Sarah Harris, Director of Program for RICV, explained services and procedures for staff and clients of RICV.

Board Comments: None

Public Comments: Presenters were asked if CBIS certification is beneficial. Presenters affirmed that it was.

**10. Review of ACL Grant Activities**

* Matt review the Objectives, Outcomes and Expected Materials for the ACL Grant

Objectives:

* + Expand the TBI Advisory Board to include a TBI Survivor Committee
  + Provide culturally competent resources to entities that intersect with homeless and domestic violence populations.
  + Identify options for long term funding.
  + Utilize the TBI Needs Assessment and Registry to inform policy, education, and training statewide.

Outcomes:

* + Establish and promote plain language materials about TBI for public education through the TBI Survivor Committee.
  + Expand systems to support early identification, intervention, resource facilitation, and coordination for people with TBI.
  + Identify sustainable funding mechanisms to support locally based TBI services.
  + Create data informed education and training leading to expanded services and supports for TBI survivors.

Expected Materials:

* + Education and training materials for medical, rehabilitation, and community support professionals about the needs of TBI survivors and their families.
  + A funding model proposal for TBI survivors to receive locally based services through the Department’s TBI sites.
  + Culturally competent and evidence-based policies, education, and training informed by data gathered in the Needs Assessment and Registry.

Board Comments: None

Public Comments: None

**11. DOR Updates**

Regina Cademarti, Chief of ILATS, DOR, gave updates to the Board

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

**NASHIA Workgroup Updates**

* The Underserved Populations Workgroup met six times between February 2023 and July 2023. Oregon, Georgia, Iowa, California, and West Virginia have facilitated meetings. In the first two meetings Oregon facilitated discussions of common themes among state initiatives and planning meeting structure. Common themes among states include expanding Resource Facilitation, outreach to rural populations, domestic violence initiatives, criminal/juvenile justice activities, screening, and conducting needs assessments. The structure of the Underserved Populations Workgroup meetings includes two parts: updates and discussion about dissemination of last cycle’s products and informal presentations from the state facilitating the meeting regarding their programs and initiatives focused on underserved communities.
* Georgia presented on the background of their clinical registry, piloting their resource facilitation program, language and cultural barriers in senior long term care homes, and beginning a needs assessment survey.
* Iowa presented work introducing NeuroResource Facilitation and brain injury screening to parents of families identified in a collaboration with Child Welfare and the “Iowa TBI Child Welfare Collaborative Pilot: Process Map document.
* California presented the regarding efforts toward community reintegration for TBI survivor. The presentation was conducted by two members of the Traumatic Brain Injury Advisory Board: Daniel Ignacio, representing St. Jude Brain Injury Network, and Charles Degeneffe from San Diego State University’s Rehabilitation Counseling Program.
* West Virginia provided an overview of their needs assessment data.
* DOR participated monthly in ACL’s Using Data to Connect People to Services and Underserved Populations work group. The workgroup members participated in a variety of data related presentations.  All meetings were recorded, and presentations were loaded on YouTube links and posted on the ACL SPP Portal.  Workgroup members with areas of expertise recruited individuals to assist in acquiring new knowledge on the topics outlined in the Year 1 online survey. The presentations for Year 2 included:
  + Designing the Behavioral Risk Factor Surveillance System (BRFSS) Questions
  + Obtaining and Securing BRFSS Questions
  + Analyzing BRFSS Data
  + Designing Questions for Statewide TBI Needs Assessments
  + Initial Planning, Analyzing and Scope Considerations in Needs Assessment Questions
  + Data Visualization
  + How Data Enhances Outreach projects
  + Time was spent in discussion, reviewing outcomes, and planning next year’s topics with facilitators from Virginia and Alabama.  The workgroup facilitators used the Technical Assistance and Resource Center to secure subject matter experts when needed.
* The TBI program staff participated in the following:
  + California’s Assistive Technology Committee Meetings
  + State Plan for Independent Living Committee Meetings
  + State Independent Living Council Meetings
  + CalAIM: Enhanced Care Management and In Lieu of Services webinar
  + ADRC committees and subcommittees
  + Deaf and Disabled Telecommunications Program initiatives
  + California Interagency Council on Homelessness
  + CalABLE Board
* The Using Data and Underserved Populations workgroup sessions assisted in developing California’s needs assessment questions to ensure we are gathering additional essential data during the next needs assessment cycle. In addition to the scheduled monthly meetings, at the request of California’s TBI Program, two ad hoc meetings hosted by NASHIA were held for workgroup members who facilitate brain injury board and committee meetings. Workgroup members were encouraged to share specific challenges faced, and strategies they have employed that have increased engagement and effectiveness of the bodies. An additional meeting wasl be held in September 2023 at which TBI Board facilitators will be accompanied by one Board member to give their assessment of current and future activities. Vincent Martinez from California’s TBI Advisory Board joined Matthew Berube at that meeting. The next Workgroup meetings will be held this week—Using Data will be on Tuesday, and Underserved Populations will be on Thursday.

Board Comments – None

Public Comments – Dan Clark asked for more information on the Youth Leadership Program; Regina answered the question.

**12**. **PPFC Funding Letter Review**

* Kristie Warren introduced the purpose and goal of the PPFC’s funding letter to be submitted to DOR.t
* The letter was shown and read in its entirety.
* The letter will be voted on by individual subcommittees at the next meetings.

Board Comments – None

Public Comments – None

**13.** **NASHIA State of the States Conference**

Katie Shinoda gave a brief presentation on the events from the NASHIA SOS conference in Minneapolis, MN.

Matt will send out a list of all presentations so members and the public can request more information.

Board Comments – None

Public Comments – None

**Next Board Meeting**

January 22, 2024

Board Comments – None

Public Comments – None

**Adjournment**

Todd Higgins motioned to adjourn. Kristie Warren seconded the motion. Meeting ended at 3:47pm.