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

# **February 8, 2024**

# **Meeting Minutes**

**Opening**

The regular meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) Advisory Board Sub-Committees was called to order at 8:34 am, February 8, 2024, by Dr. Daniel Ignacio via virtual meeting.

**Data Analytics Committee**

Meeting was called to order at 8:34 a.m. by Dr. Daniel Ignacio. Quorum was met.

**Members Present**

* Todd Higgins, Disability Rights California and TBI Survivor
* Dr. Daniel Ignacio, St. Jude Health and TBI Survivor

**Members not Present**

* Lili Whittaker

**DOR Staff Present**

* Regina Cademarti, Staff Services Manager
* Tanya Thee, DOR TBI Program Administrator
* Matthew Berube, DOR TBI Program Administrator
* Michelle Davis, DOR TBI Program Retired Annuitant

**Public Present**

* Dan Clark, Community Advocate

**Ice Breaker completed.**

**Committee Business**

**Approval of Meeting Minutes**

The approval of the meeting minutes for January 18, 2024 was motioned by Todd Higgins and Dr. Daniel Ignacio offered a second. Minutes were approved by members Higgins and Ignacio.

Matthew Berube reminded the committee that if there is another person present in the room with you that committee members must disclose them for the meeting minutes. If a Board member needs to be off camera to let Michelle Davis or Matthew Berube know so it can be noted in the minutes.

Matthew Berube discussed that DOR representatives and Traumatic Brain Injury Advisory Board members Katie Shinoda will be attending the SEED Summit. Dr. Daniel Ignacio may also attend.

**Committee Comments:** None.

**Public Comments:** None.

**DOR Updates**

Regina Cademarti provided DOR updates.

**ILATS Staffing**

* New Office Technician will begin on March 11.
* Posted Staff Services Manager I position on the State of California CalCareers website. This manager will oversee the Assistive Technology and Voice Options Program grant. The final filing date is February 16.
* Return to the workplace. DOR staff are required to report to the workplace two days a week starting March 1

**TBI Program – State Funded**

* **Background:** State General Fund used to sustain network of six community service provider. TBI sites provide supportive living, community reintegration, vocational supportive services, information and referral and public and professional education to individuals with TBI
* **Update**
* DOR was drafting a request for application, also known as an RFA for the TBI grants for 2024-2027.
* DOR does not have more information on the RFA process at this time.
* We know the time is running short on these grants that are scheduled to end on June 30, 2024. 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.

**TBI Program - HCBS Funded**

* **Background:** Through funding from the American Rescue Plan Act and Department of Health Care Services, DOR expanded its TBI program to serve unserved and underserved populations through a network of services and supports for individuals with TBI, their families, and caregivers through June 2024. DOR received 4.6 million dollars in funding.

* **Update**
* Amended three grants 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)
* We are pushing for invoicing to ensure all funds are spent.
* As of January 16, 2024, a total of $2,754,409 or 59% 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, reporting, and/or contract amendments to ensure funds can be spent.

**Reporting for the TBI Programs**

1. **CATBI Packets**

**Background:** 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. We are working with St. Jude on a data project and will compile this data.

**Update:**

* DOR met with ITSD to create the file transfer.
* Gathered data packets to upload and securing the file transfer.

1. **Quarterly Reporting**

**Background:** 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**

* Providers were recently sent the link for reporting.

1. **Semi-Annual Reporting to Administration for Community Living**

**Background:** In 2021, DOR’s TBI Program was awarded a second TBI State Partnership Program grant from the ACL to continue and expand the work of the TBI Advisory Board, Committees, and Program staff.

ACL designed the Performance Progress Reporting system to provide opportunities for Traumatic Brain Injury State Partnership Program grantees to submit information about the activities they are carrying out using grant funds. ACL’s primary purpose for requesting this information is to understand how TBI State Partnership Program grantees are use grant funds and the impact these funds have across all participating states.

**Update:**

Reporting Period: August 2023- January 2024

Due date is March 1, 2024

**Public Health Workforce Funding**

* **Background:** 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
* **Update:**

Grants have been executed

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

* National Association of State Head Injury Administrators they provide technical assistance to the TBI State Partnership Program.
* Annual conference that will be in Washington DC
* One DOR staff representative (myself), (Chair Katie Shinoda), and one TBI Advisory Committee staff
* 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?

**2024 ACL TBI Partners Day – Remote Celebration**

**Date & Time:** February 29, 2024, 12:00 – 4:00 PM Eastern Time

February is Brain Injury Awareness Month. Each year, ACL brings partners and interested parties together to discuss important issues around TBI services, supports, and systems and to learn from other partners, brain injury survivors, family members, support networks, and state and federal representatives.

This year, there will be sessions on brain injury and the criminal legal system, aging with brain injury, and bridging intellectual and/or developmental disabilities and brain injury with mental health systems.

**TBI SPP Budget**

* **Background:** 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
* **Update:** $137,000 of unspent funds for the TBI Advisory Board to decide what to spend the money on.

 **For Education and Public Outreach Committee (EPOC) only**

* At the November 9, 2023, EPOC subcommittee it was asked if DOR could support a resource directory with an artificial intelligence chatbot. This chatbot would simulate human-like customer service for the resource directory. ITSD does not have the capacity to build a resource directory with the AI chat bot functionality on the DOR website.

**Committee Comments**: Todd Higgins asked since the State budget forecast is not great, is the TBI budget in jeopardy? Regina stated DOR is not in line for any funds to be removed. One-time grants would be first. The state is not in a hiring freeze, departments are to watch spending.

**Public Comments:** Dan Clark asked are we looking to get additional sites more funding and prepare for the sunset of HCBS. Regina Cademarti confirmed and wants to minimize impact of the HCBS. Dan Clark mentioned Ana Acton reported on recovering data and it wasn’t mentioned. Matthew Berube reminded that the minutes haven’t been posted yet. Dan Clark asked if we have any data that we can see about how the program is going? Tanya Thee answered that we are going to provide the Board three years of data and we are waiting for three sites to correct data.

**Committee Projects**

**Needs Assessment:**

* Matthew Berube read the mission statement on the ACL Grant.

 Matthew Berube suggested that this committee ask for help from any

 of the other subcommittee members and will make this an agenda

 item for the next Board meeting.

* Todd Higgins asked about the proposed Needs Assessment’s location and was it included. DOR will work with committee members to make sure the Needs Assessment is accessible before distribution. Todd Higgins thought the proposal package was going to be offered to all the committee members. Matthew Berube confirmed no that it was going to be discussed at this meeting.
* Todd Higgins was off camera at 9:31 am due to technical issues.

**Committee comments:** No

**Public comments:** Dan Clark asked if there were term limits to these positions. Matthew confirmed that yes to the term limits and it will be discussed at the next EPOC meeting.

**Edit/Approve Recruitment Application**

* Matt Berube shared application document and read the document the Ca. TBI Advisory Board application aloud gaining Todd Higgins and Dr. Daniels Ignacio’s feedback, changes and approval.
* Todd Higgins moved to approve the section of the application for membership that was reviewed. Dr. Daniel Ignacio seconded the motion. Matt Berube called roll: Todd Higgins - approved and Dr. Daniel Ignacio – approved.
* This document will be share with the other committee members today.

**Member Recruitment:**

* Conversations with Dr. Daniel Ignacio around him being the current Vice Chair and additional discussion on increasing the number of board members.
* Dr. Daniel Ignacio suggested targets for recruitment. Each subcommittee will bring two contacts or organizations to send out the announcements. Todd Higgins and Dr. Daniel Ignacio asked to send application to the Family Caregiver alliance and Caregiver resource center in Orange County, Native American resources, identify Veterans and victim of domestic violence communities to add to the TBI Board.

**Committee Comments**: No

**Public Comments**: No

**Future Meeting Dates**

* TBI Board Meeting – April 15, 2024
* TBI Board Committees – March 14, 2024

**Committee comments**

* + - None.

**Public comments**

* + - None.

**Adjournment**

Todd Higgins was off camera due to technical difficulties. The meeting ended at 10:02.

**Education and Public Outreach Committee**

Meeting began at 11:03 a.m. by Matt Berube, TBI Program Administrator. Quorum was met.

**Ice Breaker completed.**

**Members Present**

* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation
* Heidi Frye, Independent Living Center of Kern County and TBI Survivor
* Dr. Steve Chan, Kaiser Permanente
* Vince Martinez, TBI Survivor

**Members not present**

* Randy Dinning (Lead), Regional Ombudsman
* Theresa Woo, CA Department of Rehabilitation

**DOR Staff Present**

* Regina Cademarti, ILATS Chief
* Matthew Berube, DOR TBI Program Administrator
* Tanya Thee, DOR TBI Program Administrator
* Michelle Davis, DOR Associate Governmental Program Analyst
* Ava Hacopian, DOR MSU

**Public Present**

* Dan Clark, Community Advocate
* Berta Flowers, TBI Survivor

Matthew Berube read the housekeeping items and to lead the meeting in Randy Dinning’s absence.

**Committee Business**

**Approval of Meeting Minutes –**

* Matthew Berube announced the November 2024 minutes to be approved. One addition was made in the November minutes.

**Comments Committee**: No

**Public Comments**: No

* Motion to approve the November minutes was made by Dr. Steve Chan. Dr. Henry Huie seconded the motion.
* Roll call: Heidi Frye - approved; Dr. Henry Huie – approved; Dr. Steve Chan - approved, Vincent Martinez - approved
* Minutes are accepted and approved.
* Matthew Berube announced January 2024 minutes need to be approved.

**Committee Comments**: No

**Public Comments**: No

* Heidi Frye moved to approve the January meeting minutes and Dr. Henry Huie seconded the motion.
* Roll call - Steve Chan - abstained; Heidi Frye - approved, Dr. Huie - approved, Vince Martinez - approved.
* January 2024 minutes are approved.

**Committee Comments:** No

**Public Comments:** No

* Matthew Berube mentioned the Data Analytics committee needs people. He suggested moving people to this committee or getting any volunteers. This will be discussed in March 2024 at the next subcommittee meeting. The Survivor meeting is on February 20th from 10 am – 11 am – this is an opportunity to meet and work together. As a reminder with Bagley Keene – if there is another adult in the room of a Board member during these meetings please let DOR know and we will make a note in the minutes.
* Heidi Frye - had another adult in the room while she is in her office.
* April 15th is the quarterly Board meeting will be an in-person and a hybrid meeting at the DOR Sacramento office Room 169. More details to come, expenses will be covered.

**Committee comments**: No

**Public Comments**: No

* The SEED Summit will be taking place in March 2024 and Katie Warren and Regina Cademarti will be attending.
* Feb. 29th  is Partners Day please register and attend and contact Matthew Berube if you have any questions.

**Committee Comments**: Heidi Frye asked if we need to do anything different in the April meeting due to Bagley Keene and tell DOR if we are coming. Matthew Berube agreed and said we will need a quorum in person on April 15, 2024, for the Board Meeting.

**Public Comments**: Berta Flowers asked can you send her information on the TBI survivor meeting. Matthew Berube will follow up.

**DOR Updates**

* Regina Cademarti provided DOR updates (see on page 2)

**Committee comments:** No

**Public comments:** Dan Clark asked if we could move the RFA process to next year. If we can find funding to add, will there be an issue in reamending the existing grantees so they can continue their work? Regina Cademarti answered HCBS is one time funding and it could be a challenge reworking the existing contracts. We would look likely have a new RFA process. Berta Flowers asked what is data analytics committee? Matthew explained the scope of this committee**.**

**Committee Projects:**

Edit/Approve Public Recruitment Announcement

Matthew Berube suggested the wording be updated and read the current announcement. The current announcement was shown and read aloud.

* With feedback from Dr. Henry Huie and Heidi Frye the committee revised the language of the letter starting with paragraph one. This letter/announcement will be on DOR’s website. The committee asked if links could be added. Matthew Berube suggested he will send out this draft to the other committees and he would send this draft to this committee, and they can make changes and send it back to me and Matt will pull it all together and send it back to the Board.
* Committee agreed and needed to have it back by February 13th to Matthew Berube.
* Dr. Steve Chan had to step away and will return at 1 pm.

Application Review

* Matthew Berube is sharing what the Data Analytics committee work on the application to get comments and feedback. This will be sent to Board members.
* Dr. Henry Huie and Dr. Steve Chan discussed the language in the application and wanted to confirm the bylaws are reflective in the application language. Matthew Berube says the content covers the scope that is reflective in the bylaws. The 16 members is not set in stone and could be talked through.
* Heidi Frye asked whose term is ending and the members names were given. More conversation on widening the demographics to the Board – Native Americans, victims of domestic violence. Tanya Thee suggested applicants should note some demographics on their applications. An interview may be needed. It would be a good idea to include these areas in the application. Matt noted the 8 areas to fill the Board membership with and discussed putting these areas on the application and the introductory letter.
* The committee is approved adding the 8 categories from the bylaws to the application and the letter. Matt asked if there were changes to questions 2 and 3 - no changes from the committee. The committee agreed.

**Public Comment**: Berta Flowers asked do you have to be linked to an organization to be on the Board. Matt replied no you do not. Dan Clark spoke to the resources are thin for Los Angeles, one is in Van Nuys and SCRS, are TBI centers. There is a lack of funding to meet the needs. Matthew Berube put the resources for TBI in LA in the chat for everyone. Dan Clark asked what the term limits are – 5 years is the term limit. Berta Flowers asked what does ACL stand for? Matthew answered it stands for the Administration for Community Living and Dan Clark clarified it’s the funding for the sites and the advisory board for resources.

Next section of the application which is the answer portion of the application is being reviewed by Matt Berube who read the information.

**Committee comments:** No

**Public comments:** Berta Flowers asked if there would be a part where people can check the box on the areas of concern (are you a victim of domestic violence etc.). Matt clarified.

* Heidi Frye motioned to approve the application as written. Dr. Henry Huie seconded the motion. Roll call: Roll call - Steve Chan - approved; Heidi Frye - approved, Dr. Huie - approved, Vince Martinez - approved.

**Future Meeting Dates**

* TBI Board Meeting – April 15, 2024
* TBI Board Committees – March 14, 2024

**Committee comments:** No

**Public comments:** Berta Flowers asked have her caregiver costs being covered for Board member duties. Matt confirmed that the caregiver costs would be covered. Matt needs to confirm with Legal about for the Board members who needs to be physically present and discuss a Reasonable Accommodation for individuals. Dan Clark asked if the excel spreadsheet of the resources will carry forward to the next meeting. Max Winkler, Randy Dinning and Matthew Berube will be meeting about the TBI resources website in March.

**Adjournment**

Heidi Frye motioned to adjourn the meeting at 12:57 pm and Dr. Henry Huie seconded the motion.

**Public Policy and Funding Committee**

Meeting was called to order at 2:07 p.m. by Kristie Warren. Matthew Berube read over the housekeeping and an ice breaker was completed. Dr. Katie Shinoda has Eric Conners in her office with her. Quorum was met.

**Members Present**

* Kristie Warren, (Lead) TBI Survivor
* Erin Johnson, TBI Survivor
* Eric Williams, TBI Survivor
* Dr. Katie Shinoda, Mercy - Common Spirit
* Michael Roscoe (via the phone), TBI Survivor, no camera available

**Members Not Present**

* Lili Whittaker

**DOR Staff Present**

* Matthew Berube, DOR TBI Grant Administrator
* Tanya Thee, DOR TBI Grant Administrator
* Michelle Davis, DOR Associate Governmental Program Analyst
* Ava Hacopian, DOR - Medical Services Unit
* Regina Cademarti, DOR

**Public Present**

* Dan Clark, Community Advocate

**Approval of Meeting Minutes**

* The approval of the meeting minutes for January 18, 2024, was motioned by Kristie Warren and seconded by Kristie Warren and Dr. Katie Shinoda abstained. Minutes were approved by members Johnson, Warren, Roscoe, and Williams.

**Committee Business**

* Matthew Berube discussed the NASHIA conference and Dr. Katie Shinoda and Regina Cademarti will be attending and possibly Dr. Daniel Ignacio. The ACL Partners Day information was sent out and it is fully remote, please let Matthew know if there are any questions. Regarding Bagley Keene, if someone 18 or older is in the same room with you during the meeting please let us know. On April 15 the TBI Board meeting is in person and HYBRID. It will be held at the DOR Central office in Sacramento. Expenses will be covered.

**Committee Comments**: Kristie Warren asked if the Committee meetings will be on the 11th and will be remote. Are there any other events that we need to be there? Matthew Berube suggested to fly in on Sunday and leave when it works for you.

**Public Comments**: No

**DOR Updates**

* Regina Cademarti provided updates (see on page 2).

**Committee Comments**: Kristie Warren asked who decides how and when the $137K are spent and we should be brainstorming about this money. Regina Cademarti discussed that the TBI Advisory committee would determine when and how the money is spent. The funds should be spent by August 2026. Dr. Katie Shinoda asked if the State Partnership Program goals are something we should be aware of in terms of the goals? Regina Cademarti suggested DOR will share out the report once it’s completed.

**Public Comments**: No

**Committee Projects | Kristie Warren**

Matthew Berube is sharing the document from the Data Analytics Committee regarding the Recruitment Application and looking for feedback. The Committee discussed including Veteran’s, victims of domestic violence in the recruitment efforts.

Committee Comments: Kristie Warren discussed if existing members must re-apply and asked which current members would need to re-apply. DOR staff confirmed that all applicants would need to re-apply for a position on the Board.

The Committee reviewed and discussed the application language and offered feedback. Discussion included if the Board has a legal obligation to address those demographics in the bylaws, adding a checkbox list in the application, updating language and if a Board member needed to have leadership and team building skills. Kristie Warren asked if this could be emailed to everyone with the timeline.

**Public Comments:** Dan Clark suggested focusing on Veteran’s and they should be more represented on the Board. Matthew Berube suggested a Veteran resource that he could offer to the group as a speaker.

**Future Meeting Dates**

* TBI Board Meeting – April 15, 2024
* TBI Board Committees – March 14, 2024

**Committee comments:** No

**Public comments:** No

**Adjournment**

A motion to adjourn was made by Kristie Warren and seconded by Erin Johnson. The meeting ended at 4:07 pm.