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

# **March 14, 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, March 14, 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 (Leave of absence)

**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
* Chrissy Stamegna, Brain Injury Center of Ventura County
* Ryan Johnson, TBI Survivor
* Brenda Plechaty, TBI Caregiver Support Group
* Elly O’Bryant, Disability Action Center
* Berta Flowers, TBI Survivor

**Ice Breaker completed.**

**Committee Business**

**Approval of Meeting Minutes**

The approval of the meeting minutes for February 8, 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.

**Committee Comments:** None.

**Public Comments:** None.

**DOR Updates**

Regina Cademarti provided DOR updates via Power Point presentation, please see separate document.

**Committee Comments:** Todd Higgins asked for clarification of funding sources for CA TBI Sites.

**Public Comments:** Dan Clark was interested in funding sources clarification, as well, but said his questions had already been answered.

**Committee Projects**

**Needs Assessment:**

* Matthew Berube updated the Committee members on status of the additional Needs Assessment proposal.
* Matthew Berube updated the Committee members on status of the CalSpeaks manuscript submission.
* Committee members reviewed and edited the TBI Advisory Board application.

**Committee comments:** Todd Higgins asked if current members would have to re-apply for membership on the Board.

**Public comments:** None

**Future Meeting Dates**

* TBI Board Meeting – April 15, 2024
* TBI Board Committees – April 11, 2024

**Adjournment**

Todd Higgins motioned to adjourn the meeting at 10:28 am and Dr. Daniel Ignacio seconded the motion.

**Education and Public Outreach Committee**

Meeting began at 11:05 a.m. by Randy Dinning, Committee Lead. Quorum was met.

**Ice Breaker completed.**

**Members Present**

* Randy Dinning (Lead), Regional Ombudsman
* Heidi Frye, Independent Living Center of Kern County and TBI Survivor
* Dr. Steve Chan, Kaiser Permanente
* Vince Martinez, TBI Survivor
* Theresa Woo, TBI Caregiver (Late)

**Members not present**

* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation

**DOR Staff Present**

* Regina Cademarti, ILATS Chief
* Matthew Berube, DOR TBI Program Administrator
* Tanya Thee, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Dr. Daniel Ignacio, TBI Board Co-Chair
* Ryan Johnson, TBI Survivor
* Brenda Plechaty, TBI Caregiver Support Group
* Berta Flowers, TBI Survivor

**Committee Business**

**Approval of Meeting Minutes –**

* Matthew Berube announced the February 8, 2024 minutes were approved.
* Motion to approve the November minutes was made by Dr. Steve Chan. Vince Martinez seconded the motion.
* Roll call: Heidi Frye – approved, Dr. Steve Chan - approved, Vincent Martinez – approved, Theresa Woo – approved.
* Minutes are accepted and 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. Randy Dinning has agreed to join the Data Analytics committee.
* The Survivor meeting is on March 19th 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.
* Form 700s are due, Matt will send out to the Board for completion.

**Committee comments**: No

**Public Comments**: No

**DOR Updates**

Regina Cademarti provided DOR updates via Power Point presentation, please see separate document.

**Committee comments**: Randy Dinning asked how DOR publicizes availability of funding.

**Public Comments**: None

**Committee Projects:**

* Reviewed Resource Spreadsheet
  + Randy summarized the meeting he and Matthew Berube had had with Colorado’s TBI program regarding their TBI resource guide.
  + The Committee discussed updates and enhancements to the spreadsheet currently being used to development the resource guide.
* Application Review
* Matthew Berube reviewed the changes the Data Analytics Committee suggested for the TBI Advisory Board application packet.
* The Committee made further adjustments to the application packet material.

**Committee comments:** No

**Public comments:** Berta Flowers suggested resource providers that should be sent the resource guide for use and dissemination; Daniel Ignacio (attending as a member of the public) introduced to the Committee reclassification of TBI as discussed at a recent meeting of the National Institute of Neurological Disorders and Stroke.

**Future Meeting Dates**

* TBI Board Meeting – April 15, 2024
* TBI Board Committees – April 11, 2024

**Committee comments:** No

**Public comments:** No

**Adjournment**

Theresa Woo motioned to adjourn the meeting at 12:50 pm and Dr. Steven Chan seconded the motion.

**Public Policy and Funding Committee**

Meeting was called to order at 2:05 p.m. by Kristie Warren. Kristie read over the housekeeping and an ice breaker was completed. Quorum was met.

**Members Present**

* Kristie Warren, (Lead) TBI Survivor
* Erin Johnson, TBI Survivor
* Dr. Katie Shinoda, Mercy (Dignity Health)
* Michael Roscoe (via the phone), TBI Survivor, no camera available

**Members Not Present**

* Eric Williams, TBI Survivor

**DOR Staff Present**

* Matthew Berube, DOR TBI Grant Administrator
* Tanya Thee, DOR TBI Grant Administrator
* Regina Cademarti, DOR Section Chief

**Public Present**

* Dan Clark, Community Advocate
* Ryan Johnson, TBI Survivor
* Brenda Plechaty, TBI Caregiver Support Group
* Landa Bell Carson, Disability Action Center
* Berta, TBI Survivor
* Dr. Daniel Ignacio, TBI Survivor, St. Jude Brain Injury Network (Board Member)

**Committee Business:**

**Approval of Meeting Minutes**

* The approval of the meeting minutes for February 8, 2024, was motioned by Erin Johnson and seconded by Dr. Katie Shinoda. Minutes were approved by members Johnson, Warren, Roscoe, and Shinoda.
* 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.

**Committee Comments**: No

**Public Comments**: No

**DOR Updates**

Regina Cademarti provided DOR updates via Power Point presentation, please see separate document.

**Committee Comments**: Kristie Warren asked if DOR funding was already designated for specific resource providers; Regina said that it was not, and that the RFA would be released to the public soon. Katie Shinoda said that the funding letter the PPFC created encouraged this increase in funding.

**Public Comments**: Dan Clark complimented DOR, and specific Victor Duran, for arranging for increased funding for TBI resource providers. Berta Flowers asked for a copy of the DOR updates.

**Committee Projects | Kristie Warren**

Matthew Berube reviewed with the Committee members the application packet changes and suggestions made by the Data Analytics Committee and the Education and Public Outreach Committee.

The Committee members discussed and decided upon dates for TBI Advisory Board recruitment events.

**Board Comments:** None

**Public Comments:** Daniel Ignacio (attending as a member of the public) introduced to the Committee reclassification of TBI as discussed at a recent meeting of the National Institute of Neurological Disorders and Stroke.

**Future Meeting Dates**

* TBI Board Meeting – April 15, 2024
* TBI Board Committees – April 11, 2024

**Committee comments:** No

**Public comments:** No

**Adjournment**

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