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

# **April 11, 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 8:32 am, April 11, 2024, by Dr. Daniel Ignacio via virtual meeting.

**Data Analytics Committee**

Meeting was called to order at 8:32 a.m. by Dr. Daniel Ignacio. Quorum was met.

**Members Present**

* Dr. Daniel Ignacio, St. Jude Health and TBI Survivor
* Lili Whittaker, The Kensington Foundation and TBI Caregiver

**Members not Present**

* Todd Higgins, Disability Rights California and TBI Survivor

**DOR Staff Present**

* Tanya Thee, DOR TBI Program Administrator
* Matthew Berube, DOR TBI Program Administrator
* Ava Hacopian, DOR Medical Services Unit

**Public Present**

* Dan Clark, Community Advocate
* 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**

* Because only Daniel Ignacio had been present at the March DAC meeting, the approval of the meeting minutes for March 14, 2024, was postponed until the May 9, 2024 meeting.
* Matthew Berube reminded the committee that if a Board member needs to be off camera to let Tanya Thee or Matthew Berube know so it can be noted in the minutes.
* Matthew Berube announced that Lili Whittaker had returned from her leave of absence.

**Committee Comments:** None.

**Public Comments:** None.

**DOR Updates**

Matt Berube provided DOR updates via Power Point presentation. Items addressed included DOR staffing updates, Home and Community Based Services (HCBS) contracts, TBI State Partnership Program (SPP) Federal Grant, Public Health Workforce Service Contracts, and reporting for the Administration for Community Living grant.

**Committee Comments:** None.

**Public Comments:** None.

**Committee Projects**

**Needs Assessment and Manuscript Publication:**

* Daniel Ignacio and Matthew Berube updated the Committee members on status of the additional Needs Assessment proposal and the CalSpeaks manuscript submission, both of which have been submitted to the DOR directorate for review and approval.
* Daniel Ignacio reaffirmed the importance of ensuring representation by the broad range of demographics within California.

**Board Application Package**

* Matthew Berube led the Committee in reviewing the TBI Advisory Board application packet documents.
* After discussion, the Committee agreed that 16 should be the maximum number of Board members.

**Committee comments:** Lili Whittaker confirmed that non-members could still contribute to Board and Committee projects.

**Public comments:** None

**Approval of Application Packet**

* The approval of the revised Board application packet was motioned by Lili Whittaker and seconded by Dr. Daniel Ignacio. Minutes were approved by members Whittaker and Ignacio.

**Future Meeting Dates**

* TBI Board Meeting – April 15, 2024
* TBI Board Committees – May 9, 2024

**Committee comments:** None.

**Public comments:** Dan Clark requested a copy of the Needs Assessment proposal be sent to him. Dan Clark also requested an approximate date for approval of the Needs Assessment and the CalSpeaks manuscript.

**Adjournment**

Lili Whittaker motioned to adjourn the meeting at 10:26 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.

**Members Present**

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

**Members not present**

* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation
* Dr. Steve Chan, Kaiser Permanente

**DOR Staff Present**

* Matthew Berube, DOR TBI Program Administrator
* Tanya Thee, DOR TBI Program Administrator
* Ava Hacopian, DOR Medical Services Unit

**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
* Douglas Chandler, County of Monterey Military & Veterans Affairs Office
* Adam Errahebi, County of Monterey Military & Veterans Affairs Office

**Community Resource Presentation**

* Presentation by Doug Chandler and Adam Errahebi from County of Monterey Military & Veterans Affairs Office

**Committee Business**

* Matthew Berube reminded the committee that if a Board member needs to be off camera to let Tanya Thee or Matthew Berube know so it can be noted in the minutes.
* Matthew Berube announced that Lili Whittaker had returned from her leave of absence.

**Approval of Meeting Minutes –**

* Motion to approve the March 14, 2024 EPOC meeting minutes was made by Theresa Woo; Vince Martinez seconded the motion.
* Dinning, Frye, Vince, and Woo voted to approve.
* Minutes were accepted and approved.

**Committee Comments**: None.

**Public Comments**: None.

**Review of TBI Advisory Board Application Package**

* Matthew Berube read and reviewed for the Committee the revised application package.

**Committee Comments**: No

**Public Comments**: No

**Approval of TBI Advisory Board Application Package –**

* Motion to approve the revised TBI Advisory Board Application Package was made by Theresa Woo; Vince Martinez seconded the motion.
* Dinning, Frye, Vince, and Woo voted to approve.
* Revised application package documents were accepted and approved.

**Committee Comments**: No

**Public Comments**: No

* The Committee discussed additions to the draft of the TBI Resource Guide.
* Randy Dinning discussed his recent meeting with the Board/State Agency Engagement focus group hosted by the National Association of State Head Injury Administrators (NASHIA). Randy felt encouraged by the group’s enthusiasm for integrated AI into resources access.
* Hiring a group or individual to be responsible for keeping the resource guide up-to-date was discussed.

**Committee comments**: None.

**Public Comments**: None.

**DOR Updates**

Since there was no time to present updates from DOR, Matt Berube will send them to members and attendees, and post them on the DOR website for view by the public.

**Future Meeting Dates**

* TBI Board Meeting – April 15, 2024
* TBI Board Committees – May 9, 2024

**Committee comments:** No

**Public comments:** No

**Adjournment**

Theresa Woo motioned to adjourn the meeting at 1:00 pm and Heidi Frye seconded the motion.

**Public Policy and Funding Committee**

Meeting was called to order at 2:05 p.m. by Matt Berube. Matt read over the housekeeping. Quorum was met.

**Members Present**

* Dr. Katie Shinoda, Mercy (Dignity Health)
* Michael Roscoe (via the phone) (partial), TBI Survivor, no camera available
* Eric Williams, TBI Survivor (no camera available)

**Members Not Present**

* Kristie Warren, (Lead) TBI Survivor
* Erin Johnson, TBI Survivor

**DOR Staff Present**

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

**Public Present**

* Dan Clark, Community Advocate

**Committee Business**

* Matthew Berube reminded the committee that if a Board member needs to be off camera to let Tanya Thee or Matthew Berube know so it can be noted in the minutes.
* Matthew Berube announced that Lili Whittaker had returned from her leave of absence.

**Approval of Meeting Minutes**

* The approval of the meeting minutes for March 14, 2024, was motioned by Dr. Katie Shinoda and seconded by Eric Williams. Minutes were approved by members Roscoe, Williams, and Shinoda.
* Matthew Berube reminded the committee that those members unable to be on camera will be noted in the minutes.

**Committee Comments**: No

**Public Comments**: No

**DOR Updates**

Matt Berube provided DOR updates via Power Point presentation. Items addressed included DOR staffing updates, Home and Community Based Services (HCBS) contracts, TBI State Partnership Program (SPP) Federal Grant, Public Health Workforce Service Contracts, and reporting for the Administration for Community Living grant.

**Committee Comments**: None.

**Public Comments**: None.

**Committee Projects**

**Review of TBI Advisory Board Application Package**

* Matthew Berube read and reviewed for the Committee the revised application package.
* The documents could not be approved since Michael Roscoe had left the meeting, and a quorum was no longer met.

**Medicaid Administrative Training**

* Katie Shinoda reviewed Medicaid Administrative Training as a possible funding source.
* Matt Berube will make this an agenda item for the next PPFC meeting.

**Board Comments:** None

**Public Comments:** None.

**Future Meeting Dates**

* TBI Board Meeting – April 15, 2024
* TBI Board Committees – May 9, 2024

**Committee comments:** No

**Public comments:** No

**Adjournment**

The meeting ended at 2:52 pm.