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

# **May 9, 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 8:33 am, May 9, 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 (Quorum met)**

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

**Members not Present**

* Lili Whittaker, The Kensington Foundation and TBI Caregiver

**DOR Staff Present**

* Matthew Berube, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Ryan Johnson, TBI Survivor
* Brenda Plechaty, TBI Caregiver Support Group
* Lily Zepeda, Brain Injury Center of Ventura County

**Committee Business**

**Approval of Meeting Minutes –**

* The approval of the meeting minutes for April 11, 2024, was motioned by Todd Higgins and seconded by Dr. Daniel Ignacio. Minutes were approved by members Higgins and Ignacio.
* The approval of the meeting minutes for March 14, 2024, was motioned by Todd Higgins and seconded by Dr. Daniel Ignacio. Minutes were approved by members Higgins and Ignacio.

**Committee Comments:** None.

**Public Comments:** None.

**DOR Updates**

Matt Berube provided DOR updates. 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; Daniel and Matthew answered questions and provided additional details in response to DOR directorate inquiries.

**Board Applications**

Matthew Berube reviewed the status of applicant submissions for membership on the TBI Advisory Board. Matthew mentioned the importance of including members that represented the wide range of California’s communities.

**Committee comments:** None.

**Public comments:** Dan Clark and Brenda Plechaty gave contact information for additional groups that should be solicited for applications and engagement.

**Future Meeting Dates**

* TBI Board Meeting – July 15, 2024
* TBI Board Committees – June 13, 2024

**Committee comments:** None.

**Public comments:** None.

**Adjournment**

The meeting was adjourned at 9:56am.

**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
* Vince Martinez, TBI Survivor
* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation
* Dr. Steve Chan, Kaiser Permanente (off camera from 12:10pm-12:26pm)
* Theresa Woo, TBI Caregiver (Late)

**Members not present**

* Heidi Frye, Independent Living Center of Kern County and TBI Survivor

**DOR Staff Present**

* Matthew Berube, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Ryan Johnson, TBI Survivor
* Brenda Plechaty, TBI Caregiver Support Group
* Lily Zepeda, Brain Injury Center of Ventura County

**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.

**Approval of Meeting Minutes –**

* Motion to approve the April 11, 2024 EPOC meeting minutes was made by Steven Chan; Henry Huie seconded the motion. Dinning and Martinez voted to approve. Chan and Huie abstained.

**Committee Comments**: None.

**Public Comments**: None.

**Participation in other subcommittees**

* Matthew Berube explained that there were few members of the Data Analytics Committee. Randy Dinning said he would join both the DAC and the EPOC.

**Committee Comments**: None.

**Public Comments**: None.

**Board Applications**

* Matthew Berube reviewed the status of applicant submissions for membership on the TBI Advisory Board. Matthew mentioned the importance of including members that represented the wide range of California’s communities. The EPOC members suggested organizations and gave contact information of individuals to whom to reach out in order to ensure participation by group currently unrepresented on the TBI Advisory Board.

**DOR Updates**

* Matt Berube provided DOR updates. 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.

* The Committee discussed additions to the draft of the TBI Resource Guide.
* The Committee planned for the creation of a live, virtual course on TBI to be given to resource provider staff members.
* It was suggested to reach out to colleges and universities to find graduate students who would be available to assist with projects.
* Matt will reach out to ACL grant recipients for guidance on TBI presentations. Matt will also reach out to DOR’s Disability Access Services to see what assistance they can provide.

**Committee comments**: None.

**Public Comments**: None.

**Future Meeting Dates**

* TBI Board Meeting – July 15, 2024
* TBI Board Committees – June 13, 2024

**Committee comments:** None.

**Public comments:** None.

**Adjournment**

Steven Chan motioned to adjourn the meeting at 12:35 pm and Theresa Woo 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 not met.

**Members Present**

* Dr. Katie Shinoda, Mercy (Dignity Health)
* Erin Johnson, TBI Survivor

**Members Not Present**

* Kristie Warren, (Lead) TBI Survivor
* Michael Roscoe, TBI Survivor
* Eric Williams, TBI Survivor

**DOR Staff Present**

* Matthew Berube, DOR TBI Grant Administrator

**Public Present**

* Dan Clark, Community Advocate
* Brenda Plechaty, TBI Caregiver Support Group

**Committee Business**

* Matthew Berube reminded the committee that if a Board member needs to be off camera to him know so it can be noted in the minutes.

**Approval of Meeting Minutes**

* The approval of the meeting minutes for April 11, 2024, could not be completed because of a lack of quorum.

**Participation in other subcommittees**

* Matthew Berube explained that there were few members of the Data Analytics Committee. Katie Shinoda said she would join both the DAC and the PPFC. Erin Johnson said she would change to the DAC.

**NASHIA State of the States Conference**

* Katie Shinoda said she would be available to attend the 2024 NASHIA SOS Conference in Oregon.

**Committee Comments**: None.

**Public Comments**: None.

**DOR Updates**

Matt Berube provided DOR updates. 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.

**Board Applications**

Matthew Berube reviewed the status of applicant submissions for membership on the TBI Advisory Board.

**Committee Comments**: None.

**Public Comments**: None.

**Committee Projects**

**Review of TBI Advisory Board Application Package**

**Medicaid Administrative Training**

* Katie Shinoda reviewed Medicaid Administrative Training as a possible funding source.

**Board Comments:** None.

**Public Comments:** None.

**Future Meeting Dates**

* TBI Board Meeting – July 15, 2024
* TBI Board Committees – June 13, 2024

**Committee comments:** Katie Shinoda asked for two items to be added to the next agenda: Creating a recommendation to change requirements for TBI services, and revising the State Plan.

**Public comments:** None.