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

# **June 13, 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 8:36 am, June 13, 2024, by Dr. Daniel Ignacio via virtual meeting.

**Data Analytics Committee**

Meeting was called to order at 8:36 a.m. by Dr. Daniel Ignacio. Quorum was met.

**Members Present**

* Dr. Daniel Ignacio (Lead), St. Jude Health and TBI Survivor
* Todd Higgins, Disability Rights California and TBI Survivor
* Randy Dinning, Regional Ombudsman

**Members not Present**

* Lili Whittaker, The Kensington Foundation and TBI Caregiver

**DOR Staff Present**

* Matthew Berube, DOR TBI Grant Administrator
* Tanya Thee, DOR TBI Grant Administrator
* Maria Gonzalez, DOR Office Technician

**Public Present**

* Ryan Johnson, TBI Survivor
* Brenda Plechaty, TBI Caregiver Support Group
* Lily Zepeda, Brain Injury Center of Ventura County
* Berta Flowers, TBI Survivor

**Committee Business**

**Approval of Meeting Minutes –**

* The approval of the meeting minutes for May 9, 2024, was motioned by Todd Higgins and seconded by Randy Dinning. Minutes were approved by members Higgins, Dinning, 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:** Daniel Ignacio requested to attend the July 15th quarterly Board meeting virtually. Randy Dinning asked for clarification on which government entity requires the Board members to complete the Form 700. Todd Higgins suggested that Board members who fail to complete required forms by the deadline should be prevented from attending meetings until they are submitted. Matt will create a draft of a revision to the by-laws to present at the July 11 subcommittees meetings, and for voting on at the July 15 Board meeting.

**Public Comments:** None.

**Committee Projects**

**Needs Assessment:**

* Daniel Ignacio and Matthew Berube updated the Committee members on status of the additional Needs Assessment proposal. The DAC will ask for volunteers from other subcommittees to work on NA. The DAC will remain unchanged, since there is no need to create a new “Needs Assessment” subcommittee.

**Committee comments:** None.

**Public comments:** Berta Flowers asked if the Board could promote itself in the media. The DOR has strict rules about this and any such outreach is performed by a specific department. Berta Flowers asked if elected officials could be invited. The Board itself cannot do anything that could be construed as lobbying, but members of the Board and members of the public can make anyone aware of the TBI Board and Committees meetings, since they are open to the public.

**Future Meeting Dates**

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

**Committee comments:** None.

**Public comments:** None.

**Adjournment**

Todd Higgins motioned to adjourn; Randy Dinning seconded the motion. The meeting was ended at 10:09am.

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

**Members not present**

* None

**DOR Staff Present**

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

**Public Present**

* Berta Flowers, TBI Survivor
* Brenda Plechaty, TBI Caregiver Support Group
* Lily Zepeda, Brain Injury Center of Ventura County

**Committee Business**

* Matthew Berube reviewed Bagley-Keene guidelines for virtual meetings.

**Approval of Meeting Minutes –**

* Motion to approve the May 9, 2024 EPOC meeting minutes was made by Vincent Martinez; Theresa Woo seconded the motion. Chan, Huie, Woo, Frye, Dinning, and Martinez voted to approve.

**Committee Comments**: None.

**Public Comments**: None.

**Presentation**

* Ken Ng from the DOR’s Disability Access Services gave a presentation on services offered by that division. Services included delivering virtual and in-person training on a variety of disability-related topics.

**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**

* The committee discussed the design and delivery of a TBI-specific training for resource provider staff. Matt Berube reviewed a similar disability etiquette presentation that could be used as a model.
* The committee discussed how to list for-profit businesses in the resource guide.

**Committee Comments**: None.

**Public Comments**: None.

**Future Meeting Dates**

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

**Committee comments:** None.

**Public comments:** None.

**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 Kristie Warren. Matt read over the housekeeping. Quorum was not met.

**Members Present**

* Dr. Katie Shinoda, Mercy (Dignity Health)
* Michael Roscoe, TBI Survivor

**Members Not Present**

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

**DOR Staff Present**

* Matthew Berube, DOR TBI Grant Administrator
* Maria Gonzalez, DOR Office Technician

**Public Present**

* Berta Flowers, TBI Survivor
* Brenda Plechaty, TBI Caregiver Support Group
* Lily Zepeda, Brain Injury Center of Ventura County

**Committee Business**

* Matthew Berube reviewed Bagley-Keene guidelines for virtual meetings.

**Approval of Meeting Minutes**

* The approval of the meeting minutes for April 11, 2024 and May 9, 2024, could not be completed because of a lack of quorum.

**Future Meeting Dates**

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

**Committee comments:** Kristie Warren, Committee Lead, recommended ending the meeting because of a lack of quorum.