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

# **July 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 8:36 am, July 11, 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 (Left at 10:15am)
* Randy Dinning, Regional Ombudsman

**Members not Present**

* Lili Whittaker, The Kensington Foundation and TBI Caregiver

**DOR Staff Present**

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

**Public Present**

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

**Committee Business**

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

**Approval of Meeting Minutes –**

* The approval of the meeting minutes for June 13, 2024, was motioned by Todd Higgins and seconded by Randy Dinning. Minutes were approved by members Higgins, Dinning, 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:**

* Daniel Ignacio updated the Committee members on status of the additional Needs Assessment proposal. Daniel Ignacio detailed the population samples to be collected, and the variety of methods for obtaining responses. Daniel Ignacio described the issues with the previous Needs Assessment that will be rectified in the next.
* Matthew Berube presented the goals, methods, and results from the Needs Assessment conducted by Nebraska’s TBI program.
* Matthew Berube reviewed the proposed addition to the TBI Advisory Board bylaws. The Committee made recommendations. The revised bylaws will be reviewed at the quarterly full Board meeting on July 15.

**Committee comments:** None.

**Public comments:** None.

**Future Meeting Dates**

* TBI Board Meeting – October 21, 2024
* TBI Board Committees – August 8, 2024

**Committee comments:** None.

**Public comments:** None.

**Adjournment**

The meeting was ended at 10:29am.

**Education and Public Outreach Committee**

Meeting began at 11:02 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

**Public Present**

* Ryan Johnson, TBI Survivor
* Brenda Plechaty, TBI Caregiver Support Group
* Dan Clark, Community Advocate
* 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 June 13, 2024 EPOC meeting minutes was made by Theresa Woo; Henry Huie seconded the motion. Chan, Huie, Woo, Frye, Dinning, and Martinez voted to approve.

**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. Henry Huie and Steven Chan volunteered to begin designing the basic TBI presentation. Steven Chan and Henry Huie will meet before the next committee meeting and present their material.
* The committee discussed how to finalize and upload the resource guide.
* Matthew Berube reviewed the proposed addition to the TBI Advisory Board bylaws. The Committee made recommendations. The revised bylaws will be reviewed at the quarterly full Board meeting on July 15.

**Committee Comments**: None.

**Public Comments**: Brenda Plechaty offered to assist Dr. Chan and Dr. Huie in designing the TBI presentation. Matt Berube will sent an email to the three to share contact information.

**Future Meeting Dates**

* TBI Board Meeting – October 21, 2024
* TBI Board Committees – August 8, 2024

**Committee comments:** None.

**Public comments:** None.

**Adjournment**

Theresa Woo motioned to adjourn the meeting at 12:41 pm and Steven Chan 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**

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

**Members Not Present**

* Eric Williams, TBI Survivor
* Michael Roscoe, TBI Survivor

**DOR Staff Present**

* Matthew Berube, DOR TBI Grant Administrator

**Public Present**

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

**Committee Business**

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

**Approval of Meeting Minutes**

* Motion to approve the April 11, 2024 PPFC meeting minutes was made by Katie Shinoda; Erin Johnson seconded the motion. Shinoda, Johnson, and Warren voted to approve.
* Motion to approve the May 9, 2024 PPFC meeting minutes was made by Katie Shinoda; Erin Johnson seconded the motion. Shinoda, Johnson, and Warren voted to approve.
* Motion to approve the June 13, 2024 PPFC meeting minutes was made by Katie Shinoda; Erin Johnson seconded the motion. Shinoda, Johnson, and Warren voted to approve.

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**

* Matthew Berube reviewed the proposed addition to the TBI Advisory Board bylaws. The Committee made recommendations. The revised bylaws will be reviewed at the quarterly full Board meeting on July 15.
* The Lewin Group gave a presentation on Medicaid Administrative Claiming to demonstrate a possible funding source for TBI resources.

**Committee Comments**: None.

**Public Comments**: None

**Future Meeting Dates**

* TBI Board Meeting – October 21, 2024
* TBI Board Committees – August 8, 2024

**Committee comments:** None.

**Public comments**: None.

**Adjournment**

The meeting was adjourned at 3:58 PM.