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

# Meeting Minutes

# January 18, 2024

**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 a.m. on January 18, 2024 by Matt Berube via virtual meeting.

**Data Analytics Committee**

Meeting was called to order at 8:34 a.m. by Matt Berube, TBI Program Administrator.

**Members Present *(Quorum was met)***

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

**DOR Staff Present**

* Regina Cademarti, Staff Services Manager
* Tanya Thee, DOR TBI Program Administrator
* Matthew Berube, DOR TBI Program Administrator
* Michelle Davis, DOR TBI Program Retired Annuitant

**Public Present**

* Dan Clark, Community Advocate
* Ryan Johnson, Brain Injury Survivor

**Committee Business**

**Approval of Meeting Minutes**

The approval of the meeting minutes for November 9th, 2023 was motioned by Todd Higgins and Daniel Ignacio offered a second. Minutes were approved by members Higgins and Ignacio.

Matthew Berube stated Lili Whittaker, Kensington Foundation and Mother of TBI Survivor, will taking a leave of absence, and both Dr. Charles Degeneffe and Robert Medel have resigned. At the January 22, 2024 TBI Advisory Board quarterly meeting there will be more discussion on future recruitment and a timeline.

Matthew Berube reviewed the Bagley-Keene Act including stating that members can enter virtually without having to publish location, but members must keep cameras on. During the January 22, 2204, meeting a DOR attorney will discuss more about the Bagley-Keene Act. Form 700 and other required DOR training are up to date.

Matthew Berube discussed possible attendance by Board members at the Brain Injury Survivor Committee meetings. These informal meeting is from 10 am – 11 am and is on the 3rd Tuesday of each month..

**Committee Comments**

* Todd Higgins suggested additional discussion and vote at the TBI Board quarterly meeting.

**Public Comments**

* Dan Clark stated there needs to be an update on CATBI and a needs assessment.

**DOR Updates**

Regina Cademarti provided DOR updates:

 **TBI Staffing**

* Completed interviewing for Office Technician position.

 **TBI Program**

* State General Fund used to sustain network of six community service provider TBI sites to assist individuals with TBI by providing supportive living, community reintegration, vocational supportive services, information and referral and public and professional education.

 **TBI Grant Update**

We were drafting a request for application, also known as an RFA for the TBI grants for 2024-2027. We do not have more information on the RFA process. We know the time is running short on these grants that are scheduled to end on June 30, 2024. DOR is exploring every option to fund the TBI program, knowing that the HCBS funding ends this year and want to minimize the impact. In the next month DOR will release a plan around funding for the TBI program and how we will move forward including if we amend the existing grants and what the RFA will look like.

 **HCBS Funding**

* Through funding from the American Rescue Plan Act and Department of Health Care Services, DOR expanded its TBI program to serve unserved and underserved populations through a network of services and supports for individuals with TBI, their families, and caregivers through June 2024. DOR received 4.6 million dollars in funding.

* **Update**
* In December $138,000 in unspent FY 22/23 funds were allocated to three HCBS providers:
* $10,000 to Central Coast Center for Independent Living (CCCIL)
* $55,000 to Brain Injury Center (BIC)
* $73,000 to Southern California Rehabilitation Services (SCRS)
* We are pushing for invoicing to ensure all funds are spent.
* As of January 16, 2024, a total of $2,652,926 or 57% of the total amount awarded has been invoiced.
* TBI Staff will be meeting monthly with the HCBS providers to connect with them and discuss invoicing to ensure funds can be spent.

**Reporting – Two types of reporting for the Traumatic Brain Injury Programs**

1. **CATBI Packets** This is data on the consumer and their progress completed at intake, six months and 18 months. This is completed by the CATBI sites and emailed to the DOR.
* DOR is working with St. Jude on the compiling the CATBI Packet Data. St. Jude will:
* Compile all current data and create the first draft of routine report(s).
* Address any concerns about data.
* Establish the workflow, process for data collection from TBI sites.
* A policy and procedure and or brief manual document for use by all sites.
* Final review of current, Excel worksheet and automated queries from the work sheet for routine reports.
* Instructions for creating ad hoc reports.
* Recommendations for further development of the TBI packet and data management.
* Staff working on this project include retired annuitant Michelle Davis and Tanya Thee.
* Gathering data packets and securing the file transfer.

1. **Quarterly Reporting**
* This is data from the service sites and their progress quarterly progress for their service goals. The data is submitted through Survey Monkey to the DOR. DOR collects the data, compares responses to previous quarters, and compiles reviews the data.

 **Update**

* Completed obtaining FY 22/23. TBI staff met with all sites to clarify reporting needs and requirements.

 **Public Health Workforce Funding**

* Funding provides work experience including peer support to individuals with TBI. One time funding.
* A total of four providers were awarded $18,337 a Public Health Workforce Contract
* Providers are Brain Injury Center of Ventura County, Central Coast Center for Independent Living, San Diego Brain Institute Foundation, and St. Jude
* Funding provides work experience including peer support to individuals with Traumatic Brain Injury.

 **NASHIA Seed Summit March 5-7, 2024**

* National Association of State Head Injury Administrators they provide technical assistance to State Partners specifically for the TBI State Partnership Program.
* Annual conference that will be in Washington DC
* One DOR staff representative (Regina Cademarti) and one TBI Advisory Committee staff (Chair Katie Shinoda)
* Summit Goal:  Develop, grow, and sustain state infrastructure that supports individuals with brain injury.

 **Budget Review**

* Federal TBI State Partnership Grant - The TBI State Partnership Grant Program provides funding to help states increase access to services and supports for individuals with TBI throughout the lifetime. We do this work through our TBI Advisory Board
* $137,000 of unspent funds for the TBI Advisory Board to decide what to spend the money on.

 **For Education and Public Outreach Committee (EPOC) only**

* At the November 9, 2023 EPOC subcommittee it was asked if DOR could support a resource directory with an artificial intelligence chat bot. This chat bot would simulate human-like customer service for the resource directory. I spoke with ITSD and they do not have the capacity to build a resource directory with the AI chat bot functionality on the DOR website.

**Committee Projects**

* Dr. Daniel Ignacio discussed an overview of the needs assessment with a goal to get an outcome of a data informed process that will lead to productive trainings. Additional data sources include TBI quarterly data and CATBI packages.

**Committee comments:** Todd Higgins asked about the proposed Needs Assessment’s location and was it included. DOR will work with committee members to make sure the Needs Assessment is accessible before distribution.

**Public comments:** Dan Clark asked for a timeline on initial reports from the data project with St. Jude. St. Jude and DOR will keep everyone updated as we have just started this project.

**Future Meeting Dates**

* TBI Board Meeting – January 22, 2024
* TBI Board Committees – February 8, 2024

**Committee comments**

* + - None.

**Public comments**

* + - None.

**Adjournment**

The meeting ended at 9:50 am.

**Education and Public Outreach Committee**

Meeting was called to order at 11:15 a.m. by Matt Berube, TBI Program Administrator.

**Members Present (Quorum was not met)**

* Randy Dinning (Lead), Regional Ombudsman
* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation
* Theresa Woo, CA Department of Rehabilitation

**Members Not Present:**

* Vincent Martinez, TBI Survivor
* Dr. Steven Chan, Physical Medicine and Rehabilitation at Kaiser Permanente
* Heidi Frye, Independent Living Center of Kern County and TBI Survivor

**DOR Staff Present**

* Regina Cademarti, ILATS Chief
* Matthew Berube, DOR TBI Program Administrator
* Tanya Thee, DOR TBI Program Administrator
* Michelle Davis, DOR Associate Governmental Program Analyst

**Public Present**

* Dan Clark, Community Advocate
* Ryan Johnson, Brain Injury Survivor

**Committee Business**

**Approval of Meeting Minutes – could not be completed because of lack of quorum.**

Matthew Berube discussed the attendance at the Brain Injury Survivor meeting and this committee will discuss further at the TBI Board meeting at January 22, 2024, quarterly TBI Board meeting.

Matthew Berube reviewed the Bagley-Keene Act changes, members can attend virtually but will need to have their cameras on during the meeting. Additional information will be given at the TBI Board meeting on January 22, 2024. The members are all up to date on forms and training.

Matthew Berube stated Lili Whittaker, Kensington Foundation and Mother of TBI Survivor, will taking a leave of absence and both Dr. Charles Degeneffe and Robert Medel have resigned. At the January 22, 2024 meeting there will be more discussion on future recruitment and a timeline.

Matthew Berube stated the SEED 2024 conference will be in Washington D.C. from March 5th to 7th.

**Committee comments**

* + - None

**Public comments**

* + - None

**DOR Updates**

* Regina Cademarti provided DOR updates (see above)

**Committee comments**

* + Randy Dinning confirmed that DOR will not be able to move forward with an AI chatbot at this time. Group discussions on if the committee could commission an outside IT company to do this work.

**Public comments**

* + None.

**Committee Projects**

TBI Resources List Discussion

* Committee members discussed using updating the resource list by calling or emailing the resources to confirm operation.
* Regina confirmed that DOR will not be able to host the AI chatbot.
* Group discussion from the group on another AI Chat option.
* Group discussion on St. Jude’s site and their AI use.
* Members suggested using a survey monkey and or calling the current resources to confirm existence and services provided

**Committee comments**

* + - None

**Public comments**

* + - Dan Clark suggested involving TBI consumers and survivor committees to beta test the resource list.
		- Dan Clark suggested we incorporate all of the Independent Living centers and add an online service category.

**Future Meeting Dates**

* TBI Board Meeting – January 22, 2024
* TBI Board Committees – February 8, 2024

**Committee comments**

* + - Dr. Huie confirmed the next board meeting is October 21, 2024.

**Public comments**

* + - None.

**Adjournment**

Randy Dinning ended the meeting at 12.10 pm

**Public Policy and Funding Committee**

Meeting was called to order at 2:03 p.m. by Kristie Warren.

**Members Present (Quorum was met)**

* Kristie Warren, TBI Survivor
* Erin Johnson, TBI Survivor
* Michael Roscoe, TBI Survivor (no camera available)
* Eric Williams, TBI Survivor

**Members Not Present:**

* Katie Shinoda

**DOR Staff Present**

* Matthew Berube, DOR TBI Grant Administrator
* Tanya Thee, DOR TBI Grant Administrator
* Michelle Davis, DOR Associate Governmental Program Analyst

**Public Present**

* Dan Clark, Community Advocate
* Ryan Johnson, TBI Survivor

**Approval of Meeting Minutes**

* The approval of the meeting minutes for November 9, 2023 was motioned by Michael Roscoe and seconded by Eric Williams. Minutes were approved by members Johnson, Warren, Roscoe and Williams.

**Committee Business**

* The Committee discussed the Brain Injury Survivor Committee meetings and will discuss further at the January Board meeting.
* The Committee agreed to discuss their project update at the January Board meeting.
* The Committee agreed to discuss recruitment at the January Board meeting.

**Public Comments**

* + None

**DOR Updates**

* Matthew Berube discussed the leave of absence for Lili Whitaker and the resignation of Charles Degeneffe and Robert Medel.
* Matthew Berube discussed the Bagley-Keene updates as no major changes. Members will need to have their cameras on while virtually attending and one physical location in Sacramento will be an option. Parking can be reimbursed.
* Matthew Berube discussed that all members are-up-to date with their Form 700 and training.
* Regina Cademarti provided updates (see above).

**Committee Comments**: Kristie Warren asked by when the unspent funds need to be spent and will we be voting on this at the next Board meeting. Tanya Thee answered the amount of funds are $137,000.00 and need to be spent by August 2026. The State may not give an extension.

**Public Comments**: Dan Clark asked if there will be funds to do another needs assessment. Dan Clark asked that information for the CATBI sites be updated as soon as possible, since this data is useful for interactions with legislators and stakeholders.

Matt Berube read over the ACL Grants objects, outcomes and product statement.

**Future Meeting Dates**

* TBI Board Meeting – January 22, 2024
* TBI Board Committees – February 8, 2024

**Committee comments**

* + - None

**Public comments**

* + - Dan Clark asked if this meeting was early in the month.

**Adjournment**

A motion to adjourn was made by Kristie Warren and seconded by Erin Johnson. The meeting ended at 2:45pm.