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

# Meeting Minutes

# November 9, 2023

**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 November 9, 2023 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)**

* Dr. Charles Degeneffe, San Diego State University
* Todd Higgins, Disability Rights California and TBI Survivor
* Dr. Daniel Ignacio, St. Jude Health and TBI Survivor

**Members Not Present**

* Lili Whittaker, Kensington Foundation and Mother of TBI Survivor
* Robert Medel, TBI Survivor

**DOR Staff Present**

* Regina Cademarti, Staff Services Manager
* Tanya Thee, DOR TBI Program Administrator
* Matthew Berube, DOR TBI Program Administrator

**Public Present**

* Dan Clark, Community Advocate
* Kristie Warren, TBI Survivor
* Brenda Plechaty, TBI Caregivers Support Group
* Ryan Johnson, Brain Injury Survivor
* Ava Hacopian, Medical Consultant, DOR

**Committee Business**

**Approval of Meeting Minutes**

The approval of the meeting minutes for October 12, 2023 was motioned by Todd Higgins and seconded by Charles Degeneffe. Minutes were approved by members Degeneffe, Higgins, and Ignacio

Matthew Berube reviewed the Bagley-Keene Act changes, and updated the members on forms and training that were still needed.

Committee Comments

* None.

Public Comments

* Dan Clark said there should be more clarification on funding for Committee projects.

**DOR Updates**

Regina Cademarti provided DOR updates.

Staffing

* No changes

TBI Program

* Continued developing the Request for Application for next year’s TBI contracts.

HCBS Funding

* Of the 12 providers, 1 provider decided not to amend (BIC)
* 1 provider has an executed amendment (CCCIL)
* 7 have amendments processing at DOR Contracts (DRAIL, FREED, Jodi House, Mercy, RICV, SCRS, St. Jude)
* 3 need to complete the amendment documents (ILCSC, RSI, SDBIF)
* DOR is pushing for invoicing to ensure all funds are spent.
* As of November 4, 2023, a total of $1,896,145 or 41% of the total amount awarded has been invoiced

Reporting

* Tanya met with all TBI and HCBS providers to discuss reporting and clarify the data being requested

Public Health Workforce 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 TBI

Bagley Keene

* Senate Bill 544 was signed on September 22, 2023 and enacts certain changes to the Bagley-Keene Open Meeting Act (the “Act”), including establishing additional, alternative means for state bodies to conduct public meetings. These provisions will take effect on January 1, 2024, and remain in effect until January 1, 2026.
* The DOR ILCAD section is seeking clarification from DOR Legal on the new requirements. Highlights include
* There must be one publicly accessible site where the public can attend and participate in the meeting
* At least one staff member and one member must be present at the site
* A notice must identify the advisory body members participating from private, non-public sites
* All members must visibly appear on camera during the open portion of the meeting
* Exceptions. Appearance on camera not required when “technologically impractical” including:
* Lack of reliable internet. Members who does not appear on camera due to challenges with internet connectivity must announce the reason for their nonappearance when they turn their camera off.
* When the visual display of meeting information, materials, or other speakers, requires the member’ visual appearance to cease

Regina reviewed budget for ACL projects from the TBI Advisory Board

* **Board Comments**: Chuck Degeneffe asked for budget review to be added to January 2024 Board meeting.
* **Public Comments**: Dan Clark asked how much unspent grant funds the DOR expected to have by the end of 2024; the information was not available at that time.

**Committee Projects**

* Committee discussed an updated Needs Assessment
	+ Committee reviewed 2022 Needs Assessment.
	+ Daniel Ignacio read and the committee discussed the new Needs Assessment proposal.
	+ **Committee comments:** None.
	+ **Public comments:** Dan Clark suggested the funds available to the Board might not be sufficient for an additional Needs Assessment.

**Vote to Approve Public Policy & Funding Committee Letter**

With the approval of the members present, Todd Degeneffe was given the opportunity to vote to approve the PPFC funding letter.

**Future Meeting Dates**

* TBI Board Meeting – January 22, 2024
* TBI Board Committees – January 11, 2024
	+ Committee comments
		- None.
	+ Public comments
		- None.

**Adjournment**

The meeting ended at 10:11am.

**Education and Public Outreach Committee**

Meeting was called to order at 11:10 a.m. by Matt Berube, TBI Program Administrator

**Members Present (Quorum was met)**

* Randy Dinning (Lead), Regional Ombudsman
* Vincent Martinez, TBI Survivor
* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation
* Dr. Steven Chan, Physical Medicine and Rehabilitation at Kaiser Permanente
* Heidi Frye, Independent Living Center of Kern County and TBI Survivor

**Members Not Present**

* Theresa Woo, CA Department of Rehabilitation

**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
* Brenda Plechaty, TBI Caregivers Support Group
* Ava Hacopian, Medical Consultant, DOR

**Committee Business**

**Approval of Meeting Minutes**

* The approval of the meeting minutes for October 12, 2023 was motioned by Heidi Frye and seconded by Henry Huie. Minutes were approved by members Martinez, Dinning, Chan, Huie, and Frye.

Matthew Berube reviewed the Bagley-Keene Act changes, and updated the members on forms and training that were still needed.

* + Committee comments
		- Heidi suggested the Board should meet in person.
	+ Public comments
		- Dan Clark asked if the grant went by the fiscal or government year; the grant goes by the State year

**Approval of Public Policy & Funding Committee Letter**

* The vote to approve the PPFC’s funding letter was motioned by Steven Chan and seconded by Heidi Frye. The letter was approved by Martinez, Chan, Huie, Dinning, and Frye

**DOR Updates**

* Regina Cademarti provided DOR updates (see above)
* Regina Cademarti review budget for TBI Advisory Board
	+ Committee comments
		- None.
	+ Public comments
		- None.

**Committee Projects**

TBI Resources List Discussion

* Committee members discussed using AI to make the resource guide more accessible.
* The Committee would request that DOR would host the resource guide on its website and maintain and update it.
	+ Committee comments
		- None.
	+ Public comments
		- None.

**Future Meeting Dates**

* TBI Board Meeting – January 22, 2024
* TBI Board Committees – January 11, 2024
	+ Committee comments
		- None.
	+ Public comments
		- None.

**Adjournment**

Motion for adjournment was made by Heidi Frye and seconded by Steven Chan. Meeting ended at 1:00 pm.

**Public Policy and Funding Committee**

Meeting was called to order at 2:09 p.m. by Matt Berube, TBI Program Administrator.

**Members Present (Quorum was met)**

* Dr. Katie Shinoda, Mercy General Hospital
* Kristie Warren, TBI Survivor
* Erin Johnson, TBI Survivor
* Michael Roscoe, TBI Survivor
* Eric Williams, TBI Survivor

**Members Not Present:**

* None

**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
* Brenda Plechaty, TBI Caregivers Support Group
* Ava Hacopian, Medical Consultant, DOR

**Approval of Meeting Minutes**

* The approval of the meeting minutes for October 12, 2023 was motioned by Erin Johnson and seconded by Eric Williams. Minutes were approved by members Johnson, Warren, Roscoe, Williams, and Shinoda.

**Committee Business**

* The Committee reviewed membership guidelines as described in the TBI Advisory Board by-laws.
* The Committee wants to make recruitment the main focus of the quarterly Board meeting in January.
* The Committee recommends having CA TBI sites describe their organizations’ basic services when they present to the Board.

**DOR Updates**

* Matthew Berube provided DOR updates (see above)

**ACL Budget Presentation**

* Regina Cademarti presented to the Committee on the budget for TBI Advisory Board projects funded through the ACL grant

Committee Comments: Michael Roscoe recommending ensuring DOR offices were accessible to the public for meetings.

Public Comments: None.

**Future Meeting Dates**

* TBI Board Meeting – January 22, 2024
* TBI Board Committees – January 11, 2024
	+ Committee comments
		- None
	+ Public comments
		- None

**Adjournment**

A motion to adjourn was made by Katie Shinoda and seconded by Erin Johnson. The meeting ended at 3:27pm.