**Traumatic Brain Injury (TBI) Advisory Board Meeting**

**Meeting Minutes**

**Monday, April 14, 2025**

1. **Call to Order**

Meeting called to order by Theresa Woo, Chair, at 9:05 a.m.

1. **Welcome and Introductions**

Katie Shinoda, Vice-Chair, led introductions.

Board Members Present:

* Dan Clark
* Randy Dinning
* Heidi Frye
* Dr. Vivian Harvey
* Todd Higgins
* Dr. Henry Huie
* Dr. Daniel Ignacio
* Erin Johnson
* Ryan Johnson
* Vince Martinez
* Dr. Katie Shinoda (Vice-Chair)
* Kristie Warren
* Theresa Woo (Chair)

Board members not present:

* Dr. Steve Chan
* Michael Roscoe
* Esther Stauffer

Members of the Public:

* Brenda Plechaty, Traumatic Injury Caregivers Support Group
* JoAnn Wilkes – Rolling Start

Department of Rehabilitation Staff:

* Maria Aliferis-Gjerde, California Committee on Employment of People with Disabilities (CCEPD) Executive Officer
* Tanya Thee, TBI Program Administrator
* Zak Ford, CCEPD Staff
* Jacob Johnson
1. **Housekeeping**

Tanya Thee, DOR TBI Grant Administrator, reviewed housekeeping items.

1. **Public Comment**

There were no public comments.

1. **Department of Rehabilitation Director Kim Rutledge**

Kim Ruttledge, the new DOR Director, introduced herself and gave an overview of her background and a few of her priorities for the department.

* Improvement of the quality of services across the board.
* Being more data driven by the outcomes of our programs.
* Interplay between vocational rehabilitation programs and the programs at independent living.
* TBI is supported by the legislative team along with the communication team that can help increase TBI awareness.
* There is focus on the Master Plan for Career Education and Master Plan for Developmental Services

Dan Clark – Having a meeting with the communications team would benefit the committee.

Todd Higgins – Highlighting the importance of data is something that is good to hear and always a focus of this committee of both collection and interpretation of

data.

1. **Continue Welcome and Introductions**

Introductions not made previously were given.

1. **Board Internal Business**

Theresa Woo, Chair, asked for comments regarding the October 14, 2024, TBI Board Meeting Minutes.

Board Comments – None

Public Comments – None

Todd Higgins motioned to approve the minutes. Teresa Woo seconded the motion. Tanya Thee called for a board vote. K. Shinoda, D. Ignacio, R. Johnson, E. Johnson, R. Dinning, H. Huie, V. Harvey, V. Martinez, K. Warren, T. Higgins, D. Clark, H. Frye, and T. Woo all voted to approve. Motion passed 13-0-0 to approve minutes.

1. **Subcommittee Reports**

The following subcommittee committees reported on their individual projects and progress:

**Brain Injury Survivor Committee (BISC)**

* Kristie Warren (Lead) and Erin Johnson (Co-Lead) reported on the Brain Injury Survivor Committee work.
	+ The last scheduled meeting was not held due to a technical issue.
	+ We are pending DAC approval so this committee can assist with taking the survey.
	+ Both Kristie Warren and Erin Johnson may need to take a step back from this committee.
	+ The State Plan will be completed before this should happen.
* Board Comments
	+ Are there other members on this committee that can take over? There doesn’t seem to be any active members on this committee that could take over if needed at this time. Board members were asked if anyone might be interested in taking over the group but there were no responses at this time.
	+ There was a question of whether members of this committee needed to be board members, and it was shared that no they do not. Todd Higgins expressed an interest in becoming part of this committee.

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

* Dr. Vivan Harvey reported on the Education and Public Outreach Committee work.
	+ There will be a move to create an onboarding document for new members.
	+ Ryan Johnson took our resource directory and created an AI program for it. It was also set up to link to the internet to search for resources that were not in the directory itself.
	+ The committee will work with the DOR IT department to share the information and see it could possibly be connected through the DOR website.
	+ TBI 101 will be the next goal for this committee.

**Public Policy and Funding Committee (PPFC)**

* Katie Shinoda reported updates on the PPFC committee.
	+ The mission was shared, and current projects are:
		- Sustainable funding recommendation – goal of $500,000 per site per year with a total of $6 million. Medicare and MediCal are potential sources under the department of Aging and the Department of Social Services.
		- Program certification recommendation – TBI site best practices and program performance. There should be some certified specialization in brain injury. Community integration should be highlighted along with vocational supportive services that are TBI specific.
		- Updating the TBI State Plan
* Board Comments
	+ Todd Higgins -Comment on TBI Waivers – many states use them to fund TBI services so it would be helpful if the board had some additional education on the waivers so we can better understand.
	+ There was going to be a presentation today that was postponed that would have given us some information on at least one particular waiver. We will try to reschedule.
	+ Program excellence was mentioned and how this could be gathered from sites.

**Data Analytics Committee (DAC)**

* Dr. Daniel Ignacio (Lead)
	+ Mission statement was shared. Needs Assessment was reviewed for approval.
		- Dan Clark, motioned to approve the document. Todd Higgins seconded the motion. Tanya Thee called for a Board vote. K. Shinoda, D. Ignacio, R. Johnson, E. Johnson, R. Dinning, H. Huie, V. Harvey, V. Martinez, K. Warren, T. Higgins, D. Clark, and T. Woo, all voted to approve. Motion passed 12-0-0 to approve the Needs Assessment document.
	+ Second Needs Assessment Project will soon start.
	+ Data received and survey reviews are the second project.
	+ Cal Speaks Survey
	+ DAC will continue using data to advocate for better policies, increased funding and resources for TBI.
* Board Comments
	+ Dan Clark asked to clarify if this data speaks mostly on the Cal Speaks data, which is correct. When first reading the document, he didn’t understand the conceptual transition. Now it seems easier to understand.
* Daniel Ignacio shared a presentation on “Chronic Care Models & Brain Injury Resource Facilitation”
	+ The model that is currently being used at St. Jude’s was discussed.
	+ Goal – Community Reintegration
	+ It was described as similar to a basketball team with the players parts being equal to what the team of the program does.
	+ A summary of the Final Draft: Action Collaboration was reviewed.
1. **DOR Updates/ACL Grant Activities**

Maria Aliferis-Gjerde, CCEPD Executive Officer, gave the DOR update.

* The TBI board position is in the final stages of the hiring process. The new person will meet with each board member along with chairs and co-chairs of each committee.

Tanya Thee shared there have been weekly meetings to learn how any federal changes could impact our grant or the work of this board. As of right now, there hasn’t been anything that would impact us.

The ACL Grant has been slated to be eliminated and reorganized to a grant for women and children. It is still unclear how this will proceed.

It was asked if moving forward with the Needs Assessment, when will that funding be requested from the grant?

* For now, there is funding that has been carried over from previous years that is being used. Paperwork for funding has been submitted from our end.

There was a brief discussion on waivers and how to get a better idea of what they are and how they work with people with TBI.

Heidi Frye asked what the person of a waiver does.

* It allows for certain requirements of the Medicare program to be waived, and this allows for some services that are typically not paid for to now be paid for.
1. **Lunch**
2. **Washington Conference Report**

Daniel Ignacio shared some of the key points of the Brain Injury Awareness Day on Capitol Hill.

* Some of the legislative asks included the following:
	+ Join the bi-partisan Congressional Brain Injury Task Force
	+ Reauthorize the TBI Act
	+ Cosponsor the National Brain Injury Action Plan
	+ Increase funding to three federal programs: ACL (State Partnership Program), NIDLRR (TBI Model System) and CDC (Concussion Surveillance System)

NASHIA hosted a special session on Medicaid Administrative Claiming (MAC).

Co-chair Kaitie Shinoda was involved in getting information and connecting to the program. Some of the things she learned were shared with the group including a time study that she participated in. There is potential to pick up extra funding for TBI Programs.

It was asked if there were other sources of funding identified during this trip.

Development for BIA calls for about a $200,000 investment for this project to come to California and this will probably happen later this year. We are currently looking for a host for this project.

1. **Medicaid 1115 Demonstration Waiver (Anes Mokeddem – Department of Health Care Services)**

Due to unforeseen circumstances, the presenter was unable to attend. This presentation will be rescheduled.

1. **Member Dr. Vivian Harvey’s Doctoral Dissertation Presentation**

Dr. Vivian Harvey presented on Implementation of Positive Psychology, her research and master’s thesis, and dissertation – “A Qualitative Study of TBI Partner Caregiving: Described Experiences of Supportive Interventions and Positivity in Northern Nevada”

* Family care after a brain injury can cause high rates of psychological distress, especially in the care of a life partner.
* Positive psychology is necessary for well-being.
* Most caregivers are not present at the time of injury and receive no collateral materials or instructions.
* PERMA model of well-being – positive emotions, engagement, relationship, meaning and accomplishment
* TBI caregivers were asked questions about their experiences and positive and negative interventions.
* There was a total of 10 adults included in this study with most of the interviews happening on zoom because of COVID.
* The experiences interviewing the participants and their actual injuries were reviewed.
* Most participants don’t recall being given any information on their ongoing care and caregivers knew even less.
* The burden of care is put on the partner/caregiver, adding more stress than necessary.
* A self-help tool survey was conducted but it turned out there were some double negatives in the questions which were hard for people to figure out. Most caregivers didn’t keep records nor apply tools learned.
* The parent child dynamic was not studied as much because the parent is still the parent. Where in the partner dynamic, so many changes for the caregiver.
1. **Site Presentation**

Lisa Hayes, Executive Director, and Joann Wilkes, Program Manager of Rolling Start presented

* There was a brief explanation of what Independent Living is for people with disabilities. Most of the centers Independent Living are led by people with disabilities.
* There are no income qualifications for most of the services offered.
* The programs and services offered were reviewed.
* The TBI Grant was applied for after realizing the lack of support and follow up for post discharge in TBI consumers.
* Joann Wilkes gave more details on what the TBI Program covers.

Presenters were asked if they had looked into the Certified Brain Injury Specialists Training from Brain Injury Association of America.

* Yes, they have been wanting to certify.
1. **Summary and Action Items**

Tanya Thee referenced the next board meeting will be July 21, 2025. Presentations and action items will be sent shortly after the end of the meeting. The Needs Assessment will continue now that we have approval. Meeting minutes will be sent out by May 5th.

Board Comments - None

Public Comments – None

1. **Public Comments**

There were no public comments.

1. **Adjournment**

Kristi Warren motioned to adjourn, and Theresa Woo seconded the motion. Meeting adjourned at 3:18 pm.