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

# **June 12, 2025**

# **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 8:33 am, June 12, 2025, by Dr. Daniel Ignacio via virtual meeting.

**DOR Updates:**

Maria Aliferis-Gjerde delivered updates concerning the Department of Rehabilitation.

**Data Analytics Committee (DAC)**

Meeting was called to order at 8:33 a.m. by Dr. Daniel Ignacio. Quorum was met.

**Members Present:**

* Dr. Daniel Ignacio (Lead)
* Todd Higgins
* Dr. Katie Shinoda
* Randy Dinning
* Ryan Johnson
* Esther Stauffer

**Members not Present:**

* Dr. Vivian Harvey

**DOR Staff Present:**

* Tanya Thee
* Peter Saechao
* Maria Aliferis-Gjerde

**Public Present:**

* Michael Roscoe
* Brenda Plechaty

**Committee Business**

**Approval of Meeting Minutes:**

* Motion to approve April 10, 2025, DAC meeting minutes was made by Ryan Johnson; and Randy Dinning seconded the motion. Members Ignacio, Higgins, Shinoda, Dinning, Stauffer, and Johnson voted to approve.

Committee Comments: None

Public Comments: None

**DOR Updates**

Maria Aliferis-Gjerde announces new staff members: La Candice Ochoa as the new deputy for the independent living and community access division and Sarah Harris as the new chief of the independent living and assistive technology section

Committee Comments: None

Public Comments: None

**Committee Projects:**

**A.** **Needs Assessment** (mostly updates, no real need for discussion)

* Daniel Ignacio provides an update on the needs assessment project, mentioning the drafting and submission of the scope of work to DOR.
* Maria Aliferis-Gjerde reports that carry-over funds from the federal grant have been approved to fund the needs assessment.
* The scope of work has been submitted to DOR contracts and procurement, and they are coordinating with San Diego State University for contract development.

• Randy Dinning expresses concerns about the slow progress and suggests ways to accelerate the process.

**B.** **Manuscript (still in the drafting stage)**

• Daniel Ignacio proposes de-emphasizing the HARK needs assessment in the manuscript to focus on the Cal Speaks data.

• Katie Shinoda supports the proposal, noting the limitations of the HARK needs assessment.

• A roll call vote is conducted, with all members approving the decision to de-emphasize the HARK needs assessment.

**ii.** **CBI-M** (define and discuss, mostly “M” in relation to DAC)

* Daniel Ignacio introduced the new CBI framework and updated clinical practice guidelines for non-hospitalized TBI.
* The framework includes clinical markers like the Glasgow Coma Scale, pupil response, and blood biomarkers.

1. C = clinical markers (GCS, GCS-P)

2. B = biomarkers (GFAP, neurofilament light)

3. I = imaging (CT, MRI)

4. M = modifiers (SES, health coverage, access/quality, support systems)

Committee comments: None

Public comment: None

**Action Items:**

* Maria AG to reach out to find a process to better a line of communication with SD State.
* Daiel to go back and deemphasize The HARC needs assessment in manuscript, shared with committee in the next meeting.
* Daniel to start Legislative initiatives brainstorm for next meeting
* Action items and documents shared will be emailed by end of day
* Meeting Minutes will be sent out by June 20, 2025

**Future Meeting Dates**

* Public Policy and Funding Committee today @ 2:00 pm
* TBI Advisory Board – April 14, 2025 @ 9:00 am
* Survivor Committee Meeting – June 16, 2025 @ 10:00am
* State Plan Meeting – July 1, 2025 @ 2:00 pm
* Data Analytics Committee – July 12, 2025 @ 8:30 am
* Next Education and Public Outreach Committee – July 12, 2025 @ 11:00 am

Committee comments: None

Public comments: None

**Adjournment**

* Todd Higgins motioned to adjourn; Randy Dinning seconded. The meeting ended at 9:51 am.

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

Meeting began at 11:02 a.m. by Dr. Vivian Harvey. Quorum was met.

**Members Present:**

* Dr. Vivian Harvey (Lead)
* Theresa Woo
* Vince Martinez
* Randy Dinning
* Heidi Frye
* Dr. Henry Huie

**Members not present:**

* Steven Chan on LOA

**DOR Staff Present:**

* Tanya Thee
* Maria Aliferis-Gjerde
* Peter Saechao

**Public Present:**

* Michael Roscoe
* Brenda Plechaty

**Committee Business:**

**Approval of Meeting Minutes:**

* Motion to approve the revised minutes for April 10, 2025 EPOC meeting minutes was made by Theresa Woo; Randy Dinning seconded the motion. Members Harvey, Woo, Dinning, Frye, and Martinez voted to approve.

Committee Comments: None

Public Comments: None

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

**Committee Projects:**

**1.** **Review of the progress of the State Plan**

* Vivan Harvey provide updates that the committee is on final edits with the goal of being able to present the new version at the July meeting.

**2. Update on the Onboarding Document in development**

* Peter Saechao provided update regarding the onboarding project

**3. Update of the Reference List**

-Maria Aliferis-Gjerde updated the results of the meeting that was had with DOR IT and next steps for the document/process.

**4.  TBI 101 Slide Deck**

* Vivian Harvey presented a revised version of the deck incorporating the feedback to date.

* Vivian Harvey reviewed specific slides from existing deck) if feedback is needed
* The group discussed updates to the TBI 101 presentation slides, including deleting redundant slides, adding hyperlinks, and incorporating survivor stories.
* Vivian Harvey assigned slides to Dr. Henry Huie, Randy Dinning to make edits and revisions.
* The group agreed to have Randy present the updated slides at the July board meeting, with a vote to be held on whether to send the final version to DOR for formatting.

**5.  Lead position available**

* Vivian Harvey to make announcement to committee is seeking a new Lead for EPOC. Who is interested in filling this position?

**Action Items:**

* Peters to forward current TBI Power point to Committee members
* Committee members who were assigned a slide will make edits and send to Viv by 6/20/25
* Viv to combined all impute to slides for the next meeting
* Action items and documents shared will be emailed by end of day
* Meeting Minutes will be sent out by June 20, 2025

**Future Meeting Dates**

* Public Policy and Funding Committee today @ 2:00 pm
* TBI Advisory Board – July 21, 2025 @ 9:00 am
* Survivor Committee Meeting – June 17, 2025 @ 10:00 am
* State Plan Meeting – July 1, 2025 @ 02:00 pm
* Data Analytics Committee – July 10, 2025 @ 8:30 am
* Next Education and Public Outreach Committee – July 10, 2025 @ 11:00 am

Committee comments: None

Public comments: None

**Adjournment**

* Randy Dinning motioned to adjourn; Theresa Woo seconded. The meeting ended at 11:02 am.

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

Meeting was called to order at 2:05 p.m. by Katie Shinoda. Quorum was met.

**Members Present:**

* Dr. Katie Shinoda
* Dan Clark
* Kristie Warren
* Michael Roscoe
* Erin Johnson

**Members Not Present: None**

**DOR Staff Present:**

* Tanya Thee
* Peter Saechao

**Public Present:**

* Brenda Plechaty

**Committee Business:**

**Approval of Meeting Minutes:**

* Motion to approve the April 10, 2025, PPFC meeting minutes was made by Kristie Warren; Dan Clark seconded the motion. Approved by members Shinoda, Clarks, Roscoe, and Warren.

Committee Comments: None

Public Comments: None

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

**Committee Projects:**

1. **TBI State Plan update**

* Dr. Katie Shinoda made update that committee has completed each section, compiled into 1 document, DOR will help with review for redundancy, writing style, structure.

1. **Certification letter**

* Dr. Katie Shinoda reviewed the draft of the letter and make open edits with the group.
* Dan Clark motioned and Kristie Warren second vote to approve taking the letter to the full board in July.
* Group reviewed and edit prior to asking Peter to send to NASHIA for partner/state input.

1. **Funding recommendation**

* Dr. Katie Shinoda shared the latest update on MAC and CATBI Site eligibility.
* Dr. Katie Shinoda discussed and included a recommendation for DOR administrative oversight for TBI Sites. Include funding for ongoing TBI Advisory Board work (State Partnership Program Grant vs state funding)

**Action Items:**

* With approval of the committee of the draft letter, Katie will bring letter to the board at the next board meeting for a vote.
* Katie to send her question to Peter by end of day 6.12.25 or 6.13.25
* Committee to discuss outcome of questions in next meeting from submission of questions submitted to NASHIA
* Action items and documents shared will be emailed by end of day
* Meeting Minutes will be sent out by June 20, 2025

**Future Meeting Dates:**

* TBI Advisory Board – July 21, 2025 @ 9:00 am
* Survivor Committee Meeting – July 16, 2025 @ 10:00am
* State Plan Meeting – July 1, 2025 @ 10:00am
* Data Analytics Committee – July 10, 2025 @ 8:30 am
* Education and Public Outreach Committee – July 10, 2025 @ 11:00 am
* Next Public Policy and Funding Committee – July 10, 2025 @ 2:00 pm

**Adjournment:**

Kriste Warren motioned to adjourn the meeting, and Dan Clark seconded the motion. The meeting ended at 4:05 pm.