# **California Department of Rehabilitation (DOR), Traumatic Brain Injury TBI State Plan Meeting**

# **June 04 , 2025**

# **Meeting Minutes**

**Opening:**

The meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) State Plan was called to order at 4:04 pm, June 04, 2025, by Dr. Katie Shinoda via virtual meeting.

**Members Present:**

* Dr. Katie Shinoda
* Vince Martinez
* Dr. Henry Huie
* Dan Clark
* Dr. Vivian Havey
* Daniel Ignacio
* Randy Dinning
* Kristie Warren
* Esther Stauffer

**Members not Present:**

* Erin Johnson

**DOR Staff Present:**

* Tanya Thee
* Maria Aliferis-Gjerde
* Peter Saechao

**Public Present:** Michael Roscoe, TBI Board Member

**Committee Business**

* Motion to approve April 21, 2025 State Plan Committee meeting minutes was made by Dr. Vivian Harvey, and Dan Clark

seconded the motion. Members Ignacio, Shinoda, Martinez, Harvey, Warren, and Clark voted to approve.

Committee Comments: None

Public Comments: None

* Motion to approve May 15, 205, 2025 State Plan Committee meeting minutes was made by Dr. Vivian Harvey, and Dr. Henry Huie

seconded the motion. Members Ignacio, Shinoda, Stauffer, Martinez, Harvey, Huie, and Clark voted to approve.

Committee Comments: None

Public Comments: None

**Review of the State Plan**

* Members will review their sections of the state plan from secondary review and state any questions and edits to state plan.
* Secondary reviewers are encouraged to make content edits as needed. Final formatting adjustments will be handled after all reviews are complete.
* Dr. Katie Shinoda combined state plan into 1 working document, noting its length and the need for paring down.
* Kristie Warren Proposes creating a state plan summary to make the document more accessible
* Dr. Henry Huie suggested if DOR will be able to review State plan to help edit and consolidate
* Maria Aliferis-Gjerde to suggest from members a timeline for state plan review from DOR side

**California’s TBI Program**

* Esther assigned as secondary reviewer.
* Esther Staffer suggests adding a transition between the Department of Rehab and TBI Sections.

**Registry Committee**

* Katie made edits to time frame
* Daniel to go back and combined information with DAC

**Needs Assessment**

* Vince volunteered as reviewer and found new summarized is more efficient

**Sustainable Funding Committee**

* Katie suggested this section should be condensed

**Brain Injury Survivor Committee**

* Vivian reviewed the minor edits and changes to section she reviewed

**Data Analytics**

* Vivian and Daniel discuss the needs to synthesize the Data analytics sections further and include links

Committee comments: None

Public comments: None

**Action Items:**

* Members will review and edit the sections of the State Plan they volunteered to review as second reviewers. Will add any extra edits that is due on 6/13/25 to Dr. Katie Shinoda
* Dr. Katie Shinoda will forward State Plan with all edits to Maria Aliferis-Gjerde and Peter Saechao to review the State plan
* Maria Aliferis-Gjerde and Peter Saechao to review the State plan and return to Dr. Katie Shinoda with comments by June 22, 2025
* Dr. Katie Shinoda to share all input and updates with members

**Future Meeting Dates**

State Plan Meeting – July 1, 2025, at 2:00 pm

**Adjournment**

* Dan Clark motioned to adjourn; Kristie Warren seconded. The meeting ended at 5:15pm