**California Traumatic Brain injury (TBI) Advisory Board**

**Advisory Board Sub-Committee Meetings**

# **Meeting Minutes**

# **July 10, 2025**

**8:30 a.m. – 4:00 p.m.**

**Opening:**

The regular meeting for the California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) Advisory Board Sub-Committees was called to order at 8:33 am, July 10, 2025, by Dr. Daniel Ignacio via virtual meeting.

**DOR Updates:**

An announcement made that LaCandice Ochoa and Sarah Harris will attend board meetings in July. An announcement that NASHIA will hold a listening session on July 15. The contract with San Diego State University regarding the needs assessment has not been finalized.

**Data Analytics Committee (DAC)**

The meeting was called to order at 8:40 a.m. by Dr. Daniel Ignacio. Quorum was met.

**Members Present:**

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

**Members not Present:**

* Todd Higgins

**DOR Staff Present:**

* Maria Aliferis-Gjerde
* Peter Saechao

**Public Present:**

* Michael Roscoe, TBI Board member

**Committee Business**

**Approval of Meeting Minutes:**

Motion to approve June 12, 2025, DAC meeting minutes was made by Randy Dinning and Ryan Johnson seconded the motion. Members Dinning, Ignacio, Johnson, Shinoda and Stauffer voted to approve.

Committee Comments: None

Public Comments: None

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

**Committee Projects:**

1. **Needs Assessment**

Updates on the progress and current state of the Needs Assessment. Some highlights include the following:

* DOR Contracts and Procurement is working to finalize the contract with San Diego State University and is working through some questions that the university needs to respond.
* Member asked about timeline for the needs assessment. Estimated that the contract to begin in August.

**B.** **Cal Speaks** **Manuscript**

An outline for the CalSpeaks manuscript introduction, focusing on four main sections: TBI public health history, prevalence research, community perceptions, and long-term epidemiology. Some highlights include the following:

* Members emphasized the importance of the CalSpeaks methodology and results within this framework.
* Members discussed the importance of contextualizing the methodology and results in the introduction of the manuscript.
* Manuscripts outlines the historical context of TBI, including the TBI Act of 1996 and its reauthorizations, and the recent One Big Beautiful Bill Act's impact on Medicaid.
* Suggestions included removing TBI in military and maintaining focus on the community aspect.
* Members expressed interest in helping with the research sections, particularly starting with the prevalent research.

**C.** **CATBI Consumer "Packet" & Current data collection effort**

The new California Association for Traumatic Brain Injury (CATBI)framework and asked the committee to share any thoughts or questions that arise. Some highlights include the following:

* Committee members to self-rate on point number 3 of the Technical Assistance and Resource Centers (TARC) rubric and reviewing theCATBI packet.
* Discussed and who can assist in drafting the second section of the CalSpeaks manuscript by the next subcommittee meeting.
* Emphasized the importance of the packet in automating the collection of community engagement data and supporting advocacy efforts.

Public comment: None

**Action Items:**

* Committee members to take TARC rubric and self-rate for component 3.
* CalSpeaks manuscript will go to Ryan to write section 2 of outline and have a draft by next subcommittee meeting.
* Committee members review CATBI Packet questions.
* Action items and documents will be emailed by the end of the day.
* Meeting minutes will be sent out by July 18, 2025.

**Future Meeting Dates**

* Education and Public Outreach Committee today at 11:00 am
* Public Policy and Funding Committee today at 2:00 pm
* Survivor Committee Meeting – July 15, 2025 at 10:00am
* State Plan Meeting – July 30, 2025 at 3:00pm
* TBI Advisory Board – July 21, 2025 at 9:00 am

Committee comments: None

Public comments: None

**Adjournment**

Dr. Katie Shinoda motioned to adjourn; Ryan Johnson seconded. The meeting ended at 10:02 am.

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

The meeting began at 11:03 a.m. by Dr. Vivian Harvey. Quorum was met.

**Members Present:**

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

**Members not present:**

* Steven Chan

**DOR Staff Present:**

* Maria Aliferis-Gjerde
* Sarah Harris
* Peter Saechao

**Public Present:**

* Lily Cepeda, Brain Injury Center Ventura

**Committee Business:**

**Approval of Meeting Minutes:**

Motion to approve the revised minutes for June12, 2025 EPOC meeting minutes was made by Randy Dinning; Henry Huie seconded the motion. Members Dinning, Frye, Harvey, Huie, Martinez, and Woo voted to approve.

Committee Comments: None

Public Comments: None

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

**Committee Projects:**

1. **TBI 101 Slide Deck**

Updates were given about the TBI slide deck, explaining the changes made based on feedback and the creation of slides. Some highlights include the following:

* Discussed two versions: the "orange deck" and the "blue deck."
* Members express their preferences for the blue deck, citing its readability and accessibility.
* Make minor changes to the incarceration slide and reword it for clarity.
* Members agreed to move the blue deck for presentation to the board and approval from the board.

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

Peter Saechao provides an update on the state plan, mentioning the goal of reducing the length of documents and focusing on high-level goals.

Committee Comments: None

Public Comments: None

**Action Items:**

* DOR to reach out to the public information officer about the use distribution list for partners for outreach for TBI 101 slide deck.
* DOR to reach out to staff development to discuss a training course using TBI 101 slide deck.
* DOR to reach out and work with information technology on direction for TBI resource directory.
* Committee members to discuss the next steps/projects for committee.
* Dr. Vivian Harvey to make minor edits to slide and send to DOR for accessibility and DOR branding.
* DOR to send an updated slide deck to committee members.
* Committee to bring TBI 101 slide deck to Board meeting for vote of approval.
* Action items and documents shared will be emailed by the end of day.
* Meeting Minutes will be sent out by July 18, 2025.

**Future Meeting Dates**

* Public Policy and Funding Committee today at 2:00 pm
* Survivor Committee Meeting – July 15, 2025 at 10:00 am
* State Plan Meeting – July 30, 2025 at 3:00pm
* TBI Advisory Board – July 21, 2025 at 9:00 am

Committee comments: None

Public comments: None

**Adjournment**

* Theresa Woo motioned to adjourn; Randy Dinning seconded. The meeting ended at 11:03 am.

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

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

**Members Present:**

* Dr. Katie Shinoda
* Michael Roscoe
* Kristie Warren

**Members Not Present:**

* Dan Clark
* Erin Johnson

**DOR Staff Present:**

* Maria Aliferis-Gjerde
* Peter Saechao

**Public Present:**

* Dr. Daniel Ignacio

**Committee Business:**

**Approval of Meeting Minutes:**

* Motion to approve June 12, 2025, PPFC meeting minutes was made by Kristie Warren; Michael Roscoe seconded the motion. Approved by members Shinoda, Roscoe, and Warren.

Committee Comments: None

Public Comments: None

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

**Committee Projects:**

1. **Certification letter**

The letter from the committee to the DOR recommending an assessment of switching from rebidding to certification for TBI grants or service contracts. Some highlights include the following:

* Discussion on the challenges of the current rebidding process and the potential benefits of a certification process.
* Members discussed the structure of DOR funding and the impact of competing resources.
* Discussion on general fund allocation works in a general context.
* Committee to bring the draft letter for approval to the next board meeting in July.

1. **National Association of State Head Injury Administrators (NASHIA) Feedback**

Committee reviewed feedback from other states, including Alabama, Colorado, Georgia, Iowa, Kentucky, North Carolina, North Dakota, Utah, and Virgina. Some highlights include the following:

* Summarizing feedback from other states on funding structures, provider qualifications, and services, which will be presented to the DOR for consideration.
* Members will review and pull information that California can use based on its TBI programs.

**C. TBI State Plan update**

The committee discussed simplifying the State Plan by creating an executive summary and separating historical data into a reference document.

**Action Items:**

* Committee to present the letter to the full board on July 21, 2025.
* Dr. Katie Shinoda and Kristie Warren to work together to compile pertinent information from NASHIA feedback to present in the next subcommittee meeting on August 14, 2025.
* Action items and documents shared will be emailed by the end of day.
* Meeting Minutes will be emailed by July 18, 2025.

**Future Meeting Dates:**

* Survivor Committee Meeting – July 15, 2025 at 10:00am
* State Plan Meeting – July 30, 2025 at 3:00pm
* TBI Advisory Board – July 21, 2025 at 9:00 am
* Data Analytics Committee – Aug 14, 2025 at 8:30 am
* Education and Public Outreach Committee – Aug 14, 2025 at 11:00 am
* Next Public Policy and Funding Committee – Aug 14, 2025 at 2:00 pm

**Adjournment:**

Kriste Warren motioned to adjourn the meeting, and Michael Roscoe seconded the motion. The meeting ended at 3:47 pm.