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

**TBI State Plan Meeting**

# **Meeting Minutes**

# **July 30, 2025**

**3:00 p.m. – 4:00 p.m.**

**Opening:**

The meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) State Plan was called to order at 3:05 pm, July 30, 2025, by Dr. Katie Shinoda via virtual meeting.

**Members Present:**

* Dr. Katie Shinoda (Lead)
* Dan Clark
* Dr. Henry Huie
* Dr. Vivian Harvey
* Dr. Daniel Ignacio
* Vince Martinez
* Esther Stauffer
* Kristie Warren

**Members not Present:**

None

**DOR Staff Present:**

* Maria Aliferis-Gjerde
* Sarah Harris
* Peter Saechao

**Public Present:**

* + Michael Roscoe, TBI Board Member

**Committee Business**

* Motion to approve June 04, 2025, State Plan meeting minutes were made by Dr. Vivian Harvey and Dr. Henry Huie seconded the motion. Members: Clark, Harvey, Huie, Ignacio, Martinez, Shinoda, Stauffer, and Warren voted to approve.
* Motion to approve July 01, 2025, State Plan meeting minutes were made by Dr. Vivian Harvey and Kriste Warren seconded the motion. Members: Clark, Harvey, Huie, Ignacio, Martinez, Shinoda, Stauffer, and Warren voted to approve.

Committee Comments: None

Public Comments: None

**Committee Projects:**

1. **Technical Assistance and Resource Center (TARC)**

The committee evaluated the state plan using a TBI TARC rubric and identified areas for improvement, particularly in setting specific goals and involving more partners in the planning process. Some highlights include the following:

* The TARC rubric was shared with the committee members.
* Explained the purpose of the TARC rubric.
* Committee self-graded the state plan with TARC rubric.
* Discussion was on the current State Plan's alignment with the rubric.
* The committee identified areas for improvement such as SMART goals and collaboration among partners.

1. **Review of the State Plan**

The State Plan committee meeting focused on reviewing and updating the State Plan. Some highlights include the following:

* Reviewed current executive summary of the State Plan.
* Emphasis was made regarding the importance of pre-employment skills and retraining, as well as post-employment support and advocacy.
* Members suggested separating goals related to employment and vocational rehabilitation and include advocacy in the objectives.
* Discussed changes and updates to objective 4: Employment and Vocational Rehabilitation.

Public comments:

* Question about the focus on employment versus retraining efforts for people with TBI.

**Action Items:**

* Create an agenda item for the board meeting to discuss the State Plan committee goals and to ensure an alignment with the board’s work.
* Dr. Katie Shinoda and Dan Clark will rework objective 4.
* DOR will review rework of objective 4.
* Committee to vote at next meeting on final executive summary.

**Future Meeting Dates**

TBI Committee meetings -August 14th at 8:30am

TBI Advisory Board meeting -October 9th at 9:00am-4:00pm

Next State Plan Committee -August 27th at 3:00pm-4:00pm

**Adjournment**

Dan Clark motioned to adjourn; Dr Vivian Harvey seconded. The meeting ended at 4:19 pm.