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

**Advisory Board Sub-Committee Meetings**

# **Meeting Minutes**

# **August 14, 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 8:35 am, August 14, 2025, by Dr. Daniel Ignacio via virtual meeting.

**DOR Updates:**

The following announcements were made:

* The contract with San Diego State University regarding the needs assessment is moving along the approval phase within DOR.
* While Tanya is on leave, Kritika Devi and Sarah Harris help cover her area.

**Data Analytics Committee (DAC)**

The meeting was called to order at 8:35 a.m. by Dr. Daniel Ignacio. Quorum was met.

**Members Present:**

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

**Members not Present:** None

**DOR Staff Present:**

* Sarah Harris
* Kritika Devi
* Peter Saechao

**Public Present:**

* Dan Clark, TBI Board member
* Micheal Roscoe, TBI Board member
* Brenda Plechaty, TBI Caregiver

**Committee Business**

**Approval of Meeting Minutes:**

Motion to approve July 10, 2025, DAC meeting minutes was made by Todd Higgins and Ryan Johnson seconded the motion. Members Dinning, Ignacio, Higgins, 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.
* Member asked about status of the needs assessment.
* Committee shared TBI TARC rubric, a standardized tool for evaluating TBI programs.
* The committee reviews the rubric, rating themselves on various components related to needs assessments.

**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:

* Updates on the Manuscript was given.
* Members expressed interest in helping with the research sections, particularly starting with the prevalent research.
* Next steps will be discussed in next meeting.

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

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

* Update was given on the CATBI consumer packet and data collection efforts.
* Members shared thoughts, concerns, opinions, and experiences regarding CATBI packet.
* Emphasized the importance of the packet in automating the collection of community engagement data and supporting advocacy efforts.
* The committee considers the integration of the CATBI assessment with the OBISSS tool and the potential for expanding the assessment to other independent living centers.

Public comment: None

**Action Items:**

* DOR to edit survey to remove name, address, birthdate, phone number from survey and keep zip code.
* DOR to research if there is an option for the CATBI form to have a save and continue button/option for survey.
* DOR to review the privacy/confidentiality of CATBI.
* DOR to work on the back end to give each site the ability to view their own information.
* Sarah Harris to share Online Brain Injury Screening and Support System (OBISSS) with the committee.
* Sarah Harris to research subscription-based programs like OBISSS.

**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 – August 19, 2025 at 10:00am
* State Plan Meeting – August 27, 2025 at 3:00pm
* TBI Advisory Board – October 20, 2025 at 9:00 am

Committee comments: None

Public comments: None

**Adjournment**

Dr. Katie Shinoda motioned to adjourn; Randy Dinning seconded. The meeting ended at 10:27 am.

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

The meeting began at 11:02 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
* Kritika Devi
* Peter Saechao

**Public Present:**

* Kristie Warren, TBI Board member
* Dan Clark, TBI Board member
* Brenda Plechaty, TBI caregiver

**Committee Business:**

**Approval of Meeting Minutes:**

Motion to approve the revised minutes for July 10, 2025, EPOC meeting minutes were made by Dr. Henry Huie; Randy Dinning 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:

* Updates made regarding the TBI 101 slide deck, and discussed changes made at the last meeting.
* Members shared thoughts, concerns, and opinions regarding TBI 101 slide deck.
* Members suggest creating multiple slides for different levels of understanding. Make minor changes to the incarceration slide and reword it for clarity.
* Members agreed to move the slide deck for presentation to the board and approval from the board.
* Discussion need for volunteers to help with the resource directory website and DOR learning management system (LMS) next steps.

Committee Comments: None

Public Comments: None

**Action Items:**

* TBI 101 slide deck will have edits on slide 6, and 33 with Brenda Plechaty and Randy Dinning. To be returned before survivor meeting.
* Dr. Vivian Harvey to bring updates TBI 101 slides to the survivor committee meeting for any feedback.
* DOR will schedule a meeting with Staff development to develop the online training using the TBI 101 presentation. Dr. Vivian Harvey and Theresa Woo will help with the project.
* DOR will schedule meeting to the web page for resources directory. Dr. Henry Huie and Randy Dining to help with project.

**Future Meeting Dates**

* Public Policy and Funding Committee today at 2:00 pm
* Survivor Committee Meeting – August 19, 2025 at 10:00am
* State Plan Meeting – August 27, 2025 at 3:00pm
* TBI Advisory Board – October 20, 2025 at 9:00 am

Committee comments: None

Public comments: None

**Adjournment**

* Theresa Woo motioned to adjourn; Randy Dinning seconded. The meeting ended at 12:36 pm.

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

The meeting was called to order at 2:04 p.m. by Katie Shinoda. Quorum was met.

**Members Present:**

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

**Members Not Present:**

* Erin Johnson

 **DOR Staff Present:**

* Maria Aliferis-Gjerde
* Sarah Harris
* Kritika Devi
* Peter Saechao

**Public Present:**

* Brenda Plechaty, TBI caregiver

**Committee Business:**

**Approval of Meeting Minutes:**

* Motion to approve July 10, 2025, PPFC meeting minutes was made by Kristie Warren; Dan Clark seconded the motion. Approved by members Clark, 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:

* Update regarding status was given by Maria Aliferis-Gjerde.

**B. TBI State Plan**

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

* Committee discussed the need to update the state plan with minor edits and include the brain injury survivor committee.
* Members shared thoughts, concerns, and opinions regarding the executive summary.
* Members called for motion to approve executive summary for this committee.
* Motion to approve The State plan executive summary was made by Micheal Roscoe; Kriste Warren seconded the motion. Approved by members Clark, Shinoda, Roscoe, and Warren.
1. **TBI Data Collection**

The committee discussed next project regarding data collection from DOR with our sites. Some highlights include the following:

* Members shared thoughts, concerns, and opinions regarding next topic of data collections.
* Members expressed concerns about the effectiveness of the current vocational rehabilitation program and the need for more specific data collection.
* Members suggest gathering data on the total number of TBI clients, successful employment rates, and negative closure rates.
* Members discussed exploring aligning TBI reporting tools with Independent Living Centers reporting for better data collection.

**Action Items:**

* Executive Summary will be brought to committees for approval on September 11, 2025.
* Peter Saechao will take vote on executive summary at next subcommittee meeting.
* Supporting documents will be sent to state plan committee for edits and reorganization before next state plan meeting.
* Action items and documents shared will be emailed by the end of day.

**Future Meeting Dates:**

* Survivor Committee Meeting – August 19, 2025 at 10:00am
* State Plan Meeting – August 27, 2025 at 3:00pm
* TBI Advisory Board – October 20, 2025 at 9:00 am
* Data Analytics Committee – September 11, 2025 at 8:30 am
* Education and Public Outreach Committee – September 11, 2025 at 11:00 am
* Next Public Policy and Funding Committee – September 11, 2025 at 2:00 pm

**Adjournment:**

Dan Clark motioned to adjourn the meeting, and Kriste Warren seconded the motion. The meeting ended at 3:37 pm.