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

**TBI State Plan Meeting**

# **Meeting Minutes**

# **August 27, 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 3:17 pm, July 30, 2025, by Dr. Katie Shinoda via virtual meeting.

**Members Present:**

* Dr. Katie Shinoda (Lead)
* Dan Clark
* Dr. Henry Huie
* Vince Martinez

**Members not Present:**

* Dr. Vivian Harvey
* Dr. Daniel Ignacio
* Esther Stauffer
* Kristie Warren

**DOR Staff Present:**

* Maria Aliferis-Gjerde
* Peter Saechao
* Kritika Devi

**Public Present:**

* + None

**Committee Business**

* Motion to approve July 30, 2025, State Plan meeting minutes were not made due to quorum.

Committee Comments: None

Public Comments: None

**Committee Projects:**

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 and supporting documents of the State Plan.
* The group discusses the importance of having a clear and concise executive summary.
* The committee wanted to emphasize the need for a comprehensive summary of the work done between 2022 and 2025.
* Committee members were assigned to make edits and clean up the supporting document.

Public comments: None

**Action Items:**

* Dr. Katie Shinoda will send draft documents to Vince Martinez and Dan Clark by end of week.
* Vince Martinez and Dan Clark will work on editing assigned sections and reach out to Maria Aliferis-Gjerde and Peter Saechao for help.

**Future Meeting Dates**

TBI Committee meetings -October 9th at 8:30am

TBI Advisory Board meeting -October 20th at 9:00am-4:00pm

Next State Plan Committee -October 8th at 2:00pm-3:00pm

**Adjournment**

Dan Clark motioned to adjourn, Dr. Henry Huie seconded. The meeting ended at 3:42 pm.