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

# **January 28, 2025**

# **Meeting Minutes**

**Opening:**

The meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) State Plan was called to order at 1:33pm, January 28, 2025, by Erin Johnson via virtual meeting.

**Members Present:**

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

**Members not Present:**

* None

**DOR Staff Present:**

* Tanya Thee
* Maria Aliferis-Gjerde
* Zak Ford, DOR

**Committee Business**

The primary objective of the meeting was to review and update the existing state plan, which is comprehensive and detailed. The committee's goal is to honor the work already invested in the plan by assessing its relevance, determining necessary updates, and ensuring it aligns with the committee's current objectives.

The state plan was divided into sections, each assigned to specific subcommittees for review:

* Data Analytics
* Public Policy and Funding
* Education and Public Outreach
* TBI Survivor Group

The committee members discussed reviewing the sections assigned to each subcommittee to identify what remains applicable and what requires updates or changes.

**State Plan Discussion:**

* The state plan is organized into sections, categorized by subcommittees for review.
* The working document has been uploaded to Google Docs to facilitate easier access and collaboration.
* The state plan is a "living document" and will be continually updated as new data and information become available.
* It was noted that there is overlap between committees, highlighting the importance of cross-collaboration.
* The group discussed how Google Docs could be utilized for ongoing updates and collaboration. Committee members can work on sections independently, without needing to meet in person, and reconvene later for discussion.
* It was agreed that the group should meet more frequently than once a month to ensure progress. A follow-up meeting will be scheduled in approximately two weeks, and assignments will be sent out by the end of the week to give members time to complete their tasks before the next meeting.
* The state plan serves as a tool to advocate for TBI programs, justify funding, and guide legislative priorities. Therefore, it is essential to review and update the plan regularly to stay aligned with current goals and needs.
* Committee members discussed their preferences for committee assignments, with clarification that members can participate in more than one subcommittee, as long as they can commit to attending meetings.

**Future Meeting Dates**

* TBI State Plan Meeting – February 14, 2025 @ 9:30 AM

**Adjournment**

* Kristie Warren motioned to adjourn; Erin Johnson seconded. The meeting ended at 2:28pm.