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

# **February 14, 2025**

# **Meeting Minutes**

**Opening:**

The meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) State Plan was called to order at 9:30am, February 14, 2025, by Dr. Katie Shinoda via virtual meeting.

**Members Present:**

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

**Members not Present:**

* None

**DOR Staff Present:**

* Tanya Thee
* Maria Aliferis-Gjerde

**Public Present:**

* Terry Lynn Turner, Retired Professor at San Jose State University
* Andrea Sandoval, TBI Survivor
* Vanessa Ortega, Program Coordinator at St. Jude Brain Injury Network
* Kaitlyn Valencia, Service Coordinator at St. Jude Brain Injury Network

**Committee Business**

* Reviewed the assigned sections of committee members and provided clarification on the feedback submission process.
* Addressed questions and technical difficulties related to document access.
* Discussed next steps for reviewing and implementing updates.

**State Plan**

* Discussed how to provide feedback on outdated or inaccurate information in assigned sections using linked documents.
* Committee members were instructed to provide feedback directly in the shared document links for their respective sections. If this wasn't possible, members were advised to email their feedback to Katie and Erin, who would assist with inputting it into the document.
* The group will utilize version history to track changes and ensure that no one overwrites others' work.
* The group discussed how to update the state plan. Some members wondered if they should completely rewrite sections or just update them. The consensus was to maintain the state plan as a living document, making necessary updates while keeping important historical records. The main goal is to reflect current projects, goals, and progress to keep the plan useful and relevant.

**California TBI Program Section:**

* Dan and Katie provided feedback that some policies and projects mentioned are outdated, like the HCBS funded sites, which no longer exist. Instead, the plan should highlight the expansion from six sites to twelve. Additional updates included changes to subcommittees, board member applications, and ensuring that hyperlinks work properly.

**Registry Committee Section:**

* Concerns were raised about the language used for TBI diagnoses, particularly the inclusion of unspecified diagnoses, and how data is presented in charts and figures. A suggestion was made to focus on the most actionable and relevant data.
* Each member will take the feedback provided, make revisions to their respective sections, and prepare for the next meeting. The revisions should be viewed as drafts and focus on the content, rather than stylistic elements. Kristie suggested that for clarity, revisions should be written below the original content, so the changes are easy to track.

**Future Meeting Dates**

* TBI State Plan Meeting – February 12, 2025 @ 2:00 PM

**Adjournment**

* Kristie Warren motioned to adjourn; Daniel Ignacio seconded. The meeting ended at 10:32am.