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

# **February 27, 2025**

# **Meeting Minutes**

**Opening:**

The meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) State Plan was called to order at 2:06pm, February 27, 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

**Members not Present:**

* None

**DOR Staff Present:**

* Tanya Thee
* Zak Ford

**Public Present:**

* Felipa Mendez

**Committee Business**

* Reviewed the work of members on their sections of the TBI State Plan.

**Registry Section**

* Daniel added existing findings to the registry section and introduced the Cal Speaks direction but did not include results and asked whether they should be incorporated.
* Katie emphasized condensing old committee sections while keeping key results, lessons learned, and ensuring a smooth transition. She suggested adding a statement that the old committee’s work will continue under the new committee.
* It was suggested to summarize data in the section and provide detailed, supporting charts in the appendix, with hyperlinks for easy access to the full information.
* A comment will be added stating that progress is ongoing, with the work now being continued by the Data Analytics Committee.

**Needs Assessment Committee Section**

* Dan Clark summarized previous content of the section.
* It was suggested to add a comment that the work of the Needs Assessment Committee will be continued by the Data Analytics Committee, specifically focusing on developing the second needs assessment, which will address unmet needs.

**Education and Public Outreach Section**

* Randy started developing the content for the section and suggested creating a bullet-point outline to highlight the key topics. This outline, along with Henry’s TBI 101 framework, will serve as the primary guide. Vivian will then use this guide to refine, organize, and polish the content.

**Action Items:**

* **(Registry Section)** Condense old committee sections to highlight key results, lessons learned, and ensure a smooth transition, while adding a statement that the old committee's work will continue under the new committee.
* **(Registry Section)** Summarize data in the section and move supporting charts in the appendix.
* Add a comment to the Needs Assessment section stating that the work of the Needs Assessment Committee will be continued by the Data Analytics Committee, specifically focusing on developing the second needs assessment to address unmet needs.
* **(EPOC Section)** Vivian will refine and organize the content based on Randy's bullet-point outline and Henry's TBI 101 framework.

**Future Meeting Dates**

* TBI State Plan Meeting – March 12, 2025 @ 3:30 - 4:30 PM

**Adjournment**

* Randy Dinning motioned to adjourn; Dr. Henry Huie seconded. The meeting ended at 3:08pm.