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

# **March 12, 2025**

# **Meeting Minutes**

**Opening:**

The meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) State Plan was called to order at 3:34 pm, March 12, 2025, by Dr. Katie Shinoda via virtual meeting.

**Members Present:**

* Dr. Katie Shinoda
* Dr. Henry Huie
* Dan Clark
* Dr. Vivian Havey
* Vince Martinez
* Daniel Ignacio

**Members not Present:**

* Esther Stauffer
* Erin Johnson
* Randy Dinning
* Kristie Warren

**DOR Staff Present:**

* Tanya Thee
* Zak Ford
* Maria Aliferis-Gjerde

**Public Present:** None

**Committee Business**

* Motion to approve January 28, 2025, State Plan Committee meeting minutes was made by Dan Clarks; and Dr. Vivian Harvey seconded the motion. Members Ignacio, Shinoda, Martinez, Harvey, and Clarks voted to approve.

Committee Comments: None

Public Comments: None

* Motion to approve February 14, 2025, State Plan Committee meeting minutes was made by Dr. Vivian Harvey; and Dan Clarks seconded the motion. Members Ignacio, Shinoda, Martinez, Harvey, and Clarks voted to approve.

Committee Comments: None

Public Comments: None

* Motion to approve January 28, 2025, State Plan Committee meeting minutes was made by Dan Clarks; and Dr. Vivian Harvey seconded the motion. Members Ignacio, Shinoda, Martinez, Harvey, and Clarks voted to approve.
* Committee Comments: None
* Public Comments: None

**Review of the State Plan**

The committee went over the different section of the State Plan and reviewed the updates done on each section

**Intro to Brain Injury**

* Reviewed Introduction to Brain Injury section, Vivian made some changes including some updates incorporating CDC statistics and assessment methods (Glasgow Coma Scale & military assessment).
* The group discussed incorporating quotes from individuals with TBI to add a personal perspective but noted they are not well-integrated, deciding to first review all quotes before strategically placing them where they best fit.
* **Discussion on quotes from individuals with TBI.** The committee agreed to first draft a conclusion for the section and then determine the best placement for quotes to support key topics.
* Formatting improvements made for better readability.

**Dan:** Asked about CDC data sources, whether TBI numbers are based solely on medical reporting (hospitals, etc.) and how to account for undocumented cases.

**Education and Public Outreach**

* A **new section** added to the state plan to address education and outreach efforts.
* Henry started content, Randy provided initial comments, and Vivian is adding new material.
* A paragraph or section should be added about the ongoing work related to the resource list.

**Special Target Populations**

* Focus is on homelessness and domestic violence, both of which have high rates of traumatic brain injury. However, TBI often goes unidentified within these populations.
* EPOC will include specific slides about domestic violence and homelessness related to TBI in its presentations, tying together the work being done in each section. This will ensure that resources and information are targeted at the right populations.

**Other Area of Focus**

* There should be a section for additional recommendations, especially those that are policy-driven or legislative in nature. Subcommittees should add their recommendations based on their respective work and goals. A section summarizing these recommendations could also be included under areas of focus.
* The committee discussed the inclusion of helmet laws in the plan. While acknowledging the importance of helmet use in preventing TBIs, the group felt it might not be a high priority for this plan, as helmet laws are already well-established and awareness is widespread. There are existing efforts from schools, law enforcement, and other organizations that address helmet use, such as distributing free helmets.

Committee comments: None

Public comments: None

**Action Items:**

* Draft a conclusion for the "Intro to Brain Injury" section.
* Finalize the placement of quotes from individuals with TBI, ensuring they support key topics effectively.
* Continue formatting improvements to enhance readability.
* Add a paragraph or section addressing ongoing work related to the resource list.
* Create slides for domestic violence and homelessness related to TBI for EPOC presentations.

**Future Meeting Dates**

State Plan Meeting – March 26, 2025 at 3:30 pm

**Adjournment**

* Dan Clarks motioned to adjourn; Dr. Vivian Harvey seconded. The meeting ended at 4:31pm.