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

# **May 15, 2025**

# **Meeting Minutes**

**Opening:**

The meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) State Plan was called to order at 1:33 pm, May 15, 2025, by Dr. Katie Shinoda via virtual meeting.

**Members Present:**

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

**Members not Present:**

* Erin Johnson
* Randy Dinning
* Kristie Warren

**DOR Staff Present:**

* Tanya Thee
* Zak Ford
* Maria Aliferis-Gjerde
* Peter Saechao

**Public Present:** Chrissy Stamegna, Brain Injury Center of Ventura County

**Committee Business**

* Motion to approve March 23, 2025, State Plan Committee meeting minutes was made by Dr. Vivian Harvey, and Dr. Vince Martinez

seconded the motion. Members Ignacio, Shinoda, Martinez, Harvey, Huie, and Clark voted to approve.

Committee Comments: None

Public Comments: None

**Review of the State Plan**

* Each section of the State Plan will undergo a secondary review by a member who was not part of the original writing team. Members have volunteered for specific sections to review.
* Secondary reviewers are encouraged to make content edits as needed. Final formatting adjustments will be handled after all reviews are complete.
* Tracking changes with highlights is no longer necessary. If needed, the team can refer to the original version for comparison.
* The team agreed it is helpful to include a brief note on the status of each objective or to reference the committee responsible for its progress.

**California’s TBI Program**

* Esther assigned as secondary reviewer.

**Introduction to Brain Injury**

* The group agreed to retain relevant quotes while considering the removal of outdated data sections.
* There was a discussion about whether to keep the previous needs assessment data within the section. Dan suggested that since some may need it for reference, the data should be consolidated and moved to an appendix instead.
* Henry volunteered to review the 2022 content and identify what can be removed.

**California’s TBI Advisory Board**

* Daniel assigned as reviewer for this section.

**Registry Committee**

* Katie volunteered as reviewer

**Needs Assessment**

* Vince volunteered as reviewer.

**Sustainable Funding Committee**

* Old data and graphs need consolidation.
* Dan volunteered to write and edit the content, and will send it to Katie for review.

**Brain Injury Survivor Committee**

* Section currently only includes bullet points and quotes, so it needs a full write-up.
* Vivian volunteered to draft and format into narrative form.

**Data Analytics**

* Vivian and Dan both reviewing

**Education and Public Outreach Committee**

* Vivian assigned as reviewer

**California’s Focus**

* Dan volunteered to review
* Vivian shared the edit she made about the language around “**education and training materials for medical and rehabilitation professionals**” she changed it to “community support professionals” to avoid implying obligations beyond the committee’s scope.

**Special Target Populations**

* Vivian Volunteered to review

**Other Areas of focus**

* Dan was assigned to review. He will draft a summary statement for the section, clarifying that while not current priorities, they may be considered as future goals.

Committee comments: None

Public comments: None

**Action Items:**

* Members will review and edit the sections of the State Plan they volunteered to review as second reviewers. And all review assignments should be completed by the first week of June in preparation for the next meeting.

**Future Meeting Dates**

State Plan Meeting – June 4, 2025, at 3:00 pm

**Adjournment**

* Dr. Henry Huie motioned to adjourn; Dan Clark seconded. The meeting ended at 2:39pm.