# **California Department of Rehabilitation (DOR), Traumatic Brain Injury TBI Advisory Board Sub-Committees**

# **January 9, 2025**

# **Meeting Minutes**

**Opening:**

The regular meeting for California Department of Rehabilitation (DOR) Traumatic Brain Injury (TBI) Advisory Board Sub-Committees was called to order at 8:35 am, January 9, 2025, by Dr. Daniel Ignacio via virtual meeting.

**DOR Updates:**

Regina Cademarti delivered updates concerning the Department of Rehabilitation.

* Staffing Updates
	+ The Board Liaison position has been posted
	+ DOR Director, Joe Xavier, has retired effective December 31, 2024; Kim Rutledge is Acting Director
	+ ILATS Chief, Regina Cademarti, is transferring to another DOR section effective January 31, 2025
* ACL Reporting
	+ The semi-annual report for the ACL grant which funds the TBI Board is due March 1, 2025 for activities from August 2024 to January 2025
* All 12 TBI Sites are now operating under new grants through June 30, 2027

**Data Analytics Committee (DAC)**

Meeting was called to order at 8:40 a.m. by Dr. Daniel Ignacio. Quorum was met.

**Members Present:**

* Dr. Daniel Ignacio (Lead), St. Jude Health and TBI Survivor
* Todd Higgins, Disability Rights California and TBI Survivor
* Esther Stauffer, Native American Health Center
* Dr. Katie Shinoda, Mercy (Dignity Health)
* Ryan Johnson, TBI Survivor
* Randy Dinning, Regional Ombudsman

**Members not Present:**

* None

**DOR Staff Present:**

* Tanya Thee, DOR TBI Grant Administrator
* Regina Cademarti, Chief of ILATS

**Public Present:**

* Dan Clark, TBI Advisory Board Member and Community Advocate
* Brenda Plechaty, Caregiver
* Jessica Alvarado, Disability Action Center
* Cecelia Botello

**Committee Business**

**Approval of Meeting Minutes:**

* Motion to approve the November 14, 2024, DAC meeting minutes was made by Ryan Johnson; and Dr. Katie Shinoda seconded the motion. Members Ignacio, Stauffer, Shinoda, and Johnson voted to approve.

Committee Comments: None

Public Comments: None

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

**Committee Projects:**

**Needs Assessment:**

DOR and the DAC met with San Diego University on December 16, 2024, to discuss the needs assessment project

* Focus on data collected from CalSpeaks and data from 9 of the 12 TBI sites

Committee Comments:

* Esther Stauffer – interested in the correlation of the characteristics of where the stakeholder is at and the type of services that are provided/received.
* Todd Higgins – San Diego may not be able to meet our requests with our budget, might limit the ask to the 12 TBI sites and ILC’s; confused as the survey being available to the public.
	+ The committee agrees to limit the assessment to the 12 sites and ILC’s.
* Esther Stauffer – Maybe look at relatives of the stakeholders.
* Dr. Katie Shinoda – What is the overall purpose and goals of the committee and board to determine what to focus on.
* Dan Clark – Will there be a question to specifically ask what needs are needed by the stakeholder.
* Randy Dinning – As an Ombudsmen, there appears to be a difference between the needs of a survivor and the needs of a caregiver.
* Dr. Katie Shinoda – If narrowing the scope to the sites, maybe provide the prior assessment from HARC (general population) to San Diego to include in the new assessment.
* Randy Dinning – It seems important to see what is different between the prior needs assessment and the new one so it can be compared.
* Esther Stauffer – Can DOR staff create a needs assessment for stakeholders who are receiving services.
* Todd Higgins – Have use has the last needs assessment provided to advance the program. What is the best way to conduct to inform the DOR and state program how to move forward and justify increased funding and program changes.
* Randy Dinning – DOR is absent in the work the committees are doing, what is DOR going to do with the work the committees are doing as that will help determine the focus of the Board.
* Dr. Katie Shinoda – Since California doesn’t have a Brain Association, it puts California at a disadvantage because those that are allowed who lobby is limited which is what is needed to advocate.

Public Comments: None

Motion to approve move forward with the more focused scope or work for the needs assessment was made by Dr. Katie Shinoda; and Todd Higgins seconded the motion. Members Ignacio, Higgins, Dinning, Stauffer, Shinoda, and Johnson voted to approve.

**Manuscript:**

Daniel is still doing research, using the BeHEALTHY model by John Corrigan, INCOG guidelines for cognitive rehabilitation, clinical practice guidelines, history of the California TBI program, DOR TBI site data.

Committee Comments: None

Public Comments: None

**State Plan:**

A new committee to update the TBI State Plan is being formed and one or two members from each committee is being requested for the short-term project. Members Stauffer and Ignacio volunteered to be on the committee.

Committee Comments: None

Public Comments: None

**Action Items:**

* DOR will determine what DOR will do with NA and CATBI data (Daniel would like to be a part of the discussion)
* Add the approval of the needs assessment to the April Board meeting agenda
* DOR will provide a copy (or link) of the 2022 Needs Assessment
* Add the presentation of the 3x2 factorial design to the April Board meeting agenda

Committee Comments: None

Public Comments: None

**Future Meeting Dates**

* TBI Board Meeting – January 27, 2025
* TBI Board Committees – February 13, 2025

Committee comments: None

Public comments: None

**Adjournment**

Todd Higgins motioned to adjourn; Randy Dinning seconded. The meeting ended at 10:09am.

**Education and Public Outreach Committee (EPOC)**

Meeting began at 11:03 a.m. by Randy Dinning. Quorum was met.

**Members Present:**

* Randy Dinning (Lead), Regional Ombudsman
* Vince Martinez, TBI Survivor
* Theresa Woo, TBI Caregiver
* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation

**Members not present:**

* Heidi Frye, Independent Living Center of Kern County and TBI Survivor
* Dr. Steven Chan, Kaiser Permanente
* Dr. Vivian Harvey, Educator and TBI Survivor

**DOR Staff Present:**

* Tanya Thee, DOR TBI Grant Administrator
* Regina Cademarti, Chief of ILATS

**Public Present:**

* Dan Clark, TBI Advisory Board Member and Community Advocate
* Brenda Plechaty, Caregiver
* Jessica Alvarado, Disability Action Center

**Committee Business:**

**Approval of Meeting Minutes:**

* Motion to approve the revised minutes for November 14, 2024, EPOC meeting minutes was made by Theresa Woo; Vincent Martinez seconded the motion. Members Woo and Martinez voted to approve.

Committee Comments: None

Public Comments: None

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

**Committee Projects:**

**TBI Basics and Resource Guide**

The committee reviewed the TBI Basics Resource Guide

**State Plan:**

A new committee to update the TBI State Plan is being formed and one or two members from each committee is being requested for the short-term project. Members Huie and Dinning volunteered to be on the committee.

**TBI 101 Presentation:**

The committee reviewed the EPOC’s “TBI 101” presentation.

Committee Comments: None

Public Comments: None

**Action Items:**

* Did Matt send member suggestions for the TBI Basics or Resource Guide that were supposed to go to Steven.
* Review Resource Directory to see if we can make it more ascetically pleasing and usable (maybe get IT involved).
* Members would like a copy of the ‘YesWare’ presentation from November 24 meeting.
* Who has the most current copy of the PP TBI Basics 101

**Future Meeting Dates**

* TBI Board Meeting – January 27, 2025
* TBI Board Committees – February 13, 2025

Committee comments: None

Public comments: None

**Adjournment**

Dr. Henry Huie seconded the motion. The meeting ended at 12:35 pm.

**Public Policy and Funding Committee (PPFC)**

Meeting was called to order at 2:33 p.m. by Dr. Katie Shinoda. Quorum was not met.

**Members Present:**

* Dr. Katie Shinoda, Mercy (Dignity Health)
* Dan Clark, Community Advocate
* Michael Roscoe, TBI Survivor

**Members Not Present:**

* Kristie Warren, (Lead) TBI Survivor
* Erin Johnson, TBI Survivor

**DOR Staff Present:**

* Regina Cademarti, DOR Chief of ILATS
* Tanya Thee, DOR TBI Grant Administrator

**Public Present:**

* Brenda Plechaty, Caregiver
* Jessica Alvarado, Disability Action Center
* Jeannette Lanterman, Disability Action Center

**Committee Business:**

**Approval of Meeting Minutes:**

* Motion to approve the November 14, 2024, PPFC meeting minutes was made by Dan Clark; Michael Roscoe seconded the motion. Approved by members Shinoda, Clark, and Roscoe.

Committee Comments: None

Public Comments: None

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

**State Plan:**

* Board Members Stauffer, Ignacio, Huie, Clark, Johnson, Shinoda and Dinning have joined the State Plan committee.
* A meeting invitation will be sent out.
* CATBI data will be incorporated into the State Plan.
* PPFC divided up sections of the State Plan to review.
* Work with the DAC to incorporate the CATBI data into the Stat Plan.

Committee comments: None

Public comments: Dan Clark

**Medicaid Administrative Claiming:**

* An additional program to provide additional funding to the TBI sites by billing Medicaid for services.

 **Action Items:**

* Add Helmet laws to PPFC agenda for next month.
* Member Shinoda will connect with Member Johnson to assign State Plan sections.

**Future Meeting Dates:**

* TBI Board Committees – January 27, 2025
* TBI Board Meeting – February 13, 2025

**Adjournment:**

Dan Clark motioned to adjourn the meeting, and Michael Roscoe seconded the motion. The meeting ended at 3:43pm.