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

# **February 13, 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, February 13, 2025, by Dr. Daniel Ignacio via virtual meeting.

**DOR Updates:**

Maria Aliferis-Gjerde and Tanya Thee delivered updates concerning the Department of Rehabilitation.

* Staffing Updates
  + The governor has appointed Kim Rutledge as DOR director as of 1/31/2025.
  + ILATS Chief position has been posted and is open until February 28, 2025.
  + The TBI Advisory position posting has closed, applications are currently being reviewed, and interviews will be scheduled early March.

**Data Analytics Committee (DAC)**

Meeting was called to order at 8:37 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)
* Randy Dinning, Regional Ombudsman

**Members not Present:**

* Ryan Johnson

**DOR Staff Present:**

* Tanya Thee, DOR TBI Grant Administrator
* Zak Ford
* Maria Aliferis-Gjerde

**Public Present:**

* Dan Clark, TBI Advisory Board Member and Community Advocate
* Brenda Plechaty, Caregiver
* Jessica Alvarado, Disability Action Center\
* Vanessa Ortega, St. Jude
* Kaitlyn Valencia, St. Jude
* Dr. Vivian Harvey, TBI Board Member
* Sky

**Committee Business**

**Approval of Meeting Minutes:**

* Motion to approve December 16, 2024, DAC meeting minutes was made by Dr. Katie Shinoda; and Randy Dinning seconded the motion. Members Ignacio, Higgins, Shinoda, and Dinning voted to approve.

Committee Comments: None

Public Comments: None

* Motion to approve January 9, 2025, DAC meeting minutes was made by Todd Higgins; and Randy Dinning seconded the motion. Members Ignacio, Higgins, Shinoda, Dinning, and Stauffer voted to approve.

Committee Comments: None

Public Comments: None

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

**Committee Projects:**

* **ACL Grant** 
  + Objective: Utilize the TBI Needs Assessment and Registry to inform policy, education, and training statewide.
  + Outcome: Create data informed education and training leading to expanded services and supports for TBI survivors.
  + Product: Culturally competent and evidence-based policies, education, and training informed by data gathered in the Needs Assessment and Registry (data provided by DAC).
* **Manuscript:**
* Daniel is still doing research; it is currently delayed due to the innovations happening right now. The TBI Action Collaborative met on Friday, 2/7, to finalize 17 recommendations across 11 topics for non-hospitalized TBI.
* Dr. Geoff Manley will be submitting the CBIM framework which grades TBI severity to NIH by the end of this month.

Committee Comments: None

Public Comments: None

* **State Plan:**
* Daniel has completed the registry review.
* **DAC Section Recommendations:** Start off with the DAC mission statement: to collect, identify, and analyze data on survivors of TBI in California to inform public policy, awareness, and service provision.

**Suggested Topics:**

* Goals and objectives
* Purpose
* Data Summary of the variables that we’re collecting and have collected
* Plan of where, how, and why to refer to community resources based on the data collected.
* Findings of the second needs assessment

**Comments:**

* Esther: To include joining the Brain Injury Association of America group to the recommendation for the State Plan as it could help advocate for TBI.
* Daniel: Paula followed up and advised that it needs 200k to expedite the process and asked if the board will be interested if she comes to the April full board meeting.
* Katie: Suggested that discussing what or how the State plan is going to be used is a good thing to include on the onboarding for new board members. The State Plan should be a living document that the group should refer to regularly. Feels like the state plan has been put on the shelf, when it should be a living document that could be edited anytime or adjusted easily as it guides the work of the board.
* Maria: Open to having a conversation on how state plan can be shared to different bodies.
* Esther: Recommended to include ‘to identify, to influence legislation and statutes’ on the plan.
* Todd: Anticipates that the new Needs Assessment will give new data that can be included on the state plan.

Public comments: None

**Needs Assessment:**

* Surveys will be used to gather quantitative data from three targeted population groups, with both electronic and hard copy formats. The research will focus on key questions, including the impact of services provided on participants, potential additional services, and differences between services offered at ILC vs. CATBI sites. Key informant interviews will be held with TBI and CATBI sites.
* The goal is to strengthen CATBI sites and implement policy actions focusing on social, behavioral, and environmental determinants of health (DOH).
* Discussed the different questions the board wants to be answered.

Randy: simple questions like “how you knew us, how did you get to us, or how did you find us’ would help understand the path that was taken on how the consumer get or didn’t get the resources they needed.

Todd: Emphasized the importance of a clear scope document for the project. He noted that Section 3 is too loose and needs to be more focused on CATBI sites.

Esther: Recommended making edits to the document and tracking changes before submitting the final draft to San Diego State.

Randy: Asked about the timeframe for submitting the list of questions to San Diego State and the submission deadline.

* Maria: Stated that there is no specific timeline yet but hopes to receive more feedback and start discussions by March or April.

Katie: Suggested the board should specify what kind of feedback is needed, such as understanding the survivors' experiences at TBI sites and whether services are meeting their needs. She emphasized keeping the group’s action items clear and focused.

**Future Meeting Dates**

* TBI Advisory Board – April 21st, 2025
* Next Data Analytics Committee – March 13, 2025

Committee comments: None

Public comments: None

**Adjournment**

* Todd Higgins motioned to adjourn; Maria Aliferis-Gjerde

seconded. The meeting ended at 10:15am.

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

Meeting began at 11:01 a.m. by Randy Dinning. Quorum was met.

**Members Present:**

* Randy Dinning (Lead), Regional Ombudsman
* Heidi Frye, Independent Living Center of Kern County and TBI Survivor
* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation
* Dr. Vivian Harvey, Educator and TBI Survivor
* Dr. Steven Chan, Kaiser Permanente
* Vince Martinez, TBI Survivor
* Theresa Woo, TBI Caregiver

**Members not present:**

* None

**DOR Staff Present:**

* Tanya Thee, DOR TBI Grant Administrator
* Zar Ford, DOR staff

**Not present**

* Maria Gonzalez
* Maria Aliferis-Gjerde

**Public Present:**

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

**Committee Business:**

**Approval of Meeting Minutes:**

* Motion to approve the revised minutes for January 9, 2025, EPOC meeting minutes was made by Vincent Martinez; Vivian Harvey seconded the motion. Members Dinning, Huie, Harvey, and Martinez voted to approve.

Committee Comments: did not comment

Public Comments: did not comment

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

New Committee Lead Request –Randy to step down as the meeting lead, and Dr. Vivian Harvey as the new committee lead.

**Committee Projects:**

**Needs Assessment:**

* Discussion of the project and the recommended questions to help get the data that is needed.

Committee Comments:

Clark: Emphasized keeping the survey simple and focused on core questions. The goal is to gather information and feedback, which can be compiled into recommendations for future funding meetings. An example question could be “How did you hear about us?”

Harvey: Suggested placing additional questions in the demographics section of the survey.

Randy: Proposed asking about the journey from when the trauma occurred to how individuals ended up at the CATBI site.

Brenda: Inquired about the intended audience for the survey, specifically whether it is aimed more at survivors or organizations.

* Tanya: Clarified that the survey will target survivors, caregivers, and professionals, with the 12 sites serving as hubs to reach these individuals. This is focused on consumer-related feedback.

Chan: Sought clarification on the survey's purpose. One goal is to understand how the 12 sites are serving their clients and identify any service gaps. This information will help improve services. Additional questions could include what resources would have been helpful or what survivors wish had been provided to them earlier.

Brenda: Suggested asking survivors what they wish could have been in place sooner to help them in their journey.

Chan: Proposed including a question on whether individuals have accessed the master resources directory that is being developed.

Clark: Suggested that the team should visit survivor meetings to gather more information and ideas directly from survivors.

Dan: Recommended ensuring that questions are formulated to address and answer the key issues at hand.

Vivian: Proposed asking survivors if they feel their concerns related to TBI were taken seriously.

Heidi: Raised the question of how treatment speed is influenced by insurance, and whether participants know what their insurance covers.

Randy: Suggested asking a general question about insurance coverage, including what is and isn’t covered.

**Master Resources Directory:**

* The committee agreed to contribute to enhancing the directory's integrity by adding as many resources as possible, establishing a structure to sustain and maintain it, and incorporating hyperlinks for easy access.
* Consider integrating AI to streamline information processing and make it as user-friendly as possible.
* The goal is to move it out of Excel and transform it into a more user-friendly tool for consumers.

**State Plan:**

The committee reviewed the section of the State Plan assigned to EPOC.

**TBI 101 Presentation:**

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

Public Comments:

Brenda: Clarified that the slide won't be changed, but instead, corrections will be made. A new version will be created, ensuring uniformity and improved graphics. She noted that Version 1 of the resources directory is pretty good, and as a committee, they look forward to enhancing it and making further improvements.

**Action Items:**

**Future Meeting Dates**

* TBI Advisory Board – April 21st, 2025 @ 9:00 am
* Data Analytics Committee – March 13, 2025 @ 8:30 am
* Next Education and Public Outreach Committee – March 13, 2025

Committee comments: None

Public comments: None

**Adjournment**

* Dr. Vivian Harvey motioned to adjourn; Heidi Frye seconded. The meeting ended at 10:05 am.

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

Meeting was called to order at 2:05 p.m. by Kristie Warren. Quorum was met.

**Members Present:**

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

**Members Not Present:**

* None

**DOR Staff Present:**

* Tanya Thee, DOR TBI Grant Administrator
* Zak Ford
* Maria Aliferis-Gjerde
* Shapree Butler

**Public Present:**

* Brenda Plechaty, Caregiver

**Committee Business:**

**Approval of Meeting Minutes:**

* Motion to approve the January 9, 2025, PPFC meeting minutes was made by Dan Clark; Katie Shinoda 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

New Committee Lead: Kristie Warren temporarily step-down as the committee lead and Katie Shinoda, together with co-lead Erin Johnson, will take lead temporarily.

**State Plan:**

* Kristie and Dan reviewed the state plan and identified outdated sections needing updates. Some minor adjustments are needed. There is no longer HCBS funding, and there are now 12 state-funded sites.
* The goal is to update the plan to reflect current information and minimize historical content, focusing more on current projects and next steps.
* Instead of using Excel sheets, the team discussed utilizing Google Forms and Google Sheets (view-only) for tracking updates and adding resources or information across sites.
* Continue working on improving cooperation among the 12 TBI sites and ensure consistent resource updates.

Committee Comments:

Kristie: Proposed creating a section to highlight what has worked in the past. Suggested cutting redundant edits to streamline the plan. And emphasized that the state plan should be a living document reflecting current activities, with a historical timeline included.

Kristie: suggested to discuss and create a checklist of services that can be offered across all sites. And the needs assessment should focus on the 12 sites and the consumer experience, balancing data to support public policy recommendations.

Dan: noted that there is a gap in understanding how sites are functioning, including a lack of clarity on policies at some sites.

Katie:Highlighted the need for TBI sites and providers to utilize different resources and projects created by the board. She stressed the importance of cooperation among the 12 TBI site providers to share information and resources.

**Erin:** Suggested that the spreadsheet should not be public-facing. And create a more user-friendly, accessible interface.

**Future Meeting Dates:**

* Data Analytics Committee – March 13, 2025
* Education and Public Outreach Committee – March 13, 2025
* Next Public Policy and Funding Committee – March13, 2025
* TBI Advisory Board - April 21st, 2025

**Adjournment:**

Dan Clark motioned to adjourn the meeting, and Katie Shinoda seconded the motion. The meeting ended at 3:16pm.