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

# **March 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 8:33 am, March 13, 2025, by Dr. Daniel Ignacio via virtual meeting.

**DOR Updates:**

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

**Staffing Updates:**

* The hiring process for the TBI Advisory position is ongoing, with Tanya and Maria working on the onboarding process.
* The job posting for the Staff Service Manager II position has closed, and the hiring process is moving forward.
* Efforts are underway to secure carryover funding for the needs assessment, with the contract for San Diego State University to follow once funding is secured.

**Data Analytics Committee (DAC)**

Meeting was called to order at 8:33 a.m. by Dr. Daniel Ignacio. Quorum was met.

**Members Present:**

* Dr. Daniel Ignacio (Lead)
* Todd Higgins
* Dr. Katie Shinoda
* Randy Dinning
* Dr. Vivian Harvey

**Members not Present: None**

**DOR Staff Present:**

* Tanya Thee
* Maria Aliferis-Gjerde
* Michelle Davis
* Zak Ford

**Public Present:**

* Brenda Plechaty, Caregiver
* Dan Clark, TBI Advisory Board Member and Community Advocate
* Natalia Banuelos

**Committee Business**

**Approval of Meeting Minutes:**

* Motion to approve February 13, 2025, DAC meeting minutes was made by Dr. Katie Shinoda; and Ryan Johnson seconded the motion. Members Ignacio, Higgins, Shinoda, Dinning, Johnson, and Harvey 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).
* **Needs Assessment**

The revised Scope of Work aims to assess TBI survivors' needs and support the Advisory Board’s second needs assessment.

* + Project timelines are flexible, with a kick-off meeting after April to coordinate efforts with San Diego State, the Advisory Board, and DOR.
	+ Surveys will target TBI survivors, exploring their experiences with CATBI sites and providers, including how they found services and what could improve.
	+ Caregivers' feedback will be gathered on their experiences, resource access, and care improvements.
	+ A recruitment plan will ensure a diverse sample, focusing on CATBI sites, providers, and caregivers, with additional survey topics proposed.
	+ SDSU will analyze data and share results with the Advisory Board and DOR, ensuring accessibility in reports.
	+ The project timeline remains flexible and will be refined as work progresses.
	+ Caregivers will be categorized as professional and unpaid to avoid confusion.

Committee Comments:

* **Katie:** Asked if the survey includes only state-funded providers or additional providers.
* **Dr. Harvey:** Recommended open-ended questions for caregivers to identify missing resources and suggest improvements.

Public Comments:

* **Brenda:** Suggested asking if CATBI sites’ care met expectations, as caregivers and survivors may have different views.

**State Plan**

* Subcommittees are working on their respective sections of the state plan.
* The committee considered how much detail to include about the new needs assessment.
* Agreed that the state plan should provide a brief overview of the assessment.
* Suggested adding links to relevant documents, such as DAC meeting minutes or the approved scope document.

Committee Comments:

* **Katie:** Suggested a brief mention of the needs assessment, outlining its goal to evaluate consumer, caregiver, and service provider experiences.
* **Todd:** Suggested linking directly to the scope document for clarity and later adding a link to the executive summary or final report.

**TBI Board Onboarding Handbook**

* Vivian proposed creating an onboarding handbook to help new board members navigate their roles.
* The handbook would be a living document, updated over time with suggestions from members.
* Committee members agreed that standardizing onboarding would help new members understand their roles more quickly.

Committee comments: None

Public comment: None

**Action Items**

* Todd needs assistance with Zoom, DOR will reach out
* Members will think of topics to include in the New Board Member Orientation Handbook

**Future Meeting Dates**

* Education and Public Outreach Committee today @ 11:00 am
* Public Policy and Funding Committee today @ 2:00 pm
* State Plan Meeting – March 26, 2025 @ 3:30pm
* TBI Advisory Board – April 14, 2025 @ 9:00 am
* Next Data Analytics Committee – April 10, 2025 @ 8:30 am

Committee comments: None

Public comments: None

**Adjournment**

* Vivian Harvey motioned to adjourn; Randy Dinning seconded. The meeting ended at 10:14am.

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

Meeting began at 11:04 a.m. by Dr. Vivian Harvey. Quorum was met.

**Members Present:**

* Dr. Vivian Harvey (Lead)
* Randy Dinning
* Dr. Henry Huie
* Vince Martinez
* Steven Chan
* Heidi Frye

**Members not present: None**

**DOR Staff Present:**

* Tanya Thee
* Maria Aliferis-Gjerde
* Zak Ford

**Public Present:**

* Lily Zepeda, Brain Injury Center
* Brenda Plechaty, Caregiver
* Dan Clark, TBI Advisory Board Member and Community Advocate
* Jeannette Lanterman, TBI Peer Support Coordinator
* Lisa D’Angelo, Speech Pathologist

**Committee Business:**

**Approval of Meeting Minutes:**

* Motion to approve the revised minutes for February 13,2025 EPOC meeting minutes was made by Randy Dinning; Henry Huie seconded the motion. Members Harvey, Dinning, Huie, Chan, and Martinez voted to approve.

Committee Comments: None

Public Comments: None

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

**Committee Projects:**

**ACL Grant**

* Objective: Provide culturally competent resources to entities that intersect with homeless and domestic violence populations Identify options for long term funding.
* Outcome: Establish and promote plain language materials about TBI for public education through the TBI Survivor Committee AND Create data informed education and training leading to expanded services and supports for TBI survivors.
* Product: Education and training materials for medical, rehabilitation, and community support professionals about the needs of TBI survivors and their families.

**Master Resources Directory:**

* Randy is still working on some of the resources to be added on the Directory
* The group agreed to add a link with Excel instructions for easier navigation.

**Brenda:** Suggested adding contact information for corrections or issues.

**Steve:** Recommended a disclosure stating the document is a work in progress and accuracy cannot be guaranteed.

* Ryan will come to the April meeting to discuss the option of integrating AI
* Tanya created a group in teams where members can keep documents for everyone to access anytime.

**TBI Board Onboarding Handbook:**

* Vivian shared a draft outline for the TBI Onboarding Handbook, which aims to provide guidance and essential information for new board members. She emphasized that the handbook would help newcomers better understand their roles, responsibilities, and the overall structure of the board.
* The goal is to develop a clear and accessible reference document that incoming members can rely on for guidance.
* The handbook will be a living document, allowing for updates and additions as needed to keep it relevant. While the project will formally begin after the **State Plan updates** are completed, members are invited to start brainstorming ideas and sharing suggestions in the meantime.

**TBI 101 Basics Presentation:**

* The latest version of TBI 101 was presented for committee review. Members provided feedback on each slide and suggested revisions.
* "List" will be removed, keeping only "community resources" for clarity.
* Vivian will gather potential quotes from the State Plan, and the group will review and select which to include in the presentation.

**Steve**: Recommended reducing the number of objectives from four to two and shared previous suggestions from the November meeting.

**Heidi**: Questioned whether it is necessary to add testimonials to the presentation.

**Brenda**: Suggested softening the language by adjusting adjectives and changing "discuss" to "define" when referring to TBI services for better clarity.

**Action Items:**

* Randy will send Viv or Tanya the additional resources he has for the Resource Directory
* DOR will send Viv the copy of the Resource Directory that is currently on the website
* DOR will connect with Legal regarding legalities in distributing the Resource Directory and TBI 101 Basics presentation.
* DOR will add members to the Teams group for the Board

**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**

* Heidi Frye motioned to adjourn; Randy Dinning seconded. The meeting ended at 1:08 pm.

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

Meeting was called to order at 2:06 p.m. by Katie Shinoda. Quorum was met.

**Members Present:**

* Dr. Katie Shinoda
* Dan Clarks
* Kristie Warren

**Members Not Present:**

* None

 **DOR Staff Present:**

* Tanya Thee
* Zak Ford

**Public Present:**

* Brenda Plechaty
* Lisa Hayes

**Committee Business:**

**Approval of Meeting Minutes:**

* Motion to approve the February 13, 2025, PPFC meeting minutes was made by Kristie Warren; Dan Clarks seconded the motion. Approved by members Shinoda, Clarks, and Warren.

Committee Comments: None

Public Comments: None

**DOR Updates – see above**

Committee Comments: None

Public Comments: None

**ACL Grant**

* Objective: Identify options for long term funding AND Utilize the TBI Needs Assessment and Registry to inform policy, education, and training statewide.
* Outcome: Expands systems to support early identification, intervention, resource facilitation, and coordination for people with TBI AND Identify sustainable funding mechanisms to support locally based TBI services.
* Product: A funding model proposal for TBI survivors to receive locally based services through the Department’s TBI sites AND culturally competent and evidence-based policies, education, and training informed by data gathered in the Needs Assessment and Registry

**Needs Assessment**

* Katie provided an update on the Needs Assessment, summarizing discussions from the DAC meeting.

**Kristie Warren**: Asked how the assessment would be marketed to participants.

**Katie**: Shared that the plan is to involve all twelve CATBI sites as much as possible and have them actively promote it.

**D.C. Trip**

* Katie shared insights from her D.C. trip regarding brain injury programs using Medicaid Administrative Claiming (MAC) through ADRC networks as a funding source.
* Lisa discussed an additional funding opportunity through Medicare, highlighting new CMS codes related to community integration, which allow collaboration with healthcare providers.
* Katie shared a study that explains what Brain injury facilitation should be, detailing how it helps provide essential care for individuals with **TBI.**

**Dan**: Suggested reviewing a study on the **standard of care** for **brain injury support.**

**TBI Board Onboarding Handbook**

* It was shared to the committee the plan to create a TBI Board Onboarding Handbook to help incoming board members understand the committee's roles and responsibilities.
* While the project will begin after the **State Plan** is completed, members are encouraged to brainstorm ideas for the handbook. Including insights they wish they had before joining, and other helpful resources.

**State Plan**

* The committee reviewed and discussed the **PPFC section**of the **State plan.**
* Members provided **feedback**on the section’s content.

**Action Items:**

* DOR will check legislation to determine if there is a bidding requirement for TBI grants
* DOR will check with ACL to determine if there is an age requirement for which ACL funds can be used
* DOR will reach out to Lisa D'Angelo to present on Return to School for children with TBI

**Future Meeting Dates:**

* State Plan Meeting – March 26, 2025 @ 3:30pm
* Data Analytics Committee – April 10, 2025 @ 8:30 am
* Education and Public Outreach Committee – April 10, 2025 @ 11:00 am
* Next Public Policy and Funding Committee – April 10, 2025 @ 2:00 pm
* TBI Advisory Board - April 14, 2025 @ 9:00 am

**Adjournment:**

Dan Clark motioned to adjourn the meeting, and Kristie Warren seconded the motion. The meeting ended at 4:01 pm.