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

# **April 10, 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 8:34 am, April 10, 2025, by Dr. Daniel Ignacio via virtual meeting.

**DOR Updates:**

Zak Ford delivered updates concerning the Department of Rehabilitation.

**Staffing Updates:**

* The hiring process for the TBI Advisory position is still in process.

**Data Analytics Committee (DAC)**

Meeting was called to order at 8:34 a.m. by Dr. Daniel Ignacio. Quorum was met.

**Members Present:**

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

**Members not Present: None**

**DOR Staff Present:**

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

**Public Present:**

* Dan Clarks

**Committee Business**

**Approval of Meeting Minutes:**

* Motion to approve March 13, 2025, DAC meeting minutes was made by Todd Higgins; and Ryan Johnson seconded the motion. Members Ignacio, Higgins, Shinoda, Dinning, Stauffer, 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 committee discussed about the ongoing work on the Needs Assessment.

* Michelle thanked everyone for feedback provided on March 13 and noted it had been incorporated into the completed draft of the scope of work.
* **Daniel** raised concerns about the terminology used in referencing brain injuries in the document, especially with the inconsistency in referring to brain injury (e.g., acquired brain injury, traumatic brain injury, brain injury in general) in current legislation. **He** explained that while the program has traditionally focused on TBI, some sites have served individuals with other types of brain injury (e.g., acquired brain injury) but don't count them in data.
* **Esther** inquired if including non-TBI cases would increase the cost of the needs assessment. It was confirmed that it would not.
* **Katie** emphasized the need to restrict the focus to TBI, as they are just beginning to address that population and expanding to other types of brain injuries might be premature.
* **Michelle** confirmed that the needs assessment will focus on individuals with a history of TBI, even if other injuries are currently more relevant to their care.
* **Vivian** mentioned that some people with TBI never received services until they had another brain injury, highlighting a gap in service delivery.
* The group agreed to keep the current legislation and clarify in the scope of work that the provider must focus on TBI for the project.
* **Katie** suggested that the focus should be on TBI for the project, but that the decision on ABI vs TBI should be made by the team, not San Diego State, to ensure consistency in referrals.
* A change was proposed to emphasize the historical focus on TBI in the needs assessment.
* The committee talked about adding questions specifically regarding the survivor’s experience with services, as opposed to just focusing on caregivers’ perspectives.
* The group emphasized the importance of collecting both quantitative and qualitative data.
* A broadening of questions regarding employment was discussed. Focusing not just on vocational rehabilitation experiences but on whether individuals want to work, have tried to access services, and what was helpful or unhelpful in that process.

Committee comments: None

Public comment: None

**Action Items**

* DOR will send out the new version of the needs assessment to the Board for voting on Monday
* Action items and documents shared will be emailed by end of day
* Meeting Minutes will be sent out by April 18, 2025

**Future Meeting Dates**

* Public Policy and Funding Committee today @ 2:00 pm
* TBI Advisory Board – April 14, 2025 @ 9:00 am
* Survivor Committee Meeting – April 15, 2025 @ 10:00am
* State Plan Meeting – April 21, 2025 @ 10:00am
* Data Analytics Committee – May 8, 2025 @ 8:30 am
* Next Education and Public Outreach Committee – May 8, 2025 @ 11:00 am

Committee comments: None

Public comments: None

**Adjournment**

* Todd Higgins motioned to adjourn; Esther Stauffer seconded. The meeting ended at 10:26 am.

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

Meeting began at 11:13 a.m. by Dr. Vivian Harvey. Quorum was met.

**Members Present:**

* Dr. Vivian Harvey (Lead)
* Theresa Woo
* Vince Martinez
* Randy Dinning
* Heidi Frye

**Members not present:**

* Dr. Henry Huie
* Steven Chan

**DOR Staff Present:**

* Tanya Thee
* Maria Aliferis-Gjerde
* Zak Ford

**Public Present:**

* Brenda Plechaty
* Ryan Johnson
* Lily Zepeda
* Dan Clark

**Committee Business:**

**Approval of Meeting Minutes:**

* Motion to approve the revised minutes for March 13, 2025 EPOC meeting minutes was made by Theresa Woo; Randy Dinning seconded the motion. Members Harvey, Dinning, Frye, 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:**

* DOR staff will handle the future updates and maintenance of the directory.
* The DOR contact information (email and phone) will replace Randy’s contact for updates, corrections, and inquiries.
* Members decided to move forward with creating a web page with an automated resource directory
* The final document will be locked in the team’s folder once completed, and new resources will be reviewed at monthly EPOC meetings.

**Ryan’s Presentation on AI Integration for Resource Directory:**

* Ryan presented a tool utilizing AI to streamline access to resources in the directory. The AI eliminates steps between survivors and the resources they need.
* The tool allows users to search by need (e.g., legal help, housing) and find local resources via their county or zip code.The AI prioritizes the most relevant resources based on geographical proximity or need.
* Members discussed how the tool could be further refined and integrated with the existing resource directory to improve user experience.
* A question was made about needing approval from the Department of Rehabilitation (DOR) before proceeding with the development of the app. Tanya suggested creating a proposal for DOR to assess if they are willing to support the project in the long term.

**Action Items:**

* Resend Dan the invitation to Teams
* DOR will schedule a meeting with IT to discuss the new resource directory web page.
* DOR will replace the current resource directory online with the new version.
* Vivian will send DOR the current EPOC State Plan version to send to the Committee for review and feedback
* Action items and documents shared will be emailed by end of day
* Meeting Minutes will be sent out by April 18, 2025

**Future Meeting Dates**

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Committee comments: None

Public comments: None

**Adjournment**

* Randy Dinning motioned to adjourn; Heidi Frye seconded. The meeting ended at 12:49 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
* Michael Roscoe

**Members Not Present:**

* Erin Johnson

 **DOR Staff Present:**

* Tanya Thee
* Zak Ford

**Public Present:**

* Brenda Plechaty
* Lisa Hayes

**Committee Business:**

**Approval of Meeting Minutes:**

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

* The proposal for the Needs Assessment was approved during the DAC meeting on April 10, 2025, with minor revisions. It is set for a vote by the full board on April 14, 2025.
* The document has been made available on the website for public review.

**TBI Board Onboarding Handbook**

* The development of the Onboarding Handbook is currently on hold. Board members are encouraged to submit any suggestions or potential topics for inclusion directly to Vivian or Tanya.
* Proposed additions include guidance on completing Form 700.

**State Plan**

* The committee reviewed Daniel’s work on DAC’s section in the State Plan and discussed using his structure as a model for the PPFC’s section.

**PPFC Recommendation for Sustainable Funding**

Members discussed recommending $500,000 in annual funding for each CATBI site, along with increased administrative support for fund management.

* **Dan** emphasized the need for additional funding to support administrative functions and sustain board-led research initiatives.
* **Lisa** proposed establishing a separate grant dedicated specifically to funding board activities.

**Funding and Support Sources**

* Currently working with state general funds.
* Medicaid Administrative Claiming was suggested as a more accessible funding option for future exploration.
* **Lisa** noted that Medicare reimbursement is based on time and has specific criteria but remains a feasible program.
* A review is needed to identify which waiver programs are currently available in California. TBI sites should be informed of all available waivers.
* **Dan** will reach out to Victor to explore the possibility of certifying TBI sites.

**Action Items:**

* Dan will make an appointment with the Chief Deputy Director regarding TBI funding
* Katie will draft a recommendation for TBI funding
* Katie will draft a recommendation for certification
* Kristie and Katie will work on the PPFC portion of the State Plan
* Action items and documents shared will be emailed by end of day
* Meeting Minutes will be sent out by April 18, 2025

**Future Meeting Dates:**

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* State Plan Meeting – April 21, 2025 @ 10:00am
* Data Analytics Committee – May 8, 2025 @ 8:30 am
* Education and Public Outreach Committee – May 8, 2025 @ 11:00 am
* Next Public Policy and Funding Committee – Mau 8, 2025 @ 2:00 pm

**Adjournment:**

Kristie Warren motioned to adjourn the meeting, and Dan Clarks seconded the motion. The meeting ended at 4:03 pm.