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

# **November 14, 2024**

# **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 8:40 am, November 14, 2024, by Dr. Daniel Ignacio via virtual meeting.

**Data Analytics Committee**

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 [Off camera: 9:23am-9:28am]
* Dr. Katie Shinoda, Mercy (Dignity Health) [Off camera: 9:02am-9:30am)
* Ryan Johnson, TBI Survivor

**Members not Present**

* Randy Dinning, Regional Ombudsman

**DOR Staff Present**

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

**Public Present**

* Dan Clark, TBI Advisory Board member and community advocate
* Berta Flowers, TBI Survivor
* Lily Zepeda, Brain Injury Center of Ventura County

**Committee Business**

* Matthew Berube reviewed Bagley-Keene guidelines for virtual meetings.

**Committee Comments:** Todd would like quarterly meetings kept in-person, even if it were possible to hold them virtually. Randy would like all meetings to be virtual. Daniel said that either would be acceptable.

**Public Comments:** Dan Clark said the Board should be in-person at least twice a year. Esther Stauffer said once or twice would be fine. Ryan Johnson said either way was fine.

**Approval of Meeting Minutes –**

* Motion to approve the September 12, 2024 DAC meeting minutes was made by Esther Stauffer; Ryan Johnson seconded the motion. Ignacio, Stauffer, Higgins, Shinoda, and Johnson voted to approve.

**Committee Comments:** None.

**Public Comments:** None.

**DOR Updates**

Regina Cademarti delivered updates concerning the Department of Rehabilitation.

Leaving DOR or changing to different positions:

* DOR TBI Advisory Board amazing staff, Matt Berube. Moving to DOR Staff Development
* DOR Deputy Director,Ana Acton,moving to Department of Aging on December 2, 2024
* DOR Director Joe Xavier retiring December 31, 2024

DOR TBI Program Staff & Roles

* Tanya Thee—Administers the TBI Grants and Contracts
* Matt Berube—Supports the work of the TBI Advisory Board
* Michelle Davis—Contacts individuals inquiring about the TBI Program.
* Maria Gonzales—Provides support of on-site meetings of the TBI AB, note taking, and mailing out of the TBI brochures.
* Regina Cademarti, Staff Services Manager II—Provides oversight and guidance to the TBI program

TBI State Partnership Program (SPP)Federal Grant

Background:

* Expands the work of the TBI Advisory Board, Committees,andProgram staff. The goal is to improve the delivery and qualityofperson-centered services available to TBI survivors, their families,andcaregivers by fostering partnerships, providing public educationaboutTBI, and informing culturally competent policies statewide.

FunderAdministration for Community Living

* Time Period : August 1, 2021 – July 31,2026
* Amount: $200,178 per year or $1,000,890 for five years

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* Reporting: Biannual Narrative Report
* February 1 – July 31: Due August 30, 2024- Submitted and Approved
* November 30: Annual: Financial Reporting Due
* August 1 – January 31: Due March 1, 2025
* Unobligated Funds:Total $138,884 to be used for TBIStatePartnership Program Activities
* 8/1/2021-7/31/2022: $68,926 unobligated balance
* 8/1/2022-7/31/2023: $69,958 unobligated balance
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TBI State-Funded Grants – Part I

Background:

State General Fund used to sustain network of 12 community service providers.

* TBI sites provide supportive living, community reintegration, vocational supportive services, information and referral and public and professional education to individuals with TBI.

Time Period:

* 7 providers started October 1, 2024 – June 30, 2027
* Intent to award 5 providers to start December 1, 2024 – June 30, 2027

TBI State-Funded Grants – Part II

Grant Award Amount:

* October 1, 2024 Grants. Total amount per grant: $825,000
* $225,000 for the partial year of Oct. 1, 2024, through Jun. 30, 2025
* $300,000 for July 1, 2025, through June 30, 2026
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Grantees

* Brain Injury Center of Ventura County primarily serving Ventura County.
* Dignity Health DBA Mercy General Hospital primarily serving Sacramento County.
* Disability Resources Agency for Independent Living (DRAIL) primarily serving Stanislaus County.
* FREED primarily serving Nevada County.
* Jodi House Brain Injury Support Center primarily serving Santa Barbara County.
* Rolling Start, Inc. primarily serving San Bernardino County.
* St. Jude Hospital primarily serving Orange County.

TBI State-Funded Grants – Part III

Intent to Award - Grant Award Amount

December 1, 2024 Grants. Total: $775,000

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* Disability Action Center primarily serving Butte County.
* Southern California Resource Services for Independent Living primarily serving Los Angeles County.
* San Diego Brain Injury Foundation primarily serving San Diego County.

Public Health Workforce Service Contracts – Part I

Background:

* In accordance with the Expanding the Public Health Workforce (EPHW) Spending Plan funding and the American Rescue Plan Act of 2021, (ARPA) the DOR distributed funding to four TBI service grantees via service contracts.

Funding provided work experience including peer support to individuals with TBI.

Time Period:

* July 1, 2023 – September 30, 2024
* Award Amount: $18,337.00 each. One time funding

Public Health Workforce Service Contracts – Part II

* Contracts have ended.
* Reporting is required and due inJanuary2025

Reporting – Part I

CATBI Packets

Background: This is data on the consumer and their progress completed at intake, six months, 12 months,18 months, and annually afterwards.This is completed by the CATBI sites.

* Received copies of all data from St. Jude.
* Holding internal conversations on how to recreate the Microsoft Forms data onto the DOR system

Reporting – Part II

Quarterly Reporting

Background: This is data from the service sites and their progress quarterly progress for their service goals. DOR collects the data, compares responses to previous quarters, and compiles reviews the data.

* Working with grantees to obtain their quarterly reporting for their previous State-Funded and HCBS grants.

Work In Progress – Part I

* Execute TBI State-Funded Agreements with remaininggrantees
* Grants beginning in October. Reviewed and approved by Contracts. Need encumbrance into accounting system
* Grants beginning in December. In progress for review and approval by grant administrator
* Updated DOR TBIwebsite - https://www.dor.ca.gov/home/tbi
* Added all TBI State-Funded providers
* Posted TBI Resources Directory

Work In Progress – Part II

* Met with Contracts and Procurement regarding Needs AssessmentProcess to go to bid and complete carry-over fundrequest
* Met with Contracts and Procurement
* Met with DOR team member who has recently started an agreement with San Diego State University (SDSU) Interwork Institute.
* Reached out to San Diego State University Interwork Institute
* Meeting availability sent for the week of 11/18
* Todd and Daniel from Data Analytics can join the call (if available) to discuss the Scope of Work with SDSU
* Carryover of funds will be completed after this year’s financial reporting

Work In Progress – Part III

* Sent past fiscal year data to DOR section to deidentify the data.
* When complete, this will be provided to the TBI Advisory Board
* Obtain program-end data for the Public Health Workforce Grants
* Due January 31, 2025. TBI Staff will reach out to providers for data on FTE hired, job titles of new positions, and services completed
* Send year-end financial reporting to ACL for TBI SPPgrant
* This will be sent on 11/30/2024 by DOR Accounting to Administration for Community Living

Work In Progress – Part IV

* Connect with DHCS Regarding the Medicaid 1115 ReentryWaiver
* Opportunity for states to help increase care for individuals whoare incarcerated in the period immediately prior to their releaseto help them succeed and thrive duringreentry.
* Allows state Medicaid programs to cover services that addressvarious health concerns, including substance use disorders andother chronic healthconditions.
* The goal is to help Medicaid enrollees establish connections tocommunity providers to better ensure their health care needsare met during their reentryprocess
* Meeting set with DHCS team on Friday, November 22.

Work In Progress – Part V

* Follow-up on Online Brain Injury Screening and Support System (OBISSS) Process
* Completed interest form to get more information on OBISSS and cost information.
* Increase out-of-state travel to more than one TBI Advisory Board member
* No limit with grant
* Need to be an advisory board decision
* Will inquire if this can be approved for this State fiscal year.

Work In Progress – Part VI

* Revisit Medicaid Administrative Claiming
* No updates.
* Hire for the TBI Advisory Board staff position.

**Committee Comments:** Todd Higgins and Daniel Ignacio volunteered to meet with San Diego State University to discuss Needs Assessment.

**Public Comments:** None.

**Committee Projects**

**ACL Grant:**

Dr. Daniel Ignacio reviewed the purpose of the ACL Grant and reviewed updates on the Needs Assessment project

Matt gave updates on the Education and Public Outreach Committee’s “TBI Basics” presentation.

Matt gave updates on the EPOC’s TBI Resource Guide

 Now uploaded to the DOR website

Daniel gave updates on the manuscript for publication in the Journal of Head Trauma Rehabilitation.

**Committee comments:** None.

**Public comments:** Dan Clark asked when the CATBI reports would be available to the public; the reports are currently undergoing de-identification and will be available immediately afterward.

**Future Meeting Dates**

* TBI Board Meeting – January 9, 2025
* TBI Board Committees –January 27, 2025

**Committee comments:** None.

**Public comments:** None.

**Adjournment**

Todd Higgins motioned to adjourn; Ryan Johnson seconded. The meeting ended at 10:16am.

**Education and Public Outreach Committee**

Meeting began at 11:10 a.m. by Matthew Berube. Quorum was met.

**Members Present**

* Vince Martinez, TBI Survivor
* Theresa Woo, TBI Caregiver
* Dr. Steven Chan, Kaiser Permanente [Off camera 12:10pm-12:25pm]
* Dr. Vivian Harvey, Educator and TBI Survivor

**Members not present**

* Dr. Henry Huie, Santa Clara Valley Medical Chief of Brain Rehabilitation
* Heidi Frye, Independent Living Center of Kern County and TBI Survivor
* Randy Dinning (Lead), Regional Ombudsman

**DOR Staff Present**

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

**Public Present**

* Dan Clark, TBI Advisory Board member
* Carolynn Spezza
* Lily Zepeda, Brain Injury Center of Ventura County
* Maam Fall, Account Executive (YesWare)

**Committee Business**

**Approval of Meeting Minutes –**

* Dr. Steven Chan requested one change to the September 12th minutes: his name should be added to the “members not present” section.
* Motion to approve the revised minutes for September 12, 2024 EPOC meeting minutes was made by Theresa Woo; Vincent Martinez seconded the motion. Woo, Harvey, Chan, and Martinez voted to approve.

**Committee Comments**: None.

**Public Comments**: None.

**Bagley Keene Act Update**

* Matt explained that it would not be possible to hold even quarterly Board meetings virtually.

**Committee Comments**: None.

**Public Comments**: None.

**DOR Updates**

Regina Cademarti delivered updates concerning the Department of Rehabilitation.

Leaving DOR or changing to different positions:

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* Holding internal conversations on how to recreate the Microsoft Forms data onto the DOR system

Reporting – Part II

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Work In Progress – Part V

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* Increase out-of-state travel to more than one TBI Advisory Board member
* No limit with grant
* Need to be an advisory board decision
* Will inquire if this can be approved for this State fiscal year.

Work In Progress – Part VI

* Revisit Medicaid Administrative Claiming
* No updates.
* Hire for the TBI Advisory Board staff position.

**Committee Comments**: Vivian Harvey asked who would be taking over Matthew Berube’s duties when he leaves; Tanya Thee will fill in temporarily. Theresa Woo asked if Victor Duron would fill in temporarily for Joe Xavier; no decision has been announced.

**Public Comments**: None.

**Committee Projects**

* Steven Chan reviewed the EPOC’s “TBI 101” presentation.

**Committee Comments**: Vivian Harvey asked if the Board members’ suggestions had been incorporated; Steven had not received them; Matt will send them to Steven directly.

**Public Comments**: None.

**Presentation**

* Maam Fall (Account Executive, YesWare)
* Maam Fall reviewed the features of the YesWare software so the Board members could see if it might be of use to them in coordinating services.

**Committee comments:** None.

**Public comments:** None.

**Presentation**

* Matt reviewed the new “Benefits Planning” document created by the California Committee for Employment of People with Disabilities

**Committee comments:** Dan Clark asked how to contact the CCEPD to make suggestions; contact information was provided.

**Public comments:** None.

**Future Meeting Dates**

* TBI Board Meeting – January 9, 2025
* TBI Board Committees – January 27, 2025

**Committee comments:** None.

**Public comments:** None.

**Adjournment**

Theres Woo motioned to adjourn the meeting; Vivian Harvey seconded the motion. The meeting ended at 12:54 pm

**Public Policy and Funding Committee**

Meeting was called to order at 2:05 p.m. by Dr. Katie Shinoda. Quorum was met.

**Members Present**

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

**Members Not Present**

* Kristie Warren, (Lead) TBI Survivor

**DOR Staff Present**

* Matthew Berube, DOR TBI Grant Administrator
* Regina Cademarti, DOR Chief of ILATS
* Maria Gonzales, DOR Office Technician
* Tanya Thee, DOR TBI Grant Administrator

**Public Present**

* Glenda Franco
* Lisa Hayes, Rolling Start

**Committee Business**

**Bagley Keene Act Discussion**

* Matt explained that it might be possible to hold even quarterly Board meetings virtually.

**Approval of Meeting Minutes**

* Motion to approve the September 12, 2024 PPFC meeting minutes was made by Dan Clark; Michael Roscoe seconded the motion. Approved by Johnson, Warren, Clark, and Roscoe.

**Committee Comments**: None.

**Public Comments**: None.

**DOR Updates**

Regina Cademarti delivered updates concerning the Department of Rehabilitation.

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CCEPD Benefits Planning

* Matt reviewed the new “Benefits Planning” document created by the California Committee for Employment of People with Disabilities

**Committee Comments**: None.

**Public Comments**: None.

**State Plan**

* Katie and Erin discussed revisions to the CA State Plan. It was suggested to assign various committee members specific sections to revise and update. The tentative deadline would June 2025.

**Committee comments:** Dan Clark expressed frustration with the lack of support for DOR staff; the committee suggested drafting a letter to DOR to recommend increasing staffing.

**Public comments**: Lisa Hayes asked if there was a rubric for the State Plan; Regina Cademarti will ask the NASHIA representative. Matt will send Lisa copy of the current State Plan.

**Other updates**

Matt updated the Board on the progress of the other committees with the Brain Injury brochure developed by the Brain Injury Survivor Committee, the Needs Assessment, and the TBI Basics presentation.

**Committee comments**: None.

**Public comments**: None.

**Future Meeting Dates**

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**Adjournment**

Dan Clark motioned to adjourn the meeting, and Erin Johnson seconded the motion. The meeting ended at 3:50pm.