

**National Child Passenger Safety Board
Meeting Minutes- March 24-25, 2001
Denver, Colorado**

March 24, 2001

Attendees:

Steve Anderson, Marilyn Bull (Day one), Karen DiCapua, Barbara Foley, Carole Guzzetta, Bill Hall, Lisa Hershey, Randy Kiser, Kathy Kruger, Thelma Kuska, Nancy Lang, Tami Levitas, Yvonne McBride (Day two), Lori Miller, Bob Rowe, Lorrie Walker, Bill Wen, Howard Willson

Other Attendees:

Bob Wall, Joe Colella, Jennifer Huebner (Minutes)

Guest:

Mark Edwards, AAA

Opening:

Bob Rowe announced his resignation from the Board. He is accepting a new position as Executive Director of IACP Foundation. Patricia Goven will be assuming his Board position. Bob offered assistance in the future with legal council if needed. Although his presence will be missed, congratulations were expressed.

Steve Anderson convened the meeting with a brief overview of the agenda.

8:30- Mark Edwards- Update on AAA Certification/Insurance issues
See Presentation Handout

Topic 1: The Board and AAA are beginning to hear low-level concerns expressed regarding the timeliness of processing the certifications and re-certifications.

Action: Asked the Board to set standards and performance criteria for AAA to follow with regards to processing time, re-certification notices, follow-up for incomplete requests, and any other suggested parameters for AAA to follow. In addition, AAA would like to post monthly productivity stats on the Board website to help eliminate concerns and make available information on performance.

Topic 2: Insurance Policy. AAA paid up front for the liability insurance policy as a public service initiative in response to former Chairman of the NTSB Jim Hall's request to offer affordable liability insurance to technicians and instructors. Concerns were expressed that the Board may be perceived to endorse the AAA policy since the mailing goes out on AAA letterhead. Mark asked the Board to evaluate and discuss issues involved with the policy, and to also consider if

profits were made, in event of cost recovery, whether the Board would like to set up a 501C3 status to receive the excess as a donation, or if they would like excess funds to be returned to the technicians and instructors.

AAA also mentioned that they would include other organizations' policy information in AAA mailings if requested to do so.

Action: The Board moved to remain separate from the AAA liability insurance policy and to not accept donation of possible revenue. The Board also moved not to establish a 501C3 status to accommodate the receiving of such funds. This will help eliminate the possible perception of impropriety. Issue forwarded to the Communications committee for further review- to report back in two weeks. AAA will suspend mailing any other information out until hearing from the NCPSB.

9:10 Explanation of Committee Breakout Sessions
Break

9:30-11:00 Committee Breakout Sessions

Curriculum Committee- Nancy Lang

Participants: Nancy Lang, Randy Kiser, Lori Miller, Bill Hall, Thelma Kuska, Steve Anderson, Howard Willson, Bob Wall, Joe Colella, Marilyn Bull

Certification Committee- Lorrie Walker

Participants: Lorrie Walker, Kathy Kruger, Lisa Hershey, Barb Foley, Bill Wen, Bob Rowe, Lorrie Walker, Carole Guzzetta, Tami Levitas

Task Force Committee- Marilyn Bull

Attendees: Marilyn Bull, ???

11:00 Quality Assurance Committee- Steve Anderson
Working Lunch

12:30 Hospital Tour

1:30-3:00 Break Out Sessions

Re-Certification Committee- Bill Wen

Task Force Curriculum- Bill Hall

3:05 Special Needs Committee Report Marilyn Bull

Subgroup from November meeting had a conference call in January and followed up today.

Short Term Goals:

Topic 3: Introduce Special Needs Curriculum- who is going to take and teach course?

Action: Proposed solution: certified CPS technician or instructor can take the course. To teach the course should meet the following criteria:

1. Taken the special needs course
2. Have been a certified CPS Instructor (preferred) or a Technician for at least 6 months.
3. One year of professional experience with children with special needs.
4. Preferred that they are a certified instructor

Topic 4: Expand the population base of instructors

Action: Broad opportunity for people to take the course. Teach a pre and post ICIP Conference course depending on demand. April and May Class scheduled as well.

Topic 5: Promote Curriculum

Action: Raise awareness- develop and distribute a flyer of the program's existence. Distribute to: State Offices, Health Departments, STIPDA, SAFE KIDS, Organizations represented by the NCPSB, DOE, place in ICIP Conference packets, Head start programs, etc...

Topic 6: Long Term Goals

- A. Certification? Currently participants receive a certificate of recognition for completion. Should there be a certification in the future?
- B. Need to keep revisions to the curriculum on the radar screen.
- C. Would like to enhance awareness- surveys and promotions to target hospitals and organizations.

Special Needs Committee report approved by the Board.

Committee meetings resumed at hotel:

Communications Committee- Carole Guzzetta
Membership Committee- Lisa Hershey

End day one

March 25, 2001

8:10 Introductions- Yvonne McBride welcomed

Topic 7: Agenda Review

Carole reported that the blue sheet in the packet contains amendments to the November, 2000 meeting minutes. Topic 24 needs clarification.

Action: Topic 24 was referring to the re-certification log sheet. Technicians may have re-cert log sheets signed during a class, but technician candidates should be the priority at the checkup event. Bill Wen will submit a change to the wording for topic 24 to Carole. Minutes approved upon receipt of topic 24. Draft will be finalized, sent to Board, and posted on the website.

8:20 Curriculum Committee Report Nancy Lang

Topic 8: New Curriculum

Curriculum committee is very close to the revisions of the new curriculum. See the instructor Guide handout.

Action: Anything that is not to Nancy Lang by COB Wednesday will be considered 2002 revisions to the curriculum. Will be going to print April 10th. TSI will estimate printing, shipping, and delivery dates of the 2001 curriculum.

Three priorities to shipping:

1. Instructor guide being sent to current certified instructors
2. New participant manuals being sent for upcoming classes
3. Manuals being sent to current certified technicians

Topic 9: Curriculum Roll-Out

When should instructors begin teaching with the revised curriculum?

Action: Nancy will include a cover letter similar to the previous wording, "you may teach as soon as your instructor team is ready, however, you must teach this curriculum by (date)". Board approved June 1st target date upon approval of projected dates from TSI. Will post the date on the NCPSB website.

Topic 10: Changes to cover of curriculum

Front cover changes- "Spring 2001"

Color changes to Green

Topic 11: Instructors will receive:

New Instructor's Guide, Test packet, 2001 Tether Manual, Course CD, 2 videos: "Don't Risk Your Child's Life" & USAA Icebreaker video, and CD of manufacturers instructions.

Topic 12: Revisions to the course CD

1. "Read Me First" file has been added
2. "You are in agreement not to modify the course..." statement and will explain the contents of the CD
3. A mini blue file will include only the major changes to the 2000 version of the slides
4. Full version of the Powerpoint slides
5. Video Clips
6. Instruction file- How to use video clips
7. Templates for hands-on exercises

Topic 13: Entire manual being shipped, or just revisions?

Action: Entire manual will be sent with revisions. Revisions only are not feasible, instructors would have to go through and manually insert changed pages, this would cause confusion with page number changes.

Topic 14: New Participant Manual

Action: Participant manual will be shipped to all current technicians along with a cheat sheet listing updates.

Topic 15: Vertical lines in instructor manual draft

There are currently vertical lines by changes to the instructor's manual.

Action: Board approved the removal of the vertical lines in the final draft since instructors will have the "cheat sheet" to identify changes.

Topic 16: Currently approved instructor candidates

Currently approved candidates are in "limbo". They would not receive an instructor's manual when sent to current instructors since they are awaiting their candidacy and certification.

Action: Nancy Lang and Jennifer Huebner will coordinate with Carole Guzzetta's list of approved candidates to ensure they receive an updated instructor guide. Approved candidates will receive the instructor guide, but not a test packet until they are certified.

Topic 17: Course Materials being sent out from TSI

Currently there are a mixture of materials being sent from TSI for courses.

Action: A standard is being set as to which materials should be sent for each course. Five 2001 tether manuals will be sent for the course, it is up to the instructors to divvy out in the end. One hard copy of the manufacturer's instructions will be sent per class. CD's of the manufacturer's instructions will be provided for each student.

**See handouts for drafts: Summary, table, Module M Summary, Revisions, Appendix D, Log Sheets/Agreement.

**Audio tape of test and retest in English to come in the future. This would help to standardize and limit inflection.

Topic 18: Spanish Test

The Spanish test has been created on CD in verbal format. Needs to be piloted before it is released.

Action: Jennifer Huebner, Steve Anderson, and Lorrie Walker will coordinate efforts to pilot the Spanish test. Nancy Lang will change the statement in the test packet reflecting that it is in the pilot testing stage.

Topic 19: Technicians & Ppt. Presentations

Current technicians are not able to obtain quality powerpoint presentations to assist them with short course trainings.

Action: Operation Kids Powerpoint presentations will be made available to technicians through their NHTSA regional office. Will note in the technician manual. This will be offered opposed to considering giving out the Instructor course CD.

Topic 20: Technicians/Instructors wanting more FAA/Airline information added to the curriculum.

Action: Board agreed not to expand on airline section of the curriculum

Topic 21: Curriculum Revisions

Establish a protocol for revisions

Action: The update of the curriculum really is a year long process. Six months to collect information and review the current curriculum, and six months to complete the revisions and ship out to techs/instructors. Any other revisions during that time can be posted on the website in PDF format. Proposal to revise curriculum one time per year and mail out to everyone. It will be made known to technicians and instructors that this is a year-long process.

End of Report

Topic 22: Modification to agreement form

Bill Wen mentioned should read, "payable to AAA".

9:15 Curriculum Task Force Committee Update Bill Hall
Group is charged to look at issues related to the curriculum.

Topic 23: Creation of CPS advanced courses

Example: Tethers, reconstruction, etc... There is a need for more information to be made available, but then there would be another series of certifications.

Action: Would like to make these advanced titles and topics available at conferences instead of making them into additional certification courses. Would like Board members to get onto panels at national conferences to cover these areas of interest.

Topic 24: Standardization and certification issues for CPS short courses.
There is value in the courses to serve as an overview and obtain buy-in.

Action: Agreed that there will be no effort to certify attendees of short courses. Possibility of realigning the curriculum so participants could attend the 2 day course with the option to come back and complete the last 2 days of the course for certification. Example: Someone attends the Op Kids course with the option to finish the course in an additional 2-3 days time. Would use all the same course materials and would have standardization. Bob Wall is working on an outline to be presented by the end of April for review. In order to teach this course you must be a certified instructor, and participants must complete requirements within a six-month timeframe. Bill Wen asked committee to set criteria for the Op Kids/Standardized 32 Hour course: Who would teach? How do they combine? How to change the message that technicians would not be able to teach?

Topic 25: Interactive & Remote Learning for CPS courses

Action: Website is available. Bob Wall is checking with Chrysler on their interactive CD.

Topic 26: Development of Update Courses

Good idea, but not working on the development of such courses at this time.

Action: Will not pursue a Board Curriculum for update courses. Individuals may review current curricula aside from the Board to eliminate perception of Board endorsement.

End of Report

Break

10:00 Certification Committee Report Lorrie Walker

Topic 27: Course being taught outside of country

The standardized course is now being taught in countries such as: Japan, Mexico, Israel, and Canada.

Action: Recommendation to be developed. Would recommend researching CPS law prior to course. Committee will have something to Nancy as an amendment regarding this issue.

Topic 28: Consistency in Course management

Instructors are handling course issues in different ways.

Action: Will place information on the NCPSB website addressed to instructors revisiting some of the frequent errors, FAQ's. Format will be bulleted and segmented to be sent to Bill Hall to modify for website posting – will be ready prior to next Board meeting.

Topic 29: Cooperation with QA Committee- Questionnaire

Action: Bill Wen will help to develop a self-test for instructors regarding these classroom management issues. They will be able to use the curriculum for the "test". Will make this a requirement to re-certify in the future.

Topic 30: Class attendance

Action: Certification Committee requested that an additional slide be added to the course CD stressing that this is a 32-hour course which requires attendance during the entire course. Instructors would have discretion in case of an emergency.

Topic 31: Emergency cases in course/Reasonable Accommodations

In courses, emergencies or issues may arise.

Action: It is best to have a contact in case of such an emergency. Need to make Board contacts available on website for class contacts and guidance

Topic 32: Participants who attended the pilot courses in 1997.

There are several people who attended the pilot courses in 1997, but never tested, or sent paperwork in for certification. Some of them are asking to now be certified claiming they are in a rural area.

Action: Certification Committee will draft a policy establishing written protocol for appeals. Will also draft letters to those requesting to be let in. A database for appeals will be developed to track situations, progress, & response to be housed with the Secretary of the Board, Carol Guzzetta.

10:30 Re-Certification Committee Report Bill Wen

Topic 33: Re-Certification Testing

Many requests have come in that the test be shortened, and other requirements are made easier.

Action: The test will remain as it is: 100 questions. Hands-on installations will still be required by instructors as well as technicians. Re-certification tests will be mailed out 90 days prior to certification expiration date. 30 days prior to expiration a "reminder" postcard will be mailed out, and 30 days after the expiration date a letter will be mailed explaining that they are in an expired/suspended status and will list date to get everything in- if not, will need to retake the course.

Topic 34: Wallet cards

Wallet cards have been developed including certification number, name, and expiration date of certification.

Suggestions: Kathy suggested having a tear-off hands-on log sheet attached to the wallet card for accessibility throughout the year. Bob Rowe suggested also listing contact numbers.

End of report

10:35 Quality Assurance Committee Report Steve Anderson

Action: Studying what is being done in FL and IL. Will develop a plan and present at the next meeting.

End of Report

10:36 Membership Committee Report Lisa Hershey

Topic 35: New applicants

Letter of invitation/statement of disclosure for conflict of interest.

Action: Subcommittee to review application to be posted on the website in 10 days. Will promote application to the Board through the website, conferences, state highway safety offices, CPS list, specialized groups, etc... Applications will be due back to Carole Guzzetta by September 30, 2001. Membership committee will do primary review and make recommendations to the Board (possibly via email if a meeting is not scheduled around that time). Need to determine term length. Applicant must have organization's support.

Topic 36: Replacing members who term-out/resign

Action: Membership committee will send a letter on Board letterhead (drafted by Karen, signed by Lisa) asking if they would like to have a new representative serve on the Board. If not, the position would be left vacant.

Topic 37: By-Laws

Action: Carole will be mailing a current version of the by-laws for comments along with a copy of the meeting minutes.

Topic 38: Permanent Roles
AAA/NSC

Action: Will be listed by names: Carole Guzzetta & Bill Wen. If roles shift, adjustments will be made.

Topic 39: Hanging issues

Can you reapply when term is up? Should there be term limits? What if term expires and agency would like to appoint someone who may not be qualified?

Action: Please email concerns to Lisa
Membership committee to consider reapplication, since first intent was to bring in new faces to the Board.

End of Report

10:55 Communications Committee Report Carole Guzzetta

Topic 40: NCPSB Website
Linkages to other websites

Action: Reinstating policy: will not link to any other organization at this time besides NHTSA. Will leave the opportunity in the future for possibilities.

Topic 41: Communication between State & NHTSA Regional Offices
Need to clarify chain of command. Would like everyone to be clear. States are determining their own chain of command.

Action: Board will send out a revised contact list along with clarification on the chain of command. Issue sent back to Yvonne, Thelma, & Lori to develop a state contact list- detailing Highway Safety Contact for the state and also the Training Coordinator for the state (One list with both contacts).

Topic 42: Advertising website

Action: Notification of new NCPSB Website has been sent out via email to techs and instructors. Website will be able to track usage. Have advertisements for the Board and website available at the ICIP conference through presentations, displays, cards. Make Board more accessible to techs/instructors.

End of Report

11:40 Working Lunch

11:50 Regional Issues Thelma Kuska

Topic 43: Regional offices receive a copy of the approval letter for technician instructor candidates. Would like to know if they pass.

Action: If the process is running as should be, they should be able to verify instructor certification on regional update lists which are sent out.

Topic 44: Retest/ Grades

When a student fails the test, which grade should be listed on the roster and log sheet?

Action: Both grades should be listed on both the course roster and log sheet.

Topic 45: Test/Re-Test

Two versions of the test will be made available

Action: Curriculum committee agreed to have the two tests and label them "A" & "B". This will allow for flexibility in testing. Can alternate the tests to help eliminate cheating issues. If a student fails, give the other version as a retest.

Topic 46: Board Participation at the ICIP Conference

The Board is slotted for three sessions at the conference. Not scheduled for a plenary.

Action: Nancy, Bill Wen, Lorrie, Carole, Lisa, and Steve (Moderator) will be available for the sessions. Schedule will be reviewed to check for conflicts. Would like to have a handout with supporting issues. Possibility of pre-submittal of questions? All Board members are asked to attend to help with questions and introduce themselves.

Topic 47: Diversity in membership

Would like a more diverse membership representation in the Board

Action: Lisa and Yvonne will work together to identify key contacts and organizations who may be interested in Board involvement

Topic 48: Board Disclosures

Bob Rowe mentioned that it would be a good idea to list goals to finish before the end of each membership term. "Before I leave, I need to resolve this issue..."

Action: Proposal to have short and long term goals completed. Groups to work together to establish goals to be sent to Carole by April 13th from the committee chair to include in meeting minutes mailing (week of April 16th).

Topic 49: Conflict of Interests

Need to establish a baseline of possible conflicts of interest. This would help to make sure a vote does not affect colleagues, also is the first line of defense to ensure credible voting.

Action: Submit disclosure of financial and obligatory commitments in narrative form to Carole by next Board meeting. Needs to be as detailed as possible, listing all partnerships with other organizations; monetary or not. Bob Rowe will circulate a template and example to follow. This will be put into place before new memberships surface. New members will be asked to submit disclosures with applications for review.

Next Meeting:

Full day Committee Meetings

Full Day Report/Work

Prior to ICIP conference. June 1st and 2nd.

Topic 50: Criteria for replacing car seats

Yvonne mentioned regions have questions regarding whether it is required to replace a car seat which has been recalled.

Action: Karen will fax Safe Kids information to Yvonne. This is a service we provide, not a policy from the Board- not required to supply seats.

Meeting Adjourned at 1:15pm