

**National Child Passenger Safety Board
Meeting Minutes- June 1-2, 2001
Riley Children's Hospital Indianapolis, IN**

June 1, 2001

Attendees:

Steve Anderson, Marilyn Bull, Karen DiCapua, Barbara Foley, Petey Goven, Carole Guzzetta, Bill Hall, Lisa Hershey, Jennifer Huebner, Randy Kiser, Thelma Kuska, Nancy Lang, Tami Levitas, Yvonne McBride, Lori Miller, Lorrie Walker, Bill Wen, Howard Willson

8:40 Welcome/Ground Rules Steve Anderson

Introductions

Be Respectful and leave politics outside the door. Welcomed those who are not assigned to a committee to sit in the committee meetings they are interested in and consider joining that committee.

9:00 Committee Meetings

Certification Committee

Membership Committee

10:30 Break

11:00 Committee Meetings

Task Force Curriculum Committee

Quality Assurance Committee

Re-Certification Committee

11:30 Lunch

Topic 1:

Insurance Update

Bill Wen

Mailing going out to all technicians and instructors regarding the ICIP and AAA Insurance Policies within the next 2 weeks. Clearly states on cover letter that the policies are not affiliated with the National Child Passenger Safety Board. There will also be 2 sessions at the ICIP CPS Conference covering both policy specifics.

Riley Hospital Tour

Steve Anderson

Anyone interested in taking a tour of Riley Children's Hospital can go during the presentation preparation section at 3:30.

1:30 Committee Meetings
Task Force- Special Needs Committee
Curriculum Committee
Communications Committee

3:00 Continuation of committee meetings/Break

3:30 Topic 2:

Preparation for Board Presentations/Discussion

Moderator: Steve Anderson, Speakers: Lorrie Walker, Nancy Lang, Bill Wen.

Sessions are 75 minutes each, will allow 15 minutes for each speaker to allow time for questions.

Lorrie Walker- will speak about appeals, challenge the instructors and monitors to avoid appeals. Attention to details regarding certification.

Nancy Lang- will speak about the new curriculum. What is being printed? What will you get? What if you do not receive it?

Bill Wen- will give an abbreviated version of Lifesaver's presentation on re-certification.

3:30 Meeting Adjourned

5:00 Group Dinner at Bucca Di Beppo

June 2, 2001

Attendees:

Steve Anderson, Marilyn Bull, Karen DiCapua, Barbara Foley, Petey Goven, Carole Guzzetta, Bill Hall, Lisa Hershey, Jennifer Huebner, Randy Kiser, Kathy Kruger, Thelma Kuska, Nancy Lang, Tami Levitas, Yvonne McBride, Lori Miller, Lorrie Walker, Bill Wen, Howard Willson

9:00 Welcome/Overview of Agenda Steve Anderson

9:05 Approval of Minutes Carole Guzzetta

Handout of proposed changes

Topic 3:

Amendment to previous Topic #3- Approved to change wording: "Have been a certified CPS Instructor (Preferred) or a technician for at least six months".

9:08 Approval of By-Laws

Topic 4:

Handout of Revisions to By-Laws (Section 3.04 has changed)

By-Laws approved. Carole will send out current version of by-laws with the meeting minutes.

9:09 Meeting Minutes

Topic 5:

Agreed that meeting minutes will not include specific cases to allow for posting on the NCPSB website

9:10 Certification Committee Report Lorrie Walker

Topic 6:

Most appeals have come from those who went through the course and never mailed in paperwork to become certified. Many of them live in remote areas and did not complete their original sign-offs. Committee felt that since there was a grace period offered and information is available through SRN Newsletters, Board and NHTSA websites, that they will suggest for these applicants to retake the course to become certified.

Case 1-4

9:30 Re-Certification Committee Report Bill Wen

Topic 7:

Established re-certification notification 90 days prior to the expiration of the certification. Reminders sent out at 30 days.

Topic 8:

Scantron testing has been implemented. This process has helped efficiency: 200 or more tests can be graded in less than 30 minutes. Grades have been very high so far, 90% of people have received a 90% or higher- average score on the test has been a 93%. It appears that people are taking more time to take the test and calling for exams when not receiving them. So far AAA has seen about 5-10% of applicants who did not follow the instructions: i.e. Photocopying the scantron form, leaving off their name, etc... An estimate of 300-500 applications have been processed per week. There is currently a 9 day turn-around time on processing applications. Those applications which are not complete receive notice of missing paperwork.

Topic 9:

On the agreement form there is a section for the applicant's social security number, some people have questioned the purpose. The social security number of those certified is strictly for AAA office use. It is a unique identifier in the database- never used for anything else.

Topic 10:

Need to decide on the 2002 re-certification process by September, 2001 so a mailing can be sent out by October, 2001 for those who will need to re-certify in January, 2002. Need to re-evaluate the purpose for re-certification. Should time interval be expanded? Update courses? Also need to re-evaluate the test- are we testing the things we should

be? Need to be able to document. We can expand the re-certification intervals as long as new information is distributed, and we are able to document.

Topic 11:

In 2002 there will be people re-certifying for the third time still taking a test which was designed as an end of course exam.

Action:

Will change the test to better reflect what they should know. Should be an open-book test which reflects balance of what we need in field experience. Will better define the purpose then re-certification and curriculum committees will work with Linda to re-craft the test. Will ask that Linda Sheets attend Fall NCPSB meeting.

10:10 Quality Assurance Committee Report Steve Anderson

Case 5

Topic 12:

Monitoring Courses Lisa Hershey

Rough draft of plan to monitor for quality assurance-

1. Technician or technician instructors not in compliance- certification could be suspended or revoked.
2. AAA select monitors in each region, funding sources?
3. States very involved & support on policy level- built into state highway safety program?
4. NHTSA regional offices need to be involved- within region across state lines. AAA underwrite funding?

Should set policy first and then build into a plan. Monitors should notify the state highway safety office that they will be coming in to monitor an instructor/instructors to make sure they are in compliance with AAA certification. Suggestion to copy the state highway safety office and NHTSA regional office on complaint letters and findings from monitoring. Agreed to monitor randomly and by occurrence of a complaint. Will meet with AAA and NGHSR to further develop plan.

Topic 13:

Would like to develop Board guidelines to the states to help set up their programs. Offer examples of successful state programs. Committee formed to research FL, IL, and other statewide programs. Members to include, but not limited to, Lorrie Walker, Jennifer Huebner, Thelma Kuska, and Annette from Lisa's staff.

Topic 14:

Consensus that funding should come from certification fee. Should also develop uniform monitoring forms to be used. Monitors selected should have a lot of training experience and feedback skills.

Lunch

Topic 15:

Conflict of Interest

Carole Guzzetta

Bob Rowe developed conflict of interest form for Board members to complete per suggestions at the last meeting (Handout). Review of handout. Need clarification on number one- back to membership committee. Partnerships should be listed for time of membership on the Board and any future dealings. This will help remove prevent conflict of interest. For example: AAA should not be a voting member in regards to raising the certification fee, and Safe Kids should remove themselves from GM conversations.

Action:

Marilyn Bull will donate the AAP form to use to help minimize confusion. Membership committee to follow up.

Case 6

Topic 16:

Legal council for the Board

Will look into independent contractor for the Board legal council. Should also check into insurance for errors and omissions for Board members.

Curriculum Committee Report

Nancy Lang

Topic 17:

Handout- NCPSB website update to be distributed at the conference. Listing materials to be shipped to who and when. Nancy will also add the Board website address.

Topic 18:

Instructors guide is currently being printed.

Topic 19:

NHTSA Course material order form. Currently, Administrators are able to order instructor materials for each class scheduled. Due to the fact that instructors and candidates should already have the materials needed, they will remove the instructor materials from the course registration form. Other cases to be handled on a case by case situation. Currently the process is: Board approves candidate, sends all instructors a packet. Then AAA sends the test packet upon successful completion of their candidacy.

Topic 20:

There will be a period of time where people may "fall through the cracks" regarding the shipment of new course materials. TSI will send the new manuals as soon as possible. Will track old course dates and compare with when TSI begins sending the new manuals out to make sure all techs receive the new participant's manual. AAA will send the mailing list at the latest possible date to help minimize the gap.

Topic 21:

A letter will be sent to TSI commending them for their help with organization- Steve Anderson.

Topic 22:

New curriculum will have a must use by October 1, 2001 date. Main changes to curriculum were form and policy changes. Board members will receive a copy of the new curriculum for reference. Nancy will be giving updates on the new curriculum changes the Board sessions and also has 2 sessions devoted to the new curriculum.

Topic 23:

Manufacturer Instructions- Lori Miller

Safety Belt Safe to contract and update Manufacturer Instructions for NHTSA. Will redo 1996-1999 version and also include booster information and weights. Also will include the one page sheet to be reviewed by NHTSA. Board requested that there be no editorializing.

Case 7

1:35 Curriculum Task Force

Bill Hall

Topic 24:

Advanced courses- good for development and advanced knowledge, but no effort to create one from the Board or to approve others at this time.

Topic 25:

Distance learning or interactive learning- Chrysler had expressed an interest in development of an interactive CD. Steve has had preliminary contact with VW regarding distance learning. Were thinking about a satellite training component. Randy and Petey will look into the pros and cons for use of video in curriculum.

Topic 26:

Update courses- Curriculum committee will not develop or approve update courses at this time. Will be open to possibility for development in the future to add to re-certification.

Topic 27:

Short courses- many are being offered around the country. The NCPSB will not consider anything shorter than 2 days – will not establish standardized short courses. Possibility of taking a 2 day course and then those who would like to go on to become certified could complete the remaining 2 days. This would need to be a standardized format with a rearranged agenda.

Criteria:

1. Must be registered as a 32-Hour course

2. Must use all 32-Hour course materials
3. Must be taught by a certified Instructor

Sample agenda to be used as a guideline was created and given to the committee for review.

Break

Membership Task Force Committee Report Lisa Hershey
Handouts- Copy of committee agenda and membership application

Topic 28:

The membership committee will draft a letter for organizations with positions which are terming out to be used in the future. Term limits are listed on the chart. Non-permanent members will serve for 2 years as established by the by-laws.

Topic 29:

New applicant process has been developed:

Deadline for applying is August 31, 2001 at 5:00pm COB. All information must be complete and in on time or application will not make it to the 2nd review. Applicants will be reviewed for how well they meet the criteria for the particular position and will be ranked in that category, i.e. law enforcement will only compete with law enforcement. Only those with a strong outreach to diverse communities will score higher. Applications will be distributed through the ICIP conference, on the CPS list, through NGHSR, and the Board website. Separate applications must be submitted for each position (category). Applicants will be considered only for the category for which they have applied. If positions are not filled there will be a formal reopening of the application process. A cover letter will be developed to accompany the application stating: apply for all applicable categories (separately), travel funding is very limited, and the Board position is a voluntary with weekend hours. ("No monetary compensation, limited travel funds available"). Discussed the possibility of larger organizations helping fund travel for smaller organizations- do not want to limit membership to only larger organizations. Advocate position may receive travel funding from the Board. This issue will go back to the membership committee and Bill Hall for further clarification.

Communications Committee Report Lisa Hershey for Carole
The committee discussed the Board website and ways to encourage communication.

Topic 30:

Need to promote the Board website more.

Future plans:

1. Interface with AAA's database to be able to change addresses online
2. Access for technicians and instructors to download techniques, tips, tips and forms. Also to have the ability to ask the curriculum committee questions. Information would be available to both technicians and instructors with exception to the instructor forms- would be under a password/code. Can post responses to FAQ's.

Committee will discuss other possibilities.

Topic 31:

Technicians and instructors have been encouraged to sign up for email notification when something changes on the Board website. Survey will be developed by committee and posted as a PDF file on the website and handed out at the conference for ideas and preferences for the Board site.

Topic 32:

Communication with highway safety offices- would like to improve communication and make sure the states are receiving needed information. State contact list has evolved from NGHSR when they were asked to designate a contact. Committee would like to designate a DOT contact as well as the state training coordinator. Communications committee will discuss this issue and bring it back to the Board.

Special Needs Task Force Report
Handout- Application

Marilyn Bull

Topic 33:

Task force is concerned about the availability of special needs seats. Cherish is going out of production and the Fisher Price is going out of the car seat business. Dreamride and Snugseat will be available still. Discussed avenues to support the continuation of these products. Possibility of developing an ad-hock committee relating to the availability of special needs car seats. Sent to committee for further discussion of the Board's role relating to special needs seats. Movement to keep the Special Needs Task Force as a Board committee.

Topic 34:

Special Needs curriculum is going well. There are 44 new special needs instructors. Marilyn is looking into CEU's. The AAP 2001 Special Needs Shoppers Guide is almost complete and will be available soon.

Next meeting:

September 8, 9, 10 in Washington, DC or San Antonio, TX.

3:30 Meeting adjourned