

**National Child Passenger Safety Board  
Meeting Minutes- January 18-20, 2002  
AAA National Office Heathrow, FL**

**Friday, January 18, 2002**

Attendees: Holly Billie, Marilyn Bull, Joe Colella, Don Dupray, Mark Evanko, Barbara Foley, Vera Fullaway, Petey Goven, Carole Guzzetta, Bill Hall, Lisa Hershey, Kathy Kruger, Thelma Kuska, Nancy Lang, Tami Levitas, Artie Martin, Yvonne McBride, Bill Merritt, Lori Miller, Traycier Mitchell-Medina, Julie Prom, Lorrie Walker, Bill Wen, Howard Willson.

Other Attendees: Jennifer Huebner (minutes).

2:10 PM Meeting Opening- Lisa Hershey, Chair

Introductions - New Members/Current members

\*\* Welcome from AAA - Bill Wen. Introduction of AAA staff- Nicola has been married and moved to Washington, D.C. Sandy Pickus has taken over the responsibility of certifications and re-certifications. Other customer service staff: Tara Lopez, Vernell McCloud, Niki Sisco, and Sandy Stuff (working on the FL grant). In regards to certifications- the new software program has been implemented. A few bugs have been identified and will be taken care of by the end of February. Notices are now being sent for re-certification on a regular basis- 90 days prior to the expiration date of certification. Inactive postcard was sent out to all technicians beyond the 6-month grace period. This mailing generated a large response.

\*\* Welcome - Susan Pikradillas, Vice President, Public Affairs- AAA is getting ready to celebrate their 100 Year Anniversary. AAA's Centennial Celebration will focus on public service/traffic safety issues. We are as enthusiastic and committed as in 1902. The name of the centennial initiative is: Seated, Safe and Secure- which focuses on child passenger safety. The initiative will have long-term efforts in the areas of: 1. Increase education on child passenger safety issues to change behavior, 2. Pass laws in every state by 2005 to close loopholes in existing laws- will be modeled after successful previous efforts of Graduated Driver's Licensing. 3. Position AAA as a national resource for CPS issues- participating in car seat checks, role as certifying agency, availability of liability insurance for techs and instructors, working through Clubs- to work through issues. Clubs can partner or conduct checks or refer to local agencies.

**\*\* Mission/Purpose of the National Child Passenger Safety Board (NCP SB)**  
- **Lisa Hershey.** The role is not to take over. The Mission/Purpose is to serve as resource, focus on training and certification process. The purpose of the NCP SB is to manage the implementation of the training program and certification.

Directed towards states and agencies. (The NCPSB is not an advisory board to NHTSA). Important that personal agendas are left outside the door- we all bring a different perspective. Please bring issues/concerns forward to the Board. Sensitive conversations should not be shared outside meeting room.

**\*\* Review of NCPSB Orientation Manual- Distributed to new members, and members who are terming out. - Carole Guzzetta.** Welcome to new members- Manual includes information about the NCSPB, also information on the website, policies/procedures packet, by-laws, and previous meeting minutes. Please read through the minutes and make sure that we stay focused on the topics at hand. Would like to prevent revisiting the same issues. Other items in manual include general issues, meeting summaries, and a membership listing. New items can be added to the manual- if you have ideas please let Carole know. There is a Training Program section which includes policy, recommendations and requirements, also roles and responsibilities relating to the training program. Blank sections have been provided for additional administrative papers.

**\*\* Agenda Review- Carole Guzzetta.** The meeting will be on task. Friday- Committees have been given 20 minutes to give an overview of their committee, for new members to understand the background and issues of the committee and also to rethink direction.

Saturday- committee meetings are to replace meetings intended for the previously cancelled September meeting. If you are on more than one committee- please participate in the one you want. New members can sit in. If meetings go faster, agenda can be accelerated. Lunch will be brought in and can work through lunch, or take a break. The Board meeting will follow focusing on 2001 issues and committee information.

Sunday- Board Meeting for 2002 members- if Saturday's meeting finishes early we can begin Sunday's agenda and possibly finish early on Sunday for travel. Elections will take place. Positions needing to be voted on: Chair, Vice Chair and Committee Chairs. The meeting will be in a flexible- semi-formal format, but will follow rules. Sat. night group dinner- Kobe's Japanese Steakhouse.

15-Minute Break

**\*\* Membership committee Briefing – Lisa Hershey.** In November, 1999 – the Board realized that there was not a mechanism in place to deal with members terming out. There was a need to develop a membership process for new members coming on. **Handout distributed to Board members.** Short term and long term goals were developed last year, all of goals and objectives were accomplished. All information available on the NCPSB website. Long-term goals go on through 2002- new committee members can help to revise goals. One issue for the Membership Committee to address: there is not enough diversity- ethnic, geographic, organizations and beliefs. The Membership Committee consists of the Committee Chair and 5 members. The new application process

was utilized this year- developed to be as fair and equitable as possible, focusing on outreach to as many venues as possible. Reviewed applications and due to 9/11 had a telephone conference call to go through application process. Handout chart- service terms. Permanent members of the NCPSB: NGHSR, NHTSA, AAA, AAP, Safe Kids, NSC. Permanent organizations can reappoint a representative after 3-year service has been completed. For non-permanent members, a cycle has been developed to make sure there is constant movement of members. NHTSA regional office members are under a 1-year term, each year there is a new representative. Terms begin January 1<sup>st</sup> and end on December 31<sup>st</sup> of the term-out year. Term information is also available on the NCPSB website and Carole will send out to members.

**\*\* Curriculum Committee Briefing – Nancy Lang.** Nancy Lang has been the Chair of the Curriculum Committee since the inception of the Board in 1999. Background- When reading the by-laws section 6.05 states that the Curriculum Committee oversees the content and structure of the 32-hour manual/program, printing and content of the curriculum, and forms.

There was a training program in place prior to the Board inception- for a year or a year and a half. There was feedback from initial instructors and technicians based on field experience. The Curriculum Committee was charged with taking 18 months of feedback and information and revamping the training program. Every year the training program is to become more user-friendly. Thank you for help to the Committee members and also to ad-hock participants: Carole Guzzetta, Joe Colella, Bob Wall, Tami Levitas, and Jennifer Huebner.

Feedback comes in yearly for updates to the curriculum, will not have a finished product, can always do better and be more effective. Once first main revision came out in 1999, wanted to revise the curriculum every 6 months. The next revision was released in 2000- so many revisions to be made and the reality of time to process at this stage became a yearly undertaking- not every 6 months. Spring/Early Summer has been tradition so far for the release of the updated manuals. The Curriculum Committee reviews feedback at meetings, on phone calls and via email. Busy time is Winter until Summer. When revisions are made- the rough version to committee for review. Other functions that the Curriculum Committee has handled- the monitoring of pilot courses when the course, and other issues that arise to be discussed and then presented to the Board for approval. A main focus is that the curriculum has consistent terminology. Test questions are analyzed as to whether the questions accurately reflect the material, reading level, etc. Contracted help to look at program objectives for written exams. Receive a lot of good feedback from the field, frequent times there are questions and ideas not originally thought of by the Committee. The distribution process of materials affects the Curriculum Committee- Who will receive and when, and also who will fall through cracks and not receive a manual from TSI? Also, new issues that arise such as Airbags, LATCH, new developments. Membership for the Curriculum Committee- do not necessarily need to be a technician or an instructor- need people with various backgrounds.

Over the past three years, larger projects that were looked at that needed a task force of their own. For example, short courses, special needs issues, future development of program.

Nancy would like to have new chair for the Curriculum Committee.

**\*\* 4:10 Bill Hall – Curriculum / Task Force** – bridges also to communications committee presentation- internet. In the past Nancy would send multiple versions and emails for committee members to review. Bill Hall spoke with network people at Research- found form administration form- password protected. Set up a form for each committee and a form for the whole board. If there is an issue that needed to be considered and commented on you can post there. Login/password... Curriculum Committee form- Nancy had 20 issues to be discussed- posted a message for each question. People can go in and read a question and post response to just that question. This mechanism is available for use to the Board even though Bill Hall will be terming out- welcome to continue using. Can make as user-friendly as possible. Has potential to make communication more efficient and effective. Do not automatically get message that someone posted response- would have to check (only the original poster). Would be responsibility of person posting to notify members for response. Have an option when you identify- uncheck a box that you do not want to be notified. "Forum"

**Future Development Task Force**- Update courses - advanced courses. The consensus is that there is a need for more information on Latch and crash reconstruction- so called advanced courses. Recognize that there is a need for advanced courses and updates- recognize that if these courses were created, run by, or endorsed by the Board then we would be creating another certification program. Have enough to handle with just standardized 32-Hour course. Decided- that advocate that these topics be given and should be presented at conferences, etc... but would not be developed or endorsed by the Board. The curriculum committee or Board member not to review any update courses- would indicate the perception of endorsement.

**Interactive and remote learning for CPS courses**- can introduce tele-conferencing and self-study. Did not look into this very closely. Was discussed and there is an interest-recognize that this is valuable, but have not yet looked into it. Anyone want to develop or research?

**Board develop or endorse any type of short course?** Many states and agencies have short courses- Emergency nurses, Op Kids, etc... Should Board create a short course? Chose not to due to certification- another level of certification. Perhaps in the future Curriculum Committee may choose to take this on- certification agency would also need to decide to handle this.

**Teaching courses**- have instructors, materials, and can teach any way you want to. Modules can be broken. Have developed 2 day information then come back

for 2 more days to complete the certification requirements. If anyone wanted to do in this format-must be registered as certification course, only certified instructors teach, only standardized materials, must be completed within 6 months. Made a sample agenda. Have to use standardized information- cannot use a state's 2 day to count for the first 2 days. Can add more information- cannot detract from or replace information.

**\*\* Special Needs Task Force Briefing – Marilyn Bull.**

Contributions on the topic of safe transportation of children with special needs have been made to the Standardized curriculum and also the enhanced special needs curriculum. The NCPSB has helped to established criteria and guidelines for curriculum. The Special Needs curriculum funded by NHTSA, was developed at Riley Hospital for Children in Indiana. The course is a day and half enhancement curriculum **on safety** transporting children with special needs.

Goals for the special needs task force are to:

1. Enhance the dissemination of curriculum.
2. Elicit support of cps activists in this area and enhance their awareness and involvement.
3. Ensure that curriculum remains current.
4. Remain current on cutting edge issues in the medical field as well as product research and developments.

Through September 30, 2001 the Automotive Safety Program at Riley Hospital for Children endorsed 40 instructors. A total of 206 technicians/instructors were trained in 2001.

Break

**\*\* Certification Committee Briefing - Lorrie Walker.** Please take the Certification and Quality Assurance Committees seriously- what the certified do can effect a child's life. States originally wanted their own certifications- fought very hard to get national standardized certification to go along with the standardized course. We now have a lot of instructors out there- how many are active, how many go to conferences and get updated? What are the things that the Board can do with quality assurance to make certification mean something? There have been times when certifications have been revoked- need to make sure that things are followed according to the standards set. The Board has made recommendations for quality assurance- but currently there are no repercussions if not followed. The Certification Committee handles appeals and also quality assurance issues. They look at what that person did to assure that the students get what they need. Some appeals seen vary from: I took the course in 98 and never sent paperwork in, ratio not being met in classes, and

technicians teaching classes, etc... Protocols need to be looked at again- how can this be improved?

Time invested on researching appeals and issues varies according to the situation. If there is a policy statement in place you are able to answer immediately. Others have come in without a paper trail had to interview members of the teaching team. If there is an appeal it must be submitted in writing in order to follow up on the request. We have set a minimum standard, and we stand by them.

**\*\* Communications Committee Briefing – Carole Guzzetta.** There are two purposes of the Communications Committee: 1. To develop effective measures of information dissemination, and sharing reactions from the CPS community. 2. To oversee the NCPSB website.

In the past, there was confusion between AAA, NHTSA, and NSC addresses- where do we send paperwork? Worked on better communication of information to technicians and instructors. The members of the Board are a key communication tool- the members need to get message out to their agencies and states as a Board representative. Board Website- began at USAA as a form of communication from the Board. Then USAA could no longer handle- request for proposal was considered and University of North Carolina was chosen to operate the NCPSB website. They have done a wonderful job.

The Communications Committee is able to handle their duties at meetings and via conference calls. Time commitment will depend on issues at hand.

**\*\* Re-certification Committee Briefing – Bill Wen.** Difficult challenge for balance- how in dept? What is appropriate? What's doable and fair? Need documentation and fairness. Ability to implement- how do we control and manage re-certification? 1 day re-certification course- people said program will not survive- now asking for 1 day re-certification class. Time frame is one year too often? 100 questions too much? What type of questions? In the beginning, basics were important as refresher, as you go on more critical thinking. Reading issues-challenges. Need to dispel myths- example: need to take a class to re-certify. Appeals- review non-negotiables at the committee meetings.

**\*\* Closing comments for Friday – Lisa Hershey.** Would like to reduce committee time from 3 hours to one and a half for Saturday. Quality Assurance and Certification committees will be combined for the meeting tomorrow. Saturday: Will begin at 9:00 AM. Group Dinner at 5:15 PM – Kobe Japanese Steakhouse.

Meeting adjourned at 5:25 PM

**Saturday, January 19, 2002**

Meeting began at 9:00 AM

Change in agenda:

\*\* 9:00 AM - 10:30 AM - 1<sup>st</sup> three committees will meet for an hour and a half. (Curriculum/ Future Development Task force, Communications, and Certification committee)

Break until 10:45

\*\* 10:45 AM – 11:45 AM – 2<sup>nd</sup> set of committees meet for an hour – (Special Needs, Re-certification, Membership)

Reconvene at 11:45

Lunch provided by Uno's

\*\* **Lunch presentation- Lori Miller, NHTSA.** Service Recognition awards were presented to Board Members for serving their terms- Kathy Kruger, Bill Hall, Bob Rowe, Steve Anderson, Carole Guzzetta, Lori Miller, Lorrie Walker, Howard Willson, and Karen DiCapua.

\*\* **Re-certification Committee report – Bill Wen 1:10 PM.** Old business- From October 3<sup>rd</sup> teleconference. For hands-on: same 4 configurations, added that at least one must include tether or LATCH installation. Written test stay at 100 questions. New Committee will decide on goals and objectives for the year. Would like to keep same amount of installation questions and will include more scenarios for the written test. For instructor re-cert: modified teaching hours- can now include up to 6 hours of mentoring towards the 16 hour requirement. If monitoring is used, would need documentation of candidate evaluated. Teaching hours cannot come from same monitor class. Supporting documentation to include class agendas and Instructor Candidate evaluation forms. Also 25 multiple choice questions will be geared toward administrative issues (ie. Where send forms, etc). Non Negotiables-1. If beyond 6 month grace period- would need to retake class. (If maybe a month past may give consideration.) 2. "I sent mine in but never heard from you" unless they verify payment history, this will not be accepted. 3. Beyond 6 month grace period and say that they do not have an instructor to sign off- will not accept.

New Business- purpose of re-cert, objectives of re-certification and hands-on testing.

\*\* **Communications Committee report – Carole Guzzetta.** Need for external communication and for intercommunication within the Board. Would like to develop a handout (for those who do not have web or if at meeting). Basic brochure or handout explaining the role of the Board, Committees, etc... Would

like to have complete by ICIP Conference in April. Will benefit for membership next year also. (NGHSR now has a CPS committee.) On AAA forms- there have been changes made to add language, ethnicity, etc- one issue came up to add "male/female". Need more clarity on waiver to clear up confusion- what information can we feel good about releasing? Communication on the Board- putting information on the website- instead of individuals sending to Bill Hall would now like information to first come through the Communications Committee. Bill Hall will not post unless the information is sent from Communications Committee. Inter-Board communications- would like summaries of all committee meetings and conference calls sent to Carole Guzzetta (bullet points for issues discussed, what is decided on, course of action). Many times individual organizations may have statement, issue or program coming out. Would like for Communications committee to be kept up to date as a courtesy (awareness).

Still need to discuss: 1. Restricted access on Board website? (example place for instructors to access, possibly also for techs). 2. Linkage to other websites- right now only to NHTSA. 3. Many technical issues are discussed on the CPS list- not always correct information- Could this be something that Board site could have??? A way to respond on technical issues. Website is receiving between 45-50 visitors/day- mostly to technical areas.

**\*\* Action-** recommendation that the Communications Committee develop a standardized reporting form for meetings/conference calls so that all committees are reporting in the same manner.

**\*\* Action-** Would like the brochure to be available to technicians and instructors when complete- possible mailing. Would like for the brochure to be easily photocopied for reproduction and distribution. If you have comments for brochure, please send to Carole Guzzetta for the Communications Committee.

**\*\* Communication Committee areas to be put forth for consent from the NCPSB-**

1. Summaries of meetings/conference calls to go to Communications Committee after form is developed from Communications Committee- Agreed
2. Any organization's work be relayed to communications- Agreed
3. Mailer developed- Agreed
4. Add gender- Male/Female to waiver- Agreed
5. Board website information to go to communications committee- (except for corrections). Agreed

**\*\* Certification/Quality Assurance Committee report- Lorrie Walker.** Review of protocols currently in place-do they meet the need? Need to be evaluated on basis of class complaints (ie- there isn't a protocol regarding minimum class size,

also there is nothing about giving out test answers.) Need to state in curriculum- would like it to be carried over to next year- ask that new Committee look closely at the Administrator's Guide. Carole Guzzetta will be the historian of appeals. Second recommendation- class management, ratio, documentation, mentoring, etc. Suggests for quality assurance- have we told what we want, and why we need it? Many items listed in the curriculum are offered as recommendations versus requirements- need to revisit and clarify. The issue of mandating came up, very controversial issue. We would like to tell people that this way works, but states have budget limitations, etc... What are the things that are currently recommended that should be mandated? We want to retain the people who have had training- and those who go on to become instructors. Need quality classes, follow up with students from Communications Committee and retaining the techs/instructors. Maybe recommendations need to be made on who should go through the class- some states try to fill the class and place people in the class who do not want to be there. Possibility of creating criteria for those who may go through- (example- would not recommend becoming an instructor if they cannot teach with their job). The largest challenge is to educate on protocol- should we reformat??? Quality assurance needs to be a key issue- there are some things that have been an 'understood', but we need to put them in writing. One item to be clarified is that Instructor Candidate letters of approval are valid for 1 year.

**\*\* Special Needs Task Force Report – Marilyn Bull.** Dr. Bull provided proposals for Board consideration. There is a need for enhancement of dissemination of information in the field. The task force was charged with development of a wish list of what is required to accumulate data-from a medical point of view. It is also viewed important to determine the extent of the Board's responsibility to the special needs population.

*Discussion:* - The Board does have a responsibility to support the area of special needs. All technicians have been given overview of special needs information in the standard curriculum and for those who need more information it is listed to contact the Riley Hospital for Children's program. This results in a small organization being forced to provide national support. Although the Board does not support supplemental curricula, we have created a responsibility to offer support to special needs.

New members are needed on the Task Force. Also, ad-hoc members may serve because many core members leaving. Would like to obtain support from other agencies and NHTSA. One possibility is to look for legislators who could possibly take up special needs issue as the Fitzgerald Bill in anticipation of them then seeking federal funding to support this issue. Also, there is a need for more information on where this going – look at support issues and come to Board for consent tomorrow. There is consensus that more backup data is needed. The special needs task force was asked to draft three recommendations, but to think in terms of setting precedent in this area. It was recognized that the by-laws may need to be changed based on the recommendations made.

**\*\* Membership Committee Report – Lisa Hershey.**

1. Old business overview- finalize changes to by-laws. 2. Assist with updating membership duties on website. 3. Conduct new application process for new non-permanent membership 4. Process for those whose terms have expired. 5. ICIP and IACP have requested to become permanent members, also consider military as membership category, auto manufacturers?

Can people conduct criminal checks when setting up class? – Not a Board issue

**\*\* Insurance position was vacated and not able to be filled.** USAA did not refill spot- sent letter asking for release of position so it could be offered to IIHS- Recommendation- Follow up with registered letter with response date to USAA- If no response received, offer IIHS a space to complete the term until 12/31/02. Need to also re-examine inactivity clause in by-laws- Approved

**\*\* Vehicle Manufacturer term.** Have moved Howard to Ad-Hock position- Vehicle Manufacturer- have Artie serve through 2002 term, but there would be an option for them to reappoint Artie for another 2 year term by Alliance. Artie will ask the Alliance to send a letter to the Board stating what they would like after Dec. 31, 2002.

Conflict of interest forms given members to sign.- Need to review form tonight and vote on any revisions tomorrow- there are a few typos present and was not previously approved by the Board. Will make changes, and send to Alan Korn at Safe Kids to review, then will be dated and sent to Board members to sign. Action to review the draft- Comments to membership committee tomorrow to be given to Joe C. to send to Alan Korn for review. Suggested that if there is a conflict of interest that they remove themselves from the conversation until the form is approved.

**\*\* Future Development Task Force Report – Bill Hall.** At this time no further discussion of board developed or approved short courses, or advanced courses. Will continue to look at sample 2 day agendas. Task force will explore new methods and technology to help enhance or limit class time, such as remote learning prior to class start ... Julie Prom volunteered to be the chair of the Task Force for Future Development.

**\*\* Curriculum Committee Report – Nancy Lang.** Focused on the 2001 hanging issues. These are issues on agenda that were either mid-discussion, and on-going information. The issues that have been hanging will not be mentioned today. Any input that affects forms and curriculum content, instructor techniques should go to Curriculum Committee- there is also a feedback form in the back of both manuals that is addressed to Carole Guzzetta. Really want the feedback regarding the curriculum. The Committee keeps track of the comments and makes changes based on discussions and research. Strategy for dissemination of materials/updates/and information- have to have a strategy- also

Communication Committee issue- would like to suggest that this issue is covered in both committee meetings tomorrow. Lori Miller will check into further clarification on curriculum printing for the committee to further review.

Also were discussions on mighty-tite whether to remove as an aftermarket product- recommend that we adopt an opinion article on why a product- what are the concerns? Addendum in curriculum? Would like opinion paper on mighty tite be consented by the Board. Belt tightening devices... cannot say that they are not good or bad, no standards- potential for over-tightening causing stress on car seat and belt, and being hard objects, auto manufacturers have to approve use with products and also car seat manufacturers.- Nancy will pass around in writing to be considered for approval at tomorrows meeting.

**\*\* Certification Fee – Bill Wen.** Based upon stats from last year: due to incomplete applications and 1-3% returned mail saw that money is being lost in the operation of the program. In order to recover costs the fee has been raised to \$20. Re-cert fee will be raised effective 1/1/02. The certification fee will raise at the reprint of curriculum. If it is an issue with agencies, would be happy to discuss with them. The raise is due to 25 hours per week with follow up and issues. This will be the first fee increase since program inception.

**\*\* Liability Insurance – Bill Wen.** Seated Safe and Secure- Last year we offered the inception of liability insurance- was not off the shelf policy- did not ask questions needed to ask in beginning. Our goal was to break even- sold enough policies to make one months payment- lost over \$350,000 last year for the insurance. We are offering it again in 2002. No claims have been processed so far. Changed max per claim- to \$500,000 coverage per incident instead of \$1 million. Our VP is allowing us to continue the insurance program. Will need support for efforts in legislation to promote in education and legislation- March 5<sup>th</sup> President will announce or action plan, also GDL efforts.

**\*\* Military Leave – Bill Wen.** After 9/11/01- many people have been sent off for military duty and have called our office regarding re-certification. If they can provide information and paperwork showing they were sent, will consider. Should look at this case-by-case. (Or some may have been called out to support fire/rescue). Bill Merritt will respond to Jon Lupo's letter

**\*\* State printing of manuals – Lori Miller (handout).** At the headquarters level- A half million dollars was spent on revisions of curriculum. Too expensive to continue printing. AAA offered to handle the printing- could not allow one entity to print in case they discontinue involvement in the program. The states are going to take over the printing of the manuals. Instructor manuals and test packets will stay with TSI. The participant guides will be the state's responsibility. They will also receive the manufacturer's instructions on CD to reproduce. If other organizations want to do their own printing- they will also be provided with a CD ROM- print only file. Will take place October 1, 2002. The states currently do this with other courses. New revisions and updates to the curriculum- the states will

need the most recent information- could they print and distribute manuals by fall?  
Issues Raised: State Budgets- contract release, quality control to strongly encourage states to use new materials, TSI- schedule of classes based on book orders- if states are not putting in orders will not be able to track class schedules. Who could track- method of collection? People adding information?

**Recommendation:** Need a mechanism for agencies to contact NHTSA- to obtain a CD of course materials if they do not have a good relationship with their state.

**Recommendation:** States to handle for existing techs. Possibly have TSI continue printing shipping class materials to ensure standardization- could contract with the states?

Discussion to continue in committee tomorrow- the decision has been made, concerns are up for discussion.

\*\* Curriculum Committee needs to have deadline for revisions this year to help NHTSA meet their deadlines with states.

Issue raised: If an individual organization requests materials, how will they receive future updated versions?

\*\* **Spanish Curriculum Requests - Tami Levitas.** Requests for curriculum in Spanish. A class was conducted in Puerto Rico as a Pilot program. Overheads were translated to Spanish, the curriculum in English. At class realized they need to come up with a format for the materials and course delivery. Will come up with one term- one word so that everyone going through is taught in a standardized format. Working on overheads and then will be working on test. 3 tools- glossary, test and overheads to be provided in Spanish.

\*\* Proposed nominations-

- Proposed Chair: Bill Wen- nominated and consent
- Vice Chair: Nominations- Traycier Mitchell-Medina nominated- consent for vice chair
- Membership chair: Traycier Mitchell-Medina nominated and consent
- Task force on Future development Chair- Julie Prom- nominated and consent
- Curriculum Committee Chair- Joe Colella- nominated and consent
- Special Needs Task Force Chair- Marilyn Bull- nominated and consent
- Certification Committee Chair- Artie Martin- nominated and consent
- Quality Assurance Chair- Mark Evanko- chair- nominated- needs to check on time qualification
- Communications Committee Chair- Yvonne McBride- nominated and consent
- Re-certification Committee Chair- Bill Merritt- nominated and consent

**\*\*Action:** Board to look into liability Insurance for Board members

Dinner- 5:15 Kobe Steakhouse

Meeting adjourned at 4:45.

### **Sunday, January 20, 2002**

Meeting Began- 8:50 AM Bill Wen, Chair

Thank you for the nomination and support as chair. Everyone's motivation will carry us on in the right direction. Please leave agendas at the door- here to save children's lives.

For those who were nominated for committee chairs- will extend offer until January 25<sup>th</sup> to check if there are any concerns. Email Bill Wen on status of accepting your chair position.

Committees will meet for an hour each. Please review objectives of your Committee- former and future. Review action items that were reported from briefings yesterday and make assignments to meet those objectives.

First meetings: Special Needs Task Force, Certification Committee, Communications Committee

Break

Second group of Committee meetings: Curriculum Committee, Membership Committee, Re-certification Committee

Lunch 11:30am

Membership Committee Report – Traycier Mitchell-Medina

1. Discussed permanent membership for IACP and ICIP. Since there is nothing in by-laws will be drafting a letter for both organizations that we will be examining by laws, and will be offering them an invitation to apply for non-permanent status. Would like the Board to consider developing a policy regarding permanent members. Final decision has not been made yet. Letter will be sent to both agencies.

Discussed- Insurance/Liability for the Board. If we look into the issue of insurance- who would pay for it? Possibly have a sponsor? Artie is checking on insurance that Lifesaver's has. Issues coming about with legal liability/ conflict of interest form- do we have a code of conduct? If we are on insurance policy and a board member breaks code and acts negligent? Any comments on conflict of

interest form to be given to Traycier today. Marilyn to send 3<sup>rd</sup> page (AAP language) to Traycier, will then be sent to Alan Korn for review by Joe Colella.

For future consideration- Code of Conduct for members and how to handle if conduct is not followed. Also will look at Military as a category for permanent position, and "perm member" vs. "permanent Organization" and any future categories of membership.

What if I am not able to attend a meeting- could I send someone in my place or bring a guest along? It was decided when someone is on Board- they should be at meetings for consistency. Also- outside guests- would like to limit to people appointed by the board. Need to have a policy. Traycier will review previous meeting minutes to see if anything is in writing regarding these issues- if not, something will be listed.

**\*\* Curriculum Committee Report – Joe Colella.** Joe and Nancy working closely together. Will continue to maintain current and accurate materials. There will be a lot of electronic communication through the Board forum. Biggest issue to report on- materials will not longer be provided on a Federal level. Looking to NHTSA to see how we can make that happen best- asking NHTSA regarding the timeline feasibility for having CD's ready to print, and to look at the possibility of using TSI as a transition supplier- TSI could still print and distribute, but the states pay the funds. Responding on technical and field issues that have been brought to the Board. 1. Multilingual Curriculum and materials. 2. Drafted guidelines for supporting materials to the curriculum. Working on draft instead of "don't deviate from curriculum". 3. Belt tightening devices- see Safe Kids opinion letter. **Handout 4.** "Senior Checker" issue- Board cannot define senior checker, but can offer suggestions that agencies have used. 5. Sample 4 and a half-day agenda for those who are extending the class.

**\*\* Future Program Task Force Report - Julie Prom.** Handout- 2 plus 2 day agenda, as a sample for those who go through for information and then decide to continue for certification. Also will be looking at distance learning and interactive learning for the child passenger safety program.

**\*\* Certification Committee Report- Artie Martin.** Biggest issue discussed- standardized course to be used in other languages and also in other countries where they have different laws and car seats. Can we assure that they are properly certified to the standard? Would like the Board to recognize a subcommittee to handle these cultural issues- asked Tammy to take to NHTSA- what is the intent for this program? How diverse is diverse? Does the Board want to have task force for this?

Other issues working on- are we comfortable with the things that we are asking the instructors to do? The Committee will be reviewing the manual and looking at reworking the written recommendations and requirements. Quality Assurance- Are the instructors following the things we have set for them and the standards?

Other issues raised: 1. Minimum age for certification? 2. Minimum number of students in class? 3. Update course required for instructors?

Issues will be covered via electronic forum.

**\*\* Action - Consent from Board for Diversity Committee- Holly Billie nominated Chair, Chairs of other Committees will serve on the Diversity Committee.**

**\*\* Quality Assurance Committee Report - Mark Evanko.** Sat in Certification and Curriculum committee meetings- What is the expectation of the instructors? Are they really teaching what has been placed in the guide? Is the standardized course content really being used. There are things that we can do immediately to help ensure some of these items. The instructors can sign an agreement that they will teach directly to the curriculum. Follow up surveys with the students in the class. Can move quality forward with awareness. Can be done inexpensively and then set up an evaluation criteria and build a profile. Possibly send survey to technicians along with their certificate so that it is more independent- evaluations in the class may not be completed because of time or since the instructors are there. Will not eliminate in-class evaluations. Will let the instructors know that there is a new QA measure in place.

**\*\* Re-Certification Committee Report - Bill Merritt. Action:** 50-Question re-test: Carole Guzzetta will work with Linda Sheetz on development of the new retake test. Deadlines for re-certification- Instructors who failed to meet their one year re-certification deadline- will have 6 months to complete their certification as long as they are teaching with a current certified instructor- their expiration date would stay the same. Will re-evaluate current policy and modify to get something in writing. (They cannot act as a lead instructor).

BREAK

Goal is to keep instructors that are worth saving - Board consensus regarding 6 month grace period for instructor re-certification. **Action:** The Board will be sent a draft for approval- Send to Nancy. **Action:** Bill Wen will also be adding a few things on cert/recert to be added to the curriculum, short bullet points for further clarification- will send to Nancy. Also including a bright single page check off sheet... By making a bright color sheet- "have you done..." to help minimize some of the issues. Will be sent with re-certification mailings. Need to make a decision by August for future re-cert process. Military leave- 6-month grace pd. Will start when they return from duty. If it is more than a year, they will be handled case by case. Response to Jon Lupo- Bill Merritt will send response to Carole Guzzetta- and will be sent to Jon Lupo.

**Action:** Nancy Lang- request that tests developed should first go through the curriculum committee. Also would like the re-cert test to be geared more towards open book test for experienced techs rather than a test for end of class.

Bill Wen- What is the purpose of re-certification- develop the items by August and be ready to send out in October. In the future test can be reworked.

**\*\* Action:** revisited the Forum topic on the board website- Would like committees to be able to respond- then a read-only to the remainder of the Board members. Will also help with overlap issue. Board communications are confidential. Since Mark Evanko is floating through committees he will be listed as a committee member to be able to review all the postings for committees. (The rest of Holly (Diversity) and Mark's QA committee make-up will consist of the chairs of each group).

**\*\* Special Needs Task Force Report – Marilyn Bull.** Would like Kathy Weber to also participate as an ad-hoc member.

The Sub-Committee recommends that the National Child Passenger Safety Board:

1. Recognize that the safe transportation of children with special needs is an integral and evolving component of the standardized child passenger safety training program. It is further recognized however, that the standardized CPS training program has created a demand for specialty resources that exceed their current availability at this time.
2. Direct the sub-committee to facilitate the establishment of a center dedicated to program development, training, and research relevant to the resources and methods for safely transporting children with special needs.
3. Direct the sub-committee to facilitate establishment of a multi-agency panel to consider, evaluate, and make recommendations relevant to the enhancement of safe transportation of children with special needs.

The Board Consented.

Marilyn and Barb will look forward at looking into additional resources for special needs.

**\*\* Communications Committee Report - Carole Guzzetta.**

Brochure/Information flier- Holly Billie will work with Bill Hall on draft. There is a draft new logo in the orientation manual- on membership committee paperwork.. Consensus granted for the approval of the new logo.

Discussed linkage on website- Consensus to continue linking to NHTSA only.

Discussed restrictions for techs and instructors on website- Consensus to keep as is for now.

Reminder- to provide communications committee key points of all meetings and conference calls (on form to be drafted by the common committee). Carole hopes to have available prior to the next Board meeting.

**\*\* Hanging Issues to follow up on :**

1. Boost America Seats- Joe Colella & Traycier Mitchell-Medina
2. Board Liability Insurance- Artie Martin & Barb Foley

Next Board Meeting-

In the beginning it was envisioned that the Board would eventually meet less each year and more work would be handled via calls and email. Bill Wen and Carole will work on a meeting scenario for ICIP in April- will have suggestions by next week. Trying to work around scheduling issues- professional day prior to conference.

By Friday 25<sup>th</sup> please let Bill Wen know if you want to accept Committee Chair nominations.

Meeting adjourned 3:00