

**Minutes of the Meeting of the National Child Passenger Safety Board  
April 20, 2002  
AAA Training Center - Sacramento, CA**

Attendees:

Holly Billie, Marilyn Bull, Joe Colella, Susan DeCourcy, Mark Evanko, Barb Foley, Vera Fullaway, Carole Guzzetta, Lisa Hershey, Yvonne McBride (Valerie Brown, Assistant), Nancy Lang, Tammy Levitas, Artie Martin, Bill Merritt, Traycier Mitchell-Medina, Julie Prom, Bill Wen

Guest(s):

Phil Gulak

Members not in attendance:

Don Dupray, Sarah Sargent

Minutes:

Jennifer Huebner

Meeting commenced 9:00 a.m.

CPS Experience- Bill Wen gave a brief overview of Board mission and new committees. Asked those in attendance to briefly describe duties.

\*Phil Gulak- General Board Discussion

10:30 a.m. - 11:40 a.m. Committee Meetings: Curriculum, Membership, Re-certification  
11:40 a.m. - 2:00 p.m. (Lunch) Committee Meetings: Quality Assurance/Diversity, Curriculum Future Development Subcommittee  
2:00 p.m. - 3:30 p.m. Committee Meetings: Certification, Curriculum Special Needs Subcommittee, Communications

Certification Committee Report - Artie Martin

1. The committee is looking at updating the instructor's planning and logistics guide to make the direction more clear for instructors. 2. Appeals have been taken care of.

Communications Committee Report – Carole Guzzetta

1. Meeting minutes will be posted on the Board website along with a meeting summary.  
2. Planning on revising brochure- focus on roles of AAA, NHTSA, etc...there will be short turn around time for revisions to have ready by Lifesaver's conference in June. The committee will incorporate comments from today into revisions. Will be mailed by May 7<sup>th</sup> to Communication Committee members with comments to be sent to Barb Foley. By May 10<sup>th</sup> an electronic copy will be sent to the Board with comments due back to Barb by May 15<sup>th</sup>. The brochure should be ready by Lifesaver's (June 9-11, 2002). 3. The committee is working on an explanatory tagline for the bottom of Board

material to highlight it is not a 'stand-alone' entity. The committee is welcoming suggestions from the Board. Suggestion: "A public, private partnership for saving children's lives".

#### Curriculum Special Needs Subcommittee Report – Marilyn Bull

450 technicians and 40 instructors have been trained in special needs enhancement curriculum. Current needs: 1. Need technician/instructor registry. 2. Need to update curriculum. It has been 2 years now since the development. For future planning: significant need for web-based segments that can be easily updated and obtain brief overview if needed in an area. Big barrier to future is the issue of funding. The Foundation has organized an initiative to attempt the development of institutional foundation. This would allow for R&D and revisions to curriculum, would like input. Short-term goals: funding for update to special needs curriculum and the development/maintenance of a technician registry. Have contacts through Sen. Kennedy's office, Blue Ribbon Panel with Runge, AAP contacts. Open to thoughts and suggestions.

#### Curriculum Committee Report - Joe Colella

Refocused discussion mostly towards the printing and distribution of manuals. There have been many concerns brought forth by the states and NHTSA. The Curriculum Committee and Board have quality assurance issues. Through conversations- may have an opportunity to have public/private partnership to serve everyone's needs. If we can look into the possibility of contributing funding to underwrite the cost of manuals or through an organization such as AAA or TSI to bid for higher numbers/lower cost which could win state bids- to help facilitate the phase-in period. We also need to address key issues about the curriculum: 1. instructor skills and tips, 2. instructor mentoring to help a candidate become more qualified, 3. the exam itself- are the questions appropriate? Also, the re-certification exam in September. The Curriculum Committee will communicate these issues electronically through the forum (information was distributed in committee meeting).

#### Nancy Lang-

Do not want to recall the CD's from the states- would like to encourage distribution from one major supplier if possible and focus on a positive track, the possibility of having a central source. When looking at 2002 revision of the curriculum, Nancy will prepare a listing of suggested curriculum updates for review and comments. Need to look at a timeline for revision to be sensitive to the states- they received a CD recently (2001 version). Would like to time formal revision as to not arrive just after they begin printing for FY03. Could have 2002 revision ready by September/October, but where does this leave the states with ordering/printing. Could we instead encourage the states to use a central source with discounted pricing? This would help with quality assurance for the Board and AAA as well.

#### Membership Committee Report – Traycier Mitchell-Medina

1. Discussed the conflict of interest form, which was revised since last meeting. The form was forwarded to Joe Colella for Alan Korn's review. There were many categories

that were broad and information was left out. The committee discussed the idea of getting away from "conflict of interest" and moved towards idea of a code of conduct instead: "as a board member you agree to..." with a statement regarding conflict of interest that you will remove yourself in voting if there is a conflict. **Agreement by Board for code of conduct instead of a universal conflict of interest form.** 2. Membership- there will be several positions up for open enrollment in December 2002. There is a perception that this is an elite, closed group. The Board needs to get the word out at Lifesaver's about open enrollment and that applications are being accepted; to include a description of positions. This issue also needs to be promoted on a local level. Will have copies of applications available at Lifesaver's for those interested. 3. The committee looked at membership categories- possibly add Hispanic organization representation. 4. Two current positions are now open- Injury prevention/public health, and Insurance positions are currently open.

#### Re-Certification Committee Report - Bill Merritt

1. The re-certification committee is in agreement that as of 2003 re-certification should be completed on a biannual basis. There have been a lot of suggestions for this from the CPS field. The yearly re-certification was because of changes in technology with Latch and tether, etc. 2. Reviewed and discussed appeals. **Board approved and recommended to AAA that we move to biannual re-certification in 2003 with details to follow.**

Bill Wen- Would like to have re-certification materials completed by August so that we have them ready in time for January expirations.

Nancy Lang- Is it possible for Linda Scheetz to attend a future meeting to discuss test questions and methodology?

Bill Wen- 1. AAA is in the process of developing an online Driver Improvement Program- everything can be processed online. The LXR software we currently are using for CPS is online compatible. Could look into the possibility of making online re-certification available. Should know more on this issue by Lifesaver's. 2. The setup is working well now. Packets are going out 90 days in advance- getting tests 90 days prior to their certification expiration date. Biggest issue- people are waiting until the last minute to complete their hands-on requirements even though they receive a log sheet with the previous year's certificate, also finding that the other printed method of verification is going unnoticed that checksheets can be used. There are also still issues with misinformation circulating in the CPS community. Need re-certification information completed by August so we can get everything out on time.

#### Quality Assurance Committee Report - Mark Evanko

1. A letter is being developed to be sent out to instructors for quality assurance. 2. Will develop an audit form to be sent to techs after course completion with the following focus: are instructors staying with the curriculum, is everything being covered? Mark is asking for comments on QA letter so changes may be incorporated by Lifesaver's. Will

be changing the tone towards marketing and buy-in and the encouragement for improvement in instructors.

Diversity Task Force Report - Holly Billie

1. New issue- Translation of curriculum into Spanish. This is a NHTSA project – conference call prior to this meeting. Could not at this time certify translated materials until all materials are translated. Committee recommends that the Hispanic community utilize short courses in mean time. Overheads are nearly done and the glossary is completed. NHTSA commits to seeing project through to make sure that all parts of the training program will be translated into Spanish. In mean time why can't we say they are certified if they can complete test and installations? **Came to agreement- recommend that those participating in Spanish translated course who pass written and hands-on components are eligible for certification, with the understanding that resources are available and the Spanish curriculum will be sent to them as soon as it is available. A pilot program is in the planning stages.**

Phil Gulak- Will be identifying instructors this summer who can teach the course comfortably in Spanish. Using overheads and glossary as supporting material. Will move as quickly as possible to provide translated curriculum, and list of resources for the students.

Lisa Hershey- recommends that the Board has an opportunity to provide input through the Curriculum Committee with NHTSA's project. Would like for the curriculum to be translated quickly. Recommends having pilots in locations where bilingual instructors are nearby to serve as a resource for them.

**Board agreed on involvement and Phil Gulak will work on a timeline/action plan for project in the next 4 weeks. (NHTSA, Curriculum committee, AAA, Diversity Task Force)**

**Board agrees to use this process for developing future curriculum development in additional languages. (brought forth by Joe Colella).**

Curriculum Future Development Subcommittee Report - Julie Prom

1. 2 day + 2 day agenda- will be listed as a sample agenda for course- broken out 2 day/2 day. All to be taught by a certified instructor, standardized materials need to be used and needs to be registered as a 32-hour class. What students are able to do after the first 2 days is not to be determined by the Board, with this sample agenda students can attend the last 2 days of training to complete certification. Would like to include this in curriculum as another sample agenda. Has been handed out to Board members for review. **Board agreed to list in curriculum as another sample agenda for how the course may be run.**

Nancy Lang- seen as first two days awareness and encourage completing entire 32-hour course. There will be an explanation paragraph relating to sample agenda in the curriculum.

Julie- Also looked at possibility of web-based home study that would minimize classroom time which could be completed on a computer at their own pace (could use 3 self-study modules, crash dynamics, federal roles, and parts of vehicle occupant protection systems, and parts of selecting and securing). Would need to develop validation that they have completed these modules.

#### End Committee Reports

\* Phil Gulak suggested minutes be sent out with short overview letter including the direction of Board. Minutes and summary will be completed for the website. This information will also be sent with a cover letter to GR's.

\* Susan DeCourcy presented handout with questions from NHTSA Regions Committee chairs will respond with answers to questions to Bill by COB Friday the 26<sup>th</sup> and he will compile and send to Susan. Suggestions to have running list of questions with dated answers (Artie) and for FAQ's to be posted on the Board website (Joe).

\* CPS Experience- Board presentation (1:30 p.m.). Bill has prepared 4 or 5 slides about the Board- role, mission, lay foundation. Would like for committee members to speak about committee roles.

\* Next Meeting: Lifesaver's conference - a draft agenda has gone around. Letters to moderators have been sent. There will be an open-mic Board session. By next week try to get dates and locations for upcoming meeting. Need 2 days for meeting- especially if we have a strategic planning session. Bill will send sample dates out to the Board for consideration by the end of next week. Suggestion- one and a half days on the 7<sup>th</sup> and 8<sup>th</sup> and possibly have afternoon start with dinner and all next day. Please send any prior commitments to Bill.

Meeting adjourned 6:00 p.m.