

**MEETING MINUTES
NATIONAL CHILD PASSENGER SAFETY BOARD
JUNE 7-8, 2002
ORLANDO, FL**

APPROVED FINAL (7/12/02)

Day 1: Friday, June 7, 2002 -- 2:00 pm - 7:30 pm

Attendees:

Board members in attendance:

Marilyn Bull, Joe Colella, Susan DeCourcy, Don Dupray, Mark Evanko, Barb Foley, Carole Guzzetta, Lisa Hershey, Nancy Lang, Artie Martin, Bill Merritt, Traycier Mitchell-Medina, Julie Prom, Bill Wen

Board members not in attendance:

Holly Billie, Vera Fullaway, Tami Levitas, Yvonne McBride

Other Attendees:

Phil Gulak, NHTSA

Meeting minutes:

Jennifer Huebner

Full Board Session: Welcome and Conference Schedules/Plan (2:00 pm - 3:30 pm)

1. National Child Passenger Safety Board Membership Application Process- Bill Wen
During Lifesaver's open mic Board session on Tuesday from 3:45 pm to 5:15 pm open enrollment for the National CPS Board will be mentioned. Bill Wen asked committee chairs to speak about their committee duties.
2. Status of Printing of Manuals (Opportunity Productions, Inc. Promo to States)- Bill Wen
OPI sent a letter to the states advertising they could be their sole source provider for printing and distribution of the NHTSA Standardized 32-Hour Child Passenger Safety Curriculum. Bill Wen read sample letter sent to Department of Transportation in May 2002.

Mimeo, Inc- is another printing/distribution company that can produce manuals with 24-hour on demand service. The order can be placed online and shipped to arrive the next morning. Price quoted: \$19/manual including shipping costs (no minimum order).

Other quotes from competitive companies are averaging between \$8-\$14 per copy; shipping additional, depending on quantities ordered.

3. Certification Update (IC Documentation)- Bill Wen

Need to raise awareness among instructors about the need to check for instructor candidate approval letter prior to class. AAA has received two applications from instructors who were not approved for candidacy by the Board. Both applications requests had been submitted to the Board for approval, but had not been completed prior to the class date (incomplete information provided)

The instructor candidate application process timeframe is 6 weeks. This timeframe allows for processing and also to have an instructor manual shipped from TSI. If the application is complete at the time of submission to the Board, the time for processing may be shorter; if the application is incomplete it may take longer for processing.

This issue will be discussed later- suggestions: 1. Joe- add a line to the IC evaluation form that the instructor was shown a copy of the instructor candidate approval letter prior to the class. 2. Possibility of assigning a candidate number. The focus will be on preparation of instructor mentors.

Another area that continues to be an issue with instructor candidate applications is the wording of the instructor candidate recommendation letters that are being submitted to NSC for approval. Sample letters are available online, but still continue to receive a percentage of insufficient recommendation letters.

The mechanisms are in place; so, the Board needs to find a way to raise awareness of the rules, guidelines, and recommendations.

4. Certification/Re-certification Issues - Bill Wen-

Letter to Instructors-Remind people of the rules, requirements and recommendations. AAA currently has 1,000 incomplete applications that were recently received; 30% of them are missing payment, others are missing signatures, etc.

HANDOUT- "Help!" letter to be sent to certified instructors passed out to the Board for review. Letter to be mailed soon. Issues addressed in the letter:

- A. Photocopying of scantron forms- Scantron forms cannot be photocopied, must have an original
- B. Some technicians are taking the 2001 test on the 2002 scantron form, when graded will allow for a high grade of 26%. Asking that instructors let technicians take their test when they receive it in the mail. Coordinated efforts for update/re-certification classes are great, but the testing issue has been a cause for extra follow-up on re-certifications by AAA. If there are any questions, contact AAA directly.

Bill Merritt- is there a way we can make re-certification available online? That way it can let you know if a field is missing and would eliminate errors, could pay by credit card.

Bill Wen- we have another program that we are launching online, but do not have a timeframe available as of yet, for the time being can have bullet points and colored paper.

Also, there are instructors who are mistakenly having new technicians pay \$20 for certification. It is very expensive to refund all cases, so AAA is crediting \$10 towards re-certification next year (it is very expensive to send a refund check).

For classes where the instructor accepts responsibility for sending in the technician applications and incomplete packets are submitted to AAA, class paperwork will be sent back to the instructor for completion.

The letter will be going out next week. Board members offered suggestions for edits to the letter prior to printing.

5. Committee Bullet Points for Website and Reaction/Response to Maine Letter
Phil Gulak- Do all CPS State Coordinators know where their technicians and instructors are? Should copy all CPS state coordinators on this letter as well (Regional and State coordinators). Also, consider a networking meeting for all state coordinators to get them involved in the monitoring of their state program.

Joe Colella- The information should also be posted on the Board website.

Bill Wen- Last Monday updated information was posted on the Board website including the April 16th letter sent to instructors.

ACTION ITEM- each committee to come up with bullet items that address main committee issues. Bullet points will be posted on the Board website.

A letter will be sent to technicians and instructors with a descriptor of partnership roles; NHTSA's role, "This is the Board" with a copy of brochure, and AAA is the certifying body- will be sent by AAA. Letter to be sent to Board members for review with date to comment by. The Board, NHTSA and States will be copied on the letter. Bill Wen will review the budget to verify mailing funds are available. The letter will be sent via email to those preferring email communication, a hard-copy will be sent to others, also post on the Board website and featured in Safe Ride News.

6. Re-certification direction (Plan for 2 year process)- Bill Wen
The word is spreading about the decision to move towards a bi-annual re-certification. The plan has not yet been completed. The Board needs to look at the current process; with current process could conceivably have a technician not touch a seat for 30 months within the grace period.

This issue will be discussed in the committee meeting.

7. Status of Spanish program- Phil Gulak
Based on the last Board meeting, went back and worked very hard on program knowing the comfort levels of the members involved. The Spanish-English Glossary is in draft form. The presentation overheads have been converted to Spanish as well. (Brought draft glossary and presentation for review by volunteer Board members). Also have a preliminary list of about 14 bilingual instructors and have identified 2 locations for the pilot program: 1. San Antonio August/September, and possibly Irvine, CA. The word is getting out and the demand is rising. Have received bids on for the translation of the entire curriculum. Making decisions on company. Will take 2 to 2 & ½ months to convert the

material- could have it by completed by August. Concern is having translation completed by August and then the curriculum update is completed shortly after. The Pilots will begin using the overheads, glossary, and test in Spanish (then the translated curriculum when available).

The materials are currently in draft form and use is not encouraged by the general public until the pilot program is complete. Documents will be watermarked "draft".

Materials will be completed as quickly as possible and will discourage pre-pilot distribution. Issue will be discussed further in Curriculum committee.

8. Quality Assurance- Bill Wen

What are some of the steps and processes the Board needs to put into place for quality assurance measures? Will need to address in committee meetings.

Committee Meetings

Individual Committee Meetings - Group 1

Curriculum Committee, Membership Committee, Re-Certification Committee

Individual Committee Meetings – Group 2

Certification Committee, Communications Committee, and Special Needs Subcommittee

(Committee Chairs to compile bullet points to be reviewed by the Communications Committee).

Full Board Session

Role of the National Child Passenger Safety Board- Need For A Strategic Plan?

Carole- How does strategic plan help a Board that has one mission to focus on the curriculum?

Artie- A strategic plan will help make sure members are marching in the same direction and heading towards a goal, could define the things that we plan on working on in the next x years.

Lisa- out of reactive into proactive mode, need to have a simplistic plan with long-term and short-term outcomes.

Joe- even if we do not have a facilitator we can identify key areas.

1. Keeping curriculum updated
2. The delivery of the curriculum
3. The communication with instructors and technicians
4. Logistics-states, regions

Phil Gulak- Sharing information on where the program will be in 5 years. Where will CPS be 5 years from now? Why conduct training and who are we training?

Bill Wen- Strategic planning will be done at next Board meeting. What does Board mean to NHTSA, NAGHSR, etc.?

ACTION ITEM: Committees to start collecting data and spend the first 4 hours of the next meeting on strategic planning. Information collected will be reviewed at the upcoming meeting.

ACTION ITEM: Mark Evanko will send an email to Board members on how to prepare data/information for the next meeting and volunteered to facilitate strategic planning discussion.

Lisa- can we complete a state assessment- will CPS be a priority issue in your state?
Where do you think the field is heading for the next 3 years?

Day one adjourned at 7:30 pm.

Day 2: Saturday June 8, 2002 -- 8:00 am - 2:30 pm

Attendees:

Board members in attendance:

Holly Billie (9:40), Marilyn Bull, Joe Colella, Susan DeCourcy, Don Dupray, Mark Evanko, Barb Foley, Carole Guzzetta, Lisa Hershey, Nancy Lang, Artie Martin, Bill Merritt, Traycier Mitchell-Medina, Julie Prom, Bill Wen

Board Members not in attendance:

Vera Fullaway, Tami Levitas, Yvonne McBride

Other attendees:

Phil Gulak

Meeting minutes:

Jennifer Huebner

Committee Meetings – 8:20 am – 9:30 am

Communications Committee (continued) and Quality Assurance Committee Meetings

Committee Meetings – 9:30 am – 10:45 am

Diversity Committee Meeting

Break

Full Board Session

Certification Committee Report – Artie Martin

1. **ACTION ITEM (MAKE CHANGES TO CURRICULUM):** Will add a note on the log sheet, if the candidate has not heard from AAA within 45 days, please contact AAA. (Already in manual, would like to restate on the form). **Board agreed to add information on log sheet- change current line “you should receive something in 30 days” with: “If you have not heard back from AAA within 45-days, it is your responsibility to contact AAA directly” Effective at curriculum revision.**
2. Instructor Candidates- would like to formalize instructions. Allow instructor candidates to initial on skills evaluations #1 & #2. Lead instructor to sign-off on the bottom of the forms verifying everything is correct. **Board agreed to formalize directions allowing instructor candidates to initial on skills evaluation #1 & #2, with an instructor signing at the bottom- Effective at curriculum revision. (ACTION ITEM-MAKE CHANGES TO CURRICULUM)**
3. Modifications to Module M for upcoming curriculum revision.

Communications Committee Report – Carole Guzzetta

1. Brochure discussion- Decided to focus on the purpose of the training (from training programs brochure), and continue to talk about key partners involved. NAGHSR meeting on Wednesday. Would like to recognize them with an active participation in program, will add them to brochure if they would like. Once brochure is re-edited it will go to the Communications Committee and back to the Board for review. The timeframe is not as much as an issue as the quality. Would like the brochure to be reflective of agency roles. Will then be communicated on the Board website and at meetings. **The Board is in agreement.**
2. CPS Board website- Ask Board members to publicize the website as much as possible. Only 700 techs are registered to receive auto updates on the website
3. Communications need within our own constituencies. Example- NHTSA speaking with regional offices and bringing forth concerns, questions. Would like a more effective effort in communications. Possibly put something in writing. Also, add a line to the membership application that this will be part of your role as a Board member.
4. Better communication with instructors- discussed the possibility of an online forum for instructors, any issues that we would like to communicate in short timeframe could log on to the forum for updates. (Also, if the Board would like feedback on a topic, the instructors could comment on issue). **The board is not in agreement for the forum at this time, will do a Quality Assurance assessment and find ways to better communicate with instructors and technicians based on response (web-based, email updates, and tech reports, etc.)**

5. Discussed response to Maine- to be sent from AAA covering the roles of agencies involved, program, curriculum, Spanish curriculum, etc.
6. Tech report- (quarterly) a page will be added specifically for Board Information Updates. (Nancy) Changes in processes and procedures, formal documentation, duties, responsibilities, etc...

Curriculum Special Needs Subcommittee Report- Marilyn Bull

1. Washington, DC- Marilyn met with NHTSA- formalized 2 things.
 - A. NHTSA is funding a revision of the special needs curriculum (to be done by the end of the year)
 - B. Will build in a registry of trained technicians and instructors in the enhanced special needs curriculum. To be publicized on www.preventinjury.org and on the NHTSA website; still working on other methods. States and CPS coordinators to also be sent list- issues to be discussed at a later date (example: if linked to NHTSA waiver list, are they waived through AAA?, are they staying current?, etc.) AAA will add a field to database- with checkmark that they have completed the training. **BOARD Agrees okay to indicate that a person has completed Special needs training on NHTSA website; subcommittee to finalize logistical details later with report to Board.**
2. Explore the possibility of a "Blue Ribbon Panel" which changed to a "Workgroup". Going to complete a concept paper. Workgroup to identify lapses, provide further direction, identify current resources, needs-assessment on a national level. Met with Senator Kennedy – hope to:
 - A. Receive a hearing on the topic,
 - B. Would like to have designated allocations (federally mandate resources?) AAP will help with looking into this issue. Met with Representative Julia Carson (IN)- establish contacts
3. Conference call with CDC scheduled to discuss these issues (also AAP) look at data deficits.

BREAK- LUNCH

Curriculum Committee Report - Joe Colella

1. Curriculum Revision- **ACTION ITEM:** let states know as soon as revision schedule is set. Also, how often curriculum will be revised in the future. The next complete revision of curriculum in the states' hands by January 1st to be in use by April 1st, 2003. Then go on 2-year cycles for complete revisions via CD- Jan, 2003, 2005 etc. Any minor corrections to inaccuracies can be sent by email, etc... States would be able to print a 6-month supply and then reprint when the revision complete. **Board agrees on revision timeline January 2003, then bi-annually after. Revisions for English version finish by August 31, 2002, By September 30th reviewed, with final done and delivered Jan. 1, 2003 (Instructor manuals, participant manuals, CD, and Spanish version).**
2. Quality Assurance- with states printing manuals, there is no longer a reason to register classes. States may not know where and when classes are being held, and the Board may not know whom to update. Wanted to find a carrot to put in front of the instructors.

For the Fit For A Kid program, instructors were given course forms in a packet upon registration of a class with a color sheet: "here is what you need to send back to AAA". If we send the packet to them for registering, the information could then be available for States and NHTSA. Classes can be posted on Board website. **Asking for the Board to approve-**

- A. Require on instructor agreement that the instructor will register all courses through AAA.
- B. The website will have form available to register, also in manual.
- C. When AAA receives the request the packet is sent out and placed on website- cc states, OP Coordinators, NHTSA regions to start on October 1, 2002- process available- cannot enforce until they renew and sign a new agreement form.

Board is in agreement to above with logistics to be determined.

Membership Committee Report - Traycier Mitchell-Medina

Had a conference call after the last meeting. Open Application process begins Monday, June 10, 2002. There are 4 open positions. Using same application as last year with minor revisions (took out "authoritative" NCPSB is coordinated body, more detail on partners, also include one line asking for professional references). Goal is to let people know that it is a Board that anyone can be a part of. Promoted at Lifesaver's conference, AAA's booth, and NHTSA's booth. Notification of open enrollment posted on Board website on May 6th. Membership Committee reviews applications and chooses top possibilities then has the Board review. Notify the state contact of application, representatives- Board rep will take responsibility. Application going up on website Monday. Positions open: CPS Advocate, Diversity, Public Health, State Injury Prevention, Nursing. (Later will add State OP/CPS Coordinator position.) **Board in agreement.**

Quality Assurance Committee Report – Mark Evanko

1. For the conference- the program has grown fast- want to step back and measure the effectiveness of the program now.
2. Instructor letter- QA letter to be sent to instructors- revised and made proactive and positive. Also mentions independent student evaluations and classes may be monitored at some time.
3. Revisions to Bill's "Help" letter- would like to add the following questions: What are the 2 easiest modules you teach, what are the most difficult to teach? What are easiest for your students? What is most difficult for your students? Total of 4 questions to place on back of letter with a please return by date. Feedback to be given to Nancy for revisions. Also 2 communications questions (how would you prefer communication?), and for instructors- conferences attended to see if we want to have meeting with instructors for enhancing skills. Fax-back format.

Re-Certification Committee Report – Bill Merritt

1. Working on establishment of parameters for 2-year certification. 100-question test, fees remain the same, sign-offs to be the same. Instructor hours to be determined. Eliminating Grace period for re-certification. Instructors will have to be re-monitored if they lapse certification.
2. Looking into the possibility of a one day training to re-certify if a technician's certification has lapsed. Update on technical issues, redo all hands on, and take 100-question test. Student to purchase the text if needed. Needs Board agreement on concept, but details of curriculum and detailed requirements to be completed.

Future Development Subcommittee Report - Julie Prom

1. Looking for sites with Web-based training
2. **ACTION ITEM:** Artie Martin to check with UAW-GM on the format they teach – how much can be shared?

Diversity Task Force Committee Report – Holly Billie

1. Reviewed Spanish Translation information that Phil Gulak handed out in Friday's meeting. Translation of the Participant Manual taking place, to be completed by September. The complete Spanish pilot will occur this autumn, with revisions made late in the year and should be able to include the revisions for the English curriculum.
2. New issue – certain ethnic communities (African American, Native American, Hispanic) are having problems with the written test. Finding that they cannot understand wording of questions. Question – who is the target audience for the test? Age group? In the past it was determined that the reading level would be typical for nurses, fire fighters, EMS, law enforcement. The test was developed to that reading level.
3. **Action Item- Board members to collect issues with language/questions in the course. Each Board member to check with local instructors and let Nancy Lang know of any concerns. AAA has been asked to review questions.**
4. Committee suggests that for some future classes – tests be taken on Scantron sheets with ethnic data so analysis can be done on frequently missed questions.

Next Meeting:

The dates and location of the next meeting are to be determined. Possibly in conjunction with NAGHSR meeting, September 2002, in St. Louis, MO.

Meeting Adjourned at 2:30 p.m.