

**MINUTES OF THE MEETING OF THE
NATIONAL CHILD PASSENGER SAFETY BOARD
JUNE 19-20, 2003
DENVER COLORADO**

Thursday June 19, 2003

Board Members in Attendance: Joe Colella, Marilyn Bull, Carole Guzzetta, Susan Snyder, Vera Fullaway, Hollie Billie, Susan DeCourcy, Mark Evanko, Lorrie Laing, Arturo Lopez, Artie Martin, Traycier Mitchell-Medina, William Merritt, Cathy Morris, Angela Osterhuber, Julie Prom, Matthew Young, Don Dupray

Other Attendees: Phil Gulak, NHTSA
Bill Hall, UNC

Meeting Minutes: Susan Snyder, Secretariat

Call to Order: Joe Colella called meeting to order at 8:00am.

Welcome and Introductions: The Board thanked Vera Fullaway for her hard work and dedication in making the arrangements for the Denver meeting. Joe Colella introduced Susan Snyder, Secretariat, from the National Safety Council. Susan was formerly with GMMB and brings experience from the Air Bag and Seat Belt Safety Campaign and Fit for a Kid.

Communication Between Meetings: Joe Colella requested feedback on ways the Board can communicate effectively and easily between meetings. The protocol was decided that information relevant to a Committee would first go to the Chair and then onto the members of the said Committee.

Webmaster Presentation: Bill Hall, UNC Highway Safety Research Center, reported to the Board regarding current tasks and the future of the Web site.

Bill Hall gave a brief history of the NCPSB Web site and passed around a document (ATTACHMENT 2), detailing current use of the Web site, tasks currently included in the Web site, and possible additions the Web site can implement.

Suggested Improvements to the Web Site Included:

I. Establishing and hosting an email list serve

- Committee and Board only list serves
- CPS list serve (suggested)
- Restrictions in creating outside databases for members
- Site only forums (no outside emails sent from list serve)
- Site forums (1 email sent out a day regarding new postings)
- Addition of a NCPSB-hosted CPS Technician Locator to supplement the NHTSA version.
- Addition of procedures and protocols to allow authorized NHTSA Regional and state representatives access to up-to-date lists of certified technicians for their states.

- Addition of a NCPSB-hosted Child Safety Seat Inspection Station Locator to supplement the NHTSA version.
- Creation and addition of a routinely updated “shopping guide” with detailed information on all of the different standard CRS models and, possibly, special needs restraints.
- Creation and addition of a searchable recall database
- Creation and addition of tables listing the details of all state CPS, seat belt, back of pick up truck, and belts on school buses laws.
- Creation of restricted access areas-with appropriate control of access through passwords and other security measures
 - Restricted to Technicians, Instructors and Board
 - Restricted to Instructors and Board
 - Restricted to Board
- Creation and addition of a virtual library reference section that would list and post HTML and/or PDF versions of information and materials.

Phil Gulak, NHTSA, reported the need to make better use of the Web site and technology. The possible addition of an FAQ section for technical questions to be posted on Web site was suggested along with putting NHTSA links and updates on the site.

Action: It was agreed that FAQ's should be pursued and next steps were deferred to the Communications Committee. Bill Hall will provide a loose list of questions he has received from Web site users.

Basic Qualities the Board would like the Web site to have:

- Restricted Access
- Voting and Comment restrictions
- Notifications of people posting on the site
- Place for documenting information between Board meetings
- Web site needs to be current and up to date with correct information on Board members

Action: 10 to 15 minute conference call presentation will be given on Web site usage when changes have been made to Board members who need a tutorial on usage. The Web site changes will be distributed to committee members to make sure it is updated. Comments will go thru Susan Snyder, Secretariat.

Certifying Body Status: Phil Gulak and Carole Guzzetta

Carole and Phil announced that AAA had informed NHTSA that it will no longer continue to be the Certifying Body for CPS. NHTSA is looking for a smooth database and certification program transfer to the new Certifying Body.

A notice went out (ATTACHMENT 3), to AAA, NHTSA Regions, Board Members and a notice by mail will be going out to Instructors and Technicians. All comments can go to Carole Guzzetta regarding the Certifying Body.

Matthew Young, representing AAA, explained AAA's reason for leaving the certification program. The organization will still be involved in CPS. AAA is sending memos to clubs about why AAA is removing itself as the certifying body.

Matthew Young gave a Summary of Successes report on AAA being the certifying body.

- As of June 16, 2003 there are 21, 231 Technicians in the US

The Board thanked AAA for all of their work and successes as the certifying body.

With the discussion of a new certifying body and the work and complaints that AAA addressed, a discussion was prompted within the Board in dealing with the certification process.

Committee and Member Organization Progress and Activity

Membership: Report given by Membership Chair Traycier Mitchell-Medina

The Membership Committee is currently reviewing the Board's

- By-laws
- Mission Statement
- Article 3: Membership name change from NAGHSR to GHSA
- Review descriptions of committees
- Service terms on Board, limiting terms

The Membership Committee is currently reviewing the Board Application process:

- Expanding position descriptions to meet more specific needs
- Service terms so that members terms on the Board are staggered
- AAA membership on the Board
- NHTSA Regional terms will be at least 2 years

The application process for 2004 new Board members will be as follows:

- July 26, 03 Applications should be out
- Application due in October
- Applications reviewed in November at the next Board meeting
- Early December notification of new Board membership

- Phil Gulak, representing NHTSA, suggested the Board begin to think in terms of becoming self-sufficient.

- The Membership Committee also announced ENA's member resignation from the Board. ENA will be appointing a new person, or it may become open to a new applicant.

Communications Committee: Report given by Angela Osterhuber.

- Bill Hall commented on making changes to the Web site contact list. The list was passed around and Board members made appropriate changes and passed to Susan Snyder, Secretariat.

- Angela passed out Marketing Plan, (ATTACHMENT 4), on behalf of the Communications Committee. Suggestions were made and given to Angela.

- Tech Report topics to be issued in August 2003 were reviewed. The new report will feature different states, sharing new policies and procedures of the Board. This will go to all certified techs and instructors.
- The Communication Committee also reviewed, (ATTACHMENT 5), the NCPS Board brochure. Carole Guzzetta will be making changes to the brochure, and all material, from now on, should be dated. (version and date specific)
- The NHTSA Regional Communications process was discussed. All Board members should be copied on any regional communication related to this program.

NHTSA Report

Phil Gulak spoke on behalf on NHTSA. Currently, GHSA is working on a CPS Assessment Tool to identify the location of technicians and what areas technicians are representing.

Certification Committee: Report given by Chair Artie Martin

- Artie reported that the Committee will be going over appeals tomorrow. Also, the Certification Committee would like to request that an additional grading component of acceptable, unacceptable and conditional be added to the technician certifying process.
- Susan Snyder announced that certification and recertification appeals are now entered in a database according to week the appeal was made and when the appeal was received.

Recertification Committee: Report given by William Merritt

(ATTACHMENT 6), Overview of NHTSA Standardized CPS Renewal Course

Bill Merritt reported on behalf of the committee. The Recertification Committee will also be reviewing appeals on Friday.

- A motion to vote on a new policy was made by William Merritt. The policy would be concerning the instructor recertification process and the teaching hours needed to successfully become an instructor. The layout is as follows: 2 years, 20 hours of teaching; 10 hours of teaching each year; no more than half can be teaching the renewal class or mentoring.

Motion: 2 years, 20 hours of teaching; 10 hours of teaching each year; no more than half can be teaching the renewal class or mentoring. PASSED

- Next Tech Update should supply this information.

Diversity Committee: Report given by Hollie Billie

- The Spanish curriculum is a translation from the English version to Spanish, therefore, the curriculum is high level Spanish, as reported from the field.

- The Indian Health Service Safe Native American Passengers (SNAP) Course made changes to it's curriculum to reflect lower literacy levels. There was no changing of technical terms. Only language that defines these terms.
- Julie Prom incorporated some of the simplified language from the SNAP Course into the Crash Dynamics Module of the national curriculum.
- The new SNAP curriculum should be out by August and is geared towards, but not limited to, Native Americans. There was interest from the Board to do this on a National level.
- Hollie also wanted Board input on whether a Diversity Committee should exist, and if a smaller Committee should exist. Should there be a Diversity Committee when it should apply to every Board committee?

Quality Assurance: Report Given by Mark Evanko

- FAQ's for the Web site
- Should we have QA with the transition between AAA and the new certifying body?

Curriculum Committee: Report made by Julie Prom

(ATTACHMENT 7), Major Changes as to what is included in the P and L Guide, Instructor Manual and Participant Manual, was passed out to the Board. The Curriculum will either be sent out to the Board June 2. July 18 is the deadline for comments.

Major Changes

- Students can choose between English and Spanish versions of the test. They can also use both.
- Check up evaluation will now be part of passing. The student must "actively and appropriately" participate and will be measured on levels of acceptable and unacceptable.
- If they do not pass the event, the student must complete 2 hours within 60 days.
- In the Full Manual major changes were made to G, H, I, E and F.

Matthew Young reported on the importance of instructors not teaching a class until they have been assigned an instructor number.

Policy Summary/Issues: Angela Osterhuber reported.

(ATTACHMENT 8), Current Policies, was passed out to Board members.

Angela, as the Acting Chair of the Communications Committee, highlighted the known policies, pulled from former minutes, the Board has in effect. Angela is requesting all Board members review the document and look for changes and dates needed. Note: Items bolded lack their date of effectiveness and whether or not the bolded copy is a policy is unknown.

It is important to accurately document, with date, all policies noted at Board meetings. The Secretariat should always document everything in all meetings. "Key Items Discussed" should be listed out on all meeting minutes.

Motion: As a bolded current policy, it was passed, that, "Two mentors must be present for an instructor candidate and when at all possible, one of the two mentors should be from the outside and immediate area to discourage possible conflicts on interest." It should NOW read, "It is strongly recommended that two mentors should be present for an instructor candidate and when at all possible, one of the two mentors should be from outside the immediate area to discourage possible conflicts of interest. At least one mentor should be present while instructor is teaching." PASSED

Motion: Any information going on Web site must go thru Communications Chair before going on the Web site. Jan 02. Approved (Part of a procedure on how to get information on the Web site, unless otherwise approved by the Board. PASSED

Motion: During an oral or written examination, a term may be defined that a student might not understand, but, in doing so, will not give the answer. PASSED

Motion: Policies and Procedures working group will now work as one working group. PASSED

Wrap Up: Agenda for tomorrow was reviewed. Joe Colella adjourned the meeting at 5:00pm.

Friday June 20, 2003

Board Members in Attendance: Joe Colella, Marilyn Bull, Carole Guzzetta, Susan Snyder, Vera Fullaway, Hollie Billie, Susan DeCourcy, Mark Evanko, Lorrie Laing, Arturo Lopez, Artie Martin, Traycier Mitchell-Medina, William Merritt, Cathy Morris, Angela Osterhuber, Matthew Young, Don Dupray

Other Attendees: Phil Gulak, NHTSA

Absent: Julie Prom

Meeting Minutes: Susan Snyder, Secretariat

Call to Order: Joe Colella called meeting to order at 8:00am.

Diversity Committee Membership: Hollie Billie, on behalf of the Diversity Committee, spoke on the future status of the size and structure of that Committee. Hollie requested the Diversity Committee, if decided to resume as a Committee, should reorganize its structure and have a smaller number of Committee members.

Members of the Board addressed the importance of keeping diversity as a Board Committee. This brings together a clear agenda concerning diversity and issues will not get lost in the process.

Joe Colella suggested that the Diversity Committee become a working group under the Curriculum Committee.

Motion: Diversity Committee will now serve as a working group under the Curriculum Committee. Passed

Breakout Session 1: 8:30am

- Membership Committee
- Certification Committee

Breakout Session 2: 9:45am

- Communications Committee
- Recertification Committee
- Curriculum Committee

Committee Reports

Membership: Traycier Mitchell-Medina reported on behalf of the Membership Committee. Current issues that were focused on concerned term membership, membership of the Board, and the application process.

Motion: All Board members have 2 year terms, non-permanent and permanent.

- Chair of the Board is exempt from the motion. Chair can serve 1 year before elected and hold 2 consecutive terms. Passed

Motion: To remove "state" from the Board member representing "State Injury Prevention" to broaden the membership of the Injury Prevention Representative. Passed

Motion: The Diversity Committee is expanding the definition to include "culturally diverse, underserved population" to current definition of "candidate must be a representative of an organization that serves diverse populations." Passed

Proposed Timeline for New Board Membership:
Applications out by August 4
Deadline October 3

Communications Committee: Angela Osterhuber reported on behalf of the Communications Committee. Key issues to discuss are the Tech Update, Timeline for Tech Update and the Marketing Plan.

The Tech Update will have a focus comprised of Board notes, new information concerning the Board and CPS, and a focus around a state CPS program, particularly one not represented on the Board, that has done an outstanding job on progress in their state.

The Timeline and Process for the Tech Update:

- Gather current information from Deb Stewart
- NHTSA Reviews Tech Update
- Tech Update submitted to Board Communications Committee
- Tech Update submitted to Executive Committee

- All members have 10 working days from the process to have all edits into Communications Committee Chair
- NHTSA has final review
- Layout of Tech Update

Tech Update will be released 4 times a year. Starting with this Fall, and then January 04, April 04, July 04 and October 04.

Executive Committee shall serve as content reviewer, not as an editing body.

Action: The Communications Committee will also edit the new CPS Brochure and include a complimentary piece with an organization chart for the Board. This will allow readers to see who is responsible for what process. Edits will go to Susan Snyder.

Action: Please send Angela edits to the Marketing plan.

Certification Committee: Artie Martin reported on behalf of the Committee. The Committee reported on a policy on revoking certification and a timeline for Instructor Candidates.

The Certification Committee will be providing a policy on revoking an instructor's certification.

The Committee discussed the experience a potential Instructor Candidate should have was at least a year from being a certified technician. If passed, all current 6 month or fewer applicants would automatically be placed into the process. Appeals are also allowed.

Motion: A policy for a technician to have a minimum of 12 months before they become and Instructor Candidate to reflect in the new curriculum. Motion passed 7 to 6.

Due to the fact that not all voting members were present, and that Quality Assurance recommended the language of "must have 6 months experience, and recommends 12 months" a new motion was presented to the Board to overrule the first passed motion.

Motion to Revise: To raise quality requirements, a certified technician must have 6 months experience as a technician, and it is strongly recommended by the Board to have 12 months experience with specific requirements to be included. Effective with the new curriculum.

Curriculum Committee: Marilyn Bull reported on the Special Needs curriculum and programs.

The Special Needs Curriculum will be complete September 30, 2003.

Matthew Young reported that, if entered as a field in the database, technicians can view special need's technicians. Also, the list is on the Web site www.preventinjury.org.

Spell Cast is going off the market (temporarily) for not meeting latch requirements. One in 1000 children needs the products of Spell Cast.

A request for compatible testing for seats that can be used in ambulances has become a high priority. Mark Evanko reported on behalf of JPMA. There is not a lot of research on the issue, which increases liability. The issue is going back to the manufacturers on what they can specifically agree to concerning the issue.

Recertification Committee: William Merritt reported on behalf of the Committee. The Committee is currently up to date with appeals.

Motion: All paperwork for renewal course needs to be in within the post mark of 30 days to certifying body. Passed

Copy was recommended for specific guidelines regarding appeals. This will be in the policy list. Appeals for Instructor Candidate will be developed by the NSC.

Policies and Procedures: Policies and Procedures has been merged to form one working group. Members of this group include Mark Evanko, Angela Osterhuber, Lorrie Laing, Cathy Morris, Matthew Young and Susan Snyder.

Process and Actions:

- Chairs of every Committee need to capture and document policies and procedures. Develop a working list.
- Send list to Susan Snyder and Angela Osterhuber to develop on a database spreadsheet working document.
- Susan Snyder will list date effective.
- One consistent policy format with number, revision date, etc.
- Every SOP organized and flow charted.

Example: Appeals process with possible amendments. Breaking out roles and responsibilities of each involved. (Instructor, mentor, etc)

Policies Needed to be Included:

- Policies for Board Operations
- Course Administration Policies
- Certification Policies
- Recertification Policies
- Appeal Policies
- Reasonable Accommodations

Action: Susan Snyder will send Angela prior attachments to minutes from March 99 and to current.

Wrap Up:

Action: Announced Susan Snyder will become new Communications Chair.

Motion to Adjourn: Next meeting is set for November 6 and 7, 2003. Location is TBD.