

**MINUTES OF THE MEETING OF THE
NATIONAL CHILD PASSENGER SAFETY BOARD
NOVEMBER 5-6, 2003
FT. LAUDERDALE, FLORIDA**

DAY 1: NOVEMBER 5, 2003

Board Members in Attendance: Joe Colella, Marilyn Bull, Carole Guzzetta, Susan Snyder, Vera Fullaway, Hollie Billie, Susan DeCourcy, Casey Hansen, Jeanne Johnson (for Lorrie Laing), Arturo Lopez, Artie Martin, Traycier Mitchell-Medina, William Merritt, Cathy Morris, Angela Osterhuber, Julie Robbins, 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 9:00am.

Welcome and Introductions: The Board thanked Traycier and Susan for their hard work and dedication in making the arrangements for the meeting.

Review of Roles

Carole Guzzetta from NHTSA reported on the roles and responsibilities of the Board.

There are 3 administrative bodies: NCPSB, NHTSA and the Certifying Body.

Board- The Board provides input on program direction, gives technical guidance and provides information exchange and feedback.

NHTSA- Provides funding for the Board, Web site, technical updates, technical reports and the position of the NCPSB Secretariat thru the National Safety Council. NHTSA provides quality control over the standardization of the technician training program. NHTSA is a non-voting member of the Board.

Certifying Body- Provides overall quality control of the certification process thru management and preservation of the technician and instructor database. The Certifying Body reports to state NHTSA offices regarding certified technicians, class registration and verification of classes and instructors of classes.

Certifying Body Safe Kids

Karen Farnsworth presented on behalf of Safe Kids, the new Certifying Body effective January 1, 2004. Karen presented, **Attachment 1, National Standardized Child Passenger Safety Training Program: Clarifying Safe Kids' Organizational Role and Summarizing Certification Changes.**

The presentation gave a brief background on the National Safe Kids Campaign, the transition overview from AAA to Safe Kids and project goals. Karen also went over the definition of certification and how it applies to the CPS program.

The proposed changes given to the Board from the presentation included: Online class registration for instructors and class administrators, centralized coordination, duplication and distribution of class materials, online student registration and payment, secure online access to individual records, individual test booklets and answer forms, professional, standardized, written test grading, reduced processing time and notification of certification status, online tracking of instructor and technician activities for re-certification, online re-certification testing and renewal for technicians with lapsed certification.

Safe Kids is also aware of some ongoing challenges that will exist with the transition. Safe Kids will do everything they can to make the transition smooth.

Committee Updates:

Certification- Chair, Artie Martin, reported that they will be reviewing appeals, giving comments to Curriculum Committee for revision and defining "certification" as it applies to us in the upcoming transition.

Communications- Chair, Susan Snyder, reported the new email NCPSBSecretariat@nsc.org being available for Web site users to offer input and questions. Also, please check the Web site and give Susan any changes you might have to your contact information. Bill Hall, UNC, reported that the Web site had a lot of technical opportunities the Board has not taken advantage of including: secure bulletin boards, restricted access areas for conferences, policies and perhaps minutes. Bill Hall passed out, Attachment 2, statistics on the Web site. States should also be encouraged to sign up for the cpsboard.org email list serve.

Curriculum Committee- Julie Robbins, Chair, reported on behalf of the committee. The new curriculum is in a minor revision stage. TSI is still reviewing the manual. NHTSA then will be proofing the curriculum for minor edits.

Changes

- Module M has been removed
- Module B has removed information about certification process
- Eliminating 5 questions from the certification exam
- Looking into putting together a packet for instructors to help them teach the new curriculum

December 6, 2003 will be the pilot class for the new curriculum with 10 students and 2 instructors in Indiana. The second pilot is scheduled for January. Bill Merritt and Angela Osterhuber have agreed to instruct.

New manual will be available in PDF format. Techs can download in January. Note: The file is 700 pages.

Special Needs

Dr. Bull reported on the new Special Needs curriculum, which will be pilot tested November 13 and 14. There is a new chapter regarding wheelchairs and an ambulance portion.

Spellcast received an extension of 8 months to provide car seats. Britax is moving forward to develop a new seat and they hope to have something in the next year regarding a seat that can be rear facing with a higher weight limit.

Snug Seat will not be making seats after June 04 for liability and insurance reasons.

WWW.Preventinjury.org is still continuing to keep a database of technicians who are certified to install special needs car seats. These names will be apart of the new CPS database with Safe Kids.

Diversity

Hollie Billie reported. Spanish curriculum will be complete 6 to 8 weeks post English version in regards to translation. The SNAP course geared towards Native Americans has been received well, and request from other populations have been received. Course was distributed online. SNAP, in short, is a 32 hour course put, simplified, including a glossary to 7th grade reading levels, along with planning and logistics guide.

NHTSA Update- Carole Guzzetta reported.

Approval of Instructor Candidacy will be returned to the Secretariat position at the National Safety Council. This will eventually transition to the new certifying body.

A new CPS training brochure is being developed and a Guide for setting up inspection stations.

3 Pilot Programs will be evaluated:

GHSA Self-assessment- Nevada, November 18, 2003

Regular Assessment- Alabama and New Jersey, December and January

AAA Update- Matthew Young reported and passed out Attachment 3, CPS Certification Program Analysis, to review the status of the Certifying Body and new certifications and re-certifications as of 11/05/03.

For January and February classes AAA is taking registrations, although Safe Kids is recommending instructors wait until March 04. Safe Kids will use a revised version of the registration form. Form will be on the Web.

Instructors will need to have their own copies of manuals.

Membership

Tracyer gave the report on behalf of the committee. The Membership Committee met and the candidates for At Large, Injury Prevention, CPS Advocate and Diversity have been selected. Susan Snyder will send copies of all applications that were selected for the Board for your approval. Please get back to her by November 28, 2003.

The Membership Committee is looking for a National Law Enforcement position. The 3 applicants that applied do not fall under a national representation. The question was brought up to the Board if we should drop the word "National" from the law enforcement position. It was decided that having a "National" representative gives a better perspective to the position.

The National Law Enforcement position will remain open. Please send applications to the Secretariat.

The Insurance position also needs to be filled, and has had a 2 year vacancy. Susan Snyder is gathering a list of National Insurance listings to send request for applicants too.

End of Day One

DAY 2: NOVEMBER 6, 2003

Board Members in Attendance: Joe Colella, Marilyn Bull, Carole Guzzetta, Susan Snyder, Vera Fullaway, Hollie Billie, Susan DeCourcy, Casey Hansen, Jeanne Johnson (for Lorrie Laing), Arturo Lopez, Artie Martin, Traycier Mitchell-Medina, William Merritt, Cathy Morris, Angela Osterhuber, Julie Robbins, Matthew Young, Don Dupray

Other Attendees: Bill Hall, UNC

Meeting Minutes: Susan Snyder, Secretariat

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

Committee Meeting Breakout Sessions Held

Discussion of Certifying Body and AAA as members of the Board- AAA will remain a permanent member of the NCPSB. The Certifying Body will also remain a permanent member. The new Certifying Body starting March 04 is the National Safe Kids Campaign.

The question was raised if it was a conflict of interest to allow the Chair of the Board to be held by the Certifying Body or NHTSA. An Ad Hoc Committee was created to address the bi-laws and policies to address these issues. The committee members include Cathy Morris, Kacey Hansen, Artie Martin and Marilyn Bull.

Bi-Law Votes:

Section 5.04 and the Certifying Body Representation on the Board.

Passed: Certifying Body Should be a permanent non-voting seat on the Board.

Passed: Officers shall be elected to at least one term of one year. A Board member shall not be eligible for Chair until he/she has served on the Board for at least one year. An employee of the certifying body or NHTSA may not serve as Chair. (effective with the first election of 2004)

Bi Laws Update: Traycier Mitchell-Medina

The question was raised if it was a conflict of interest to allow the Chair of the Board to be held by the Certifying Body or NHTSA. An Ad Hoc Committee was created to address the bi-laws and policies to address these issues. The committee members include Cathy Morris, Kacey Hansen, Artie Martin and Marilyn Bull.

Committee Reports:

Communications Committee

Susan Snyder reported on behalf of the Committee. Tech Update is being reviewed by NHTSA and will be distributed to Executive Committee for review. Susan is going to look into training on

the UNC services and the CPS Web site. At the next Board meeting she can present the services the Web site provides. The Communications Committee would also like to establish a new orientation system for incoming Board members. It is asked of Committee Chairs to establish a binder that contains information about their committee, resources, previous minutes and other information relevant to that committee. This would be passed along to all new chairs. Also, the Committee Chair should write up a brief description of what their Committee works on and the time frame that it allows. This should be completed before the next Board meeting.

Quality Assurance

Approval of Instructor Candidacy will be returned to the Secretariat position at the National Safety Council. This will eventually transition to the new certifying body.

Technician classes held between January and March will have to be manually processed. States are requested to hold off until March to hold a class. The timeline was reviewed for clarification of the new certifying process.

January- Pilot of online registration

February-Pilot for student online registration

March-Pilot courses

Questions evolved from discussion of the timeline. Will classes really begin in March when the timeline shows 2 months prior for class registration? Karen Farnsworth is looking into this.

Special Needs certified technicians will be added to the new Safe Kids database. It was also suggested that other fields be added to this database, such as the addition of MDs.

Certification/Re-Certification: Artie will be coming up with a new definition for "Certification" and what that means for the CPS program from previous discussion on who should be a certified technician.

Membership Committee: Announced during Day 1 the new selections for the Board. Susan Snyder will send everyone the new selected members for each Board to review. Susan will announce the new members December 5th thru a written letter.

Outgoing Members of the Board and Thank You: The following members were thanked by NHTSA for their outstanding service to the Board. The outgoing members are: Traycier Mitchell-Medina, Julie Prom, Vera Fullaway, Susan DeCourcy, Don Dupray and Bill Merritt.

Next Board Meeting: The next meeting will be held in February 12 and 13. Susan Snyder request volunteers for the location of the next meeting. Outgoing Board members will be invited to this meeting for at least the first day. It is requested that a phone conference call occur in January with the Communications Committee to orientate new members.