

**MINUTES OF THE MEETING OF THE
NATIONAL CHILD PASSENGER SAFETY BOARD**

**FEBRUARY 12-13, 2004
SAN ANTONIO, TEXAS**

February 12: Day One (Past and Current Members)

Board Members in Attendance: Holly Billie, Marilyn Bull, Ann Burton, Joe Colella, Don Dupray, Mark Evanko, Karen Farnsworth, Vera Fullaway, Bill Merritt, Melissa Miles, Cathy Morris, Angela Osterhuber, Lisa Pardi, Julie Robbins, Irene Rodriguez, Matthew Young, Susan Snyder.

NHTSA: Phil Gulak

New Members: The Board welcomed new members Lisa Pardi, Ann Burton, Irene Rodriguez, Melissa Miles and Susan Helms.

Other Attendees: Phil Gulak, NHTSA
Jackie Beatty, NSC

Meeting Minutes: Susan Snyder, Secretariat

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

Welcome and Introductions: The Board welcomed new members and thanked departing members. The Board also thanked Irene and Susan for meeting organization.

NCPSB Orientation Manuals were distributed to the new members. Manuals included information on the Web site, policies/procedures, by-laws, and previous meeting minutes.

General NCPSB Overview: Joe, representing the Certifying Body, Susan, representing the Board, and Phil, representing NHTSA, went over the roles of the Board and the National Child Passenger Safety Program.

Joe discussed the elections scheduled for day 2, and noted that members of NHTSA, and or the Certifying Body, cannot hold the offices of Chair and/or Vice Chair. Also, persons eligible for Chair must sit on the Board for one year prior to being elected.

Susan passed out the Board brochure to current new and past old members and provided a brief orientation to of the Board on the Board's roles.

Former Certifying Body: Matthew Young, representing AAA, the former Certifying Body, discussed the former certifying body status.

From December 31- January 15, AAA handled all incoming work that was received prior to December 31. AAA supports Safe Kids and the new online program.

Certifying Body Status: Karen Farnsworth, representing Safe Kids, discussed the current Certifying Body status and provided a detailed presentation explaining the new online system to Board members.

As of February 11, 2003, 27 classes were registered under the new online system. March 1, 2004 is the official launch of the new online program.

The new system will allow instructors, instructor candidates and techs to update their profiles online. Registering for classes, coordinating a class and payment of fees will be available online.

The new 2-year certification cost is \$60.00, and it is non-refundable.

The CPS Board Web site will link to the Safe Kids Certification Web site.

NHTSA Report: Phil Gulak reported on behalf of NHTSA.

NHTSA is continuing to work with Safe Kids and AAA on the new certification system.

The Curriculum is finalized and Phil thanked Julie Robbins for all her work on it. The Curriculum is at the printer, and instructors should be receiving them soon. There is a cover letter discussing the major changes in the new curriculum.

CPS Week: The CPS Week current planner is now on the Web site. NHTSA is also drafting a news press release for the "Misuse" study. Phil discussed and responded to comments from the Board.

NHTSA is also developing a photo library of children and infants properly restrained in child safety seats.

Committee Orientation for New Members:

Curriculum Committee: Julie Robbins reported on the new changes in the curriculum and the status of the Renewal Course. It is important to note that final approval of the curriculum is the responsibility of NHTSA, and not the Board.

Communications Committee: Susan Snyder reported. Susan discussed the new Board brochure and Tech Update. The Tech Update needs to be reviewed by the Executive Committee this week. Susan also reviewed the Web site changes and the new email for the Secretariat to communicate thru.

Quality Assurance: Mark Evanko gave an overview of the Quality Assurance Committee, and the policies and procedures document the committee worked on.

Certification Committee: Joe Colella reported for Artie Martin (Chair). The Certification Committee addresses a lot of the "what if" situations for the appeals process and for general certification. All appeals should be sent to the National Safety Council for coordination and record-keeping.

Re-Certification Committee- William Merritt, Chair, discussed the roles of the re-certification committee and reported that the committee needs to have a member who will represent the Certifying Body.

Membership- Currently the Chair is vacant and the position will be filled tomorrow by the Vice Chair. The Membership Committee needs to elect a new National Law Enforcement Representative and Insurance Rep.

Diversity - Holly Billie, Chair, reported. The final approval of the Spanish Curriculum is NHTSA's responsibility and not the Board. An outside contractor is doing the translation for NHTSA.

Policies and Procedures Sub Committee on Special Needs, Dr. Marilyn Bull reported, Revised Special Needs Curriculum Instructor and participant manuals will be available by the end of March 2004.

Policies and Procedures, Angela Osterhuber reported, Chair. Angela reported on the status of the current document. Angela went thru all prior files and meeting minutes to develop a policies and procedures manual for the Board to follow.

Future Development Committee, Vera Fullaway, Chair. Vera discussed online learning possibilities.

Committee Breakouts:

Nominations for Board Offices: Susan posted the names of members who are eligible for Chair and Vice Chair. Nominations for Chair and Vice Chair were passed to Susan Snyder.

Meeting Adjourned. Special appreciation was extended to all outgoing members for their hard work and dedication on the Board.

February 13, 2004: Day 2 (Only Current Members)

Board Members in Attendance: Holly Billie, Marilyn Bull, Ann Burton, Joe Colella, Mark Evanko, Karen Farnsworth, Melissa Miles, Cathy Morris, Angela Osterhuber, Lisa Pardi, Irene Rodriguez, Matthew Young, Susan Snyder.

NHTSA: Phil Gulak

Nominations and Elections: Susan Snyder discussed the voting process and the slate.

Voting

The votes were counted and tallied by Susan Snyder. Chair Results: Angela Osterhuber, Vice Chair Results: Matthew Young.

Chair- Angela Osterhuber
Vice Chair- Matthew Young

Angela started the new meeting as Chair by setting the calendar for the year. Future meeting will be held on May 17 and 18, 2004, November 9 and 10, 2004, and January 27 and 28, 2005.

Nominations and Elections for Committee Chairs:

Certification: Artie Martin
Re-Certification: Arturo Lopez
Curriculum: Holly Billie
 Future Development: Ann Burton
 Diversity: Irene Rodriguez
 Special Needs: Dr. Marilyn Bull
 Policies and Procedure Working Group: TBD
Quality Assurance: Melissa Miles
Communication: Susan Snyder
Membership: Matthew Young

Break Out Sessions for Committees:

- Certification, Diversity, Quality Assurance
- Re-Certification, Membership, Special Needs
- Curriculum, Communications, Future Development

Committee Assignments:

Certification Committee
Artie Martin, Chair
Marilyn Bull
Joe Colella
Arturo Lopez
Lisa Pardi
Susan Snyder
Matthew Young

Communications Committee
Susan Snyder, Chair
Carole Guzzetta
Arturo Lopez
Lisa Pardi
Irene Rodriguez
Matthew Young

Curriculum Committee
Holly Billie, Chair
Marilyn Bull
Joe Colella
Karen Farnsworth
Carole Guzzetta
Artie Martin
Melissa Miles

Curriculum Committee Task Force on
Future Development
Ann Burton, Chair

Curriculum Committee Task Force on
Special Needs
Marilyn Bull, Chair
Carole Guzzetta

Curriculum Committee Task Force on
Diversity
Irene Rodriguez, Chair
Holly Billie
Ann Burton

Membership Committee
Matthew Young, Chair
Susan Snyder
Carole Guzzetta
Cathy Morris
Holly Billie
Lisa Pardi
Ann Burton\

Quality Assurance Committee
Melissa Miles, Chair

Quality Assurance Committee Work Group:
Policy and Procedures
Cathy Morris, Chair
Matthew Young

Re-Certification Committee
Arturo Lopez, Chair
Artie Martin
Cathy Morris
Matthew Young

Objectives for Committees:

Certification: Joe Colella for Artie Martin

- Changing the duties or requirements/criteria for instructor candidate
- Focus on appeal process

Re-Certification: Arturo Lopez

- Formalize a process to review appeals and a policies and procedures process for appeals.
- More conference calls will be utilized.
- Recruiting technicians for re-certification.

Communications: Susan Snyder

- Re-branding the Board Web site
- Personalize the Web site and learn features for future use and restricted access tools.
- Possibility of letterhead.

Curriculum: Holly Billie

- Address the test question pool for the current curriculum. Benchmark for June 30.
- Begin revision process of the new curriculum.
- Action plan to begin new curriculum for 06
- Define a basic list of what a technician's roles are.

Diversity: Irene Rodriguez

- Make sure diversity issues are addressed.
- Work closely with NHTSA to make sure the curriculum is printed in Spanish. Also look at literacy level.
- Criteria for Instructors to teach in Spanish.

Future Development: Ann Burton

- Prior to the next meeting, try to obtain NHTSA approval for an online Module. Establish a date for Pilot program.
- Develop a position for a CPS Coordinator on the Board

Membership: Matthew Young

- Fill vacancies. (Law Enforcement, Insurance)
- Board assessment of positions.
- Pictures of the Board on Web site.

Quality Assurance: Melissa Miles

- Assessing past duties.
- Review current by-laws.
- Develop and document current policies and procedures

Special Needs: Dr. Marilyn Bull

- Refresher curriculum needs to be developed
- Definition of the Special Needs Instructor versus the Special needs Resource Technician needs to be refined.
- Development of test for Special Needs should be created. There is a need for Certification.

Other Announcements: Each Chair is reminded to create a binder for their Committee and update at all meetings.

Communication Between Meetings: Matthew Young reported on the use of the Web site, and conducting future meetings thru the message boards.

Meeting Adjourned: 5:00pm Angela dismissed the meeting.