

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

**MAY 18-19, 2004  
PHILADELPHIA, PA**

**May 18, 2004: Day One**

**Members Present:** Holly Billie, Dr. Marilyn Bull, Ann Burton, Joe Colella, Carole Guzzetta, Steve Hartley, Carol Helminski, Susan Helms, Lorrie Laing, Arturo Lopez, Artie Martin, Melissa Miles, Angela Osterhuber, Lisa Pardi, Susan Quintas, Irene Rodriquez,

**Others Present:** Phil Gulak, *NHTSA*

**Members Not Present:** Kacey Hanson, Cathy Morris, and Matthew Young

**New Members:** The Board welcomed Steve Hartley from the National Safe Kids Campaign and Carol Helminski from Graco, representing child restraint manufacturers to the Board.

**Overview of Roles and Responsibilities of NHTSA, NCPSTB, and the Certifying Body:**

Angela, Susan Q, Steve and Joe reviewed the current status of Certification, and the responsibilities each group has in the administration of the training program. Susan Q. passed out the Board brochure to members.

NHTSA-Has the ultimate authority over the Curriculum for the Standardized CPS Training Program and the upcoming renewal course, and funds the CPS Secretariat to administer the CPS Board Web site.

Board- Makes recommendations to the Certifying Body regarding the quality and integrity of the CPS training and certification program. Their direction comes from the constituencies they represent.

Certifying Body- The Certifying Body receives feedback from the field thru the Board, conference calls and documentation and they have taken all of this information into account when developing Policies and Procedures. The National Safe Kids Campaign has created e-newsletters to keep everyone more informed.

Steve discussed creating a small, operational group of instructors, techs, State Reps and Board members to keep the Certifying Body in better communication with the field and end users.

**Certification Update:** Joe C. presented a Power Point presentation and listed the Benchmarks since March 2004.

**Web site Development:** Susan Q. presented the capabilities of the Web site to the Board. It was agreed that Susan would start developing a new system with Bill Hall that would allow the Web site to offer "virtual meetings" for the Board.

### **Committee Reports:**

**Certification Committee:** Looking to merge the Certification Committee with the Re-certification Committee.

**Membership:** Susan Q. reported due to the absence of Committee Chair. The Committee is looking for a person to fill the Insurance position and National Law Enforcement position. We are also looking ahead towards fall recruitment for new Board members.

**Communications Committee:** Susan S. reported. Looking to improve Web site usage for Board members. Working towards "virtual meetings." Finalizing Tech Update. Looking at designing new Board letterhead.

**Diversity:** Irene reported. NHTSA's new Curriculum set for August print.

**Curriculum:** The Curriculum Committee has already initiated a process for updating the Curriculum in the future.

### **Wrap Up/Adjourn**

### **May 19, 2004: Day 2**

**Members Present:** Holly Billie, Dr. Marilyn Bull, Ann Burton, Joe Colella, Carole Guzzetta, Steve Hartley, Carol Helminski, Susan Helms, Lorrie Laing, Arturo Lopez, Artie Martin, Melissa Miles, Angela Osterhuber, Lisa Pardi, Susan Quintas, Irene Rodriguez,

**Others Present:** Phil Gulak, *NHTSA*

**Members Not Present:** Kacey Hanson, Cathy Morris, and Matthew Young

### **Regional Concerns:**

Ann Burton reported on the concerns she has heard expressed throughout the CPS field, such as, the growing need for skill enhancement courses for instructors. These programs will work to enhance instructors teaching skills. (Notes: This will not be a requirement.) Also, an adult learning section could be added to the next curriculum. Curriculum Committee should research this idea.

Lorrie L. will email manual on peer observing and training to improve instructor skills. Place on unfinished business for next Board meeting to evaluate. Susan S. can forward to CPS Express.

**Committee Breakout Session One:****Communications Committee:**

The Communications Committee shall look into putting an "Action Kit" online to promote classes. Resources such as flyers, posters, news releases will be posted. We will look into material that might already exist from places such as NHTSA. These items will be placed on the CPS Board Web site. Look into promoting the kit thru the Board Web site and places like Safe Ride News, Tech Report, etc.

The Communication's Committee is going to review the current copy on the CPS Web site, and recommend making any changes if necessary.

Susan will work with Bill Hall to develop the Board forum and online meeting resources.

For Quality Assurance purposes, the Communication's Committee will make sure that the policies and procedures reflect the correct protocol for Web site copy placement.

The Communications Committee will post key talking points post meeting on the Web site immediately after the Board meeting.

**Membership Committee:**

(In Matthew's absence, Susan reported)

The Membership Committee is reviewing the membership application and making necessary copy changes, such as, clarifying the travel funds language and revising the relationship between NHTSA and Safe Kids.

Dates for Membership Process:

August 7: Call to Membership

Sept 7: Day after Labor Day post on Web site

October 16: Applications due

Remove "National" from Insurance position so that all corporations can be allowed to be a member of the Board. Melissa Miles is researching "Associations of Commissioners" before we vote. The vote was tabled.

Board Positions open in Jan 2005.

National Nursing

Injury Prevention

National Law Enforcement

Insurance

CPS Advocate

Diversity

The Membership Committee purposes that a State CPS Contact position be created. Lorrie Laing will take back to GHSA.

For next Board meeting:

Voting: Chairs will provide to Susan their committee meeting, conference minutes in addition to task activities by the 1<sup>st</sup> of October.

Provide Susan with meeting minutes one week after committee meetings. Trial period. Forward to Angela.

### **Committee Breakout Session Two:**

#### **Curriculum Committee:**

Holly Billie reported that every 4<sup>th</sup> Wed there will be a conference call for the Committee. Need to address the test question pool. Do a highlight review of the current curriculum and highlight key areas that should have a question related to it. Safe Kids and NHTSA will work out a system on what to do next after the recommendation.

#### **Certification Committee:**

Artie Martin reported for the Committee. The Committee would like to address the correct flow chart for an appeal and have this written out as a procedure.

#### **Recertification Committee:**

Arturo Lopez reported. The Board is combining both committees, Certification and Recertification. The Committee reviewed one appeal.

#### **Diversity Committee:**

Irene Rodriguez reported. The Committee wants to help the CPS Coordinators identify groups that are not being served. The Diversity Committee would also like the Certifying Body to look into diversity issues in relation to forms and processes.

The Diversity Committee would like to market the release of the Spanish Curriculum.

#### **Future Development:**

Ann Burton reported. The Committee would like to research online learning. Committee would go back and talk to instructors to find out what can be taught online.

#### **Special Needs:**

Marilyn Bull reported. The Committee is exploring options for Successful Completion of a Special Needs Course.

The Committee is looking for input on the development of a one day update for instructors for Special Needs.

The Special Needs Committee would like the Communications Committee to research a Special Needs link on the Board Web site to the Special Needs ProtectingInjury.org. The Communications Committee should develop a criteria on what can be linked and what cannot be linked from the Board Web site. Communications Committee will review this process.

#### **Quality Assurance:**

Melissa Miles reported. The Committee will tweak the Policies and Procedures. Feedback to Melissa June 1<sup>st</sup>, June 18<sup>th</sup> for the manual. Melissa will follow up with the

Chairs on Policies and Procedures. Some of the procedures documented also had a workflow diagram.

***Next Meeting:***

***Dates: November 9 and 10. Tuesday and Wednesday.***

***Denver***

***Vera Fullaway is researching prices.***