

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

**January 27-28, 2005  
Washington, DC**

**January 27, 2005: Day One**

**Members Attending:** Holly Billie, Marilyn Bull, Ann Burton, Kerry Chausmer, Carole Guzzetta, Carol Helminski, Susan Helms, Jeanne Johnson, Rick Larson, Artie Martin, Melissa Miles, Michelle Mount, Lisa Pardi, Susan Quintas, and Lorrie Walker.

**Outgoing Members Not Present:** Kacey Hanson, Arturo Lopez, and Cathy Morris.

**Members Not Present:** Angela Osterhuber.

**New Members Present:** Vicky Cassabaum, Sharon Conrad, Pam Holt and Marilu Montavalo

**Guests:** Tami Levitas (NHTSA), Jenn Ryan and Jill Ingrassia (AAA).

**Welcome and Introductions:** Melissa Miles introduced herself as Co-Chair of the Board and acting Chair in the Chair's absence. (Angela Osterhuber) The outgoing and new Board members introduced themselves.

**Orientation:** Holly Billie presented the new Orientation Guide for new and current members to become familiar with the Board and its Committees. Each Committee Leader presented information on the responsibilities and future work of their Committee.

Presentations were as followed:

Artie Martin- Certification and Re-certification

Susan Quintas- Communications

Holly Billie- Curriculum

Ann Burton- Future Development

Marilyn Bull- Special Needs

Irene Rodriguez- Diversity

Melissa Miles- Membership

After the presentations, the Board members chose the committees on which they would serve.  
Committee/Sub-Committee Selections:

COMMUNICATIONS

Susan Quintas, Leader  
Michele Mount  
Irene Rodriguez  
Jeanne Johnson  
Lisa Pardi

CERTIFICATION/RE-CERTIFICATION

Artie Martin  
Vicky Cassabaum  
Sharon Conrad  
Jeanne Johnson  
Michele Mount  
Irene Rodriguez  
Lisa Pardi  
Marilu Montalvo  
Susan Helms  
Kerry Chausmer  
Carole Guzzetta

SPECIAL NEEDS

Marilyn Bull  
Carol Helminski  
Pam Holt  
Lorrie Walker  
Sharon Conrad  
Susan Helms

DIVERSITY

Marilu Montalvo  
Rick Larson  
Ann Burton  
Irene Rodriguez

QUALITY ASSURANCE

Vicky Cassabaum  
Rick Larson  
Melissa Miles  
Artie Martin

FUTURE DEVELOPMENT

Rick Larson  
Melissa Miles  
Lorrie Walker  
Ann Burton  
Pam Holt  
Marilyn Bull  
Susan Helms  
Vicky Cassabaum  
Kerry Chausmer  
Michele Mount  
Carol Helminski

MEMBERSHIP

Melissa Miles, Leader  
Susan Quintas  
Michele Mount  
Jeanne Johnson  
Lisa Pardi  
Carole Guzzetta  
Ann Burton

CURRICULUM

Lorrie Walker  
Marilu Montalvo  
Pam Holt  
Kerry Chausmer  
Susan Helms  
Artie Martin  
Carole Guzzetta  
Vicky Cassabaum  
Sharon Conrad  
Michele Mount  
Carol Helminski  
Ann Burton

The Committees then broke out for individual committee meetings.

**Committee Breakouts:**

- Communications
- Special Needs
- Quality Assurance

Curriculum

Diversity

Quality Assurance

Certification/Re-certification

Future Development

Test Questions

### **Committee Reports:**

**Communications:** Susan Quintas reported. The Communications Committee is collecting state/local CPS program articles for future issues of the quarterly published Tech Update. Board members are asked to give Susan any information on a state CPS program they would like to have highlighted.

The Board brochure will be updated for 2005.

The Communications Committee is asking for sample criteria for Web link postings from other organizations that are represented on the Board. Please have to Susan by February 4<sup>th</sup>.

**Special Needs:** Marilyn Bull reported. The Special Needs Committee is working on criteria for instructors who teach the Special Needs curriculum. This is ongoing in collaboration with NHTSA. Resource kits containing special needs instructor information are being developed for instructors to use.

There is a Special Needs phone number (1-800-755-0912) that can be accessed to gain information on the program.

**Quality Assurance:** The Quality Assurance Committee requested the Board Committee Leaders continue to write out their minutes on the meeting form and email to Susan Quintas for records.

**Curriculum:** Holly Billie reported. The Curriculum Committee is conducting a careful review of the curriculum including Tech function, module review and overall simplification of language.

Tech Function- The Committee discussed the importance of clarifying and strengthening the role of a technician and placing the focus on the core values of education as opposed to installation. There was a motion made to put this into effect: Placing more focus on education and communication. Motion passed.

Some of the areas under review:

Look at Modules in smaller topics

Confine Modules to smaller chapters

More hands on time for classes

Role playing exercises to increase

**Diversity:** Irene reported. Working on the Spanish curriculum pilot in San Antonio. The Committee is working with SAFEKIDS to register participants in the class. Paper applications will be sent to SAFE KIDS for registration.

**Membership:** Melissa Miles reported. The Membership Committee is drafting an enhanced application process for review of new applicants. The Committee is reviewing the lengths of member terms.

**Certification/Re-Certification:** Artie Martin reported. The Committee handled 2 appeals while in Committee. SAFEKIDS is working on an achievement document of the Certification Program and posting on the Web. The document will include certification numbers and recertification numbers.

After the conclusion of Committee Reports the Board voted on 2005 Committee Leaders. The Selections are as followed:

**Committee Leader Selections:**

COMMUNICATIONS

Susan Quintas

CERTIFICATION/RE-CERTIFICATION

Artie Martin

SPECIAL NEEDS

Marilyn Bull

DIVERSITY

Marilu Montalvo

QUALITY ASSURANCE

Vicky Cassabaum

FUTURE DEVELOPMENT

Rick Larson

MEMBERSHIP

Melissa Miles

CURRICULUM

Lorrie Walker

**Key Points from Today's Meeting:**

1. Pilot class will be held in San Antonia on March 7<sup>th</sup>
2. Specials Needs phone number is 1-800-755-0912
3. Recommendation of State CPS Programs to highlight for the Tech Update, are needed.

**January 28, 2005: Day Two**

**Attendees:** Marilyn Bull, Ann Burton, Vicky Cassabaum, Kerry Chausmer, Sharon Conrad, Carole Guzzetta, Carol Helminski, Susan Helms, Pam Holt, Jeanne Johnson, Rick Larson, Artie Martin, Melissa Miles, Marilu Montavalo, Michelle Mount, Lisa Pardi, Susan Quintas, and Lorrie Walker.

**NHTSA State Report:** Ann Burton reported on the concerns of the CPS community. The following are being looked at by the CPS Board and the Certifying Body:

MAC users and testing

Recertification test options

Renewal Class communication and advertising of program

**Certifying Body Report:** Kerry Chausmer reported.

Certification Courses - 2004

Six hundred and fifteen courses were held in 49 states (all except for Rhode Island), Puerto Rico, and Guam. Six additional courses were taught in other countries: four in Germany, one in Israel and one in Italy.

Certifications

At the end of 2004, the number of certified individual rose to over 30,000, which included over 6,600 new technicians. This includes 58 Instructor Candidates, 1,318 Instructors, and 28,802 technicians.

Communication

Ten editions of the CPS Express e-newsletter have been distributed by SAFE KIDS to keep people aware of developments. This is sent to all individuals with a valid e-mail address in the certification system.

Summer/Fall editions of the Tech Update newsletter were distributed to certified individuals.

A 2004 Year in review will be available on the Board's certification website in February.

**State CPS Task Force:** Kerry Chausmer reported.

A task force is being created to identify ways for states to get special access to data for their state's needs.

Work groups in the Task Force include:

Communications

Unique Needs

Quality Assurance

Self Sufficiency

**Curriculum Issues:** Lorrie Walker Reported. The Curriculum is being evaluated on the following:

1. Chapter Reviews
  - Potential for on-line reviews
  - Re-organize the Chapter Sections
  - Suggested Activities
  - Cultural Sensitivities
2. Rule Making Changes
3. Product Changes
4. Updated Stats and Data
5. Updated Support
6. "Needs to Know" additions
7. Hands on Approach
8. Education Driven
9. Topic Specific

Susan Quintas will send copies of the Instructor Manual to all Board members for editing and review.

The Communication's Committee will meet for 2 working days surrounding the next Board meeting in New York.

**Next Meeting: June 14<sup>th</sup> and 15<sup>th</sup>, New York**