

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

**June 14 - 15, 2005
White Plains, NY**

June 14, 2005: Day One

Members Attending: Marilyn Bull, Ann Burton, Vicky Cassabaum, Kerry Chausmer, Sharon Conrad, Carole Guzzetta, Carol Helminski, Susan Helms, Pam Holt, Jeanne Johnson, Artie Martin, Melissa Miles, Marilu Montalvo, Michelle Mount, Irene Rodriquez, Susan Quintas, and Lorrie Walker.

Members Not Present: Angela Osterhuber, Rick Larson, and Lisa Pardi

Welcome: In the absence of Angela Osterhuber, Melissa Miles called the meeting to order and served as Chair.

Committee Breakouts:

Breakout Session 1

Communications
Special Needs
Quality Assurance

Breakout Session 2

Curriculum
Diversity
Membership

Breakout Session 3

Cert/Re-Cert
Future Development

Committee Reports:

Communications Committee: Susan Quintas reported for the Communications Committee. The Committee is creating a "Policies and Procedures" guide for posting links to the NCPSB Web site. This is on going project.

The Committee is also looking at ways to communicate Curriculum changes and/or updates. Some of the vehicles for this are: the Tech Update, the CPS Web site, and the CPS List serve. A Curriculum index has been created to supplement Instructor and Technician manuals along with current changes.

Susan Quintas will send the National CPS Board Brochure for edits and updates for reprinting in the future.

Curriculum Committee: Lorrie Walker reported on behalf of the Committee. The future curriculum will have a new look, and an education focus. The Curriculum Committee recommends hiring a specialist to aid with bi-lingual reading, writing, speaking and to ensure an appropriate literary level for the future Curriculum.

Once the draft revision of the Curriculum is ready, the Board plans to offer the CPS Community an opportunity to review individual chapters. A Board member will serve as a leader for each chapter and they will determine those field applicant instructors who will be on their committee to review. Reviewers must have at least 3 years experience and be currently certified. This "Call for Instructors" will be listed in the CPS Express in early 06'.

The Chair of the Board, Angela Osterhuber, will serve as the final reviewer of the curriculum.

Special Needs Committee: Marilyn Bull reported on behalf of the Committee. As discussed in previous Board meetings, Spellcast does not meet LATCH requirements. Currently, Britax is looking at creating a new Special Needs seat.

There was a survey to establish state's current needs for Special Needs car seats given to Regional NHTSA reps who distributed to their states. The survey had 106 responses, which is a low response. It is estimated that the need is significantly higher than this, roughly 750 to 900 seats annually.

The Special Needs list serve is very active. Sign up at Jhavey@clarion.org.

Quality Assurance Committee: Vicky Cassabaum reported. It came to the attention of the Committee that there is a need to set up an evaluation for instructors to assess the quality of their teaching abilities. The evaluations will be monitored at the state and local levels so that instructors can learn and improve performance. No policy decision has been made.

The CPS Express is being looked at to serve as a vehicle for including adult learning tips on teaching, and articles about improving teaching styles for Instructors. The articles will be called "Learn, Practice, Share-Educate!"

The Quality Assurance Committee also would like to address the criteria for mentors. It was brought up to have a session at Lifesavers on becoming a better mentor. It was mentioned that there should be standards to ensure maintaining quality instructors.

Diversity Committee: Marilu Montalvo reported. There is a need for qualified Spanish-speaking instructors. The Committee discussed different options to assess the qualifications of Spanish-speaking instructors for the Spanish language version of the Curriculum.

Membership: Melissa Miles reported. There was a Call of Applications listed for June 1-July 31, 2005. It will be listed in the CPS Express, CPS list serve, and thru the state CPS contacts through NHTSA regions.

The membership committee would like to develop a local press release to announce new members.

Certification and Recertification Committee: Artie Martin reported. The Committee has reviewed the 4 most missed questions on the exam. They are working to improve these questions.

The Certification Committee would like to address a situation when a technician gives out bad information to a parent at a check up event. The Committee would like attend to this situation by developing a process for a skills appeal directed at the technician.

Future Development: Due to the absence of Rick Larson, Pam Holt was named Committee Leader. When the revised Curriculum is rolled out, the Future Development Committee would like to look at simplifying the name to make it more user friendly. Several ideas were generated, and we will discuss more on Day 2.

The Committee would also like to look at ways to define the roles of a mentor in the CPS Community.

Meeting Adjourned

June 15, 2005: Day Two

Members Attending: Marilyn Bull, Ann Burton, Vicky Cassabaum, Kerry Chausmer, Sharon Conrad, Carole Guzzetta, Carol Helminski, Susan Helms, Pam Holt, Jeanne Johnson, Artie Martin, Melissa Miles, Marilu Montalvo, Michelle Mount, Irene Rodriguez, Susan Quintas, and Lorrie Walker.

Members Not Present: Angela Osterhuber, Rick Larson, and Lisa Pardi

Welcome: Serving as Chair, in the absence of Angela Osterhuber, Melissa Miles called the meeting to order.

NHTSA Headquarters Update: Carole Guzzetta reported. Currently NHTSA is updating the CPS portion of their Web site.

The (Observational) NOPUS 2004 Data has been released. The following are some of the highlights:

- Children placed in the rear seat increased from 86%-90% across all young age groups.
- Children (under 8) riding with parent buckled is up to 86% for kids also buckled
- Children riding with unbuckled parent are 50% likely to be buckled

Two state CPS assessments are being conducted. These are for Missouri and Michigan.

NHTSA will link to Safe Kids for the technician list.

(At this time there was a vote to include a component to evaluate language proficiency of an instructor for the Spanish language Curriculum.)

NHTSA Regional Update: Ann Burton reported on the current questions that the CPS community has concerns about. Fees and PES concerns were brought to the attention of the National Safe Kids Campaign.

State CPS Liaison Task Force Update: Kerry Chausmer reported on behalf of Safe Kids. The State CPS Liaison Task Force is working on ways that states can support the Certifying Body and vice versa.

The Task Force was divided into 4 groups:

- Quality Assurance
- Unique Needs
- Self Sufficiency
- Communications

Future Development Branding/Marketing Brainstorm:

As reported in Day One of the CPS Board meeting by the Future Development Committee, the discussion continued to clarify the name of the CPS program to reflect a more user-friendly title. The Board brainstormed names.

A Motion was made to recommend to NHTSA that the National Standardized Child Passenger Safety Training and Certification Program be changed to the National Child Passenger Safety Program. Motion Passed.

Unfinished Business: Melissa Miles reviewed the unfinished business from the Washington, D.C. meeting.

Next Meeting: St Louis, November 2 and 3.

Meeting Adjourned