

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

JANUARY 25 – 26, 2006
WASHINGTON, DC

January 25, 2006: Day One

Members Attending: Kristen Allen, Marilyn Bull, Ann Burton, Vicky Cassebaum, Sharon Conrad, Kerry Chausmer, Carole Guzzetta, Carol Helminski, Yvonne Holguin-Duran, Pam Holt, Jeanne Johnson, Marilu Montalvo, Michele Mount, Angela Osterhuber, Lisa Pardi, Susan Quintas, Lorrie Walker.

Members Not Present: Susan Helms, Artie Martin, Melissa Miles, Irene Rodriguez.

New Members Present: Sharon Bilbrey, Emilie Crowne, Yvonne Holguin-Duran, Paul Rizzo, Deb Trombley.

Welcome and Introductions: Angela Osterhuber, outgoing Chair, welcomed the Board. Outgoing and new Board members introduced themselves.

New Member Orientation and Committee Overview: All Committee Chairs reported on the objectives and status of their committees to give new Board members perspective and background on recent and past projects and future goals of the committees. Each new member received a copy of the Board Orientation Manual.

Term Length: At the previous meeting the Board decided that new Board terms will be 3 years, starting with new Board members in 2007. Options were discussed for the roll in, and the issue was diverted to the Membership Committee. The Membership Committee will present a proposal at the May meeting.

Certification Minimum Age: A motion passed for the minimum age requirement for CPS Certification. Minimum age must be 18 or older at the time the course starts. This will take effect on March 1, 2006. Information will be posted on the Board website.

Board Chair and Co-Chair Nominations: New Board leadership was nominated and accepted through a vote. Pam Holt will serve as Chair of the Board and Michelle Mount as Co-Chair of the Board through 2007.

Committee Leader Selections: The Committee leaders for 2006 are:
Certification/Re-Certification – Artie Martin
Communications – Deb Trombley

Curriculum – Lorrie Walker

Task Force on Future Development – Sharon Bilbrey and Yvonne Holguin-Duran

Task Force on Special Needs – Marilyn Bull

Task Force on Diversity – Marilu Montalvo

Membership – Michele Mount

Quality Assurance – Vicky Cassabaum

Meeting Adjourned

The Board meeting adjourned at 2:00 p.m. and the Curriculum Committee met for the remainder of the afternoon.

January 26, 2006: Day Two

Members Attending: Kristen Allen, Marilyn Bull, Vicky Cassebaum, Sharon Conrad, Kerry Chausmer, Emilie Crowne, Carole Guzzetta, Carol Helminski, Pam Holt, Jeanne Johnson, Marilu Montalvo, Michele Mount, Angela Osterhuber, Paul Rizzo, Deb Trombley, Lorrie Walker.

Members Not Present: Artie Martin

NHTSA National Update: Carole Guzzetta reported that guidelines for SAFETEA-LU Section 2011 funds for CPS will be listed in the Federal Register when they are available (update: they were published in the Tuesday, January 31 edition of the Federal Register). While NHTSA wrote guidelines to allow for as many states as possible to apply, the guidelines must follow what Congress wrote, for example, the Anton's Law Section 3 language about 65 lbs. Some states may not currently be eligible, but applications are due in July which gives states the opportunity to make changes prior to applying. NHTSA would be willing to look at state legislation to give feedback.

President Bush has nominated a new administrator for NHTSA, Nicole Nason. She now goes before Congress for approval.

CPS Week: NHTSA's 2006 CPS Week campaign materials and promotional planner are available online at NHTSA's website.

AAA is working with CHoP on materials. AAA's press conference will cover booster seats. The most effective way to encourage parents to use seats is education combined with an incentive (coupon, etc) to purchase booster seats.

The Ad Council website has a variety of CPS Week print, radio and TV ads. Let people know the materials are available.

There was discussion about product cross-marketing and branding for booster seats, such as Cinderella and NASCAR. Different brand images would appeal to girls and boys; there is a need for promotional opportunities to accommodate this difference.

Certifying Body Update: The contract with Westover Consultants for the curriculum update was explained, including the role that Westover and curriculum development specialist Delora Shedrick would serve. Delora will assist with literacy level, repetition, consistency and conciseness issues.

Committee Membership: The 2006 Board members selected the committees on which they will serve. Committee membership is as follows:

Certification/Re-Certification Committee

Artie Martin, Leader
Kristen Allen
Kerry Chausmer
Emilie Crown
Carole Guzzetta

Communications Committee

Deb Trombley, Leader
Carole Guzzetta
Yvonne Holguin-Duran
Jeanne Johnson
Michele Mount

Curriculum

Lorrie Walker, Leader
Kristen Allen
Sharon Bilbrey
Marilyn Bull
Vicky Cassabaum
Kerry Chausmer
Sharon Conrad
Emilie Crown
Carole Guzzetta
Carol Helminski
Yvonne Holguin-Duran
Pam Holt
Jeanne Johnson
Artie Martin
Marilu Montalvo
Michele Mount
Paul Rizzo
Deb Trombley

Curriculum Committee Task Force on
Future Development

Sharon Bilbrey, Co-Leader
Yvonne Holguin-Duran, Co-Leader
Marilyn Bull
Vicky Cassabaum
Sharon Conrad
Carol Helminski
Jeanne Johnson
Marilu Montalvo
Deb Trombley
Lorrie Walker

Curriculum Committee Task Force on
Special Needs

Marilyn Bull, Leader
Sharon Bilbrey
Sharon Conrad
Emilie Crown
Carol Helminski

Curriculum Committee Task Force on
Diversity

Marilu Montalvo, Leader

Marilyn Bull

Kerry Chausmer

Sharon Conrad

Yvonne Holguin-Duran

Lorrie Walker

The committees broke out for individual committee meetings.

Committee Breakouts #1

Communication

Special Needs

Quality Assurance

Committee Breakouts #2

Diversity

Membership

Committee Breakouts #3

Certification/Recertification

Future Development

Committee Reports to the Board:

Communications: Deb Trombley reported. Ideas were brainstormed to increase the visibility of the Board, help people to understand what the Board does, and create opportunities for people to meet Board members and get to know them:

- A press release announcing new Board members will be issued.
- Include information about the Board in a congratulations letter that new technicians receive.
- Hold a "Q&A" with the Board at Lifesavers in April in Austin, TX.
- The training brochure will be updated when curriculum update is finished.
- We will also plan to include an open letter from the Board in the new curriculum book.

Special Needs: Dr. Marilyn Bull reported. Dr. Bull will document and make a recommendation regarding length of Angel Guard specifications. There have been concerns that they are so short that children cannot fit. The length fits but weight doesn't meet the requirement.

Also, terminology is needed for Medicaid approval for special needs seat. Dr. Bull will ask states what works for them.

There was a question regarding whether there will be enough instructors available for special needs certification to meet the demand. It's necessary to review the response and assess possible criteria modification.

Quality Assurance: Vicky Cassabaum reported. Regarding policies/procedures, current bylaws state that policies implemented by the certifying body must be reviewed by QA committee. There was discussion as to whether we really have any control over their operating procedures and do we need to review the policies specific to cert/recert operations. Will look at bylaw and seek clarification.

The committee would like to see the rollout of new curriculum to include one day of instructor enhancement training. NHTSA will review options.

Membership: Michele Mount reported. The application deadline will be February 24 for two available injury prevention/public health positions and the insurance position. The current phrasing for the injury prevention position could mislead people to think the positions are only for people from state agencies. The description should be changed to "organization with statewide reach" to more accurately describe the position.

Certification/Recertification: Kerry Chausmer reported. There were no appeals to discuss. Kerry will forward the appeals process and form to all members.

There was a request to process a person from two years ago who never registered or certified. But registration is required on day #1. The Board voted on this issue: Special exceptions will be addressed by written request up to 60 days of course end date. Unanimously approved by the Board.

The certification/recertification process will be evaluated and addressed while work progresses on the new curriculum.

Future Development: Sharon Bilbrey and Yvonne Holguin-Duran reported. Issues regarding defining and building self-sufficiency of a community were discussed. This task force will be responsible for setting a strategic plan for roll-out and communication when the curriculum update is complete. Discussed development of goals and a strategic plan.

Next Meeting Dates:

The Curriculum Committee will meet February 28-March 1 in Washington DC.

Dates were set for remainder of 2006:

May 30-31 (Curriculum) & June 1-2 (Board) – Washington DC

August 21-24 – Location TBD

December 4-7 – Deerfield Beach, Florida

Dates were also set for 2007. Locations are yet to be determined.

January 31-February 2, 2007

June 4-6, 2007

October 1-3, 2007

Adjournment

The meeting adjourned at 1:05 p.m.