

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

October 1-2, 2007
Branson, MO

October 1, 2007 – Day One

Members Attending: Kristen Allen, Sharon Bilbrey, Janet Brooks, Marilyn Bull, Kerry Chausmer, Emilie Crown, Carole Guzzetta, Lori Haskett, Carol Helminski, Pam Holt, Mike James, Michele Mount, Paul Rizzo, Deb Trombley, Thomas Vilt, Lorrie Walker, Eleanor Walters

Members Not Present: Robert Dallas, Artie Martin, Tim Murphy, Wanda Vazquez

Guest Present: Bill Hall, University of North Carolina

Welcome and Introductions: Pam Holt welcomed the Board.

Certifying Body Report: Kerry Chausmer reported. Technicians are recertifying at 50% rate in 2007 compared to 35% last year. Technicians can get half of their CEUs on the Board website for free, which is a great service provided by the Board.

Kerry also notes that test data is showing the average test score for the new curriculum is only 1.2% higher than the old curriculum test. The median test score is nearly the same. So the new test doesn't appear to be significantly easier.

NHTSA Report: Carole Guzzetta reported. NHTSA released the National Survey on Use of Booster Seats in August. This was the agency's first estimate of booster seat use in the U.S. based on face to face interviews combined with the observation of children in vehicles. 41% of 4-7 year old children were restrained in boosters and 9% were found to be unrestrained. More information on the report can be found on NHTSA's website.

During Child Passenger Safety Week in September, there were many events. Does the "Seat Check Saturday" concept work well? It was suggested that NHTSA publish the dates one year in advance for planning around events that have long advance planning timeframe. Another suggestion was to hold not just infant and toddler child restraint checks, but also checks and events for older children such as boosters and seat belts. In addition, holding the Seat Check Saturday on the Saturday before CPS Week begins can present a better media opportunity than the Saturday at the end of the week. It also would be helpful to have daily event ideas in the media planner. We should promote the NHTSA media planner on the CPS Board website and link directly to the planner. CPS Week 2008 is scheduled for September 21-27, 2008.

Technician Renewal Course: Carole Guzzetta reported. NHTSA has a cooperative agreement with the University of North Carolina to update the technician renewal course. Suggestions are needed for revision and improving format of the renewal course.

The Board discussed strengthening the content in the renewal course to address concerns that technicians are equipped with the knowledge and skills they need when they complete the course. There was a suggestion to clearly describe the course content so it is clear for whom the renewal course is designed.

The Board also discussed pricing as an incentive to not let certification expire and to ensure students are committed to the course. Any increase in price could be in the local fee, **not the national fee.**

The renewal course content would include:

- Clarifying content that is different from previous renewal course – learn, practice, explain
- The 4 Steps – forward, rear, booster, seat belts
- LATCH
- Knowing best practices
- More challenging skills test
- Written test for knowledge
- Misuse recognition and correction
- Height/weight limits

In addition, renewal course students should also have a copy of the 2007 Certification student manual.

On a related note, Board members are hearing an ongoing issue from the field regarding why recertification is needed.

ACTION ITEM – Write a Board statement regarding why technicians need to be recertified, including quality assurance and continuing education benefits of the recertification process. The communication should also explain why technicians need to go through Safe Kids Worldwide to get recertified. Safe Kids Worldwide is the certifying body.

Curriculum Feedback to/from the Field: Lorrie Walker led discussion by asking the Board what concerns and errors have they heard from the field. Much discussion revolved around combining hands-on exercises, as many instructors are choosing to combine the in-vehicle skills tests for Chapters 4 and 5. However some instructors are thinking that they cannot bundle exercises, and while instructors should not teach content out of order or add and delete content, they can bundle exercises if the course flows better. Bill Hall suggested providing some information sharing so instructors can learn what others have done.

Lorrie and Kerry had previously solicited feedback from the field, and brought that information with them. During the Board meeting, they would like to make corrections to the manual so Bill Hall can leave with the final error corrections. The Board discussed several options to provide the replacement pages to instructors: on Board website, reprinting the manual, printing corrected pages in different color or with a logo identifying the pages as corrections.

Board's Role in Communications: As part of the Board's purpose in instructor development; should the Board serve a role to help instructors with follow-up with technicians? Emilie shared an idea she heard at KIM for instructors to share ideas, hints, helpful forms and tools. Tools could include organizational forms and other documents to assist with course administration. Can the Board provide a mechanism to share these resources among instructors? For example, an instructor could submit a resource, the Board could review it and post it on the Board website's instructor download page.

ACTION ITEM: Deb will draft criteria for resources to be submitted to the Board for posting on the Board website.

Working Lunch - Technician Recognition Campaign Update: Bill Hall showed the Technician Recognition website to the Board. Board members provided feedback for edits and minor changes.

Committee Breakouts #1: Future Development did not meet. Quality Assurance and Certification/Recertification met.

Committee Breakouts #2: Communications and Diversity met.

Committee Breakouts #3: Membership and Special Needs met.

Board Business: The current Chair and Vice Chair terms end at the January Board meeting and a new Chair and Vice Chair will take their leadership positions on the second day of the January Board meeting. Deb Trombley explained the Chair and Vice Chair nomination procedure.

Kerry proposed one-year terms for the Vice Chair and Chair, where the Vice Chair would graduate into the Chair position. The discussion was tabled for now and will continue tomorrow.

Code of Ethical Conduct: Kerry Chausmer led discussion regarding adopting a Code of Ethical Conduct for technicians. Janet made a motion that we should adopt this Code of Ethical Conduct. Mike seconded it. Kristen will make revisions based on discussion. Janet will resubmit her motion after revisions made. Tabled discussion until tomorrow.

Adjourned at 4:32 p.m.

October 2, 2007 – Day Two

Committee Reports, Discussion, Votes

Certification/Recertification: Kerry reported for Artie Martin. Two appeals were discussed and resolved. Actions were identified. One appeal had the state CPS training contact participate in the committee discussion by phone.

Communications: Deb Trombley reported that the committee and Bill Hall will set up a process for downloads for instructors on the Board website. A description will be written to inform instructors of what is appropriate resource for the Board website. The committee will work with Bill to get this feature on the website in November.

Bill Hall shared website statistics. CEUs pages are among the most popular. Kerry suggested that CEUs should only be available for the last two years of Tech Update as of current date (eg, within current recertification cycle).

The Board discussed the website's email invite list. It was noted the current number of 4,000+ registered is pretty low number considering all CPSTs. Kerry suggested sending an "invite your friends" email to everyone registered on Board site. It is important to register as many technicians as possible because this email list is a valuable communication tool for the Board and for technicians to keep technicians informed of new developments.

Diversity: Kristen reported for Wanda. The committee reviewed the child restraint line art drawings. Kerry will send the disclaimer statement to Alan Korn to be sure the legal

language is appropriate. The committee will write a statement describing the purpose of line art drawing. The Board will be building a library of drawings in many languages. Make this a flagship item on the instructor resources page. Lorrie suggested advertising to the whole CPS community that this is available and we're looking for CPSTs to translate in various languages.

Future Development: Sharon reported. The committee did not meet because it has been working with Communications on the Technician Recognition website.

Membership: Michele reported. The committee met twice during the Board meeting. There are five open Board positions and the committee is in the final stages of selecting candidates. Phone interviews set for next Tuesday and then the committee will check references for the final five candidates.

Pam questioned whether Board members can serve as a reference. If Board members can fairly serve as a reference, they may do so.

Some Board members would like to know who all the candidates are. Michele will provide a list of all candidates to Board members, including those not selected, after the vote.

Quality Assurance: Kristen reported. Kristen and Emilie reviewed changes made to the Code of Ethical Conduct as a result of yesterday's discussion. Janet moves and Mike seconds to adopt the Code of Ethical Conduct per yesterday's discussion. The document will be posted on the Board website, shared via CPS Express and elsewhere on certification website including the course registration page. It will be added to the student manual. It could be sent with the "welcome" letter that Kerry sends. Suggest that instructors use it as a handout.

Bill Hall suggested that someone adjust the literacy level of the document to be consistent with the level of the curriculum. Kristen will send it to her NHTSA Region media representative to review for literacy level.

Janet's motion still stands to approve the document with minor edits. We can do an online vote when the document is complete.

Board Business: Janet raised the discussion point regarding Vice Chair graduating to Chair with each position serving one-year terms, but discussion remained tabled. As the Board discussed voting and leadership transition issues, the Board realized that if voting for Vice Chair and Chair occur on the first day of the January Board meeting, many votes will be cast by new members who have not worked with the Vice Chair and Chair candidates. To ensure an informed vote, should the current Board membership decide the next term's leadership? The Board proposed to change the Nomination Procedure Bylaws to (new language underlined):

Section 5.07 Officer Nominations:

Candidates eligible for the positions of Chairperson and Vice-Chairperson will be identified by the Secretariat of the Board by the first Friday in September. It is the eligible candidate's responsibility to confirm placement on the ballot with the Secretariat in writing by the second Friday of October of the outgoing Officer's term. Also by the second Friday of October, candidates will submit a statement of interest and qualifications to the Secretariat.

Section 5.08 Officer Elections

The Secretariat will distribute the Officer ballot to the Board by the last Friday of October for a vote to be completed by the second Friday of November. This vote may be conducted electronically. The outgoing Chairperson sets the agenda for the first meeting of the new term and serves as Chairperson on Day 1. The new Chairperson serves beginning on Day 2 until the end of the term. Election shall be by majority vote of the Board and shall be conducted by secret ballot, with the votes tallied and announced by the Secretariat.

Deb will follow-up after the Board meeting via email with this language for the Board's review and she will conduct a SurveyMonkey vote for Board approval of the Bylaw change.

Next Board Meeting:

January 31-February 1, 2008 in Washington DC, hosted at NHTSA's new headquarters.

Meeting adjourned at 11:19 a.m.