

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

January 31-February 1, 2008
Washington, DC

January 31 – Day One

Members Attending: Kristen Allen, Janet Brooks, Marilyn Bull, Sherri Cannon, Kerry Chausmer, Emilie Crown, Bob Dallas, Amy Edwards, Carole Guzzetta, Lori Haskett, Carol Helminski, Pam Holt, Mike James, Tim Murphy, Deb Trombley, Wanda Vazquez, Tom Vilt, Lorrie Walker, Bob Wall, Lynn Ware

Members Not Present: Sharon Bilbrey, Tracey Hewitt, Artie Martin, Michele Mount, Paul Rizzo, Eleanor Walters

Guest(s) Present: J.J. Current, Certification Coordinator, Safe Kids Worldwide

Welcome and Introductions: Pam Holt welcomed new members with terms beginning January 1, 2008 to the Board and led introductions around the table. This was a transition meeting where traditionally a mix of outgoing, new and continuing members attend the meeting to ease the membership, leadership and committee transitions.

Certifying Body Report: Kerry Chausmer reported that the recertification rate increased from 35% in 2006 to 50% in 2007. The increase is due to the new recertification process of online test and CEUs, and due to state and regional coordinators who are using databases for communications and reminders to technicians. Kerry noted that in 2007 a maximum 70% recertification rate was possible, because 30% of technicians did not plan to pursue recertification. State CPS coordinators are welcome to ask Kerry for the recertification percentages for their state.

Safe Kids Worldwide has hired a part-time auditor to provide a measure of quality assurance with the new CEU requirements in place. Audits will be done on a randomly-selected basis. The goal is one year from now, everyone should know of someone who has been audited.

Questions were raised about needing direction on the use of tech assistants in classes. An article will be in an upcoming CPS Express to clarify tech assistant, also known as course assistant, role. The QA committee task will be to clarify the role.

NHTSA Report: Carole Guzzetta reported on this week's release of NHTSA's 5-Star Ease of Use Ratings. Board members discussed how the media may report on the ratings. It's important for all of us to promote the message regarding child restraints - they are all safe, and the stars are *ease of use ratings*, not safety ratings.

Carole reported on the status of the 2007 curriculum corrected pages. New CDs & a package of new pages will be mailed to all instructors no later than March. All region and state coordinators will also receive a copy of the corrected pages and CDs.

Regarding other occupant protection for children curriculums currently under revision, the renewal course should be available in the Spring. The school bus curriculum initial printing will be available for a conference in March. The OP KIDS awareness courses will soon be undergoing updates. NHTSA will develop a one-day awareness course with a separate module for specific audiences such as law enforcement, nurses, fire and rescue, child care, etc.

Board Orientation & Board Policies and Procedures: Committee leaders described the work of their committees, time commitment and some expected tasks for 2008. The Board identified committees in need of new leaders.

Committee Sign-Ups: After Orientation, Board members signed up for committees on which they want to serve.

CURRICULUM

Leader: Lorrie Walker
Marilyn Bull
Kerry Chausmer
Carole Guzzetta
Tim Murphy
Wanda Vazquez
Tom Vilt
Bob Wall

CERTIFICATION/RECERTIFICATION

Leader: Artie Martin
Kerry Chausmer
Amy Edwards
Carole Guzzetta
Carol Helminski
Bob Wall
Lynn Ware

COMMUNICATION

Leader: Deb Trombley
Janet Brooks
Sherri Cannon
Bob Dallas
Tracey Hewitt
Mike James

DIVERSITY

Leader: Wanda Vazquez
Marilyn Bull
Tracey Hewitt
Mike James
Tom Vilt
Lorrie Walker

FUTURE DEVELOPMENT

Leader: Bob Wall
Bob Dallas
Carole Guzzetta

MEMBERSHIP

Leader: Mike James
Sherri Cannon
Amy Edwards
Carol Helminski
Deb Trombley
Lorrie Walker
Lynn Ware

QUALITY ASSURANCE

Leader: Janet Brooks
Sherri Cannon
Tim Murphy

SPECIAL NEEDS

Leader: Marilyn Bull
Janet Brooks
Tim Murphy
Tom Vilt

Committee Meeting Breakout #1

Certification/Recertification, Diversity and Quality Assurance met.

2007 Board Members Recognition & Leadership Transition

The Board recognized outgoing members Kristen Allen, Sharon Bilbrey, Emilie Crown, Lori Haskett, Pam Holt, Paul Rizzo and Eleanor Walters for their significant service to the Board, the child passenger safety community and the certification curriculum. They were presented with plaques to honor their contribution. In addition, Pam Holt was recognized for her outstanding leadership as Chair of the Board for the past two years.

Michele Mount was recognized as incoming Board Chair and Mike James as incoming Board Vice Chair, whose two-year terms leading the Board begin on Day Two. In Michele's absence, Mike will lead the meeting on Day Two.

Day 1 Adjourned at 4:35 p.m.

February 1, 2008 – Day Two

Members Attending: Janet Brooks, Marilyn Bull, Sherri Cannon, Kerry Chausmer, Bob Dallas, Amy Edwards, Carole Guzzetta, Carol Helminski, Mike James, Tim Murphy, Deb Trombley, Wanda Vazquez, Tom Vilt, Lorrie Walker, Bob Wall, Lynn Ware

Members Not Present: Tracey Hewitt, Artie Martin, Michele Mount

Committee Meeting Breakouts #2

Curriculum and Communications met.

Committee Meeting Breakouts #3

Membership, Special Needs and Future Development met.

Committee Leaders Vote: Janet Brooks was voted as Quality Assurance Leader and Bob Wall was voted as Future Development Leader.

Committee Reports & Discussion:

Curriculum: Lorrie Walker reported. The committee discussed comments from the field including course assistant role clarification. Kerry will provide a 1-page course assistance clarification document to be available at the Safe Kids Worldwide booth at Lifesavers.

Regarding the clicker system, some instructors think it is required to teach class. Fact that it is not required needs to be communicated.

On Board website, add an instructor tools section. This section should include information such as guidance on bundling curriculum hands-on activities when teaching, include advantages and disadvantages of combining some hands-on activities.

Certification/Recertification: Kerry Chausmer reported. There were no appeals. The recommendation regarding an appeal is to always try to resolve the issue locally first.

Regarding the renewal course, an email will soon be sent to instructors asking for ideas for the renewal test. The renewal course should be available in the spring.

Communication: Deb Trombley reported. A Request for Proposals for Tech Update was released in January and the deadline for proposals is February 15. The Communications Committee will develop scoring for review. Communications Committee members will review proposals for a final recommendation, and Kerry Chausmer and Lorrie Walker will also participate in this review.

Bill Hall will contact new Board members about access to Restricted areas of the Board website, and outgoing Board members will no longer have access to the Restricted areas.

Diversity: Wanda Vazquez reported. Line drawings of child restraints are ready to post on the Board website, then volunteers can translate the terms into various languages.

A concern of the Diversity Committee is that Spanish speaking instructors do not have a resource for them to teach the updated curriculum in their language. The Board discussed the issue of funding needed to translate the curriculum. In addition, there are funding issues with getting Spanish-speaking instructors to teach a curriculum available in Spanish. The Board discussed questions of certification and recertification support being English-based and most events and materials for earning CEUs are English based. The Board will be providing some translated tools for CPSTs to use in other languages.

Future Development: Carole Guzzetta reported. The committee worked to define the purpose of Future Development and develop a committee-level mission statement to communicate how to add value to the Board. Lorrie Walker provided historical background of how the committee developed, which was to help provide short courses to supplement the larger curriculum. The committee recommended keeping the Technician Recognition website running year-round. At Lifesavers, show people the Technician Recognition website and promote it. Encourage state coordinators to think about rewarding and recognizing technicians within their states.

Membership: Mike James reported. The committee discussed the lack of an insurance position on the Board. The committee strategized how to cultivate insurance and risk management representatives to serve on the Board during the next member application cycle. Safe Kids Worldwide could do an online survey to identify technicians who are from insurance companies, including health and vehicle insurance representatives.

The Board discussed how to help Board members who represent national constituencies to communicate with those constituencies. After meetings, Deb will provide a summary of Board meeting outcomes in addition to the minutes, so national nursing, law enforcement, GHSA and other national constituency representatives can take the information to their organizations. Deb will provide Kerry with a paragraph for CPS Express on the Board representatives who serve as contacts for specific audiences nationwide.

Quality Assurance: Janet Brooks reported. The committee discussed the terms occupant protection for children "OPC" and child passenger safety "CPS". NHTSA is beginning to use the phrase, occupant protection for children, to encompass protecting children throughout all four steps. The committee discussed the impact of this on the Board, and the curriculum and communications that the Board advises. It was noted that "occupant protection" is not the best term for the general public, that it is a term for professionals in the field.

The National Law Enforcement position needs to be revised in the Bylaws because there is no truly national law enforcement position, thus there are no candidates for this role. Deb will recommend a bylaw language change to reflect that the Board wants a candidate with access to national reach to law enforcement audience. She will email language to the Board along with online discussion and SurveyMonkey vote.

Special Needs: Dr. Bull reported on special needs developments at national level. There is an American Academy of Pediatrics proposed resolution to address ambulance transport for children, and also an Association for the Advancement of Automotive Medicine submitted item regarding ambulance transport of newborns. It would be helpful to have a communication from the Board regarding occupant protection for children training and provision of resources to hospitals. This is an action item for the Special Needs Committee to write and present at the September Board meeting. Dr. Bull suggested exploring reframing the issue to focus on liabilities if hospitals do not have a policy. There was discussion of a resolution from the Board, however the Board does not serve to make resolutions.

The Special Needs Committee perceived a need for enhanced emphasis on hospital child passenger safety discharge policies and the Board recognizes collaboration on the effort underway to influence hospital child passenger safety policies.

Open Forum Discussion: Mike James led discussion for open business items.

Kerry Chausmer encouraged Board members to visit the Certification booth at Lifesavers during breaks and lunch.

Jennifer Ryan from AAA visited to share a materials kit for physicians to discuss child passenger safety with parents. AAA clubs will be distributing the kit in their territories. The discussion about the kit raised the issue that the seatcheck.org site should be updated and linked to the Safe Kids Worldwide database for finding technicians and inspection stations.

Next Board Meetings:
September 29-30, 2008 in Dallas, Texas

January 29-30, 2009 location to be determined.

Meeting adjourned at 1:22 p.m.