

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

September 29-30, 2008  
Dallas, TX

## **September 29 – Day One**

**Members Attending:** Janet Brooks, Kerry Chausmer, Dr. Marilyn Bull, Sherri Cannon, Amy Edwards, Carole Guzzetta, Carol Helminski, Tracey Hewitt, Mike James, Jeanne Johnson, Michele Mount, Tim Murphy, Deb Trombley, Lorrie Walker, Bob Wall, Lynn Ware

**Members Not Present:** Tom Vilt, Wanda Vazquez

**Guest(s) Present:** Frank Marrero, NHTSA Region 6, CPS Regional Program Manager

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### **Welcome and Introductions:**

Michele Mount informed the Board that Artie Martin resigned from her Board position as Vehicle Manufacturer representative, due to her recent retirement from General Motors.

Jeanne Johnson has returned to the Board as Governor's Highway Safety Association representative.

### **Certifying Body Report**

Kerry Chausmer reported that the 2008 recertification rate is about 40%. Kerry notes that a survey showed that one-third of technicians never intended to recertify.

Members requested that state coordinators be notified of new registration language on the Safe Kids Worldwide certification website. The language was added to maintain the integrity of the certification program. It is located at <http://www.safekids.org/certification/certification/registration.html>:

*To pass the course, technician candidates must participate in a community check up event with families and children. If there is any reason you are unable to meet this requirement, legal or otherwise, do not continue with the registration process. You are ineligible to become a certified passenger safety technician. No refunds will be provided.*

Kerry reported that, by field request, the course information now lists every member of the instructor team.

The Quality Assurance Specialist has completed four course audits in person. She is also doing desk audits, which are paperwork only. Board members are encouraged to promote proper Policies and Procedures.

Board members expressed interest in viewing how the revised curriculum is working, as a quality assurance function. This type of Board member visit would be an "observation" rather than an "audit." Kerry can include a note specifying this in an upcoming CPS Express.

Instructors may request course audits.

### **NHTSA Report**

Carole Guzzetta reported that NHTSA has a new Acting Administrator, David Kelly. The next issue of Tech Update will include a message from him.

Each state CPS coordinator recently received a set of Classroom Performance System "clickers." NSC will work with NHTSA to follow-up with states to be sure they received the shipments and to inform them of online trainings on using the clickers.

NHTSA will have public information on non-traffic incidents and children available by November 28<sup>th</sup>.

NHTSA is working with a contractor to develop a community outreach toolkit to help make it easy for CPS Technicians to give presentations and do other community outreach to parents and families. The Board and NHTSA regions recently reviewed and commented on a plan to develop and implement the toolkit.

Sherri Cannon reported on behalf of NHTSA Regions. There is an issue with the inspection stations on the website being out of date. Sherri is working with NHTSA to have inspection stations sign up online and when certification expires, and they must reaffirm whether they want to remain an inspection station.

### **NSC Report**

Deb Trombley reported on recent CPS tasks coordinated by NSC. A new issue of Tech Update was posted online in August. A contest has been implemented to increase readership of Tech Update.

Deb is teaming up with Wanda Vazquez and coordinators in five states to increase the number of classes where Spanish-speaking instructors are available to clarify English for bilingual students. The courses will be taught in English, however instructors are available to help in Spanish if needed. The goal is to increase the number of Spanish-speaking technicians and instructors.

The Board discussed clicker training and outreach needs. eInstruction advised that a set of questions be available for instructors to use. Board feedback showed that programming can be difficult for first-time users. eInstruction will do a series of 12 monthly webinars to train instructors. Several Board members volunteered to join Deb in discussions with eInstruction to design these trainings. Benefits of using the clickers will be listed on [cpsboard.org](http://cpsboard.org).

### **Board Role and Mission**

Michele Mount led a discussion of the Board's future role in CPS. Board committees will explore the following issues: Cert/Recert Committee will explore technician retention and instructor recertification. Cert/Recert and Curriculum will work on "failure to launch" issues. Curriculum will work on instructor development.

Michele Mount will assign Board members to states to serve as Board Liaisons for the states, a resource that was useful during the curriculum revision.

The Board will conduct committee work between Board meetings, and the Board will meet more often via webinar and less meetings in person. Individual committees may meet in person separately if necessary.

**Committee Breakouts #1**

Certification/Recertification  
Diversity  
Quality Assurance

**Committee Breakouts #2**

Curriculum  
Communications

**Committee Breakouts #3**

Membership  
Special Needs  
Future Development

**Board Business**

Michele Mount led a discussion. The Board will refocus on the Technician Recognition website, and promote it to provide tools to states for celebrating and thanking technicians. It should be promoted during CPS Week and during CPS-related anniversaries.

**Committee Report – Cert/Recert**

The committee needs a new leader due to Artie Martin's resignation. Jeannie Johnson nominated Bob Wall. Janet Brooks seconded the motion. Bob Wall is named Cert/Recert Leader.

Kerry Chausmer reported. The committee reconfirmed that it is appropriate for 18 to be the minimum age to be a CPS Technician. The committee reconfirmed that CEUs must be for technical content only.

Kerry made a motion on behalf of the committee to support that lead instructors should be eligible to receive up to 10 teaching hours for serving as lead instructors. Jeannie Johnson seconded the motion. Motion carries. The Certifying Body has examined phasing out observing a course to earn CEUs as of June 1, 2009. Kerry proposed a motion in support of this. Lynn Ware seconded. The motion setting this date was passed.

The committee noted that recertification CEUs are the bare minimum of ongoing learning and technicians should be encouraged to take ongoing education even if it isn't eligible for CEUs.

**Committee Report – Membership**

Mike James reported. The committee conducted three phone interviews with Board candidates during its meeting. The Selection Subcommittee chose Kathleen Studnicka for CPS Advocate and Diana Dias from AAA Southern New England for Injury Prevention/Public Health. The Board will vote on Day 2.

**Committee Report – Diversity**

Mike James reported. Wanda Vazquez recently helped teach a class in Indiana where she was available for Spanish translation and clarification, and all 8 bilingual students passed. This class provided lessons for the plan that Wanda and Deb are creating to do similar classes in more states.

The Board suggested that the child restraint graphic be posted on the Board website as a blank template and the Diversity committee ask people to send translations. Thus far the committee has received five translations.

Day 1 Adjourned at 5:00 p.m.

**September 30 – Day Two**

**Members Attending:** Janet Brooks, Kerry Chausmer, Dr. Marilyn Bull, Sherri Cannon, Amy Edwards, Carole Guzzetta, Carol Helminski, Tracey Hewitt, Mike James, Jeanne Johnson, Michele Mount, Tim Murphy, Deb Trombley, Lorrie Walker, Bob Wall, Lynn Ware

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**Committee Report – Quality Assurance and Cert/Recert**

These committees met together. CPS Express will include an article notifying instructors that if they serve as a Lead Instructor, they will get up to 10 teaching hours.

**Committee Report -- Special Needs**

Dr. Bull reported. She congratulated Kerry for the "Find A Tech" feature on the Certifying Body website which now includes identification of technicians who took Special Needs training.

**Committee Report -- Curriculum**

Lorrie Walker reported that the committee reviewed questions it received regarding issues for potential changes and edits in the curriculum.

**Committee Report -- Membership**

On behalf of the membership committee, Mike James proposed a motion that Diana Dias be invited to the Injury Prevention/Public Health position and Kathleen Studnicki be invited to serve as CPS Advocate. Lynn seconded the motion. Approved through a full Board vote. Deb Trombley will inform NHTSA Regions of the accepted candidates.

Artie Martin is communicating with the Alliance of Automotive Manufacturers to name a replacement for the Vehicle Manufacturer position.

**Committee Report -- Communications**

Deb Trombley reported. The Committee brainstormed topics to recommend for future articles in Tech Update. The Board concurred with the topics.

**New Business**

Kerry Chausmer conducted a demo of the Classroom Performance System clickers.

TSI is developing a 2.5 day course to help instructors become better instructors and the Board will help promote it to the states.

Dr. Bull would like Board feedback on the Tethers for Tots education document. This document will be forwarded to the Board.

The Board discussed, should hands-on exercises in cars be done in the one-day awareness class that NHTSA is in the process of developing? The Board recommended that there could be a demonstration of installation, but the students shouldn't be hands-on installing child restraints because the one-day awareness class doesn't equip them with the skills to do proper installation.

**Next Board Meetings:**

Thursday, January 29, 1-4 p.m. EST, via webinar

Tuesday, June 16, 12-5:00 p.m. EDT and Wednesday, June 17, 8:30 a.m.-4:00 p.m. EDT, in Tampa, Florida

Bob Wall motioned that the meeting adjourn, Mike James seconded. Adjourned at 11:28 a.m.