

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

January 29, 2009  
Webinar Conference Call

*January 29, 2009*

**Members Attending:** Barbara Birkenshaw, Janet Brooks, Sherri Cannon, Kerry Chausmer, Diana Dias, Amy Edwards, Carole Guzzetta, Carol Helminski, Mike James, Jeanne Johnson, Michele Mount, Kathleen Studnicka, Deb Trombley, Wanda Vazquez, Tom Vilt, Lorrie Walker, Bob Wall

**Members Not Present:** Dr Bull, Tracey Hewitt, Tim Murphy, Lynn Ware

**Guest Attending:** Bill Hall, University of North Carolina Highway Safety Research Center

---

## **Welcome and Introductions:**

Michele Mount welcomed new board members Barbara Birkenshaw as Vehicle Manufacturer Representative, Diane Imondi Dias as Injury Prevention/Public Health and Kathleen Studnicka as CPS Advocate to their first Board meeting. The Board reviewed its Mission and role in child passenger safety.

## **Board Web site**

Deb Trombley and Bill Hall gave a tour of the Board web site resources and shared web site statistics that show most popular pages include recertification CEUs and CPST certification pages, Tech Update, CEU PowerPoints and quizzes, contacts, training, and technician manual downloads.

Kerry Chausmer requested a review of the PowerPoints to ensure information is current. Mike James will review Booster & Airbag, Sherri Cannon will review Latest Child Restraints and Carol Helminski will review Fact or Fiction. Kerry will coordinate with Bill Hall to add "Revision 2009" on the CEU certificates once the PowerPoints are reviewed.

Bill asked the Board to look for web site problems including typos, and send them to him.

Deb will soon add resources and eInstruction links about the "clickers" to the web site.

## **Certifying Body Report**

Kerry Chausmer reported there were 699 certification courses, including courses in every state, and 88 renewal courses in 2008. Classes are most popular in March to June and August to October.

The recertification rate for 2008 was 43.6%, higher than before the CEU process was implemented.

Regarding audits, 1,201 technicians were randomly identified by the recertification system to be audited in 2008. Technicians in all 50 states were audited. The audit reviews the recertification and CEU documentation.

Technicians should keep their profiles updated in the database so that the auditor can contact them. If a technician is randomly identified for audit and the auditor can't contact him or her, that technician's recertification will be rescinded. Kerry will publish an item about this in CPS Express.

### **NHTSA Report**

Carole Guzzetta reported that Ray LaHood has been named the new Secretary of the U.S. Department of Transportation. He was a Representative from Illinois.

CPS Week 2009 will be September 12-18, 2009, starting with Seat Check Saturday on September 12.

NHTSA has published not-in-traffic information at its Keeping Kids Safe: Inside & Out web page. There is a link on NHTSA's Child Passenger Safety web page. Board members should visit the web pages and provide feedback.

### **Committee Membership**

Deb posted the Committees and asked members who want to change or join committees to notify her by email by February 15. Janet Brooks informed the Board that according to the Bylaws, the QA committee should have representatives from each of the other committees, plus NHTSA and Certifying Body. Janet, Michele and Deb will have a follow-up conference call to discuss QA committee membership. Once committee membership is determined in mid-February, committees can decide who will serve on the QA committee.

### **Committee Discussions:**

#### ***Certification/Recertification:***

Bob Wall reported that the committee has not received any appeals to review.

#### ***Communications***

Deb Trombley reported that Tech Update has been published on schedule and we have received good feedback about the content. Board feedback is that Tech Update is on the right trail and to keep the content at a higher technical level. Kerry Chausmer suggested deleting quizzes that are more than two years old, so CEUs aren't awarded based on information that may be old or no longer valid. We will maintain a minimum of four valid quizzes at the CPS Board web site. A note will also be added to the web site to inform readers that older versions of Tech Update might have outdated information.

Deb will convene the Communications committee to complete the Tech Recognition web site. Help is needed from the committee to finish writing content and provide either pictures or graphics for the site.

### ***Curriculum***

Lorrie Walker reported that this committee hasn't heard complaints from the field, and no revision is planned right now. She advises that when people hear of Instructors teaching non-standard information in a class, address it at the local level. If an appeal is submitted, it is not anonymous and the Board gets involved.

Kerry will send a survey to the Board to get feedback on whether we need policy & procedure for people to be Lead Instructors and whether a level of quality assurance should be added for Lead Instructors.

### ***Diversity***

Wanda Vazquez reported that the committee received five responses for the line art drawings translated in various languages. She will send the drawings to Deb to post on the Board web site with a request that if people want them in other languages, feel free to send in translations.

Mike James taught an English-Spanish class that had a 100% pass rate – the strategy worked well.

Deb and Wanda will complete a plan on classes with Spanish-speaking instructors available, and requested feedback on keeping new Spanish-speaking CPSTs involved after they are certified. One idea is to offer updates and information to those technicians in Spanish.

### ***Future Development***

Bob Wall reported that this committee will meet before the full Board meeting in June and discuss role of this committee for the Board and for outreach to Technicians and Instructors.

### ***Membership***

Mike James reported that he will schedule a conference call to discuss Bylaw issues. The Executive Committee will meet before this Membership meeting.

The committee will also need to fill four Board vacancies this year. Michele requested that time be allocated on the June agenda for a longer discussion about membership and leadership turnover.

Deb raised the issue that this year is a turnover year for Chair & Co-Chair. The Board changed voting procedures to be electronic in the fall. How will the Board handle this when meetings will now be primarily conference call webinars? This is a discussion for the June meeting.

### ***Quality Assurance***

Janet reported that the role of this committee is to maintain QA of the entire program. Deb will schedule a conference call for Janet, Carole, Michele and Mike to discuss QA membership.

### ***Special Needs***

Kerry informed the Board that technicians can now add Riley Special Needs class completion on their SKW profiles. It is now possible to choose technicians with Special Needs knowledge.

### **Board Business**

The next meeting will be:

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

Kerry asked for two Board volunteers for each CPS workshop to help distribute CEU forms and ensure the moderators announce the CEUs at the beginning and end. Board members would distribute CEU forms by the doors when the workshops end. Board volunteers are also needed at the Certification booth.

Bill Hall will add Board members to the CPS Contacts email listserv. Bill will also send an email to entire list and let them know that this is a resource for them and anyone on the list can send an email to it requesting or sharing information.

**Adjourn**

Meeting adjourned at 3:35 p.m. EST.