

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

May 21, 2013

Meeting called to order by Allan Buchanan at 2:02 PM EDT.

Members Attending: Allan Buchanan, Amy Heinzen, Audrey Eagle, Sarah Haverstick, Sarah Tilton, Jennifer Huebner-Davidson, Marian Adams, Suzanne Grace, Carol Meidinger, Barbi Harris, Carol Helminski, Sherri Cannon, John Merchant, Kerry Chausmer, Lorrie Walker

Members Not Present: J. Kevin Behrens, Dr. Marilyn Bull, Stacy Dawkins, Jennifer Booge, Carole Guzzetta, Helen Arbogast

Guest(s) Present: Kim Youngblood, from the National Safety Council (NSC).

Welcome and Introductions:

Board Chair Allan Buchanan welcomed Board members and shared Board Statement of Intent.

Amy Heinzen conducted roll call.

Thoughts went out to member J. Kevin Behrens and all of the residents in the state of Oklahoma affected by the recent and continued tornados and storms. Kevin sent a message to the Board prior to this call to thank everyone for their thoughts and prayers.

March 2013 Meeting Minutes approved

Motion to approve made by Sarah Tilton.

Second motion to approve made by Audrey Eagle.

All members present in favor.

Update: Certification

Kerry Chausmer reported.

During the time period of Jan – Apr 2013, there have been 829 new technicians certified. Recertification rate for this calendar year, Jan – Apr 2013, is 57.4%. This is an increase of 4.6% from last month. This is a greater increase than is typical - higher than last month, higher than this time last year. Kerry gave credit to CPST Instructors and state cps contacts in the field for intense efforts to keep technicians certified.

CPS Express update: Carol Meidinger is working on an article with Kim Herrmann (of Safe Kids Worldwide) about technician liability insurance. Not sure which month this article will be included? It could appear in June or July? In addition, Kerry to work on article for CEU Toolkit once available on Board website. Will talk more about CEU Toolkit in committee update.

Update: NHTSA

Sherri Cannon reported.

Board members were excited to hear about *Map 21* release during January Board meeting. Now, have received first round of FY '13 applications which were due March 25th. A different component in there, part of Occupant Protection section of application, had to list all technicians and inspections stations in state as part of application. Each applicant had to talk about what they are doing to maintain cps efforts in each state. Three applicants did not qualify for funds, but not because of cps efforts in the state.

Denied due to other components in application. It is exciting to see continued efforts in cps from highway safety offices.

Amy Heinzen sent out an email to Board members from NSC regarding an award for Teen Driving Safety. Highway safety offices and state cps contacts also received an email with this information.

Committee Reports

Membership

Sarah Haverstick reported.

Discussion/Action Items

- Received first membership application today. This confirms online application submission is working. Expect more applications.
- Accepting applications for the following positions:
 - At Large
 - Injury Prevention
 - Diversity
 - Injury Prevention Healthcare
- Requested Board members to send email to all outreach contacts with reminder about Board applications currently being accepted. Additional reminders will be sent from the Board, such as in the June CPS Express, on Board Facebook page, and more.
- Allan also reiterated request for Board members to share application information and requested all members participate in increasing awareness about the open application period. Please encourage others to apply and apply early.

Certification/Recertification

Kerry Chausmer reported.

Discussion/Action Items

- CPS Board awards at Lifesavers went really well, touching to see how pleased people were with it. The 2013 CPS Technician and Instructor of the Year awards will be posted on Board website and highlighted in the June CPS Express. Plan to review how to improve the nomination and selection process, starting at July Board meeting.
- CEU Toolkit should be posted to Board website soon. This Toolkit has everything you need to conduct outreach to local car seat retailer dealerships
- Fact or Fiction quiz has been updated. Amy Heinzen reported all CEU Quizzes are being updated and converted to "Word Press". Once completed the quizzes will be posted on the Board website along with new Webinar session #5. Hope to have CEU Quizzes, CEU Toolkit and 2013 CPS Technician and Instructor Awards information updated on Board website this week.
- Kerry complimented new website. However, couldn't find Board member contact information. Amy clarified member contact information can be found by scrolling over each member's name. Amy offered to send a list with everyone's name and contact information to all members following this meeting. Discussion continued with multiple members participating, regarding the need to post a full member roster on Board website. Amy Heinzen to work on having roster with member contact information posted to website. Kerry requested a note be added on website that member contact information can be found by scrolling over member names.
- Allan also thanked everyone for their participation at Lifesavers - with awards, handing out promotional key chains, and other needs. Great how visible Board members were!

Communications

Amy Heinzen reported.

Discussion/Action Items

- New website is live. Thanks to everyone for their feedback! Continue to make edits.
- Curriculum exams have been added in last week to Instructor page on website.
- Tech and Instructor of the year update is coming to website.

- Webinar #5 to be added after conversion. Purpose is to increase ease of use for cps community. Supposed to help in terms of: can be used from any type of computer (Windows v. MAC), and will have more options on how to save certificate once CEU sessions are completed.
- CPS CEU Toolkit will also be posted soon, to include PDF documents and Word documents.
- CPS Community Outreach Kit and OP Kids planned to be posted by June 1, 2013.
- Board Facebook page: the number of "likes" are increasing, but need posts to continue. All members please continue to send suggestions to Allan, Sarah or Amy to increase diversity in topics posted.
- Key chains distributed at Lifesavers as promotion item for new website and to raise awareness of online CEU opportunities. Have more to distribute at additional upcoming conferences.
- Thank you letter received from Bev Kellner, 2013 CPST Instructor of the Year. Shared with Board via email today.
- Allan stated there are 1151 likes on FB as of today. He requested all members send pictures and posts. "Likes" should be triple what they are now and would help tremendously if all members participated. Discussed type of posts and pictures requested. Amy did previously request on FB what topics friends are looking for? Only two responses were received.

Quality Assurance

Jennifer Booge was not present. No committee report.

Amy reported QA committee has been working on assignments for CPST curriculum update. Thanks to committee members for efforts on curriculum work.

Policy Policy

Marian Adams reported

Discussion/Action Items

- Committee met just prior to this meeting today. Reviewing Board position statements. There is a question as to whether these statements have been approved already in previous Board meetings? All were issued prior to Marian becoming a member of this committee and past committee minutes are not up to date. Plan to review all position statements and awareness guides, and will update content update as needed. Plan to bring to July meeting for vote for approval by full board.
- One new policy statement the committee plans to develop will be for foster parents. The committee determined this seems to be an area we lack cps focus on. Members discussed types of calls/requests they receive in regards to information needs of foster parents. Discussion included distinguishing why a specific statement is needed for this audience. Marian reported the board has guides for law enforcement, nurses and healthcare professionals, and child care providers, but foster parents still seem to have some unique needs. Foster parents are supported by larger organizations, leading to issues with used seats and how to use a single seat for multiple children. Who has responsibility to make sure the child is in a correct seat, and who owns the car seat? Issues of producing seat, providing for child, and maintenance of car seat. Question was asked: Should we address organizations and regulatory agencies responsible for children in absentia of parents? However, in some regions programs are privatized, and not large organizations. More appropriate to develop a "guidance" rather than a policy statement? Or, position statement for organizations that oversee foster parents? Include guidance for foster parents on what to ask agencies. Marian thanked everyone for their input.
- Allan requested board members send further questions or suggestions directly to Marian.

Reaching At Risk Communities

Helen Arbogast was not present. No committee report.

Curriculum

Jennifer Huebner-Davidson reported.

Discussion/Action Items

- Jennifer thanked board members for all efforts on the curriculum. Working around the clock and getting to a good point.

- All videos have been filmed and voiceovers done. In rough cut now. Videos will not be included in field review.
- Field review is ready. Kerry sent invite for participation and 116 instructors responded. The instructors will review 1 module each. Thirteen board members will be responsible for individual modules. On May 22, an email is going to go out to each reviewer with a PDF that cannot be edited, shared, etc. These documents are to be kept confidential. Instructions are to not share except for providing feedback to respective board member. Board members will review all feedback they receive, compile and are to have all feedback to Jennifer by June 5. Only the most important edits should be made. A lot of work has gone in to creating a 3 day format. The course can be administered over a longer agenda, but a 3 day standard will be the focus. No major changes at this point will be allowed. All feedback will be compiled and edits made to the curriculum before July 1. Assessments will not be included for field review, but will be included for pilot course.
- Modules will be provided to instructor team for pilot course to be held July 23 – 26 in Maryland with Emilie Crowne as the lead instructor.
- Once field review is done and pilot is complete, curriculum will go to final review by NHTSA.
- After final review by NHTSA, curriculum will be printed and sent to instructors with instructions to start using for courses as of Jan 1 2014.
- Board members are allowed to share that new curriculum materials will be sent to Instructors during the 4th quarter of 2013, for use in the 1st quarter of 2014.
- Feedback shared that emails communicating with instructors in preparation for the field review were well received and appreciated.
- Discussed review of power point slides and videos. On site at pilot there will be a very close review of materials by board members present, and the instructor team will be helping to point out edits needed.
- The board plans to host multiple webinars to highlight what is new to the curriculum, as well as make this information available by video, possibly on board website. The curriculum designer has drafted a summary regarding updates to the curriculum. This summary will be included with the curriculum and incorporated for webinars to assist instructors with an introduction to the new program. Sherri Cannon volunteered to reach out to state cps coordinators through the NHTSA Regions offices to find out if instructors in each state want to have a webinar or conference call to go over new curriculum. Lorrie Walker volunteered to assist. Will need additional board members to coordinate outreach with instructors. Plan to organize a cooperative effort. A plan for implementation will be discussed further at July board meeting.
- Jennifer informed the board that the curriculum designer, Mary Corazza-Parks has been very patient and wonderful to work with.

New Business

- Amy asked if anyone had questions regarding the upcoming July board meeting? There were none. Please remember to make your hotel reservations by June 25th. Thanks to AAA for sponsoring lunch on Wednesday, July 17.
- Lorrie thanked board members that were moderators at Lifesavers conference this year. Has been great to have board members participate in that capacity. Evaluations are forthcoming to offer suggestions for improvement. Audrey thanked Lorrie for finding speakers. Lorrie shared this is a nice way for people to get to know the board. Thank you!
- Kerry shared with the board that she sent an email to all technicians in Oklahoma to make sure they know that if anyone needs an extension for recertification to contact Kerry. There is a natural disaster policy, and doing outreach to raise awareness. This currently pertains to Oklahoma City, and any other natural and unnatural disaster that occur. Technicians just need to contact Safe Kids to request extension.
- Barbi Harris shared much appreciation for Sherri Cannon for helping Barbi's nephew upon his safe return from Afghanistan to Fort Riley, Kansas. Sherri made herself available to take him to the grocery store, and provided other support. Much thanks to Sherri!
- Allan let Carol Helminski know she was missed at Lifesavers. Carol thanked everyone for their ongoing support. We love you Carol and you have been missed!

Next Meeting is scheduled in person, in Atlanta, Georgia:

Tuesday, July 16: Noon – 5pm

Wednesday, July 17: 8am – 5pm (lunch provided by AAA)

Thursday, July 18: 8 am - Noon

Please remember to make your hotel reservations before June 25, 2013. Thank you!

Meeting adjourned at 3:00 PM EDT.