

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

September 24, 2013

Meeting called to order by Allan Buchanan at 3:02 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, Jennifer Booge, Helen Arbogast, Carole Guzzetta

Members Not Present: Dr. Marilyn Bull, Barbi Harris

Guest(s) Present: None

Welcome and Introductions:

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

Roll call conducted.

July 2013 Meeting Minutes approved

Motion to approve as submitted made by John Merchant. Second motion to approve made by Jennifer Booge. All members present in favor.

Update: Certification

Kerry Chausmer reported.

Certification/recertification summary provided.

- New Safe Kids website is now available and easier to navigate. If you find a broken link or have suggestions, please send Kerry an email.
- Recertification rates are going well. Thanks to Instructors, State & Regional CPS contacts for all of the work being done that results in these recertification rates.
- Reminded Board of new fee schedule. New certification course fee of \$85 starts by payment date, not course date. Allows people to register in December 2013 and pay current registration rate for courses scheduled for 2014.

CPS Express: Get to know your Board section discussed.

New curriculum materials planned to be available on USB thumbdrive for purchase. Expected cost is \$20 for one, and \$15 each if order 3 or more. Plenty of room on 8 gb USB to add additional videos and materials if Instructors choose to do so. This is an optional resource, and not required for Instructors to purchase.

Update: NHTSA

Carole Guzzetta reported.

Status of curriculum provided and timeline discussed. Clarified what deadlines need to be met in order for Instructors to have their manuals in time for January certification courses. Agreed it is important to give Instructors a minimum of 2 months with new materials to prepare for courses. All present agreed

March 1, 2014 will be the new start date for courses conducted with the new curriculum. Roll out communications to cps community discussed.

Update: NHTSA Regions

Sherri Cannon reported.

Great National CPS Week! There is a document that just came out on Monday requesting follow up reporting that was sent to Regional coordinators and should have now been sent to all of the states. The reporting form captures how many seats were installed and if free seats were given away. Plan to utilize this feedback to plan for national CPS Week next year.

Committee Reports

Membership

Sarah Haverstick reported.

Sarah Haverstick announced 4 new candidates as selected by the Membership Committee.

- NHTSA Regions have been informed; Carole Guzzetta reviewed on behalf of NHTSA.
- Helen Arbogast made a motion to accept the Membership Committee selection of candidates as stated. Marian Adams seconded the motion.
- Helen Arbogast requested the meeting minutes reflect how much she appreciated the Membership Committee going the extra step to ask each interviewee if they would consider the Diversity position.
- All members present were in favor of candidates as presented, none opposed.

Sarah Haverstick reminded members that all information is still confidential. We will send out an update to the Board once all applicants have been notified.

Certification/Recertification

Kerry Chausmer reported.

Thanked Audrey Eagle for efforts regarding the Instructor and Technician of the Year awards, with second in command being Sarah Tilton this year.

Timeline of the process has been provided to Board members via email. October 1 CPS Express will include an article about the awards, and an email will be sent out through the Board website stating the nomination process is open. Nominations deadline is December 1. Review teams will receive nominations without identifying information. Decisions will be finalized at January Board meeting. If Board members are not on this committee and want to participate in the review process please email Audrey to participate.

CPST CEUs: Goal to offer new webinars, recorded and posted on You Tube, with quiz on Board website.

- Dr. Marilyn Bull is presenting a webinar on children with Autism on October 15, 2:00 – 3:00 pm EST
- Sarah Tilton presenting in January about manufacturing and chemicals
- Safe Kids will be organizing a webinar about new Federal Standards once standards are enacted.

Communications

Amy Heinzen reported.

Updates to www.cpsboard.org provided via email to Board members.

The list of eligible Board members for the 2014 Vice-Chairperson position has been provided. Secretariat needs to receive an expression of intent by candidates by Friday, October 11th.

The QA committee is reviewing the by-laws regarding which members are eligible.

Increasing posts to Facebook and number of emails sent from the Board. Attempting to increase communications while remaining selective.

Communications Committee will work with the Membership Committee to notify all membership applicants, create press releases, and draft information to post on the Board website.

Discussed Op Kids mailout.

Many emails have been received about Op Kids and the new curriculum. As a reminder, if any Board members are asked questions that they aren't sure how to answer, please ask Amy Heinzen for assistance.

Amy Heinzen was asked to inform the Board that it is a policy of the National Safety Council (NSC) that staff are not allowed to use cell phones while driving and are not allowed to talk with others while they are driving. Violation of this policy is grounds for termination for NSC employees. Therefore, if Board members are driving they are asked not to call Amy Heinzen or in to meetings on their cell phones. In the event that this happens, Amy Heinzen is expected to hang up. Please be aware of this policy. Thank you for your cooperation on this important safety issue!

Multiple conference presentations have taken place regarding the curriculum rollout. Power point slides are available for Board member use. These slides should be used for consistency in information. There is a form to formally request approval to present and/or publicly speak on behalf of the Board. This form needs to be completed and submitted as a formal request to the Executive Committee for approval in advance. Only one form is needed per presentation.

Lifesavers 2014: NCPSB will provide a panel presentation/workshop focusing on the new curriculum. Information will include the rollout, changes, and how it was developed, instead of an "Ask the Board" FAQ session. Jennifer Huebner-Davidson will organize that session. Board members will also be asked to serve as moderators at Lifesavers.

Quality Assurance

Jennifer Booge reported.

Planning a working meeting in November to plan for promotion of the new curriculum.

Thanked Kerry Chausmer for organizing the "Get to know the Board" submissions for the CPS Express. Board members should complete and send to Kerry if not already done. Please include your exit date on the form.

The QA committee will work with Board members assigned to NHTSA Regions to reach out to states to answer questions as the curriculum is released.

Committee has been asked to review by-laws regarding which Board members are eligible for the Vice-Chair position. Discussed terminology in current by-laws, referenced in Section 5.05. Revision suggestions will be sent to Board members via email prior to the November full Board meeting.

Resources/Curriculum

Marian Adams reported

Marian thanked Carol Meidinger, Suzanne Grace and Lorrie Walker for their efforts as they updated curriculum pages, power point slides and a letter to Instructors.

This committee is working on curriculum resources that will be posted on the Board website. Audrey Eagle created a mock-up of what the online resources page will look like. Marian will send to the full Board for feedback. Please remember this is currently a mock-up and all links in the document will not be working yet.

Marian Adams and Jennifer Huebner-Davidson will continue to work on items that should be included on this page. Audrey Eagle will update mock-up as needed.

Sherri Cannon provided an update on the curriculum roll out. Sherri thanked Carol Meidinger and Suzanne Grace for rollout materials they created. Sherri does have the power point presentation that has

been developed and will send those materials out to the full Board. Will revise timeline to reflect new goals for when the curriculum will be out to instructors and what that means as far as notifications. Will provide more information for our November meeting about Board outreach to Regions Board members are assigned to. CPS Express articles will continue to keep CPS community informed. Discussed content for roll out webinar.

Diversity

Helen Arbogast reported

Reviewed special needs survey. Committee has provided feedback and Sarah Haverstick has sent out.

Hospital Discharge policy work continues to be on hold per request by NHTSA, as they finalize their efforts.

This committee has discussed at length about needing Diverse candidates for the Board. This topic has been addressed this year based on membership interviews.

Asked for best practice models to be sent to this committee regarding working with diverse technicians and populations. Plan to create a step-by-step guide on how to implement programs to reach diverse populations. Committee will work primarily by email to complete this task.

Helen Arbogast made a motion to formally change the name of the Reaching At-Risk Communities Committee to the "Diversity" Committee. John Merchant seconded the motion. Discussed rationale behind the change. The committee decided "Diversity" is a broader description encompassing goals rather than narrowing to just the population served. All members present voted in favor, none opposed.

Curriculum

Jennifer Huebner-Davidson reported.

Deferred to all curriculum updates already provided during this meeting. Thanks to everyone for all of the time and effort creating rollout materials, appendix resources, and working on the renewal course which is also being updated. The updated Renewal Course will be included on the Instructor DVDs with the new curriculum.

New Business

- Reminder to submit intent for Vice-Chairperson candidacy by October 11. Vote will be distributed by Friday, October 25. Voting will close by November 8th, and will be conducted electronically. All voting Board members were strongly encouraged to vote.
- Expect confirmed January meeting details very soon. The meeting will be held in Ft. Myers, FL. All members are expected to participate in full meeting. Please plan accordingly.

January meeting dates and times:

- Tuesday, January 14, Noon – 5 PM
- Wednesday, January 15, 8 AM – 5 PM, lunch provided
- Thursday, January 16, 8 AM - Noon

Next full Board meeting is scheduled via conference call for:

November 19, 2013

3:00 PM Eastern

Call-in number: 866-448-4318

Conference code: 5368329503

An Outlook meeting request has been sent out.

Meeting adjourned at 4:29 PM EDT.

Respectfully submitted by Amy Heinzen, NCPSB Secretariat