

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

September 23, 2014

Meeting called to order by Sarah Haverstick at 3:00 PM EDT

Members Attending: Sarah Haverstick, Jennifer Booge, Allan Buchanan, Sherri Cannon, Dr. Marilyn Bull, Thelma Kuska, Dave Sander, Marian Adams, Dina Morrissey, Audrey Eagle, Jennifer Huebner-Davidson, Robert White, Kerry Chausmer, Sarah Tilton, Angela Brown, Carol Meidinger, Suzanne Grace, Carole Guzzetta, Helen Arbogast, Lorrie Walker

Members Not Present: Amy Artuso Heinzen, Joshua DeFisher, John Merchant

Guest(s) Present: None

*Reminder: Members are asked not to call in to the meetings while driving a motor vehicle. Employees of the National Safety Council cannot remain on the call while any individual is driving a motor vehicle and using a cell phone regardless if hand-held or hands-free. Thank you!

Welcome and Introductions:

Chairperson Sarah Haverstick welcomed Board members and shared Board Statement of Intent.

Roll call conducted By Jennifer Booge

July 2014 Meeting Minutes approval

Motion to approve minutes as submitted made by Kerry Chausmer. Second motion to approve made by Audrey Eagle. All members present in favor.

Update: Certification

Kerry Chausmer reported

1. Jan – Aug 2014: 55.4% recertification rate
2. CPS Express: request Board members submit information to Kerry

Update: NHTSA

Carole Guzzetta reported

1. Congratulations and thanks to all for work done during CPS Week!
2. Approximately 700 inspection station events conducted during CPS Week; more conducted throughout the month of September.
3. Annual Twitter chat conducted by NHTSA during CPS Week; Outcomes: 1500 tweets, 721 contributors, reached 2.48 million accounts for a total of 11.3 million impressions.
4. New car seat finder tool is now available on website. Provides a list of seats per NHTSA recommendations based on entered height and weight of each child. Tool can be found at: <http://www.safercar.gov/parents/Car-Seat-Safety.htm>
5. New ongoing campaign to encourage registration of car seats kicked off during CPS week.

Update: NHTSA Regions

Sherri Cannon reported

1. Reported estimate of 700 inspection station events is separate from educational events conducted outside of seat check events. Appreciate all CPS educational efforts!
2. July 31, 2014: successful national Heatstroke campaign. Thanks to all that participated.

Committee Reports**Membership**

Jennifer Booge reported

1. Interviewed membership applicants, references checked, and selections made by committee.
2. Selected applicants presented to Board during this meeting for approval; Board approved.
3. Reminder: selection information is confidential until public announcement.

Certification/Recertification

Sarah Tilton and Audrey Eagle reported

1. Tech & Instructor of the Year Awards: discussed number of current nominations.
2. Nomination period closes on October 10, 2014; Nominees to receive individualized emails; nominee response period is October 11 - November 30, 2014.
3. Scoring will take place December 1 – 12, 2014. Request Board members email Sarah Tilton to participate in scoring process.
4. Guidelines will be provided to assist with updated scoring process this year.
5. No identifiers about nominees provided during scoring process.
6. Please promote awareness of award availability and encourage nominations.

Communications

Dina Morrissey reported

1. Social Media strategic planning goals being met: FB likes; plan to start Twitter account by 2015.
2. Field request received to provide a list of all discounts available for CPSTs by manufacturers. Request sent to MACPS membership for approval. Price lists will not be shared. Potential information to be provided: Is discount pricing available, and if so, who/how to contact? NOTE: There are manufacturers that are not members of MACPS. List will only include MACPS members that approve inclusion on list. Plan to post on board website under resources.
3. Plan to work with Membership regarding communications about new members.
4. Will assist with Tech and Instructor of the Year communications and awards.
5. Communications approved by Board during July meeting are being utilized and working well.

Quality Assurance

Dave Sander & Suzanne Grace reported

1. Completed most updates to By-laws.
2. Thank you to Kerry for creating guidelines about what can and cannot be done with the curriculum. Board members can provide feedback.
3. Operating Procedures: Please document processes for Board functions, such as Tech and Instructor of the Year awards, and send to Dave Sander. Dave to send format outline.

Resources/Curriculum

Marian Adams reported

1. No updates

Diversity

Helen Arbogast & Angela Brown reported

1. Working on resource library
2. Survey results shared, looking forward to receiving feedback
3. Resources people seem to want in other languages are pictorials, brochures, videos and posters.
4. Top 4 languages techs already have resources are Chinese, Spanish, Vietnamese and Korean. These outcomes match ethnic groups CPSTs report to be working with: Chinese, Arabic, Korean and Japanese. This provides an idea of what is wanted and what is already out in the field.
5. Next steps: Committee to clarify how to reach out to CPSTs, and how CPSTs can share/submit resources already developed. Committee to review resources and then make available for others.

6. Results show these resources are wanted and needed. Committee to determine how to maintain materials. Will this be an ongoing project that this committee will maintain for techs and instructors? Feedback from outside of the committee is welcome.

Curriculum

Jennifer Huebner-Davidson reported

1. Made a lot of progress at July meeting. Thanks to Sherri Cannon for organizing process.
2. Assessments were revised and distributed to Instructors in August.
3. PPT files are currently being reviewed.
4. Identified items in IG and TG marked for future revisions.
5. System in place for reviewing new feedback as received.

New Business

1. Thank you to Allan, Helen, Amy & Sarah H., along with Emily Crown, CPSTI, for presentation at Kidz In Motion conference. Well attended and positive feedback received regarding curriculum.
2. Encourage continued feedback pertaining to curriculum. Materials feedback form found at: <http://cpsboard.org/tech-instructor-curriculum/>
3. Board logo is updated with tagline "Program Managed by the National Safety Council". Website, FB and general Board PPT template will be updated. Amy to send out new logo to Board.
4. Strategic Plan sent with meeting agenda. Please review information and send feedback to Sarah H. No concerns mentioned during meeting.
5. January meeting: Charlotte, NC, January 21, 22 & 23, 2015 (Wed – Fri). Link to make hotel reservations has been sent.
6. July 2015 meeting will be in Itasca, IL at the National Safety Council July 22, 23 & 24, 2015 (Wed – Fri). More information will be provided after January meeting.
7. Bilingual CPST certification program one year pilot- hope to begin November 2014. Most materials remain in English, with Spanish TG and Quizzes. Same online system for courses. Professional Translator working on translation. Wanda Vazquez, CPSTI, also reviewing Spanish materials. Students have to be able to understand and speak English to take the class, but TG and quizzes in Spanish to assist with understanding course information.
8. Discussed if there should be a requirement for CPSTs to have background checks. Response: no, but there is a notification at course registration if you are not approved to be around children, please do not take this course.
9. Discussed importance of discussing certification course seat check event expectations. Document guidance provided to students, and note students might not pass seat check event at end of certification courses. Talk with instructor team about expectations and how to handle different situations. Create a plan where everyone feels comfortable.

Thank you to committees for all of your hard work!

Next Meeting: November 18, 2014 - conference call.

Meeting adjourned at 4:02 PM EDT

Respectfully submitted by Amy Artuso Heinzen, NCP SB Secretariat