

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

January 14, 15 & 16, 2014
Ft. Myers, FL

January 14, 2014 – Day One

Members Attending: Allan Buchanan, Sarah Haverstick, Jennifer Booge, Carole S. Guzzetta, Kerry Chausmer, Amy Artuso Heinzen, Carol Helminski, Barbi Harris, Thelma Kuska, Dave Sander, Robert White, Angela Brown, Dina Morrissey, Suzanne Grace, Sarah Tilton, Lorrie Walker, Sherri Cannon, Marilyn Bull, Audrey Eagle, Jennifer Huebner Davidson, Carol Meidinger, Helen Arbogast

Members Not Present: Marian Adams, John Merchant

Guest(s) Present: Patricia Brehm, Web Content Writer, National Safety Council

Welcome and Introductions: Allan Buchanan, 12:10 pm

Board Statement read & to be sent to members electronically.

Approval of November meeting minutes

Jennifer Booge made a motion to approve the November meeting minutes as submitted. This motion was seconded by Barbi Harris. All present were in favor with none opposed.

Curriculum Resources Committee Update: Marian Adams, Committee Chair

Marian Adams was unable to be present for this meeting. Therefore, Audrey Eagle presented a committee update provided by Marian Adams. Power point slides were shared to review committee purpose of keeping curriculum resources current online. The goal at this meeting is to complete the online resources page that is to accompany the new curriculum. Example shared with the group. This committee will work to ensure that resources are correct, current and linking properly on an ongoing basis. Committee break-out report below:

Topic 1: Purpose of Committee:

Discussion pertained to revised curriculum, design and layout of CPS board website, and curriculum Appendix items.

Topic 2: Website Maintenance:

- Make the public links to assessments/exams/answers available to instructors only
- Add search terms to website
- Once live- links to resources should show up in searches

Topic 3: Online Search Words:

List of terms submitted to National Safety Council for inclusion.

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Membership Committee: Sarah Haverstick/Jennifer Booge

Topic 1: Discussed open positions for 2014: CPS Advocate, Injury Prevention, Injury Prevention/Public Health, Public Safety/Law Enforcement, and (appointed) Vehicle Manufacturer positions.

Topic 2: Membership Application was reviewed and updates were discussed.

Topic 3: Discussed action steps to streamline the new member orientation process.

NHTSA Update: Carole Guzzetta

As a reminder, Friday, January 17, 2014 is the last day for Administrator Strickland with NHTSA. David Friedman is to become Interim Administrator. Mr. Friedman has expressed an interest in attending a CPST certification course during his tenure.

NHTSA Regions Update: Sherri Cannon

Provided update that Inspection Station website will remain the same. Sign up process to also remain the same. There is a regional form with state information. There is a Google Maps option.

Anticipate more changes due to MAP 21. Provided a summary of changes for Technicians and Inspection Stations under MAP 21.

Certification Update: Kerry Chausmer

Kerry presented recert rates and national averages regarding the number of Technicians and Instructors. Handouts and power point slides provided.

Discussed Renewal Testing Course and who this course is appropriate for.

Discussed "Get to Know Your Board" forms for CPS Express.

Board Overview: Allan Buchanan

Allan presented overview of NCPSB mission, structure and members. Committee Chairs presented regarding the committees they chair.

Curriculum Update: Jennifer Huebner Davidson

Jennifer provided two year process overview of curriculum revision. Thank you to everyone that has participated in this process!

Amy provided update regarding current status of curriculum proofs, printing and shipping.

Additional Discussion Items

- New Board shirts for 2014.
- FTP site for sharing large documents.
- Lifesavers conference and Board Member moderator assignments.

Day 1 Adjourned at 5:00 PM

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Wednesday, January 15, 2014 – Day 2

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

Members Not Present: Marian Adams, John Merchant

Guest(s) Present: Patricia Brehm, NSC

Welcome: Allan Buchanan, 8:00 AM

Cert/Recert Committee: Kerry Chausmer

Topic 1: Discussed Tech and Instructor of the Year awards.

- Discussed application improvements
- Nominations process
- Promotion of open application process
- Application review process
- Timeline for submissions, review and scoring, and confirmation of winners

Topic 2: Should the Board support allowing one non-technical CEU?

In response to a request from the field, Board discussed if Technicians should be allowed to earn a CEU by reviewing current content. Discussed how to include a review of the basics with new information (e.g. practice installing new car seats and quickly review belt types). Committee voted unanimously to keep current CEU requirements and requiring all 6 CEUs to be new technical content.

Topic 3: Power Point reviews

- Boosters and Airbags PPT and Real World Latch PPTs will be combined and updated to Vehicle LA and Tethers. May record and provide webinar video for CEUs instead of PPT.
- Latest CR PPT will be taken down (recorded webinar to replace)
- Fact or Fiction will be totally revised and then offered as webinar.

Topic 4: Surveys (Safe Kids)

- 2013 Expired Tech survey will be sent out in January. It is sent by Safe Kids and results are used by Committee for projects identified.
- Tech and Instructor survey will be reviewed by committee in January 2014 and will send out in April CPS Express.

Topic 5: Scientific Articles

- Board will begin to provide 3 articles (full links) in the CPS Express two times per year (June and December). Techs can earn one CEU (max per cert cycle) by reading 3 CPS related articles in peer-reviewed journals.

Communications Committee: Amy Artuso Heinzen / Dina Morrissey

Topic 1: New member press releases

- NSC will distribute press release nationally; each new board member has the option of distributing their release locally.

Topic 2: Tech and Instructor of the Year awards

Winners have been determined. Will create Press Releases and announce publicly at Lifesavers conference in April.

Topic 3: Facebook Page

Discussed ways to obtain information for posts, as well as be interactive. , discussed ways to make posts interactive. Set a goal of reaching 2000 likes by end of March 2014.

Topic 4: Website

Add a formal feedback form for comments about the new curriculum to board website.

Topic 5: Membership Process

- NSC will update website with changes from the membership committee.
- The application for new members will go live on April 1, 2014
- Interview process discussed and need to inform candidates of process prior to interview.

Topic 6: Downloading Instructor Materials

- There has been some confusion about how to download instructor materials from the website. Instructions to be drafted within one week of January meeting.

Topic 7: Large volume of emails from the community**Topic 8: Yahoo Group for state contacts and regional coordinators**

- Per request from the field, a listserve will be created exclusively for state cps contacts and NHTSA Regions CPS contacts.

Topic 9: Tech Update

- Due to financial considerations and other program priorities, the Tech Update newsletter will be discontinued following February 2014. Alternate funding possibilities were discussed.

Recognitions & Lunch

Outgoing members Carol Helminski and Barbi Harris were recognized for their service to the Board. Carol Helminski served on the NCPSB from 2004 until 2014. Barbi Harris served from 2011 – 2014. The Board shares sincere thanks to these two members for their dedication and service. It has been a pleasure to serve with you!

Outgoing members recognized, but not present were Kevin J. Behrens representing GHSA, and Stacy Dawkins, Law Enforcement. The Board also thanks these two members for their service to the board!

Change of Officers: Allan Buchanan officially transitioned to the position of Past-Chair. The board welcomed Sarah Haverstick as Chairperson, and Jennifer Booge as Vice-Chairperson. Amy Heinzen transitioned out of the position of Past-Chair, but will remain with the board in the position of Secretariat. Thanks to all of the officers for their service in these positions!

Diversity Committee: Helen Arbogast

Topic 1: Survey to Children's Hospital Association (CHA): discussion led by Sarah H.

Action Items:

- Update and summary discussion led by Sarah H., including best practice for special needs

Topic 2: CPS Short Course

- Update and summary discussion led by Lorrie W.

Topic 3: Hospital Discharge Policy (Carole G.)

- Update and summary discussion led by Carole G.

**Topic 4: Prioritization of issues for Diversity Committee in 2014:
Disparities in U.S. (where parents get info/education)****Quality Assurance Committee: Jennifer Booge****Topic 1: Review of Bylaws**

- Committees review/propose any description changes
- Correct Diversity committee and add description to bylaws
- Remove overlap re: cert/recert committee; Update orientation packet

Topic 2: New Chairperson for QA committee

- Dave Sander and Suzanne Grace will co-chair this committee for 2014

Topic 3: Request to make 5:1 teaching ratio a requirement

- Following committee discussion, teaching ratios will remain up to lead instructors.
- Change wording to say 1) the ratio (5:1) is strongly recommended and 2) that the checkup event is part of the course and the ratio should be maintained.

Curriculum Roll Out: Sherri Cannon

- Webinar presentation
- Transitions and continuity

Day 2 Adjourned at 4:54 PM**Thursday, January 16, 2014 - Day 3**

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

Members Not Present: Marian Adams, John Merchant

Guest(s) Present: Patricia Brehm, NSC

Welcome: Allan Sarah Haverstick, 8:00 AM

2014 Meeting Schedule: reviewed with members; All calls held at 3 PM EASTERN

Bylaws Discussion

Recommend Quality Assurance and Membership committees update bylaws in 2014.

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Strategic Planning: Updating 2010 Strategic Plan

Reviewed priorities set in 2010 and discussed progress made to date. Discussed ideas for outreach to include additional partnering groups and areas of expertise represented on the Board.

- 58.5% recert rate (increase from 2010 report)
- Update and promote resources. Suggestion made to bring back Board policy statements and call them “position statements”. Language for statements discussed.

Additional Discussion Items:

- Reminder: committees should each have meetings prior to each full board call
- Curriculum Resources Committee bring back and update policy/position statements
- Dr. Bull to provide balance scorecard for Strategic Planning
- Head excursion in boosters v. child restraints discussion (Properly installing FF CR; airbags; hard choices). Many parameters in a variety of situations during seat checks. Age of child, who has more upper body protection? Statement to be drafted for consistency. Reinforces need to stay current; test yourself.
- Discussed topics for CPS Express, March special edition on new curriculum.
- Curriculum Resources Committee will continue to make sure all links work in online Curriculum Resources page

Next Board meeting:

Conference Call

March 18, 2013

3:00 – 4:00 EST

Day 3 Adjourned at 10:10 AM

Minutes respectfully submitted by Amy Artuso Heinzen, Board Secretariat