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## Minutes of the Meeting of the National Child Passenger Safety Board September 11, 2018

**Meeting (via conference call) called to order by Tammy Franks at 1:00 PM EST**

**Members Attending:** Tammy Franks, Laura Dunn, Kerry Chausmer, Amy Artuso, Marilyn Bull, Krystal Heinzen, Charles Vits, Terry Emerson, Mandi Seethaler, Ron Kremer, Meg Miller, Randy Chhabra, Lonny Haschel, Michael Chappell, Amber Kroeker, Alexis Kagiliery

**Members Not Present:** Dina Burstein, Sarah Tilton, Jennifer Pelky, Bob Stevens

**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: Tammy Franks**

- Roll Call

### **July 2018 Meeting Minutes approval**

- Minutes approved with no changes requested. All present were in favor, with none opposed.

### **Update: Certification Program, Kerry Chausmer**

- 54.6% recertification rate for January – August 2018.
  - 7422 recertified; a decrease from this time last year.
- Assistance during emergencies and natural disasters:
  - An article is planned for the November [CPS Express](#) to address if people need help with recertification or rescheduling certification courses due to emergencies or natural disasters.
  - Inform [Certification](#) in a timely manner, and Certification will try to help as much as possible.
- CPS Express: Interested in submitting an article? Articles are due on the 10<sup>th</sup> of the month preceding the release of each edition. Please send your ideas and submissions to [kchausmer@safekids.org](mailto:kchausmer@safekids.org).
  - Short articles with a lot of internal links are preferred.
  - Articles can reflect almost any cps-related topic you think others would want to know – from mentoring tips to hosting a great event.
- CEU Webinars: Have a topic you're interested in, or did you see a presentation you enjoyed? Please send your ideas and submissions to [kchausmer@safekids.org](mailto:kchausmer@safekids.org).
- State CPS Training Contacts have access to the Certification database. (Technician ID numbers and expiration dates.) Starting this week limited access will also be provided to State Safe Kids Coordinators (public listings only).
  - Only designated State Safe Kids contacts will have access to technician and instructor public listings with individual official contact information.

## **NHTSA Update: Laura Dunn / Meg Miller**

- Materials to support CPS Week activities are available on the Traffic Safety Marketing (TSM) [website](#).
  - Please send out to contacts so resources can be used locally.

## **Strategic Planning: Tammy Franks**

- Deferring time for this topic in support of more time for curriculum discussion.
  - Tammy Franks will continue working on the document to share for a future full board meeting.

## **Communications: Amy Artuso / Randy Chhabra**

- Thank you for social media posts. In need of posts. Be on the lookout for reminders from Ron Kremer.
- Awards:
  - Nomination period closes September 30<sup>th</sup>. Currently have nominations in each category.
    - Board members were asked to continue encouraging [nominations](#).
  - Following deadline to submit nominations:
    - Identifiable information will be redacted during the first week of October.
    - Certification will confirm nominations are in the correct awards category and nominee was certified at time of nomination.
  - Board members will be grouped in to three scoring groups, and scoring criteria will be provided.
    - First round of scoring due by November 15<sup>th</sup>.
  - Top three scores in each category will be resent to Board members for second round of scoring.
    - Second round of scoring due by December 7<sup>th</sup>.
    - Following begins confirmation period with NHTSA Regions and State CPS Coordinators.
  - Discussed when to notify winners since first NCPSB meeting of 2019 will be held later than usual.
    - Preparation for roles at national Lifesavers conference.

## **Curriculum: Mandi Seethaler / Krystal Heinzen / Sarah Tilton**

- Thank you to board members for efforts to keep curriculum update moving forward!
- Discussed feedback for module prototype. Information was shared prior through weekly board emails.
  - Decision made regarding possible alternate treatment for Instructor Guide (IG).
- All NHTSA comments combined in single module documents.
- Once edits are incorporated in to modules, curriculum committee co-chairs will review to make sure all documents, photos, and supporting materials are saved and organized.
- Discussed sample list of action items needed to finalize curriculum.
  - Included items for curriculum roll out.
  - Appendix
  - Instructor Guide (IG) details
- Discussed plan for quizzes to be available to instructors.
- Discussed planning for selection of pilot courses.
  - Timeline TBD as materials become available.
  - Past and present board members will not serve as instructors.
  - Instructor teams with varying degrees of experience.
    - Instructor teams need to commit to thoroughly review new content prior to course.
      - Not much time in advance to review.
    - Instructor teams need to commit to only using materials for one pilot course.
    - No travel or financial support provided; Selection from existing registered courses.
    - Need to be near a major airport.
  - Participants from different backgrounds.
    - Register for course as usual online at [cert.safekids.org](http://cert.safekids.org).
    - Certification will provide final curriculum materials once released.
  - Geographic diversity for pilot site locations.
  - Evaluate timing and receive feedback regarding flow of course.
    - Pilots will be planned for four days – allows time for any challenges and adjustments.
  - One or two course observers present at most.



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- Discussed length of course and clarification of ultimate goal for technicians once course is completed.
  - Goal is to support participants for success – before, during and after course.
- Consider engaging past Instructor of the Year award winners.
- Curriculum committee to work on determining pilots and submit to executive committee for approval.
- Ensure curriculum is inclusive of most current guidelines.
- Board members were asked to email Mandi Seethaler with any additional items to add to action list.
- Board members asked to email Tammy Franks with any additional feedback regarding module prototype by COB today. Prototype is being returned to designer tomorrow.
  - Make note of everything.

#### **Other Business: Tammy Franks**

- Board members were asked to please note all upcoming meetings
  - Calendar appointments have been sent.
- February 2019 meeting dates were voted on and confirmed at the July 2018 meeting.

#### **Upcoming Meetings:**

- Communications Committee: October 3<sup>rd</sup>, 1pm ET
- Curriculum Committee: October 9<sup>th</sup>, 1 pm ET
- Executive Committee: October 29<sup>th</sup>, 1pm ET
- Full Board: November 13<sup>th</sup>, 1pm ET (Conference call)
- Communications Committee: December 5<sup>th</sup>, 1pm ET
- Curriculum Committee: December 11<sup>th</sup>, 1pm ET
- Executive Committee: December 17<sup>th</sup>, 1pm ET
- Full Board: February 5, 6 & 7, 2018 (In person)
  - 2/4/19: Travel Day
  - 2/5/19: Full Day Meeting
  - 2/6/19: Full Day Meeting
  - 2/7/19: Half Day Meeting, meeting ends at Noon.

#### **Adjourned at 2:31pm EST**

Minutes respectfully submitted by Amy Artuso, Board Secretariat