Meeting of the National Child Passenger Safety Board  
November 6, 2019

Meeting (via conference call) called to order by Tammy Franks at 11 AM EST

Members Attending: Tammy Franks, Lonny Haschel, Laura Dunn, Kerry Chausmer, Amy Artuso, Marilyn Bull, Charlie Vits, Terry Emerson, Dina Burstein, Mandi Seethaler, Ron Kremer, Randy Chhabra, Alexis Kagilery, Jennifer Pelky

Members Not Present: Michael Chappell, Krystal Lindsey, Bob Stevens, Judy Hammond

Guest(s) Present: NDCF team: Jennifer Booge, Joe Powell (TTU), Julie Brewer (TTU), Adele Polson (Westat), Jenny Burke (NSC)

*Reminder: Members are asked not to call in to the meeting 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
- Board Statement
- Roll Call

NHTSA Update: Laura Dunn
- Laura Dunn led a discussion regarding use of the National Digital Car Seat Check Form (NDCF) during CPST certification courses. This discussion was in follow up to discussion during the July full board meeting.
  - The board discussed whether using the check form in digital form or in paper form is appropriate during a certification class. Feedback from the field informs the board that Instructors are currently implementing use of the NDCF in different manners.
  - Multiple board members expressed support for use either digitally or in paper form. Reasons cited included:
    - Innovative tool, and direction we are moving in.
    - Support use of option that will be used during community check events following course.
    - Promotes use and supports people getting comfortable with using digital.
    - Have to look at the way people learn, focus on Adult Learning Theory (ALT) with new curriculum, and so much is digital in general, not so different for students to use technology during a certification course.
Concerns expressed included:

- Might be easier for some people to see a paper form in front of them when conducting a check for the first time.
- Better for instructors and students to have a paper trail from course if needed.
- Have to consider that the NDCF is not the only digital form being used in the field.
- People may feel pressure to use their cell phone or their personal device, even though we say they don’t have to there might still be some pressure (not from instructors, but peer pressure) if someone doesn’t want to be the only one using a paper form or not using their own device.

Discuss logistical challenge.

- Students cannot create NDCF accounts until they have a certification wallet card.

Discuss possible solutions.

- Thinking of ALT, if we are going to leave this more open and allow sites to use the check form being used in their area, if it is the NDCF, make available the paper copy that is in the back of the TG, as a reference material so they have that resource available, so if they are using the digital check form and if they are confused about flow, they have that form to guide them about what the next questions should be.
- One state is using the paper form during the course check event, and on the last day of class before students leave, they are closing the course and have students create accounts before they leave so they can use digital in the future. The instructors are walking students through the form and answering questions as they conduct the course check event. Gaining familiarity with digital form, but conducting course check event in paper.

Agreement with not prescribing a specific check form for use. Courses should be allowed to use the check form that will be used in the community following course completion.

Idea today was to get a feel for what the board is comfortable recommending with the rollout of the new curriculum. We want to use language that says the NDCF is a resource for you, you can use it this way or that way, but it is not the only form that can be used.

Laura summarized that she was hearing board members are generally comfortable with use of the NDCF during certification courses, but the board needs to have some allowance for those that use a different form in their community.

Laura identified the next step to be drafting guidance with the possible assistance of Amy, Kerry and Mandi. There is support, but the board needs to clarify their position/guidance.

Thank you to guests for your time today. Guests dismissed.

Communications Committee: Randy Chhabra

- CPS Awards:
  - Nominations closed on September 30th. All board members should have received the first round of scoring.
  - A summary of nominations was provided.
  - Changes this year:
    - Only two questions were asked in nomination form.
    - Scoring was done in a range of 0 – 20. All board members received instructions outlining ranges.
Scores are due to Randy by Friday, November 8th.
Second round of scoring will be provided on November 18th, due by December 15th.

Curriculum Committee: Mandi Seethaler
- Curriculum orientations have continued with states.
- Pilot courses were completed during the month of September.
- Extensive notes were taken during the pilots and combined with NHTSA feedback in one spreadsheet.
- Feedback was provided to the instructional designer. However, due to budget, all changes will not be made.
- During December committee meeting there will be a list of webinars to support the curriculum rollout. Board members will be asked to volunteer to present.
- Currently expect curriculum materials from Designer by December 9th. Will wait to widely share until more concrete feedback is provided.
- Need to allow time for printing, shipping and for instructors to have time to become familiar with new materials. Current implementation date for new curriculum is February 1, 2020, will allowance for instructors to request permission from National CPS Certification if the instructors want to teach during the month of February with the 2014 curriculum. Beginning March 1, 2020, all certification courses will be taught using the new curriculum.
- Also, launching new cpsboard.org website at the same time as curriculum rollout. Thanks to Ron Kremer and NSC IT for updating the website.
- Renewal Testing Course update: The Renewal Instructor Prep Guide is being updated. If board members would like to review and provide input, please contact Mandi. Due December 12th.

Membership Committee: Lonny Haschel
- Big thanks to the Membership team for all of their work reviewing and scoring membership applications.
- The top five applicants, based on scores, will be invited to interview. Interviews are scheduled.
- Terry Emerson provided an update regarding the Child Restraint Manufacturers Representative position. More updates to follow.

Communications Committee: Ron Kremer
- Thank you to Jennifer Pelky and the Toyota4Good program for a grant provided to the NCPSB!
- Ron provided an update regarding the board’s Technology Wishlist in follow up to discussion held at the July meeting. Three items have been prioritized and more information will be provided once a minimum of three quotes are received for each item.
- In addition, the board plans to purchase a backdrop for awards presentations and exhibit booths.
- Jennifer Pelky has submitted an application for the Toyota4Good program for a second year. She will provide an update once she has more information.

Approval of September Meeting Minutes: Tammy Franks
- No suggested changes were received. Motion made to approve minutes as submitted to the board. Minutes approved with all in favor and none opposed.
Other Business: Tammy Franks

- 2020 Meeting Dates: A 2020 meeting schedule has been provided to all board members.
  - Discussed 1.5 hour full board meetings during 2020. There are four full board telecom meetings in total. Motion was approved with none opposed. An updated schedule will be provided to all board members through the weekly email. Outlook appointments will also be sent to members.
- Bylaw Review and Approval, Sections I-VI:
  - Reviewed and updated:
    - Section 6.08: Officer Vacancies
    - Section 6.02: Officer Eligibility
    - Section 6.03: Officer Elections
    - Section 3.04a: Rotating Voting Members: Subject Matter Experts
    - Section 4.01: Member Responsibilities
    - Section 5.05: Quorum
  - Motion was made to approve the bylaws as discussed with updates made for sections I-VI. Motion approved with none opposed.
  - Tammy will make edits and provide final copy to Lonny for sharing with new member applicants.

Upcoming Meetings: Tammy Franks

- Data Committee: December 2\textsuperscript{nd}
- Curriculum Committee (Full Board): December 4\textsuperscript{th}

Happy Holidays and thank you to all members for all work on all projects!

Meeting Adjourned by Tammy Franks at 12:04 PM EST.

Minutes respectfully submitted by Amy Artuso, Secretariat, and Tammy Franks, NCPSB 2019 Chairperson.