July 30, 31 & August 1, Itasca, IL

July 30, 2019 – Day One

Members Attending: Tammy Franks, Lonny Haschel, Dina Burstein, Laura Dunn, Kerry Chausmer, Amy Artuso, Bob Stevens, Marilyn Bull, Terry Emerson, Krystal Lindsey, Mandi Seethaler, Ron Kremer, Randy Chhabra, Alexis Kagiliery, Jennifer Pelky

Via Videoconference: Michael Chappell, Charlie Vits

Members Not Present: Judy Hammond

Guest(s) Present: Marietta Brown (NHTSA), Thelma Kuska (Past Board Member/Curriculum), Adele Polson (Westat), Alex Epstein (NSC)

Welcome and Introductions: Tammy Franks, 1:00 PM CT
- Location Safety Information
- Board Statement
- Sign in and sign-up sheets

Approval of May Meeting Minutes:
Minutes approved. All present were in favor with none opposed.

NHTSA Update: Laura Dunn
- Thanks to Judy Hammond for State Highway Safety Plan (SHSP) efforts
- Heatstroke Awareness Day on Twitter – Tweet Up from 7am – 7pm ET
- Spring Regulatory Agenda update

Certification Update: Kerry Chausmer
- Recertification: 2019 Calendar Year (January – June 2019)
  - Eligible for Recertification: 19844
  - Recertified: 10997
  - Percentage Recertified: 55.4%
    - An increase from 55.3% last month and a decrease from 58.4% this time last year
- Current number of CPS Technicians and Instructors: 42,343
  - CPSTs: 40,501
  - Instructor Candidates: 33
  - Instructors: 1,809
- Update provided regarding upcoming webinars; See CPS Express for updates.
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- To submit content for CPS Express, information must be submitted by the 10th of the month preceding the next issue. For example, the deadline to submit content for the September/October issue is August 10th.
- Data is available in Annual Report
- Thanks to Ron Kremer for posting webinars and quizzes quickly on cpsboard.org
- Expired Tech survey discussed
- Participation in seat checks are the best form of quality assurance

NSC CPS / NCPSB Update: Amy Artuso
- Welcome from Alex Epstein, Director of Transportation, NSC

Curriculum Update: Mandi Seethaler
- Tammy Franks: Update regarding state curriculum orientation webinars and feedback from instructors
  - Ten webinars offered to date; slides updated after each based on instructor questions
    - Instructor questions reviewed
    - Many questions about Skills Evaluation 4
    - Belt shortening clips still used in some states and tribal communities
  - PPT slides are available on cpsboard.org
  - Discussed posting a recorded orientation on cpsboard.org for community education
- Kerry Chausmer and Laura Dunn: Renewal course discussed
  - Discussed real world implementation and challenges/questions raised
  - Discussed ideas and suggestions to support best format possible
  - Discussed time frame renewal course is allowable following certification expiration
  - Discussed pre-testing/pre-course interview options
  - Discussed possible course agendas
- Proofs of new curriculum materials shared
- Update provided about planned certification pilot courses
  - Selection process reviewed; two courses planned and both meet all selection criteria
    - Confidentiality agreements for instructors on NCPSB letterhead
  - Two board members will attend each course and will have specific tasks
  - Discussed process for receiving feedback from instructors and students
    - Students will not know about pilot until after completion of course.
    - Following course, will be helpful to know student backgrounds
- Update provided regarding NHTSA review of final draft curriculum materials

Website Review (cpsboard.org): Ron Kremer
- Review of cpsboard.org dev site and current website
  - Discussed plans and remaining needs
    - Search bar to search PDFs
      - Date PDFs rather than having date updated on website
      - Utilize resources from website for social media and newsletters
      - Include Code of Conduct on homepage
    - Create 6 topic boxes on homepage rather than 3 currently there
      - Add:
        - NDCF
        - Code of Conduct
        - CEUs

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- Plan to launch new cpsboard.org when new curriculum materials are sent to Instructors
  - Plan to launch on a Friday
- Ron described “parent-child relationships” on site content for URLs
  - The more specific the link the better

Curriculum Website Materials: Mandi Seethaler
- Discussed needs and suggestions
- Ron Kremer: Build a tip sheet: Each tip sheet becomes a webpage and shows better on a phone
  - Create PDF versions also for printing
- How to download curriculum Instructor Materials
- Curriculum FAQs with links
  - FAQ format: Categorize for before, during and after a course
- Share Instructor tip videos collected from the field
- Suggestions to include Instructor Support, Curriculum Support, Curriculum Tools, FAQs
- Discussed how style of page lends to style of write up
  - Ron to create a template for consistency (Plan for bulleted lists v. narrative paragraphs)
- Assignments for review of curriculum resources by module
  - Identify and confirm resources for website: Due 8.14.19
    - Module 1: Kerry Chausmer
    - Module 2: Krystal Lindsey
    - Module 3: Lonny Haschel
    - Module 4: Jennifer Pelky
    - Module 5: Alexis Kagiliery
    - Module 6: Jennifer Pelky
    - Module 7: Mandi Seethaler
    - Module 8: Dina Burstein
    - Module 9: Terry Emerson
    - Module 10: Mandi Seethaler
    - Module 11: Randy Chhabra
    - Module 12: Laura Dunn
    - Module 13: Tammy Franks
- Agreed to move NCPSB Curriculum Committee meeting to 8.14.19, cancelling August Cert/Recert committee meeting

NHTSA School Bus Curriculum Update: Charlie Vits, in absentia (Tammy Franks)
- Charlie Vits provided a written update in advance of the meeting
- Summary of overall objectives, immediate steps, how update is planned, and next steps reviewed
- Basic framework and projected schedule of next phases expected by December 31, 2019

Closing: Tammy Franks
- Information provided in preparation for Day 2 of meeting.

Day 1 Adjourned at 5:27 PM CT
July 31, 2019 – Day Two

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

Via Videoconference: Michael Chappell, Charlie Vits (partial attendance)

Members Not Present: Krystal Lindsey, Judy Hammond

Guest(s) Present: Torine Creppy (Safe Kids Worldwide/SKW), Shushanna Mignott (SKW), Stephanie Manning (SKW), Rob Ritter (NHTSA), Marietta Brown (NHTSA), Kelly Nantel (NSC), Jenny Burke (NSC), Jennifer Booge (Past Board Member/NDCF)

Welcome: Tammy Franks, 8:05 AM CT
- Meeting Called to Order / Day 2 Overview

Membership Committee: Lonny Haschel – Closed session for board members only
- Applications summary provided
- Scoring Scale and review process discussed
- Interview planning
- CR Manufacturers Representative position discussed

Meeting opened to guests: Tammy Franks
- Rob Ritter of NHTSA thanked the NCPSB for the life-saving work that is done and discussed the importance of our partnership.

National Digital Car Seat Check Form (NDCF): Amy Artuso
- Introduced Adele Polson of Westat
- Adele provided a presentation to the board regarding Westat's experience and data analysis plans with NDCF in the coming year
- Facilitated Q&A

Communications Committee: Randy Chhabra and Ron Kremer
- Reviewed NCPSB Social Media Guidelines
  - Discussed incorporating in to Operations Manual
- Discussed CPST Public Education campaign
  - Joint effort with MACPS
- NHTSA Image Library update

Vice-Chairperson candidates presentations to the board
- Voting open until 5pm CT

Lunch: Thank you to the National Safety Council for providing lunch!
- Meet Lorraine Martin, new President and CEO of NSC
- Board photo

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Communications Committee (continued): Randy Chhabra and Ron Kremer
- CPS Newsletter created for Texas CPS Conference shared
  - NCPSB members supportive of using template for all states
  - CPS Awards update provided
- Community Engagement Software Platform discussed

Strategic Planning: Tammy Franks
- Review of NCPSB bylaws
  - Tammy Franks made edits as changes were discussed and agreed upon
- Board positions, term limits and appointment reaffirmations were discussed

Board Team Building Exercise: Tammy Franks

Strategic Planning (continued): Tammy Franks
- Review of NCPSB bylaws continued
  - Tammy Franks provided document with tracked changes to NCPSB Secretariat
- Jennifer Pelky: Discussed use of Toyota4Good gift
  - Previously approved support of 2020 National CPS Awards
  - Some funds earmarked for audio and connectivity needs
    - Need to put actual costs with different requests made

Closing: Tammy Franks

Day 2 Adjourned at 5:08 PM CT

August 1, 2019 – Day Three
Members Attending: Tammy Franks, Lonny Haschel, Dina Burstein, Laura Dunn, Kerry Chausmer, Amy Artuso, Marilyn Bull, Terry Emerson, Krystal Lindsey, Mandi Seethaler, Ron Kremer, Randy Chhabra, Alexis Kagiliery, Jennifer Pelky

Via Videoconference: Michael Chappell,

Members Not Present: Charlie Vits, Bob Stevens, Judy Hammond

Guest(s) Present: Adele Polson (Westat), Shushanna Mignott (SKW)

Welcome: Tammy Franks, 8:00 AM CT
- Call to Order and Review of Day 3

2020 Vice-Chairperson election announcement: Tammy Franks
- Congratulations to Mandi Seethaler!!

Toyota4Good: Jennifer Pelky
- Continued discussion from Day 2
- Board set priorities and tabled discussion until additional information is gathered
Membership: Lonny Haschel
- Discussed scoring for applications where the applicant applied for more than one position
- Scoring is due by Membership Committee members in NSC Submittables by 8.20.19
- Next committee meeting is 8.21.19
- Reminder: Membership committee members need to fully participate in each phase of the selection process in order to participate with final selections

Data Committee: Randy Chhabra and Dina Burstein
- Discussed how to use data in an organized manner
  - Consider possible correlations
  - How can this benefit states?
- Examples of state data mapping was demonstrated
  - Shows where technicians and instructors are in the state, and where there are gaps in coverage
  - Discussed how quickly counties with 1-2 CPSTs could change to no coverage if someone doesn’t recertify
  - A variety of variables were discussed
  - Question was asked if mapping could also be done nationally to reflect where technicians are located with extra training in school bus and special needs transportation
- Data committee had a university level epidemiology student review some data
  - Discussed whether board would like to purchase GIS mapping software
  - Does Board want to utilize Tableau?
- Considered further analysis ideas
  - Number of fatalities compared to access to child passenger safety resources
  - Agency type with relation to recertification rate
  - Other factors
  - County-based recertification rates
- Discussed benefits of professional analysis compared to board conducting analysis
  - Consider drafting an informal research proposal for NHTSA – possible a public health student could work on analysis
  - Discussed possibility of Westat participating with analysis of data sets
- National Digital Car Seat Check Form (NDCF) Feedback review
  - NCPSB to serve as decision-making body of subject matter experts regarding changes to NDCF moving forward
  - Motion made for NCPSB Data Committee to review feedback submitted in NDCF platform
    - Motion carried

Certification/Recertification Committee: Kerry Chausmer
- Review of proposed webinars and board members assigned for follow up
  - Using social media to make connections: Amy Artuso, TBD
  - Graco results: Alexis Kagiliery, February 2020
  - Perhaps redo OT/PT webinar: Marilyn Bull
    - Alexis Kagiliery to work on recording with Marilyn Bull
  - Instructor Interview videos – part of new curriculum rollout
- Major projects discussed
  - National CPS Certification website update expected to launch November 2019
  - Discussed Lead Instructor quiz
- Board member feedback and suggestions discussed
- Update document outlining steps to becoming a lead instructor
  - Lonny Haschel and Mandi Seethaler will work on this

  o Instructor Candidate (IC) teaching recommendations handout will be updated to teaching requirements
    - Motion made and carried
    - Suggested requirements for ICs noted
      - Effective in next month
      - Plan to highlight in next CPS Express

  o Discussed certification classes that are requiring use of NDCF
    - Request made for paper forms to be used
      - None present opposed this option
    - Students cannot create own NCDF accounts until after certified, and should be working with an Instructor during course check event
    - Concern raised about technicians or students being required to use personal devices
      - If required, there should be a plan in place to provide devices for use
    - Inform NDCF program where this is happening at info@carseatcheckform.org or training@carseatcheckform.org
    - Board member feedback and suggestions discussed
    - Plan for Board to create recommendations for field
      - Include on board website
    - Ongoing discussions between NHTSA, SKW, and NSC will assist in moving forward with questions and issues
    - Lonny Haschel to follow up with Laura Dunn and readdress during next full board meeting

Ride-sharing Statement: Dina Burstein
- Review of draft created by Dina Burstein.
  - Board member feedback and suggestions discussed
- Discussed drafting an article form the Board to be included in CPS Express, as well as social media posts board members can share
- Consider including guidelines in NCPSB Operations Manual
  - Include guidelines on new cpsboard.org website with PDF for printing
- Motion made to approve statement
  - Motion carried

Public Comment Policy: Lonny Haschel
- Reviewed edits to Code of Conduct and drafted language to add to Operations Manual for Public Comment Section
  - Board member questions and suggestions discussed
- Motion made to approve policy comment as presented and add to NCPSB Operations Manual
  - Motion carried

Outstanding Business: Tammy Franks/All
- Tammy Franks made a motion to make pre-meeting CEU event a standing event
  - Potential session topics discussed
  - Need volunteers to present

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Helps to make Board accessible; will look into options to livestream or utilize Go To Meeting

- Mandi Seethaler requested to be able to share information about new CPST curriculum during KIDZ IN MOTION conference presentation in August 2019
  - Board member suggestions discussed; Request approved

Closing Remarks: Tammy Franks

- Thank you to all in attendance for their leadership, energy and enthusiasm
- Reminders

Future In-Person Meeting Dates:
To be held at National Safety Council Headquarters in Itasca, IL.

- May 5 – May 7, 2020
- November 4 – November 6, 2020

Day 3 Adjourned at 11:34 AM CT

Minutes respectfully submitted by Amy Artuso, Board Secretariat