Meeting of the National Child Passenger Safety Board
March 11, 2020

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

Members Attending: Tammy Franks, Lonny Haschel, Kerry Chausmer, Amy Artuso, Marilyn Bull, Charlie Vits, Tanya Hiday, Terry Emerson, Bob Stevens, Mandi Seethaler, Ron Kremer, Judy Hammond, Randy Chhabra, Alexis Kagiliery, Jennifer Pelky

Members Not Present: Laura Dunn, Krystal Lindsey, Michael Chappell

Guest(s) Present: None

*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
- Welcome to the March 2020 meeting. Thank you to everyone for being here!
- Roll Call – See above.
- Approval of January Minutes: No edits received.
  - Motion made to approve the January minutes as presented. Motion seconded. No discussion. All in favor, with none opposed. No abstentions. Motion carries.

NHTSA Update: Judy Hammond
- Region 7 CPS conference in Little Rock, Arkansas will be held from August 9 – 11.
- NY is waiting for the Governor’s signature to pass rear seat law. Anyone 16 or older must wear a seat belt in rear vehicle seat; applies to taxis as well.
- Congratulations to Laura Dunn on the birth of her new daughter!

Safe Kids Worldwide/Certification: Kerry Chausmer
- The 2019 Annual Certification Report with state recertification numbers, CEU information and more should be out by the end of this month.
- The 2019 expired techs survey is almost completed. The survey closes at the end of this week (Saturday). Will review final information on Monday. At this time, approximately 1000 people have responded. This is a larger response than last year. No new information, but good data.
- The recertification rates for January and February are lower than they have ever been. Investigating if there is a data error? The rates were in the high 40s versus the typical low 50s.
The CPST pins that were going to be distributed at the Lifesavers national conference will be given out at Safe Kids Tech Updates throughout the rest of the year.

National Safety Council/NCPSB: Amy Artuso
- The heading on cpsboard.org/heatstroke has been updated.
- Reminder/encouragement for everyone to be sure to read the weekly emails sent out by the Chair.
- Vice-Chairperson letters of intent are due to the Secretariat by April 1.
- If anyone has questions or needs planning assistance in preparation to attend the May full board meeting, there are not plans to cancel the May meeting at this time. Update will be provided as more information becomes available.
  - Several members expressed that their organizations have already issued travel bans.
  - Members were asked to communicate with the Secretariat if additional travel holds were put in place, or if any were lifted.
- Recorded committee meetings are available to board members. Remember meetings are held in executive session and information is confidential until the board makes information public.

Membership Committee: Lonny Haschel/Jennifer Pelky
- New member orientation was held in February. Working with new members for all forms and requirements needed for onboarding.
- During last meeting, this committee discussed aligning selection process for rotating voting Subject Matter Expert (SME) positions with rotating voting Field Representatives selection process.
  - SME positions include the Child Restraint Manufacturer Representative and the Vehicle Manufacturer Representative position.
  - Application process for selection, where application is received by the board and the Membership Committee vets applications. Board will select new members versus relying on external partner organizations to submit nomination.
  - The board will make notice to external partners for each selection cycle.
  - Positions will remain a three-year term.
  - NCPSB Bylaws and Member Handbook were referenced.
  - Position application qualifications discussed.
- Motion made to align the rotating voting member selection process.
  - Board members agreed with alignment.
  - Recognized increase work for and commitment from board members.
  - Membership to confirm details of process and application language and will bring back to board.
  - Will continue to work collaboratively with external partners to publicize open positions.
    - Motion seconded. All in favor, with none opposed. No abstentions. Motion carried.
- Second question discussed is whether SME members can extend term of service in absence of new interested and qualified individuals to fill the position, or is term limited?
  - Board members were supportive of extending terms in the absence of new qualified candidates.
  - Take in to consideration how long one organization can hold a given position across multiple terms.
- Reminder to members that this information is confidential and not to be shared until the board finalizes the process and posts the positions following the May full board meeting.
- Presentation of new Child Restraint Manufacturer Representative.
  - Board members discussed nomination.
• Motion made to accept nomination of Drew Kitchens for the position of Child Restraint Manufacturers Representative position.
  o Motion seconded. All in favor, with none opposed. No abstentions. Motion carried.
  o Chairperson to notify JPMA of confirmation. Vice-chairperson to contact new member.
• Reaffirmation of three permanent member positions currently in process:
  o American Academy of Pediatrics Representative, permanent voting position
  o National Safety Council Secretariat, permanent non-voting position
  o Safe Kids Worldwide Coalitions Representative, permanent voting position

Curriculum Committee: Mandi Seethaler
• Exciting time for the new curriculum! Instructor Guides are delivered and new classes are being taught!
• Responses are being shared through the Curriculum Feedback Form
• Two very positive feedback submissions were shared with the board.
• To date, 170 submissions have been received through the Curriculum Feedback Form. Board members are encouraged to continue asking others to submit information through this form for tracking purposes.
• Any items that can be addressed immediately are being resolved. For example, adding new resources or language to cpsboard.org. Other items will be addressed in future updates. Quizzes were updated in February. No further revisions to materials will be made before January 2021.
• Creating new FAQs per module. These new PDFs will be available on the public Instructor Resources page on cpsboard.org, and will be updated as needed.
• New NSC Transportation Curriculum Program Manager is responding on behalf of the Board to each submission so Instructors have immediate feedback within three to five business days. This position is funded by NHTSA and will continue to support the National CPST Certification Training curriculum.
• As of March 3, 2020, there are 1793 CPST Instructors. With 170 submissions, there are less than 10% that have submitted feedback. This is considered a positive outcome.
• A PPT presentation is being finalized to share updates on the new curriculum. Once completed the presentation will be recorded and available on cpsboard.org. Thanks to Tammy Franks, Mandi Seethaler and Lonny Haschel for their work on this!
• Discussed questions received regarding content being added to the curriculum by Instructors to address topics such as belt shortening clips, the LATCH Manual, and other items. New resources to address these questions are planned in the next few months, such as new community education webinars.
  o Kerry Chausmer (LATCH) and Randy Chhabra (Belt Shortening Clips) to follow up for resource development.
  o Instructors should use the curriculum as written and deliver content as outlined.

Communications Committee: Randy Chhabra/Ron Kremer
• Committee call held on March 10, 2020.
• Following cancellation of the national Lifesavers conference due to the COVID-19 pandemic, this committee is planning for an alternative presentation of the 2020 National CPS Awards.
  o Presentation will be recorded with winners and board members, and new information will be made publicly available on Saturday, March 13, at 8:15 am ET. Channels for public information-sharing includes cpsboard.org, social media, press releases, and presentation.
  o A full list of 2020 National CPS Award winners and nominees can be found here.
  o The 2021 nomination period will open on Saturday, March 13 at cpsboard.org/awards.
  o Secretariat will send meeting invite to board members once confirmed with winners. Board members are encouraged to participate to celebrate winners and share congratulations.
• New Motion: Committee recommends past and current board members not be eligible to win the National CPS Tech or Instructor of the Year awards. Members would still be allowed to be part of a Team that is nominated. There are more than 43k CPSTs to be recognized and celebrating. Serving as a member of the NCPSB is an honor in itself.
  o Motion made to approve change so that current and past board members will not be eligible to win the National CPS Technician or Instructor of the Year Awards.
  o No concerns expressed by board members.
  o Motion seconded. All in favor, with none opposed. No abstentions. Motion carried.
• New Motion: Committee recommends moving awards nomination deadline from current September 30 to end of August. This still allows for approximately five months for nomination submissions, while spacing out board member responsibilities for awards review and selection period with new member selection process.
  o Motion made to approve change end date of National CPS Awards nomination period to the end of August.
  o No concerns expressed by board members.
  o Motion seconded. All in favor, with none opposed. No abstentions. Motion carried.
• New Motion: Opportunity to present the National CPS Awards in person at the 2020 Kidz in Motion conference in August. Communications committee recommends reimbursable travel support for winners (up to 3 individuals in total) as an alternative to support confirmed for moderating at the national Lifesavers conference. Funds utilized will be through the Toyota4Good gift to the NCPSB.
  o Motion made to confirm reimbursable travel support as outlined in discussion for up to three recipients to attend the in-person presentation of the 2020 National CPS Awards at the Kidz in Motion conference.
  o No concerns expressed by board members.
  o Motion seconded. All in favor, with none opposed. No abstentions. Motion carried.
• Chairperson thanked the committee for being responsive to unprecedented circumstances.
  o Board members encouraged to attend presentation as able.

**Data Committee: Randy Chhabra**

• Two documents have been shared in the weekly email for board member review. Feedback received has been incorporated in to the forms.
• First form (shown via videoconference) is a three-page guidance document that summarizes the National Digital Car Seat Check Form (NDCF) and standardizes how the NDCF is to be used in the field and with certification courses if Instructors and Technicians choose to use this resource.
  o Highlight: On page 2 language is included that clearly states using this resource is not a mandate, nor should individuals feel pressured to download the app during certification courses. Use of the NDCF is an option for students.
  o In addition, the expectation is that the paper form of the NDCF will be used during a certification course, which can be introduced in Module 12, reinforced in Skills 4, and then there is opportunity to use the digital form to enter information in to the NDCF system as further training following the course, as outlined in this document. This is optional if an Instructor wants to introduce the NDCF in association with a certification course.
  ▪ Board members were given the opportunity to express any concerns with current layout or information therein. Questions discussed:
    • Should a timeline be added regarding how long after a certification course is it allowable to add check form data from a paper form to the digital system?
      o Board can make a recommendation if it chooses to do so.
      o It is possible to add a new FAQ to existing NDCF program FAQs.
For now, leave as is and revisit following feedback from the field.

- Discussed who decides if the NDCF will be used in association with a given certification course.
  - Keeping in mind support for a variety of models across the country, it is difficult to specify for quality assurance and enforcement purposes.
  - Decision to leave as is for now.
- Instructors need to keep in mind use of the NDCF is not included in curriculum time allocations, and should plan accordingly.
  - Form will be an available resource on cpsboard.org.
- New Motion to accept the NDCF guidance document as written to be maintained as a board resource.
  - Motion seconded. All in favor, with none opposed. No abstentions. Motion carried.
- Second form is a separate document related to the NDCF. This document is a one page handout that provides a general overview of the NDCF. All board members have been given an opportunity to review in advance. Opportunity provided to express concerns. None shared.
- New Motion to accept this one page NDCF document as written to be a resource for the field from the National Child Passenger Safety Board.
  - Motion seconded. All in favor, with none opposed. No abstentions. Motion carried.

Cert/Recert Committee: Kerry Chausmer

- Committee meeting held in February.
- Several projects currently in process right now
  - Tammy Franks is drafting an article for the CPS Express newsletter about Instructor flexibility regarding when they can conduct seat check sign offs.
  - Mandi Seethaler and Lonny Haschel are reviewing IC tools and IC mentor packet.
  - Mike Chappell is drafting a tool for Instructors and Technician Proxies to use when conducting seat check sign offs. This new resource is based on Skills Evaluation 4 in the new certification curriculum.
  - Of note, Kerry will be on vacation for next committee meeting. Lonny agreed to lead the call.

Other Business: Tammy Franks

- A meeting for state CPS coordinators was planned for Lifesavers. Great response received so the board would still like to offer this opportunity following the conference cancellation. Asked for board member participation. Volunteers noted:
  - Tammy Franks
  - Amy Artuso
  - Kerry Chausmer
  - Randy Chhabra
  - Mandi Seethaler
  - Alexis Kagiliery
  - Interested members not noted should contact Amy to volunteer.
  - Information will be shared with state highway safety office (HSO) cps coordinators through available state coordinators listserv.
  - Will pursue opportunity to provide a standing meeting with state HSO cps coordinators following feedback received from meeting held at the 2019 Kidz in Motion conference.
- Mandi inquired about Lifesavers workshop sessions that are being recorded and planned for posting on cpsboard.org.
  - Alexis shared that timely presentations are being recorded, and other presentations will be held for the 2021 conference, per speaker requests.
The Lifesavers OPC Track coordinators would like to share the recorded presentations with the cps community for the value they offer. Which presentations are still being determined.

Board members were asked if there is any objections to posting these presentations on the board website. None were expressed. Presentation logistics discussed.

Once available, these webinars will be available at cpsboard.org/recertification.

Chairperson thanked members for staying past scheduled end time of this meeting and for all of their extra hard work!

Meeting Adjourned by Tammy Franks at 12:35 PM EST.

Minutes respectfully submitted by Amy Artuso, NCPSB Secretariat.