Meeting of the National Child Passenger Safety Board
May 6, 2020

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

Members Attending: Tammy Franks, Lonny Haschel, Mandi Seethaler, Laura Dunn, Kerry Chausmer, Amy Artuso, Marilyn Bull, Charlie Vits, Mike Chappell, Tanya Hiday, Terry Emerson, Krystal Lindsay, Bob Stevens, Ron Kremer, Judy Hammond, Randy Chhabra, Alexis Kagiliery, Jennifer Pelky, Drew Kitchens, Jim Savage, Denise Donaldson, Kellie O’Riordan

Members Not Present: None

Guest(s) Present: Dina Burstein

*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 May 2020 meeting. Thank you to everyone for being here!
• Thank you to members for completing annual Member Confidentiality and Conflict of Interest forms.
• Changes to meeting process for this meeting were addressed as a result of COVID-19 pandemic.
• Welcome to new members!!
  o Denise Donaldson
  o Drew Kitchens
  o Kellie O’Riordan
  o Jim Savage
• Roll Call – See above notation of members in attendance.
• Approval of March 2020 Minutes: No edits received.
  o Motion made to approve the March minutes as presented. Motion seconded. No discussion. All in favor, with none opposed. No abstentions. Motion carries.

NHTSA Headquarters Update: Laura Dunn

• New images are now available in NHTSA image library on TrafficSafetyMarketing.gov
• All staff are working from home. No return date at this time, but all are still working.

NHTSA Regions Update: Judy Hammond

• Training and inspection stations across many states have been cancelled or postponed due to the COVID-19 pandemic. Many have shifted to virtual activities where possible.
• Idaho has postponed the planned Safe Travel for All Children (STAC) training that was scheduled for June 1, 2020. Plan to reschedule in 2021.
• Montana Annual CPS Technician Update and seat check that was scheduled for May 6-7, 2020, is postponed. Hope to reschedule during summer 2020.
• Rhode Island Tech Update that was scheduled for early June in 2020 is postponed.
• South Carolina CPS Summit that was scheduled for September 15, 2020 is rescheduled for 3 two-hour sessions, August 11th from 1-3pm, September 15th from 1-3pm, and October 13th from 1-3pm. All sessions will provide 2 CPST CEU credits.
• South Carolina has scheduled their 2021 CPS Summit for September 14, 2021.
• Utah Zero Fatalities CPS preconference that was planned for March 31st is rescheduled to August 18, 2020.
• Updates will continue to be provided as they are received.

**Safe Kids Worldwide/Certification: Kerry Chausmer**

- Please review the [May/June CPS Express](#) that was recently released. There is a lot of information for CPSTs and Instructors.
- More than 13k certification extensions have been processed. Most are set to expire at the end of October 2020, and then more in November and December. It is suggested that all CPSTs log in to their personal certification profile to see their recertification date. Individual certification profiles are the best place to find the most current information. All CPSTs were sent an email update to inform them of their new recertification date. If anyone needs more time to recertify contact [Safe Kids Certification](#).
  - Completing online CPST CEUs is encouraged right now.
    - Recent Legit or Not? Webinar had almost 500 attendees. This is the largest live webinar audience to date for CPST CEUs.
- CPST Instructors are seeking guidance on when they can resume certification courses. The National CPS Certification program defers Instructors to CDC guidelines and local health departments. Please only offer classes when safe to do so and follow best practice recommendations in your state. It is important for Instructors and students to feel safe.
  - National CPS Certification is a program managed by [Safe Kids Worldwide](#) (SKW). The parent agency for SKW is Children’s National Hospital, which has its own set of policies. Certification is happy to help as they are able.
  - Follow recommendations of local health experts.
- There were no certification courses held in April.
- It was noted that Lorrie Walker recently retired. Lorrie had worked at SKW for 16 years, and in the CPS field for 34. She is a former NCPSB member. Congratulations Lorrie!
- May is CPST Month, but due to the pandemic CPST Month is not being promoted this year. Instructor pins will be provided to those that teach in May. The Certification program will not promote courses when it is not safe to do so. There is planning for CPS Week to alternatively find a way to award pins to Instructors.

**National Safety Council/NCPSB: Amy Artuso**

- This afternoon [cpsboard.org](#) will be updated to reflect 2020 – 2021 membership.
- This afternoon all board members can expect to receive updated committee and full board meeting invitations for 2020.
- All NCPSB members are encouraged to read the weekly emails from our Chairperson. This is how members will stay current with all board information.
• NCPSB members who have expressed interest in participating with the upcoming State Coordinators meeting scheduled for May 13th will receive an email update from the Secretariat in the coming week.
• Welcome to new members and thanks to outgoing members!
• We’re here to answer questions and help support all members.

Change of Leadership: Tammy Franks
• Tammy Franks, 2019 – 2020 NCPSB Chairperson officially handed over leadership of the NCPSB Executive Committee to new Chairperson Lonny Haschel.

Executive Committee: Lonny Haschel
• Thank you to new members for taking the time to apply to the board and welcome!
• Conducted process to confirm the next Vice-Chairperson elect.
  o One expression of intent received from Jennifer Pelky.
• Jennifer Pelky addressed the board to express her interest in becoming the next Vice-Chairperson.
  o Jennifer Pelky was confirmed as the next NCPSB Vice-Chairperson elect.
    ▪ Nomination received and seconded. No discussion. All in favor, with none opposed. One abstention during vote by Jennifer Pelky. Nomination passes.
    ▪ Thanks to Jennifer Pelky as the members of the board really appreciate her stepping up to serve in this capacity moving forward! Congratulations and Welcome to Jennifer for officially becoming the next Vice-Chair Elect!
• During March 2020 meeting, the board discussed aligning the selection process for Subject Matter Expert (SME) member positions, Vehicle Manufacturers Representative and Child Restraint Manufacturers Representative, with the rotating member selection process. This change will streamline membership processes. With Jennifer now being Vice-Chairperson Elect, there is no longer a need to select a new Vehicle Manufacturers Representative in the coming year.
• Discussed board member operations during pandemic. Mostly will remain the same as most operations and meetings are conducted virtually. The NCPSB will continue to support virtual car seat inspections, as well as educational messaging on social media.

Membership Committee: Lonny Haschel/Jennifer Pelky/Mandi Seethaler
• SME Member selection process has been streamlined. Language has been updated to align all rotating positions in one consistent process. Some language has been added that will be reviewed during the member handbook and bylaws discussion later in this meeting. These changes are a result of consensus from the overall membership committee. Looking forward to new process if approved. Expect a lot of good applicants to support the work of this board!
• Mandi Seethaler officially assumed position of Membership Committee Chairperson as 2020-2021 NCPSB Vice-Chairperson.
• Mandi recognized Lonny for providing her with a folder of document updated to support the 2020-2021 membership cycle. Thank you, Lonny!
• The new membership application process opens May 25, 2020 and closes July 31, 2020.
  o Two new rotating voting field representative positions will be open for application.
• The two positions that are open for the 2020-2021 membership selection cycle are:
  o Public Safety – Fire/Emergency Medical Services (EMS)
  o Public Safety – Law Enforcement
• There will be social media posts on NCPSB channels that board members are encouraged to share and spread the word about this open membership application period. Encourage others to apply!
• The committee meeting calendar has been updated and sent to board members through the weekly email, to include new membership interview dates. All members are invited to participate, but in order to be part of the selection process members need to participate in all interviews.
  o This updated calendar has been updated and incorporated in the member handbook content for discussion today.

Curriculum Committee: Mandi Seethaler
• While everyone is encouraged to understandably continue practices that keep them safe, discussed disappointment that the new CPST training curriculum cannot be taught right now.
• There is a new curriculum orientation webinar available, including updated PowerPoint slides. The new information reflects FAQs, and information the NCPSB would like people to know.
• The Curriculum Feedback Form will remain open on cpsboard.org, and Instructors are encouraged to submit all questions, feedback, and positive shares through this platform. This process will not close.
  o All Curriculum Feedback Form submissions are being documented and tracked. Instructors are receiving individual responses. Through this process the NCPSB is striving for Instructors to know they are heard and that the board is listening, maintaining connection with the CPS community.
• There will not be further updates to CPST training curriculum before January 2021.
• Pilot course instructors will be sent a hard copy TG once the Safe Kids Certification office reopens. The TGs will be sent to the Lead Instructor for distribution to the instructor team. Their work helped finalize this new curriculum. Thank you to all of the pilot course instructors!
• Tammy Franks described her new role with the National Safety Council (NSC) that began at the end of January 2020. This position is supported by NHTSA to work specifically on NHTSA transportation safety curricula.
  o Upcoming project is to update the Instructor Development Course.
    ▪ Will be reformatted to include CPS Technicians, as technicians and instructors are all educators.
    ▪ Planning for both online and in-person courses.
    ▪ The Course will be modular, so different topics or focus areas can be offered in sections and taught on different dates.
    ▪ Board members volunteered to participate in this update process, which also includes past board member participation.
    ▪ A project launch meeting will be held soon. NCPSB members interested in participating should contact Tammy Franks.
    ▪ Goal is in place to host a preconference pilot course at the 2021 Lifesavers conference.

Communications Committee: Randy Chhabra/Ron Kremer
• Nomination period for the National CPS Awards is open through August 31, 2020.
  o Information and nomination submission forms are found at cpsboard.org.
  o Update provided regarding number of nominations received in each category to date.
  o All NCPSB members are encouraged to share information and encourage nominations.
  o Nomination period will be promoted on NCPSB social media channels. Please share posts.
  o Awards presentation is during the 2021 Lifesavers preconference.
• Thanks to all members for continuing to contribute NCPSB social media posts.
• Great engagement seen during January, February and March quarter, with more than 2 million engagements. Twitter also continues to grow, but not at the same rate as Facebook.
  o NCPSB social media guidelines will be sent to all 2020-2021 members.
• The board website, cpsboard.org, was updated in January 2020. Positive feedback has consistently been received from the field. One feature CPSTs seem to like is the added CEU benefit of being able to log in and have a history of their CEU completions to support recertification.

Other Business: Tammy Franks/Lonny Haschel
• 2020 -2021 Committee and Committee Chairperson Confirmations
  o All Board members serve on the Curriculum Committee, and select two additional committees to serve on each year.
  o 2020 – 2021 Committees information is available on cpsboard.org.
• The committee meeting schedule for the rest of 2020 has been sent to members in the weekly email.
• Continuation of strategic planning is expected to be incorporated for the November 2020 meeting.
• Revised NCPSB Bylaws and Member Handbook were approved in January 2020, at the same time as new CPST training curriculum and new NCPSB website were launched.
• Further edits to Bylaws since January 2020 have been proposed and were presented. No conversation, questions or concerns were expressed by board members.
  o Page numbers in Bylaws were updated.
  o Member position titles were updated across documents for consistent terminology.
  o Proposed updates to member selection process for SME positions to align all rotating positions.
• Motion made to approve bylaws with all changes as submitted. Motion seconded.
  o Vote taken among 2020-2021 NCPSB members. All in favor, none opposed, no abstentions.
  o Bylaws with May 2020 revision date passed.
• Further edits to Member Handbook since January 2020 have been proposed and were presented. No conversation, questions or concerns were expressed by board members.
  o Updated description of Safe Kids Worldwide: National CPS Certification Program representative
  o Minor edit under Twitter section to add the word “to”
  o Aligned title for Public Health: Research position to align with language in Bylaws
  o Added updated meeting calendar schedule
  o Minor edits to ride-sharing position statement, such as adding commas and hyphen
• Motion to approve 2020-2021 Member Handbook with all changes as submitted. Motion seconded.
  o Vote taken among 2020-2021 NCPSB members. All in favor, none opposed, no abstentions.
  o Member Handbook with May 2020 revision date passed.

Member Recognition and Transition of Officers: Tammy Franks/Lonny Haschel
• Tammy Franks thanked all board members, passing the gavel to Lonny Haschel.
• Lonny Haschel thanked Tammy Franks for her term of service as Chairperson. Thank you, Tammy!
• With this meeting the new 2020 – 2021 NCPSB Officers are:
  o Lonny Haschel, Chairperson
  o Mandi Seethaler, Vice-Chairperson
  o Jennifer Pelky, Vice-Chairperson Elect
• New member press releases will be posted on cpsboard.org this afternoon.
  o New members are now invited to share press releases with others.

Recognition of Outgoing Members: Laura Dunn
• Terry Emerson, Child Restraint Manufacturers Representative, 2017-2020.
• **Charlie Vits**, At-Large Representative, 2017-2020.
• **Krystal Heinzen Lindsay, J.D.**, Diversity Representative, 2017 – 2020.

Virtual images of board members taken.

**Next Meeting: July 8, 11am EST**

**Meeting Adjourned by Lonny Haschel at 12:54 PM EST.**

Minutes respectfully submitted by Amy Artuso, NCPSB Secretariat.