National Child Passenger Safety Board Meeting  
September 9, 2020

Meeting (via conference call) called to order by Lonny Haschel at 11 AM EST

Members Attending
☒ Lonny Haschel, Chair
☒ Mandi Seethaler, Vice-Chair
☒ Jennifer Pelky, Vice-Chair Elect
☒ Laura Dunn
☒ Kerry Chausmer
☒ Amy Artuso
☒ Marilyn Bull
☒ Mike Chappell
☒ Randy Chhabra

☐ Denise Donaldson
☐ Judy Hammond (excused)
☒ Alexis Kagiliery
☒ Drew Kitchens
☒ Ron Kremer
☒ Kellie O’Riordan
☒ Jim Savage
☒ Bob Stevens

Guest(s): Tammy Franks, National Safety Council

Reminder: Members are asked not to call in to the meeting while driving a motor vehicle. Employees of the National Safety Council cannot continue to host a call while any individual is driving a motor vehicle and using a cell phone regardless if using it hand-held or hands-free. Thank you!

Welcome and Introductions - Lonny Haschel
• Welcome to the September 2020 meeting. Thank you to everyone for being here!
• Roll Call – See above notation of Members in attendance.
• Review of NCPSB Opening Statement
• Approval of July 2020 NCSPB Meeting Minutes – Rescheduled to October Curriculum Committee call

Program Update: NHTSA - Laura Dunn
• Please promote CPS Week materials including refreshed social media, video on virtual car seat checks, and influencer partnerships on YouTube.
  o Ron will begin to promote assets on NCPSB social media.
• NHTSA’s 50th anniversary is in 2020 – an exciting landmark in an unconventional time. Panel events planned for week of September 14th. Laura will share public invite with the Board.
• From Judy: If inspection station information needs to be updated, please send updated information to NHTSA regional representation.
Virtual appointment availability now is indicated on NHTSA Inspection Station Finder as well.

**Program Update: Safe Kids Worldwide/Certification - Kerry Chausmer**
- Email sent from SKW on September 8, 2020 about new recertification options for Technicians and Instructors.
  - Swap CEU’s for seat checks.
  - Swap designated community education webinars on cpsboard.org/recertification for teaching hours.
  - Supporting Resources
    - Policy Addendum: CPST Recertification and COVID-19
    - FAQs
  - CPS Express will be sent today at noon and will include this information.
- CPS Month – September 2020
  - A new Virtual CPS Classroom Tool Kit has been released.
  - How to Choose and Use a Car Seat course released on Udemy.com.
  - SKW Facebook page will host several Facebook live events planned for this month.
  - 74 National CPST Certification courses are planned for this month.
    - If teaching a class, Instructors will receive pins.
  - 217 checkup events are registered for September - 70% of events are in-person but they are not public.

**Program Update: National Safety Council/NCPSB - Amy Artuso**
- Looking forward to sharing and promoting CPS Week!
- Big news… Appointing Tammy Franks as Secretariat of the Board with the transition starting immediately.
  - A public announcement is planned for CPS Week on September 21, 2020.
  - This transition supports of the work of the Board with Tammy serving in her role as Program Manager for Transportation Safety Curriculum.
  - Amy expressed her thanks for the opportunity to serve the Board for the past 10+ years as a Member, Chair and then as Secretariat. She will continue to work closely with Tammy and Ron and to support the Board in many ways.
  - Much thanks and appreciation for Amy and all of her efforts was shared.

**Curriculum Committee – Kellie O’Riordan**
- The Executive Committee is considering alternate formats for offering the National CPST Certification Training curriculum.
- The Curriculum Committee is receiving and continuously monitoring curriculum feedback forms.
Executive Committee - Lonny Haschel

- The following addendums to the NCPSB Bylaws and Member Handbook concerning electronic meetings were proposed.

**NCPSB Bylaws: Section 5.08 Electronic Meetings**

When deemed necessary by the Executive Committee or as otherwise provided in these bylaws, meetings of the Board may be conducted through use of Internet meeting services that support voting and support visible displays identifying those participating, identifying those seeking recognition to speak and showing (or permitting the retrieval of) the text of pending motions. These electronic meetings of the Board shall be subject to all rules adopted by the Board to govern them, which may include any reasonable limitations on, and requirements for, Board members’ participation. A vote conducted through the designated Internet meeting service shall be deemed a vote, fulfilling any requirement in the bylaws or rules that a vote be conducted. **All aspects of the meeting, spoken or written, will be recorded.**

**NCPSB Member Handbook: Board Meetings**

When deemed necessary by the Executive Committee or as otherwise provided in these bylaws, meetings of the Board may be conducted through use of Internet meeting services that support voting and support visible displays identifying those participating, identifying those seeking recognition to speak and showing (or permitting the retrieval of) the text of pending motions. These electronic meetings of the Board shall be subject to all rules adopted by the Board to govern them, which may include any reasonable limitations on, and requirements for, Board members’ participation. A vote conducted through the designated Internet meeting service shall be deemed a vote, fulfilling any requirement in the bylaws or rules that a vote be conducted. **All aspects of the meeting, spoken or written, will be recorded.**

The Secretariat shall send by e-mail to every member of the Board before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone.

The Secretariat shall schedule Internet meeting service availability to begin at least ten minutes before the start of each meeting.

The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

Each member is responsible for their own audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.

The Chair, Secretariat or meeting leader may cause or direct the disconnection or muting of a member’s connection if it is causing undue interference with the meeting. The decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting.

- **Discussion:** Add language to capture all written comments in chat box as reflected in the red font.
- **Motion:** Ron Kremer - Approve the addendums on electronic meetings as proposed with changes discussed.
- **Second:** Mike Chappell
- **Decision:** The motion carries.
• The following addendum (highlighted in yellow) to the NCPSB Member Handbook concerning CPS Awards was proposed.

NCPSB Member Handbook: Board Activities - Child Passenger Safety Technician, Instructor and Team of Year Award Program
This annual recognition program was established in 2011 to recognize the achievements of one (1) certified CPS Technician and one (1) certified CPS Instructor. In 2019, the CPS Team of the Year award was added. The award ceremony is conducted annually at a pre-session workshop at the Lifesavers Conference.

Refer to Appendix K for the CPS Technician, Instructor and Team of the Year Award Program Process.

Current and Past Board Members are not eligible to receive the CPS Technician or CPS Instructor of the Year Award. The CPS Team of the Year may not include current Board Members.

In addition, current Board Members are not eligible to submit nominations for any award as Board Members may have access to the scoring rubrics which may give an actual or perceived unfair advantage.

  o Discussion: Add language that CPS Team of the Year may not include current Members as reflected in the red font.
  o Motion: Denise Donaldson – Approve the addition of updates to eligibility of receipt of CPS Awards and who may submit nominations for CPS Awards.
  o Second: Kellie O’Riordan
  o Decision: The motion carries.

• 2021 NCPSB Meeting Calendar
  o Discussion: None
  o Motion: Mandi Seethaler - Approve 2021 NCPSB Meeting Calendar as proposed.
  o Second: Mike Chappell
  o Decision: The motion carries.
  o Note: The approved 2021 NCPSB Meeting Calendar is attached at the end of the minutes. Tammy Franks will send out invites as time allows.

Membership Committee - Mandi Seethaler and Jennifer Pelky
• 2021 Membership drive is complete.
  o The Membership Committee has scored the applications.
  o Mandi Seethaler and Jennifer Pelky are conducting background checks.
  o Interview questions and scoring rubric has been updated.

Data Committee - Denise Donaldson
• Updated NDCF is coming soon on October 1st.
  o Updates have been made to all delivery methods.
    ▪ Form logic/skip conditions have been added.
  o Westat has created a dashboard including number of car seat checks, zip code map, type of misuse, car seat type and vehicle type.
    ▪ This is clean data and will be updated monthly.
Amy – Thank you Denise and to the Board’s for their involvement as you helped to drive change.

Communications Committee - Ron Kremer/Randy Chhabra
- The 2021 CPS Awards nomination period has closed.
  - Applications will be sent out for Members to score.
- Drew Kitchens has offered Graco resources to help with social media.
- Concerning mode of access of cpsboard.org (current fiscal year)
  - 80% from desktop devices
  - 17% from mobile devices

Certification/Recertification – Kerry Chausmer
- Considering webinar options to support updated recertification options.

Other Business - Lonny Haschel
- Recognition of Alexis Kagiliery, outgoing Board Member
  - Thank you for your work, dedication, expertise, insight. You always provide a unique point of view. We wish you the best to you and your family! You will be missed! Once a Board Member always a Member…
  - From Alexis. Serving on the Board has been incredible. I am honored to be a part of it. You are the most dedicated, loving people that I know. Please stay in touch! I plan to take a deep breath and then determine my next steps… maybe a food cart or flipping houses… maybe Child Passenger Safety.

Meeting Adjourned by Lonny Haschel at 11:31 EST.

Minutes respectfully submitted by Tammy Franks, NCPSB Secretariat.
2021 NCPSB Meeting Dates

Meeting Time: 11:00 AM EDT, 10 CDT, 9 MDT, 8 PDT, 7 ADT
Full Board - 1.5 hrs/Committees - 1.0 hr
*Except for May/Nov Full Board and Nov Membership Committee meetings

January

February

March

April

May

June

July

August

September

October

November

December

Full Board**
Executive Committee
Curriculum Committee**
Certification/Recertification Committee
Communications & Engagement Committee
Data Committee
Membership Committee

National Child Passenger Safety Week
Lifesavers Conference
PrevCon (odd numbered years)
KIDZ IN MOTION Conference

**Full Board participation is required.