National Child Passenger Safety Board Meeting  
January 12, 2022

The virtual meeting was called to order by Mandi Seethaler at 11 AM EST.

Members Attending:
☒ Mandi Seethaler, Chair
☒ Jennifer Pelky, Vice-Chair
☒ Jim Savage, Vice-Chair Elect
☒ Laura Dunn
☒ Daniella Brown (incoming)
☒ Scott Downing (11 am to noon)
☒ Rob Duckworth
☒ Tammy Franks
☒ Judy Hammond
☒ Cass Herring
☒ Ron Kremer
☒ Kellie O’Riordan
☒ Krystal Phillips
☒ Beth Warren (outgoing)
☒ Justin Young

☐ Marilyn Bull (excused)
☐ Bob Stevens (outgoing)

Guest(s): Jessica Butterfield; Curriculum Committee Guests: Lonny Haschel, Rob Ramey, Lisa Dau, Amanda Kelly, Kelly Murphy and Liz Perez

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 – Mandi Seethaler
- The Board was welcomed to the January 2022 full Board meeting.
- The Board was reminded that meetings are held in executive session and meeting participation while driving a motor vehicle is not allowed.
- The public meeting minutes for the November 2021 full NCPSB meeting were reviewed.
  - Motion: Scott Downing moved that November 2021 meeting minutes be approved as submitted.
  - Second: Denise Donaldson seconded the motion.
  - Discussion: None
  - Decision: The motion carried.
- The Board honored outgoing Members, Bob Stevens (GHSA Representative) and Beth Warren (Safe Kids Certifying Body Representative), and thanked them for their service.

Curriculum Committee – Tammy Franks
- The Lead Instructors for the hybrid offering of the National Child Passenger Safety Technician Certification Training curriculum shared their thoughts about the pilot courses.
- Lisa Dau - Honolulu, HI
  - She loved the hybrid curriculum and is excited for it to be moved forward.
  - She would like to see the hybrid curriculum be incorporated into the Renewal Testing course.
  - The hybrid offering will facilitate working with people on other islands.
  - Three students completed the pilot course. One student preferred the hybrid delivery. The second student would have preferred in-person delivery. The third student had no preference for the delivery method.
  - They liked the delivery of the e-learning modules on the learning management system (LMS).
  - The Instructors missed their roles as educators.
  - The Instructor Team felt that it is important to meet with students at least once a week.
  - From their experience, they suggest that the mandatory Checkpoints be scheduled for at least 1.5 hours rather than 1.25 hours each.

- Kelly Murphy – Canton, MA and Piqua, OH (Goodbaby International)
  - The theme for the class was “pivot”. They started in Canton, MA but ended up only having 2 students at this location. This allowed them to practice prior to going to Piqua, OH where ten students attended the in-person sessions.
  - Some supervisors gave their employees time to complete the classwork. Other supervisors did not give the students time during the workday to complete the work so they were doing so in the evenings/weekends.
  - Kelly indicated the importance of explaining to the students the time commitment to complete the e-learning modules.
  - Also, she encouraged Instructors set designated times that they will approve students’ assignments in the LMS.
  - Kelly indicated that it would be helpful for the other Instructors to have the ability to sign off students in the LMS.
  - They found it helpful to encourage students to keep going until the LMS stopped them.
  - Work is needed on Skills 3 evaluations for allowable answers to include misspellings. Encourage Instructors to double check the answers.
  - Students used the print copy of the Technician Guide.

- Rob Ramey and Amanda Kelly – N. Canton, OH
  - Rob likes the hybrid offering especially in terms of delivering it in rural settings where distances are great - increasing accessibility for the students.
  - He really liked the LMS.
  - He encouraged having hard stops for video submissions in each module so the students complete the work as it is delivered in the curriculum.
  - Amanda was skeptical at the start but now cannot imagine teaching the in-person offering ever again. She thinks the hybrid offering is phenomenal!
  - Amanda feels like we are opening up the opportunity for so many more people to get certified by reducing barriers.
- Liz Perez – Phoenix, AZ
  - It was hard to navigate delivering the course as a new offering.
    - The Instructor Team created their own presentations for the Checkpoints.
    - They also developed their own guidelines to help students know where to submit Learn-Practice-Explain videos.
  - She would teach the hybrid offering again.
  - The biggest challenge was that she felt like she was always on call to approve students to move forward in the LMS.
- Tammy reported on follow-up actions as a result of the pilot courses:
  - During the pilot courses, it was identified that the LMS lacked needed functions including limited view and multiple Instructors assigned to a course. Alternative LMS’s currently are being researched.
  - PowerPoint presentations have been developed to support the Kick-off Meeting and all three Checkpoints to standardize delivery of information.
  - Acceptable answers for Skills Evaluation 3 will continue to be updated as Instructors submit answers that they have reviewed and accepted including misspellings.
  - Hard stops for Learn-Practice-Explain videos are being added so the students have to complete the work in sequential order.
- Ron asked for thoughts on the Learn-Practice-Explain videos submitted in the pilot courses.
  - Kelly reported that the Learn-Practice-Explain videos were very creative and the students were comfortable sharing them on the online communication platform. This could be due to the fact that the students know each other since they are working for the same employer.
- Jim asked if the Instructors could sense if students were ready for in-person sessions.
  - Kelly indicated that similar to the in-person offering, she was able to monitor and assess progress through the quizzes and skills evaluation on the LMS.
    - She felt that the coaches were able to help the students as needed.
- Open Issues were addressed:
  - Learning Block Material Completion
    - The Board will encourage students to complete material within each Learning Block stressing that all work in Learning Blocks 1-3 must be completed prior to attending the in-person sessions in Learning Block 4.
  - Office Hours
    - Very few students attended the optional office hours during the pilots.
    - The Board decided to make office hours optional for Instructor Teams.
      - Coaches will be encouraged to meet 1:1 with students.
- Mandi and Tammy thanked the Lead Instructors for their time and talents dedicated to the pilot courses.
- Cass Herring indicated that Safe Kids Certification has reviewed comments received from the Lead Instructors in reference to calculating teaching hours and is considering options to provide additional hours:
  - Safe Kids Certification will be looking at the policy in terms of what constitutes an Instructor hour.
Also, they are considering providing all hybrid Instructors course administration hours due to different responsibilities than in-person offerings.

They are working to align Instructor hour rules for in-person and hybrid offerings.

- The curriculum has been submitted to NHTSA for final review.
- Discussion on the maximum number of students per hybrid course was tabled until the February 2022 Curriculum Committee meeting.
  - The pilot Lead Instructors encouraged that consideration be given to the capacity to support the students during the in-person sessions.
- A comparison guide of the offerings (in-person vs. hybrid) will be sent out in the weekly email. Please review so the document can be finalized during the February 2022 Curriculum Committee meeting.

Program Update: NHTSA - Laura Dunn and Judy Hammond

- Judy provided the updates on CPS activities in the NHTSA Regions including a CPS Bootcamp Summit planned for Regions 1-4.
- Laura provided the following updates;
  - The hybrid curriculum has entered agency review.
  - NHTSA is awaiting final confirmation on Deputy Administrator Cliff. He had his confirmation hearing on December 16, 2021.
  - The OP Division has refreshed the African American toolkit.
  - NHTSA has released a new asset: Grandparents & Car Seat Safety flyer.
  - The Office of Behavioral Safety Research released the newest addition of the *Countermeasures that Work* in September 2021.
  - NHTSA's Center for Statistics and Analysis has released several OP studies.
  - The 2022 NHTSA Communications Calendar has been released.
    - [https://www.trafficsafetymarketing.gov/calendars](https://www.trafficsafetymarketing.gov/calendars)

Program Update: Safe Kids Worldwide/Certification – Cass Herring

- Buckle Up Update
  - A rideshare report will be released in February.
  - A data analysis around heatstroke is scheduled to be released in April/May.
  - Listening exercises with coalitions are being conducted to better understand their needs in the communities and how they are working with high risk, underserved communities.
  - A heatstroke webinar will be held on April 13, 2022.
  - Heatstroke messaging will be provided April – October on their social media channels.
  - They are reviewing the Ultimate Car Seat Guide videos.
    - They plan to provide voice over translation in Spanish.
• Certification Update
  o They currently are reviewing the National CPS Certification Policies & Procedures Manual in preparation of the hybrid launch.
  o They are updating training.safekids.org and working with contractors to develop new CEUs on topics such as school bus safety.
  o The CPS Auditor has sent a survey to the states to better understand the states and their needs in mentoring.
  o Certification as of December 2021
    ▪ Total: 32,346
    ▪ 73 certification courses were held in November and 40 courses in December.
    ▪ 16 renewal testing courses were held in November and 17 in December.
    ▪ Recertification Rate: 48%
  o 7 State Farm webinars are scheduled to date for 2022.
    ▪ https://cert.safekids.org/resources-faqs/forms/recertification

Executive Committee – Mandi Seethaler
• Lifesavers Conference Update
  o The Board will participate in a Lifesavers Pre-Conference Workshop, Moving Forward in Child Passenger Safety, with Safe Kids Certification, the NDCF Team and MACPS on Saturday March 12 from 1 to 5:30 pm.
    ▪ The National CPS Awards winners will be announced during this workshop.
    ▪ Mandi will be the lead presenter.
    ▪ Please plan to attend the workshop if you are attending the conference.
• 2021-2022 Membership Handbook Revisions
  o The Board reviewed the suggested revisions to the 2021-2022 Member Handbook.
    ▪ Motion: Justin Young moved that 2021-2022 Member Handbook be approved with revisions as submitted.
    ▪ Second: Krystal Phillips seconded the motion.
    ▪ Discussion: None
    ▪ Decision: The motion carried.
    ▪ Several topics were deferred to committee review for consideration in May 2022 including:
      • Updated terminology for Reaffirmation/Reappointment (Denise Donaldson, Justin Young and Ron Kremer)
      • Representative Approval - Permanent Voting Member (Membership Committee)
      • Vacancy – Rotating Voting Position (Membership Committee)
      • Officer Removal Process (Membership Committee)

Closing & Adjourn – Mandi Seethaler
• Due to time constraints, the committees submitted reports for inclusion in the weekly email.
• The NCPSB Webinar series is gaining popularity!
  o cpsboard.org/webinars
• New Members will be highlighted on https://www.cpsboard.org/learn-about-the-board/ later today.

The meeting was adjourned by Mandi at 1:00 pm ET.