



Tuesday, October 24, 2023

Welcome – Jim Savage

- Jim Savage called the meeting to order in executive session at 12:11 PM
- NCPSB Members approved the 2023 September Full Board minutes with edits.

Members Attending – Kyndra Webb

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| <input checked="" type="checkbox"/> Jim Savage, Chair | <input checked="" type="checkbox"/> Cass Herring |
| <input checked="" type="checkbox"/> Scott Downing, Vice-Chair | <input checked="" type="checkbox"/> Amanda Jackson |
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Guest(s):

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Board Activity – Daniella Brown

- Members created educational videos for social media.

NHTSA Update – Laura Dunn

- NHTSA proposed seatbelt warning system expansion to update FMVSS 208
- 2023 traffic fatalities declined for 5th consecutive quarter.
 - 19 states overall traffic fatality decrease.
 - 21 states overall traffic fatality increase.
- Addendum included.



NHTSA Regions – Amanda Jackson

- Amanda Jackson provided updates of Regions 4, 5, and Hawaii

Safe Kids – Cass Herring & Krystal Phillips

- Safe Kids has hired several positions and has additional job openings listed online.

National Safety Council – Tammy Franks

- Car Seat Basics for Law Enforcement launched Sept. 2023 in in-person and online delivery options.
 - 81 inquiries for CSB for Law Enforcement, and 78 approved.
 - 296 online completions
- 7400 completions of Car Seat Basics to date.
- Following updates being made to the Child Passenger Safety Learning Portal including, by not limited to:
 - Quiz analysis reports with the ability to filter by group;
 - Most recent course will be moved to the top of course drop down menu;
 - Group admins will no longer be able to switch to student;
 - Web page editor will be more user-friendly.
- Ron Kremer shared cpsboard.org website updates.
 - Board logo and color scheme updated throughout the website.
 - “Recertification” has been changed to “webinars” on the top bar.
 - NDCF report is linked to the homepage.
 - Car Seat Basics for Law Enforcement linked to the homepage.
 - Heatstroke button added to the top to make that section for accessible.

Executive Committee – Jim Savage

- Board approved using Toyota 4 Good funds (up to \$1000) to purchase a new National Child Passenger Safety Board logo backdrop.
- 2024 calendar approved.
- Kyndra Webb and Jim Savage shared a Slack demo and NCPSB is open to trying it for means of communication. Kyndra will send invite to Members to Slack.
- Lifesavers Conference conversation:
 - Tammy Franks to provide a short 2024 curriculum update ~30 minutes.
 - CPS Awards in the middle of the CPS pre-conference session.
 - Daniella Brown will consult with MACPS to see if the manufacturer’s panel can be completed during pre-conference.



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- Daniella will consult with MACPS for a hands-on presentation, similar to the presentation at KIDZ IN MOTION.
 - MACPS would like an hour of time to present at Lifesavers.
 - MACPS CEU content at the end.
 - Safe Kids to do update on certification analysis ~20 minutes.
 - Potentially share update of cpsboard.org if time allows.

Data Committee – Kristel Robison & Amanda Jackson

- Denise Donaldson, Jennifer Booge, and Ali Knieling attended virtually.
- Kristel and Amanda Reviewed the responsibility of Data Committee.
- Data Committee created and reviewed road map/strategic plan:
 - Action item one: Improvement of the NDCF
 - Action item two: Workshops of how to use NDCF data:
 - 2.1: Create CPS Forum utilizing how to use NDCF data and how to use it in conjunction with US Census data;
 - Using the data to share complete story.
 - From the field: how to get people more data literate?
 - How to bring national data to the state level
 - 2.2: NDCF data in 2024 curriculum
 - 2.3: Utilizing NDCF data for NCPSB social media posts
 - AABM suggests having a theme for social posts/CPS week/NCPSB etc., supported by NHTSA, but their social posts cannot be the themed.
 - Data Committee to review data to give social post ideas/themes for Board members.
 - Action item three: Support other related NCPSB data-related items and projects
 - 3.1: Denise Donaldson would like to be updated on data committee reports to add to Safe Ride News newsletters.
- Reviewed State CPS Dashboard Project: crash data report.
 - Member to call region and follow up via email or Jotform:
 - Volunteers to coordinate with regions: 1 – Daniella; 4 – Mandi; 5 - Jim; 6 – Cass; 9 – Liz ;10 – Scott;
 - Data Committee will follow up with Members post meeting to sign up for remaining regions.
- CPS Coordinator Forum Idea:
 - Leveraging and utilizing data for your state and outreach efforts – March 2024

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Membership Committee – Scott Downing

- AAP Representative:
 - Marilyn Bull will step off the Board May 2024 and AAP is appointing Dr. Shannon Martinello
 - Dr. Shannon Martinello introduced herself to the Board.
- Vehicle Manufacturer Representative:
 - Matt Gapinski has accepted a different position within Nissan and will resign off the Board Dec. 31, 2023.
 - Vehicle Manufacturer Representative position has been posted on cpsboard.org and closes 11/17/23
- GHSA Representative:
 - NHTSA is working on GHSA Representative position.

Closing and Adjourn – Jim Savage

- Tammy reminded Members that we will have virtually attendings and to use microphones.
- Reminder to wear your NCPSB clothing tomorrow for photo.
- Jim Savage ended the meeting at 3:49 PM CT

Wednesday, October 25, 2023

Welcome – Jim Savage

Jim Savage welcomed the Board in executive session at 9:01 AM

Members and guests introduced themselves.

Members Attending – Kyndra Webb

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| <input checked="" type="checkbox"/> Kimberly Loughlin | <input checked="" type="checkbox"/> Leah Scully, NHTSA |

Curriculum/Certification/Recertification – Tammy Franks

- Board reviewed Hybrid course completions, pass/fail rates, and discussed why are students stopping at learning blocks 1-3.
- 99% of the students that finish the Hybrid course pass.
- Daniella would like partnerships with seasoned Hybrid instructors as a mentoring opportunity.
 - Denise Donaldson will support this by listing super users in a Safe Ride News article
- 2024 Curriculum Discussion:
 - Rebecca Adler and Kimberly Loughlin joined the curriculum discussion.
 - Discussed what works well in the Technician Guide and what makes it harder to navigate as a student: Tech Tips, bolded terms, glossary of terms, etc.
 - Instructor integrity standards to ensure everyone is teaching the information and resources presented correctly.
 - Discussed how to bring attention and define key terms throughout the Technician Guide
 - Discussed Tech Tips and how to emphasize, draw attention, and teach the notes.
 - Updated photos to be released.
- 2024 Instructor Guide Discussion:
 - Rebecca Adler and Kimberly Loughlin joined the curriculum discussion.
 - Discussed how to differentiate between Canadian, EU, and US standards and information.
 - Discussed the options of color coding the various standards, use symbols, or use callout boxes in the margins.
 - Canadian and US information is for educating and certifying technicians. The EU/UN standards is for educational purposes.
 - Discussed how to get the Instructor Guide to instructors. Due to shipping and print concerns, do we send it virtually or ship it?



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- Safe Kids may potentially be able to have Instructor Guides available to order/purchase.
 - Discussed combining LPEs/hands-on activities to limit lecture/activity transition.
 - Members discussed what works well in the Instructor Guide.
 - Members discussed naming the curriculum to consider Canada and EU/UN.
 - Justin Young motioned to vote on the certification training name. Board approved the motion.
 - Jessey and Lucy with Transport Canada approve of the name.
 - Transport Canada, NCPSTB and Safe Kids discussed certifying body.

Community Engagement Committee – Mandi Seethaler

- Social media schedule shared with the Board.
 - Ron Kremer will create the 2024 social media calendar.
 - Jim Savage will cover GHSA Representative dates until that position is filled.
- Mandi Seethaler shared the CPS Award winners with the Board.
 - Motion by Board approves CPS Award winners.
- Mandi shared CPS Coordinator Forum scheduling and Board discussed ideas moving forward.
 - March: How to Leverage Data: states, IHS, US territories to reach out to and see how they are using data
- Daniella shared AABM updates and some former Board members will present in upcoming webinars.
- Ron shared social media updates and our Facebook posts interactions had a 700% increase.
 - The most interacted with posts:
 - NHTSA recommendations
 - Safety Connection
 - Car Seat Basics for Law Enforcement
 - Ron shared cpsboard.org and carseateducation.org site data.

Closing and Adjourn – Jim Savage

Jim Savage adjourned the meeting at 3:55 p.m. CT

Thursday, October 26, 2023

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Welcome – Jim Savage

Jim welcomed the Board and reminded Members that the meeting is held in executive session at 9:02 a.m. CT

Members Attending – Kyndra Webb

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Membership Committee – Scott Downing

- Scott Downing discussed the timeline of interviewing for the 4 open positions, including vehicle manufacturer representative.
- Board determined that if Members choose to vote and score interviews, then they must attend all interviews in the respective category.
- Scott shared applicants that the Membership Committee choose to move forward.
- Tammy started a motion to move forward with the approved candidates:
 - Mandi Seethaler seconds the motion.
 - Board approved candidates and the motion carries.
- Kristel Robison and Scott Downing presented the interview questions and the Board discussed what they mean, why we ask the questions, and answers we are looking for.

Outstanding Business

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- Marilyn Bull shared Safe Travel for All Children curriculum update.
 - Laura Dunn presented Matt Gapinski with an outgoing member plaque.
 - Board would like to continue the Curriculum/Certification/Recertification Committee being one meeting for another 6 months.
 - Tammy Franks reminded Members to ensure their projects and commitments are completed on time.
 - Jim Savage presented that the Board hosts a Hybrid CPST Certification course and do the in-person day before the May 2024 meeting.
 - Daniella discussed concerns with Instructor Candidate hours to Safe Kids.
 - Amanda shared region BIL questions and will share them in the weekly email.

Curriculum/Certification/Recertification – Tammy Franks

- Rebecca Adler and Kimberly Loughlin, via Tammy Franks, reminded the Board to send copies of textbook examples that Members mentioned.
- Members will review Modules 2 and 12 and see what can be combined.
- Board discussed glossary of terms.

Closing and Adjourn – Jim Savage

Jim adjourned the meeting at 12:00 PM CT