



# NC Child Passenger Safety Training Committee Meeting Minutes

October 23, 2012

FINAL APPROVED 12/3/12

**Training Committee Members present:** Meg Langston, Renae Harris (phone in), Charlene Proctor (phone in), Vickie Killough (phone in), Kim Wittig, Frank Gore, Aaron Miller, Myron Waddell, Theresa Cromling, Cecilia Saloni, Melanie Daniel, Kathy Mellown, Suzanne Ledoyen (phone in)

**CPS Executive Committee Members present:** Bill Hall, Kelly Ransdell, Joshua DeFisher

**Not Present:** Allen Browder, Jody Piatt, Theresa Knopps, Tommy Davis, Sarah Tilton

**Others:** Bevan Kirley, Lisa Blackman

Meeting called to order by Myron at 10:05 a.m. Myron welcomed the two new members present Kathy Mellown and Theresa Cromling.

## **Approval of Minutes**

A motion was made by Meg to approve the minutes from the September meeting, seconded by Kathy. The minutes were approved unanimously.

## **Election of Officers:**

Aaron nominated Meg for Chair. With no other nominations Frank made a motion to close the nominations, Kim seconded. Meg was elected Chair by acclamation. Meg nominated Suzanne for Vice-Chair. With no other nominations Meg motioned to close the nominations, Melanie seconded. Suzanne was elected Vice-Chair by acclamation. Meg nominated Kim for Secretary. With no other nominations Meg motioned to close the nominations, Frank seconded. Kim was elected Secretary by acclamation. Following elections, Meg assumed the committee chair position and chaired the remainder of the meeting.

## **DOI Update**

Upcoming CPS Classes:

New Hanover County Oct. 29-Nov. 1

Moore County Nov. 5-8

Dare County Nov 6-9          Renewal Nov. 5<sup>th</sup>

- Buncombe County Nov. 12-15
- Chatham County Nov. 13-16
- Vance County Dec. 3-6
- Wilson County Dec. 3-6
- Gaston County Dec. 3-6
- New Hanover County Dec. 10-13
- Wake County Dec. 10-13
- Durham County Feb. 12-15
- Alamance County March 19-22
- Burke County March 19-22
- Moore County April 2-5
- Johnston County April 30-May 3

Kelly advised she had met with GHSP and been advised that our total CPS grant for this fiscal year is \$300,898 which is \$175,000 less than previous years. Things that were cut are CPS Conference sponsorship (\$10,000), incentive items for classes, printing, Safe Ride News for instructors, LATCH manuals will only go to PCS stations instead of all instructors, scholarships for classes will only pay for water and Gatorade for classes, CPS committee travel, annual CPS Instructor meeting, PCS grants, CPS event grants, Seat simulator grants, instructor fees cut from \$75,000 to \$50,000. Kelly hopes to know by the end of November how much carry-over money is available to put back into this year's CPS program. The good news is there is money in Occupant Protection grants that we may be able to take advantage of to cover some of the items cut out of the CPS grant. There is a possibility in the future we can use classes in occupant protection like Click It and the diversion program to generate some funds that can be funneled back to CPS.

**GHSP Update**

See OSFM Report

**HSRC Update**

**Technicians and Instructors** (as of October 19, 2012):

	Current
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	Oct 19, 2012
Total Number Certified:	2,343
Technicians:	2,286
Instructors:	54
Instructor Candidates:	3

Recertification Rates	October 1, 2012	FY2012
North Carolina:	66.1%	67.1%
National:	54.0%	55.9

Ranked 8<sup>th</sup> in terms of recertification rate (behind ME, VT, WY, MN, DC, ND, IA) and 2<sup>nd</sup> in terms of number of Techs eligible (CA had 881 eligible and 47.3% recertification rate).

**NC Instructor Candidates:**

***Instructor Candidates:***

- Tom Dooley – Morrisville FD
- DeShaun Wilson, Gastonia FD (IC in Charlotte class)
- Bonnie Uncapher Beaufort County
- Jim Waddell – Morrisville FD (Course Assistant for Nov. Chatham class)

**NC Tech Proxy Candidates:**

31 Technician Proxies

*The Tech Proxy option seems to be filling in the gap in counties without a local instructor. We now have a Proxy or Instructor in 36/100 counties (11 Proxy only, 18 Instructor only, 7 both). Proxies seem to be concentrating in the central region. Far west has access to fewest resources.*

**Other News**

NHTSA CPS Week Reporting:

- Had reports from 53 programs
- 647 seats checked
- 81 seats given away for free
- 143 seats distributed with a copay

**PCS web logo**

PCS web logo is now available for anyone who wants to display it on Email Bevan for the file.

**Conference**

On schedule to open registration Mid-Nov

Still working on Credit Card option. HSRC staff is meeting with the people Friday to figure it out.



their website.

University

**FY2012 Update**

**Classes:**

15 Certification Classes (317 newly certified Technicians)

6 Renewal Classes (58 re-certified Technicians)

FY2011:

24 Certification Classes (514 newly certified Technicians)

6 Renewal Classes (71 re-certified Technicians)

Currently all but 2 counties (Northampton and Tyrrell) have at least one Technician, Proxy, or Instructor. (no change since 2011)

**CPS Events Calendar:**

96 events were listed on the calendar (nearly half were CPS week events)

Most events were car seat clinics, some safety fairs and parent education classes

Last year we had 127 events listed. We need to be sure to encourage all programs to advertise their events on [buckleupnc.org](http://buckleupnc.org).

**CPS Programs:**

<b>Table 10. NC Child Passenger Safety Programs as of October 1, 2012</b>			
<b>Program Type</b>	<b>No. Programs</b>	<b>No. Service Locations*</b>	<b>No. Counties</b>
Buckle Up Kids	93	--	90
Permanent Checking Station	168	168	66
Safe Kids	38	--	38
Total	238	--	92**

\* Some PCS programs provide services in multiple locations

\*\* Many counties have multiple programs

FY2011: 87 Buckle Up Kids programs and 33 local Safe Kids coalitions. There are also 101 Permanent Checking Station programs with 152 "service locations" listed.

**Web Usage:**

Daily average Hits: 11,043

Daily average visits: 163

Top webpages:

1. Summary of NC CPS Law
2. CPS Law Questions and Answers
3. Summary of NC Seat Belt Law
4. Choosing the "best" car seat for a child
5. CPS Law - Legal vs. Recommended

**Program Reporting:**

<b>Buckle Up Kids</b>		<b>Permanent Checking Stations</b>	
Reports Submitted:	297	Reports Submitted:	271
Checkup events:	631	PCS Hours:	8,093
Families Served:	4,355	Families Served:	9,829
Seats checked:	4,742	Seats checked:	10,518
Other events:	342		
		Age of Children Served	

<b>Buckle Up Kids</b>	<b>Permanent Checking Stations</b>	
BUK Restraints Distributed	0-1:	6,176
Infant: 193	1-5:	3,870
Convertible: 1,738	5-8:	501
High Back: 483	9-15:	11
Backless: 370	Total	10,558
Combinations: 719		
Total distributed: 3,297		

Kelly gave a summary all the CPS activities that were submitted in the final GHSP report.

**Committee Updates:**

- **Curriculum** – *(Members: \*Jody, Bill, Kim, Charlene, & Frank)*

The Update/Refresher still needs to be updated. We would still like to see what Allan has developed as a starting point. Meg advised that the update that she and Allan have been working on is not done. She suggested the Curriculum committee needs to move forward with their own version of the update/refresher and possibly the two versions will be able to offer more CEU opportunities. Bill anticipates the update to the certification curriculum will be out in the Spring of 2013.

- **Policy** – *(Members: \*Suzanne, Renae, Aaron, and Kathy )*

No Report

- **Membership** – *(Members: \*Aaron, Theresa Knopps, Charlene)*

Meg has updated the membership application and will have the new membership committee review it and will have it available for the whole committee to review at the next meeting.

- **Communications** – *(Member: \*Bill, Cecilia, Dwight, Melanie, and Theresa )*

No report

**Special Needs** – *(Members: \*Vickie, Meg, Theresa Cromling, and Sarah)*

Vickie reported she and Theresa they have received 13 applications for the December class so far. The registration deadline is November 4<sup>th</sup>. She and Theresa will review applications and

make cuts if necessary. Vickie has compiled a list of current technicians that have taken the course. There are currently 44 technicians serving 37 counties and two instructors.

- **CPS Conference-** ( *\*Sarah & All*)  
See Old Business

### Old Business

#### Electronic CPS Forms:

Meg will have an update at the December meeting.

#### Instructor Meeting:

A discussion was held on whether to proceed with the Instructor meetings that were planned for January since the funding for the meeting has been cut and since we anticipate the new curriculum coming out in the Spring. Sarah said she could facilitate conducting the meeting via Go To Webinar for up to 500 people if we decided to go that route. Meg suggested that a webinar may not even be necessary for simply communicating the changes in instructor selection and pay and that perhaps just sending that information out and having them sign it and mail it back would be more productive. The committee agreed sending a letter to have instructors sign off on was the way to go. The letter will cover instructor selection process, instructor meeting requirements, and instructor pay & reimbursement. It will be emailed to all instructors who will have to print and sign the letter and mail it back to Allison at OSFM. The letter will also inform them that the January Instructor meetings have been postponed until the Spring in anticipation of the new curriculum being released.

#### 2013 Conference Planning:

Bevan reported on behalf of Sarah:

**Sponsorships:** Sarah sent her list of contacts to Theresa Knopps who is in charge of sponsorships and Bevan sent her a list of local retail places that may be interested. Suzanne has \$1500-\$2000 verbally committed already in sponsorships.

**Agenda-** Bevan discussed the room layout and plan for sessions in each. Maryland decided to use the State Farm grant this year to get Kim Hermann from Safe Kids so if we still want Kim to come and speak we will have to pay for her. We have four CEU sessions still open on the agenda. Renae and Charlene shared ideas they had generated to fill the open slots taking advantage of some of the manufacturers that will already be in attendance. Bevan will email the speaker forms to the committee members who are presenting at the conference.

**Program-** The deadline to submit things for the conference program books is February 8, 2013.

**T-shirt/Attendee Gift-** Meg and Renae will research attendee gifts in the \$5-\$10 range in the event that sponsorship money comes through to cover the cost of the gift.

**Bevan-** We are still working on the logistics of being able to accept cards for registration payments this year. Registration will go live on BUNC in mid November. Bill will notify the committee when the test registration is ready for us to test.

**Aaron-** emails are being updated and will be ready to go out when necessary.

**New Business:**

See election of officers above.

Meg suggested we change to an every other month meeting schedule. She encouraged members to think about that and be ready to discuss it at the December meeting.

Kim will send out a sign up sheet for the December meeting for lunch items.

**Next meeting is December 3 at Wake County Corporate Commons Building at 10 am.**

A motion to adjourn was made by Frank, seconded by Vickie, and carried unanimously.

Meeting adjourned at 1:44 pm.