



NC Child Passenger Safety Training Committee Meeting Minutes

December 3, 2012

FINAL APPROVED 1/23/13

Training Committee Members present: Meg Langston, Renae Harris, Charlene Proctor, Vickie Killough, Kim Wittig, Frank Gore, Melanie Daniel, Kathy Mellown, Suzanne Ledoyen, Jody Piatt, Tommy Davis

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

Not Present: Aaron Miller, Cecilia Saloni, Theresa Cromling, Theresa Knopps, Sarah Tilton

Others: Bevan Kirley

Meeting called to order by Myron at 10:20 a.m.

Approval of Minutes

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

Kelly reported that the GHSP grant is almost finalized and with the carry over money from last year the grant will be for \$360,000. This will include the \$10,000 GHSP funding for the annual CPS conference. Kelly and Joshua are also working on some grant opportunities through Occupant Protection that will allow us to incorporate some CPS training with some existing classes. They are in the process of trying to find out what programs are already being offered in areas of the state that we can possibly tag onto. Kelly also reported that there are several other communities that are coming on board with the CPS Diversion program and with Safe Kids programs.

A discussion was held on what types of print materials were needed for the upcoming year. Everyone agreed the Buckle Up brochure was fine for reprinting. Kelly will get the PIO office at OSFM to draft a few poster prototypes for us to review.

Kelly advised that her office will not be moving as anticipated for three more years so we can continue to have the monthly meetings at the current NCDOT/OSFM office.

DOI Updates

Upcoming CPS Classes:

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

GHSP Update

See OSFM report re: GHSP contracts. Joshua is doing a lot of networking trying to get law enforcement more involved with CPS and to increase seat belt usage and reduce fatalities in the highest ranking counties. The Highway Safety Symposium will be held February 4-6 in Winston Salem. Everyone on the CPS Training Committee is invited to attend.

HSRC Update

Technicians and Instructors (as of November 30, 2012):

	Current Nov 30, 2012
Total Number Certified:	2,435
Technicians:	2,378
Instructors:	56
Instructor Candidates:	1

Recertification Rates	November 1, 2012
North Carolina:	65.6%
National:	54.1%

NC Instructor Candidates:

New Instructors

- Tom Dooley – Morrisville FD
- Dashaun Wilson – Gastonia, FD

Instructor Candidates or Technician Assistants:

- Bonnie Uncapher Beaufort County
- Jim Waddell – Morrisville FD

NC Tech Proxies:

39 Technician Proxies

Program Management

Bill and Bevan have been trying to track down undeliverable Technician emails. Approximately 125 of 2400 (5%) are returned when an “all certified” email is sent. Bill is working on trying to get in touch with technicians whose email addresses come back as undeliverable when emails are sent to them on the Technician Listserv. Please encourage any techs you have contact with to make sure they have updated their profile with their most current information.

The Buckle Up postcard is undergoing a slight modification before it is reprinted. The BUNC website is also scheduled for an update this year.

Bill had a meeting with the chairman of the Curriculum Committee of the CPS Board who is in charge of rewriting the national certification curriculum. They anticipate the curriculum will be released late summer rather than spring. The delay may be worth the wait since the new curriculum will be a major revision from the current version with the manual being more of a resource for use after the class, more videos, etc.

Committee Updates:

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

The Update/Refresher still needs to be updated and refreshed. Jody will set a date in January to meet separately from the regular committee meeting to start working on some revisions. Bill also asked that we let HSRC know when we are teaching Update/Refresher classes so they can be added to the training calendar.

- **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 there are 20 students enrolled in the Special Needs class December 4-5, 2012. She is continuing to compare lists of special needs trained technicians to get an accurate account of who in NC is trained.

- **CPS Conference-** (**Sarah & All*)

See Old Business

Old Business

Electronic CPS Forms:

Meg will have an update at the January meeting.

Instructor Email/Letter:

Meg has drafted a letter to instructors. Because of the numerous references that needed to be made to policies, Meg suggested having the policies attached to the email with areas highlighted that we want to draw their attention to. The letter informs each instructor to print and sign the letter and send it back to Meg by January 31st in order to remain eligible to teach in NC sponsored classes.

2013 Conference Planning:

Bevan reported on behalf of Sarah:

Exhibitors: Sarah has sent a reminder to all the exhibitors to submit their forms by January 8th. We anticipate having all the usual exhibitors and a couple of new ones.

Sponsorships: Confirmed sponsorships at this point include Britax for \$2500 and Safe Kids Wake County for \$1000. Suzanne has several other possible leads that she has contacted and could contact. There is \$4900 carry over from last year's conference.

Scholarships: The forms are ready to publish and since GHSP funding has been approved, we will proceed with offering 20 scholarships.

Agenda- Bevan provided handouts on session topics and the agenda. Per Meg, the All Hands on Deck sessions will be on a first come, first served basis.

Program- The deadline to submit things for the conference program books is February 8, 2013 but Bevan would really like to have it ASAP.

Registration & Website: The sponsorship forms and awards forms are on the website already, but the awards have not really been advertised. Scholarship forms are all ready and will be posted now that we know money is available. The hold up on the registration forms going live has been getting the support from UNC on how to accept credit cards for registration. Bill is cautiously optimistic that it will get worked out, but it may not be up and running in time for vendors and exhibitors. Even if it does not work out to accept credit cards for participants, we will have the ability to accept group registrations. Registration will open no later than December 17th regardless of whether the credit card option is available or not. All payments will be sent directly to HSRC.

Awards: Awards nomination forms are posted on the website and the original deadline for submission will remain the same even though registration has been delayed.

T-shirt/Attendee Gift- Meg passed around a handout with possible attendee gifts for the committee to review. The committee decided that one nice gift like a fleece jacket, fleece vest, or sweatshirt would be better than another t-shirt and other small gift. The registration covers \$10 towards the cost and we will use sponsorship money to supplement that cost. Meg will get prices on choices of fleece jacket, fleece vest, and sweatshirt and make a decision. The speaker gift will be a portfolio.

Evaluation: The conference evaluation has been updated and just needs to be finalized with the speaker names.

Aaron- emails are ready to go out when necessary.

New Business:

Meg held a discussion on training committee meetings and attendance and asked for opinions from the group on scheduling future meetings. Renae made a motion to change the current committee policy on meeting schedule to January, February, March (at the conference), May, July, September, October, December. It is the hope of the committee that with fewer meetings and a set meeting schedule of the 4th Tuesday, committee members will plan accordingly to attend every meeting and

will refrain from teaching if a meeting is scheduled. Suzanne seconded the motion and it carried unanimously. Suzanne will update the policies and procedures to reflect the changes.

Next meeting is January 22 at OSFM Building at 10 am.

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

Meeting adjourned at 2:47 pm.