



NC Child Passenger Safety Training Committee Meeting Minutes

June 25, 2013

FINAL APPROVED 7/23/13

Training Committee Members present: Meg Langston, Renae Harris, Kim Wittig, Frank Gore, Suzanne Ledoyen, Aaron Miller, Melanie Daniel, Tommy Davis, Cecilia Saloni, Sarah Tilton

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

Not Present: Jody Piatt, Kathy Mellown, Theresa Cromling, Vickie Killough, Charlene Proctor

Others: Bevan Kirley, Laura Lashtur

Meeting called to order by Meg at 10:15 a.m.

Approval of Minutes

A motion was made by Suzanne to approve the minutes from the April meeting, seconded by Sarah. The minutes were approved unanimously.

DOI Updates

SEE BUNC for most current

Buncombe County July 15-18

Forsyth County July 29-Aug. 1

Leland- August 13-16

Wake County August 20-23

Durham September 17-20

Wilkes County November 5-8

Martin County November 12-15

HSRC Update:

We currently have one instructor candidate, April Robertson.

HSRC has been working on the Highway Safety Plan/405 application for GHSP. These are the applications for how the state gets money from NHTSA.

OP Funds: money used to purchase car seats is not cut to \$0, but it has been greatly reduced. There is enough money to purchase seats in emergency situations.

A discussion was held regarding whether it was fair to let people continue through the instructor candidate process if we are having fewer classes so less opportunity to get instructor hours. Based on the group discussion we think some instructors will let their certification go if we stop paying them to teach. A number of instructors are holding on to instructor certification, but doing the bare minimum to maintain certification. The question was also raised if we should put a hold on instructor candidates until the new curriculum comes out so those candidates can see the new curriculum and decide if they want to teach it.

The Occupant Protection Program Assessment is planned for early July. Bill will have more information to share after the assessment team makes a recommendation.

A discussion was held on updating the Law Enforcement Guide and recommendations were made on how to simplify it for non-certified law enforcement personnel. Changes will be made prior to reprinting.

GHSP Update

Don Nail has been named as the new director of GHSP.

The Highway Safety Plan done by HSRC is due July 1st.

The Occupant Protections Assessment starts July 8th and will last all week. There will be 2 ½ days of interviews with approximately 40 people about laws, CPS, program management, and data and evaluation. By Friday they will give recommendations on what we should do in the state. The main thing the assessment team is looking for are strengths in programs, weaknesses and things that could be improved. The team will have a report on 9am Friday of that week.

The seatbelt survey is currently being conducted. GHSP hopes to have preliminary data for the OP assessment team.

GHSP will store some CPS materials so that OSFM can handle big bulk orders.

Specially focused enforcement teams are in some counties. The focus is on DWI/OP. The counties involved now are Brunswick, Buncombe, Columbus, Guilford, Forsyth, New Hanover, Robeson, and Wake (not county wide just 3 agencies participating).

There are 25 target counties for Click It or Ticket. A lot of participation, but campaign numbers went down compared to last year. CPS violations have increased. We may try to do another mini campaign in the 25 target counties in combination with CPS week in September.

Agencies that participate in the CPS Diversion Program will get GHSP points starting in October. If they do diversion checks (2 hour minimum) 1-2 officers they will get 50 points per event. A total of up to 2 events allowed per month for points for a total maximum of 100 points per month. If multiple agencies participate in the check, all are eligible for points as long as they meet the requirements.

Committee Updates:

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

Bill reported that the Op Kids curriculum is available for use as a basic awareness class. The curriculum is available on the CPS Board website, but the PPT slides are not currently available. It is the version that was piloted in Durham and Asheville and is a 1 day class with a 6 hour agenda. Technicians can teach this curriculum.

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

No Report

- **Membership** – *(Members: *Aaron, Charlene)*

Meg will write a letter to be set to all technicians advising that membership is on hold while we anticipate some reorganization of Occupant Protection in NC.

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

No report

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

No report

- **CPS Conference-** (*Sarah & All)
See Old Business
- **Technology-** (*Meg, Kim, Kathy, Aaron, Bevan)
Meg reported that the iAuditor is now available for Android users. Meg is investigating if it is feasible to use an electronic form for CPS inspection forms.

Old Business

2013 Conference:

Bevan sent out the comments to each speaker from the evaluations.

Spanish Education Materials

Bevan and her group has met and made a list of what kinds of information and resources need to be included in a Spanish flip book to be used curbside with educating Spanish speaking clients. They are also working on translating the Buckle Up cards into Spanish.

Instructor Development

After feedback from several people Meg reported the top three things to be addressed in instructor development were:

- 1) Auditing CPS certification classes
- 2) In person or web based in education
- 3) Instructor accountability

Sarah has the ability to broadcast webinars through Go To Webinar and is willing to work on developing web based training.

Update/Refresher

Kim asked the committee for input on what direction they would like for the Update/Refresher to take. The committee agreed that offering online modules through webinars was the direction to take. Using workshops that were presented by committee members was a good place to start since those things were already approved for CEU and have been developed.

Proxy Development

Aaron, Melanie, and Suzanne met to discuss ideas for how to address issues with proxy development and increasing the number of proxies in areas of the state where instructors are limited. The main issue seems to be the instructors' limited knowledge of the proxies and feeling comfortable with signing them off. One suggestion was to have a one day Proxy Training class. The Proxy Development committee will have something for the whole committee to review at the next meeting.

New Business:

Update Cards/Posters to be distributed in Dr.'s Offices, etc.

Rena asked if we thought there was a need to revamp and reprint the old posters. The posters are still requested quite a bit so Rena will work with the OSFM PIO to develop a new poster for distribution.

Redesign of Buckle Up Website

The BUNC website is undergoing a complete redesign. The page will be condensed for ease of use. Bevan asked if there were specific pages or content that the committee used regularly and wanted to keep, please let her know. All information pertaining to the conference will be removed and have its own webpage and address in the future.

Policy Review

Bevan brought attention to the fact that many of our existing policies and procedures are no longer valid and need to be revised. The Policies and Procedures Committee will work on revising the existing policies and have it completed before the end of the fiscal year.

2014 CPS Conference

The confirmed dates are March 24-26, 2014 (Monday-Wednesday format same as 2013). We need to begin thinking of workshop topics. Sarah would like have registration ready to go "Live" on November 1st.

Due to changes in funding we will need to start early and try to secure more sponsorships for this year's conference. Suzanne agreed to work on sponsorships again but would like some help.

Suzanne will also handle scholarships again this year. Bevan will handle the conference program and the conference registration website. Kim will handle awards. Aaron will work on revising the evaluation once the workshop sessions are set.

Future 2013 meeting dates 7/23, 8/27, 9/24, 10/22

Next meeting is July 23 at OSFM Building at 10 am.

A motion to adjourn was made by Sarah, seconded by Kelly, and carried unanimously.

Meeting adjourned at 1:45 pm.