



NC Child Passenger Safety Training Committee Meeting Minutes

August 27, 2013

FINAL APPROVED 9/24/13

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

CPS Executive Committee Members present: Bill Hall, Kelly Ransdell

Not Present: Cecilia Saloni, Suzanne LeDoyen, Joshua DeFisher, Frank Gore, Kathy Mellown, Aaron Miller, Sarah Tilton

Others: Bevan Kirley

Meeting called to order by Meg at 10:05 a.m.

Approval of Minutes

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

DOI Updates

Durham September 17-20

Catawba County October 1-4

Alamance County October 4-7

Wilkes County November 5-8

Martin County November 12-15

Lee County November 12-15

Kelly is working with DOT for a PSA for CPS week. It will be airing in Asheville, Raleigh, and other markets. It will focus on visiting a permanent checking station. There will be a CPS week kickoff with GHSP in Asheville at Reynolds Fire Dept. on September 16, 2013 at 11 am.



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The controller's office has notified Kelly of some changes in mileage rates. Because of this increase, Kelly announced they will drop paying mileage for instructors as part of their contracts for next year.

Kelly is continuing to meet with counties who are interested in starting the Diversion Program. She announced they will be sending out a survey soon for those counties that are participating to give feedback on the program thus far.

Rena reported a sign up form for working at the state fair has gone out. Anyone interested in working, use the live sign up form.

HSRC Update:

Bill has spoken with Allan and confirmed the release date of the new curriculum is still anticipated for November. The new curriculum will need to be used beginning in January.

Total certified technicians = 2376, instructors = 54, and instructor candidates = 2, tech proxies = 45. The recertification rate for NC is 64.9%.

There are currently 20 events registered on the BUNC website for CPS week.

Bill reported the final draft of the Law Enforcement Guide is complete. It will be going to the printer very soon so if any committee members see any changes that need to be made, please let Bill know ASAP.

The conference website is being built and is set to launch in November. The URL is www.buckleupconference.org She will put a FAQ section on the website to try to answer all the questions we get. If anyone has any they think need to be included send them to Bevan.

The BUNC webpage is almost finished on its revamp. It should be completed by September.

Bevan reported some new seats have been ordered for the training trailers.



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GHSP Update

GHSP had some other pressing issues to address with impaired driving that had to be completed by the end of August so that has taken up most of their time. Once those tasks are completed, work will begin on forming the Occupant Protection Task Force.

Committee Updates:

- **Curriculum** – *(Members: *Jody, Bill, Kim, Charlene, & Frank)*
See section on Update/Refresher in Old Business
- **Policy** – *(Members: *Suzanne, Renae, Aaron, and Kathy)*
See Old Business
- **Membership** – *(Members: *Aaron, Charlene)*
No report
- **Communications** –*(Member: *Bill, Cecilia, Dwight, Melanie, and Theresa)*
No report
- **Special Needs** – *(Members: *Vickie, Meg, Theresa Cromling, and Sarah)*
There will be a class in Wilmington in September and a \$50 registration fee has been instituted. There are currently 8 participants registered.
- **CPS Conference-** (**Sarah & All*)
See New Business
- **Technology-** (**Meg, Kim, Kathy, Aaron, Bevan*)
No report

Old Business

Update/Refresher

Jody reported the Curriculum Committee has a plan for developing the module on Product Update. He also has a plan for some of the additional modules.

Proxy Development

Aaron and Melanie are still trying to get together to work on this.



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Redesign of Buckle Up Website

See Bevan's report under HSRC update.

Policy Review

Suzanne will send the updates from her committee to the whole committee for review.

2014 CPS Conference

Sponsorships: Bevan sent out the sponsorship form for the committee to review. If you know of anyone to send it to, share that with Suzanne so efforts are not duplicated and everyone is encouraged to help Suzanne as much as possible with sponsorships.

Exhibitors: confirmation received from Britax and Columbia Medical

Conference Schedule/Programming: Sarah, Bill, and Bevan have had lengthy discussion about the manufacturer update and have suggested changing the format. Manufacturers will be divided into three rooms and participants will be divided into three groups and rotate through each of the three rooms for an hour each. This will allow for more hands on opportunities for the participants. This will be a good combination of the manufacturers update and the hands-on sessions that we have offered in the past. We would do this on the first half day of the conference.

It is time for us to start nailing down topics and who will teach them. Kim Hermann is a possibility this year since we qualify for the State Farm grant this year. Bill sent the evaluation from last year for us to review to get ideas for possible topics this year. Bevan also has a list of topics from other conferences Sarah has attended, but many of them are ones we've already done. Bill suggested a session on the final rules of the LATCH requirements that are due out in February. Jody asked if we needed to have a session on the new curriculum. Renae suggested we provide more sessions geared toward Occupant Protection. Bevan would like to see a session on tweens/borderline booster kids. Charlene suggested doing something on the Diversion Program for law enforcement. Meg



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offered to organize and head up a session on Diversion. Renae and Bevan will meet and have a report at the next meeting.

Awards: Kim will update the application forms with dates for submission. Bevan suggested we post an example of a good nomination vs. a not-so-good nomination so people see what is expected. Also, we will announce at the awards banquet who was nominated and who nominated them. Hopefully that will offer some transparency and clear up any misconception of how awards are handled.

Renae suggested we use the scanners to scan nametags for CEU purposes. Bevan is concerned this may put additional work on them to provide proof of CEUs when people are audited. Kelly thinks GHSP has the software to manage that data. She will check with Joshua to see what capabilities we have for using this system.

Instructor Development/New Curriculum Update

Meg will follow up with Suzanne and Angie to see if they had any luck securing locations for the January Instructor meetings.

Future 2013 meeting dates 10/22

Next meeting is September 24 at OSFM Building at 10 am.

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

Meeting adjourned at 11:50 pm.