

NC Child Passenger Safety Training Committee
Meeting Minutes
September 26-27, 2005

Day 1, September 26, 2005

Members Present: Bill Hall, Gayle Buchler, Kim Wittig, Jody Piatt, Larry McMahon, Paula Bryson, Billy Brown, Betty Johnsey, Jan Parker

Others Present: Allan Buchanan, Stuart Jones, Angie Gregg

Members Not Present: Eric Morrison, Mike Whitehurst; Connie Lawson, Tony Asion

Meeting was called to order at 10:30 am.

Committee Structure, Business, Conduct, Bylaws and Membership-

- ▶ Meeting Structure
 - Discussed using Robert's Rules or the relaxed version of Robert's Rules. Members moved to proceed under the Relaxed Robert's Rules.
 - Discussed member quorum and it was decided that a quorum must be 60% of the membership.

- ▶ Discussed meeting times and it was decided the regular monthly meeting would be on the 4th Tuesday of each month at 10:00 am.

- ▶ By-laws
 - Members moved to establish By-laws.
 - Policies and Procedures committee to work on Bylaws.
 - To work on Chair and Vice-Chair duties and requirements and be able to e-mail draft by-laws out to members by Oct 7th and all members reply back by Oct 11th.
 - Betty Johnsey, Kim Wittig, Jody Piatt, and Paula Bryson are on the Policies and Procedures (Bylaws) committee and will begin a draft.

- ▶ Officers and Subcommittees
 - Committee discussed the officers needed – Agreed to have Chairperson, Vice Chairperson, and Secretary
 - Kim Wittig agreed to hold the Secretary position
 - Other nominations tabled until the Bylaws on Chair Criteria, Duties and Responsibilities were complete.
 - A lengthy discussion was held on the officers and member rotations
 - Subcommittees
 - Discussed the subcommittees that will be appointed.
 - Membership Committee
 - Curriculum Committee

- Communications Committee
 - Policies and Procedures (Including Bylaws and Quality Assurance)
- ▶ Committee Membership
- OSFM IPS representative
 - Members discussed having IPS representative being a voting member at the meetings.
 - Committee recognized valuable support of IPS staff.
 - Committee moved to not have a OSFM IPS as a committee member.
- ▶ Confidentiality and Professional Conduct- Members were reminded to be careful about repeating what was discussed in meetings.

Joint Meeting of the NC Child Transportation Committee and the NC CPS Training Committee

- ▶ **NC Child Transportation Committee Members Present:** Derek Graham, Jeff Tsai, Pat Reavis, Bill Hall and Paula Bryson
- ▶ The committees met in a joint meeting at 2:00pm. Introductions were made from each committee. The Committees wanted to share ideas and discuss ways to better increase education for those transporting preschoolers and children with special needs.
- ▶ Jeff provided a report on NC Training and Technical Assistance Support for Transporting Preschoolers and Children with Special Needs. They are interested into tapping into existing CPS training to include training for Transportation of Preschoolers and Children with Disabilities for NC public schools. Goal is to develop a train the trainer program and have a regional expert that knows the in and outs of the topic. They have to look at all transportation issues from development, behavioral and equipment when dealing with special needs in public transportation.
- ▶ Pat Reavis discussed training and different issues addressed in training. The committees discussed different options to get more information out to folks to make them aware of CPS concerns in public transportation.
- ▶ Members had a lengthy discussion and brainstorming session on options to provide training and resources to drivers for public transportation of Preschoolers and Children with Special Needs.

Meeting was adjourned at 5:00 until Tues morning.

Day 2, September 27, 2005

Meeting reconvened at 9:00am

Members Present: Kim Wittig, Jody Piatt, Larry McMahon, Paula Bryson, Billy Brown, Betty Johnsey, Jan Parker, Bill Hall

Others Present: Allan Buchanan, Stuart Jones, Angie Gregg

- ▶ Katrina Hurricane Victims Child Restraints - A report was given on the child restraints made available to Hurricane Katrina victims. Requests are trickling in and OSFM has convertibles, combinations and infant seats available to provide to BU coordinators. SK Lenoir also has some restraints and is helping to provide them where needed in the east.
- ▶ Buckle Up Brochure - Members reviewed the draft brochure and made additional corrections and revisions. Stuart Jones to have the corrections made.
- ▶ NHTSA Booster Promotion – Bill Hall provided information, provided by the NHTSA Regional Office, on the NHTSA, Babies R Us, the Ad Council and Buena Vista Home Entertainment joint promotion to encourage the use of boosters for kids until they are 4’9”
- ▶ CPS Conference – Members discussed the options for dates and locations to hold the CPS conference. It was decided to hold the conference March 26-30th at Atlantic Beach Sheraton. Conference ideas 1. Session to teach technicians about issues with school bus, 2. Brief overview work session, plus a one day post conference workshop
- ▶ Certification- Bill provided a list of Instructors and their expiration dates. Some instructors have decided to not continue as an instructor.
- ▶ Instructor Candidates - One individual submitted an application to be approved by the NC CPS Training Committee as a National Instructor Candidates. A second individual submitted an application to be approved as a Basic Awareness Instructor.
 - Claudia Summers submitted her application to be approved by the NC CPS Training Committee as a National Instructor Candidate. She was caught between the changes in “candidate” requirements. The members discussed and felt that Claudia was eligible to be a candidate for the National CPS class. She has requested to teach the Dare class in Oct. but it will depend on whether a mentoring instructor is available.
 - Nicole Green- Nicole’s application to be approved as a Basic Awareness Instructor was reviewed and the committee noted that she must have evaluations from 3 instructors that are “excellent” or “acceptable” for all 25 items on the evaluation. Evaluations submitted with her application contained several ratings of “conditional”. Nicole will need to be able to provide another “acceptable” evaluation form to be approved to be a candidate.

- Bill Hall will notify Claudia and Nicole of the committee's decisions.
- ▶ Instructors- Policies, Procedures and Quality Assurance-
 - Class Evaluations- discussed the need for consistent review and follow-up. A motion was made to have a Quality Assurance Committee to review the student evaluations and report to the committee each month.
 - Instructor Evaluations- discussed how the evaluations were to be used. The QA committee will be responsible to review these evals and report to the committee.
- ▶ Basic Awareness Curriculum Revisions- Major changes were made in the appendices. Copies of changes were handed out. The changes in NC law, when a child fits in a seatbelt and criteria for replacement of seats were included. Working on getting videos in slide presentation.
- ▶ General Class Administration
 - Co-pay - The \$30.00 co-pay will only be paid for the Dare, Gaston and Durham classes scheduled in 05. The students will have to pay up front and then will be eligible to request reimbursement for \$30.00. The committee moved that co-pay will only be paid on these 3 classes and after that all other classes the student will be responsible for full fee.
 - SK Online services- Discussed the difficulties and problems with registering students and the new processes. The committee vented frustration with the process and what we need to know to help students register and pay for classes.
 - Renewal courses – Pilot classes are coming up.
 - Jody, Paula, Bill, Angie and Kim will be on the Renewal course committee and will look into how the class is to be run and write up some guidelines. They will meet and then meet with instructors of the renewal classes.
 - Committee decided to not allow technicians that need to recertify to attend the pilot classes.

Officer Nominations: Larry McMahon nominated a slate of officers for the 2005-2006 as follows: Chair, Jody Piatt, Vice-Chair, Betty Johnsey, and Secretary, Kim Wittig. All nominees accepted the nominations. The slate of officers will be sent via email with the by-laws for official vote by committee members. Members will need to vote by the October 11th deadline.

Next meeting: The next meeting will be Tues Oct 25th, 10:00am at the OSFM Raleigh office.

Reminder: There will not be a November Committee meeting due to the Thanksgiving Holidays.

Meeting was adjourned at 4:30