

NC Child Passenger Safety Training Committee
Meeting Minutes
December 6, 2005

Members Present: Bill Hall, Kim Wittig, Jody Piatt, Paula Bryson, Betty Johnsey, Kathy Mellown, Linda Wiandt, Susanne Tyndall, Mark Dillingham, Kelly Ransdell, Tony Asion, Kenny Rhodes, Gayle Buchler

Others Present: Allan Buchanan

Members Not Present: Eric Morrison, Everette Clendenin, Claudia Summers

Meeting was called to order at 10:10 am.

Welcome and Introductions

- Jody welcomed everyone and had new members introduce themselves again for the benefit of anyone who was not at the previous meeting

Review of previous Meeting Minutes

Minutes from the 10/25/05 meeting were reviewed. The following changes/corrections were made:

- Susanne's last name was corrected to Tyndall under the Policies and Procedures committee designations and assignments.

With no objections, the minutes were approved as amended.

Committee By-laws

Chair Piatt reported that 17 out of 22 members voted in favor of the by-laws and 5 members did not vote. With a majority voting in favor, the by-laws are now officially adopted. The by-laws will be posted on the buckleupnc.org website.

Policies and Procedures

Chair Piatt questioned if the existing Policies and Procedures needed to be edited to reflect any changes to make the document coincide with the by-laws. Betty Johnsey suggested the Policies and Procedures Committee review the document and bring proposed changes to the next meeting for review. Bill also suggested that everyone reread the Policies and Procedures and make any suggested changes to Betty, the chair of the Policies and Procedures Committee. Betty will accept suggested changes via email and send a draft to everyone prior to the January 24, 2006 meeting. Once the changes

have been agreed upon and made, the document will be posted to the buckleupnc.org website.

Renewal Class

The Renewal Class has been offered three times with a total of 35 students registering and 5 of those not passing. With the lack of participation and requests and the poor quality of students attending it was decided that the 10 renewal classes that were budgeted for won't be necessary. It was suggested that a survey on buckleupnc.org be posted to gauge interests in participating in a renewal class. Bill agreed that he would post the survey and let it run for a while to see what results we get. Kenny suggested that if the survey shows there is an interest, we offer three renewal classes each year, one in each of the regions and advertise in advance when they will be for those technicians who are interested in attending. Bill also suggested that we do some serious prescreening of applicants before putting them in a class.

Jody asked what process we would use if an instructor expired and wanted to teach again. National requires they recertify as a technician first and then go back through instructor candidacy again. In addition, NC requires that a candidate teach 3 NC Basic Awareness classes before doing instructor candidacy for the national certification class. Everyone agreed that we would continue to follow this policy even for expired instructors. Policies and Procedures will need to be updated to address this.

Instructor Candidate

Jo Provost has applied for Instructor Candidacy. She has fulfilled all the NC requirements for instructor candidacy and has gotten all positive comments on evaluations. Betty suggested giving the application and evaluations to the lead instructor and mentor for her candidacy class. Bill will write and send the letter of approval to Jo acknowledging her acceptance to complete her candidacy in the national certification class.

Certification Classes

Student folder contents:

- Recommended removing the skills evaluations and course evaluation sheets and bundle in bulk for the lead instructor
- Remove Changes to NC Law
- Add NC Resource List and include a list of websites
- Add copy of Buckleupnc.org webpage to resource list
- Add copy of Requirements & Recommendations for Schools & Childcare
- Recommended giving the lead instructor a copy of the student folder
- Add Buyer's Guide to Used Seats & Recommendation for Replacement
- Remove NC Law supplemental power point

The lead instructor should bring with them the most current edition of the Safe Kids Policies and Procedures manual.

Bill reported that the NC Law handouts for download on the website have been updated to reflect the new court costs for seat belt and child passenger safety violations.

Issues w/Certification Classes

- The lead instructor will need to communicate with the local contact prior to class to coordinate the planning of the clinic held at the end of class to make certain all necessary arrangements are made
- Computers for training classes are posing compatibility problems with the media provided from Safe Kids used to teach the class and causing delay in classes. The existing equipment is not provided by GHSP for training classes. A request from GHSP to purchase new computers for training will be made from OSFM.
- A document outlining the roles and responsibilities for each type of class and criteria for each type will be developed by OSFM and HSRC and sent out for committee review.
- It was suggested that a yearly master calendar be made for the committee to use to help facilitate planning and scheduling classes. Bill has researched this option and using a web-based calendar and it does appear to be an option, but it will need more time to investigate the feasibility. If we could get this up and running, it would help avoid over scheduling of instructors and resources.
- A discussion on how to decide which classes are fully funded vs. partially funded was held. It was suggested that no area be excluded from asking for a fully funded class simply because “they have access to resources” (ie, large number of instructors in the area, strong Safe Kids coalition, etc.) Guidelines need to be in place for deciding on funding for classes so that the funding is equitable.
- Kelly suggested we may need to rethink the plan for the total number of classes and adjust funding to accommodate paying for more instructors for fewer classes. The committee recommended that we request 3 paid instructors for each partially funded class instead of 2.
- The map of scheduled classes that was worked on at the High Point meeting was reviewed. Anyone from areas that were marked for fully funded classes need to submit formal requests before those classes will be scheduled and left on the map.
- Instructor selection is being handled by Angie and Bill. Requests are sent to both Angie and Bill. Responses are considered and decided upon based on several factors (ie, strong lead instructor, those that need hours, those that want hours, number of requests, etc.).
- A discussion was held on compensating the lead instructor for the extra work that is involved with being lead. The committee agreed that a minimum of 20 hours additional work is required of the lead. It was decided that the lead will get paid \$1500 plus expenses. The effective date will be January 1, 2006.
- It was suggested that a co-lead be designated for each class to be able to take charge of the class should the lead have an emergency arise. Bill said every effort will be made to make sure another instructor with lead experience will be on the instructor team.

Basic Awareness

The NC Law handouts available for download on buckleupnc.org have been updated to reflect the change to court costs and fines to reflect the new information, \$110 for child passenger safety violations and \$75 for seat belt violations. The power point slideshow has also been changed to reflect the new information. The curriculum itself however, has not been changed.

Safe Kids Update

The latest edition of CPS Express explained the latest updates to the registration process and more enhancements to come. There is also an online customer service survey available for folks to complete on their experiences with customer service.

Other Updates

- Bill made available for review an Application for Recognition as a Permanent Checking Station in NC. This is for people who want to be recognized as PCS that may not be in the system or under grant obligations.
- CPS Conference Survey results: 156 responses- there was no real difference in replies for locations in the east or central region so it was decided to go ahead with plans to have the conference at the Atlantic Beach Sheraton. The conference will be planned for 200 attendees. The dates will be March 27-29, 2006. Attendees will be responsible for paying for their sleeping rooms at \$59.75 per night and a conference registration fee of \$75. Some meals will be provided with registration. It will be requested that the sleeping rooms for committee members be covered for the entire time. Committee members will come in on Sunday March 26 by noon.

With no other business the meeting adjourned at 4:30 pm.