

NC Child Passenger Safety Training Committee
Meeting Minutes
January 24, 2006

Members Present: Kim Wittig, Paula Bryson, Betty Johnsey, Linda Wiandt, Eric Morrison, Mark Dillingham, Kelly Ransdell, Gayle Buchler, Angie Gregg, Irene Godinez, Kathy Mellown, Claudia Summers

Others Present: Allan Buchanan, Stuart Jones

Members Not Present: Bill Hall, Jody Piatt, Kenny Rhodes, Everette Clendenin, Susanne Tyndall

Meeting was called to order at 10:10 am.

Welcome and Introductions

- Betty welcomed everyone and had the new representative from El Pueblo introduce herself. Irene Godinez will be replacing Tony Asion on the committee representing El Pueblo.

Review of previous Meeting Minutes

Minutes from the 12/6/05 meeting were reviewed. With no objections, the minutes were approved as amended.

Old Business

Policies and Procedures

Betty reminded everyone to review the existing Policies and Procedures and make any recommendations for changes to her. An updated version needs to be available at the CPS Conference for attendees. Betty will accept revisions via email and the Policies and Procedures Committee will have a draft with revisions for full committee review at the February meeting.

Kelly has updated the student folders based on recommendations from the last meeting. The updated version of the skills evaluation sheets have been copied and will now be included in the instructor packet. Kelly also provided a list of materials and supplies that will be available for 2-Day classes and 5-Day classes. In addition, local contact responsibilities and options available upon request were also listed. It was stressed that everyone needs to start the process by completing the training request form and sending it to CPSRC. No materials will be distributed without a class request and registration form on file.

Once the class registration is complete and approved, folders and manuals for the 2-Day class will be provided in the trailer when it is delivered by OSFM.

Renewal Class

It was suggested that a survey on buckleupnc.org be posted to gauge interests in participating in a renewal class. Bill says this is on the webmaster's "To Do" list and will be done as soon as he can. Committee members are urged to contact Bill with any suggestions for questions to be included on the survey.

Additional Renewal classes must have at least 10 people interested in taking the class before it can be registered and advertised. The local contact will be responsible for assuring that this requirement is met. The class must have 15 participants registered in order for it to be funded.

A discussion was held on how to advertise the Renewal Class option to expired techs. It will be advertised at both the NC CPS Conference and the Safe Kids NC Conference while also asking current techs to help spread the word.

Computers

Computers to be used for training have been purchased and are being set up for use. The new computers will be used for both the 2-Day and 5-Day classes.

Web-based Calendar

Bill has found a web-based calendar that could be used for our class scheduling. He is in the process of evaluating this option. The program is available for us to view at www.bensonitsolutions.com/calendar/v3

Safe Kids vs. Fully Funded Classes

It was decided at the last meeting that it would be beneficial to have three paid instructors for partially funded classes instead of two. It was decided that we will not advertise that three instructors will automatically be paid, but leave it as an option in case it is needed.

Current Class Schedule and Instructors

A discussion was held about local instructors working in their home county not being eligible to teach and get paid and how instructors are chosen. The requests are sent to Bill and Angie and they evaluate who has taught and who hasn't and try to spread out the assignments equally. Because of the lack of responses, many of the teams are not diversified and basically those who request the class are getting to teach it. It was suggested again that the Policies and Procedures Committee have access to the lead instructor evaluations to review which may help with future instructor selections. The P&P Committee needs to discuss this with Bill to find a convenient way to have access to

the evaluations. Kelly and Angie will talk to Bill about revising the policy on paying local instructors and having those issues dealt with on a case by case basis.

Lifesavers

According to Darrell, funding for Lifesavers is still on hold. No decision had been made if anyone will be allowed to attend.

Conference Planning

The hotel is booked and conference is set to begin at noon on March 27 and end at noon on March 29.

A group discussion was held on what topics to cover at the conferences. Topics were listed on the board and divided into general sessions and breakout sessions.

General Sessions

State of the State
 - policies & procedures
 - renewal class
 Safe Kids Worldwide
 - requirements
 - expectations, etc.
 - Buckle Up clinics/new forms

Breakout Sessions

Restraint Update (3)
 Instructor Update (1)
 Technology/Research Update (3)
 Recertification vs. Renewal expectations (3)
 CPS & Pediatrics (2)
 So You want to be an Instructor (2)
 School Bus Restraints (2)
 Top 10 things to know about Installation (2)
 Hispanic/Latino Cultural Awareness (2)
 Introduction to Special Needs (1)

Conference Speakers:

Safe Kids Worldwide General Session- Lorrie Walker & Kerry Chausmer
 Recertification vs. Renewal expectations- Lorrie Walker & Kerry Chausmer
 Introduction to Special Needs- Paula Bryson & Susanne Tyndall
 Hispanic/Latino Cultural Awareness – El Pueblo & Elizabeth Graciano
 School Bus Restraints- Janet Kerr & Greensboro/High Point folks (same as from
 Instructor Conf)
 CPS & Pediatrics- Steve Shore
 Top 10 Things to know about Installation- Mark Dillingham & Eric Morrison
 Research Update- Linda Wiandt & Deb Stuart
 So you want to be an Instructor- Mike Whitehurst
 Instructor Update- Jody Piatt & Kim Wittig
 Restraint Update- Jody Piatt, Betty Johnsey, Kathy Mellown
 State of the State- Bill Hall, Kelly Ransdell, Gayle Buchler

Monday March 27	Tuesday March 28	Wednesday March 29
9:00-12:00 Registration	9:00-10:15 Recertification vs. Renewal Expectations School Bus Restraints Hispanic/Latino Cultural Awareness	9:00-10:15 Child Restraint Update CPS & Pediatrics So you want to be an Instructor
	10:45-12:00 Recertification vs. Renewal Expectations Research Update School Bus Restraints	10:45-12:00 Instructor Update CPS & Pediatrics Research Update
12:00-1:15 Opening Luncheon	12:00-1:15 Lunch State of the State General Session	
1:30-2:45 Safe Kids Worldwide Update General Session	1:30-2:45 Introduction to Special Needs Research Update Hispanic/Latino Cultural Awareness	
3:15-4:30 Recertification vs. Renewal Expectations Child Restraint Update Top 10 things to know about Installation	3:15-4:30 Child Restraint Update Top 10 things to know about Installation So you want to be an Instructor?	

Confirmation on all workshop instructors needs to be completed by February 15th and let Betty know of any changes.

Retests & Scheduling

It has been suggested that as soon as a class is over to go ahead and register the retest class for 8 weeks out. There will be a space added to the bottom of the "Class is Over" handout to add the Lead Instructor contact information and retest date so students know ahead of time when the retest will be given.

Checklists for classes/IPS and Lead Instructor

Gayle suggested having a checklist for IPS staff and Lead Instructors to help clarify who is responsible for what. The committee decided to revamp the class registration form to include a specific checklist of items to be requested for the class. Upon completion by the lead instructor, course administrator, or local contact the form will be submitted to Bill at CPSRC who will then forward the information to the IPS staff.

Membership

Everette Clendenin from NCSHP resigned from the committee. Kelly will speak with Major Hayes at the Training Academy to try and find a replacement.

It was also decided that members who are in jeopardy of dismissal from the committee for not adhering to the attendance policy be sent a letter from GHSP reminding them of the attendance policy and inquiring about their commitment to being on the committee. Kim will provide a list of members not in attendance since October 2005 to GHSP.

It was brought to the committee's attention that the by-laws state that members are expected to be present at 10 out of 12 meetings. The committee combines the November and December meetings so there are only 11 meetings held each year. The committee voted to amend the by-laws to reflect members are expected to attend 9 out of 11 scheduled meetings.

Regional Updates/Refresher Classes

The committee discussed the idea of developing an update/refresher course to offer regionally in NC. Kelly agreed this was definitely a task that the committee should undertake to best serve the technicians in our state. Kathy, Curriculum Committee Chair, will have her committee generate ideas for an update class to bring back to the full committee which will help develop the class. Kathy also suggested having a survey available to conference attendees to ask what things they'd like to have in a refresher class.

With no further business the meeting adjourned at 3:30.