

NC Child Passenger Safety Training Committee
Meeting Minutes
May 23, 2006

Members Present: Bill Hall, Kim Wittig, Betty Johnsey, Linda Wiandt, Kelly Ransdell, Kathy Mellown, Claudia Summers, David Poythress, Angie Gregg, Kenny Rhodes

Members Not Present: Jody Piatt, Irene Godinez, Gayle Buchler, Mark Dillingham, Paula Bryson, Eric Morrison, Everette Clendenin

Meeting was called to order at 10:15 pm.

Review of previous Meeting Minutes

Minutes from 4/25/06 meetings were reviewed. With no objections, the minutes were approved as written.

Committee Membership

To date Bill has received one application for new membership. He asked all current committee members to encourage people that we knew who were qualified to apply for membership.

We are still awaiting confirmation from NCSHP on who their committee representative will be.

Kelly met with El Pueblo to discuss their CPS program and participation on the committee. Tony assured GHSP and Kelly that either he or Irene would be at future committee meetings. A lengthy discussion was held on the issue of seat distribution through El Pueblo. For future seat distributions by El Pueblo through OSFM, they will be required to complete both an inspection form and distribution form. These forms must be compiled and reported to OSFM quarterly. El Pueblo's active participation on the CPS Committee needs to be enforced.

The Executive Council will meet to discuss members' absences and a list will be provided at the next meeting with recommendations for sending attendance letters.

Policies & Procedures

A copy of the revisions was distributed to members. Betty led a discussion of the suggested changes. All changes were approved by the committee.

NC CPS Conference 2007

Kelly updated us on her search for a hotel and dates for the conference. Due to hotel renovations and date conflicts the only availability she was able to find at state rate were

at the Durham Hilton at the end of February or mid to late March or the Carolina Inn at Pinehurst Resort January 21-23. Bill reported that the National TRB conference is also the same time in January and could present conflicts with bringing in outside instructors. Kelly will check availability at the Charlotte Hilton. She will also check on 2008 dates in Wilmington and Pinehurst.

Additional planning for the conference will begin at the June meeting.

Refresher/Update Curriculum

Kathy was unable to get a response from Janet Brooks in Utah on their refresher curriculum. Bill received copies of two presentations from Maryland and Pennsylvania. Both groups have given us permission to use their materials. Many of the responses he received from state CPS contacts were that they did not have an updated refresher or they were using the last edition from Safe Kids.

Kathy, Curriculum Committee Chair, recommended we come up with a list of things we want included in the class. Angie suggested polling instructors and senior checkers on things they see in the field that may need to be included. Bill will send the email to these folks soliciting feedback and then forward that to Kathy. Kelly suggested using the technician manual chapter by chapter as a starting point. Bill added that using the Renewal Course may be a starting point as well.

NC CPS Classes

Bill reported the Albemarle class that was cancelled has been moved to Monroe. The class has until May 26 to fill the six vacant spots to meet the minimum requirement of 20 students. Other June classes include Greenville, Asheville, and Creedmoor. A state sponsored Renewal class is scheduled for July 13 in Rockingham. The last scheduled certification class for the year is scheduled in Jackson County July 17-21.

Bill reported several instances of instructors backing out of classes at the last minute. The committee may need to consider how to handle this in the future.

Kelly reported that in her proposal to GHSP she requested 15 fully funded certification classes for next year. There will be no Safe Kids/partially funded classes next year due to complications and issues that prevailed with them and the OSFM staff this year. There will be 20 Basic Awareness classes, 6-9 Renewal classes, and a handful of Refresher classes have also been requested.

The committee recommended doing a statewide calendar with the dates and locations of those 15 fully funded certification classes for the entire year in advance. Kelly said her staff will start the proposed calendar and submit it to the committee.

The next meeting will be June 27th. With no further business, the meeting adjourned at 1:25 pm.