

NC Child Passenger Safety Training Committee
Meeting Minutes
May 22, 2007

Members Present: Kelly Ransdell, David Poythress, Amy Krise, Ryan Jackson, Angie Gregg, Kevin Hennelly, Stacey Graves, Linda Wiandt, Shannon Bullock, Myron Waddell, Kathy Mellown, Betty Johnsey, Robin Deal

Others Present: Renee Harris

Members Not Present: Mark Dillingham, Claudia Summers, Irene Godinez

Meeting was called to order at 10:02 am.

Betty thanked the committee for their hard work with the conference and apologized for missing the conference due to illness.

Minutes:

(No April meeting due to lack of agenda items)

Minutes from the March meeting were reviewed.

Kathy expressed concern about the possible membership issues relating to the By-Laws and the time frame in which it was conducted. Discussed 6 month/1 year service to serve in executive positions. The need for positions to be filled at the last meeting was due to loss of Co-Chair Paula Bryson's sudden leave and the need for that position to be filled. Bill stated we need to follow the By-Laws or create an amendment to the By-Laws. Linda stated there needs to be an addendum to the current By-Laws to reflect "positions to be filled due to a vacancy." Changes to By-Laws – Kathy recommended tabling the issue for all to be present and the committee determined that the Subcommittee should recommend By-Law changes.

Policy & Procedure Subcommittee: Betty, Claudia, Myron, David, Stacey (per Dec 2006)

Determined the By-Laws were not followed at the last meeting. The committee discussed the officer elections from March to complete this year's term. Determined to send to the Policy Subcommittee to determine mid-term vacancy issues and once discussed in Subcommittee, any changes will be brought back to the entire membership. Table further discussion until subcommittee reviews and recommends changes.

Betty made a motion for Claudia and Amy agreed to serve until the subcommittee has made their recommendations. Motion unanimously approved.

No corrections made. April minutes approved as written.

New CPST Curriculum Revision/Instructor Meeting

Bill reported that the curriculum is different. He has copies for the instructors who were not present. The meeting went well. The structure is radically different. Instructors must follow the agenda closely to cover all the materials. All instructors teaching in June have received their materials. Student manuals are available. Bill shared a copy of the manual. Meeting feedback – questions regarding who gets picked to teach what classes. Response included that instructors who volunteer are allowed to instruct. Angie reported that upcoming classes will stay at 25 students unless more instructors step forward and that all currently scheduled classes still need instructors. Process for selecting instructors is equitable. Urgent instructor needs are Cabarrus (June) and Catawba (July).

Basic Awareness Classes – no OSFM classes currently planned. Classes are being discussed for Wayne County.

Bill stated CPS Curriculum updates will possibly be on-line.

NC classes – instructors should be sure to have the most current supplement. Instructor meeting information from May 16 distributed and reviewed. Sample agendas are for 3 ½ and 4 day. Bill recommends no less than 4 days until the classes have been taught a few times.

Additional

Betty shared a note from Kim Wittig in appreciation for her baby gift.

Committee Membership Invitation/Terms

By-Laws state Instructors and Technicians are eligible to serve on the committee. An invitation to apply letter is to be posted. Membership terms discussed. Two-year rotations were discussed for the following process: Kathy, Mark, Claudia, Linda, David, & Betty. Betty will be rotating off this year. Two year terms were converted to three year terms upon beginning term for those members. Linda will end her term after 2 years. All others in the two year rotation will be asked if they intend to fulfill three years. Any members on the committee interested in serving after their term ends are required to re-apply.

Open positions will be 2 Advocate, 1 EMS, 1 LE, 1 Hospital.

Term ends Sept:

2007 – Linda/Adv

2008 – David/Adv, Kathy/EMS, Mark/Fire, Claudia/Advocate

2009 – Myron/EMS, Stacey/Fire, Robin/Hosp, Amy/Fire, Ryan/LE

2010 – 2 Adv, EMS, Hosp, LE

Discussed posting positions on NC websites and distribute to various related listservs. The committee reviewed the application to be posted. Discussed revisions: Remove information on the previous application; include open positions on the application and

application dates reflective of this year. Special Populations position needs to be filled. Vicki Whitlatch and Paula Bryson are the only current Special Needs CPS Instructors in the state. David made a motion to invite Vicki Whitlatch to fill the Special Population position. Linda seconded the motion. The motion was passed with no opposition. Bill will revise and post the application for open positions.

NC Basic Revision

Bill discussed the revision of the curriculum. Is there still a need, if so, what form? Initially there was a high demand, and now the interest has declined. There was a suggestion to reduce it to a one day class by removing the skills and misuse. Concern mentioned of who would be taking this course and what would they be doing with the coursework. Robin suggested the coursework be focused on seat types (infant and convertible only).

Keep, revise, or delete the program? Linda emphasized that we need to see the new curriculum before we change any curriculum. Betty requested we table the Basic Awareness course, other than those already scheduled by the state, and have the Curriculum Subcommittee create/revise/update the Basic Awareness and create a standard introduction presentation. The current Curriculum Subcommittee is Bill, Angie, Ryan, Betty, Mark, and Kathy. Bill has a current standard introduction presentation already created.

NC/National Instructor Candidacy Process:

Based on the new National Instructor Candidacy requirements April 1, 2007, the committee discussed revising NC policy on the IC process.

Linda Wiandt and Stacey Graves created a revision of the NC Instructor Candidate process. Bill reviewed the information and distributed to the committee prior to the meeting. (Stacey was absent during this discussion).

Discussed the point system – redundant? NC has stricter guidelines above and beyond SK as a quality control – to ensure we have qualified persons in the process. Tier structure was suggested. Hours system, skills – Technical and Instructor, process to be determined.

Linda and Stacey to review the process again and post it on the listserv for all to review.

Previous Candidates

Charlene Proctor passed her SK instructor candidacy. Leigha Shepler passed her instructor candidacy as well.

Update/Refresher Curriculum:

Current classes are listed on the Buckle Up website.

Discussed who can teach Update/Refreshers. Step toward instructor candidacy will be to teach with an Update/Refresher

2008 CPS Conference:

Conference Location:

2008/2009 - Atlantic Beach Sheraton for the next two years.

March 13 & 14, 2008

March 12 & 13, 2009

Sheraton will honor state rate \$59.75 plus tax, single or double before or after the conference end. It may go up if state per diem increases.

Discussed 2 large sessions and 2 or 4 workshops at a time - will discuss further in June for a planning session (separate from committee meeting)

Posters

Angie requested assistance in creating a CPS poster or stand-up card for easy use - Robin, Betty and Amy to help. Amy to email the one from Charlotte to share with everyone on the committee. These would be good for state level Pediatric partnership.

Robin - June 19 at Rex Healthcare – CPS for the Pediatric Nurses class will be presented.

CPS Inspection Form

Amy requested the inspection forms be the same throughout the state at all events. Kelly stated it would be helpful for data collection for future grant needs. David suggested streamlining the Buckle Up quarterly reports. Betty, Bill and Angie to discuss data and form improvements and to report back to the committee with suggestions.

NHTSA Website Issues

Amy questioned the NHTSA resources for CPS information. Amy spoke with Connie Beasley with NHTSA to attempt to have correct Technician and Permanent Checking Station information on their website. Bill requested to keep him in the loop on issues and discussions with NHTSA.

Other Business:

Robin wrote a draft to Kerry Chausmer requesting clarification on CEU topics. Betty requested the letter be reviewed and send comments to Robin by June 8 and she will bring corrections back to the next meeting.

Next meeting June 26, 2007

Meeting adjourned at: 3:02pm

Minutes by Amy R. Krise

Reviewed & Revised & Approved 6/27/07