



NC Child Passenger Safety Training Committee Meeting Minutes

May 26, 2009

DRAFT

Training Committee Members present: Kathy Mellown, Vickie Whitlatch, Sarah Tilton, Robin Deal, Renae Harris, Kevin Hennelly, ~~Ryan Jackson~~, Amy Krise, Meg Langston, Jody Piatt, Richard Sales, Cecilia Saloni, Leigha Shepler, ~~Alan Stulick~~, ~~Myron Waddell~~, Linda Wiandt, ~~Kim Wittig~~

CPS Executive Committee Members present: ~~Shannon Bullock~~, Bill Hall, and Kelly Ransdell

Training Committee Support: Allan Buchanan, ~~Allison Cummings~~, ~~Angie Gregg~~, ~~Jan Parker~~, Pam Becker

Excused Members: Ryan Jackson, Alan Stulick, Myron Waddell, Kim Wittig, Shannon Bullock

Not Present:

Meeting called to order by Kathy Mellown at 10:05 a.m. Chair Mellown welcomed everyone to the meeting and introductions were made.

Approval of Minutes

Amy Krise made a motion to accept the minutes from February 24, 2009, seconded by Linda Wiandt.

OLD Business

2009 CPS Conference Review

1. Comment summary distributed.
2. Product Update – attendees prefer Round Robin format
3. Liked Fact or Fiction session
4. Speaker contact information in presentation
5. 7,300 in donations, 317 left from 2008
6. Paid out \$3,170 (coolers, signs, dinner for sponsors, hotel rooms)
 - a. Balance of ~\$4,500
7. Presenters

- a. Handouts
 - b. Software Versions
 - c. Time warning signs to flash to speakers
8. Programs
- a. Earlier deadlines for contents
9. Concern of low attendance numbers in last sessions
10. \$21,437.00 NC CPS Conference costs - \$23,975 collected in registration fees, not counting sponsorships – 224 attendees – \$102 per person - \$2,500 give-a-ways – approximately \$400-500 carry over to next year funds.
11. Collectively agreed to have 2010 conference at Atlantic Beach, NC March 11-12, 2009
12. Bring ideas for Topics and improvements to next meeting
13. Session Topic Ideas
- a. Miriam Manary
 - b. Richard Costello
 - c. Multiple Children Scenarios – problem solving
 - d. Back to the Basics
14. Pre-Conference Instructor Meeting
- a. Need a lead to organize
 - b. Wednesday afternoon before 2010 CPS Conference
15. Invite South Carolina Technicians
- a. Set number accepted
 - b. Higher registration fee
16. Incentives for speakers next year
- a. No registration and exhibit fees
 - b. Comp hotel stay

Recertification of Technicians

- Concerns about quantity of technicians needing last minute installation sign-offs
- Stress process during certification class
- Need slides for recertification process

NEW Business

HSRC Update

- Technicians numbers distributed via email
- Upcoming Classes
 - Jacksonville 06-01
 - Durham 06-15 (public)
 - Raleigh 06-18 (renewal)
 - Havelock 06-23
 - Rocky Mount 06-29
 - Sanford 07-13 (public)
 - Ft. Bragg 08-03
 - Huntersville has requested a class, trying to work with local community college
 - Rockingham request (from Crumley & Roberts) to Leigha
 - Needs a lead instructor to handle, OSFM resources are at capacity
 - There are openings in other scheduled classes
 - Requests and interaction with Safe Kids coalitions across the state appear self serving to the organization
- Data System revamp continues (BuckleUpNC website)
 - Calendar
 - Reporting data
 - Scheduled to be ready by end of June 2009
 - Checking stations can be listed even if not receiving grants

DOI Update

Instructor Meeting for 2009

- a. 60 current instructors in NC
 - i. 40 active
- b. Conference Call
 - i. Requirement for instructors

- ii. Who would host
 - 1. Bill to follow up on availability
- iii. Post slides on buckleupnc.org and have conference call
- c. Topics
 - i. Recertification process
 - ii. Adult learning, hands on is important
 - iii. Instructor Liability
 - iv. Instructor Readiness to teach certification class
- d. Travel Availability
- e. Wednesday afternoon before 2010 CPS Conference

Upcoming Classes

- Sanford July 13-16 - 1 Instructor needed
- Ft. Bragg Aug 3-6 - 1 Instructor needed
- Another round of Buckle-up seats going out
- GHSP revision requested
 - Move conference money into instructor fees
 - Money to purchase incentive items for state fair
 - Class scholarship monitoring
 - Not being fully utilized

Need Buckle-Up Brochure re-write (Rena), needed before end of budget year

- What do we want for content?
 - NHTSA 4 Steps maybe
 - Leigha, Bill, Jody to assist
 - Please provide report at June meeting, needs to go to printer in August

Committee Application and Membership

- Need to start process

Order Training Seats

- Kelly and Bill working on

Buckle Up Grants

- No Buckle-up monies known to be currently available for next fiscal year

Permanent Checking Stations

- Currently have not received enough applications to support current \$20,000 available funding
 - 27 applications - \$500 grants
 - Potential to award applications more than \$500 who cover whole county
 - Majority individual stations
 - Few covered county as a whole
 - Concerns expressed with Lebanon application

Committee Updates:

- **Curriculum** – *(Members: Vickie, Bill, Jody, and Kim)*
 - 1) Operation Kids curriculum due out by end of June
 - Can be taught by technicians
 - Goal to provide basic awareness
- **Policy** – *(Members: Myron, Robin, Renae, Meg and Sarah)*
 - 1) Permanent Child Passenger Safety Checking Station Criteria
 - Two versions have been distributed via email (with tracked changes & accepting changes)
 - Minor grammar changes suggested
 - Safe Kids updating check-up form
 - In final draft
 - Possible for NC to go to Safe Kids form when new form released
 - NC Safe Kids / OSFM will be able to access check-up data from Safe Kids Worldwide
 - Revision Approved with grammatical changes
- **Membership** – *(Members: term ends Sept 2009 – Amy, Ryan, Robin and Myron, 1 EMS open)*
 - 1) Post on BuckleUpNC.org by June 5, 2009
 - Revise to include areas with openings:
 - 2) Applications due by July 10, 2009
 - To be shared with committee

- Committee to make recommendations at July meeting
- 3) Reminder to those rotating off the committee – you can re-apply, do not wait to see if others apply
- **Communications – (Member: Bill)**
 - 1) Brochure Revision
 - Jody, Renae, Bill, Leigha, Linda
- **Special Needs – (Members: Myron, Sarah, Robin, and Vickie)**
 - 1) Potential Special needs class pre or post 2010 CPS Conference
 - 2) Need to review / set date(s) for 2009 classes
 - 3) Vickie and Theresa have expressed concerns to Riley about need for curriculum updates needed
 - 4) Potential need to develop a refresher for special needs trained
 - Update next meeting
- **2010 Conference – (Members: Sarah (lead) and all committee members)**
 - 1) Need a co-lead who will lead 2011 Conference Committee
 - 2) Topics and Improvement ideas requested at next meeting

Other:

June 23rd meeting may be a conference call – leave date on calendar

July 28th will be required to review membership applications

August 18th meeting may be a conference call – leave date on calendar

Next Meeting Tuesday, June 23, 2009 at 10:00 a.m.

Following Meeting Dates: July 28 – August 18 – September 29 – October 27

Meeting adjourned at 02:14 p.m.