

NC Child Passenger Safety Training Committee
Meeting Minutes
October 27, 2009

Members Present: Bill Hall, Kelly Ransdell, Keith Harris, Renae Harris, Kim Wittig, Jimmy Sessoms, Leigha Shepler, Meg Langston, Myron Waddell, Frank Gore, Jody Piatt, Dede White, Linda Wiandt, Suzanne LeDoyen

Others Present: None

Members Not Present: Alan Stulick, Vickie Whitlatch, Kathy Mellown, Shannon Bullock, Cecilia Saloni, Allen Browder, Richard Sales, Sarah Tilton

Meeting was called to order at 10:15 am.

Introductions of new and existing committee members were made. Bill explained the absence of the chair and that he would be filling in to lead this meeting. He and Kelly held a discussion to highlight some of the general operations of the committee to bring new members up to speed.

Committee meetings are usually held on the 4th Tuesday of each month but sometimes circumstances dictate that the meeting date change. The meeting dates for the 2009-2010 year will be:

November/December joint meeting on either December 8th or 15th- a final decision is forthcoming in the next few days

January 19th

February 23rd

March 10-12 CPS Conference so no additional March meeting

April 27th

May 25th

June 22nd

July 27th

August 24th

September 28th

Bill gave a brief explanation of the sub-committees and their functions. Most of the committees work on an “as needed” basis. New committee members will have a chance to volunteer for a sub-committee when work is needed.

Bill expressed his thanks to GHSP and Shannon Bullock for all of their support of the committee through funding for classes, Buckle Up Seats, the annual NC CPS Conference, training equipment and expenses, Permanent Checking Station Grants, and funding for CPS work done by HSRC. The support GHSP offers is the reason NC is a leader in Child Passenger Safety across the nation.

2009-2010 Officers:

Vickie Whitlatch will serve as chair. Sarah Tilton is currently the secretary. Due to both of their absences election of officers to fill the chair-elect and secretary positions will not be held at this time. Bill asked members to give some thought into members to fill those two positions and be prepared to discuss at the next meeting.

Approval of Minutes

A motion to approve the minutes from the September meeting was made by Leigha Shepler and seconded by Meg Langston. The motion passed and the minutes were approved.

NCDOI Update

Kelly advised that her office had been busy closing out the previous fiscal year and compiling data from Safe Kids, Buckle Up and Permanent Checking station quarterly reports. Some of the data she summarized and shared was:

- 21 National CPS Technician classes conducted with OSFM help and 3 independent
- 16 Update/Refreshers
- 4 Renewal Classes
- 1 Special Needs Class
- 532 new CPS technicians in NC
- 96% attendance in classes by those registered and a 96% passing rate of attendees
- 10 scholarships offered to cover meals/hotel for out of town travel to CPS classes
- 6 Permanent Checking Station grants ranging from \$500-\$2000 for a total of \$18,500
- Seats distributed through Buckle Up totaled 7166 seats
 - 4000 convertibles
 - 1500 high back boosters
 - 1500 no back boosters
- 14,600 seats were checked at events
- 103 Training events were held across the state
- Through NC Permanent Checking Stations the following data was reported:
 - 233 check up events were held
 - 6851 seats checked
 - PCS were open for 15,000 hours
 - Over 1000 seats were distributed through PCS

Kelly can provide a copy of the complete annual report to anyone who wants a copy to have at other meetings, etc. to show just how much work we are doing in CPS in NC

Kelly also reported that we participated in an event with GHSP at the NC Transportation Museum in Spencer, NC when the Disney Train came to town. There were 1000's of kids and parents in attendance and lots of information was given on CPS to them.

Safe Kids NC had a booth for 11 days at the NC State Fair. The booth was coordinated by Jan Parker and staffed by local Safe Kids Coalition and Safe Kids Buckle Up members from across the state as well as OSFM staff. Kelly thanked all those that worked the booth and reported that it was a huge success. She and her staff will be evaluating this year's effort and deciding how to make it better for next year. She mentioned the possibility of having a large outside area next year to do at Kids In & Around Cars demo. Due to the comprehensive nature of that type of display it would take a huge logistical effort to staff is properly.

The GHSP Law Enforcement Summits will be held in New Bern and Charlotte this year. OSFM will offer info on non CPS related injuries in vehicles (hyperthermia, trunk entrapments, etc.) for this year's summits.

The new Buckle Up Reporting system is up and running and will make it much easier for both OSFM and HSRC to access the information. Kelly did stress that the Buckle UP contacts need to update their information and send in new signed agreements in order to be eligible for seats that will be shipped out in November. There is \$231,000 available for seats to send to BU communities. Only those reporting all 4 quarters last year and having current agreements on file will receive seats.

The Buckle Up brochure is still waiting on input from El Pueblo and a final approval from the OSFM PIO.

Renae advised that new contract templates have been developed to allow for \$100 and \$300 contracts to help cover expenses for instructors that community colleges pay to teach CPS Classes. The \$100 contract will be for instructors commuting to class to help cover gas and the \$300 contract will be for instructors who are staying away from home to teach and need assistance with hotel and meal costs. The lead instructor for the class will be responsible for letting Allison know which contract is needed for each instructor.

There are two classes coming up in November: November 2-5 in Wilson and High Point. Both classes are near capacity. The Special Needs class scheduled for November will likely be cancelled due to unforeseen circumstances for one of the instructors. There will be a class December 14-17 in Raleigh at the NCSHP Training Center (15 seats for SHP and 15 seats for locals). Renae is working on scheduling classes for March and April 2010.

Renae passes around copies of the updated CPS Class Forms that Allan has worked on and asked for everyone's input. The forms included and Instructor Team Evaluation, Vehicle ID form, and a sample class agenda.

Renae briefed new members on how to request training classes and all the factors used in determining locations. No OSFM sponsored classes will be held in September or October due to fiscal year end/begin and none in January through March due to OSFM's involvement with three state conferences. Most classes will be scheduled from March to August and in November and December.

Kelly asked that if local communities need OSFM assistance with classes that they need to be flexible with dates and have several date choices to work with to make it easier for OSFM to help.

The typical cost to conduct a Technician class ranges from \$6000-\$8000. The types of classes that are available include:

- Fully funded by OSFM/GHSP
- Co-sponsored by OSFM/GHSP and local group or community college
- Locally funded using only OSFM equipment trailer and/or folders
- Independent with nothing from OSFM/GHSP

Bill is our NHTSA State CPS Contact and has real-time information on all NC technicians and instructors. He updates the list monthly and posts to the restricted access portion of the buckleupnc.org website. He advised new committee members how to access the restricted area of the website and reminded everyone that the information kept there is confidential.

Magnetic name tags for all NC CPS Instructors have been purchased through GHSP funds for instructors to wear at classes and check up events.

HSRC Report:

Bill gave a webpage update with stats on its usage and number of hits.

NC has had 4964 people certified in CPS since the program's inception and currently has 2149 certified. There are technicians in every county in NC except Tyrell, Cherokee, and North Hampton.

The Buckle Up information card has been reprinted with a few minor updates. There are 150,000 available for distribution.

New Business:

2010 Conference Update:

The Awards Nominations final draft will be sent to the committee for final approval and will be posted on buckleupnc.org by November 1st. All nominations are due to Myron by 1.13.10 by 5:00 pm. Decisions for award winners will be made at the January committee meeting. Committee members should encourage people to submit nominations in each of the categories.

The final draft of the Sponsorship Package and Speaker forms will be place on buckleupnc.org. Speaker forms are needed on all speakers. Sarah has assigned committee members to follow up with individual speakers to make sure the forms are submitted.

The conference agenda was set during the committee's conference call in September. There are a few final confirmations to be made, but the agenda is set for the most part. Registration will go live in November, but the basic conference info will be on buckleupnc.org by the end of October.

A NC Instructor meeting will be held 3-5 pm on Wednesday March 10th before the start of the conference.

The networking social will be 8:00-midnight and Jody will again chair the entertainment committee and finalize all the details.

Manufacturers that have confirmed they will attend the conference are Britax and Evenflo. We have a verbal commitment from Combi.

Confirmed conference sponsorships include \$2500 from Britax, \$500 from Safe Kids Charlotte/Mecklenburg, and Committee t-shirts from Safe Kids Chowan County.

Carry over funds from last year's conference are \$6300.

Suzanne volunteered to decorate for this year's awards luncheon.

Meg and Kim will work on designing the conference t-shirt.

Attendee incentives and speaker gifts will be ordered by OSFM/GHSP. The speaker gift will be a jump drive for data storage. The attendees will receive their incentive upon completion of their conference evaluation. The incentive should be in the \$5-\$8 range and committee members should bring ideas for the attendee incentive to the next meeting. Committee members should also begin collecting items for the conference bags.

With no further business the meeting adjourned at 2:45 pm