



# NC Child Passenger Safety Training Committee Meeting Minutes

February 23, 2010

FINAL

**Training Committee Members present:** Vickie Whitlatch, Renae Harris, Meg Langston, Richard Sales, Cecilia Saloni, Leigha Shepler, Alan Stulick, Myron Waddell, Kim Wittig, Kathy Mellow, Dede White, Linda Wiandt, Suzanne LeDoyen, Frank Gore, Allen Browder, Keith Harris

**CPS Executive Committee Members present:** Bill Hall, Kelly Ransdell

**Excused Members:** Sarah Tilton, Jody Piatt

Meeting called to order by Vickie Whitlatch at 10:10 a.m. Chair Whitlatch welcomed everyone to the meeting and introductions were made. Bevan Kirley was introduced to the committee as the new research assistant at HSRC. Dwight Greene has been announced as the new representative from the State Highway Patrol on the committee. He will be at the April meeting.

## **Approval of Minutes**

Richard Sales made a motion to accept the minutes from January 19, 2010, seconded by Linda Wiandt, and approved unanimously.

## **OLD Business**

None.

## **NEW Business**

None.

## **HSRC Update**

HSRC has hired a new research associate named Bevan Kirley who began work on February 1<sup>st</sup>.

The second pilot of Operation Kids was taught 1/21/10 in Asheville at Reynolds Fire Dept. by Vickie, Beverly Hopps, and Jenna Johnson. Revisions were made from the first pilot in Durham and

implemented in the second pilot. It is a basic awareness class that can be adapted to most any audience. The class lasts less than one day and has very little hands on. The hope is that it will be announced and released on CD at the Lifesavers Conference in April.

NC currently has 2160 certified technicians and 56 certified instructors.

We now have a database driven listing of upcoming CPS Classes. Renae is entering the information in the database for all state sponsored classes. Classes will remain on the BUNC website until the class is over. For classes that are not state sponsored, the information will be entered into the database and displayed on the website at the lead instructor's request.

### DOI Update

The PCS grant application is ready to be posted to the BUNC website. An email will be sent to all technicians once its posted and applications will be due March 26<sup>th</sup>. Applicants will be notified of approval or denial by April 16<sup>th</sup>. All invoices must be submitted by June 30<sup>th</sup>. The grant is for up to \$1000 per PCS program applicant.

### Upcoming CPS Classes:

Lillington/Harnett County March 23-26 (Still need instructors)

Wilmington April 6-9

Salisbury April 13-16

Pinehurst April 19-22

Hickory April 20-23

Concord April 27-30

Parkton May 3-6

Elizabeth City May 17-20

Mt. Airy June 1-4

OSFM made 6 presentations at the Law Enforcement Summits on Kids In and Around Cars and included CPS case studies. They also distributed 10 cases of BU cards.

The new BU Brochure is at the printer and will be debuted at the CPS Conference. Encourage anyone with the old brochure to liquidate their inventory to make room for the new one.

OSFM is working on their concept for GHSP for next year. Kelly asked for suggestions from the committee to include in the request for funding.

#### Committee Updates:

- **Curriculum** – *(Members: Vickie, Bill, Richard, Allen, and Kathy)*
  1. The folders that are prepared with additional handouts for the certification class needs to be reviewed to determine if the material is up to date. The Curriculum Committee and Dede will work on updating the folder before the next class and let Allison know what the contents need to be.
  
- **Policy** – *(Members: Myron, Renae, Suzanne, Frank, and Linda)*
  1. No report.
  
- **Membership** – *(Members: term ends Sept 2010 – Alan S., Meg, Jody, Kim )*
  1. No Report
  
- **Communications** – *(Member: Bill, Keith, Leigha, Cecilia)*

1. No report

- **Special Needs** – *(Members: Myron, Sarah, Dede, and Vickie)*

1. Special Needs class will be taught post-conference in March. Sixteen people have registered for the class.

2. There is no Update/Refresher for the Special Needs class.

3. Vickie and Theresa make needed updates to the curriculum since its not being updated by Riley Hospital where it is housed. Vickie and Theresa have been designated as contacts for our area of the country. They will be discussing the future direction of the class and updating the committee.

- **CPS Conference-** (Sarah & All)

1. There are 281 people registered and the open registration is closed.

2. Another \$2500 sponsorship from Geico has been received

3. Attendee t-shirts, conference committee t-shirts, attendee gifts, & speaker gifts have all been ordered.

4. Bill will have his IT person bring a computer that will be used to download all presentations.

5. Presenters will be encouraged to use their own laptops for their presentations.

6. All of Sarah's checklist items have been complete except for receiving seats from Merrit Mfg. and Dorel. Carol with Graco will be shipping 5 seats to have available at the conference. Two of these will be given as door prizes.

7. 34 of the 56 NC Instructors have registered for the conference and will be at the Instructor meeting.

8. Items to be covered at the Instructor Meeting:
  - a. Upkeep and care of training supplies in the CPS trailers
  - b. Travel Policy and reimbursement
  - c. Instructor Candidate policy
  - d. How instructors are chosen to teach NC sponsored classes
  - e. Guidelines for seat installation requirements for recertification- Proxy requirements
  - f. Adult learning and the need to follow the curriculum as written

Other:

## **Next Meeting Conference March 10-12, 2010**

Following Meeting Dates: April 27 – May 25 – June 22 – July 27 – August 24 – September 28

Meeting adjourned at 11:55 a.m.