



# NC Child Passenger Safety Training Committee Meeting Minutes

July 27, 2010

Final Approved 8/30/10

**Training Committee Members present:** Vickie Whitlatch, Richard Sales, Sarah Tilton, Leigha Shepler, Jody Piatt, Kim Wittig, Dede White, Frank Gore, Keith Harris, Dwight Greene, Alan Stulick, Allen Browder, Renae Harris

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

**Members not Present:** Kathy Mellow, Linda Wiandt, Myron Waddell, Cecilia Saloni, Meg Langston, Suzanne LeDoyen

**Others:** Allan Buchanan, Bevan Kirley

After touring the Britax Child Safety, Inc. facility, the meeting was called to order by Vickie Whitlatch at 1:15 p.m.

## **Approval of Minutes**

Leigha Shepler made a motion to accept the minutes from June 22, 2010, seconded by Keith Harris, and approved unanimously.

## **OLD Business**

None

## **HSRC Update**

There are currently 2144 certified persons in NC, 55 certified Instructors and 2089 Technicians. That is down slightly from 2182 in June. There are certified persons in 97 of 100 counties. The three counties with no certified personnel are Gates, North Hampton, and Tyrell.

Bill and Bevan are continuing to update and improve the BUNC website. They hope to continue working on developing an updated automated technician list to be used to communicate with

technicians. HSRC is now managing the Permanent Checking Stations and Bevan is continuing to update the list and contacts.

The scholarship application form for attending technician classes has been updated and is now posted on BUNC. Clarifications have been made on what can be claimed for reimbursement.

The Enforcement Guides have been published and are now available. Kelly delivered them to the Law Enforcement liaisons with GHSP to deliver to their officers. 5,000 copies have been printed and distributed already. An additional 10,000 have been ordered and will be available through OSFM.

### DOI Update

The Law Enforcement Liaisons and GHSP will have a campaign for CPS week and will collect data on citations for the week.

Each of NC Safe Kids Coalitions will be required to have an event on Seat Check Saturday.

GHSP is still trying to decide where to hold the CPS week kickoff but it will be held Monday, September 20<sup>th</sup>.

OSFM is entering into a partnership with the NC Museum of Life and Science in Durham. The museum has a display with a sled test to demonstrate booster seat use. OSFM will be there doing booster seat fittings on Wednesday September 22<sup>nd</sup>.

Kelly encouraged everyone to post any clinics to the calendar on BUNC so people looking for clinics for recertification can find them.

The GHSP contract has been signed for next year. \$7000 from this year's CPS Committee travel budget was moved to the scholarship budget to offer more scholarships for the remaining classes in this year's budget. We've spent a total of \$18,500 on offering scholarships throughout the year and it has helped tremendously with helping people be able to attend classes.

OSFM and the Association of DA's are working on a CPS diversion program which will change the process for getting CPS tickets dropped. It will require violators to visit a PCS for education and provide documentation of such to have their ticket dismissed. Three PCS have agreed to help pilot the program. The pilot will be held in Blowing Rock, Rocky Mount, and Rockingham.

There are 3 certification classes left on the schedule for this budget year in Wilson, Moncure, and Kernersville. Two of the three are already full and it is expected the third one will be as well. There are a few controlled independent classes that will be held in the coming months. There is a renewal class scheduled Cornelius.

Several new training seats have been added to each of the CPS trailers thanks to GHSP funding.

GHSP is running Safety City at the NC State Fair this year. We will be able to have space for several demos including Kids in and Around Cars, Hot Cars, Trunk Entrapment, booster seat/child safety seat assessments, and Spot the Tot. CPS Technicians will be asked to help staff the demos. Each technician will be given a t-shirt to wear while working to make them recognizable. There will be two shifts per day 10:00-2:30 and 2:30-7:00 with 4 technicians on each shift. An email will be going out soon asking technicians to volunteer to work. Parents and kids will get incentives once they complete all phases of the demo. Set up for the demo will be October 12th & 13th and the fair begins on the 14<sup>th</sup>.

### Committee Updates:

- **Curriculum** – *(Members: Vickie, Bill, Richard, Allen, and Kathy)*

Bevan has been working on updating the Update/Refresher class. She hopes it will be ready for review by the committee in a few weeks.

- **Policy** – *(Members: Myron, Renae, Suzanne, Frank, and Linda)*

No report

- **Membership** – *(Members: term ends Sept 2010 – Alan S., Meg, Jody, Kim )*

Four applications have been received so far, 2 EMS, 1 Law Enforcement, and 1 Fire. The application deadline is July 30<sup>th</sup>.

- **Communications** – *(Member: Bill, Keith, Leigha, Cecilia)*

Manufacturer's Instructions and LATCH manuals are being sent to all the PCS that have sent their updated information to Bevan.

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

No report

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

Sarah has updated the forms that we send to potential sponsors, speakers, and manufacturers for the conference.

The new LATCH manual will be ready for distribution at the 2011 conference so we will plan to give each conference attendee one along with the LATCH quiz.

It was suggested to include a general session on online CEU opportunities so attendees will have that information to take back to technicians that were not able to attend the conference and obtain CEU's.

Sarah is still in communication with several possible speakers for the conference and she has confirmed several already.

Kelly reported that her office had contacted 7 hotels for possible sites for the 2012 CPS Conference. The possibilities include Wilmington Hilton (state rate), the Hilton North Raleigh (state rate but didn't bid on the right dates), the Marriott Raleigh (no state rate- lowest rate

\$149), the Durham Hilton could not accommodate our capacity, the Sheraton Chapel Hill (no state rate- \$91 federal rate), the Embassy Suites Concord (\$142), the Hilton Charlotte University Place (\$129), and of course the Sheraton Atlantic Beach will offer state rate.

The committee decided to not pursue a venue that did not offer state rate on rooms. A survey will be sent to all technicians to get feedback on the three possible locations.

### **NEW Business**

Committee Attendance: The question has been raised about how to document attendance at meetings and how to deal with absences as being excused or not excused. It was agreed that if anyone cannot make a meeting they must let the chair know ahead of time as to why. It will be documented on the committee sign in sheet at each meeting. If the situation should arise where lack of attendance is an issue, the Executive Committee will decide on a case by case basis.

### **Next Meeting**

Following Meeting Dates: August 30 – September 28

Meeting adjourned at 3:10 p.m.