



NC Child Passenger Safety Training Committee Meeting Minutes

August 30, 2010

FINAL Approved 9/28/10

Training Committee Members present: Vickie Whitlatch (call-in), Richard Sales(call-in), Sarah Tilton (call-in), Leigha Shepler, Jody Piatt, Kim Wittig, Dede White, Frank Gore, Keith Harris, Dwight Greene, Renae Harris, Kathy Mellown, Meg Langston, Suzanne LeDoyen

CPS Executive Committee Members present: Bill Hall, Kelly Ransdell

Members not Present: Cecilia Saloni, Alan Stulick, Linda Wiandt, Myron Waddell, Cecilia Saloni, Allen Browder

Others: Bevan Kirley

The meeting called to order by Vickie Whitlatch at 10:10 a.m.

Approval of Minutes

With no additions or corrections to the July minutes the minutes were approved unanimously.

OLD Business

None

HSRC Update

30 -40 new technicians were added after classes that were held the week of August 20th and 24th in Wilson and Moncure.

Bevan is close to finalizing the updated information for the existing Permanent Checking Stations. For future grants, the updated information will be required to be on file or they won't be eligible for the grant.

DOI Update

The final amount awarded in the GHSP grant for CPS is \$215,000. We asked for \$350,000 but only received a percentage to use for CPS and we are thankful for what we've gotten.

Sarah will be sending Versa tethers to replace missing ones on the Britax seats in the CPS trailers.

Upcoming meetings for the CPS Diversion pilot project with the DA's office, law enforcement, and PCS coordinators will be held beginning September 7th. It will require violators to visit a PCS for education and provide documentation of such to have their ticket dismissed. The pilots will be held in Rocky Mount, Rockingham, and Blowing Rock beginning September 20th.

CPS grants will be available for events held on Seat Check Saturday September 25, 2010. Pam will get the information out and the grants will be available to agencies that are not associated with Safe Kids as well.

Upcoming CPS Classes:

Durham 9/14

Clairmont 9/21

Indian Trail 10/4

Weaverville Renewal 10/25 Certification Class 10/26

Selma 11/4

Gastonia 11/15

Kelly encouraged all the instructors to try and be available at Seat Check Saturday events to check off technicians for recertification.

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.

Bevan will email the contents of the class folder to Dede & Meg for review in hopes the folders can be updated prior to October 1st.

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

No report

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

After discussion from the group, letters of invitation for membership to the committee will be extended to Jody Piatt and Kim Wittig as advocates, Meg Langston as fire representative, and Melanie Daniel as a law enforcement representative.

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

No Report

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

Vickie and Theresa are still in the planning phase of developing the new curriculum.

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

Sarah has confirmed that Marilyn Bull will be able to attend and present at our conference.

Sarah and Vickie had the chance to hear the speaker Sarah had in mind for School Bus topics and decided that it wasn't what we had hoped it would be. She is looking at getting another instructor and Mike James is available to do it.

Bevan discussed the results from the survey regarding the location of the 2012 CPS Conference. There was no clear winner and an argument could be made for each of the three

locations based on the responses to the survey. In addition to the three locations, Great Wolf Lodge has sent in a proposal and will do state rate. Kelly and Bill both mentioned that we need to consider the perception of having it at a “resort” type location. The committee decided to send out another survey including the new location with all the charges for each location and see what response we get and make a decision at the September meeting.

NEW Business

Leigha brought up the idea of having an instructor manual with guidelines for instructors to use when signing technicians off on seat installation for recertification as well as any other information instructors, particularly new instructors would find helpful. Bill reminded everyone that the expectations for instructors to use when checking off technicians for recertification is already in place on the Safe Kids Certification website, but perhaps that’s not well known. He agreed that having a concise document with such policies readily available for instructors and technicians was a good idea. Sarah reminded everyone that there is a checklist available on the Safe Kids Certification website that is a good guide for what to look for when signing off technicians.

Leigha made a motion that we develop a committee to draft guidelines for NC Instructors and Technicians to follow for recertification. Dede seconded. The committee will consist of Leigha, Dede, Bill and Bevan.

Leigha asked that we put on the agenda for next time to discuss the payment for lead instructors versus regular instructors.

Meeting adjourned at 12:15 p.m.

Following Meeting Dates: September 28