



NC Child Passenger Safety Training Committee Meeting Minutes

September 28, 2010

FINAL

Training Committee Members present: Vickie Whitlatch, Richard Sales, Sarah Tilton, Leigha Shepler, Jody Piatt, Kim Wittig, Dede White, Frank Gore, Keith Harris, Renae Harris, Kathy Mellown (call in), Meg Langston, Suzanne LeDoyen, Cecilia Saloni, Linda Wiandt, Myron Waddell

CPS Executive Committee Members present:, Kelly Ransdell

Members not Present:, Alan Stulick, Allen Browder, Dwight Greene, Bill Hall

Others: Bevan Kirley, Allan Buchanan

The meeting called to order by Vickie Whitlatch at 10:15 a.m.

Approval of Minutes

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

OLD Business

Leigha and Dede distributed a copy of a proposed document for Instructors to use when conducting seat installations for CPS recertification and teaching guidelines. It was decided to send the guidelines out via email to all instructors and have them respond to Bevan that they have read and agree to the guidelines. Richard made the motion to accept the proposal and email to the instructors, Meg seconded and the motion passed unanimously.

They also distributed a proposed list of CPS Technician Guidelines to help clarify the requirements for seat check activity verification for recertification. Leigha made the motion to send these guidelines out to all technicians as well as the Buckle Up and Permanent Checking Station contacts to distribute to techs in their area. Keith seconded and the motion passed unanimously.

HSRC Update

We currently have 2200 technicians in NC.

Bevan is now a designated state contact for CPS so she can help with requests and emails.

A new shipment of Buckle Up cards has arrived and they are available through HSRC.

Bevan will update the BUNC with the new committee members.

DOI Update

Upcoming CPS Classes:

Indian Trail 10/4

Rocky Mount 10/11

Weaverville Renewal 10/25 Certification Class 10/26

Selma 11/4

Raleigh 11/10 Renewal

Winston 11/12 Renewal

Gastonia 11/15

Jacksonville 11/22

Louisburg 11/29

Kinston 12/7

Wilkesboro 12/7

Blowing Rock 12/13

Durham 2/15

Jacksonville 3/21

Greenville 4/5

Allan updated everyone on the Safety City event at the NC State Fair. There were a tremendous number of volunteers, but there are still some slots that need to be filled:

Saturday 10/16 2:30-7:00 (2)

Sunday 10/17 2:30-7:00 (1)

Saturday 10/23 2:30-7:00 (1)

Sunday 10/24 2:30-7:00 (1)

There will be 4 stations: 1) greeting 2) seat assessments with training seat 3) spot the tot 4) kids in hot cars

There will be 4-5 people working each shift. Safe Kids will provide snacks and drinks for workers. T-shirts are being provided to volunteers by State Farm Insurance. These t-shirts will be the volunteer's pass into the fair as long as they use the SHP designated gate. There will be incentives for the kids as they visit each station and complete the safety activity.

The meetings were held at the three CPS Diversion Project pilot sites. All three meetings were successful with commitment from all three DA's. The pilot will run until December. There will be a presentation made at the Association of DA's on the project in hopes that other counties will want to sign on to participate as well.

Kelly advised that we have money through the GHSP project to offer grants for 1) Parenting Classes with a Training Seat (out in November) 2) Permanent Checking Station Grants (out in February) 3) Equipment Grants (out in February)

Kelly asked for guidance on what type of Buckle Up seats to purchase this year. Last year, they sent out bulk of convertibles and no backs and a few combinations. Everyone agreed there was an ample supply of boosters available and preferred convertibles and combinations. Seats should be delivered in January.

GHSP will have the law enforcement guides available through their website for LE Agencies that need them.

Committee Updates:

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

Bevan has sent the link to the updates version of the Update/Refresher to the Curriculum Committee members for review.

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

No report

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

No Report

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

No Report

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

No Report

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

Kelly updated the group on some logistics that the Great Wolf Lodge has in their contract

Available dates are March 5-7, which is a Monday-Wednesday and the rate only applies to those dates, no extension of the rate

There is a \$25 fee per person per day to use the water park

There is a \$9.95 per day resort fee that cannot be waived that includes Internet

There is a 72-hour reservation cancellation policy and a \$25 fee if not cancelled by 72 hours

There is a requirement to pay one night's hotel up front when the reservation is made

There is a policy that no signs and banners can be displayed in the resort

There is an 18% interest added to the bill if it is not paid in full in 30 days

There is a possibility that some of the stipulations could be waived or removed from the contract. However, the group felt there were too many chances for stipulations and logistical issues to arise to proceed with using this facility. A motion was made by Vickie Whitlatch and seconded by Richard Sales to remove Great Wolf Lodge as a choice for the 2012 conference. The motion carried 16-1.

The group decided to pursue a contract with the Raleigh Hilton.

Dede and Myron volunteered to head up the conference t-shirt design and color.

Sarah has sent invitations to all the manufacturers to attend the conference. Combi has confirmed attendance and \$1000 sponsorship. Evenflo, Britax, and Graco have confirmed attendance. Britax will provide \$2500 sponsorship. Serenity will send a rep to present and to be an exhibitor.

Sponsorship letters have gone out. Crumley Roberts has agreed to sponsor, but were not able to commit to a certain amount until January 1.

Bevan will check with Bill to determine when registration can go live on the website.

It was suggested that we have a general session at breakfast about the requirements for recertification, technician expectations, and instructor expectations.

The scavenger hunt will be done again this year, but will only include questions about the products from the manufacturers that are present at the conference.

Vickie will contact Charles from East Coast Migrant Headstart to see if he is willing to present the school bus session with her and Richard.

Sarah reviewed the list of other sessions and speakers. Kelly suggested adding a session on the CPS Diversion program. It would need to be a general session or be paired up with another non-CEU session. Sarah asked everyone to think about the proposed classes so we can place them into the agenda at the next meeting.

The awards nominations will be posted online in conjunction with the registration going live.

Sarah will ask Kathy to layout the program book again this year.

Sarah still has a couple more months before she has commitment from Volkswagen for the conference bags. Britax will donate mouse pads and Combi will also donate an item for the bags. If anyone wants to donate items, they will need to donate 325 items. Also, please keep notes on who donates what so we can send thank you notes.

NEW Business

A discussion was held on paying lead instructors more for being lead. Leigha listed several duties that lead instructors have in addition to teaching that she felt justified receiving more pay. After a

discussion of the pros and cons of the instructor rate and duties, Richard made a motion to leave the instructor pay as is. Meg seconded and the motion carried 15-1 with one abstention.

A discussion was held about the current reimbursement rate. After the discussion, Linda made a motion to keep the current reimbursement rate. Sarah seconded and the motion carried with one abstention.

A discussion was held about having an Instructor meeting. It was agreed that a stand-alone meeting separate from the CPS Conference seemed to produce better attendance. Kelly suggested the meeting be held in January after the curriculum updates are available. She also suggested that a subcommittee be formed to come up with an agenda for the meeting. Meg, Jody, Allan, Kim, Linda, Frank, & Dede agreed to work on the agenda for the meeting and have it ready to present at the November meeting. The meeting will be held January 26 in a central location.

Due to Vickie and Richard not being able to be at the October meeting, the committee decided to vote on chair at this meeting. Leigha was nominated and accepted the nomination. Vickie was nominated, but declined the nomination. Leigha will serve as chair for the 2010-2011.

Next Meeting

Following Meeting Dates: October 26 – November 23 – January 25

Meeting adjourned at 1:30 p.m.