



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR  
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FORT BELVOIR, VIRGINIA 22060-5928

IMBV-MWC

6 January 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child and Youth Services (CYS) Parent Advisory Board (PAB) Meeting Minutes

1. In accordance with the Military Child Care Act of 1989, Army Regulation 608-10 and CYC Operational Guidance, CYC PAB met on Tuesday, 22 October 2019 at 1600 in the Blue Room, at the Sosa Center, Building 200, Fort Belvoir, VA.
2. Sign-in sheet with Command representation (Enclosure 1).
3. Agenda (Enclosure 2).
4. Teleconference line for patrons and staff was established at 1550 on 22 October 2019. The system recorded eight users. Five parents, seven CYC staff, CYC Chief, Directorate of Family and Moral, Welfare and Recreation Director (DFMWR) and the Garrison Commander (GC) were in attendance.
5. The meeting began at 1608 with opening remarks given by Mrs. Janet Evans, Chief, CYC. Mrs. Evans introduced the GC, COL Greenberg and the DFMWR, Mr. George Dickson. COL Greenberg thanked everyone for his or her attendance and for participation the CYC PAB meeting.
6. Mrs. Evans called for nominations and recommendations for CYC PAB President. Ms. Sarah Buchanan has to resign because the family is no longer eligible for services. The position works closely with the Outreach Director, Mrs. Sherry Bryant and is the voice of parents across all CYC programs.
7. Ms. Meagan McKissick presented After Deployment Adaptive Parenting Tools (ADAPT) research study by the University of Minnesota. The research study is recruiting 105 active duty families affiliated with Fort Belvoir and Fort Myer, who have at least one deployment within the last five years and at least one child 5 to 12 years of age. Training sessions will be available both online and in-person workshops. Apply to the program online (Enclosure 3).
8. Mrs. Evans announced CYC quarterly training day on 8 November 2019. All CYC programs will be closed to conduct mandatory annual training requirements.

**“LEADERS IN EXCELLENCE”**

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9. Mrs. Evans reminded parents to review the Inclement Weather policy (Enclosure 4) and to make preparations for the upcoming winter season. Policy was sent out via email blast and posted on CYS Facebook pages. CYS will re-send again in January. COL Greenberg explained that closures and delays are made by the Fort Belvoir Command Team, but will generally follow Office of Personnel Management (OPM) Guidance.

10. Mr. Dickson stated that during 2-hour delays CYS Child Care Facilities will open at 0800. Classrooms open as CYPA's arrive and priority will be given to active duty all others should call to determine the wait time. Mrs. Evans stated that the front desk staff will establish a "first come, first serve" waitlist. Mr. Dickson and Mrs. Evans agreed to establish a written policy that clearly outlines prioritization and supports the mission.

11. Mrs. Evans reminded Families that the flu shot is an annual requirement that is due by 31 December 2019. Only children with documented immunizations or medical/religious exemptions will be allowed to remain in care. (Enclosure 5)

12. Mrs. Evans highlighted the launch of CYS Fort Belvoir Hourly Care program on 4 November 2019. The revised program opens spaces at all care facilities, giving parents access to more locations. (Enclosure 6)

13. Questions and Answers with Leadership.

a. Delayed Openings:

(1) Question: Parent questioned how information was shared with parents during normal operations and emergency closures/delays due to weather or HVAC issues. Is the OPM Alert App useful?

<https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/mobile-app>

(2) Answer: Mrs. Evans explained that CYS uses a wide variety of venues to inform parents to include email blasts, phone calls, social media posts, and web page announcements. COL Greenberg encouraged Families to use the OPM app as we do follow OPM, unless otherwise stated on Fort Belvoir website and Facebook.

(3) Ongoing Action Item: Continue to research new methods/applications to ensure that information is easily assessable and quickly distributed to all parents utilizing CYS care facilities.

(4) Point of Contact (POC): Mrs. Evans, Chief, CYS

IMBV-MWC

SUBJECT: Child and Youth Services (CYS) Parent Advisory Board (PAB) Meeting Minutes

b. Established written policy for prioritizing waitlist on delayed openings:

(1) Question: Parent asked to have the process clarified because the information was "contradicting" either a priority for active duty or as Mrs. Evans stated "first come, first served" and "will the priority become a policy on paper?"

(2) Answer: COL Greenberg acknowledged that there was currently no written policy for prioritizing care on delayed openings.

(3) Action Item: Mr. Dickson and Mrs. Evans agreed to establish a written policy that clearly outlines prioritization and supports the mission.

(4) POCs: Mrs. Evans, CYS Chief and Mr. Dickson, DFMWR

c. Snow removal.

(1) Question: Snow removal should be completed prior to opening the Child Development Centers (CDCs).

(2) Answer: Mr. Dickson informed the group that CYS has hired two maintenance workers who will assist facility managers with the snow removal.

(3) Action Item: CYS to work with Garrison staff to make sure that snow removal is safely completed prior to opening CDCs to ensure safe passage for children, parents, and staff.

(4) POC: Mr. Chad Sheldon, Operations Specialist, CYS.

d. Parking at the South Post Child Development Center (SPCDC).

(1) Question: Why does CYS allow parents to park in fire lanes?

(2) Answer: All individuals should only park in designated spaces. The Chapel has staff who utilize the same parking lots and should also use the parking lot across the road by Specker Field House. The circle drive at SPCDC is designated for drop-off and pick-up with a 15 minute time limit. The facility managers may report offenders to the Military Police.

e. Hourly Care.

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SUBJECT: Child and Youth Services (CYS) Parent Advisory Board (PAB) Meeting Minutes

(1) Question: When do we give notice to the center that we are not bringing our child to care so that the space can be offered to hourly care parent? Is hourly care only during the week?

(2) Answer: Mrs. Evans requested that parents inform programs as soon as they know that they will not be bringing their children. Mrs. Bryant reminded families that they must provide two weeks' notice to utilize their vacation credit (2 week or 4 week). This allows the program to offer these dates and times to hourly care patrons. CYS does offer hourly care for all age groups six weeks to 12 years of age, the second Saturday of the month unless there is a holiday. Visit Webtrac for Parents' Night Out dates and sign-up options.

f. Behavioral Issues.

(1) Question: Is the policy (parent handbook) online that discusses behavioral issues and staff getting help in a timely manner to assist with a child?

(2) Answer: Mrs. Evans identified that the Parent Handbook could be found online. Search Fort Belvoir CYS/ Parent and Outreach Services. Mrs. Lara Sullivan, Special Needs Coordinator, CYS explained that CYS follows a standardized process to provide both the child and the staff with clear support plans. The managers work with the trainers, classroom staff, and Families to write the behavior intervention plan. Staff may call for immediate management assistance at any point they feel assistance is required. [https://belvoir.armymwr.com/application/files/2315/6986/8704/BEL\\_CYS\\_Parent\\_Handbook\\_2019.pdf](https://belvoir.armymwr.com/application/files/2315/6986/8704/BEL_CYS_Parent_Handbook_2019.pdf)

g. President of PAB

(1) Question: Is there a position description for PAB President's position?

(2) Answer: Mrs. Evans explained that there is not a formal position, but we can email out the scope of duties and responsibilities. Contact Mrs. Bryant for more information.

14. In closing, COL Greenberg announced the Nationals Baseball Camp and \$1 bowling for all ages is on Saturday; he requested Families to use the chain of command before using Interactive Customer Evaluation to give managers an opportunity to work the issue; only carrying out guidance for Army Unauthorized Care policy to keep children in safe approved housing quarters; and thanked attendees for their participation.

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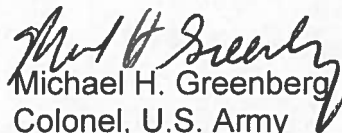
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15. No further business was discussed. The meeting adjourned at 1705. The next PAB meeting is tentatively scheduled on Wednesday, 29 January 2020, from 1700 to 1800.



Janet M. Evans  
Child and Youth Services  
Directorate of Family and Morale,  
Welfare and Recreation

APPROVED/DISAPPROVED



Michael H. Greenberg  
Colonel, U.S. Army  
Commanding

Encls 6

1. PAB Meeting Sign-in Sheet
2. PAB Meeting Agenda
3. ADAPT
4. Inclement Weather Policy
5. CYS Chief Flu Shot Parent Letter
6. Revised Hourly Care Program

DISTRIBUTION:

PAB Members  
CYS Staff  
Directorate, DFMWR  
Command Group