



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR  
9820 FLAGLER ROAD, SUITE 213  
FORT BELVOIR, VIRGINIA 22060-5928

AMIM-BVW-WC

21 June 2022

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 CYS Operational Guidance, CYS PAB met on Thursday, 21 April 2022, at 1700 via MS Teams, Fort Belvoir, VA.
2. Attendance Roster (Enclosure 1).
3. Agenda (Enclosure 2).
4. Total attendees recorded were 27; to include parents, CYS staff, CYS Chief, and the Deputy Garrison Commander (DGC).
5. The meeting began at 1705 with opening remarks from Mr. Burton, CYS Administrator. Mr. Burton introduced himself, the Garrison Commander (GC) Colonel Joshua P. SeGraves, Garrison Command Sergeant Major (CSM) Gregory Kleinholtz, Dr. John Moeller DGC, Mr. George Dickson Director, Family, and Morale, Welfare and Recreation (DFMWR), and CYS Key Staff.
6. Leadership welcomed and thanked everyone for attending the PAB.
7. Mr. Burton began to discuss the agenda. He announced that Mrs. Sherman is the new volunteer who accepted the CYS PAB chairperson position. CYS Key Staff will meet and discuss any important topics, and we hope she will take command of the position and introduce herself at our next PAB meeting.
8. Mr. Burton discussed the Current Operation Status and the impact on CYS programs. CYS continues operating at Health Protection Condition Bravo. CYS programs will follow the installation's determination of the COVID-19 Community Level. Mask-wearing and screening testing requirements will now be based on the COVID-19 Community Levels and are subject to change as community transmission levels change. CYS sent updated Masking and Screening Testing Guidance for CYS notification on 4 April 2022; face mask use indoors remains in effect for the Rivanna Station Child Development Center (CDC) (Albemarle County) due to Medium Community Level. The Fort Belvoir CYS facilities (Fairfax County) have been deemed Low Community Level, and face mask use is not required indoors. The data may change rapidly and on a daily basis; however, any changes to mask use will only take place once CYS managers receive official notification from Garrison Command, and then patrons are notified. CYS thanks everyone for their understanding, as CYS's number one priority, is to ensure the continued health and safety of all our children, youth, and CYS personnel.

**“LEADERS IN EXCELLENCE”**

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9. Mr. Burton provided updates about the heating, ventilation, and air conditioning issues at Fort Belvoir North Area (FBNA) 1, FBNA2, and Woodlawn CDC. CYM management is anticipating construction for FBNA 1 and 2 CDC's in September 2022 with an anticipated incremental reopening beginning late spring of 2023. We are still awaiting final design for Woodlawn CDC before a construction timeline is released.

10. Mr. Burton reminds the attendees that the CYM Youth Sports and Fitness program has many open activities and special events, such as America's Armed Forces Kids Run and Color Run. CYM likes to invite Families to access our Belvoir CYM Facebook page <https://www.facebook.com/belvoircym> and army MWR website <https://www.armymwr.com/> for more information. Customers with up-to-date CYM registration and physicals can sign up and pay through Webtrac using the following website link: <https://webtrac.mwr.army.mil/webtrac103/wbwsc/Belvoircym.wsc/wbsplash.html?wbp=1>  
<https://belvoir.armymwr.com/programs/youth>

11. We like to invite all parents who would like to volunteer as coaches to please contact the CYM Youth Sports Department at 703-805-1258, 9139, 9138, or send an e-mail to CYM Contact Us Email: [usarmy.belvoir.imcom.mbx.cym-contact-us@army.mil](mailto:usarmy.belvoir.imcom.mbx.cym-contact-us@army.mil).

12. CYM likes to remind everyone that the Flu Shot is required for staff and children participating in CYM programs. Children and youth enrolling in or who are currently enrolled in School Age Care (SAC) and Youth Programs (to include sports and fitness and summer camp) and who are not enrolled in a school system requiring immunizations per local/state regulations must provide documentation of receipt of all immunizations per ACIP guidelines.

13. Mr. Burton announced all CYM Star Performer nominees; then announced the winners, Ms. Rose Jones from SAC, Mrs. Sarina Clements from Outreach, and Ms. Molly Runnerstorm from North Post CDC.

14. Mr. Burton reminded parents that CYM Quarterly Training Day would be Friday, 3 June 2022, and all CYM facilities will be closed.

15. Ms. Ebony Gullat invited and provided information on parent and staff education programs by Military and Family Life Counseling program Lunch and Learn Training, held on the second Wednesday of each month, from 1200 to 1300 via Microsoft Teams. The CYM administration encourages parents and staff to attend informative, engaging meetings. It is not exclusive to the children in the facility.

16. Mr. Burton shared that CYM - Fort Belvoir continued hiring for CYM Assistant positions and asked to share with Families and friends. Applicant must be at least 18-years-old or a 17-year-old dependent of a Service member or Department of Defense Civilian Employee. Visit <https://www.usajobs.gov/>, and search for "Child and Youth Program Assistant, Army Installation Management Command, Fort Belvoir." CYM management pulls applicants information and conducts interviews every two weeks; CYM has wonderful benefits and still has retention and hiring bonuses; find more information in the job announcement.

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17. Mr. Burton opened the floor for comments. Ms. Kristen Acquah, School Liaison, gave thanks to all teachers, appreciating our staff for the hard work they have done through the last few years, and Mr. Burton thanked the GC for visiting the programs and participating in the CYS book reading during the Month of the Military Child. The kids loved it!

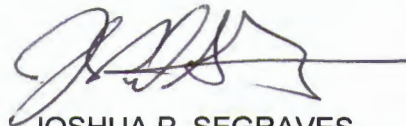
18. The GC and CSM thanked everyone for participating in the call. The reading for the kids was great. Invited Families to participate in more of these meetings and engage with the program. Parents are a key component of our program, and every small thing can positively impact the children's life. Including the Public Affairs Office for a blast's announcement was recommended, and utilizing all the Fort Belvoir platforms to spread the information for parents' participation. Thanks again to you on this call for working behind the scenes doing all kinds of great work on Fort Belvoir, and thank you for recognizing those star performers that excel doing their hard work in childcare. Child care is so essential for the Fort Belvoir team.

19. Mr. Dickson thanked the parents for participating in the meeting and will continue updating and getting information to the parents and staff.

20. Mr. Burton invited parents participating in the meeting and interested in getting Win Points to stay on the line to provide the Sponsor's name and Program; with no further business discussed, he then concluded the meeting. Mrs. Ortiz remained on the line to collect names for the Win Point and thanked everyone for participating. The meeting was adjourned at 1734 hours.

2 Encls

1. PAB Attendance List
2. PAB Meeting Agenda



JOSHUA P. SEGRAVES  
COL, IN  
Commanding

DISTRIBUTION:

PAB Members  
CYS Staff  
Director, DFMWR  
Command Group



## **Parent Advisory Board Meeting**

Thursday, 21 April 2022, 1700-1800

Microsoft Teams 1 571-616-7941, Conference ID: 851 431 432#

### **AGENDA**

#### **I. Welcome by Mr. Jerel Burton CYS Administrator**

#### **II. Introduction of Belvoir Leadership**

#### **III. Discussion CYS Management**

- A. Welcome to our new CYS PAB chairperson, Mrs. Charlotte Sherman.
- B. Current CYS Operational Status and the impact to CYS programs. (Memo for patrons sent 24 January 2022).
- C. HVAC update (Woodlawn, FBNA1 and FBNA2).
- D. Youth Sports and Fitness, and SKIES programs current status. Coaches needed.
- E. Flu Shot Requirements

#### **IV. New Discussions (Chairperson)**

#### **V. Q & A with CYS Leadership**

#### **VI. Star Performer Announcement Nominations**

- ◆ Rosabell Jones - SAC Administrative Assistant
- ◆ Sarina Clements - SKIES CYP A
- ◆ Linda Rivera - NPCDC CYP A
- ◆ Molly Runnerstorm - NPCDC CYP A
- ◆ Helina Appiah - SPCDC Cook
- ◆ Dejah Pierce - Youth Center CYP A

#### **VII. Other comments/announcements:**

- A. All CYS Facilities are closed during CYS Quarterly Training days and Federal Holidays. Upcoming CYS Quarterly Training Day is Friday 3 June 2022.
- B. CYS Quarterly Training Dates and PAB Meeting minutes, located at <https://belvoir.armymwr.com/programs/parent-and-outreach-services>.
- C. Parent and Staff Education - MFLCs is facilitating Lunch & Learn training, all presentations are held on the 2nd Wednesday of each month 1200-1300 via Microsoft Teams.
- D. CYS Job Fair, open announcement at USAJOBS.com
- E. Parents Participating on the PAB meetings receive Win Points, stay on the line to provide Sponsor's name and Program.

#### **VIII. Concluding Remarks by Mr. Jerel Burton**