



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

11 March 2021

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, 27 January, 2021, at 1700 via Microsoft Teams (MS Teams), Fort Belvoir, VA.
2. Attendance list with Command representation (Enclosure 1).
3. Agenda (Enclosure 2).
4. MS Teams with teleconference line for patrons and staff was established at 1645 on 27 January 2021. Total attendees recorded were 45; to include 28 parents, 14 CYS staff, CYS Chief, Director to Family and Morale, Welfare and Recreation (DFMWR), and the Deputy to the Garrison Commander (DGC), Dr. John M. Moeller were in attendance.
5. The meeting began at 1703 with opening remarks given by Mrs. Janet M. Evans, Chief, CYS, Fort Belvoir, VA. Mrs. Evans introduced herself, the DGC Dr. Moeller, DFMWR Mr. George Dickson, CYS Management Team, and Mr. Orlando Garcia, PAB Chair.
6. Mrs. Evans thanked parents for their support and patience during the difficult times resulting from the Coronavirus Disease 2019 (COVID-19). She discussed how Fort Belvoir CYS Team, Fort Belvoir Garrison Leaders, Army Public Health (APH) and Garrison Commander (GC) work together to determine CYS COVID-19 operations. Mrs. Evans informed patrons that CYS is currently operating at a limited capacity with ratios being monitored weekly along with the MilitaryChildCare.com (MCC) waitlist. She noted that the offer for care numbers are reported weekly to Military District Washington and reiterated that CYS follows the current installation Health Protection Condition Level Bravo Status. Mrs. Evans mentioned how the updated drop-off and pick-up procedures were altered so that parents and staff are not outside for long periods. Parent recommendations on safety protocols are welcome. Guidance has been given regarding texting capabilities for the option of sending mass texts to patrons in a quick manner. CYS is in the process of further developing this communication method. Patrons are advised to please keep e-mails and phone numbers up to date.
7. Dr. Moeller informed patrons that the GC, COL Joshua SeGraves and Command Sergeant Major Gregory M. Kleinholz could not attend this meeting due to scheduling conflicts.

“LEADERS IN EXCELLENCE”

8. Mr. Dickson thanked parents for being understanding through the COVID-19 pandemic.

9. Mrs. Evans informed patrons that, in the event of a COVID-19 related closure, only direct exposure in classroom would be notified by CYS management. CYS is hoping for steady child/staff attendance after the holidays. If CYS Patrons did not receive a notification for facility-wide closure, please contact CYS Parent Central Services (PCS) to update their contact information, phone numbers, and e-mail addresses on file.

10. Mrs. Bryant, CYS Program Operation Specialist, stated that, unfortunately, CYS could not provide masks to all children attending care; however, masks are available for children having accidents or emergencies. If any CYS Family with financial hardship puts Families in need of masks, please contact the program director, and CYS will work with their hardship request.

11. Mr. Garcia, CYS PAB Chairperson, urged CYS to communicate to parents when classroom closures occur; CYS should have communicated JoAnn Blanks Child Development Center (JBCDC) closure to parents sooner to allow accommodations to be made for childcare. Mr. Dickson answered the APH mandated JBCDC closure for three positive COVID-19 tests within five days, and CYS used CYMS blast e-mail and text to notify parents as soon as possible.

12. Mrs. Evans notified patrons of the change to increased CYS Operational Hours 0700-1700, effective 25 January 2021. There is a possibility to increase hours further once guidance is received from the command. She mentioned that there is no waitlist for the Markham School-Age Center at the moment. Patrons need to create a 'Request for Care' utilizing MCC.com website and asked parents to contact CYS PCS for guidance or waitlist questions/concerns.

13. Ms. Ortiz discussed new Department of Defense (DoD) Child Care Fee Policy which was effective on 15 January 2021. She announced no changes to patron fees, and a fundamental change that all patrons, regardless of their Total Family Income (TFI) category, will be required to have their TFI verified during registration. Patrons will no longer be permitted to enroll in the highest fee category in lieu of providing proof of income. Failure to provide the required TFI documentation will result in denial of child care services.
(Enclosure 3)

14. Ms. Ortiz also explained that the DoD Priorities was implemented on 1 September 2020, and she provided clarification about supplanting. Supplanting applies to all categories except 1A and 1B patrons as outlined in the new guidance. Military Family Types and DoD Priority was dated 8 January 2021, and invited Families to contact her for questions.

15. Mrs. Bryant spoke about the Household Accounts and Patrons Request Form; she invited patrons to submit a Patrons Request Form if they have questions or concerns regarding refunds, financial hardship, or household audit. Please submit the form through the Program Manager and provide detailed information of the situation, to be routed through

the CYS chain of command for approval. Mrs. Evans clarified credits for CYS COVID-19 related closures and if approved, CYS would automatically credit patrons' accounts in CYMS. Patrons may submit a hardship waiver if the child is required to quarantine due to COVID-19 outside of CYS.

16. Mrs. Evans announced that CYS passed Army Higher Headquarters Inspection. She reminded patrons about the importance of keeping Medical Action Plans and immunizations up to date. In regards to the COVID-19 vaccine, CYS currently does not have guidance on mandating this vaccine, and the garrison will update CYS if additional guidance is released. Woodlawn CDC has been closed due to the heating, ventilation, and air conditioning system's issues and still does not have an anticipated date for re-opening as the repair contract is being worked with the Department of Public Works. CYS will notify patrons and staff about the re-opening as soon as the issue is resolved. Mrs. Evans discussed the CYS hiring status; she mentioned CYS is actively recruiting direct care staff and all other CYS positions. More onboarding is needed to increase classroom capacities when directed to do so. Please direct anyone interested to use USAJOBS to apply.

17. Mr. Garcia mentioned that a few parents did not receive the CYS operation hour's survey. Mrs. Evans clarified that the CYS Administration submitted the survey three-times, but moving forward exists the possibility of CYS increasing hours further once guidance is received from the command. Mrs. Evans also reminded customers to please reach out to center directors or PCS to ensure their contact information is up-to-date in the system.

18. Mr. Garcia also addressed a concern in conflicting information on direct/secondary exposure requirements to quarantine. Mr. Dickson responded that CYS operates under the secondary exposure policy.

19. Questions and Answers with Leadership

a. CYS Hours of Operation: Question: Parent asked when the communication about CYS hours of operation change was sent. Answer: Mrs. Evans replied, the announcement was sent through CYMS e-mail blast upon approval of the change. She informed patrons to contact PCS at 703-805-5555 to confirm/update e-mail and phone numbers.

b. COVID-19 related notification: Question: Parent asked whether CYMS e-mail blast is the same notification system being used to notify parents for COVID-19 related closures. Answer: Mrs. Evans replied yes.

c. JBCDC re-opening: Question: Parent asked JBCDC is re-opening Friday, 29 January 2021. Answer: Mrs. Evans replied yes.

d. Guidance on quarantine: Question: Parent asked whether children with direct/secondary exposure provide a negative COVID-19 test can return to care. Answer: Mrs. Evans states APH gives guidance on how long quarantine needs to be and when children can return to care.

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e. Fragmentary Order (FRAGO) and Operation Order (OPORD): Question: Parent asked whether FRAGOs and OPORDs can be accessible to customers, and what the FRAGO/OPORD are followed. Answer: Mrs. Evans replied Yes, CYS can explore authorized options to make this information available to customers. CYS follows a vast amount of FRAGOs and OPORDs. Please send specific questions to the CYS email.

22. Mrs. Evans announced star performers, Ms. Megan Brady, Ms. Chrisna Rose and honorable mention for Ms. Tatsuko Clements. She also stated that facilities will be closed for upcoming training day in March, and child care tax statements are available on Webtrac.

23. Mrs. Evans concluded the meeting with her closing remarks. Thank you to all parents for bearing with us and being patient with CYS. Please understand that closures are done at the direction of Command leadership, Fort Belvoir Community Hospital, and APH to ensure that the health and safety of all children and staff remain our number one priority. Please submit ICE comment cards for kudos, questions, and concerns.

24. No further business was discussed. The meeting was adjourned at 1751.

3 Encls

1. PAB Attendance List
2. PAB Meeting Agenda
3. SY 2020-2021 DoD Fee Policy

DISTRIBUTION:
PAB Members
CYS Staff
Director, DFMWR
Command Group



JOSHUA P. SEGRAVES
COL, IN
Commanding