



**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

6 January 2023

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 Thursday, 20 October 2022, at 1300 via Microsoft Teams, Fort Belvoir, Virginia (VA).
2. Attendance Roster (Enclosure 1).
3. Agenda (Enclosure 2).
4. Total attendees recorded were 18; to include parents, CYC staff, and the Deputy Garrison Commander (DGC).
5. The meeting began at 1705 with opening remarks from Mrs. Janet Evans, CYC Chief. Mrs. Evans introduced herself, DGC, Dr. John Moeller, Command Sergeant Major Gregory Kleinholz, Director, Family and Morale, Welfare and Recreation (DFMWR) Mr. George Dickson, and CYC key staff.
6. Dr. Moeller welcomed and thanked everyone for attending the PAB meeting.
7. Mrs. Evans thanks Mrs. Charlotte Sherman, the CYC PAB Chairperson for the time she supported our programs as PAB Chairperson. Mrs. Evans reminded Families that the PAB Chairperson position is available and invited interested patrons to send an email through the CYC Contact Us email: [usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil](mailto:usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil).
8. Mrs. Evans discussed the Current Operation Status and the impact on CYC programs. CYC Fort Belvoir facilities are operating at Health Protection Condition Levels (HPCON) Alpha, however, Rivanna Station (RS) Child Development Center (CDC) remains in HPCON Bravo. There are no changes to the quarantine guidance; we are following on a regular basis with Fort Belvoir Army Public Health (APH) and the Garrison Command Team that makes determinations on the protocols that are in place in CYC. We know Installation Management Command (IMCOM) G9 is working on releasing new guidance, however current quarantine restriction does remain in place until we receive new guidance.

**“LEADERS IN EXCELLENCE”**

AMIM-BVW-WC

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

9. Mrs. Evans reminded patrons and staff about the Flu Immunization requirements for CYS. CYS children and staff have until 31 December 2022 to get immunizations or waivers completed. Families out of compliance will not be able to receive services. The schedule of the Fort Belvoir Community Hospital immunization clinic has been shared with staff and patrons.

10. Mrs. Evans and Mrs. Eddy Ortiz invited patrons to [webtrac.mwr.army.mil](https://webtrac.mwr.army.mil) to find more information about the CYS Youth Sport and Fitness program. CYS invites parents who want to volunteer as coaches to contact the CYS Youth Sports and Fitness Department at (703)-805-1258, 9139, 9138, or through the CYS Contact Us Email: [usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil](mailto:usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil). CYS likes to invite Families to access our Belvoir CYS Facebook page (<https://www.facebook.com/belvoircys>) and Belvoir Website (<https://belvoir.armymwr.com/programs/youth>) for more information. Customers with updated CYS registration and physicals can enroll and pay through WebTrac at the link provided below.

<https://webtrac.mwr.army.mil/webtrac103/wbwsc/Belvoircyms.wsc/wbsplash.html?wbp=>

1

11. Mrs. Evans provided operational updates. This week unfortunately we notified patrons and staff of the RS CDC located at Charlottesville, VA of the impending closure tentability slotted for January 2023 due to a full heating, ventilation, and air conditioning (HVAC) replacement. We are working with the staff; and Families to make sure they have enough lead way of three to four months to make arrangements to find alternate care since the facility will be closed with an estimated construction time of six to 12 months, depending on the contract.

12. The HVAC system on the Fort Belvoir North Area (FBNA) 1 and FBNA 2 began construction on 20 September 2022; after meeting with the contractor, it is anticipated to take 270 days; we hope the facilities are turned back to us by Spring 2023. We also working on staffing all open facilities first, before opening FBNA 1 and FBNA 2. It is going to be an incremental opening. The Woodlawn CDC is in the final design phase; we have not received any construction updates at this point. We should be getting more information out to the public by the spring on the status of CYS's closed facilities.

13. Fort Belvoir CYS is being impacted by the staffing shortage across the board, we are hiring and offering recruitments incentives for those applying to work with Fort Belvoir CYS. For clarification the Fort Belvoir CYS positions are announced on USAJobs.gov, under Army IMCOM and not under Defense Logistics Agency. CYS invites you to share with Families and friends that Fort Belvoir has an open continuous announcement for Child and Youth Program Assistant (CYPA) positions. Applicant must

AMIM-BVW-WC

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

be at least 18 years old or a 17-year-old dependent of a Service member or Department of Defense Civilian employee. Visit USAJobs.gov, and search for "CYPA, Army IMCOM, Fort Belvoir". CYS management pulls applicants' information and conducts interviews every two weeks; CYS has wonderful benefits and still has retention and hiring incentives; you can find more information in the job announcement.

14. North Post (NP) CDC and South Post (SP) CDC playgrounds will initiate construction in January 2023.

15. Heads up about the Fiscal Year 2023 Army Fee Policy Implementation, the notification to patrons will be released 1 November 2022, with an effective date of 1 December 2022. We still need to wait for the official operational order before we can release the information to patrons.

16. Reminder to patrons about outstanding balances, if the balance is over 30 days due, the requirement is that the CYS pass is suspended, meaning childcare will only be provided once the balance is paid off. Any Family going through a Financial Hardship will need to go through the process of meeting with the Director, meeting with Army Community Services Financial Readiness Program, and provide the necessary documentation, before the case can be submitted to the Garrison Commander (GC) for consideration of approval. Only the GC can approve payment plan, or temporary reduction to a lower category.

17. Mrs. Evans opened the floor for questions.

a. **Patron's Questions:** What is the plan for the folks previously on the waitlist? What is CYS doing about the staffing shortages? **Answer:** When it's time to open the facilities, we will be working with the Families that are currently enrolled that were part of the FBNA 1 and FBNA 2 roster at the time of closure. Then we will survey and allow other currently enrolled Families interested in an internal transfer to send a Patron Request Form; lastly, we will be working with the Families from the waitlist. Before approving any transfer CYS leadership will need to look at the staffing first, then age-group and spaces available. We will work with the Family for an easy transition for the child. However, we don't have a definitive timeline for reopening it until the other open facilities are already fully staffed. If we don't have enough staff to open the facilities, we will keep the children where they are at, until open facilities are fully staffed; this is per IMCOM Directorate-Sustainment and Fort Belvoir Garrison Command team guidance. About staffing, Fort Belvoir CYS has an open continuous hiring announcement for CYPA positions, we interview every two weeks; staffing is critical, and we are offering recruitment incentives to help with staffing shortage across the board.

AMIM-BVW-WC

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

b. **Patron's Questions:** Who can help with my concern about multiple transitions at JB of children under two during a day, the quarantine rule, and exposure that creates shuffling of children within rooms? **Answer:** I appreciate your comments. I know a lot of the transitions; are due to the staffing challenges we are having. Children must be moved around because we have opening classrooms and closing classrooms; then, if there are call-outs for that day, there is typically a little of a juggle. If it gets to the point that we just don't have enough staff, we must restrict care, then we will have to just turn parents away and we do not want to get to that point either. I will talk to the CYS team and get back to you by Friday regarding your concern about moving the child around. We are in HCON Alpha, a lot of our protocol for Coronavirus Disease of 2019 have been just lifted. Children can all play together on the playground, we still are at the higher level of the cleaning protocols, but we are no longer required to separate the groups. We are at the mercy of waiting for the new quarantine guidance and I understand your frustration. That's not at our level to change it. But I want you to know that we engage with the Fort Belvoir Command Team and APH weekly; as of right now, we have yet to receive any new guidance. So, as soon as it is released to update the quarantine, we will make sure all patrons are made aware.

c. **Patron's Questions:** I am a parent at RS CDC, with a few concerns: the electronic communication, the impact of the closure on my child's spot when reopening the CDC, Families on the waitlist, and what are you all doing to ensure that the staff come back RS? I know some parents were not notified of the upcoming closure; there was nothing on the Facebook page about the closure. My other question is the actual closure date; based on the communication, it was going to be January 2023, for you alluded to that being a possible date. I am a former contracting officer, so I empathize with the requirements fixing at the mercy of them, but I would ask that you push very hard on getting as close to specific dates as you can because we were all trying to find alternate care for our children without being penalized for pulling them early and getting them off of the list. And so, I want to avoid having to pay for care in two places. I am a DIA Civilian, so I don't get the fee assistance. I have to pay full price wherever I go. **Answer:** I want to comment that we did not release the information on Facebook. It was not for public knowledge. But we did send it out Tuesday night through the Child and Youth Management System (CYMS) database via email and text message. CYMS is database driven, and we know CYMS has some challenges with some carriers, such as Yahoo, and Hotmail addresses, which do not allow the email to go through. You received the email directly from Mrs. Chasity's work email; that's our backup system to ensure parents received at least one of the notifications. We understand 100 percent the impact of this closure on all our Families. I ran radius searches myself on the Virginia early childhood website. We know there are 43 childcares in a 20-mile radius, depending on where parents live, but it will be on availability as well. So, if you do get a

AMIM-BVW-WC

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

placement, you need to provide a termination notice prior to the closure, and if you don't have time to give a 30-day notice, we ask that you submit a hardship request on the Patron Request Form that you have temporary childcare and would like to come back to care when opening.

Fort Belvoir CDC's closed facilities waitlist will be reopened 60 days before we have the official reopening day. And then we are going to work with those Families on the waitlist because, obviously, some children will be aging up during the closure, so we have to see all the availability.

We have a staff meeting to announce the closure on Tuesday, so we are already working with all the staff on what options they will have during the closure. Once the building is available to reopen, we are optimistic there will be staff interested in returning. Mr. Dickson also mentioned there was a nice increase in the minimum wage at the federal level and signed Executive Order for all the employees at RS CDC to be paid at the Fort Belvoir rate. So that is to their advantage. Now, depending on what an individual decides to do for themselves, whether or not they take a furlough, take a Business Based Action to take a position up here, that's entirely their decision.

18. Mrs. Evans proceeded with announcements.

a). Announced CYS Star Performer nominees; then announced the winners, Mrs. Corlette Stubbins from SP CDC, Mrs. Marquita Burrus from School Age Center, and Mrs. Tatsuko Clements from Parent Central Services.

b) Reminded parents that CYS Quarterly Training Day would be Thursday, 10 November 2022. All CYS Facilities are closed during CYS Quarterly Training days and Federal Holidays. Additional upcoming CYS closures: Thursday 24 November 2022, Friday 25 November 2022, Monday 26 December 2022, and Monday 02 January 2023. Early closure at 1600 Friday 23 December 2022 and 30 December 2022.

c) Provided information on parent and staff education programs by Military and Family Life Counseling consultant's lunch and learned training, held on the second Wednesday of each month, from 1200 to 1300 via MS Teams. The CYS administration encourages parents and staff to attend informative, engaging meetings. It is not exclusive to the children in the facility.

d) CYS Quarterly Training Dates and PAB Meeting minutes, located at: <https://belvoir.armymwr.com/programs/parent-and-outreach-services>

19. Mrs. Evans thanked everyone for participating in the call. Mrs. Ortiz invited Families to bring their question, recommendation or concerns prior the meeting through the CYS


AMIM-BVW-WC

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

Contact Us email: [usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil](mailto:usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil). We invited parents participating in the meeting and interested in getting Why I'm Needed (WIN) Points to stay on the line to provide the Sponsor's name and Program; with no further business discussed, she 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 1358 hours.

2 Encls

1. PAB Attendance List
2. PAB Meeting Agenda

  
JOSEPH V. MESSINA  
COL, AG  
Commanding

DISTRIBUTION:

PAB Members  
CYS Staff  
DFMWR  
Command Team