



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

7 December 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 on 1989, Army Regulation 608-10 and CYC Operational Guidance, CYC PAB met on Thursday, 20 October 2020 at 1300 in the Blue Room, 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 1250 on 20 October 2020. Total attendees recorded were 17; to include nine parents, five CYC staff, Chief of CYC, Director of 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 1302 with opening remarks given by Mrs. Janet Evans, Chief, CYC, Fort Belvoir. Mrs. Evans introduced herself, the DGC Dr. Moeller, DFMWR Mr. George Dickson, CYC 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). CYC is not immune to the dilemma that COVID-19 has created in the childcare industry. With the support of CYC Leadership, Fort Belvoir CYC Team is working diligently to bring as many children back in care safely and to our current staffing level. CYC has gone above and beyond on their Child and Youth Program Associates (CYPA) retention and recruitment efforts to further increase centers' capacity and operational hours. Mrs. Evans referenced the 17 October 2020 Wall Street Journal Article, "Coronavirus Threatens to Push the Child-Care Industry Over the Edge". (<https://www.wsj.com/articles/coronavirus-threatens-to-push-the-child-care-industry-over-the-edge-11602927001>)
7. Dr. Moeller thanked everyone for joining this important meeting.
8. Mr. Dickson also referenced The Wall Street Journal Article mentioned by Mrs. Evans and stated that 40% of childcare centers in the United States is currently closed,

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and those that are open are operating at 50% capacity or less. Childcare is incredibly challenging right now and CYC has many protocols in place to safely take care of the children in care as well as CYC staff members.

9. Mr. Dickson discussed the Army Implementation Guidance for the Revised Priorities for Child Care and Supplanting which was effective as of 1 September 2020 and its impact on CYC patrons. DoD Civilians are being supplanted to accommodate children of Active Duty Service Members. (Enclosure 3)

10. Mr. Dickson mentioned that CYC is facing some staffing challenges. Except for CYC, MWR Non-Appropriated Fund is under a hiring freeze; MWR uses the resources and staff currently available, but CYC is still in need of 80 more CYPA's. He reiterated that childcare is a tough job, but everyone is working together to keep the children and staff safe; he thanked everyone for calling.

11. Mrs. Evans discussed current COVID-19 operational statuses for child development centers (CDC) and school age care (SAC). All CYC facilities are open; with some configuration adjustments made to meet COVID mitigation risk factors; all changes have been coordinated with Army Public Health (APH). One classroom per facility is used as an extended break room to keep staff safe while maintaining social distance. Staff movement through facility is restricted and same three staff members work together in the same classroom to reduce the risk of exposure to staff and children. These mitigation efforts help to mitigate the effects if there is a positive case of COVID-19 as only the exposed group can be quarantined and will not affect the entire facility.

12. Mrs. Evans stated that CYC does not announce when there is an exposure if an individual has not been identified as having had direct exposure. CYC is not a COVID-19 reporting agency nor a tracing agency; only APH can do that. In the event of a positive case, CYC will provide the relevant information and coordinate with APH, and they will notify only those who have been identified as having direct exposure.

13. Mrs. Evans reported that CYC is currently working to increase its COVID-19 operational capacity to 75% once additional staff come onboard. CYC operational hours are currently set to be open from 0700-1600 until additional staff come on board. An email notification was sent to all patrons on 16 October 2020 regarding CYC's operational hours.

14. Mrs. Evans discussed new DoD Priorities which was effective on 1 September 2020. The DoD Priority change was well-timed and implemented with the reopening of CYC facilities. Exceptions to Policy (ETP) can be routed for approval to Military District Washington (MDW) Commander for approval if requesting an exception which would last longer than 45 days. ETP requests lasting less than 45 days can be approved by

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the Garrison Commander. To route ETP requests, Families are to complete a patron request form and provide an official memorandum on Command letterhead outlining nature of ETP requested and impact on DoD mission. Both sponsor and spouse are required to provide memorandum issued by their command/agency. Supplanted Families must reinitiate a request for care on their MilitaryChildcare.com accounts to be placed on Fort Belvoir CYS waiting lists (Enclosure 4)

15. Mrs. Evans addressed the possible use of outdoor heaters during drop off and pick-up in times of inclement weather. For now, operational guidance will be that staff members will remain inside the building until call to drop off or pick up. CYS can provide warm weather gear to staff members.

16. Mrs. Evans provided an update on CYS household accounts. CYS did a 100% audit to determine accurate credit or balances for each account. IMCOM G-9 is currently exploring more efficient systems than the Child and Youth Management System (CYMS) for future use. Over 3000 CYS refunds were completed manually. Any Family experiencing any billing issues who cannot reach Parent Central Services, or their respective center are encouraged to contact the Fort Belvoir CYS Facebook page for additional assistance.

17. Mrs. Evans discussed virtual school at SAC and stated that IMCOM G-9 is working currently working on a Wi-Fi contract to use at SAC. Numbers at SAC are relatively low at the moment, so current Wi-Fi capabilities have been sufficient. SAC will remain supporting virtual schooling. CYS is monitoring return to school operations, but SAC will remain in full-day care status. Mrs. Albers, School Liaison Officer, is the point of contact for virtual school operations and informational updates regarding return to school operations.

18. Mr. Garcia, the PAB Chair communicates with CYS parents regarding any concerns they may have and creates a plan of action every other week with the Outreach Services Director.

19. Questions and answers with Leadership

a..Household refunds and/or credits: Question: Parent asked if all refunds and household credits have been processed. Answer: Mrs. Evans said that several hundred checks are currently still being processed and 20 new requests have been submitted. CYS Families should contact Parent Central Services if they have not received their refunds yet.

b. Support for CYS training days: Question: Parent inquired whether there was anything they could do to support CYS training days. Answer: Mrs. Evans said that

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parents should email Orlando Garcia, PAB chair, to make plans for CYS Training Day. Additionally, parents are encouraged to use Interactive Customer Evaluation (ICE) comment cards in recognition of staff member's outstanding service. Point of contact for this is Mr. Garcia, ogracia0117@yahoo.com.

20. Mrs. Evans concluded the meeting with her closing remarks. Parents were reminded to use the chain of command in voicing any concerns they may have by first contacting their center Director, after which it can be elevated to the CYS Administrator and finally to the CYS Chief, Mrs. Evans. Parents are encouraged to identify star performers in the centers by using the ICE portal online. CYS quarterly training day is on 12 November 2020 and all CYS programs will be closed to conduct mandatory annual training requirements. CYS holiday operational hours will be communicated to parents via the CYMS email notification system. Rivanna Station CDC is closely monitored by CYS Fort Belvoir with frequent visits. Closures, delayed openings and early dismissal will remain the same as last year.

21. No further business was discussed. Meeting was adjourned at 1342.

4 Encls

1. PAB Meeting Sign-in Sheet
2. PAB Meeting Agenda
3. OPORD 20-67 - ARMY
Implementation Guidance Priorities
4. ETP DoD Directed CYS
Prioritization Changes

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Command Group



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Commanding