



**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

AMIM-BVW-WC

6 October 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 Wednesday July 13, 2022, at 1300 via Microsoft Teams (MST), Fort Belvoir, Virginia.
2. Attendance Roster (Enclosure 1).
3. Agenda (Enclosure 2).
4. Total attendees recorded were 23; to include parents, CYS staff, and the Deputy Garrison Commander (DGC).
5. The meeting began at 1705 with opening remarks from Mr. Burton, CYS Administrator. Mr. Burton introduced himself, Dr. John Moeller DGC, and CYS Key Staff.
6. Dr. John Moeller DGC welcomed and thanked everyone for attending the PAB.
7. Mr. Burton introduced Mrs. Sherman, the CYS PAB chairperson. Mrs. Sherman proceeded to present herself and give a summary of her professional biography, talked about her experience, skills, training, and relevant background to the position that will help to engage with parents and CYS leadership to support CYS Families.
8. Mr. Burton discussed the current operation status and the impact on CYS programs. CYS continues operating at Health Protection Condition-B; there are no significant changes. CYS programs are fully operational, except for the three facilities impacted by the heating, ventilation, and air conditioning (HVAC) issues. Mr. Burton provided updates about HVAC issues at FBNA1, FBNA2, and Woodlawn CDC. CYS management is anticipating construction for FBNA 1 and FBNA 2 CDC's in September 2022, with an anticipated incremental reopening beginning in late spring 2023. We are still awaiting the final design for Woodlawn CDC before a construction timeline is released.

**“LEADERS IN EXCELLENCE”**



9. Mr. Burton introduces Mr. Rashawd Pope from the CYS Youth Sports and Fitness (YS) program; Mr. Pope reminds the customers that the CYS YS program has many open activities and special events. He announced that the School of Knowledge, Inspiration, Exploration and Skills program has few classes available for open enrollment, and Families participating in the Fort Belvoir Homeschool program can participate. The program has different Fall Sports and Clinics open for enrollment, such as Football, Cheerleading, Baseball, and Soccer. Management is currently working on some contracts to bring Gymnastics, Dance, and Taekwondo programs.

10. CYS YS program invite parents who want to volunteer as coaches to contact the CYS YS Department at 703-805-1258, 9139, 9138, or send an e-mail to CYS Contact Us e-mail: [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 (<https://webtrac.mwr.army.mil/webtrac103/wbWSC/Belvoircyms.wsc/wbsplash.html?wbp=1>)

11. Mrs. Ortiz mentioned that CYS patrons with children in the CDC Pre-Kinder rooms would be receiving a letter with a request for services; Families can choose if they need before or after care at the Markham School Age Center (SAC). She clarified that the Fairfax Transportation Department provides transportation services to and from SAC to the Fort Belvoir Elementary School.

12. Mrs. Ortiz reminded patrons that CYS sent the CYS 2022 Patrons Survey last month, and CYS will continue collecting surveys until the end of July. The survey result will be provided during the next PAB Meeting. Mrs. Ortiz opened an invitation to participants to send any questions, or concerns, to the CYS contact us email [usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil](mailto:usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil).

13. Mrs. Sherman attests some Families did not receive the survey. Mr. Burton will provide hardcopy surveys to all program managers by Friday and ask Families to reach out to him if they do not receive a copy from the program.

14. Mr. Burton open the floor for questions and comments:

a. Patron brought a concern about gun violence and Fort Belvoir CDC's preparation, policies, and security. Understanding, there is currently online training provided to teachers and staff in the centers. **Question:** Has there been a conversation with the teachers if they feel comfortable and confident that they can protect the children in this type of scenario? Can CYS bring in police teams to review scenarios? **Answer:** Mr. Burton explained what staff do in the classroom, the things that they trained us to do: shut off the lights, close the blinds, lock the doors, and get into an isolated area.



Active shooter drills annually, but no knowledge of military police (MP) training or site visits. Currently, we are in uncertain times however, the staff has not brought to our attention that they feel unsafe. CYS will reach out to the MP's to see if there is a possibility to partner on additional training/information that we can provide to CYS staff.

b. **Question:** Are there any proposals for safety updates to make CYS facilities more secure? Review federal funding/grants to resolve security or equipment shortfalls (e.g., replace missing or broken blinds to support Run, HIDE, Fight). **Answer:** No, we do not have any grants or special allocated funding for specific equipment. However, we can look in to replacing tattered or broken equipment.

b. In a recently released report, the Federal Bureau of Investigation said that programs and training were not followed, resulting in a significant increase in response times for the recent school shooting. **Question:** Is it possible to upgrade security; for example, install a card reader outside the door, so CDC staff do not have to recall each parent by face? **Answer:** This will be subject to a more formal process. CYS does not have the authority, nor can we make the determination on additional security measures for the programs.

c. **Question:** Though there are many rules and regulations governing how funding is received, are we able to fund-raise? **Answer:** Funding is not necessarily the question, and upgrades likely cannot fall under a fundraiser. CYS leadership needs to review.

d. **Question:** Following up on these items and how often are PAB meetings?  
**Answer:** PAB Meeting happens quarterly.

e. **Question:** Are there any considerations towards adjusting the close contact policy on daycares, having a kid quarantine automatically for 5 or 10 days without considering the circumstances, contrary to the CDC guidance? CDC recommends considering prior infection, vaccination, and whether children and staff are symptomatic. Kids are suffering; they miss learning, socialization, and any sense of routine. The parents are suffering that they constantly can't work. And I would say most importantly, the staff is struggling because they're constantly short-staffed. They have very low continuity; they are moving from classroom to classroom. They are constantly switching hours, and many of them are frustrated didn't seem like a lot of experience. Is there anything we're doing to help the kids, the parents, the staff, as well as getting compliance with CDC? **Answer:** Whenever we have any contact tracing or any close contact, we provide all the information to Fort Belvoir Community Hospital Army Public Health (APH) for them to provide us guidance on how we need to move forward. I know that APH uses the Virginia Department of Health guidelines when determining isolation, quarantine, etc. so, for us, we are just conduits to provide information for them to determine what we do in the program. CYS is the messenger when isolating quarantined children in the program.



f. **Question:** Is there consideration for changing the policy? **Answer:** At this point, I wouldn't know that because I think that they're working with the information that comes from the state of Virginia. And so, I would have to ask them in their forum. Has there been any consideration for some of the things you have mentioned? However, I don't mind when we get offline sharing that information with you so you can see what they're following.

g. **Question:** Is there also a consideration with vaccinations available now from six months to five years of age whether there'll be an update to guidance for those children that are fully vaccinated, coming into the fall season, and how that may impact their quarantine requirements? So be congruent with those requirements of adults that are fully vaccinated. **Answer:** For SAC and YS programs are a little bit different than the CDC. And that's coming from the guidance that they gave us. The CDCs are currently operating with the guidance we have been given as far as isolating and quarantining because, at the time, they weren't doing the vaccine.

15. Mrs. Sherman commented, so as 21<sup>st</sup> June the vaccination being available for children six months to five years of age and might be service to revisit, not only to Mr. Ford's concerns on prior sickness, given that the last guidance on that was you have some immunity for three months but with fully vaccinated chosen now and CDC programs this may be a good opportunity to press back to the APH for a current update or procedures because we are going to have a population and the CDC should parents choose it's a personal decision that may be fully vaccinated.

16. Mr. Burton responded, understanding the guidance we currently have; the last time it was updated was on 15th June. It came prior to the immunization guidance that came out for young children. I believe there should be guidance coming soon. I reached out to them earlier in the week or earlier last week to get updated guidance, and the guidance is still the same at this moment. Usually, my counterpart or I engage with APH every other week to see if there's updated guidance to ensure we get it out to the staff and the parents. I would reach out to them again this week to see if anything's changed. Mr. Burton opened the floor for comments. No more questions ask.

17. Mr. Burton proceeded with announcements.

a. Announced CYS Star Performer nominees; then announced the winners, Ms. Greyci Armas from SAC, and Ms. Paula Burnam from NPCDC.

b. Reminded parents that CYS Quarterly Training Day would be Friday, August 19, 2022, and all CYS facilities will be closed.

c. Provided information on parent and staff education programs by Military Life Consultant's "Lunch and Learn" training, held on the second Wednesday of each month, from 1200 to 1300 via MST. The CYS administration encourages parents and staff to attend informative, engaging meetings. It is not exclusive to the children in the facility.



d. Fort Belvoir continued hiring for Child and Youth Program 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 USAJOBS.com, and search for Child and Youth Program Assistant, Army Installation Management Command, Fort Belvoir. CYS management pulls applicants information and conducts interviews every two weeks; CYS has wonderful benefits and still has retention and hiring bonuses; find more information in the job announcement.

18. Mr. Burton thanked everyone for participating in the call. Mrs. Ortiz invited Families to bring their question, recommendation or concerns prior the meeting 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).

19. Mrs. Sherman, is happy to be a voice and megaphone, and support CYS Families. For questions, concerns, or topic ideas for the newsletter, she can be reach via email at [belvoir.pab.chair@gmail.com](mailto:belvoir.pab.chair@gmail.com).

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 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 1350 hours.

2 Encls

1. PAB Attendance List
2. PAB Meeting Agenda



JOHN M. MOELLER, PHD  
USAG Fort Belvoir  
Deputy to the Garrison Commander

DISTRIBUTION:  
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