



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

7 June 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 CYO Operational Guidance, CYO PAB met on Thursday April 20, 2023, at 1300 via MS Teams, Fort Belvoir, VA.
2. Attendance Roster (Enclosure 1).
3. Agenda (Enclosure 2).
4. Total attendees recorded were 15; to include leaders, CYO staff, and CYO Families.
5. The meeting began at 1703 with opening remarks from Mrs. Janet Evans, CYO Chief. Mrs. Evans introduced Dr. John Moeller, Deputy to the Garrison Commander, Mr. George Dickson, Directorate of Family and Morale, Welfare and Recreation (DFMWR) Director, and CYO Key Staff. Leaders welcomed and thanked everyone for attending the PAB meeting.
6. Mrs. Evans discussed the Current Operating Status and the impact on CYO programs. We are still waiting to complete the heating, ventilation, and air conditioning (HVAC) project at Woodlawn Child Development Center (CDC). We hope the Fort Belvoir North Area (FBNA) 1 and FBNA 2 facilities are returned to us soon; however, the reopening of the centers ties in with staffing. CYO has been directed to pause reopening those facilities until we get adequate staffing in the open facilities.
7. Fort Belvoir CYO has strong recruitment strategies to attract candidates' attention and retain more staff. CYO is asking patrons to share this information with coworkers and friends. CYO recently rolled out new employee incentives, such as commissary and exchange privileges. All employees will get a 100 percent discount for the most expensive child and a 25 percent discount for other children. CYO offers tuition assistance, a sign-on bonus, and a referral program. There is an open continuous job announcement on USAJOBS.gov. No teaching certificate is required, and now CYO can hire 17-year-old Military or Department of Defense Civilian dependents in high school.
8. Rivanna CDC, located in Charlottesville, VA, closed on 29 March 2023 for a complete remodel of the HVAC system. The reopening time frame depends on the contract.
9. Playground updates, the North Post and South Post CDCs will have a playground renovation with a tentative start date of 10 July 2023.

“LEADERS IN EXCELLENCE”

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10. Mrs. Evans reminded patrons about vehicles not to be left running and unattended and at no time should anyone park in the fire lane. Patrons must watch their speed when entering the parking lots; everyone must do their due diligence to keep Families safe. Program Directors have been instructed to report a violation by calling the Military Police.

11. Youth Sports and Fitness has been impacted, we were going into baseball and soccer season, and unfortunately, we are to decide whether we have enough coaches. All coaches are required to be cleared with background checks. Please contact us if we have any parents or guardians out there who want to help push recruitment for coaches so that we can offer those programs to the children. We have a great sports and fitness program, but unfortunately, we need an adequate number of coaches for the season. Any parent or guardian registered to use sports and fitness will be contacted by the staff to give updates. Mr. Jerry Arrington and his team have been giving parents a head up earlier this week as we work through the coach's files that we do have, but again if we don't have enough coaches, we won't be able to offer the activity.

12. Parents who want to volunteer as coaches, please get in touch with the CYS Youth Sports Department at 703-805-1258, 9139, 9138, or email the CYS Contact Us Email: usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil. CYS invites 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.

13. Big shout out to all of the CYS staff that truly step up for multiple events for the Month of the Military Child. We had the Big Spring Fest last Saturday with over 1200 people; it was such an amazing event. I have to give kudos to Mrs. Ortiz for her success in getting such a monumental installation event; we can't thank you enough because there were a lot of happy kids and Families out there.

14. School Age Center (SAC) Summer Camp, Families must go on Militarychildcare.com to place a request on the waiting list. Youth Center Summer Camp has no waitlist at this time; interested Families must contact Parent Central Services.

15. Mrs. Janet invited Families to contact Mrs. Ortiz if they are interested in getting more information about the CYS PAB Chairperson vacant position. Chairperson will receive WIN points that can add up to get a 10 percent discount on one Month's childcare fees.

16. Mrs. Janet introduces the new School Liaison, Mrs. Marie Bailey. Mrs. Bailey will follow up with a patron's question on transportation and work in a series of parent education meetings. CYS appreciates the input and values it. We want to stay on top of customer services, ensuring programs meet our customers' expectations and improve services as we move forward.

17. Mrs. Evans proceeded with announcements.

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a. Announced CYS Star performer nominees, then announced the winners: Ms. Latifa Jarfaouri (CYPA lead at SPCDC), Ms. Chasity Carr (Assistant Director SAC), and Ms. Virginia Hawkings (Administrative Staff at NPCDC).

b. Reminded parents that CYS Quarterly Training Day would be Friday, June 2, 2023. All CYS facilities are closed during CYS Quarterly Training days and federal holidays. 2023 CYS training and federal holiday closures are available at <https://belvoir.armymwr.com/programs/parent-and-outreach-services>.


c. Parent and staff education programs by MFLAC consultant's lunch and learned training, held on the second Wednesday of each month, from 1200-1300 via Microsoft Teams. The CYS administration encourages parents and staff to attend informative, engaging meetings. It is not exclusive to the children in the facility.

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

18. Dr. Moeller, Mr. Dickson, and Mrs. Evans thanked everyone for participating in the call. Mrs. Ortiz remained on the line to collect names for the WIN points and thanked everyone for participating. The meeting was adjourned at 1338 hours.

2 Encls

1. PAB Attendance List
2. PAB Meeting Agenda


JOSEPH V. MESSINA
COL, AG
Commanding

DISTRIBUTION:
PAB Members
CYS Staff
Director, DFMWR
Command Group