



**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

5 March 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 January 19, 2023, 1700 via Microsoft Teams, Fort Belvoir, Virginia.
2. Attendance Roster (Enclosure 1).
3. Agenda (Enclosure 2).
4. Total attendees recorded were 22; to include leaders, CYO staff, and CYO Families.
5. The meeting began at 1705 with opening remarks from Mrs. Janet Evans, CYO Chief. Mrs. Evans introduced Colonel (COL) Joseph Messina, Garrison Commander, Command Sergeant Major (CSM) Daniel Hopkins, Interim Garrison CSM, Dr. John Moeller, Deputy to the Garrison Commander, Mr. George Dickson, Family and Morale, Welfare and Recreation Director (DFMWR), and CYO Key Staff. Leaders welcomed and thanked everyone for attending the PAB meeting.
6. Mrs. Evans discussed the Current Operation Status and the impact on CYO programs. We are still waiting for the completion of the Heating, ventilation, and air conditioning (HVAC) projects at Woodlawn Child Development Center (CDC), Fort Belvoir North Area (FBNA) 1, and FBNA 2. We hope the facilities are returned to us by Spring 2023; however, the reopening of the centers ties in with staffing.
7. Fort Belvoir CYO is sitting at 64 percent staffing, which is monitored by command and leadership on a weekly basis. We are revamping the recruitment process to attract candidates' attention and get more staff on board. CYO recently rolled out new incentives to employees. CYO employees now have commissary and exchange privileges. All employees will get a 100 percent discount for the most expensive child and a 25 percent discount for any other children. CYO offers tuition assistance, a sign-on bonus, and a referral program. There is an open continuous job announcement on USAJOBS.gov. There is no teaching certificate required, and now CYO can hire 17-year-old Military dependents or Department of Defense (DoD) Civilian dependents that are in high school.

**“LEADERS IN EXCELLENCE”**

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8. Rivanna CDC, located at Charlottesville, Virginia, closure is to be initiated approximately in late March – April time frame for a full 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 March 2023.

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 Policy.

11. Month of the Military Child (MOMC) is in full swing for April 2023. This year's theme will be Honoring the past, treasuring the present, and shaping the future. MOMC Kids Fest will be celebrating in partnership with Army Community Service (ACS) and Army Readiness Division.

12. Summer Camp wait list opens on February 1, 2023. All Families must go on [Militarychildcare.com](https://militarychildcare.com) to place a request on the waiting list.

13. Mrs. Eddy Ortiz invited Families to reach out to her if interested in getting more information about the CYS PAB Chairperson vacant position. Chairperson will receive Why I'm Needed (WIN) points that can add up to get a 10 percent discount on one month's childcare fees.

14. Mrs. Ortiz invites parents who want to volunteer as coaches to please contact the CYS Youth Sports Department at 703-805-1258, 9139, 9138, or email CYS Contact Us email: [usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil](mailto: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.

15. COL Messina reiterated the importance of the safety of our children and opened the floor for questions.

a. Patron Question: Is the April date still tentative for the Rivanna Closure? Answer: We will have an update, hopefully by next week, but we are still projecting a late March or early April closure of the facility.

b. Patron Question: Are patrons eligible for childcare aware if pulled early from Rivanna CDC? Answer: Yes, we have already been in touch with G9 regarding this topic. Any patron enrolled and wanted to return needs to request in writing that they



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wish to stay enrolled and wish to return at reopening. This will do as long their Family DoD eligibility remains the same. CYS will follow DoD Priorities.

16. Mrs. Evans proceeded with announcements.

a. CYS Quarterly Training Day would be Friday, 17 February 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-service>.


b. 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 Microsoft Teams. CYS administration encourages parents and staff to attend informative, engaging meetings. Not exclusive to children in the facility.

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

17. COL Messina thanked everyone for participating and reiterated that nothing is more important than our children. Mrs. Evans thanked everyone for participating in the call. Mrs. Ortiz invited Families to bring their questions, recommendation, or concerns before 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). We asked parents participating in the forum interested in getting Win Points to stay on the line to provide the sponsor's name and program; without discussing further business, the meeting was concluded. Mrs. Ortiz remained on the line to collect names for the Win Point and thanked everyone for participating. The meeting was adjourned at 1738 hours.

2 Encls

1. PAB Attendance List
2. PAB Meeting Agenda

  
JOSEPH V. MESSINA  
COL, AG  
Commanding

DISTRIBUTION:  
PAB Members  
CYS Staff  
DFMWR  
Command Group



## **Parent Advisory Board Meeting**

Wednesday, 19 January 2023, 1700-1800

Microsoft Teams 1 571-616-7941, Conference ID: 807 228 916#

### **AGENDA**

#### **I. Welcome by Mrs. Janet Evans CYS Chief**

#### **II. Introduction of Belvoir Leadership**

#### **III. Discussion CYS Management**

- A. Current CYS Operational Status Fort Belvoir and Rivanna Station.
- B. HVAC update (Rivanna, Woodlawn, FBNA1 and FBNA2).
- C. Youth Sports and Fitness, and SKIES programs current status. Coaches needed.
- D. Speeding, parking illegally, and leaving car running unattended.
- E. North Post CDC and South Post CDC playgrounds.
- F. Summer Camp waitlist will be opening on 2/1/2023. [Militarychildcare.com](https://militarychildcare.com)

#### **IV. New Discussions (Chairperson position vacant) PAB Chairperson position is available, interested patrons send an email 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).

#### **V. Q & A with CYS Leadership**

#### **VI. Star Performer Announcement Nomination**

#### **VII. Other comments/announcements:**

- A. All CYS Facilities are closed during CYS Quarterly Training days and Federal Holidays. Upcoming 2022 CYS Quarterly Training Day are 17 February, 2 June, 18 August, and 9 November.
- B. DFMWR Quarterly Awards Ceremony, 25 January 23 9:30 -12:00, Outdoor Rec.
- C. CYS Quarterly Training Dates and PAB Meeting minutes, located at <https://belvoir.armymwr.com/programs/parent-and-outreach-services>.
- D. Parent and Staff Education - MFLCs is facilitating Lunch & Learn training, all presentations are held on the 2nd Wednesday of each month 1200-1300 via Microsoft Teams.
- E. CYS Job Fair, open announcement at [USAJOBS.com](https://usajobs.com)
- F. Parents Participating on the PAB meetings receive Win Points, stay on the line to provide Sponsor's name and Program.

#### **VIII. Concluding Remarks by Janet Evans CYS Chief**