



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

2 August 2021

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, 15 July 2021 at 1200 via conference call.
2. Attendance Roster (Enclosure 1).
3. Agenda (Enclosure 2).
4. Total attendees recorded were 19; to include parents, CYC staff, CYC Chief, and the Deputy Garrison Commander (DGC).
5. The meeting began at 1200 with opening remarks given by Mrs. Janet Evans, Chief, CYC, Fort Belvoir, Virginia. Mrs. Evans introduced herself, the DGC, Dr. John Moeller, and the CYC Management Team. Mrs. Evans excused Mr. George Dickson, Director of Family and Morale, Welfare (DFMWR) and Recreation from the meeting and turned the floor over to Dr. Moeller for opening remarks. Dr. Moeller introduced himself and excused the Garrison Commander, COL SeGraves from the meeting.
6. Mrs. Evans introduced the CYC PAB Chairperson Mr. Orlando Garcia. Mr. Garcia introduced himself, welcomed everyone and announced his contact information.
7. Mrs. Evans began discussing that the current CYC Operational Status is still to be determined.
8. Mrs. Evans noted that CYC is continuously monitoring the heating, ventilation, and air conditioning (HVAC) situation impacting Woodlawn, Fort Belvoir North Area (FBNA) 1 and FBNA2 Child Development Centers (CDC).
9. Mrs. Evans noted that the centers are filled up to capacity for the available spaces that can be offered under current Health Protection Condition (HPCON) Level Bravo. CYC will continue to backfill spaces as they become available. CYC is waiting for the transition plan from the Garrison to move to HPCON-ALPHA status. There is a

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contingency plan in place of what it would look like for example: removing curbside pickup and drop off, and parents would be allowed to enter the facility but more to come. Once ALPHA status is in place, CYS will need a two week transition period to be able to notify the staff and get protocols in place and inform Families. Face masks will continue to be in place for ages two and up including staff and parents.

10. Mrs. Evans discussed the Patron Operation Hours Survey. The surveys were sent out to all Families and resulted in the hours of 0630-1730. The effective date is still to be determined. No timeline for implementation has been established until CYS moves to HPCON-ALPHA status.

11. Mrs. Evans discussed that Army Installation Management Command (IMCOM) G9 will be conducting a complete kitchen renovation at South Post and North Post CDC. The current hours of operation will not be impacted. Food operations for these two centers will be held at the Officers' Club kitchen and cooks will be transporting the food to the facilities. Timeline will be about three weeks ending the project by the end October 2021.

12. Mrs. Evans introduced Mrs. Eddy Ortiz, Outreach Services Director, to provide patrons with information on the Youth Center Summer Camp program. Mrs. Ortiz stated that the waitlist is now open for the summer camp program. The waitlist for before and after care is now open for next year. Mrs. Ortiz invited patrons to apply for care using MilitaryChildCare.com. Families should contact Parent Central Services (PCS) with any questions regarding summer camp via email or leaving a message at (703) 805-5555/5556.

13. Mrs. Ortiz turned the floor over to Mrs. Jessica Terrell, CYS Program Operations Specialist, to give patrons more information on the virtual School of Knowledge, Inspiration, Exploration and Skills (SKIES) and Sports programs. Mrs. Terrell explained that all Youth Sports and Fitness including the SKIES program will be starting again. Ms. Terrell shared that the following programs will begin next week: golf camp, football and cheerleading. The following programs will start during the fall: tennis, soccer and football camps. Ms. Terrell mentioned that CYS is currently recruiting coaches to volunteer and encouraged all volunteers to start the process since a background check and other forms are required to be completed. Ms. Terrell explained that since the SKIES program is usually conducted indoors CYS is working on finding a place to for the program to start back in person. Marketing will be advertising the programs through Facebook. Ms. Terrell turned over the floor to Mr. Garcia.

14. New discussions/parents' concerns lead by Mr. Garcia, PAB Chairperson:

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a. John J. Kingman Gate closure and new operational hours: Dr. Moeller clarifies that Kingman gate is only closed on the weekends and during the week it is supposed to be officially for IMCOM employees only.

b. Billing concerns: Some parents had issues with the auto-debit where the amount was not withdrawn from their bank account. Mrs. Ortiz replied that the Functional Technology Specialist in conjunction with the Financial Management Office was able to resolve the issues caused by a glitch in the system when CYS system migrated to a new auto-debit system. Mrs. Ortiz stated that patrons were not charged a late fee.

c. Emails sent to patrons about immunizations: Parents are receiving a lot of emails concerning immunizations for each child. Ms. Terrell clarified that these emails are sent out every 30, 60, and 90 days for children who are due for immunizations. Parents should be contacting the center directly to check what documentation is needed.

d. Mr. Garcia asked if parents who are fully vaccinated will be required to use face masks in the facilities. Mrs. Evans replied that mask use will remain in place because children are not vaccinated and it will reduce that risk factor.

15. Questions and answers with leadership: A parent asked if the 72 hour dismissal for fever will continue in place and for how long. Ms. Candice Contee, CYS Nurse clarified that according to the latest guidance CYS will continue with the 72 hours dismissal for fever until normal conditions.

16. Mrs. Evans announced all the nominees of the CYS Star Performer, and presented the CYS Star Performer Awards to Ms. Soyiong Lee from the School Age Center and Ms. Ana Manavi from South Post CDC.

17. Other comments and announcements:

a. CYS Quarterly Training Day will be held Monday 30 August 2021.

b. PCS is working under a modified schedule and from an alternate location until further notice due to HVAC issues. For re-registration or questions, please email: usarmy.belvoir.imcom-northeast.mbx.cyss-contact-us@mail.mil, or call (703)805-5555. Messages and e-mails will be answered within two business days.

18. Mrs. Evans announced last round for additional questions:

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a. A parent asked if there is a reason why there is no update on FBNA2 CDC operational status. Mrs. Evans replied that FBNA2 CDC is still in need of a full HVAC replacement and that the temperatures at that location are not sustaining. There is no timeline for FBNA2 CDC at this moment. The operational hour's survey was only sent to FBNA1 CDC parents since there is a possibility of opening the facility but it did not pertain to FBNA2 CDC at the moment.

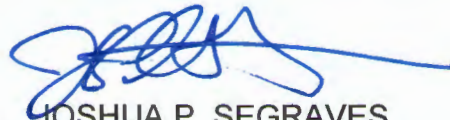
b. A parent asked about having difficulty with the process of co-locating her children into the same center. Mrs. Evans replied that we have available the transfer request program for currently enrolled children based on availability. Mrs. Evans referred the parent to speak to Mrs. Ortiz directly at the end of the meeting so she can assist and begin the process.

19. Mrs. Evans concluded the meeting with her closing remarks. Mrs. Evans noted that there will be a survey for future PAB meeting times and advised anyone who joined the meeting late to stay on the line so we can get contact information for the Why I'm Needed Points. Mrs. Ortiz stayed on the line to collect names and for additional customer follow ups.

20. No further business was discussed. The meeting was adjourned at 1300 hours.

2 Encls

1. Attendance Roster
2. Agenda



JOSHUA P. SEGRAVES
COL, IN
Commanding

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PAB Members
CYS Staff
DFMWR
Command Group