



**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

10 May 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 CYS Operational Guidance, CYS PAB met on Thursday, 22 April 2021 at 1700 via Microsoft Teams.
2. Sign-in sheet with Command representation (Enclosure 1).
3. Agenda (Enclosure 2).
4. Total attendees recorded were 27; to include parents, CYS staff, CYS Chief, Director of Family and Morale, Welfare and Recreation (DFMWR), and the Garrison Commander (GC), were in attendance.
5. The meeting began at 1701 with opening remarks given by Mrs. Janet Evans, Chief, CYS, Fort Belvoir, VA. Mrs. Evans introduced herself, the GC COL SeGraves, DFMWR Mr. George Dickson, and CYS Management Team.
6. Mrs. Evans began by noting that April is the Month of the Military Child. Many CYS activities have taken place in all facilities to celebrate our military children. Mrs. Evans introduced Mrs. Jessica Terrell and Mrs. Sherry Bryant, CYS Program Operations Specialists, and opened the floor to Mrs. Terrell to share some of these activities with us.
7. Mrs. Terrell notes that Purple Up Day took place on 16 April 2021, to show support for military children. The week 19-23 April 2021 was the week of the young child. During this week, some of the events that occurred were Music Monday, Tasty Tuesday, and Work Together Wednesday. Saturday, 24 April 2021, the Boys and Girls Club Military Summit will take place. This is a great conference with workshops and activities for Families to take advantage of.
8. Mrs. Evans extends great thanks to all CYS employees for their continued support for our military children.

**“LEADERS IN EXCELLENCE”**

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9. Mrs. Evans discussed the current CYS Coronavirus Disease 2019 (COVID-19) operational status. CYS is still functioning at Health Protection Condition (HPCON) Bravo. This guidance is received from the Army Public Health Nurse, IMCOM G-9, and Fort Belvoir's installation management. Curbside drop-off and pick-up procedures will remain in place at all CYS facilities. Updated guidance has been released on face mask wear for two-year-olds and children with medical conditions. Although face mask wear is strongly encouraged, CYS staff will not force children to wear them. Mask wear is still mandatory for children ages three and up, including School Age Center (SAC) and Youth Center children. Families should contact Parent Central Services (PCS) with any questions regarding the current HPCON status.

10. Mrs. Evans noted the ongoing Heating, Ventilation, and Air Conditioning (HVAC) issues that will affect program capacities and stated that this topic will be further discussed during this meeting.

11. Mrs. Evans introduced Mrs. Eddy Ortiz, Parent and Outreach Services Director, to provide patrons with information on the summer camp program. Mrs. Ortiz stated that the waitlist is now open for the summer camp program at SAC. Mrs. Ortiz invites patrons to apply for care using [militarychildcare.com](http://militarychildcare.com). Families should contact PCS with any questions regarding summer camp at 703-805-5555/56.

12. Mrs. Evans turns the floor to Mrs. Terrell to give patrons more information on the virtual skies and sports programs. Mrs. Terrell shares that there is a daily post for youth skies and sports on the CYS Facebook page. Children and youth of all ages are welcome to view and interact in these activities. Monday is a fitness post, Tuesday is a healthy habits post, Wednesday is a sports workshop post, Thursday is an instructional activity post, and Friday is a fun facts post.

13. Mrs. Evans turns the floor to Mrs. Bryant to give patrons more information on the annual fire comprehension inspection. Mrs. Bryant gives thanks to the fire marshal team for their support during this inspection. CYS did an excellent job on this fire inspection. Inspection findings have been added to the facility's opening and closing checklists to ensure compliance. Mrs. Evans states that CYS is geared up for unannounced annual inspections. Some of these inspections include the playground, fire, and Army Higher Headquarters Inspection. CYS will share results of these inspections during the next PAB.

14. Mrs. Evans discusses the HVAC issues that three CYS facilities are facing. CYS understands the impact that these issues have on our Families. Mrs. Evans announces the closure of Fort Belvoir North Area (FBNA) 1 Child Development Center (CDC). An

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email notification has been sent out to parents regarding this closure. The facilities must maintain a temperature of 68-72 degrees with some wiggle room and the top and bottom. FBNA 1 was 55 degrees today. This temperature is too uncomfortable to maintain a healthy environment for our children and staff. CYS can accommodate 100 percent of children for a temporary move from FBNA 1 to JoAnn Blanks CDC and North Post CDC. These facilities will have some internal movement to attempt to keep FBNA children together. Fee credits will be issued for the one-day turnaround that CYS will need in order to properly transition children to their new facilities. There is a high priority to keeping Families with siblings at the same facility. In the event that the Department of Public Works (DPW) and Aleut can do a temporary fix on these HVAC issues, CYS will adjust fire and consider transitioning children back to their original facilities until permanent replacement begins. Woodlawn, FBNA 1, and FBNA 2 CDC's are slotted for 100 percent replacement of their HVAC systems.

15. Mr. Dickson states that the entire HVAC system will need to be replaced. The timeline on this replacement can be lengthy. There is a three-month design phase and a six-month construction timeline.

16. Mrs. Evans announces all the nominees of the CYS Star Performer, and presented the CYS Star Performer awards to Mr. Terrance Johnson, SAC, Ms. Danielle Allen, Rivanna Station CDC, and Ms. Helina Appiah, South Post CDC.

17. Mrs. Evans reminded parents that CYS Quarterly Training Day will be Monday, 14 June 2021. All CYS facilities will be closed.

18. Questions and answers with leadership:

a. FBNA children transitions due to HVAC question: A parent asked if children at FBNA 1 will have the possibility of staying at their facility or moving back temporarily if there is a temporary solution for the HVAC system. Answer: Mrs. Evans said that yes, there is a possibility for both. CYS will try its best to minimize movement for parents and children and will consider keeping children where they are once they are moved because they will have to move again during permanent replacement construction. Our top priority is to ensure that parents have viable childcare with facilities that they have put their trust in.

b. Email and text communication question: A parent stated they had not received email or text blasts notifications. Answer: Mrs. Evans said parents should contact PCS to ensure the correct email address, phone number, and cell phone providers are reported. There have been past issues sending blast notifications to certain emails, parents are encouraged to provide all Civilian and government email addresses for record.

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19. Mr. Dickson congratulates CYS Star Performers. He extends thanks to parents and encourages feedback from Families.

20. GC provides more transparency to patrons regarding the HVAC issues, states that there are 15 Variable Refrigerant Flow HVAC systems on Fort Belvoir, and every one of them has been a problem. They are all slotted to be replaced. We understand that it is a massive inconvenience to shift children between facilities, and we are working to make this better. The CDC's have been prioritized for replacement in support of the Family First Mission. The GC extends a thank you to all parents for their patience and understanding.

21. 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 elevate it to the CYS Administrator, and finally to the CYS Chief.

22. No further business was discussed. The meeting was adjourned at 1735 hours.

2 Encls

1. PAB Meeting Attendance
2. PAB Meeting Agenda



JOSHUA P. SEGRAVES  
COL, IN  
Commanding

DISTRIBUTION:  
PAB Members  
CYS Staff  
DFMWR  
Command Group