



**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

28 January 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 Thursday January 27, 2022, at 1700 via MS Teams, Fort Belvoir, VA.
2. Attendance Roster (Enclosure 1).
3. Agenda (Enclosure 2).
4. Total attendees recorded were 27; to include parents, CYS staff, CYS Chief, and the Deputy Garrison Commander (DGC).
5. The meeting began at 1703 with opening remarks given by Mrs. Janet Evans, CYS Chief. Mrs. Evans introduced herself, Dr. John Moeller, DGC, Command Sergeant Major (CSM) Gregory Kleinholz, Mr. George Dickson, Director, Family and Morale, Welfare and Recreation, and CYS Management Team.
6. Dr. Moeller and Mr. Dickson welcomed and thanked everyone for attending the PAB meeting.
7. Mrs. Evans invited CYS Families to be part of the PAB, she mentioned the CYS PAB chairperson position is available. Parent interested on the position to please contact Mrs. Ortiz Outreach Director at 703-805-5555.
8. Mrs. Evans discussed the heating ventilation and air conditioning (HVAC) issues at Fort Belvoir North Area (FBNA) 1, FBNA 2, and Woodlawn Child Development Centers (CDCs). CYS and the command team have been aggressively providing oversight. It is a lengthy process requiring specialized systems to go into those buildings. Some of the fracture issues have impacted the facilities with modular buildings across the Army. Timeline in place for the FBNA's and awaiting updates for Woodlawn. The contract has been awarded, and Mrs. Evans will notify the parents with more updates.
9. Mrs. Evans discussed the Youth Sports and Fitness and SKIES programs under Health Protection Condition (HPCON) Charlie. All optional programming is restricted. There will be updated information in the coming weeks as the HPCON conditions

**“LEADERS IN EXCELLENCE”**

AMIM-BVW-WC

SUBJECT: Child and Youth Services (CYS) Parent Advisory Board (PAB) Meeting Minutes

improve. Contact Mr. Jerry Arrington, Youth Sports, Fitness Director, or Parent Central Services, if you have any specific questions or concerns.

10. Mrs. Evans discusses the improvement of communication with parents. Parental responsibility to keep email addresses and phone numbers updated to receive timely information of their child's program. The text option was also added last year for the listed phone numbers. The only other option for parent notifications is via Facebook, through the Garrison Command and CYS pages. Encourage parents to check Facebook pages for facility closure or delayed opening due to inclement weather.

11. Mrs. Evans announced all nominees of the CYS Star Performer; then announced the two winners, Ms. Ayesha Mahaffey from JoAnn Blanks CDC and Mr. Anthony Soto from North Post CDC (NPCDC).

12. Mrs. Evans reminded parents that CYS Quarterly Training Day would be Friday, 18th February 2022. All CYS facilities will be closed. It will be listed on the PAB minutes agenda.

13. Mrs. Evans provides information on parent and staff education programs by Military Family Life Counselor consultant's lunch and learns training, held on the second Wednesday of each month, from 1200-1300 via Microsoft Teams. It encourages parents and staff to attend informative, engaging meetings. It is not exclusive to the children in the facility.

14. Mr. Dickson thanked the parents for participating in the meeting and will continue updating and getting information about the HVAC and HPCON level.

15. Dr. Mueller congratulates the achievement of National Association for the Education for Young Children accreditation. He had also explained that only about 10 percent of all childcare facilities in the country receive this accreditation because Department of Defense holds CDC's to high standards.

16. CSM Kleinholz thanked the parents for participating, noted his visit to NPCDC kitchen and its renovations, and thanked the team.

17. Mrs. Evans opened the line for question; no more questions were asked. She concluded the meeting with her closing remarks, and noted that there would be a survey for future PAB meeting times and advised anyone who joined the meeting late to stay on the line to get contact information for the Why I'm Needed Points. Mrs. Ortiz remained on the line to collect names and additional customer follow-ups. Mrs. Evans thanked everyone for participating. No further business was discussed. The meeting was adjourned at 1730.

AMIM-BVW-WC

SUBJECT: Child and Youth Services (CYS) Parent Advisory Board (PAB) Meeting Minutes

2 Encls

1. PAB Attendance List
2. PAB Meeting Agenda

DISTRIBUTION:

PAB Members  
CYS Staff  
Director, DFMWR  
Command Group



JOSHUA P. SEGRAVES  
COL, IN  
Commanding