



**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

28 February 2024

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 CY5 Operational Guidance, CY5 PAB met on Thursday, 18 January 2024, at 1700 via Microsoft Teams, Fort Belvoir, Virginia. (VA).
2. Attendance Roster (Enclosure 1).
3. Agenda (Enclosure 2).
4. Total attendees recorded were 21; to include leaders, CY5 staff, and CY5 Families.
5. The meeting began at 1701 with opening remarks from CY5 Chief. Mrs. Marie Grayson-George. Mrs. Grayson-George introduced Colonel (COL) Joseph V. Messina, Garrison Commander (GC), Command Sergeant Major Garth Newell, Dr. John Moeller Deputy to the GC, Mr. George Dickson, Director, Family and Morale, Welfare and Recreation and CY5 Key Staff. Leaders congratulate Mrs. Marie Grayson-George on her new position as CY5 Chief, welcomed and thanked everyone for attending the PAB meeting.
6. Mrs. Grayson-George announced another change on the leadership team, Mrs. Shelita Pierce was promoted to the Administrator position, and she announced the selection for the Chairperson, and will be introduce to Families at the next PAB meeting.
7. Discussed Inclement Weather, delays, and closures. CY5 sent email through Child and Youth Management System (CYMS), however the easy and faster way of getting the information is from the Official Fort Belvoir, and Belvoir CY5 Facebook page [www.facebook.com/fortbelvoir](http://www.facebook.com/fortbelvoir) the Fort Belvoir emergency hotline 703-805-3030, and the Fort Belvoir homepage <https://www.belvoir.army.mil/>. Information may also be available on the MWR Facebook page and MWR Homepage at <https://belvoir.armymwr.com/> or the Digital Garrison App.
8. Discussed the Current Operation Status and the impact on CY5 programs. Rivanna Station, Woodlawn Child Development Center (CDC), Fort Belvoir North Area (FBNA) 1 and FBNA 2 facilities' reopening ties in with staffing. CY5 has been directed to pause

**“LEADERS IN EXCELLENCE”**

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reopening until those facilities get adequate staffing in the open facilities. CYC is 72 percent staffed in open facilities currently and need to be 100 percent before reopening those facilities.

9. Staffing Challenges is a nationwide issue both in the Department of Defense (DOD) Sector and Civilian sector experiencing staffing shortages. CYC is addressing staffing challenges by: Offering highest entry pay, offering benefits for staff, we are thinking outside the box on how to gain staff such as partnering with Civilian and agencies to hold job fairs. CYC Recruitment Campaign Fort Belvoir, partnered with multiple Civilian agencies to hold job fairs/mass hiring events such as Fairfax County Public Assistance & Employment Services on and off post. Child and Youth Program Assistant employees will get a 100 percent discount for the most expensive child and a 25 percent discount for other children. There is an open continuous job announcement on USAJOBS.gov.

10. North Post CDC/South Post CDC playground project dates to be pushed out until 2024 due to environmental issues that need permits. There will be a plan put into place to communicate when the playgrounds will be shut down.

11. Safety Reminders about not to leave vehicles running unattended and to drive at a safe speed through the parking lot. Do not illegally park and if there is a time limit for parking, please follow the sign. Those signs are for drop-off/pick-up only.

12. Parents who want to volunteer as coaches, please get in touch with the CYC Youth Sports Department at 703-805-1258, 9139, 9138, or e-mail CYC Contact Us E-mail: [usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil](mailto:usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil). CYC invites Families to access our Belvoir CYC Facebook page (<https://www.facebook.com/belvoircys>) and Belvoir Website (<https://belvoir.armymwr.com/programs/youth>) for more information.

13. CYC Immunization Guidance – The Influenza (FLU) vaccine is required yearly. Documentation of the annual FLU vaccine is due annually by December 1st.

14. School Year 2023-2024 Army Child and Youth Fee Policy, was implemented 1 January 2024.

15. The Part Day Program for Pre-School and Pre-Kinder is available at the Markham School Age Center. Families must go on [Militarychildcare.com](http://Militarychildcare.com) to place a request for care on the waiting list. Upcoming Summer Camp for School Age Center waitlist opening 1 February 2024.

16. Announcements:

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a. Reminded parents that CYS Quarterly Training Day would be 16 February 2024, 14 June 2024, 8 November 2024, and September TBD. Dates are subject to change. All CYS facilities are closed during CYS Quarterly Training days and Federal Holidays. 2024 CYS training and Federal Holiday closures are available at <https://belvoir.armymwr.com/programs/parent-and-outreach-services>.

b. Parent and staff education programs by Military and Family Life Counseling consultant's lunch and learned training, Wednesday, 14 February 2024 from 1200 to 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. School Support Services – Bridges to Success event 6 March 2024, 1000 – 1300.

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

16. Leadership thanks participants on the call. The meeting was adjourned at 1740 hours.

- 2 Encls  
1. PAB Meeting Roster  
2. PAB Meeting Agenda

  
GEORGE J. DICKSON  
Director  
Family and MWR