



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

21 August 2025

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, 21 August 2025, at 1700 via Microsoft Teams, Fort Belvoir, Virginia.
2. Agenda (Enclosure 1).
3. Attendance Roster (Enclosure 2).
4. Total attendees recorded were 22 to include the Garrison Commander, CYS leadership, CYS staff, and CYS Families.
5. The meeting began at 1700 with the CYS Program Operations Specialist, Mr. Leo Duran, introducing Colonel (COL) David Stewart, Director, Family and Morale, Welfare and Recreation Mr. George Dickson, and CYS leadership.
6. PAB Chairperson, Ms. Natalie DeFreitas was not in attendance, however Mr. Duran stated there were no items from the previous PAB meeting to address. On behalf of the CYS management team, Mr. Duran welcomed the new North Post (NP) Child Development Center (CDC) Director, Markham School-Age Center (SAC) Director, and the acting JoAnn Blanks Director while the current Director is on extended leave. Also, announced there are two new nurses that came on board as well as two new Family Child Care (FCC) homes that recently opened.
7. CYS leadership has launched "because you asked" emails that have started going out to CYS employees and patrons to promote transparency and clear communication. If there are any questions that can be addressed via Child and Youth Management System database email notifications, it is encouraged to inform CYS so it can be pushed out accordingly to all patrons.
8. Current CYS Operational Status: Woodlawn CDC (WLCDC) and Fort Belvoir North Area (FBNA) I are still closed. WLCDC is projected to be open by the beginning of next year. FBNA I is projected to open once FBNA II is full and expected by the 2nd quarter of

"LEADERS IN EXCELLENCE"

AMIM-BVW-WC

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

next year. Rivanna Station CDC is open but is trying to increase staffing to continue with enrollments. Playground reconstruction update: All playgrounds at NPCDC and South Post (SP) CDC are closed. Expected to be completed by the end of this year.

9. CYS Sports Program Director, Mr. Jerry Arrington announced the Youth Sports program is in fall mode with tackle football which has increased from one team last year to three teams this year. Other fall sports open for enrollment are baseball, flag football, soccer, cheerleading, basketball, and wrestling. Enrollment closes for fall sports on 29 August 2025. The sports program is always in need of cleared coaches to help with the number of participants that can be enrolled. The sports team is pleased with the number of children enrolling in the program and with how much it has grown post pandemic.

10. Mr. Duran discussed the Youth Center (YC) program status: The YC offers a free afternoon open recreation program for grades 6-12 from 1300-1700. Families can register at the Parent Central Services (PCS) Office. Facility upgrades are currently happening at the YC. Mr. Duran also announced that the CDC Full Day, SAC before and after school care, and Part Day Pre-Kindergarten at SAC child care requests can be made on www.militarychildcare.com.

11. Ms. Eddy Ortiz discussed the Multidisciplinary Inclusion Action Team (MIAT) process for CYS enrollment. She expressed the importance of the MIAT process when registering in CYS programs and how all documentation must be received and submitted prior to enrolling if there are any allergies, medical conditions, functional limitations, or behavioral conditions to ensure children are safe in our programs and we can meet their needs. There is a timeline with the MIAT process that must be completed with the Army Public Health Nurse (APHN), and Exceptional Family Members Program (EFMP) prior to enrolling the child in care. This process can take 10-30 days. CYS has three days to review the package once all documentation is received before forwarding to the APHN, APHN has 10 days to review and submit recommendations or recommend a full MIAT that will include the EFMP team, and then the EFMP department has 14 days to get in touch and schedule a meeting with the respective Family. It is very important for Families to have the documentation ready to submit during registration so we PCS can enroll their children into the programs. Additional questions can be directed at our PCS Office management team.

12. Mr. Leo opened the meeting for Questions and Answers.

13. COL Stewart inquired on how CYS is advertising the FCC opportunities to the community for spouses to know about the option for them to become an FCC provider as a career option to help get more FCC homes on the installation. Ms. Tamika Samuels, FCC Director, took over to explain how to become an FCC provider. It is

AMIM-BVW-WC

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

promoted at our PCS Office, and to Families who come to the outreach events that CYS supports, Newcomers' Orientation. CYS is currently working on flyers to put in the base housing villages, and starting to work on having FCC information added into the packages that Families receive at the Housing Office. Current FCC providers also help advertise through word of mouth and social media. Mr. Duran added that digital flyers are posted on FMWR Homepage <https://belvoir.armymwr.com> and CYS Facebook page www.facebook.com/fortbelvoir.

14. The next question was regarding the completion of the playground reconstruction at NP and SP CDCs, Mr. Duran reconfirmed that the plan for playground reconstruction completion is projected to be done by 31 December 2025.

15. Announcements:

a. CYS Employee of Quarter Winner: This quarter's nominee and winner was Ms. Arlonda Wynn, CYS long term employee, now working at FBNA II.

b. CYS Quarterly Training Day dates are available on the 2025 calendar and the next training days are scheduled for 12 September and 10 November. Dates are subject to change and adequate notification will be given to patrons if changes are made. All CYS facilities are closed during CYS Quarterly Training days and Federal Holidays. The day after Thanksgiving will have limited services and have sign-up sheets coming out for parents to request care if needed. There is also an early closure on 24 December 2025 at 1600 for CYS Staff to also be with Family. 2025 CYS training and Federal Holiday closures are available at <https://belvoir.armymwr.com/programs/parent-and-outreach-services>.

c. CYS is always recruiting for Child and Youth Program Assistant positions. There is a continuous job announcement on <https://usajobs.gov>. There were 59 tentative job offers at the last job fair in July, and three employees have come on board so far.

d. Next PAB meeting is scheduled for 13 November, at 1300. Parents participating in the PAB meetings receive "Why I'm Needed" points so stay on the line to provide the sponsor's name and program.

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

AMIM-BVW-WC

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

16. Mr. Duran informed everyone there were no more questions or recommendations and finished with closing remarks and thanked all who joined. The meeting was adjourned at 17:23 hours.

2 Encls

1. PAB Meeting Agenda
2. PAB Meeting Roster

DAVID J. STEWART
COL, EN
Commanding