



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
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AMIM-BVW-WC

1 October 2026

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, the CYS PAB met on Thursday, 20 August 2026, at 1700 via Microsoft Teams, Fort Belvoir, Virginia.

2. Agenda (Enclosure 1).

3. Attendance Roster (Enclosure 2).

4. Total attendees recorded were 15 to include the Garrison Commander, CYS leadership, CYS staff, and CYS Families.

5. The meeting began at 1700 with the CYS Parent and Outreach Services Director, Ms. Eddsy Ortiz, thanking everyone for joining and for the continued support of CYS programs. Ms. Ortiz informed everyone they would have an opportunity to share questions or concerns; however, no legal issues or individual claims will be discussed, and those questions should be followed through the chain of command starting with their child's program Director. Ms. Ortiz then welcomed all Families and leadership to the call.

6. Ms. Ortiz welcomed the new PAB Chairperson, Ms. Allison Ford, whom is a parent from North Post Child Development Center (NPCDC). Ms. Ford gave an introduction and brief biography on herself and discussed her interest in joining the PAB as well as desire to help grow participation on the board.

7. Agenda Items from Previous Discussion:

a. NPCDC accreditation status. The latest update is we're still waiting for final inspection post sending application. Acting CYS Coordinator, Ms. Asia Baker, stated the application was submitted to National Association for the Education of Youth Children (NAEYC) and NPCDC is awaiting a site visit. CYS Headquarters Installation Management Command (IMCOM) has taken measures to ensure CYS is prepared through technical assistance visits after programs send applications to NAEYC. NPCDC will be receiving technical assistance from two individuals from the IMCOM team and onsite support will be provided the week of 14 September 2026 to ensure NPCDC is fully ready for the NAEYC site visit.

b. The second item from previous discussions was the South Post Child Development Center (SPCDC) and NPCDC playground reconstruction status and whether the date of 24 August 2026 was still the target date for the final playground completion inspection. Ms. Baker said this date has been delayed and IMCOM is involved, and a branch representative is out on site each week. The team is providing weekly updates to parents and those involved regarding

the ongoing status. Recently weather and rainfall have prevented the next steps of the project due to the pooling of water preventing grading and sub grading from happening. As more information becomes available, correspondence will go out to Families. Ms. Ford asked if there is a plan to ensure the children can get outside for gross motor play daily with the nicer weather approaching. Ms. Baker stated leadership will strive to verify a plan is in place to ensure children still get outside while the playground is still being reconstructed.

c. The next question from previous issues was regarding communication applications for Families from CYC programs. Ms. Baker said leadership will work to ensure communication is going out on Child Youth Management System. Teaching Strategies Gold (TS Gold), and My Army Post App are used as some other previously mentioned communication apps are currently not approved to use, such as Class Dojo and Bright Wheel. Teachers are encouraged to communicate via TS Gold; however, the facility Director and Trainers are going to ensure teachers are trained and know how to properly use the communication method on TS Gold and ensure Families provide the best email address.

8. New Discussions:

a. Ms. Ford began inquiring about vacant CYC positions, such as NPCDC Director, Family and Morale, Welfare and Recreation (FMWR) Director, and CYC Coordinator. Ms. Kristin Kinnamon, FMWR Director, announced the NPCDC Director was selected, and an offer has gone out and is currently pending. The CYC Coordinator was selected and still pending background checks. In the interim, Ms. Baker is the Acting CYC Coordinator and Ms. Diane Jones is the Acting NPCDC Director.

b. The next topic was the clarification on the policy for parents wanting to review the Closed-Circuit Television at the child care facilities. Ms. Ford stated she believed there is a discrepancy between what the policy states and what was communicated by the programs depending on the individual that is providing the information. Ms. Baker stated there is a request form that parents complete before viewing the footage in the facility Director's office. If a parent wants to make a copy of the video, Families will have to go through the process of a Freedom of Information Act request. The front desk can always switch to the child's classroom to view live footage at any time. Ms. Baker will review the policy to provide accurate information to Families.

9. Current CYC Operational Status:

a. Woodlawn Child Development Center (WLCDC) and Fort Belvoir North Area (FBNA) 1 are still closed until all age groups at the other facilities are filled. More staff will then be hired to make the reopening of WLCDC and FBNA 1 possible.

b. SPCDC Heating, Ventilation, and Air Conditioning system is at the legal review status and as soon as funding is issued, a timeline can be provided.

10. Announcements from CYC Management Team:

a. CYC Sports Program Director, Mr. Jerry Arrington, announced they will be hosting the Washington Commanders at Pullen Field on 21 August 2026 at 1800. 234 children are enrolled

for this event. Current enrollment is open for fall baseball, flag football, and soccer. Youth Sports programs are driven by volunteers, and more spaces can be opened based on the number of cleared coaches. There is a travel tackle football league that is partnered with Northern Virginia North Football League. There is also a cheer leading team that is cheering for the Travel Tackle Football League. Homeschool Fitness classes begins soon, and enrollment is currently open. The sports program also offers programs in our childcare facilities and follows a curriculum for those activities. Youth Sports are looking to start Taekwondo classes. Youth Sports team is also partnering with the Fort Belvoir Elementary to provide information and assist new Families providing programs that Military Families are accustomed to. The CYS sports staff will be hosting a Military Appreciation Night at Mount Vernon High School on 25 September 2026 at 1900.

b. The Youth Center (YC) Director, Mr. Marshall Barnes, announced that summer camp at the YC was successful and the end of summer back to school bash just occurred earlier today. The YC team is currently in the process of visiting local schools and open house events to promote the YC for children that are eligible. Transportation is available if needed from any of the housing village community centers, but this option will be based on need and usage. Families are encouraged to reach out directly, if interested. Open Rec at the YC is a free program from 1300-1800 and is open on select Saturdays for special events and field trips. A 9/11 grant was just received, and the youth will be providing the garrison Firefighters a spaghetti dinner to give back to those that serve.

c. Ms. Ortiz addressed registration for full day and part-day programs at CDCs, and School-Age (SAC) to include before and after school care, and Family Child Care. Families can request to be placed on the waitlist on www.militarychildcare.com (MCC). There is also part day preschool/ Pre-K option. The YC does not have a waitlist currently. All registration is handled at Parent Central Services (PCS). The children in all programs, including CYS Youth Sports, require a Multi-disciplinary Inclusion Action Team (MIAT), if necessary. Once a MIAT packet is sent by CYS, Exceptional Family Member Program, and Army Public Health Nurse (APHN) must meet before accommodation is set, and a child is cleared by APHN.

d. School Liaisons provided an announcement to inform Families that there is a new transportation system with Fairfax County Schools where children will receive a card. More information will come from the schools and transportation offices in Fairfax County.

e. Transitions for Pre-K CDC children to SAC that started kindergarten were successful, and any other available spaces have been offered on www.militarychildcare.com based on Department of War priorities.

11. Questions from Participants:

a. Concern from a spouse of a CYS employee to protect staff regarding accusations and individuals going on social media and releasing information about investigations before the process is complete and substantiated. Inquiring what CYS leadership does to help protect staff during this process and to help keep morale from declining. Ms. Baker informed the board that Public Affairs Office is notified when there is knowledge of these posts on social media. The goal of CYS is to provide support to the staff but also follow the necessary steps to ensure the process is completed and if they are cleared, we will make every effort to put them back in

the classroom as soon as possible. Staff are also informed of the Employee Assistant Program for additional support. The number one priority is to ensure protection of the children without making the CYS staff feel alienated during the process. Open to hearing input from the teachers from the classroom to see how support could be better. Controlling the social media aspect is a challenge.

b. Additional question regarding holding parents accountable to ensure respect is given to staff without violating privacy. Ms. Kinnamon said the concern would be discussed and will go through the chain of command and get more information to help provide a resolution for the case discussed and future cases while remaining neutral. The patron was also encouraged to reach out to Outreach Director to provide more conversation on topic.

12. Announcements:

a. All CYS facilities are closed during CYS Quarterly Training days and Federal Holidays. Upcoming quarterly training days in 2026 are 18 September and 10 November. These dates are subject to change. The CYS training days for next calendar year will be announced once decided and approved.

b. CYS has continuous open job announcements on www.usajobs.gov and in need of more staff and encouragement to share with others. The PAB minutes and training days are saved on Belvoir Army MWR website under PCS.

c. Parents that participate in the PAB Meeting can receive WIN Points and can email the CYS contact us inbox or reach out to Ms. Ortiz to request their points based on attendance and participation. The PAB meetings for next fiscal year will be announced once scheduled and confirmed.

13. Ms. Ortiz confirmed there were no more questions or recommendations. She thanked all who joined and participated.

14. Meeting was adjourned at 1757 hours.

2 Encls

1. PAB Meeting Agenda
2. PAB

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