



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

22 June 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, CYS PAB met on Thursday, 14 May 2026, at 1300 via Microsoft Teams.
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 1300 with the CYS Parent and Outreach Services Director, Ms. Eddy 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 by starting with the program director. Ms. Ortiz then welcomed leadership to the call.
6. PAB Acting Chairperson, Ms. Carlee Palomino, was introduced and thanked leadership and participants for joining. Ms. Palomino stated no pending items and began with new discussions and questions from Families from the CYS contact us inbox. Ms. Palomino informed everyone on how they can become an active member of the board.
7. Ms. Palomino raised a parent question about communication tools. Interim CYS Coordinator Ms. Jean Wadman explained that Army Regulations require secure messaging and that teachers can use Teaching Strategies Gold to communicate with Families and share photos. Ms. Wadman noted that "Remind" and "GroupMe" are approved on other installations, and the training team will work with staff to determine which additional tools may be used once approved. A question was also raised about kindergarten space at Markham School Age Center (SAC). Expansion is not currently possible due to staffing, and a hiring event is planned to address staffing needs.
8. Current CYS Operational Status:
 - a. Woodlawn Child Development Center (CDC) and Fort Belvoir North Area I (FBNA I) remain closed at this time. There has been discussion about potentially adding kindergarten and part-day preschool/pre-K spaces at Woodlawn CDC, but additional

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AMIM-BVW-WC

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

staffing would be required before any expansion could occur. For the North Area facilities, FBNA II must be fully staffed and operating at capacity before opening FBNA I can be considered.

b. North Post CDC (NPCDC) and South Post CDC playgrounds are still under construction, and emails were sent out to Families regarding status. There is a need for sod for the grounds and there is currently a sod shortage. As of today, construction should resume by June.

9. Announcements from CYS Management Team:

a. CYS Sports Program Assistant Director, Mr. Rashawd Pope, announced the annual Armed Forces Kids Run and Major League Baseball events. Play Ball event occurring 23 May 2026. Registration is open for the Color Run and is occurring on 6 June 2026. Registration is currently open for summer clinics and fall programs. The CYS Sports Program is always looking for volunteer coaches.

b. The Youth Center Director, Mr. Marshall Barnes, discussed how the Youth Center summer camp registration is open and the first day of camp is 22 June 2026. There is still currently availability for all weeks and highly encouraged to enroll soon, if interested, because weeks do fill up quickly. During the school year, there is bus transportation available for youth that would like to participate in open rec at the Youth Center as well. There is also transportation to and from the Community Center on post for youth.

c. Ms. Ortiz addresses registration for full day and part-day programs to include summer camp at SAC. Families can go to the waitlist on Military Child Care (MCC) www.militarychildcare.com. The Youth Center does not currently have a waitlist. All registration is handled at parent central services (PCS). The children in all programs, including youth sports, require a Multidisciplinary Inclusion Action Team, if necessary. Once a MIAT packet is sent by CYS, Exceptional Family Member Program, and Army Public Health Nurse (APHN) all must meet before accommodation, and a child is cleared by APHN.

d. Family Child Care (FCC) is growing with seven houses open and two prospective FCC homes that should be open in June. Full-time, part-time and hourly care options are currently available. There is a waitlist on MCC www.militarychildcare.com for the homes and then if a space is available according to the waitlist and availability, an interview is set up with the parent and the provider. Hourly care is available for ages one and up. Options are also available for summer care. Ratio is 1:6. Part-time care is offered year around as well.

e. Ms. Ortiz reminded Families that CYS has two School Liaison Officers, Ms. Pharnice Bailey and Mrs. Angela Beebe, who provide School Support Services from Building 200. They are currently coordinating a Family Engagement Webinar with local school partners

AMIM-BVW-WC

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

and military support organizations to share resources for military-connected Families. They are also working on a Deployment Bags Initiative, assessing needs for students transitioning out of the National Capital Region and coordinating with providers and vendors to secure additional bags.

f. CYS Pre-Kinder transition letters will be available at all CDC's soon for CYS Families living on Fort Belvoir to determine if they will need care for the school year for the before and after school program.

10. Announcements:

a. All CYS facilities are closed during CYS Quarterly Training days and Federal Holidays. Upcoming quarterly training days in 2026 are 18 June, 21 August, September is to be determined, and 10 November. These dates are subject to change.

b. CYS is hosting a job fair on 24 June 2026 at South County Government Center (Gerry Highland Government Center) located at 8350 Richmond Highway, Alexandria VA 22309 from 8:30 AM to 1:30 PM. There is an open announcement on www.usajobs.gov.

c. The next PAB meeting will be Thursday, 20 August at 1700. Parents that participate in PAB meeting will receive "Why I'm Needed" (WIN) Points.

11. Questions from participants:

a. There was concern about the length of time the playground project has taken, with the timeline extending to approximately 18 months. The interim CYS Coordinator, Ms. Wadman, explained that funding adjustments and contract-related processes, including price changes that required additional funding requests, contributed to delays. All equipment is now on site and funding is in place, though grass installation may affect the schedule, as sod typically needs about one month to establish. A POC has been identified to support communication for the remainder of the project, and inquiries are routed through the quality assessor per standard procedures. Regarding the projected September 2026 opening, Ms. Wadman noted the estimate is based on work planned from June through September and will seek clarification on how that timeline was determined.

b. A question was raised about the MCC website listing the NPCDC as nationally accredited when it is not currently accredited, and why Families had not been notified of the lapse. The interim CYS Coordinator, Ms. Wadman, stated she was not aware that Families had not been informed and explained that NPCDC is in the renewal process, with all documentation submitted and the program is awaiting the accrediting body's site visit. Parents asked whether the lapse was connected to a previously substantiated incident, and Ms. Wadman stated the two matters were not related. CYS will review communication procedures and follow up with Families as appropriate. Ms. Wadman also noted that accreditation is an ongoing process involving reporting and periodic site visits, and that

AMIM-BVW-WC

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

National Association for the Education of Young Children (NAEYC) has up to six months to conduct the visit, with an update expected by November 2026.

c. A question was raised about the delay in informing parents about an incident at NPCDC and why staff were allowed to return to the classroom before Child Protective Services completed its review. The interim CYS Coordinator, Ms. Wadman, explained that established procedures were followed to assess whether staff could return to duty during the external review, and stated one staff member was allowed to return prior to the final determination.

d. Families expressed concern about delays and gaps in communication, noting that broad updates seemed to begin only after multiple Investigative Complaint Enquiry comments, and that many parents were unaware of playground delays or accreditation status. Parents asked how communication could be improved so Families receive important information proactively. Ms. Wadman stated that the CYS leadership team will work on strengthening communication, including coordinating with marketing and improving information flow from leadership to staff. The PAB meetings and the CYS "Contact Us" inbox were noted as existing ways to share information, and Ms. Ortiz confirmed that the inbox is monitored daily and encouraged Families to continue submitting questions.

e. Ms. Wadman addressed the need for more Families to join the PAB and explained the process of WIN points. Those interested will receive one WIN point per participation and after ten are earned, parents will receive a 10 percent discount on their childcare bill. The option is open continuously to join the board, and another notification will go out on how to join. Ms. Palomino is the Acting Chairperson currently, but participants interested in this position can inquire. Ms. Wadman reminded Families that more information would go out regarding the concerns with the NAEYC accreditation status at NPCDC.

12. Ms. Ortiz confirmed there were no more questions or recommendations. Thanked all who joined and participated. Meeting was adjourned at 13:48 hours.

2 Encls

1. PAB Meeting Agenda
2. PAB Attendance Roster

DAVID J. STEWART
COL, EN
Commanding