



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 (608-10a4)

8 May 2026

MEMORANDUM FOR 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, 19 February, at 1700 via Microsoft Teams, Fort Belvoir, Virginia.
2. Agenda (Enclosure 1).
3. Attendance Roster (Enclosure 2).
4. Total attendees recorded were 29 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. Eddy Ortiz, thanking everyone for joining and for the continued support of CYS programs. Ms. Ortiz informed that everyone 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 Chairperson, Ms. Natalie DeFreitas was introduced and welcomed participants and new PAB representatives, Ms. Carlee Palomino and Ms. Alivia Bolden, who then gave an introduction of themselves as board representatives. Ms. DeFreitas informed the group of her upcoming permanent change of station and her plan to resign as the PAB chairperson. Ms. Monique Naputi-Duchene, Program Operations Specialist, was introduced and Ms. Naputi-Duchene acknowledged a change in CYS leadership and welcomed acting CYS Coordinator, Ms. Jean Wadman and Dr. Tamara Nutall accompanying us from Installation Management Command.
7. Ms. Naputi-Duchene reminded Families of the “because you asked” emails that is an opportunity for CYS employees and patrons to ask questions and to promote transparency and clear communication. Families were encouraged to ask questions to this email inbox provided and the turnaround response is typically within 24 hours.
8. Current CYS Operational Status:

“LEADERS IN EXCELLENCE”

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a. Woodlawn Child Development Center (CDC) and Fort Belvoir North Area I CDC are still closed and will remain closed. Rivanna Station CDC continues to operate with limited staffing due to remote location. Child and Youth Program Assistant (CYPA) positions remain as continuous open hiring on <https://www.usajobs.gov/job/851991500>.

b. North Post and South Post CDC playgrounds are still under construction and were delayed due to recent inclement weather, as the freeze and ice stalled the implementation of the soft impact material because it is weather dependent.

9. CYS Sports Program Director, Mr. Jerry Arrington, was welcomed. Mr. Arrington announced that the CYS sports basketball program will be moving back to the Wells Field House location. Wrestling has concluded, end of season awards presented, and the end of season banquet will be 1 March 2026. County basketball has four teams, two participating in end of season tournament. Spring sports are currently open for enrollment. If interested in enrolling, please contact Parent Central Services (PCS).

10. The Youth Center (YC) Director, Mr. Marshall Barnes, was welcomed and discussed how the YC provides free quality programming for youth 6th-12th grade. The YC is open Monday-Friday 1300-1800 and every other Saturday. The YC partners with Boys and Girls Club and 4H. Summer Camp is open and planning field trips to Kings Dominion, water parks, Beat the Bomb, and more. Programs include leadership, work force readiness, etc. Recognized youth, Ms. Laila Lewis, as being selected as a finalist, and the only military kid in the Cox Mobile Phone Case Design Contest, proudly representing Fort Belvoir. As a finalist, Lailah has already earned a connectivity prize valued at \$500, and now she has the chance to win a \$25,000 post-secondary scholarship plus major technology grants for our YC. Your support can make a real difference (Information has been emailed).

11. Ms. Ortiz addressed COL Stewarts concern to Mr. Jerry regarding the process of how Families get children registered into sports on Fort Belvoir. Ms. Ortiz explained that a valid pass registration covers all programs under CYS. All children in all programs require a Multidisciplinary Inclusion Action Team (MIAT), 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.

12. Summer camp requests at the Markham School Age Center (SAC) are open on Military Child Care (MCC) www.militarychildcare.com, before/after care at SAC has a continuous opening waitlist on MCC. Family Child Care is growing with five houses open, four in training, and two prospective employees. Full-time, part-time and hourly care options are currently available.

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13. Announcements:

a. All CYS facilities are closed during CYS Quarterly Training days and Federal Holidays. Quarterly Training Days in 2026 are 13 February, 6 April, 18 June, and 21 August. These dates are subject to change.

b. CYS is currently coordinating with Fairfax County to host a job fair. Lead CYPA, CYPA and Supervisory Program Specialist announcements will be posted soon on USAJobs.gov.

c. The next PAB meetings will be Thursday, 14 May at 1300 and Thursday, 20 August at 1700. Parents that participate in PAB Meeting will receive "Why I'm Needed" Points.

15. Ms. DeFritas presented closing remarks and thanked everyone for joining.

16. COL Stewart provided final notes: New housing construction will begin in March behind the PX/Commissary area. The Gorgas Road area will be affected behind the water tower. Fairfax County Schools, North Post CDC and surrounding housing area traffic will be affected. There are two upcoming hiring events on 11 March, Bridges of Success at Army Museum, 14-15 April Hiring Our Heroes. The Safety and Wellness Expo will be held on 14 May at PX.

17. Ms. Ortiz confirmed there were no more questions or recommendations and thanked all who joined and reminded participants to contact us by email with any questions, comments, or concerns.

18. The Meeting was adjourned at 1728 hours.

2 Encls

1. PAB Meeting Agenda
2. PAB Attendance Roster

DAVID J. STEWART
COL, EN
Commanding