



**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

5 December 2023

MEMORANDUM FOR SEE DISTRIBUTION

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

1. In accordance with the Military Childcare Act of 1989, Army Regulation 608-10, and CYS Operational Guidance, CYS PAB met on Thursday, 19 October 2023, at 1300 via Microsoft Teams, Fort Belvoir, Virginia.
2. Attendance List (Enclosure 1).
3. Agenda (Enclosure 2).
4. Total attendees recorded were 19; to include leadership, CYS staff, and CYS Families.
5. The meeting began at 1703 with opening remarks from Mrs. Janet Evans, CYS Chief. Mrs. Evans introduced Command Sergeant Major (CSM) Garth Newell, Dr. John Moeller, Deputy to the Garrison Commander (DGC), Mr. George Dickson, Director, Family and Morale, Welfare and Recreation (DFMWR), and CYS Key Staff. Leaders welcomed and thanked everyone for attending the PAB meeting.
6. Mrs. Evans discussed CYS Current Operational Status. After a successful hiring event on 22 August 2023, that brought 30 applicants, CYS held a second big hiring event on 17 October 2023, with 39 applicants. At these events, CYS staff and partners helped on-post and off-post applicants on how to apply using USAJobs.gov. The applicants that were selected have already started onboarding. However, the reopening of the centers ties in with staffing. CYS has been directed to pause reopening facilities until we get adequate staffing in the three open Child Development Centers (CDC); we are at 69 percent staffed, and we need to size them right up before we can focus on opening another center.
7. The North Post CDC and the South Post CDC playground renovations have been moved to Spring 2024. These projects are already funded by Installation Management Command (IMCOM), however new permits are needed. Mr. Leo Duran is the new Program Operation Specialist tracking these projects.

**“LEADERS IN EXCELLENCE”**

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8. Mrs. Evans mentioned that we still have issues with illegally parked cars in the fire lanes at South Post CDC. We would also like to remind patrons about not leaving vehicles running and unattended. Patrons must watch their speed when entering the parking lots; everyone must do their due diligence to keep Families safe. Program Directors have been instructed to report any violations by calling the Military Police.

9. Inclement weather closures and delays. Winter season is approaching, and we want to remind parents to stay on top of providing updated contact information. CYS can send out text and email to patrons; however, patrons must maintain updated phone numbers and emails with Parent Central Services (PCS). CYS also utilizes the Facebook platform to share CYS information; please visit <https://www.facebook.com/belvoircys> for more information and updates.

10. Youth Sports and Fitness Director Mr. Jerry Arrington commented about the current fall program and upcoming gymnastics program. We are currently waiting for the contractor's availability to initiate open enrollment for Gymnastics. CYS Youth Sports and Fitness is hosting an event on 17 November 2023, with the Washington Commander's details forthcoming. This will be a Flag Football Clinic with some veteran players who played with the team.

11. Volunteer Coaches. We always need coaches, so if you could get the word out, we can offer more support to the Youth Sports and Fitness programs for the kids. All coaches are required to be cleared with background checks. We have a great sports and fitness program, but unfortunately, we need an adequate number of coaches for the season. Parents who want to volunteer as coaches, please get in touch with the CYS Youth Sports Department at (703)-805-1258, 9139, 9138, or email CYS Contact Us E-mail: [usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil](mailto:usarmy.belvoir.imcom.mbx.cys-contact-us@army.mil). CYS invites Families to access our Belvoir CYS Facebook page (<https://www.facebook.com/belvoircys>) and Belvoir Website (<https://belvoir.armymwr.com/programs/youth>) for more information.

12. School Year (SY) 23-24 Army Fee Policy Implementation is around the corner; once IMCOM releases the Fee Policy, CYS typically gives parents a 30-day notice. More information is forthcoming.

13. Immunization requirement. CYS has sent multiple reminders to all CYS patrons and staff about CYS immunization guidance; the flu shots for children and staff are due by 1 December 2023. Work with your program if you request an Immunization Waiver; this is due no later than 1 December 2023; otherwise, we may have to suspend care if children don't have their required immunizations.

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14. Part-Day Program. The Part-Day Program for Pre-Schoolers and Pre-Kindergarten has been opened at the Markham School Age Services (SAC). We were very appreciative and thankful that we could get it up and running for the fall; this program is designed for Families that don't need full-day care but provides the opportunity for children to experience the school setup before kindergarten. This program is a part-day program that runs during the SY. Please get in touch with PCS for more information. All Families wanting child care must go on [militarychildcare.com](http://militarychildcare.com) to place a request for care on the waiting list.

15. CYS is still trying to fill the Chairperson position for the PAB. Mrs. Eddy Ortiz works closely with the PAB Chairperson; this is a simple job, so we are just looking for the right person to help balance out and represent the board. The Chairperson will receive Why I'm Needed (WIN) points that can add up to get a 10 percent discount on one month's child care fees.

16. Mrs. Evans proceeded with announcements.

a. Announced CYS Star performer nominees, then announced the winners: Heidi Perichi, Jo Ann Blanks CDC Lead Child and Youth Program Assistant (CYPA) Lead, Marquita Burrus, SAC CYPA Lead, Melanie Miller, Youth Sports Administrative Assistant, and Tamika Samuels, Outreach Assistant Director.

b. CYS Quarterly Training Day will be Friday, 9 November 2023. 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>.

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

17. Dr. Moeller, CSM Newell, Mr. Dickson, and Mrs. Evans thanked all for participating in the call. Mrs. Ortiz remained on the line to collect names for WIN Points. The meeting was adjourned at 1348 hours.

2 Encls  
1. Attendance List  
2. Meeting Agenda

JOSEPH V. MESSINA  
COL, AG  
Commanding

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Minutes

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