

**Facility & Tenant Committee**

**Meeting Agenda**

***Quorum = 3 (33%) (Total Committee Members = 5)***

Monday August 21, 2023

11:30am – 12:30pm

Hybrid Meeting

Please sign in via the CHAT room for ZOOM attendance

**Be the Driving Force . . .**

- I. Determination of Quorum & Call to Order – Ebone Williams, Chair**
- II. Approval of Minutes –June 20, 2023\***
- III. Lease Approvals\***
  - A. Lease Renewals-  
Boys and Girls Homes of North Carolina-11/23
- IV. Space availability report <sup>Δ</sup>**
  - A. Report attached
- V. Window Infrastructure Progress <sup>Δ</sup>**
- VI. Information**
  - A. Next scheduled meeting Monday September 18, 2023 from 11:30am – 12:30pm
- VII. Adjournment – Ebone Williams, Chair**
  - \* Needs Action    <sup>Δ</sup> Information Only    ! Possible Conflict of Interest (Recusals)
  - <sup>e</sup> Electronic Copy (Hard copies are available upon request)



**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Hybrid Facility & Tenant Committee Meeting Minutes**  
**June 20, 2023 (11:51 am – 12:17 pm)**  
***Be the Driving Force***



**MEMBERS PRESENT:** - V, Ebone Williams, John Bantsolas, , Al Brunson- All attended virtually due to tech issues in conference room

**MEMBERS ABSENT:** Haja Jallow-Konrat, Joe Deaton

**NON-VOTING ATTENDEES:** Mary Sonnenberg- V, Michael Yeager- V, Michelle Downey- V

**\*Attended in person V Attended Virtually**

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order – Ebone Williams- Chair	The virtual meeting of the Facility & Tenant Committee was held on Monday, May 15, 2023 beginning at 11:51am due to technical issues in the conference room at the start of the meeting pursuant to prior written notice to each committee member.  Ebone Williams, Committee Chair, determined that quorum was present and called the meeting to order. Mike Yeager was Secretary for the meeting and recorded the minutes.	Called to Order	None
II. Approval of Minutes A. April 17, 2023*	The minutes from May 15, 2023 were previously distributed electronically to committee members for their review. The chair asked for a motion to approve the minutes. John Bantsolas moved to accept Mays committee meeting minutes as presented. Al Brunson seconded the motion. Hearing no further discussion, the Chair put the motion to a vote and asked if there were any opposed. The virtual members who opposed the action were asked to record them in the ZOOM Chat Room. There were no opposals. The motion carried.	Motion Carried	None
III. Lease Approvals- A. New Lease Application* Carolina Collaborative Community Care B. Lease Renewal* JABEZ Youth Foundation Kelly Counseling Center, PLLC Step By Step Counseling & Consulting	Mike Yeager presented one new lease application request. Carolina Collaborative Community Care (4C) has requested to be considered for approval of tenancy and be offered a lease in the Family Resource Center. They are a Non-Profit Like Mission agency. Keith Miller, Executive Director submitted the application, company mission and vision statements, 501C3 certificate, staff list, and did submit a letter of financial stability statement from PNC Bank. They submitted a letter that they currently conduct background checks on staff at time of employment. They are asking to begin lease during the month of August 2023. Staff is recommending approval for tenancy and lease negotiation. At the time John Bantsolas had to leave the meeting and that left the committee without quorum Mike Yeager went ahead and presented the remaining information about the lease renewals for JABEZ, Kelly Counseling, and Step By Step so the members would know. Leases will be taken to Executive Committee for approval next week.	None  Lost Quorum	Take to Executive Committee for Approval
IV. Rental Rate Discussion	Mike Yeager presented rental information from the last 990 for year 2021, showing a deficit in the amount of rental funds taken in versus the expenses for operating the center. Staff will be reaching out to CPA for information to assist in determining if there are allowable limits for Non-Profits.	None	Defer to later meeting



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V. Space Availability Report	Mike presented the information in the report to the members so they are aware of the amount of space for lease at the center.	None	None
VI. Infrastructure Phase II Update-	Mike updated the members of the latest progress of Pinam on the current Phase II project. Mary Sonnenberg updated the committee members about the latest update on the City Of Fayetteville CDBG Funding	None	None
VII. Information A. Next Scheduled Meeting	Next scheduled meeting is on a Monday, July 17, 2023 from 11:30 am – 12:30 pm	None	None
VIII. Adjournment- Joe Deaton, Acting Chair	As there was no further business, the meeting was adjourned at 12:17pm	Adjourned	None

**Submittal:** The minutes of the above stated meeting are submitted for approval.

\_\_\_\_\_  
Secretary of Meeting

\_\_\_\_\_  
Date

**Approval:** Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date