

Facility & Tenant Committee

Meeting Agenda

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

Monday October 16, 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 –August 21, 2023***
- III. Rent Rate Increases***
- IV. Holiday Schedule For Leases***
 - A. Add Juneteenth to leases
- V. Space availability report & rent status reporting ^Δ**
- VI. Window Infrastructure Progress ^Δ**
- VII. Building Ownership Study of Sustainability ^Δ**
- VIII. Information**
 - A. Next scheduled meeting Monday November 13, 2023 from 11:30am – 12:30pm.
NOTE: Earlier due to Executive being earlier in the month
- IX. Adjournment – Ebone Williams, Chair**
 - * Needs Action ^Δ Information Only ! Possible Conflict of Interest (Recusals)
 - ^ε Electronic Copy (Hard copies are available upon request)



Partnership for Children of Cumberland County, Inc. (PFC)
Hybrid Facility & Tenant Committee Meeting Minutes
August 21, 2023 (11:35 am – 12:22 pm)
Be the Driving Force



MEMBERS PRESENT: - V, Ebone Williams, Al Brunson, Joe Deaton, Haja Jallow-Konrat,
MEMBERS ABSENT: John Bantsolas,
NON-VOTING ATTENDEES: Mary Sonnenberg- V, Michael Yeager-IP, Michelle Downey- V

***Attended in person V Attended Virtually**

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order – Ebene Williams- Chair	The hybrid meeting of the Facility & Tenant Committee was held on Monday, August 21, 2023 beginning at 11:35am pursuant to prior written notice to each committee member. Ebene 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 June 20, 2023 were previously distributed electronically to committee members for their review. The chair asked for a motion to approve the minutes. Al Brunson moved to accept June's committee meeting minutes as presented. Joe Deaton 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. Mike Yeager had requested that there be an addition to the agenda, asking that we add rent rate discussion. Haja Jallow-Konrat made a motion to add Rent Rate Discussion to the agenda. Al Brunson seconded the motion and it was added as Item VI	Motion Carried	None
III. Lease Approvals- Lease Renewal* Boy's and Girl's Homes of North Carolina	Mike Yeager presented information about the lease renewal for Boy's and Girl's Home of North Carolina who is interested in staying at the center, and is in good standing with rent payments. Staff recommendation is to allow tenancy for them. Al Brunson made a motion to approve fitness for tenancy at the Family Resource Center. Haja Jallow-Konrat seconded that motion, and 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	Take to Board of Directors for Approval



Partnership for Children of Cumberland County, Inc. (PFC)
Hybrid Facility & Tenant Committee Meeting Minutes
August 21, 2023 (11:35 am – 12:22 pm)
Be the Driving Force



IV. 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. There was an increase in the amount of space filled in the center beginning in August due to 4C (non-profit) coming aboard. 89.5% occupied	None	Defer to later meeting
V. Infrastructure Phase II Update-	Mary updated members that Phase II is running behind schedule. Glass and framework should be arriving soon. Electrical is being updated and inspected. Phase III update: CDBG funds of \$250,000.00 is under agreement, and design is ongoing	None	None
VI. Rent Rate Discussion	Mary provided more information about our CPA's recommendation that PFC could raise rates more than the suggested \$1.00 increase without causing tax issues. Mike presented costs for this year's contracts for maintenance and compared to previous costs, they were about 30% higher. Members asked for more information about costs and Mary suggest that Marie Lilly be at the next meeting to help understand those costs.	None	More Information at next meeting
VII. Information A. Next Scheduled Meeting	Next scheduled meeting is on a Monday, September 18, 2023 from 11:30 am – 12:30 pm	None	None
VIII. Adjournment- Ebone Williams, Chair	As there was no further business, the meeting was adjourned at 12:22pm	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