

Facility & Tenant Committee

Meeting Agenda

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

Monday November 13, 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 –October 16, 2023***
- III. Lease Approvals- Renewal***
Knight Consulting-12/31/2023
- IV. Space availability report^Δ**
- V. Window Infrastructure Progress ^Δ**
- VI. Information**
A. Next scheduled meeting Monday December 11, 2023 from 11:30am – 12:30pm.
- VII. 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
October 16, 2023 (11:44 am – 12:51 pm)
Be the Driving Force



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

IP-Attended in person V- Attended Virtually

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order – Haja Jallow-Konrat- Acting Chair	<p>The hybrid meeting of the Facility & Tenant Committee was held on Monday, October 16, 2023, beginning at 11:44 a.m. pursuant to prior written notice to each committee member.</p> <p>Haja Jallow-Konrat, Acting Committee Chair, determined that a quorum was present and called the meeting to order. Mike Yeager was the Secretary for the meeting and recorded the minutes.</p>	Called to Order	None
II. Approval of Minutes A. August 21, 2023*	<p>The August 21, 2023, minutes were previously distributed electronically to committee members for review. The chair asked for a motion to approve the minutes. John Bantsolas moved to accept the August 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 any were opposed. The virtual members who opposed the action were asked to record them in the ZOOM Chat Room. There were no oposals. The motion carried.</p>	Motion Carried	None
III. Rent Rate Increases For Leases-	<p>Mike Yeager reviewed information about the services for running the FRC and shared that in the last couple of years, we have seen a 20% to 40% increase in the cost of those service contracts and utility costs. John Bantsolas provided the members with area rent comparisons and typical costs and fees associated with the different leases. Mike also shared that in the last couple of years, PFC has seen a loss in the rent income to costs for running the FRC on the 990 tax forms. After much discussion of percentages of increases to the rent rate, John Bantsolas made a motion to increase the rent rate structure for new leases by 10% increases and renewal rates at 10% for a one-year term and 7% per year for up to a three-year term. Al Brunson seconded that motion. Haja Jallow-Konrat has recused herself due to conflict. The chair put the motion to a vote and asked if any were opposed. The virtual members who opposed the action were asked to record them in the ZOOM Chat Room. There were no oposals. The motion carried.</p> <p>Staff will send letters to the existing tenants showing the amenities included in the leases and explaining the need for the approved rate increase due to the rise in contract costs for</p>	<p>Motion Carried</p> <p>Send out Notifications</p>	<p>Take to Board of Directors for Approval</p> <p>PFC Staff</p>

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	providing the services and utility costs over the past few years for the FRC. Existing tenants should expect those increases at the next renewal period of their leases.		
IV. Holiday Schedule For Leases	Mike informed the members that to align PFC's holiday schedule with the leases and service contracts, we will need to add the Juneteenth holiday to the "Closed For Business" schedule for the FRC to help curb increased service costs should the building be open. Al Brunson made the motion to add the actual holiday to the calendar of closed days for the FRC. John Bantsolas seconded the motion. The chair put the motion to a vote and asked if any were 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
V. Space Availability Report & Rent Status Report	<p>Mike presented the information in the report to the members so they know the space for lease at the center. There has not been a change in the status since August—85.9% occupancy.</p> <p>Michelle presented that two current tenants were in arrears with rent for September and October. They are Knight Consulting and Kingdom Financial. Also offered was Delmar Counseling Service, which is currently three months in arrears and has been on numerous occasions in the past. Delmar has been sent late fee notices without any response as of today. Mike mentioned that he had a conversation with Jose on Thursday of last week, and Jose said he intended to pay up by the end of October. There was a discussion about whether the lease has a default clause for rent payments, and the committee found that Section 34 <u>DEFAULT</u> does have the language to cover the needed action to send notices.</p> <p>Due to the agenda showing this as an information item. The chair called for a motion to add to the agenda. Al Brunson made a motion that the agenda be changed to reflect this item to be an action item. John Bantsolas seconded the motion. The chair put the motion to a vote and asked if any were 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.</p> <p>Al Brunson made a motion to send Delmar a notice of intent to collect past rent and late fees within 30 days of the notice or face termination of the lease. John Bantsolas seconded the motion. The chair put the motion to a vote and asked if any were 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.</p> <p>.</p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>	<p>Take to Board of Directors for Approval</p> <p>Agenda Changed</p> <p>Take to Board of Directors for Approval</p>



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VI. Infrastructure Phase II Update-	Mike has briefed the members about that latest action by Pinam, and we are still waiting for them to get started on the interior finish trim at the downstairs windows. They were supposed to be started on that today.	None	None
VII. Building Ownership Study Of Sustainability	Mary provided the committee members with information that PFC needs to review the option of not owning the building. She had a previous meeting with Charles Morris. The discussion was around the current market, the mission of PFC and its ownership, the fact that the rent was not keeping up with the expenditures, and future anticipated expenses. The committee agreed with the need for a study by the board of directors. Al Brunson made a motion to have the board continue to study the feasibility of continued ownership and provide updates to the F&T committee. Haja seconded the motion. Members were in agreement.	Motion Carried	Take to Board of Directors for Approval
VIII. Information A. Next Scheduled Meeting	The next scheduled meeting is on Monday, November 13, 2023, from 11:30 a.m. – 12:30 p.m.	None	None
IX. Adjournment- Haja Jallow-Konrat, Acting Chair	As there was no further business, the meeting was adjourned at 12:51 p.m.	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