

**Facility & Tenant Committee  
Meeting Agenda**

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

Monday, February 19, 2024

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 –November 13, 2023\***
- III. Lease Approvals- Renewal\***  
**Wellness Clinical Services, PLLC- Suite 320- 4/30/24**
- IV. Conference Room Policy and Rates\***
- V. Rent Update <sup>Δ</sup>**
- VI. PFC Building Sustainability Committee Update <sup>Δ</sup>**
- VII. Space availability report <sup>Δ</sup>**
- VIII. Window Infrastructure Progress <sup>Δ</sup>**
- IX. Information**  
A. Next scheduled meeting Monday March 18, 2024 from 11:30am – 12:30pm.
- X. Adjournment – Ebone Williams, Chair**

\* Needs Action    <sup>Δ</sup>Information Only    ! Possible Conflict of Interest (Recusals)

<sup>ε</sup> Electronic Copy (Hard copies are available upon request)



**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Hybrid Facility & Tenant Committee Meeting Minutes**  
**November 13, 2023 (11:48 am – 12:13 pm)**  
*Be the Driving Force*



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

**IP-Attended in person V- Attended Virtually**

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order – John Bantsolas- Acting Chair	<p>The hybrid meeting of the Facility &amp; Tenant Committee was held on Monday, November 13, 2023, beginning at 11:48 a.m. pursuant to prior written notice to each committee member.</p> <p>John Bantsolas, 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. October 16, 2023*	<p>The October 16, 2023, minutes were previously distributed electronically to committee members for review. The chair asked for a motion to approve the minutes. Joe Deaton moved to accept the October 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 opposals. The motion carried.</p>	Motion Carried	None
III. Lease Approvals- Renewal A. Knight Consulting	<p>Mike Yeager presented information about the lease renewal for Knight Consulting who is interested in staying at the center, and has recently gotten behind with the recent rent payment. She has been a tenant since 2015. Staff recommendation is to allow tenancy for them. Joe Deaton made a motion to approve fitness for tenancy at the Family Resource Center. Al Brunson 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.</p>	Motion Carried	Take to Board of Directors for Approval
IV. 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 was a slight change in the status since October—89.5% occupancy when Caring Hearts moved and occupied a little more space than previous. Michelle updated the committee on Delmar since the letter had been sent.</p>	None	None
V. Infrastructure Phase II Update-	<p>Mike has briefed the members Pinam had completed the Library and Suite 402. There was a mishap on Sunday October 22, 2023 where a vehicle ran into the exterior kneewall of Suite 130 and we are working with the insurance about repairs</p>	None	None



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VI. Building Ownership Study Of Sustainability	Marie Lilly updated the committee about progress of forming a group and next steps toward the first meeting being after the new year.	None	None
VII. Information A. Next Scheduled Meeting	The next scheduled meeting is on Monday, December 11, 2023, from 11:30 a.m. – 12:30 p.m.	None	None
VIII. Adjournment- John Bantsolas, Acting Chair	As there was no further business, the chair asked for a motion to close the meeting. Joe Deation motioned and Al Brunson seconded. Meeting was adjourned at 12:13 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