

Facility & Tenant Committee

Meeting Agenda

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

Monday, March 18, 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 –February 19, 2023***
- III. Lease Approvals- Renewal***
 - A. Wellness Clinical Services, PLLC- Suite 320- 4/30/24- Carried over from Feb. meeting
 - B. Beautifully Woven Counseling and Consulting- Suite 311- 5/31/2024
 - C. Full Circle Therapeutic Services, PLLC- Suite 406- 5/31/2024
 - D. Gateway Communications, PLLC- Suite 341- 5/31/2024
 - E. Inner Pathways, LLC- Suite 324- 5/31/2024
- IV. Conference Room Policy and Rates***
- V. Family Resource Center- beginning April 1, 2024**
 - A. Hours of operation*
 - B. Waiting areas*
 - C. Suite 411- configuration for lease options*
- VI. Lease Language***
- VII. Rent Update ^Δ**
 - A. Knight Consulting
 - B. Kingdom Financial
- VIII. Space availability report ^Δ**
- IX. Window Infrastructure Progress ^Δ**
- X. Information**
 - A. Next scheduled meeting Monday April 15, 2024 from 11:30am – 12:30pm.
- XI. 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
February 19, 2024 (11:31am – 12:30 pm)
Be the Driving Force



MEMBERS PRESENT: V- Al Brunson, Haja Jallow-Konrat, Ebone Williams. IP- John Bantsolas, Joe Deaton

MEMBERS ABSENT: None

NON-VOTING ATTENDEES: IP- Mary Sonnenberg, Michael Yeager, Michelle Downey, Marie Lilly

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 & Tenant Committee was held on Monday, February 19, 2024 beginning at 11:31 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. November 13, 2023*	<p>The November 13, 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 November 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* Wellness Clinical Services, LLC	<p>Mike Yeager reviewed information about Wellness Clinical Services, they are located in Suite 320 and have been at the center for approximately one year now and was interested on staying in the center. She according to records was behind in January and did pay late without the late fee. Issues were attributet to others handling rent payments. Was late in February also again with late fees. Haja made a motion to allow her the chance to make up rent during February and return for April agenda for approval . Joe Deaton 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>	Motion Carried	Defer to March F&T Meeting



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IV. Conference Room Policy and Rates*	Previous policy and rates were sent out for review and to make needed changes as needed. Examples of meetings and gatherings were stated. The question remains should we reexam the uses of the rooms and the rates charged for use. Points for consideration: RC 1 rooms for smart start approved use. RC 2 rooms for non-smart start events. Question of use for birthday parties, baby showers, holiday parties and private events. All events should have ample security deposit covering carpet cleaning/damage. Deposits should be non-refundable. Rates should include overhead costs such as cleaning, security, additional utilities. Haja Jallow-Konrat made a motion for staff to rewrite with suggested language and come back to March meeting for recommendation. Joe Deaton 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 oppositions. The motion carried.	Motion Carried	Defer to March F&T Meeting
V. Family Resource Center- beginning April 1, 2024			
VI. Lease Language*			
VII. Rent Update*	Mike presented the information about Delmar Counseling, and its continued problem of late rent payments. Lease will be up for renewal in June, 2024 with review in April 2024 meeting. Mike also presented that two other tenants are in the arrears by at least two months. They are Knight Consulting and Kingdom Financial. Both have been sent Termination Notices.	Information Only	None
VIII. Space Availability Report *		Information Only	None
IX. Space Availability Report	Mike presented the latest report and explained any changes	Information Only	None
X. Window Infrastructure Progress	Mike presented information about leaks found during the final walkthrough and the contractor is currently working to resolve them, and about current leak that has shown up since the last walkthrough. Since tower 2 sustained vehicle damage prior to completing it, we are working on a plan of action and how the permit process will go moving forward during that repair. Mary presented that we have been given the go ahead to proceed with repairs to Tower 2 vehicle damage and partial funds are available.	Information Only	None



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XI.	Information A. Next Scheduled Meeting	The next scheduled meeting is on Monday, April 18, 2024, from 11:30 a.m. – 12:30 p.m.	None	None
XII.	Adjournment- John Bantsolas, Acting Chair	As there was no further business, Joe Deaton made a motion to adjourn the meeting. Al Bruson seconded the motion. By vote, the meeting was adjourned at 12:30 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