

Facility & Tenant Committee

Meeting Agenda

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

Monday, April 15, 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 –March 18, 2024***
- III. Lease Approvals- Renewal***
 - A. Children’s Home Society Of NC- 6/30/24
 - B. Clean World USA 6/30/24
 - C. Healing Hearts and Minds Counseling- 6/30/24
 - D. Hunnicutt Corporation- 6/30/24
 - E. Outward Solutions- 6/30/24
- IV. Lease Language***
 - A. Documents Sent
- V. Committee Calendar and Commitment**
 - A. Calendar sent
- VI. Rent Update ^Δ**
- VII. Space availability report ^Δ**
- VIII. Window Infrastructure Progress ^Δ**
- IX. Information**
 - A. Next scheduled meeting Monday May 20, 2024 from 11:30am – 12:30pm.
- X. Adjournment – Ebone Williams, Chair**
 - * Needs Action ^Δ Information Only ! Possible Conflict of Interest (Recusals)
 - ^e Electronic Copy (Hard copies are available upon request)

MEMBERS PRESENT: V- Al Brunson, V- Haja Jallow-Konrat, V-Ebone Williams. IP- John Bantsolas, IP-Joe Deaton					
MEMBERS ABSENT: None					
NON-VOTING ATTENDEES: IP- Mary Sonnenberg, IP-Michael Yeager, IP-Michelle Downey, IP-Marie Lilly, IP-Dottie Adams, IP-Carolin Hardy					
IP-Attended in person, V- Attended Virtually					
AGENDA ITEM		DISCUSSION & RECOMMENDATION		ACTION	FOLLOW-UP
I.	Determination of Quorum & Call to Order – Ebone Williams- Committee Chair	The hybrid meeting of the Facility & Tenant Committee was held on Monday, March 18, 2024, beginning at 11:31 a.m. pursuant to prior written notice to each committee member. Ebone Williams, Committee Chair, determined that a quorum was present and called the meeting to order. Carolin Hardy was the Secretary for the meeting and recorded the minutes.		Called to Order	None
II.	Approval of Minutes A. February 19, 2024*	The February 19, 2024, minutes were previously distributed electronically to committee members for review. The chair asked for a motion to approve the minutes. Haja Jallow-Konrat moved to accept the Feburary committee meeting minutes as presented. Al Brunson seconded the motion. The motion carried.		Motion Carried	None
III.	Lease Approvals- Renewals* A. Wellness Clinical Services, PLLC B. Beautifully Woven Counseling and Consulting C. Full Circle Therapeutic Services, PLLC D. Gateway Communications, PLLC E. Inner Pathways, LLC	<p>A. Wellness Clinical Services, PLLC: Mike Yeager reviewed information regarding this tenant, they are located in Suite 320 and have been in the center for approximately one year and were interested in staying on as tenants. Their lease is up for renewal on 04/31/2024. Haja Jallow-Konrat made the motion to renew their lease. Al Brunson seconded the motion. There were no opposing parties. The motion carried.</p> <p>B.-E. Mike Yeager reviewed further information for the remaining, following tenants: <ul style="list-style-type: none"> • Beautifully Woven Counseling and Consulting • Full Circle Therapeutic Services, PLLC • Gateway Communications, PLLC • Inner Pathways, LLC It was discussed that there were no existing issues with the above-mentioned tenants and that a renewal would be allowed. Joe Deaton motioned to allow the renewal of the above-mentioned tenants. Haja Jallow-Konrat seconded the motion. There were no opposing parties. The motion carried.</p>		<div>Motion Carried</div> <div>Motion Carried</div>	<div>Take to Board of Directors for Approval</div> <div>Take to Board of Directors for Approval</div>

IV.	Conference Room Policy and Rates*	Staff will rewrite the policy to make minor edits and title changes within the center. After much discussion, it was determined that a flat fee would be established and charged for all outside entities, Non-Profit Organizations and another for For-Profit organizations who desire to use one of the following conference rooms: 414, Multi-Purpose, Conference Room B, and/or Charles Morris Room. Payments are to be submitted once the reservation is made. All rooms are to be returned to their original state upon completion of the reservation, for example, all tables and chairs and to be placed back in their original area if they were rearranged. John Bantsolas made a motion to Approve the Conference Room rates. Joe Deaton seconded the motion. There were no opposing parties. The motion carried.	Motion Carried	Take to Board of Directors for Approval
V.	Family Resource Center- beginning April 1, 2024 A. Hours of Operations B. Waiting Areas C. Suite 411: Configuration for Lease Options	<p>A. Hours of Operations: Mike suggested new hours of operations that would require minimal additional staffing with security and none for the day porters, the only change would be having security on site until 3:00 p.m. Those hours would be Monday through Friday from 8:00 a.m. – 9:00 p.m., Saturday from 8:00 a.m. – 3:00 p.m. and closed on Sunday.</p> <p>B. Waiting Areas: Due to overflow and better controlling the traffic for the various agencies in the center, Mike suggested reopening/establishing waiting rooms in the 200 Suite area, 300 Wing area, and 400 Wing area with the directive that all visitors will still only use the front main entrance and Kiosk to sign in and out. Joe Deaton made a motion to Approve the Hours of Operation and Waiting Areas. Al Brunson seconded the motion. There were no opposing parties. The motion carried.</p> <p>C. Suite 411: Mike made everyone aware that 4C will be moving out on 03/20/2024 and into the 300 wing. Mike made suggestions and points on how the 411 Suite could be valuable if it were marketed as both an entire suite and individual office space. Al Brunson made a motion to Approve Suite 411 - Configuration for Lease options. Joe Deaton seconded the motion. There were no opposing parties. The motion carried.</p> <p>A “Friendly Amendment” was made to add “other similar spaces”. The statement should read the 411 Suite and other similar spaces could be valuable if they are marketed as both an entire suite and individual office space. The motion was carried by Al Brunson to approve the addition of “other similar spaces.” Joe Deaton seconded the motion. There were no opposing parties. The motion carried.</p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>	<p>Take to Board of Directors for Approval</p> <p>Take to Board of Directors for Approval</p> <p>Take to Board of Directors for Approval</p>
VI.	Lease Language	It was discussed that there would be “fine-tuning” made to the lease policy, specifically the verbiage in delinquency in lease payments.	None	Defer to April F&T Meeting



<p>VII. Rent Update</p> <p>A. Knight Consulting</p> <p>B. Kingdom Financial</p>	<p>Mike presented the information regarding two tenants, Knight Counseling, LLC, Suite 150, and Kingdom Financial, Suite 332. Both tenants have been sent Termination Notices due to their continued delinquency with lease payments.</p> <p>A. Knights Consulting’s lease will not be up for renewal until 2026. They have a current termination that was to go into effect on 03/20/2024, but after extensive consideration due to communication on the tenant's behalf, their explained situation, and partial payments that have been made to-date bringing them current through February 2024, their termination has been moved to 03/31/2024, in which their lease will be further reviewed given the circumstances on that date.</p> <ul style="list-style-type: none"> Ebone asked for a motion to change the agenda to make this item to an Action Item and to vote in extending the termination date for Knights Consulting from 03/20/2024 to 03/31/2024. Joe Deaton made a motion to change the agenda and extend the termination date to 03/31/2024. Haja Jallow-Konrat seconded the motion. The motion was carried. 	Motion Carried	Take to Board of Directors for Approval
	<p>B. As for Kingdom Financial, LLC, it was discovered that they had moved out of their suite without any formal notification other than the termination date they were given. Kingdom Financial has not made a lease payment to bring themselves current, nor meet the responsibilities of their lease agreement, and have not returned keys, nor returned Key cards upon their departure.</p>	None	None
VIII. Space Availability Report	Due to time constraints, these items will be discussed in more detail in our April F&T meeting.	None	Defer to April F&T Meeting
IX. Window Infrastructure Progress	Due to time constraints, these items will be discussed in more detail in our April F&T meeting.	None	Defer to April F&T Meeting
X. Information	The next scheduled meeting is on Monday, April 15, 2024, from 11:30 a.m. to 12:30 p.m.	None	None
XI. Adjournment- Joe Deaton , Acting Chair	Due to technical issues, there was a loss of connectivity from 12:44 p.m. - 12:52 p.m. Ebone Williams, Al Brunson, and Haja Jallow-Konrat were unable to reconnect once the system connected. Haja Jallow-Konrat was able to join the meeting in person. As there was no further business, Joe Deaton made a motion to adjourn the meeting. Haja Jallow-Konrat seconded the motion. The meeting was adjourned at 1:00 p.m.	Adjourned	None



Partnership for Children of Cumberland County, Inc. (PFC)
Hybrid Facility & Tenant Committee Meeting Minutes
March 18, 2024 (11:31am – 1:00 pm)
Be the Driving Force



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