

Facility & Tenant Committee

Meeting Agenda

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

Monday, May 20, 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 –April 15, 2024***
- III. Lease Approvals- Renewal***
 - A. Brown Therapeutic Solutions- 7/31/2024
 - B. Carolina Collaborative Community Care- 7/31/24
 - C. Delmar Counseling- 6/30/24
- IV. Lease Language***
 - A. Documents Sent
- V. Rent Update ^Δ**
- VI. Space availability report ^Δ**
- VII. Window Infrastructure Progress ^Δ**
- VIII. Information**
 - A. Next scheduled meeting Monday June 17, 2024 from 11:30am – 12:30pm.
- 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
April 15, 2024 (11:31am – 12:42 pm)
Be the Driving Force



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-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	<p>The hybrid meeting of the Facility & Tenant Committee was held on Monday, April 15, 2024, beginning at 11:31 a.m. pursuant to prior written notice to each committee member.</p> <p>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.</p>	Called to Order	None
II. Approval of Minutes A. March 18, 2024*	<p>The March 18, 2024, minutes were previously distributed electronically to committee members for review. The chair asked for a motion to approve the minutes. Al Brunson moved to accept the March committee meeting minutes as presented. John Bantsolas seconded the motion. The motion carried.</p>	Motion Carried	None
III. Lease Approvals- Renewals* A. Children's Home Society of NC- 06/30/24 B. Clean World USA- 06/30/24 C. Healing Hearts and Minds Counseling- 06/30/24 D. Hunnicutt Corporation- 06/30/24 E. Outward Solutions- 06/30/24	<p>A. Children's Home Society of NC- Upon reaching out to the tenants, tenants stated that they were interested in staying and renewing their lease.</p> <p>B. Clean World USA- Upon reaching out to the tenants, the tenants stated that they were interested in staying and renewing their lease, but would like to negotiate a lower lease rate. Mike Yeager stated that a lower lease rate would perhaps not be possible and no other discussion was had.</p> <p>C. Healing Hearts and Minds Counseling- Tenants are interested in staying and renewing their lease. However, Mrs. Latina Edmonds is requesting to sublease one of her offices to Mrs. Bianca Thomas, a former employee. Mrs. Thomas has been a tenant, alongside Mrs. Edmonds and has recently obtained her licensure and opened up her own business, Bee Mindful Counseling. Once approved, Bee Mindful Counseling will be listed on the building directory for ease of access.</p> <p>D.- E. Hunnicutt Corporation & Outward Solutions- Upon reaching out to the tenants, the tenants stated that they were interested in staying and renewing their lease.</p>		



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	It was discussed that there were no existing issues with the above-mentioned tenants and that renewal and sublease would be allowed for Healing Hearts and Minds Counseling. Joe Deaton motioned to allow the renewal of the above-mentioned tenants. John Bantsolas seconded the motion. There were no opposing parties. The motion carried.	Motion Carried	Take to Board of Directors for Approval
IV. Lease Language* A. Documents Sent	<p>A. Documents Sent- Changes are still being made to improve formatting and language used in the Lease Agreement, to specifically include sections 3c. Security Deposit, 8. Financial Statements, 9. Common Area, 14. Janitorial Services for Common Areas, 18. Insurance Obtained by Lessee, 23. Criminal Background Checks, 27. Signs, and 34. Default.</p> <p>Due to the array of topics being addressed and reviewed a motion was made to move this item from an action item to a discussion item. Al Brunson made a motion to move the item from an action item to a discussion item. John Bantsolas seconded the motion. There were no opposing parties. The motion carried.</p>	Motion Carried	Defer to May F & T Meeting
V. Committee Calendar and Commitment A. Calendar Sent	Calendar Sent- The calendar was emailed out to all designated parties, as required.	None	None
VI. Rent Update ^Δ	Mr. Mike Yeager and Michelle Downey have made multiple attempts to reach out to Wellness Clinical Services, PLLC. regarding their lease offer and late rent and no response has been received as of 04/15/2024.	None	None
VII. Space Availability Report ^Δ	As of 04/24/2024, Suite 411 is available however, there is an existing tenant who has shown interest in some of the office space located within that suite. 2315 is also available, but it is taking occupancy as of May 1 st , 2024 by an existing tenant.	None	None
VIII. Window Infrastructure Progress ^Δ	Mike Yeager stated that we are still awaiting movement from the bonding company due to being served with a notice due to nonpayment on the contractor's behalf. PFC is hoping to get it resolved and to be able to continue working with the existing contractor to complete the existing repairs on the affected area of the building to keep the warranty.	None	None
IX. Information	The next scheduled meeting is on Monday, May 20, 2024, from 11:30 a.m. to 12:30 p.m.	None	None
X. Adjournment- Ebone Williams, Chair	As there was no further business, Joe Deaton made a motion to adjourn the meeting. John Bantsolas seconded the motion. The meeting was adjourned at 12:44 p.m.	Adjourned	None



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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