

Facility & Tenant Committee

Meeting Agenda- REVISED

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

Monday, June 17, 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 –May 20, 2024***
- III. Lease Approvals- Renewal***
 - A. Kelly Counseling Center- 8/31/24 since 9/2022
 - B. Legacy Counseling & Consulting- 8/31//24 since 9/2013
 - C. Step By Step Counseling & Consulting- 8/31/24 since 9/2021
 - D. Soothing Minds, PLLC- 10/24/24 since 11/2016
- IV. Rent Update ^Δ**
- V. Space availability report ^Δ**
- VI. Window Infrastructure Progress ^Δ**
- VII. M Yeager- extended absence ^Δ**
- VIII. Information**
 - A. Next scheduled meeting Monday July 15, 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
May 20, 2024 (11:36am – 12:01 pm)
Be the Driving Force



MEMBERS PRESENT: V- Al Brunson, V- Haja Jallow-Konrat, IP-Joe Deaton

MEMBERS ABSENT: John Bantsolas, Ebone Williams

NON-VOTING ATTENDEES: IP-Michael Yeager, IP- Mary Sonnenberg, IP-Michelle Downey, 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 – Joe Deaton – Acting Committee Chair	The hybrid meeting of the Facility & Tenant Committee was held on Monday, May 20, 2024, beginning at 11:36 a.m. pursuant to prior written notice to each committee member. Joe Deaton, Acting 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. April 15, 2024*	The April 15, 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 April committee meeting minutes as presented. Al Brunson seconded the motion. The motion carried.	Motion Carried	None
III. Lease Approvals- Renewals* A. Brown Therapeutic Solutions- 07/31/24 B. Carolina Collaborative Community Care- 07/31/24 C. Delmar Counseling- 06/30/24	A. Brown Therapeutic Solutions B. Carolina Collaborative Community Care C. Delmar Counseling It was discussed that there were no existing issues with the above-mentioned tenants and that renewal would be approved. Al Brunson motioned to allow the renewal of the above-mentioned tenants. Haja Jallow-Konrat seconded the motion. There were no opposing parties. The motion carried.	Motion Carried	Take to Board of Directors for Approval
Lease Language* A. Documents Sent	A. Documents Sent- Changes were made to section numbered 5. Janitorial Services, to give the lessee the option to decline janitorial services, if desired; 23. Criminal Background Checks, to add a specific time period of no less than 7 years, no older than 60 days, to be updated every 3 years and to reserve the right to the lessor to request the proof of documentation of compliance; 34. Default, to define the lease terms for those leases of one or three years and that if lessee incurs a Notice of Termination more than once in any lease term, the lessor will terminate his/her agreement with 30 day notice to the lessee. Al Brunson made a motion to move the item from an action item to a discussion item. Haja Jallow-Konrat seconded the motion. There were no opposing parties. The motion carried.	Motion Carried	Take to Board of Directors for Approval



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V. Rent Update ^Δ	Mr. Mike Yeager and Michelle Downey confirmed that all tenants are up to date on their leases.	None	None
VI. Space Availability Report ^Δ	As of 05/20/2024, Suite 411 is available and it is anticipated to have Suite 145 available to lease by the end of June 2024.	None	None
VII. Window Infrastructure Progress ^Δ	Mrs. Mary Sonnenberg stated that a follow-up letter was sent to the bonding company in order to receive feedback on the existing holding pattern of Phase II and the present situation. A request for another estimate has also been sent out in order to receive a quote for repairs on the damage done to the exterior of the building, which has not been received as of yet. PFC has also reached out and maintained contact with Mr. Steve Fleming, Certified Building Envelope Engineer, and we are hoping to move forward to the design and phase III renovations, to complete the existing repairs and the affected area of the building.	None	None
VIII. Information	The next scheduled meeting is on Monday, June 17, 2024, from 11:30 a.m. to 12:30 p.m.	None	None
IX. Adjournment- Joe Deaton – Acting Committee Chair	As there was no further business, Joe Deaton made a motion to adjourn the meeting. Al Brunson seconded the motion. The meeting was adjourned at 12:01 p.m.	None	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