

Facility & Tenant Committee

Meeting Agenda- REVISED

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

Monday, September 16, 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 – June 17, 2024***
- III. Review of By-Laws, Section 10 Facilities & Tenants Committee***
- IV. Lease Updates – Three Year Lease Updates^Δ**
 - A. Caring Hearts – renews 12/1, expires 11/30/2026
 - B. Boys & Girls Homes – renews 12/1, expires 11/30/2026
 - C. Knight Consulting – renews 1/1, expires 12/31/2026
 - D. Pinnacle – renews 11/30, expires 11/30/2025
- V. Rent Update ^Δ**
 - A. Wellness Clinical Services
 - B. All other tenants up to date in payments
- VI. Space availability report ^Δ**
 - A. Updates on availability
 - B. Strategies for rentals
- VII. Window Infrastructure Progress ^Δ**
 - A. Phase 2
 - B. Phase 3
- VIII. Mike Yeager – extended absence update ^Δ**
- IX. Information**
 - A. Next scheduled meeting Monday, October 21, 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)



Partnership for Children of Cumberland County, Inc. (PFC)
Hybrid Facility & Tenant Committee Meeting Minutes
June 17, 2024 (11:34am – 11:54 pm)
Be the Driving Force



MEMBERS PRESENT: V- Al Brunson, V- Ebone Williams, IP-Joe Deaton, IP-John Bantsolas
MEMBERS ABSENT: Haja Jallow-Konrat
NON-VOTING ATTENDEES: IP-Michael Yeager, IP- Mary Sonnenberg, IP-Michelle Downey, IP-Dottie Adams, IP- Marie Lilly, IP- Karen Staab, IP-Carolin Hardy
IP-Attended in person, V- Attended Virtually

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order – John Bantsolas – Acting Committee Chair	The hybrid meeting of the Facility & Tenant Committee was held on Monday, June 17, 2024, beginning at 11:34 a.m. pursuant to prior written notice to each committee member. John Bantsolas, 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. May 20, 2024*	The May 20, 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 May committee meeting minutes as presented. Joe Deaton seconded the motion. The motion carried.	Motion Carried	None
III. Lease Approvals- Renewals* A. Kelly Counseling Center- 08/31/24 since 09/2022 B. Legacy Counseling & Consulting- 08/31/24 since 09/2013 C. Step by Step Counseling- 08/31/24 since 09/2021 D. Soothing Minds, PLLC- 10/24/24 since 11/2016	A. Kelly Counseling Center B. Legacy Counseling & Consulting C. Step by Step Counseling D. Soothing Minds, PLLC 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. Joe Deaton seconded the motion. There were no opposing parties. The motion carried.	Motion Carried	Take to Board of Directors for Approval
IV. Rent Update [^]	Mr. Mike Yeager and Michelle Downey confirmed that all tenants are up to date on their leases for the exception of Wellness Clinical Services. A late notice was issued to Wellness Clinical Services on 06/10/2024. Tenant has made two attempts to make their electronic payment, but have been unsuccessful in submitting them. An email was sent out to the tenant to make them aware of the unsuccessful payment attempts. Michelle stated that contact has also been made to Children’s Home Society regarding their upcoming lease renewal. Children’s Home Society was interested in negotiating the 10% lease increase, but were denied. They stated that they will notify us by 06/24/2024.	None	None



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V. Space Availability Report ^Δ	As of 06/17/2024, Suite 411 (1686 sq. feet) is available and it is anticipated to have Suite 145 (950 sq. feet) available to lease once items have been moved out.	None	None
VI. Window Infrastructure Progress ^Δ	Mary Sonnenberg stated that PFC is working with the bonding company in order to get Rice Glass paid. Currently no repairs or modifications are being made to the building at this time. Mrs. Sonnenberg contacted the bonding company and it was said that a check for \$14,000 was being paid toward the \$109,000 lien, but that their CFO couldn't find their receipts. Mr. Steve Fleming has also been contacted to initiate an engagement letter in order to begin Phase III design. A certified letter was received on 06/17/2024 to notify us that Rice Glass has entered a Civil Action to take legal action.	None	None
VII. M. Yeager- Extended absence ^Δ	Mike Yeager is scheduled for a procedure on July 12, 2024. It is anticipated that he will on leave for approximately 12 weeks and tentatively return to work the first part of October 2024. Mike Yeager is currently working on incorporating various staff members to fill certain job duties as it will be required in his absence. More information will come once all the arrangements have been made final.	None	None
VIII. Information	The next scheduled meeting is on Monday, July 15, 2024, from 11:30 a.m. to 12:30 p.m. Mike Yeager stated that due to the current lease dates and statuses, that we're in good standing through March 2025 and that there may not be a necessity to meet in July 2024, unless there is a new lease to review. Mr. Al Brunson made attendees aware that he will be out of town for the month of July and possibly through September 2024 due to personal obligations. Mrs. Ebone Williams also stated that she will be out of the country in July 2024.	None	None
IX. Adjournment- John Bantsolas – Acting Committee Chair	As there was no further business, Al Brunson made a motion to adjourn the meeting. Joe Deaton seconded the motion, along with Ebone Williams. The meeting was adjourned at 11:54 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

Section 10. Facility & Tenant Committee: The Facility & Tenant Committee is chaired by a Board director. At a minimum the Facility & Tenant Committee should consist of four members, representing expertise in: tenant relations, facilities maintenance and lease negotiations. Membership should include Board and non-Board participants. The Facility & Tenant Committee will meet at least quarterly or as called by the chair and works with the President in carrying out its responsibilities as directed in these bylaws. The purpose and functions of this Committee are:

- (1) To review the exempt function activities performed by current and proposed tenants of the Corporation's office building for suitability and approval of such tenants by the Board;
- (2) To present formal findings to the Board that any current or proposed tenant has as its proper exempt functions purposes which are complementary or similar to those of the Corporation;
- (3) That such current or proposed tenant is suitable for consideration by the Board to become a tenant of the Corporation;
- (4) To make such recommendations to the Board regarding current, potential, and proposed tenants, leases, and leaseholds in the office building(s) owned by the Corporation as such Committee may deem necessary or appropriate;
- (5) To review the purposes and activities of such tenants for continued suitability and compatibility with the activities and purposes of the Corporation, as it may find necessary or appropriate from time to time; and
- (6) To engage in activities incidental to the foregoing.

Such Committee shall also generally review the use and utilization of the Corporation's property, plant, equipment, facilities, and assets for compliance with the Corporation's exempt functions and purposes, as set forth herein and in the Corporation's Articles of Incorporation.