

Facility & Tenant Committee

Meeting Agenda- REVISED

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

Monday, October 21, 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 – September 16, 2024***
- III. New Lease Approvals***
 - A. Brittany Wharton, DBA Rebirth: Heart and Mind
 - B. Evolve Therapy & Wellness, PLLC
- IV. Rent Update ^Δ**
 - A. Wellness Clinical Services
- V. Space availability report ^Δ**
 - A. Updates on availability
 - B. Strategies for rentals – Sign has been placed outside about rental space available
- VI. Mike Yeager – extended absence update ^Δ**
- VII. Information**
 - A. Next scheduled meeting Monday, November 18, 2024 from 11:30am – 12:30pm.
- VIII. 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
September 16, 2024 (11:30am – 12:00 pm)
Be the Driving Force



MEMBERS PRESENT: V- Ebone Williams, V- Haja Jallow-Konrat, IP-Joe Deaton, IP-John Bantsolas
MEMBERS ABSENT: Al Brunson, Mike Yeager, Marie Lilly, Dottie Adams, Karen Staab
NON-VOTING ATTENDEES: IP- Mary Sonnenberg, IP-Michelle Downey, IP-Jeremy Julch, IP-Belinda Gainey, 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, September 16, 2024, beginning at 11:30 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. June 17, 2024*	The June 17, 2024, 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 June committee meeting minutes as presented. John Bantsolas seconded the motion. The motion carried.	Motion Carried	None
III. Review of Bylaws, Section 10 Facilities & Tenants Committee*	Mary Sonnenberg reported that the committee is conducting a full review of the Bylaws as part of our quarterly meetings, which cover maintenance, the facility overall, and leases. She sought recommendations from each committee member to determine if any changes to the Bylaws are necessary. If no changes were needed, the recommendation was to leave the Bylaws as they are. Joe Deaton moved to recommend that no changes be made to the Bylaws at this time, and John Bantsolas seconded the motion. The motion carried.	Motion Carried	None
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. Knights Consulting- renews 1/1, expires 12/31/2026 D. Pinnacle- renews 11/30, expires 11/30/2025	<p>A. Caring Hearts B. Boys & Girls Homes C. Knights Consulting D. Pinnacle</p> <p>Michelle Downey reported that all tenants are in good standing, with only minor rent increases. She also noted that Soothing Minds is up for renewal on October 31, 2024, and while we have not yet received a response regarding their status, she will continue to follow up.</p>	None	None



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<p>V. Rent Update^Δ</p> <p>A. Wellness Clinical Services</p> <p>B. All other tenants up to date in payments</p> <p>C. Potential Leases*</p>	<p>A. Wellness Clinical Services- Michelle Downey reported that as of 09/16/2024, Wellness Clinical Services has an unpaid lease. This marks the seventh instance during their lease period of late payment, leading to accrued late fees. Despite this, they have consistently paid the late fees, which amount to 10% of their lease premium, and have always made payments within the end-of-month grace period.</p> <p>B. All other tenants up to date in payments</p> <p>Motion added to update agenda to add section “C. Potential Leases” to the agenda. John Bantsolas moved to accept the additions to the agenda. Joe Deaton seconded the motion. The motion carried.</p> <p>C. Potential Leases- Michelle Downey reported that two prospective tenants have visited the building space. One was deemed unsuitable due to the lack of requested amenities, such as furnishings and other amenities. We are currently awaiting completed documentation from the second prospective tenant, who is seeking approximately 100 square feet, to proceed with their application. Mrs. Sonnenberg is exploring various marketing strategies for the available office space, including social media marketing, yard signs, engaging a commercial broker, and leveraging word of mouth.</p>	<p>Motion Carried</p>	<p>None</p>
<p>VI. Space Availability Report^Δ</p>	<p>As of 9/16/2024, Suite 411 is available, and it is anticipated to have Suite 145 available to lease once items have been moved out.</p>	<p>None</p>	<p>None</p>
<p>VII. Window Infrastructure Progress^Δ</p> <p>A. Phase 2</p> <p>B. Phase 3</p>	<p>A. Phase 2- Presented by Mrs. Sonnenberg-We are getting quotes and bids for repair to finish Phase 2. Tentative hopes to have it done by Christmas by a local company that did not bid on Phase 2.</p> <p>B. Phase 3- Includes Additional Curtain walls and CDBG funding totaling \$250K, with approximately under \$50K allocated for Steve Fleming's design for Phase 3. We also have a low-interest construction loan that is expected to change next year. It is anticipated that construction for Phase 3 could commence by March 2025, ensuring we retain the CDBG funding and complete the most critical renovations. Additionally, there is a slight chance of securing further funding from the Cannon Foundation, though this is not guaranteed. The current focus is on completing Phase 2 and obtaining the necessary permits.</p>	<p>None</p>	<p>None</p>
<p>VIII. M. Yeager- Extended absence update^Δ</p>	<p>Mike Yeager is still on Medical Leave and hope to have him back soon. We will have more information on his return in the weeks to follow.</p>		
<p>IX. Information</p>		<p>None</p>	<p>None</p>



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A. Next scheduled meeting Monday October 21, 2024 from 11:30 a.m. - 12:30 p.m.			
X. Adjournment- Ebone Williams – Committee Chair	As there was no further business to discuss, John Bantsolas made a motion to adjourn the meeting. Joe Deaton seconded the motion, along with Ebone Williams. The meeting was adjourned at 12:00 p.m.	Motion Carried	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