

Facility & Tenant Committee

Meeting Agenda- REVISED

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

Monday, December 9, 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 – October 21, 2024***
- III. New Lease Approvals***
 - A. T L Hester Counseling
- IV. January F&T Meeting***
 - A. Scheduled for 1/20/2025- Holiday- Meet Monday, 1/13/2025 or Tuesday 1/21/2024
- V. Space availability report ^Δ**
- VI. Information**
 - A. Next scheduled meeting: Monday, January 13 -or- Tuesday January 21 from 11:30am – 12:30pm.
- VII. 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
October 21, 2024 (11:33 a.m. – 11:49 a.m.)
Be the Driving Force



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

MEMBERS ABSENT: Ebone Williams, John Bantsolas

NON-VOTING ATTENDEES: IP- Mary Sonnenberg, IP-Michelle Downey, IP-Marie Lilly, IP-Dottie Adams, IP- Karen Staab IP-Jeremy Julch, 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	<p>The hybrid meeting of the Facility & Tenant Committee was held on Monday, October 21, 2024, beginning at 11:33 a.m. pursuant to prior written notice to each committee member.</p> <p>Joe Deaton, Acting Committee Chair, as of 11:33 a.m. quorum had not been met and therefore discussion items began and were led by Mary Sonnenberg. Carolin Hardy was the Secretary for the meeting and recorded the minutes.</p> <p>At 11:45 a.m. quorum was determined as Al Brunson had joined the meeting. The two action items were then reviewed and voted on.</p>	Called to Order	None
II. Approval of Minutes A. September 16, 2024*	<p>The September 16, 2024, minutes were previously distributed electronically to committee members for review. The chair asked for a motion to approve the minutes with corrected minutes to read “MEMBERS ABSENT: Al Brunson” only, omitting the other names. Haja Jallow-Konrat moved to accept the corrected meeting minutes. Al Brunson seconded the motion. The motion carried.</p>	Motion Carried	None
III. New Lease Approvals* A. Brittany Wharton, DBA Rebirth: Heart and Mind B. Evolve Therapy & Wellness, PLLC	<p>A. Brittany Wharton, DBA Rebirth: Heart and Mind-Prospect is a LCSW who is interested in a move in date of 11/01/2024 into one of the office spaces in Suite 411.</p> <p>B. Evolve Therapy & Wellness, PLLC: The counseling agency has expressed interest in moving into one of the office spaces in Suite 145 on 12/01/2024.</p> <p>Haja Jallow-Konrat moved to accept the New Lease Approvals. Al Brunson seconded the motion. The motion carried.</p>	Motion Carried	Take to Board of Directors for Approval
IV. Rent Updates ^A A. Wellness Clinical Services	<p>A. Wellness Clinical Services: Per Mrs. Sonnenberg reported that the tenant has been consistently paying their lease late and incurring late fees, which they have paid. Mrs. Sonnenberg requested that Ms. Downey reach out to the tenant to see if a better arrangement could be made in order to avoid the repeated fees, it was determined that moving forward an ACH will be set up to pay all future lease dues. Ms. Downey stated that the tenant is generally a good tenant and has not caused any other concerns other than the late payments.</p>	None	None



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V. Space Availability Report ^Δ A. Updates on availability B. Strategies for rental- Sign has been placed outside about rental space available	A. Updates on availability: Various office spaces available with Suites 411 and 145 with tentative appointments for showings pending per Ms. Michelle Downey. Some inquiries have been received regarding specific requirements, including the need for office spaces that feature both a conference room and a kitchenette within the same unit, unfortunately that is not an availability we have at this time due to the ongoing repairs and construction in Suite 130. Once the repairs for Suite 130 have a tentative completion date, a follow up can be scheduled with the interested parties regarding their needs and inform them of the current availability that may met their needs. Mrs. Sonnenberg has indicated that there are currently no updates regarding repairs or construction. She will provide updates as soon as they become available. B. Strategies for rental- Signs has been placed outside the facility in street view about rental space available which have led to some leads. Ms. Michelle Downey and Jeremy Julch are working jointly to reach out to those leads. Postings regarding the availabilities have been made on LinkedIn, as well.	None	None
VI. M. Yeager- Extended absence update ^Δ	Mike Yeager is currently on extended medical leave as he continues his recovery. While he has been able to be more mobile and engage in some activities, he experiences tenderness and swelling in his foot afterward. He is taking this additional time off to ensure a proper and complete healing process.		
IX. Information A. Next scheduled meeting Monday, November 18, 2024 from 11:30 a.m. - 12:30 p.m.		None	None
X. Adjournment- Joe Deaton – Acting Committee Chair	As there was no further business to discuss, Haja Jallow-Konrat made a motion to adjourn the meeting. Al Brunson seconded the motion, along with Joe Deaton. The meeting was adjourned at 11:49 a.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

Family Resource Center
Space Availability Report

August 2023

Room #	Suite	Square feet	Notes:
2406, 2407, 2408, 2409, 2411, 2412, 2413, 2414, 2415	411	1533	2410 is leased- 1686 -153sf
1142, 1143, 1144, 1145, 1146, 1147, 1148	145	950	

RENT RATES	eff 1/1/2021	11/1/2023	Occupancy Rate: 90.9%
Non Profit LM	\$18.50	\$20.35	Non Profit incl PFC :59.3%
For Profit Over 300 SF	\$19.50	\$21.45	For Profit: 31.6%
For Profit Under 300 SF	\$23.50	\$25.85	Un-Occupied: 9.1%
Deposit= 2 months rent	Renewal= 5% or 3%	Renewals 10% or 7%	