

**Facility & Tenant Committee
Meeting Agenda- REVISED**

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

Monday, March 17, 2025

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: December 9, 2024***
- III. Lease Approvals and Renewals***
 - A. Applicants
 - B. Beautifully Woven Counseling and Consulting Services, Suite 311: ends 5/31/2025
 - C. Full Circle Therapeutic Services, PLLC, Suite 406: ends 5/31/2025 (Y)
 - D. Clean World USA, LLC- Suite 416,417: ends 6/30/2025 (Y)
 - E. Delmar Counseling Services- Suite 350: ends 6/30/2025
 - F. Healing Hearts and Minds Counseling, PLLC & Sub-lease Bee Mindful Counseling, PLLC- Suite 408: ends 6/30/2025 (Y)
 - G. Outward Solutions, PLLC- Suite 418: ends 6/30/2025 (Y)
- IV. Lease Document Language***
 - A. Should tenants be allowed to enter building when it is closed for safety/weather reasons?
- V. Fees for insufficient funds on rents ^Δ**
 - A. Staff is recommending a \$25.00 fee for any insufficient funds charge: M. Lilly to lead this discussion
- VI. Space availability report ^Δ**
 - A. Children's Home Society Terminating on 6/30/2025
- VII. Sustainability report**
- VIII. Information**
 - A. Next scheduled meeting: Monday, April 21, 2025 from 11:30am – 12:30pm.- Employee Mental Health Day- Meeting May cancel?
- 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
December 9, 2024 (11:33 a.m. – 11:45 a.m.)
Be the Driving Force



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

MEMBERS ABSENT: Ebone Williams

NON-VOTING ATTENDEES: IP-Michelle Downey, IP-Kesia Wilson, IP-Mike Yeager, 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	<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>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.</p>	Called to Order	None
II. Approval of Minutes A. October 21, 2024*	<p>The October 21, 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 October committee meeting minutes as presented. Haja Jallow-Konrat moved to accept the meeting minutes as is. Al Brunson seconded the motion. The motion carried.</p>	Motion Carried	None
III. New Lease Approvals* A. T.L. Hester Counseling	<p>A. T.L. Hester Counseling: All required application documentation has been received for T.L. Hester Counseling. The applicant is a solo outpatient Mental Health Counselor seeking a single office space in Suite 411. Currently based in Fayetteville, the practice serves a virtual client base but is transitioning to an in-person patient base.</p> <p>Al Brunson moved to accept the New Lease Approval. Haja Jallow-Konrat seconded the motion. The motion carried.</p>	Motion Carried	Take to Board of Directors for Approval
IV. January F&T Meeting* A. Scheduled for 1/20/2025- Holiday- Meet Monday- 1/13/2025 or Tuesday, 01/21/2025	<p>A. Scheduled for 1/20/2025- Holiday- Meet Monday, 1/13/2025 or Tuesday, 1/21/2025. The Facility & Tenant meeting originally scheduled for Monday, January 20, 2025, was rescheduled due to the holiday. After reviewing everyone's availability, the meeting will now be held on Tuesday, January 21, 2025.</p> <p>Joe Deaton moved to accept the new Facility & Tenant meeting date. Al Brunson seconded the motion. The motion carried.</p>	Motion Carried	None



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V. Space Availability Report ^Δ	Various office spaces are still available within Suites 411 and 145. Suite 411 has welcomed one tenant, with efforts ongoing to fill remaining spaces. Working with MyRover-Reese Fellowship Home to clear items from Suite 145 to expedite its readiness for lease. Focused on filling Suite 411 available office spaces before offering potential tenants Suite 145. In Suite 130, significant progress has been made, including the window replacement and carpet installation last week. While the baseboards are on backorder, they are expected to arrive this week. Once installed, the final Certificate of Occupancy (CO) inspection will be scheduled, enabling the suite to be marketed to potential lessees hopefully by early next year.	None	None
VI. Information A. Next scheduled meeting on Tuesday, January 21, 2025 from 11:30 a.m. - 12:30 p.m.	Mrs. Michelle Downey wanted to make everyone aware that all tenants have paid their leases on time this month.	None	None
VII. Adjournment- John Bantsolas- 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 11:45 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