

**Facility & Tenant Committee**

**Meeting Agenda- REVISED**

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

Monday, April 11, 2025

9:30 am – 11:00 am

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 – March 17, 2025\***
- III. Lease Approvals and Renewals\***
  - A. Applicants- Selfly Enterprise, PLLC- Adriana Londono
  - B. No Renewals
- IV. Space availability report <sup>Δ</sup>Unchanged**
- V. Sustainability report**
- VI. Information**
  - A. Next scheduled meeting: Monday, May 19, 2025 from 11:30am – 12:30pm
- VII. Adjournment – Ebone Williams, Chair**

\* Needs Action    <sup>Δ</sup>Information Only    ! Possible Conflict of Interest (Recusals)  
<sup>€</sup> Electronic Copy (Hard copies are available upon request)



**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Hybrid Facility & Tenant Committee Meeting Minutes**  
**March 17, 2024 (11:32 a.m. – 12:17 p.m.)**  
***Be the Driving Force***



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

**MEMBERS ABSENT:** John Bantsolas

**NON-VOTING ATTENDEES:** IP-Mary Sonnenberg, IP-Kesia Wilson, IP- Karen Staab, IP- Marie Lilly, 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 – Ebone Williams, –Committee Chair	The hybrid meeting of the Facility & Tenant Committee was held on Monday, March 17, 2025, beginning at 11:32 a.m. pursuant to prior written notice to each committee member.  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.	Called to Order	None
II. Approval of Minutes A. December 9th, 2024*	The December 9th, 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 meeting minutes as is. Al Brunson seconded the motion. The motion carried.	Motion Carried	None
III. Lease Approvals and Renewals* A. Applicants: None to date B. Beautifully Woven Counseling and Consulting Services, Suite 311 C. Full Circle Therapeutic Services, PLLC, Suite 406 D. Clean World USA, LLC- Suite 416, 417 E. Delmar Counseling Services- Suite 350 F. Healing Hearts and Minds Counseling, PLLC & Sub-lease Bee Mindful Counseling, PLLC- Suite 408 G. Outward Solutions, PLLC- Suite 418	A. Applicants: None to date 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)  All of the above-mentioned tenants have expressed their interest in renewing/extending their leases. Haja Jallow-Konrat moved to accept all the above-mentioned lease renewals. Al Brunson seconded the motion. The motion has been carried upon and voted on for the lease renewals to be approved.	Motion Carried	Take to Board of Directors for Approval

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IV. Lease Document Language <sup>Δ</sup> A. Should tenants be allowed to enter building when it is closed for safety/weather reasons? B. Lease snippet, Section 24	A. Should tenants be allowed to enter building when it is closed for safety/weather reasons? B. Lease Snippet, Section 24: <ul style="list-style-type: none"> <li>This policy was previously approved but needed reinforcement and tenants to be reminded.</li> <li>Committee agreed to maintain the current language and send reminders to tenants via emails.</li> <li>Key cards will be deactivated during weather and safety closures.</li> </ul>	None	None
V. Fees for insufficient funds on rent payments <sup>Δ</sup> A. Staff is recommending a \$25.00 fee for any insufficient funds charge: M. Lilly to lead this discussion	A. Staff is recommending a \$25.00 fee for any insufficient funds charge: M. Lilly to lead this discussion. <ul style="list-style-type: none"> <li>Mrs. Lilly clarified that this is simply a reminder, not a new policy. While the fee can be applied, it is rarely charged as part of our customer service approach, which prioritizes not charging our tenants.</li> </ul>	None	None
VI. Space Availability Report <sup>Δ</sup> A. Children's Home Society Terminating Lease on 06/30/2025	A. Children's Home Society Terminating on 06/30/2025: Termination of lease was anticipated. Tenants had requested a significant rent reduction, which was denied. <ul style="list-style-type: none"> <li>Discussion of potential soundproofing needs in Suite 165/175.</li> <li>Occupancy rate is currently at 89.5%; for Non-Profit Including PFC at 57.3%; For Profit at 32.2%; Unoccupied at 10.5%.</li> <li>Various office spaces are still available within Suites 411, 166, 333 and 130.</li> <li>Interested in marketing Suite 130 as a collective suite due to the other singular suites that are available and upcoming Phase 3 construction.</li> </ul>	None	None
VII. Sustainability report	<ul style="list-style-type: none"> <li>Phase 2 has been completed.</li> <li>Discussion of Phase 3 of the window project, funded by a CDBG grant, is nearing completion, and invoices will be sent to the city for reimbursement.</li> <li>An amendment to the grant contract will be needed to extend into 2026.</li> <li>The sustainability committee will reconvene once Phase 3 is underway to discuss the long-term ownership of the building.</li> <li>Committee's initial recommendation is to keep the Smart Start Tower (100/200 wing) and potentially sell the 300/400 wing.</li> </ul>		
VIII. Information A. Next scheduled meeting on Monday, April 21, 2025 from 11:30 a.m. - 12:30 p.m.: Date falls on an Employee Mental Health Day- Meeting may cancel?	A. Next scheduled meeting on Monday, April 21, 2025 from 11:30 a.m. - 12:30 p.m.: Date falls on an Employee Mental Health Day- Meeting may cancel? <ul style="list-style-type: none"> <li>The Facility &amp; Tenant meeting originally scheduled for Monday, April 21, 2025, was rescheduled due to an Employee Mental Health Day previously scheduled. After reviewing everyone's availability, the meeting will now be held on <b>Friday, April 11, 2025 at 9:30 a.m.- 10:30 a.m.</b> and an email reminder will be sent out as soon as possible to ensure prompt notice to all parties.</li> </ul>	None	None

Date \_\_\_\_\_