

Facility & Tenant Committee

Meeting Agenda- REVISED

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

Monday, May 19, 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 – April 21, 2025***
- III. Lease Approvals and Renewals***
 - A. New Applicants -Living Well Counseling and Consulting Services, PLLC- Suite 411 Rm 2406,
 - B. Brown Therapeutic Solutions- Suite 334: ends 7/31/2025 (Y)
- IV. Space availability report ^Δ**
- V. Window Project Phase III- Update**
- VI. Information**
 - A. Next scheduled meeting: Monday, June 9, 2025 from 11:30am – 12:30pm- Due to Board meeting earlier in the month
- 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
April 11, 2025 (9:30 a.m. – 9:52 a.m.)
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-Mary Sonnenberg, IP-Kesia Wilson, IP- Karen Staab, 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 – Joe Deaton, – Acting Committee Chair	The hybrid meeting of the Facility & Tenant Committee was held on Friday, April 11, 2025, beginning at 9:30 a.m. pursuant to prior written notice to each committee member. Joe Deaton, – 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. March 17, 2025*	The March 17, 2025, 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 meeting minutes as is. John Bantsolas seconded the motion. The motion carried.	Motion Carried	None
III. Lease Approvals and Renewals* A. Applicants: Selfly Enterprise, PLLC- Adriana Londono B. No Renewals	A. Applicants: Selfly Enterprise, PLLC- Adriana Londono: Services include mental health therapy, consulting, supervision, and training. She is transitioning from home-based services to in-person client work. Proposed to occupy 112 sq. ft. in Suite 333 (vacated by Denise Green). B. No Renewals Recommendation would be to accept the applicant is fit for tenancy for Selfly Enterprise, PLLC., in care of Adriana Londono. John Bantsolas moved to accept the above-mentioned new applicant for tenancy. 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
IV. Space Availability Report ^Δ A. Unchanged	A. Unchanged <ul style="list-style-type: none"> Proposed new tenant (Selfly Enterprise, PLLC) moving into Suite 333. The tenant in Suite 411, Rebirth: Heart and Mind, PLLC, has requested additional space. Ms. Downey has completed the new lease addendum, which will take effect in June 2025 for their requested space, Office 5 in Suite 411. New space is being added to the availability report for rental, as the playroom in the 300 wing is no longer in use due to the reopening of the Learning Library. 	None	None

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V. Sustainability Report	<ul style="list-style-type: none"> The dispute involving the glass company was resolved without the organization incurring legal fees. The bonding company paid the glass company directly. Documentation confirmed the organization had already paid the contractor. A settlement agreement is being finalized to prevent future claims from the bonding company and Phase II has been officially completed. Steve Fleming accelerated the design phase to ensure timely use of the CDBG grant from the city and the design was completed and posted for RFP the following week. Steve Fleming's design fee has already been paid and invoiced to the city. A pre-bid meeting occurred with three contractors in attendance. Three complete bids are required. Bids will be opened on April 30 at the partnership's office in a public meeting format. The bid deadline was extended from two to three weeks at the request of a contractor due to the Easter holiday. Contract award is anticipated in May with construction likely to begin over the summer with a target completion is by December 31, 2025. Construction loan with First Bank has been extended until December 31 with current loan terms require payment of principal and interest at 2.75%. An additional application to the Cannon Foundation for capital funds is planned. The CDBG construction grant is for \$200,000; project bids may reach up to \$500,000. Sustainability Committee will reconvene post-Phase III to discuss long-term building ownership. Due to use of state funds, selling the entire building would require repayment of over \$2 million. Likely recommendation: retain the current half of the building to avoid repayment and potentially lease or sell the other half. Some space in the retained half is already being leased for revenue generation. Recent roof leaks were noted; repairs have been initiated and additional evaluations are underway, roof leaks are unrelated to the window project. The existing roof warranty has expired; some areas hold standing water, accelerating membrane deterioration. Roof replacement will be considered after Phase III is complete due to its significant cost and scale (43,000 sq. ft.). 		
VI. Information A. Next scheduled meeting on Monday, May 19, 2025 from 11:30 a.m. - 12:30 p.m.	A. Next scheduled meeting on Monday, May 19, 2025 from 11:30 a.m. - 12:30 p.m. <ul style="list-style-type: none"> Note: Mrs. Sonnenberg stated she would not be present at this meeting; meeting expected to proceed as there may be potential lease actions items to address. 	None	None
VII. Adjournment- Joe Deaton- Acting Committee Chair	As there was no further business to discuss, John Bantsolas made a motion to adjourn the meeting. Al Brunson seconded the motion. The meeting was adjourned at 9:52 a.m.	Motion Carried	None



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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, 2411, 2413, 2414	411	1533	2409, 2410 and 2412 is leased- 1686 -539 sf
1129, 1131, 1132, 1133, 1134, 1135	165	867	sound proof two doors pricing under way
1162, 1163, 1164, 1165, 1166, 1/2 of common	130	964.5	hold off until Phase 3 windows
2330	326	374	became available after CCR&R gave it up

RENT RATES	eff 1/1/2021	11/1/2023	Occupancy Rate: 89.2%
Non Profit LM	\$18.50	\$20.35	Non Profit incl PFC :56.6%
For Profit Over 300 SF	\$19.50	\$21.45	For Profit: 32.6%
For Profit Under 300 SF	\$23.50	\$25.85	Un-Occupied: 10.8%
Deposit= 2 months rent	Renewal= 5% or 3%	Renewals 10% or 7%	