

**Facility & Tenant Committee  
Meeting Agenda**

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

Monday, June 9, 2025

11:30 am – 12:30 pm

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 – May 19, 2025\***
- III. Lease Approvals and Renewals\***
  - A. Applicants- Myraid Vending Corporation- Keith Miller-
  - B. Kelly Counseling Center, PLLC- Suite 410- Exp 8/25- YES
  - C. Legacy Counseling & Consulting- Suite 310- Exp 8/25- YES
- IV. Space availability report <sup>Δ</sup>**
- V. Sustainability report**
- VI. Information**
  - A. Next scheduled meeting: Monday, July 14, 2025, from 11:30 am – 12:30 pm
- VII. Adjournment – Ebone Williams, Chair**
  - \* Needs Action    <sup>Δ</sup> Information Only    ! Possible Conflict of Interest (Recusals)
  - <sup>e</sup> Electronic Copy (Hard copies are available upon request)



**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Hybrid Facility & Tenant Committee Meeting Minutes**  
**May 19, 2025 (11:31 a.m. – 11:52 a.m.)**  
***Be the Driving Force***



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

**MEMBERS ABSENT:** Joe Deaton, John Bantsolas

**NON-VOTING ATTENDEES:** IP-Mary Sonnenberg, IP-Kesia Wilson, IP- Karen Staab, IP-Michelle Downey, 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	<p>The hybrid meeting of the Facility &amp; Tenant Committee was held on Monday, May 19, 2025, beginning at 11:31 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. April 11, 2025*	<p>The April 11, 2025, minutes were previously distributed electronically to committee members for review. The chair asked for a motion to approve the minutes. Haja Jallow-Konrat moved to accept the meeting minutes as is. Al Brunson seconded the motion. The motion carried.</p>	Motion Carried	None
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)	<p>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)</p> <p>Recommendation would be to accept the applicant is fit for tenancy for Living Well Counseling and Consulting Services, PLLC for Suite 411 and Brown Therapeutics Solutions lease renewal. Ebone moved for a vote of the above-mentioned new applicant for tenancy and Brown Therapeutics Solution’s lease renewal. The vote was passed unanimously, with no opposition.</p>	Motion Carried	Take to Board of Directors for Approval



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IV. Space Availability Report <sup>A</sup> A. Unchanged	A. Unchanged <ul style="list-style-type: none"><li>Proposed new tenant (Living Well Counseling and Consulting Services, PLLC) moving into Suite 411.</li><li>The newly available space, formerly used as the playroom in the 300 wing (Room 2330), has a potential nonprofit tenant expressing interest. Mr. Yeager is expected to have more information soon.</li><li>The offices in Suite 130 remain unoccupied and are currently on hold due to ongoing Phase III window renovations.</li><li>The offices in Suite 165 remain unoccupied and are currently on hold pending the completion of construction and necessary soundproofing before the suite made available for lease.</li><li>Mr. Yeager is reporting an occupancy rate of 89.2% and 10.8% of unoccupied space.</li></ul>	None	None
V. Window Project Phase III- Update	<ul style="list-style-type: none"><li>Three contractors attended the pre-bid meeting for our Phase III Window Project: H2 Contracting, LLC, Tropic Breeze A &amp; W Builders, and WX Tite, LLC.</li><li>An Intent to Award notice was signed on May 7<sup>th</sup>, 2025 and sent to Tropic Breeze A &amp; W Builders. Contractor has since applied for the appropriate permits in order to begin when the times comes. Mrs. Sonnenberg is hoping for the project to begin mid June 2025.</li><li>Ms. Downey is working on the contract and will have it ready for a signature on May 27, 2025.</li><li>Mrs. Sonnenberg stated that the bank has extended our construction loan through December with an interest of 2.7%</li><li>Lastly, Mrs. Sonnenberg notified us that Phase II window issues with Pinam have been resolved, with the bonding company's claim being closed.</li></ul>	None	None
VI. Information A. Next scheduled meeting on Monday, June 9, 2025 from 11:30 a.m. - 12:30 p.m.	A. Next scheduled meeting on Monday, June 9, 2025 from 11:30 a.m. - 12:30 p.m.-Due to Board meeting earlier in the month. Ms. Ebone will not be in attendance and there is a possibility that Mr. Brunson may not be in attendance, as well	None	None
VII. Adjournment- Ebone Williams- Committee Chair	As there was no further business to discuss and the meeting was adjourned at 11:52 a.m.	None	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:	
2407, 2408, 2411, 2413, 2414	411	1533	2406, 2409, 2410 and 2412 are leased. Suite sf 1686 -845 sf leased	
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	Interest by potential tenant- NP- still waiting

RENT RATES	eff 1/1/2021	11/1/2023	Occupancy Rate: 90.0%
Non Profit LM	\$18.50	\$20.35	Non Profit incl PFC :56.6%
For Profit Over 300 SF	\$19.50	\$21.45	For Profit: 33.4%
For Profit Under 300 SF	\$23.50	\$25.85	Un-Occupied: 10%
Deposit= 2 months rent	Renewal= 5% or 3%	Renewals 10% or 7%	