

OF CUMBERLAND COUNTY

## Facility & Tenant Committee Meeting Agenda

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

Monday, July 21, 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 Joe Deaton, Chair
- II. Approval of Minutes June 9, 2025\*
- III. Lease Approvals and Renewals\*
  - A. Applicants-
    - 1. Serenity Therapeutic Services- Darrin McNeill- Suite 412 (1022 sf)
  - B. Renewals- None
- IV. Space availability report <sup>a</sup>
- V. Sustainability report <sup>A</sup>
  - A. Meeting scheduled for August 12, 2025 at 11:00 am
- VI. Phase III Construction- Update <sup>A</sup>
- VII. Information
  - A. Next scheduled meeting: Monday, August 18, 2025, from 11:30 am 12:30 pm
- VIII. Adjournment Joe Deaton, Chair

  - <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 June 9, 2025 (11:38 a.m. – 11:50 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-Mary Sonnenberg, IP-Marie Lilly, 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 – John Bantsolas, –Acting Committee Chair	The hybrid meeting of the Facility & Tenant Committee was held on Monday, June 9, 2025, beginning at 11:38 a.m. pursuant to prior written notice to each committee member.  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. Upon calling the meeting to order, Mr. Yeager revised the agenda. The revisions were as follows:  • Line item <i>IV</i> . Space availability report changed to <i>Rent Report</i> .  • Line item <i>V</i> . Sustainability report changed to <i>Construction Update</i> • Line item <i>VI</i> . Date changed from July 14,2025 to <i>July 21, 2025</i>	Called to Order	None	
II.	Approval of Minutes  A. May 19, 2025*	The May 19, 2025, 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. Haja Jallow-Konrat seconded the motion. The motion carried.	Motion Carried	None	
III.	Lease Approvals and Renewals*  A. New 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	A. New Applicants: Myraid Vending Corporation-Keith Miller: Owner of a vending machine company who is interested in moving in as soon as possible. He is seeking to rent out two small storage areas within Suite 411.  Recommendation would be to deny the application due to the concerns about insects and potential disruptions to the other tenants in the neighboring suites, as the space was previously used for single offices. Haja Jallow moved for a vote to deny Myriad as a new tenant. Joe Deaton seconded the motion. The motion carried.  B. Kelly Counseling Center, PLLC: Suite 410 - Exp 8/25-YES	Motion Carried	Take to Board of Directors for Approval	
		C. Legacy Counseling & Consulting: Suite 310 - Exp 8/25-YES  Recommendation would be to accept the lease renewals for Kelly Counseling and Legacy Counseling and Consulting. Joe Deaton moved for a vote. Haja Jallow-Konrat seconded the motion. The motion carried.	Motion Carried	Take to Board of Directors for Approval	



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Date

IV. Rent Report <sup>△</sup> A. Unchanged	<ul> <li>A. Unchanged</li> <li>Mike Yeager is expected to follow up with the potential tenant interested in Suite 2330 (the "glass room") for a complete application for July's meeting.</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 reports a 90% occupancy rate, with 10% of the space currently unoccupied. Of the occupied space, 56.6% is utilized by nonprofit organizations and 33.4% by for-profit organization.</li> </ul>	None	None
V. Construction Update $^{\Delta}$	<ul> <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 sent to Tropic Breeze A &amp; W Builders. Contractor has since applied and been approved for the appropriate permits in order to begin when the times comes.</li> <li>We will be contracting with the Stogner Architecture, PA to conduct a review of the Davis-Bacon requirements for the Phase III construction project.</li> <li>Approximately \$200,000 in CDBG grant funding will be applied toward the construction costs, which carries an interest rate of 2.7% through December 2025.</li> <li>We will be applying for another grant from The Cannon Foundation.</li> </ul>	None	None
VI. Information A. Next scheduled meeting on Monday, July 21, 2025 from 11:30 a.m 12:30 p.m.	A. Next scheduled meeting on Monday, July 21, 2025 from 11:30 a.m 12:30 p.m.	None	None
VII. Adjournment- John Bantsolas- Acting Committee Chair	As there was no further business to discuss, Joe Deaton made a motion to adjourn the meeting. Al Brunson seconded the motion. The meeting was adjourned at 11:50 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 minu are hereby approved as presented and/or	<u> </u>		

**Committee Chair** 

### Family Resource Center Space Availability Report

Room #	Suite	Square feet	Notes:	
			2406, 2407,2409, 2410 and 2412 are leased. Suite=	
2408, 2411, 2413, 2414	411	1533	sf 1686 -913 sf leased. 773 sf available.	
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
I				

RENT RATES	eff 1/1/2021	11/1/2023	Non Profit incl PFC :50.2%
Non Profit LM	\$18.50	\$20.35	For Profit: 34.6%
For Profit Over 300 SF	\$19.50	\$21.45	Leaseable Space of 27, 727 sf = Occupancy Rate: 84.8%
For Profit Under 300 SF	\$23.50	\$25.85	Un-Occupied: 15.2%
	Renewal= 5%	Renewals 10%	
Deposit= 2 months rent	or 3%	or7%	