

**Facility & Tenant Committee  
Meeting Agenda**

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

Monday, August 18, 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 – July 21, 2025\***
- III. Lease Approvals and Renewals\***
  - A. Applicants- None
  - B. Renewals- Rebirth- Heart and Mind PLLC- Suite 411- Exp 10/25- YES
  - C. Sub-Lease Approval for Suite 311-ADDED
- IV. Phase III Window Project- Update<sup>Δ</sup>**
- V. Space availability report <sup>Δ</sup>**
- VI. Sustainability report**
- VII. Information**
  - A. Next scheduled meeting: Monday, September 15, 2025, from 11:30 am – 12:30 pm
- VIII. Adjournment – Joe Deaton, Chair**

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



**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Hybrid Facility & Tenant Committee Meeting Minutes**  
**July 21, 2025 (11:33 a.m. – 11:59 a.m.)**  
*Be the Driving Force*



**MEMBERS PRESENT:** V-Al Brunson (arrived @ 11:55am), IP-Joe Deaton, IP-John Bantsolas  
**MEMBERS ABSENT:** Haja Jallow-Konrat and Ebone Williams  
**NON-VOTING ATTENDEES:** IP-Mary Sonnenberg, IP-Michelle Downey, IP-Belinda Gainey, IP-Jeremy Julch, IP-Marie Lilly, IP- Karen Staab, IP-Kesia Wilson, V-Mike Yeager

**IP-Attended in person, V- Attended Virtually**

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order – Joe Deaton – Committee Chair	<p>The hybrid meeting of the Facility &amp; Tenant Committee was held on Monday, July 21, 2025, beginning at 11:33 a.m. pursuant to prior written notice to each committee member.</p> <p>Joe Deaton – Committee Chair, determined that a quorum was not present and called the meeting to order to review items for discussion. Belinda Gainey was the Secretary for the meeting and recorded the minutes.</p>	<p>Called to Order</p>	<p>None</p>
II. Approval of Minutes A. June 9, 2025*	<p>Al Brunson arrived at 11:55am. Action items were approved after his arrival.</p> <p>The June 9, 2025, minutes were previously distributed electronically to committee members for review. The chair asked for a motion to approve the minutes. John Bantsolas moved to accept the meeting minutes as is. Al Brunson seconded the motion. The motion carried.</p>	<p>Motion Carried</p>	<p>None</p>
III. Lease Approvals and Renewals* A. Applicants: 1. Serenity Therapeutic Services – Darrin McNeill- Suite 412 (1022 sf) B. Renewals	<p>Discussed before meeting quorum, no action taken until after Al Brunson arrived. After Al Brunson’s arrival, Mike provided another brief overview and action was taken after the approval of the minutes.</p> <p>A. Applicants:            1. Darrin McNeill, CEO of Serenity Therapeutic Services is seeking to lease 1022 square feet of office space in Suite 412. Serenity Therapeutic Services has several offices in Raeford and the company is looking to expand their service area into Fayetteville. This is a for-profit company. They plan to have five employees at this location. Their Mission and Vision Statement has been submitted and meets the required standards of PFC; they have received a letter from their bank stating they are in good financial standing. Serenity would like to occupy the space in early August. The space needs painting before it can be occupied. Background checks from staff members occupying space is required for all tenants. Since Serenity has not yet hired staff for this location, staff is recommending to approve fitness for tenancy, with the stipulation that they supply background checks for their staff within thirty days of onboarding them. PFC does not retain copies of background checks. However, tenants are required to notify PFC once they have completed the necessary steps to obtain a background check as part of the rental application process.</p>		



**Partnership for Children of Cumberland County, Inc. (PFC)  
Hybrid Facility & Tenant Committee Meeting Minutes  
July 21, 2025 (11:33 a.m. – 11:59 a.m.)**



***Be the Driving Force***

	<p>Al Brunson moved for a vote based upon staff recommendation and Serenity Therapeutic Services providing background checks for their staff within thirty days of them bringing on new staff, they be allowed to occupy space within the center. John Bantsolas seconded the motion. The motion carried.</p> <p>PFC will stay in contact with Serenity to make sure this information is received.</p> <p>B. Renewals – none</p>	Motion Carried	Take to Executive Committee (Acting as Board) for Approval
IV. Space Availability Report <sup>Δ</sup>	<p>Provided by Mike Yeager:</p> <ul style="list-style-type: none"> <li>• Leased additional closet space to one of the new tenants in Suite 411; three rooms and one closet space still available in this Suite totaling 733 square feet</li> <li>• A potential tenant has reached out for a single office space</li> <li>• Offices in Suite 165 remain unoccupied and are currently on hold pending the completion of construction and necessary soundproofing before the Suite is made available for lease.</li> <li>• Offices in Suite 130 remain unoccupied and are currently on hold due to ongoing Phase III window renovations.</li> <li>• Will follow up with the potential tenant interested in Suite 2330 (the "glass room") for a completed application for August’s meeting.</li> <li>• There is currently an 84.8% occupancy rate.</li> </ul>	None	None
V. Sustainability Report <sup>Δ</sup> A. Meeting scheduled for August 12, 2025 at 11:00 a.m.	A. Next meeting scheduled for August 12, 2025 at 11:00 a.m.	None	None
VI. Phase III Construction – Update <sup>Δ</sup>	<p>Provided by Mary Sonnenberg:</p> <ul style="list-style-type: none"> <li>• A contract has been awarded to Tropic Breeze A &amp; W Builders.</li> <li>• Met on July 9, 2025 with the Engineers, Contractors, City Rep and person doing review for Davis Bacon.</li> <li>• Shop drawings have been approved; waiting on materials.</li> <li>• Start date is end of August or sometime in September.</li> <li>• Sample glass was reviewed and picked up last week.</li> <li>• Will meet with Sarah, from Stogner Architecture, PA, on Thursday, July 23, 2025 to review documents for Davis Bacon. City Reps will attend.</li> <li>• We will be applying for another grant from The Cannon Foundation.</li> <li>• Looking at another potential grant with another organization.</li> <li>• Building construction will impact the use of conference rooms.</li> </ul>	None	None
VII. Information	The next meeting will be held on Monday, August 18, 2025 at 11:30am.	None	None



Family Resource Center  
Space Availability Report

August 2023

Room #	Suite	Square feet	Notes:
2408, 2411, 2413, 2414	411	1533	2406, 2407, 2409, 2410 and 2412 are leased. Suite= 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

RENT RATES	eff 1/1/2021	11/1/2023	
Non Profit LM	\$18.50	\$20.35	Non Profit incl PFC :51.2%
For Profit Over 300 SF	\$19.50	\$21.45	For Profit: 38.4%
For Profit Under 300 SF	\$23.50	\$25.85	Leaseable Space of 27, 727 sf = Occupancy Rate: 89.6%
Deposit= 2 months rent	Renewal= 5% or 3%	Renewals 10% or 7%	Un-Occupied: 10.4%