

**Facility & Tenant Committee  
Meeting Agenda**

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

Monday, October 20, 2025

11:30 am – 12:30 pm

Virtual 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 – September 15, 2025\***

**III. Lease Approvals and Renewals\***

A. Applicants- None

B. Renewals- TL Hester Counseling- Suite 411 Room 2412- Exp 12/25- YES

**IV. Rent Rate Review\***

RENT RATES	1/1/2021	11/1/2023
Non Profit LM	\$18.50	\$20.35
For Profit Over 300 SF	\$19.50	\$21.45
For Profit Under 300 SF	\$23.50	\$25.85
Deposit= 2 months rent	Renewals 5% or 3%	Renewals 10% or 7%

**V. Phase III Window Project- Update<sup>Δ</sup>**

A. Notice To Proceed- Signed 10/8/2025 . Effective 10/20/2025 with completion 180 consecutive days. Final completion date 4/18/2026

B. Notice to staff and tenants- (attached)

**VI. Space availability report <sup>Δ</sup>**

**VII. Information**

A. Next scheduled meeting: Monday, November 17, 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>€</sup> Electronic Copy (Hard copies are available upon request)



**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Hybrid Facility & Tenant Committee Meeting Minutes**  
**September 15, 2025 (11:30 a.m. – 11:39 a.m.)**  
*Be the Driving Force*



<b>MEMBERS PRESENT:</b> V-Al Brunson, V-Joe Deaton, John Bantsolas, V-Haja Jallow-Konrat <b>MEMBERS ABSENT:</b> Ebone Williams <b>NON-VOTING ATTENDEES:</b> V-Marie Lilly, V- Karen Staab, V- Kesia Wilson, V- Michelle Downey, V-Mike Yeager, V-Carolin Hardy			
<b>IP-Attended in person, V- Attended Virtually</b>			
AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order – Joe Deaton – Committee Chair	The virtual meeting of the Facility & Tenant Committee was held on Monday, September 15, 2025, beginning at 11:30 a.m. pursuant to prior written notice to each committee member. Joe Deaton – 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. August 18, 2025*	The August 18, 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: None B. Renewals: Pinnacle Family Services-Suite 175-Exp 11/25-YES	A. Applicants: None B. Renewals – Pinnacle Family Services- Suite 175-Exp 11/25-YES The above-mentioned tenant has expressed interest in renewing their current lease. It was discussed that there were no existing issues with the tenant, lease payment is current and maintained on schedule. Staff has made recommendations to approve fitness for tenancy.  Joe Deaton asked for a motion to approve the lease renewal and to accept the lease renewal. John Bantsolas moved to accept the motion as presented. Al Brunson seconded the motion. The motion carried.	Motion Carried	Take to Board of Directors for Approval
IV. Phase III Window Project-Update <sup>Δ</sup>	Provided by Mike Yeager: <ul style="list-style-type: none"> <li>• A construction update meeting was held on September 10, 2025</li> <li>• Tropic Breeze, contractor, confirmed that materials for Phase III have been ordered.</li> <li>• Phase III start date is estimated to begin in 10–12 weeks (late October-early November).</li> <li>• Once material delivery timelines are confirmed, a notice to proceed will be issued, initiating the 180-day contract period.</li> </ul>	None	None



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V. Space Availability Report <sup>Δ</sup>	Provided by Mike Yeager: <ul style="list-style-type: none"> <li>• No changes to report.</li> <li>• There is currently an 89.6% occupancy rate.</li> <li>• Awaiting vendor estimates for repair work in Suites 165 and 175.</li> <li>• Two prospective tenants have expressed interest in Suite 411 and the upstairs glass office space. Mr. Mike will be following up with the prospective tenants in the days to come.</li> </ul>	None	None
VI. Sustainability Report <sup>Δ</sup>	Provided by Mike Yeager: <ul style="list-style-type: none"> <li>• A follow up date has not been set up for the Building Sustainability Workgroup Meeting, awaiting information from CPA and other relevant information in order to move forward with scheduling.</li> <li>• It was stated that Mrs. Sonnenberg had previously mentioned that they are continuing to work with the attorneys on the condominium concept and issues concerning multiple owners to determine what may be the best alternative.</li> <li>• The sustainability discussion was postponed pending CPA's feedback on any tax implications of potentially selling Tower 2 of the building.</li> </ul>	None	None
VII. Information	The next meeting will be held on Monday, October 20, 2025 at 11:30 a.m. – 12:30 p.m.	None	None
VIII. Adjournment – Joe Deaton – Committee Chair	As there was no further business to discuss, the meeting was adjourned at 11:39 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:
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 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	Non Profit incl PFC :51.2%
Non Profit LM	\$18.50	\$20.35	For Profit: 38.4%
For Profit Over 300 SF	\$19.50	\$21.45	Leaseable Space of 27, 727 sf = Occupancy Rate: 89.6%
For Profit Under 300 SF	\$23.50	\$25.85	Un-Occupied: 10.4%
Deposit= 2 months rent	Renewal= 5% or 3%	Renewals 10% or 7%	