

**Facility & Tenant Committee  
Meeting Agenda**

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

Monday, January 12, 2026

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 – October 20, 2025\***
- III. Lease Approvals and Renewals\***
  - A. Applicants- None
  - B. Reality Is In The Mind- Suite 323- Exp 3/31/2026- YES
- IV. Rent Rate Review <sup>Δ</sup>**

Information sent in December 2025
- V. Phase III Window Project- Update<sup>Δ</sup>**
- VI. Space availability report <sup>Δ</sup>**

Unchanged for January from October
- VII. Information**
  - A. Next scheduled meeting: Monday, February 16, 2026, 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>e</sup> Electronic Copy (Hard copies are available upon request)



**Partnership for Children of Cumberland County, Inc. (PFC)**  
**Hybrid Facility & Tenant Committee Meeting Minutes**  
**October 20, 2025 (11:32 a.m. – 12:02 p.m.)**  
*Be the Driving Force*



**MEMBERS PRESENT:** V-Al Brunson, V-Joe Deaton, V- Ebone Williams, V-Haja Jallow-Konrat, IP-John Bantsolas, V-Haja Jallow-Konrat

**MEMBERS ABSENT:**

**NON-VOTING ATTENDEES:** Marie Lilly, Karen Staab, Kesia Wilson, Michelle Downey, 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	The virtual meeting of the Facility & Tenant Committee was held on Monday, October 20, 2025, beginning at 11:32 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. Due to the absence of the regular Secretary, Carolin Hardy, the duties of Secretary were fulfilled by Mike Yeager for this meeting. The meeting was recorded, and the official minutes were prepared by Carolin Hardy.	Called to Order	None
II. Approval of Minutes A. September 15, 2025*	The September 15, 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.	Motion Carried	None
III. Lease Approvals and Renewals* A. Applicants: None B. Renewals: TL Hester Counseling-Suite 411, Room 2412-Exp 12/25-YES	A. Applicants: None B. Renewals – TL Hester Counseling-Suite 411, Room 2412-Exp 12/25-YES The above-mentioned tenant expressed interest in renewing their current lease and noted that they will have limited office presence in November due to participation in an ongoing education program. The tenant also remarked that “you can’t beat the rent.” It was further discussed that there are no existing issues with this tenant; lease payments remain current and on schedule. Staff has made recommendations to approve fitness for tenancy.  Al Brunson moved to accept the motion as presented. John Bantsolas seconded the motion. The motion carried.	Motion Carried	Take to Board of Directors for Approval
IV. Rent Rate Review*	Provided by Mike Yeager:		



**Partnership for Children of Cumberland County, Inc. (PFC)  
Hybrid Facility & Tenant Committee Meeting Minutes  
October 20, 2025 (11:32 a.m. – 12:02 p.m.)**



***Be the Driving Force***

		<table border="1"> <tr> <td>RENT RATES</td> <td>1/1/2021</td> <td>11/1/2023</td> </tr> <tr> <td>Non-Profit LM</td> <td>\$18.50</td> <td>\$20.35</td> </tr> <tr> <td>For Profit Over 300 SF</td> <td>\$19.50</td> <td>\$21.45</td> </tr> <tr> <td>For Profit Under 300 SF</td> <td>\$23.50</td> <td>\$25.85</td> </tr> <tr> <td>Deposit= 2 months' rent</td> <td>Renewals 5% or 3%</td> <td>Renewals 10% or 7%</td> </tr> </table>	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%	<p>It was discussed that a tenant was concerned regarding the 10% annual lease renewal increase and reaffirmed that current lease rates of 10% for single-year renewals and 7% for multi-year renewals, should remain unchanged at this time. Staff noted that the building is not currently operating at a profit due to rising vendor costs and partial vacancies, emphasizing the need for updated financial data to assess long-term sustainability. Major maintenance expenses, including elevator modernization, roof repairs, and the ongoing window replacement project, were also discussed. The Sustainability Committee continues to explore long-term property options, and the committee voted to table further discussion until the next meeting pending a review of detailed operating cost data.</p> <p>A motion was made and seconded to table the discussion until the next meeting to allow time to compile and present updated operating cost and expense data for review. John Bantsolas moved to accept the motion. Al Brunson seconded the motion. The motion was carried.</p>	Motion Carried	None
RENT RATES	1/1/2021	11/1/2023																		
Non-Profit LM	\$18.50	\$20.35																		
For Profit Over 300 SF	\$19.50	\$21.45																		
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Deposit= 2 months' rent	Renewals 5% or 3%	Renewals 10% or 7%																		
<p>V. Phase III Window Project-Update<sup>A</sup></p> <p>A. Notice to Proceed- Signed 10/8/2025. Effective 10/20/2025 with completion 180 consecutive days. Final completion date 4/18/2026</p> <p>B. Notice to staff and tenants-(attached)</p>	<p>Provided by Mike Yeager:</p>	<p>A. Tropic Breeze will begin Phase III window replacement work at the 300/400 entryway (Wagoner Drive side) instead of the front entrance as previously planned, to better accommodate material and scheduling needs. Protective fencing will be installed the week of October 27, with work scheduled to begin November 3, 2025.</p> <p>B. Notices were distributed to all tenants and staff on October 15, advising that the side entrance will close for entry on October 27 but remain open for emergency egress. No concerns have been reported. Committee Member Albert Brunson recommended closing access earlier on October 24 to reduce confusion, and Mr. Mike confirmed the timing is coordinated with the contractor's setup schedule.</p>	None	None																



# Partnership for Children of Cumberland County, Inc.

All Funding Sources

Fiscal Year 2025 - 2026

**ONLY THE HIGHLIGHTED FUNDING STREAMS NEED TO BE DISCUSSED.**

FUND CODE	July 1, 2025 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance	
		July	August	September	YTD	July	August	September	YTD		
<b>TEMPORARILY RESTRICTED FUNDS - RESTRICTED FOR TIME OR PURPOSE TO SPEND FUNDS</b>											
401	County of Cumberland (FY25/26)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Sub-total for Temporarily Restricted</b>	<b>\$ -</b>							<b>Sub-total</b>	<b>\$ -</b>	
<b>UNRESTRICTED FUNDS or NO RESTRICTION OF TIME TO SPEND FUNDS</b>											
208	Unrestricted Revenues - For Operating Purposes	\$ 43,535.44	\$ 223,948.29	\$ -	\$ -	\$ 223,948.29	\$ 7,954.07	\$ 7,954.07	\$ 7,954.07	\$ 23,862.21	\$ 243,621.52
	Unrestricted Revenues - Invested in CDs and Money Market Account	\$ 447,593.66	\$ (223,948.29)	\$ -	\$ -	\$ (223,948.29)	\$ -	\$ -	\$ -	\$ -	\$ 223,645.37
501	Individual Gifts & Donations	\$ 155,703.76	\$ 1,715.33	\$ 566.56	\$ 5,198.53	\$ 7,480.42	\$ 1.68	\$ 7.29	\$ 31.60	\$ 40.57	\$ 163,143.61
515	Vending Machine Commissions	\$ 216.89	\$ 220.72	\$ -	\$ 208.28	\$ 429.00	\$ -	\$ -	\$ 27.05	\$ 27.05	\$ 618.84
802	PFCRC II (Non-Smart Start)	\$ (103,016.30)	\$ 16,907.21	\$ 15,575.14	\$ 17,257.50	\$ 49,739.85	\$ 3,557.60	\$ 12,542.21	\$ 12,679.52	\$ 28,779.33	\$ (82,055.78)
805	Misc. Unrestricted Revenue [currently cash back from Mastercard 2% credit card]	\$ 16,919.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,186.95	\$ 1,101.30	\$ 2,288.25	\$ 14,631.38
808	Insurance Proceeds Income (NOT program income and NOT temp restricted per NCPC)	\$ 9,796.17	\$ 5,881.14	\$ (4,410.86)	\$ -	\$ 1,470.28	\$ -	\$ -	\$ -	\$ -	\$ 11,266.45
812	PFCRC II - Administration	\$ 99,583.40	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 14,250.00	\$ 5,144.32	\$ 5,063.59	\$ (4,039.64)	\$ 6,168.27	\$ 107,665.13

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	available

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%	