

**Facility & Tenant Committee
Meeting Agenda**

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

Monday, February 16, 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. Introduction of Martin Swinney- New Committee Member ^Δ**
- III. Approval of Minutes – January 12, 2026***
- IV. Lease Approvals and Renewals***
 - A. Applicants- None
 - B. Selfly Enterprise, PLLC- Suite 333- Exp 4/30/2026- YES
 - C. Beautifully Woven Counseling and Consulting Services- Suite 311- Exp 5/31/26- YES
- V. Phase III Window Project- Update^Δ**
- VI. Space availability report ^Δ**
- VII. Sustainability Workgroup report ^Δ**
- VIII. NCPC Basic Cybersecurity Framework Assessment Report ^Δ**
- IX. Information**
 - A. Next scheduled meeting: Monday, March 16, 2026, from 11:30 am – 12:30 pm
- X. Adjournment – Joe Deaton, Chair**

* Needs Action ^Δ Information Only ! Possible Conflict of Interest (Recusals)
^ε Electronic Copy (Hard copies are available upon request)



Partnership for Children of Cumberland County, Inc. (PFC)
Hybrid Facility & Tenant Committee Meeting Minutes
January 12, 2026 (11:31 a.m. – 12:01 p.m.)
Be the Driving Force



MEMBERS PRESENT: V-Al Brunson, IP-Joe Deaton, V- Ebone Williams, V-John Bantsolas,
MEMBERS ABSENT: Haja Jallow-Konrat
NON-VOTING ATTENDEES: IP Marie Sonnenberg, IP-Marie Lilly, IP- Karen Staab, IP- Kesia Wilson, 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 – Joe Deaton – Committee Chair	The virtual meeting of the Facility & Tenant Committee was held on Monday, January 12, 2026, beginning at 11:31 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. October 20, 2025*	The October 20, 2025, minutes were previously distributed electronically to committee members for review. The chair asked for a motion to approve the minutes. Ebone Williams 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: Reality Is In The Mind- Suite 323- Exp 03/31/2026- YES	A. Applicants: None B. Renewals – Reality Is In The Mind-Suite 323- Exp 03/31/2026- YES The above-mentioned tenant has occupied space at the facility since 2016 and will be approaching their 10-year anniversary. The tenant expressed clear interest in remaining at the facility. Staff recommended approval of continued tenancy and authorization for Michelle to negotiate a new lease agreement with the tenant. Al Brunson moved to approve the staff recommendation to renew the lease for Reality Is In The Mind and grant approval for a new lease agreement. John Bantsolas Seconded the motion. The motion was seconded and carried.	Motion Carried	Take to Board of Directors for Approval
IV. Rent Rate Review*	Provided by Marie Lilly and Mike Yeager: <ul style="list-style-type: none"> Mrs. Marie Lilly reviewed financial information previously distributed in December, summarizing facility rental income and operating expenses for the first quarter of the fiscal year. The report reflects that while the facility began the year with a deficit, revenues are currently exceeding expenses, indicating gradual improvement toward financial stability if trends continue. 	None	None



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	<ul style="list-style-type: none"> Mr. Mike Yeager discussed ongoing and potential facility expenses, including HVAC replacements and long-term capital needs such as roof repairs and elevator modernization, noting that these costs are significant and unpredictable. After discussion, staff recommended no change to rental rates at this time, citing the importance of maintaining occupancy, monitoring financial progress through the remainder of the fiscal year, and gathering additional market data. The committee agreed that this item is for information only, with further review to occur at a later date. 		
<p>V. Phase III Window Project-Update^Δ</p>	<p>Provided by Mike Yeager and Mrs. Mary Sonnenberg:</p> <ul style="list-style-type: none"> Approximately 95% of work has been completed on two curtain wall sections, with work currently underway on the front section. Brackets have been installed, and glass installation is expected to begin shortly. While some exterior activity may slow temporarily, the contractor will focus on interior coordination to support upcoming finishing work (sheetrock, painting, carpet). The projected completion remains near the end of January, with minimal anticipated delay. Mrs. Sonnenberg provided funding status, that includes a construction loan, a \$250,000 CDBG grant, and a recently awarded \$100,000 Cannon Foundation grant. These funding sources have helped reduce the overall debt burden for the project. Current financial planning indicates the project remains on track to meet funding deadlines and completion expectations. 	<p align="center">None</p>	<p align="center">None</p>
<p>VI. Space Availability Report^Δ Unchanged from January from October</p>	<p>Provided by Mike Yeager:</p> <ul style="list-style-type: none"> Overall space availability remains unchanged from October through January. Soundproofing work has been completed in affected Suite. Installation of baseboards was delayed due to the original material being discontinued; a comparable replacement has been ordered and is scheduled for installation, after which the space will become available for occupancy. Suite 130 remains temporarily unavailable pending completion of construction, which is expected to conclude by the end of the week or early next week. Once construction is complete, contractors will proceed with painting and carpet installation as access allows. Currently, the only available spaces are Suite 411 and a large office space measuring approximately 374 square feet. It was noted that most prospective tenants typically seek smaller office spaces (approximately 120–140 square feet), which may impact leasing of the larger unit. 	<p align="center">None</p>	<p align="center">None</p>



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VII. Information	The next meeting will be held on Monday, February 16, 2026 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, John Bantsolas made a motion to adjourn the meeting. Al Brunson seconded the motion. The meeting was adjourned at 12:01 p.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

February 2026

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	
1162, 1163, 1164, 1165, 1166, 1/2 of common	130	964.5	hold off until Phase 3 windows
2312		104	Given Up By 4C- Interest by AN?
2313		94	Given Up By 4C- Interest by MB?
2314		94	Given Up By 4C- Interest by MB?
2330	326	374	available

4,030 SF

RENT RATES	eff 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	Renewal= 5% or 3%	Renewals 10% or 7%

Non Profit incl PFC :50.0%
For Profit: 38.4%
Leaseable Space of 27, 727 sf = Occupancy Rate: 88.4%
Un-Occupied: 11.6%

PFC	Others
38.6%	11.4%