

**Facility & Tenant Committee  
Meeting Agenda**

**Quorum = 3 (33%) (Total Committee Members = 6)**

Monday, May 18, 2026

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 – April 20, 2026\***
- III. Lease Approvals and Renewals\***
  - A. Applicants
  - B. Brown Therapeutic Solutions- Exp 7/31/2026- YES
  - C. Serenity Therapeutic Services- Exp 7/31/2026- YES
  - D. Rebirth Heart & Mind- Terminate existing lease in Suite 411 on 6/30/26 & Start new 3 yr Lease in Suite 165 beginning 7/1/26- YES
- IV. Space availability report <sup>Δ</sup>**
- V. Sustainability Workgroup Report <sup>Δ</sup>**
- VI. Information**
  - A. Next scheduled meeting: Monday, June 8, 2026, from 11:30 a.m. – 12:30 p.m.
- VII. 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**  
**April 20, 2026 (11:30 a.m. – 12:22 p.m.)**  
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**MEMBERS PRESENT:** V-Al Brunson, V- Haja Jallow-Konrat, IP-Joe Deaton, IP-Martin Swinney

**MEMBERS ABSENT:** Ebone Williams, John Bantsolas

**NON-VOTING ATTENDEES:** IP-Marie Lilly, IP- Karen Staab, IP- Kesia Wilson, IP-Michelle Downey, IP-Mike Yeager, IP- Jeremy Julch, 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 hybrid meeting of the Facility & Tenant Committee was held on Monday, April 20, 2026, 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. February 16, 2026*	The February 16, 2026, minutes were previously distributed electronically to committee members for review. The chair asked for a motion to approve the minutes. Martin Swinney 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. Full Circle Therapeutic Services - Suite 406- Exp 05/31/2026- YES C. Delmar Counseling Services- Suite 350- Exp 06/30/2026-YES D. Living Well Counseling, PLLC- Suite 411 Rm 2406, 2407- Exp 06/30/2026-YES E. Outward Solutions, PLLC-Suite 418- Exp 06/30/2026- YES	<p>Presented by Mike Yeager and Michelle Downey</p> <p><b>A. Applicants:</b> None</p> <p><b>B., D. &amp; E. Full Circle Therapeutic Services, Living Well Counseling, PLLC and Outward Solutions, PLLC,</b> all expressed clear interest in remaining at the facility. Staff recommends approval of fitness for tenancy and authorization to renew lease agreements for the three mentioned tenants.</p> <p>Martin Swinney moved to approve the staff recommendation to renew the leases for Full Circle Therapeutic Services, Living Well Counseling, PLLC and Outward Solution, PLLC. Al Brunson seconded the motion. The motion carried.</p> <p><b>C. Delmar Counseling Services:</b> It was stated that there were recurring patterns of delinquent rent payments over multiple lease periods. It was reported that in fiscal year 2023–2024, Delmar Counseling Services was delinquent seven times, including several severe delinquencies involving months of nonpayment. During the following lease year, the tenant had only one late payment; however, in the current lease year, the tenant has had eight late payments and has repeatedly remained approximately one and one-half months behind before making payment shortly before the 60-day delinquency threshold that triggers a 30-day notice of termination.</p>	Motion Carried	Take to Board of Directors for Approval



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	<p>Committee members discussed staff’s concerns regarding the tenant’s habitual pattern of late payments and whether the lease should be renewed. Staff noted that, while the tenant is currently paid in full and technically in compliance with the lease under existing policy, the pattern remains a concern. Due to the current amount of available building space, staff indicated that immediate non-renewal was not recommended at this time, but suggested that limiting the tenant to a one-year lease would provide greater oversight and flexibility moving forward.</p> <p>The committee discussed whether the one-year lease should be described as “probationary,” but consensus was reached that the tenant would instead simply be restricted to a one-year lease due to recurring payment issues, without changing standard lease policy language. The committee further agreed that Delmar Counseling Services’ payment history would be reviewed again at the time of the next renewal cycle.</p> <p>Al Brunson moved to approve a one-year lease renewal for Delmar Counseling Services effective July 1, 2026. Haja Jallow-Konrat seconded the motion. The motion carried.</p>	<p align="center">Motion Carried</p>	<p align="center">Take to Board of Directors for Approval</p>
<p>IV. IT Policy and Procedures*</p> <ul style="list-style-type: none"> <li>A. Password Policy</li> <li>B. Cyber Security Training</li> <li>C. Data Retention</li> <li>D. Data Backups</li> </ul>	<p>Presented by Jeremy Julch:</p> <ul style="list-style-type: none"> <li>A. <b>Password Policy:</b> Policy formalizes current standards already in place, including a minimum password length of 12 characters, required password changes every 90 days, and the use of multi-factor authentication. Staff noted that the policy does not introduce new practices, but rather documents the security measures already being followed.</li> <li>B. <b>Cyber Security Training:</b> Organization recently began formal cybersecurity awareness training in March 2026 using the KnowBe4 platform. Staff explained that the program includes phishing simulations and other training modules, and that the policy outlines required staff training, training frequency, and consequences for repeated failures. Staff reported that the initial phishing test was conducted as a baseline measure and resulted in 5 failures out of approximately 40 staff, which staff considered a positive initial result.</li> <li>C. <b>Data Retention:</b> Discussed as the guideline for how long electronic data is retained on servers and related systems. Staff stated that the policy generally requires retention for seven years following the last activity or contribution to a file, based on NCPC guidance. Committee discussion also noted that hard copy records may follow separate retention and destruction procedures, including periodic shredding, but that this policy primarily addresses electronic records and IT-related data retention.</li> </ul>		



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	<p>D. <b>Data Backups:</b> It was explained that current backup procedures include daily backups of all data, shadow copies, weekly incremental backups, and monthly full backups, with data stored in two locations: on-site and in the cloud, consistent with NCPC standards. Staff noted that this policy similarly formalizes existing backup procedures already being followed.</p> <p>After the policy discussion, Mrs. Marie Lilly requested that this item be changed on the agenda to reflect “IT Policies and Procedures” rather than “IT Report” for minutes purposes and if approved, the effective date for all four policies would be July 1, 2026.</p> <p>Martin Swinney moved to approve the IT Policies and Procedures, as presented, effective July 1, 2026. Al Brunson seconded the motion. The motion carried.</p>	<p align="center">Motion Carried</p>	<p align="center">Take to Board of Directors for Approval</p>
<p>V. Keycard Access<sup>Δ</sup> -Prohibit tenants from entering on closed days and emergency shutting down.</p>	<p>Presented by Mike Yeager: Mike Yeager reported that, following a recent software update to the Keyscan keycard access system, it was identified that tenants and staff had originally been assigned broad 24-hour / 7-day access settings that currently allow entry even on days when the building is officially closed. Mike Yeager explained that this creates a concern when the building is closed for legal holidays, emergency closures, or infrastructure-related issues such as a gas leak, fire, or other conditions requiring the building to remain secured. Mike Yeager stated that the intent was to restrict access for tenants and non-critical staff on closure days, while preserving the ability to grant access to critical personnel or to authorize access individually when needed.</p> <p>During discussion, Mike Yeager explained that the building’s exterior doors are controlled by hard-locked magnetic locks, which remain secured during power outages due to the building’s generator backup system and battery support. The locks release only when the fire alarm system is activated. Mike Yeager also noted that the keycard system and fire alarm batteries are tested annually, with the most recent testing completed in December 2025.</p> <p>Committee members discussed how the proposed restriction would be communicated to tenants and whether limited access windows could be established in the system to allow staff to apply holiday or emergency closure settings more effectively. Mike Yeager indicated that individual access exceptions could still be granted when needed for certain circumstances.</p> <p>Further discussion clarified that existing lease language already states that on listed holidays and in the event of closure-related conditions outside the organization’s control, staff, tenants, and guests are not permitted in the building and the building must remain secure. Based on that clarification, the committee determined that no new policy or lease change was being proposed. Instead, Mike Yeager was implementing existing lease</p>		



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	<p>provisions through updated keycard settings. The committee agreed that the item should be revised from an action item to an information-only item.</p> <p>Haja Jallow-Konrat moved to amend the agenda to change the Keycard Access item from an action item to an information item. Al Brunson seconded the motion. The motion carried.</p>	Motion Carried	Take to Board of Directors for Approval
VI. Phase III Window Project <sup>A</sup> - Update	Mike Yeager provided an update on the Phase III Window Project and reported that, to his knowledge, the work has been completed. It was noted that project closeout and final payment status were not discussed in detail during the meeting but confirmed to have been paid by Mrs. Marie Lilly.	None	None
VII. Space Availability Report <sup>A</sup>	<p>Presented by Mike Yeager:</p> <p>The Partnership has decided to relocate the majority of staff currently located on the first floor to the second floor. As a result, additional office space will become available as those moves are completed. It is anticipated that the majority of those moves will be completed by July 1, 2026. Once the planned moves are complete, the building is expected to have approximately 5,503 square feet of available space out of 27,727 square feet of leasable space, resulting in an estimated occupancy rate of 88.6% and 11.4% unoccupied space. It was noted that, at that point, building usage is projected to consist of approximately 50% nonprofit occupancy (including PFC) and 39.1% for-profit occupancy.</p> <p>Available spaces throughout the building were reviewed, including several existing vacancies and additional suites or offices that will become available as internal moves are finalized. Available or soon-to-be-available spaces include multiple offices in Suite 130, Suite 135, Suite 165, Suite 170, portions of former 4C space on the second floor, the children’s playroom / “glass room” (Suite 326), and additional available space in Suite 411. It was also noted that Suites 2312 and 2313 have been committed to Gateway Communications effective June 1, 2026.</p> <p>It was also stated that options are being explored to market available office space through an external office space listing network in order to increase visibility to potential tenants, noting that current marketing efforts are limited.</p>	None	None
VIII. Sustainability Workgroup Report <sup>A</sup>	<p>Presented by Mike Yeager:</p> <p>Mike Yeager reported that the Sustainability Workgroup has met and forwarded a recommendation to the full Board of Directors for consideration at its April 30, 2026 meeting. He explained that the next major step is to determine the organization’s financial obligations to DCDEE and NCPC in the event of a potential sale of the building. Once those obligations are clarified, the organization will be better positioned to evaluate available options.</p>		



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	<p>Mike Yeager advised that a meeting with NCPC staff is still pending in order to clarify those obligations. It was noted that the timing of that meeting may be delayed due to the upcoming Smart Start Conference in early May, and that staff is hopeful the meeting can be scheduled for mid-May 2026 or later. Following that meeting, the Sustainability Workgroup is expected to reconvene and continue its review.</p> <p>Committee discussion reflected that the primary options currently under consideration include the potential to sell the entire building, sell a portion of the building, or take no action at this time, depending on the outcome of discussions with DCDEE and NCPC. Mike Yeager clarified that repayment obligations would only be triggered if the building is sold. Committee members also discussed the ongoing burden of repairs and maintenance costs, which continues to be a significant factor in evaluating long-term building sustainability.</p>		
IX. Information	The next meeting will be held on Monday, May 18, 2026 at 11:30 a.m. – 12:30 p.m. Mike Yeager also advised that staff is evaluating a possible transition from Zoom to Microsoft Teams beginning with the May and June 2026 meetings, Committee members were informed that advance notice and updated meeting access information will be provided if the change is implemented in a timely fashion.	None	None
X. Adjournment – Joe Deaton – Committee Chair	As there was no further business to discuss, Martin Swinney made a motion to adjourn the meeting. Al Brunson seconded the motion. The meeting was adjourned at 12:22 p.m.	None	None

**Submittal:** The minutes of the above stated meeting are submitted for approval.

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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**

May 2026

Room #	Suite	Square feet	Notes:
1163, 1164, 1165, 1166, common area @ 133.50 sf or 218.50 sf	130	657.5sf of 742.50sf	Available- Now
1149, 1150, 1151	135	441	Available- NLT 5/31/2026
1129, 1131, 1132, 1133, 1134, 1135	165	867	Available-
1117 - 1123	170	950	Available- NLT 6/30/2026
2304,2305 combined		253	Available- 5/1/2026
2306		106	Available- 5/1/2026
2330	326	374	Now Available
2346		124	Available- 5/1/2026
2408, 2413, 2414	411	1533	2406, 2407,2409, 2410 and 2412 are leased. Suite= sf 1686 -913 sf leased. 773 sf available.

Option A with door / Option B without door and more common area

Rebirth interested in this space

Delmar interested. Surrender 2338@245sf

2411 is a closet with 25 sq/ft

5,503.50 SF

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

Non Profit incl PFC :49.4%

For Profit: 39.1%

Leaseable Space of 27, 727 sf = Occupancy Rate: 88.5%

Un-Occupied: 11.5%

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