

Facility & Tenant Committee

Meeting Agenda

Quorum = 3 (50%) (Total Committee Members = 6)

Monday, July 20, 2026

11:30 am – 12:30 pm

Hybrid Meeting

Please sign in via the CHAT room for Teams attendance

Be the Driving Force . . .

- I. Determination of Quorum & Call to Order – Joe Deaton, Chair**
- II. Approval of Minutes – June 8, 2026***
- III. Lease Approvals and Renewals***
 - A. Applicants- New
 - 1. Mindful Journey Behavioral Health, PLLC- Anais Mendieta- Rm 2306 (Suite 324)
 - 2. Evolve Therapy & Wellness, PLLC- Roxxy Epinger- Rm 2346 (Suite 313)
 - B. Renewals- None
- IV. Lease payment update ^Δ**
- V. Space availability report ^Δ**
- VI. Sustainability Workgroup Report ^Δ**
- VII. Information**
 - A. Next scheduled meeting: Monday, August 17 , 2026, from 11:30 a.m. – 12:30 p.m.
- VIII. Adjournment – Joe Deaton, Chair**
 - * Needs Action ^Δ Information Only ! Possible Conflict of Interest (Recusals)
 - ^e Electronic Copy (Hard copies are available upon request)



Partnership for Children of Cumberland County, Inc. (PFC)
Hybrid Facility & Tenant Committee Meeting Minutes
June 8, 2026 (11:31 a.m. – 11:44 a.m.)
Be the Driving Force



MEMBERS PRESENT: V- Haja Jallow-Konrat, IP-Joe Deaton, IP-Martin Swinney, IP-John Bantsolas

MEMBERS ABSENT: Ebone Williams, Al Brunson

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, June 8, 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	Called to Order	None
II. Approval of Minutes A. May 18, 2026*	The May 18, 2026, 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. Martin Swinney seconded the motion. The motion carried.	Motion Carried	None
III. Lease Approvals and Renewals* A. Applicants: None B. Jabez Youth Foundation, Inc- Exp 8/31/2026- YES C. Kelly Counseling Center, PLLC- Exp 08/31/2026-YES D. Legacy Counseling & Consulting- Exp 8/31/2026- YES	Presented by Mike Yeager and Michelle Downey A. Applicants: None B. C & D. Jabez Youth Foundation, Inc., Kelly Counseling Center, PLLC and Legacy Counseling & Consulting, all expressed clear interest in remaining at the facility. Staff recommends approval of fitness for tenancy and authorization to renew lease agreements for the both mentioned tenants. John Bantsolas moved to approve the staff recommendation to renew the leases for Jabez Youth Foundation, Inc., Kelly Counseling Center, PLLC and Legacy Counseling & Consulting. Martin Swinney seconded the motion. The motion carried.	Motion Carried	Take to Board of Directors for Approval
IV. Space Availability Report ^A	Presented by Mike Yeager: - Suite 130 continues to have four available offices. Suite 135, remains available. Suite 165 has been leased to Rebirth Heart & Mind with an effective date of July 1, 2026. Suite 170, remains available, although an existing tenant is considering the space and we are awaiting a response. Available space on the second floor includes Suites 2304, 2305, 2306 and 2346. - It was reported that once Rebirth Heart & Mind relocates from Suite 411 to Suite 165, two additional offices in Suite 411 will become available. - Current occupancy rates were reviewed. The building is currently 88.5% occupied, with approximately 49.4% nonprofit occupancy and 39.1% for-profit occupancy. - Two inquiries have recently been received regarding available office space. One prospective tenant is expected to submit an application in July for Suite 2346, with occupancy anticipated in August pending Board approval. Staff is awaiting additional information from both prospective tenants regarding their space needs.		



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	• PFC Staff relocation to the second floor has been completed. In addition, an interested party is scheduled to review surplus office furniture, primarily chairs, and may also be interested in desks. • The committee discussed the status of a tenant (Delmar Counseling Services) who continues to make lease payments after late fees have been incurred. Michelle Downey reported that the tenant paid the past due balance and late fee for the previous month but has not yet paid June rent and has incurred another late fee. Staff noted that this has become a recurring pattern, with the tenant remaining approximately one month behind while avoiding lease termination. • Committee members were reminded that the tenant was previously granted a one-year lease renewal and informed that continued tenancy would be reviewed upon lease expiration due to the ongoing payment history. The lease is scheduled to expire in February 2027. Mr. Yeager also reported that a smaller office space has been offered to the tenant as a possible cost-saving measure; however, no response has been received regarding the proposed move. • The committee requested that the tenant's payment status continue to be discussed in future meetings for monitoring purposes.	None	None
V. Information	The next meeting will be held on Monday, July 20, 2026 at 11:30 a.m. – 12:30 p.m.	None	None
VI. Adjournment – Joe Deaton – Committee Chair	As there was no further business to discuss, John Bantsolas made a motion to adjourn the meeting. Martin Swinney seconded the motion. The meeting was adjourned at 11:44 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