**Internal Committee Notes**

March 19, 2025

3:00 p.m. – 4:00 p.m.

1310 Papin St., Suite 403

St. Louis, MO 63103

Agenda

1. Call to Order
	1. Attendance – Joyce Kampwerth, Kathy Siddens, Heather Jaconis, Carol Harris, Meredith Osborne, Sierhah Price (notetaker), Mike Sorth, and Lynette Watson
2. Old Business
	1. Workplan Review – It has been updated and placed on the portal for each committee. This is a two-year work plan.
	2. Internal Controls and Procedures Update –
* Confidentiality and Conflict of Interest have been added and two remaining to sign.
* Will continue next policy updates after the audit is complete. It should be complete by end of year. May have additions after audit.
	1. OTR Update –
* Kathy Siddens and Nikki Whetsell made a presentation to On the Rise – Atlanta, per the request of Equifax. Share PC history.
* Equifax will no longer fund OTR unless they agree to merge with PC. $754,000 budget. There are a lot of issues. Equifax audits the organization.
* The board is more advisory in nature and the ED of OTR attended the meeting, which was problematic. Eddie Davis and Nikki Woelfel attended the meeting virtually.
* We will hear next steps from Equifax early next week.
* Will we get funding from Equifax if we say no to a merger? Yes, they are still invested in our model and we have a strong relationship.

1. New Business
	1. Financial Reports – January/February 2025 Attachment 1
		1. Profit & Loss Statement - **documents listed will be placed on the portal**
		2. Balance Sheet
		3. Cashflow Statement
	2. FY 2024 Audit Progress –
* Audit is underway. Auditors will be on site April 7-11th. Jeanne Dee is leading the audit again this year.
	1. Employee Handbook Updates- thank you to Meredith for sharing Parkside’s Employee Handbook to assist with additional policies that need to be revisited.
* Large discussion surrounding hybrid vs. in-person benefits and challenges. Hybrid presents challenges with job shadowing, learning from co-workers, knowledge of day-to-day operations, what happens in the office that you miss while you are at home.
	1. Board and Committee Training – we are asking members to sign up for a PC financial class online, participate in a credit report review, and learn how to do a credit report review. This is to enhance board and committee members knowledge of what the work of PC looks like from the client’s perspective.
1. Adjourn @ 4:02 pm