

Ventura Village Policies and Procedures

ADA / Affirmative Action /Language Access

Ventura Village will provide for the participation of all segments of the neighborhood population including, but not limited to homeowners, renters, property owners, people with disabilities, immigrants, non-English speakers, low-income residents, people of color and others who participate in Organizational programs.

Ventura Village invites and encourages participation by all. If an accommodation is required in order for a member to fully participate, or if information needs to be provided in a different format, Ventura Village will make accommodation provided Ventura Village is notified at least 5 days in advance.

Ventura Village holds public meetings that can be accessed via Zoom, phone and in locations that are ADA accessible.

Board Duties and Responsibilities

The business, affairs, and property of the Corporation shall be managed and controlled by its Board of Directors. The Board of Directors may exercise all such powers and do all such things as may be exercised or done by the Corporation, subject to the Articles of Incorporation, these Bylaws and all applicable law. Directors shall receive no compensation for their services as Directors but this shall not restrict the reimbursement for reasonable expenses incurred by a Director, or the payment of reasonable compensation to a Director when they render professional or other bona fide services to this Corporation in a capacity other than as a Director or member of this Corporation.

Board Training

Ventura Village board training is held annually on a mutually agreed upon Saturday in January. New board members are required to attend. Existing members are encouraged but not required to attend.

Board training is done through existing and former members. Outside expertise may also be used.

Topics covered consist of but are not limited to the following:

- Budget Process (Sources of funding and restrictions, grants and contracts and accounting and budgeting)
- Overview of Ventura Village board work and committee structure (Committees and their processes and procedures, budgets responsibilities and formal requests for funding, reports from committee chairs – program and financial and submitting requests for reimbursements)
- Overview of Ventura Village Bylaws (fidelity to bylaws and amendment process)
- Overview of fiduciary responsibilities (loyalty, fiscal responsibility and Directors and Officers Insurance)
- Relationship to City of Minneapolis (NCR, CPP and NRP)

Training documents consist of Bylaws inclusive of policies and procedures, Fiscal Policies and Procedures and other nonprofit related materials from the Office of the MN Secretary of State. Members also use anecdotal historical situations to provide real examples of board issues and opportunities.

Conflict of Interest

A conflict of interest exists if any Director, committee member, staff, consultant, member of the Corporation, any person eligible to be a member of the Corporation, any organization for which a voting member is acting on behalf of, or any immediate family member of any of the forgoing listed individuals will directly or indirectly financially benefit from an action taken by Ventura Village. A conflict of interest pertains only to the current situation and not to potential future conditions or circumstances.

A conflict of interest does not exist in a situation where Ventura Village is establishing programs or allocating funding to such programs that may provide future benefit to significant numbers of members of the Corporation including members who participate in establishing those programs as long as no member of the Corporation receives preferential access to those programs other than belonging to a specific class of individuals to whom the program is targeted.

When a conflict of interest exists, the individual must state the nature of the conflict of interest at the meeting at which the item is under consideration and must abstain from voting. However, the individual may participate in discussion and debate regarding the item on which they have a conflict. The individual may also be counted toward a quorum.

If a conflict of interest has not been stated, the Chair or the person presiding at the meeting must state that a conflict of interest exists when they are aware that

a conflict of interest exists. The ruling is open to challenge following Robert's Rules of Order.

Knowingly failing to disclose a conflict of interest may constitute good cause for removal of voting privileges as a member of the Corporation, removal as a Director, or termination of employment of an employee. Employees or consultants may be reassigned if they are working on matters involving a conflict of interest.

Discrimination

No person shall be discriminated against due to their religion, philosophy, age, race, color, national origin, ethnic origin, ancestry, disability, medical condition, public assistance status, economic status, veterans status, or sex, gender, gender identity, gender expression, or sexual orientation. No person shall be discriminated against due to their family, marital, or domestic partnering relationships, or any other characteristic protected by institutional policy, or local, state or federal law. Each member of Ventura Village shall have full rights and voting privileges regardless of the family, domestic partnering or marital relationships that person may have with any other member of Ventura Village.

EEOC

Since incorporating in 1999, Ventura Village has never had any employees. However, Ventura Village believes that if employees are hired in the future that it is critical to the continuing success of the organization and the neighborhood, in accordance with state and federal law, Ventura Village will not discriminate against a staff person or applicant for employment on the basis of race, disability, color, creed, religion, sex, affectional preference or sexual orientation, age (40 to 70), national origin, ancestry, citizenship, veteran status, marital status, status with regard to public assistance, or other non-job related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay, or other forms of compensation. Opportunity will be provided to all staff members based on qualifications and job requirements.

Ventura Village will take affirmative action to ensure that all employment practices are free of such discriminations. In order to provide a fair and open hiring process, Ventura Village will advertise all open positions in a manner that ensures reaching a diverse pool of candidates. The Board of Directors will review the outreach process and will make special recruitment efforts through appropriate community papers and other media.

Ventura Village will take affirmative action to afford business enterprises owned and controlled by women and minorities the maximum feasible opportunity to participate in the performance of any work and resulting contracts and/or subcontracts for construction projects in which this organization engages.

Ventura Village will evaluate the performance of its management personnel on the basis of their involvement in achieving these affirmative action objectives as well as other established criteria.

Fundraising

Ventura Village does not have a fundraising plan or policy. As an all-volunteer organization, Ventura Village does not have the capacity to do organizational fundraising. Board and committee members work with community partners and coalitions to support mutually beneficial fundraising efforts.

Grievance

Any grievance with Ventura Village's programs, staff, or Directors, including the conduct of committee(s), task force(s), Board of Directors meetings, or membership meetings, shall be made in writing on a designated grievance form, one grievance per form, stating the exact nature of the grievance, supporting documentation, and the desired recourse. The completed grievance form shall be submitted. After receiving the grievance form, the Executive Committee or the Board of Directors shall have up to sixty (60) business days to review and take action on the grievance. The Board of Directors shall adopt a uniform policy for the disposition of such grievances, and the Executive Committee or the Board of Directors shall respond in writing to the grieving party within ten (10) business days of any meeting at which action is taken on the grievance to declare the actions taken to resolve the grievance.

Strategic Planning

Strategic planning is accomplished through Ventura Village's 6 committees. Each committee is able to determine their yearly program goals along with a budget to support activities. This information is reviewed and approved by the Board of Directors and General Membership.

Whistleblower

State and federal law require all of Ventura Village's directors, officers, and contractors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of the Ventura Village must practice honesty and integrity in fulfilling their responsibilities and

comply with the laws. Therefore, Ventura Village will investigate complaints of suspected fraudulent or dishonest use or misuse of its resources or property by staff, board members, consultants, volunteers, or members. To maintain the highest standards of service, Ventura Village will also investigate complaints concerning its programs and services. This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

It is the responsibility of all board members, officers, members, and volunteers to report concerns about violations of Ventura Village's Conflicts of Interest Policy, code of conduct or suspected violations of law or regulations that govern Ventura Village's financial operations.

A director or officer who retaliates against someone who has reported a violation in good faith is subject to removal from the board of directors. Ventura Village's Treasurer will serve as compliance officer unless the Board designates another individual. The compliance officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution. They will also report at least annually to the Board on compliance activity relating to accounting or alleged financial improprieties. The Compliance Officer may be a third party designated by the organization to receive, investigate, and respond to complaints or a particular complaint.

Ventura Villages Compliance Officer will immediately notify the Board or Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the appropriate body or committee until the matter is resolved.

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be disregarded. Ventura Village's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.