



MIDTOWN PHILLIPS

NEIGHBORHOOD ASSOCIATION INC.

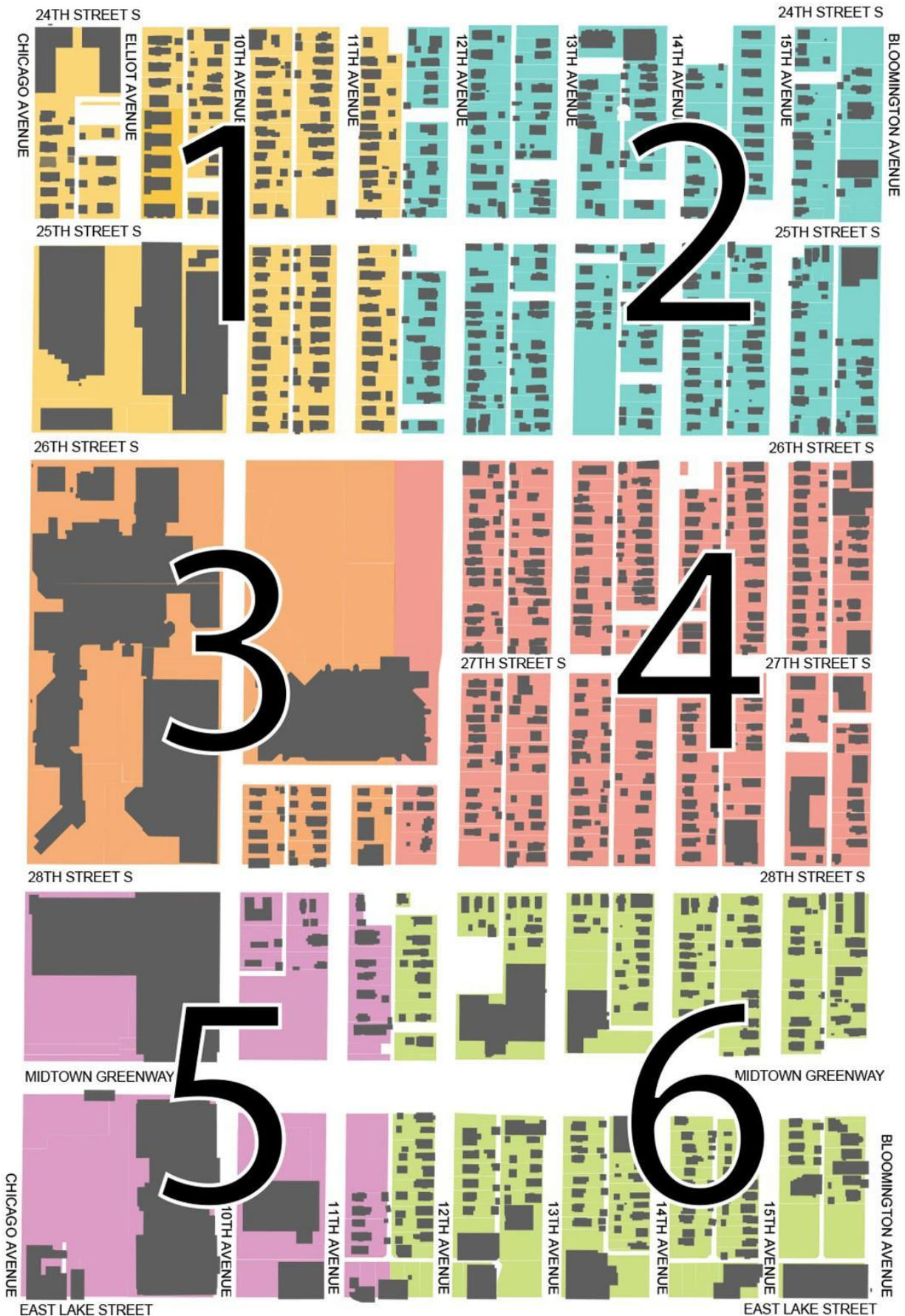
2025 BOARD MANUAL

TABLE OF CONTENTS

MIDTOWN PHILLIPS DISTRICT MAP	4
ROLE OF THE BOARD OF DIRECTORS	9
ROLE OF THE BOARD OF DIRECTORS	10
LANGUAGE ACCESS PLAN	14
WHISTLEBLOWER POLICY	16
CONFLICT OF INTEREST POLICY	18
CONFLICT OF INTEREST DISCLOSURE	21
GRIEVANCE POLICY	27
EQUAL EMPLOYMENT OPPORTUNITY	28
ADA POLICY	29
(AMERICANS DISABILITY ACT)	29
EMPLOYEE HANDBOOK & PERSONNEL POLICY	36
FINANCIAL POLICIES & PROCEDURES	37
FIXED ASSET POLICY	39
MPNAI RESOURCES	40
OFFICE INVENTORY	41
OTHER GENERAL CONDITIONS AND PROCEDURES	91
2022 ADVERTISING SUBMISSION TIMING	93
BOARD MEMBERS	94
As of October 24, 2025	94
RECORD OF PARTNERSHIPS	95
2023-2025 PARTNERSHIPS (not exhaustive)	95
2022 PARTNERSHIPS	95
2021 PARTNERSHIPS	95
2020 PARTNERSHIPS	95



MIDTOWN PHILLIPS DISTRICT MAP



I.

Introduction

The Attorney General's Office has prepared this Guide for Board Members to help directors understand their role and responsibilities as stewards of the nonprofit organizations for which they serve. Under Minnesota law, directors of Minnesota nonprofits are responsible for the management, finances, and other affairs of the corporation. This means that directors must supervise and govern the nonprofit's efforts in carrying out its mission. This does not mean that directors are required to manage the day-to-day activities of a corporation. Rather, directors can appoint officers and employ individuals who carry out the daily tasks of running the nonprofit organization. Directors must be active, informed, and engaged, as they are considered fiduciaries—a term used for individuals who are in a position involving trust. Specifically, directors are subject to the fiduciary duties of care, loyalty, and obedience to the law, among others. Minnesota courts have long held that the law imposes the highest standard of integrity on the bearers of these fiduciary duties.

II.

To Exercise the Duty of Care

The duty of care generally requires that directors discharge their duties in good faith, in a manner the director reasonably believes to be in the best interests of the nonprofit corporation, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. This means:

1. **Active Participation.** A director must actively participate in the management and operations of the organization. This includes preparing for and attending board meetings, reading and evaluating all materials received in advance of meetings, reading meeting minutes, reviewing the performance and compensation of the Executive Director and the organization's other officers and employees, reviewing financial documents, exercising independent judgment, asking questions to obtain information necessary to make informed decisions, and so on. Serving on a board is a significant commitment. Individuals who do not have the time to participate as required should not agree to be on a board of a nonprofit organization.
2. **Committees.** Directors may establish committees having the authority of the board and may rely on information, opinions, or reports of these committees for certain matters. These committees are subject to the direction and control of the board, however, and committee action alone does not mean a director has properly discharged the director's fiduciary duties. As a result, directors are still responsible for overseeing these committees and should periodically scrutinize their work.
3. **Board Actions.** The board takes action by the affirmative vote of a majority of directors present with voting rights at a meeting. A director who is present at a meeting when an action is approved by the entire board is presumed to have agreed to the action unless: (1) the director objects to the meeting because it may not have been lawfully called or convened and does not participate in the meeting; (2) the director votes against the action; or (3) the director is prohibited from voting on the action because of a conflict of interest. Proxy voting, or voting through an agent, by directors is not permitted.
4. **Minutes of Meetings.** Written minutes should be taken at every board meeting. These minutes should accurately reflect board discussions, as well as any board actions taken at meetings.
5. **Books and Records.** A director should have general knowledge of the books and records of the organization. The organization's articles, bylaws, accounting records, voting agreements, minutes, and financial statements must be made available to directors and members of the nonprofit who wish to inspect them for a proper purpose. A board should consider adopting written document retention policies to ensure documents are properly maintained and stored.
6. **Accurate Record Keeping.** A director should not only be familiar with the content of the organization's books and records, but should also assure that they are accurate. This may require the director to take steps to have regular audits conducted by an independent certified public accountant. At the very least, the director should be aware of what the financial records disclose and take appropriate action to make sure there are proper internal controls, or processes to assure reliable financial reporting and proper administration over charitable assets.
7. **Charitable Assets.** A director has the duty to protect, preserve, invest, and manage the nonprofit corporation's

charitable assets and property in a fashion consistent with the purposes for which they were given and legal requirements. Instituting proper internal controls aids in the protection of the nonprofit corporation's charitable assets.

8. **Resources.** A director must assist the organization in obtaining adequate resources to enable it to further its charitable mission.
9. **Investigations.** A director has a duty to investigate warnings or reports of officer or employee theft, mismanagement, or misuse of the nonprofit's charitable assets. In some situations, a director may have to report misconduct to the appropriate authorities, such as the police or the Attorney General. When appropriate, a director should consult an attorney or other professional for assistance.

III.

To Exercise the Duty of Loyalty

Directors have an absolute duty of complete, undivided loyalty to the organization. This means that directors should avoid using their position or the nonprofit's assets in a way which would result in monetary gain for them or a member of their family. A director should put the best interests of the organization first and avoid engaging in transactions with the organization from which the director will benefit. This means:

1. **Conflicts of Interest.** Under Minnesota law, a conflict of interest arises when a nonprofit enters into a contract or transaction with a director, a director's family member, or another organization in which the director has a material financial interest. In limited circumstances, these types of transactions may be acceptable. If the transaction is challenged, it may be permissible if the interested director has carried the burden of establishing that the transaction was fair and reasonable to the nonprofit, that there was full disclosure of the conflict to other directors or members, and that the contract or transaction was approved by non-interested members or other directors in good faith.
2. **Written Policy.** Boards should establish a written policy on avoiding conflicts of interest. This policy should include written procedures for determining potential conflicts of interest and identify a course of action for when such conflicts arise.
3. **Loans.** It is rarely proper for a nonprofit corporation to provide a loan or guarantee to a director or the director's family members. Such transactions raise ethical questions and typically subject the nonprofit corporation and the board to public and government scrutiny. In limited circumstances, a nonprofit may provide a loan or guarantee to a director or the director's family members if, in the judgment of the entire board, the transaction will benefit the nonprofit, as opposed to the loan or guarantee recipient. These decisions should be meticulously documented and tracked through means such as board meeting minutes, correspondence, ledgers, etc. to establish their propriety.
4. **Corporate Opportunity.** Directors are under a fiduciary obligation not to divert a nonprofit's business opportunity for their personal gain. This means that a director may not engage in or benefit from a business opportunity that is available to and suitable for the nonprofit unless the organization decides not to engage in the business opportunity and the board follows the conflicts of interest procedures set forth in the Minnesota Nonprofit Corporation Act.
5. **Internal Revenue Code.** There are additional prohibitions related to the duty of loyalty that are specified in the rules of the Internal Revenue Code regarding self-dealing. For more information, visit www.irs.gov/charities-non-profits.

IV.

To Exercise the Duty of Obedience:

Directors have a duty to follow the nonprofit's governing documents, to carry out the organization's mission, and to ensure that funds are used for lawful purposes. Additionally, directors must comply with state and federal laws that relate to the organization and the way in which it conducts its business. This means:

1. **State and Federal Statutes.** Directors should be familiar with state and federal laws relating to nonprofit organizations, charitable solicitations, sales and use taxes, FICA and income tax withholding, and unemployment and workers' compensation obligations. They should also be familiar with the requirements of the Internal Revenue Service. Directors should see to it that their organization's status with state and federal agencies is protected.
2. **Filing Requirements.** Directors must comply with deadlines for tax and financial reporting with the Internal Revenue Service, for registering with the Attorney General's Office, for making social security payments, for income tax withholding, and so on. If an organization is incorporated under the Minnesota Nonprofit Corporation Act, directors also have a duty to maintain the organization's corporate status by submitting timely filings to the Secretary of State's Office.
3. **Governing Documents.** Directors should be familiar with their organization's governing documents (including articles of incorporation, constitution, bylaws, codes of conduct, codes of ethics, and any other documents governing the organization) and should follow the provisions of those documents. Directors should ensure that proper notice is given for board meetings, that regular board meetings are held, that directors are properly appointed or elected, and that the organization's mission is being accomplished.
4. **Board Training.** Directors should consider what training and education the board may need on a regular basis to ensure proper oversight of the corporation, and develop an orientation for new board members.
5. **Outside Help.** When appropriate, directors should obtain opinions of legal counsel or accountants.

V.

Enforcement of these Duties:

If a director breaches his or her fiduciary duties, or fails to act in accordance with the standards described above, at least 50 members with voting rights or ten percent of members with voting rights, whichever is less, or the Attorney General's Office, may bring an action for equitable relief, including awarding attorney fees and disbursements to members.

VI.

Resources for Nonprofits:

1. **Attorney General's website**
www.ag.state.mn.us
The Attorney General's website has a number of useful publications, reports, links to information, and all registration forms and instructions issued by the Charities Division available online for viewing or downloading.
2. **Internal Revenue Service**
www.irs.gov
The website of the Internal Revenue Service has useful information about required filings by nonprofit organizations and compliance to maintain tax-exempt status.
3. **Guidestar**
www.guidestar.org
Guidestar is a website which has free information on the programs and finances of more than 1.8 million charities and

nonprofits.

4. Propel Nonprofits

www.propelnonprofits.org

Propel Nonprofits states that its mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital, including by providing nonprofit accounting assistance and financial management, board development, loans, and strategic consulting.

ROLE OF THE BOARD OF DIRECTORS

Running a successful nonprofit takes an active board of directors and a dedicated staff led by a capable executive director. However, your nonprofit's effectiveness can be hampered when the board and executive director step on each others toes.

So what is the role of each in leading a nonprofit?

Role of the Board of Directors

In general terms, the board of directors provides oversight and guidance to the executive director and the nonprofit's other staff members. The board ensures that the organization stays aligned with its mission and values in addition to complying with all federal and state laws.

Specifically, the board of directors has oversight over the following areas:

(1) Legal Oversight.

- The board ensures that it is operating in accordance with its mission and the purpose for which it was granted tax- exempt status.
- As safeguards of the public trust, board members are responsible for protecting the organization's assets.
- The board ensures legal and ethical integrity and maintains accountability.

(2) Management Oversight.

- The board is responsible for ensuring that the nonprofit corporation is being run well.
- The board selects the executive director and decides his/her role.
- The board supports the executive director and assesses his/her performance.
- The board has the power to hire and remove the executive director.

(3) Financial Oversight.

- The board provides proper financial oversight, including setting and approving an annual budget.
- The board ensures there are financial resources. Many board members are involved in making sure the nonprofit has the money it needs. This may include making personal donations, organizing fundraising events, or other fundraising activities.

(4) Program Oversight.

The board ensures that programs are in place to further the mission and goals of the organization. Role of the Executive Director

While the board's role is to oversee, many times the board will hire a key staff person to execute those policies, programs, and initiatives. This person is often called the executive director. The executive director is more involved than the board in the day-to-day operations of the organization.

(1) Staff Management.

The executive director hires, supervises, and motivates the staff of the nonprofit.

(2) Development and Management of Policies and Programs.

The executive director works with the staff to develop policies to guide the organization and programs to fulfill its charitable purpose.

(3) Staff Liaison to the Board of Directors.

The executive director must also keep the board informed of what the organization is doing. The executive

director attends board meetings and maintains open lines of communication with the board of directors.

Shared Responsibilities

A nonprofit's board of directors and executive director should also work together on broader projects that are important to the well-being of the organization:

(1) Strategic Plan.

The board and executive director work together to create a strategic plan to guide the organization.

(2) Fundraising Plan.

The board and executive director develop a fundraising plan to ensure that the organization has the resources needed to fulfill the strategic plan.

(3) Evaluation of the Organization.

The board and executive director implement periodic evaluations of the organization to ensure that the nonprofit remains true to its mission and is effective.

<http://cullinanelaw.com/nonprofit-board-vs-executive-director/>

What about advisory boards or committees?

Depending on the articles of incorporation and bylaws, the board of directors may be able to create any number of advisory boards or committees.

Generally, a committee or advisory board does not have legal responsibilities. Instead, the committee or advisory board works to give advice and support to the organization in some particular way.

Even though the word "board" is included in an "advisory board" or "fundraising board" or "medical board," these likely are committees of the governing board. These groups are not the top, ultimate governing board, and they do not have the same legal duties as the board of directors.

Some typical types of advisory boards include

- Fundraising and special event planning
- Program support, policy creation, expert guidance
- Specific skill set: medical board, academic advisory board, marketing board.

Because the names and jobs on the "board of directors" and an advisory board can seem similar, sometimes there is confusion. It is often helpful to set out the duties and purpose of any committee or advisory board. Members of the committee should receive information on their expectations and responsibilities in their role.

Board Training

Board members have important fiduciary duties. They accept legal risk and responsibility for the nonprofit corporation. As a result, Directors must stay aware of changes in nonprofit corporate law, business law, nonprofit sector best practices and governance requirements.

Board education and training opportunities are intended to assist Directors with their responsibilities. This safeguards the Organization and ensures Directors can uphold their obligations, regardless of their previous education or experience.

Therefore, it is the policy of the Organization to provide both new and existing board members with training opportunities. These training opportunities may be combined when it is convenient. Board member trainings may be conducted internally and with the assistance of a qualified third-party provider that routinely provides training to Minnesota nonprofit boards.

New Member Orientation

New Directors will be oriented as quickly as reasonably possible, within 90 days of the meeting where the board member is elected. Board leadership will ensure that each newly appointed

Director receives the following:

Briefing from the Chair/President

Briefing from the Executive Director (if any)

New board member training

Access to core documents (operations manual, policies, procedures, and access to past year of meeting minutes, etc.)

Educational materials provided to all applicants as part of the application process and a signed board member agreement

OPERATIONS MANUAL

Currently all MPNAI Operations are handled in contract with an accountant and with an MOU with EPIC. Please refer to those documents for specific arrangements beyond the scope of this document. All agreements should still follow the policies set forth in this Board Manual.

501C3 APPROVAL LETTER

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 19 2004**

MIDTOWN PHILLIPS NEIGHBORHOOD
ASSOCIATION INC
C/O SCOTT HUSARY KRASS MONROE P.A.
8000 NORMAN CENTER DR STE 1000
MINNEAPOLIS, MN 55437

Employer Identification Number:
02-0599042
DIN:
504146025
Contact Person:
DAVID A DOEXER ID# 31168
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
May 3, 2002
Contribution Deductibility:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to other organizations, your records must show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence the funds will be used for section 501(c)(3) purposes.

If you distribute funds to individuals, you should keep case histories showing the recipient's name and address; the purpose of the award; the manner of selection; and the relationship of the recipient to any of your officers, directors, trustees, members, or major contributors.

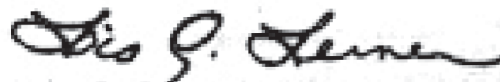
We have sent a copy of this letter to your representative as indicated in your power of attorney.

Letter 947 (DO/CG)

501C3 APPROVAL LETTER

MIDTOWN PHILLIPS NEIGHBORHOOD

Sincerely,

A handwritten signature in black ink, appearing to read "Lois G. Lerner". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

BYLAWS

 MPNAI Bylaws 2025.09 (word doc, needs formatting)

LANGUAGE ACCESS PLAN

The purpose of the Language Access Plan is to help Midtown Phillips Neighborhood Association, Inc. (MPNAI) provide better opportunities for non or limited English speaking residents, business owners, and property owners within the Loring Park neighborhood.

MPNAI recognizes that needs and circumstances requiring interpretation and/or translation are situational, and commits to providing interpretation and/or translation for events and meetings in consideration of the following four factors:

- 1) the number or proportion of limited or non English speaking persons served in the eligible service population;
- 2) the frequency with which limited and non English speaking persons come in contact with MPNAI programs and events;
- 3) the nature and importance of the services, programs or activities that are provided; and
- 4) resources available to MPNAI for the costs involved.

Definitions:

For purposes of this Language Access Plan, the Plan is to enhance participation of MPNAI members who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. These members may be eligible to receive language assistance with respect to a particular program, event, or activity organized by MPNA.

Interpretation refers to spoken language in real time. Translation refers to written content.

Key Interactions with the Public:

MPNAI interacts with the public in many ways: through meetings of members, committee meetings, board meetings, hearings, community events and through its publications or social media.

MPNAI recognizes that some of its activities, such as hosting community hearings on local development or local planning initiatives, may have immediate or significant impact on community members. In such situations, MPNAI will seek to provide translation or interpretation, or will advocate with partners or other agencies to provide translation or interpretation.

MPNA may also organize specific meetings for the purpose of engaging non English or limited English speaking members of the community (e.g., building meetings targeted to Business corridors or residents living on blocks or high-rise buildings with multi language speakers)

Language Access Plan Procedures:

1. Translation

MPNAI will prepare and distribute notice of member meetings (such as annual meetings or special meetings of members) in Spanish and Somali, and will publish translated notice in a manner to reach target populations in the most effective manner (e.g., Midtown Phillips Outreach Partners have MOUs to support MPNAI).

Members of the board, committees or work groups may request translation of notices.

2. Interpretation

MPNAI will provide interpreters for Spanish and Somali for regular or special meetings of the members, upon request.

3. Communication

MPNAI will include interpretation requests at Community Meetings. MPNAI contracts annually with Outreach Partners to support communication with a number of language speakers which varies year to year.

4. Review of City Policy & Projects

When working with other agencies to hold special community forums (such as a land development review or implementation of the MPRB Master Plan) MPNA will request those agencies arrange for translation of relevant materials such as meeting notices, articles, or summaries of information to Spanish and Somali, and to provide interpreters for meetings, or to provide reimbursement to MPNA to provide for such services.

Regular Review:

The MPNA Board will review demographic data and the Language Access Plan for the Midtown Phillips neighborhood based on census data.

WHISTLEBLOWER POLICY

I. Purpose

The Organization, state and federal law require all of Organization's directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees and representatives of the Organization must practice honesty and integrity in fulfilling their responsibilities and comply with the laws.

Therefore, the Organization 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, the Organization 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.

II. Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Organization can address and correct inappropriate conduct and actions appropriately.

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

III. No Retaliation

An employee, director or officer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

IV. Designated Compliance Officer

The Organization'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 Executive Director and/or 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

V. Reporting Procedure

The Organization has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or any board member.

VI. Confidentiality

Violations or suspected violations may be submitted anonymously or confidentially by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VII. Accounting and Auditing Matters

The Organizations 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.

VIII. Acting in Good Faith

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 viewed as a serious disciplinary offense.

IX. Handling of Reported Violations

The Organization'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.

CONFLICT OF INTEREST POLICY

Midtown Phillips Neighborhood Association, Inc.

It is in the best interest of Midtown Phillips Neighborhood Association, Inc. to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, members, employees and volunteers of the Midtown Phillips Neighborhood Association, Inc. identify situations that present potential conflicts of interest and to provide Midtown Phillips Neighborhood Association, Inc. with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in Midtown Phillips Neighborhood Association, Inc. operations.

1. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as an "interested person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:
 - a. A director, officer, member, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with Midtown Phillips Neighborhood Association, Inc. for goods or services.
 - b. A director, officer, member, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between Midtown Phillips Neighborhood Association, Inc. and an entity in which the director, officer, member, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
 - c. A director, officer, member, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Midtown Phillips Neighborhood Association, Inc.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Midtown Phillips Neighborhood Association, Inc.

2. **Definitions.**
 - a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
 - b. An "Interested Person" is any person serving as an officer, member, employee or member of the Board of Directors of Midtown Phillips Neighborhood Association, Inc. or a major donor to Midtown Phillips Neighborhood Association, Inc. or anyone else who is in a position of control over Midtown Phillips Neighborhood Association, Inc. or voting member who has a personal interest that is in conflict with the interests of Midtown Phillips Neighborhood Association, Inc.
 - c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
 - d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
 - e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the

exercise of control over another organization. The making of a gift to Midtown Phillips Neighborhood Association, Inc. is not a Contract or Transaction.

3. **Procedures.**

- a. Prior to board, general meeting or task force action on a Contract or Transaction involving a Conflict of Interest, a director, member or task force member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director, member or task force member who plans not to attend a meeting at which he or she has reason to believe that the board, member or task force will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's, general meeting's or task force's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of Midtown Phillips Neighborhood Association, Inc. has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
- f. Interested Persons who are not members of the Board of Directors of Midtown Phillips Neighborhood Association, Inc. or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board, general membership or task force action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect Midtown Phillips Neighborhood Association, Inc.'s participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. **Confidentiality.** Each director, officer, member, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of Midtown Phillips Neighborhood Association, Inc. Furthermore, directors, officers, members, employees and volunteers shall not disclose or use information relating to the business of Midtown Phillips Neighborhood Association, Inc. for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5. **Review of policy.**

- a. Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- b. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to Midtown Phillips Neighborhood Association, Inc. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address

Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

- c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all members, staff and volunteers

CONFLICT OF INTEREST DISCLOSURE

Basic Conflict of Interest Disclosure Form Midtown Phillips Neighborhood Association, Inc.

Date: _____

Name: _____

Position (employee/volunteer/trustee): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Midtown Phillips Neighborhood Association, Inc. and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1.

2.

.

3.

.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Midtown Phillips Neighborhood Association, Inc.

Signature: _____

Date: _____

Policy Adopted from a template policy provided by the Minnesota Council of Nonprofit Organizations

GRIEVANCE POLICY

A person wishing to file a complaint or grievance with the Midtown Phillips Neighborhood Association, Inc (MPNAI) should first talk directly to the person(s) the grievance is about. Mediation can be provided by the Neighborhood.

If this is unsuccessful, a grievance should be filed in writing and addressed to the Midtown Phillips' Board of Directors. The written document should list the person's specific concern(s) and should be sent, emailed, or delivered to the Midtown Phillips Neighborhood Association, Inc office.

If the complaint or grievance is in regards to a Midtown Phillips Neighborhood Association Inc. staff person, the MPNAI Executive/Personnel Committee will review the complaint/grievance at their next scheduled meeting and take appropriate action. The committee will send a written response to the person(s) filing the complaint/grievance following the review.

If the complaint/grievance is in regards to Midtown Phillips Neighborhood Association, Inc. more broadly, the issue will be brought before the MPNAI's Executive Committee at the next scheduled meeting and if necessary, brought before the MPNAI Board of Directors. The Executive Committee or Board will decide how to handle the complaint/ grievance and if needed, set up a committee to fully review the issue. The final decision and actions will be documented in writing and sent to the person(s) filing the complaint or grievance.

EQUAL EMPLOYMENT OPPORTUNITY /AFFIRMATIVE ACTION POLICY

Midtown Phillips Neighborhood Association, Inc (MPNAI) believes that equal opportunity for staff members is critical to the continuing success of the organization and the neighborhood. In accordance with State and Federal law, MPNAI will not discriminate against a staff person or applicant for employment on the basis of race, disability, color, creed, religion, sex, affection all preference or sexual orientation, age (40-70), 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 is provided to all staff members based on qualifications and job requirements.

MPNAI 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, MPNAI 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.

MPNAI 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.

MPNAI Board 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.

ADA POLICY

(AMERICANS DISABILITY ACT)

1. **Participation**

Midtown Phillips Neighborhood Improvement Association, Inc. (MPNAI) is committed to making all its programs, services, and activities accessible. Meetings and events of the organization will be held in a public location that is wheelchair accessible, and reasonable accommodations will be made available upon request.

For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities.

A wheelchair accessible location will include handicap accessible parking, and an accessible entrance with no step, or an available ramp or elevator. An accessible route to the meeting or event must be at least 3 feet wide.

Any qualified person may request an accommodation, such as a sign language interpreter, by contacting MPNAI at least 5 days before a meeting or event. MPNAI will seek to provide the most effective available accommodations (which will provide the individual with the opportunity to participate equally, or provide equal

benefits or privileges as a non-disabled person) with the understanding that the accommodation does not have to be the best or the accommodation preferred by the disabled individual.

The following notification will be placed in all Meeting and event notices of Midtown Phillips Neighborhood Association, Inc.:

'MPNAI invites and encourages participation by every resident to each program, service, and event organized by MPNAI. Should you require an accommodation in order for you to fully participate, or if you require this document in a different format, please let us know by contacting us at midtownphillips.org at least 5 days before our event. You may contact us through Minnesota Relay Services at 1-800-627-3529 or by dialing 7-1-1.'

A complaint/grievance may be filed following the Midtown Phillips Neighborhood Association, Inc Grievance policy, available by request online at midtownphillips.org

2. **Employment Policy**

Midtown Phillips Neighborhood Association, Inc is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. It is the policy of MPNAI to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the Minnesota Human Rights Act and the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions

of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

Reasonable accommodation

A reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an

equal employment opportunity.

Examples of accommodations may include acquiring or modifying equipment or devices; modifying training materials; making facilities readily accessible; modifying work schedules; and reassignment to a vacant position.

EMPLOYEE HANDBOOK & PERSONNEL POLICY

1. INTRODUCTION

Midtown Phillips Neighborhood Association, Inc. (MPNAI) is committed to fair, clearly stated and supportive relationships between MPNAI and its staff. The personnel policies of MPNAI have been established to ensure consistency of personnel decisions. It is the intention of MPNAI to administer the personnel programs in a manner which complies with the letter and spirit of all applicable federal, state and local regulations. This document is designed to provide guidance to staff at MPNAI. All employees are "at will employees" which means that they may be terminated at any time with or without cause.

Employee Classification

All employees are classified as either regular or temporary. Regular employees are employees hired without a specific termination date. Temporary employees are employees whose position at the time of hire is for a short-term period. Terms of employment will depend on MPNAI's needs, and in no case will a regular or temporary position be construed as being a contract for a definite time. Employees also are classified as either exempt or non-exempt according to provisions of the Fair Labor Standards Act.

Regular Full-time Employees are those employees who work at least 32 hours per week and are eligible for all fringe benefits.

Regular Part-time Employees are those employees working less than 32 hours per week. Part-time employees are eligible for fringe benefits at a prorated amount as specified in this policy.

Temporary Employees are those employees who are paid hourly under a Letter of Agreement for a specified period of time. Temporary employees are not eligible for benefits.

2. NON-DISCRIMINATION POLICY

The policy and intent of MPNAI is to provide equal employment opportunity for all persons regardless of race, color, creed, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, sexual orientation, status with regard to public assistance, disability, sex, or age.

3. RECRUITMENT PROCEDURES

MPNAI intends to recruit, hire, and place applicants on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description.

When a new position is established, the Executive Director or Board of Directors will prepare a job announcement identifying the position's responsibilities and overall relationship to MPNAI for posting or circulation within MPNAI and for public notification.

4. COMPENSATION

Persons employed by MPNAI in a part-time or full-time capacity will receive an hourly wage or salary negotiated at the time of recruitment. At the time of hire, new employees will receive a letter of hire, a job description, and a copy of the personnel policies. The magnitude of the work

assignments and the scope of responsibility for the position will be fully discussed at time of hire. In setting compensation, MPNAI may consider, among other things, external labor market rates, equitable relationships with other jobs within MPNAI and MPNAI's ability to pay. Each employee is eligible for an annual salary review. The Board of Directors will determine the Executive Director's salary and the Executive Director will determine the salary for all other positions.

5. WORK SCHEDULE

MPNAI will establish a weekly work schedule, and whenever possible will accommodate each individual's personal commitments and the needs of MPNAI.

6. HOLIDAY SCHEDULE

Official MPNAI holidays are as follows: New Year's Day - January 1

Martin Luther King Holiday – Third Monday in January Memorial Day – Last Monday in May

Independence Day - July 4

Labor Day - First Monday in September Thanksgiving Day - Fourth Thursday in November

When New Year's Day or Independence Day falls on a Sunday, the following day shall be considered the official holiday. When these holidays fall on a Saturday, the preceding Friday shall be considered the official holiday.

Floating Holiday

Each employee of MPNAI also shall have two (2) floating holidays to be used in each calendar year.

Floating holidays must be scheduled with the employee's supervisor at least two weeks in advance of the employee's absence.

For regular part-time employees, holiday time will be compensated in proportion to the usual hours worked.

Temporary employees are not compensated for holidays.

7. PARENTING LEAVE

MPNAI desires to assist new parents in balancing the demands of working and caring for children. MPNAI will provide 2 weeks of paid time off at their current salary and up to ten additional weeks of unpaid leave to any employee for the birth or adoption of a child. This benefit is available to all employees who have worked for MPNAI for at least one year. Leave must be initiated within six weeks of the birth or adoption of the child, except that, in the case where the child must remain in the hospital longer than the mother the leave must be initiated within six weeks of the child leaving the hospital, or unless otherwise approved. The use of the 12 weeks shall be at the discretion of the employee and employees are required to create a plan for their time off and get it approved by the board. Special circumstances shall be reviewed by the board. Insurance benefits will continue to be in force during this leave period. Upon completion of leave, the employee will be allowed to return to the same or a substantially similar position at the same salary as the employee earned prior to the leave.

8. VACATION TIME

MPNAI will provide Vacation Time to each full time and part time regular employee according to the following schedule:

- From their start date to the 2nd anniversary of their employment, employees will accrue vacation at a rate of 2 weeks per year.
- Starting on the 2nd anniversary of their employment, employees will accrue vacation at a rate of 3 weeks per year.

- Starting on the 5th anniversary of their employment, employees will accrue vacation at a rate of 4 weeks per year.

Vacation days will accrue per pay period based on years of employment and hours worked, and will be available after three months of employment. Any accumulated vacation days will be paid out at time of termination (see section 11 for limitations on accrual). Vacation days must be approved in writing at least 24 hours in advance of absence. Approval will be granted if the absence does not unduly provide an impediment for completion of an assigned task or prevent other staff from completion of their work assignments.

9. PERSONAL TIME OFF (PTO)

MPNAI will provide Personal Time Off (PTO) to each full time and part time regular employee to use for absences such as illness, child care, personal appointments, or personal time. Full time employees accrue six PTO days per year and part time employees will be prorated based on the number of hours worked. PTO days will accumulate per pay period starting the first day of employment and can be used right after accumulation. Accumulated personal days will not be paid out at the time of termination.

Supervisor must be notified by 9 am via email or phone if the employee will not be available for work on a scheduled day due to illness or an emergency. All other personal days must be approved in writing ahead of time.

10. COMP TIME

MPNAI part time and full time regular employees are expected to manage their work within their allotted weekly hours but may need to work more than their allotted hours from time to time in order to complete a project or prepare for an event. Employees must gain approval from their supervisor in order to work more than their regularly scheduled hours in a pay period. If approved, employees will earn Comp Time when they work more than their scheduled amount of time in a pay period. Comp time will be awarded up to a maximum of 40 hours for full time employees. Comp Time cannot be used before it is accrued and will not be paid out at the time of termination.

11. MAXIMUM ACCRUED TIME OFF

Full time MPNAI employees can accumulate a maximum of 200 hours of combined Vacation Time, PTO, and Comp Time at any one time unless prior approval is given . Approval will only be granted if the employee is planning to take extended time off for parental leave, medical leave, or an extended approved vacation. Employees are expected to manage their paid time off and Comp Time and will lose their benefits if they exceed a combined total of 200 hours in any given pay period.

12. SPECIAL LEAVE

All employees are eligible for one week of unpaid leave each year. Leave must be approved by the board. Additional unpaid time off is at the discretion of the Board of Directors.

13. COMPASSIONATE LEAVE

Employees of MPNAI shall be granted up to three working days with pay due to a death in their immediate family (mother, father, sister, brother, spouse/partner, children, in-laws, grandparent, and grandchildren). The Board Chair will consider special cases on an individual basis.

14. JURY DUTY

MPNAI will pay an employee his or her normal pay for up to one week of jury duty per year, but the employee must reimburse MPNAI the entire amount they receive from the County for their

service. Additional unpaid leave for jury duty will be automatically granted. Employees are expected to do as much work as possible during their service both in the office and the jury waiting room, and should sign up for the call-in service.

15. VOTING LEAVE

MPNAI will grant to all employees a reasonable amount of time during the working day to vote in governmental elections when it is not possible to vote outside the regularly scheduled work time.

16. MILITARY LEAVE

Employees absent on their annual two-week reserve or National Guard duty shall be considered on an excused leave of absence and may elect one of the following options related to their pay:

- The employee may take their vacation and retain their military pay.
- The employee may surrender their military pay to MPNAI, receive their regular salary and take their vacation at a later date.
- The employee may take unpaid leave and retain their military pay.

An employee called up to active duty is allowed an unpaid leave of absence to meet her/his military responsibilities.

Upon honorable discharge from active duty, the employee will be allowed ninety days to apply for reinstatement to her/his former job. The employee will be reinstated to the same job formerly held, with the same duties, same level of pay, benefits and seniority had s/he not been on active military duty. Employee benefits will not accumulate during the leave. The employee will be given a Consolidated Omnibus Budget Reconciliation Act notice for election to continue insurances during the leave.

17. HARASSMENT POLICY

It is MPNAI's belief that the employees of MPNAI are the primary means by which the goals and objectives of MPNAI will be met. To that end, the rights of all employees must be respected. All employees of MPNAI must understand its position on harassment. By definition, harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including sexual harassment. The procedure for reporting and dealing with this issue is as follows:

- If a person's behavior makes an employee uncomfortable, the employee should immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.
- If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee's request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should contact the Executive Director or, if appropriate, the Board Chair or a member of the Executive Committee.

In all instances, a prompt, thorough and, fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. MPNAI will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension or termination.

No retaliation of any kind will occur because an employee has in good faith reported an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to

mediate any sexual harassment complaint.

18. SUBSTANCE ABUSE

Employees needing help with a substance abuse problem are encouraged to contact their supervisor or a treatment facility. No person will be penalized for seeking or accepting counseling or treatment for a substance abuse problem. Employees may use their accumulated time off to address the substance abuse problem or get approval for an unpaid leave.

19. HEALTH INSURANCE BENEFITS

MPNAI will contribute \$100 per month toward an employee owned health insurance plan for part time and full time regular employees. If the employee does not carry health insurance, no payment will be made.

20. PERFORMANCE REVIEWS

Each performance review should be a positive and interactive process whereby both MPNAI and the individual being reviewed receive information about his or her success in meeting the responsibilities of the job, and MPNAI can learn about its strengths and weaknesses as an employer of that employee. In general, the goal of MPNAI is to conduct a performance review of each employee annually.

21. EMPLOYMENT REFERENCES

When MPNAI receives a request for information from another person or entity about an employee, either during employment or after the employee's employment has ended, it is MPNAI's policy to provide only the following:

- a. dates of employment
- b. last job title

In general, MPNAI's policy is not to furnish any other information about work performance or employment, unless the employee specifically directs it to do so and signs a release prepared by MPNAI which authorizes it to do so. If an employee does not authorize MPNAI to furnish any additional information, it will advise the requesting person or entity that, absent a release, MPNAI's policy is to provide only the information set out in a-b above.

22. TERMINATION

Resignation

Any employee of MPNAI may resign by submitting a letter of resignation to the Board of Directors at least ten working days prior to the effective date of the resignation, thirty days is preferred.

At the time of the effective date of the resignation, the employee shall be paid for all unused accrued Vacation Time.

Other Discharges

Discipline and/or discharge may result for many reasons including, but not limited to, inappropriate behavior and/or unsatisfactory performance.

Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of agency property, conviction of a felony, violation of any policies or practices of MPNAI.

Unsatisfactory performance means failure of an employee to meet performance standards, to complete tasks in a timely, competent way, or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or morale of others may result in termination. At the discretion of the Board of Directors, any staff member facing termination for unsatisfactory performance may be given the option to resign as described in the above section under "Resignation."

Layoffs

MPNAI attempts to hire highly qualified staff with broad capabilities. There may be occasions, however (due to program changes, loss of grant support, etc), when it may be necessary to initiate lay-offs. In such cases, it is the intent of MPNAI to attempt to avoid abrupt, arbitrary, and unfair actions whenever possible.

23. EMPLOYEE APPEALS (Grievance Procedures)

The purpose of the employee appeal procedure is to provide a means for employees to resolve their work place concerns with management. All regular and temporary employees of MPNAI may file a grievance under this section.

Definition of an Appeal

A grievance shall be determined as an alleged misapplication of MPNAI's personnel policies. This procedure represents an intent to offer a dispute resolution mechanism to the employees of MPNAI. Failure by MPNAI to exactly follow this procedure shall not subject MPNAI to a breach of contract claim, or any other claim.

Timing for Appeals

In order to qualify for processing under this section, an appeal must be filed no later than thirty (30) calendar days after the date on which the aggrieved condition commenced.

Step One: Any employee who is eligible may present an appeal to his/her immediate supervisor for discussion. The supervisor shall have five (5) regular working days in which to respond to the relief requested. Should the supervisor fail to respond within this time limit or if the employee finds the response unsatisfactory, the appeal may be reduced to writing, clearly specifying the policy allegedly misapplied, and the relief requested. The appeal should be submitted to the Executive Director within five (5) regular working days from the time the first step answer was due or was given. The Executive Director should respond in writing within five (5) days of receipt and if the Executive Director fails to respond within this time, or if the employee finds the response unsatisfactory, or in cases where the Executive Director is the immediate supervisor, the employee may proceed to Step Two.

Step Two: The employee may submit an appeal to a member of the Executive Committee if Step One has not resolved the issue. Upon receipt of a written appeal, the Executive Committee member will inform the Board Chair of the appeal. The Executive Committee shall also convene a meeting wherein statements shall be taken from the appealing employee and the employee's immediate supervisor, as applicable, either separately or jointly at the discretion of the Board Chair. The Executive Committee may also request statements from other employees.

The Board Chair may refuse to grant the employee's request for appeal when the issues involved are minor in nature, or involve evaluations or judgments by management unless they appear to be contrary to policy, malicious or vindictive. The Executive Committee shall have twenty (20) regular working days in which to respond to the employee in writing concerning the relief requested. If the Executive Committee fails to respond within this time limit, the employee may petition the Chair of the Board of Directors. Failure on the part of the employee to petition the

Chair of the Board of Directors within thirty (30) days of the result of Step Two shall result in the appeal being waived.

Step Three: The Chair of the Board shall convene a meeting with the aggrieved employee, the Executive Committee, the Executive Director and the Immediate Supervisor, as applicable, either separately or jointly at the discretion of the Chair. The Chair may convene an executive committee meeting and within ten (10) working days shall respond to the grievant in writing with the final decision. In all instances, a thorough and fair investigation will take place, giving careful consideration to the rights and dignity of the people involved. The Chair will report the grievance and the result at the next regularly scheduled Board meeting.

24. WORK PRODUCTS AND FILES

All supplies, materials, and work products of an employee if purchased by MPNAI shall remain the property of MPNAI after resignation, discharge, or layoff of that employee. The employee may retain any personal files, but work files and other papers shall remain with MPNAI.

Employees are expected to use the email provided by MPNAI for all work related business and refrain from using it for personal use. Physical files are kept in the MPNAI office and all electronic files are kept in the centralized electronic filing system. Employees should not keep MPNAI files on their personal computers or in a location other than the MPNAI office.

25. CONFLICT OF INTEREST

Employees must avoid any conflicts of interest between their employment with MPNAI and their activities outside of work. Employees may not use their association with MPNAI for personal gain, nor can they use any information gained in the course of employment for personal gain.

A conflict of interest exists when an employee has a strong personal interest in the outcome of particular decisions or events such that his/her impartiality may be affected. Such an interest may be economic, political, or philosophical. The particular outcome need not benefit the employee directly; it might benefit a friend, family member, business associate, or organization and still be considered a conflict of interest.

For example, an employee of MPNAI cannot accept or engage in employment in or own or maintain a business interest outside of MPNAI if the business interest presents a conflict of interest with the employee's duties or responsibilities at MPNAI.

Even the appearance of a conflict of interest must be avoided.

Employees must openly declare and discuss any potential conflicts of interest with their immediate supervisor and/ or the Executive Director. Employees are expected to remove themselves from situations presenting a conflict of interest, unless the conflict can be resolved in consultation with MPNAI. Disregarding or failing to comply with MPNAI policy against conflicts of interest could lead to disciplinary action, up to and including termination of employment. All MPNAI employees will sign a Conflict of Interest Policy.

26. POLITICAL ACTIVITIES

Employees are encouraged to participate in community activities and the political process; however, employees must refrain from any activities that would jeopardize MPNAI's nonprofit status. MPNAI is a 501 (c) (3) organization and as such it is strictly prohibited from participating in, endorsing, or financing campaigns for political office.

Employees are free to work on political campaigns during their non-work hours away from MPNAI's premises or to use accrued personal time to do so, but employees are prohibited from conducting political campaign work during their work hours. Employees are prohibited from using any of MPNAI's equipment, materials, or supplies for political purposes. This includes the fax machine, photocopier, telephones, cellular phones, laptop computer or any computers, office supplies, cameras, email system, or any other property owned by MPNAI.

Employees must also avoid any expressed or implied endorsement of political candidates by MPNAI.

Any violation of this policy will be considered grounds for disciplinary action up to and including termination of employment.

27. APPROPRIATE ATTIRE

MPNAI expects all employees to exhibit a professional image and exercise good judgment in their styles of dress. Employees should dress appropriately for their positions and when representing MPNAI during tours, events, workshops, meetings, and public appearances. Appropriate dress will vary according to activity, but transparent, torn, or stained clothing is never acceptable. Bare midriffs, sleeveless shirts, athletic wear, or other overly casual clothing is discouraged. Writing or images on t-shirts or clothing should not be commercial, political, or offensive in nature.

Employees will be required to change their clothing if their supervisor or the Executive Director deems that they are dressed inappropriately.

28. ELECTRONIC EQUIPMENT & COMMUNICATION

Computers, computer files, software, e-mail, Internet, and social media furnished or accessible to employees are MPNAI's property intended for business use. Unauthorized use, access, modification, disclosure, or destruction of MPNAI's electronic resources is strictly prohibited. To ensure compliance with this policy, employee computer, e-mail, and Internet use may be monitored.

MPNAI does not prohibit incidental personal use of electronic communication during authorized break times. However, all personal and work-related email created or transmitted with MPNAI property is the property of MPNAI.

29. CONSULTANT FEES, HONORARIA, GIFTS

All employees are encouraged to participate in a variety of community and professional activities. In those instances where an employee's activities are part of their regular duties and responsibilities, any payment will be turned over to MPNAI. All fees derived from MPNAI reports, activities, or speaking engagements while employed by MPNAI shall also be turned over to MPNAI.

In some instances, an individual may do work that is based on activities or experiences prior to or separate from their regular duties and responsibilities at MPNAI. To avoid actual or appearance of conflict of interest, any employee who engages in any remuneration activity in any field directly related to MPNAI programs must have prior approval by the Executive Director. The Board of Directors will review these issues for the Executive Director. No employee may formally represent himself/herself as a spokesperson for MPNAI without prior approval of his/her supervisor.

30. DRUG & ALCOHOL POLICY

Employees are prohibited from using, possessing, distributing, dispensing, manufacturing, or being under the influence of alcohol or illegal drugs while on MPNAI's premises or while conducting MPNAI business off site. A limited exception to this policy exists for the moderate use of alcohol at MPNAI social functions or client/ stakeholder entertainment events.

Employee Acknowledgement

I acknowledge that I have read and understood the policies outlined in this copy of MPNAI's Personnel Policy Guidelines. I understand that these policies provide only a general reference and are not a full statement of MPNAI's procedure nor are they a contract. I will update these policies as I am provided with new materials, and I will return my copy of the Personnel Policies to MPNAI upon termination of my employment.

Employee signature _____

Date _____

FINANCIAL POLICIES & PROCEDURES

Policies:

1. The fiscal year of the organization shall be on the calendar year.
2. The organization shall cause an external audit to be conducted per NCR Funding.
3. The organization shall cause an internal review in January/February of each year to review 2017 program and financial files. All electronic program files to be downloaded in MPNAI Dropbox, all hard copy community meeting information filed, contract files updated, all check requests have invoices attached, Insurance policy, all program files updated, and Deposit Log.
4. MPNAI will use a check request form that will be signed by the person requesting the check (staff or boardmember) and the signature of the President. In no case shall the person requesting reimbursement funds be the same as the person approving disbursement.
5. A Deposit Log will be kept containing copies of all donated checks to the organization, as well as a Log identifying date - check number - Donor - amount - and purpose of the donation.
6. All cash contributions will be counted by two people (boardmember and staff).
7. For budgeted expenses and unbudgeted expenses, a completed check request form shall be required.
8. For unbudgeted expenses of over \$100, a Board action is required.
9. No Disbursements shall be generated without approved originating documents invoice(s), receipt(s), and a completed Check Request form.
10. Generally, disbursements shall be made monthly.
11. Should staff/consultant be hired, payroll schedule will be 2x per month unless otherwise stipulated in the Agreement.
12. Quarterly employment taxes and tax reports will be made electronically through a payroll company.
13. No Board member will be hired to provide services for MPNAI. Should a Board member want to apply for a position, they must step down and not be a part of any discussion discussing a Scope of Service or Job Description.
14. No authorized signatory shall approve or execute any disbursement payable to him/herself.
15. Any contractor compensated by MPNAI shall provide the corporation with verifiable tax identification or the contractor's service.
16. (Fiscal Agency) - NA

Procedures:

1. MPNAI has adopted EEO/AA policies and will abide by a fair hiring process, complete with public posting, interview processes, and selection processes.
2. All billing files shall be maintained at the MPNAI office.
3. MPNAI shall be maintained at the MPNAI offices in a locked cabinet.
4. All funding Contract letters, Grant Requests, and Reimbursement requests shall be maintained electronically, with paper copies maintained at the MPNAI office.
5. All Original funding Contracts shall be kept at the MPNAI office.
6. All Contractor Contracts/Agreements shall be kept at the MPNAI office.
7. A Fixed Asset Policy shall be reviewed annually and property inventory will be kept and reviewed annually. All property will be kept at the MPNAI office.

8. A Conflict of Interest Policy shall be reviewed and signed annually. Any potential conflicts will be declared in writing and submitted, to be maintained at the office.
9. All organization passwords will be kept with a board appointed board member and the lead staff of the organization.
10. Midtown Phone password will be kept by the lead staff and Board President.
11. Annually, a Board Officer will be appointed to have the key to the office.
12. Annually, a Board Officer will be appointed to monitor incoming mail weekly.

FIXED ASSET POLICY

Fixed Assets to be capitalized are defined as:

1. All furniture and computer purchases.
2. Equipment with a cost in excess of \$2,500 and a minimum of 3-year service life.
3. Major building improvements, purchases, and construction.
4. Major site improvements and purchases.

Policies and Principles

1. All assets owned by the Organization should be appropriately safeguarded.
2. Inventories should be maintained of all fixed assets.
3. The existence, condition, and the continued use of assets should be verified by the Executive Coordinator.
4. Inventories should contain a detailed description of the item.
5. The Organization capitalization threshold for which items are classified as fixed assets and recorded in the balance sheet is \$2,500 or above. Items of lower individual value may be grouped as it is appropriate for them to appear on the balance sheet.

Acquisitions

1. All categories of fixed assets, of any value, must be approved for purchase by the Executive Coordinator.
2. It is the responsibility of the bookkeeper to record the Asset.
3. Capital purchases will be recorded at cost.
4. Donated assets will be set up at the estimated fair market value. Tax receipts may be issued by the Organization in the amount of the estimated fair market value.

Disposal or Loss of Organization-owned property

If an asset has outlived its useful life and is no longer required:

1. The disposal date will be noted in the Inventory.
2. Bookkeeper will be notified.

If an asset is no longer required and can be sold:

1. Asset will be sold at fair market value or largest reasonable offer.
2. Bookkeeper will be notified.

If an asset is missing by suspected theft or otherwise:

1. Executive Coordinator will be notified immediately.
2. President and Treasurer will be notified immediately.
3. Bookkeeper will be notified so that asset may be written off and removed from the Fixed Assets Record.

MPNAI RESOURCES

Contact Bob Cooper for updated numbers on NRP funding and other active city contracts.

OFFICE INVENTORY

Midtown Phillips Neighborhood Association, Inc. Office Inventory, January 2015

The following items are in the MPNAI office:

Event Supplies:

2 canopy tents

Misc. Styrofoam plates, cups, serving spoons, silverware and napkins Prizes: toy cars, gum

20 Midtown Phillips Festival signs 5 Montar Ponis signs

Clean Sweep banner

AV and Computer Equipment:

Projector	Optoma EP719	SN O82G641AAACRR2185
Projector	Epson PowerLite Presenter	SN MBQF9X1313L
Laptop Computer	Toshiba Satellite P105-S6104	SN X6107483W
External hard drive	Hitachi	SN VAGGM4GV
TV/VHS player	Magnavox	
Speakers (1 large, 2 small)		
Projector screen		
Tripod		
1 box of software and manuals		

General office equipment:

Microwave Small refrigerator Toaster

2-drawer file cabinet and bookshelf, black

L-shaped desk with two matching chairs, black Coat rack

4 misc. chairs (2 in very poor condition)

4 plastic portable file boxes (1 large, 3 small)

Office supplies: colored paper, office paper, file folders, envelopes, labels, stapler, hanging files, 3-hole punch Various large maps

CEE HOME LOAN PROGRAM GUIDELINES

PROGRAM CURRENTLY PAUSED, BUT FUNDING IS AVAILABLE

Program Overview:

The Midtown Phillips Neighborhood Association Inc. (MPNAI) is making available NRP dollars that have been designated for home improvements in the Midtown Phillips neighborhood. The intent of the MPNAI Loan and Grant Program is to encourage investment in the neighborhood and to maintain and the housing stock. Other sources of funds are also available, such as MHFA and CEE, which may be used to supplement a MPNAI loan or are deemed the most suitable by CEE for an individual applicant.

Revolving Loan Program

1. Interest Rate: 0%. Interest rates are subject to change. MPNAI will notify CEE of any interest rate changes in writing.
2. Loan Amount: Minimum loan size of \$1,000 and maximum of \$7,500.
3. Loan term: Generally one year per thousand dollars borrowed up to a maximum of seven (7) years.
4. Eligible Properties: Properties with up to 4 dwelling units located within the boundaries of the Midtown Phillips neighborhood. Condominiums, Cooperatives, Townhomes and properties held in a Trust are eligible.
5. Ineligible Properties: Include dwellings that are more than 4 units, manufactured homes, time shares, and properties used for commercial purposes.
6. Eligible Borrowers: Owners of 1-4 unit properties within the Midtown Phillips Neighborhood who meet the program guideline criteria. Properties held in a trust are eligible.
7. Ineligible Borrowers: Include but are not limited to: co-borrowers with no ownership interest in the subject property and business entities.
8. Ownership / Occupancy: Must be Owner-occupied. Contracts-for-deed are evaluated on a case by case basis by MPNAI.
9. Loan - to - Value Ratio: The ratio of all loans secured by the property, including the new MPNAI loan, must not exceed 110% of the property value as established by current property tax statement, real estate market assessment, Zillow report or a certified real estate appraisal within the last 12 months. There is no Loan-to-Value Ratio requirement for Cooperative units.
10. Income Limit: There is no maximum income limit for the program.
11. Debt- to-Income Ratio: Applicants must have the ability to repay the loan. Applicants who have a debt to income ratio in excess of 50% will be denied loan financing. Debt obligations include, but are not limited to; mortgage payments, property tax, insurance escrow payments, student loans, personal or auto loans, credit card payments, revolving debt payments and the new MPNAI loan.

12. Underwriting / Credit Requirements: Applicants must have acceptable credit history. Borrowers must be current on housing payments and property tax payments.
13. Multiple Loans per Borrower: Multiple MPNAI revolving loans per borrower are eligible as long as the total outstanding balance of any existing MPNAI and new MPNAI loan doesn't exceed the maximum eligible loan amount and any existing loan(s) are current on payments. Recipients are eligible to utilize the Emergency Repair Deferred Program at the same time as the Revolving Loan program, but the dollar amount of the loans combined must not exceed the maximum loan amount possible, that being \$7500).
14. Eligible Improvements: Exterior improvements, hardscaping (patios, decks, sidewalks, pavers, retaining walls, tree removal), major mechanical (HVAC, water heater, plumbing and electrical), asbestos removal, radon and lead mitigation and energy improvements (HVAC, windows, doors, solar and insulation). Other improvements that may create a health hazard to the occupants.
15. Ineligible Improvements: Work initiated prior to the loan being approved and closed. Interior remodeling improvements. No recreation or luxury projects (pools, lawn sprinkler systems, playground equipment, saunas, whirlpools, etc.), furniture, skylights, non-permanent (built-in) appliances. Funds for working capital, debt service or refinancing existing debts are NOT allowed. CEE will refer to MPNAI whenever eligibility of an improvement project is questionable.
16. Bidding: Except when labor is provided by the borrower, the borrower must provide a minimum of 1 bid for each improvement project under \$5,000 and 2 bids for each project more than \$5,000. All contractors must be properly licensed. Permits must be obtained when required by City ordinance. CEE will provide assistance with selection of a licensed contractor by providing a list of contractors to the loan applicant.
17. Sweat Equity: Work can be performed on a "sweat equity" basis. Loan funds cannot be used to compensate for labor even if the owner is a licensed contractor, only for materials. Loan funds cannot be used for the purchase or rental of tools or equipment, only for materials. Materials must be purchased and installed prior to the disbursement of the loan proceeds. When applicable, a signed City Inspections Department permit must be obtained by the borrower. For projects not requiring a permit, a CEE representative will verify the project is complete. Only 1 material estimate is required for sweat equity projects.
18. Property Inspection: Not required
19. Post Installation Inspection: Properties are subject to a post installation inspection by CEE when a permit is not required. Where a permit is required, the work must be signed-off by a City inspector prior to release of funds.
20. Work Completion: Weather permitting, all work must be completed within 120 days of loan closing. Extensions may be granted by CEE.
21. Loan Security: All NRP loans will be secured with a mortgage in favor of the City of Minneapolis, unless the loan is to a Cooperative unit.

Emergency Repair Deferred Loan Program

1. Interest Rate: 0%
2. Loan Amount: Minimum of \$1,000; Maximum of \$5,000
3. Loan term: Loan will be deferred until the borrower sells, transfers title of the property or becomes Non-owner occupied, at which time 100% of the loan is due.
4. Eligible Properties: Owner-occupied properties with up to 4 dwelling units located within the boundaries of the Midtown Phillips Neighborhood. Condominiums, Cooperatives, Townhomes and properties held in a Trust are eligible.
5. Ineligible Properties: Properties with more than 4 dwelling units, manufactured homes, time shares, and properties used for commercial purposes.
6. Eligible Borrowers: Owners of 1-4 unit properties within the Midtown Phillips Neighborhood who meet the program guideline criteria. The borrower must not be eligible for any other financing administered by CEE in order to obtain an Emergency Deferred Loan.
7. Ineligible Borrowers: Include, but are not limited to: nonresident owners, non-occupant co-borrowers and business entities.
8. Ownership / Occupancy: Must be owner-occupied.
9. Loan- to-Value Ratio: N/A
10. Income Limit: None
11. Debt- to-Income Ratio: N/A
12. Multiple Loans per Property/Borrower: Multiple emergency loans on a property are allowed if the balance is within the overall maximum loan limit.
13. Eligible Improvements: An emergency is defined as an imminent condition that makes a house uninhabitable, dangerous to the occupants, or is capable of causing severe health problems. Repairs that will remedy such emergencies are eligible. Examples of eligible repairs include, but are not limited to water lines, sewer service, fire hazards, repair to exterior steps, railings, retaining walls, water seepage into basement, structural problems, or replacement of a furnace or hot water heater. Repairs that remedy code violations and those needed to address home repairs before they significantly de- value the home and become much more serious problems, are also eligible whether or not the city has issued a code violation. Examples of eligible repairs include, but are not limited to, leakage around windows, tree removal if causing damage or can cause damage to property because of the health of the tree or causes loss of homeowners insurance, rotting fascia, holes in siding and/or roofing due to animals, roof leakage, crumbling brick or concrete and deteriorated retaining walls. CEE will determine eligibility of projects.
14. Ineligible Improvements: Work initiated prior to the loan being approved and closed. Personal property items, including appliances, furniture, hot tubs, swimming pools, and other luxury items, exterior plumbing (e.g. sprinkler systems), non-permanent landscaping fixtures (e.g. potted plants, furniture, bird feeders), repairs to property used for business or trade purposes, refinancing existing indebtedness, and labor costs of borrowers and/or residents. CEE will refer to the Hawthorne Neighborhood whenever eligibility of an improvement project is questionable.
15. Bidding: Except when labor is provided by the borrower, the borrower must provide a minimum of 1 bid for each project/contractor under \$5,000 and 2 bids for each project/contractor more

- than \$5,000. All contractors must be properly licensed. Permits must be obtained when required by City ordinance.
16. Sweat Equity: Work can be performed on a "sweat equity" basis. Loan funds cannot be used to compensate for labor even if the owner is a licensed contractor, only for materials. Loan funds cannot be used for the purchase or rental of tools or equipment, only for materials. Materials must be purchased and installed prior to the disbursement of the loan proceeds. When applicable, a signed City Inspections Department permit must be obtained by the borrower. For projects not requiring a permit, a CEE representative will verify the project is complete. Only 1 material estimate is required for sweat equity projects.
 17. Property Inspection: Required. Eligible improvements will be determined through an analysis of the emergency condition of the property. A CEE staff member will perform the analysis to determine the severity of the situation.
 18. Post Installation Inspection: Properties are subject to a post installation inspection by a CEE staff member when a permit is not required. Where a permit is required, the work must be signed-off by a City inspector prior to release of funds.
 19. Work Completion: All work must be completed within 30 days of loan closing. Extensions may be granted by CEE.
 20. Underwriting Decision: CEE will review the application and submitted documentation for consideration for other home improvement programs prior to considering the application for the Emergency Repair Loan Program. This is a last resort program. The borrower must not be eligible for any other financing administered by CEE in order to obtain an Emergency Repair Deferred loan. Property owners must be current on property taxes and mortgage payments. CEE's decision shall be final.
 21. Loan Security: All NRP loans will be secured with a mortgage in favor of the City of Minneapolis, unless the loan is to a Cooperative unit.

OTHER GENERAL CONDITIONS AND PROCEDURES

Rehabilitation Consulting: A CEE representative will be available to borrowers to advise them about proposed projects and will review bids for reasonableness. NRP funds will pay for this service to be provided.

Loan Costs: Loan origination fees will be paid for with NRP funds. The borrower is responsible for paying the following applicable fees: credit report, title work, flood certification and applicable mortgage filing fees.

Total Project Cost: It is the borrower responsibility to obtain the amount of funds necessary to pay for the entire cost of the work. If the final cost exceeds the loan/grant amount the borrower must obtain the additional funds. NRP funds will not be disbursed until all other funds have been paid into the project

Applications for Funding: Applications will be accepted by CEE on an on- going basis and processed on a first- come, first-served basis, as funds are available until all program funds are committed.

Borrowers may be required to submit:

- a. A completed application form
- b. A copy of current photo ID
- c. A copy of the most Federal Income Tax Returns, including W-2's and all schedules

- d. A copy of two most recent payroll statements
- e. A copy of your current mortgage statement
- f. A signed Data Privacy Act Statement, USA Patriot Act and Authorization to Release disclosure.
- g. Other documentation as requested.

Custody of Funds: Loan/grant funds will remain in the custody of CEE until payment for completed work.

Disbursement Process:

- a. Payment to the contractor (or owner) will be made after completion of the work. An inspection will be performed by the City and/or the CEE representative to verify the completion of the work.
- b. The following items must be received before the funds can be released:
 - 1) Final Invoice from each contractor showing all amounts paid and due.
 - 2) Lien Waiver from each contractor.
 - 3) Material Receipts for sweat equity projects.
 - 4) Completion Certificate signed by each contractor and the borrower.
 - 5) Permits Closed. Have the inspector sign the permit card, or have the inspector leave a message at CEE, 612-335-5856 or the permit must be closed on the Minneapolis Inspections computer 612-673-5890.
 - 6) Final Inspection and approval by CEE, if applicable. The above items must be provided to CEE to begin the preparation of the check(s). Lien waivers must be provided before the funds will be released.
- c. Payment checks may take up to 10 business days after the above items are received to prepare. A maximum of two draws will be allowed per loan. Payments will only be made for work completed and approved.

2022 ADVERTISING SUBMISSION TIMING

ADVERTISING VEHICLE	DEADLINE	TYPE	CONTACT	TOTAL BUDGET
AGENDAS	5th of the month prior (i.e., April agendas due Mar 5)	modify for web NL/social/radio	Exec Committee	
Alley Newspaper*	15th of the month <i>prior to month of publication</i> (i.e., April issue ad due Mar 15)	half pg ad (print) 10x/yr 10.25"x7.75" (Feb-Nov)	copydesk@alleynews.org	\$3600
E-Newsletter (1 of 2)	First of two eblasts sent on 1st; submit email content no later than one week prior		hannah.kamath@gmail.com	
E-Newsletter (2 of 2)	Second eblast sent around 15th; submit content no later than one week prior	email	hannah.kamath@gmail.com	
Website	content published as necessary	online	hannah.kamath@gmail.com	
Facebook/Instagram	content published as necessary	social media	jplarson@me.com	
KRSM 98.9 FM*	no later than 10 days prior to event	30-sec radio monthly	andreap@pillsburyunited.org	\$1200
KALY 101.7 FM*	no later than 10 days prior to event	30-sec radio monthly	mcali@kalyradio.org	\$2500
AM950 Native Roots*	no later than 10 days prior to event	30-sec radio	clarson@am950radio.com	\$2800
La Matraca News*	no later than 10 days prior to event	half pg print ad & FB promo (Mar-Nov)	enrique@lamatracanews.com	\$2600
KMOJ 89.9 FM	no later than 10 days prior to event	radio	rnevotion@kmojfm.com	\$2500

currently working to establishment ad plan

* See Ad Agreement for ad specifics.

BOARD MEMBERS

As of October 24, 2025

(Odd districts are elected in odd years and even districts in even years)

Midtown Phillips Board Chair: Mary Jane Mansfield

(One-year term, 2025-2026)

At Large Representative: Lizete Vega

(Two-year term, 2025-2027)

At Large Representative: Moïse Njiguet

(Two-year term, 2025-2027)

At Large Representative: Heraldo Osorto

(Two-year term, 2024-2026)

At Large Representative: Open

(Two-year term, 2024-2026)

District 1 Representative: Open

24th-26th St & Chicago to 12th Avenue (Two-year term, Odd Years)

District 2 Representative: Open

24th-26th St & 12th Avenue to Bloomington (Two-year term, Even Years)

District 3 Representative: Open

26th -28th St & Chicago to 12th Avenue (Two-year term, Odd Years)

District 4 Representative: Open

26th -28th St & 12th Avenue to Bloomington (Two-year term, Even Years)

District 5 Representative: Brett Bellows

28th-Lake St & Chicago to 12th Avenue (Two-year term, Odd Years)

District 6 Representative: Open

28th-Lake St & 12th Ave to Bloomington (Two-year term, Even Years)

RECORD OF PARTNERSHIPS

We partner with local Phillips neighborhood non-profits to implement a variety of projects which expand the outreach within the Midtown Phillips neighborhood:

2023-2025 PARTNERSHIPS (not exhaustive)

- San Pablo
- KRSM Radio
- New Americans Youth Soccer Club
- PWNO
- EPIC
- Waite House
- Banyan Community
- Wicoie
- Four Sisters / NACDI

2022 PARTNERSHIPS

- Semilla Center for Healing and the Arts
- Somali TV
- KRSM Radio
- New Americans Youth Soccer Club
- Greenway Coalition
- Banyan Community

2021 PARTNERSHIPS

- Banyan Community
- St. Paul's ELCA
- Somali TV
- KRSM Radio
- New Americans Youth Soccer Club
- Pillsbury/Waite House

2020 PARTNERSHIPS

- Banyan Community
- St. Paul's ELCA
- Somali TV
- Heart of the Beast Mask and Puppet Theater
- MN Youth Association,
- KRSM Radio
- New Americans Youth Soccer Club
- MadDads of Minneapolis