Grievance arrives at Ventura Village office

- submitted to Secretary
- Notation made of date sent
- Notation made of date arrived and initialed by person authorized to open mail.

•Notification sent to party submitting the grievance that includes the date of the Ventura Village Board meeting at which the grievance will be officially received.

A similar notification is also conveyed to the city contact

As part of the Executive Committee report, the chair announces that a grievance has been received, naming the party or parties submitting the grievance and summarizing the grievance. The board takes action to receive the grievance and refer it to the Executive Committee to review and draft a response.

The Executive Committee conducts a preliminary review of the grievance and follows one of the two courses of action below:

The Executive Committee researches and drafts a response to the grievance. If necessary, the Executive Committee or the Board may hold a hearing(s) or seek out testimony. The draft response should include affirmative actions that Ventura Village has or will take to address the substance of the grievance.

Recommends dismissal of the grievance on procedural grounds. Omissions are specifically listed and the grieving party is given the opportunity to resubmit the grievance after making the corrections. If the party resubmits a corrected grievance, the process restarts from the beginning.

The Ventura Village Board of Directors takes action to adopt the response presented by the Executive Committee or amend and adopt the response. Action will be based on the preponderance of evidence.

The Ventura Village Board communicates its response to the grieving party in writing.

Jp to 10 susiness days