



Irene Gomez-Bethke Papers.

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Centro Legal, Inc.
Membership Committee Report
11-21-84

Committee Members - Miguel Garza, David Garcia (staff)

The nominee's for the current Board of Director vacancies are listed with their affiliations. All of these individuals have agreed to serve on the Board if their appointments are confirmed at the annual meeting.

<u>Board Designation</u>	<u>Name</u>	<u>Affiliation</u>
Attorney	① Martin Diaz <i>Legal Aid Soc.</i>	Mpls. Legal Aid Soc.
Community Org.	Jo Ann Enos	Womens Advocates / <i>SSAC</i>
" "	Angelita Estrada	Gov's Council on families and Children
" "	Carlos Mariany	Neighborhood Justice Center <i>R Act Coord</i>
Community Org.	② John Lopez <i>John</i>	Mn. Dept. of Human Rights
Community Rep.	③ Olivia Arredondo	Minneapolis

Respectfully:

Donn J. Vargas
Donn J. Vargas
Administrator

Wes.
① Attorney
② Com. Rep.
③
4
2
3
2 Attorney
2 Com. Rep.
② Com. Rep.
Attorney
Simb.
Miguel

CENTRO LEGAL, INC.

MEMBERSHIP COMMITTEE REPORT

June 17, 1987 - 5:30 P.M.

PRESENT: Olivia Arredondo, Martin A. Diaz, Mike Garza, Wesley Iijima

RECORDER: Donn Jay Vargas

The meeting was called to order by Mike Garza at 5:45 P.M.

The Board of Directors at their meeting of April 9, approved a membership fee schedule for implementation. The Membership Committee on 6-17 met to initiate discussion of this process.

TARGET GROUPS

Discussion centered on the target groups that would be approached and what type of system would be used. It was decided that the target groups would include community members, lawyers, and clients (former/current). However, before such a plan could be initiated, certain members of the community would be asked to support our efforts by adding their name to Charter Membership list. This would then act as a design to add credibility to our efforts.

CHARTER MEMBERSHIP

The individuals that are to be approached for inclusion in the "Charter Membership" will include Board Members and certain community members (business and civic leaders). This group will be asked to make the initial contributions to the membership drive and in return will receive various benefits (i.e., meeting notices, newsletter, etc.) as a Charter member. All contributions will be used to support general operations. The request letter will be drafted jointly between staff and Board with the amount to be determined. All those that agree to becoming a Charter

member will have their name added to a plaque that will be on permanent display in the St. Paul office.

POTENTIAL CONTACTS (CHARTER MEMBERSHIP)

Contacts will have to be made and the suggested list may include:

1. Judges (Henn. Ramsey, Dakota Counties)
2. Minority Lawyers Associations
3. Twin City Lawyers Guild
4. State Bar Association (Family Law Section)
5. A.I.L.A.
6. Legal Advice Clinics (Henn. Ramsey County)
7. City and State Public Officials
8. Civil & Business Leaders.

TIME TABLE

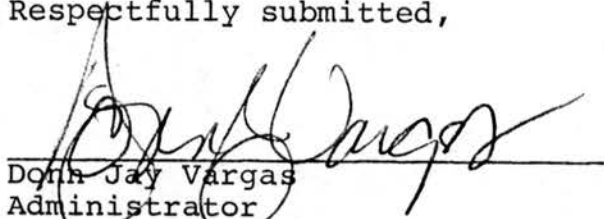
The letter that is to be drafter will explain what is being done (i.e., paid membership) and if they are interested in being a Charter member.

The following is a suggested time line.

- July 9, - Approval of letter concept
- July 15, - Draft and send out letter
- August 15, - Follow up for response to request.

Prior to the letter being sent, a telephone call will be made to the Target Group to prepare them and encourage their participation. It was suggested that Resident Gomez-Bethke or other Boardmembers made the calls.

Respectfully submitted,


Donn Jay Vargas
Administrator

CENTRO LEGAL

Personnel Committee Meeting

1-6-86

5:30 pm

REPORT

Present: Juan Lopez (chair), Wesley Iijima, Donn Vargas

Meeting was called to order at 5:45 p.m.

1. 1986 Staffing Pattern.

The staffing pattern for 1986 should include the following positions in order to staff 2 offices adequately.

*Managing Attorney	1. F.T.E.
*Staff Attorney	1. F.T.E.
*Paralegal	1. F.T.E.
*Law Clerk	.25 F.T.E.
*Legal Secretary	2. F.T.E.
*Administrator	1. F.T.E.

2. 1986 Proposed Salary Schedule

The committee felt that the proposed salary schedule was on target for the most part, except for the salary schedule of the secretaries.

A concern was expressed that our rate may not be competitive and therefore may become a deterrent to employee retention.

Therefore, the committees' strong recommendation is to increase the salary schedule of \$13,000. to \$13,500. and \$12,000. to 13,000., (see attachments for adjustment).

These adjustments are to become part of the regular salary schedule and is an attempt at equitability for the support staff.

3. Review of the Personnel Policies

The Committee reviewed the Personnel Policies to determine if modifications were needed. Staff reported that the policies are working and there seems to be no difficulty with their intent.

Recommendation

The committee recommended that general updates be prepared of; Flow charts, staff listings, and Board listings. These are to be included in the next Board packet.

Being no further business the meeting was adjourned at 7:30 p.m.

Respectfully,


Donn J. Vargas
Administrator

DJV:slc

CENTRO LEGAL, INC.

MEMO

To: Board of Directors

From: Juan Lopez - Chair
Personnel Committee

Date: April 19, 1985

Re: Personnel Committee Report

This memo will serve as the Personnel Committee Report for the Board meeting scheduled April 24, 1985 at 7:00 P.M.

Being submitted for review and approval is the Employee Performance Appraisal form. This form was developed for use during the past administration but was never formally adopted. Therefore we wish to submit for final ratification by the Board of Directors.

CENTRO LEGAL, INC.
PERSONNEL COMMITTEE MEETING - MINUTES

7-8-85

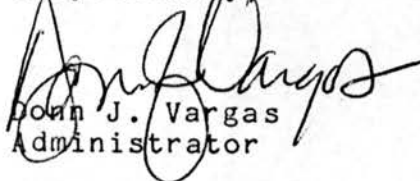
5:30 P.M.

PRESENT: Wesley Ijima, Juan Lopez (Chair), Donn J. Vargas

The Personnel Committee met to review the potential of developing an "Employee Handbook" that would be distributed in place of the Personnel Policies. After discussion, it was decided to stay with the current procedure for orientation. However, additional documents will be added to the process. Each new employee shall sign a document stating that they have read the Personnel Policies and have gone through an orientation process.

The committee felt that these additions should circumvent any concern about employees being unaware of policy and procedures

Respectfully,


Donn J. Vargas
Administrator



CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

179 E. ROBIE STREET
ST. PAUL, MN 55107
(612) 291-0110

400 EAST LAKE STREET
MINNEAPOLIS, MN 55408
(612) 825-5503

TO: MEMBERS OF THE PERSONNEL COMMITTEE

DATE: 11/26/86

FROM: CARLOS MARIANI-ROSA *CMR*

REPLY TO: D. VARGAS

SUBJECT: SCHEDULED MEETING OF THE PERSONNEL COMMITTEE:

Dear Colleagues:

~~The next meeting of the Personnel Committee has been scheduled for Tuesday December 9, 3:30pm at Centro's St. Paul office. There are only one or two items that need to be addressed to complete the personnel policy review process for 1986-1987. Please call into the office if you will not be able to attend.~~

Respectfully:

Centro Legal, Inc.

Personnel Committee Report

9/25/84 6:00 p.m.

PRESENT: Tom Barrett, Irene Gomez-Bethke, Isabel Gomez-Edwards, Wesley Iijima

STAFF: Donn J. Vargas

1. Wesley Iijima reported that he was still seeking an attorney to handle the affairs of Centro Legal in it's current dispute with Arcelia Romo-Perez. He had talked with both Mr. Murrey Lansman and Ms. Dee Ory. Unfortunately both were unable to commit themselves at this time. Wesley said that he had one more person in mind a MR. Jim Roth, who may be available. He will contact him about the possibility of his working with Centro Legal.
2. Donn Vargas was instructed to speak with Lisa Ybarra about the possibility of getting her attorney's copy of the Personnel Committee's recommendations re: the grievance hearing of Lisa Ybarra. It was to be explained that the original will be kept in safe keeping with a third party and will not be allowed to be release unless all parties have consented in writing.
3. Irene Gomez-Bethke spoke with Mr. Bruce Benake (SMRLS) about continued efforts between Centro Legal and SMRLS. In addition Irene mentioned that Centro Legal was planning to offer a job to Ms. Susan E. Conley a SMRLS staff person and wanted Mr. Benake to be aware of it before it actually happened. Irene also spoke about the fact that Centro Legal is planning careful growth and is interested working with SMRLS wherever possible. Mr. Benake responded that he would be interested in meeting with Irene when necessary, would be willing to critique funding proposals for Centro to help get funding and wants to continue serving Hispanics in some capacity. Mr. Benake expressed an interest in continuing to provide a SMRLS staff person to office at the St. Paul office of Centro Legal.
4. Donn Vargas reported that he met with Mr. Tom Vassely (SMRLS) to initiate a new contract between Centro & SMRLS for calander year 1985. Mr. Vasseley said that some reports had not been recieved form Arcelia on the number of judicare hours to be charged off and as a result the issue of renegotiating a judicare contract would have to be put on hold. He was willing to continue with staffing a SMRLS attorney at Centro Legal until a least March 1985.

Donn Vargas will be attempting to clear up all the loose ends of the current contract and draft a new contract for review by the Executive Committee.

5. Isabel Gomez-Edwards reported that the Screening Committee had reviewed the applicants for the Managing Attorney position and has recommended that Ms. Susan E. Conley be offered the position effective November 1, 1984.

MOTION - Isabel Gomez-Edwards

Moves the approval of Ms. Susan E. Conley for the Managing Attorney position effective November 1, 1984. The salary will be at \$2,041.00 per month.

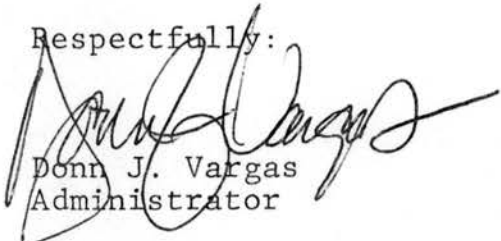
2nd - Wesley Iijima

Motion Carries

The name of Ms. Susan E. Conley will be sent to the Executive Committee for approval. The Finance Committee will be responsible for drafting a contract of agreement between Centro and Ms. Conley.

6. Isabel Gomez-Edwards reported that she and Donn Vargas have been meeting to redraft Personnel Policies, develop a policy "Handbook", and redraft job descriptions. Things are proceeding on course and the Board should be able to review these documents for the November Board meeting.

Respectfully:


Donn J. Vargas
Administrator

CENTRO LEGAL, INC.
PROGRAM COMMITTEE REPORT
11-23-87 3:00 PM

PRESENT: Steve Hoffmeyer, Martin A. Diaz, Donn J. Vargas

ASIAN LEGAL PROJECT

The committee reviewed the program status of the Asian Legal Project and discussed options regarding year 2 of the project. Staff informed the committee that since the project has started in June there had only been 9 people served by project staff. With the budget listed at approximately \$11,000. this means that each client cost Centro \$1,300. to service.

Some of the reasons for the low client count may be contributed to the lack of a general awareness of the American Legal System by the Asian community and their reluctance to use attorneys to resolve legal issues. There are approximately 3,300 locations in Hennepin County, however, the need has not really been determined yet.

Staff met with Marty Adams of the Minneapolis Foundation and explained the difficulty experienced in serving the Asian community. His response was to resubmit a request for year 2 of the project, although he could not guarantee it would be refunded.

RECOMMENDATION

Based on the current situation of the Asian Legal project it is the recommendation of the Program Committee to discontinue the project at the end of 1987.

Letters should be sent to U.S.A.M. and the Asian Legal Project Advisory Committee informing them of this decision. Reiterate to U.S.A.M. that we are still willing to meet with them if that is their desire.

BATTERED WOMAN'S PROJECT

The advisory committee is meeting on a regular basis to develop the guidelines for service. By the end of 1987, all of the program services will be in place and functional.

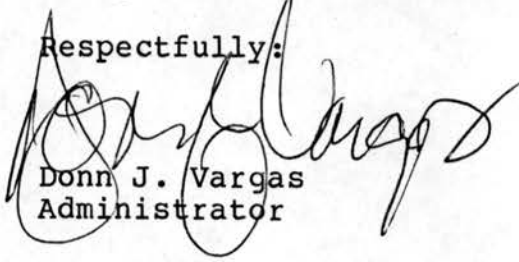
RECOMMENDATION

The committee recommends that follow up be done on the project brochures, legal education seminars and the 24 hour crisis telephone number. Also, it is important that staff relay to the

advisory committee that any working definitions be approved by the Program Committee.

Being no further business the meeting was adjourned at 4:30pm.

Respectfully:



Donn J. Vargas
Administrator

M E M O

TO: Personnel Committee
FROM: Carlos Mariani-Rosa *CMR*
RE: Scheduled Committee Meeting
DATE: November 24, 1987

Dear Colleagues:

Please be advised that a meeting of the Personnel Committee has been scheduled for Tuesday, December 1, at 5:30 p.m. at Centro's St. Paul office. Please notify staff if you will not be able to attend the meeting.

Respectfully,

Carlos Mariani-Rosa

bz

CENTRO LEGAL, INC.
ASIAN LEGAL PROJECT
ADVISORY COMMITTEE-REPORT
FEBRUARY 12, 1987 6:30PM

Present: Reverend Sunthi Paul C., Christopher Tau, Susan E. Conley, Martin A. Diaz, Donn J. Vargas

Meeting was called to order at 6:45pm.

Staff explained that as this was the first meeting, the following items should be addressed if possible; 1. The scope of the committee, 2. The size of the committee and make-up, 3. Chair/Liaison to Board, and 4. Future meeting dates/locations.

BACKGROUND

Reverend Sunthi Paul C. explained the rationale for approaching Centro Legal regarding the development of a legal program to meet the needs of the S.E. Asian Community of Minneapolis. The legal needs as identified were in the area of; consumer law, family law and discrimination. The hope is that through the development of a legal project, the residual effect would; stimulate growth in social services, employment, community education seminars and encourage Asian youth to enter law programs. A secondary goal would be to look at creating a public policy body to act on behalf of the Asian population. Initially, other legal service providers were approached to hire staff but the requests were rebuffed. Therefore, Centro Legal was requested to consider assisting in the development of a pilot project.

COMMITTEE SIZE

The original plan was that the advisory committee should have 5 - 7 members and 1 staff person. One of the committee members would be a Boardmember and act as the liaison. However, Irene Gomez-Bethke (President) assigned 3 Boardmembers to the committee prior to the first meeting.

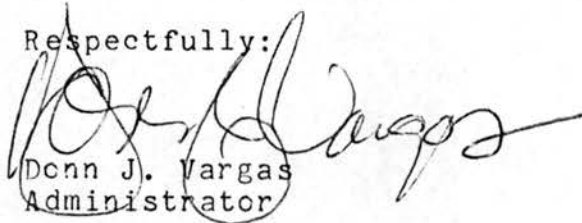
Recommendation: The committee will be comprised of 7 members (6 professionals and 1 consumer). The committee shall be from the following subgroups; Hmong (2), Laotians (2), Cambodians (2), Vietnamese (2), and 1 Boardmember. These will also be the community groups that will be the primary target groups.

STAFF DUTIES

The staff person for the project will act as a conduit to the target groups. Anticipated services will include bilingual community education seminars, client intake, and assist the staff attorney with individual case representation.

Next Meeting: March 4, 1987 6:30pm at the Redeemer Lutheran Church.

Respectfully:



Donn J. Vargas
Administrator

CENTRO LEGAL, INC.
ASIAN LEGAL PROJECT
ADVISORY COMMITTEE-REPORT
MARCH 4, 1987 6:30PM

Present: Tom Barrett, Reverend Sunthi Paul C., Wesley Iijima,
Christopher Tau

Staff: Martin A. Diaz, Donn J. Vargas

The committee meeting was called to order at 6:45pm.

Staff reiterated that yet undetermined was the identification of a chair for this advisory committee. The consensus of the members was that because of the additional members present it would be best to review the committee structure prior to electing a chair for the committee.

COMMITTEE STRUCTURE

In reviewing the current compliment, it was decided that until further notice all 3 Boardmembers would remain as part of the advisory committee. Therefore, the committee will consist of the following;

- Hmong - Christopher Tau, Boua Yang
- Laotian - Nynhour Chanthannavong, Tiane Thoug Rasamy
- Cambodian - To be filled
- Vietnamese - To be filled
- Boardmembers - Tom Barrett, Reverend Sunthi Paul C.
Wesley Iijima

COMMITTEE CHAIR

Christopher Tau agreed to chair the advisory committee on an interim basis.

JOB DESCRIPTION

The committee reviewed the draft of the job description and made the appropriate adjustments under the qualifications required and job title.

New job title: Paralegal/Community Worker

Qualifications: B.A. degree in a pre-law program, or Social Services, or 3 years experience in the Human Services Field [Preferred].

Familiar with the Minneapolis Asian Community & [Mutual Association].

Familiar with the Metropolitan area and [it's legal/social service resources].

Motion - Wesley Iijima

Moves the amended job description.

2nd - Tom Barrett

Motion Carries

SEARCH COMMITTEE

Recommendation: It was decided that the advisory committee would act as the search committee.

Deadline for resume collection will be April 15, 1987.

Starting date will be May 1, 1987.

Staff will be responsible for solicitation of resume's.

4 people will do the interviews and the screening committee will make it's recommendation to Susan Conley.

CONTRACTUAL WORK

It was decided to table discussion until further notice.

OFFICE SITE (WORK)

Centro Legal will be the home office, with outreach sites located at Redeemer Lutheran Church and Messiah Lutheran Church.

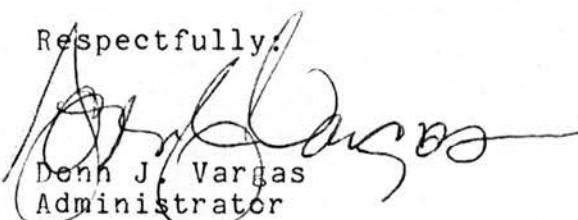
STAFF SALARY

The committee took under advisement the approved salary level for the position. It was felt that to generate wider interest a salary range may be more appropriate.

Recommendation: The committee would like to see the salary range be from \$13,500. to \$15,000. plus benefits. That based on the individual hired, will determine the salary level recommended for approval.

Being no further business, the meeting was adjourned at 8:00pm.

Respectfully,


Dennis J. Vargas
Administrator

Centro Legal, Inc.

Membership Committee Report
3-12-87 6:00 p.m.

Present: Olivia Arredondo, Miguel Garza, Wesley Iijima

Absent: Albert Garcia Jr.

Staff: D.J. Vargas

Staff explained that the Executive committee has directed the Membership Committee to explore the possibility of developing a paid membership base for implementation. The issues that must be reviewed are the limits of the membership dues, categories and members expectations.

Annual Goal

Initially the annual goal from dues may be in the area of \$5,000. This amount would be raised from different types of contributions.

Sources of Revenue

Law Firms
Community Contributions
Private Law Firms

Benefit to Members (Potential)

Information on legal issues
Newsletter
Right to vote at Annual Meetings
Right to hold office (Board)
Education seminars for members child(ren)
Certificate / pin / plaque
Interpretive Service (Discount) to legal providers

Fee Levels

The committee members discussed different categories and levels of support. The following are being suggested for input and further study.

A.

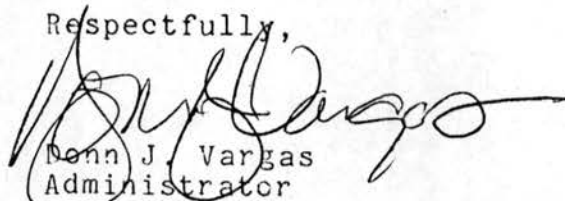
Life time	5,000.00
Sustaining	1,000.00 - 5,000.00
Supporter	500.00 - 1,000.00
Friend	1.00 - 500.00

B.

Benefactor	500.00
Patron	250.00
Sustaining	100.00
Business	150.00
Contributing	50.00
Annual	25.00
Friend	Open

The committee will be meeting to finalize suggested categories and giving levels.

Respectfully,



Donn J. Vargas
Administrator

DJV:bz

CNETRO LEGAL, INC.
Committee Assignments
1986

Executive Committee

IRENE GOMEZ-BETHKE, Chair
THOMAS G. BARRETT, ESQ.
JUAN LOPEZ
CARLOS MARIANI-ROSA

Finance Committee

THOMAS J. BARRETT, ESQ., Chair
JUAN LOPEZ
RAFAEL ORTEGA
(DEBORAH KING - accountant)

Membership Committee

MIGUEL GARZA, Chair
OLIVIA ARREDONDO
ANGELITA ESTRADA
WESLEY IIJIMA, ESQ

Ad hoc Annual Meeting Committee

STEVE HOFFMAN^{eyer}, ESQ., Chair
OLIVIA ARREDONDO

Personnel Committee

CARLOS MARIANI-ROSA, Chair
STEVE HOFFMEYER, ESQ.

* All committees will be staffed by Susan E. Conley and/or Donn J. Vargas.

CENTRO LEGAL, INC.

PROGRAM COMMITTEE REPORT

6-22-87 5:30pm.

PRESENT: Martin A. Diaz, Steve Hoffmeyer, Carlos Mariani-Rosa

RECORDER: Donn Jay Vargas

The meeting was called to order at 5:30 p.m. by Steve Hoffmeyer.

1. PROGRAM SUPPORT

Martin A. Diaz explained the steps that was being taken by the Membership Committee to support the efforts (financial) of the Program Committee. The Membership Committee in effect, is trying to generate a paid membership base, that in turn will provide revenue to support current program efforts. If successful, this effort will aid the general operations in continued community support as well as enhance the fund-raising capabilities of the Finance Committee.

2. PROGRAM EVALUATION

As was presented earlier, the issue of program evaluation was brought up for further discussion. Prior to any further review certain fundamental questions must be clarified.

- A. What is an evaluation tool and how can it be done,
- B. Will it effectively assess programs to determine if services are meeting needs of people.
- C. Will it be necessary to include outside people (non staff) to critique services.

Discussion was held on the type of client evaluation already in use and if the current format could be modified or if it would be more

practical to develop a new system. Suggestions were made about who to contact if a new evaluation system was developed, and how much flexibility should be inbred in the development process.

POTENTIAL SOURCES INCLUDED:

1. Funders
2. United Way
3. Staff
4. Court System
5. Community (needs assessment)
6. Board Members
7. Attorneys/ legal organizations
8. Former Clients

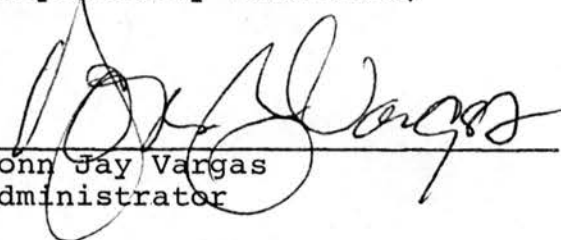
Staff input may include monitoring the number of call about a particular type of legal needs, referrals from other service providers and if staff have adequate resources to provide the services needed.

COMMITTEE RECOMMENDATION

The committee recommends that program evaluation concentrate on two areas:

1. Current programs and
 2. Long term review (strategic planning)
- * That initial efforts concentrate on current programs and tools be developed to effectively carry out the evaluation process.
 - * That an outside resource (possibly Management Assistant Program) be considered to facilitate a long range plan, and the Program Committee will act as the liaison.

Respectfully submitted,


Donn Jay Vargas
Administrator

CENTRO LEGAL, INC.

ASIAN LEGAL PROJECT ADVISORY COMMITTEE

July 1, 1987 - 5:30 P.M.

PRESENT: Tom Barrett, Martin Diaz, Wesley Iijima, Christopher Thao

RECORDER: Donn Jay Vargas

The meeting was called to order at 5:45 p.m. by Christopher Thao.

The major order of business was discussion of a letter (attached A) that was received from Mr. Thomas Thongrasmy (U.S.A.M.), outlining their disappointment regarding the hiring process of the Paralegal/Community Worker. U.S.A.M. requested that all activity cease until such time as U.S.A.M. has an opportunity to meet, re-evaluate their relationship with Centro Legal and assume a formal position. It appears as though, there is some question as to whether U.S.A.M. had formally agreed to the joint effort with Centro Legal and until that is resolved, their participation will discontinue. Even though U.S.A.M. has decided to limit their participation, some members are supportive of the Asian Legal Project as it has evolved and urge a continuation of the project regardless of the current controversy.

RECOMMENDATIONS:

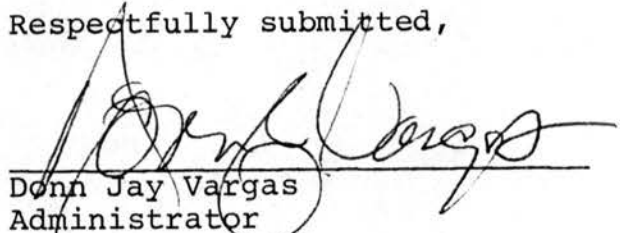
1. Staff is to draft a chronology of events between Centro Legal and U.S.A.M. leading to the present arrangements and distribute to all advisory members for review.
2. Try to meet with U.S.A.M. and workout a mutual agreement regarding continuation of their involvement. Take a posture of growth to encourage their active interest.

3. Approach other Asian service providers to solicit their support and possible involvement.
4. Round out the remainder of advisory vacancies with non U.S.A.M. associated community people.
5. Meet with the Minneapolis Foundation (major supporter) to review the status of the project and explain some of the current difficulties that we are going through.

Next meeting agenda will include:

1. Election of chair
2. Appointment of new committee members
3. 1988 operations
4. Report on the meeting with the Minneapolis Foundation

Respectfully submitted,



Donn Jay Vargas
Administrator

CENTRO LEGAL, INC.

PROGRAM COMMITTEE REPORT

June 9, 1987 - 5:30 P.M.

PRESENT: Martin A. Diaz, Steve Hoffmeyer, Carlos Mariani-Rosa

RECORDER: Donn Jay Vargas

The meeting was called to order at 5:45 p.m. by Steve Hoffmeyer.

1. PROGRAM DESCRIPTION REVIEW

The committee was given a copy of the Program Description that was submitted to the Minneapolis United Way. Staff reviewed the specific services that are to be delivered and the number of people that are projected to be served.

It was decided that a press release be drafted to announce our program services and specifics regarding office hours and locations.

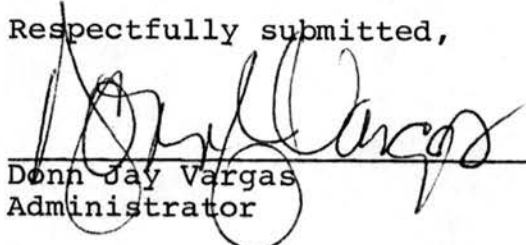
2. ST. PAUL UNITED WAY

Staff presented material on the proposed St. Paul United Way program services and statistical projections. It was decided to modify the outcome objectives and measures originally drafted. This would address the specific needs of the community in St. Paul.

3. PROGRAM DESCRIPTIONS

The committee members requested a copy of all program descriptions that are drafted for either contracts or specific program services. Staff agreed to send them out as soon as possible.

Respectfully submitted,


Donn Jay Vargas
Administrator

CENTRO LEGAL, INC.

PROGRAM COMMITTEE REPORT

May 18, 1987 - 5:30 P.M.

PRESENT: Steve Hoffmeyer, Juan Lopez, Carlos Mariari-Rosa

RECORDER: Donn Jay Vargas

The meeting was called to order at 5:45 p.m. acting chair Carlos Mariani-Rosa.

1. CHAIR SELECTION

It was the decision of the committee members present to encourage Steve Hoffmeyer to accept the position of Chair of the Program Committee.

2. COMMITTEE FUNCTIONS

Staff presented to the Committee Members, ideas and suggestions or types of action the Program Committee will be asked to give direction. Some of the ideas revolved around monitoring existing programs and preparing positions on potential programs for future services. At the end of the staff report, the committee decided that a plan of action should be developed in detail prior to any action taking place. This action plan will be discussed at the next meeting attended by Martin Diaz the new Chief Legal Officer.

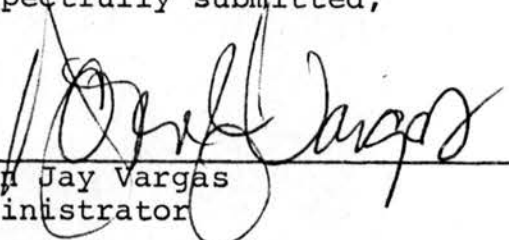
3. UNITED WAY

Staff explained that the program descriptions for both St. Paul and Minneapolis United Way's are being developed for submission in June. Due to the nature of our services, both descriptions will be similar except for specific delivery areas (geographic) to the community.

4. EVALUATION TOOLS

The committee has decided that in planning new program services, a review of the program evaluation method currently in use will be modified were appropriate. This will be done to ensure that the correct information is being monitored for developments of reports for distribution.

Respectfully submitted,



Don Jay Vargas
Administrator

TO: The Personnel Committee
FROM: Martin A. Diaz *Mad*
RE: Outside Gainful Employment
DATE: August 6, 1987

In response to the Board's request at the July 23, 1987 meeting, I have prepared a proposed plan on the above subject, after discussions with the other attorneys involved.

Initially, I will note that the three attorneys involved: Phillips, Michael and myself, are in agreement that we should be permitted to practice law outside of Centro during the period of reduced hours. We are also in agreement that the prohibition against outside practice of law during normal conditions is sound and necessary policy.

We are also in agreement that any plan should cover three areas: 1.) limitations; 2.) use of office equipment; and 3.) monitoring of the outside work. Finally, we agree that the attorneys affected must utilize appropriate discretion and sound judgment.

From discussions with Board members, I understand there to be three concerns raised from possible changes. First, that permitting staff attorneys to work outside the office may create confusion and disloyalty; Secondly, that outside work could create conflicts of interest and appearances of impropriety; and Finally, that attorneys who get a taste of the private practice may not wish to return to non-profit work.

It is our belief that the first two concerns warrant lengthy discussion. However, we are in agreement that the third concern is not a real one. The basis for this is that as staff attorneys for Centro we bring a certain commitment to our jobs which is not overly affected by money. It is my belief that I could earn at least \$20,000 more than I presently make based on my experience, however, I do not have a present intent to leave my job at Centro because I enjoy working close to the community. It is this commitment to our jobs that will transcend any short-term private practice. However, a real concern will all of the attorneys is that while we are not overly concerned with high incomes we are clearly concerned about cuts in our incomes. In other words, the converse of the above concern is more likely to happen: that denial of permission to work outside Centro during this period of crisis will scare us away from Centro.

As to the first two concerns, we believe that appropriate limitations and monitoring will help alleviate them. We propose the following limits:

1. Attorneys not permitted to work more than four (4) hours per week. Equal to the time lost.

2. That the attorneys can carry only two ongoing cases of the type normally practiced at Centro. In other words, the attorney cannot carry more than two cases which he would otherwise do at Centro (i.e. Immigration, Family, Consumer, Housing, etc.) They can carry other cases not normally done at Centro without any numerical limitation but, subject to the four hour restriction noted above.
3. Any individual client cannot be an individual eligible for services at Centro. This, along with the above limitation, will prevent solicitation of clients at Centro.
- ✓ 4. There will be no use of Centro facilities or equipment except for use of the copier. Attorneys will reimburse Centro at 10¢ per copy. We want to divorce ourselves as much as possible from our regular duties, and this is the only way we can do it.
- ✓ 5. Attorneys are encouraged to use support staff wherever and whenever possible and will compensate them at their regular rates of pay.
6. Cases taken will be the least complex and time consuming possible.
7. Attorneys agree to keep the Board apprised of the number and type of cases taken and agree to review and check to avoid conflicts of interest with present or potential clients. However, with all due respect, the attorneys decline to give the names of the clients in order to protect confidentiality.

We believe that the above represents a fair and reasonable approach to the problem. We want the right to earn back what we've lost in pay cuts. We have no intent to create disloyalties or to reduce our productivity and effectiveness at Centro. We only want the right to continue to support ourselves and our families. We agree to use our best judgment in order to protect the interests of Centro.

CENTRO LEGAL, INC.
PERSONNEL COMMITTEE REPORT
8-17-87 6:00PM

PRESENT: Martin A. Diaz, Steve Hoffmeyer, Carlos Mariani-Rosa
Recorder: Donn J. Vargas

The meeting was called to order at 6:05pm by Carlos Mariani-Rosa.

1. Outside Gainful Employment:

The committee reviewed a request from staff authorizaing the staff attorneys to take limited cases outside of the scope of Centro Legal, (see memo-attachment A). If approved, the staff attorneys would agree to limit the number of cases taken and use precautions not to let their outside work interfere with the regular work of the agency.

DISCUSSION

Monitoring: Each attorney understands that the work and clients of Centro Legal come first. Outside clients or distractions will not be tolerated and the staff attorney will be expected to maintain this posture.

LIABILITY:

Each attorney will be responsibel for assuming their personal liability.

SUPPORT STAFF:

Any support or supplies requested by the staff attorney will be reimbursed at 100%. Efforts will be made to keep requests to a minimum.

CASE MANAGEMENT: The C.L.O. will be responsible for peridically reviewing the agreed upon terms to ensure that each staff attorney has not assumed more work than allowable.

RECOMMENDATION

The committee recomends approval of the request for outside gainful employment by staff attorneys, with 1 exception. That the approval is based on the recent Board action to reduce the work week by 4 hours. Upon restatement of the hours by the Board, this agreed action will be withdrawn.

2. Employee Performance Evaluation:

The Personnel Committee has been working on the development of a modified performance evaluation tool to aid in the process of annual salary adjustments.

RECOMMENDATION

Staff contact the Management Assistance Program (M.A.P.), and request assistance with identification of a consultant to work with the Personnel Committee. the projected fee of this project, aside from staff hours, is approximately \$50.

3. Anniversary Date Uniformity:

The committee reviewed the concept of staff having a uniform anniversary date. The major question is if a uniform date will have an impact on the philosophy of the office and procedures for salary adjustments and employee benefits.

RECOMMENDATION

The committee after careful review has decided that a uniform staff anniversary date will not impact adversely on current staff. And the Finance Committee make the necessary adjustments as required by fiscal constraints.

4. CO-PAYMENT (BENEFITS):

The committee reviewed the current policy regarding employee benefits and what impact a co-payment policy would have on staff. A major question is what committee (Personnel or Finance) decides on the payment policy.

RECOMMENDATION

That any consideration for budget cuts not include employee benefits and if the ultimate decision is to initiate a co-payment plan it be a gradual process.

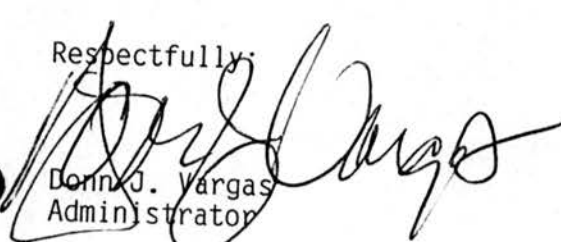
5. DENTAL INSURANCE:

Staff reported that the general staff has requested a reconsideration of the decision by the Board not to offer Dental Insurance. That if the decision not to offer it is strictly financial, than staff would be willing to enter into a co-payment plan.

RECOMMENDATION

The committee recommends that the Dental Insurance plan issue with co-payment considerations be approved and forwarded to the Finance Committee for implementation.

Respectfully:


Donn J. Vargas
Administrator

enc.

6:00 p.m.
CENTRO LEGAL, INC.
PERSONNEL COMMITTEE REPORT
7/20/87 5:30pm

PRESENT: Steve Hoffmeyer, Carlos Mariani-Rosa, Donn J. Vargas

BACKGROUND

The Finance Committee requested that the Personnel Committee develop a document, (based on the current employee evaluation form) that would be used annually in setting salary levels. This document would grade employee performance and use a key to translate each grade into an annual salary schedule.

In reviewing the current document, the committee decided that information on how other non-profits use employee evaluations as a component to set salary levels would be valuable. Staff was instructed to meet with other non-profit Directors to gather information that may assist the Personnel Committee in this process.

MEETING RESULTS

Information generated from the meeting resulted in a number of criteria that could be used in the development of an evaluation tool, to meet the objective.

Criteria may include monitoring the following:

1. Average case hours per staff.
2. Management plan for cases
3. Development of Annual goals and objectives.
4. Annual rates of open cases vs. closed cases.
5. Education goals (C.L.E.)

After the employee performance review, salary adjustments and benefits may be based on a strict merit plan (C.O.L.A. and Merit%) or any other type of plan that would be appropriate for Centro Legal.

RECOMMENDED ACTION STEPS

After staff reported the results of the meeting to the Personnel Committee, the following action was recommended.

1. Develop a job description for each employee that would include work goals and objectives that would be adjusted annually and used in the performance evaluation process.

Budget
Merit
Goals
Firm
Mission

2. Review and amend the existing questions on the evaluation form to make them more specific to the work of Centro legal.
3. Discontinue use of the subjective questions on the evaluation form.
4. Re-examine the commitment of Centro Legal to a merit increase philosophy, and develop a policy statement on the system to be used.
5. develop a point system to assist in the process of allocating a merit increase.
6. Consider a built in "fudge" factor to compensate for any extreme variables.
7. Consider use of an outside resource to assist in the development of the form and procedure to be used.

OUTSIDE GAINFUL EMPLOYMENT

Staff distributed a document outlining a proposed plan for legal staff to work outside of the confines of Centro Legal (see attachment "A"). The essence of this document would allow staff attorneys to have a private case load separate from Centro Legal and be compensated accordingly. The Personnel Committee was requested to take a formal position on the document.

RECOMMENDED ACTION

The Personnel Committee was unable to review the request and would like to keep it at committee level until a formal position can be developed. However, the Board may exercise its option to formulate a policy position on this document as submitted.

Respectfully,

Donn J. Vargas
Donn J. Vargas
Administrator

DJV:bz

OUTSIDE GAINFUL EMPLOYMENT

By Martin A. Diaz

The present Personnel Policies provide at Section 3E, page 12, that any outside gainful employment can be done so long as it meets a five part test. The test basically provides the following:

1. No interference with performance of job duties.
2. No conflict of interest or conflict with job duties.
3. Not perform job which should be performed at Centro.
4. Not occur during regular or assigned working hours, unless employee takes leave time.
5. Staff attorneys cannot do legal work without prior consent of Board. Only permitted to do legal work for non-clients of Centro Legal.

Conflict

In light of the planned reduction in work hours, the Chief Legal Officer recommends to the Board that attorneys be permitted to do outside gainful employment without prior consent of the Board or that the Board give a blanket consent for the next five months.

As this present policy is written, it appears that support staff is not prevented from "moonlighting." However, the 5th part of the policy precludes attorneys from working at their profession unless they obtain prior approval. For purposes of this discussion, paralegals are not precluded from outside work, since they are not attorneys.

There are only three concerns which this writer has in granting attorneys the opportunity to seek legal work

outside of Centro Legal: 1) interference with their job duties; 2) solicitation of individuals with whom they come in contact at Centro; and 3) use of Centro facilities to carry on their outside work.

First of all, it must be made clear to the attorneys that any outside work must be on their off time and cannot impede their job duties. This is not a barrier to giving them consent, only a warning to the attorney. Secondly, the attorneys must understand that they cannot solicit clients through their contact at Centro. A possible exception would be where the individual is clearly not eligible for our services because of income or type of case. However, this needs further discussion by the Board. Finally, the attorney could use Centro's facilities so long as he does not use them during work hours and compensates Centro at a fair rate. "Facilities" are defined as office space, overhead, equipment and books. I believe it is advisable if we not permit the clients to be seen at the offices. I would encourage the attorneys to utilize support staff wherever possible and compensate them at their Centro hourly rate. The Board will have to set a compensation rate for the use of the facilities.

I support this temporary suspension of the rules because of the hardship placed upon the attorneys, who have limited transferable skills, besides their legal skills, for the time period discussed. This will also provide an incentive for the attorneys to stay on and ride out the storm.

DATED: July 16, 1987

Centro Legal, Inc.
Personnel Committee Report
Dated: 12-9-86 - Time: 3:30 P.M.

PRESENT: Steve Hoffmeyer, Carlos Mariani-Rosa (Chair), Donn J. Vargas.

Meeting was called to order at 3:30 p.m.

1. Staff presented to the committee, the policy information on "Sick Leave" that had been sent back to committee by the Board of Directors. The Committee is to finalize a policy position and present a draft to the Board at the January, 1987 Board of Directors Meeting.

Section 3,G. Leave Regulations, 2. Sick Leave.

The issues before the Committee are;

1. To decide if there is to be a cap on sick leave accrual time of 187.5 hours, and
2. An option for employees of being compensated (monetary) for unused sick leave above established cap or to be allowed to continue to accrue sick leave above approved cap limitations.

RECOMMENDATIONS:

1. Establish a ceiling on accruable sick leave at 25 work-days or 187.5 hours.
2. Compensate employees for unused sick leave above the ceiling (187.5 hours) at 25% of their regular scheduled rate of pay. The distribution of the reimbursement will coincide with the employees regular payroll schedule. All payment will be subject to the normal deduction required by law.

2. NEW BUSINESS

In 1987 the Personnel Committee will be reviewing the existing benefit program to ensure that a plan will meet the needs of the staff of Centro Legal.

Items under consideration shall include but not be exclusive of:

1. Short term disability to compliment the current long term package,
2. Dependent life insurance, \$10,000
3. Health Plan and
4. Dental Program

\$3.00
pm.

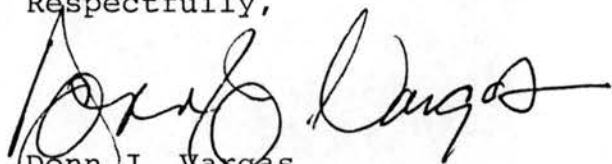
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Additional issues under consideration shall include a review of employee job descriptions and the employee performance review process.

Respectfully,



Donn J. Vargas
Administrator

CENTRO LEGAL, INC.

PERSONNEL COMMITTEE MEETING - REPORT
8-6-86 3:00 p.m.

Present: Steve Hoffmeyer, Carlos Mariani-Rosa

Staff: Donn J. Vargas

The Personnel Committee is submitting the following changes to open the Personnel Policies effective January 1987. Where noted some recommended changes are subject to review and discussion prior to formal adoption. Additionally, some recommended changes will affect only new hires as of January 1987.

1. Section 3, F. Holidays (p.13)

- Dia de la Raza (Oct. 12) will replace Columbus Day (2nd Monday in Oct.)
- Friday after Thanksgiving to replace Veterans Day (Nov. 11)
- Floating Holiday of employees choice.

*Note - Staff would prefer to keep Columbus Day instead of Dia de la Raza.

2. Section 3, 6. Leave Regulations, 1 Vacations (p. 14)

Vacation leave time delineation

12 months earns	1 week of vacation (1.5625 hours earned per pay period)
24 months earns	2 weeks of vacation (3.125 hours earned per pay period)
36 months earns	3 weeks of vacation (4.6875 hours earned per pay period)
48 months earns	4 weeks of vacation (6.25 hours earned per pay period)

There will be a cap of 4 weeks earned vacation time for all employees.

In the event of an employee resigning with accrued vacation time, payment for unused vacation time will be made in installments to coincide with the regular payroll schedule.

Employees will be entitled to monetary compensation for any vacation time earned and accrued beyond the cap limitations at the employees regular rate of pay and to coincide with th regular payroll schedule.

- Vacation time shall be coordinated by the Executive Director in a manner that will not jeopardize the effectiveness of Centro Legals work. This may preclude the use of long consecutive vacation use, although staff requests will be honored to the extent possible.

3. Section 3, 6. Leave Regulation, 2 Sick Leave (p.15)

- Employees if unable to report for work will call into their Supervisor, within 15 minutes of their scheduled reporting time.
- There will be a cap on accrued sick leave of 187.5 hours.

*Note: Option for employee of being compensated (monetary) for unused sick leave above established cap or to be allowed to continue to accrue sick leave above approved cap.

4. Section 3, 6. Leave Regulations, 9. Funeral Leave (p. 18, 19)

- An employee may request up to 5 days of administrative leave for personal reasons.
- Immediate family shall consist of;

Natural Parents / Surrogate Parents
Significant Others
Employees Child(ren)
Siblings

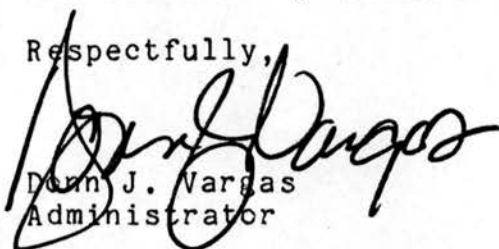
5. Section 5, C. Resignation

Accrued vacation time will be paid upon termination f employee as per the formula delineated in Section 3, 6. Leave regulations 1. Vacation

Upon resignation the employee will continue to accrue annual leave time, and sick time, however, they will not be allowed to take any time off during their 30 resignation period. If an employee fails t submit a resignation, they will not be given credit for any accrued time for 30 days prior to their termination of service.

These changes are being submitted for review and ratification by the Board of Directors.

Respectfully,

A handwritten signature in cursive script, appearing to read "Donn J. Vargas".

Donn J. Vargas
Administrator

DJV:bjz

CENTRO LEGAL, INC.

MEMBERSHIP COMMITTEE - REPORT
9-9-86 5:00 P.M.

Present: Olivia Arredondo, Miguel Garza, Wesley Iijima

Absent: Angelita Estrada

Staff: Donn J. Vargas

Meeting was called to order at 5:15 p.m.

The committee has identified 9 people to be nominated to fill the 6 Board vacancies that will occur in 11-86.

The 6 vacancies consist of 3 positions up for renewal and 3 positions newly created.

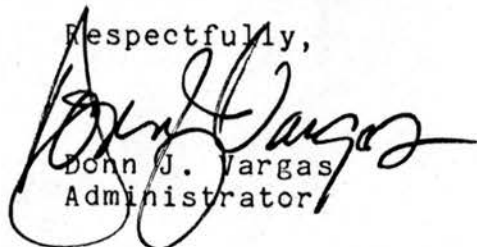
The nominees are:

- * Attorney Positions: (2 vacancies)
Tom Barrett, Manuel Guzman, and Douglas Hall
- * Community Organizational Representation: (2 vacancies)
Ernest Dial, Alberto Garcia Jr., and Miguel Garza
- * Community Representatives: (2 vacancies)
Guadalupe Luna, Reverend Sunthi Paul C., and Frank Zaragoza

These individuals elected will serve 3 year terms.

Staff will contact each of the candidate to determine their level of interest and availability to serve on the Board of Directors.

Respectfully,


Donn J. Vargas
Administrator

Centro Legal, Inc.
Personnel Committee Report
4-16, 5-12, 6-9, 7-1

Present: Steve Hoffmeyer, Carlos Mariani-Rosa (Chair) Donn J. Vargas

The personnel committee is in the process of reviewing the personnel policies in order to recommend the necessary modifications for ratification. All recommended changes will be submitted at the November Board meeting for approval.

1. Section 3, C. Salary Payments (P. 11)

Committee recommendation is to restructure the salary payment schedule from semi-monthly (24 pay periods) to bi-weekly (26 pay periods).

The staff prefer to keep a semi-monthly salary payment schedule.

2. Section 3, F. Holidays (P. 13)

Committee has recommended that 3 changes be made.

- Dia de la Raza (Oct.) would replace Columbus Day (Oct. 2nd Monday).
- Friday after Thanksgiving to replace Veterans Day (Nov. 11).
- 1 floating holiday of employees choice.

3. Section 3, G. Leave Regulations, 1 Vacations (P. 14)

The committee has reviewed the vacation section and is suggesting the following changes.

- Vacation leave time delineation
 - after a 3 month probation 1 week
 - after 12 months 2 weeks
 - after 24 months 3 weeks
 - after 36 months 4 weeks
- There be a cap of 4 weeks maximum for all employees.
- Employees be required to expend all accrued vacation time during a 12 month period of time.
- In the event of an employee resigning with vacation time accrued, that payment for any unused vacation time be made in installments coinciding with the regular payroll schedule.

-Payment be made for any vacation time accrued beyond the cap limitations, at the employee regular rate of pay and to coincide with the regular payroll schedule.

4. Section 3, G. Leave Regulations, 2 Sick Leave (P. 15)

The committee is suggesting the following considerations;

- A cap be set on the total number of hours available to be accrued, (yet to be determined).
- Compensation at the employees regular rate of pay for any time accrued above the established cap and to coincide with the regular payroll schedule.

Staff recommendations include;

- Call in if unable to report for work, within 15 minutes of the scheduled reporting time.
- Cap an sick leave of 187.5 hours
- Option to employee of being compensated for unused sick leave above established cap or to be able to continue to accrue above cap.

5. Section 3, G. Leave Regulations, 9 Funeral leave (P. 18, 19)

The committee suggests the following;

- An employee may request up to 5 days of administrative leave with pay as opposed to an automatic 5 days of administrative leave.
- The immediate family definition for use shall be;
 - Natural parents or Surrogate parents
 - Significant others
 - Employees Child(ren)

Staff suggests 1 addition to immediate family list to include "brother and sisters."

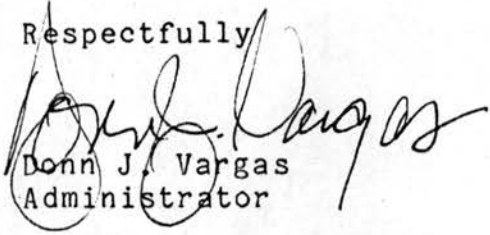
6. Section 5, C. Resignation (P. 22)

Staff has suggested that once a person has give notice of resignation (30 days), there will be no further accrual of vacation time or sick leave. Additionally, employees will not be allowed to take any time off during their 30 day resignation period.

The Personnel Committee plans to finalize the revisions to the Personnel Policies, prior to the November board meeting. At that time a draft will be submitted to the Board for ratification for 1987.

Some suggested changes will only be applicable to new staff hired after 1-87.

Respectfully



Donn J. Vargas
Administrator

DLV:tml

Centro Legal, Inc.
Membership Committee Report
4-30, 5-14

Present: Olivia Arredondo, Miquel Garza (Chair), Wesley Iijima, Donn J. Vargas

The committee is in the process of identifying potential candidates to be appointed to the Board of Directors. There are 3 appointments that are to be made for the following categories.

- 1-Community representative,
- 1-Community Organizational representative, and
- 1-Legal profession representative.

Prior to the appointments, all candidates will be asked to fill out a questionnaire to aid the Board in the selection process. (see attachment #1).

Respectfully


Donn J. Vargas
Administrator

ATTACHMENT #1

CENTRO LEGAL, INC.
BOARD OF DIRECTORS
CANDIDATE QUESTIONNAIRE

DRAFT

DATE: _____

NAME: _____, ADDRESS: _____

TELEPHONE NUMBER: _____ (W) _____ (H)

PLACE OF BUSINESS: _____

TITLE: _____

VOLUNTEER EXPERIENCE: _____

WHY DO YOU WISH TO BE CONSIDERED FOR A POSITION ON THE BOARD OF
DIRECTORS OF CENTRO LEGAL?

DAYS/HOURS AVAILABLE TO ATTEND MEETINGS.

APPLICANT SIGNATURE

CENTRO LEGAL, INC.

MEMBERSHIP COMMITTEE - REPORT
9-9-86 5:00 P.M.

Present: Olivia Arredondo, Miguel Garza, Wesley Iijima

Absent: Angelita Estrada

Staff: Donn J. Vargas

Meeting was called to order at 5:15 p.m.

The committee has identified 9 people to be nominated to fill the 6 Board vacancies that will occur in 11-86.

The 6 vacancies consist of 3 positions up for renewal and 3 positions newly created.

The nominees are:

- * Attorney Positions: (2 vacancies)
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These individuals elected will serve 3 year terms.

Staff will contact each of the candidate to determine their level of interest and availability to serve on the Board of Directors.

Respectfully,



Donn J. Vargas
Administrator

CENTRO LEGAL, INC.

PERSONNEL COMMITTEE MEETING - REPORT
8-6-86 3:00 p.m.

Present: Steve Hoffmeyer, Carlos Mariani-Rosa

Staff: Donn J. Vargas

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