



Irene Gomez-Bethke Papers.

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ADMINISTRATIVE OFFICE

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

AREA OFFICE

400 E. LAKE ST.
MINNEAPOLIS, MN 55408
(612) 825-5503

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SUSAN E. CONLEY, ESQ.
Executive Director

REPLY TO: St. Paul

May 13, 1986

To Whom It May Concern:

We wish to submit this on behalf of Chicanos Latinos Unidos en Servicios (C.L.U.E.S.), and their effort to complete the acquisition of the Spanish Speaking Seniors Program from St. Paul.

Our experience with C.L.U.E.S. has been a positive one. We feel that the services that they provide are important and meet the needs of the Hispanic community in Ramsey County.

Their interest in expanding their services to include a program for Hispanic Seniors seems to be a natural progression in their growth, and we feel confident in their ability to provide a quality service.

We certainly support the efforts of C.L.U.E.S. in absorbing the Spanish Speaking Seniors Program as an alternative to creating a new program that would in essence be a duplication of service in a limited geographic area.

It is our belief that both C.L.U.E.S. and the Spanish speaking community will benefit from this effort.

Respectfully,

Irene Gomez-Bethke
Irene Gomez-Bethke
President, Board of Directors



Irene:

This was drafted and
signed under your
name by me. Call if
you have questions.

Spanish seniors program
solicited CLUES in this
effort.

DDV

November 25, 1981

Dear Board Member:

Enclosed is the form I discussed with you at last night's meeting. Please fill it out and return it and the ballot form to me at your earliest convenience. There being only one position available, I will start a file of the remaining nominations submitted. We could expand this form in the future to include general membership if the need arises.

Since I am empowered by our bylaws to present nominations for election(s), with the exception of the president, I will assume the prerogative, in order to facilitate the election of officers for the next meeting and am enclosing a ballot to nominate your candidate for the positions.

I applaud the vision of the incorporators in keeping justice accessible to our community and I am happy to work with you on our shared concern.

Sincerely,



Irene Gomez de Bethke
Administrative Aide
to the Mayor

IGB:dgg
Enclosure



**PANNELL
KERR
FORSTER**

Certified Public Accountants

410 Park National Bank Bldg.
5353 Wayzata Boulevard
Minneapolis, MN 55416
Telephone (612) 545-0421

January 7, 1985

Mr. Donn Vargas
Centro Legal, Inc.
179 East Robie
St. Paul, Minnesota 55107

\$1300

Dear Mr. Vargas:

This letter is to explain our understanding of the arrangements for the services we are to perform for Centro Legal, Inc., for the year ending December 31, 1984. We ask that you either confirm or amend that understanding.

We will perform an examination, the purpose of which is to express an unqualified opinion on the fairness of the presentation of the Company's financial statements for the period ending December 31, 1984, in conformity with generally accepted accounting principles. If conditions discovered in the course of our examination prohibit us from expressing an unqualified opinion, we will promptly discuss the reasons with you.

As you know, management has the primary responsibility for properly recording transactions in the records, for safeguarding assets, and for preparing accurate financial statements. Our basic audit function is to add reliability to those financial statements.

Our examination will be made in accordance with generally accepted auditing standards and will include such tests of the Company's accounting records and other audit procedures as we deem necessary in the circumstances. It will not include a detailed audit of all transactions and is not designed to discover all defalcations, irregularities, or illegal acts should any exist. If the Company desires that we expand the scope of our services in this regard, this letter of understanding will require revision.

As a result of our examination, we will report to you any material weaknesses in the system of internal accounting control that we observe.

We will try to initiate ideas or observations that we believe will help achieve the objectives of the Company. We will also be pleased to respond to inquiries you might have about financial or other business matters.

We will prepare the Company's annual federal and state tax exempt organization information returns (Form 990) for the fiscal year ending December 31, 1984. Since you do have the final responsibility for these returns, we suggest you review them carefully before you sign and file them.

January 7, 1985

The assistance to be supplied by your personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with you and your personnel. The timely completion of this work will assist us in achieving an efficient performance of our work.

Our fees are based on the time required by the individuals assigned to the engagement, plus direct expenses. Individual hourly rates vary according to the degree of responsibility involved and the skill required. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. On the last day of each month a finance charge of 1.5% will be added to account balances outstanding since the first day of the month after deducting current payments.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

If this letter defines the arrangements as you understand them, please sign and date the enclosed copy and return it to us.

PANNELL KERR FORSTER



Daryl D. DeKam, Partner

Confirmed by:

 , 19

BAILEY & CALOF

CERTIFIED PUBLIC ACCOUNTANTS
1510 AMERICAN NATIONAL BANK BUILDING
FIFTH AND MINNESOTA STREETS
ST. PAUL, MINNESOTA 55101
(612) 227-3768

EARL P. BAILEY, C.P.A.
STANLEY J. CALOF, C.P.A.



November 26, 1984

To The Board of Directors
Centro Legal, Inc.
179 East Robie Street
Saint Paul, Minnesota 55107

Gentlemen,

We are pleased to respond to your invitation to submit a proposal to audit the financial statements of Centro Legal, Inc. for the year ending December 31, 1984. If selected, we will examine the organization's balance sheet as of December 31, 1984 and the related statements of support, revenue, expenses, and changes in fund balances, and analysis of functional expenditures for the year then ended for the purpose of expressing an opinion on them. Our examination will be in accordance with generally accepted auditing standards and will include such auditing procedures as we consider necessary to accomplish this purpose.

These procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, legal counsel, and banks.

Although defalcations and similar irregularities may occasionally be disclosed by this type of examination, it is not designed for this purpose and should not be relied on to disclose fraud, should any exist. We will, of course, report to you anything that appears to us during our examination to be unusual or abnormal.

As part of our engagement we will issue a letter summarizing any suggestions or recommendations that we may have relating to internal accounting control and other business and accounting matters. In addition we will prepare the organization's Federal Form 990, Information Return of Organization Exempt From Income Tax, for the year ended December 31, 1984.

Our fee for this engagement will be at our regular rates plus out-of-pocket expenses. It is anticipated that our fee will range from \$1,175.00 to \$1,375.00. In order for us to stay within this fee range it is understood that

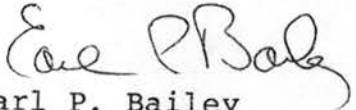
1. all 1984 accounting records are in good order; that a complete audit and records trail exists throughout the year; and that normal bookkeeping verification procedures, such as monthly bank reconciliations, have been performed;
2. agreement is reached between Southern Minnesota Regional Legal Services, Inc. and Centro Legal, Inc. as to the exact amount of money that is due from one to the other, and agreement is reached as to the method and terms of settlement. We will want to confirm directly with Southern Minnesota Regional Legal Services, Inc. the amount of the December 31, 1984 balance and the means by which the balance will be paid; and
3. the date that Bailey & Calof will deliver its audit report, Form 990, and, if applicable, a management letter, will be no later than June 30, 1985.

If any unusual matters come to our attention during the engagement, and an extension of our services appears to be required, we will consult with you prior to proceeding. Whenever possible we will utilize your personnel to reduce our own time requirements. For example, we will provide your personnel with a list of schedules to prepare and documents to locate prior to beginning the audit.

If these arrangements meet with your approval, please sign the enclosed copy of this letter in the space provided and return it to us.

Sincerely,

BAILEY & CALOF
Certified Public Accountants


Earl P. Bailey

APPROVED:

Centro Legal, Inc.

By: _____

Date: _____



Amherst H.
Wilder Foundation
Since 1906

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Leonard H. Wilkening
*President and
Chief Executive Officer*

December 26, 1984



Donn Vargas
Centro Legal
179 E. Robie St.
St. Paul, Minnesota 55107

Dear Donn,

Here's an outline of my proposed agenda for the January 23, 1985 Board training. Please review and suggest changes. My secretary, Gayle Cupit, can coordinate communication with me during the holidays and early January.

- 6:00 p.m. - Handout packets distributed and reviewed
- 6:10 p.m. - Welcome and introductions
- 6:20 p.m. - Training agenda presented and approved
- 6:25 p.m. - Presentation:
 - Board roles and responsibilities
 - Board/staff relations
 - Time management
- 6:45 p.m. - Questions for clarification and discussion
- 7:10 p.m. - Identification of Board areas needing strengthening
- 7:20 p.m. - Next steps and evaluation of training session
- 7:30 p.m. - Close

This session will help me determine the content of the next training session as well as the training methods to use. The handout packets which I'll provide can serve as ongoing reading and discussion guides.

**Management
Support Services**
919 Lafond Avenue
St. Paul, MN 55104
(612) 642-4025

Bryan W. Barry
Director

To: Board of Directors

2/21/86

From: Juan Lopez

I would like to express my sincere apologies for not being able to be with you tonight. My absence is my own loss as I am probably suffering under the relentless sun and fun of a California break and much needed over exposure to the Hispanic culture.

On a more serious note I do regret not being here for this meeting to introduce Mr. Steve Hoffmeyer to board member and staff. I would like for the board and staff to extend a warm welcome to Mr. Hoffmeyer.

I also am interested in your consideration to be allowed to sit on the Finance Committee.

Thank you for your attention and I see you all soon.

J Lopez
253 E Belvidere
St Paul, Minn
55107



ATTN:
Don JARSAS



Centro Legal Inc
179 E Robie
Neighborhood House
St Paul, Minn
55107



Advanced Legal Education

Carol A. Noteboom, Director

Hamline University School of Law • 1536 Hewitt Avenue • St. Paul, Minnesota 55104 • 612/641-2336

September 12, 1984

Irene Bethke
1800 Olson Memorial Highway
Minneapolis, MN 55411

Dear Irene:

Plans for the 1984 Immigration Law Institute, to be held in Minneapolis this autumn, are in the final stages. In scope, this year's Institute will be all-encompassing, and will provide participants with a thorough introduction to the intricacies of this little understood field of law. In addition to two days of practical know-how, techniques and strategies for handling immigration cases, this program features luncheon addresses by two nationally-known practicing attorneys from New York and San Diego. Both have many years of experience in this area, and will address today's "hot" issues. Participants will have ample opportunity to mingle with the faculty and with other immigration lawyers and INS officers during the reception scheduled to follow the first day of the program.

With respect to the Immigration and Control Act of 1984 (Simpson-Mazzoli bill), the Senate has appointed a conference committee to meet with representatives of the House. However, in view of the changing attitudes in the House and the Administration's clear view that only the Senate's version would be acceptable, together with the election being only 60 days away, the odds against enactment of this controversial legislation increase with each passing day. This means that no amnesty would be available for illegal aliens, and employee sanctions would not come into force. At this Institute, the faculty will address the current status of this bill as well as the prospects for its passage after the election.

The enclosed brochure describes the Institute more fully. Should you require more information, please do not hesitate to call either one of us. We look forward to seeing you in Minneapolis.

Sincerely,

Anne Pfankuch
Acting Director

Jerome B. Ingber
Course Chairman



CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

400 E. LAKE ST.
MINNEAPOLIS, MN 55408
(612) 825-5503

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CARLOS MARIANI

WESLEY IJIMA, ESQ.

SUSAN E. CONLEY, ESQ.
Chief Executive Officer

REPLY TO:

TO: Staff Members

FROM: Irene Gomez-Bethke *IGB*

DATE: December 23, 1985

RE: Holiday Greeting

Dear Staff Members:

I would like to thank you for your contributions and hard work you have provided during the past year. I wish you a happy and joyful Holiday Season and hope you had a great year.

Good luck in the forthcoming year.

IGB

IGB/slc



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: Irene Bethke

DATE: 11-25-85

FROM: D. VARGAS

REPLY TO:

SUBJECT:

ENCLOSED is the material that was submitted to LSAC for their review. A presentation has been scheduled for DEC 2, 11 AM at Wm. Mitchell (Bld. Rm). Please call Susan if you have any questions, about the material or insight that may be helpful during the presentation.

Thank you



Cooperating Fund Drive

Liberty Bank Building (rm. 215)

Selby and Snelling Avenues

612-647-0440
Saint Paul, Minnesota 55104

October 2, 1985

Donn Vargas
Centro Legal Inc.
179 E. Robie Street
St. Paul, Minnesota 55107

Dear Donn:

On behalf of the Planning Committee, I am pleased to announce CFD's 1985-6 Membership Recruitment Drive.

CFD is a federation of 30 social change/advocacy organizations and neighborhood groups who are committed to finding solutions to community problems. CFD's mission is to raise funds for these organizations by conducting an annual payroll deduction drive at Twin City worksites.

CFD is seeking membership applications from organizations which meet membership standards and 1985-6 recruitment priorities. An announcement of the membership drive and a pre-application form are enclosed in this mailing.

I hope that you will do two things after you read this letter. First, review the announcement and pre-application form. If you know of a non-profit organization who might fit the guidelines, or if your organization itself might qualify call CFD at 647-0440 and ask that information be sent to them. Second, help spread the word about CFD's membership drive through your correspondence or contacts.

I hope that you will be able to help Cooperating Fund Drive and organizations doing critical community work by putting us in touch with each other.

Please encourage interested people to call us at 647-0440.

Kind regards,

A handwritten signature in cursive script, appearing to read 'Barb Rose', is written over the typed name.

Barb Rose

BR/js

Enclosures:



People Helping People

A CONTINUING COMMITMENT

COOPERATING FUND DRIVE

Incorporated in 1978, CFD is an association of 30 social change and advocacy organizations and neighborhood groups all dedicated to finding solutions to community problems.

These groups have come together to raise funds for themselves and other community charities by conducting an annual payroll deduction campaign at more than 70 worksites in the Twin Cities.

All CFD organizations are committed to enabling people to achieve full participation in the life of society by eliminating social, economic, cultural or political barriers.

1985 RECRUITMENT PRIORITIES

* Advocacy organizations serving and controlled by low-income persons and/or people of color.

* CFD remains committed to maintaining a geographic balance among its member organizations. We are particularly interested in qualified organizations from North Minneapolis and the Metropolitan Suburban area.

Cooperating Fund Drive
Liberty Bank Building (rm. 215)
Selby and Snelling Avenues
1573 Selby
St. Paul, Minnesota 55104

Phone: (612) 647-0440

Open for New Members

Recruitment Timeline:

October 25: Deadline for return of pre-applications.

November 15: Deadline for return of all complete applications.

November 15 - January 30: Review full applications and conduct on-site visits.

February 20, 1986: Board of Directors votes on final recommendations for new members.

What to Do

- 1) Read through the enclosed criteria to determine if your organization meets them and is interested in membership.
- 2) Write or call CFD, requesting a pre-application.
- 3) Complete the pre-application and return it to CFD by October 25. All pre-applications are reviewed within 10 days of their receipt.

Deadline for Returned Pre-application: October 25, 1985



179 EAST ROBIE STREET • SAINT PAUL, MINNESOTA 55107
612/ 227-9291

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Craig Lindeke
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Louise P. Marvin
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Sandra Pappas
Paula Pergament
John Pierson
David Rivera
Thomas Sanchez
Raymond Schlick
Dean Schwanke
Marcelina M. Vasquez
Humberto Villarreal
Beverly J. Wittgenstein

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Luis DeCubas
Margaret L. Harmon
William Hoffman
Sally Irvine
Mamie Morgan
Gordon Shepard
Margaret Weschcke
Irving E. Whyatt

EXECUTIVE DIRECTOR

Marilyn E. Vigil, ACSW

December 9, 1987

Don Vargas
Centro Legal
179 E. Robie Street
St. Paul, MN. 55107

Dear Don,

Enclosed is your 1988 Lease Agreement. The 1988 adjustment is intended to cover the increase in facility costs.

Please return one signed copy to me prior to December 15, 1987. If you have questions or concerns, please contact our Business Manager, Jose Juarez.

Sincerely,

Marilyn E. Vigil, ACSW
Executive Director

MEV:sms



Neighborhood House Association
179 East Robie St.
St. Paul, MN 55107

L E A S E A G R E E M E N T

Concord Terrace Center
179 E. Robie St.
St. Paul, MN 55107

This Lease Agreement entered into this FIRST day of January, 1988 by and between Neighborhood House Association, hereinafter referred to as the "lessor" and Centro Legal, Inc. hereinafter referred to as the "lessee".

WITNESSED :

That said lessor, in consideration of the covenants contained in this agreement, and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, hereby agrees with the lessee, as follows:

1) The lessor hereby leases to the lessee space in the Concord Terrace Multi Service Center, hereinafter referred to as the "Center" located at 179 East Robie St. in the City of St. Paul, State of Minnesota, designated Rooms as described in Attachment I containing 1,323,40 square feet, hereinafter referred to as the "premises", at the rate of \$ \$7.88 per square foot per year for the period from JANUARY 1, 1988 through DECEMBER 31, 1988. The annual lease cost of \$ 10,428.39 shall be payable in equal monthly installments of \$ 869.03 and shall be due on or by the first working day of each month, in advance commencing JANUARY 1, 1988. The annual rate may be changed by the lessor upon sixty days notice to the lessee in writing.

2) The lessor shall provide janitorial services, building maintenance, and utilities except telephone service and grants to the lessee the use of spaces in the Center designated for common use, such use to be approved and scheduled in accordance with current fees and procedures available from the Center's Business Manager. Additional services provided by the lessor to the lessee are described in Attachment(s) III which shall be considered as amendment to this agreement.

3) The lessee agrees to use the premises for the following purposes: Law Offices subject to such reasonable rules and regulations which may from time to time be established by the lessor.

4) The lessee shall provide and maintain all furnishings and equipment necessary to operate the service including supplies and shall not incur any further or additional expense with respect to the premises unless specifically authorized by the lessor in writing.

5) The lessee agrees to furnish the lessor with such statistics pertaining to the use of the facility as the lessor may require for determining the use being made by the lessee of the Center.

6) The lessee agrees not to post any signs, pictures, advertisements, banners, or decorations of any kind in common areas of the Center without the consent of the Center's Business Manager.

7) The leasee agrees to keep the premises in an orderly, clean and sanitary condition; will neither do nor permit to be done therein anything in a manner constituting a nuisance of any kind: nuisance shall mean a substantial unreasonable interference with another's use or enjoyment of the Center; will neither do nor permit to be done therein anything in violation of the laws, regulations, or ordinances of any governmental body applicable thereto, and will not make any structural alterations, additions, or changes therein without the prior consent of the lessor.

8) The leasee will not assign this agreement and will not sublet the premises or any part thereof, except as agreed to by the lessor in writing.

9) In the event that the premises becomes untenable or unfit for occupancy in whole or in part due to the total or partial destruction of the Center by fire or other casualty, this Agreement shall remain in full force and effect, with the understanding that if the premises are totally destroyed or destroyed to the extent that the leasee cannot maintain their normal operation in the premises, and the lessor shall fail within thirty (30) days thereafter to agree in writing to restore the same within ninety (90) days, this agreement may be terminated by either party by notice to the other in writing; and no rent shall accrue to the leasee during such period between destruction and restoration.

10) The leasee agrees to defend, save and hold harmless the lessor, the City of St. Paul, Minnesota and all other leasees in the Center from any and all claims, whether valid or not, losses, or expenses, of whatever kind or nature, including reasonable attorney fees, for all acts or omissions of the leasee, whether they be negligent, careless, or intentional. The leasee shall obtain and pay for public liability insurance. Such insurance shall name Neighborhood House Association, its Directors, employees, and agent as named insured. The leasee shall provide the lessor with a certificate of such insurance prior to taking possession of the premises, and shall instruct the insurer to notify the lessor of any cancellation or change in amount of such insurance.

11) Lessor and Leasee mutually waive subrogation for losses commonly covered under a Fire and All Risk policy.

12) The leasee agrees that the lessor may, at all reasonable times, enter the leased Premises to inspect the same or to make repairs therein.

13) The leasee shall be bound by all existing written agreements related to the premises between the lessor and the City of St. Paul, which shall be attached to and incorporated into this agreement.

14) This agreement shall be terminated, at the election of the lessor, upon the default of the leasee. Each of the following events shall constitute a default or breach of this agreement by the leasee:

- 1) If the leasee shall fail to pay the lessor the rent when rent shall become due and shall not make the payment or alternate written arrangements within ten (10) working days after notice thereof by the lessor to the leasee;
- 2) If the leasee shall fail to perform or comply with any of the conditions of this agreement and if the nonperformance shall continue for a period of three (3) working days after notice thereof by the lessor to the leasee or, if the performance cannot be had within the three day period, the leasee shall not in good faith have commenced performance within the three day period and shall not diligently proceed to completion of performance;
- 3) If the leasee shall vacate or abandon the premises.

15) The leasee shall give the lessor notice of its intention to occupy the premises for an additional term 60 days prior to the expiration of the term of the existing agreement. Neither this paragraph, nor any other term of this lease, shall be construed to grant an option to the leasee for an additional term of this lease.

16) Changes in the terms of this Agreement may be made only by written amendment hereto as mutually agreed to by the lessor and the leasee.

IN WITNESS WHEREOF, the lessor and the leasee have executed This Agreement on the day and year first written.

In the presence of:

Sue M. Santos

12/8/87

DATE

In the presence of:

DATE

NEIGHBORHOOD HOUSE ASSOCIATION

Martha E. Vigil

BY

Executive Director

TITLE

CENTRO LEGAL, INC.

BY

TITLE

LEASE AGREEMENT

ATTACHMENT III

Article 4 of the Lease Agreement is amended to add: If the lessor provides basic furnishings at the time of the original lease agreement, the lessor has no obligation to replace or modify these furnishings. The lessee shall maintain these furnishings except for normal wear and tear and submit an annual inventory of their condition by the 31st of March each year. The lessee or lessor may request that furnishings belonging to the lessor be removed from the premises within 30 days of such written notice.

Inventory of the Legal Offices on the 3rd floor - (room 315, Rick and Karen's office (near the restrooms)) was done on 10/20/87 to determine Neighborhood House furniture. The itemized list below is for each of the individual offices:

Room 315:

1 blue arm chair	1 white office desk
1 brown fabric arm chair	1 wood wall shelf unit
1 brown desk chair	

Karen's Office:

1 4 drawer floor cabinet	1 wood wall shelf unit
2 green arm chairs	

Rick's Office:

1 Green Lamp	1 wood wall shelf
1 2 drawer floor cabinet	1 office desk

LEASE AGREEMENT

ATTACHMENT I

Center Concord Terrace 179 E. Robie Street

<u>Room Description</u>	<u>Sq. Ftg.</u>
Room 315	120.0
New Offices	239.1
Room 204	108.1
Room 205	79.6
Room 206	79.6
Room 207	82.2
Room 208	83.2
Waiting Room	260.7
Hallway	229.9
Restroom	<u>40.8</u>
	1,323.40

FOR YOUR INFORMATION

1. Center hours are 7 a.m. to 9 p.m. Monday through Friday. Leasees will be notified of additional open hours. The Center is closed on the following holidays: New Years, Memorial, Independence, Labor, Thanksgiving and Christmas.
2. The Lessor shall provide one key for each room. The Leasee may secure duplicates at their own expense.



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

2929 4TH AVE. SO. SUITE M
MINNEAPOLIS, MN 55408
(612) 825-5503

MICHAEL H. DAVIS
Attorney at Law
PHILLIPS F. GONZALEZ GONZALEZ
Attorney at Law
LISA YBARRA
Paralegal

MARTIN A. DIAZ, ESQ.
Chief Legal Officer
KA H. LYSONGTSENG
Paralegal

Dear Board Member:

You have placed an obligation upon my shoulders and, at the same time, imposed a trust upon me. As President of the Board, the obligation is understood and the trust, I assure you, will be fulfilled.

I am sorry that I will be sending letters to those Board Members that qualify for the By-Law provision that addresses lack of attendance at Board meetings as grounds for dismissal from the Board. However, we are given, as Directors, the legal, corporate authority and responsibility for the agency's institutionalization and operation and for its stability. Our responsibility is to establish the direction of the agency in accordance with the needs of the community and expectations of the groups we serve. A good Board member is expected to be an active participant and has an obligation to attend meetings, to be informed on issues, and to read the minutes, especially if a meeting has been missed.

I have faith that if we work together to carefully monitor the financial resources, negotiate with our creditors for an extension of time to meet our obligations, we can be successful in overcoming the agency's crisis. Our strength is that we are a core of dedicated individuals. I know that we have mutual respect for each other, regardless of differences of opinion. We can maintain a productive working relationship with each other as we strive towards providing continuity for a program which has been, and continues to be, of importance: bilingual, bicultural, legal services for the spanish-speaking people and for the disadvantaged.

I am enclosing an article which may be of interest to you. Have a Happy Easter and I look forward to seeing you at our next Board meeting.

Sincerely,

Irene Gomez Bethke





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

2929 4TH AVE. SO.
SUITE M
MINNEAPOLIS, MN 55408
(612) 825-5503

Board of Directors

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Vice President

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Secretary

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Treasurer

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THOMAS J. BARRETT, ESQ.

REVERAND SUNTHI PAUL C.

MIGUEL GARZA

DOUGLAS HALL, ESQ.

STEVEN HOFFMEYER, ESQ.

WESLEY IJIMA, ESQ.

GUADALUPE LUNA

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

December 30, 1987

Ms. Olivia Mancha
284 East Morton
St. Paul, Mn. 55107

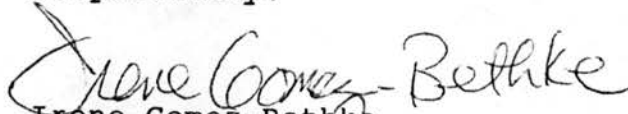
Dear Olivia:

I would like to congratulate you on being selected to serve on the Board of Directors for Centro Legal during the 1988-1989 session. We look forward to your valuable input and we're sure you will be pleased with the outcomes.

I would also like to invite you to our annual dinner on Wednesday January 6, at 7:00pm. Once again it will be at the Boca Chica restaurant in St. Paul and the cost is \$7.50. The Honorable Isable Gomez has agreed to be the guest speaker and I'm sure you will enjoy her presentation.

If you have any questions please feel free to call me at 537-0469, and I will do my best to answer them. If not I will see you on January 6, at the dinner.

Respectfully:


Irene Gomez-Bethke
President

IGB/djv





CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

2929 4TH AVE. SO.
SUITE M
MINNEAPOLIS, MN 55408
(612) 825-5503

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STEVEN HOFFMEYER, ESQ.

WESLEY IJIMA, ESQ.

GUADALUPE LUNA

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

December 30, 1987

Mr. Wesley Iijima, Esq.
Mn. Dept. of Human Rights
500 Bremer Tower
7th Place and Minnesota Sts.
St. Paul, Mn. 55101

Dear Wes:

First of all I would like to thank you for all of the time that you so graciously committed to Centro Legal during 1987. I'm sure with your hectic schedule it was not always easy to find the time and we really appreciate your efforts. Rest assured that our accomplishments and the barriers that we overcame could not have been without your assistance.

Secondly, I would like to remind you about our annual dinner that will be held Wednesday January 6, at 7:00pm. Once again it will be at the Boca Chica restaurant in St. Paul and the cost is \$7.50. The Honorable Isable Gomez has agreed to be the guest speaker and I'm sure you will enjoy her presentation.

Once again thank you for your time and efforts and I will see you on January 6 at the dinner.

Respectfully:


Irene Gomez-Bethke
President

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MARTIN A. DIAZ, ESQ.
Chief Legal Officer

December 30, 1987

Mr. Steven Hoffmeyer, Esq.
Mn. Dept. of Human Rights
500 Bremer Tower
7th Place and Minnesota Sts.
St. Paul, Mn. 55101

Dear Steve:

First of all I would like to thank you for all of the time that you so graciously committed to Centro Legal during 1987. I'm sure with your hectic schedule it was not always easy to find the time and we really appreciate your efforts. Rest assured that our accomplishments and the barriers that we overcame could not have been without your assistance.

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Once again thank you for your time and efforts and I will see you on January 6 at the dinner.

Respectfully:


Irene Gomez-Bethke
President

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GUADALUPE LUNA

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

December 30, 1987

Mr. Douglas Hall, Esq.
Legal Rights Center
808 East Franklin Ave.
Minneapolis, Mn. 55404

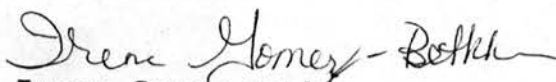
Dear Doug:

First of all I would like to thank you for all of the time that you so graciously committed to Centro Legal during 1987. I'm sure with your hectic schedule it was not always easy to find the time and we really appreciate your efforts. Rest assured that our accomplishments and the barriers that we overcame could not have been without your assistance.

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Once again thank you for your time and efforts and I will see you on January 6 at the dinner.

Respectfully:


Irene Gomez-Bethke
President

IGB/djv





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GUADALUPE LUNA

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

December 30, 1987

Mr. Miguel Garza
646 South Robert Street
St. Paul, Mn. 55107

Dear Miguel:

First of all I would like to thank you for all of the time that you so graciously committed to Centro Legal during 1987. I'm sure with your hectic schedule it was not always easy to find the time and we really appreciate your efforts. Rest assured that our accomplishments and the barriers that we overcame could not have been without your assistance.

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Once again thank you for your time and efforts and I will see you on January 6 at the dinner.

Respectfully:


Irene Gomez-Bethke
President

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STEVEN HOFFMEYER, ESQ.

WESLEY IJIMA, ESQ.

GUADALUPE LUNA

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

December 30, 1987

Reverend Sunthi Paul C.
2718 Bryant Ave. No.
Minneapolis, Mn. 55411


Dear Reverend:

First of all I would like to thank you for all of the time that you so graciously committed to Centro Legal during 1987. I'm sure with your hectic schedule it was not always easy to find the time and we really appreciate your efforts. Rest assured that our accomplishments and the barriers that we overcame could not have been without your assistance.

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Respectfully:



Irene Gomez-Bethke
President

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STEVEN HOFFMEYER, ESQ.

WESLEY IJIMA, ESQ.

GUADALUPE LUNA

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

December 30, 1987

Mr. Juan Lopez
4843 Debra Street
White Bear Lake, Mn. 55110

Dear Juan:

First of all I would like to thank you for all of the time that you so graciously committed to Centro Legal during 1987. I'm sure with your hectic schedule it was not always easy to find the time and we really appreciate your efforts. Rest assured that our accomplishments and the barriers that we overcame could not have been without your assistance.

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Once again thank you for your time and efforts and I will see you on January 6 at the dinner.

Respectfully:


Irene Gomez-Bethke
President

IGB/djv

September 3, 1987

Donn J. Vargas, Administrator
Centro Legal, Inc.
179 East Robie Street
St. Paul, Minnesota 55107

Dear Mr. Vargas:

This letter follows our conversation in which you invited Susan Stevens and Associates, Inc. to submit a proposal outlining consultation services we might offer Centro Legal, Inc.

Susan Stevens and Associates, Inc. is a management and financial consulting firm committed to the organizational and financial effectiveness of our clients. Our services include consultation, management and financial assessments, business planning, and loan fund development and administration. Our clients include a wide array of foundations, nonprofit organizations, and small and mid-sized businesses.

Since 1982, our firm has assisted many nonprofit organizations revise their management and financial systems and structures. In each case, these changes have led to more efficient administration and increased organizational productivity. Some of these clients include: Camden Area Community Concerns Council, CHART, Roosevelt Neighborhood Community Services, and Minnesota Battered Women's Coalition.

From your description of Centro Legal, I recommend a process involving an organization and financial assessment followed by a management and financial plan. We will accomplish this task in three sections:

Part I

Thorough examination of current operations including written material, internal and external communications, and staff interviews.

Recommendation

Susan Stevens
and Associates, Inc.
FINANCIAL & MANAGEMENT CONSULTANTS
2700 University Avenue West • Suite 70
St. Paul, Minnesota 55114 • (612) 641-0398

Page 2
Mr. Donn J. Vargas
September 3, 1987

Part II

Information gathering and analysis related to current and potential funding sources, and community needs. Interviews with key board members and funders would be included if appropriate.

Part III

A written report summarizing findings, conclusions and specific recommendations related to funding and budget levels. Also included would be specific recommendations on an organizational structure that would increase productivity and efficiency of all staff involved with Centro Legal.

Considering the size of your organization, I think the organization and financial assessments can be accomplished in three to five days. The management and financial plan can be prepared and presented in five days. Our rate is \$500.00 per day.

My Associate Robyn Tjernlund is available to begin this project October 1, 1987.

We welcome the opportunity to work with you, your board and staff to address current issues facing Centro Legal and to help you position yourselves for the years ahead.

Sincerely,

Susan K Stevens
Susan Kenny Stevens
President

SKS:AL

SUSAN STEVENS AND ASSOCIATES, INC. is a financial and management consulting firm committed to the optimal organizational effectiveness and financial positioning of its clients.

Founded in 1982 we offer nonprofit corporations, foundations and businesses a complete integrated range of financial and management services.

Consultation

Susan Stevens and Associates assists organizations review the effectiveness of current management, operational structures and financial position. We provide analysis, idea refinement, capital access and strategies which bridge the gap between present realities and future possibilities.

Consultation is provided in these areas:

- * Financial Positioning
- * Future Planning
- * Business Development
- * Management and Operation Review
- * Management Performance Appraisals
- * Loan and Grant Review
- * Loan Packaging and Workout
- * Individual Financial Training

Loan Fund Development and Administration

Through the design, development and ongoing administration of alternative loan funds, Susan Stevens and Associates serves foundations and others interested in providing capital to those unable to access traditional financing.

Susan Stevens and Associates manages a loan portfolio exceeding \$5 million for clients including The Minneapolis Foundation and The Saint Paul Foundation.

*Susan Stevens
and Associates, Inc.*
FINANCIAL & MANAGEMENT CONSULTANTS
2700 University Avenue West • Suite 70
St. Paul, Minnesota 55114 • (612) 641-0398

Seminars

Susan Stevens and Associates conducts seminars which offer practical, usable management and financial information for foundation officers and trustees, bankers, nonprofit managers and business owners.

The following are examples of seminars which are conducted regularly at our corporate offices, or sponsored by interested organizations.

- * From Funding to Financing
- * Analyzing Financial Health
- * Budgeting and Cost Control
- * Cash Management Techniques
- * Financial Basics of Grant Review

Once a year eight nonprofit managers are invited to participate with Susan Stevens in THE MASTERS SEMINAR. This six part series serves as a thinktank for seasoned managers.

The staff of Susan Stevens and Associates are business people. Problems are solved and opportunities developed using sound management and business principles which recognize each client's unique present and future financial position.

Our clients, although diverse in scope, all share a desire for optimal organizational effectiveness and financial positioning. If you share that desire, contact us.

Susan Stevens and Associates, Inc.

Client List

June 1987

CLIENT LIST

A

Alfred Adler Institute, Minneapolis, Minnesota
Alpha Center for Public/Private Initiative, Minneapolis, Minnesota
American Camping Association
American Symphony Orchestra League
Amherst H. Wilder Foundation, St. Paul, Minnesota
Artspace, Minneapolis, Minnesota
Association of Baltimore Grantmakers, Baltimore, Maryland

B

Bethesda Baptist Women, Minneapolis, Minnesota
Bibliomation, Bridgeport, Connecticut
Bush Foundation, St. Paul, Minnesota

C

Camden Area Community Concerns Council, Minneapolis, Minnesota
Center for Community Action, Minneapolis, Minnesota
Center for Victims of Torture, Minneapolis, Minnesota
CHART, Minneapolis, Minnesota
Cherokee State Bank, St. Paul, Minnesota
Chrysalis, a Center for Women, Minneapolis, Minnesota
Church of St. Stephen, Minneapolis, Minnesota
College of St. Thomas, Counselling and Career Services, St. Paul, Minnesota
College of St. Thomas, School of Business, St. Paul, Minnesota
College of St. Thomas, Student Services Division, St. Paul, Minnesota
COMPAS, St. Paul, Minnesota
Council on Foundations, Washington, D.C.
Countryside Council, Marshall, Minnesota

D

Dayton Hudson Foundation, Minneapolis, Minnesota
District 11 Coalition, St. Paul, Minnesota
Dyeworks, Minneapolis, Minnesota

E

East Communities Family Center, Maplewood, Minnesota
Episcopal Church Home of Minnesota, St. Paul, Minnesota

F

Family and Children's Service, Minneapolis, Minnesota
Family Networks, Inc., Minneapolis, Minnesota
Fine Arts Council of Trumbull County, Warren, Ohio

G

Genesis II, Minneapolis, Minnesota
Graywolf Press, St. Paul, Minnesota
Greater Columbus Arts Council, Columbus, Ohio

H

Homeaway, Minneapolis, Minnesota

Hubert H. Humphrey Institute of Public Affairs, Minneapolis, Minnesota

I

Institute for Chemical Dependency Professionals in Minnesota; St. Paul, Minnesota

Institute for Nonprofit Organization Management, Denver, Colorado

L

Line, Inc., St. Paul, Minnesota

Loring Nicollet Bethlehem Community Centers, Minneapolis, Minnesota

M

Made in Minnesota, Minneapolis, Minnesota

Management Assistance Project, Minneapolis, Minnesota

MARA-MI, St. Louis Park, Minnesota

Meta Psychotherapy and Training Institute, St. Paul, Minnesota

Metro Community Health Consortium, St. Paul, Minnesota

Minneapolis Education and Recycling Center (MERC), Minneapolis, Minnesota

Minneapolis Federation of Alternative Schools, Minneapolis, Minnesota

Minneapolis Foundation, Minneapolis, Minnesota

Minnesota Coalition of Battered Women, St. Paul, Minnesota

Minnesota Council on Chemical Dependency, Minneapolis, Minnesota

Minnesota Council on Foundations, Minneapolis, Minnesota

Minnesota Developmental Achievement Center Association, St. Paul, Minnesota

Minnesota Early Learning Design (MELD), Minneapolis, Minnesota

Minnesota Food Association, St. Paul, Minnesota

Minnesota Legal Journal, (a division of Barristers, Inc.), Eagan, Minnesota

Minnesota Project, Minneapolis, Minnesota

Minnesota Society of Certified Public Accountants

Minnesota Women Lawyers, Minneapolis, Minnesota

Minnesota Women's Fund, St. Paul, Minnesota

N

New Connection Programs, St. Paul, Minnesota

Newby Instruments, Minneapolis, Minnesota

Nonprofit Management Association

Northwest Area Foundation, St. Paul, Minnesota

Northwest Suburban Youth Service Bureau, Roseville, Minnesota

O

Ohio Arts Council, Columbus, Ohio

Organizational Futures, Providence, Rhode Island

P

Parents Anonymous of Minnesota, St. Paul, Minnesota

Performing Artists, Omaha, Nebraska

Pine and Mundale, Minneapolis, Minnesota

Project Turnabout, Granite Falls, Minnesota

Psychological Associates, Inc., St. Paul, Minnesota

R

Rensselaerville Institute, Business Opportunity Center, Rensselaerville, New York
Responses, Inc., Minneapolis, Minnesota
Roosevelt Resident's Council/Neighborhood Community Services, St. Paul, Minnesota

S

Saint Anthony Park State Bank, St. Paul, Minnesota
Saint Mary's Press, Winona, Minnesota
Saint Paul Foundation, St. Paul, Minnesota
Senior Resources, Minneapolis, Minnesota
Sheltering Arms Foundation, St. Paul, Minnesota
SLP Security Services, Cottage Grove, Minnesota
Smocking Arts Guild, Knoxville, Tennessee
Storefront Youth Action, Minneapolis, Minnesota
Sultan of Typing, St. Paul, Minnesota

T

Terry Crowley and Associates, St. Paul, Minnesota

U

University of Minnesota, Continuing Education for Women, Minneapolis, Minnesota
University of Minnesota, School of Management, Minneapolis, Minnesota
United Arts Council, St. Paul, Minnesota

W

Way 12, Wayzata, Minnesota
Women Business Owners Education Council, Minneapolis, Minnesota
Women's Art Registry of Minnesota, Minneapolis, Minnesota
Women's Economic Development Corporation, St. Paul, Minnesota

BAILEY & CALOF

CERTIFIED PUBLIC ACCOUNTANTS

1510 AMERICAN NATIONAL BANK BUILDING

FIFTH AND MINNESOTA STREETS

ST. PAUL, MINNESOTA 55101

(612) 227-3768

EARL P. BAILEY, C.P.A.
STANLEY J. CALOF, C.P.A.

MEMBERS
MINNESOTA SOCIETY AND
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

September 30, 1987

Board of Directors
Centro Legal, Inc.
179 East Robie Street
Saint Paul, Minnesota 55107

Gentlemen,

We have examined the financial statements of Centro Legal, Inc. for the year ended December 31, 1986 and have issued our report thereon. As a part of our examination we made a study and evaluation of the organization's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. Under these standards the purposes of such evaluation are to establish a basis for reliance on the system of internal accounting control in determining the nature, timing, and extent of other auditing procedures that are necessary for expressing an opinion on the financial statements and to assist the auditor in planning and performing his examination of the financial statements. Our study and evaluation disclosed the following items that we believe to be deserving of your consideration.

1. The organization does not have a written policy regarding record retention. We recommend the adoption of guidelines safeguard against both premature disposal of financial and to accounting records and unnecessarily long storage.
2. Centro Legal, Inc. may wish to begin a practice of verifying the physical existence of fixed assets on a periodic basis by comparison with detail records. Such action should verify the accuracy of general ledger accounting for property, assist in the identification of items owned but not in service, and aid in the periodic review of required insurance coverage.
3. There is no policy concerning when acquisition of items of property should be accounted for as expenses in the year of acquisition or when such items should be accounted for as capital items. Consideration should be given to a capitalization policy defining the difference between expense and asset items both in terms of dollar amount and expected useful life.

September 30, 1987

4. In determining the payment priority given to creditors, consideration MUST be given to the costs and problems involved in failing to pay payroll tax obligations on a timely basis. There were significant penalties and interest in 1986 for such late payments. The Internal Revenue Service has the right, after proper notice, to seize property of the organization and key employees can, under certain circumstances, be held liable for unpaid taxes.
5. The budget adopted January 9, 1986 which showed 1986 budgeted revenues equal to budgeted expenses, failed to include certain expense items such as interest and penalties, depreciation, bad debts, and bank charges. This resulted in the organization having an excess of expenses over revenue, even though the budgeted revenue level had been achieved. The chances of including all significant items of expense can be increased by comparing the list of expenses in the budget draft with the expenses in the latest annual report and by inquiring of staff as to any new kinds of expenditures expected to come up in the year being budgeted.

The objective of internal accounting control is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the valuation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal accounting control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management either with respect to the execution and recording of transactions or with respect to the estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate.

Our examination of the financial statements made in accordance with generally accepted auditing standards, including the

September 30, 1987

study and evaluation of the organization's system of internal accounting control, that was made for the purposes set forth in the first paragraph of this report, would not necessarily disclose all weaknesses in the system because it was based on selective tests of accounting records and related data.

We are aware of the difficulties in attempting to establish ideal internal accounting control with a limited number of personnel. However, we believe that implementation of the aforementioned recommendations will afford more effective internal control with a minimum of effort in those areas where the greatest weaknesses exist.

We would like to express our gratitude and appreciation for the many courtesies extended to our representative during the course of the audit. Should you have any questions or desire additional information, please do not hesitate to communicate with us.

Sincerely,

BAILEY & CALOF, CPAs

A handwritten signature in dark ink, appearing to read "Earl P. Bailey". The signature is fluid and cursive, with the first name "Earl" and last name "Bailey" clearly distinguishable.

Earl P. Bailey
Certified Public Accountant

EPB/cen



INSTITUTO DE ARTE Y CULTURA

3501 Chicago Avenue • Minneapolis, MN 55407

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Saint Paul School System

Felino De La Pena
Instructor E. S. L.
Minneapolis School System

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Hennepin County Municipal Court

Esperanza Guerrero
President
Metropolitan Economic
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Aida Gonzales - Mori
Executive Director
Minnesota Hispanic Women's
Development Corporation

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Consulate of Costa Rica

Honorable Ralph S. Parker II
Consulate of Dominican Republic

Honorable Paul R. Nutt
Consulate of Guatemala

Honorable Dr. Harold J. Panuska
Consulate of Honduras

Honorable Diana Munoz
Consulate of Mexico

Richard Bauer
Consulate of Republic of Panama

September 22, 1987

E.F. Robb, Jr.
5th District
Hennepin County Government Center
A-2400
300 South 6th Street
Minneapolis, Minnesota 55487

Dear Commissioner Robb:

Centro Legal, Inc. is a non-profit community law office that provides bilingual (Spanish/English) civil legal services to individuals not eligible for services from a federally funded legal aid program. Currently Centro Legal has a 1988 funding request pending before the Ways and Means committee of the County Board. I understand that the preliminary 1988 budget does not include Centro Legal and are concerned that an important service may not be available for a high risk population group in Hennepin County.

With this in mind I am requesting your support in recommending that Centro Legal be included in the 1988 County budget at \$57,000. or a portion thereof. Realizing that every request you receive for funding cannot be approved, I am certain that you understand the need that exists and the void that would be present without the type of services provided by Centro Legal.

Therefore, I implore you to consider funding Centro Legal in 1988, and thereby effectively aiding in the delivery of legal services in Hennepin County.

Respectfully:

Irene Gomez-Bethke
Executive Director

IGB:bz

Telephone Number (612) 824-0708



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3501 Chicago Avenue • Minneapolis, MN 55407

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Consulate of Honduras

Honorable Diana Munoz
Consulate of Mexico

Richard Bauer
Consulate of Republic of Panama

September 22, 1987

Sam S. Sivanich
6th District
Hennepin County Government Center
A-2400
300 South 6th Street
Minneapolis, Minnesota 55487

Dear Commissioner Sivanich:

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With this in mind I am requesting your support in recommending that Centro Legal be included in the 1988 County budget at \$57,000. or a portion thereof. Realizing that every request you receive for funding cannot be approved, I am certain that you understand the need that exists and the void that would be present without the type of services provided by Centro Legal.

Therefore, I implore you to consider funding Centro Legal in 1988, and thereby effectively aiding in the delivery of legal services in Hennepin County.

Respectfully:

Irene Gomez-Bethke
Executive Director

IGB:bz

Telephone Number (612) 824-0708



INSTITUTO DE ARTE Y CULTURA

3501 Chicago Avenue • Minneapolis, MN 55407

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Richard Bauer
Consulate of Republic of Panama

September 22, 1987

Jeff Spartz
1st District
Hennepin County Government Center
A-2400
300 South 6th Street
Minneapolis, Minnesota 55487

Dear Commissioner Spartz:

Centro Legal, Inc. is a non-profit community law office that provides bilingual (Spanish/English) civil legal services to individuals not eligible for services from a federally funded legal aid program. Currently Centro Legal has a 1988 funding request pending before the Ways and Means committee of the County Board. I understand that the preliminary 1988 budget does not include Centro Legal and are concerned that an important service may not be available for a high risk population group in Hennepin County.

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Respectfully:

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Honorable Diana Munoz
Consulate of Mexico

Richard Bauer
Consulate of Republic of Panama

September 22, 1987

Mark Andrew, Chairman
7th District
Hennepin County Government Center
A-2400
300 South 6th Street
Minneapolis, Minnesota 55487

Dear Commissioner Andrew:

Centro Legal, Inc. is a non-profit community law office that provides bilingual (Spanish/English) civil legal services to individuals not eligible for services from a federally funded legal aid program. Currently Centro Legal has a 1988 funding request pending before the Ways and Means committee of the County Board. I understand that the preliminary 1988 budget does not include Centro Legal and are concerned that an important service may not be available for a high risk population group in Hennepin County.

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Respectfully:

Irene Gomez-Bethke
Executive Director

IGB:bz

Telephone Number (612) 824-0708



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Honorable Diana Munoz
Consulate of Mexico

Richard Bauer
Consulate of Republic of Panama

September 22, 1987

John E. Derus, Vice Chair
4th District
Hennepin County Government Center
A-2400
300 South 6th Street
Minneapolis, Minnesota 55487

Dear Commissioner Derus:

Centro Legal, Inc. is a non-profit community law office that provides bilingual (Spanish/English) civil legal services to individuals not eligible for services from a federally funded legal aid program. Currently Centro Legal has a 1988 funding request pending before the Ways and Means committee of the County Board. I understand that the preliminary 1988 budget does not include Centro Legal and are concerned that an important service may not be available for a high risk population group in Hennepin County.

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Respectfully:

Irene Gomez-Bethke
Executive Director

IGB:bz

Telephone Number (612) 824-0708



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Consulate of Honduras

Honorable Diana Munoz
Consulate of Mexico

Richard Bauer
Consulate of Republic of Panama

September 22, 1987

Randy Johnson
2nd District
Hennepin County Government Center
A-2400
300 South 6th Street
Minneapolis, Minnesota 55487

Dear Commissioner Johnson:

Centro Legal, Inc. is a non-profit community law office that provides bilingual (Spanish/English) civil legal services to individuals not eligible for services from a federally funded legal aid program. Currently Centro Legal has a 1988 funding request pending before the Ways and Means committee of the County Board. I understand that the preliminary 1988 budget does not include Centro Legal and are concerned that an important service may not be available for a high risk population group in Hennepin County.

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Respectfully:

Irene Gomez-Bethke
Executive Director

IGB:bz

Telephone Number (612) 824-0708



CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

2929 4TH AVE. SO.
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MINNEAPOLIS, MN 55408
(612) 825-5503

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GUADALUPE LUNA

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

December 30, 1987

Mr. Carlos Mariani-Rosa
Minnesota Council of Churches
122 West Franklin Ave.
Minneapolis, Mn. 55404

Dear Carlos:

First of all I would like to thank you for all of the time that you so graciously committed to Centro Legal during 1987. I'm sure with your hectic schedule it was not always easy to find the time and we really appreciate your efforts. Rest assured that our accomplishments and the barriers that we overcame could not have been without your assistance.

Secondly, I would like to remind you about our annual dinner that will be held Wednesday January 6, at 7:30pm. Once again it will be at the Boca Chica restaurant in St. Paul and the cost is \$7.50. The Honorable Isable Gomez has agreed to be the guest speaker and I'm sure you will enjoy her presentation.

Once again thank you for your time and efforts and I will see you on January 6 at the dinner.

Respectfully:


Irene Gomez-Bethke
President

IGB/djv





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STEVEN HOFFMEYER, ESQ.

WESLEY IJIMA, ESQ.

GUADALUPE LUNA

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

December 30, 1987

Mr. Albert Garcia Jr.
2815 James Ave. No.
Minneapolis, Mn. 55411

Dear Albert:

First of all I would like to thank you for all of the time that you so graciously committed to Centro Legal during 1987. I'm sure with your hectic schedule it was not always easy to find the time and we really appreciate your efforts. Rest assured that our accomplishments and the barriers that we overcame could not have been without your assistance.

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Once again thank you for your time and efforts and I will see you on January 6 at the dinner.

Respectfully:


Irene Gomez-Bethke
President

IGB/djv



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STEVEN HOFFMEYER, ESQ.

WESLEY IJIMA, ESQ.

GUADALUPE LUNA

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

December 30, 1987

Mr. Thomas J. Barrett, Esq.
Popham, Haik, Schnobrich,
Kaufman, & Doty, Ltd.
3300 Piper Jaffery Tower
222 South Ninth Street
Minneapolis, Mn. 55402

Dear Tom:

First of all I would like to thank you for all of the time that you so graciously committed to Centro Legal during 1987. I'm sure with your hectic schedule it was not always easy to find the time and we really appreciate your efforts. Rest assured that our accomplishments and the barriers that we overcame could not have been without your assistance.

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Once again thank you for your time and efforts and I will see you on January 6 at the dinner.

Respectfully:

Irene Gomez-Bethke
Irene Gomez-Bethke
President

IGB/djv





**Drovers First American Bank
of South St. Paul**
Member Bremer Financial Corporation

633 South Concord
South St. Paul, Minnesota 55075
(612) 451-6822

6800 Cahill Avenue
Inver Grove Heights, Minnesota 55075
(612) 451-6822

August 17, 1987

Centro Legal, Inc.
179 East Robie Street
St. Paul, Mn 55107-2395

Gentlemen:

SUBJECT: LEVY - INTERNAL REVENUE SERVICE

Please be advised that on August 17, 1987 we were served with a notice of levy from the Internal Revenue Service in the amount of \$18,322.75. We have, accordingly, debited your account #03-772-1 in the amount of \$1,304.17 which is the balance in this account as of this date and forwarded these funds to the Internal Revenue Service.

If you have any questions with regard to this action please contact me.

Yours truly,

Lorraine S. Olson
Manager - Customer Accounting

10



**Drovers First American Bank
of South St. Paul**
Member Bremer Financial Corporation

633 South Concord
South St. Paul, Minnesota 55075
(612) 451-6822

6800 Cahill Avenue
Inver Grove Heights, Minnesota 55075
(612) 451-6822

May 18, 1987

Centro Legal, Inc.
179 East Robie Street
St. Paul, MN 55107-2395

Dear Sir:

Please be advised that on May 18, 1987 we were served with a Notice of Levy by the Internal Revenue Service in the amount of \$10,792.02. We have, accordingly, debited your checking account #03-772-1 for the full amount and forwarded these funds to the Internal Revenue Service.

If you have any questions with regard to this action, please contact me.

Sincerely,

Vicki Colliander
Customer Accounting Department

VC/re



**Drovers First American Bank
of South St. Paul**
Member Bremer Financial Corporation

633 South Concord
South St. Paul, Minnesota 55075
(612) 451-6822

6800 Cahill Avenue
Inver Grove Heights, Minnesota 55075
(612) 451-6822

February 3, 1987

Centro Legal, Inc.
179 East Robie Street
St. Paul, MN 55107

To Whom It May Concern:

SUBJECT: LEVY - INTERNAL REVENUE SERVICE

Please be advised that on February 2, 1987, we were served with a Notice of Levy by the Internal Revenue Service in the amount of \$17,608.04. We have, accordingly, debited your checking account #03-772-1 for \$3,395.74 and savings account #60-2359 for \$4,241.14 and have forwarded these funds to the Internal Revenue Service.

If you have any questions with regard to this action, please contact me.

Sincerely yours,

Mary Gillings
Assistant Manager
Customer Accounting Dept.

MG/re



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

2929 4TH AVE. SO. SUITE M
MINNEAPOLIS, MN 55408
(612) 825-5503

MICHAEL H. DAVIS
Attorney at Law
PHILLIPS F. GONZALEZ GONZALEZ
Attorney at Law
LISA YBARRA
Paralegal

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

May 12, 1988

Barbara Raye, Acting Director
Program for Battered Women
Department of Corrections
300 Bigelow Building
450 N. Syndicate
St. Paul, MN. 55104

Re: Centro Legal's Proposal

Dear Ms. Raye:

I am in receipt of your memo of May 5, 1988 regarding the new staff members and the grant process. Since I will not be able to communicate with Pat Peterson until after May 26, 1988, I wanted to take this opportunity to briefly discuss one issue which may be of concern to you and one which we have spent a significant amount of time working to correct, and in my opinion, successfully.

As you can see from the Audit for 1986, Centro Legal has had some serious financial problems in the past few years. When I initially came on as the Chief Legal Officer in June, 1987, I reviewed the financial records that were available to me at that time and raised the concern that the Audit, which was published later in the fall, would eventually confirm. I have a Degree in Business and my major was in Finance and therefore, while hardly an expert, I had some working knowledge of the financial records.

My initial concern was with obtaining some new funding, which we were able to do. This went a long way to relieving the concerns of the Audit but there was more work to be done. Late last year, after the audit was received, we approached the St. Paul Foundation for a special grant to hire a financial consultant to provide us with expert and independent recommendations for improvements in our overall financial condition. Unfortunately, it took nearly four months to get the grant arranged and in March, 1988 the consultant reviewed our position. At about this time we were approached by our creditors in an effort to work out our debts.



Ms. Barbara Raye
Department of Corrections
May 12, 1988
Page 2

In response to the climate and to the recommendations of the consultant, we laid off two individuals. Both of these individuals were administrative support people and not direct service employees. As a result, we have not reduced our services. In fact, our overall services have increased by approximately 15% during the first four months. This reduction in staff will have annual benefits to Centro Legal of approximately \$48,000. This provides us with a situation in which we are spending closer to what we receive through contracts, United Way grants and other regular funders. We are not spending well above our main support and then hoping to go out and get the rest of the necessary money from corporations and foundations in order to break even. This was the philosophy that got us into our weak financial position.

In addition to the staff changes, we've changed our budgeting techniques to more accurately account for the cost of a project. This will help us identify projects that need additional grant support and help us determine whether or not to go through with a project. This is a change in our budgeting policy which you have already noticed in our proposal.

We are extremely happy about the changes that we've made and we are extremely confident that we will shortly leave our financial problems behind us. We have spoken with our creditors and explained the changes we've made. They have reviewed our financial position and have agreed to work with us. We have also spoken with some of our closest funders in an effort to obtain some one-time funding to help us through this transition period and we already have commitments from two of them (i.e. McKnight and Bremer). We are continuing to seek support but we are already comfortable with the fact that our goal for this special fundraising will be met. This will help us pull out of our problems relatively quickly. We can also assure you that the money to repay our creditors is not coming from any revenue we receive from the Department of Corrections. Our office has a sliding fee schedule and revenue generated from it is being utilized to pay our outstanding obligations. Moreover, the budget figures we've provided in our proposal do not take into account any debt we may owe. It accurately reflects the cost to operate this project and in no way subsidizes debt.

I hope that this information will be helpful to you in reviewing our application. As we note in our proposal, we are extremely pleased with the progress of the project and we are committed to providing the service so long as funding

Ms. Barbara Raye
Department of Corrections
May 12, 1988
Page 3

for it is available. We are confident that our financial picture has vastly improved and that our funders can trust that their grants are being properly handled. We are more than willing to discuss this matter at length and at your request. As a courtesy to our funders and in an effort to maintain the confidence of our funders, we are planning to have a general funders' meeting on May 24, 1988 at 10:00 am at our St. Paul office in the Neighborhood House. Obviously, you are welcomed to attend and we encourage your participation. In any manner, we are open and willing to discuss our financial situation with you if it is a concern and an impediment to renewal of our funding for Proyecto Ayuda. We look forward to hearing from you and we look forward to our continued partnership.

Warmest Regards,

Martin A. Diaz
Martin A. Diaz
Chief Legal Officer

MAD/md

cc: Pat Peterson



CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

2929 4TH AVE. SO. SUITE M
MINNEAPOLIS, MN 55408
(612) 825-5503

MICHAEL H. DAVIS
Attorney at Law
PHILLIPS F. GONZALEZ GONZALEZ
Attorney at Law
LISA YBARRA
Paralegal

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

April 6, 1988

Martin A. Diaz
Chief Legal Officer
2929 4th Avenue South, Suite M
Minneapolis, MN 55408

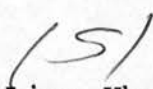
Dear Marty:

After much thought and consideration I have decided to resign from my position with Centro Legal. Although I regret this decision, I also know I have no choice but to seek employment elsewhere, because I need financial security which I am not currently getting with Centro Legal.

I've tried to be patient with respect to Centro's financial difficulties, but under the circumstances, I can no longer continue to work as a volunteer without placing my family in a difficult financial bind. In addition, you have moved me to Minneapolis and this has only added to my situation because it is an additional expense (gas) to me; which would not be a big deal were I getting paid regularly.

I have truly enjoyed working for Centro Legal for many years and only wish I were leaving under different circumstances. I wish you and the rest of the staff lots of luck and truly hope you save Centro Legal in order to continue providing services to the community.

Sincerely,


Lisa Ybarra

LY/

cc: Irene Gomez-Bethke ✓
President



LAWYER TRUST ACCOUNT BOARD
ESTABLISHED BY THE MINNESOTA SUPREME COURT

318A State Capitol
Saint Paul, Minnesota 55155
(612) 296-6822

April 28, 1988

Mr. Donn J. Vargas
Centro Legal, Inc.
179 East Robie
St. Paul, MN 55107

Dear Mr. Vargas:

On behalf of the Lawyer Trust Account Board, we thank you for submitting the proposal of your organization for funding. The Board received 43 grant proposals which represented funding requests for more than \$2,500,000--nearly twice the funding available for grants during the coming fiscal year.

These proposals provide the Board with valuable insights into the many needs for law-related services in communities. Due to the limited funds available, however, the Board was unable to fund the project proposed by your organization.

On behalf of the Board, I want to thank you for the time you expended preparing the funding request and the relevant information regarding funding needs in law-related matters which your proposal provided.

We wish you success in obtaining the resources required to fund your project.

Sincerely yours,



Judith L. Rehak
Executive Director

JLR:jiw



I.O.L.T.A.

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Trust Accounts

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Judith L. Rehak
Executive Director



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A NON-PROFIT COMMUNITY LAW OFFICE

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ST. PAUL, MN 55107
(612) 291-0110

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MICHAEL H. DAVIS
Attorney at Law
PHILLIPS F. GONZALEZ GONZALEZ
Attorney at Law
LISA YBARRA
Paralegal

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

May 20, 1988

Barbara Raye, Acting Director
Programs for Battered Women
Department of Corrections
300 Bigelow Building
450 N. Syndicate
St. Paul, MN. 55104

Re: Proyecto Ayuda

Dear Ms. Raye:

I am writing because I am concerned about certain rumours that have reached me regarding our project. I want to speak to you and to Pat, if possible, regarding these before action is taken on our proposal.

While every organization and individual is subject to gossip, it is an unfortunate part of life. I believe that many of the rumours are exaggerated by the fact that our organization has had to struggle with an internal and financial reorganization. I have been told that certain employees of other organizations have advised others at meetings and conferences that "we were going under". To paraphrase Mark Twain: the reports of our death have been greatly exaggerated.

As I noted in my previous letter, Centro has had to deal with a financial problem that threatened its future. However, as explained, we are satisfied that the threat has passed and we are well organized and supported to quickly deal with the problems. The details can be easily explained at the meeting set for May 24th or at any meeting you wish to set up.

Barbara Raye, Acting Director
Programs for Battered Women
May 20, 1988
Page 2

I 've been adviced that at least two concerns have been raised regarding our project: 1) that we have mismanaged funds; and 2) that we are not providing appropriate access to our clients. In response to the first allegation, it is wholly unfounded. We have always had an outside bookkeeper and we keep our accounts for our four cost centers (i.e. Ayuda, ILP, Mpls. and St. Paul) separate. Therefore, each of the cost centers has applied to it the costs involved in operating that particular project or program and shares in the overhead.

The problem we have had is with our budgeting techniques. When we developed a budget for a program we failed to properly account for all costs which the project would incur, whether direct or indirect. This has been to our detriment and not to be detriment of the funder. Accordingly, at the recommendation of our financial consultant, we changed the technique. In the process, we've learned that while we received \$36,600.00 for the nine months, our true costs were greater. This in no way implies that we used Department of Corrections money for any other purpose than what we claimed. In fact, we used other moneys to pick up the cost of the Ayuda project. We could not possible have misused or misapplied funds received from DOC, when we overspent on the project. To the extent that anyone may assert that we mismanaged your funds, we have altered our budgeting processes to more accurately reflect the expense to us in operating the project.

As to the second claim, the concern appears to be that we moved Lisa from our St. Paul office to our Minneapolis Office and thereby abandoned the phone numbers we advertised. In no way did we abandon the numbers we set up, since staff remains at our St. Paul Office and handles calls. The change of offices was intended to be temporary, to be evaluated after our financial position had stabilized. There are problems with the existing 800 line in that it was and is being used for our Legalization project. Our present phone system in St. Paul does not permit us to add another line without incurring significant costs. Since we have space in our Minneapolis Office and since our Minneapolis Office handles all of our family law cases and

Barbara Raye, Acting Director
Programs for Battered Women
May 20, 1988
Page 3

since the phone system in Minneapolis has an additional line available, it appears to me that the best thing we can do is leave the project, fully operational, in Minneapolis. It permits us to do several things: 1) better coordinate services; 2) balance the offices between immigration and family law and also between staff; and 3) permits us to install the new 800 line along with new crisis number at a minimal cost. We cannot do any of those if we leave our paralegal in St. Paul. Since we will be hiring a new paralegal, we will send out the brochures and posters with the new name and phone numbers around July 1.

In the meantime, we have, at the suggestion of our advisory committee, set up an in-service at our St. Paul Office for Monday, June 6, with Casa de Esperanza to train all of our staff on handling phone calls from battered women. This will hopefully limit any inconvenience to our clients.

I think it's important to remember that we are relatively new to this area of concern. We will make our share of mistakes and will need guidance. That is why we set up our advisory committee. We were approached last fall to develop this program. Our initial response was cautious excitement; on paper it was a good concept, but would it work? Well, we are overwhelmed with our success and strongly believe and are committed to making it a permanent, and core, part of our family law services. In the community, we are well respected for our immigration work, but few people know that we are equally as efficient in the family law area. We view Proyecto Ayuda as the best measure of our success and we are extremely happy about the progress we've made to date. While we've had our share of setbacks, they have not been insurmountable. However, we are concerned that rumours and misunderstandings will hamper our efforts. Therefore, we want to lay those rumours to rest, permanently.

We are more than willing to discuss any of the concerns raised in my two letters or any additional concerns you may have. We much prefer to discuss them than to have unsubstantiated gossip give half a picture of our efforts. If we are not handling certain matters properly, then we would like to be made aware of them so we can attempt to

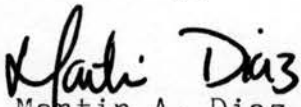
Barbara Raye, Acting Director
Programs for Battered Women
May 20, 1988
Page 4

resolve them. Our ability to respond is limited by our resources but we can never be accused of not trying.

I do not want to take up any more of your time and I realize you're extremely busy and short of staff. I simply wanted to make you aware that we take criticism of what we do very seriously and we are always willing to solicit suggestions and accept recommendations to improve our programs. I am extremely proud of the work we've done on this project and in our response to our financial difficulties and want to make sure that our funders are aware of our efforts.

When you have a chance, I want to sit down with you or Pat to take your suggestions or answer any questions you may have.

Sincerely,

A handwritten signature in dark ink, appearing to read "Martin A. Diaz". The signature is stylized with a large, looped "M" and a cursive "Diaz".

Martin A. Diaz
Chief Legal Officer

cc: Advisory Committee



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MARTIN A. DIAZ, ESQ.
Chief Legal Officer
KA H. LYSONGTSENG
Paralegal

March 31, 1988

Marjorie Phiffer
Internal Revenue Service
Empire Building
360 N. Robert St.
St. Paul, MN 55101

Verify plan
Reply to Mpls. Office

HAND DELIVERED

Re: Payroll Taxes
Identification No: 41-1410379

Dear Ms. Phiffer:

Pursuant to the agreement between Congressman Martin O. Sabo's office and Ed Pilgreen, this letter will act as Centro Legal's proposed repayment plan due no later than April 1, 1988.

To reiterate our understanding, Centro Legal owes \$30,401.00 for payroll taxes incurred in 1987. To date, Centro Legal is current for 1988 payroll taxes. Of the \$30,401.00, approximately \$24,700.00 constitute trust fund taxes. In addition, Centro Legal has incurred penalties and interest totalling approximately \$7,542.00.

At our March 3, 1988 meeting it was made very clear that any payments would be first applied to the delinquent non-trust fund taxes, then to the trust fund taxes and finally to the penalties and interests. You agreed at that time to submit this understanding in writing. While I have not received your letter, I will assume this to be the proper application of the funds unless I hear otherwise.

Marjorie Phiffer
Page 2
March 31, 1988

As we noted at our first meeting and in our discussions with Congressman Sabo's office and other Congressmen, we have retained a financial consultant, Susan Stevens and Associates, to review our financial position. We have received their report, which details a two year recovery plan, including payment of \$2,000.00 per month to the IRS. In addition to the consultant, we have made personnel cuts (two individuals) in order to cut our administrative overhead. This has been done in such a manner as to minimally affect our legal services to the low income community.

After reviewing the report and reviewing our financial statements, we would like to propose the following plan.

1. We would remain current on our payroll taxes. This means that we will pay the monthly trust and non-trust fund taxes by the 15th of the month following their incurrence. This will avoid any further debt to the IRS.

2. We will pay to the IRS the amount of \$2,500.00 per month by the 10th of each month, beginning in April, for a period of 14 months, to be applied as stated above, with a final (15th) payment of \$2,943.00.

3. The IRS will not assess any further interest and penalties on the delinquent amount.

4. The IRS will not take any further collection action against either Centro Legal or its officers as long as the plan is being met.

While the consultant recommended payments of \$2,000.00 per month, it is our desire to pay this debt off as fast as we possibly can. Therefore, we've offered \$2,500.00 per month payments.

An alternative plan for your consideration would provide for payment of the \$30,401.00 tax liability, with waiver by the IRS of the interest and penalties accrued to date, in 10 monthly payments of \$3,040.10. While this would be a little more difficult for us, the benefits would outweigh the difficulties.

Marjorie Phiffer
Page 3
March 31, 1988

These plans are being submitted in good faith and in response to Mr. Pilgreen's request that our plan be reasonable (i.e. a plan which we can afford and will reduce our liability in the shortest time period possible). We believe that we can pay off our liability to you over the life of these plans. We do not wish to offer to you a plan which we cannot or may not meet. It is important to acknowledge that our program is non-profit and serves the Hispanic and low-income communities of the Twin Cities and the State of Minnesota. It is in the best interests of those communities that Centro Legal continue to function to provide very important and hard to replace services, while meeting its obligations to the Internal Revenue Service and the funding community at large.

Please consider the above proposals and advise me as to which plan you would prefer to have us implement. Thank you for your time and attention and your willingness to work with us.

Sincerely,

Martin A. Diaz

Martin A. Diaz
Chief Legal Officer

- cc: Honorable Martin O. Sabo
Federal Court Building
110 S. 4th St.
Minneapolis, MN. 55401
Attn: Ms. Georgia O'Brien
- cc: Honorable Bruce Vento
American National Bldg., Suite 905
5th and Minnesota Sts.
St. Paul, MN. 55101
Attn: Mr. Mike Anderson
- cc: Honorable Rudy Boschwitz
210 Bremer Bldg.
419 N. Robert St.
St. Paul, MN. 55101
Attn: Mr. Joe Rian

MAD/cr



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MARTIN A. DIAZ, ESQ.
Chief Legal Officer
KA H. LYSONGSENG
Paralegal

MEMO

TO: BOARD MEMBERS

FROM: MARTY DIAZ, C.L.O.

RE: BOARD MEETING INFORMATION

DATE: APRIL 1, 1988

Enclosed please find the following documents:

1. Board Meeting Notice;
2. Letter from Irene Gomez-Bethke;
3. Article from Newspaper;
4. Copy of Letter sent to IRS;
5. Financial Reports prepared today

Please note that at the last scheduled meeting, March 29, 1988 only four Board Members showed up: Carlos, Tom, Wes and Steve. Those individuals received a copy of the consultant's report and financial reports similar to the ones enclosed. The new financial reports are dated 4/1/88 and are slightly adjusted to take into account new information received. Please refer to these as the most up-to-date reports. The consultant's report will be available for your review at the Board meeting. I am not interested in sending it through the mail. Feel free to call me and stop by to pick up your copy in advance. Thank you.



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Attorney at Law
LISA YBARRA
Paralegal

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

Reply to: Mpls. Office

July 18, 1988

Ms. Ellen O'Neill
Minnesota Women's Fund
500 Foshay Tower
821 Marquette Avenue
Minneapolis, MN 55402

Re: Minnesota Women's Fund Grant

Dear Ms. O'Neill:

It is with great pleasure that I enclose one copy of the letter agreeing to the terms of the \$10,000 grant for Proyecto Ayuda. We are excited to join MWF in working toward improving conditions for abused women and their children.

I will be present at the August 3, 1988 presentation and I plan to bring along Amaya Maura, our new paralegal. Amaya began on June 29, 1988 with a trip to Albert Lea to attend a seminar put together by the Victim's Crisis Center of Freeborn County. Since then she has made lots of acquaintances and has learned, the hard way, how many clients rely on us to help them along the way.

We are very excited about our new partnership and we look forward to bigger and better things. Thank you for the confidence you've shown in us.

Sincerely,

Martin A. Diaz
Martin A. Diaz
Chief Legal Officer

cc: Irene Gomez-Bethke ✓
Amaya Maura

MAD/cr





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MARTIN A. DIAZ, ESQ.
Chief Legal Officer
AMAYA MAURA
Paralegal

Reply to: Mpls. Office

September 1, 1988

Ms. Marjorie Phiffer
Revenue Officer
P.O. Box 64450; Stop 17
St. Paul, MN 55164

Dear Ms. Phiffer:

Enclosed please find a check for \$2,575.00 as our September, 1988 payment.

Please note that we have received written confirmation, a copy of which is enclosed, of a grant of \$20,000 from the Bremer Foundation. This grant will also trigger a \$5,000 grant from the McKnight Foundation, which was conditioned on our ability to obtain the other \$20,000.

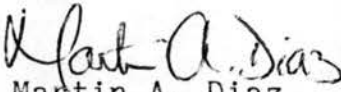
With these funds, we can take care of our debt. However, as you can tell by the letter, the funds will be disbursed \$10,000 in October and \$10,000 in January, 1989.

We would like to propose the following:
That we suspend the present agreement and agree to pay you \$10,000 by October 31, 1988 and the balance by January 30, 1989. Our concern is that neither party benefits from a monthly payment: You get your money in installments; and we pay interest on the principal balance. With the new agreement you can get larger payments and effectively receive four monthly payments up front, and we reduce the principal balance, and thereby save money.

Ms. Marjorie Phiffer
Revenue Officer
September 1, 1988
Page 2

In order to carry out this revised agreement I must see a hard copy of our present balance, present penalties and interest and our daily interest/penalty charge. Please review the proposal and let me know what you think.

Sincerely,


Martin A. Diaz
Chief Legal Officer

cc: Irene Gomez-Bethke
Thomas Barrett

MAD/cr



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MARTIN A. DIAZ, ESQ.
Chief Legal Officer
AMAYA MAURA
Paralegal

Reply to: Mpls. Office

September 1, 1988

Ms. Judith L. Rehak
Administrative Services Director
Legal Services Advisory Committee
The Minnesota Supreme Court
230 State Capitol
St. Paul, MN 55155

Re: 1988-89 Proposal

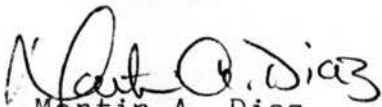
Dear Ms. Rehak:

This is to advise you that the Bremer Foundation has approved a \$20,000 grant for Centro Legal to be used toward our tax liability. This grant will also trigger a \$5,000 grant from the McKnight Foundation, which was contingent on our ability to raise the \$20,000. As a result, we have sufficient commitments to pay off the IRS in full.

The effect of this is that Centro Legal has survived the crisis and has accomplished what we informed you, at our May 24, 1988 meeting, we would do.

Given this turn around in our organization, I respectfully request action on our proposal for 1988-89. It has been three months since our meeting and we need to know where we stand with this proposal.

Sincerely,


Martin A. Diaz
Chief Legal Officer

cc: James Baillie, Esq.
Bruce A. Beneke, Esq.
Irene Gomez-Bethke, President
Thomas Barrett, Esq.

MAD/cr



870 Carlos a
3605 588
9330

333-
4800



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MARTIN A. DIAZ, ESQ.
Chief Legal Officer
AMAYA MAURA
Paralegal

Reply to: Mpls. Office

September 1, 1988

Mr. Thomas Berg
Senior Program Officer
McKnight Foundation
410 Peavey Building
730 2nd Avenue South
Minneapolis, MN 55402

Re: Transition Fund:

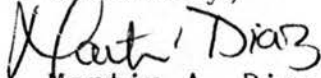
In our phone conversation in late August, you indicated the commitment of the McKnight Foundation to provide Centro Legal with a grant of \$5,000 toward our Transition Fund, contingent upon our ability to raise the remaining \$20,000 of the goal for the Fund.

I am pleased to enclose a copy of the letter from John Kostishack of the Bremer Foundation awarding us a grant of \$20,000 toward the Transition Fund.

I would appreciate written confirmation of the \$5,000 grant from the McKnight Foundation at your earliest opportunity with an approximate date when we could expect to receive the funds.

On behalf of the staff and Board of Centro Legal, I want to extend to you our sincere thanks and appreciation for your commitment to our agency. We have made a tremendous turn around, thanks to foundation support like yours.

Sincerely,



Martin A. Diaz
Chief Legal Officer

cc: Irene Gomez-Bethke, President ✓
Tom Barrett, Esq.

MAD/cr





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MARTIN A. DIAZ, ESQ.
Chief Legal Officer
AMAYA MAURA
Paralegal

August 23, 1988

Mr. Mark Lund, CPA
TCF - Controllers Department
Minneapolis, MN 55402

Re: Mid Cycle Report

Dear Mr. Lund:

This letter will serve as Centro Legal's response to the Mid Cycle Report. Initially, enclosed please find our financial statements for the period ending June 30, 1988, as requested. Our audit for 1987 will be underway shortly and we anticipate having a copy to you by the end of September. In addition to our financial statements, enclosed please find a copy of the installment agreement respecting our debt to the IRS.

At present, we estimate our debt to the IRS at approximately \$26,000. We are poised to go below \$25,000 in September and once we obtain the \$25,000 Transition Fund we will be clear of that debt. While the Report questions the availability of these funds for lack of a written commitment, we do not question the verbal commitment of our funders. We have confidence that they will keep their word to us and offer their utmost help and support in our time of need. We expect to hear word by the end of September.

While we clearly understand the Report's concern regarding our financial position, we are somewhat confused about the concern raised regarding our operations. During all our meetings with Staff and Volunteers, very few questions were directed to our programs and their operation. The questions that were offered questioned the integrity of our services in light of staff cuts. However, as we noted then, all staff cuts have come in program support and not in individuals directly impacting on clients.

Mr. Mark Lund, CPA
August 23, 1988
Page 2

We had four persons (three attorneys and one paralegal) that were responsible for direct services to clients in January (before the cuts) and we still have four persons. The point raised in our meetings was that our agency operated at a financially higher level than it could afford to do. Therefore, cuts in those positions, deemed "luxuries", simply reduced the operation of the agency to a level consistent with the level of funding it received. While the cuts put pressure on remaining staff to pick up certain tasks handled by the staff positions cut, this did not reflect a reduction in available services. The statistics are proof of that fact.

In 1987, Centro Legal served 490 persons. Approximately 54% of the cases were "open/close", simple advice and referral situations. The remainder were "open" cases requiring ongoing representation. Hennepin County residents made up 43% of the 490 persons, while Ramsey County accounted for 40%. At the point of our meeting with volunteers, we were running approximately 15-20% ahead of the 1987 figures. This information was provided to the volunteers.

The most recent review of our records shows that as of Mid-August we have served 403 persons. The ratio of "open/close" to "open" cases remains the same. One area that has been hurt by our small staff size has been our input of data to our computer. The above figure is from our case log and, as a result, particularized information from the intake sheets is more difficult to provide. The case log provides only the most basic information. From the case log we are able to learn that 165 of the 403 cases, or approximately 40%, are on Hennepin County residents. If we were to project out to the end of the year, our total figures would range from a conservative estimate of 583 to a statistically average estimate of 645. The conservative estimate is based on monthly figures from 1987 averages; the statistically average end assumes continuing the monthly average for 1988. The percentage increase from 1987 could range from 17% to 31%.

Mr. Mark Lund, CPA
August 23, 1988
Page 3

We anticipate a 600 + year, or a 20% or greater increase over 1987. This is evidence of our claim that the staff cuts have not hurt our service delivery. We are doing a booming business. The above, however, is not without its concerns.

The events of the last six months have placed great pressure on management and staff to respond at the same level with less program support. We have all operated under incredible pressure and have worked well above the fray. Now that our financial crisis has lessened and our future appears more certain, we are turning our attention to operating more efficiently with the small staff complement. We are looking at modern computer equipment as a source of possible relief, as well as more consistent record keeping and logical management policy. We have a lot of work ahead of us but we are certainly beyond the most difficult and threatening period. Instead of reacting to a situation, we are planning and developing strategy. It is much more comfortable and a lot more fun.

In summary, the financial information provided shows improvement and our projections, which seemed difficult to meet back in March, are close to being reality. Our goal is to be completely out of debt, all types, by the end of the year. Depending on the success of our last quarter fundraising, we could fall less than \$15,000 short or meet our goal. Considering that we began our journey approximately \$80,000 in debt, either end is acceptable.

As to our program services, we see no serious concern. Every piece of evidence says we are operating our business at the same if not greater levels. We are even approaching record levels. While this puts great pressure on us, we believe that we have and will continue to handle it, and as time passes and the financial pressures subside we will be in better position to act to reduce the operational pressures.

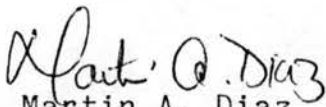
In closing, I challenge you to reconsider your evaluation. It is clear in my mind that Centro Legal is not only out of danger but well on its way to a record year, a year that will be remembered not for its "negativeness", but for the great recovery that it made in light of the circumstances.

Mr. Mark Lund, CPA
August 23, 1988
Page 4

This was not an evilness, it was a blessing in disguise. it has forced Centro Legal to face the fact that it must be competitive, efficient and realistic. The unfortunate fact is that legal services programs do not generate the level of support they deserve and need. In order to survive, they must find a solid financial base and operate within that base, extolling the virtues of technology and efficiency and making its efficiency a basis for seeking financial support. Centro Legal has been fortunate; it has learned this lesson, survived the cost of the education and is poised to provide the same, if not greater level of service, in the years to come.

I am available to answer any questions or receive any comments or suggestions you may have.

Sincerely,


Martin A. Diaz
Chief Legal Officer

cc: Al Longstreet
Alaine Will
Joanna Buzek
Irene Gomez-Bethke

MAD/cr

35-37-



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KARIM EL-GHAZZAWY
Chief Legal Officer

AMAYA MAURA
Paralegal

Reply to: Mpls. Office

August 3, 1989

Irene Gomez-Bethke, President
4649 Decatur Avenue
New Hope, Minnesota 55428

Re: Midcycle Report

Dear Irene:

Enclosed please find my response to the Minneapolis United Way's Midcycle report. Once you have had a chance to review it, please forward your comments. Additionally, I would like to discuss our upcoming agenda for the general board meeting on August 10, 1989

I hope you had a relaxing, enjoyable vacation in Mexico. Thank you for your encouragement and support.

Sincerely,


Karim El-Ghazzawy
Chief Legal Officer

Encl.

KEG/cr

1987 PROGRAM ALLOCATION

AGENCY: CENTRO LEGAL

PROGRAM: Proyecto Justicia - Legal Services

PROBLEM(s)/PRIORITY: Discrimination

EVALUATION STATUS: Level 1: outcomes and services reported.

FINAL PROGRAM ASSESSMENT Weak Fair Satisfactory Good Exceptional

Rationale:

Preliminary results of this newly funded program are unclear and uneven. For example, there is disparity between January - April performance data (which shows 43 unduplicated clients), the agency response to the mid-cycle report (which shows 138 unduplicated clients), and new information provided in September (to show 169 unduplicated clients). The team lacks confidence in the information to show that objectives are being met and that appropriate and adequate service is provided to Hispanics in the United Way of Minneapolis service area.

1987 ALLOCATION: \$28,500 Change: 0%

FUNDING STATUS: (Circle One) new, expand, replacement, maintain, reduce

OVERALL FUNDING RATIONALE: (tie to quality assessment, funding status, and quantify how funds will be used):

No increase is granted to this program which has not demonstrated clear results. United Way funding for this program is in jeopardy unless data reporting is improved and the program can clearly demonstrate that objectives are being met.

1987 EXPECTATIONS: Due by February 13, 1987.

1. Maintain program operations as described.
2. Submit budget and data reports on schedule and as requested by the United Way.
3. Submit 1986 year-end (January - December) data with 1987 revised budget by February 13, 1987.

TO: ALL STAFF
FROM: Martin A. Diaz
RE: Mid year Statistics
DATE: August 6, 1987

I have finished the statistics for the first six (6) months of 1987. The figures show that we handled 256 cases with total households of 586 and we closed out 41 existing open cases.

Of the 256 cases, 176 were open/closed (68.75%), 60 were open (23.4%) and 20 were Referrals (7.8%). Hennepin County residents accounted for 121 of them (47.26%) and Ramsey County had 107 (41.8%), with the rest being outstate counties.

Hispanic clients made up 54.68% and of those 140 clients approximately 85% were limited english speakers. The following groups were also represented: Whites (23%); Blacks (14%); Asians (6.25%) and Native Americans (2%).

As to the types of cases, Immigration accounted for 88 (34.38%); Family law for 111 (43.36%) and other (housing, employment, consumer, etc.) for 57 (22.26%) of the cases.

Demographically, our clientele is 57% male and 43% female. While our clientele is evenly split as single (33.98%), married (32.03%) and divorced/separated (32.81%).

With the advent of the computer, it is hoped that our statistics will be more descriptive and insightful. Keep up the good work.

ATTACHMENT #1

THOMAS C. HANNON

PRACTICING IN THE AREAS OF
PERSONAL INJURY
WORKERS COMPENSATION

ATTORNEY AT LAW
607 MARQUETTE, SUITE 615
MINNEAPOLIS, MINNESOTA 55402
(612) 338-1972

LICENSED TO PRACTICE:
MINNESOTA
WISCONSIN

August 17, 1987

Martin Diaz
Attorney at Law
Centro Legal, Inc.
2929 Fourth Avenue South
Suite M
Minneapolis, Minnesota 55408

Dear Mr. Diaz:

This is to follow-up on our conversation regarding the representation of injured individuals who may be seen by you or your associates at Centro Legal, Inc. It is my understanding that Centro Legal, Inc. does not represent individuals who have sustained personal injuries. Minnesota Rules of Professional Conduct now allows referrals and referral fees between attorneys.

My practice is limited to representing individuals who have sustained personal injuries from automobile collisions, products liability and workers compensation claims. I have substantial experience in representing southeast asians, especially the Hmong in Minneapolis and St. Paul.


I would be interested in discussing with you the possibility of representing individuals that have come to your office who have sustained personal injuries. As we discussed, I often pay referral fees of up to one-third of my attorney's fees. I would carefully review the facts of each case, discuss with the client my retainer agreement of one-third of any potential recovery plus costs and my relationships and referral fees with Centro Legal.

If the facts of the case do not warrant litigation, each client would receive a letter from me outlining the facts of his or her case, the statute of limitations deadlines and the recommendation of seeking a second opinion from another attorney.

In addition, I would be willing to work with you and your staff in evaluating individuals who have sustained injuries and who wish to obtain additional legal information.

If you are interested in discussing this matter more fully, please advise.

Yours Truly,


Thomas C. Hannon

TCH/jah

Date: June 15, 1987

TO: MR. Donn. J. Vargas, Mr. Martin Diaz
Administor Centro Legal INC.
179 East Robie Street ST. Paul, Min 55107

From: United Southeast Asians Mutual Association
1731 Dupont Av. No. Minneapolis, Min 55411

Subject: Cancellation of hiring a paralegal/community worker

According to the USAM BOARD MEMBERS meeting on 5/30/87 at Redeemer church 1800 Glenwood Ave. No. Minneapolis, Min 55405 we can not approve in hiring anybody for a paralegal/community worker. Because the disagreement between our BOARD MEMBERS made the USAM not to join with the Centro Legal INC. at this time.

1. It was uncleared to USAM BOARD MEMBERS to work under the supervision of the Centro Legal INC.
2. The USAM BOARD MEMBERS not allowed USAM to join the Centro Legal without the agreement of the BOARD MEMBERS meeting.
3. The job description was delayed and uncleared to the USAM BOARD MEMBERS.

To eliminate future disagreement we are going to meet with the BOARD MEMBERS once again in order to clarify these matters. I hope these problems will be solved appropriately. If your have any questions please call Thomas Thongrasmy at this phone number 529-4810 after 5:00 pm. Thank you for your time for helping the USAM for a short time.

Sincerely yours

Thomas Thongrasmy

Thomas Thongrasmy
President of the USAM



CENTRO LEGAL, INC.
A NON-PROFIT COMMUNITY LAW OFFICE
RIVERVIEW BUSINESS PLAZA, SUITE 111
380 EAST LAFAYETTE FREEWAY
ST. PAUL, MINNESOTA 55107
(612) 291-0110

September 20, 1982

Dear Friend:

Enclosed please find a few copies of our updated pamphlet outlining some of the rights of individuals who are detained by the immigration service. Please distribute the pamphlets to interested individuals and contact our office if you need additional copies.

Because community education in this area is still very important, we encourage you to organize staff or community meetings to discuss immigration questions. Our staff is always available to give presentations or to answer questions whenever meetings are scheduled.

Thank you for your cooperation and, again, please feel free to contact us if you have any questions.

Sincerely,

Salvador M. Rosas
Staff Attorney

SMR:ly

enc.

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KEITH J. HALLELAND

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(311) 612-334-2503

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DENVER, COLORADO 80202
TELEPHONE 303-893-1200
TELECOPIER 303-893-2194

SUITE 300 SOUTH
1800 M STREET, N.W.
WASHINGTON, D.C. 20036
TELEPHONE 202-828-5300
TELECOPIER 202-828-5318
DIRECT DIAL NUMBER

MARK B. PETERSON
TIMOTHY W. KUCK
CAROL B. SWANSON
BRUCE A. PETERSON
THOMAS C. MIELENHAUSEN
MICHAEL D. CHRISTENSON
J. MICHAEL SCHWARTZ
TODD M. JOHNSON
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LINDA S. FRIEDNER
ANDREW D. PARKER

OF COUNSEL
FRED L. MORRISON

* ADMITTED ONLY IN CALIFORNIA
** ADMITTED ONLY IN TEXAS
*** ADMITTED ONLY IN OHIO

(612) 334-2676

July 13, 1989

Irene Gomez-Bethke
4649 Decatur Avenue North
New Hope, Minnesota 55428

Re: Centro Legal, Inc.

Dear Irene:

Enclosed please find a copy of a letter dated July 12, 1989 which I sent to Karim El-Ghazzawy yesterday.

Very truly yours,



Thomas J. Barrett

TJB:srp:658
enclosure

POPHAM, HAIK, SCHNOBRICH & KAUFMAN, LTD.

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(612) 334-2676

July 12, 1989

Karim El-Ghazzawy
Chief Legal Officer
CENTRO LEGAL, INC.
179 East Robie Street
St. Paul, Minnesota 55107

Re: Centro Legal, Inc.
Board of Directors Meeting

Dear Karim:

I'm sorry that I cannot attend the board meeting on Monday August 7, 1989. I represent two cities, Excelsior and Orono, which meet on the 1st and 3rd, and 2nd and 4th Monday evenings, respectively. Consequently, I am rarely able to meet on Monday evenings.

Thank you for delivering the bookkeeping reports for March, April and May. I hope to continue to receive them. Further, I would like to ask that you prepare a list of outstanding grant requests and amounts awarded for 1989 as well as a copy of the 1989 cash flow chart, so that I can see how we are doing on that score, since we don't seem to have made much progress on debt reduction in March, April or May. These two documents provide information not available from the bookkeeping records.


I know these reports might be a pain in the butt to get going, but I am not otherwise able to do my job as treasurer.

Karim El-Ghazzawy
July 12, 1989
page 2

If we can meet for a finance meeting before the board meeting, I would like to review these documents, review budget figures to date, and set out some preliminary goals for 1990. Then we can develop a report for the board meeting.

Thanks.

Very truly yours,

A handwritten signature in dark ink, appearing to be 'TJ Barrett', with a long horizontal stroke extending to the left.

Thomas J. Barrett

TJB:srp:652

Minnesota Coalition for Battered Women

August 19, 1988

Mrs. Irene Gomez-Bethke, President
Centro Legal, Inc.
2929 - 4th Avenue South
Suite M
Minneapolis, Minnesota 55408

Dear Mrs. Gomez-Bethke:

I received your letter dated August 10, 1988, which extends an invitation to attend the upcoming Board of Directors meeting for Centro Legal.

I am interested in sitting on the Board, but will not be able to attend on August 31, 1988 due to a conflicting meeting on that evening. However, I would appreciate receiving notice of upcoming Board meetings as well as a copy of your organizations bylaws and board responsibilities.

I appreciate your sincere welcome and look forward to working with the Centro Legal.

Thank you.

Sincerely,



Angelita Velasco
Program Coordinator

MEMO

TO: Search Committee Members
FROM: Martin A. Diaz *ma.d*
RE: Interview Dates
DATE: February 9, 1989

This is to confirm the Interview dates for the four candidates. All interviews will be held at the Minnesota Council of Churches, 122 W. Franklin, Minneapolis, Minnesota Phone No. 870-3605.

The schedule is as follows:

February 17th (Friday)

Milenia L. Soto - at 12 p.m.

February 25th (Saturday)

- 1) Lawrence W. Pry - at 11 a.m.
- 2) Karim El-Ghazzawy - at 12 p.m.
- 3) Judith Marty - at 1 p.m.

To be fair to all the candidates, we must all be present on the dates noted. Please note that Ms. Soto and Mr. Pry are coming in from out of town, at our expense. When you enter ask for the Hispanic Ministry Meeting.

POSITION ANNOUNCEMENT

CHIEF LEGAL OFFICER/EXECUTIVE DIRECTOR

Centro Legal, Inc., a non-profit, private legal service provider, organized to serve the needs of the low-income and Hispanic communities of the Twin Cities, seeks a motivated, experienced attorney to direct the agency.

Centro Legal provides civil legal services in the following areas of law: ① Immigration, Family (emphasis on domestic abuse), ② Employment, ③ Housing and Consumer. It has offices in St. Paul and Minneapolis and is supported by the United Ways, private foundations, government contracts and major corporations.

The position requires the ability to aggressively fundraise in a strong, philanthropic community; manage a sizeable caseload, supervise attorneys and staff; manage the finances of the organization; and develop budgets and reports.

Centro Legal seeks an attorney with at least 3 years experience, preferably in the Immigration and Family Law areas; eligible to practice law in Minnesota; committed to legal services for Hispanics and low-income clients; bilingual Spanish/English; possessing strong communication skills; and preferably with managerial experience.

Salary: \$27-32,000. Position includes health benefits for entire family; disability and life insurance; liberal leave policy.

Applicants should submit letter, resume, writing sample and list of references to:

Martin A. Diaz
Chief Legal Officer
Centro Legal, Inc.
2929 4th Ave. So.
Minneapolis, MN 55408

Deadline: January 31, 1989. Expected to begin no later than April 1, 1989.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

Position: Chief Legal Officer

Responsibilities:

1. Carry sizeable caseload, ranging between 50-80 cases, depending on the type of case.
2. Supervise the work of two attorneys, paralegal (directly) and support staff. The agency has two offices, in St. Paul and Minneapolis, and the individual must travel between them at least once per week. Hold staff meetings, keep staff informed on issues of interest, evaluate staff on an annual basis, and maintain personnel records.
3. Develop strategy and plan for fundraising. Fundraise at various levels and with various sources, including United Ways, Bar Associations, Corporations, Foundations, Government Agencies and Judicial Agencies. This includes reviewing guidelines, preparing proposals, hosting site visits, meeting with funders and preparing reports.
4. Administer a \$220,000 budget, with responsibility to develop budgets, cost centers, staffing patterns and income/expense analysis.
5. Work with bookkeeper and auditor in assuring accurate financial records. Maintain financial records and verify expenses. Accumulate monthly records for bookkeeper.
6. Administer internal financial controls, including preparation of payroll, accounts payable, ledgers and bank deposits. Oversee client trust accounts and attorney's fee billings.
7. Prepare reimbursement billings for agreement with sublessee.
8. Prepare reports for Board and Committee Meetings. Arrange Board and Committee meetings, prepare Board Packets for each meeting, take notes at Board and Committee meetings, orally report to Board and prepare Board and Committee minutes.
9. Act as liason to the community. Attend meetings with community leaders; sit on associations, attend meetings arranged by funders and conduct seminars on legal issues.
10. Develop systems and programs for efficient office management and recordkeeping.

Accountability: To Board of Directors.

- Qualifications:**
- * Practiced law for three (3) years (preferably in Immigration/Family Law areas).
 - * Eligible to Practice Law in the State of Minnesota.
 - * Committed to legal services for Hispanics and low-income communities.
 - * Bilingual (Spanish/English).
 - * Possessing strong communication skills.
 - * Preferably with managerial experience.

Salary/Benefits:

- * Salary ranges from \$27,000 to \$32,000, depending on experience.
- * Benefits include Health Insurance (with preventative dental plan) for employee and his/her dependents.
- * Group Life and Disability Insurance.
- * Liberal leave, including vacation, sick leave and compensatory time.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

126 West 49th Street
Minneapolis, MN 55409

February 21, 1989

Mr. Martin Diaz
Chief Legal Officer
Centro Legal, Inc.
2929 4th Avenue South
Minneapolis, MN 55408

Dear Mr. Diaz:

It is with great pleasure and without reservation that I recommend Karim El-Ghazzawy for the position of Chief Legal Officer/Executive Director of Centro Legal, Inc. He is an intelligent, experienced, skillful, and intellectually curious attorney who has demonstrated to me a sincere commitment and motivation to use his talents to serve the needs of low-income persons. His cultural background and life experiences produce a special respect and affinity for persons of Hispanic origin. Most importantly, he has learned from his work at the Legal Aid Society of Minneapolis and the Legal Assistance Foundation of Chicago of the desperate need for legal services in the Hispanic community. In my view, he would continue current efforts to enhance and expand the services of Centro Legal in the Twin Cities Hispanic communities.

I was the Managing Attorney of the Southside Office of the Legal Aid Society of Minneapolis when Mr. El-Ghazzawy was hired as a staff attorney in that office in November, 1986, and continued in that position until I left the office in October, 1988. When he started in the office, there was no doubt of Mr. El-Ghazzawy's innate intelligence and good nature. What impressed me from the beginning was his commitment to learn, and to perfect his legal and organizational skills. He took every opportunity to challenge himself by seeking out difficult cases, both at the trial and appellate levels. These cases gave him the chance to perfect his legal research and analytical skills. Mr. El-Ghazzawy works very hard and takes great pride in his work. At Legal Aid, he has gained substantial experience in the housing, juvenile, unemployment compensation, social services, and government benefits areas; in my view, this experience would transfer nicely to a family law, immigration, and consumer practice.

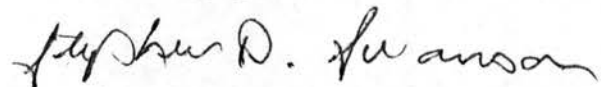
Mr. El-Ghazzawy has gained some useful experience at Legal Aid in working with legal assistants in the juvenile and government benefits areas. While he has not had experience in the direct supervision of attorneys, in my view, supervision will come naturally to Mr. El-Ghazzawy because he has proven himself to be a very good and astute listener and to accept constructive criticism well, skills that are necessary to effective supervision. In addition, he has, and projects strong self-confidence.

To my knowledge, Mr. El-Ghazzawy does not have fundraising experience. However, given his penchant for thorough preparation, his dedication to the cause of the provision of legal services to poor persons, his strong communication skills, and his friendly disposition, I think that he can become a skilled and successful fundraiser.

In conclusion, it is my pleasure to recommend Karim El-Ghazzawy for the position of Chief Legal Officer/Executive Director of Centro Legal, Inc. If I can provide further information to you or to members of your Board, please let me know. My telephone number at work is 341-7604.

Thank you.

Very truly yours,


Stephen D. Swanson



CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

EDMUNDO D. LIJO
Attorney at Law
PHILLIPS F. GONZALEZ GONZALEZ
Attorney at Law

2929 4TH AVE. SO. SUITE L
MINNEAPOLIS, MN 55408
(612) 825-5503

KARIM EL-GHAZZAWY
Chief Legal Officer
AMAYA MAURA
Paralegal

Reply to: Mpls. Office

August 1, 1989

Mark Lund, CPA
TCF- Banking and Savings
801 Marquette Avenue
Minneapolis, MN 55402

HAND DELIVERED

Re: Response to Midcycle Report.

Dear Mark:

This letter serves to respond to the Minneapolis United Way's Midcycle Report and to the Financial Risk Assessment Summary Sheet, included as part of the report, regarding Proyecto Justicia-Minneapolis.

A. 1) Financial Risk Assessment Summary Sheet:

The summary sheet designates risk factors A-H on a scale of "Average" to "Very High". Risk factors D-H have been rated "Average"; Centro Legal does not dispute these ratings.

A risk assessment of "Moderate" was attached to risk factor A, "Circumstances", with the comment "Declining Service Levels". The rationale underlying the decision to reduce service levels during 1989 was based on the desire to provide a smooth and orderly transition for Centro Legal during a period of staff turnover. As you know, in April of this year, Centro Legal experienced turnover in two key positions. I assumed the position of Executive Director and Edmundo Lijo assumed a staff attorney position.

Mark Lund, CPA
August 1, 1989
Page 2

In light of the fact that Centro Legal is a three attorney office, a transition involving two attorneys, one of whom is the Executive Director (in charge of all administrative duties), a concomitant reduction in service levels is to be expected. Reducing intake during this crucial transition period allowed new staff to familiarize themselves with sizeable preexisting caseloads. Many of the cases comprising Centro Legal's Proyecto Justicia's caseload involve complex factual and legal issues which require thorough research and legal analysis.

Centro Legal is a law office, and its attorneys owe an ethical duty to their existing clients to represent them competently and to the best of their ability. In order to meet this duty, attorneys must thoroughly familiarize themselves with every aspect of the cases they assume. Once this is accomplished, additional cases are accepted and new clients served. I am pleased to note that the transition has indeed been smooth, existing clients continued to receive quality legal representation and new client acceptance began in May, 1989.

Centro Legal's decision to cut back its service level to 220 clients in 1989 was necessary and prudent, both from a legal and managerial standpoint. It should be noted that Centro Legal has historically underestimated its actual service levels. In light of this, Centro Legal's projected 1989 service level may similarly exceed performance measures.

2) Risk factor B "Personnel", is categorized as "High". The justification for the rating is based on the "Turnover of Executive Director and staff attorney". Centro Legal does not agree with this rating, it is our position that the above noted turnover does not put the organization at financial risk. Centro Legal's financial systems and internal controls were in place prior to the transition; additionally, funding requests for 1989 are coming in as expected. Consequently, the mere fact that turnover has occurred should not lead to an automatic conclusion that Centro Legal is financially at risk. Turnover in the non-profit sector is a fact of life. In part, this is due to financial pressures, demanding workloads and a shortage of administrative and support staff. Turnover, in and of itself, should not be the yardstick by which future success is measured, which brings me to the last point regarding the report.

Mark Lund, CPA
August 1, 1989
Page 3

3) The report lists eight risk factors, A-H. Only one of the factors B, "Personnel", is listed as "High". Two factors A, "Circumstances", and C, "Accounting", are listed as "Moderate". The remaining factors, D through H, are categorized as "Average". Despite the fact that only one of the eight risk factors is categorized as "High", the agency's overall risk assessment rating is "High". Frankly, I am perplexed by this categorization and I request that overall risk assessment reflect an average of all the Risk Factors and their respective Risk Assessments.

In the funding world, the mere perception that Centro Legal is at risk may adversely affect our ability to fundraise, or result in an inordinate amount of time being spent on assuaging the concerns of potential funders. Consequently, I request that our overall Risk Assessment rating be reevaluated.

B. This section serves to address the two questions raised in the Midcycle report.

1. Please provide specific increases in outcomes and services that are projected if the expanded funding of \$7,875 for 0.3 FTE attorney is allocated in 1990.

Proyecto Justicia - Minneapolis is currently staffed at at a 0.65 FTE attorney level. At this level, Centro Legal anticipates that 220 eligible clients will receive legal services. Should Centro Legal expand in 1990 by a 0.3 FTE attorney, the effect will be that Proyecto Justicia -Minneapolis will be staffed by a 0.95 FTE attorney position. This will allow Proyecto Justicia to serve approximately 46 per cent more Proyecto Justicia clients in 1990, than were served in 1989. I hesitate to give exact numerical figures because its clear that Mr. Diaz included immigration legalization cases as part of Proyecto Justicia's - Minneapolis-statistics, so long as the clients were Hennepin County residents. Mr. Diaz indicated that this process of dividing cases by geographic location has gone on for several years. However, it should be noted that Mr. Diaz clearly designated ILP cases. Should the United Way prefer statistical demarcation of cases based on funding sources, it can be accomplished very easily. All of Centro Legal's intake sheets have a Funder code.

*Permanent to U.W.
Education Department
N. "Caselord"
advising me
3/4/90
1-1) What prompted 220?
2) What effect #?
3) Included 124?
A) 220 confirmed
B) 170-
C) 150 n 175
Cousins*

50?

150 n 175
Cousins

Mark Lund, CPA
August 1, 1989
Page 4

The effect expanded funding will have on our clients is noted in more detail in the attached transmittal letter.

2. Provide copies of the 1988 audited financial statements and provide support for funding sources that retired the Internal Revenue Service debt.

a) Unfortunately, our 1988 audit is not yet finalized. However, the fieldwork has been completed. I apologize for the delay in the audit, the actual work began several months ago. I was initially advised by the auditor that the audit would be completed by the end of June, - then by the end of July. At the time of this writing, I have been advised that mid-August appears to be attainable. However, in light of past missed schedules, due largely to requests for additional information, I will not commit myself to a date certain. Suffice it to say that I have stressed the importance of concluding the audit report as expeditiously as possible. Everything I know to date, leads me to believe that the audit, ending December 31, 1988, will indicate that Centro Legal is stable and on its way toward complete fiscal integrity. Once I receive the 1988 audit, copies will be mailed to all concerned parties immediately.

- b) Funding to Retire the IRS debt.

The 1988 audit will specifically address this issue. I have reviewed our funding and IRS files in an attempt to provide an answer prior to receipt of the 1988 audit. Martin Diaz, Centro Legal's former Director, approached various philanthropic foundations and requested grants for the specific purpose of retiring Centro Legal's IRS debt.

Documented: (See attached transmittal letters)

Otto Bremer Foundation	\$20,000.00
Dayton Hudson Foundation	\$3,000.00
NSP	\$2,000.00
Total	\$25,000.00

Set 1.

30-

Planned
Dominoes
Aug. 26

Mark Lund, CPA
August 1, 1989
Page 5

IRS Tax Levies on Centro Legal's Bank Accounts:
(See attached letters)

February 3, 1987	\$3,395.74
	\$4,241.14
May 18, 1987	\$10,792.02
August 17, 1987	\$1,304.17
Total	\$19,733.07

Specific transmittal letters were not found for:

McKnight Foundation	\$5,000.00
General Mills	\$5,000.00
Total	\$10,000.00

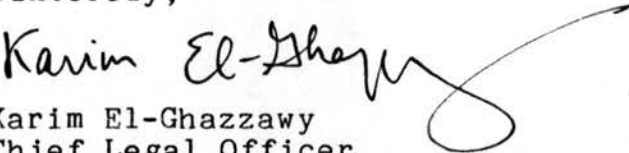
Attorneys fees earned by, or awarded to, the agency during 1988 were also used to repay the IRS debt. Additionally, reimbursements from Southern Minnesota Regional Legal Services for regular and Immigration Legalization Project services may have been used to pay off the debt. It is my expectation that the completed audit will address any issues left unanswered by this response.

I very much look forward to your next site visit with Mariana Shulstad and Alaine Will. It is my hope that any questions or concerns the group may have will be addressed during this visit. Please note that Irene Gomez-Bethke and Thomas Barrett, respectively, the President and Treasurer of Centro Legal's Board of Directors, will be present should their schedules permit. Mrs. Gomez-Bethke and Mr. Barret have had a longstanding connection with Centro Legal. Consequently, they are in a better position to answer any questions concerning the agency which preceded my arrival.

Mark Lund, CPA
August 1, 1989
Page 6

Thank you for your prompt and courteous response to my various questions throughout the evaluation period.

Sincerely,


Karim El-Ghazzawy

Chief Legal Officer

Attachments

cc: Joanna Buzek, Mpls. United Way
Mariana R. Shulstad, Volunteer Liaison
Alaine L. Will, Volunteer Liaison
John Wedin, CPA
Thomas J. Barret, Treasurer
Irene Gomez-Bethke, President

KEG/cr



CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

EDMUNDO D. LIJO
Attorney at Law
PHILLIPS F. GONZALEZ GONZALEZ
Attorney at Law

2929 4TH AVE. SO. SUITE L
MINNEAPOLIS, MN 55408
(612) 825-5503

KARIM EL-GHAZZAWY
Chief Legal Officer
AMAYA MAURA
Paralegal

Reply to: Mpls. Office

September 11, 1989

Irene Gomez-Bethke
President, Board of Directors
4649 Decatur Avenue North
New Hope, Minnesota 55428

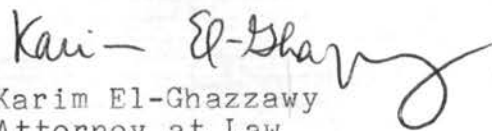
Re: Response to the United Way
Meeting of August 18, 1989

Dear Irene:

Enclosed please find a copy of my September 8, 1989 response to the issues raised by the Minneapolis United Way team at the above referenced meeting. I have also enclosed a copy of Centro Legal's 1988 audit; as you can see Centro Legal's financial position ending in 1988 represents a significant improvement over 1987.

Please feel free to contact me should you have any questions. Thanks.

Sincerely,


Karim El-Ghazzawy
Attorney at Law

KEG/cr

Encl.



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(612) 825-5503

KARIM EL-GHAZZAWY
Chief Legal Officer
AMAYA MAURA
Paralegal

Reply to: Mpls. Office

September 8, 1989

Mark Lund, CPA
TCF - Banking and Savings
801 Marquette Avenue
Minneapolis, Minnesota 55402

HAND DELIVERED

RE: Follow up of issues raised in our meeting of August 18, 1989.

Dear Mark:

This letter serves to respond to the issues raised by the Minneapolis United Way Volunteer liaisons at our meeting of August 18, 1989.

Based on a review of notes taken at the meeting, the following requests were made:

1. Provide Minneapolis United Way Proyecto Justicia statistics as of August 31, 1989.

- From January 1, 1989 through August 31, 1989, 108 Hennepin County Proyecto Justicia clients received assistance from Centro Legal, Inc. Based on the statistics to date, we expect to serve 162 clients in 1989. This figure may represent a low projection due to the fact that Centro Legal's intake and case acceptance was severely cut back during the month of April, 1989 in order to accommodate the transition. (Please refer to my letter dated August 1, 1989 for additional information regarding the April transition).

Martin Diaz, Centro Legal's former Director, estimated that 220 clients would receive direct representation in 1989. There is a discrepancy of 58 clients between the two figures. It is important to note that the discrepancy is based on fact that Mr. Diaz' projections for 1989 service levels included all clients residing within Hennepin County, including clients served by the Immigration Legalization Project (ILP) and Proyecto Ayuda.



Mark Lund, CPA
TCF - Banking and Savings
Page 2

For example, Centro Legal's 1988 statistics for the Minneapolis United Way indicate that 279 clients were actually served. (See 1988 Program Performance Report attached hereto as App.1). Of the 279 clients served 66 were clients from the ILP Project and approximately 38 clients were part of Proyecto Ayuda. Consequently, 175 Minneapolis Proyecto Justicia clients were served in 1988. Based on our current 1989 statistics we anticipate serving 152 clients. The actual difference in client service level between 1988 and 1989 is only 13. It should be noted that our 1988 service levels were very high. It may well be that in 1989 Centro Legal will reach the 175 client service level attained in 1988.

2. Provide projections for the number of clients expected to be served by Proyecto Justicia - Minneapolis in 1990 and 1991.

In 1990, Centro Legal hopes to fund a .95 FTE attorney position for Proyecto Justicia - Minneapolis, this represents a .3 FTE increase in attorney services above 1989. As a result of the increase, Centro Legal anticipates serving 237 clients.

In 1991, Centro Legal expects to fund a 1.15 FTE attorney position for Proyecto Justicia - Minneapolis. As a result of the increase, Centro Legal anticipates that 286 clients will receive services.

3. Provide support for the stated objective that 100 individuals will be provided with legal education through at least three seminars.

Centro Legal will meet this objective by September 30th, 1989. To date, the following legal education programs have been presented by Centro Legal staff:

1. May 24, 1989 - English/Spanish presentation by staff attorney on KFAI/FM radio, discussion of general immigration law and services provided by Centro Legal.

Mark Lund, CPA
TCF - Banking and Savings
Page 3

2. July, 1989 - Presentation by staff attorney on KFAI/FM radio, discussion of phase II of the Amnesty program, general immigration law, general discussion of services provided by Centro Legal. KFAI is a popular station which our target population listens to in large number.

Centro Legal will present the following legal education seminars:

1. September 9, 1989 - Presentation by staff person of family law issues, including general discussion of divorce process and legal ramifications of pursuing various options. Audience size is expected to be between 75 and 100 persons. Participants will be advised of Centro Legal's various programs and the types of cases we handle. This seminar will be presented at the Wilder School in Chicago Avenue, Minneapolis.

2. September 30, 1989. Three persons on Centro Legal's staff will present three separate seminars at Casa de Esperanza, in St. Paul, Minnesota. Approximately 50 participants are expected at each seminar, approximately one half the participants are expected to be from Hennepin County.

Centro Legal will present an additional four seminars targeted to a live Minneapolis-Proyecto Justicia target audience. The exact dates are not yet fixed but we expect to provide a seminar in October, November and December, 1989.

The seminars will take place in churches and community centers. It is anticipated that an additional 100-150 persons will receive relevant information regarding legal issues of interests to them.

Additionally, Centro Legal staff will participate in at least two additional programs on KFAI/FM radio-addressing general immigration law, family law, housing and consumer related issues.

Mark Lund, CPA
TCF - Banking and Savings
Page 4

4. Provide a definition of a case that is used as a statistical measure.

Centro Legal currently defines a "case" as a client contact which results in an intake sheet being filled out and a client receiving legal advice; this type of advice generally involves 30 minutes to one hour of attorney time. A case may also include a matter which involves numerous court appearances, the writing of memoranda, appellate briefs, etc. A case such as this may involve well over one hundred hours of attorney time. The majority of the cases handled by Centro Legal fall between these two extremes.

5. Provide a copy of Centro Legal's Audit, ending December 31, 1988.

Enclosed please find a copy of the Centro Legal's 1988 audit.

Finally, I would request that the Minneapolis United Way grant Centro Legal an additional \$2,363.00, to fund the .3 attorney position in 1990. This figure represents 30% above and beyond the \$7,875.00 requested for 1990. The \$7,875.00 request which simply represents the attorney's salary.

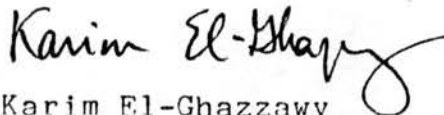
The additional request for funds represents a conservative estimate of the support costs involved in maintaining the attorney position, including employee benefits, rent, telephone, mileage, books, copying costs, etc.

Centro Legal will approach other funders to secure the necessary funds to provide the staff support necessary for the expanded attorney position.

Mark Lund, CPA
TCF - Banking and Savings
Page 5

I hope this response is helpful. I wish to thank you and your volunteer colleagues for your courtesy and good humor throughout this process.

Sincerely,



Karim El-Ghazzawy
Chief Legal Officer

KEG/eo
Encl.

cc: Joanna Buzek, United Way Staff
Alaine Will, United Way Liaison
Mariana R. Shulstad, Esq., United Way Liaison
Irene Gomez-Bethke, President
Thomas J. Barrett, Esq., Treasurer



CENTRO LEGAL, INC.

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179 E. ROBIE ST.
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(612) 825-5503

MARTIN A. DIAZ, ESQ.
Chief Legal Officer
AMAYA MAURA
Paralegal

MEMO

TO: Board Members
FROM: Irene Gomez-Bethke *IGB*
RE: Next Board Meeting
DATE: February 7, 1989

I wish to thank you for your vote of confidence in electing me to serve as President of the Board for another term. I am honored.

It is my privilege to be working with you to meet the challenges confronting the organization this coming year. There is much to do and together we can meet our goals. I will be calling you to find out which committee you wish to participate in and welcome any recommendations you may have.

I look forward to seeing you at our next Board of Directors meeting on Thursday, March 2, 1989 at 6:30 p.m. at our St. Paul Office. Enclosed please find a copy of the Board of Directors Minutes of the January 25, 1989 meeting.

REGISTRATION INFORMATION/

Advance Registration: Is recommended as it guarantees admittance. Door registrations on the day of the program are accepted on a space available basis.

Tuition: For this course is \$190.00. See Registration blank for details.

Written Materials: Are included in the tuition fee. Additional copies may be purchased separately for \$53.00 (plus \$5.00 postage and handling for mail orders). If you are in a hurry to receive a book we can send it by First Class Mail. There will be an \$8.00 charge for postage and handling *per volume*, whether ordering individually or as part of a set. These charges are noncancelable.

Cancellations: Refunds will be made only if notification of cancellation is received 24 hours prior to course date. A \$10.00 deduction from the refund will be made to cover administrative costs. *If you plan on attending an upcoming ALE seminar, you may transfer your tuition payment for this course to the upcoming course by contacting our office.*

Tape Recordings: Of Advanced Legal Education courses are not permitted.

Tax Status: Tuition, travel, hotel and living expenses incurred in attending ALE courses are tax deductible (see Regulation 1.162-5).

Hotel: A limited block of rooms has been reserved at Hotel Sofitel for those desiring overnight accommodations. Please contact directly Hotel Sofitel, 5601 West 78th Street, Bloomington, MN 55435, (612) 835-1900. Room requests must be received two weeks prior to arrival date. Be sure to mention your attendance at this program. A weekend package is available.

ACTIVITIES/

Out-of-town registrants and their guests may wish to take advantage of the many entertainment, sporting and cultural activities taking place in or available about the Twin Cities during the weekend of October 26 through 28.

Theatre: Choose from Shakespeare's **Twelfth Night** at the Guthrie; **I Do, I Do**, a Chanhassen production; Gilbert & Sullivan's **H.M.S. Pinafore**, Dylan Thomas' **Under Milkwood**, and many more.

Music: Henri Mancini, the Gatlin Brothers, B.B. King, Eddie Rabbitt, the Minnesota Orchestra, the St. Paul Chamber Orchestra with Marilyn Horne, and others.

Sports: MN Vikings vs. Detroit Lions at the H.H.H. Metrodome; U of MN Gophers vs. Northwestern and U of MN Gophers vs. Michigan State.

Also Art Museums, Galleries, Dance, Omnitheatre and Science Museum, the Minnesota Zoo, Shopping and Excellent Dining. For additional listing or further information contact Advanced Legal Education.

More details on these and additional activities and events will be available in advance of the conference. For more information, please write or call the ALE office, Hamline University School of Law, 1536 Hewitt Avenue, St. Paul, MN 55104 (612) 641-2336.

IMMIGRATION LAW INSTITUTE

Changing Laws, Policies & Practice

Thursday and Friday
October 25 & 26, 1984



Advanced Legal Education
Hamline University School of Law
1536 Hewitt Avenue
St. Paul, Minnesota 55104

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**First and
Only Notice**

DATED MATERIAL - PLEASE EXPEDITE

IMMIGRATION LAW INSTITUTE

Thursday and Friday
October 25 & 26, 1984

Hotel Sofitel
5601 West 78th Street
Bloomington, Minnesota

- Immigration Reform & Control Act of 1984 (Simpson-Mazoli Bill)
- The Push and Pull Theory/American Foreign Policy
- The Complexities of Immigrating to the U.S.
- The Rights of Aliens in the U.S.
- The Resolution of Problems Facing Aliens

SPONSORED BY



Advanced Legal Education
Hamline University School of Law
St. Paul, Minnesota 55104

SCOPE & PURPOSE/

Immigration is clearly one of the fastest growing and least understood areas of law practice. Growing numbers of foreign nationals seeking entry (or permission to stay) in the United States, diverse and growing numbers of employers hiring or wanting to hire aliens, and recent waves of immigrants and refugees from Southeast Asia, Africa, the Middle East and Central America represent but the tip of a vast and complex cluster of legal problems. Additionally, renewed congressional interest in legislation with significant changes in the law and administrative regulations (Simpson-Mazoli Bill) require attorneys involved with aliens in any manner to have current knowledge and practice expertise.

This major conference, featuring a faculty of national prominence, is especially designed for the general practitioner who is relatively inexperienced with the basic laws, regulations, policy, practices and procedures necessary to effectively handle an immigration case. The object is to provide lawyers who are relatively new to this field with some practical "know-how" which ordinarily can be learned only from many years of experience in this field. More advanced practitioners will find this course can serve as a basic review of techniques and strategy for handling cases and problems in this area of practice.

Starting with a general introduction to the field, the speakers will discuss temporary and immigrant visas, marital status and the alien, refugees and the economic/political upheavals throughout the world, the shortage of personnel in "hi-tech" industries and the impact of expanding international trade and foreign investment, and the defense of aliens in light of recent judicial decisions regarding their rights in deportation proceedings. U.S. Immigration and Naturalization Service officials will participate in the conference. In addition to question and answer sessions, participants will be able to mingle with the faculty and other immigration lawyers after the sessions. The luncheon speakers, practicing attorneys with many years in this field, will discuss the "hot" issues of the day.

Each registrant will receive a comprehensive set of written materials prepared by the faculty. These materials include speaker outlines, appropriate regulations, standard forms and written systems utilized by the faculty in their own practices.

Early registration for this extremely important and timely Institute is strongly advised.

COURSE SCHEDULE/ OCTOBER 25

8:00 a.m. - 9:00 a.m.	Registration: Hotel Sofitel
9:00 a.m. - 9:10 a.m.	Welcome Jerome B. Ingber
9:10 a.m. - 9:30 a.m.	U.S. Immigration and Naturalization - The Maze Jerome B. Ingber
9:30 a.m. - 9:50 a.m.	Who are Citizens - Who are Aliens Robert A. Mautino
9:50 a.m. - 10:15 a.m.	Non-immigrant (Temporary Classes) 1. Visitors, Students and Exchange Aliens Michael N. Weiss
10:15 a.m. - 10:30 a.m.	Coffee Break Non-immigrant (Temporary Classes), continued
10:30 a.m. - 11:00 a.m.	2. Working Visas Stanley Mailman
11:00 a.m. - 11:15 a.m.	3. Treaty Traders and Investors Michael N. Weiss
11:15 a.m. - 11:45 a.m.	4. Status Change, Extensions, Waivers and Other Problems with Non-immigrant Classes Stanley Mailman
11:45 a.m. - 12:15 p.m.	The Exercise of Discretion Gerald L. Coyle
12:15 p.m. - 12:45 p.m.	Question and Answer Session
12:45 p.m. - 1:15 p.m.	Luncheon (provided by Advanced Legal Education)
1:15 p.m. - 2:00 p.m.	Luncheon Address featuring Robert A. Mautino "Tales of an Ex-consular Officer"
2:00 p.m. - 2:35 p.m.	Asylum and Refugees Carol Merlin Queensen
2:35 p.m. - 3:00 p.m.	Question and Answer Session
3:00 p.m. - 3:45 p.m.	Immigrant Classes 1. Qualifications Based on Family Other Than Spouse Michael N. Weiss
3:45 p.m. - 4:00 p.m.	Coffee Break Immigrant Classes, continued
4:00 p.m. - 4:45 p.m.	2. Marriage and the Alien Jerome B. Ingber
4:45 p.m. - 5:00 p.m.	Question and Answer Session
5:00 p.m. - 7:00 p.m.	Reception - Hosted by Advanced Legal Education

FACULTY/

Jerome B. Ingber Course Chairman Attorney at Law, Jerome B. Ingber & Associates, Ltd., Minneapolis Practice limited to Immigration and Nationality Law. Member of Board of Governors of American Immigration Lawyers Association (AILA); former local Chapter Chair of AILA; former Chair of MSBA Immigration Committee; frequent lecturer on Immigration Law; Adjunct Professor of Law at William Mitchell; Member of Israel Chamber of Advocates.
Gerald L. Coyle District Director of U.S. Immigration and Naturalization Service (INS), St. Paul Experience includes over 20 years with INS as Border Patrol agent inspector, examiner and criminal investigator in major INS offices around the country as well as with Internal Affairs unit of INS.
Michelle A. Egan General Attorney with INS, St. Paul INS employee since 1973; former Assistant Regional Commissioner for Naturalization (Northern Region).
Stanley Mailman Attorney at Law, Mailman & Ruthizer, New York Practice primarily Immigration Law, former president of AILA; presently chairman of Liaison Committee between AILA and central office of INS; monthly columnist on Immigration Law for <i>New York Law Journal</i> .
Robert A. Mautino Attorney at Law, Baxley, Mautino & Ray, San Diego Member of Board of Governors of AILA; Adjunct Professor at Western State University; formerly American Consul during 7 years with U.S. Foreign Service; frequent lecturer on Immigration and Nationality Law.
Patrick T. McDermott Regional Counsel, Northern Regional Office, Immigration and Naturalization Services Eleven years with INS as Naturalization Examiner, Chief Legal Officer (San Diego) and Instructor of courses for INS offices; former adjunct law professor at University of San Diego.
Howard S. Myers, III Attorney at Law, Thompson & Klaverkamp, Minneapolis Practices substantially in field of Immigration Law; local chapter chairman of AILA; supervising attorney of Immigration Law Clinic at International Institute, St. Paul.
Carol Merlin Queensen Attorney at Law, Jerome B. Ingber & Associates, Ltd., Minneapolis Practice limited to Immigration and Naturalization Law with emphasis on asylum, refugee matters and litigations.
Richard A. Soli Chief Legal Officer, INS, St. Paul Joined INS in 1977 first as Naturalization Examiner and then as trial attorney.
Michael N. Weiss Attorney at Law, Michael Weiss & Associates, Miami National officer of AILA; former president of South Florida Chapter of AILA; Co-chair of Florida Bar committee on immigration.

COURSE SCHEDULE/ OCTOBER 26

	QUALIFICATIONS BASED UPON EMPLOYMENT/ THE LABOR CERTIFICATION PROCESS
9:00 a.m. - 9:10 a.m.	Introduction Jerome B. Ingber
9:10 a.m. - 9:25 a.m.	"Blanket Labor Certifications" and Jobs "Uncertifiable" Howard S. Myers, III
9:25 a.m. - 9:50 a.m.	Individual Certifications/Tactics and Strategy Jerome B. Ingber
9:50 a.m. - 10:15 a.m.	Third and Sixth Preference Petitions Jerome B. Ingber
10:15 a.m. - 10:30 a.m.	Question and Answer Session
10:30 a.m. - 10:45 a.m.	Coffee Break
10:45 a.m. - 11:00 a.m.	Adjustment of Status Procedures Howard S. Myers, III
	SPECIAL ISSUES
11:00 a.m. - 11:20 a.m.	Loss of Permanent Residence Status Stanley Mailman
11:20 a.m. - 11:30 a.m.	Question and Answer Session
11:30 a.m. - 11:50 a.m.	Crime and the Alien Robert A. Mautino
11:50 a.m. - 12:00 noon	Question and Answer Session
12:00 noon to 12:20 p.m.	Naturalization Law and Process Michelle A. Egan
12:20 p.m. - 12:30 p.m.	Question and Answer Session
12:30 p.m. - 12:45 p.m.	Legislation Update Michael N. Weiss
12:45 p.m. - 1:15 p.m.	Luncheon (provided by Advanced Legal Education)
1:15 p.m. - 2:00 p.m.	Luncheon Address featuring Stanley Mailman "Key Issues of the Day Facing Immigration Lawyers"
	DEPORTATION AND EXCLUSION PRACTICE
2:00 p.m. - 2:20 p.m.	Arrest, Issuance of OSC, Building the Case for the Service Richard A. Soli
2:20 p.m. - 2:40 p.m.	Rights of Aliens in Custody, Rules of Court, Motion Practice, Evidence and Burden of Proof Robert A. Mautino
2:40 p.m. - 3:15 p.m.	Challenging the Factual/Legal Allegations and Relief from Deportation Carol Merlin Queensen
3:15 p.m. - 3:45 p.m.	Mock Deportation Hearing Soli, Ingber, Queensen, Mautino
3:45 p.m. - 4:00 p.m.	Question and Answer Session with panel of presenters
4:00 p.m. - 4:15 p.m.	Coffee Break
4:15 p.m. - 4:45 p.m.	Suing INS in Federal Court Robert A. Mautino
4:45 p.m. - 5:00 p.m.	Question and Answer Session

REGISTRATION/

Immigration Law Institute

Thursday and Friday
October 25 & 26 1984
Hotel Sofitel
14.0 Credits

Mail To: Advanced Legal Education Hamline University School of Law 1536 Hewitt Avenue St. Paul, Minnesota 55104 (612) 641-2336	Make Check Payable To: Advanced Legal Education Total Enclosed \$ _____ <input type="checkbox"/> Confirms Telephone Registration
--	--

Tuition: \$190.00 (includes continental breakfast and lunch both days, reception Thursday evening and a copy of the handy desk reference prepared by the course faculty especially for this program).

Separate reservations may be made for the luncheons only, at a cost of \$25.00 per person each lunch.

Separate reservations may be made for the reception Thursday only, at the cost of \$10.00 per person.

Name _____
Firm/Organization _____
Address _____
City _____ State _____ Zip _____

PUBLICATION DATE: October 25, 1984

Additional copies of either course publication may be purchased for \$53.00 each. Please add \$5.00 per copy for postage and handling when ordering by mail.

Out-of-town registrants and their guests may wish to take advantage of the many entertainment, sporting and cultural activities taking place in or available about the Twin Cities during the weekend of October 26 through 28.
See Back Panel For Details

COURSE CREDIT/

This course has been approved for continuing education credit by:
Minnesota State Board of Continuing Legal Education (14.0 hours)
Minnesota Office of Continuing Education for State Court Personnel (14.0 Judicial Education hours)
Iowa Supreme Court Commission on Continuing Legal Education (14.0 hours)
North Dakota Commission for Continuing Legal Education (14.0 hours)
Wisconsin Board of Attorneys Professional Competence (11.5 hours)