

Irene Gomez-Bethke Papers.

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# 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

 $\underline{M} \underline{E} \underline{M} \underline{O}$ 

TO:

EXECUTIVE COMMITTEE MEMBERS

FROM:

IRENE GOMEZ-BETHKE G

DATE:

SEPTEMBER 6, 1985

RE:

EXECUTIVE COMMITTEE MEETING

There will be an Executive Committee meeting prior to the September Board of Directors meeting on 9/12/85. The committee meeting will be at 5:30pm., at the St. Paul office. Please call the office if you will not be able to make this meeting.

**BOARD OF DIRECTORS** 

IRENE GOMEZ-BETHKE

President

MARTIN A. DIAZ, ESQ.

Vice President/

Secretary

THOMAS J. BARRETT.

ESQ

Treasurer

OLIVIA ARREDONDO

ANGELITA ESTRADA

MIGUEL GARZA

JUAN LOPEZ

CARLOS MARIANI

WESLEY IIJIMA, ESQ.

SUSAN E. CONLEY,

ESQ

Chief Executive Officer

CENTRO LEGAL, INC.

#### EXECUTIVE COMMITTEE MEETING

1-9-86 10:00 a.m.

#### REPORT

Present: Tom Barrett, Irene Gomez-Bethke (President), Susan Conley, Donn J. Vargas

Meeting was called to order at 10:15 a.m.

1. 1986 Office Lease (St. Paul)

Staff presented the 1986 lease agreement recieved from the Neighborhood House. There will be an increase over the 1985 level from \$442. to \$574.56, representing an increase of \$132,56 or 24%.

Motion: Tom Barrett

Moves approval of the 1986 lease,

2nd: Irene Gomez-Bethke

Discussion - The signed lease be returned with a letter outlining the concern of the rate of increase and that we hope that this level of increase will be an automatic annual increase. Motion Carries.

2. Accounting System

The Finance Committee has recommended that the accounting system be changed from a manual system to a computerized system. We will be able to retain our current accountant and utilize the existing procedures. There will be a one time charge of \$300. for set up and subsequent increases will be assumed by the accounting service provider, and the floppy disk will belong to Centro Legal.

Motion: Tom Barrett

Moves approval of the Finance Committee recommendation 2nd: Irene Gomez-Bethke

Motion Carries.

3. 1986 Accounting Service Contact

Ms. Debbie King has submitted a 1986 contract to the Executive Committee for consideration. The responsibilities remain similar except for the increase activity due to new funding sources. The contract calls for a monthly service fee of \$150. Motion: Tom Barrett

Moves approval of the 1986 contract with Ms. Debbie King. 2nd: Irene Gomez-Bethke

Motion Carries.

4. 1986 Operational Budget
The Finance Committee has recommend an operational budget
for 1986 of \$167,474. (see detailed report in Finance Committee
report).

Motion: Tom Barrett

Moves approval of the Finance Committee recommended,

2nd: Irene Gomez-Bethke

Motion Carries.

5. 1986 Salary Schedule

Staff reported that both the Finance Committee and Personnel Committee reviewed the staffing pattern and salary schedule for 1986, and had submitted their recommendations. Based on the recommendations the Executive Committee reworked the schedule and has approved a salary schedule for 1986. (see attachments). Motion: Irene Gomez-Bethke

Moves the recommended salary schedule for 1986 as ammended by the Executive Committee.

2nd: Tom Barrett

Motion Carries.

6. Future Salary Adjustments

Staff reported that future salary adjustments should possibly include the use of the revenue generated from the sliding fees. Suggestions included the development of a bonus system or a merrit increase system.

Recommendation: Irene Gomez-Bethke

Recommends that an Ad Hoc committee be assigned to develop and initiate a salary schedule process that will be utilized in developing the annual salary schedules.

The committee members will be identified after the annual meeting on January 22.

7. Future Agenda Items

Staff reported that discussion and action should be taken on two items for 1986.

- 1. Sliding Fee Schedule
- 2. Retainer Fee.

A potential increase in fee generating cases may necessitate a review of the current sliding fee schedule, and a decision has to be made on if we will be charging a retainer fee in 1986. Recommendation: Irene Gomez-Bethke

Recommends that these two items be referred to the appropriate committee for discussion and resolution, and be returned to the Executive Committee as an action item.

Being no further business the meeting was adjourned at 11:30 a.m.

Respectfully

Administrato

DJV: slc

Centro Legal, Inc.

# Executive Committee Report December 5, 1985

Present: Irene Gomez-Bethke (Chair), Thomas J. Barrett, Susan E. Conley.

Staff: Donn J. Vargas

The Executive Committee meet to give a final review to the Personnel Policies drafted and proposed by the Personnel Committee. Upon review of these policies, certain modifications were suggested that would enhance as well as clarify the proposed policies. The proposed modifications are included along with the Policies for final ratification by the Board of Directors.

Respectfully,

Donn J. Vargas Administrator

DJV:bjz.

Centro Legal, Inc.

Executive Committee Meeting Report June 6, 1985 6:00 P.M.

Present: Thomas Barrett, Irene Gomez-Bethke, Martin Diaz

Staff: Susan E. Conley, Donn J. Vargas

1. Staff gave an overview of committee meetings that had been held or are scheduled to be held before the June Board Meeting.

#### Personnel Committee

Scheduled for June 11, 1985

# Ad hoc Annual Meeting Committee

Committee members had met and are considering an activity that will include a brief meeting, banquet and a dance that will be open to the public.

# 2. Board / Staff Training

It is the consensus of the Executive Committee to discontinue further training that is being provided by the Wilder Foundation. The committee felt that while the training has been valuable, it is time to put into practice the procedures that had been discussed. The committee would like the Wilder Foundation people to do a follow up (evaluation) in one year to determine if Centro Legal has been able to accomplish the stated objectives established prior to the first training session.

In keeping with the intended goal as well as a follow up to the instructions presented to committee chairs from the Executive Committee at the last Board meeting, the responsibilities outlined should be considered by committees.

# Committee Responsibilities

- 1. Scheduled own meeting and notify staff if meetings are to be held at agency.
- 2. Record all meeting minutes and leave at Centro Legal for staff to type for Board packet,
- 3. Meeting minutes are to be available for Board packet 1 week in advance of Board meeting.

- 4. Each committee is to develop their own individualized operating procedure guide.
- 5. Each committee shall maintain an accurate roster of members.

As stated previously, these responsibilities should be incorporated with each committees operational structure.

#### Personnel Issue

The personnel issue with former employer Ms. Arcelia Romo-Perez has been resolved with notice being sent to President Irene Gomez-Bethke and a copy being made available for the agency auditor.

# By-laws Committee

Martin Diaz will be calling a meeting of the Ad hoc By-laws Committee to start the review for updating.

Being no further business the meeting was adjourned at 8:30 PM

Respectfully

Administrator

CENTRO LEGAL, INC.

Executive Committee/Board of Directors meeting Revised Schedule 1985

All meetings are held in St. Paul at 6:30 PM Thursday.

Executive Committee	Board of Directors
June - 6	June - 13
July - off	July - off
August - 1	August - 8
September - 5	September - 12
October - 3	October -18
November - open Currel	November - open
December - off	December - off
	1986
January - 2	January -9

CENTRO LEGAL, INC.
Executive Committee Meeting
2-11-86 12:00 noon

#### REPORT

Present: Tom Barrett, Irene Gomez-Bethke

Staff: Susan E. Conley, Donn Vargas

Meeting was called to order at 12:15 p.m.

#### 1. ANNUAL MEETING

The committee reviewed the Annual Meeting activities and discussed the process that was used to select and nominate Mr. Steve Hoffmeyer to fill the Board vacancy brought about by the resignation of Mr. Martin Diaz. It was revealed that some Board members were uncomfortable with the fact that the Membership Committee did not follow the procedure that had been outlined in their committee report dated 1-17-86. Added to this was the fact that due to the forum, (annual meeting site), it was not conducive to discussion on the motion and therefore should be brought back to the floor for review and clarification.

#### RECOMMENDATION

Because the nominee was put forth by Juan Lopez,

Tom Barrett will talk with Juan about the mechanics used

for the nomination selection, clarify the value to the

Board that Mr. Hoffmeyer will be bringing and ascertain the

level of interest Mr. Hoffmeyer has in Centro Legal.

President Gomez-Bethke commented on the excellent site

that was used for the Annual Meeting, the handling of the affairs were done in a very professional manner and that Olivia Arredondo should be commented for her hard work and efforts to make this a successful event.

## 2. ELECTIONS

At the first regularly scheduled board meeting following the annual meeting, election of corporate officers for Centro Legal are to take place.

The committee discussed the type of process to be used for the elections, and reviewed the positions that would be available. Generally, it was agreed that the election procedures would be decided upon at the board meeting.

The committee also discussed the need to cultivate additional candidates for officer positions and the best way would be to increase the pool of candidate by enlarging the Board compliment to no more than 12 slots.

Additionally, it was felt that if the board membership was expanded, and the committees met on a regular basis, the number of board meetings could be reduced in number.

#### RECOMMENDATION

The committee has recommended the following for Board action:

- 1. Increase each board catagory by 1 slot bringing the total number to 12.
- 2. Seperate the offices of Vice President-Secretary to two individual offices.
- 3. Reduce the number of board meetings from 10 per year to 4(quarterly).

# 3. STANDING COMMITTEES

The current Committee structure was reviewed for

purposes of determining if the structure now in place is adequate to meet the needs of Centro Legal. Under the present structure there are 4 standing committees; Executive Committee, 2. Finance Committee, 3. Membership Committee, and 4. Personnel Committee. RECOMMENDATION The recommendation is for the board to review and

decide which committees should be catagorized as "standing", and determine if Ad hoc committees for "Public Relations" and "Fund Raising" should be considered for 1986.

Being no further business the meeting was adjourned at 2:00 p.m.

Respectfully,

nn largas Donn J. Vargas Administrator

DJV:slc



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

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

TO: MEMBERS OF THE EXECUTIVE COMMITTEE

DATE: 11/26/86

FROM: Irene Gomez-Bethke

REPLY TO: D. Vargas

SUBJECT: SCHEDULED MEETING OF THE EXECUTIVE COMMITTEE:

Dear Colleagues:

The next meeting of the Executive Committee has been scheduled for Thursday December 18, 6:00pm at Centro's Mpls office. We need to discuss items scheduled for action at our January 15, Board of Directors meeting. Please call if you will be unable to attend this meeting.

Respectfully:

MPLS OFFICE-NEW ADDRESS

2929 FOURTH AVE. SO. (BOYDE PLACE) SUITE M-2ND FLOOR MINNEAPOLIS

( block North of the intersection at 4th and East Lake Street)



179 E. ROBIE STREET ST. PAUL, MN 55107 (612) 291-0110 400 EAST LAKE STREET MINNEAPOLIS, MN 55408 (612) 825-5503

TO: MEMBERS OF THE EXECUTIVE COMMITTEE

DATE: 9/23/86

FROM:

IRENE GOMEZ-BETHKE

**REPLY TO:** 

SUBJECT:

RESCHUDLED EXECUTIVE COMMITTEE MEETING:

DEAR COLLEAGUES:

DUE TO SOME UNAVOIDABLE SCHUDLING PROBLEMS IT WAS NECESSARY TO RESCHUDLE THE EXECUTIVE COMMITTEE MEETING. THE NEW DATE AND TIME IS;

WEDNESDAY OCTOBER 1, 1986 6:00 PM. ST. PAUL OFFICE

WE HOPE TO SEE EVERYONE PRESENT. PLEASE CALL BEFORE HAND IF YOU WILL NOT BE ABLE TO ATTEND.

RESPECTFULLY:

Centro Legal, Inc. Executive Committee Meeting 10/24/84 6:30 p.m. Present: Tom Barrett, Irene Gomez-Bethke, Staff: Donn Vargas (Susan E. Conley) The first issue was the recommendation of the Personnel 1, Committee to hire Ms. Susan E. Conley for the position of Managing Attorney. MOTION - Isabel Gomez-Edwards Moves the approval of Ms. Susan E. Conley for the position of Managing Attorney effective November 1, 1984. 2nd - Tom Barrett Motion Carries The staffing pattern for the remainder of 1984 was discussed and available options were presented. In a memo dated 10/15/84 from Susan Conley, she stated what she thought would be the most realistic staffing pattern for the remainder of 1984. Her recommendations are that the St. Paul office have the Managing Attorney, an experienced paralegal, a legal secretary and the Administrator. The Minneapolis office will be unstaffed until funds are available to hire and attorney and a legal secretary. Conley propsed that a call forwarding service be used on a termporary basis. MOTION - Tom Barrett Moves that: - The part time receptionist at the Minneapolis office be terminated effective 11/30/84. - The current MEED contract with David Garcia (paralegal intern) at the Minneapolis office not be renewed past 12/31/84. - That Lisa Ybarra assume the paralegal position effective 12/1/84. - That a new legal secretary be hired effective 12/1/84. 2nd - Irene Gomez-Bethke - 1 -

#### - DISCUSSION -

Donn Vargas will work out of the Minneapolis office until such time that replacements can be hired in order not to loose the Minneapolis office continuity. However, the call forwarding will be initiated unless an acceptable alternative can be identified.

#### Motion Carries.

3.Donn Vargas reported that he has met with Mr. Bryan Barry (Wilder Foundation) to explore the possibility of having Board and staff training made available before the Jan-ruary 85 Board meeting. Mr. Barry has submitted a proposed training plan for review and adoption by the Board of Centro Legal.

## RECOMMENDATION - Executive Committee

Recommends that the training plan proposed by the Wilder Foundation be approved for use. Donn Vargas will be responsible for coordinating the development of the training program with a staff member from the Wilder Foundation.

IXIN (

Administrator

R#spectfully

- 2 -

CENTRO LEGAL, INC.

EXECUTIVE COMMITTEE MEETING

8-16-84 12:00 noon

Present: Thomas Barret, Irene Gomez-Bethke,

Staff: Donn J. Vargas

- (1) Donn Vargas reported that the Managing Attorney job description had been developed and mailed out. The outlets used were all Hispanic community organizations, The Minneapolis Star and Tribune, The St. Paul Pioneer Press and Finance and Commerce. A notice had also been sent to the Chicago office of M.A.L.D.E.F. in care of Mr. Colon.
- (2) Arcelia Romo-Perez submitted a letter to Centro Legal in care of Donn J. Vargas (see attched) requesting a status report on back pay supposedly owed to her. The Excecutive Committee has submitted the following recommendation. The Board at it's next meeting will be provided with all financial information pertinent to this issue. In addition a copy of current Personnel Policies be made available for referrance to procedure in matters of this nature.

The Board is to review all material and rule on the request presented by Ms. Arcelia Romo-Perez. A letter is to be drafted to Ms. Romo-Perez explaining that a report will be issued following the Board meeting.

- (3) Donn Vargas reported that Ms. Arcelia Romo-Perez submitted a second letter (see attached) requesting that her current contractual agreement with Centro Legal be modified in order to consistent with the contract between Centro Legal and Mr. David Rivera. The Executive Committee will be submitting the request to the Board for consideration and action. A letter will be drafted to Ms. Romo-Perez explaining that a decision will be made by the Board and she will be notified of the out come.
- (4) The Executive Committee in consulation with the Finance Committee has recommended that the salary schedule for the postion of Administrator be set at \$20,000.00 for 1984. This figure was arrived at by polling similar non profit legal programs with similor staffing patterns.

Executive Commerce Meeting Continued page 2

Ybarra in her grievence hearing has submitted a bill of 1227.25 to her for services rendered. As per Board action, Centro Legal has agreed to pay up to \$700.00 as part of the agreemnet. Donn Vargas is to contact Ms. Schwebach, to make payment arrangements and the Board will discuss what action is to be taken towards the remaning \$527.25.

(6) As per Board request the By-Law Article III Section 1 Annual Meeting, Special Meetings, is to be modified, deleting a specific month of the year for the annual meeting.

# Existing By-Law

The annual meeting of Centro shall be held during the month of April of each year upon such day as is designated by the President...

# Proposed Change

Centro Legal shall hold an annual meeting each year such month and day as is designated by the Chair of the Board of Directors...

The Executive Committee submits the proposed change to the Board for ratification.

Respectfully

Administrator

DLV/bjz

#### 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

BOYD PLACE, SUITE G
2929 FOURTH AVENUE SOUTH (AT LAKE)
MINNEAPOLIS, MINNESOTA 55408

(612) 870-0110

REPLYTO St. Paul

August 30, 1983

To: Executive Committee (Donn J. Vargas, Trene Gomez-Bethke, Tom Barrett, Wes Ijima)

Nominations Committee (Irene Gomez-Bethke, Tom Barrett, Oscar Castro)

MEETING NOTICE September 14, 1983

Centro Legal 380 E. Lafayette

6:00 Executive Committee

7:00 Nominations Committee

Please call Arcelia if you are unable to attend.
Thank you.

ARP:mdf



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

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

TO: Members of The Executive Committee

DATE: 1/16/87

FROM: Irene Gomez-Bethke

REPLY TO: Donn J. Vargas

SUBJECT: Material for Executive Committe Meeting

Dear Colleagues:

Enclosed for your review are handouts re:

1986 Staff Flow Chart,

 Managing Attorney Job Description approve 3/85,

Administrator Job Description approve 3/85.

4. 1987 Staff Flow Chart (Proposed),

Managing Attorney Job Description (Proposed).

Administrator Job Description (Proposed), and,

7. Employment Agreement-Managing Attorney.

In order to facilitate our discussion of the Management Reorganzation issue, I am enclosing this material for your information. I have scheduled an Executive Committe meeting for Thursday January 22, at 11:30 am. However, the meeting place is yet to be determined. It will either be at the office of Tom Barrett (IDS Building) or at our Minneapolis Office. Donn Vargas will confirm a meeting place and notify you no later than Tuesday January 20. Please make sure you have had an opportunity to look this material over. Please keep in mind that this is a preliminary meeting, so subsequent meetings may have to be called.

MEMO

TO: Executive Committee

FROM: Irene Gomez-Bethke

RE: Committee Meeting

DATE: November 23, 1987

Dear Colleagues:

Please be advised, that a meeting of the Executive Committee has been scheduled for Wednesday December 2, 11:30 a.m. at Centro's Minneapolis office. At this meeting, we plan to adopt an operational budget for 1988 that will include a staff flow chart. Please notify staff before 12/2 if you will not be able to attend.

Respectuflly,

Irene Gomez-Bethke Centro Legal President

bz.



179 E. ROBIE STREET ST. PAUL, MN 55107 (612) 291-0110 400 EAST LAKE STREET MINNEAPOLIS, MN 55408 (612) 825-5503

DATE: MARCH 26, 1987

REPLY TO:

TO: MEMBERS OF THE EXECUTIVE COMMITTEE

FROM: IRENE GOMEZ-BETHKE

SUBJECT: MANAGING ATTORNEY VACANCY

Dear Colleagues:

The next meeting of the Executive Committee has been scheduled for Monday March 30, from 12:00 - 1:30pm, at our Minneapolis office. The topic of discussion will be procedures for replacing the Managing Attorney positon as well as other issues that will correspond. Please make every attempt to be present.

Respectfully:

CENTRO LEGAL, INC.

EXECUTIVE COMMITTEE MEETING - REPORT 10-1-86 6:00 p.m.

Present: Tom Barrett, Irene Gomez-Bethke, Juan Lopez,

Carlos Mariani-Rosa

Staff: Sue Conley, Donn J. Vargas

1. Nominations Ad Hoc Committee:

The committee recommended th following people to be nominated to fill Board vacancies:

Attorney Slots (2 vacancies)

Tom Barrett . Manuel Guzman Douglas Hall

Community Organizational Representatives (2 vacancies)

Ernest Dial Alberto Garcia Jr. Miguel Garza

Community Representation (2 vacancies)

Guadalupe Luna Reverand Sunthi Paul C. Frank Zaragoza

The individuals appointed to the Board of Directors will fill 3 year terms to expire 11-89

2. Agency Management Structure - Modification

Sue Conley reported that she would like to be relieved of the duties of the Executive Director and concentrate strictly on managing the legal staff.

Her recommendation is that Administrators duties be expanded to include the responsibilities of the Executive Director and the two positions be merged.

A draft of a working concept will be presented to the Board of review and discussion at the October Board Meeting.

Estimated time of commencement for this modification to take effect 1-87.

3. Currently the managing attorney is the only staff person eligible to join 1 professional organization at agency expense.

Due to the nature of our operations, it seems impracticle not to allow other staff the same option. Therefore, the Executive Director would like to recommend that all staff be allowed to join 1 professional organization at agency expense. The Executive Director will be responsible for authorizing approval on a case by case basis.

Recommendation: The Personnel committee develop a working policy to effectively manage the membership question to assist the Executive Director in th decision making process; The Finance committee review the necessary budget consideration and develop a line item for financial authorization.

#### 4. Membership Dues

Donn Vargas inquired about the possibility of charging dues for membership. If this concept was approved it would add additional revenue from a new sources.

Motion - Carlos Mariani-Rosa

Moves the Executive Committee to direct the Membership Committee to develop a general membership base and due schedule.

2nd - Tom Barrett

Motion Carries

#### 5. Asian Legal Project

Donn Vargas reported that the "Asian Legal Project" proposal has been submitted to the Minneapolis Foundation for consideration. The amount requested is \$15,000.

The Minneapolis Foundation will render a decision in November.

The project is scheduled to commence January 1987.

#### 6. Strategic Planning

Staff reported that trends in legal needs are starting to change and it may be time to reevaluate our services in order to meet the needs of the established Hispanic community.

If there is to be an evaluation or goal setting, it may require the impact of the Hispanic community.

Motion - Carlos Mariani-Rosa

Moves that the Executive Committee explore the possible undertaking of a strategic planning session in 1987. The Executive Committee should plan a retreat to formulate the necessary concept plan of action.

2nd - Juan Lopez

Motion Carries

# 7. Officers Liability Insurance

Staff reported that they have been working with the J.A. Price Agency (Insurance Brokers) in an attempt to generate quotes for Officers. Liability Insurance at the \$500,000. and \$1,000,000. level per Director. Staff expects some information by 11-86. The anticipated premium for \$1,000,000. per Director is approximately \$1,500. per year.

Discussion - It was suggested that staff contract the United Arts Fund for additional leads on Underwriters.

Meeting adjourned at 8:00 p.m.

/ h. (/ / '

Respectfull#

Administrator

CENTRO LEGAL, INC.

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Carlos Mariani-Rosa

Staff: Sue Conley, Donn J. Vargas

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Meeting adjourned at 8:00 p.m.

Respectfull

Administrator

# CENTRO LEGAL, INC. EXECUTIVE COMMITTEE MEETING DECEMBER 18, 1986

# AGENDA

Renewas & 1x	1.	Call to order
, , , , , ,	<del>-2</del> .	Lease (Neighborhood House)
Renewal 18. 603 per Mo. 574	3.	Membership Committee Chapge 1987 7.5/ Sy food (Development of Membership Base) 954 syl feet
	4.	New Standing Committee (Program Committee)
No.	5.	Spec. proj. status review  (INS-PROJECT, ASIAN LEGAL PROJECT)  Siner-
	6.	1987 Operational budget Tob discuplen
//-	17.	United Way status reports (1987)
1/ 6	- 8.	Administrative distribution of duties/titles
	9.	Mpls open house date
	10.	Adjournment
	10	7 4

3,)

4.



179 E. ROBIE STREET ST. PAUL, MN 55107 (612) 291-0110 400 EAST LAKE STREET MINNEAPOLIS, MN 55408 (612) 825-5503

TO: MEMBERS OF THE EXECUTIVE COMMITTEE

DATE: SEPTEMBER 4, 1986

FROM: IRENE GOMEZ-BETHKE

**REPLY TO:** 

SUBJECT: SCHEDULED EXEC. COMMITTEE MEETING

DEAR COLLEAGUES:

PLEASE BE ADVISED THAT I HAVE SCHEDULED A MEETING OF THE EXECUTIVE COMMITTEE ON MONDAY SEPTEMBER 22, 6:00 PM AT THE ST. PAUL OFFICE. PLEASE CALL IF YOU WILL NOT BE ABLE TO ATTEND.

# CENTRO LEGAL, INC. March 9, 1990 Executive Committee Meeting Minutes

Present: Irene Gomez-Pethke, Arturo Martinez, and Karim El-Ghazzawy (St. Paul).

# 1. Update on Board Recruitment

Two prospective candidates, Samuel Salas, Headmaster of the Breck School and Salvador Miranda, a community organizer with the Office for Social Justice, Catholic Charities, have expressed an interest in joining Centro Legal's Board of Directors. Both these individuals have been provided with informational packets regarding the Agency. Mr. Salas has indicated that he will attend our Board Meeting to be held in St. Paul on May 17, 1990. Mr. Miranda has met with Irene and requested one-on-one board meetings with the other board members, Irene advised him that she would prefer to discuss the matter with Executive Committee members.

Artie indicated that all Board members should be notified that failure to come to two Board meetings will result in termination of Board membership pursuant to Centro Legal's bylaws.

Resolution: Irene will advise Mr. Miranda that he is welcome to work on a Board committee, which will allow Mr. Miranda to meet and work with Board members. Letters will be mailed to Board members explicitly setting forth the by-law requirement that continued Board membership is contingent upon Board attendance. Irene suggested that I contact the Management Assistance Project (MAP) to excess

our interest in obtaining additional Board referrals of professionals who could bring accounting, funding raising and technical expertise to the agency.

Update - 5/16/90 - I will meet with MAP's Executive Director, Sandy Larson, on Monday, May 21st, 1990. I have received a MAP application from a Dayton-Hudson employee and have sent her an informational packet.

# 2. Minnesota Justice Foundation (MJF) Clerkship.

Karim indicated that he had received a copy of the MJF contract setting forth the terms of Kathleen Norris' 1990 summer clerkship with our agency. The contract exempts Centro Legal from the \$2,600 payment required of most agencies. Pursuant to the terms of the contract, Centro Legal will receive the \$2,600 stipend and will be responsible for paying the student. Karim raised the issue of whether Centro Legal should contribute \$500, funding permitting, to the clerkship. Karim also indicated that MJF has given Centro Legal a Certificate of Appreciation for its assistance to the MJF pro bono project.

Artie commented that MJF's subsidy of the clerkship was likely related to our established working relationship with MJF's pro bono project. Artie suggested a copy of the Certificate of Appreciation be forwarded to our St. Paul office. Irene indicated that the Otto Bremer Foundation had available clerkship scholarships and suggested that Karim explore this matter and bring new information to the next Executive Committee meeting.

<u>Resolution</u>: Karim should enter into the summer clerkship contract with MJF. Centro Legal should not commit to making a contribution for the 1990 clerkship.

# 3. Board Minutes:

Artie indicated that as Secretary he will assume responsibility for submitting Board minutes for future Board Meetings. Karim will continue keeping minutes of Executive and Finance Committee meeting minutes. These minutes will be provided to all Board members at Board meetings. Although Karim has taken notes at previous Board meetings the notes have not been reduced to formal minutes.

Resolution: Pursuant to the By-laws the Board Secretary will take Board minutes. These minutes will be available for review by all Board members at Centro Legal's Minneapolis office.

Karim will continue to be responsible for Executive and Finance Committee agendas and minutes and Board meeting agendas. These minutes will be provided to all Board members at Board meetings. As with board minutes they will be available for review in our Minneapolis office by all Board members. In addition, Karim will submit minutes of all Board meetings for review by the Executive Committee at its next meeting.

## 4. Purchase of Legal Books:

Karim indicated that the cost of updating Gordon and Mailman's - Immigration Law & Procedure would cost approximately \$1,000 + per year vs. the \$500.00 previously projected. Karim and Artie agreed that the Interpreter Releases currently received by Centro Legal provide excellent information regarding the ever occurring changes in the field of immigration law. Centro Legal's Minneapolis office shares library space with the Southside Office of the Minneapolis Legal Aid Society and informally agreed to

update the Immigration Law volumes in exchange for use of the library. The Legal Aid Society no longer practices in the area of immigration law; consequently, they do not have a vested interest in maintaining the Gordon & Mailman. Our use of Legal Aid's library will continue unabated.

Resolution: Centro Legal should not continue with the immigration law updates. Both Centro Legal offices are in close proximity to legal libraries which afford ready access to immigration and other legal resource materials.

There being no other business the meeting wasyel 1) ph. Paul not up har war 2) orst d, u or up hate adjourned.

Respectfully submitted,

Karim El-Ghazzawy

Chief Legal Officer

#### Centro Legal, Inc.

# Executive Committee Report 9-29-87 5:30 p.m.

Present: Irene Gomez-Bethke, Martin A. Diaz, Juan Lopez

Recorder: Donn J. Vargas

The meeting was called to order at 5:45 p.m. by Irene Gomez-Bethke (Chair).

1. Consultant: Staff reported that two bids for work (financial planning) had been received, one from Ann Waterhouse and Associates and the other from Susan Stevens and Associates. This was required as part of the application process if Centro Legal was to submit a request to the St. Paul Foundation (Mgmt. Assit. Prog.) for assistance. The consultant will work with Centro Legal (Staff and Board) to review the existing financial operating structure. They will develop a position paper that will identify solutions to both short and long term financial concerns, and submit it to the Board of Directors for review and action.

<u>Discussion</u>: The committee stated that based on the type of financial needs and concerns that have been identified, the consultant chosen should have a strong financial background.

#### RECOMMENDATION

The Executive Committee recommends that the Board approve the bid submitted by Susan Stevens and Associates. This action is based on the information presented through their bid as well as the fact that they would appear to be in the best position to provide assistance to Centro Legal.

2. Office Consolidation: The Finance Committee has requested that the Executive Committee approve a plan to consolidate the Minneapolis and St. Paul office for 1988. The new centralized office would be relocated to the Midway area in St. Paul (Ramsey County). It is anticipated that an office consolidation would reduce occupancy rates by \$3000. annually as well as allow for additional cost savings because the need for duplication would be eliminated. Primary funders have been contacted about office consolidation and their response has been favorable. In fact it may be perceived by supporters that we are taking steps to reduce expenses and at the same time improving our personnel and case management. This would effectively increase Centro Legal's efficiency and output.

The current leases (St. Paul- Minneapolis) expire at the end of 1987. It is important that a decision be made to allow for the "notice to vacate", to be submitted to the building managers

within the proper time frame.

#### RECOMMENDATION

The Executive Committee approves the concept of office consolidation and recommends staff be authorized to research space availability and initiate office relocation negotiations. Additionally the Executive Committee should be empowered to authorize Martin Diaz to enter into contractual arrangements that would be (lease terms) approved by the Executive Committee and ratified by the Board of Directors.

3. Staff Hours: The Finance Committee has given management a tentative approval to allow staff to resume full time status effective October 1. This action is based on financial information that was presented at the finance committee meeting on September 23.

#### RECOMMENDATION

The Executive Committee recommends that staff be allowed to resume full time status effective October 1, 1987. This action is being presented for Board approval at the request of the Finance committee.

4. Dental Insurance: The Finance Committee is requesting that a dental insurance plan be adopted for staff; effective November 1, 1987. This plan if adopted would be based on a co-payment deductions. The premium plans are \$12.14 for single and \$34.34 for family.

#### RECOMMENDATION

The Executive Committee recommends that a dental plan be approved for staff on a co-payment basis effective November 1, 1987 as recommended by the Finance Committee.

However, the Executive Committee has deferred the co-payment schedule decision to the Board of Directors for action.

5. New Business: The Executive Committee recommends that letters of congratulations be sent to Michael H. Davis (staff) for passing his Minnesota Bar examination, and Wesley Iijima for his appointment as Deputy Commissioner of the Minnesota Human Rights Department.

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

Respectfully,

Administrator

DJV:bz



## WATERHOUSE AND ASSOCIATES

1614 Harmon Place Minneapolis, MN 55403

612 339-4781

July 30, 1987

CENTRO LEGAL, INC.
Financing Strategies Review
Proposal Submitted by: Ann Waterhouse

DONN

## Proposal Objective:

The objective of the work outlined in this proposal is to review the financing strategies currently in place at Centro Legal, Inc., to evaluate these strategies in light of current projected growth, and to make recommendations regarding potential future directions for financing the operations of Centro Legal, Inc.

#### Scope of Work

The following scope of work is proposed to meet the objectives outlined above:

- (1) Meet with Finance and Program Committees jointly to review objectives of the work, meet the board persons who will be involved with the work, and discuss their issues relative to the contract.
- (2) Review internal program operations and present financing strategies by reading materials already prepared and interviewing key board and staff persons.
- (3) Prepare draft recommendations and meet with Finance and Program Committees to review and discuss.
- (4) Finalize report of recommendations and send it to Centro Legal, Inc.
- (5) Meet with the Finance and Program Committees to discuss implementation steps and present information on implementation planning if appropriate. Be available during the next few weeks for consultation regarding implementation plans if necessary.

#### Personnel

Review of internal documents, facilitation of meetings with board and staff, and preparation of recommendations will be done by Ann Waterhouse, principal consultant with Waterhouse and Associates. A brochure describing the work of this firm is enclosed.

Centro Legal, Inc. Financing Strategies Review Proposal July 30, 1987

Assisting Ann with the specific financing strategies relative to foundation and corporate contacts will be Betsy Hage of Hage Fundsearch, Minneapolis. A resume for Betsy is enclosed with this proposal.

# Timeframe

It is anticipated that the major portion of this work will be completed within 2-1/2 months from the time a contract is signed with Centro Legal, Inc. There may be some additional implementation work that needs to happen after this timeframe, but the recommendations will be completed and the final meeting with the committees will occur within this time period.

#### Costs

The following costs are anticipated for this project:

95 hours 0 \$40/hr
Miscellaneous expenses incl.
copying, mileage, parking, and
meeting supplies

150

TOTAL
\$3,800

CENTPROP: 7-30-87

## Betsy Hage 2740 42nd Avenue South Minneapolis, Minnesota 55406 612-724-4371

# PROFESSIONAL EXPERIENCE

Director 1984-present

Hage Fundsearch, Minneapolis, MN Services for nonprofit organizations:

- consulting on microcomputer utilization, and fundraising strategies
- research
- proposal writing
- training for groups and individuals in software use, proposal writing, and research techniques.
   Use Compaq Deskpro to design databases, search Dialog, do word processing, mailings

Assistant Department Head 1983-1984 Reference Librarian 1980-1984

Sociology Department, Minneapolis Public Library. Minneapolis, MN

- supervised the Foundation Center Regional Collection, assisted grant seekers and provided training in prospect research
- facilitated user research in the fields of sociology, psychology, education, and religion
- conducted database searches on Dialog, BRS, and Nexus
- trained and supervised staff

Coordinator Children's and Young Adults' Services 1977-1980

Minnesota Valley Regional Library, Mankato, MN

- coordinated services for children and young adults in a three county regional library system
- trained and supervised staff

Urban Corp Employee 1977

Municipal Information Library, Minneapolis Public Library, Minneapolis, MN

 produced audio visual packages focusing on several Minneapolis communities

Library Associate 1974-76

Public Library of Annapolis and Anne Arundel County, Annapolis, MD

 provided reader's advisory services for adults, children, and young adults

# PROJECTS CONDUCTED

1984-present

Melpomene Institute for Women's Health Research

continuing consulting on proposal writing and prospect identification

1985-present

Minnesota Council on Foundations

- Research Director for Guide to Minnesota

Foundations and Corporate Giving Programs 1986 - continuing staff training and consulting on dBase III

1986

Minnesota Synod, Lutheran Church in America

- continuing staff training and consulting on dBase III

1986

Institution-Community Continuum Incorporated

- continuing consulting on proposal writing and

prospect identification

1986

Southeastern Minnesota Rural Initiative Fund

- research to identify potential donors

# WORKSHOP PRESENTATIONS

FUND RAISING RESEARCH

1984-present

Minnesota Council on Foundations, Minneapolis, MN

1984-present

United Arts, St. Paul, MN

1985

Countryside Council, Marshall, MN

PROPOSAL WRITING

1986

WesMin Resource Conservation & Development Association,

Alexandria, MN

1985

St. Cloud State University, School of Graduate and

Continuing Studies, St. Cloud, MN

#### PROPOSAL WRITING

1984-present

Melpomene Institute for Women's Health Research

1986

Citizens for Excellence in Education

1985

Cooperative Preservation Project

#### **EDUCATION**

1984

Proposal Writing. Resources and Counseling, United Arts, St. Paul, MN

1981

Grantsmanship Training, Grantsmanship Training Center, Los Angeles, CA

1977

Masters in Library Science, University of Minnesota,

Minneapolis, MN

1974

Bachelor of Arts, Barnard College, Columbia University,

New York, NY

# ASSOCIATIONS AND COMMITTEES

Member

1976-present

American Library Association

Library Administration and Management Association,

Task Force on Alternative Funding, 1984-85

Member

1976-present

Minnesota Library Association

Steering Committee, Library Management Round Table,

1982-84

President, Children's and Young People's Section,

1979-80

Member

1984-present

Researchers and Information Brokers of Minnesota

**Board Member** 

1985-86

At the Foot of the Mountain

Secretary, 1986

Chair

1982-84

Metropolitan Library Service Agency, Task Force on

Library Services for the Disabled

Member

1983-84

Public Information Committee, Minnesota Council on Foundations

#### REFERENCES

Barb Davis Resources and Counseling United Arts 416 Landmark Center 75 West 5th Street St. Paul, MN 55102

Jacqueline Reis Director

Minnesota Council on Foundations

1216 Foshay Tower Minneapolis, MN 55402

Eileen Schwartzbauer Department Head Sociology Department Minneapolis Public Library

300 Nicollet Mall

Minneapolis, MN 55401

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.

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,

Susaw 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.

#### <u>Consultation</u>

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

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

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

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

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

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

Genesis II, Minneapolis, Minnesota Graywolf Press, St. Paul, Minnesota Greater Columbus Arts Council, Columbus, Ohio <u>H</u> Homeaway, Minneapolis, Minnesota Hubert H. Humphrey Institute of Public Affairs, Minneapolis, Minnesota

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

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

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

Ohio Arts Council, Columbus, Ohio Organizational Futures, Providence, Rhode Island

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

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

Terry Crowley and Associates, St. Paul, Minnesota

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

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

# CENTRO LEGAL, INC. OCCUPANCY SCHEDULE

1987 Schedule

Minneapolis

625 Sq. Ft. x \$8.64 = \$5400. \$450. mo.

St. Paul

964 Sq. Ft. x \$10.17 = \$9804.

\$817. mo.

TOTAL \$1267. mo.

1988 Proposed

Consolidated

1598 Sq. Ft. x \$7.70 = \$1019. mo.

TOTAL \$1019. mo.

Anticipated Gain

 $$248. \times 12 = $2976.$  Annually

Centro Legal, Inc.

Executive Committee Report 10-29-87 11:30 a.m.

Present: Irene Gomez-Bethke, Albert Garcia, Martin A. Diaz, Donn J. Vargas.

The meeting was called to order at 11:50 by Irene Gomez-Bethke.

#### Office Consolidation

The Executive committee reviewed the site/cost analysis that was presented by the Finance Committee as developed by staff, (see attachment, #1). As indicated by the analysis, the site located at Ivy League Place has the lowest occupancy rate. However, due to the buildout (office construction) costs, that may exceed \$10,000. this site may not be the most logical.

Eventhough, an office consolidation my provide better personnel and case management, fiscal considerations make it prohibitive at this time.

However the office consolidation issued should merit further consideration if and when it becomes more appropriate.

#### Comments:

- As a cost savings measure, a consolidation and move to one city may be advisable only if we can ensure continued funding from the city that is vacated.
- Perhaps, a funded feasibility study may aid us in deciding if it is economically advisable to consolidate.
- The population of neighborhoods are changing so that the Hispanic "community" is being disbursed metro wide.

Recommendation: The Executive Committee recommends that office consolidation be delayed until after the financial reorganization assessment is completed by Sue Stevens and Associates.

# 1986 Audit/Management Letter

The Executive Committee reviewed the 1986 audit and management letter as prepared by Baily & Calof, CPA. As reported by the Finance Committee previously, there was an operating deficit at the end of 1986. The audited deficit amount is listed at \$42.312.

#### Comments:

- As a result of this audit, the finance committee will take steps to address the issue's of the operating deficit as well as preparing an operating budget to prevent a repeat.
- It may be necessary to reduce staff and other operating expenses to keep spending in line with the available revenue.

Recommendation: The Finance Committee is to prepare a 1988 operational budget that is consistent with available revenue. In addition; this budget should include surplus revenue in order to eliminate any carryover operational deficit from 1987.

Respectfully,

Dom/J. Vargas Administrator

DJV:bz

# CENTRO LEGAL, INC. EXECUTIVE COMMITTEE REPORT 12-8-87 5:30 PM.

PRESENT: Irene Gomez-Bethke, Juan Lopez, Carlos Mariani-Rosa, Martin A. Diaz, Donn J. Vargas

#### 1988 OPERATIONAL BUDGET

The Executive Committee reviewed the budget options as presented by the Finance Committee. The issue at hand is to approve a budget that will allow for adjustment to address any carry over 1987 deficit.

Staff quickly reviewed 2 options for the committee. Option #1, was a budget with 2.5% cost of living adjustment (c.o.l.a.) and staff at 1987 levels. Option #2, was a budget with a 2.5% c.o.l.a. and contract service workers.

OPTION #1: Personal - \$175,368., Benefits - \$11,766., Expenses-\$72,435. a total of \$259,569., with expected revenue at \$185,685. leaving a balance of \$73,704.

OPTION #2: Personal - \$164,197., Benefits - \$4,497., Expenses-\$72,435., a total of \$241,129., with available revenue of \$185,865. leaving a balance of \$55,264.

Some of the problems, that we may encounter using contract services are control issues, and unemployment comp. disputes if any. However, the benefits with contract services seems to be the least disruptive to the office while being able to cut expenses.

#### RECOMMENDATION

As part of the budget plan, the Executive Committee has reviewed the benefit package and recommends that Centro Legal contract with Share Health in 1988. The available benefits for the employee compared to the current vendor (P.H.P.) is greater while the premium would be less.

Motion - Juan Lopez

Moves that the Executive Committee approve a 1988 budget at \$241,132. With contract service workers, and forward it to the Board for ratification.

2nd - Carlos Mariani-Rosa

Motion Carries 2 to 1

#### RECOMMENDATION

The committee recommended that staff prepare an operational budget spread sheet showing option comparisons. This would allow the Board to review the options and allow them to pose questions if they have any.

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

Respectfully

Donn J. Vargas Administrator Centro Legal, Inc.

Executive Committee Meeting Report 3-30-87 12:00 p.m.

Present: Irene Gomez-Bethke, Albert Garcia, Jr., Juan Lopez,

Carlos Mariani-Rosa

Staff: Susan Conley, D.J. Vargas

President Gomez Bethke called the meeting to order at 12:20 p.m.

Carlos Mariani-Rosa began the meeting by explaining that he and Susan had meet with Martin Diaz to find out if he had an interest in the managing attorney position, and what his concerns where if any. Martins majors problem is the location of the administrative office and what impact that would have on his having to be located in St. Paul as opposed to Minneapolis, Other issues such as work supervision could be worked out to everyones satisfaction.

At the conclusion of their meeting it was agreed that initially, the Managing Attorney should be officed in St. Paul. The understanding being that at some point the location of the administrative office may change. And the issue of the Managing Attorney having to be officed in St. Paul (adm. office) will come under review.

#### Recommendation:

Based on the conversation with Martin Diaz. The committee is recommending that; 1. Martin be offered the position (Managing Attorney), 2. That training be available on immigration law and he work with Susan to ensure a smooth transition, 3. A staff attorney position to be opened, specializing in immigration law.

Motion - Albert Garcia Jr.

Moves that the Executive Committee recommend to the Board of directors that Martin Diaz be offered the position of Managing Attorney effective June 1. This action will be contingent on the successful negotiations and resolutions of any reservations on the part of Mr. Diaz.

2nd - Juan Lopez

Motion Carries

The Executive Committee discussed the various areas that would have to be discussed and negotiated with Martin Diaz to ensure that all parties have a thorough understanding of each others expectations.

Motion - Albert Garcia Jr.

Moves that the Executive Committee instruct Irene Gomez Bethke (President), Carlos Mariani Rosa (Chair/Personnel Committee) and Sue Conley (Managing Attorney), to complete all negotiations with Martin Diaz (regarding his accepting the position of Managing Attorney) for action at the April 9, board meeting.

2nd - Juan Lopez

Discussion - Items for negotiation will include but not be exclusive of salary range, duties/training, and location of the Managing Attorneys office.

Motion Carries

The Executive Committee discussed the staffing needs that will come as a result of recent action and what should be done.

Motion - Albert Garcia Jr.

Moves that a position of staff attorney be opened for primary responsibility in the immigration area.

2nd - Juan Lopez

Motion Carries

### Management Reorganization Plan

President Gomez-Bethke stated that due to recent actions it may be appropriate to address the proposed management reorganization plans that have been put forth for consideration. The plans in question are; the model recommended by the Executive Committee and the modified plan drafted by Sue Conley.

Motion - Albert Garica Jr.

Using the Executive Committee model, moves that the job descriptions be modified to include the following changes (see attachment A & B).

#### Chief Legal Officer

Duties - assist the C.E.O. with oral presentation in fundraising.

- assist The C.E.O. in developing program goals and objectives
- client representation and advocacy at 75% and program management at 25%

#### Chief Executive Officer

Qualification - B.A. degree and at least 3 years experience.

Discussion - Carlos Mariani-Rosa speaks against the motion based on the fact that the legality of the Executive Committee recommended management model has not been decided to his satisfaction. Carlos stated that he will be presenting an additional plan for consideration at the April Board meeting.

Voting in favor of motion - Albert Garcia Jr. Voting against the motion - Carlos Mariani-Rosa

The Chair (Irene Gomez-Bethke) votes in favor of the motion to break the tie.

Motion carries 2 votes to 1

Meeting was adjourned at 2 p.m.

Respectfully

Donn J. Vargas

DJV:bz

# CENTRO LEGAL, INC. EXECUTIVE COMMITTEE REPORT MARCH 24, 1987 2:30PM

Present: Irene Gomez-Bethke, Albert Garcia Jr., Carlos Mariani-Rosa

Staff: Susan Conley, Martin A. Diaz, Donn J. Vargas

President Gomez-Bethke called the meeting to order at 2:45pm.



Susan E. Conley stated that she would like to officially tender her resignation as Managing Attorney effective June 1, 1987.

Because of this action the following issues must be resolved.

- 1. Caseload: Currently Susan's caseload consists of both family law and immigration law cases. The family law cases can be transferred to Martin Diaz and the INS cases to Karen Ellingson (SMRLS) where possible. There is 1 asylum case that a volunteer attorney will be sought out and 1 Immediate Relative case that Elisa Ybarra can handle but an attorney will have to sign off on.
- 2. Judicare Contract: We could explore the possibility of entering into a Judicare Contract with SMRLS to supervise Elisa Ybarra's caseload. The hourly rate for this type of option would be in the area of \$35.
- 3. Legalization Workload: The proposed INS project will manage the amnesty project and the agency file will be turned over to Elisa Ybarra until a replacement is found.
- 4. Trial Cases (INS): There are 4 cases that are scheduled to be heard in July. Options available would be to transfer the workload to Martin Diaz and request a postponement giving him time to familiarize himself with the case. Or to think about contracting with a Private (INS) Attorney to assume responsibility. Each case would take between 5-10 hours at \$35. per hour, approximately \$1,500. total. There may be the possibility of finding an attorney(s) to do some of the work on a Pro bono basis, reduction of the hourly rate or time payments.

Motion - Albert Garcia Jr.

Moves that Susan Conley be allowed to use her professional judgement regarding the 4 INS cases and the need for contract services.

2nd - Carlos Mariani-Rosa

Discussion - Susan Conley should meet with the legal staff and update all files to be transferred.

Motion Carries

MANAGING ATTORNEY REPLACEMENT

There was some question as to the necessity of hiring a Managing Attorney practicing Immigration law or just hiring a staff attorney to do Immigration law. And than give some thought to offering Martin Diaz the position of Managing Attorney. Currently the pool of experienced bilingual (Spanish/English) Immigration attorneys is limited.

Motion - Albert Garcia Jr.



Moves to accept the resignation of Susan E. Conley effective June 1, 1987.

2nd - Carlos Mariani-Rosa

Motion Carries

Discussion - In order to determine which position has to be opened (Managing Attorney vs.Staff Attorney) a meeting should be set up with Martin Diaz and talk about options. Susan Conley and Carlos Mariani-Rosa will meet and make a report at the next Executive Committee meeting. In the interm Martin Diaz has agreed to act as a semi-interm managing attorney to assist Susan Conley and the work distribution.

The next meeting of the Executive Committee will be Monday March 30, 12:00 - 1:00PM.

Respectfully:

Administrator

#### CENTRO LEGAL, INC, EXECUTIVE COMMITTEE MEETING 8/24/87 6:00PM

PRESENT: Irene Gomez-Bethke, Carlos Mariani-Rosa, Albert Garcia Jr., Juan Lopez

STAFF: Martin Diaz, Donn J. Vargas

The meeting was called to order at 6:00pm by President Gomez-Bethke.

#### A FINANCE COMMITTEE REPORT 8/12/87

- 1. Staff reported that the meeting with Karen Starr of the OTTO BREMER FOUNDATION had gone well. Our services to outstate residents is a key factor in generating support from the Bremer Foundation. A decision on our request of \$25,000. will be made at the end of August, however, the level of request may be in the area of \$10,000 \$15,000.
- 2. We are waiting for a decision, by the F.R Bigelow Foundation on our request of \$25,000. We have been told that the review committee will meet at the end of August to make their recommendation. Foundation staff has informed us that an allocation if approved may be in the area of \$10,000.
- 3. A funding request has been submitted to the Mn. Dept. of Corrections in the amount of \$36,566. The project if approved would provide legal services to Hispanic battered women. The project will run from 10/87-6/88, and is renewable. A decision on our request will be made during Sept.

#### B. OUTSIDE CONSULTANT CONTACTS

1. Staff have met with Terry Crowley (Terry Crowley & Assoc.), to discuss fund raising objectives for the balance of 1987. Requested assistance would be in the area of reviewing/redrafting funding proposals and identify potential contributors. This will take approximately 25 hours for a fee of \$1,500. Duane Scribner of the Dayton-Hudson Foundation, has indicated that they would be willing to review our request.

MOTION - JUAN LOPEZ:

Moves approval of the contract with Terry Crowley to assist in meeting the fund raising objectives for the balance of 1987.

2nd - CARLOS MARIANI-ROSA

Motion Carries

Wholistic approach 2. As required by the Management Improvement Fund - St. Paul Foundation, staff have meet with two different consultants. are Ann Waterhouse & Associates and Sue Stevens & Associates. We have received a bid from Ann Waterhouse and are expecting one from Sue Stevens. Our original plan to complete the project by the end of 1987 does not appear to be realistic and may carry over to 1988. Given the expected outcome this will in all probability work to our benefit. C NEW REVENUE SOURCE Martin Diaz has had preliminary conversations with another law office, to review the potential of developing a direct referral process (see attachment #1). As explained, Centro Legal would refer personal injury cases to outside attorneys. For the referral Centro Legal would receive 1/3 of the attorneys share due from the contingency award. DISCUSSION: There needs to be a policy developed before any type of action is approved. \* Board members may be requested to assist in reviewing any policy. \* There should be no favoratism allowed. \* Board must show support for an arrangement of this type. RECOMMENDATION: Staff (Martin Diaz) is to draft an operating policy, to be submitted to the Board for review and further discussion. D. CHIEF LEGAL OFFICER'S REPORT \* Martin Diaz distributed a report on the clients served to date. It appears as though we are on schedule of meeting our anticipated goal. There are slightly more Hennepin County residents served to date. As part of the effort to review our current services, we will also take the opportunity to examine new program needs as well as how to finance them. Our goal is to provide needed services while maintaining our mission. PERSONNEL COMMITTEE REPORT 8/17/87 E. The Executive Committee reviewed the recommendation re: Outside Gainful Employment as approved by the Personnel Committee. -2MOTION - ALBERT GARCIA JR.

Moves to reject the concept of outside employment for the legal staff because it has the potential to cause problems.

2nd -

Motion dies for lack of a second.

#### RECOMMENDATION:

The Executive Committee approves the action taken by the Personnel Committee and recommends approval by the Board.

#### F. PROGRAM COMMITTEE REPORT

Staff reported that the Asian Legal project has encountered some problems with the advisory committee. It seems that some members of the Asian community are concerned that the Centro Legal was mislead prior to the inception of the project and this may prevent it from gaining support for its continuation.

#### RECOMMENDATION:

The Program Committee should present to the Board at the Sept. 3rd meeting a status report of the project and the advisory committee.

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

MAL

Respectfully

Administrator

Centro Legal, Inc.
Executive Committee Report
Dated: 12-18-86 Time: 6:00 P.M.

PRESENT: Tom Barrett, Irene Gomez-Bethke (Chair), Juan Lopez,

Carlos Mariani-Rosa.

Staff: Susan E. Conley, Donn J. Vargas

Meeting was called to order at 6:30 p.m. by Chair Gomez-Bethke.

### Lease (St. Paul Office)

1. Staff presented the lease arrangements with the Neighborhood House Association for 1987. The base outlines the total square feet (964.3) available to Center Legal at the rate of 7.51 per square foot or 603.49 per month. In 1987 there will be a \$30 increase over the 1986 rate.

Motion Juan Lopez

Moves to approve the lease with the Neighborhood House in 1987. Seconded: Tom Barrett

<u>Discussion</u>: Staff explained that the Neighborhood House administrator has agreed to provide additional space to Centro Legal on June 1, 1987 to coincide with the proposed addition of new staff people working on the joint SMRLS/C.L. INS project.

Motion Carries

# MEMBERSHIP COMMITTEE

- Staff requested a clarification on the motion passed regarding the creation of a paid membership base be given. According to the minutes of the 10-1-86 Executive Committee meeting, the Membership Committee was charged with drafting a policy position. Staff felt that the Executive Committee should delineate the necessary issues for exploration prior to drafting a policy position.
- <u>Discussion</u>: Based on the request by staff, the Executive Committee felt that the following points should be given consideration prior to drafting a position.

- A. Rights of Members As a paid member, what type of restrictions are there.
- B. Who are potential candidates Is the membership restricted to any one particular group of people.
- C. Types of Membership Will there be honorary, paid life members, corporate etc.
- D. New Revenue Projected revenue to expect on an annual basis from paid membership.
- E. Legal liability What type if any, and who is liable.

Suggested organizations to contact for imput are; Centro Cultural Chicano, La Clinica, Neighborhood house Association, Neighborhood Justice Center, and th St. Paul Urban League

Motion - Juan Lopez

Moves approval of the Executive Committee's charge to the Membership Committee

Second - Carlos Mariani-Rosa

Motion Carries

#### STANDING COMMITTEE

Staff requested that the Executive Committee consider creating a new standing committee. This new committee (Program Committee) would assist staff in developing new project concepts and help review existing program services. This committee would relieve the Executive Committee from having to assume those duties and able to concentrate specifically on that charge.

#### Motion - Tom Barrett

Moves approval of the creation of a Program Committee to become a standing Committee.

Second - Carlos Mariani-Rosa

Motion Carries

#### SPECIAL PROJECTS REPORT

Staff presented a status report on the Special INS project that SMRLS and Centro Legal are working on and the Asian Legal project both scheduled to begin operating in 1987.

#### 1. INS PROJECT

This is a cooperative effort between SMRLS and Centro Legal. A joint proposal has been drafted calling for a 3 year budget of approximately \$500,000. If possible all staff assigned to his project will be officed in St. Paul (Centro Legal) and financed from Corporate contributions. Management and logistical questions are yet to be defined, with respect to project staff. The project is due to gear up in April or May and be fully operational by June 1, 1987

Motion - Carlos Mariani-Rosa

Moves that at the end of the first project year, a thorough evaluation be completed and a report be submitted to the Executive Committee for further action.

Seconded - Juan Lopez

Motion carries

#### 2. ASIAN LEGAL PROJECT

This project is in the final stage of completion. Yet to be accomplished is the creation of an advisory committee, seek and hire the staff, identify the liaison person to the Board and secure the remaining revenue. This project is scheduled to begin within the 1st. quarter of 1987.

#### FINANCE COMMITTEE

1. Staff presented the budget material that was approved by the Finance Committee at their 12-16 meeting. Included for consideration was the operational budget and corresponding budgets for the special projects (INS, ASIAN LEGAL) for 1987.

Motion - Tom Barrett

Moves approval of the submitted 1987 budgets.

Seconded - Juan Lopez

Motion carries

2. Staff distributed the United Ways (St. Paul, Mpls.) award letters and accompanying explanation with each. Both United Ways had questions on certain operational procedures and outcomes. A clarification will be needed to make the proper adjustments for 1987.

#### Motion - Tom Barrett

Staff is to draft an appeal letter to the Minneapolis United Way prior to 1-15 requesting a hearing to review the points outlined in their award letter.

Seconded - Carlos Mariani-Rosa

Motion Carries

#### MANAGEMENT ADJUSTMENT

L. Staff presented the Executive Committee with material to review in consideration of the proposed managment adjustments. Discussion centered around job titles and responsibilities. Comments were made to the effect that it must be clear to people not directly associated with Centro Legal the lines of authority and responsibilities implied in such. With respect to the Managing Attorney duties, the main emphasis should be placed on case management, research, development of legal programs and training (enrichment for staff).

#### RECOMMENDATION

Staff is to present to the Board at the January meeting revised job descriptions and a flow chart delineating the proposed staffing pattern. A decision on job titles and managment adjustments will be made at that time if possible.

#### OPEN HOUSE

1. As the Minneapolis office has moved, an open house is scheduled for Friday January 30 from 3-6 p.m. 6 27,87

Respectfully,

Donn J. (Vargas

# CENTRO LEGAL, INC. EXECUTIVE COMMITTEE MEETING MINUTES SEPTEMBER 19,1990

Present: Irene Gomez-Bethke, Artie Martinez and Karim El-Ghazzawy.

1. Board Nominations: It was noted by Karim that the following persons: Mary Mateer, T.J. Conley and Michael Martinez had consented to be nominated to our Board of Directors. Karim presented a brief history of each nominee.

RESOLUTION: Nomination of the three persons noted above is recommended to Centro Legal's Board of Directors.

2. Computer Installation/Training: There was discussion regarding the installation of our new computers and staff training. Centro is currently trying to break a computer lease with Dana Commercial Credit in Michigan. The agency entered into an adhesion contract with the lessor which essentially deprives Centro Legal of any remedies. Karim has offered \$500.00 to Dana in an attempt to settle the matter.

RESOLUTION: Bring issue up at Board meeting. Discuss matter with Tom to see if Popham, Haik may be interested in representing Centro Legal on a pro bono basis.

3. By-Law Review: Centro Legal's by-laws need to be updated. Karim did not want to address this matter until the new computers were installed.

RESOLUTION: Artie and Karim will present proposed revisions at the new Executive Committe meeting for discussion.

4. Preparation of 1991 budget: Karim has worked with Debbie King and has prepared a proposed agency budget for 1991. There was discussion regarding programs going into 1991. It is anticipated that the agency will administer two projects, namely, Proyecto Justicia and Proyecto Ayuda. These projects will serve clients in the Hennepin, Ramsey and outlying counties.

RESOLUTION: Karim will prepare budget for review by the upcoming executive committee. Matter warrants discussion by Board.

Upon motion by Irene the meeting was adjourned.

# CENTRO LEGAL, INC. EXECUTIVE COMMITTEE **SEPTEMBER 19, 1990**

1.	Vote on Board Nominations artin approva
2.	Computer Installation/Training ty (hto
3.	Projecto Gusticin / Projecto Ayuda.  By-Law Review Mplo /Sh. Prul.

4. Preparation of 1991 Budget

Program Status:

2. Thomas J. Conley

3. Michael Mortiney

4. Gether Valdy

### CENTRO LEGAL, INC.

# Executive Committee Meeting Agenda March 9, 1990



- Search for additional Board Members possibility of reducing Board to 10 members.
- 2. Hiring a bilingual work-study law student at \$5.75/hour. Centro Legal would be obligated to pick up 45% of the cost. Average of 15 hour/week through June. Would entail entering into a work study contract with Hamline University.
- 3. Phillips G. Gonzalez post ILP

1. Proposal will be submitted to LSAC. 101th 300,000

Proposal will be submitted to the St. Paul Foundation.

We will request disbursement of funds by July, 1990. Should these proposals have a support staff component?

4. Disbursement of St. Paul United Way Capitol Campaign funds - (\$15,000.00) for purchase of computer system - MacIntosh - vs. IBM PC or PC clones. Request Board permission to break out of one of the IBM contracts and the CompuCorp contract.

- 5. Destruction of Files method to be used retention of 81-82 Grad faith original documents.
- 6. Review of agency goals and objectives. Qual Quat
- 7. Printing relevant agency material.
- 8. Permission to enter into an SSI reimbursement contract with Hennepin County.

Sound have the stand of the sta

# CENTRO LEGAL, INC. FINANCE COMMITTEE MEETING

- 1. Update on Centro Legal's financial situation.
- 2. 1989 Audit benefits of proceeding expeditiously.

  Cost will be between \$4,500.00 \$5,000.00. Should we solicit bids?
- 3. Update on debt situation <u>All</u> debt has currently been paid off with the exception of Drovers' bank loan.
- 4. Other

During 27000

MESTINES	AGSILA	COMMITTEE	
MEETINGS Present - I. Gomez-Betake, C	arlas Merian	i, Artic 1	Martinez ; Karim
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TO:

Executive Committee

FROM:

Karim El-Ghazzawy

RE:

Executive Committee, Agenda/Meeting

DATE:

May 23, 1989

#### I. 1988 Audit:

- A. Will be conducted by Paul Christianson, the CPA who conducted last year's audit. \$14500
- B. Audit scheduled to begin 5/25/89; will last approximately 10-15 days.
- C. Is cost of audit built into budget?
- D. Seek out auditor for 1989 that can provide audit at more reasonable cost.

## II. Computerization for Centro Legal

- A. Response to Mr. Bergquist of the St. Paul United Way Capital Grant.
- B. Consultation with experts.
- C. MacIntosh vs. IBM.
- D. Incorporating a telephone system as part of 3) computerization package. Can we ask for more money?
- E. Breaking IBM leases.

#### III. Training

- A. Paralegal certification for Amaya Maura
- 1. Rationale
- 2. Benefits
- 3. Costs

Many Vigory

Time of the line had

В. Additional training monies available through the United Way.

#### IV. West Publishing Bill

West has offered to settle our account for 65% to 70% of our actual \$4.700 bill. I would be willing to settle this bill for 50%. West may well accept our offer.

- Go for it! Centro Legal Reimbursement schedule with SMRLS. ٧.
  - Description of current system. Α.
  - В. Stable vs. fluctuating reimbursements.
    - 1. Majority are stable.
    - 2. Fluctuating include: postage and telephone bills.
  - C. Shift onus of #2 to SMRLS account.
  - Benefits: Time for Chief Legal Officer to do D. more important things; particularly fund raising, staff training and casework.

Phillips Gonzalez G. Immigration Cultilles

A. End of ILP form VI. Cancellation of Yellow Pages advertising.

End of ILP funding. June -

PGG is a valuable attorney that Centro Legal must В. strive to keep.

- C. Post ILP job description for PGG.
- D. Funders should be approached aggressively with a coherent, thought out strategy.

## VIII. Chief Legal Officer's perceptions of Centro Legal

#### A. Weaknesses:

- To many tasks are concentrated in the CLO and concomitantly his Secretary.
- Community's Expectations far exceed our ability to deliver services.
- 3. Lack of continuity. Reasons?

#### B. Recommendations:

- 1. Reduce CLO's caseload from 100 to between 55 and 65.
- Reduce time consuming administrative functions that do not produce concrete benefits for the organization.
- 3. Computerization.
  - 1. Will result in a shifting in responsibilities, particularly for Christine.
  - 2. Intake other than Proyecto Ayuda will be done by Christine and Leticia. Training required. Benefits save time for attorneys - Refer cases that are not within Centro Legal's priorities. Amaya Maura will do all Proyecto Ayuda intake. Case Acceptance will be bi-weekly. Attorney ultimate arbiter of acceptance.
- 4. Delegation
- Community outreach in the form of Community Legal Education.

# IX. Fundraising:

- A. Approaching the private bar.
- B. Approaching untapped funding sources.
- X. Centro Legal's Mandate.
- XI. Other.

TO: Board of Directors

FROM: Karim El-Ghazzawy - CLO

RE: Executive Committee Minutes

DATE: July 19, 1989

Present: Tom Barrett, Karim El-Ghazzawy

#### I. 1988 Audit:

A. The audit is in the final stages. Dormant client accounts have been written off, all appropriate extensions have been obtained, and an audit should be available during the month of August.

B. Doc Audit Completed - Recommendations-Assessed \$1700 over payment - poscible solutions. Complete discussion at Finance Committee Meeting scheduled for July 25, 1989 at noon.

Resolved: Adopt recommendations, account for CLO time based on a pro rata share of FTE assigned to the program.

II. New Part-time Secretary Hire.

Leticia Macias voluntarily left Centro Legal's employ in June, 1989. Estela O'Brien was hired as her replacement. Ms. O'Brien is currently working close to full-time in Centro Legal's Minneapolis office while Christine Rosario is on vacation. Thereafter, she will work three days per week in our St. Paull Office. Ms. O'Brien is bilingual, and a very competent translator.

III. Centro Legal received a \$10,000.00 Grant Award from the St. Paul Foundation to pay off pre-existing debt which includes:

	Approximate	ly
Drover's Bank Loan	\$6,500	
West Publishing	\$4,700	
Sprint	\$1,800	
Butterworth's	\$1,500	

Pre-existing debt exceeds \$10,000.00 - Resolved: Repayment of the Drover's bank loan must be made at face value. West Publishing and Sprint are willing to compromise for between 60-65 per cent of total owed. The grant is expected to be issued in October.

IV.' Recommendation that Centro Legal will become a dues paying member of the Management Assistance Project (MAP).

The goal will be to recruit a highly qualified person to fill our Board vacancy. There is a \$75.00 application fee. The ideal candidate should have a background in accounting and credibility with and access to corporate funders.

Resolved: A MAP application willbe submitted shortly. V. Funding:

Most funders are coming through. A detailed breakdown of the amounts granted by our respective funders will be provided at our next Finance Committee meeting.

- VI. Preservation of PGG's position-post ILP.
- A. The Minneapolis and St. Paul United Ways have been approached for funding. There was some discussion regarding whether the request should be designated as "replacement" or "expanded" funding. It was concluded that a designation of "expanded" funding more accurately reflected the transition from ILP work to expanded Proyecto Justicia representation.
- B. Ideas to maintain the position; absent specific funding were discussed, including
- 1. Fee generating immigration work labor certification, business visas, etc.
- 2. Personal injury litigation for monolingual Hispanic clients.
  - 3. Real Estate transactions for Hispanic clients.

Number 1 presented a danger of alienating the private bar; however, our target population may not be able to afford a private attorney. Number 2 was dismissed outright; and Number 3 generated little enthusiasm. I believe the proposal for expanded immigration work warrants serious consideration in the absence of support to maintain three attorney positions.

VII. Tension between CLO's administrative and legal case load and Centro's need for active fund raising.

#### Solutions:

- Reduction in caseload from 100 to 65

- Computerization and development of Form pleading - Wes Ijima may be helpful

VIII. Expansion of Proyecto Ayuda

A. DOC has additional monies available which we could bid for. I would be interested in hiring a bilingual attorney to work out of our St. Paul office to do Proyecto Ayuda work. This would also be a solution to No. VII.

B. The Migrant Council has dropped its sexual violence program. There was discussion regarding Centro Legal assuming supervision of this program. It was concluded that this represented a departure from Centro Legal's primary role as a legal services provider.

IX. John Pacheco has inquired whether Centro Legal would be interested in becoming a part of "The Continuum of Services" for the Hispanic Aids Project. Our role would be to provide legal representation to Hispanic victims of AIDS facing legal problems due to their affliction. Joining this partnership would require a Centro Legal attorney to attend a seminar on AIDS and the law and make presentation to interested groups. Further discussion warranted at next general Board meeting.

The Meeting was adjourned.

Respectfully Submitted,

Karim El-Ghazzawy
Chief Legal Officer

# Centro Legal, Inc.

# Executive Committee Report 10-29-87 11:30 a.m.

Present: Irene Gomez-Bethke, Albert Garcia, Martin A. Diaz, Donn J. Vargas.

The meeting was called to order at 11:50 by Irene Gomez-Bethke.

# Office Consolidation

The Executive committee reviewed the site/cost analysis that was presented by the Finance Committee as developed by staff, (see attachment, #1). As indicated by the analysis, the site located at Ivy League Place has the lowest occupancy rate. However, due to the buildout (office construction) costs, that may exceed \$10,000. this site may not be the most logical.

Eventhough, an office consolidation my provide better personnel and case management, fiscal considerations make it prohibitive at this time.

However the office consolidation issued should merit further consideration if and when it becomes more appropriate.

#### Comments:

- As a cost savings measure, a consolidation and move to one city may be advisable only if we can ensure continued funding from the city that is vacated.
- Perhaps, a funded feasibility study may aid us in deciding if it is economically advisable to consolidate.
- The population of neighborhoods are changing so that the Hispanic "community" is being disbursed metro wide.

Recommendation: The Executive Committee recommends that office consolidation be delayed until after the financial reorganization assessment is completed by Sue Stevens and Associates.

# 1986 Audit/Management Letter

The Executive Committee reviewed the 1986 audit and management letter as prepared by Baily & Calof, CPA. As reported by the Finance Committee previously, there was an operating deficit at the end of 1986. The audited deficit amount is listed at \$42.312.



179 E. ROBIE STREET ST. PAUL, MN 55107 (612) 291-0110 400 EAST LAKE STREET MINNEAPOLIS, MN 55408 (612) 825-5503

TO: MEMBERS OF THE EXECUTIVE COMMITTEE

DATE: MAY 20, 1986

FROM: IRENE GOMEZ-BETHK

**REPLY TO:** 

SUBJECT: DATE OF THE RESCHEDULED EXECUTIVE COMMITTEE MEETING

Dear Colleagues:

This is to inform you that a date has been set for the next Executive Committee meeting. It is to be held on Wednesday June 11, at 6:30 pm at our Minneapolis office.

Please call Sue or Donn if you will not be able to be present. or if you have any questions.

Thankyou.