



Irene Gomez-Bethke Papers.

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For your info:  
Call with Questions.

OGW

THE SUPREME COURT OF MINNESOTA  
230 STATE CAPITOL  
SAINT PAUL, MINNESOTA 55155

COPY

SUE K. DOSAL  
STATE COURT ADMINISTRATOR

October 11, 1985

(612) 296-2474

Mr. Donn J. Vargas, Administrator  
Centro Legal, Inc.  
400 East Lake Street  
Minneapolis, Minnesota 55408



Dear Mr. Vargas:

As you know the committee intends to review applications previously submitted for funding during the period July 1, 1985 - June 30, 1986 along with the supplemental information. On behalf of the Legal Services Advisory Committee, I am writing to request additional information on your FY86 grant request. Since the Committee intends to meet in early December, we would appreciate 14 copies of your response by November 8, 1985. A representative may be requested to appear before the committee in December.

1. Please provide a list by case type of the number of cases you have handled in 1984 and a separate list for the first six months of 1985.
2. Please provide a copy of your 1985 and projected 1986 budget for the entire Centro Legal program. Indicate what sources of revenue you receive and the budget categories with which they are associated.
3. Please identify by name and position the staff complement as of November 1, 1985.

Thank you for your assistance.

Sincerely yours,

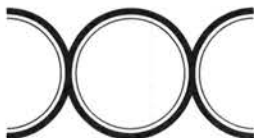
*Judith L. Rehak*

Judith L. Rehak  
Administrative Services Director

JLR/jw

cc: James Baillie, Chairman  
Legal Services Advisory Committee

Minnesota  
Department of  
Corrections



September 20, 1989

Irene Gomez-Bethke, Chairperson  
Centro Legal, Inc.  
4649 Decatur Avenue North  
New Hope, Minnesota 55428

Dear Ms. Gomez-Bethke:

On June 26, 1989, I issued an audit report of Centro Legal, Inc. covering the community advocacy grant for the period October 1, 1987 through June 30, 1988.

In the report, I requested that you submit a written response by July 26, 1989. To date, I have not received a response.

Please provide the requested response within fifteen (15) days.

If you have questions which may be delaying your response, please call Steve Bertrand, Internal Auditor, at 612/642-0216 or me at 612/642-0210.

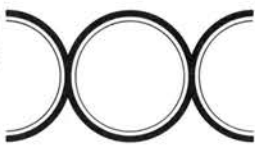
Sincerely,

Pete Maurer  
Director  
Internal Audit

PM:dl

cc: Karim El-Ghazzawy - Centro Legal, Inc.  
Barbara Raye - Victim Services, Director

Minnesota  
Department of  
Corrections



June 26, 1989

Irene Gomez-Bethke  
Chairperson  
Centro Legal, Inc.  
4649 Decatur Avenue North  
New Hope, Minnesota 55428

Dear Ms. Gomez-Bethke:

We have reviewed the financial records and documents of Centro Legal, Inc. for the nine (9) month period ended June 30, 1988 corresponding to the community advocacy program grant for the period October 1, 1987 through June 30, 1988. Our examination was conducted during May, 1989.

Attached are our findings and recommendations concerning Centro Legal, Inc.. We request that you reply in writing within thirty (30) days of the date of this letter to our findings and recommendations.

This report has been issued to the Department of Corrections Assistant Commissioner for Management Services with copies to appropriate department personnel.

We wish to thank Karim El-Ghazzawy for his cooperation during our examination. If you have any questions on the attached report, please contact Steve Bertrand, Internal Auditor, at 612/642-0216 or me at 612/642-0210.

Sincerely,

Pete Maurer  
Director - Internal Audit

PM:dl  
Attachment

cc: Karim El-Ghazzawy



DEPARTMENT OF CORRECTIONS  
AUDIT REPORT  
CENTRO LEGAL, INC.

**INTRODUCTION**

We reviewed the financial records and documents of Centro Legal, Inc. community advocacy grant in the amount of \$36,600 for the period of October 1, 1987 through June 30, 1988. The review was undertaken as part of the Department of Corrections (DOC) ongoing internal audit program.

DOC payments made for the community advocacy grant were \$36,600 which was 100% of the funding received for the program.

Centro Legal, Inc. located in Minneapolis, Minnesota provides legal and battered women services to Spanish speaking women in the metropolitan area. The DOC disburses monies according to the grant agreement from funds appropriated to the department by the Legislature.

**PURPOSE**

The purpose of the review was to determine compliance with contract provisions, the general condition of financial records, and general extent of internal controls present.

**SCOPE**

The review period was from October 1, 1987 through June 30, 1988. Our review included but was not limited to the examination of supporting documentation, deposit tickets, bank statements and selected documents and files.

Our examination was made in accordance with generally accepted auditing standards and included such tests of the accounting records and other tests and reviews deemed necessary under the circumstances.

**FINDINGS AND RECOMMENDATIONS**

Finding I:

Our examination of selected payroll periods and payroll practices in general revealed the following:

1. Non-exempt employees are reimbursed in compensatory time for overtime hours worked in violation of wage and hour laws.

*Get staff off compliance. get in compliance.*

- ✓ 4 Doc case
2. Time sheets are attached to check copies which does not permit ease of location of time sheets for examination.
  3. The direct service time of the chief legal officer to the program was not documented on his time sheet.
  4. Compensation received by the chief legal officer in the form of salary or expense reimbursements was not approved by the board.
  - ✓ 5. Salaries paid to employees eligible for DOC reimbursement were \$5,237.48 less than the amount recorded in accounting records. ?
  6. Payroll records were not maintained or at least not located for the period January 1, 1988 through June 30, 1988.

Recommendation:

We recommend the following:

1. Non-exempt employees must be paid time and one-half for hours worked in excess of 8 hours per day and forty hours per week.
  2. Time sheets should be filed by employee name. ✓
  3. Direct service time chargeable to DOC grants must be supported by recording hours worked in the program on time records.
  4. The chief legal officer's compensation should be approved by the board of directors.
  - ✓ 5. Administration staff needs to ensure that accounting records accurately reflect expenditures.
  - ✓ 6. Payroll records reflecting gross pay, deductions, and net pay for each employee each period must be maintained.
- Chief ✓  
Check ✓

Finding II:

Our examination of selected expenditures revealed that \$1,700 in consultant fees paid by another funder was erroneously charged to the DOC grant. What?

Recommendation:

Expenditures must be charged to their proper program and/or grant.

Finding III:

DOC payments made of \$36,600 exceeded program audited expenses of \$35,093.52 by \$1,506.48. This determination was made as follows:

Program expenses per books	\$38,826.79
Add administrative costs not included	3,204.21
Deduct overbooked salary expense	(5,237.48)
Deduct erroneously booked consultant fee	<u>(1,700.00)</u>
Expenses eligible for reimbursement	35,093.52
DOC payments made	<u>36,600.00</u>
DOC payments made in excess of expenses	<u>\$ 1,506.48</u>

Recommendation:

We recommend the \$1,506.48 in excess payments be returned to the DOC.

REPORT USAGE

This report is intended for use only for this agreement between the Department of Corrections and Centro Legal, Inc. and should not be used for any other purpose. We have distributed copies to appropriate DOC personnel for informational purposes. Additional copies of this audit report are available under provisions of Minnesota Statutes Section 13.03 by written request to the Department of Corrections Director of Internal Audit.



**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

*AW*

*DOWN  
FY2*

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 @ \$40/hr	\$3,800
Miscellaneous expenses incl. copying, mileage, parking, and meeting supplies	150
TOTAL	\$3,950

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



# 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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WESLEY IJIMA, ESQ.

GUADALUPE LUNA

MARTIN A. DIAZ, ESQ.  
Chief Legal Officer

**M E M O**

**TO:** BOARD OF DIRECTORS

**FROM:** Irene Gomez-Bethke

**RE:** Centro Legal Requests to Hennepin County

**DATE:** September 18, 1987

**Dear Colleagues:**

On September 14, staff appeared before the Ways and Means committee of the Hennepin County Board to request County funding in 1988. Our projected budget for our Minneapolis operations is approximately \$91,000. of which \$58,000. is being requested from Hennepin County. This is a rather ambitious goal, but nevertheless necessary if we intend to provide services at their current level in Hennepin County.

Unfortunately at this point the County has decided not to consider new program request because it would require a tax increase of up to 13% above 1987 levels. If their plan is adopted it would effectively relegate our request to the 1989 pool of applicants. Therefore it is important that everything possible be done to change their collective minds.

With this I am calling upon the Board of Centro to contact each Hennepin County Commissioner, either by telephone or letter (see sample attached) and encourage them to vote in favor of funding Centro Legal. You may wish to comment on how important Centro Legal is and the void that would be created if legal services to our target population were reduced.

The Ways and Means Committee members are meeting September 24, to make a 1988 budget recommendation to the County Board. The Board is scheduled to meet October 6, to act on the recommendation. Any contact with the County Commissioners should be done before October 6.

If you have any questions about specific meeting times and locations please contact staff. Enclosed is a list of the Commissioners with their telephone numbers and mailing address for your use.

Thank you for your attention to this important request.

Respectfully,

A handwritten signature in cursive script, appearing to read "Irene", written in dark ink.

Irene Gomez-Bethke  
President

enc.



# CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

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

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

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

Date

Name  
Address  
City

Dear Friend:

Since it officially opened in 1981, Centro Legal, Inc. has been providing high quality legal representation to the Twin Cities community. With the aid of such fine staff attorneys as Susan E. Conley, Arcelia Romo-Perez, David Rivera and Salvador Rosas, Centro Legal has been able to provide excellent, free and low cost legal services to Hispanic and low income families and individuals in our community.

However, to fulfill the goal of access to the judicial system for all of our citizens, organizations like Centro Legal require the financial and moral support of the members of its community. In its effort to approach the community at large, Centro Legal is contacting selected individuals for their support.

It is the desire of Centro Legal to extend to our community citizenry the opportunity to become Members of Centro Legal, Inc.. Membership in our organization not only provides the individual or business with a sense of community pride and loyalty but also will bring with it the following: a recognition award; the right to vote at the Annual Meeting; the opportunity to hold office on its Board of Directors; access to information on legal issues of interest; a subscription to periodical newsletters on the progress of Centro; discounted interpretive services (for selected members); and educational seminars for members' children.

Continued  
Date  
Page

However, before we approach the entire community, we are soliciting your support and offering you an opportunity to become a Charter Member of Centro Legal. If you become a Charter Member, you will receive special recognition from our Board and will have provided a great service to our community.

Enclosed is a list of the available types of memberships and a tear off response form which we request you return with your check. Please note that on the form is a check off box which allows you to give your consent to include your name on our future solicitations to the community at large. If you are in a position to lend your name to the effort, we would be most appreciative. Any donation is tax deductible.

Centro Legal has been an integral part of the effort to balance the inequities and inaccessibility of our legal system for over 6 years. It wishes to continue to provide the same, if not greater, level of support and representation. To do so, Centro requires your support, both financial and personal. We welcome your questions and comments and we thank you for your attention to this request.

Gracias,

Sincerely,

Martin A. Diaz  
Chief Legal Officer

Irene Gomez-Bethke  
President, Board of Directors

MEMBERSHIPS

BENEFACTOR	\$500.00
PATRON	250.00
BUSINESS	150.00
SUSTAINING	100.00
CONTRIBUTING	50.00
ANNUAL	25.00
FRIEND	OPEN

-----

\_\_\_\_\_ YES, I WANT TO BE A MEMBER OF CENTRO LEGAL, INC.

\_\_\_\_\_ Enclosed please find my donation in the amount of \$ \_\_\_\_\_

\_\_\_\_\_ Please bill me. I pledge \$ \_\_\_\_\_.

\_\_\_\_\_ YES, I permit the use of my name in solicitations to the general community.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_





# 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: Fund Raising Committee

DATE: January 11, 1987

FROM: Irene Gomez-Bethke *IGB*

REPLY TO: Staff

SUBJECT: Fund Raising Committee:

Dear Colleagues:

In order to address the financial concerns of Centro Legal, I have taken the liberty to assign you to a fund raising committee. This committee is to work independently of the finance committee but must keep in close contact in order to meet all financial objectives.

At this point the committee will consist of Albert Garcia, Doug Hall, and Wes Iijima. As the year progresses the committee may be enlarged upon. Staff will be in contact with each of you to set the first meeting date and time. At this first meeting you will have to set your future meeting times and goals.

This is an import task but I'm sure each of uou will be up to the challenge.

Respectfully:



# THE McKNIGHT FOUNDATION

410 PEAVEY BUILDING • MINNEAPOLIS, MINNESOTA 55402

TELEPHONE: (612) 333-4220



TO: PARTICIPANTS IN SEPTEMBER 21st MEETING OF LEGAL SERVICE PROVIDERS

FROM: RUSSELL V. EWALD - THE MCKNIGHT FOUNDATION

SEPTEMBER 30, 1981

Thank you for meeting with Carol Berde last week to up-date The McKnight Foundation on the funding needs of agencies providing legal services. We appreciated the opportunity to get a more complete picture of the separate needs of each agency and the overall priorities of the legal services community.

It is our understanding that the current financial needs are as follows (not in priority order):

1. Legal Rights Center - (Criminal work) Assistance for 1982
2. Centro Legal - (Civil assistance) Start-up funds (\$40,000) for Spanish-speaking population in the Twin City Metro Area
3. Legal Services Corporation - Funding assistance in 1982 for six programs and, to a lesser extent, funding for 1983-1985 to supplement proposed filing fee and lawyer-registration fees income.

As you know, The McKnight Foundation has focused on supporting criminal defense and legal education programs for minorities and the disadvantaged. This emphasis will continue and we will continue to respond to requests from organizations providing such services to these special populations.

While we have made occasional, relatively small, contributions to some of the six programs funded by the Legal Services Corporation, these programs have not been our major priority. However, the fact that we have asked you to meet with us is, obviously, an indication of some interest in the field. Nonetheless, at this point, we are not in a position to give a definitive response to the coordinated needs of these six programs. There are two reasons for our uncertainty:

First, the Foundation is in the midst of developing several major programs of its own initiative that could have a potential impact on legal services funding. On September 29, we announced a \$5 million McKnight - Neighborhood Self-Help Initiatives Program, to be operated by The Minneapolis Foundation. (see attached press release for details) It is probable that some of the neighborhood programs funded by this annual \$700,000 commitment will include provision of legal services. Also, as some of you know, we have been involved in a comprehensive review of the needs of the developmentally disabled.

One option we are considering in this area is funding for Legal Advocacy for the Developmentally Disabled. We also expect to extend this comprehensive review process to other human service areas within the next few months. Our next focus is likely to be the needs of the aging and, again, may well include assistance for legal services. Until we see the effects of the several efforts on legal services, the Directors prefer not to make additional commitments for funding in this field.

Secondly, in responding to government cutbacks, the Foundation's posture has been to look at specific proposals only when the full extent of cuts is known and to insist that the affected agencies first take all possible steps to consolidate, re-trench, and re-align their services on their own, or with other related service providers, and to explore other sources of income on a long-term basis. We believe that this process is not yet completed for the six organizations in Minnesota funded by the Legal Services Corporation.

The implication of these two situations is that, at the present time, and for the first part of 1982, the LSC funded programs should not look to The McKnight Foundation for substantial funding assistance. We would not rule out participation at some future time, but, for the moment, we would not encourage you to rely on McKnight for a leadership role in meeting your 1982 funding needs.

I regret that I cannot be more encouraging, but we wanted you to be aware of McKnight's position before your planning proceeds much further. Thank you again for meeting with Carol, and I hope that you will keep us informed of further developments in your search for financial support.

THE MINNEAPOLIS FOUNDATION  
400 Foshay Tower  
Minneapolis, Minnesota 55402  
(612) 339-7343

THE MCKNIGHT FOUNDATION  
410 Peavey Building  
Minneapolis, Minnesota 55402  
(612) 333-4220

**FOR RELEASE — TUESDAY, SEPTEMBER 29, 1981**

The McKnight Foundation today announced the contribution of \$5 million to The Minneapolis Foundation to establish The McKnight - Neighborhood Self-Help Initiatives Program. This Program will have a 10-year life and will develop and expand ways to connect the vitality of neighborhood self-help efforts to the planning, resources, and institutional capacity of the larger community. The Program will focus on the seven county metropolitan area with priority to neighborhoods within the Twin Cities.

It is anticipated that the program will provide approximately \$700,000 per year, or about \$7 million over a 10-year period. These funds will be used to provide support for the initiatives of neighborhoods in their pursuit of neighborhood improvement, effective service delivery, social and economic opportunity, improved quality of life, and the need for self-determination and institutional change.

In administering this Program, The Minneapolis Foundation will be especially interested in projects and organizations with the following characteristics:

- **LOCAL INITIATIVE** Programs which are developed by and accountable to neighborhood citizens.
- **COOPERATION AND CARING** The degree to which a program encourages the tendency of people in neighborhoods to care for and about one another and fosters cooperation among organizations and groups at the neighborhood level.
- **SELF-SUFFICIENCY** Enhancing the capacity of neighborhood residents to take control of and responsibility for their own lives and to provide for their own needs. The concept of self-help should be built into programs wherever appropriate.
- **SELF-SUSTAINING** The development of mechanisms through which the programs or projects can become financially and operationally self-sustaining.
- **LEVERAGE** Emphasizing the generation of additional financial and non-financial resources.
- **PERFORMANCE** The inclusion of a well-defined plan stating the goals and objectives, and the methods for achieving them.

The McKnight - Neighborhood Self-Help Initiatives Program will provide single or multiple year grants to neighborhoods for operating support, capital and equipment needs in areas such as housing, employment, advocacy, economic development, health, crime prevention, energy, human services, technical assistance, and special projects.

The Minneapolis Foundation will initiate the process of developing more specific objectives, guidelines and procedures for this Program. It is expected that this design and planning process will take approximately six months and will involve extensive consultation and dialogue with neighborhood residents and organizations, and other sectors of the community.

For further information, contact:

Thomas F. Beech  
Executive Director  
The Minneapolis Foundation  
400 Foshay Tower  
Minneapolis, Minnesota 55402  
(612) 339-7343

NEIGHBORHOOD HOUSE ASSOC.  
179 E. Robie Street  
St. Paul, MN 55107

CENTRO LEGAL, INC.  
A NON-PROFIT COMMUNITY LAW OFFICE

~~XXXXXXXXXXXXXXXXXXXX~~  
~~XXXXXXXXXXXXXXXXXXXX~~  
ST. PAUL, MINNESOTA 55107

(612) 291-0110

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

(612) 870-0110

REPLY TO: St. Paul

June 27, 1984

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

Dear Irene:

We received the good news from the Legal Services Advisory Committee that we have been granted \$11,182 for a paralegal position. Enclosed is the contract (6 pages) which needs to be signed by you.

Also enclosed is a proposal form from Unimark which also needs your signature (on page 3).

I have enclosed a stamped envelope so you can mail these to the office.

Thanks for your time.

Sincerely,

*Arcelia Romo-Perez*

Arcelia Romo-Perez  
Attorney at Law

ARP:ly

enc,'s





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

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

November 2, 1985

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

Re: Centro Legal, Inc.

Dear Ms. Rehak:

Enclosed, as you requested, are additional documents and information relating to the application for funding previously submitted by Centro Legal, Inc.

- 1) Case statistics for the period January 1 through December 31, 1984;
- 2) Case statistics for the period January 1 through June 30, 1985;
- 3) Operational Budget for calendar year 1985;
- 4) Proposed Operational Budget for calendar year 1986;
- 5) Revenue Listing for calendar year 1985;
- 6) Staffing pattern as of November 1, 1985;
- 7) Staffing/Expenses projections 1984 - 1986;
- 8) Memo containing additional information about Centro Legal.

If additional information is needed, please let us know. We look forward to meeting with the Committee in December.

Yours truly,

*Susan E. Conley*  
Susan E. Conley  
Executive Director

SEC:bjz

Encls.

BOARD OF DIRECTORS

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MARTIN A. DIAZ, ESQ.  
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ESQ.  
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JUAN LOPEZ

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WESLEY IJIMA, ESQ.

SUSAN E. CONLEY,  
ESQ.  
Chief Executive Officer

# STATISTICS

PERIOD JAN. - Dec. 1984

TOTALS: OPENED 52  
CLOSED 72  
REJECTED 100  
OPENED/CLOSED 76

## TOTAL CASES

### BASIS FOR ELIGIBILITY

Pov. Income         
MCAA         
Sliding Fee         
Other       

### CITY

Mpls.         
St. Paul         
Outstate         
Other       

### COUNTY

Hennepin 97  
Ramsey 109  
Washington 2  
Dakota 3  
Anoka 4  
Other 13

### SEX

Male 138  
Female 90

### AGE

0 - 18 3  
19-59 222  
60-79 2  
80-up 1

### RACE

Caucasian 39  
Hispanic 156  
Black 20  
Native Am. 2  
Asian 11

### REFERRED BY:

Prior Client         
Client         
Publicity         
Atty/Bar         
Comm. Org.         
LSC Prog.         
Govt. Agency         
Other       

### CASE TYPES:

IMMIGRATION:  
General 29  
Deportation 44  
Exclusion         
Suspension 1  
Asylum 9

Immed. Rel. 31  
Citizenship 3

Cuban Detent. 5  
Temp. Visas 3

### FAMILY

Divorce 19  
Custody 5  
Paternity 4  
Support 2  
OFP 2  
Misc. Family 9

### OTHER

Land/Tenant 8  
Public Benef. 6  
Employment 4  
Discrimin. 9  
Criminal 5  
Tort 4  
Consumer 8  
Misc. 18

LIMITED ENGLISH SPEAKERS 107

# OPENED CASES

## BASIS FOR ELIGIBILITY

Pov. Income         
 MCAA         
 Sliding Fee         
 Other       

## CITY

Mpls.         
 St. Paul         
 Outstate         
 Other       

## COUNTY

Hennepin 21  
 Ramsey 26  
 Washington 7  
 Dakota 1  
 Anoka 3  
 Other       

## SEX

Male 42  
 Female : 10

## AGE

0 - 18         
 19-59 51  
 60-79 1  
 80-up       

## RACE

Caucasian 2  
 Hispanic 45  
 Black 3  
 Native Am.         
 Asian 2

## REFERRED BY:

Prior Client         
 Client         
 Publicity         
 Atty/Bar         
 Comm. Org.         
 LSC Prog.         
 Govt. Agency         
 Other       

## CASE TYPES:

IMMIGRATION:  
 General 3  
 Deportation 16  
 Exclusion         
 Suspension 1  
 Asylum 2  
 Immed. Rel. 15  
 Citizenship 1  
 Cuban Detent.         
 Temp. Visas       

## FAMILY

Divorce 5  
 Custody 7  
 Paternity 2  
 Support         
 OCP         
 Misc. Family       

## OTHER

Land/Tenant         
 Public Benef.         
 Employment 1  
 Discrimin.         
 Criminal 1  
 Tort 2  
 Consumer         
 Misc. 2

LIMITED ENGLISH SPEAKERS 41



# OPENED/CLOSED CASES

## BASIS FOR ELIGIBILITY

Pov. Income \_\_\_\_\_  
 MCAA \_\_\_\_\_  
 Sliding Fee \_\_\_\_\_  
 Other \_\_\_\_\_

## CITY

Mpls. \_\_\_\_\_  
 St. Paul \_\_\_\_\_  
 Outstate \_\_\_\_\_  
 Other \_\_\_\_\_

## COUNTY

Hennepin 37  
 Ramsey 35  
 Washington 1  
 Dakota \_\_\_\_\_  
 Anoka \_\_\_\_\_  
 Other 3

## SEX

Male 42  
 Female 34

## AGE

0 - 18 3  
 19-59 73  
 60-79 \_\_\_\_\_  
 80-up \_\_\_\_\_

## RACE

Caucasian 9  
 Hispanic 59  
 Black 4  
 Native Am. 1  
 Asian 3

## REFERRED BY:

Prior Client \_\_\_\_\_  
 Client \_\_\_\_\_  
 Publicity \_\_\_\_\_  
 Atty/Bar \_\_\_\_\_  
 Comm. Org. \_\_\_\_\_  
 LSC Prog. \_\_\_\_\_  
 Govt. Agency \_\_\_\_\_  
 Other \_\_\_\_\_

## CASE TYPES:

### IMMIGRATION:

General 13  
 Deportation 8  
 Exclusion \_\_\_\_\_  
 Suspension \_\_\_\_\_  
 Asylum 4  
 Immed. Rel. 11  
 Citizenship 2  
 Cuban Detent. 3  
 Temp. Visas 2

### FAMILY

Divorce 7  
 Custody 1  
 Paternity \_\_\_\_\_  
 Support 1  
 OFP 2  
 Misc. Family 3

### OTHER

Land/Tenant \_\_\_\_\_  
 Public Benef. 3  
 Employment 2  
 Discrimin. 5  
 Criminal \_\_\_\_\_  
 Tort 2  
 Consumer 3  
 Misc. 4

## LIMITED ENGLISH SPEAKERS

39

## REASON FOR CLOSING

Advice Only \_\_\_\_\_  
 Brief Service \_\_\_\_\_  
 Referred after Assm. \_\_\_\_\_  
 Insuf. Merit \_\_\_\_\_  
 Client w/drew \_\_\_\_\_  
 Settled \_\_\_\_\_  
 Insuf. Resources \_\_\_\_\_  
 Other \_\_\_\_\_

## REFERRALS

Atty Referral \_\_\_\_\_  
 Legal Aid \_\_\_\_\_  
 Concil Ct. \_\_\_\_\_  
 Soc.Serv.Agency \_\_\_\_\_  
 Govt. Agency \_\_\_\_\_  
 Other \_\_\_\_\_

# REJECTED CASES

## BASIS FOR ELIGIBILITY

Pov. Income \_\_\_\_\_  
MCAA \_\_\_\_\_  
Sliding Fee \_\_\_\_\_  
Other \_\_\_\_\_

## CITY

Mpls. \_\_\_\_\_  
St. Paul \_\_\_\_\_  
Outstate \_\_\_\_\_  
Other \_\_\_\_\_

## COUNTY

Hennepin 39  
Ramsey 48  
Washington 1  
Dakota 2  
Anoka 3  
Other 7

## SEX

Male 54  
Female 46

## AGE

0 - 18 \_\_\_\_\_  
19-59 98  
60-79 1  
80-up 1

## RACE

Caucasian 28  
Hispanic 52  
Black 13  
Native Am. 1  
Asian 6

## REFERRED BY:

Prior Client \_\_\_\_\_  
Client \_\_\_\_\_  
Publicity \_\_\_\_\_  
Atty/Bar \_\_\_\_\_  
Comm. Org. \_\_\_\_\_  
LSC Prog. \_\_\_\_\_  
Govt. Agency \_\_\_\_\_  
Other \_\_\_\_\_

## CASE TYPES:

### IMMIGRATION:

General 13  
Deportation 20  
Exclusion \_\_\_\_\_  
Suspension \_\_\_\_\_  
Asylum 3  
Immed. Rel. 5  
Citizenship \_\_\_\_\_  
Cuban Detent. 2  
Temp. Visas 1

### FAMILY

Divorce 7  
Custody 3  
Paternity 2  
Support 1  
OFP \_\_\_\_\_  
Misc. Family 6

### OTHER

Land/Tenant 8  
Public Benef. 3  
Employment 1  
Discrimin. 4  
Criminal 4  
Tort \_\_\_\_\_  
Consumer 5  
Misc. 12

LIMITED ENGLISH SPEAKERS 27

## REASON FOR REJECTING

Financially Inelig. 5  
Altern. Available 31  
Priority Exclusion 4  
Conflict of Int. 7  
Likelihood success 1  
Insuf. Resources 47  
Other 5

## REFERRALS

Atty Referral \_\_\_\_\_  
Legal Aid \_\_\_\_\_  
Concil Ct. \_\_\_\_\_  
Soc.Serv.Agency \_\_\_\_\_  
Govt. Agency \_\_\_\_\_  
Other \_\_\_\_\_

# STATISTICS

PERIOD Jan. - June, 1985

TOTALS: OPENED 51  
 CLOSED 33  
 REJECTED 47  
 OPENED/CLOSED 71

## TOTAL CASES

### BASIS FOR ELIGIBILITY

Pov. Income 116  
 MCAA 19  
 Sliding Fee 26  
 Other 8

### CITY

Mpls. 38  
 St. Paul 103  
 Outstate 7  
 Other 21

### COUNTY

Hennepin 44  
 Ramsey 108  
 Washington 0  
 Dakota 7  
 Anoka 1  
 Other 9

### SEX

Male 120  
 Female 49

### AGE

0 - 18  
 19-59 167  
 60-79 2  
 80-up

### RACE

Caucasian 19  
 Hispanic 129  
 Black 14  
 Native Am. 0  
 Asian 7

### REFERRED BY:

Prior Client 15  
 Client 4  
 Publicity 45  
 Atty/Bar 3  
 Comm. Org. 160  
 LSC Prog. 17  
 Govt. Agency 24  
 Other 1

### CASE TYPES:

#### IMMIGRATION:

General 21  
 Deportation 21  
 Exclusion 3  
 Suspension 3  
 Asylum 5  
 Immed. Rel. 26  
 Citizenship 2  
 Cuban Detent. 4  
 Temp. Visas 5

#### FAMILY

Divorce 5  
 Custody 1  
 Paternity 2  
 Support 4  
 OFP 3  
 Misc. Family 18

#### OTHER

Land/Tenant 8  
 Public Benef. 1  
 Employment 6  
 Discrimin. 5  
 Criminal 0  
 Tort 2  
 Consumer 10  
 Misc. 17

LIMITED ENGLISH SPEAKERS

84



# OPENED CASES

## BASIS FOR ELIGIBILITY

Pov. Income	<u>22</u>
MCAA	<u>7</u>
Sliding Fee	<u>20</u>
Other	<u>2</u>

## CITY

Mpls.	<u>12</u>
St. Paul	<u>32</u>
Outstate	<u>7</u>
Other	<u>    </u>

## COUNTY

Hennepin	<u>13</u>
Ramsey	<u>29</u>
Washington	<u>4</u>
Dakota	<u>4</u>
Anoka	<u>5</u>
Other	<u>    </u>

## SEX

Male	<u>41</u>
Female :	<u>10</u>

## AGE

0 - 18	<u>    </u>
19-59	<u>51</u>
60-79	<u>    </u>
80-up	<u>    </u>

## RACE

Caucasian	<u>5</u>
Hispanic	<u>37</u>
Black	<u>6</u>
Native Am.	<u>    </u>
Asian	<u>3</u>

## REFERRED BY:

Prior Client	<u>5</u>
Client	<u>4</u>
Publicity	<u>11</u>
Atty/Bar	<u>    </u>
Comm. Org.	<u>8</u>
LSC Prog.	<u>12</u>
Govt. Agency	<u>11</u>
Other	<u>    </u>

## CASE TYPES:

### IMMIGRATION:

General	<u>4</u>
Deportation	<u>9</u>
Exclusion	<u>    </u>
Suspension	<u>1</u>
Asylum	<u>4</u>
Immed. Rel.	<u>19</u>
Citizenship	<u>1</u>
Cuban Detent.	<u>3</u>
Temp. Visas	<u>    </u>

### FAMILY

Divorce	<u>3</u>
Custody	<u>    </u>
Paternity	<u>2</u>
Support	<u>1</u>
OFP	<u>    </u>
Misc. Family	<u>2</u>

### OTHER

Land/Tenant	<u>    </u>
Public Benef.	<u>    </u>
Employment	<u>    </u>
Discrimin.	<u>    </u>
Criminal	<u>    </u>
Tort	<u>    </u>
Consumer	<u>1</u>
Misc.	<u>1</u>

LIMITED ENGLISH SPEAKERS

30

# OPENED/CLOSED CASES

## BASIS FOR ELIGIBILITY

Pov. Income 55  
 NCAA 12  
 Sliding Fee 4  
 Other     

## CITY

Mpls. 24  
 St. Paul 35  
 Outstate       
 Other 12

## COUNTY

Hennepin 29  
 Ramsey 37  
 Washington       
 Dakota 1  
 Anoka 1  
 Other 3

## SEX

Male 48  
 Female 23

## AGE

0 - 18       
 19-59 69  
 60-79 2  
 80-up     

## RACE

Caucasian 11  
 Hispanic 53  
 Black 5  
 Native Am.       
 Asian 2

## REFERRED BY:

Prior Client 8  
 Client       
 Publicity 19  
 Atty/Bar 2  
 Comm. Org. 30  
 LSC Prog. 4  
 Govt. Agency 7  
 Other 1

## CASE TYPES:

### IMMIGRATION:

General 10  
 Deportation 7  
 Exclusion       
 Suspension 2  
 Asylum 1  
 Immed. Rel. 7  
 Citizenship 1  
 Cuban Detent. 1  
 Temp. Visas 5

### FAMILY

Divorce 2  
 Custody 1  
 Paternity       
 Support 3  
 OFP 3  
 Misc. Family 2

### OTHER

Land/Tenant 3  
 Public Benef. 1  
 Employment 3  
 Discrimin. 2  
 Criminal       
 Tort 2  
 Consumer 8  
 Misc. 7

## LIMITED ENGLISH SPEAKERS

30

## REASON FOR CLOSING

Advice Only 32  
 Brief Service 10  
 Referred after Assm. 1  
 Insuf. Merit 1  
 Client w/drew 17  
 Settled       
 Insuf. Resources       
 Other     

## REFERRALS

Atty Referral       
 Legal Aid       
 Concil Ct.       
 Soc.Serv.Agency       
 Govt. Agency       
 Other

# REJECTED CASES

## BASIS FOR ELIGIBILITY

Pov. Income	<u>39</u>
MCAA	
Sliding Fee	<u>2</u>
Other	<u>6</u>

## CITY

Mpls.	<u>2</u>
St. Paul	<u>36</u>
Outstate	
Other	<u>9</u>

## COUNTY

Hennepin	<u>2</u>
Ramsey	<u>42</u>
Washington	
Dakota	<u>2</u>
Anoka	
Other	<u>1</u>

## SEX

Male	<u>31</u>
Female	<u>16</u>

## AGE

0 - 18	
19-59	<u>47</u>
60-79	
30-up	

## RACE

Caucasian	<u>3</u>
Hispanic	<u>39</u>
Black	<u>3</u>
Native Am.	
Asian	<u>2</u>

## REFERRED BY:

Prior Client	<u>2</u>
Client	
Publicity	<u>15</u>
Atty/Bar	<u>1</u>
Comm. Org.	<u>22</u>
LSC Prog.	<u>1</u>
Govt. Agency	<u>6</u>
Other	

## CASE TYPES:

### IMMIGRATION:

General	<u>7</u>
Deportation	<u>5</u>
Exclusion	
Suspension	
Asylum	
Immed. Rel.	
Citizenship	
Cuban Detent.	
Temp. Visas	

### FAMILY

Divorce	
Custody	
Paternity	
Support	
OPF	
Misc. Family	<u>14</u>

### OTHER

Land/Tenant	<u>5</u>
Public Benef.	
Employment	<u>3</u>
Discrimin.	<u>3</u>
Criminal	
Tort	
Consumer	<u>1</u>
Misc.	<u>9</u>

## LIMITED ENGLISH SPEAKERS

24

## REASON FOR REJECTING

Financially Inelig.	<u>1</u>
Altern. Available	<u>18</u>
Priority Exclusion	<u>1</u>
Conflict of Int.	<u>1</u>
Likelihood success	
Insuf. Resources	<u>26</u>
Other	

## REFERRALS

Atty Referral	<u>15</u>
Legal Aid	<u>12</u>
Council Ct.	
Soc.Serv.Agency	<u>6</u>
Govt. Agency	<u>1</u>
Other	<u>2</u>

CENTRO LEGAL, INC.  
OPERATIONAL BUDGET  
1985

REVENUE:

Contributions	\$ 68,803.
S.M.R.L.S.	9,000.
M.C.A.A.	24,999.
* L.S.A.C.	11,091.
I.O.L.T.A.	27,499.
Attorney Fees	4,000.
Interest Income	-0-
M.I.S.C.	-0-

---

TOTAL REVENUE	\$ 145,392.
---------------	-------------

EXPENSES:

Salaries	\$ 97,970.
Employee Benefits	11,756.
Payroll Taxes	9,300.
Professional Fees	2,500.
Supplies	700.
Telephone	5,400.
Postage	1,000.
Occupancy	6,500.
Insurance	4,000.
Printing	600.
Transportation	500.
Conferences	1,000.
Subscriptions	200.
Library Updates	500.
Law Library	1,200.
Awards	100.
Equipment	1,666.
Equipment Repair	300.
Misc.	200.

---

TOTAL EXPENSES	\$ 145,392.
----------------	-------------

\* Centro Legal operates on a calendar year. The figure for L.S.A.C. is based on a 12 month projection during the L.S.A.C. fiscal year schedule for period 7-1-84 through 6-30-85 and 7-1-85 through 12-31-85.



CENTRO LEGAL, INC.  
OPERATIONAL BUDGET  
1986

REVENUE:

Contributions	\$ 84,440.
S.M.R.L.S.	9,600.
M.C.A.A.	20,000.
*L.S.A.C.	11,500.
I.O.L.T.A.	35,000.
Attorney Fees	4,000.
Interest Income	-0-
M.I.S.C.	-0-
 TOTAL REVENUE	 \$ 164,540.

EXPENSES:

Salaries	\$ 113,070.
Employee Benefits	15,504.
Payroll Taxes	9,600.
Professional Fees	2,500.
Supplies	700.
Telephone	5,400.
Postage	1,000.
Occupancy	6,500.
Insurance	4,000.
Printing	600.
Transportaion	500.
Conferences	1,000.
Subscriptions	200.
Library Updates	500.
Law Library	1,200.
Awards	100.
Equipment	1,666.
Equipment Repair	300.
MISC.	200.
 TOTAL EXPENSES	 \$ 164,540.

\* Centro Legal operates on a calendar year. The figure for L.S.A.C. is based on a 12 month projection utilizing anticipated allocation amounts from L.S.A.C.'s fiscal year schedule of 7-1-85 through 6-30-86 and 7-1-86 through 6-30-87.

CENTRO LEGAL, INC.  
REVENUE LISTING  
1985

<u>SOURCE</u>	<u>BUDGET CATAGORIE</u>
Legal Services Advisory Comm.	Staff Expenses/Support
Lawyers Trust Account	Staff Expenses/Support
*Mpls. Community Action Agency	Staff Expenses/Support
Mn. State Bar Foundation	Staff Expenses/Support
The Mcknight Foundation	Staff Expenses/Support
Dayton-Hudson Foundation	Staff Expenses/Support
General Mills Foundation	Staff Expenses/Support
Northwestern Bell	Operational Support
Prudential Insurance Co.	Operational Support
Honeywell Foundation	Operational Support
*First Banks Minneapolis	Operational Support
Fingerhut Family Foundation	Operational Support
Northern States Power Co.	Operational Support

\* Both M.C.A.A. and First Banks Minneapolis are allocated 100% to the support of the Minneapolis area office. All other sources of revenue are allocated between the St. Paul and Minneapolis offices, using an expense percentage formula.

CENTRO LEGAL, INC.

STAFFING PATTERN

NOVEMBER 1, 1985

<u>NAME</u>	<u>F.T.E.</u>	<u>POSITION</u>
Sandra Campos	(40%)	Secretary/Receptionist Minneapolis Office
Susan E. Conley	1.0 F.T.E.	Executive Director/ Managing Attorney
Elena Ostby	(40%)	Law Clerk
Donn J. Vargas	(80%)	Administrator Intake - Mpls Office
Elisa Ybarra	1.0 F.T.E.	Paralegal
Betty Jo Zepeda	1.0 F.T.E.	Secretary/Receptionist St. Paul Office

CENTRO LEGAL, INC.  
STAFFING/EXPENSES PROJECTIONS  
1984 - 1986

<u>STAFFING</u>	<u>1984</u>	<u>1985</u>	<u>1986</u>
MANAGING ATTORNEY	X	X	X
STAFF ATTORNEY			X
LAW CLERK		X	X
PARALEGAL		X	X
LEGAL SECRETARY	X	X	X
LEGAL SECRETARY		X	X
ADMINISTRATOR	X	X	X
<u>EXPENSES</u>			
SALARIES	76,000.	97,970.	113,070.
EMPLOYEE BENEFITS	13,714.	11,756.	15,504.
PAYROLL TAXES	-0-	9,300.	9,600.
PROFESSIONAL FEES	2,400.	2,500.	2,500.
SUPPLIES	600.	700.	700.
TELEPHONE	4,500.	5,400.	5,400.
POSTAGE	720.	1,000.	1,000.
OCCUPANCY	10,904.	6,500.	6,500.
INSURANCE	475.	4,000.	4,000.
PRINTING	650.	600.	600.
TRANSPORTATION	240.	500.	500.
CONFERENCES	800.	1,000.	1,000.
SUBSCRIPTIONS	-0-	200.	200.
LIBRARY UPDATES	600.	500.	500.
LAW LIBRARY	2,000.	1,200.	1,200.
AWARDS	-0-	100.	100.
EQUIPMENT	4,500.	1,666.	1,666.
EQUIPMENT REPAIR	-0-	300.	300.
MISC.	-0-	200.	200.
TOTAL	118,103.	145,392.	164,540.

# MEMO

TO: Legal Services Advisory Committee  
FROM: Susan E. Conley *SEC*  
RE: Centro Legal, Inc.  
DATE: November 7, 1985

This memo will briefly discuss some of the points raised in correspondence to Centro Legal concerning our operation. I hope that this information will answer some of the questions you may have concerning our program, services and management.

## Scope of Services

The services provided by Centro Legal are targeted toward two primary client communities although services will not be denied to any eligible person if resources permit. The primary target community is the Hispanic population with emphasis on limited English speakers. Because immigration matters are a high priority within the Hispanic community, the secondary target community is all persons with problems relating to or affected by immigration laws.

Although the majority of our clients reside in the 7 county Metro area, primarily Hennepin and Ramsey counties, services are available statewide for immigration related matters. Occasionally cases are accepted for out-of-state residents with immigration problems. The reason for this is that the District Office of the Immigration Service is located in St. Paul. That District Office covers Minnesota and North and South Dakota. All hearings, procedures and processing for persons residing in or detained in these states are venued in St. Paul.

Non-immigration related cases are prioritized, first, for persons with limited English ability, and, second, for persons with legal problems relating to immigration status.

## Eligibility, Screening and Case Management

Clients may be eligible for free services or reduced cost services under a sliding fee schedule based on income and family size. Persons eligible for services from a traditional legal services program are first referred to the appropriate legal services office. If a case is rejected by the legal services program because of guidelines or priorities, Centro Legal may accept the case. Presently, Southern Minnesota Regional Legal Services (SMRLS) is the only legal services program that has identified certain immigration cases as a priority. The attorney for SMRLS who handles those cases from their St. Paul office shares office



space with Centro Legal and day to day supervision of immigration cases handled by that attorney is provided by Centro Legal.

Initial client contacts are screened first by the secretary and screening sheets are filled out. All clients not clearly ineligible for services are scheduled for an appointment with the attorney, who makes a final decision to accept or reject the case. A case log is kept for cases opened, showing the date opened; the nature of the legal problem; basis for eligibility; fee, if any; and date closed. Duplicates of the screening sheets are kept in a separate file for statistics purposes.

Separate files are kept for rejected cases and for cases involving brief services or advice only (opened/closed cases). These cases are batched monthly and statistics recorded as reflected in the statistics data submitted to the Committee. The present case load for the legal staff (one attorney and one paralegal) is approximately 130 cases.

A tickler system is maintained by the legal staff to ensure deadlines are met. A master calendar is also used to docket all important deadlines. A separate and additional docket is maintained for all cases for which voluntary departure extension requests must be made to the Immigration Service. Monthly formal review of cases handled primarily by the paralegal are conducted with daily supervision as needed.

Because Centro Legal has offices located in both Minneapolis and St. Paul, client appointments are scheduled in the appropriate location. Because of the present staffing pattern, appointments are scheduled in Minneapolis one day per week.

### **General Comments**

The office procedures and case management practices derive primarily from practices used by SMRLS. Both the past Executive Director and the present Director are former SMRLS attorneys and have developed the procedures for Centro Legal based upon that experience.

The majority of our clients are referred to us by community organizations, primarily Hispanic organizations such as Centro Cultural Chicano, Hispanos en Minnesota, CLUES, Our Lady of Guadalupe Church, etc. A significant number of cases are also referred to us directly by the Immigration Service and the Immigration Judge as well as legal services programs.



## Cooperating Fund Drive

Liberty Bank Building (rm. 215)

Selby and Snelling Avenues

Saint Paul, Minnesota 55104

612-647-0440

July 8, 1985

COPY

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

Dear Mr. Vargas:

Thank you for your inquiry for membership in the Cooperating Fund Drive.

Enclosed please find Criteria for Membership form.

Our recruiting process for new members begins in the Fall and you will be added to our mailing list. We will send more information to you at a later date.

Kind regards,

Jean Anderson  
Executive Director

JA/jms

Enclosure: Criteria for Membership



**Cooperating Fund Drive  
CRITERIA FOR MEMBERSHIP**

COPY

**A. Requirements**

- 1) Each member must be a Twin Cities based social change organization.
- 2) Each member must be working on issues which directly affect the Twin Cities area.
- 3) Each member must have been formally incorporated for at least two years.
- 4) Each member must have a 501 (c) 3 tax status.
- 5) Each member must be self-determined, that is not controlled by any other institution, organization, or self-perpetuating governing body.

**B. Standards for Participation**

- 1) Each member organization shall agree to have either one of the members from its primary decision-making body or a member of its staff participate on the Board of Directors - regularly attending Board meetings, and meetings of one of the standing committees of CFD.
- 2) Each member organization will be expected to pay the annual membership dues set by the CFD Board of Directors. (Currently \$125/year)
- 3) Each member organization shall agree to minimum participation goals for each CFD-wide fundraising activity or campaign, and shall agree to receive monies by the agreed upon allocation formula.
- 4) Each member organization will be expected to maintain generally accepted accounting practices and clear financial records. Each organization will be expected to comply with the regulations of the City, State of Minnesota and United States of America.
- 5) Each member organization will be expected to report annually to the Cooperating Fund Drive any changes in constituency, goals or program directions. Each member must agree to make available to CFD its financial records including records showing its use of CFD funds only to further the goals and objectives of the organization.
- 6) No organization whose current participation in another major federated fundraising organization prohibits full CFD participation shall be a member of CFD.
- 7) No organization which prohibits or inhibits its employees from organizing through a collective bargaining agent shall be a member of the Cooperating Fund Drive.
- 8) Each Member Organization shall have experience in fundraising or provide evidence to show that it does have the constituency and capability to participate in CFD fundraising events.

-----

I have read the above criteria and believe that our organization agrees to abide by the CFD Requirements and Standards for Participation.

THE SUPREME COURT OF MINNESOTA  
230 STATE CAPITOL  
SAINT PAUL, MINNESOTA 55155

SUE K. DOSAL  
STATE COURT ADMINISTRATOR

June 21, 1985



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

Dear Mr. Vargas:

The Legal Services Advisory Committee has received a number of applications from providers of legal services and alternative dispute resolution programs. After careful consideration the Committee has decided to award \$5,500 to your organization. This award is for a six month period beginning July 1, 1985.

The Committee has expressed an interest in meeting with the Executive Director and/or the Board Chairman of your organization later this fall to clarify questions concerning your caseload, case processing procedures and your organization in general before determining whether funding for an additional six months is appropriate. Please be prepared to respond to questions about the volume, nature and disposition of your caseload.

We look forward to working with you in the coming year and appreciate the work you have done in increasing legal and alternative dispute resolution services for the poor in Minnesota.

Sincerely yours,

*Judith L. Rehak*

Judith L. Rehak  
Administrative Services Director

JLR/jw

*re ↑*  
*Call*  
*Earl*  
*Bruce*

*Call Alma*



DAYTON HUDSON FOUNDATION

777 Nicollet Mall  
Minneapolis, Minnesota 55402  
612/370-6553

October 31, 1988

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

Dear Mr. Diaz:

The Dayton Hudson Foundation is pleased to enclose its check in the amount of \$3,000 for Centro Legal, Inc. This grant is for organizational transition costs.

The Foundation's review committee was pleased with the progress of Centro Legal in resolving its organizational and fiscal problems. While we think you still have major challenges, we believe that, with patience, you can solve them and enhance the capability of Centro Legal.

The review committee also asked me to emphasize to you that the Foundation considers this to be a special one-time commitment. For purposes of future proposals and grantmaking decisions, Centro Legal's general support level for 1988 will be considered to be \$7,500, the amount of our May 1988 grant.

This grant is made possible through the contributions of the following companies:

Dayton Hudson Department Store Co. - Stephen Watson, Chairman and CEO  
Target Stores - Robert J. Ulrich, Chairman and CEO

We would appreciate it if you would list Dayton's and Target Stores in any publication showing business contributors to Centro Legal, Inc.

As stated in the Agreement with Grantee form enclosed, we require a report on the use of these grant funds. Please sign both copies of the Agreement with Grantee and return one to me at your earliest convenience.

Best wishes for continued success.

Sincerely,

Duane C. Scribner  
Program Director  
encl.  
df





Northern States Power Company

414 Nicollet Mall  
Minneapolis, MN 55401

September 9, 1988

Mr. Martin Diaz  
Centro Legal  
179 East Robie Street  
Saint Paul, Minnesota 55107

Dear Mr. Diaz:

On behalf of Northern States Power Company, we are pleased to inform you that your funding request was approved by our Contributions Committee on September 6, 1988. Enclosed is a check for \$2,000 payable to Centro Legal for your "Transition Fund".

Also enclosed is a Grant Recipient Evaluation Report which should be completed and returned to us reporting of the use of the enclosed contribution funds.

We are happy to show our continued support of your efforts with this contribution.

Sincerely,

Linda J. Granoien  
Consultant  
Corporate Contributions

Bruce A. Palmer  
Chairman  
Contributions Committee

enclosure



**Otto Bremer Foundation**

Suite 700  
55 East Fifth Street  
St. Paul, Minnesota 55101  
(612) 227-8036

**Staff**

John Kostishack  
Karen Starr  
Lynda Marrone

October 27, 1988

Martin Diaz  
Centro Legal, Inc.  
179 E. Robie Street  
St. Paul, MN 55107

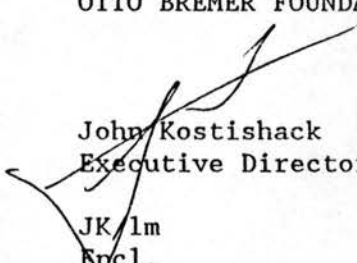
Dear Mr. Diaz:

Enclosed please find our check in the amount of \$10,000 made payable to Centro Legal, Inc. This check is the first payment of a two year commitment and represents the Otto Bremer Foundation's support of providing transitional funding for this legal service agency which serves the Hispanic community.

Both Trustees and staff of the Foundation are pleased to be of assistance.

Sincerely,

OTTO BREMER FOUNDATION

  
John Kostishack  
Executive Director

JK/lm  
Encl.

cc: J. Kostka  
T. Nelson

CENTRO LEGAL, INC.  
CONTRIBUTIONS LIST  
1987

SOURCE	STATUS	ALLOCATION
Mpls United Way	Approved	\$ 29,213.
St. Paul United Way	Approved	20,600.
Mpls Foundation	Approved	10,000.
Dayton-Hudson Found.	Approved	7,500.
MN Supreme Court (7/86-6/87)	Approved	6,250.
Lawyers Trust Account (7/86-6/87)	Approved	12,500.
General Mills (INS)	Approved	5,000.
Fingerhut Fam. Found.	Approved	2,000.
First Banks Mpls.	Rejected	-0-
Metro Council	Rejected	-0-
First Banks Found.	Rejected	-0-
Gannet Found.	Approved	3,000.
Lutheran Brotherhood	Rejected	-0-
Honeywell Found.	Approved	3,000.
N.W. Nat'L. Life	Rejected	-0-
McKnight Found.	Rejected	-0-
I.B.M. Co.	Rejected	-0-
Amer. Fruit & Prod.	Pending	
Deluxe Check Printers	Rejected	-0-
F.R. Bigelow Found.	Approved	10,000.

*Sen. Buchheit  
Joe Ayon*

Norwest Found.	Rejected	-0-
Northwestern Bell	Approved	1,600.
Hennepin County	Rejected	-0-
IDS Financial Serv.	Rejected	-0-
Lawyers Trust Account (7/87-6/88)	Approved	10,000.
MN Supreme Court (7/87-6/88)	Approved	6,250.
Graco Foundation	Rejected	-0-
Cowles Media	Rejected	-0-
Centro-I.L.P. (5/87-4/88)	Approved	36,285.
MN State Bar Found.	Approved	3,000.
Otto Bremer Found.	Approved	7,500.
Dept. of Corrections (10/87-6/88)	Approved	36,600.
Popham, Haik, Schonbrich	Pending	
Norther States Power	Pending	

As of July 27, 1988

LIST OF CONTRIBUTORS IN 1988

<u>NAME:</u>	<u>REQUESTED</u>	<u>GRANTED</u>
UNITED WAY OF MINNEAPOLIS		\$ 30,016
UNITED WAY OF ST. PAUL		21,714
IOLTA		10,000
LSAC (1/88 TO 6/88)		6,250
LSAC (7/88 TO 12/88)	6,250	PENDING
DEPARTMENT OF CORRECTIONS (1/88 TO 6/88)		24,400
DEPARTMENT OF CORRECTIONS (7/88 TO 12/88)	\$ 24,400	24,400
IMMIGRATION LEGALIZATION PROJECT (To date)	\$ 37,500	17,000
NORTHERN STATES POWER	5,000	5,000
ST. PAUL COMPANIES	<u>10,000</u>	Rejected
DAYTON-HUDSON	15,000	7,500
MINNESOTA WOMEN'S FUND	13,304	10,000
POPHAM, HAIK, SCHNOBRICH, KAUFMAN, LTD.		500
NORTHWESTERN BELL	2,750	PENDING
HONEYWELL FOUNDATION	5,000	PENDING
CARGILL FOUNDATION	3,000	PENDING
TRANSITION FUND (MCKNIGHT/ BREMER/ NSP FOUNDATIONS)	25,000	PENDING
3M COMPANY	3,000	PENDING
GRACO FOUNDATION	2,000	PENDING
To Be Submitted:		
General Mills		
Fingerhut Family Foundation		
Gannett Foundation		
Minneapolis Foundation		
Cowles Media		
Deluxe Checking		
Minnesota State Bar Foundation		

Attachment



Russell

St. Paul -

Otto Bremer

Dayton Hudson

FUNDRAISING COMMITTEE  
OUTLINE FOR APPROACHING FUNDERS

- 2 office 1. Historically, Centro Legal has fallen short of meeting its annual revenue projections and needs. As a result, it has accumulated debt which impairs its ability to operate efficiently.
2. During the mid 80's, Centro made inroads into the United Ways and other foundations for support. This was achieved through the use of a full time administrator responsible for all fundraising and fiscal management. After the administrator successfully completed his mission, he was retained and became a financial liability, in that the cost of maintaining the administrator was greater than the benefit of having him on staff. The result was that the administrative cost to Centro was greater than needed and funding is difficult to obtain for that type of cost.
3. Subsequent to obtaining the assistance of United Way, Centro began to get negative responses from former funders. This was caused by the receipt of United Way funding. We were expected to rely more heavily upon the United Ways than they were able to support us.
4. In response to the need for additional support, Centro, in 1987, began a concerted effort to obtain more broad-based support. It was able to obtain a contract with the Department of Corrections to operate a Hispanic Battered Women's Program. It also made some inroads within the Hennepin County system, although it was unable to obtain funding. It also sought to raise more funds internally and restructured its Sliding Fee Scale to take into account the ability of the clients to pay for the services they received.

5. In addition to the effort at raising revenue, Centro also concentrated on cutting its expenses. In late 1987, Centro cut a staff member on a specialized project, which was dissolved for lack of support, and, in March, 1988 Centro cut two support staff members, including the administrator's position, which Centro felt needed to be cut in order to be more cost-effective. As a result, Centro is in much better ongoing financial footing. However, Centro still retains a sizeable outstanding debt which jeopardizes its ability to function efficiently.

6. Centro is looking to its long-standing friends and supporters for a one time special contribution to retire the outstanding debt and maintain the excellent legal services which have made Centro a very respected member of the legal community.

potential contributors 1987

Deluxe Check Printers Foundation 1080 W. Co. Rd. F. Shoreview Mn. 483-7111  
send our app.- they will consider it.

Fuller H.B. Co. 2400 Energy Park Dr. St. Paul Mn. *HB Foundation*  
send our app. to Karen Muhler- will consider it 481-4639 *Jonny Anderson*

Graco Foundation 60 11th. Ave N.E. Mpls Mn. -623-6000  
send our app. *David Kache*

*Centro Legal*  
- Farm. law  
- labor law  
- Immigration

International Business Machines 100 Washington Square Mpls. Mn.  
information network -341-5511 contact person Tom Duffy send our app. will consider it.

International Multi-Foods

general office Multi-foods bldg. 340-3300 --contact person Nancy Sweet..

American Can Co. 755 Prior Ave No. St. Paul Mn. 55104

contact person George Clark 645-0771 budget for 87 filled, but call in 88.

Alexander & Alexander of Minn. Nor-West center 520-3000

American Express Pillsbury Center Mpls. Mn.

contact person Sam Hususki 343-5500

American Fruit & Produce 2864 Eagandale Blvd. Eagan Mn. 454-6580

contact person Sheldon Levine- send app. will consider it.

American Linen Supply Co. 219 W. 5th.  
222-8587

Amor Security 2313 Hennepin Ave Mpls Mn. 374-1826  
send our app.

N.C.R. Comten Inc. 2700 Snelling Ave Roseville Mn. 638-7777  
send our app.

Honeywell Foundation P.O. box 524 Mpls. Mn. 55440  
M. Patricia Hoven, director

Xerox Corp. Longridge Rd. P.O. box 1600 Stanford Ct. 06904 203-329-8700

Control Data Corp. 8100 34th. Ave. So. Mpls. mn. 55440

consultant- public affairs Scott W. Phillips 853-8100

Rosemount Inc. 12001 W. 78th. St. Eden Prarie Mn.

contact person Bonnie Smith 941-5560

Thermo-King 887-2314 314- W. 90th. St. Bloomington Mn.

contact person Tom Bernard

Touche Ross & Co. 1600 Am-Hoist Tower St. Paul Mn.

contact person Mary Ellen Smith 333-2301

Twin City Federal 801 Marquette Mpls. Mn. 55402

contact person Neil Whitehouse send app. 370-1707

Zeigler Inc. 901 W. 94th. Bloomington Mn. 888-4121  
send our app.

potential contributors

Northwestern National Life Insurance Co. 20 Washington Ave So. Mpls. Mn. 55440

Mr. David K. Cummings 2nd. V.P. 372-5580

Northwestern Bell 75 So. 5th. St. rm.2 mezzanine Mpls. Mn. 55402

Ms. Merry Moen Keefe 344-8272 contact person

Northwest ARea Foundation west 975 First National Bank Bldg. St. Paul Mn. 55101

Marth G. Butt 224- 9635

Faegre & Benson 2300 Multifoods Tower Mpls. Mn.

Fredrikson & Byron P.A. 900 2nd. Ave So. Mpls. Mn. 347-7000

B.C.E. Development Properties Inc. 4340 Multifoods Tower Mpls. Mn. 372-1500

potential contributors

Onan Corp. 1400 73rd. Ave. N.E. Fridly Mn. 55432

contact person Ned Phelps 574-5000 send our app.

J.C.Penney Co. 1105 Xenium Lane Plymouth Mn. 55441

contact person Bert Fairchild 544-6670 send our app.

Pan-O-Gold "Holsum" 440 E. St. Germaine St. St. Cloud Mn. 56302 1-800-892-7005

send our app. to P.O.box 848 ST. Cloud Mn. 56302

North Western National Life 386 Wabasha no. St. Paul Mn.

contact person Mary Kay 291-7300

North American Life & Casualty Co. 1750 Hennepin Ave. 55403

contact person Allan Grove 347-6500 send our app.

New York Nationale Life 444 Cedar St. St. Paul Mn.

contact person John Stendahl 227-1770 send our app.

Fingerhut Family Foundation 5354 Parkdale Dr. Parkdale 3, suite310 Mpls. Mn. 55416

Ron Fingerhut--director 545-3000

Ron Heiligman-consultant 913-492-3016

Fingerhut Family Foundation P.O. box 12453 Overland Park Kansas City Mo. 66212

General Mills Foundation P.O. box1113 Mpls. Mn. 55440

Lauren P. Week- Pro. Assc. 540-2410 3337

Wm. Randolph Hearst Foundation, The Hearst Foundation 690 Market St. suite 502

San Francisco Cal. 94104 415- 781-8418

F.R. Bigelow Foundation 1120 Northwestern National Bank Bldg. St. Paul Mn. 55101

contact person Paul A, Verret-secretary 224-4849

Bemis Co. Foundation 800 Northstar Center Mpls. n. 55402

Thomas E. Davis-Exec. Director 340-6000

Cenex Foundation 1185 N. Concord St. St. Paul Mn. 55075

manager Mr. D.W. Bangerter

Cowles Foundation I.D.S. Tower 6th. fl. Mpls. Mn. 55402

% David Brown Mr. Norton L. Armour V.P.

Carolyn Foundation 1600 First National Bank Bldg. Mpls. Mn. 55402

Executive director Mr. Robert B. Diercks

Abelard Foundation- Joint Foundation Support 275 Madison Ave suite1918 N.Y. N.Y. 10016

Executive director Mrs. Patricia Hewitt

The Playboy Foundation 919 No. Michigan Ave. Chicago Ill. 60611

Executive director Mrs. Rebecca Sive- Tomashefsky

Davis Foundation 2100 First Nat. Bank Bldg. St. Paul 55101

Mr. Frederick W. Davis--president

Driscoll Foundation 2100 First Nat. Bank Bldg. St. Paul Mn. 55101

Mr. John Driscoll--president



potential contributors

A.D.C. Telecommunications 5501 Green Valley Dr. Bloomington Mn.  
contact person Sally Wrigley 835-6800 --will send app. to us.  
Colwell Industries 123 no. 3rd. St. Mpls.  
contact person Janet Wander --340-0365 --send our app. to her.  
✓ I.D.S. Financial Services I.D.S. Tower Mpls. Mn. 55402 <sup>NAME TYP.</sup> ~~--372-3131~~ <sup>MARIE TUBIN / REV. TRENDL</sup> 372-3321 / 372-3295  
~~Inter-Regional Financial Group Dain Tower Mpls. Mn.~~ <sup>DAIN BOSWORTH FOUNDATION</sup>  
contact person Carole Christensen 100 Dain Tower Mpls. Mn. 55402 -371-7750  
✓ McKnight Foundation The Peavy Bldg.  
contact person Thomas Berg - 333-4220 they will send app. to us.  
Minnesota Title Financial Corp. - 400 2nd. Ave So. Mpls. Mn. 55401  
contact person Pat Kuble -371-1199 --- send our app. to them..  
~~Nor West Bank Midland 401 2nd. Ave So. Mpls. Mn. -372-7000~~  
~~contact person Ernest Pierson --- send our app. to them.~~  
Tension Envelope Corp. 129 No. 2nd. St. Mpls. Mn. --341-3131  
contact person Mr. Jacobson --- send our app.  
Toro Co. - 8111 Lyndale Ave. So. Bloomington Mn. 55420  
contact person May Elliot ---888-8801 ---send our app.  
I.T.T. Financial S.V.C. Commercial Div. --2626 E. 82 nd. St. Bloomington Mn.  
854-5092 --- send our app.  
Josten, s Inc. 5501 Norman Center Dr. Bloomington Mn. 55437  
contact person Paul Heim Corp. Hdqtrs. --- send our app.  
LAmaur Inc. - 5601 N.E. East River Rd. Fridly Mn.  
contact person Harry Rosebaum ---send our app. -571-1234  
Mid-West Communications 11th. on the Mall Mpls. Mn.  
contact in Sept. for consideration of our app. 330-2400  
Mpls. Star & Tribune Corp. Hdqtrs. I.D.S. Tower - 375-7000  
contact person Jan Schlittenberg- send our app.  
National Car Rental Executive offices 7700 France Ave So. Edina Mn.  
830-2121 -- will consider our app.  
Minn. Vikings Football Team main office 9520 Viking Dr. Eden Prarie Mn.  
828-6500 -- send our app.  
Marquette Bank Mpls. 718 Washington Ave. So. East Mpls. Mn. 379-8900  
send our app. <sup>Bill Lange 341-5157</sup> <sup>Gallivan, Phil P</sup> <sup>Sr Vice Pres</sup> <sup>612-344-1111</sup>  
✓ Johnson & Higgins Insurance 100 Washington Square Mpls. Mn.  
338-0681 --- must call in December for consideration.  
Campbell- Mithum Advertiseing Agency 386 Wabasha St. St. Paul Mn. 291-1211  
Cargill Foundation 15407 W. McGinty Rd. Minnetonka Mn. 475-7575  
send app.- will consider.

potential contributors

Marbrook Foundation 510 Baker bldg. Mpls. Mn. 55402

Mr. Conley Brooks Executive director

Northern Star Foundation 440 Hamm Building St. Paul Mn. 55102

Mr. William H. Hamm--President

Onan Family Foundation P.O. Box 11 400 So. Cty. Rd. 18 Mpls. Mn. 55426

Mr. David W. Onan ~~11~~ 2nd. president

Weyerhaeuser Memorial Foundation 2100 First Nat. Bank Bldg. St. Paul Mn. 55101

Mr. Walter Rosenberry 3rd. president

Wilder -Amherst H. -Foundation 355 Washington St. St. Paul Mn. 55102

Mr. Leonard H. Wildening president

MacArthur Foundation 140 So. Dearborn St. Chigo Illinois 60603

312-236-5356 Joseph A. Diana V.P. for Adm.& Treasurer

Lily Endowment Inc. 2801 No. Meridian St. P.O. Box 88068 Indianapolis Ind. 46208

Richard O. Ristine Exec. V.P. 317-924-5471

Burden Foundation 630 fifth Ave N.Y.N.Y. 10111

Exec. Director Harriet L. Warm

Clark Foundation 250 Park Ave. rm.900 N.Y. N.Y. 10017

John R. Coleman president 212-986-7050

Public Welfare Foundation Inc. 2600 Virginia Ave. N.W. rm.505 Wash. D.C. 20057

Exec. Director Mr. C. Glen Shrig

Ford Foundation 320 E. 43rd. St. N.Y. N.Y. 10017

Howard R. Dressner Secretary

Guggenheim Foundation 950 3rd. Ave. 30th. floor N.Y. N.Y. 10022

Oscar S. Straus 2nd. President 212-755-3199

Hughes Foundation 40 Wall St. N.Y. N.Y. 10005

Chauncey L. Waddell President

Ottinger Foundation 370 Lexington Ave. N.Y. N.Y. 10017

David R. Hunter Exec. Director 212-532-0617

Rubin Foundation 777 United Nations Plaza N.Y. N.Y. 10017

Cora Weiss President 212-288-4500

Textron Charitable Trust P.O. Box 878 Providence R.I. 02901

Delores A. Carlson 401-421-2800

Mertz Gilmore Foundation 39 W. 11th St. N.Y. N.Y. 10011

Robert W. Gilmore President

Young Republican Foundation 285 Madison Ave. N.Y. N.Y. 10017

Robert A. Jelinek President

Valspar Foundation P.O. Box 1461 Mpls. Mn. 55440

Sam Guerrera V.P. of consumers

## POTENTIAL CONTRIBUTORS

ADC TELECOMMUNICATIONS  
ALEXANDER & ALEXANDER  
AMERICAN CAN COMPANY  
AMERICAN EXPRESS  
AMERICAN FRUIT & PRODUCE  
AMERICAN HARDWARE MUTUAL INS. CO.  
AMERICAN LINER SUPPLY  
ARMOR SECURITY  
ARTHUR ANDERSON & CO.  
BCED-MN (FORMERLY OXFORD PROP.)  
BEMIS COMPANY FOUNDATION  
CAMPBELL-MITHUN ADVERTISING  
CARGILL FOUNDATION  
COLWELL INDUSTRIES  
CONTROL DATA CORPORATION  
CURTIS CARLSON FOUNDATION  
DELUXE CHECK PRINTERS FOUND.  
FAEGRE & BENSON  
FORD MOTOR COMPANY  
FREDRICKSON & BYRON  
H. B. FULLER COMPANY  
M.A. GEDNEY COMPANY  
GELCO FOUNDATION  
GRACO FOUNDATION  
INTERNATIONAL BUSINESS MACHINES  
IDS FINANCIAL SERVICES  
INTERNATIONAL MULTIFOODS  
INTER REGIONAL FINANCIAL GRP.  
ITT CONSUMER FINANCIAL  
JOHNSON & HIGGINS  
JOSTEN'S INC.  
LAMAUR, INC.  
LIEBERMAN-OKINOW FOUNDATION  
LUTHERAN BROTHERHOOD  
MARQUETTE BANK MINNEAPOLIS  
S. T. MCKNIGHT FOUNDATION  
MEDTRONIC FOUNDATION  
MID-STATE MANUFACTURING CORP.  
MIDWEST COMMUNICATIONS  
MINNEAPOLIS STAR & TRIBUNE  
MINNEGASCO  
MINNESOTA TITLE FOUNDATION  
MINNESOTA VIKINGS FOOTBALL CLUB  
NATIONAL CAR RENTAL  
NCR COMTEN  
NEW YORK NATIONAL LIFE  
NORTH AMERICAN LIFE & CASUALTY  
NORTHWESTERN NATIONAL LIFE  
NORWEST BANK MINNEAPOLIS  
NORWEST BANK MIDLAND  
O'CONNOR & HANNAN  
ONAN CORPORATION  
PAN-O-GOLD "HOLSUM"  
J.C. PENNEY COMPANY  
PHILLIPS FOUNDATION

ROSEMOUNT, INC.  
SUPER VALU STORES  
TENNANT COMPANY FOUND.  
TENSION ENVELOPE  
THERMO KING  
TORO COMPANY  
TOUCHE ROSS & COMPANY  
TWIN CITY FEDERAL  
VALSPAR CORPORATION  
ZEIGLER, INC.

*Otto Bremer Found.*

potential contributors

W.C.C.O.

ELNA Campbell 330-2656

Minnegasco 201 So. 7th. St. Mpls. Mn.

contact person Kim Roden 372-4821

Medtronic 3055 old Hwy. 8, St. Anthony Mn.

✓Lutherin Brotherhood 625 4th. Ave. So. Mpls. Mn. 55415

contact person Mr. Harlan Hogsven V.P. 340-7000

~~Investors-Diversified Serv. I.D.S. Tower Mpls. mn. 372-3131~~

*Jim Mitchell*

Holiday Station Stores 4567 W. 80th. St. Bloomington Mn.

contact person Rita 830-8700

Norwest Bank St. Paul 55 E. 5th. St. Paul Mn.

Human-Resources-Dept. Ida Mae Scholl 291-2006 contact person

✓Norwest Bank Mpls. 8th. & Marquette Ave Mpls. Mn.

contact person Julie Straub 372-9687 (372-0084 mangle)

Tennant Co. Foundation 701 Lilac Dr. Mpls. Mn. 55440

Mr. George T. Pennock President

American Hardware Ins. Co. 3033 Excelsior Blvd. Mpls. Mn. 55416

Mr. G.H. Gmitro-Senior V.P. 920-1400

Carlson Foundation % Carlson Co. 12755 Hwy. 55 Mpls. Mn. 55411

Mr. Allan Cleland-Chairman contributions committee 540-8081-Marsha Switinke

✓First Bank Mpls. Foundation First Place Bank 120 So. 6th. St. Mpls. Mn.

Roberta Boelter 370-4299

Hartzell Foundation 2516 Wabasha ST. Paul Mn.

Robert Hartzell 642-2884

Gelco Foundation 1 Gelco Dr. Edan Prarie Mn. 828-1000

Ford Motor Co. 6301 W. Old Shakopee Rd. Bloomington mn. 55431

Mr. Russ Gagne- Chairman 887-4261 community relations council

Fluidyne Engrng. Corp. 5900 Olson Mem. Hwy. Golden Valley Mn. 55422

Mr. Frame President 544-2721

Supervalu Stores Inc. P.O.Box 990 Mpls.Mn. 55440

Mr. William C. Hunt Chairman contributions committee

Prudential Ins. Co. P.O. Box 1143 Mpls. Mn. 55440

Mr. Gregory Owens President 541-7342 553-6469 Employee Community Service Committee

Northern States Power 414 Nicolet Mall Mpls Mn. 55401

Mr. Bud Palmer Consumer Affairs 330-5500

~~Northwestern National Bank of Mpls. North American Office 615 7th. St. No. Mpls. Mn. 55411~~

~~Mrs. Janet Schwerin 372-7655~~

The Mardale Foundation 1120 Northwestern Bank Bldg. St. Paul Mn. 55101  
224-9635



CENTRO LEGAL, INC.  
CONTRIBUTIONS LIST  
1987

*list  
deficits*

SOURCE

STATUS

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Metro Council	Rejected	-0-
First Banks Found.	Rejected	-0-
Gannet Found.	Approved	3,000.
Lutheran Brotherhood	<del>Rejected</del> Approved	-0-
Honeywell Found.	Approved	3,000.
N.W. Nat'L. Life	Rejected	-0-
McKnight Found.	Rejected	-0-
I.B.M. Co.	Rejected	-0-
Amer. Fruit & Prod.	Pending	
Deluxe Check Printers	Rejected	-0-
F.R. Bigelow Found.	Approved	10,000.

*\$ in  
1st quarter*

*Pat  
Votrupa*

*Atto Bremer  
Dayton*

*\$5,000.  
McKnight*

*retire  
26<sup>th</sup> payroll  
debit*

*\$5,000*

*Finance com.  
Tomo Place  
Feb. 24 - 6:00 pm  
BOD. Feb. 29, 1988  
Piper  
gaf.*



Norwest Found.	Rejected	-0-
Northwestern Bell	Approved	1,600.
Hennepin County	Rejected	-0-
IDS Financial Serv.	Rejected	-0-
Lawyers Trust Account (7/87-6/88)	Approved	10,000.
MN Supreme Court (7/87-6/88)	Approved	6,250.
Graco Foundation	Rejected	-0-
Cowles Media	Rejected	-0-
Centro-I.L.P. (5/87-4/88)	Approved	36,285.
MN State Bar Found.	Approved	3,000.
→ Otto Bremer Found. <i>E</i>	Approved	7,500. ✓
Dept. of Corrections (10/87-6/88)	Approved	36,600.
Popham, Haik, Schonbrich	Pending	
Norther States Power	Pending	