



Irene Gomez-Bethke Papers.

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B.O.D.
1.) Statement
2.) Letters to Funders -
Financial Plan to resolve
\$5000
+ APRIL
1st plan.

1 RS
Mar 14 plan
- Want in
\$-90 deep.

Plan
Consultant

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
2-29-88 6:30PM

M I N U T E S

Boschwitz
2. Vento
3.

Present: Tom Barrett, Irene Gomez-Bethke, Reverend Sunthi Paul
Albert Garcia Jr., Miguel Garza, Wesley Iijima, Steve Hoffmeyer

Absent: Olivia Arredondo, Douglas Hall, Olivia Mancha, Carlos
Mariani-Rosa

Staff: Martin A. Diaz, Donn J. Vargas

The meeting was called to order at 6:45pm by President Gomez-
Bethke.

1. Motion - Albert Garcia

Moves to approve the 2-29-88 board meeting agenda as
submitted.

2nd. - Tom Barrett

Motion Carries

2. Motion - Albert Garcia

Moves approval of the minutes from the 12-16-87 board
meeting.

2nd. - Wesley Iijima

Motion Carries

PRESIDENTS REPORT

A. Treasures Resignation

President Gomez-Bethke reported that she had received a letter of
resignation from Juan Lopez dated December 21, 1987.

1. Motion - Tom Barrett

Moves to accept the letter of resignation from Juan Lopez.

2nd. - Albert Garcia

Comments:

* Any board member with concerns should be able to present their position before resorting to resigning.

* Juan indicated that his problems were in two areas; a limited amount of time and his reluctance to be held liable for delinquent P/R taxes.

* Voting to accept the resignation from Juan will make it difficult to return should he wish to, and any action should be postponed.

The question was called and a vote taken.

The motion carries as stated.

Note: The President was instructed to send a letter to Juan, thanking him for all of his efforts on behalf of Centro Legal.

B. I.R.S. Status

Staff reported that on Friday (2/26) an I.R.S. field agent paid a visit to Centro, to discuss payment of delinquent P/R taxes. The amount of taxes due for 1987 are estimated at \$41,137., and the I.R.S. is looking for a quick resolution to this issue.

There are a number of items that the I.R.S. would like done. These include, developing a payment schedule, fill out individual liability forms (433-A), and make monthly tax deposits instead of quarterly. Additionally, two tax payments must be made by 3/2/88, \$3,500. to be applied towards the delinquent amount and the January tax deposit of \$2,964. Meeting all of these conditions would go a long way towards ensuring that the I.R.S. does not take further punitive action.

NOTE: Albert Garcia stated for the record that this was the first time that he had been made aware of the critical nature of the tax situation.

Comments:

* The recent action by the I.R.S. is the last step in the process to collect delinquent taxes from Centro.

* There should be a concerted effort to reduce the T/F portion of the taxes first.

* The board must decide to either stay open or close down, before a plan can be developed to address the tax situation.

* There may be a way to ask for a waiver of the tax penalty but we clearly are not in a position to do it as of yet.

* The staff will comply with the I.R.S. request to fill out the individual liability form.

* An agreement from the I.R.S. to allow us to apply payments to the T/F portion of the tax will encourage the board to fill out the individual liability form.

* The board may want to seek legal council to assist with the efforts towards the I.R.S.

NOTE: At this point (7:45pm) the board moved to agenda item #7-A to take action on the proposed By-law changes.

Ad hoc By-law committee

1. Motion - Steve Hoffmeyer

Moves approval of the proposed By-law changes as drafted and submitted in the Ad hoc By-law committee report dated 1/21.

2nd. - Tom Barrett

Comments: State law requires that there must be at least 1/3 of current members present in order to constitute a quorum.

Motion Carries

NOTE: The board returned to discussion of the I.R.S. issue at 7:50pm

Comments Continued:

* Marty will be trying to contact the top 50 law firms to seek money.

* Most intake will be shut down to reduce the case load in the event that staff is reduced to allow for a smoother transfer. The only intake to be done will be for legalization cases and battered women.

1. Motion - Wesley Iijima

Moves that 1 secretarial position be eliminated following the Personnel Policies as a step towards reducing liabilities.

2nd. - Albert Garcia

Motion Carries

2. Motion - Albert Garcia

Moves to discontinue dependent health coverage.

2nd. - Wesley Iijima (for discussion)

Comments:

* Eliminating dependent coverage may force people to resign, effectively closing down without accomplishing our pay back to the I.R.S.

* Eliminating dependent coverage would save approximately \$500. per month allowing us to divert those funds to the I.R.S.

The question was called and a vote taken.

Yes - 2 (Albert Garcia voted yes)

No - 2

The Chair votes no and the motion fails.

Comments:

Tom Barrett and Irene Gomez-Bethke have been trying to contact major funders to raise special funds to eliminate delinquent P/R taxes. The Mcknight Foundation has committed \$5,000. if we can induce other funders to join the effort. The goal is to raise \$25,000. - \$30,000. for this effort.

3. Motion - Tom Barrett

Moves that the agency stay open and work towards eliminating the delinquent P/R taxes.

2nd. - Steve Hoffmeyer

Motion Carries (Albert Garcia voted no)

4. Motion - Tom Barrett

Moves that no further P/R payments made without P/R tax deposits, so the T/F account does not exceed \$24,616.

2nd. - Wesley Iijima

Motion Carries

5. Motion - Tom Barrett

Moves that only payments essential to agency operations be made until further action by the board. These payments will be left to the discretion of management.

2nd. - Albert Garcia

Motion Carries

6. Motion - Tom Barrett

Moves that staff develop a payment scenario (A.S.A.P.) to satisfy the I.R.S. obligation and submit to the board for ratification.

2nd. - Albert Garcia

Motion Carries

NOTE: Albert Garcia stated for the record that staff & Juan Lopez knew about the I.R.S. issue and failed to bring it to the attention of the board at an earlier time.

C. Election of Officers

1. Motion - Albert Garcia

Moves to table the election of officers and board appointments until further notice.

2nd. - Wesley Iijima

Motion Carries

OLD BUSINESS

7-B: St. Paul Office Lease

1. Motion - Miguel Garza

Moves to allow Martin Diaz to sign the lease with the approved amendments.

2nd. - Steve Hoffmeyer

Motion Carries

NEW BUSINESS

8-A: Minneapolis Office Lease

1. Motion - Wesley Iijima

Moves to table action on the lease until further notice.

2nd. - Steve Hoffmeyer

Motion Carries

2. Motion - Tom Barrett

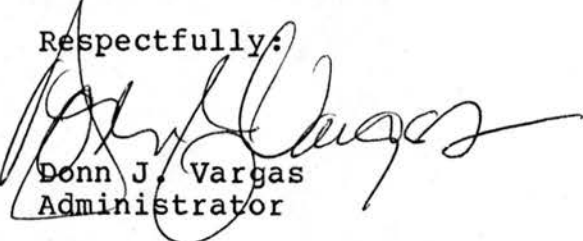
Moves to adjourn the board meeting.

2nd. - Miguel Garza

Motion Carries

The meeting was adjourned at 9:05pm., and the next meeting was scheduled for Tuesday March 8, 1988 at 6:30pm.

Respectfully:



Donn J. Vargas
Administrator

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
3-8-88 6:30PM

A G E N D A

- ✓ 1. Call to order
- ✓ 2. Approval of the 3-8-88 agenda
- ✓ 3. Approval of the board minutes of 2/29/88
- ✓ 4. Presidents Report
 - ✓ A. I.R.S. Status
5. Old Business
6. New Business
7. Adjournment

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
2-8-88 6:30PM

A G E N D A

DULY NOTED FOR BY-LAW CHANGE

1. Call to Order
2. Approval of the board minutes of 12/16/87 ✓
3. Approval of the agenda for 2/11/88 ✓
4. Presidents Report
A. Treasures Resignation
B. Election (Corporate Officers)
5. Standing Committee Reports
A. Finance Committee
B. Membership Committee
1. Board vacancy/election
6. Chief Legal Officers Report
A. STP Foundation/M.I.F. meeting *
B. Program Status Report
7. Old Business
A. Ad hoc By-law Committee ✓
B. St. Paul Office Lease ✓
8. New Business
A. Minneapolis Office Lease ✓
9. Adjournment

Letter

Resolution

N.S.P.

March
8th

Plan A
exp. term 1RS
Contact NW
Fundraising
Exp. term 1RS
Plans to resolve
Be back in April
Contact
JT
JP
RO

Day
15th
Current
payment
trucks

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
12-16-87 6:00PM
MINUTES

PRESENT: Olivia Arredondo, Tom Barrett, Irene Gomez-Bethke,
Reverand Sunthi Paul C., Miguel Garza, Steve Hoffmeyer,
Wes Iijima, Juan López, Carlos Mariani-Rosa.

STAFF: Martin A. Diaz, Donn J. Vargas.

ABSENT: Albert Garcia Jr., Doug Hall.

Meeting was called to order at 6:15 by Juan López (Acting Chair).

1. Motion - Wes Iijima.

Moves to approve the minutes of the 11-17-87 board meeting.

2nd- Olivia Arredondo

Motion carries.

2. Motion - Wes Iijima.

Moves to approve the agenda for the 12-16-87 board meeting.

2nd - Miguel Garza

Motion carries.

PRESIDENTS REPORT

The Presidents report was deferred to the Executive Committee report.

EXECUTIVE COMMITTEE

The Executive Committee met on 12-8-87 to discuss and recommend an operational budget for 1988. Juan López presented the results of the meeting to the board with a brief recap.

A. Budget Spread Sheet:

Staff prepared a spread sheet outlining various budget options for consideration. The options included base figures with and without cost of living adjustments, with and without employee dependent coverage and contract services. One column (#9) listed expenses consistent with the level of revenue that was considered committed for 1988.

Juan López - Column #9 (\$185,685.) would not be practical because Centro Legal would have to cut staff by 1/2 and would not be able to follow thru on commitments to the funders. Column #2 (\$254,914.) does not allow for contract services and we would continue to have cash flow problems and P/R Taxes liabilities.

The additional revenue needed to meet the operational budget in the past has been around \$70,000. Last year we were able to raise about \$13,000 from the Legalization project, however it may be less in 1988.

Therefore, the Executive Committee (with one dissenting vote) recommended that the 1988 annual budget be set at \$242,562. with contract service workers.

Carlos Mariani-Rosa - Cast the dissenting vote at the meeting for the following reasons. He disagreed philosophically with the fact that P/R taxes are a problem. It could be any number of different things (i.e., salaries, occupancy, etc.).

We talked about approaching funders and requesting up front monies for P/R taxes so we don't get behind. The rationale that we use for the funders may signal that the agency structure or services may be the issue. Finally, I was not comfortable with the answers given regarding the legal issue of contract employees. The long term questions need to be asked, and we need solutions to the problems.

Wes Iijima - We should set an operational budget at a certain level and adjust our operating expense to meet the budget until after we have the Sue Stevens report.

Martin Diaz - If we go to contract workers, it should be done for the first of the year, but not to play around because we may have problems with the I.R.S. The contract people would be two (2) attorneys, one (1) paralegal, and one (1) administrator. There are two people tied into projects, one (1) attorney for the Legalization project and one (1) paralegal for the D.O.C. project.

Tom Barrett - Centro Legal should not go this way, because as a business matter it may pose problems. It may answer a particular budget issue, but we should try to raise the funds to meet the cash flow. We will have to bite the bullet.

Reverend Sunthi Paul - We should try the contract formula for 1 year and raise funds immediately to meet the liabilities.

Occupancy: There may be a cost savings of \$4,000. if Centro Legal's south side office would move to Centro Cultural Chicano. We would have to share secretarial services (20%) but an option would be to use students from a work program.

Budget: The proposed salary schedule includes all but a staff

person for the Asian Legal Project.

1. Motion - Juan Lopez

Moves to approve a 1988 operational budget of \$242,562. (with contract workers).

2nd - Wes Iijima

Discussion:

- * The contract formula should be consisted with the calendar year to reduce any risk for the I.R.S.
- * A contract staff formula will allow them to take outside work but they should be willing to bite the bullet while the organization hustles to raise funds.
- * Cutting staff would be visible to the community while contract workers would be less visible and require the C.L.O. to work closer with staff.
- * We should approach funders with the position that we need money to operate or we will have to close down.
- * While legal services are important, it is hard to sell compared to the more popular issues of the times (i.e., food, clothing, shelter).

The question was called and a vote on the motion was taken.

2 - yes

6 - no

Motion Failed

2. Motion - Wes Iijima

Moves an operational budget of \$242,562. (column #2) with out contract service workers in partial support of the Executive Committee.

2nd - Reverand Sunthi Paul C.

Comments: We can sell our program to funders in order to raise \$56,877. (soft monies), to meet our 1988 operational budget.

The Motion Carries

B. Employee Benefits:

Centro Legal has been providing health coverage (with dependent coverage) through Physicians Health Plan at an annual rate of \$11,066. At the behest of the Finance Committee the Executive

Committee is recommending that P.H.P. be dropped in favor of the Share Health Plan. It has similar health coverage with the added feature of basic dental for an annual rate of \$10,816., a savings of \$250. per year.

1. Motion - Juan Lopez

Moves to approve the Share Health Plan to replace P.H.P. effective January 1988.

2nd - Steve Hoffmeyer

The Motion Carries

C. Sliding Fee Schedule:

Staff presented revised sliding fee schedules for board review and action. Currently people are being charged a \$25.00 I.C. fee if their case is accepted. The only ones not charged are I.N.S. referrals or individual family members of legalization participants.

Option "A" (80% of L.S.A.C. fees)

Option "B" (85% of L.S.A.C. fees) currently in use at Centro Legal.

Option "C" (75% OF L.S.A.C. fees)

Staff is also requesting that the office be allowed to take a limited number of clients outside the fee schedule at \$50.00 per hour. This is less than the going rate of \$75.00 - \$100.00 but still reasonable.

The I.R.S. has ruled that a program like ours can use a sliding fee schedule, do non substantial work (15% of total case load) and still maintain the non-profit status.

If this is approved it will be a test to see if clients can pay this type of fee and whether it may create a new client base.

1. Motion - Steve Hoffmeyer

Moves to approve option "A" effective January 1988.

2nd - Carlos Mariani-Rosa

The Motion Carries

2. Motion - Steve Hoffmeyer

Moves to approve the \$50.00 per hour rate for clients within the upper bracket of the sliding fee schedule.

2nd - Reverend Sunthi Paul

Comments: 15% of the total open case load may be inconsequential and be consistent with the I.R.S. ruling.

The Motion Carries

D. Centro Cultural Chicano:

The board reviewed the proposal put forth by Centro Cultural Chicano, to provide office space at no charge contingent upon the use of some secretarial time.

The board tabled action on this issue until a later date.

PROGRAM COMMITTEE REPORT

A. Asian Legal Project:

The Program Committee met on 11/23/87 to discuss the status of the Asian Legal project and the options for year 2. Staff informed the committee that there have been a total of 9 clients since June 1987. Based on a project budget figure of \$11,000., each client cost Centro Legal \$1,300. to serve.

The committee upon further discussion recommended that the Asian Legal project be discontinued effective December 31, 1987.

1. Motion - Wes Iijima

Moves the recommendation of the Program Committee to discontinue the project effective December 31, 1987.

2nd - Steve Hoffmeyer

Comments: The Minneapolis Legal Aid has indicated an interest in service to S.E. Asians and Martin Diaz has indicated that he is available for input.

The Motion Carries

MEMBERSHIP COMMITTEE

The nominating sub committee informed the board that as of November 1987 there would be four (4) vacancies on the board of directors. As a result the sub committee has proposed that the following people be considered for three (3) year terms to expire November 1990.

Olivia Arredondo
Carlos Mariani-Rosa
James Roth

Steve Hoffmeyer
Olivia Mancha

1. Motion - Miguel Garza

Moves to re-elect Olivia Arredondo, Steve Hoffmeyer, and Carlos Mariani-Rosa to a three (3) year term.

2nd - Wes Iijima

The Motion Carries

2. Motion - Steve Hoffmeyer

Moves the nomination of Olivia Mancha for a term to expire November 1990.

2nd - Miguel Garza

The Motion Carries

NEW BUSINESS

A. Annual Meeting:

The Ad hoc committee informed the board that the banquet has been scheduled for January 6, 1988 at Boca Chica restaurant. The Honorable Isabel Gomez has agreed to be the guest presenter.

B. St. Paul Office Lease:

Staff presented the proposed 1988 office lease to the board for review. There is scheduled to be a \$42.00 monthly increase over 1987 levels.

1. Motion - Steve Hoffmeyer

Moves to table action until the next board meeting.

2nd - Olivia Arredondo

Discussion: There is some question concerning the language in the lease and the ability of the Neighborhood House Assoc. to raise the rate during the year.

Steve Hoffmeyer withdraws his motion.

2. Motion - Wes Iijima

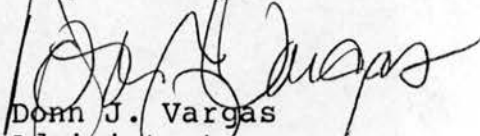
Moves to reject the St. Paul office lease as presented.

2nd - Olivia Arredondo

The Motion Carries

Being no further business, the meeting was adjourned at 9:00pm.

Respectfully:



Donn J. Vargas
Administrator

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
1-15-87 6:00 PM
ST, PAUL OFFICE

AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF THE 10-23-86 BOARD MINUTES
4. PRESIDENTS REPORT
 - A. ELECTION OF CORPORATE OFFICERS 1987
5. STANDING COMMITTEE REPORTS
 - A. EXECUTIVE COMMITTEE
 - B. FINANCE COMMITTEE
 - C. PERSONNEL COMMITTEE
6. EXECUTIVE DIRECTORS REPORT
 - A. PROGRAM STATUS -
7. OLD BUSINESS
 - A. MANAGEMENT REORGANIZATION
8. NEW BUSINESS
 - A. COMMITTEE ASSIGNMENTS 1987
9. ADJOURNMENT

*Jan. 1, 1987
initiate / date -
computer
can load -
changes -*

*Ad hoc.
Program -
Standing
Com.
1. Exec
2. Finance
3. Membership
4. Personnel Com.*

*Ad hoc -
Program
Annual Mtg.*

CENTRO LEGAL, INC.

BOARD OF DIRECTORS MEETING
11-4-87 6:00 p.m.

AGENDA

1. Call to order
2. Approval of the Minutes from 10-6-87
3. Approval of the Agenda for 11-4-87
4. Chief Legal Officer Report
5. Standing Committee Reports
 - A. Executive Committee
 - B. Finance Committee
6. Old Business
7. New Business
8. Adjournment

CENTRO LEGAL, INC.

BOARD OF DIRECTORS MEETING MINUTES
10-6-87 6:00 P.M.

Present: Thomas Barrett, Irene Gomez-Bethke, Reverand Sunthi Paul C., Albert Garcia Jr., Steve Hoffmeyer, Wesley Iijima, Juan Lopez, Carlos Mariani-Rosa

Absent: Olivia Arredondo, Miguel Garza, Douglas Hall.

Staff: Martin A. Diaz, Donn Jay Vargas

The meeting was called to order at 6:10 p.m. by President Gomez-Bethke.

1. Motion - Carlos Mariani-Rosa

Moves approval of the meeting agenda for October 6.

2nd - Wesley Iijima

Motion Carries

2. Motion - Wesley Iijima

Moves approval of the board minutes from September 3.

2nd - Reverand Sunthi Paul C.

Motion Carries

A. Presidents Report

President Gomez-Bethke deferred the report to the Executive Committee report.

B. Executive Committee Report - 9/29/87

* Consultant Assistance: Staff had reported that two bids for financial consultant assistance had been received. Upon review of the bid material and a follow up discussion regarding the ability of each to meet the anticipated needs identified by Centro Legal, a decision was made. The Executive committee is recommending that Susan Stevens and Associates be awarded the contract.

* Office Consolidation: The Finance Committee has recommended that the two area offices (St. Paul - Minneapolis) be consolidated and relocated to the midway area of St. Paul. The

rationale for this is the potential cost savings that would be realized by eliminating the need to duplicate Centro's office's as well as being able to manage the case load and personnel more effectively and efficiently. Based on this information the Executive Committee recommended that staff explore the options available and be authorized to enter into contract negotiations where appropriate.

* Staff Work Hours: The Finance Committee in reviewing the revenue projections for the balance of 1987, has recommended that the staff be allowed to resume fulltime status. This action if approved would be effective October 1. Management has indicated that staff will be informed of this action and will be required to work full time on Friday October 2. In the event that the request to resume full time status is denied, staff will be instructed to credit themselves four (4) hours of compensatory time. Due to this report by the finance committee the executive committee is recommending that staff be allowed to return to full time status effective October 1.

* Dental Insurance: Based on a staff report submitted to the finance committee regarding dental insurance the finance committee is recommending approval effective November 1. The plan would include a co-payment formula that would be through payroll deductions. The Executive Committee is recommending that staff be enrolled in a dental plan. However, the co-payment formula will be determined by the Board.

1. Motion - Tom Barrett

Moves approval of the recommendation by the Executive Committee regarding the selection of Susan Stevens and Associates to provide financial consultant assistance.

2nd - Wesley Iijima

Staff Comments: The interviews held with a representative of Sue Stevens and Ann Waterhouse had produced entirely different results. Stevens and Associates seemed much more intuned with the financial difficulties that Centro Legal is currently experiencing. During that interview, we were requested to provide them with an audit, a current financial statement and our 1987 revenue projection. After reviewing the financial data, we discussed potential scenarios that took into consideration our current services and funders as well as future program services and financing patterns.

The interview with Ann Waterhouse on the other hand seemed to be a one way conversation. We informed Ms. Waterhouse of our concerns regarding the financial structure of Centro Legal and what we would expect from a financial advisor. Ms. Waterhouse appeared satisfied with the information that we gave her but did not request any of the financial data that we provided for Stevens and Associates. This interview did not provide the

results that were expected and we felt that in the end our needs would not be met. At this point President Gomez-Bethke called the question on the motion by Tom Barrett, and a vote taken.

The motion carries.

2. Motion - Tom Barrett

Moves approval of the recommendation by the Executive Committee for office consolidation and relocation.

2nd - Juan Lopez

Staff Comments:

- The funders that have been contacted are comfortable with a consolidation concept as long as services to the target populations are not jeopardized.
- The community perspective would be maintained because we could establish satellite intake centers.
- A consolidation effort would lend itself to better case management and personnel management.

Discussion items:

There may be a problem with some funders if it is felt that the consolidation effort is not working and that services to the target groups is not being delivered.

Friendly Amendment - Carlos Mariani-Rosa

Moves to approve the concept of office consolidation, empower the C.L.O. to negotiate satellite arrangements but the core operations should remain on the Westside of St. Paul.

Tom Barrett accepts the Friendly Amendment.

Comments:

- Centralization of the offices will allow for the core operations to become stronger and at the same time encourage project development.
- It is important that Centro Legal does not give the impression that we have abandoned the community.
- Transportation availability has increased accessibility, and location may not be a major barrier to service. People come to Centro Legal because they have a legal problem not because we are located on the Westside.

- There are too many unknowns at this time, especially concerning lease arrangement and establishments of satellite offices.

Tom Barrett withdraws his current motion as amended by Carlos Mariani-Rosa.

Motion - Tom Barrett

Moves that the Executive Committee submit a report to the board outlining the funding and community issues as it relates to the question of consolidation. Additionally, the report should reflect the historical perspective of remaining at the Neighborhood House or some place on the West side. If necessary the Board should allow for emergency action by telephone vote.

2nd - Wesley Iijima

Motion Carries

4. Motion - Albert Garcia Jr.

Moves to table discussion of staff hours and employer dental insurance to the finance committee.

2nd - Juan Lopez

Motion Carries

C. Finance Committee Report of 9-23-87

Revenue Status: Juan Lopez (Chair) reported at the July board meeting Centro might expect a shortfall of \$47,000 without further revenue. Various options were discussed on how to reduce or eliminate expenses and at the same time seek additional commitments for new revenue. One option in particular was approved and that was to reduce staff hours by 4 hours per week and seek new revenue. The anticipated savings due to staff hour cut backs would amount to approximately \$7,000 (Salary - p/r Taxes) over the balance of 1987. New and renewed revenue sources were solicited and commitments were received. The new revenue added to the existing revenue will come to approximately \$74,000 with expenses expected to run between 68,000 - 75,000. for the balance of 1987

* Monthly Finance Statement: The current liabilities are being reduced through the payments made to the P/R taxes and the long term debt (law books and bank loans). The bank note of \$18,000. is scheduled for repayment at the end of 1987, from revenue generated by the Legalization project. The most notable item that must be addressed are the 1987 P/R taxes that we must pay off by 12/87. Any 1987 P/R taxes still owing will have to be added to a revised 1988 operating budget as a liability.

However, given the revenue projections the finance committee

feels confident that Centro Legal should be able to make the payment.

1. Motion - Juan Lopez

Moves to rescind the previous directive to reduce staff hours by 4 hours (weekly).

2nd - Wesley Iijima

The motion carried with Albert Garcia voting no.

2. Motion - Juan Lopez

Moves that staff be returned to full time status (work hours) effective October 1.

2nd - Wesley Iijima

The motion carried with Albert Garcia voting no.

* Employee Benefits: The Finance Committee in re-evaluating the employee dental insurance and the cost factor decided to reinstate coverage on a co-payment basis. The co-payment schedule would be 50% employee share and 50% employer share. This coverage if approved would be effective November 1.

Comments: A concern was expressed about the appropriateness and timeliness of introducing additional expenditures at this time, given the current financial difficulties. Additionally it was mentioned that it may be advisable to initiate a co-payment schedule on all employee benefits.

Motion - Albert Garcia Jr.

Moves that effective January 1988 Centro Legal institute a co-payment schedule for all employee benefits. The agency will cover 100% of the employee coverage and any dependent coverage will be borne by the individual employee.

2nd - Juan Lopez

Motion Fails

2. Motion - Juan Lopez

Moves approval of employee dental plan on a co-payment basis (50%-50%) effective November 1.

2nd - Reverend Sunthi Paul C.

3. Motion to table - Albert Garcia

Moves to table the proceeding motion regarding an employee dental plan.

2nd -

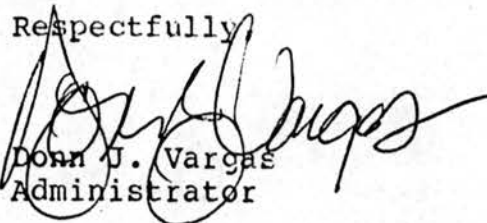
Dies for lack of a second

4. Motion - Albert Garcia

Moves to challenge the Quorum of the board meeting of October 6.

Because these were only 5 board members present at the time of the challenge to the quorum and they did not constitute a legal quorum the meeting was adjourned at 7:30 p.m.

Respectfully

A handwritten signature in dark ink, appearing to read "Donn J. Vargas", is written over the typed name and title.

Donn J. Vargas
Administrator

DJV:bz

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
SEPTEMBER 3, 1987 6:00pm

A G E N D A

(DULY NOTED FOR BY-LAW CHANGE)

1. Call to order
2. Approval of the agenda of the 9/3/87 meeting
3. Approval of the Board minutes of the 7/23/87 meeting
4. Standing Committee Reports

- A) Executive Committee Report ✓
- B) Finance Committee Report ✓
- C) Personnel Committee Report ✓
- D) Program Committee Report ✓

outside gainful employment

5. Old Business
 1. By-law Change
 2. Ad hoc By-law committee assignment
6. New Business
 1. Board Resolution for I. R. S.
7. Adjournment

CENTRO LEGAL, INC.,
BOARD OF DIRECTORS MEETING
AUGUST 19, 1987 6:00PM
A G E N D A
(DULY NOTED FOR BY-LAW CHANGE)

1. Call To Order
2. Approval of the agenda of the 8/19 meeting
3. Approval of the Board minutes of the 7/23 meeting
4. Standing Committee Reports
 - A) Finance Committee
 - B) Personnel Committee
 - C) Program Committee
5. Chief Legal Officer Report
6. Old Business
 1. By-law change
 2. Ad hoc By-law committee assignment
7. New Business
8. Adjournment

Sept. 6:00pm.

CENTRO LEGAL, INC.
BOARD OF DIRECTOR MEETING
M I N U T E S
7/23/87 6:00PM

PRESENT: Tom Barrett, Irene Gomez-Bethke (President), Miguel Garza, Steve Hoffmeyer, Wesley Iijima, Juan Lopez, Carlos Mariani-Rosa

ABSENT: Olivia Arredondo, Reverand Sunthi Paul C., Albert Garcia Jr., Douglas Hall

The meeting was called to order at 6:15pm by President Gomez-Bethke.

Motion - Wesley Iijima

Moves approval of the agenda for the 9/23 board meeting.

2nd - Tom Barrett

FRIENDLY AMENDMENT - Juan Lopez

Requests that number 5 (Standing Committee Reports) be moved ahead of number 4 (Presidents Report) on the agenda.

Friendly Amendment accepted by Wesley Iijima.

Motion Carries

Motion - Juan Lopez

Moves approval of the minutes from the 4/9/87 board meeting.

2nd - Wesley Iijima

Motion Carries

FINANCE COMMITTEE REPORT OF 7/15/87

1. Legalization Project

Project monies secured so far total \$28,916. leaving an unsecured balance of \$7,500. However, due to the distribution dates of the participating Foundations only \$10,091. has actually been received for project support. The secured balance of \$18,825. will be released over the balance of 1987. In the event that the final \$7,500. or a portion thereof is secured the figure of \$18,825. will be adjusted accordingly.

RECOMMENDATION

Due to cash flow considerations, arrangements are to be made with Drovers First American Bank, requesting an adjustment of the current level of operating credit. As the allocations are received, they are to be forwarded directly to Drovers to reduce the level of the approved note.

2. 1987 Funding Status

To date an estimated \$47,000. of the needed \$116,843. in unrestricted contributions has yet to be secured. There is approximately \$70,000. in requests still pending. However, a pragmatic approach should be taken in order to safe guard against unrealized expectations. The projected short fall will result from either limited funding, non-reduction in expenditures or a combination of the two.

RECOMMENDATION

The Finance Committee has recommended the following action in order to address the potential short fall.

1. Staff hours be reduced by 4 hours per week over the remaining 21.5 weeks saving an estimated \$7,706.
2. Spouses of staff with dependent health coverage (at their worksite) be asked to assume dependent coverage if possible. This may save up to \$2,000. annually. However, this will not be included in the total reduction plan.
3. Suspend reimbursement of accrued time over cap limitations.
4. Discontinue Dental coverage membership.

In addition to the spending reductions proposed, staff is directed to contact financial consultants to explore the possibility of assistance. Reports are to be generated and submitted at the next Finance Committee meeting.

Discussion & Comments

- * Efforts should be made to seek referrals (revenue generating) from other legal programs.
- * Foundations are limiting their support to start up monies and reducing their support for general operating support.
- * Should an effort be made to seek support in fundraising and not consider any spending reductions.
- * Cash flow is a problem and some temporary spending reductions will be necessary.

* Revenue resources are limited and a re-evaluation of potential supporters must take place in order to meet continued needs.

MOTION - Tom Barrett

Moves the recommendations developed at the July 15, committee meeting.

2nd - Juan Lopez

Motion Carries

MOTION - Carlos Mariani-Rosa

Moves that a Board meeting be held in August (8/19) to review the financial concerns and evaluate the recently approved spending reduction actions.

2nd - Tom Barrett

Motion Carries

FINANCE COMMITTEE REPORT OF 6/23

1. The committee presented the revised 1987 operational budget for review and approval. The budget is listed at \$238,156. a reduction of approximately \$20,000. This is a result of project start up dates shifting from January to June.

MOTION - Juan Lopez

Moves approval of the revised 1987 operational budget.

2nd - Tom Barrett

Motion Carries

2. There is a request to approve a preliminary 1988 operational budget listed at \$278,386. This is an increase of approximately 14% and an increase of 5% without the continuation of the Asian legal project in 1988. Approval of this preliminary budget will allow staff to solicit support for 1988.

MOTION - Juan Lopez

Moves approval of the 1988 preliminary budget.

2nd - Steve Hoffmeyer

Motion Carries

3. As a method of monitoring salary increases there is a suggestion to freeze salaries at 1987 levels. This action is being suggested until such time as a determination is made about funding for salary increases and the level of support.

MOTION - Juan Lopez

Moves approval of the request to freeze salaries at 1987 levels until further notice.

2nd - Miguel Garza

Motion Carries

4. In the interest of being able to budge employee health coverage, there is a recommendation to initiate a co-payment plan to begin in 1988.

MOTION - Carlos Mariani-Rosa

Moves to send back to the Personnel Committee the issue of health coverage for further study. A report will be developed and a recommendation will be presented to the Board at the August meeting.

2nd - Juan Lopez

Motion Carries

5. The Finance Committee would like the employee anniversary dates to be made uniform in order to monitor all cost adjustments annually.

MOTION - Carlos Mariani-Rosa

Moves that further discussion on anniversary dates be sent to the Personnel Committee for further review and recommended action.

2nd - Tom Barrett

Motion Carries

MEMBERSHIP COMMITTEE REPORT OF 6/17

The committee meet to develop a draft of a general solicitation letter (paid membership) that would initially be sent to a select group of individuals. The hope is that a core group of members (charter members) would contribute a set fee and allow for a wider distribution of the solicitation letter.

MOTION - Tom Barrett

Moves approval of the letter with one (1) change. The phrase "for members children" be deleted and the sentence end after the word "seminars".

2nd - Juan Lopez

Motion Carries

PERSONNEL COMMITTEE REPORT OF 7/20

1. The Personnel Committee is in the process of modifying the existing employee performance evaluation document. When completed it will provide management with a tool to be used for salary adjustments based on performance. Further committee action is to be completed before a recommendation can be made to the Board.

2. Staff would like the Board to consider a temporary waiver of the "Outside Gainful Employment" policy due to the recently approved budgetary restrictions.

MOTION - Tom Barrett

Moves that the Personnel Committee and staff draft a report outlining an operating structure and submit it to the Board at the August meeting for action.

2nd - Carlos Mariani-Rosa

Motion Carries

PROGRAM COMMITTEE REPORT

Tabled until the August Board meeting.

OLD BUSINESS

The work agreement between Martin A. Diaz and Centro Legal, Inc. has yet to be formally ratified.

MOTION - Tom Barrett

Moves approval of the drafted work agreement and conditions contained within between Centro Legal and Martin A. Diaz.

2nd - Miguel Garza

Motion Carries

NEW BUSINESS

With Martin A. Diaz as the new Chief Legal Officer, it is necessary to add his name to the list of authorized check signers and remove the name of Susan E. Conley.

MOTION - Steve Hoffmeyer

Moves approval of Martin A. Diaz replacing Susan E. Conley as an authorized check signer and be added to the current listing.

2nd - Juan Lopez

Discussion:

The resolution will read that the following people are authorized to sign checks and contracts on behalf of Centro Legal, Inc. as per the Board of Directors.

- | | |
|-------------------------|---------------------|
| 1. Irene Gomez-Bethke, | President |
| 2. Carlos Mariani-Rosa, | Vice President |
| 3. Albert Garcia Jr., | Secretary |
| 4. Juan Lopez, | Treasurer |
| 5. Martin A. Diaz, | Chief Legal Officer |
| 6. Donn J. Vargas, | Administrator |

Motion Carries

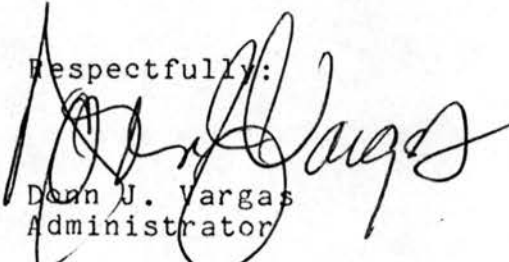
MOTION - Miguel Garza

Moves approval of adjournment of the Board meeting at 9:00pm.

2nd - Juan Lopez

Motion Carries

Respectfully:


Donn J. Vargas
Administrator

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
7/23/87 6:00pm

(DUELY NOTED FOR BY-LAW CHANGE)

1. Call To Order
2. Approval of Agenda
3. Approval of Board Minutes of 4/9/87
4. President's Report —
5. Standing Committee Reports
 - A. Finance Committee
 - B. Membership Committee —
 - C. Personnel Committee —
 - D. Program Committee
 1. Asian Legal Project
6. Chief Legal Officer's Report
7. Old Business
 - A. Ad hoc By-Law Committee
8. New Business *Bank Resolution for New Signers*
9. Adjournment

*Did Sal
become the
Director?
NJ S. Flowers
Sund
Long...*

CENTRO LEGAL, INC.

Board of Directors Meeting
July 9, 1987 6:00 pm

1. Call to order
2. Approval of Agenda
3. Approval of Board Minutes of 4-9-87
4. President's Report
5. Standing Committee Reports
 - A. Finance Committee X
 - B. Membership Committee
 - C. Program Committee
 - Asian Committee
6. Chief Legal Officer's Report
7. Old Business
 - A. Ad Hoc By-Laws Committee
8. New Business
9. Adjournment

CENTRO LEGAL, INC.

BOARD MEETING MINUTES
April 9, 1987 6:00 p.m.

Present: Olivia Arredondo, Tom Barrett, Irene Gomez-Bethke,
Alberto Garcia, Jr., Miguel Garza, Steven Hoffmeyer,
Juan Lopez, Guadalupe Luna, Carlos Mariani-Rosa

Absent: Reverend Sunthi Paul, C., Douglas Hall, Wesley Iijima

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

President Gomez-Bethke called the meeting to order at 6:20 p.m.

Motion - Al Garcia

- Moves approval of the April 9, meeting agenda, moving consideration of item "C" under the Presidents report to the Executive committee report.

- 2nd - Tom Barrett
- Motion Carries

Motion - Al Garcia

- Moves Approval of the Board minutes from the January 15, meeting.
- 2nd - Olivia Arredondo
- Motion Carries

Presidents Report

1. Minneapolis United Way Status:

President Gomez-Bethke reported that the January 20 meeting went very well. The concerns that had been expressed by the United Way (refer to letter dated 1-30-87 to Mr. Edward Duren Jr.) were addressed and answered to their satisfaction.

Our request to upgrade our rating from fair to satisfactory with a corresponding allocations adjustment had been approved. The end result will be that the potential for future allocation increases has been enhanced.

2. Management Reorganization Poll.

Al Garcia was instructed to poll the Boardmembers on their decision regarding the recommendation made by the Executive Committee at their meeting of January 22. Each Boardmember received background information on reorganizational options from the Executive Committee and Susan Conley. (The Poll results are included in the April Board packet under the Presidents report). The results of the poll reflected the following:

Executive Committee recommendation - 4
Susan Conley recommendation - 2
Further discussion needed - 2
No recommendation - 3

Further action will be taken under the Executive Committee Report.

STANDING COMMITTEE REPORTS:

Executive Committee

The major issue that has arisen since the last Board meeting is the resignation of Susan Conley as managing attorney, effective June 1, 1987. Due to her resignation, the Executive Committee has met to review options regarding a replacement and case management during the interim.

Because of the need to act quickly, the Executive Committee decided to seek a replacement from existing resources (i.e., in house, SMRLS). Seeking outside candidates would only happen if a suitable in house replacement can not be found. Seeking outside candidates would put a strain on existing financial resources as well as necessitate an adjustment of case management responsibilities.

Given these circumstances, it was decided that existing staff be considered and set up an interview with Martin Diaz. After the interview it was the decision of the screening committee (Carlos Mariani-Rosa, Susan Conley) to recommend Martin Diaz be offered the position.

The screening committee offered the following rationale for recommending Martin Diaz for the position.

1. A two hour meeting resulted in the mutual agreement regarding the mission of Centro Legal.
2. He exhibited the type of leadership and vision that the position called for.
3. He seems to have the necessary administrative ability and the capacity to handle personnel issues.

4. His legal case work experience while limited in immigration law, will allow him to effectively handle case management.

Motion - Juan Lopez

- Moves to accept the resignation of Susan Conley effective June 1, 1987
- 2nd - Al Garcia, Jr.
- Motion Carries

Motion - Al Garcia, Jr.

- Moves acceptance of the Executive Committee recommendation (re: management reorganization) and amended job descriptions as submitted February 17, in memo form to the Board of Directors.
- 2nd - Carlos Mariani-Rosa

Discussion:

Carlos Mariani-Rosa introduced his memo (see memo dated March 3, under President's report dated April 9.) and rationale. He felt that the solution as proposed by the Executive Committee regarding the management reorganization was more than the problem warrants while he agreed that the Managing Attorney position can not effectively do case work and administrative functions simultaneously. The best solution would be to keep the current hierarchy structure, change job descriptions, (Managing Attorney becomes Chief Executive and Legal Officer and Administrator becomes Chief Executive Administrator and re-assign duties and responsibilities.

His recommendation is based on a number of things that have come to his attention.

1. Funders may be confused by a management structure that does not clearly identify (1) one Executive making all operational decisions.
2. Legally it may not be possible for a non attorney supervising legal staff.
3. Non profit contract compliance may be in question.
4. A personnel issue of co-managers having equal access to the Board of Directors.

Of the staff flow charts that have been drafted to support a reorganization model, Carlos Mariani-Rosa would recommend model "D" (see attachment 1 for flow chart models).

Tom Barrett: stated that of the rationale presented by Carlos Mariani-Rosa the best point is the community issue regarding the perception of Centro Legal as a community legal service program and who is in charge. The ethical question is undercut because the Managing Attorney ultimately reports to the Board of Directors, made up of lawyers and non lawyers.

Juan Lopez: stated that model "A" (see Attachment #1) is workable as long as there are specific duties delineated.

Steve Hoffmeyer: states his support of Model "D" with qualifications regarding the duties to be performed.

Being no further discussion President Gomez-Bethke asked for a vote on the motion presented by Al Garcia.

Voting in Favor	-	2
Voting Against	-	4
Abstentions	-	3

- Motion Fails

Motion - Tom Barrett

- Moves approval of the recommended job descriptions, with the Chief Legal Officer reporting to the Board and adopt model "D"

- 2nd - Al Garcia

- Friendly Amendment - Steve Hoffmeyer
Change job descriptions to reflect Model "D"

- Amendment not accepted by Tom Barrett

- Friendly Amendment - Carlos Mariani-Rosa
Vote on accepting Model "D" only at this time.

- Amendment accepted by Tom Barrett

- 2nd - Al Garcia

- Motion Carries

Motion - Tom Barrett

- Moves approval of Chief Legal Officer job description as amended April 9.

- 2nd - Steve Hoffmeyer

- Motion Carries

Motion - Tom Barrett

- Moves approval of administrator job description as amended April 9, 1987

- 2nd - Olivia Arredondo
- Motion Carries

Motion - Carlos Mariani-Rosa

- Moves approval of changing Personal Policies to reflect changes to the job descriptions.

- 2nd - Al Garcia
- Motion Carries

Motion - Carlos Mariani-Rosa

- Moves that the next Board meeting be duly noted for a By-law change to modify titles

- 2nd - Al Garcia
- Motion Carries

Finance Committee

1. Reviewed the material submitted with the report dated March 10, 1987. Fundraising efforts will be reviewed and adjusted in order to generate the revenue necessary to operate in 1987. A meeting has been scheduled for April 23 to develop a fundraising plan.
2. Reviewed the material submitted with the report dated March 16. Fundraising efforts are progressing as planned, and new sources are being identified for contact.
 - A. The Legalization Project with SMRLS is proceeding on schedule, and we will be developing the procedures for receiving revenue to support this effort.
 - B. The "Retainer Fee" has been changed to "Initial Consultation Fee", but has not generated the anticipated revenue to date. Original projections had set fee's to be generated at \$2000 annually. To date we have recorded \$50 - \$75. Staff will monitor this fee to make sure that receivables are being logged correctly.

Motion - Tom Barrett

- Moves that staff submit a status report on the I.C. fee covering:

1. Value of this fee
2. Collection difficulties
3. Recommended Action

- 2nd - Juan Lopez
- Motion Carries

Membership Committee

The Board reviewed a report dated March 12, recommending that a membership fee be initiated and submitted two options for consideration. The purpose of this action would be to generate new members and raise some revenue for general operation support. As soon as a recommended fee structure is approved the committee will reconvene to develop the process to used to initiate the plan of action.

Motion - Al Garcia

- Moves approval of a fee structure as submitted
- 2nd - Steve Hoffmeyer

Friendly Amendment - Juan Lopez

Approve option "B" for the fee structure

Amendment accepted by Al Garcia

- Motion Carries as amended

At this point Al Garcia requested that formal action be taken on offering the position of Chief Legal Officer to Martin Diaz effective June 1, 1987.

Motion - Al Garcia

- Moves approval of the Executive Committee recommendation to offer Martin Diaz the position of Chief Legal Officer of Centro Legal.

-2nd - Tom Barrett

Discussion:

This will require the Executive Committee to develop a contract and send the Board to be ratified.

- Motion Carries

Due to the time it was decided to table items number 6 through 8 on the agenda until the July Board meeting.

Motion - Juan Lopez

Moves adjournment at 8:45 p.m.

- 2nd - Steve Hoffmeyer
- Motion Carries

Respectfully,

Donn J. Vargas
Administrator

DJV:bz

CENTRO LEGAL, INC.

Board of Directors Meeting
July 9, 1987 6:00 pm

(DUELY NOTED FOR BY-LAW CHANGE)

V

1. Call to order
2. Approval of Agenda
3. Approval of Board Minutes of 4-9-87
4. President's Report
5. Standing Committee Reports
 - A. Finance Committee
 - B. Membership Committee
 - C. Program Committee
 - Asian Committee
6. Chief Legal Officer's Report
7. Old Business
 - A. Ad Hoc By-Laws Committee
8. New Business
9. Adjournment

*D.H.
M.G.
R. Sp. Ch.*

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
APRIL 9, 1987 6:00PM

AGENDA

1. Call to Order
2. Approval of the Agenda (4/9/87)
3. Approval of the Board Minutes (1/15/87)
4. President's Report
 - A. Mpls United Way Appeal/Results
 - B. Results/Telephone Poll/Mgmt. Reorganization
 - C. Carlos Mariani-Rosa/Memo
5. Standing Committee Reports
 - A. Executive Committee
 - B. Finance Committee
 - C. Membership Committee
6. Executive Director's Report
7. Old Business
 - A. INS Bill/Community Presentations
 1. Spanish Language
 2. Cable Access
 3. Statewide Presentations
8. New Business
 - A. Job Vacancy Announcement
9. Adjournment

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING - MINUTES
JANUARY 15, 1987 6:00 PM

Present: Irene Gomez-Bethke(President), Reverand Sunthi Paul Chookiatsirichai, Albert Garcia Jr., Steven Hofffmeyer, Juan Lopez, Guadalupe Luna, Carlos Mariani-Rosa

Absent: Olivia Arredondo, Thomas Barrett, Miguel Garza, Wesley Iijima, Douglas Hall

Staff: Susan E. Conley, Donn J. Vargas

President Gomez-Bethke called the meeting to order at 6:25pm

Motion-Juan Lopez

Moves approval of the January 15, 1987 agenda.

2nd - Albert Garcia Jr.

Motion Carries

Motion - Juan Lopez

Moves approval of the Board meeting minutes dated October 23, 1986.

2nd. - Albert Garcia Jr.

Motion Carries

Motion - Steve Hoffmeyer

Moves to reconsider approval of agenda dated January 15, 1987 for amendments.

2nd - Juan Lopez

Motion Carries

Motion Steve Hoffmeyer

Moves that 4A, President's Report - Elections of Officers be moved to number 8 under New Business.

2nd - Juan Lopez

Motion Carries

STANDING COMMITTEE REPORTS

A. Executive Committee Report

President Gomez-Bethke orally reviewed the Executive Committee report dated December 18, 1986.

Motion - Juan Lopez

Moves that the original date for the open house (Mpls Office) be rescheduled to February 27, 3:00 to 6:00pm.

2nd - Reverend Sunthi Paul C.

Motion Carries

Motion - Steve Hoffmeyer

Moves acceptance of the Executive Committee report except for;

1. The creation of an additional standing committee,
2. The 1987 budget as presented by the Finance Committee. and,
3. The status report re: Centro Legal and the Minneapolis United Way.

2nd - Albert Garcia Jr.

Motion Carries

The Finance Committee submitted the recommended operating budget for calendar year 1987, (see Finance Committee report dated 12/16/86). The operating level is projected at \$259,697.

Motion - Albert Garcia Jr.

Moves approval of the 1987 operating budget as presented.

2nd - Carlos Mariani-Rosa

Motion Carries

The Executive Committee reviewed the award letters from the United Ways (StP - Mpls) for 1987. Staff had been directed to draft a letter of appeal (Mpls United Way) regarding the funding decision, to be submitted by January 15, 1987.

Motion - Steve Hoffmeyer

Moves approval of the action regarding the Minneapolis United Way and the letter of appeal.

2nd - Albert Garcia Jr.

Discussion - Those identified to attend the appeal hearing on January 20, would include; Irene Gomez-Bethke, Carlos Mariani-Rosa, Juan Lopez, Sue Conley and Donn J. Vargas.

Motion Carries

B. Finance Committee Report

The Finance Committee submitted reports dated November 8, 1986 and December 16, 1986.

Motion - Albert Garcia Jr.

Moves approval of the Finance Committee reports as submitted, with the understanding that future consideration of bank notes (see #4 on the 11/18 report) be authorized only by the Executive Committee or the Board of Directors.

2nd - Steve Hoffmeyer

Discussion - Should any standing committees (i.e., Executive Committee) have authority to act independently of the Board or should the Board authorize all formal actions on behalf of Centro Legal.

Friendly Amendment - Carlos Mariani-Rosa

Only the Board of Directors will have final authority to act on behalf of Centro Legal.

Albert Garcia Jr. (the maker of the original motion) accepts the friendly amendment.

Motion carries as amended

C. Personnel Committee Report

The Personnel Committee submitted a report dated December 9, 1986 with final changes to the Personnel Policies.

Motion - Carlos Mariani-Rosa

Moves approval of the Personnel Committee report.

2nd - Albert Garcia Jr.

Motion Carries

Motion - Albert Garcia Jr.

Moves approval of renewing the health coverage contract with Physicians Health of Minnesota.

2nd - Carlos Mariani-Rosa

Motion Carries

EXECUTIVE DIRECTOR'S REPORT

- * Susan Conley reported that in 1986 there were 613 people served, up by 50% over 1985 levels.
- * In house reporting system has been reorganized to increase the effectiveness of tracking demographics.
- * Staff will now track closed cases as well as case outcome.
- * Rejected cases will become "referred" cases.

Staff is looking into the feasibility of computerizing our internal record keeping to reduce the amount of time spent on compiling client statistics.

Motion - Reverend Sunthi Paul C.

Moves acceptance of the Executive Directors report.

2nd - Albert Garcia Jr.

Motion Carries

OLD BUSINESS

As per the Executive Committee, staff submitted a proposed flow chart and job descriptions for the Managing Attorney and Administrator. This material was requested to aid in the decision re: the management reorganization issue.

Motion - Carlos Mariani-Rosa

Moves to remand the entire question back to the Executive Committee for further study.

2nd - Juan Lopez

Discussion - Some Boardmembers are unprepared to take action due to unfamiliarity of the issue at hand.

Motion Fails

Motion - Steve Hoffmeyer

Moves approval of proposed flow chart.

2nd - Reverend Sunthi Paul C.

Discussion - Further review should be considered in light of any new information regarding legal liability and obligation on the part of Centro Legal.

Motion Fails

Motion - Juan Lopez

Moves to send back to Executive Committee for further action and recommendation.

2nd - Steve Hoffmeyer

Discussion - The Executive Committee is to draft a recommended model and send to other Boardmembers for consideration. By February 27, the Board will be "polled" by telephone for a decision.

Motion Carries

NEW BUSINESS

The main issue for action under New Business was the election of Corporate Officers for 1987.

1. Office of President

Reverend Sunthi Paul C. nominates Irene Gomez-Bethke for President.

Motion - Albert Garcia Jr.

Moves approval of Irene Gomez-Bethke by acclamation.

2nd - Steve Hoffmeyer

Motion Carries

2. Office of Vice President

Albert Garcia Jr. nominates Carlos Mariani-Rosa for Vice-President.

Motion - Albert Garcia Jr.

Moves a unanimous ballot.

2nd - Reverend Sunthi Paul C.

Motion Carries

3. Office of Secretary

Reverend Sunthi Paul C. nominates Albert Garcia Jr.

Motion - Carlos Mariani-Rosa

Moves unanimous ballot.

2nd - Reverend Sunthi Paul C.

Motion Carries

4. Office of Treasurer

Albert Garcia Jr. nominates Juan Lopez for Treasurer.

Motion - Albert Garcia Jr.

Moves a unanimous ballot.

2nd - Reverend Sunthi Paul C.

Motion Carries

The Corporate officers for 1987 are;

President - Irene Gomez-Bethke

Vice President - Carlos Mariani-Rosa

Secretary - Albert Garcia Jr.

Treasurer - Juan Lopez

President Gomez-Bethke will assign committee assignments for 1987.

Staff requested a resolution be approved designating authorized individuals to sign checks and contracts on behalf of Centro Legal.

Motion - Albert Garcia Jr.

Moves that the following people be authorized to sign checks and contracts on behalf of Centro Legal; Irene Gomez-Bethke(President), Carlos Mariani-Rosa(Vice President), Albert Garcia Jr.(Secretary), Juan Lopez(Treasurer), Susan E. Conley(Managing Attorney) and Donn J. Vargas(Administrator). That 2 signatures are required for checks in excess of \$999.99 and 1 of the signatures be a Board member.

2nd - Reverend Sunthi Paul C.

Motion Carries

ANNOUNCEMENTS

Steve Hoffmeyer reported that the Human Rights Department of Minnesota is conducting a search for minority applicants to fill vacancies that currently exist.

Motion - Juan Lopez

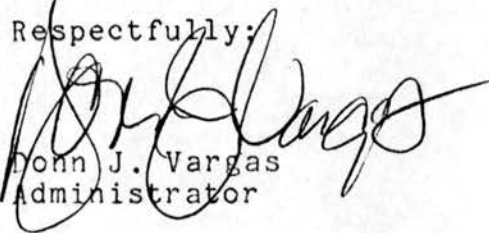
Moves Adjournment

2nd - Reverend Sunthi Paul C.

Motion Carries

Meeting was adjourned at 9:00PM

Respectfully:



Donn J. Vargas
Administrator

CENTRO LEGAL, INC.

BOARD OF DIRECTORS MEETING
11-4-87 6:00 p.m.

AGENDA

1. Call to order
2. Approval of the Minutes from 10-6-87
3. Approval of the Agenda for 11-4-87
4. Chief Legal Officer Report
5. Standing Committee Reports
 - A. Executive Committee
 - B. Finance Committee
6. Old Business
7. New Business
8. Adjournment

CENTRO LEGAL, INC.

BOARD OF DIRECTORS MEETING MINUTES
10-6-87 6:00 P.M.

Present: Thomas Barrett, Irene Gomez-Bethke, Reverand Sunthi Paul C., Albert Garcia Jr., Steve Hoffmeyer, Wesley Iijima, Juan Lopez, Carlos Mariani-Rosa

Absent: Olivia Arredondo, Miguel Garza, Douglas Hall.

Staff: Martin A. Diaz, Donn Jay Vargas

The meeting was called to order at 6:10 p.m. by President Gomez-Bethke.

1. Motion - Carlos Mariani-Rosa

Moves approval of the meeting agenda for October 6.

2nd - Wesley Iijima

Motion Carries

2. Motion - Wesley Iijima

Moves approval of the board minutes from September 3.

2nd - Reverand Sunthi Paul C.

Motion Carries

A. Presidents Report

President Gomez-Bethke deferred the report to the Executive Committee report.

B. Executive Committee Report - 9/29/87

* Consultant Assistance: Staff had reported that two bids for financial consultant assistance had been received. Upon review of the bid material and a follow up discussion regarding the ability of each to meet the anticipated needs identified by Centro Legal, a decision was made. The Executive committee is recommending that Susan Stevens and Associates be awarded the contract.

* Office Consolidation: The Finance Committee has recommended that the two area offices (St. Paul - Minneapolis) be consolidated and relocated to the midway area of St. Paul. The

rationale for this is the potential cost savings that would be realized by eliminating the need to duplicate Centro's office's as well as being able to manage the case load and personnel more effectively and efficiently. Based on this information the Executive Committee recommended that staff explore the options available and be authorized to enter into contract negotiations where appropriate.

* Staff Work Hours: The Finance Committee in reviewing the revenue projections for the balance of 1987, has recommended that the staff be allowed to resume fulltime status. This action if approved would be effective October 1. Management has indicated that staff will be informed of this action and will be required to work full time on Friday October 2. In the event that the request to resume full time status is denied, staff will be instructed to credit themselves four (4) hours of compensatory time. Due to this report by the finance committee the executive committee is recommending that staff be allowed to return to full time status effective October 1.

* Dental Insurance: Based on a staff report submitted to the finance committee regarding dental insurance the finance committee is recommending approval effective November 1. The plan would include a co-payment formula that would be through payroll deductions. The Executive Committee is recommending that staff be enrolled in a dental plan. However, the co-payment formula will be determined by the Board.

1. Motion - Tom Barrett

Moves approval of the recommendation by the Executive Committee regarding the selection of Susan Stevens and Associates to provide financial consultant assistance.

2nd - Wesley Iijima

Staff Comments: The interviews held with a representative of Sue Stevens and Ann Waterhouse had produced entirely different results. Stevens and Associates seemed much more intuned with the financial difficulties that Centro Legal is currently experiencing. During that interview, we were requested to provide them with an audit, a current financial statement and our 1987 revenue projection. After reviewing the financial data, we discussed potential scenarios that took into consideration our current services and funders as well as future program services and financing patterns.

The interview with Ann Waterhouse on the other hand seemed to be a one way conversation. We informed Ms. Waterhouse of our concerns regarding the financial structure of Centro Legal and what we would expect from a financial advisor. Ms. Waterhouse appeared satisfied with the information that we gave her but did not request any of the financial data that we provided for Stevens and Associates. This interview did not provide the

results that were expected and we felt that in the end our needs would not be met. At this point President Gomez-Bethke called the question on the motion by Tom Barrett, and a vote taken.

The motion carries.

2. Motion - Tom Barrett

Moves approval of the recommendation by the Executive Committee for office consolidation and relocation.

2nd - Juan Lopez

Staff Comments:

- The funders that have been contacted are comfortable with a consolidation concept as long as services to the target populations are not jeopardized.
- The community perspective would be maintained because we could establish satellite intake centers.
- A consolidation effort would lend itself to better case management and personnel management.

discussion items:

There may be a problem with some funders if it is felt that the consolidation effort is not working and that services to the target groups is not being delivered.

Friendly Amendment - Carlos Mariani-Rosa

Moves to approve the concept of office consolidation, empower the C.L.O. to negotiate satellite arrangements but the core operations should remain on the Westside of St. Paul.

Tom Barrett accepts the Friendly Amendment.

Comments:

- Centralization of the offices will allow for the core operations to become stronger and at the same time encourage project development.
- It is important that Centro Legal does not give the impression that we have abandoned the community.
- Transportation availability has increased accessibility, and location may not be a major barrier to service. People come to Centro Legal because they have a legal problem not because we are located on the Westside.

- There are too many unknowns at this time, especially concerning lease arrangement and establishments of satellite offices.

Tom Barrett withdraws his current motion as amended by Carlos Mariani-Rosa.

Motion - Tom Barrett

Moves that the Executive Committee submit a report to the board outlining the funding and community issues as it relates to the question of consolidation. Additionally, the report should reflect the historical perspective of remaining at the Neighborhood House or some place on the West side. If necessary the Board should allow for emergency action by telephone vote.

2nd - Wesley Iijima

Motion Carries

4. Motion - Albert Garcia Jr.

Moves to table discussion of staff hours and employer dental insurance to the finance committee.

2nd - Juan Lopez

Motion Carries

C. Finance Committee Report of 9-23-87

Revenue Status: Juan Lopez (Chair) reported at the July board meeting Centro might expect a shortfall of \$47,000 without further revenue. Various options were discussed on how to reduce or eliminate expenses and at the same time seek additional commitments for new revenue. One option in particular was approved and that was to reduce staff hours by 4 hours per week and seek new revenue. The anticipated savings due to staff hour cut backs would amount to approximately \$7,000 (Salary - p/r Taxes) over the balance of 1987. New and renewed revenue sources were solicited and commitments were received. The new revenue added to the existing revenue will come to approximately \$74,000 with expenses expected to run between 68,000 - 75,000. for the balance of 1987

* Monthly Finance Statement: The current liabilities are being reduced through the payments made to the P/R taxes and the long term debt (law books and bank loans). The bank note of \$18,000. is scheduled for repayment at the end of 1987, from revenue generated by the Legalization project. The most notable item that must be addressed are the 1987 P/R taxes that we must pay off by 12/87. Any 1987 P/R taxes still owing will have to be added to a revised 1988 operating budget as a liability.

However, given the revenue projections the finance committee

feels confident that Centro Legal should be able to make the payment.

1. Motion - Juan Lopez

Moves to rescind the previous directive to reduce staff hours by 4 hours (weekly).

2nd - Wesley Iijima

The motion carried with Albert Garcia voting no.

2. Motion - Juan Lopez

Moves that staff be returned to full time status (work hours) effective October 1.

2nd - Wesley Iijima

The motion carried with Albert Garcia voting no.

* Employee Benefits: The Finance Committee in re-evaluating the employee dental insurance and the cost factor decided to reinitiate coverage on a co-payment basis. The co-payment schedule would be 50% employee share and 50% employer share. This coverage if approved would be effective November 1.

Comments: A concern was expressed about the appropriateness and timeliness of introducing addition expenditures at this time, given the current financial difficulties. Additionally it was mentioned that it may be advisable to initiate a co-payment schedule on all employee benefits.

Motion - `Albert Garcia Jr.

Moves that effective January 1988 Centro Legal institute a co-payment schedule for all employee benefits. The agency will cover 100% of the employee coverage and any dependent coverage will be borne by the individual employee.

2nd - Juan Lopez

Motion Fails

2. Motion - Juan Lopez

Moves approval of employee dental plan on a co-payment basis (50%-50%) effective November 1.

2nd - Reverend Sunthi Paul C.

3. Motion to table - Albert Garcia

Moves to table the proceeding motion regarding an employee dental plan.

2nd -

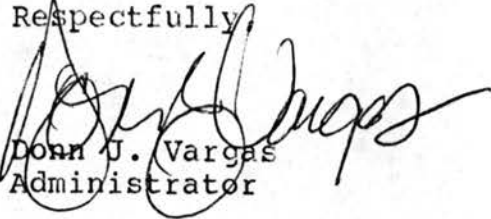
Dies for lack of a second

4. Motion - Albert Garcia

Moves to challenge the Quorum of the board meeting of October 6.

Because these were only 5 board members present at the time of the challenge to the quorum and they did not constitute a legal quorum the meeting was adjourned at 7:30 p.m.

Respectfully,



Donn J. Vargas
Administrator

DJV:bz

CENTRO LEGAL, INC.

Board of Directors Meeting
11-17-87 6:00 p.m.

AGENDA

1. Call to Order
2. Approval of the Board Minutes of 10-6-87
3. Approval at the 11-17-87 Meeting Agenda
4. Standing Committee Reports
 - A. Executive Committee
 1. Office Consolidation Vote
 - B. Finance Committee
 1. 1986 Audit/Management Letter
 2. Sept. Financial Statement
 - ③ 1988 Proposed Operational Budget
 4. October Financial Statement
 5. Sliding Fee Schedule
 - C. Program Committee
 1. Asian Legal Project
5. C.L.O. Report
 - A. Program Status
 - B. Sue Stevens & Associates
6. Old Business
 - A. Annual Meeting Update
 - B. Ad hoc By Laws Committee Update
7. New Business
8. Adjournment

*Barriers:
cultural*

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
OCTOBER 6, 1987 6:00pm

A G E N D A

1. Call to order
2. Approval of the October 6 Agenda
3. Approval of the September 3, Board minutes
4. Presidents Report
5. Standing Committee Reports
 - A. Executive Committee ✓
 - B. Finance Committee ✓
6. Chief Legal Officers Report
7. Old Business
 - A. Ad hoc By-laws committee creation
8. New Business
9. Adjournment

Centro Legal, Inc.

Board of Directors Meeting
Minutes
September 3, 1987 - 6:00 p.m.

Present: Olivia Arredondo, Irene Gomez-Bethke, Albert Garcia Jr., Steve Hoffmeyer, Wesley Iijima, Juan Lopez Carlos Mariani-Rosa.

Absent: Tom Barrett, Reverend Sunthi Paul C., Miguel Garza, Douglas Hall.

The Board meeting was called to order at 6:25 p.m. by President Gomez-Bethke.

Motion - Carlos Mariani-Rosa

Moves approval of the Board meeting agenda for 9-3-87

2nd - Albert Garcia, Jr.

Motion Carries

Motion - Juan Lopez

Moves approval of the minutes from the board meeting on 7-23-87

2nd - Wesley Iijima

Motion Carries

I. STANDING COMMITTEE REPORTS

A. EXECUTIVE COMMITTEE REPORT

At the request of President Gomez-Bethke, Juan Lopez gave an oral review of the Executive Committee meeting held on August 24.

Mr. Lopez reported on:

* The status of funding request before the Otto Bremer Foundation, the F.R. Bigelow Foundation and the Department of Corrections.

* The use of outside consultants to address the short term and long term financial concerns of Centro Legal.

* The possible use of private attorneys to handle P.I. cases and receive a fee of 1/3 of the attorneys share of the contingency fee.

- * Client statistics generated for the first 6 months of 1987.
- * The Action taken by the Personnel Committee regarding outside gainful employment for staff attorneys.
- * The discussions held concerning the Asian Legal Project and the steps to be taken to address concerns that had been raised.

1. Motion - Juan Lopez

Moves approval of the minutes of the Executive Committee as submitted.

2nd - Steve Hoffmeyer

Discussion:

The motion is to accept the minutes and let the Board take specific action regarding any recommendations.

Motion Carries.

2. Motion - Steve Hoffmeyer

Moves approval of the recommendations as presented by the Executive Committee for their meeting of August 24.

2nd -

Motion Failed for lack of second.

Terry Crowley and Associates / Contract Services

1. Motion - Juan Lopez

Moves approval of the recommendation to contract with Terry Crowley and associates for 1987 funding assistance.

2nd - Wesley Iijima

Discussion:

A. Garcia - What is being proposed as part of the duties of the Administrator, therefore any fee should be taken from the Administrators Salary.

J. Lopez - This is clearly a special condition, and it will be limited to \$1500. for 25 hours of work. this will be to address the current 87 deficit and we have a tentative agreement with the Dayton-Hudson Foundation to fund this project.

- We have definite concerns regarding the current budget posture and staff are working on alternatives.

W. Iijima - What type of service does T. Crowley provide that would be of assistance, and is he the best source possible.

(staff gave a detailed explanation of the service that T. Crowley & Assoc. would provide and the expected result).

C. Mariani-Rosa - Why is there a financial crisis and how are we going to address the long term needs as opposed to short term solutions.

Friendly Amendment - Albert Garcia, Jr.

That fees for this project are not to come out of the current operating budget and that we raise the funds before entering into a contract with Terry Crowley & Associates.

Juan Lopez - Accepts the friendly amendment.

Motion Carries

Long Range Financial Review: Staff reported that bids are being sought as part of the process involving the Management Improvement Fund - St. Paul Foundation. The bids that we are expecting are based on the financial concerns that have been identified by staff and the Finance Committee.

Comments - It is important that the long range financial needs of the organization be considered and that the board must adopt a hard line stance regarding restructuring decisions where necessary.

- The Board of Directors will review the bids prior to any agreement being signed.

New Revenue Source: The Executive Committee instructed Staff (Martin Diaz) to develop an operational procedure, regarding the use of private attorneys and P.I. cases. This procedure when completed is to be presented to the Executive Committee for review prior to being sent to the Board for Action.

Outside Gainful Employment: There was some question concerning the accuracy of the minutes from the Executive Committee meeting on 8/24 regarding the action to be taken on outside gainful employment. The issue at hand is whether the Executive Committee recommended approval of outside employment for staff attorneys or whether they forwarded the Personnel Committee action of 8-17 to the Board for a final decision.

1. Motion - Carols Mariani-Rosa
Moves that the words "recommended approval" be stricken from the recommendation made by the Executive Committee at their 8-24 meeting.

2nd - Juan Lopez

Motion Carries

Program Committee Report

Steve Hoffmeyer, chair of the Program Committee informed the Board that the reports to be discussed cover periods 5/18, 6/9, 6/22, and 7/1 meeting of the Asian Legal Project advisory committee.

The issues contained on each of the reports will be reviewed individually and action to be taken when necessary.

Motion - Juan Lopez

Moves approval of the committee reports as presented by the Program Committee.

2nd - Carlos Mariani-Rosa

Motion Carries

B. FINANCE COMMITTEE REPORT

Funding Status - Committee chair Juan Lopez gave a brief overview of the finance report dated August 12, high lighting the status of funding requests pending.

* F.R. Bigelow Foundation - We received word that a grant had been approved for \$10,000.00 and will be released in October.

* Gannet Foundation - has approved our request of \$3,000.00 and has released the funds.

* Otto Bremer Foundation - Our request of \$25,000.00 is still pending. We expect a decision to be made in September.

* Dept. of Corrections - Early indications are that our request will be approved. We are waiting for formal approval from the Commissioner and the start date is scheduled of October 1.

There are two additional funding sources that will be contacted for 1987 allocation, these are Northern States Power and General Mills.

COMMENTS:

* The Finance Committee should be instructed to provide The Board with monthly financial statements and cost containment formulas when necessary.

* The Finance Committee should develop organizational financial policies as part of an overall operating procedures manual.

1. Motion - Albert Garcia, Jr.

Moves that the Fiance Committee present to the Board at the next meeting a plan to reduce or eliminate the 1987 operating deficit.

2nd - Carlos Mariani-Rosa

Motion Carries

C. PERSONNEL COMMITTEE REPORT

OUTSIDE GAINFUL EMPLOYMENT - The Personnel Committee at their August 17 meeting, reviewed a request from staff to allow staff attorneys the opportunity to seek outside gainful employment (see Martin Diaz 8-6 report).

The recommended clarifications by the committee included;

1. Monitoring - Each attorney will be required to maintain the posture that Centro Legal comes first and personal cases come second.

2. Liability - Each attorney will assume personal liability and not held Centro Legal responsible.

3. Support Staff - Each attorney will be required to reimburse Centro Legal 100% for services rendered.

4. Case management - The C.L.O. will take responsibility to ensure that each attorney maintains the agreed upon limitations.

Upon further discussion the Personnel Committee recommended approval and that a time limit would be placed upon his action. This approved action would terminate upon reinstatement of full time status.

1. Motion - Carlos Mariani-Rosa

Moves approval of the request for outside gainful employment by staff attorneys with 1 exception. That this approval is based on the recent board action to reduce the work week by 4 hours and upon reinstatement of the lost hours this action will be terminated.

2nd - Juan Lopez

Discussion:

Wes Iijima - Would like to see support staff cut before short hour for staff attorneys.

Albert Garcia - Will vote no on the motion, because this is a bad policy that may raise questions of loyalty. Additionally, this could cause a conflict of interest and we should consider ethical questions..

Wes Iijima - Ethics is not the problem, the impression to some staff is that special considerations are being approved that may cause resentment.

Irene Gomez-Bethke - This is an issue that can be clarified with Technical Assistance. The mission of Centro Legal may need to be modified to allow for this type of action.

Juan Lopez - Failure to adopt this action may hurt us in the long run because we aren't showing support of the staff. This type of policy may act as a trial run in the reorganizational process and help us answer procedural questions.

Steve Hoffmeyer - Originally supported the concept, but have since changed my mind, we want staff for court time. We can't restrict them from weekend work but we should not adopt this.

Carols Mariani-Rosa - Not so much concerned with losing people as much as I am about being fair. How do we measure this based on what the agency is or does.

The question was called and a vote taken

No - 3, Yes - 2, Absentation - 1

Motion Fails

Evaluation tool - The Personnel Committee reviewed the current employee performance evaluation tool and discussed ways in which to modify the document in order to meet the desired objectives. A decision was made to have staff contact the Management Assistance Project (M.A.P.) and ask for assistance with identification of a consultant. The fee will be \$50.00 for M.A.P. and the consultant will be made available at no charge.

1. Motion - Juan Lopez

Moves approval of the recommendation made by the Personnel Committee to ask M.A.P. for assistance with the employee performance evaluation project.

2nd - Albert Garcia

Motion Carries

Uniform Anniversary Dates - The Personnel Committee reviewed the request of the Finance Committee to have uniform anniversary dates for all staff. After a limited discussion it was suggested that the Finance Committee make the necessary adjustments as required.

1. Motion - Carlos Mariani-Rosa

Moves approval of the Uniform Anniversary dates for staff.

2nd - Albert Garcia, Jr.

Motion Carries

Co-Payment of Benefits - The Personnel Committee reviewed the option of including a co-payment plan as part of the budget restructuring process. If adopted formula would be developed to ensure a smooth transition.

1. Motion - Carlos Mariani-Rosa

Moves not to include a co-payment plan as part of a budget restructuring process.

2. Substitute Motion - Albert Garcia, Jr.

Moves to table the issue of co-payment of benefits until a later date.

2nd - Wes Iijima

Motion Carries

Dental Insurance - The Personnel Committee reviewed a request by staff to reinitiate the dental insurance plan with staff contributing towards the monthly premium. After the discussion, the committee decided to move approval for board ratification.

1. Motion to table - Albert Garcia, Jr.

Moves to table the vote on dental insurance

2nd - Olivia Arredondo

Motion Carries

D. PROGRAM COMMITTEE REPORT

EVALUATION TOOL - Steve Hoffmeyer (Committee Chair) explained that the committee has been in the process of reviewing steps that would be necessary in order to develop a program evaluation tool.

The general feeling is that out side assistance would be the most effective method in putting a plan of action together with the necessary goals & objectives. However, because of the recent talk of organizational restructuring it may be advisable to delay this project until a later date. It's likely that at some point, talk of program evaluation may surface as part of a larger discussion and we may not need to under take a separate project.

ASIAN LEGAL PROJECT - Wes Iijima explained that the Asian Legal project is currently staffed and underway. Unfortunately, some members of the Asian community have recently voiced concerns that this project is not meeting the needs of their community and have asked that the project be placed on hold (see letter from USAM dated 6-15-87). As a result of this letter the Asian Legal Project Advisory committee meet to review the status of the project and discuss ways to terminate any ill winds before they become a liability for this project.

Recommended Action

1. Staff is to draft a chronology of events between Centro Legal and U.S.A.M. leading to the present arrangements and distribute to all concerned parties.
2. Meet with the official leadership of U.S.A.M. and workout a mutual agreement regarding their continued participation.
3. Approach other Asian organizations to solicit their involvement.
4. Round out the balance of the advisory committee with non U.S.A.M. members.
5. Meet with representatives of the Minneapolis Foundation (major supporter) to review the status of the project and answer any questions that may arise.

Motion - Juan Lopez

Moves to accept the report and recommendations as submitted.

2nd - Albert Garcia, Jr.

Motion Carries

II. OLD BUSINESS

By-Law Change - Because of the changes in the Personnel Policies specifically the titles of Key Administrative staff it becomes necessary to change the By-laws where appropriate.

1. Motion - Juan Lopez

Moves to change thy By-laws where staff titles appear to make it consistent with the Personnel Policies.

2nd - Albert Garcia, Jr.

Motion Carries

Adhoc By-law Committee - President Gomez-Bethke would like to appoint an Adhoc By-laws committee to review the By-laws and Mission statement of Centro Legal.

2. Motion to Table - Albert Garcia, Jr.

Moves to table discussion of a By-laws committee until further notice.

2nd - Carlos Mariani - Rosa

Motion Carries

III. NEW BUSINESS

I.R.S. Resolution - Staff reported that at times it has been necessary to talk with the I.R.S. but has been unable to do so because some Departments will only speak with an Officer of the corporation. However, the I.R.S. will accept a Board resolution naming the Officers and others authorized to conduct business on behalf of the corporation. Therefore staff is requesting the Board to pass a resolution naming individuals authorized to conduct business with the I.R.S. on behalf of Centro Legal.

1. Motion - Steve Hoffmeyer

Moves to include the Chief Legal Officer and Administrator along with the Corporate Officers of Centro Legal Authorized to conduct business with the I.R.S. on behalf of Centro Legal.

2nd - Juan Lopez

Motion Carries

Work Hours Increase - Board member Wes Iijima in keeping with the spirit of his earlier comments concerning the work hours and the need to reinstitute the full work week offered the following resolution.

1. Motion - Wes Iijima

Moves to restore the weekly work hours from 33 1/2 to 37 1/2 for all staff people.

2nd - Steve Hoffmeyer

2. Motion to Table - Albert Garcia, Jr.

Moves to table any action on restoring work hours until the next Board meeting in October.

2nd - Olivia Arredondo

yes - 3, no - 2, Abstentions - 1

Motion Carries

3. Motion - Steve Hoffmeyer

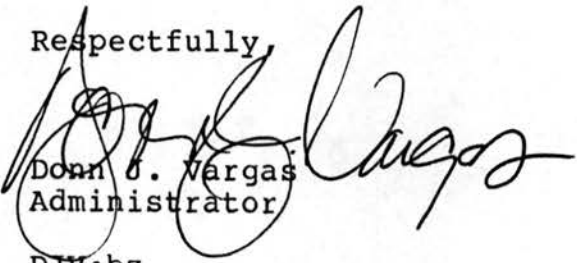
Moves to adjourn to Board meeting

2nd - Albert Garcia, Jr.

Motion Carries

Meeting was adjourned at 8:45 p.m.

Respectfully,


Donn S. Vargas
Administrator

DJV:bz

M E M O

TO: Board of Directors

FROM: Irene Gomez-Bethke *IGB*

RE: Board Meeting

DATE: November 23, 1987

Dear Colleagues:

Please be advised that a meeting of the Board of Directors has been scheduled for Wednesday, December 16, 6:00 p.m. at Centro's St. Paul office. This will be our last meeting in 1987, so it is important for everyone to be present. Please keep in mind that the annual banquet has been scheduled for Friday, January 8.

As usual please call staff if you will not be able to attend either the Board meeting or the annual banquet.

Respectfully,

Irene Gomez-Bethke
Centro Legal President

bz.

BAILEY & CALOF

CERTIFIED PUBLIC ACCOUNTANTS

1510 AMERICAN NATIONAL BANK BUILDING

FIFTH AND MINNESOTA STREETS

ST. PAUL, MINNESOTA 55101

(612) 227-3768

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

MEMBERS
MINNESOTA SOCIETY AND
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

September 30, 1987

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

Gentlemen,

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

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

September 30, 1987

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

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

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

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



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: BOARD OF DIRECTORS

DATE: FEBRUARY 17, 1987

FROM: IRENE GOMEZ-BETHKE *IGB*

REPLY TO:

SUBJECT: 1987 BOARD OF DIRECTORS MEETING SCHEDULE:

Dear Colleagues:

In an effort to assist you in scheduling Board Meetings for Centro Legal, in 1987, the following dates have been identified.

APRIL 9,
JULY 9,
NOVEMBER - ANNUAL MEETING (OPEN DATE)

As you can see we meet quarterly, so it is important for you to make every effort to be present. Unless other wise noted, all meetings will be in St. Paul at 6:00pm.

CENTRO LEGAL, INC.

BOARD OF DIRECTORS
1987

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4649 Decatur Avenue North
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808 East Franklin Avenue
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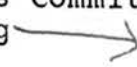
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GUADALUPE LUNA
37 Thomas Avenue South
Minneapolis, Minnesota 55405
(612) 377-3828 (H)

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
12-16-87 6:00pm

A G E N D A

1. Call to order
2. Approval of the Board minutes of 11-17-87
3. Approval of the agenda for 12-16-87
- *4. Presidents Report
5. Standing Committee Reports
 - A) Executive Committee Report
 1. 1988 Operational Budget X
 - B) Finance Committee Report X 3
 - C) Membership Committee Report 
 1. Nominations report
6. Chief Legal Officers Report
7. Old Business
 - A) Ad hoc By-laws Committee
 - B) Annual Meeting 
8. New Business
9. Adjournment

*Propose Com.
1987 — to continue
Legal Project*

CENTRO LEGAL INC.
BOARD OF DIRECTORS MEETING MINUTES
11-17-87 6:00 PM

PRESENT: Tom Barrett, Irene Gomez-Bethke, Reverend Sunthi Paul C., Albert Garcia Jr., Steve Hoffmeyer, Wesley Iijima, Juan Lopez, Carlos Mariani-Rosa.

ABSENT : Olivia Arredondo, Miguel Garza, Doug Hall.

STAFF : Martin Diaz, Donn J. Vargas.

The meeting was called to order at 6:20 PM by Juan Lopez (acting chair).

1.- Motion - Reverend Sunthi Paul C.

Moves to approve the board meeting minutes of October 6.

2nd - Steve Hoffmeyer

Motion Carr

2.- Motion Wesley Iijima.

Moves to approve the agenda for the November 17 board meeting.

2nd - Steve Hoffmeyer.

Motive carries.

A. EXECUTIVE COMMITTEE REPORT 10/29/87

1. Office Consolidation: The Executive Committee met on 10/29/87 to review the staff report on the issue of office consolidation.

The report indicated that while office consolidation may provide better personnel and case management, the anticipated cost savings were not there. In fact all of the sites considered would actually cost more than what Centro Legal currently pays in occupancy costs.

The Executive Committee felt that if office consolidation did merit further review, it would depend on the outcome of the financial analysis review. Their recommendation therefore to put off any decision until after Sue Steven's & Associates had a chance to submit their findings.

Motion - Albert Garcia.

Moves to table any action on the office consolidation issue until after the report has been received from Sue Stevens and Assoc. in January, 1988.

2nd. Wesley Iijima

Motion carries.

2. 1986 Audit / Management: Staff presented the 1986 Audit and Management Letter to the Executive Committee for review and action. Due to a reduction in the amount of revenue raised in 1986, the year end listed a deficit of \$42,312. The Executive Committee reviewed the action needed to eliminate the deficit and increase operating revenue. Their recommendation was to draft a 1988 operational budget in line with available revenue and build in a surplus to address the deficit.

Motion - Albert Garcia

Moves to approve the recommended action as proposed by the Executive Committee.

2nd - Wesley Iijima

Motion Carries

B. FINANCE COMMITTEE REPORT 10/21/87

1. 1986 Audited Report: The Finance Committee met to review the 1986 audit and management letter as prepared by Baily & Calof, C.P.A.. Based on the financial information reviewed the final audit listed the 1986 deficit at \$42,312.. This deficit amount along with a review of 1987 financial statements led to a note (#7) being added to the audit. This note in effect questions the ability of Centro Legal to operate in it's present structure. Options would be to either increase revenue, reduce spending or close down. The note to the audit may also have an impact on future fund raising. Some potential supporters may view this unfavorably and decide not to make a contribution to Centro.

The auditor did state that if the 1987 financial reports were consistent with financial stability an amendment to note #7 would be made. The amendment would eliminate the content of note #7 and reflect a healthy financial picture for Centro Legal.

The Finance Committee recommended that the 1986 audit be accepted as drafted and that a plan of action be developed to eliminate the operating deficit.

Motion - Albert Garcia

Moves approval of the recommendation as presented by the Finance

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
4.7.88 6:00PM

A G E N D A

1. Call to Order
2. Approval of Board Minutes of 3.8.88
3. Approval of Agenda for 4.7.88
4. Presidents' Report
5. Chief Legal Officer's Report
 - a. Staff/Management
 - b. IRS
 - c. Financial Statements
6. Old Business
7. New Business
8. Adjournment

No St. Paul Secretary
Mpls - to St Paul
2 days a week
See to mpls.

- 1 Personnel - Committee
- 2 Finance - Committee
- 3 Fundraising - Committee
- 4 Mngmnt Assist.
5. Report Concept.

1. Pitch
2. Strategy
3. Poles -

Develop Report -

Policy issues

Staffing
target
appointment

Wes Steve
Tom Debbie



CENTRO LEGAL, INC.

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(612) 291-0110

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

2929 4TH AVE. SO. SUITE M
MINNEAPOLIS, MN 55408
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MARTIN A. DIAZ, ESQ.
Chief Legal Officer
KA H. LYSONGTSENG
Paralegal

MEMO

TO: ALL BOARD MEMBERS

FROM: IRENE GOMEZ-BETHKE, PRESIDENT

RE: BOARD MEETING

DATE: APRIL 1, 1988

PLEASE BE ADVISED THAT THE NEXT BOARD MEETING OF CENTRO LEGAL WILL BE HELD ON THURSDAY, APRIL 7, 1988 AT 6:00PM AT OUR ST. PAUL OFFICE IN THE NEIGHBORHOOD HOUSE. THIS IS AN EXTREMELY IMPORTANT BOARD MEETING. PLEASE REVIEW THE ATTACHED INFORMATION AND BE PREPARED TO DISCUSS THE DIRECTION OF THE ORGANIZATION, SPECIFICALLY FUNDRAISING STRATEGY, FOR THE REMAINDER OF THE YEAR.



CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
4.7.88 6:00PM

A G E N D A

1. Call to Order
2. Approval of Board Minutes of 3.8.88
3. Approval of Agenda for 4.7.88
4. Presidents' Report Report-
5. Chief Legal Officer's Report
 - a. Staff/Management
 - b. IRS
 - c. Financial Statements
6. Old Business
7. New Business
8. Adjournment

I

MEMO

TO: ALL BOARD MEMBERS
FROM: Irene Gomez-Bethke
RE: Board Meeting
DATE: November 7, 1988

This is to remind you that our next Board Meeting is scheduled for November 15, 1988 at 6:30 p.m. in St. Paul. Please note that some of you may have been informed of a different day. The above is the correct date. Enclosed is a copy of the October 26, 1988 Minutes.

In addition, all members that have possible candidates for the Board should submit those names to Al Garcia at 588-9330 or 2815 James Avenue North, Minneapolis, MN 55411 by this Friday, November 11, 1988.

CENTRO LEGAL, INC.

BOARD OF DIRECTORS

OCTOBER 26, 1988

Present: Irene Gomez-Bethke; Mike Garza; Al Garcia; Tom Barrett and Carlos Mariani-Rosa.

Absent: Angelita Velasco (Excused); Olivia Mares (Excused); Reverend Sunthi Paul (Excused); Wes Iijima (Unexcused).

Staff: Martin A. Diaz and Michael H. Davis

Meeting was called to Order by President Gomez-Bethke at 6:45 p.m.

1. Motion - Mike Garza
2nd Tom Barrett
To approve the Agenda as follows:
 1. Approval of Minutes
 2. Financial Update
 3. Nomination Process
 4. CLO Search Committee Report
 5. Committee Assignments
 6. Annual Meeting
 7. Staff and Board Party

Motion Carries

2. Motion - Carlos Mariani
2nd Tom Barrett
To approve the Minutes of the 8/31/88 meeting and 9/13/88 Telephone Meeting.

Motion Carries.

Chief Legal Officer's Report (Financial Update):

Marty updated the Board on the present financial position of the agency, including income and expense projections for the rest of the year. He anticipated a debt carryover of \$8,000 to Drover's Bank into 1989. He then proceeded to offer several alternatives for Operational Budgets for 1989. The outcome of the budget would depend on the level of salaries for staff. Marty proposed a budget of \$220,067 which included salary increases for every staff members. The increases were an attempt to reflect a more equitable payroll both internally and externally. Marty noted an inequitable salary gap between Attorney/and paralegal positions and an inequity in the CLO, attorney and secretarial salaries. He provided an exhibit demonstrating this gap and the inequities noted.

3. Motion - Al Garcia
2nd Mike Garza
To approve the Operational Budget of \$220,067 for 1989.

Discussion - There was a concern raised that the salaries were 1) Higher than other traditional and non-traditional legal services programs, and 2) a questionable signal to funders as to the lessons learned from the crisis.

Marty responded that the salaries were slightly higher than Legal Aid staff (except for the CLO position) but noted that salaries had effectively not been increased in over two years; staff did an outstanding job under difficult pressures in 1988 (i.e. late and sometimes no paychecks; overloaded casework); staff were looking for a signal and reason to stay with Centro; and staff members have a special talent (language skills) that make them more valuable and harder to replace. Overall, the salary increases were needed in order to avoid turnover. As to the funder's concerns, Marty noted that specific salaries are generally not requested and the overall salary line-item is smaller than the 1987 audit reflects. Given the historically high salary figures and the acknowledgment by funders that 1988 salary figures were out of step because of the crisis, the increase will not be noticeable nor of concern to funders. It is staff increases and high administrative costs that concern funders.

Marty noted that the \$220,067 figure includes the \$8,000 debt carryover and that the budget could be met by normal fundraising, with the strong likelihood of a \$10-15,000 reserve. Marty noted salary increases would take effect 1-1-89 unless he noted reasons for delaying the increase. Marty requested that the Motion include discretion to delay any increases. Al Garcia agreed to this Amendment.

Motion Carries

Note: Board Members wanted the record to reflect its commendation to Marty for his preparation of the documents necessary to review the issue thoroughly.

4. Motion - Al Garcia
2nd Tom Barrett
To accept the 1987 Audit prepared by Bailey, Dixon and Dahl (formerly Bailey & Caloff). Further to order the CLO to comply with Issues #1, 3 & 4 of the Management letter. Further to refer the appropriateness of Issue #2 to the Finance Committee.

Motion Carries.

5. Motion - Al Garcia
2nd - Mike Garza
To submit application to Management Assistance
Project to become member.

Motion Carries

Nomination Process

Al Garcia, the Chair of the Membership Committee, noted that possible candidates for the Board would be contacted soon. There are 3 positions needing to be filled. Irene offered to assist.

Chief Legal Officer Search Committee:

Carlos Mariani-Rosa provided a draft of the Hiring Process, including job descriptions, announcements, questionnaire, etc. This issue was referred to Executive Committee for further work.

Committee Assignments:

This was referred to Executive Committee.

Annual Meeting:

The Executive Committee will make final arrangements. The sense of the Board was that we should make every effort to have a celebration oriented Annual meeting and should be held during the first two weeks of December. Specific dates noted were December 9th, 7th and 14th, in order of preference.

Staff and Board Party

Irene noted that the party was attended by Staff with a horrible turnout by Board Members.

New Business:

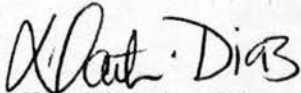
Carlos Mariani requested to be heard on New Business. There was no objection. He noted that some Board Members had incurred legal expenses during the crisis and requested the right to seek reimbursement if he felt so inclined. Al Garcia also noted an interest.

6. Motion - Tom Barrett
2nd - Mike Garza
To allow reimbursement for legitimate legal expenses incurred as a result of the financial crisis. That any claims are referred to the Finance Committee for resolution.

Motion Carries (Carlos Mariani and Al Garcia abstained from voting).

There being no further business, the meeting was adjourned at 8:40 p.m.

Respectfully Submitted,

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

Martin A. Diaz
Chief Legal Officer for
Secretary Al Garcia



CENTRO LEGAL, INC.


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

TO: Board of Directors

DATE: March 11, 1988

FROM: Donn J. Vargas 


REPLY TO:

SUBJECT: Board Material:

Dear Board Members:

Enclosed is the minutes from the 3/8/88 board of directors meeting for your booklets. I will be contacting you the week of March 14, to inform you of the new board meeting date. If you have a particular preference as to a meeting time and date please feel free to call me.

Respectfully:



CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
3-11-88 12:00 Noon

A G E N D A

1. Call to order
2. Approval of the 3/11/88 agenda
3. Approval of the Board minutes from 3/8/88
4. Presidents Report
 - A. I.R.S. Update

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MINUTES
3-8-88 6:30PM

M I N U T E S

Present: Tom Barrett, Irene Gomez-Bethke, Albert Garcia Jr.(arrived at 7:20pm), Miguel Garza, Steve Hoffmeyer, Olivia Mancha, Carlos Mariani-Rosa

Absent: Olivia Arredondo, Reverend Sunthi Paul C., Douglas Hall, Wesley Iijima

Staff: Martin A. Diaz, Donn J. Vargas

President Gomez-Bethke called the meeting to order at 6:45pm.

1. Motion - Tom Barrett

Moves to approve the agenda for the March 8 board meeting.

2nd. - Miguel Garza

Motion Carries

2. Motion - Tom Barrett

Moves approval of the minutes of the board meeting held on February 29.

2nd - Miguel Garza

Motion Carries

PRESIDENTS REPORT

President Gomez-Bethke stated that two meetings with the Susan Stevens company had taken place. The first meeting (3/2), was used to give a detailed account of the situation with the I.R.S. and review potential solutions. Sue Stevens indicated that her report will concentrate on the financial aspects of Centro Legal as well as operations management. The second meeting (3/4), held included Mr. John Couchman of the St. Paul Foundation. The discussion concentrated on the expectations of the St. Paul Foundation and procedures for complying with the guide lines drafted.

Mr. Couchman stated that he was pleased that the board was taking an active role in the entire process. It demonstrates a commitment by the board that is important to the success of this

project. Sue Stevens indicated that they can begin the initial process the week of March 14. A preliminary report will be available within 1 week, the final report expected by the end of March. The preliminary report will give some indication as to the direction that the final report will ultimately suggest.

I.R.S. UPDATE

Staff reported that the information required and payments for the I.R.S. had been collected and submitted by the March 3 date. For all of our scrambling around collecting material and putting the payments together, the I.R.S. did not seem impressed.

Of the \$3,500. payment made, it was applied to the non-T/F delinquent amount first. The I.R.S. representative stated that all payments made for delinquent taxes will be applied to the non-T/F portion first. After that is paid off, subsequent payments will be applied to the T/F portion. Their rationale is that this is the only leverage that they have to collect the total amount due. If we attempted to get all payments diverted to the T/F portion it may induce them to pursue further punitive action.

Our offer to provide the I.R.S. with a copy of the Sue Stevens report in early April and payments of \$5,000. per month for seven months was rejected. The I.R.S. representative felt that a quicker resolution was in order. Generally, that means within a 90 day period, and the possibility of an extension without outside intervention seems fairly remote. The I.R.S. feels that we used T/F monies for other operational expenses, therefore, we should not be giving any extraordinary concessions. The final request was that we contact the I.R.S. on March 14, and be prepared to provide them with a repayment plan.

Staff has made contact with the Senators office (StP) and will be submitting the proper forms. A follow up to the Boschwitz contact is scheduled for March 9 to ascertain the request status.

Comments:

* Perhaps an effort should be made to raise \$25,000. (prior to the release of the Sue Stevens report), and seek a loan from the MN. Non Profit Assistance Fund for the Balance.

* In order to strengthen our fund raising capabilities, it is necessary to have a completed report in hand mapping out the solutions. Otherwise, we may not be able to answer questions about long term survival.

* We are in essence asking for money for deficit funding which is extremely difficult. The Stevens report would enhance our position due to the respect that funders have for the Sue Stevens Company.

* The board made a commitment to the community so it is in the best interest to continue operations. However, a formal position must be adopted to respond to questions as well as develop a recommendation for staff to follow.

1. Recommendation

Our major funders should be contacted and given a status report on our situation as well as a preliminary plan of action. It is probably advisable to contact them before they contact us and decide to defund us. Those to be contacted include United Way, Dayton-Hudson, McKnight, and Otto Bremer.

Comments:

* The United Way in particular may be a resource not only to buy us time with the I.R.S. but also as a source of financing.

* At this point we have the confidence of the community at large that we are viable. However, it may come to the point when we lose the trust factor and start to lose clients as a result.

* The other side of the argument is if we notify the major funders do we endanger our current funding thereby losing all resources.

2. Recommendation

As a course of action, the board recommended the following steps be taken until further notice.

1. Seek an extension to the scheduled March 14 meeting with the I.R.S.
2. Contact funders (previously identified), and explain the situation to them.
3. Contact some community agency directors to enlist their input and support.
4. Keep P/R taxes current and make essential operational payments where applicable.

Comments:

* Any plan that is developed must be realistic, it will do no good to make promises that can not be kept.

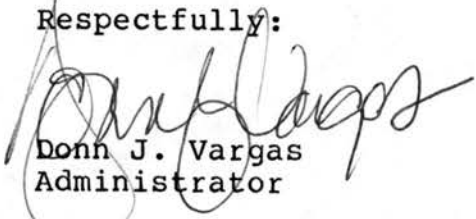
* At some point we may have to make a substantial payment to the I.R.S. If all of our good faith efforts are rejected, we may want to put a restrictive endorsement on a payment earmarked for the T/F only. This may cause the I.R.S. to cease further negotiations but we have to be given some assurances that our efforts are not in vain.

NEXT MEETING

The next meeting should be held March 11 to draft a plan of action in the event that we can not get the extension before March 14. Staff is to notify all members to confirm the meeting date.

Being no further business, the meeting adjourned at 8:55pm.

Respectfully:



Donn J. Vargas
Administrator

TO: BOARD OF DIRECTORS
FROM: Irene Gomez-Bethke
RE: Next Board Meeting
DATE: November 23, 1988

Enclosed please find copies of the November 4, 1988 Executive Committee Meeting and the November 15, 1988 Board Meeting.

Please note that our next Board Meeting will coincide with our Annual Meeting. Please be present at the St. Paul Office of Centro Legal at 5:30 p.m. on Thursday, December 15, 1988. This meeting will focus on Board Nominations. Please refer to the Board Minutes for the names of individuals interested. You are free to bring additional names to the meeting. Please make every effort to be present at the Board Meeting and at the Annual Meeting; it is important to demonstrate our support.

MINUTES

CENTRO LEGAL, INC.

BOARD OF DIRECTORS

NOVEMBER 15, 1988

Present: Angelita Velasco, Tom Barrett, Reverand Sunthi Paul, Carlos Mariani-Rosa, Mike Garza and Irene Gomez-Bethke.

Absent: Olivia Mancha (Excused); Albert Garcia (Excused); and West Iijima (Unexcused-2nd)

Meeting called to Order by Thomas Barrett, in temporary absence of President Irene Gomez-Bethke, at 6:50 p.m.

1. Motion - Mike Garza
2nd Carlos Mariani
To approve Agenda as submitted to the Board.

Motion Carries
2. Motion - Angelita Velasco
2nd Mike Garza
To approve Minutes as prepared, with one minor change: on page 3, to amend "horrible" under "Staff and Board Party" to read "disappointing".

Motion Carries

Chief Legal Officer's Report

Marty noted that since there was little to report on since last meeting, there was no written report made. He did note that Centro had been approved to participate in United Way St. Paul's Capital Campaign in the amount of \$15,000 (Original request was \$19,000).

Marty noted that payment would not be received until after July, 1989. He did note the possibility of obtaining additional funding from other funders and if it would be done, we could try to get the Computers installed before July.

Marty also raised a concern regarding the MEED employee. MEED has informed Marty that it has run out of funds and cannot guarantee future funding. If the State

gives them additional money, it would not be until January, 1989. Marty asked for authorization to hire a part-time secretary, for no more than 20 hours per week at \$5.00 per hour, with no benefits. Marty believes this is affordable in 1988 and is part of the 1989 budget. He can then look to MEED once the money is available.

The Chair was then turned over to Irene Gomez-Bethke.

3. Motion - Tom Barrett
2nd Reverend Sunthi Paul
To authorize the Chief Legal Officer to hire a part-time secretary for the St. Paul office beginning December 1, 1988 for no more than 20 hours per week. This authorization is for a period of two months and will be reviewed by the Board at that time.

Discussion

Marty noted that MEED was willing to let us hire now and be reimbursed back to the first day of hire. However, there was no guarantee that the money would be available then. To be eligible for reimbursement, we must hire for 32 hours per week, which means that we would have to pay for 12 hours per week with no guarantee of reimbursement. To go with the 20 hours per week Motion, we would not be eligible for reimbursement but can look to get on the program later.

Motion Carries.

Board Nominations

Al Garcia submitted a list of interested persons to Marty. Those persons are as follows: Rose Lucero-Cummings, Steve Zachary and Elaine Valadez. Those up for re-election are Irene, Wes, Tom and Angelita. All, except Wes, indicated a willingness to stay on the Board. Wes would be contacted to see if he's interested. Board nominees would be voted on at the next Annual Meeting.

Annual Meeting

The Board was advised that the Annual Meeting would be held at Boca Chica on Thursday, December 15, 1988 beginning at 6:30 p.m. The affair is \$10.00 per person. Board unanimously agreed to pay for Staff. All others would pay their own fare. The Speaker is the Honorable Manuel Cervantes, Workers' Compensation Court of Appeals Judge.

Search Committee

Marty provided copies of a job announcement and job description. He asked for revisions. The following changes were offered to the Job Description: Include statement regarding travel between offices. The following changes were offered to the Job Announcement: Indicate preference for Immigration and Family Law Experience; delete Salary as open and put in \$27,000 to 32,000 range.

4. Motion - Reverend Sunthi Paul
2nd Tom Barrett
To approve job announcement with above changes.

Motion Carries

New Business

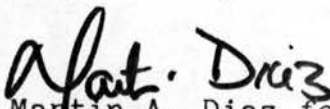
The Reverend requested that a representative from Centro attend an Upper Midwest Conference he was attending and hand out brochures (Nov. 17). [Note: Staff was not able to do this because of conflicting schedules. Staff sincerely apologizes and requests that advanced notice be given in the future].

Next Board Meeting:

Prior to Annual Meeting, on Thursday, December 15, 1988 at 5:30 p.m. in the Neighborhood House.

There being no further business, the meeting was adjourned at 8:05 p.m.

Respectfully Submitted,


Martin A. Diaz for
Albert Garcia, Secretary

Centro Legal, Inc.

Executive Committee Minutes

November 4, 1988

Present: Irene Gomez-Bethke; Carlos Mariani;
Albert Garcia (Staff: Martin A. Diaz)

Chief Legal Officer Search

Discussion revolved around the type of search and the schedule for a new hiring. Initially, there was discussion of the different possible scenarios and the areas of concern. Marty pointed out that the new hire must do two things well: 1) Maintain a sizeable caseload, and 2) Administer a \$200,000 per year budget. While it is preferable to have a candidate with both qualifications, it is necessary for the individual to have significant experience in one area. Marty pointed out that he was able to learn to administer and fundraise but it was only possible because he did not have to worry about learning to handle a caseload.

Marty noted that one attorney was a possible candidate for an internal promotion. This would alleviate much of the concern if it could be shown that the individual could learn to fundraise effectively in a short time period. Al and Carlos noted concerns about the new hire being able to dynamically fundraise and to continue the momentum built up in 1988.

After further discussion, the following timetable was agreed upon by the Committee:

1. The search would be nationwide.
2. Advertisements must be inserted by December 1, 1988.
3. The application period would be left open until January 31, 1989.
4. The applicants would have to submit a resume; writing sample; and a list of references.
5. The committee would pre-screen the candidates to determine if they meet eligibility.
6. A questionnaire would be submitted to those candidates that are qualified.
7. Interviews would be held at the end of February, 1989.
8. A selection to be made by March 15, 1989.
9. Have the candidate begin April 1, 1989.

The Committee noted that the out of State applicants may expect to be compensated for their travel expenses and that we should be prepared to offer to pay.

The Committee also agreed upon the following qualifications:

1. Experienced Attorney: At least three years experience.
2. Eligible to Motion in to the Bar.
3. Experienced Manager preferred with at least 3 years managerial experience.
4. Spanish speaking required.

Further, the Committee noted that the job announcement should also indicate that fundraising is a significant part of the work.

It was agreed that Al would develop a list of places to advertise and Marty would prepare the job announcement and job description.

Annual Meeting

Irene noted that El Torito's was available on December 7th & 14th but did not have a closed, meeting place. The Committee opted to decline this location. Irene and Marty agreed to work that afternoon on a location and date for the Annual Meeting, as well as a speaker.

(Note: Subsequent to the meeting, Irene and Marty agreed to hold the Annual Meeting at Boca Chica on Thursday, December 15, 1988 beginning at 6:30 p.m. The cost will be \$10.00 per person. The guest speaker will be Manuel Cervantes of the Workers' Compensation Court of Appeals).

There being no further business, the meeting was adjourned.

Respectfully,

Martin A. Diaz

Martin A. Diaz
Chief Legal Officer



CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

MARTIN A. DIAZ, ESQ.
Chief Legal Officer

TO: ALL BOARD MEMBERS
FROM: Irene Gomez-Bethke
RE: May Board Meeting
DATE: May 2, 1988

Please note that the next Board of Directors Meeting for Centro Legal is set for Thursday, May 12, 1988 at 6:30 p.m. at our Minneapolis office. That office is located on the 2nd Floor of the Boyd Place Building at 2929 - 4th Ave. South (Intersection of 4th Ave. and Lake Street).

Enclosed please find the Proposed Agenda and Minutes of our last Board Meeting. This is a very important meeting and we require your attendance.

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
MAY 12, 1988 - 6:30 P.M.

A G E N D A

1. Call to Order
2. Approval of Board Minutes of April 7, 1988
3. Approval of Agenda for May 12, 1988
4. Presidents' Report
 - a. Personnel Committee
 - b. Fundraising Committee
5. Chief Legal Officer's Report
6. Old Business
7. New Business
8. Adjournment

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
4-7-88 - 6:00 P.M.

MINUTES

Present: Wes Iijima, Reverand Sunthi Paul, Al Garcia, Jr., Mike Garza, Irene Gomez-Bethke, Carlos Mariani-Rosa and Tom Barrett.

Absent: Olivia Arredondo (3rd consecutive unexcused)
Douglas Hall (3rd consecutive), Steve Hoffmeyer (excused)
Olivia Mancha (1st).

Staff: Martin A. Diaz

President Irene Gomez-Bethke called the meeting to order at 6:45 p.m.

1. Motion - Wes Iijima
Moves to approve the Board Minutes for 3-8-88.
2nd - Al Garcia.
Motion Carries
2. Motion - Wes Iijima
Moves to approve the Agenda for April 7th meeting.
2nd - Reverand Sunthi Paul
Motion Carries

President's Report:

President Gomez-Bethke noted that the consultant's report from Susan Stevens and Associate had arrived and been distributed to Board Members having attended meetings. She noted that the report was overall fair but was concerned about the debt figures increasing each time the board met. She opened the floor for discussion and general response to the report.

Wes noted his belief that the board had been misled by staff as to the nature and extent of the debt. There was a general concurrence by board members present as to the fairness of the report and the Presidents concern that the debt figures continued to increase each time the board met.

3. Motion - Al Garcia

Moves to accept the general comments and tone of the report.

2nd - Wes Iijima

Motion Carries

The discussion then turned to how the board should respond to the recommendations of the report.

4. Motion - Al Garcia

Moves that the Executive Committee review and investigate the causes and reasons for the tax and debt problems.

2nd - Wes Iijima

Motion Carries

The board then moved to consider the recommendations on P.6 of the consultants report as to the financial goals and projections.

Staff noted that recommendations 2, 3, 4, and 6 have either been done or will be done shortly. Staff noted the termination of the individuals in the secretary (STP) and administrator position and the financial documents submitted to board members detailing the financial impact of these moves. Staff requested action on recommendations 1, 5, and 7.

5. Motion - Al Garcia

Moves to ratify the payment plan submitted by staff to the IRS on March 31, 1988.

2nd - Wes Iijima

Motion Carries

6. Motion - Al Garcia

Moves to accept the staff position recommendations in the report and the organizational chart on page 10 of the report. Also, moves to assign 50% of the Chief Legal Officers duties to caseload and the remainder to management duties.

2nd - Tom Barrett

Friendly Amendment - Carlos Mariania-Rosa (accepted by Al Garcia): Charge the Personnel Committee with developing staff rationales to meet these recommendations.

Motion Carries.

Comments:

Reverend Sunthi Paul - Noted that staff should have conferred with board members on the lay off, without objection to unemployment compensation benefits, of Donn Vargas, the administrator. Board members concurred with President noting that C.L.O. has the right to hire and fire where he sees that it is in the best interest of Centro Legal.

Carlos Mariani-Rosa - Was concerned about the comment on page 3 of the report, next to the last paragraph cited as paragraph 1. He believes that priorities for fund raising need not have an either/or strategy, but can utilize both types of strategies. Requested that staff seek clarification or rewording.

Tom Barrett - Noted that the board should come to a decision on how it wished to utilize and release the report with and to funders.

Carlos Mariani-Rosa - Noted that he saw four things that should be done: 1) Have personnel committee review staff morale, positions, etc.; 2) Have Finance Committee review fiscal policy recommendations and develop new strategies; 3) Create a fund raising committee which will develop a "pitch" discuss and agree on a strategy and which will choose a fund raising "sales" team to go out and seek the funds; and 4) Develop a Management Assistance Committee to help the C.L.O. discuss managerial problems and get ideas.

Al Garcia - Agreed with Carlos, except for the Management committee which he and Tom believed should be only advisory and available whenever the C.L.O. needed help. They both indicated confidence that the C.L.O. would use members wisely.

There was a consensus that the Finance Committee should develop an appropriate accounting system with the aid of Debbie King which would help members get accurate and relevant financial information. Also there was a consensus that Finance should develop the pitch and strategy and from there a team should be chosen based on their contacts and knowledge of funders.

CHIEF LEGAL OFFICER'S REPORT

Martin Diaz noted that the IRS had been in contact with us in response to our payment plan and requested additional financial information. C.L.O. noted that the information would be sent to IRS on April 8, with a check for \$2,500.

Staff cuts had been implemented: Vivian Gepp, the St. Paul Secretary had been laid off and found employment. Her last day of work was March 4. Donn Vargas was laid off March 15. He continues to volunteer on an every other day basis. C.L.O. noted that Donn is helping behind the scenes and not directly visible to the funding community. Board members agreed that Donn should not stick around because of the possible negative response from funders and the community. The C.L.O. was urged to break ties with Donn at earliest possible time.

Staff noted that Lisa Ybarra was transferred to Minneapolis to help the C.L.O. and to better utilize space. She tendered her resignation on April 17, effective at the end of the month. Efforts were being made to follow up on a replacement. The D.O.C. RFP came in and Centro is only eligible for \$36,234. Therefore, the project will be run at a reduced rate beginning July 1, 1988 and additional funding will be sought from a new source. Staff will be meeting with the project's advisory committee to obtain support and discuss how the project will be run.

Staff directed board to the financial information supplied, noting that it was the most accurate information to date on debt and expenses. Staff noted that if we can raise the \$46,600 regular contributions target, Centro would only need roughly \$16,000 to cover its debt by year end. This assumed renewal of IOLTA and LSAC at similar levels and being able to get \$48,800 for the D.O.C. project.

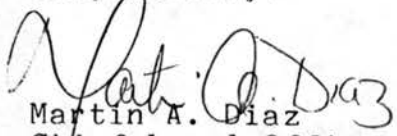
Staff requested action on officers and signers for new bank accounts planned with Norwest Bank and the old accounts at Drovers.

7. Motion - Tom Barrett

Moves to name the new signers of checks and bank documents as follows: Irene Gomez-Bethke as President; Carlos Mariani-Rosa as Vice-President; Albert Garcia as Secretary; Tom Barrett as Treasurer-Elect, subject to approval at a future meeting; and Martin A. Diaz as Chief Legal Officer. Also to strike the names of Donn J. Vargas and Juan Lopez as signers on any existing accounts. The Motion also includes the standard provisions requiring two signatures on any check equal to or greater than \$1,000.00 (One Thousand Dollars) and permits one individual to sign on any corporate indebtedness.
2nd - Miguel Garza
Motion Carries

There being no further business the meeting was adjourned at 9:00pm.

Respectfully:


Martin A. Diaz
Chief Legal Officer

MAD/cr



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: BOARD OF DIRECTORS

DATE: FEBRUARY 17, 1988

FROM: IRENE GOMEZ-BETHKE *IGB*

REPLY TO:

SUBJECT: SCHEDULED BOARD MEETING:

Dear Colleagues:

Please be advised that I have scheduled a board meeting for Monday, February 29, 6:30pm in St. Paul. This action is necessary because we were unable to generate a quorum at our February 11, meeting. There are a number of items that require board action, therefore, it is extremely important that you be in attendance.

If for some reason you will be unable to attend, please notify staff as soon as possible. If on the other hand you wish to reconsider your position on the board please call me at 537-0469. I will be happy to discuss the time commitment necessary as well as your availability.

Thank you for your attention to this request.

Respectfully:

List of Contributors

1. Dayton Hudson

2. Honeywell

3. Otto Bremer

4.

5.

Tony

481-

4639

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Mr. Non Profit Insurance

Total amount
\$26,000 Trust Fund
Liability Portion
↓
accrued

Shippin

Margaret
Philip A SAB

Non-trust fund
to outstanding \$3500
tax 1400
penalties 4900

to outstanding
tax
penalties / Interest

433 A.
433 1986
1044 Taxes

6400 Trust
penalties
9.70

Wednesday
current.
close
Organization

Resolution by the Board of Director

1. Pay all current obligations
all payroll taxes will be
2. Trust Funds - Reductions
3. ~~Plan~~ plan for 1988 to.

Worst case
relying on assume
if M. P. accept.
3500
1400

4. ① State of Mn - \$3,000
460

- ② State of Mn. Unemploy - 290 of total
- ③ State of Mn. tax exempt # - 390 unpaid 1200

18th Mo -
current
payment -

MEMO

TO: BOARD MEMBERS
FROM: Martin A. Diaz *mad*
RE: Board Minutes
DATE: September 19, 1988

Enclosed please find the minutes from the August 31, 1988 Board Meeting and the Telephone Board Meeting held on September 13, 1988. As an update, we have received approval of the \$21,000 loan proposal and we will pay off the IRS on Tuesday or Wednesday of this week.

Please be reminded that we will hold a very short meeting on September 28, 1988 at 6:00 p.m. before the reception for all staff to be held at 6:30 p.m. The meeting and the reception will be held ~~at~~ at Irene's home at 4649 Decatur Avenue North, New Hope, MN 55428 (612) 537-0469.

See You There

CENTRO LEGAL, INC.
BOARD OF DIRECTORS
MINUTES
AUGUST 31, 1988

Present: Irene Gomez-Bethke; Wes Iijima; Mike Garza;
Reverand Sunthi Paul; Al Garcia; and Carlos Mariani-Rosa.

Absent: Angelita Velasco (Excused) ; Olivia Mancha
(Excused) ; and Tom Barrett (Excused).

Meeting called to Order by President Gomez-Bethke at 6:50p.m.

Motion - Reverand Sunthi Paul
2nd - Wes Iijima
To approve the Agenda.
Motion Carries

Motion - Mike Garza
2nd - Wes Iijima
To approve minutes of July 27, 1988 meeting
Motion Carries.

Chief Legal Officer's Report

Marty referred to his written report with one update. The Bremer Foundation granted Centro Legal \$20,000 for the Transition Fund. Board Members were very happy; they shook hands and congratulated all concerned. Wes requested that Marty seek to renegotiate with the IRS consistent with the Bremer Grant. Mike indicated that NSP, which had been asked to support the Transition Fund, be advised that it's help was not needed for this fund; but ask them for the same amount for other needs. There was a consensus that we try to build upon the Bremer grant and try to get more year end support. Marty agreed to work on it.

Marty then requested that the Board take action on other proposals.

Motion - Al Garcia
2nd- Mike Garza
To approve the proposal to the Minneapolis
Foundation for \$10,000 for the Immigration Legalization
effort.
Motion Carries.

Motion - Al Garcia
2nd- Carlos Mariani
To seek additional support staff through the MEED
Program. The staff person would be housed in St. Paul
and be used for clerical work.

Discussion: It was noted that staff is overworked and needs the help. Wes advised that the selection be taken seriously and for us to take our time.

Motion Carries.

Motion - Carlos Mariani
2nd- Al Garcia
To develop a search committee composed of Carlos, Al and Wes to develop a procedure and criteria for choosing a successor for Marty.

Motion Carries.

Motion - Wes Iijima
2nd- Carlos Mariani
To approve the computer technology proposal to the United Way of St. Paul.

Motion Carries.

Motion - Al Garcia
2nd Reverend Sunthi Paul
To approve the requests to the FR Bigelow (\$6,300) and St. Paul Foundations (\$10,000).

Motion Carries.

Marty requested meetings with the Finance Committee (9-13-88 at noon in Minneapolis) and Executive Committee (9-20-88 at noon in Minneapolis).

Motion - Wes Iijima
2nd- Mike Garza
Moves to send a letter to thank the staff for all of the hard work and patience. Also to have a reception for them.

Motion Carries

Discussion: Irene offered her home for the reception. It was agreed that it could be held on Wednesday, September 28, 1988 at 6:30 p.m.

Motion Carries.

Motion - Al Garcia
2nd- Carlos Mariani
To submit the issues of board nominations and Annual Meeting to the Executive Committee for its consideration.

Motion Carries.

There being no further business, the meeting was adjourned
at 8:30 p.m.

Respectfully Submitted,

Martin A. Diaz

Martin A. Diaz
Chief Legal Officer

ADDENDUM
BOARD OF DIRECTORS MEETING
SEPTEMBER 13, 1988

At the request of the President, Irene Gomez Bethke, the Board of Directors were polled upon the following Motion made by Tom Barrett, Finance Committee. The request was an emergency one raised by the Chief Legal Officer and the Board Members were polled in person and by telephone. They were given full details of those facts which arose subsequent to the Board of Directors Meeting held on August 31, 1988.

Motion: Tom Barrett
2nd by Wes Iijima

To grant the President and the Chief Legal Officer the power to enter into a loan agreement in an amount no greater than \$21,000 with the Minnesota Nonprofits Assistance Fund at the best terms available. It is expressly understood that the proceeds which shall be used to repay this debt shall include full use of the \$20,000 commitment from the Otto Bremer Foundation. It is further understood that the need for this loan is to make full payment along with any additional funds available (it is understood that said funds are available) to the Internal Revenue Service, the debt presently understood to be approximately \$21,500. It is further understood that the Chief Legal Officer shall assure that full restitution of the loan is made by January 31, 1988.

Discussion: It was unanimously agreed by all concerned that failure to pay the IRS debt promptly would cause significant costs to be incurred in the form of interest and penalties, far outweighing the cost of the loan. Moreover, the debt could be easily paid once the Bremer payments were received.

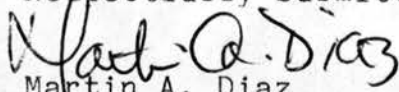
For the Motion: Irene, Tom, Wes, Al Garcia, Mike Garza and Olivia Mares.

Against the Motion: None.

Unavailable: Carlos Mariani-Rosa, Angelita Velasco and Reverend Sunthi Paul.

Motion Carries.

Respectfully Submitted,



Martin A. Diaz
Chief Legal Officer
For Al Garcia, Secretary

Wednesday
Sept 28

6:30

Bobby
Parker

Appreciation
Porter

CENTRO LEGAL, INC.
BOARD OF DIRECTORS
AUGUST 31, 1988
6:30pm St Paul

AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES OF JULY 27, 1988
4. CHIEF LEGAL OFFICER'S REPORT
5. PRESIDENT'S REPORT
6. OLD BUSINESS
7. NEW BUSINESS
8. ADJOURNMENT

Feb. Oct + g Attobrenner 20M
McKnight 5M

To Staff
Attorneys
Thanks

Short 3000 audit
5000 payroll
5000 ~~audit~~
Tom.
\$13,000 total
Call Rosalind Webb

training
main terminal
monitor
key board

BoD.

- 1) sec - ✓
- 2) Computer - Capital request approval
- 3) Search Com for Director's Position App
- 4) annual Mtg
- 5) new board member nominations

TO: BOARD MEMBERS
FROM: Irene Gomez-Bethke, President
RE: Next Board Meeting
DATE: August 10, 1988

This is to remind you that our next Board Meeting is set for August 31, 1988 at 6:30 p.m. in St. Paul. Enclosed are the minutes from our last meeting.

Please note that we have three new openings on the Board occasioned by the resignations of Doug Hall, Steve Hoffmeyer and Olivia Arredondo. Please come prepared with names of individuals who may be interested and an idea if they would accept.

CENTRO LEGAL INC.
BOARD OF DIRECTORS MEETING
JULY 27, 1988 - 6:30 P.M.

MINUTES

Present: Irene Gomez-Bethke, Reverand Sunthi Paul, Mike Garza, Wes Iijima, and Olivia Mares (Mancha).

Absent: Tom Barrett, Olivia Arredondo (4th consecutive) Douglas Hall (Resignation Tendered), Steve Hoffmeyer (Resignation Tendered), Carlos Mariani-Rosa, and Al Garcia (excused).

Staff: Martin A. Diaz and Amaya Maura

President Irene Gomez-Bethke called the meeting to Order at 6:55 p.m.

1. Motion - Mike Garza
Moves to approve agenda for July 27, 1988 meeting.
2nd - Reverand Sunthi Paul
Motion Carries.
2. Motion Mike Garza
Moves to approve board minutes of April 7, 1988.
2nd - Olivia Mares
Motion Carries.

CHIEF LEGAL OFFICER'S REPORT:

Martin A. Diaz distributed his written report totalling five (5) pages. He requested action on those matters listed on page 5, a total of eight items, not including item No. 6 which was not seriously offered.

3. Motion - Reverand Sunthi Paul
Moves that the Board authorize the CLO to seek a \$10.000 cash flow reserve from Norwest Bank.
2nd - Wes Iijima

Discussion surrounded the need for the line of credit, the intended use of the money, the expectation of prompt repayment and the advisability of having a reserve beyond the present need. The particulars of the credit are noted in CLO's report. The consensus was that a line of credit should be obtained but its use restricted.

Motion Carries.

4. Motion Wes Iijima
Moves that use of the cash flow reserve account be limited to payment of the following items: back payroll and payroll for 7/31; back taxes of \$2,575 due 8/5; \$1,000 toward Share for health coverage; and \$1,000 toward fringe benefits.
2nd - Mike Garza
Motion Carries.
5. Motion Reverand Sunthi Paul
Moves that any money borrowed from the cash flow reserve be paid back by the end of August, 1988, unless otherwise directed by the Board.
2nd - Mike Garza
Motion Carries.
6. Motion Wes Iijima
Moves to table points 6,7 & 8 of CLO's report.
2nd - Reverand Sunthi Paul
Motion Carries.

Discussion - Both Steve Hoffmeyer and Douglas Hall have indicated they have resigned for personal reasons.

7. Motion Wes Iijima
Moves to accept Steve Hoffmeyer's written resignation. Letter to be sent thanking him.
2nd - Olivia Mares
Motion Carries.
8. Motion Mike Garza
Moves to accept Douglas Hall's oral resignation. Letter of thanks to follow.
2nd - Olivia Mares
Motion Carries.
9. Motion Reverand Sunthi Paul
Nominates Angelita Velasco for membership as Board Member, subject to her acceptance.
2nd - Mike Garza

Discussion - Irene stated Angelita is present member of Proyecto Ayuda advisory committee and has indicated interest in serving.

Motion Carries.

Discussion - Reverand noted the importance that new Board Members are made to understand the need for commitment to the agency.

Martin Diaz then requested further action on his requests.

10. Motion Wes Iijima
Moves approval of 1988 Revised Budget with
Revenue of \$266,429 and expenses of
\$191,479.13.
2nd - Mike Garza
Motion Carries.
11. Motion Olivia Mares
Moves approval of Cost Center Budgets
submitted by the CLO, with personnel patterns
set forth by Personnel Committee on April 25,
1988.
2nd - Mike Garza
Motion Carries.
12. Motion Reverend Sunthi Paul
Moves approval of United Way proposals.
2nd - Olivia Mares

Discussion - Proposal to St. Paul United Way is for 5%
increase to \$22,800 and to Minneapolis United Way of 3% to
\$30,900.

Motion Carries.

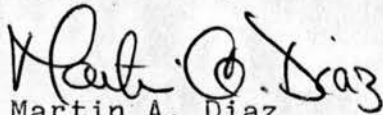
13. Motion to Adjourn - By most Board Members and seconded
by the slower ones.

Motion Carries.

Adjourned at 8:30 p.m.

Next Board Meeting set for August 31, 1988 at 6:30 p.m. in
St. Paul.

Respectfully Submitted,



Martin A. Diaz
Chief Legal Officer

CENTRO LEGAL, INC.

BOARD OF DIRECTORS

DECEMBER 15, 1988

Present: Irene Gomez-Bethke; Albert Garcia; Carlos Mariani-Rosa, Wes Iijima and Reverend Sunthi Paul C.

Absent: Tom Barrett (Excused); Angelita Velasco (Excused); Olivia Mares (Unexcused); Mike Garza (Unexcused).

Staff: Martin A. Diaz

Meeting was called to Order by President Gomez-Bethke at 6:15 p.m. The meeting had a limited agenda.

BOARD NOMINATIONS:

Al Garcia, the Chairperson of the Membership Committee submitted the names of four individuals for approval by the Board as new Directors. They were: Rose Lucero Cummins; Steve Zachary; Elaine Valadez and Jorge Prado.

The Reverend Sunthi Paul noted an additional candidate, Reverend Ralph Baumgarten.

After discussion, a compromise was reached to offer the slate of candidates submitted by the Membership Committee and offer the first opening to the Reverend.

Tom Barrett, Angelita Velasco and Irene Gomez-Bethke were also interested in continuing on the Board. Wes Iijima declined the offer.

Motion - Al Garcia

To elect as new Board Directors Rose Lucero Cummins, Steve Zachary, Elaine Valadez and Jorge Prado. Further, to re-elect Tom Barrett, Angelita Velasco and Irene Gomez-Bethke.

2nd - Carlos Mariani

Motion Carries

Motion - Reverend Sunthi Paul

To offer the first available opening on the Board to Reverend Ralph Baumgarten.

2nd - Al Garcia

Motion Carries

AWARDS

Marty directed the Board to a list of nominees for Awards of Appreciation to be announced at the Annual Meeting.

Motion - Reverend Sunthi Paul

To grant Awards of Appreciation to those persons and agencies listed by staff. In addition, to add the name of Wes Iijima.

2nd - Carlos Mariani

Motion Carries

Motion - Al Garcia

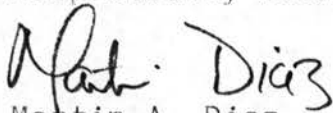
To present Wes Iijima with a Special Plaque for his lengthy, effective service to Centro Legal as a Director.

2nd - Carlos Mariani

Motion Carries

There being no further business, the meeting was adjourned to Boca Chica for the Annual Meeting Celebration. Time was 6:30 p.m. (a new world record for Board Meetings).

Respectfully Submitted,



Martin A. Diaz
Chief Legal Officer for
Secretary Al Garcia

AGENDA
CENTRO LEGAL, INC.
BOARD OF DIRECTORS
JULY 27, 1988
6:30 P.M. - ST. PAUL

1. Approval of Agenda ✓
2. Approval of Minutes 4-7-88 ✓
3. Chief Legal Officer's Report ✓
4. President's Report ✓
5. Committee Reports
6. Election of Board Member - *Steve Hoffmayer*
7. Old Business
8. New Business

AGENDA

BOARD OF DIRECTORS
CENTRO LEGAL,

November 15, 1988

- ✓ 1. Call to Order
- ✓ 2. Approval of Agenda
- ✓ 3. Approval of October 26, 1988 Minutes
4. Chief Legal Officer's Report
5. Board Nominations ✓
6. Annual Meeting Update ✓
7. Chief Legal Officer Search Comm. ✓
8. Old Business ✓
9. New Business
10. Adjournment

*Capital grant \$15M
need person
\$5.00*

*325
150
205
100*

CENTRO LEGAL, INC.

BOARD OF DIRECTORS

JANUARY 25, 1989

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of December 15, 1988 Minutes
4. Chief Legal Officer's Report
5. Election of Officers
6. Committee Assignments
7. Old Business
8. New Business
9. Adjournment

CHIEF LEGAL OFFICER'S REPORT

FINANCIAL

1988:

The Finance Committee minutes and the attached unaudited year end report give you a very positive financial picture of the organization. In 1988, Centro raised approximately \$80,000 more than it expended and ended the year with a positive fund balance, subject to the audit's clarifications.

1989:

As the year begins to unfold, Centro presently retains three sizeable loans/liabilities: 1) MNPAF Loan \$11,000, which is covered by a \$10,000 Bremer grant; 2) \$9,000 loan from Drovers, which has been refinanced at \$500 plus interest payments per month; and 3) short-term debt of approximately \$10-12,000 due mainly to a) West Publishing \$4,600 b) U.S. Sprint \$1,700 and c) Mileage reimbursements for staff \$2,000 (approximately).

The MNPAF loan is due and payable at the end of January. This will be paid. The Drovers loan will be paid over the course of the year and has been worked into the operating budget for 1989. The short-term debt should be paid over time and paid off by May, 1989. Cash flow in a debt-free situation for the 1st quarter is acceptable. However, because of the existing debt, cash flow is tight. As a result, much of the debt reduction must wait until April/May when general operating money will free up earned income and reimbursement to pay off 1988 debt.

Non Financial

While specifics will not be available until later on, the preliminary figures show that Centro served 713 persons in 1988, up by 44% over 1987 figures. This despite a 28% reduction in Staff. This severe increase in service was due to three factors: 1) the significant activity in the ILP Project ; 2) the significant increase in Proyecto Ayuda; and 3) the maturity and experience of staff.

Action Requested

1. Approval of Finance Committee Minutes and its recommendations.
2. Approval to continue to hire Temporary Secretary for another two months.
3. Decision on Liability Insurance for the Board of Directors.
4. Increasing the floor for counter signature on checks to \$1,100.00.
5. Approved of small bonus for each Staff Member, except Chief Legal Officer.
6. Election of Officers.
7. Committee Assignments.

CENTRO LEGAL, INC.
BOARD OF DIRECTORS MEETING
March 2, 1989 - 6:30 P.M.

A G E N D A

1. Call to Order
2. Approval of Agenda for March 2, 1989
3. Approval of Board Minutes of January 25, 1989
4. Presidents' Report
 - a. Personnel Committee/Hiring Committee
5. Chief Legal Officer's Report
6. Old Business
7. New Business
8. Adjournment

3200.

CENTRO LEGAL, INC.

**BOARD OF DIRECTORS MEETING
NOVEMBER 15, 1990**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of November 8th, 1990 Executive and Finance Committee meeting minutes
- ✓ 4. Chief Legal Officer's Report
- ✓ 5. Election of Board members
6. Old Business
7. New Business
8. Adjournment

CHIEF LEGAL OFFICER'S REPORT

November, 1990

Funders
The agency finds itself on solid financial ground as we approach the end of 1990. There has been no staff turnover since my arrival in April, 1989. It is my impression that our are pleased with the quality of our services and that the agency has gained the respect of the bench and bar. The next two weeks will determine our financial status as we head into 1991. By the end of November we will know whether or not the United Ways have granted our request for expanded funding.

Centro statistics are slightly above those of last year.

Our Board currently has one vacancy and Barb, an assistant Director of Sojourner Shelter has an interest in filling this vacancy. Ms. is very familiar with the work we do and has strong ties to Battered Women's groups. I believe she would be an asset to the Board.

Old Business: Is addressed in the November 8th, 1990 Board minutes. Artie has agreed to have previous Board minutes available by December 5, 1990 meeting.

New Business: Centro Legal has been donated telephones by a non-profit organization that has folded, it may be a good idea to install these phones. Query: what to do with old phones.

*Chow-fid
SSI*
Client issues: 1). Client obtained SSI benefits however, he could not find a representative payee. Amaya Maura graciously agreed to be his payee. What accounting requirements, if any should be followed by the Centro.

2). Client/ INS. N.B. client's confidentiality protected. Discussion of INS arrest of one of Centro's client. Should Board respond?

Action Requested

1. Approval of Executive Committee meeting minutes and approval of the resolutions contained therein.
2. Approval of Finance Committee meeting minutes and approval of the resolutions contained therein.
3. Recommendation of prospective Board member.
4. Old Business.
5. New Business.

MINUTES OF EXECUTIVE AND FINANCE

COMMITTEE MEETINGS

NOVEMBER 8, 1990

Present: Tom Barrett, Artie Martinez, Karim El-Ghazzawy,
Thomas J. Conley

1. **E-Computers:** Karim indicated that Computerland claims to have undercharged Centro Legal in the amount of \$300.00 due to a mistake on the bid.

Resolved: Write and reiterate position that we should not be held responsible for their mistake and indicate Board's agreement.

2. **F-Funding Update:** United Way Decisions due by November 27, 1990.

Pending:	Fingerhut	\$7.500 (Not likely)
	St. Paul Found.	\$10,000
	MN Bar Assoc.	\$3,000

Resolved: Karim will notify Finance Committee re: allocations decisions so that 1991 budget can be amended accordingly.

3. **E-Annual Meeting 1990.** The annual meeting will be held on December 5, 1990, at 6:30 p.m., in the San Antonio Bar & Grill, located in the World Trade Center, St. Paul. Judge Rosas has committed as our guest speaker. The invitations (150) have been printed up and will be mailed out beginning Friday (11/16/90). *Brief case. Logo. Program.*

Resolved: We will give Judge Rosas a briefcase, similar to that given last year's speaker, Jose Zalaquet. Karim will make arrangements for the purchase. Keep annual meeting/dinner moving briskly. Karim and Irene should deal with protocol issues. *Program.*

4. **E-Cancellation of Unfavorable IBM Leases.**

Resolved: Send Dana Commercial Credit their billing invoices back along with a copy of my letter requesting

termination of the lease. Offer made by Karim to settle with return of the Computer and \$500, Committee thinks its OK to double that.

5. E-a. Expansion of Proyecto Justicia - into 1990-91
- b. Expansion of Proyecto Ayuda

Update: I was advised by our DOC liaison that Proyecto Ayuda would likely get a \$20,000 increase during 1991, if we committed to hiring a half-time attorney. This is an issue for full Board discussion. Our proposal is due Monday.

6. E-Audit (1989) The consensus was that we were all quite pleased with the performance of Romer & Co. *July 1, 19*

Resolved: Send Brad Begley letter regarding the fine work he's done and begin the process for Centro Legal's 1990 audit.

7. F-Staff Evaluations and Raises : Karim has completed staff evaluations. Board needs to do Karim's evaluation. TJ Conley suggested talking to staff to get input and he was given a copy of the job description. Karim noted that we had an inflation rate of approximately 8% this year.

Resolved: Decision should be made re: raises by Dec. 5, 1990 annual meeting, at which time we will have a much better idea regarding funding status for 1991.

8. E-Salary Schedule: Karim discussed the creation of a detailed salary schedule and there was no opposition.

9. E-St. Paul Lease Agreement - 1991 Karim indicated that we were up for renewal of our lease with the Neighborhood House.

Resolved: We should continue lease arrangement throughout 1991 and lease agreement should be executed. *Karim to negotiate*

10. E-Renewal of Professional Liability Insurance

Resolved: Professional Liability Insurance should be renewed pursuant to last years schedule.

CENTRO LEGAL, INC.
BOARD OF DIRECTORS
JANUARY 25, 1989

MINUTES

Present: Carlos Mariani-Rosa, Tom Barrett, Al Garcia,
Reverand Sunthi Paul; Rose Lucero Cummins and Steven
Zachery.

Absent: Excused: Irene Gomez-Bethke, Jorge Prado and
Angelita Velasco; Unexcused: Elaine Valadez (1st), Mike
Garza (2nd), Olivia Mancha (2nd).

Home #

228-0087

Staff Present: Martin A. Diaz

The meeting was called to Order by Vice-President, Carlos
Mariani-Rosa at 6:55 p.m.

- 1) Motion - Reverand Sunthi Paul- To approve the Agenda.
2nd - Steve Zachery
Motion Carries
- 2) Motion - Reverand Sunthi Paul - To approve Minutes of
December 15, 1988 meeting.
2nd - Steve Zachery
Motion Carries

Chief Legal Officer's Report

Marty noted that his report was in writing and was part of
the handouts. Each Board member received a new 3 ring
binder for the 1989 year. He requested certain action
including the approval of the significant work accomplished
by the Finance Committee.

- 3) Motion - Al Garcia - To receive the minutes (report)
of the Finance Committee meeting of January 24, 1989.
2nd - Tom Barrett
Motion Carries.
- 4) Motion - Al Garcia - To accept the report of the
Finance Committee meeting of January 24, 1989.
2nd - Tom Barrett

Discussion: The Board went through each item of the
report. The only addition to the report was Tom Barrett's
review of the Liability Insurance for the Board. He noted
that the policy is a claims-made policy with limited
coverage at an annual premium of \$1,526.00. He recommended
that the policy not be purchased at this point but that he
had requested further review by another attorney in his
office who had extensive knowledge of malpractice insurance.



CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

TO: ALL BOARD MEMBERS
FROM: Irene Gomez-Bethke
RE: Board Meeting
DATE: January 6, 1989

Please be advised that the first Board Meeting of 1989 for Centro Legal has been scheduled for Wednesday, January 25, 1989 at 6:30 p.m.

For those Board Members that are new to Centro Legal there will be an orientation session at 6:00 p.m. Please be on time.

This meeting will include election of officers for 1989.
Enclosed please find the Board Minutes for our last meeting.

MINUTES
BOARD OF DIRECTORS
MARCH 2, 1989

Present: Irene Gomez-Bethke, Carlos Mariani, Al Garcia,
Angelita Velasco and Mike Garza.

Staff Present: Martin A. Diaz

The meeting was called to Order by President Gomez-Bethke at
7:40 p.m.

- 1.) Motion - Angelita Velasco
2nd Al Garcia
To approve the Agenda
Motion Carries.
- 2.) Motion - Carlos Mariani-Rosa
2nd Al Garcia
To approve Board Minutes of January 25,
1989.

Discussion: It was pointed out that the words "and up"
on Motion #10, on page 3, were redundant and the intent of
the Motion was to set the floor at \$1,100. With this
deletion, the minutes were approved.
Motion Carries.

President's Report: President Gomez-Bethke, Carlos
Mariani and Martin Diaz gave an oral account of the
procedures and substantive information obtained in the hiring
process for the Chief Legal Officer.

The Committee noted that six persons applied, and four
were interviewed. The other two were disqualified, one for
lack of Spanish language skills and the other because of a
lack of any legal experience.

Of the four persons who were interviewed, two were
Hispanic (one male and one female) and the other two were
white (one male and one female). The Committee considered
the Hispanic male and White male the best of the four. The
Hispanic female, while having good legal skills, was wholly
without knowledge of the legal and Hispanic community in the
Twin Cities and without any fundraising or managerial
experience. The white female had excellent experience in
many areas but lacked a commitment to the Hispanic Community
and did not appear to be sure of what she was looking for in
her career.

Of the two remaining candidates, one had more years of
experience but lacked the passion and commitment to the
Hispanic Community. He had otherwise good skills. The
candidate selected by the committee had less years of
experience but had sought out difficult work, had experience

in varied areas of law and types of litigation. He had translated his three years of legal experience into quality years and showed a great deal of maturity and commitment. His strongest quality was his commitment to the Hispanic Community; he reflected a passion and understanding of the community's needs. The differences between the candidates were few but the philosophies and commitment were significantly different.

Based on the above, the Committee recommended Karim El-Ghazzawy for the position of Chief Legal Officer.

- 4.) Motion - Al Garcia
2nd - Mike Garza

To accept the committee report and recommendation, subject to a written report with attachments to be sent to Board Members within 10 days.

Discussion: Some Board Members desired written documentation of the Committee's report.

Motion Carries.

- 5.) Motion - Al Garcia
2nd Carlos Mariani

To offer the new Chief Legal Officer \$30,000 per year as salary, effective April 1, 1989, subject to a 6 month probation period. Further, that the Executive Committee meet with Karim to set goals for the next six months.

Motion Carries.

Note: A meeting was held with Karim after the meeting and he accepted the terms.

- 6.) Motion - Al Garcia
2nd Carlos Mariani

To refer to Executive Committee the issue of outstanding compensation to Martin A. Diaz for a negotiation of a payment arrangement.

Motion Carries.

- 7.) Motion - Al Garcia
2nd Carlos Mariani

To advertise through press release and open house (at the Minneapolis Office), the hiring of Karim.

Motion Carries.

- 8.) Motion - Mike Garza
2nd Al Garcia

To authorize the new Chief Legal Officer to sign checks effective April 1, 1989 with a countersignature floor of \$1,000.

Motion Carries.

9.) Motion - Al Garcia
2nd Mike Garza

To approve the move to the new Minneapolis Office located next door to the present site.

Motion Carries.

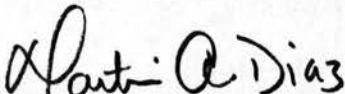
10.) Motion - Carlos Mariani
2nd Al Garcia

To pursue the development of a new program (Guardian Project) with funders and interested parties.

Motion Carries.

There being no further business the meeting was adjourned at 8:50 p.m.

Respectfully Submitted,



Martin A. Diaz,
Chief Legal Officer
on behalf of Al Garcia
Secretary

CENTRO LEGAL BOARD OF DIRECTORS MEETING

November 9th, 1989

Agenda:

Ratification of the following is requested by the Executive Committee:

- 1). Meetings by the Board of Directors shall be held six times per year and shall alternate between our Minneapolis and St. Paul offices.

6:30 - 3 d Thursdays

- 2). The Board shall nominate three persons to fill the existing vacancies.

- 3). Approval of 1990 Proposed Budget.

Cash flow / projections

Phase 2 →

Policy issues

Dr. Fiol

After Martinez

17th
2:00
Mpls.

CENTRO LEGAL, INC.

BOARD OF DIRECTORS

AUGUST 10, 1989

Jan. 18, 1990

AGENDA

1. Call to Order *Welcome.*
2. *ADO* Approval of Agenda
3. *up committee reports* Approval of Finance and *a)* Executive Committee Minutes
4. Chief Legal Officer's Report *b) nominations*
5. *elections* Committee Assignments ✓
6. Old Business
7. New Business
8. Adjournment

CENTRO LEGAL, INC
BOARD OF DIRECTORS MEETING
SEPTEMBER 20, 1990

AGENDA

1. Call to Order ✓
2. Approval of Agenda ✓
3. Approval of Finance and Executive Committee Minutes ✓
4. Chief Legal Officer's Report ✓
5. Committee Assignments ✓
6. Old Business ✓
7. New Business ✓
8. Adjournment ✓

*Personnel
Committee*

CENTRO LEGAL, INC.

CHIEF LEGAL OFFICER'S REPORT

FINANCIAL

The 1989 audit has been completed. Reports of the Audit will be forwarded to our various funders. The 1989 audit conclusively demonstrates that Centro Legal has achieved financial integrity. Reports of the audit will be forwarded to our various funders.

Centro Legal's funding contributions for 1990 have been met. In part this is due to substantial funding increases from a few key funders, particularly IOLTA and LSAC.

We expect the Minneapolis and St. Paul United Ways to make a determination regarding our increased funding requests (for expanded Proyecto Justicia during 1991), in late November, 1990. On a positive note, the Minneapolis United Way's Midcycle report has upgraded Centro Legal's rating to "Good". I have responded to the issues raised in the report. A copy of the report, along with a copy of my response, is available to any interested Board member.

NON FINANCIAL

The St. Paul United Way disbursed \$15,000 to the agency during the month of August, 1990 for computerization of Centro Legal's Minneapolis and St. Paul offices. This grant was part of the St. Paul U.W.'s Capital Campaign. Centro Legal has purchased and installed new computers and laser printers in both its offices. All staff recently attended a basic training offered through the Science Museum. It is anticipated that additional training will take place in the near future, particularly for support staff. Sufficient funds have been reserved to insure that staff receive appropriate training.

I am very pleased to note the nomination of four persons, T.J. Conley, Barbara Engels, Micheal Martinez and Mary Mateer, to Centro Legal's Board of Directors. I will be available to answer any questions our new Board members may have regarding Centro Legal's programs, budget, fund raising, etc.

ACTION REQUESTED

1. Approval of Finance and Executive Committee Meeting Minutes.
2. A Committee, or volunteer, assignment to oversee planning for Centro Legal's Annual Meeting/Dinner, including suggestions for a featured speaker.
3. New Business.
4. Old Business.
5. Adjournment.

CENTRO LEGAL, INC.
BOARD OF DIRECTOR
MAY 17, 1990

6:30 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Discussion of review and approval of Board Minutes at the next Executive Committee Meeting.
- ✓ 4. Approval of May 9, 1990, Executive and Finance Committee Minutes.
- ✓ 5. Chief Legal Officer's Report
6. Election of Officers
7. Committee Assignments
- ✓ 8. Old Business
9. New Business - Board Minutes - May -
10. Adjournment

5 m.

CENTRO LEGAL, INC.

CHIEF LEGAL OFFICER'S REPORT

May 1, 1990 - Financial

The Dayton Hudson Foundation approved \$12,500 as Centro Legal's 1990 grant, representing a \$2,500 increase over our 1989 grant award. The Lawyers Trust Account approved a grant in the amount of \$25,000 for FY 90 (7/1/90 to 6/30/91), representing a \$5,000 increase over FY 89. These grant awards have gone a long way toward financially stabilizing the agency throughout 1990. In addition, it is expected that we will receive a final \$5,000 payment in June, 1990 for Centro's ILP project. In light of our current awards, Centro Legal will have to raise an additional \$10,867 to meet its 1990 projected contributions. In light of the number of outstanding grant applications, Centro will likely reach its contributions objectives.

Since coming to Centro in April, 1989 I have made a consistent effort to obtain the confidence and respect of our stable consistent funders (United Ways, IOLTA, LSAC, DOC, Dayton Hudson, etc.) and to obtain funding increases from these funders. The result has been that Centro Legal has obtained grant increases from stable funders allowing the agency to shift from short term funders in order to secure its long term funding goals. The organization has achieved financial stability as a result.

Areas of Concern:

The Minneapolis United Way recently mailed out a letter indicating that they were unable to meet their funding goals for this year. The letter went on to note that agencies perceived as weak would be subject to cuts. In light of our progress I do not believe that we would be

subjected to cuts in our current funding. However, in light of the above, I am concerned by the fact that we will be submitting a request for expanded Proyecto Justicia funding to the Minneapolis United Way on June 13, 1990. The request will include a .5 FTE attorney position expansion of Proyecto Justicia Minneapolis and a .5 FTE attorney expansion for Proyecto Justicia - St. Paul.

It is my hope that Centro Legal will be able to impress the importance of obtaining funding for our Proyecto Justicia project upon the United Way.

1989 Audit

Brad Begley, C.P.A., J.D. of Romer & Company will be in charge of completing our audit. Mr. Begley will commence actual work on the audit on Tuesday, May 22nd. Romer & Company will perform the audit for approximately \$2,700, representing a substantial savings over our previous auditors.

Non Financial

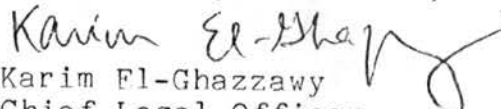
Centro Legal will begin the process of computerization. Moving from an established system to a new one will present challenge to the agency. However, as staff develop expertise the system should be far more efficient, allowing us to produce a quality work products that will effectively meet the needs of our clients.

Our current client service levels are similar to those acheived in 1989. Our staff is becoming more experienced, as a result the quality of our work product and the number of actual cases accepted for full representation are steadily increasing.

Action Requested

1. Discussion of previous Board Minutes to be drafted from Karim notes.
2. Approval of Executive Committee Minutes and the resolution/recommendations contained therein.
3. Approval of Finance Committee Minutes and the resolutions/recommendations contained therein.
4. Election of Officers.
5. Committee Assignments.

Respectfully submitted,


Karim El-Ghazzawy
Chief Legal Officer



CENTRO LEGAL, INC.

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KARIM EL-GHAZZAWY
Chief Legal Officer

AMAYA MAURA
Paralegal

MEMORANDUM

TO: Centro Legal's Board of Directors
FROM: Irene Gomez-Bethke, President *IGB/cr*
RE: Upcoming Board Meeting
DATE: March 6, 1990

Please note that Centro Legal's next Board Meeting will be held at Centro Legal's Minneapolis Office on **Thursday, March 15th, 1990 at 6:30 p.m.**

It is very important that you make every effort to attend.

I look forward to seeing you there.

CENTRO LEGAL, INC.

BOARD OF DIRECTORS

MARCH 15, 1990

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of March 9, 1990, Executive and Finance Committee Minutes
4. Chief Legal Officer's Report
5. Election of Officers 4 vacancies
6. Committee Assignments
7. Old Business
8. New Business
9. Adjournment

CENTRO LEGAL, INC.
CHIEF LEGAL OFFICER'S REPORT

1990

The attached 1990 Operational Budget is realistic and reflects that Centro Legal will likely be able to maintain Phillips' position (assuming contributions come in as expected) as a Proyecto Justicia attorney, post - May, 1990.

The Minneapolis United Way Liaison, Joanna Buzek has advised me that they are very pleased with the agency's 1989 level of service delivery. Joanna also indicated that the agency would be up for full review. This creates the possibility that Phillips' position, or a portion thereof, may be funded on a long term basis by the Minneapolis United Way during 1991. *good case statement needed. 4/26/90*

Humphrey
I met with Duane Scribner, the head of the Dayton-Hudson Foundation on March 14, 1990. Centro Legal has submitted a \$15,000 proposal to the Hudson-Dayton Foundation. Mr. Scribner thought the proposal was very good and advised me that a disbursement would be made in Mid-April.

As noted in the Finance Committee Minutes we will solicit bids for the 1989 audit and make a decision regarding which firm to go with at the next Finance Committee Meeting. With the exception of the Drover's debt (\$2,100.00 as of today) Centro Legal is debt free. In light of the fact that we currently have a discretionary income it may be a good idea to pay this debt off in order to avoid interests charges.

Projected vs. Actual revenue expenses will now be part of the materials provided to Tom Barrett and Board members. This will allow the Board to spot trends which indicate that are too much or too little is being spent on a given line item. This will allow us to amend the budget accordingly and react proactively to anticipated problems.

Non Financial

Centro Legal served 681 clients during 1989; 713 clients were served in 1988. Statistics for 1990 reflect that 114 clients were served during the months of January and February. Centro Legal's case load reflects that slightly less than half the caseload is immigration related, the bulk of the remainder is family law, with small number of cases comprising employment, housing, government benefits and consumer related legal problems.

Centro Legal's staff is becoming more experienced and is handling a sizeable caseload.

Action Requested

1. Approval of Finance Committee Minutes and the recommendations/resolutions contained therein. ✓
2. Approval of Executive Committee Minutes and the recommendations/resolutions contained therein. ✓
3. Election of Officers.
4. Committee Assignments.

Respectfully submitted,

Karim El-Ghazzawy
Karim El-Ghazzawy
CLO

CENTRO LEGAL, INC.

Executive Committee Minutes

March 9, 1990

Present: Irene Gomez-Bethke, Tom Barrett, and Karim El-Ghazzawy.

1. Reduction in Board Members

Search for additional board members: There are currently six voting members on Centro Legal's Board of Directors. Karim suggested that in light of the difficulty encountered in recruiting Board members that the size of the Board be reduced to 10 from 12. Irene suggested changes on pages 1 and 2 of the By-laws to reflect a reduced Board and language that would permit more flexibility in electing members to the Board. The proposed changes are attached hereto.

Resolution: To approve a reduction from 12 to 10 Board members and to approve appropriate revisions in the By-laws.

2. Hiring a bilingual law student:

Karim made a request to hire a work study law student and to enter into a work study contract with Hamline University. The rate of pay would be \$5.75/hour. Centro Legal would be responsible for 45% of costs (i.e. \$2.58/hour). Tom indicated he felt uncomfortable approving the hiring of a work study student because our 1990 operational budget did not include a line item for a law student. Irene concurred with this reasoning. Tom suggested that I present a revised operational budget if I wanted this item approved and indicated that we should check out unemployment insurance, workers compensation and other implications of maintaining a part-time law student.

Resolution: No action until revised operational budget is presented.

3. Phillips G. Gonzalez - post ILP

Karim indicated that he would submit a proposal to the Legal Services Advisory Committee (LSAC) and the St. Paul Foundation to fund Phillips from May 1st - December 31, 1990. Tom indicated that he thought Phillips should receive formal notification, i.e. in writing, that his position was conditioned upon receipt of appropriate funding. Tom indicated that our current operational budget was consistent with maintaining Phillips' position. The issue of appropriate support staff for this position was discussed.

Resolution: To approve the submission of funding proposals to LSAC and the St. Paul Foundation and a request for secretarial support (if secretarial support is approved this would permit the hiring of Estela O'Brien on a full-time basis, raising Centro Legal from 5.5 FTE's to 6.0 FTE's).

4. Disbursement of \$15,000.00 St. Paul United Way Capitol Campaign to purchase computers for the St. Paul and Minneapolis Offices.

A general discussion of the pros and cons of MacIntosh and IBM PC's took place. Karim favors purchasing a MacIntosh system because it is more user friendly. Karim produced a proposal from Computerland. Tom indicated that the prices of many of the items on list had dropped. Tom advised Karim to try to obtain as much equipment as possible for \$15,000.00 and to make absolutely sure that the system would be operational and that appropriate maintenance and guidance

from Computerland would be forthcoming. Tom indicated I should solicit other bids. Discussion regarding getting out of current IBM and Compcorp contracts.

Resolution: Approve decision to purchase MacIntosh computers. Approve decision to get out of contracts with CompuCorp and one IBM (the other IBM is currently subleased to Oficina Legal, SMRLS).

5. Destruction of Files: *6-1 up*

The issue was raised regarding destruction of original documents, such as passports, birth certificates, etc. that are likely to be found in files that are up for destruction.

Resolution: Important documents should not be destroyed, discretion to decide which documents are to be preserved shall lie with the Chief Legal Officer. Documents deemed important shall not be destroyed and shall be put in a file which includes the client's name and last known address. In addition, a statement should be included with the document outlining Centro Legal's Board approved policy regarding destruction of client files.

6. Review of Agency Goals and Objectives:

Karim recommended that Centro Legal's goals and objectives remain the same. The majority of our work will continue to be in the Family and Immigration law areas and, to a lesser extent, employment, consumer, housing and government benefits issues. Our target client populations should remain unchanged.

Resolution: Approve continuation of Centro Legal's current goals and objectives.

7. Printing relevant agency material:

This issue was not discussed. Issue: Should content of agency brochures and materials be left to CLO or does Board want to review proposals?

8. Permission to enter into an SSI reimbursement contract with Hennepin County.

Karim indicated that he is currently representing several clients in Supplemental Security Income (SSI) disability cases before the Social Security Administration. Hennepin County saves money if GA recipients obtain SSI benefits which are paid by the federal government. Because of this the County will reimburse attorneys who obtain successful results in SSI cases. It should be noted that the award to the client remains the same.

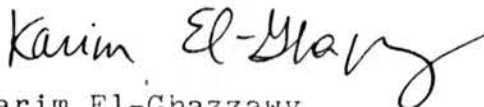
Resolution: Approved, Karim may enter into an SSI reimbursement contract with Hennepin County on behalf of Centro Legal, Inc.

9. Irene recommended that Board member Olivia Mancha chair the Nominations Committee because of her extensive community contacts.

Tom recommended that Arturo Martinez be formally approved as Board Secretary.

Resolution: Approved.

Respectfully submitted,



Karim El-Ghazzawy
Chief Legal Officer

CENTRO LEGAL, INC.

FINANCE COMMITTEE MINUTES

MARCH 9, 1990

Present: Irene Gomez-Bethke, Tom Barrett, and Karim El-Ghazzawy.

1. Update on Centro Legal's financial situation.

Karim discussed the agency's financial situation. Tom stated that he wanted a breakdown of projected and actual expenses on a monthly basis. Stated that this information would be helpful to anticipating potential problems. Tom also indicated that Centro should strive to have a discretionary fund consisting of \$18,500.00 which represents one month's average operating expenses for Centro Legal.

2. 1989 Audit.

We discussed the benefits of proceeding expeditiously this year in initiating and quickly concluding the audit. The pros and cons of continuing with CPA Paul Christiansen were noted. Tom pointed out that the Paul was very familiar with Centro Legal's system and that he'd been helpful in the past. Irene expressed concern over the fact that our 1988 audit was delayed - causing concern to funders.

Recommendations: Karim should provide bids at next finance committee meeting from several auditing firms and a decision should be made at that time.

3. Update on debt situation.

All debt with the exception of Drover's has been paid off.

4. Tom noted that if we make a determination that we have a surplus we should open up a savings account or purchase a certificate of deposit.

Respectfully submitted, ✓

Karim El-Ghazzawy

Karim El-Ghazzawy
Chief Legal Officer

CENTRO LEGAL, INC.

BOARD OF DIRECTORS

JANUARY 18, 1990

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of December 11, 1989, Finance Committee Minutes
4. Chief Legal Officer's Report
5. Election of Officers
6. Committee Assignments
7. Old Business
8. New Business
9. Adjournment

MS \$4,456 142

CHIEF LEGAL OFFICER'S REPORT

FINANCIAL

1989:

The Finance Committee minutes and the attached unaudited year end report present a positive financial picture of the organization. In 1989, Centro effectively eliminated its pre-existing debt with exception of its Drover's debt, which now currently stands at approximately \$3,400. Timely payments of \$600 will continue to be made until the debt is paid off in full.

1990:

In January of 1990, Centro Legal, Inc., paid its last commercial debt in the amount of \$1,000 to Butterworth's. The fiscal picture appears promising, the challenge will be to insure that Centro Legal, Inc. continues as a three attorney office. In order to maintain staff morale, I recommend that the Board ratify a 5% across the board salary increase for all full-time staff.

Non Financial

While specifics will not be available until the first week of February the preliminary figures indicate that in 1989 Centro Legal will meet or slightly exceed its service level of 713 persons served in 1988, up by 44% over 1987 figures.

Action Requested

1. Approval of Finance Committee Minutes and its recommendations.
2. Election of Officers.
3. Committee Assignments.



CENTRO LEGAL, INC.

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KARIM EL-GHAZZAWY
Chief Legal Officer
AMAYA MAURA
Paralegal

MEMORANDUM

TO: Current and Prospective Board Members

FROM: Irene Gomez-Bethke, President
Karim El-Ghazzawy, Chief Legal Officer *Key*

RE: Board Meetings, 1990

DATE: January 8th, 1990

Happy New Year! Centro Legal's Board of Directors will hold six (6) meetings during 1990. Our first meeting will be held at 6:30 p.m., January 18th, 1990, in our St. Paul Office. Thereafter, Board Meetings will be held at 6:30 p.m., at the following locations:

1990

March 15th ✓	Minneapolis Office
May 17th	St. Paul Office
July 19th	Minneapolis Office
September 20th	St. Paul Office
November 15th	Minneapolis Office

Please make every effort to attend these meetings. We look forward to working with all of you during 1990.

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2929 Fourth Ave. So. Suite L
Minneapolis, MN 55408
(612) 825-5503

St. Paul Office: Neighborhood House
179 E. Robie Street
St. Paul, MN 55107
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KARIM EL-GHAZZAWY
Chief Legal Officer

AMAYA MAURA
Paralegal

MEMORANDUM

TO: Centro Legal's Board of Directors

FROM: Irene Gomez-Bethke, President

SUBJECT: Upcoming Board Meeting

DATE: June 19th, 1990

Please be advised that our next Board of Directors meeting is scheduled for **July 19th, 1990 at 6:30 p.m., in Centro Legal's Minneapolis office.**

There will be many important items on our agenda for discussion. We look forward to seeing all of you. Please contact Karim at least ten (10) days before the meeting, if you will not be able to attend.