



Irene Gomez-Bethke Papers.

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To: Centro Legal, Inc., Board of Directors

Thomas J. Barrett, Esq.
Irene Gomez de Bethke ✓
Oscar S. Castro
Miguel Garza
Isabel Gomez-Edwards, Esq.
Wesley Iijima, Esq.
Alberto Miera, Esq.

I respectfully submit my letter of resignation as staff attorney at Centro Legal Inc., effective 12-18-83. I have already submitted a resignation memo to the Director, Arcelia Romo-Perez dated 11-18-83.

It has been a real privilege to serve the Hispanic community and I feel that I have been enriched by this experience. Please let me state my support of this Board and the job it is doing. I would like to encourage the Board's involvement in all aspects of Centro Legal ranging from goals and priorities to staff input and administrative procedures and duties. With input of the combined talents represented on this Board, I am confident Centro Legal will grow and continue to provide quality legal services to the Hispanic community.

Sincerely,

A handwritten signature in cursive script that reads "Sonia Nieves-Burton". The signature is fluid and elegant, with the first letters of the first and last names being capitalized and prominent.

Sonia Nieves-Burton

PRESIDENT
Laura Cooper

VICE PRESIDENTS
Robert Hauer
Michael Sullivan

TREASURER
Felino de la Pena

EXECUTIVE DIRECTOR
Jeremy Lane

LAW OFFICES

of the

LEGAL AID SOCIETY OF MINNEAPOLIS, INC.

NORTHSIDE OFFICE
2507 FREMONT AVENUE NORTH
MINNEAPOLIS, MINNESOTA 55411
(612) 377-2566

MANAGING ATTORNEY
Susan L. Carroll

ATTORNEYS
Bruce M. Badenoch
Martin A. Diaz
Richard J. Fuller
Gail Kaba
Lawrence W. Pry
Harold Turner
Charlotte A. Vick

LEGAL ASSISTANT
Matilda Howard
Timothy T. Price

December 11, 1985

Irene Gomez-Bethke
President, Board of Directors
Centro Legal, Inc.
179 E. Robie Street
St. Paul, MN 55107

Re: Resignation from Board of Directors

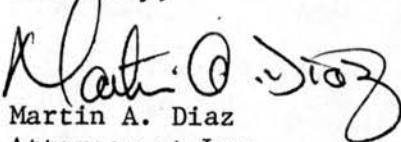
Dear Irene:

This is to inform you that since I will be employed by Centro Legal, Inc. as of February 1, 1986, I believe it is appropriate for me to step down as a board member of Centro Legal, Inc.

I realize that this is a difficult time to resign and if the board members feel that they need me to stay on until after the annual meeting, I am willing to do so with the understanding that I will not vote or comment on issues which directly affect my status as an employee.

Please let me know your decision. I want to thank you and all the board members for the opportunity to serve on the Board and I look forward to our new relationship.

Sincerely,


Martin A. Diaz
Attorney at Law

MAD:kr





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

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

Board of Directors

IRENE GOMEZ-BETHKE
President

MARTIN A. DIAZ, ESQ.
Vice President/
Secretary

THOMAS J. BARRETT, ESQ.
Treasurer

OLIVIA ARREDONDO

ANGELITA ESTRADA

MIGUEL GARZA

JUAN LOPEZ

CARLOS MARIANI

WESLEY IJIMA, ESQ.

SUSAN E. CONLEY, ESQ.
Chief Executive Officer

REPLY TO:

January 21, 1986

Mr. Martin Diaz
Attorney at Law
Minneapolis Legal Aid Society
2507 Fremont Avenue North
Minneapolis, MN 55411

Dear Martin:

On behalf of Centro Legal, I wish to thank you for your past effort and expert input as a member of the Board of Directors.

Your wisdom and guidance were valuable to us during the past two years, and your participation allowed us to overcome many adverse situations, that may have been more difficult had you not been present.

However, let me be the first to congratulate you on your appointment as a staff attorney for Centro Legal. Your becoming a staff member makes it much more palatable in accepting your resignation from the Board.

I'm sure that we can expect the same dedication and professionalism that you exhibited while a boardmember to carry over into your staff assignments.

We are all looking forward to having you continue as a part of our team.

Respectfully,

Irene Gomez-Bethke
President

IGB:slc

STATE OF MINNESOTA
FOURTH JUDICIAL DISTRICT
HENNEPIN COUNTY MUNICIPAL COURT
MINNEAPOLIS, MINNESOTA 55487



CHAMBERS
ISABEL GOMEZ-EDWARDS
JUDGE

November 13, 1984

Ms. Irene Gomez-Bethke
4649 Decatur Avenue North
New Hope, MN 55428

Dear Irene:

I am regretfully resigning from the Board of Directors of Centro Legal. I believe that it is inappropriate for a judge to serve as a director of an organization that may represent clients in the court on which she serves.

Earlier, I felt that Centro's immediate needs took precedence over the rather remote possibility of an actual conflict between my roles as director and as judge. Now that things are going so much better at Centro, I believe I should resign. One of the costs of this new job is that I have had to avoid certain activities that I've found worthwhile and enjoyable in the past because they may be construed as partisan or compromising. I know the Board will understand this.

Please give my greetings to everyone and ask them to keep in touch. I don't want to seem partisan, but even less do I want to be isolated from friends and ideas important to me.

Sincerely,

cc: Mr. Donn Vargas
Centro Legal, Inc.

Payroll Schedule 1988- Proposed

Approved by	Initials	Date
Prepared by	DJV	11-17-87

Employee	1988 0%	1988 2.5%	1988 5%	1988 Contract \$ 0%	1988 Contract \$ 2.5%	1988 Contract \$ 5%
M. H. DAVIS	20000 -	20500 -	21000 -	22000 -	22000 -	22000 -
M. A. DIAZ	27300 -	27982 -	28665 -	* 27300 -	* 27982 -	* 28665 -
P. F. GONZALEZ G.	20500 -	21012 -	21525 -	24000 -	24000 -	24000 -
C. ROSARIO	13000 -	13325 -	13650 -	* 13000 -	* 13325 -	* 13650 -
D. VARGAS	26500 -	27162 -	27825 -	29000 -	29000 -	29000 -
E. YBARRA	18800 -	19270 -	19740 -	22000 -	22000 -	22000 -
Secretary	13000 -	13325 -	13650 -	* 13000 -	* 13325 -	* 13650 -
Sub total	139100 -	142576 -	146055 -	150300 -	151632 -	152965 -
PIR TAXES (30%)	41730 -	42772 -	43816 -	* 15990 -	* 16389 -	* 16789 -
TOTAL	180830 -	185348 -	189871 -	166290 -	168021 -	169754 -

* - Payroll Employees

Doug Seaton

EMPLOYEE BENEFITS

1988

	Initials	Date
Approved by		
Prepared by	DJV	11-17-87

	1	2	3	4	5	6
EMPLOYEE	1988 W/ DEP COVERAGE	1988 50 % CO-PYMT	1988 W/O DEP COVERAGE	1988 CONTRACT 5 DEP. COV.	1988 CONTRACT 50% C.P.	1988 CONTRACT 0% C.P.
M. H. DAVIS	60204	60204	60204			
M. A. DIAZ	206436	133320	60204	* 206436	133320	60204
P. F. GONZALEZ G.	174072	124782	75492			
C. ROSARIO	115452	115452	115452	* 115452	115452	115452
D. J. VARGAS	158292	116892	75492			
E. YBARRA	287400	192990	98580			
Secretary	104832	104832	104832	* 104832	104832	104832
Life / Disability	69972	69972	69972	230 -	230 -	230 -
TOTAL	1176660	918444	660228	449720	376604	303488
				* - Payroll Employees		

Proposed

OPERATIONAL BUDGET
1988

	Initials	Date
Approved by		
Prepared by	DJV	11-17-87

	1	2	3	4	5	6
Line Item			1988 w/ 2.5%			
1 Prof. Fees			7697-			1
2 Audit Services			4920-			2
3 Supplies			3097-			3
4 Telephone (LOCAL)			5611-			4
5 Telephone (L.D.)			2236-			5
6 Postage			2096-			6
7 OCCUPANCY			10369-			7
8 Insurance			1035-			8
9 Prof. Liability			3099-			9
10 Printing			1396-			10
11 Transportation			1539-			11
12 TRAINING						12
13 Subscriptions			500-			13
14 Updates			3188-			14
15 Law Library			1248-			15
16 Org. Dues			150-			16
17 AWARDS						17
18 Equip. purchase			1768-			18
19 Equip. Repair			2370-			19
20 Equip. Rental			602-			20
21 Depreciation						21
22 Misc. Exp.			500-			22
23 Filing Fees						23
24 Cert. Crt. Rec.						24
25 Bank Charges			1000-			25
26 Client Awards						26
27 Interest Exp.			2014-			27
28 Voided checks						28
29 87 P/R TAXES			16000-			29
30						30
31 TOTAL			72435-	56435-	(w/o 87 P/R TAXES)	31
32						32
33						33
34						34
35						35
36						36
37						37
38						38
39						39
40						40

CENTRO LEGAL, INC

Revenue Projections - 1988

	Initials	Date
Approved by		
Prepared by		

	1	2	3	4	5	6
		1987	1988 Projected			
1 Contributions		86794 -				
2						
3 Client contrib.		300 -				
4						
5 MPLS U.WAY		29213 -	29943 -			
6						
7 STP U.WAY		20600 -	21115 -			
8						
9 I.O.L.T.A.		32500 -	32500 -			
10						
11 L.S.A.C.		18750 -	18750 -			
12						
13 S.M.R.L.S.		10000 -	10000 -		176193 -	
14						
15 CENTRO-ILP		18142 -	36285 -			
16						
17 SMRLS- ILP		10000 -	10000 -			
18						
19 D.O.C.		12200 -	36600 -			
20						
21 I.C. Fee		1757 -				
22						
23 ATTY fee		5920 -				
24						
25 ATTY fee AWARD		750 -				
26						
27 INT. INCOME		121 -				
28						
29 MISC. INCOME		538 -				
30						
31		247605 -				
32						
33						
34						
35						
36						
37						
38						
39						
40						

Payroll Schedule
1988- Proposed

	Initials	Date
Approved by		
Prepared by	DJV	11-17-87

Employee	1988 0%	1988 2.5%	1988 5%	1988 Contract \$ 0%	1988 Contract \$ 2.5%	1988 Contract \$ 5%
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* - Payroll Employees						

CENTRO COMM, INC.
EMPLOYEE BENEFITS
1988

	Initials	Date
Approved by		
Prepared by	DJV	11-17-87

EMPLOYEE	1 1988 w/ DEP COVERAGE	2 1988 50% CO-PYMT	3 1988 w/o DEP COVERAGE	4 1988 CONTRACT 5 DEP. COV.	5 1988 CONTRACT 50% C.P.	6 1988 CONTRACT 0% C.P.
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C. ROSARIO	115452	115452	115452	* 115452	115452	115452
D. J. URGAS	158292	116892	75492			
E. YBARRA	287400	192990	98580			
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Life / Disability	69972	69972	69972	230 -	230 -	230 -
TOTAL	1176660	918444	660228	449720	376604	303488
				* - Payroll Employees		

Proposed

OPERATIONAL BUDGET
1988

	Initials	Date
Approved by		
Prepared by	DJV	11-17-87

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Line Item			1988 w/ 2.5%			
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CENTRO LEGAL, INC

Revenue Projections - 1988

	Initials	Date
Approved by		
Prepared by		

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SECTION D. THE CHAIRPERSON.

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IN ADDITION TO THE POWERS AND DUTIES ENUMERATED IN SECTION IV. G. ABOVE, THE CHAIRPERSON SHALL BE THE CHIEF PRESIDING OFFICER OF THE CORPORATION. THE CHAIRPERSON SHALL PRESIDE AT ALL MEETINGS OF THE BOARD. THE CHAIRPERSON SHALL ALSO CARRY OUT ANY OTHER DUTIES ASSIGNED TO HIM/HER BY THE BOARD OF DIRECTORS. HE/SHE SHALL BE AUTHORIZED TO SIGN, EXECUTE AND ACKNOWLEDGE, IN THE NAME OF THE CORPORATION, INSTRUMENTS AUTHORIZED BY THE BOARD EXCEPT IN CASES WHERE THE SIGNING AND EXECUTION THEREOF SHALL BE EXPRESSLY DELEGATED BY THE BOARD TO SOME OTHER OFFICER OR AGENT OF THE CORPORATION.

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SECTION E. THE FIRST VICE-CHAIRPERSON.

THE VICE-CHAIRPERSON SHALL BE ELECTED FROM AMONG THE THEN-MEMBERS OF THE BOARD OF DIRECTORS.

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IN THE ABSENCE OR DISABILITY OF THE CHAIRPERSON, THE FIRST VICE-CHAIRPERSON SHALL PERFORM ALL OF THE DUTIES OF THE CHAIRPERSON. WHEN SO ACTING, THE FIRST VICE CHAIRPERSON SHALL HAVE ALL OF THE POWERS OF, AND BE SUBJECT TO ALL OF THE RESTRICTIONS UPON, THE CHAIRPERSON. IN THE EVENT THAT THE OFFICE OF CHAIRPERSON SHALL BECOME VACANT DUE TO THE CHAIRPERSON'S DEATH, RESIGNATION, INABILITY TO SERVE OR REMOVAL FROM OFFICE, THE FIRST VICE-CHAIRPERSON SHALL SUCCEED TO THE OFFICE OF CHAIRPERSON, FOR THE REMAINDER OF THE CHAIRPERSON'S TERM OR UNTIL SUCH TIME AS A NEW CHAIRPERSON IS ELECTED AND QUALIFIED. THE FIRST VICE-CHAIRPERSONSHIP SHALL ROTATE ANNUALLY AMONG THE AMERICAN INDIAN, BLACK AND LATINO COMMUNITY REPRESENTATIVES.

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SECTION F. THE PRESIDENT.

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THE PRESIDENT SHALL BE THE CHIEF EXECUTIVE AND ADMINISTRATIVE OFFICER OF THE CORPORATION AND, SUBJECT TO THE CONTROL OF THE BOARD OF DIRECTORS, SHALL PERFORM ALL DUTIES CUSTOMARY TO THAT OFFICE. HE/SHE SHALL SUPERVISE, CARRY OUT AND ADMINISTER ALL OF THE AFFAIRS OF THE CORPORATION IN ACCORDANCE WITH THE POLICIES AND DIRECTIVES APPROVED BY THE BOARD OF DIRECTORS. THE PRESIDENT SHALL BE SELECTED AND HIRED BY THE BOARD OF DIRECTORS AND SHALL MAKE ALL APPOINTMENTS TO THE STAFF OF THE CORPORATION EXCEPT SUCH APPOINTMENTS AS ARE OTHERWISE RESERVED BY THESE BYLAWS OR BY RESOLUTION OF THE BOARD. THE PRESIDENT SHALL REPORT TO THE BOARD OR TO THE EXECUTIVE COMMITTEE ALL STAFF APPOINTMENTS MADE BY HIM/HER. THE PRESIDENT SHALL BE AN EX-OFFICIO MEMBER, WITH VOTING PRIVILEGES, OF THE BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE.

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SECTION G. THE SECRETARY.

THE SECRETARY SHALL BE RESPONSIBLE FOR THE KEEPING OF AN ACCURATE RECORD OF THE PROCEEDINGS OF ALL MEETINGS OF THE BOARD. THE SECRETARY SHALL GIVE OR CAUSE TO BE GIVEN ALL NOTICES IN ACCORDANCE WITH THESE BYLAWS OR AS REQUIRED BY LAW AND IN GENERAL, PERFORM ALL THE DUTIES CUSTOMARY TO THE OFFICE OF SECRETARY.

ARTICLE VI. COMMITTEES AND TASK FORCES.

SECTION A. EXECUTIVE COMMITTEE.

1. POWERS OF THE EXECUTIVE COMMITTEE.

THE EXECUTIVE COMMITTEE SHALL HAVE THE POWER TO ACT IN THE STEAD OF THE BOARD OF DIRECTORS BETWEEN MEETINGS OF THE BOARD OF DIRECTORS. ALL ACTIONS OF THE EXECUTIVE COMMITTEE SHALL BE SUBMITTED TO THE BOARD OF DIRECTORS FOR RATIFICATION AT THE NEXT MEETING OF THE BOARD OF DIRECTORS AFTER SUCH ACTIONS.

2. MEMBERSHIP OF THE EXECUTIVE COMMITTEE.

THE CHAIRPERSON, VICE CHAIRPERSONS, PRESIDENT, TREASURER AND FINANCE COMMITTEE CHAIRPERSON SHALL BE MEMBERS OF THE EXECUTIVE COMMITTEE. IF THE SECRETARY IS A MEMBER OF THE BOARD OF DIRECTORS, HE/SHE SHALL ALSO BE A MEMBER OF THE EXECUTIVE COMMITTEE. THE BOARD OF DIRECTORS MAY ELECT ADDITIONAL BOARD MEMBERS TO THE EXECUTIVE COMMITTEE. HOWEVER, THE TOTAL MEMBERSHIP OF THE EXECUTIVE COMMITTEE SHALL NOT EXCEED (11) PERSONS.

3. QUORUM.

THE PRESENCE IN PERSON OF AT LEAST FIFTY PERCENT (50%) OF THE EXECUTIVE COMMITTEE SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF BUSINESS. THE MEMBERS PRESENT, ALTHOUGH LESS THAN A QUORUM, MAY ADJOURN A MEETING FROM TIME TO TIME.

SECTION B. NOMINATING COMMITTEE.

THE CHAIRPERSON SHALL EACH YEAR APPOINT A NOMINATING COMMITTEE WHICH SHALL PLACE IN NOMINATION AT THE ANNUAL MEETING OF THE CORPORATION PERSONS TO BE MEMBERS OF THE BOARD OF DIRECTORS AND DIRECTORS TO BE OFFICERS OF THE BOARD AND MEMBERS OF THE EXECUTIVE COMMITTEE.

SECTION C. FINANCE COMMITTEE.

THE CHAIRPERSON SHALL APPOINT EACH YEAR A FINANCE COMMITTEE WHICH SHALL REGULARLY REVIEW THE FINANCIAL CONDITION OF THE CORPORATION AND REPORT ON SUCH TO THE EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS.

SECTION D. AUDIT COMMITTEE.

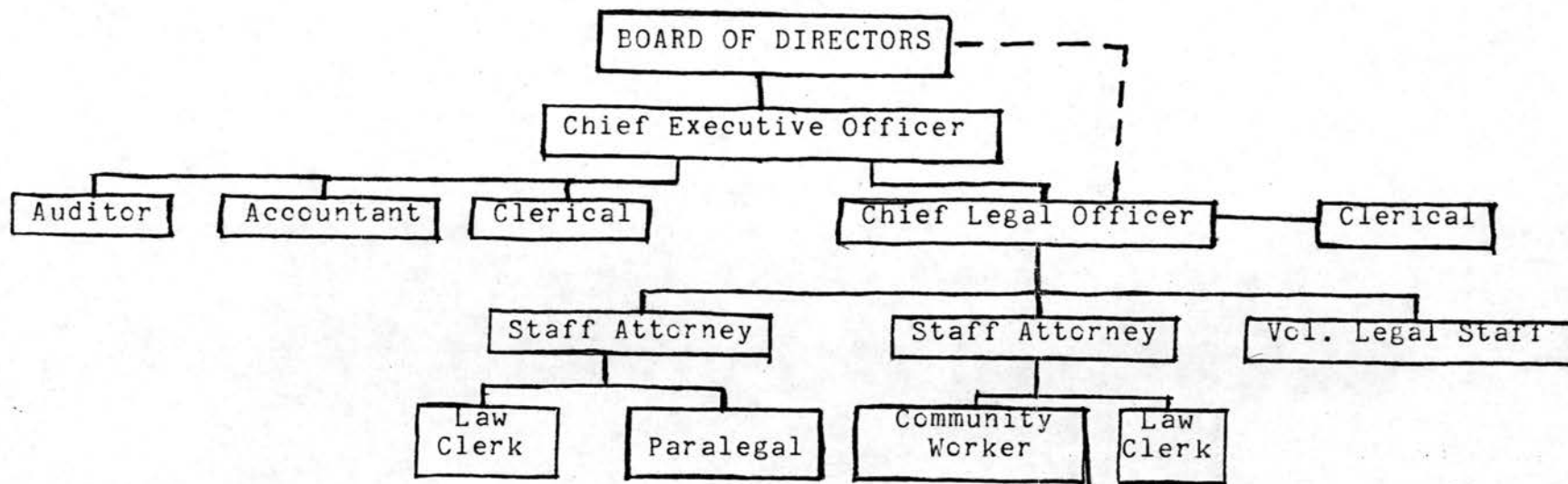
THE CHAIRPERSON SHALL APPOINT EACH YEAR AN AUDIT COMMITTEE WHICH SHALL RECOMMEND TO THE BOARD OF DIRECTORS THE PERSON OR CORPORATION WHICH SHOULD PERFORM THE ANNUAL AUDIT OF THE CORPORATION, REVIEW THE AUDIT, MAKE APPROPRIATE RECOMMENDATIONS TO THE PRESIDENT AND/OR THE BOARD OF DIRECTORS AND PERFORM ALL OTHER SUCH DUTIES CONSISTENT WITH THE TRADITIONAL DUTIES OF SUCH A COMMITTEE.

DRAFT

A

CENTRO LEGAL, INC.

STAFF FLOW CHART
1987



DRAFT

A.

CENTRO LEGAL, INC.

Job Description

JOB TITLE:

CHIEF LEGAL OFFICER

The Chief Legal Officer shall be responsible for the quality of legal services and shall be the final authority in this corporation for legal judgments made in client cases.

QUALIFICATIONS:

- Graduate of an accredited Law School
- Admitted to practice at least ^{3 1/2} years
- Demonstrated experience in legal services programs
- Demonstrated experience in management procedures.
- Bilingual (Spanish/English)

HIRED BY:

Board of Directors

Duties:

- Monitor and implement program services
- Legal Personnel and project supervision
- Case Management
- Individual client representation 75
- Advocacy
- Fundraising duties: Oral presentations
- Assist in the development of program goals and objectives.
- Coordinate project evaluations
- Coordinate / Maintain client demographic reports

DRAFT

A

CENTRO LEGAL, INC.

Job Description

Job Title:

CHIEF EXECUTIVE OFFICER

QUALIFICAITONS:

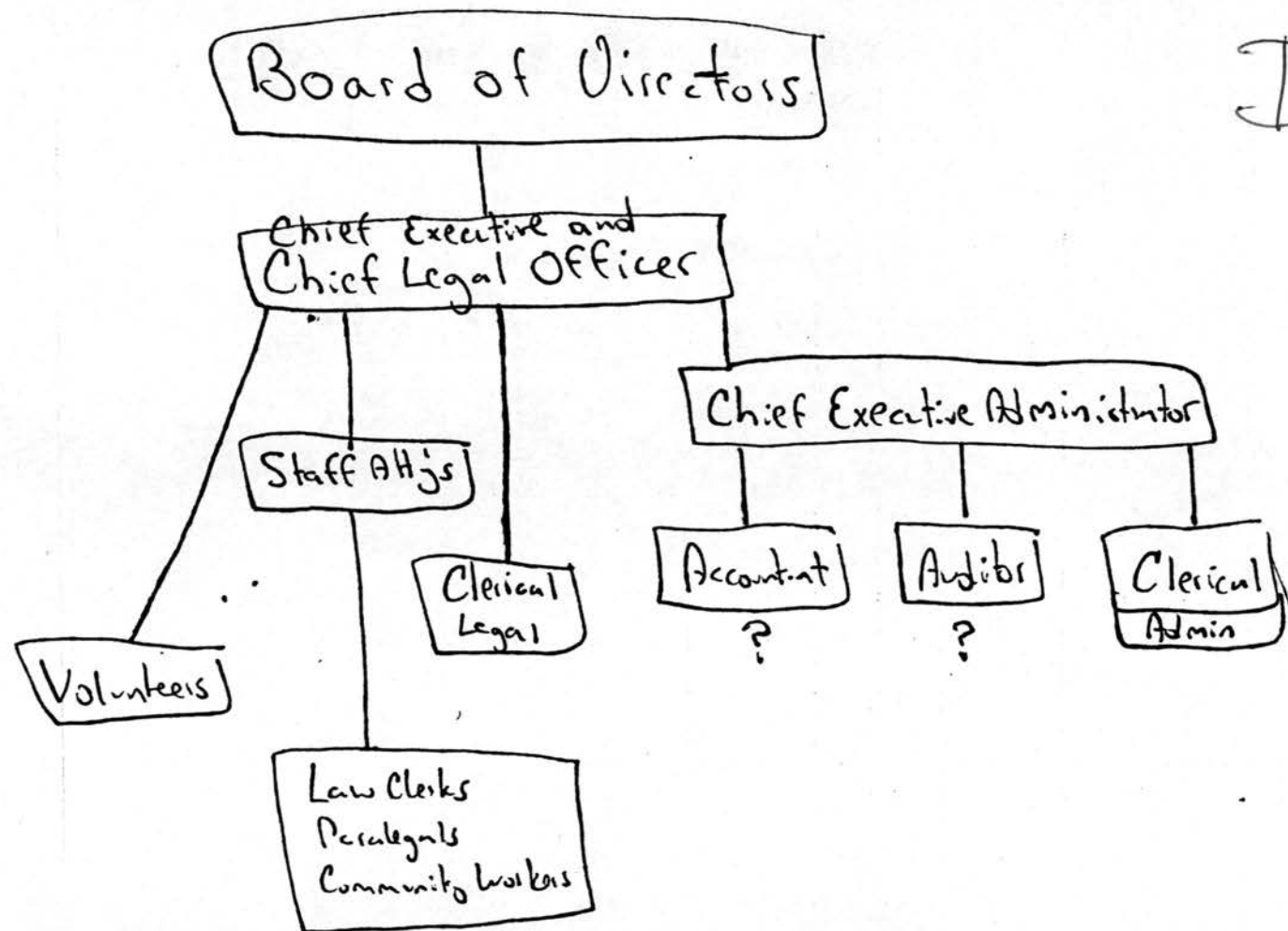
- B.A. Degree or 3 years experience in office procedures
- Demonstrated knowledge and apptitude in accounting procedures
- Demonstrated ability in proposal writing and fundraising
- Bilingual (Spanish/English)
- Practical experience with Human Services and non-profit organizations

HIRED BY:

Board of Directors

DUTIES:

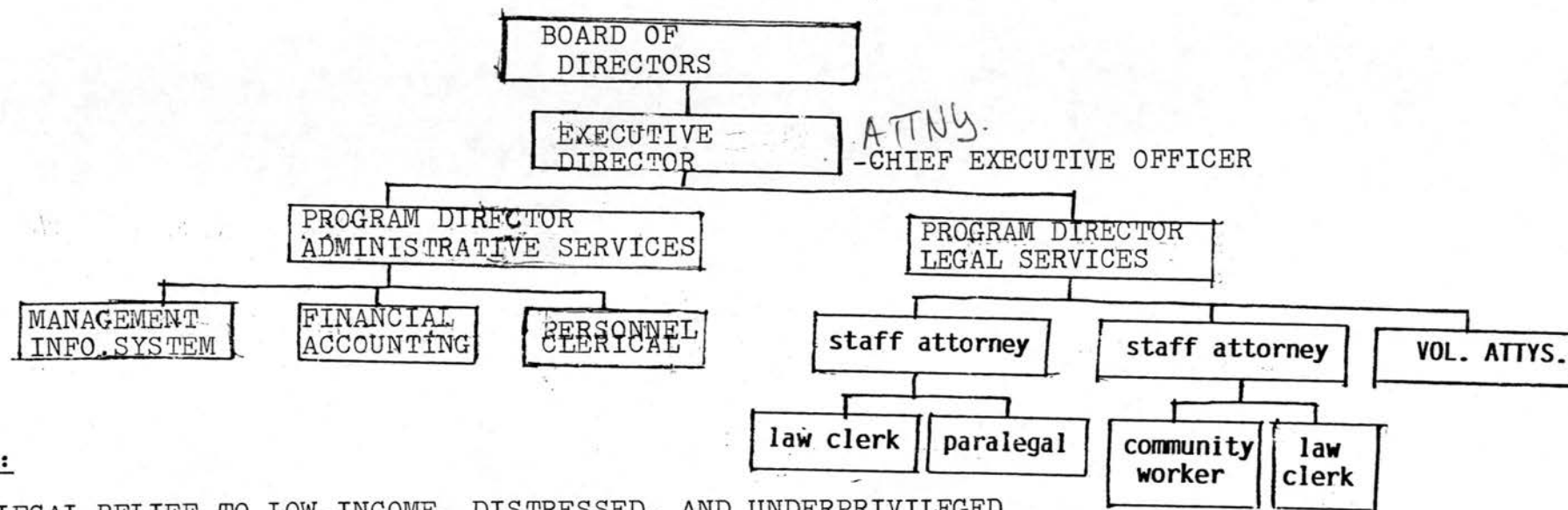
- Research and develop proposals for fundraising
- Supervision of support staff
- Develop reports for distribution to Board.
- Staff Liason to Board of Directors
- Financial management
- Operations management
- Assist in the development of program goals and objectives
- Assist in and monitor program evaluations
- Other duties as directed by the Board of Directors



DRAFT

CENTRO LEGAL, INC.

Staff Flat Chart



THE MISSION:

TO PROVIDE LEGAL RELIEF TO LOW-INCOME, DISTRESSED, AND UNDERPRIVILEGED PERSONS WITH AN EMPHASIS ON THE HISPANIC (ASIAN) COMMUNITY OF MINNESOTA, THROUGH HIGH-QUALITY LEGAL SERVICES AND COMMUNITY PARTICIPATION IN LEGAL MATTERS.

STAFF FUNCTION:

PROVIDES SUPPORT TO LINE STAFF.

CHAIN OF COMMAND:

SPAN OF CONTROL

UNITY OF COMMAND

LINE STAFF:

CARRIES OUT THE MISSION OF THE AGENCY DIRECTLY.

LIMIT TO NUMBER OF PEOPLE A MANAGER CAN DIRECT.

REPORTS TO ONLY ONE SUPERVISOR.



CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

SUSAN E. CONLEY
MANAGING ATTORNEY

LISA YBARRA
PARALEGAL

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

MARTIN A. DIAZ
ATTORNEY AT LAW

REPLY TO:

March 20, 1987

Irene Gomez-Bethke
President, Board of Directors, Centro Legal
4649 Decatur Ave. No.
New Hope, MN 55428

Dear Irene:


It is with very mixed emotions that I am announcing my resignation from my position at Centro Legal effective June 1, 1987. I have been offered a position as Associate Regional Counsel for the Northern Region of the Immigration & Naturalization Service. The offer was such that, personally, and professionally, I could not afford to pass it up.

I have been working now "doing what I do" for the past 10 years - all of my professional life. And it is by no means an easy thing for me to tear up my roots and plant them "on the other side of the fence". In my new position, I hope to be able to bring a sensitivity and fresh outlook to INS in our region that will provide some benefit to us all.

I will do everything in my power during the next two months to assure a smooth transition at Centro. My commitment and belief in Centro and the community we serve has not diminished. My dedication to using my skills and enthusiasm to the benefit of our community has not changed. Only now it must be expressed in other ways.

I want to thank you, Irene, the Board members and the staff for all your support and encouragement during my tenure with Centro Legal. And I commend you all for your dedication and commitment to the goals and ideals which we all share. I shall sorely miss being a part of those efforts as the work of Centro Legal goes on.

Sincerely,



Susan E. Conley

SEC:



May 7, 1987

Ms. Irene Gomez-Bethke
Centro Legal
179 E. Robie
St. Paul, MN 55101

Estimada Irene:

With tremendous reservation and hesitation on my part, I tender my resignation from the Board of Directors. Barring any complications, I am scheduled to leave Minnesota for several months beginning around early June. Because I would not be able to contribute one hundred percent of my time before then and during that time, I decided the best solution calls for me to resign from my duties on Centro's Board. I do so unwillingly however, and hope that upon my return to Minnesota you will reconsider my returning to Centro's Board.

Sinceramente,


Guadalupe T. Luna



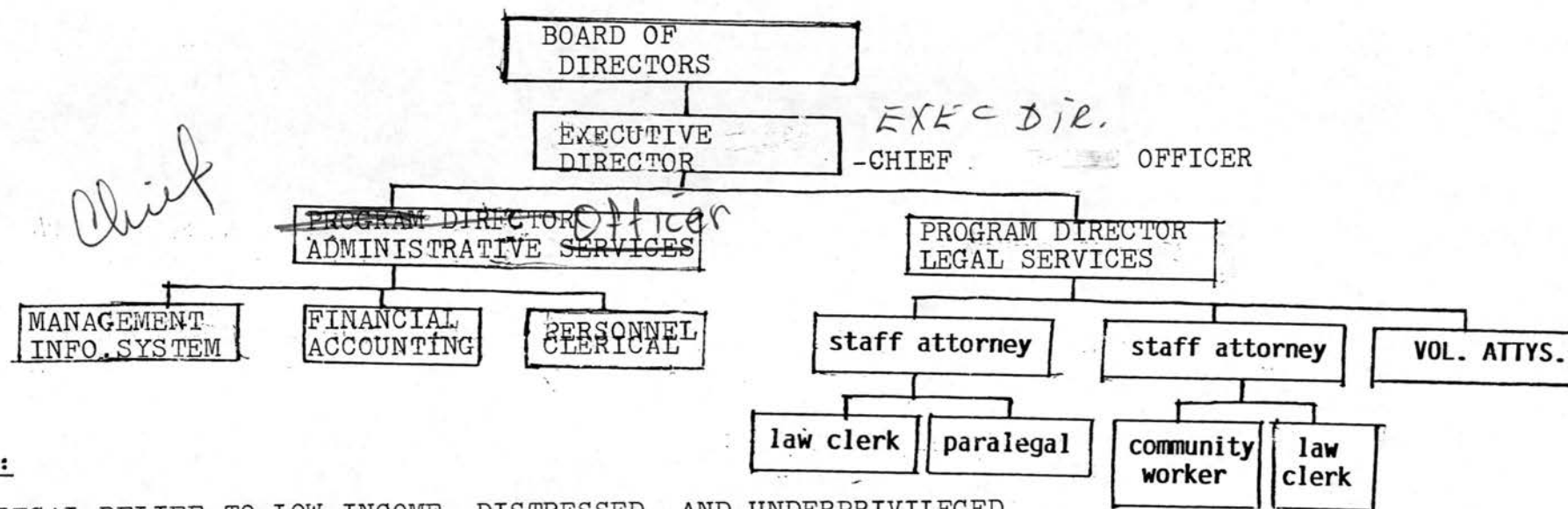
Answer /

File

W/Center

CENTRO LEGAL, INC.

Staff Flat Chart

THE MISSION:

TO PROVIDE LEGAL RELIEF TO LOW-INCOME, DISTRESSED, AND UNDERPRIVILEGED PERSONS WITH AN EMPHASIS ON THE HISPANIC (ASIAN) COMMUNITY OF MINNESOTA, THROUGH HIGH-QUALITY LEGAL SERVICES AND COMMUNITY PARTICIPATION IN LEGAL MATTERS.

STAFF FUNCTION:

PROVIDES SUPPORT TO LINE STAFF.

CHAIN OF COMMAND:

SPAN OF CONTROL

UNITY OF COMMAND

LINE STAFF:

CARRIES OUT THE MISSION OF THE AGENCY DIRECTLY.

LIMIT TO NUMBER OF PEOPLE A MANAGER CAN DIRECT.

REPORTS TO ONLY ONE SUPERVISOR.

CENTRO LEGAL, INC.
Proposed Operational Budget 1988

Approved by: DJV 12/87

1988 OPERATIONAL BUDGET
AT \$185,685.

	EXPENSES	1	2	3	4	5	6	7	8	9	10	11	12	13
		0% (184,453)	2.5% (188,359)	5% (191,269)	Contract 0% (168,442)	Contract 2.5% (170,127)	Contract 5% (171,812)			1988				
1	SALARIES	140600	143776	146955	54800	56170	57540			85766	53259			
2	CONTRACT SERVICES				97000	97000	97000							
3	P/R TAXES	32338	33068	33799	12604	12919	13234			19726	6250			
4	Employee Benefits (w/Dep)	11515	11515	11515	4038	4038	4038			7938	3577			
5	Professional fees	7697								7697				
6	Audit SERVICES	4920								4920				
7	Supplies	3097								3097				
8	Telephone (LOCAL)	5611								5611				
9	Telephone (L.D.)	2236								2236				
10	Postage	2096								2096				
11	OCCUPANCY	10369								10369				
12	INSURANCE	1035								1035				
13	Professional Liability	3099								3099				
14	PRINTING	1396								1396				
15	TRANSPORTATION	1539								1539				
16	TRAINING													
17	Subscriptions	500								500				
18	Updates	3188								3188				
19	LAW Library	1248								1248				
20	ORGANIZATIONAL DUES	150								150				
21	AWARDS													
22	EQUIPMENT PURCHASE	1768								1768				
23	EQUIPMENT REPAIR	2370								2370				
24	EQUIPMENT RENTAL	602								602				
25	DEPRECIATION													
26	MISC. EXPENSE	500								500				
27	FILING FEES													
28	Cert. Court Records													
29	BANK CHARGES	1000								1000				
30	CLIENT AWARDS													
31	Interest Expense	2014								2014				
32	voided checks													
33	87 P/R TAXES	16000								16000				
34	TOTAL	256888	260794	264704	240877	242562	244247			185685				
35	w/o Dep. coverage	251008	254914	258824	239184	240869	242554							

1988 OPERATIONAL EXPENSE LISTED AT \$78,435.

\$20M.

need to
mail to
\$75M
main

present
staff
No lunch
Custom
staff

Contract
2 attorney
Senior
Don.
non contract
2 staff
Director

no change in
staff but
Contract

if no
increase
and pay
\$1.4M.
from budget
no contract
figure

motion
passed.

options
from lgs.
Atty
Admin.
27 2 att
2 attorney

1099 - for employee / has received
any money

63086 → Additional revenue
needed to meet column #1
Expenses.

"B"

CENTRO LEGAL, INC.
JOB DESCRIPTION

DRAFT

Job Title:	Chief Executive Officer
Qualifications:	B.A. Degree and 3 years experience in office procedures. Demonstrated knowledge and aptitude in accounting procedures. Demonstrated ability in proposal writing and fundraising. Bilingual (Spanish/English). Practical experience with Human Services and non-profit organizations.
Hired by/Responsible To:	Board of Directors
Duties:	Research and develop proposals for fundraising. Supervision of adm. support staff. Develop reports for distribution to Boardmembers. Staff Liason to Board of Directors. Financial Management. Operations Management. Assist in the development of program goals and objectives. Assist in and monitor program evaluations. Other duties as directed by the Board of Directors.

"A"

DRAFT

CENTRO LEGAL, INC.
JOB DESCRIPTION

Job Title:

Chief Legal Officer

The Chief Legal Officer shall be responsible for the quality of legal services and shall be the final authority in this corporation for legal judgements made in client cases.

Qualifications:

Graduate of an accredited Law School.

Admitted to practice at least 3 years.

Demonstrated experience in legal services programs.

Demonstrated experience in management procedures.

Bilingual (Spanish/English).

Hired By:

Board of Directors.

Duties:

Monitor & Implement program services.

Legal Personnel supervision and training.*

Case Management/Project Supervision.

Coordinate public relations with media & community on services.

Admin Fundraising Duties: Assist the C.E.O. with oral presentations.

Admin Assist the C.E.O. in the development of program goals and objectives.

Coordinate project & program evaluations.

Coordinate/Maintain client demographic reports.

Job Description/Chief Legal Officer
Page 2

Duties cont.

Coordinate and maintenance of client trust accounts.

Client representation and Advocacy at 75% and program management at 25%.

Coordinate client grievance procedure.

Other duties as directed by the Board of Directors.

*LEGAL PERSONNEL DEFINED AS:

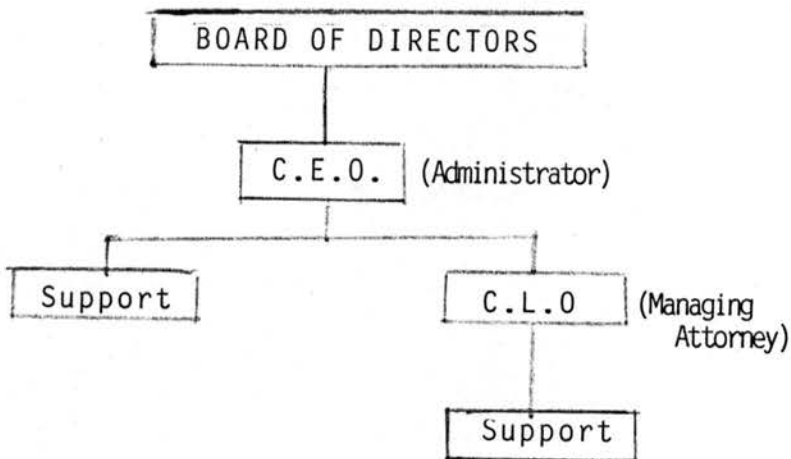
Attorneys
Paralegals
Law Students
Law Clerks
Secretaries
Volunteers

CENTRO LEONAL, INC
Payroll Schedule 1988 - (Proposed 5% C.O.L.A.)

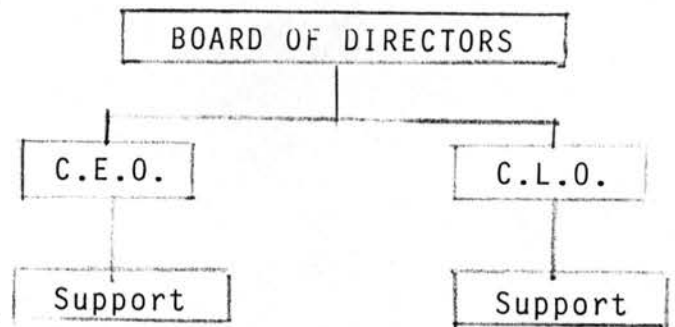
COLUMN WRITE		1	2	3	4	5	6
EMPLOYEE		STP	MPLS		TOTAL		
1	1.0 M. DAVIS	21525-			21525-		1
2							2
3	1.0 M. DIAZ		28665-		28665-		3
4							4
5	1.0 P. GONZALEZ-GONZALEZ	22050-			22050-		5
6							6
7	1.0 H. Lysangtseng		15750-		15750-		7
8							8
9	1.0 C. ROSARIO		13650-		13650-		9
10							10
11	1.0 D. VARGAS	13912-	13912-		27825-		11
12							12
13	1.0 E. Ybarra	19740-			19740-		13
14							14
15	1.0 B. ZEPEDA	15225-			15225-		15
16							16
17	.5 LAW CLERK		6750-		6750-		17
18							18
19							19
20	TOTALS	92452-	78727-		171179-		20
21							21
22							22
23							23
24							24
25							25
26							26
27							27
28							28
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40							40

FLOW CHART MODELS

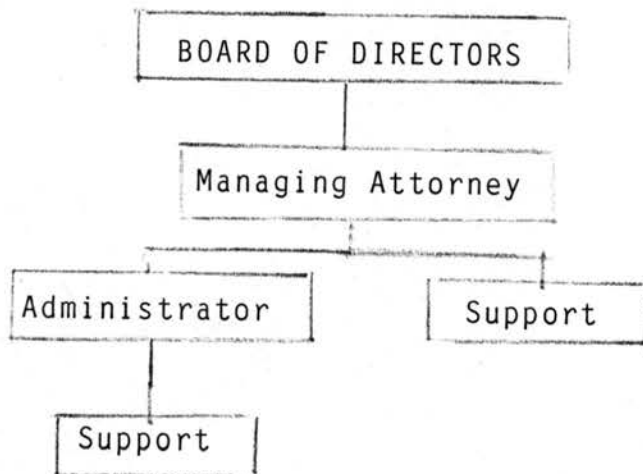
MODEL "A"



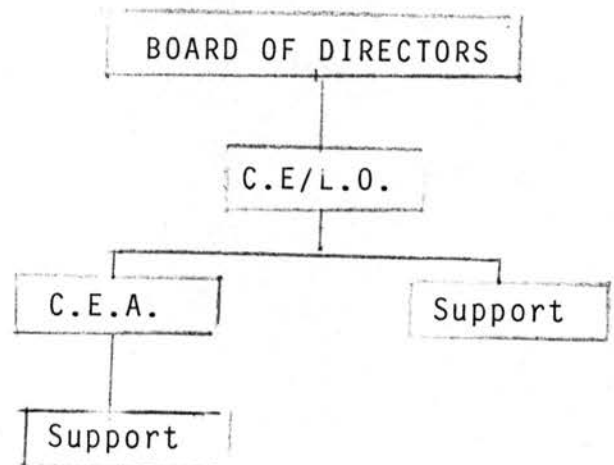
MODEL "B"



MODEL "C"



MODEL "D"



CENTRO LEGAL, INC.
EMPLOYMENT AGREEMENT

This agreement, made as of the 21 Day of November by and between the Board of Directors (hereinafter referred to as the "Agency") and, Susan Elizabeth Conley (hereinafter referred to as "Employee")
Whereas, the Board desires to hire and retain the service of Employee in the capacity and position of Managing Attorney of Centro Legal; and

Whereas, Employee desires to render and make available to the Board said services to the agency as Managing Attorney; Now, therefore, in consideration of the mutual terms and conditions hereinafter set forth, the Board and Employee agree as follows:

1. Employment Term. Employee shall render to the Board her services on a full time basis for the period of time commencing on the first day of November, 1984 and continuing through the 31st day of October, 1985 subject to the right of either party hereto to terminate this agreement as hereinafter provided.
2. Duties and Responsibilities. Employee shall perform the duties and responsibilities of Managing Attorney in accordance with Agency's bylaws, rules, and regulations. Employee shall perform such other duties and services as may be entrusted to Employee by the Agency in accordance with its bylaws and consistent with Employee's position in the Agency and the terms of this agreement. During the term of this agreement, Employee shall be the chief Executive Officer of the Agency, and shall report and be responsible to the Board of Directors of the Agency. In addition, Employee shall:

- a. Have full and exclusive authority to hire, compensate and terminate Agency staff within the framework of the approved budget and personnel policies for the Agency.
 - b. In consultation with the Executive Committee, retain outside consultants for the Agency.
 - c. Recommend to the Board for its approval the selection of outside certified public accountants.
 - d. Have the right to be present at all meetings of the Board and its Committees.
 - e. Be provided by the Agency with a private office, secretarial assistance and such other facilities and equipment, consistent with Employee's position and adequate for the performance of Employee's duties under this Agreement.
 - f. Cause to be prepared an annual budget for the Agency, to be approved by the Board.
3. Compensation. The Agency shall pay to Employee as salary compensation for full time services during the first year of the agreement at a rate of \$2,041.66 /mo., payable in equal ^{Consistent w-} ~~bi-weekly~~ ^{Per policy,} installments, subject to those deductions therefrom required by law, or as authorized in writing by Employee.
4. Professional Dues and Expenses. Agency shall pay or reimburse Employee for appropriate professional Association dues and fees as may be annually approved by the Board. Such pay or reimbursement shall not exceed \$150.00 per annum.
5. Amendment and Termination.
- a. Mutual Agreement. This Agreement may be altered, amended or terminated at any time by the mutual written agreement of Employee and Agency.
 - b. Termination. This Agreement shall terminate in accordance with the term thereof or upon written notice of one party to the other and the first to occur of any of the following events:
 1. The bankruptcy or dissolution of the Agency.
 2. The 45th day after sending of a written notice of an intention to terminate by Agency to Employee.

3. The death of Employee.

4. The material breach of this Agreement, or the negligent or willful misperformance by Employee of his obligations under this Agreement or the dishonest, or fraudulent acts, conviction of a criminal offense on the part of Employee

c. Termination of Employee. In the event of termination by Employee, there shall be no termination compensation except for benefits as provided in the Agency's Personnel Policies.

IN WITNESS WHEREOF, the parties to this Agreement have signed on the day and date first written above.

Agency

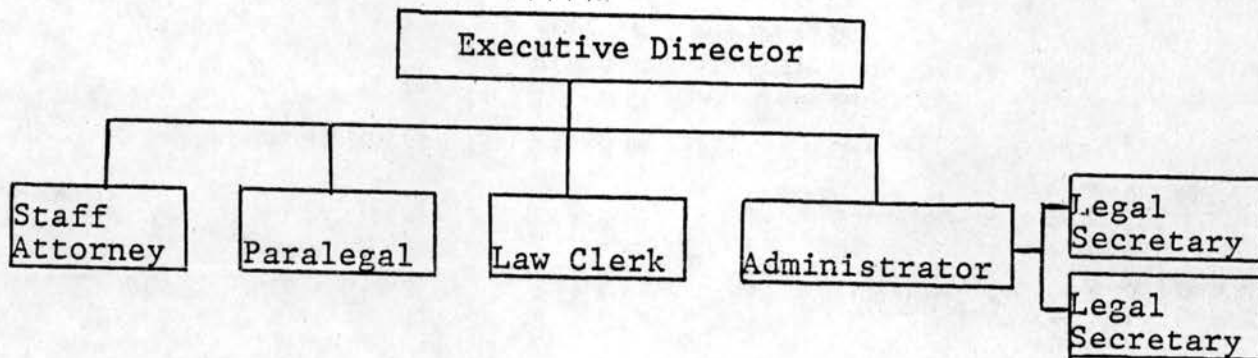
Its President

Date

Employee

Date

CENTRO LEGAL, INC.
STAFF FLOW CHART
1986



1986

CENTRO LEGAL INC.
JOB DESCRIPTION

JOB TITLE: Administrator

QUALIFICATIONS: - B.A. Degree or 3 year experience in office procedure
- Demonstrated knowledge and apptitude in accounting procedures
- Demonstrated ability in proposal writing and fundraising
- Bilingual (Spanish / English)
- Practicle experience with Human Services and non-profit organizations

RESPONSIBLE TO: Managing Attorney

DUTIES: - Research and develop proposals for fundraising
- In-house bookkeeping
- Supervision of support staff
- Other duties as directed by Managing Attorney
- Develop reports for distribution to Board.

1986

CENTRO LEGAL INC.

JOB DESCRIPTION

JOB TITLE: MANAGING ATTORNEY

QUALIFICATIONS:

- Graduate of an accredited Law School
- Admitted to practice at least three years
- Demonstrated experience in legal service programs
- Demonstrated experience in management procedures
- Bilingual (Spanish and English)

RESPONSIBLE TO: Board of Directors

DUTIES:

- Monitor and implement program goals and services
- Personnel and Program supervision
- Case management
- Individual Client representation: 60%
- Advocacy: 20%
- Fundraising duties: Oral presentations
- Staff liaison to the Board of Directors
- Develop reports for Board of Directors
- Other duties as directed by Board of Directors

CENTRO LEGAL INC.

JOB DESCRIPTION

JOB TITLE: MANAGING ATTORNEY

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- Monitor and implement program goals and services
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- Case management
- Individual Client representation: 60%
- Advocacy: 20%
- Fundraising duties: Oral presentations
- Staff liaison to the Board of Directors
- Develop reports for Board of Directors
- Other duties as directed by Board of Directors
- stats

①

1986

CENTRO LEGAL INC.

JOB DESCRIPTION

JOB TITLE: MANAGING ATTORNEY *Chief Legal Officer*

QUALIFICATIONS:

- Graduate of an accredited Law School
- Admitted to practice at least three years
- Demonstrated experience in legal service programs
- Demonstrated experience in management procedures
- Bilingual (Spanish and English)

RESPONSIBLE TO: Board of Directors *and Executive Director*

DUTIES:

- Monitor and implement program goals and services
- Personnel and Program supervision
- Case management
- Individual Client representation: 60%
- Advocacy: 20%
- Fundraising duties: Oral presentations
- Staff liaison to the Board of Directors - *Proxy*
- Develop reports for Board of Directors
- Other duties as directed by Board of Directors

*Summary consistent language in
my- laws and testimony are
Chief executive officer*

Contract: Managing attorney

Recommend

3/85

to Call them Both

DRAFT

CENTRO LEGAL, INC.

Job Description

JOB TITLE:

MANAGING ATTORNEY

QUALIFICATIONS:

- Graduate of an accredited Law School
- Admitted to practice at least least three years
- Demonstrated experience in legal services programs
- Demonstrated experience in management experience
- Bilingual (Spanish/English)

RESPONSIBLE TO:

Board of Directors

Duties:

- Monitor and implement program services.
- Personnel and ^{Program} project supervision
- Case Management
- Individual client representation 60%
- Advocacy 20%

- Fundraising duties: Oral presentations

- *Staff Liaison to the Board of Directors*
Assist in the development of program goals and objectives.

- Coordinate project evaluations

- *Other duties as directed by the board of directors.*

- *Develop reports for the BOD.*

Constitute changes in Contract.

DRAFT

B.

future
expansion
1c - Comptroller
managers

CENTRO LEGAL, INC.

Job Description

Job Title:

ADMINISTRATOR -

Director of Administrative Services

Qualifications;

B.A. Degree or 3 year experience in office procedures

Demonstrated knowledge and aptitude in accounting procedures

Demonstrated ability in proposal writing and fundraising

Bilingual (Spanish/English)

Practice experience with Human Services and non-profit organizations

Responsible to:

~~Board of Directors~~

CLO
Managing attorney

Duties:

Research and develop proposals for fundraising

Supervision of support staff

Develop reports for distribution to Board.

~~Staff Liason to Board of Directors~~

as directed by CLO
Financial management and oversees
In house Bookkeeping
Operations management

Assist in the development of program goals and objectives

Assist in and monitor program evaluations

Other duties as directed by the Board of Directors CLO

(Managing attorney)

(2)

1986

CENTRO LEGAL INC.
JOB DESCRIPTION

*Chief executive Officer
Executive Director*

JOB TITLE: ~~Administrator~~

- QUALIFICATIONS:
- B.A. Degree or 3 year experience in office procedure
 - Demonstrated knowledge and apptitude in accounting procedures
 - Demonstrated ability in proposal writing and fundraising
 - Bilingual (Spanish / English)
 - Practicle experience with Human Services and non-profit organizations

RESPONSIBLE TO: ~~Managing Attorney~~

Hired By Inspto BOD.

- DUTIES:
- Research and develop proposals for fundraising
 - In-house bookkeeping
 - Supervision of support staff
 - Other duties as directed by Managing Attorney
 - Develop reports for distribution to Board.

DRAFT

CENTRO LEGAL, INC.

Job Description

Job Title:

ADMINISTRATOR

Qualifications;

- B.A. Degree or 3 year experience in office procedures
- Demonstrated knowledge and apptitude in accounting procedures
- Demonstrated ability in proposal writing and fundraising
- Bilingual (Spanish/English)
- Practice experience with Human Services and non-profit organizations

Responsible to:

Board of Directors

Duties:

- Research and develop proposals for fundraising
- Supervision of support staff
- Develop reports for distribution to Board.
- Staff Liason to Board of Directors
- Financial management
- Operations management
- Assist in the development of program goals and objectives
- Assist in and monitor program evaluations
- Other duties as directed by the Board of Directors

DRAFT

CENTRO LEGAL, INC.

Job Description

JOB TITLE:

MANAGING ATTORNEY

QUALIFICATIONS:

- Graduate of an accredited Law School
- Admitted to practice at least least three years
- Demonstrated experience in legal services programs
- Demonstrated experience in management experience
- Bilingual (Spanish/English)

RESPONSIBLE TO:

Board of Directors

Duties:

- Monitor and implement program services
- Personnel and project supervision
- Case Management
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- Coordinate project evaluations

"A"

A
CENTRO LEGAL, INC.
JOB DESCRIPTION

Job Title:

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executive
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Demonstrated experience in management procedures.

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Board of Directors.

Hired By:
Responsible to
Duties:

Responsible to
Monitor & Implement program services.

Legal Personnel supervision and training.*

Case Management/Project Supervision.

Coordinate public relations with media & community on services.

Fundraising Duties: Assist the C.E.O. with oral presentations.

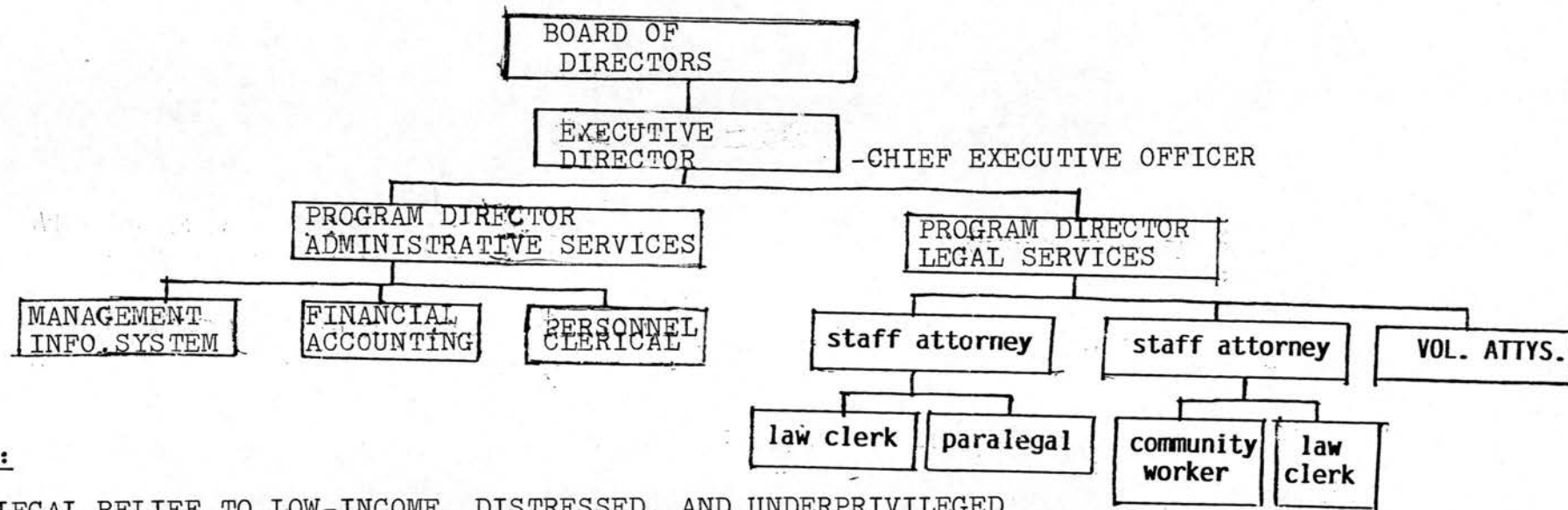
the
~~Assist the C.E.O. in the development of~~ program goals and objectives.

Coordinate project & program evaluations.

Coordinate/Maintain client demographic reports.

CENTRO LEGAL, INC.

Staff Flat Chart

THE MISSION:

TO PROVIDE LEGAL RELIEF TO LOW-INCOME, DISTRESSED, AND UNDERPRIVILEGED PERSONS WITH AN EMPHASIS ON THE HISPANIC (ASIAN) COMMUNITY OF MINNESOTA, THROUGH HIGH-QUALITY LEGAL SERVICES AND COMMUNITY PARTICIPATION IN LEGAL MATTERS.

STAFF FUNCTION:

PROVIDES SUPPORT TO LINE STAFF.

CHAIN OF COMMAND:

SPAN OF CONTROL

UNITY OF COMMAND

LINE STAFF:

CARRIES OUT THE MISSION OF THE AGENCY DIRECTLY.

LIMIT TO NUMBER OF PEOPLE A MANAGER CAN DIRECT.

REPORTS TO ONLY ONE SUPERVISOR.

POSITION ANNOUNCEMENT

CHIEF LEGAL OFFICER/EXECUTIVE DIRECTOR

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

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

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

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

Salary: Open. Position includes health benefits for entire family; disability and life insurance; liberal leave policy.

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

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

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

AA language

\$27-32 M.

JOB DESCRIPTION

Position: CHIEF LEGAL OFFICER

Responsibilities:

- 1). Carry sizeable caseload, ranging between 50-80 cases, depending on the type of case.
- 2). Supervise the work of two attorneys, paralegal (direct supervision) and support staff.
- 3). Develop strategy and plan for fundraising. Fundraise at various levels and with various sources, including United Ways, Bar Associations, Corporations, Foundations, government agencies and judicial agencies. This includes preparing proposals, hosting site visits, meeting with funders.
- 4). Administer a \$200,000 budget, with responsibility to develop budgets, cost centers, staffing patterns and income/expense analysis.
- 5). Work with bookkeeper and auditor in assuring accurate financial records. Maintain financial records and verify expenses. Accumulate monthly financial records for bookkeeper.
- 6). Administer Internal financial controls, including preparation of payroll, accounts payables and ledgers. Oversee client trust account and attorney's fee billings.
- 7). Prepare reimbursement billings for agreement with sublessee.
- 8). Prepare reports for Board Meetings. Arrange Board Meeting, prepare documents for Board Packets, take notes at Board Meetings, orally report to Board and prepare minutes for Board approval. Attend Committee meetings and report to Board.
- 9). Act as liaison to the community. Attend meetings with community leaders; sit on associations; attend meetings arranged by funders; conduct seminars on legal issues.
- 10). Develop systems and programs for efficient office management and recordkeeping.



CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

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

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

KARIM EL-GHAZZAWY
Chief Legal Officer
AMAYA MAURA
Paralegal

Reply to: Mpls. Office

October 6, 1989

Mr. Pete Maurer
Director, Internal Audit
Minnesota Department of Corrections
300 Bigelow Building
450 North Syndicate Street
St. Paul, Minnesota 55104

HAND DELIVERED

Re: Centro Legal's Response to the
Department of Corrections Audit.

Dear Mr. Maurer:

I apologize for the delay in responding to your initial letter of June 26, 1989, regarding the above referenced matter.

Your letter of June 26, 1989, included three Findings and three Recommendations. With respect to the Recommendations included in I, Centro Legal, Inc., will implement the following:

1. Non-exempt employees will be paid time and one-half for hours worked in excess of eight (8) hours per day and forty (40) hours per week.
2. Time sheets will be filed by employee name.
3. Direct service time chargeable to the DOC grant will be noted on time records.

Mr. Pete Maurer
Director, Internal Audit
October 6, 1989
Page 2

4. The Chief Legal Officer's compensation will be approved by the Board of Directors.
5. Centro Legal, Inc., will maintain payroll records for each employee reflecting gross pay, deductions and net pay for each employee.

Recommendation II.

1. Centro Legal will ensure that expenditures will be charged to their proper program and/or grant.

Recommendation III.

Requires that Centro Legal, Inc. reimburse \$1,506.48 in excess payments to the Department of Corrections.

The above recommendation is based on the DOC's Finding III (please refer to page 3 of the DOC audit report, attached to your letter of June 26, 1986). I have discussed the matter with Steve Bertrand. Mr. Bertrand has advised me that his audit reflects that Centro Legal charged \$5,237.48 in salary expenses to DOC which were not supported by cancelled checks. Centro Legal's monthly financial statements are based on cancelled checks. Our accountant, Debbie King has spoken to Mr. Bertrand. Ms. King will attempt to pull the various payroll checks at issue in order to resolve the problem. I would anticipate a response from Ms. King by the middle of next week. It is my hope that the matter can be resolved.

Please feel free to contact me should you have any questions or concerns regarding this matter. Thank you for your patience and courtesy.

Sincerely,

Karim El-Ghazzawy

Karim El-Ghazzawy
Chief Legal Officer

cc: Irene Gomez-Bethke, President Board of Directors
Thomas J. Barrett, Esq., Treasurer
Debbie King, Accountant

KEG/cr

Karim El-Ghazzawy
2219 Milwaukee Mall
Minneapolis, Minnesota 55404

January 31, 1989

Martin A. Diaz, Esq.
Chief Legal Officer
Centro Legal, Inc.

Dear Marty:

This letter serves to express my interest in the position of Chief Legal Officer of Centro Legal, Inc. As my resume indicates, I graduated from the University of Minnesota Law School in May, 1986. I joined the Southside Office of the Legal Aid Society, as a staff attorney, in November of the same year.

I believe that my cultural background and legal experience and ability make me a serious candidate for this position. I come from a culturally diverse background; my father is Egyptian and my mother is Spanish. I have lived and studied in the Middle East, Spain, and South and Central America. I am perfectly fluent in Spanish. I have a great interest in Latin American culture, particularly its politics and literature.

During the summer of 1985, I worked as a law clerk for the Legal Assistance Foundation of Chicago. My work brought me into daily contact with Hispanic clients. It soon became evident that the legal needs of Chicago's low income Hispanic community greatly exceeded the legal services that were realistically available. More often than not, this was due to a shortage of bilingual legal services attorneys. The experience crystallized my desire to utilize my language skills and legal ability to address the legal problems of low income persons in general and the Hispanic community in particular.

I have acquired considerable experience working at Legal Aid. When I joined the Southside office, Stephen Swanson was the managing attorney. Mr. Swanson took the training aspects of his management position very seriously; consequently, I benefited greatly from his thoughtful insights regarding trial strategy, oral advocacy, and brief and memoranda writing. In addition, I have worked with Timothy Thompson and Lauri Davison, our program's litigation directors. I have worked particularly closely with Mr. Thompson on two cases. The first case involved a factually and legally complex five-day jury trial, which was ultimately successful. The second case is ongoing and involves complex, federal appellate litigation in the Eighth Circuit.

I have obtained successful outcomes for our clients in administrative hearings. Several of the cases that I have worked on in this area resulted in favorable decisions that overturned longstanding agency policies, which had

Martin Diaz, Esq.

had a detrimental effect on a widespread segment of our client community.

As a naturalized United States citizen, my interest in immigration law is particularly close to home. I look forward to being able to practice immigration law in the near future. I believe my interest in litigation will make me an effective advocate in representing Centro's family law clients.

I have a sincere and proven commitment to serving the needs of the Hispanic and low income clients that make up Centro's client base. I am a vigorous and conscientious advocate on behalf of my clients. I believe that my past experience will enable me to advocate effectively on behalf of Centro's clients. In addition, I feel confident that I will be able to carry out the important administrative, fundraising, and community obligations that this position entails.

I have enclosed my resume and two writing samples. Should you require additional information, please feel free to contact me either at home or at my office. I very much look forward to being afforded the opportunity to discuss my qualifications for this position in more detail during the course of an interview.

Sincerely,

Karim El-Ghazzawy

Karim El-Ghazzawy
Attorney at Law

KARIM G. EL-GHAZZAWY

2219 Milwaukee Mall
Minneapolis, MN 55404
H: (612) 722-5422
W: (612) 827-3774

EDUCATION: J.D., University of Minnesota Law School - May 1986.
B.A., Washington University in St. Louis, MO - May 1982.
Double major in History and Spanish.

EXPERIENCE: Attorney, Legal Aid Society of Minneapolis, Inc., Southside Office.
Duties include representation of low income clients in the areas of housing, government benefits, and juvenile law. Extensive courtroom (including jury trial experience); complex federal appellate litigation; supervision of paralegals; community outreach and education. November 1986 - present.

Legal Intern, Citizen Protection Unit, Office of the Hennepin County Attorney, 15 hours/week. Duties included screening incoming calls from the public to determine the existence of criminal activity, especially consumer fraud; identifying legal issues and referring callers to appropriate agencies. December 1984 - May 1985 and September 1985 - July 1986.

Third World Caucus (TWC) Instructor, TWC represents the interests of minority law students attending the University of Minnesota Law School. September 1984 - April 1986.

Mansfield Fellow: Law Clerk, Legal Assistance Foundation of Chicago. Duties included interviewing clients, legal research and memoranda writing, drafting pleadings, and representing clients during administrative hearings. June 1985 - August 1985.

Admitted to practice in the: State Courts of Minnesota; United States District Court for the District of Minnesota; United States Court of Appeals for the Eighth Circuit.

Certified on LEXIS and WESTLAW.

LANGUAGES: Spanish; perfectly bilingual (reading, writing, speaking, interpreting, and translating).

REFERENCES: Stephen D. Swanson
Administrative Law Judge
Minnesota Office of Administrative Hearings
Flour Exchange Building, Fifth Floor
310 Fourth Avenue South
Minneapolis, Minnesota 55415
(612) 341-7604

June 29, 1990

Irene Gomez/Bethke, Chair
Board of Directors
Centro Legal, Inc.
2929-4th Avenue S., Suite L
Minneapolis, Minnesota 55408

Dear Irene and Members of the Board,

I am writing to submit my resignation to the Board of Centro Legal, Inc.

Work related coonflicts have prevented my attendance to the last few Board meetings. Also, I will be taking a new job with Parents Anonymous of Minnesota in July and decreasing my outside activities will allow me to focus on my new duties.

I realize that we only meet quarterly, but I feel that my uninvolvement on Board committees have not allowed for full participation on the Board level.

I continue to support the work of Centro Legal, Inc. and will be available as a resource person in the future.

Thank you for the opportunity to serve on the Board of Directors.

Sincerely,



Angelita Velasco
824-2864 (w)
926-9141 (h)



CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

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

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

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

Dear Board Member:

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

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

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

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

Sincerely,

Irene Gomez Bethke





CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

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

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

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

KARIM EL-GHAZZAWY
Chief Legal Officer
AMAYA MAURA
Paralegal

MEMORANDUM

TO: Centro Legal's Board of Directors and Staff
From: Karim El-Ghazzawy, Chief Legal Officer *KEG*
Re: Resignation from Centro Legal, Inc.
Date: January 22, 1991

This memorandum serves to advise you of my intent to resign as Centro Legal, Inc.'s Executive Director/Chief Legal Officer effective April 30, 1991. I will take most of the month of April, 1991 as a vacation period. Prior to my departure I will make every effort to put all of my active cases in a procedural posture that will be readily comprehensible to the attorney who assumes responsibility for my caseload.

In order to address matters relating to hiring a replacement Director and transition issues attendant thereto, I would request that members of the Executive and Finance Committees contact my secretary, Christine Rosario, to apprise her of available times and dates for the next meeting. I have prepared a job description for the Board's review and approval. Additionally, I believe that an advertisement in Clearinghouse Review will reach a national target audience, at nominal cost.

In light of the many responsibilities and deadlines related to this position, it would be best if I could work side-by-side with the new director for a two week period.

Centro Legal is in very good shape from a fiscal point of view. The challenge will be to hire a replacement director who can insure the future viability of the agency.

Working as Centro Legal's Chief Legal Officer for the past two years has been a tremendous challenge, professionally and personally, and I am the better for it.

CENTRO LEGAL, INC.

STAFF LISTING

1986

Susan E. Conley
2181 Hillside Avenue
St. Paul, MN 55119

Elisa Ybarra
851 E. 3rd Street
St. Paul, MN 55106

Martin A. Diaz
4287 - 46th Avenue No.
Apartment # 237
Robbinsdale, MN 55422

Betty-Jo Zepeda
729 Oakdale Avenue
Apartment # 207
St. Paul, MN 55107

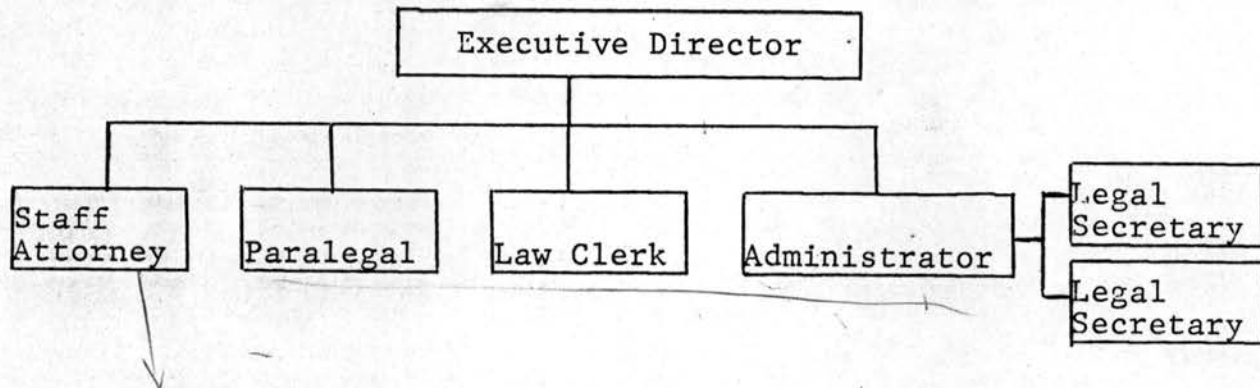
Elena L. Ostby
495 Grandview Avenue West
Roseville, MN 55113

Donn J. Vargas
866 - 24th Avenue S.E.
Minneapolis, MN 55414

CENTRO LEGAL, INC.

STAFF FLOW CHART

1986



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

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

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

- Employees if unable to report for work will call into their Supervisor, within 15 minutes of their scheduled reporting time.

- There will be a cap on accrued sick leave of 187.5 ^{5 days} ~~5 hrs.~~ hours.

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

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

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

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

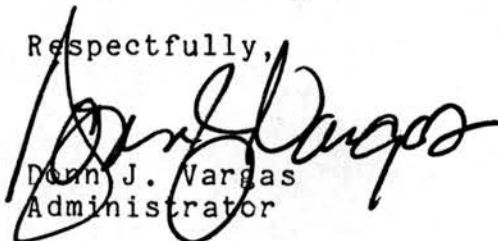
5. Section 5, C. Resignation

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

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

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

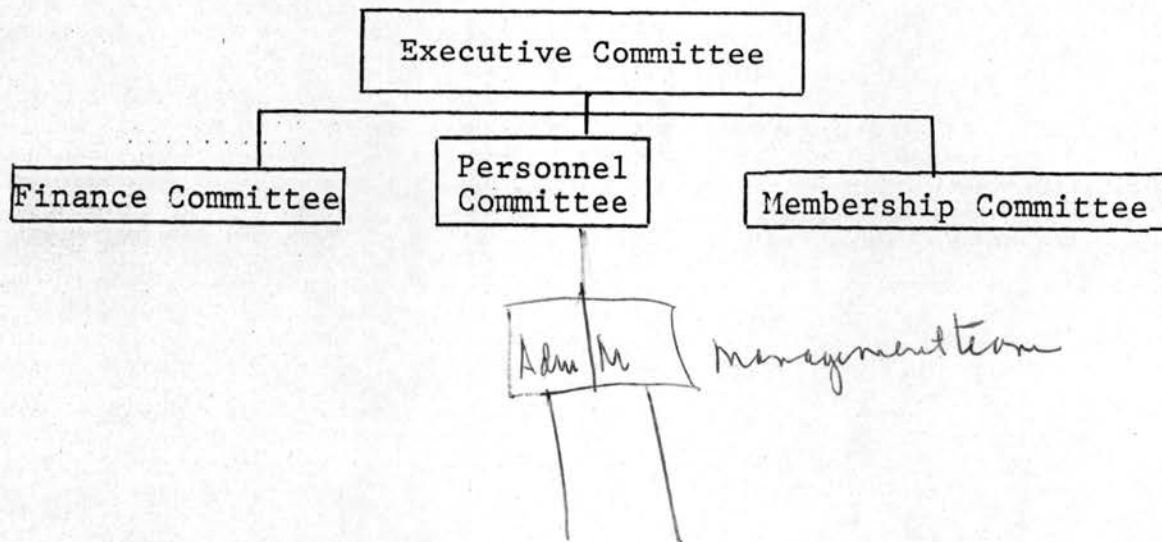
Respectfully,

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

Donn J. Vargas
Administrator

DJV:bjz

CENTRO LEGAL, INC.
BOARD OF DIRECTORS
COMMITTEE FLOW CHART
1986



EMPLOYMENT AGREEMENT

This agreement, made as of the Day of by and between the Board of Directors (hereinafter referred to as the "Agency") and , (hereinafter referred to as "Employee").

Whereas, the Board desires to hire and retain the service of Employee in the capacity and position of of ; and

Whereas, Employee desires to render and make available to the Board said services to the agency as ; Now, therefore, in consideration of the mutual terms and conditions hereinafter set forth, the Board and Employee agree as follows:

1. Employment Term. Employee shall render to the Board his services on a full time basis for the period of time commencing on the first day of and continuing through the 31st day of subject to the right of either party hereto to terminate this agreement as hereinafter provided.
2. Duties and Responsibilities. Employee shall perform the duties and responsibilities of in accordance with Agency's bylaws, rules, and regulations. Employee shall perform such other duties and services as may be entrusted to Employee by the Agency in accordance with its bylaws and consistent with Employee's position in the Agency and the terms of this agreement. During the term of this agreement, Employee shall be the chief Executive Officer of the Agency, and shall report and be responsible to the Board of Directors of the Agency. In addition, Employee shall:

- a. Have full and exclusive authority to hire, compensate and terminate Agency staff within the framework of the approved budget and personnel policies for the Agency.
 - b. In consultation with the Executive Committee, retain outside consultants for the Agency.
 - c. Recommend to the Board for its approval the selection of outside certified public accountants.
 - d. Have the right to be present at all meetings of the Board and its Committees.
 - e. Be provided by the Agency with a private office, secretarial assistance and such other facilities and equipment, consistent with Employee's position and adequate for the performance of Employee's duties under this Agreement.
 - f. Cause to be prepared an annual budget for the Agency, to be approved by the Board.
3. Compensation. The Agency shall pay to Employee as salary compensation for full time services during the first year () of the agreement at a rate of \$, payable in equal bi-weekly installments, subject to those deductions therefrom required by law, or as authorized in writing by Employee.
4. Professional Dues and Expenses. Agency shall pay or reimburse Employee for appropriate professional Association dues and fees as may be annually approved by the Board. Such pay or reimbursement shall not exceed per annum.
5. Amendment and Termination.
- a. Mutual Agreement. This Agreement may be altered, amended or terminated at any time by the mutual written agreement of Employee and Agency.
 - b. Termination. This Agreement shall terminate in accordance with the term thereof or upon written notice of one party to the other and the first to occur of any of the following events:
 1. The bankruptcy or dissolution of the Agency.
 2. The 45th day after sending of a written notice of an intention to terminate by Agency to Employee and the

payment of _____ to Employee or the 45th day after
the sending of a written notice of an intention to
terminate by Employee to Agency.

3. The death of Employee.

4. The absence of Employee by reason of illness or other
incapacity or inability of Employee to perform under this
Agreement for more than 180 consecutive calendar days and
upon 30 days prior written notification by Agency to
Employee of an intent to terminate because of such
absence or inability.

5. The material breach of this Agreement, or the negligent
or willful misperformance by Employee of his obligations
under this Agreement or the dishonest, or fraudulent
acts, ~~conviction of a criminal offense on the part of~~
~~Employee.~~

c. Termination of Employee. In the event of termination by
Employee, there shall be no termination compensation except
for vested benefits in ~~Retirement programs as provided under~~
~~this Agreement, and in the Agency's Personnel Policies.~~

IN WITNESS WHEREOF, the parties to this Agreement have signed on the
day and date first written above.

Agency

Its President

Employee

MEMO

TO: Centro Board
FROM: Susan E. Conley
RE: Staffing Needs
DATE: October 15, 1984

Following are my recommendations for staffing needs both for the immediate future and for 1985. I am including my rationale for the following proposals based upon observations at the office, particularly during the last month. I do not know the financial restrictions that may apply so I have starred staff positions I deem most crucial.

1. Immediate Staffing Needs

St. Paul Office

- Managing Attorney
- *- fulltime, experienced paralegal
- 1 law student
- *- fulltime secretary/receptionist
- *- fulltime administrator

Minneapolis Office

- no staff
(I propose call forwarding to St. Paul office.)

The above proposal is based upon the following considerations:

- Since a second attorney cannot be hired immediately and I will be the only attorney here, I will be responsible for a) all of Arcelia's cases; b) approximately 40-50 cases which I must take with me from SMRLS (judicare), and c) all new intakes.
- Since the above involves considerable time, on my part, I will need to maximize direct client contact and case work and minimize travel, supervision, etc. for the immediate future.
- We presently have a parttime receptionist in the Minneapolis office who doesn't type.
- We presently have a fulltime paralegal trainee in Minneapolis who has no experience and insufficient direct supervision based on that inexperience.
- I need an experienced fulltime paralegal who can do the following:
 - translate documents
 - screen clients (intake)
 - interview clients on existing cases
 - draft pleadings (primarily family law)
 - have primary responsibility for routine visa processing cases
 - optional ability - legal research

- Assuming we can't find a paralegal who can do legal research, I would propose hiring one (or 2, if we can afford it) law students who are eligible to practice under the 3rd year rule if possible. The law student(s) would work 10-15 hours per week doing legal research as needed and possibly assisting on court appearances if necessary.
- Since I will be dealing with numerous cases with which I am not familiar and since I will be making decisions concerning all new requests for services, I will need to have all files in the St. Paul office and direct daily supervision of support staff assisting me.
- We do not have sufficient supervisory capability to supervise present staff in 2 offices nor are the present staff necessary to the handling of the caseload at this time. We presently have a 1/2 time receptionist, a fulltime paralegal trainee and a fulltime secretary/receptionist. I believe that this staffing pattern is extremely heavy in support for only one attorney, especially considering that the immediate need is for experienced personnel.

Based upon the following considerations I have made the above recommendations for immediate change. Concerning the Minneapolis office, I would recommend that, at least until another attorney is hired, that that office be closed and all inquiries directed to St. Paul. If call forwarding is not available to us, I would recommend a recording through the phone company that the Minneapolis telephone number is presently not in service and that calls are being taken at the St. Paul office number.

2. Staffing Patterns for 1985

St. Paul Office

- *- Managing Attorney
- *- Paralegal (experienced)
- *- Secretary/Receptionist
 - Law student
- *- Fulltime Administrator

Minneapolis Office

- *- Staff Attorney
- *- Secretary/Receptionist
 - Paralegal (law student)
 - Staff Attorney

Although I am concerned about staffing each office with a fulltime secretary/receptionist who will be responsible only for one attorney's work, I don't see how we can avoid that. Legal secretaries are certainly capable of handling the work of more than one attorney, so I am concerned about them having enough to do. Because of that, I would propose that, if possible, the secretary for the Minneapolis office be capable of translating documents, a duty which has traditionally been done by the St. Paul secretary whenever possible.

I am also concerned about having a fulltime paralegal in each office for similar reasons. We may not have enough work initially to keep 2 fulltime paralegals busy. This could be resolved by having one paralegal responsible for direct case work and another responsible for such things as outreach, community education projects etc. Since I don't see a need for a second paralegal immediately in 1985, that position could be added later in the year after we have defined the office goals and priorities more specifically.

I have noted a second staff attorney position for the Minneapolis office. That position could be located in either office and would be preferred over the paralegal position in Minneapolis. The paralegal position is preferred as a first choice to fill only if budgetary restrictions require it.

Because of the many problems we have been experiencing in dealing with cases presently open at Centro Legal, it is imperative that some immediate change be made. My proposal for immediate staffing changes is based upon my assessment of the minimum support that I will need to effectively deal with this situation.

The position of fulltime administrator needs no comment other than it is vital to the organization and should be continued.

CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

179 E. Robie Street
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
ST. PAUL, MINNESOTA 55107

(612) 291-0110

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

(612) 870-0110

REPLY TO: St. Paul

October 3, 1984

Ms. Susan E. Conley
2181 Hillside Avenue
St. Paul, Minnesota 55119

Dear Susan:

We are pleased to inform you that you have been selected to fill the position of Managing Attorney for Centro Legal.

This letter will serve as the official letter of intent to enter into an employment contract with Centro Legal, pending the drafting and approval of a formalized contract. Centro Legal has agreed to the following conditions:

- A. Salary - \$2,041.66 per month.
- B. Benefits - standard benefit package, Health Plan (PHP).
- C. Organizational dues - Centro Legal will pay membership dues to the State Bar Association.
- D. Continuing Education - Centro Legal shall reimburse you for one class (employment related) per quarter upon proof of successful completion.
- E. Contract period - shall commence November 1, 1984 and terminate October 30, 1985 with the option to renew.
- F. Contract Termination - Centro Legal shall reserve the right to terminate the contract with or without just cause upon written notification to you with at least a 30 day period between notification and termination date.

It is our understanding that during the month of October you will work 1/5 time on Centro Legal material and be available to meet with the

Susan E. Conley
Page 2
October 3, 1984

attorneys now under contract to Centro Legal.

Respectfully,

Donn J. Vargas
Administrator

DJV:ly

cc. Board of Directors

August 6, 1984

2425 Clinton Avenue South
Minneapolis, Minnesota 55404
870-1705

Donn J. Vargas
Acting Executive Director
Centro Legal, Inc.
179 E. Robie
St. Paul, MN 55107

Dear Donn:

I have reviewed the contract of employment between the Centro Legal, Inc. and David Rivera, Esq. In order to avoid appearances of sex discrimination because of pay differential, the following addendum should be incorporated to the contract between the Centro Legal, Inc. and me:

"If the attorney must appear in administrative or judicial proceedings as lead counsel, she shall be paid at the rate of \$30.00 per hour for such appearances. Mileage and parking expenses shall be reimbursed. The attorney shall account for her time and travel expenses on forms to be provided by Centro. She shall be paid on the first and fifteenth day of each month of this contract."

That I would be submitting forms to account for my time and expenses and that I would be paid on the first and fifteenth of each month was understood between us, but that language should just as well be incorporated.

In the first reimbursement request due on the 15th of August, I shall be billing at \$30.00 per hour for court appearances as well as for mileage and parking expenses.

Sincerely,



Arcelia Romo-Perez

ARP:arp

CONTRACT OF EMPLOYMENT

BY AND BETWEEN Centro Legal, Inc., 179 East Robie, St. Paul, Minnesota (hereinafter referred to as "Centro") and David Rivera, Esq., (hereinafter referred to as "attorney").

The undersigned agree to the following terms of employment:

1. The period of temporary, part-time employment of the attorney shall commence on the first business day following the date of execution of this agreement. The term of employment shall end upon one week written notice to that effect by Centro and shall extend no longer than September 30, 1984, unless otherwise agreed to in writing by the parties.

2. The attorney shall be paid at the rate of \$15.00 per hour including time spent in necessary travel. If the attorney must appear in administrative or judicial proceedings as lead counsel, he shall be paid at the rate of \$30.00 per hour for such appearances. Mileage and parking expenses shall be reimbursed. The attorney shall account for his time and travel expenses on forms to be provided by Centro. He shall be paid on the first and fifteenth day of each month of his employment beginning with September 1, 1984, for the period ending August 15, 1984.

3. The attorney shall work no less than 12 hours nor more than 18 hours per week during the term of this contract unless necessitated by the demands of the responsibilities herein and agreed to by the parties. It is anticipated that an average of 15 hours per week will be required to perform the duties hereunder.

4. It is the responsibility of the attorney working in

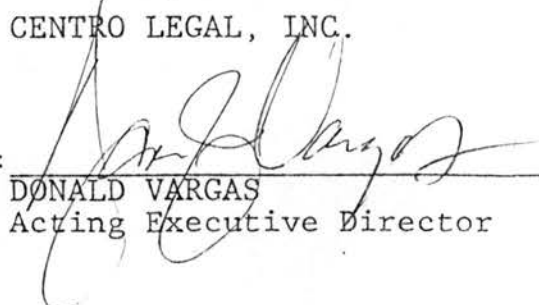
conjunction with the Centro staff and contractor(s) to provide legal services to persons accepted as clients by the Centro. The attorney shall perform all duties necessary toward that end including the following:

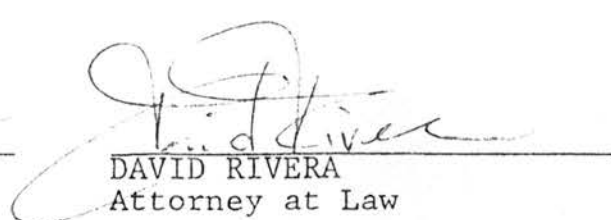
- a. Immediate review of all open Centro case files.
- b. Supervision of all staff or contract legal work done on Centro cases.
- c. Review of all cases closed during the contract term.
- d. Bi-weekly reports to the Centro acting director or his delegate on case status.
- e. Direct representation on a limited number of new cases with approval of the acting director on a case-by-case basis.
- f. Assist in the orderly transfer of cases to legal staff hired during the contract's term.

DATED: 7/3, 1984

CENTRO LEGAL, INC.

BY:


DONALD VARGAS
Acting Executive Director


DAVID RIVERA
Attorney at Law

AGREEMENT

This is an agreement between Centro Legal, Inc, a Minnesota non-profit corporation with its principal office at the Neighborhood House, 179 E. Robie (hereinafter referred to as "Centro") and Arcelia Romo-Perez, an attorney admitted to practice in the State of Minnesota, having her principal office at 2425 Clinton Ave S, Minneapolis, Minnesota (hereinafter referred to as "attorney");

WHEREAS, Centro is a legal services corporation providing legal services to financially eligible clients pursuant to grants and guidelines of private and public funders; and,

WHEREAS, Centro is unsure of its ability to continue providing services at the present level to financially eligible clients after August 1, 1984, by reason of lack of sufficient staff attorney time; and,

WHEREAS, the attorney is bilingual and experienced in those areas of law in which the Centro is representing financially eligible clients; and,

WHEREAS, both the Centro and the attorney are mutually desirous of maintaining access to legal counsel to low-income Hispanics;

NOW, THEREFORE, in consideration of their mutual covenants, promises, and undertakings herein, the parties agree as follows:

I.

The attorney agrees to provide attorney services only to those financially eligible clients for whom there are presently cases open at the Centro and will seek to close as many of these cases as soon as possible. The Centro will reimburse the attorney at the rate of \$15.00 per hour, for no more than 30 hours per week.

II.

The attorney agrees to provide attorney services from her principal office and the Centro agrees that the attorney shall have access to the Centro's Minneapolis office, 400 E. Lake Street, for the purposes of having conferences with the Centro's clients, the making of long distance telephone calls necessary in Centro's clients' cases, and use of office machines and library. The Centro further agrees to provide the attorney with all necessary office supplies, including, but not limited to, stationary and postage, solely to be used on Centro's cases.

III.

The Centro agrees to provide professional liability insurance to the attorney solely for work performed on Centro's cases.

IV.

The parties shall mutually cooperate in providing the highest quality legal services possible to Centro clients.

V.

This Agreement shall terminate on October 31, 1984, however, either party shall have the right to terminate this Agreement upon 30 days written notice with or without cause.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the _____ day of _____. 1984.

CENTRO LEGAL, INC.

BY: _____
Irene Gomez Bethke

Its: _____

ATTORNEY

Arcelia Romo-Perez

Agreement between Centro Legal, Inc. and Deborah J. King for the period July 1, 1984 to December 31, 1984. Deborah J. King will perform the following accounting services:

1. Monthly financial statements to include:

- a. Balance Sheet
- b. Statement of Revenue and Expenses
- c. SMRLS Grant
- d. MCAA Grant
- e. LSAC Surcharge Grant

2. Maintenance of ledgers and journals.

3. Reconcile checking account(s), savings account(s) and filing fee account.

4. Payroll Tax reports:

Quarterly:

Form 941 - FED/FICA withholding
Form FW-1 - MN withholding
Form MES-1G - MN Unemployment Report

Annually:

Form 940 - Federal tax return
Form W-3 - Transmittal of income and tax statements
Form MW-3 - Minnesota reconciliation if income tax withheld
Issue W-2 statements to employees

5. Year-end

Close temporary accounts
Special entries then required.
Act as liaison with auditor
Assist in the preparation of annual budget(s).

Accountant will charge Centro Legal, Inc. \$125.00 per month for the services outlined above. Any additional services not listed will be charged at a rate of \$10.00 per hour.

This agreement may be terminated by either party with a thirty day written notice.

Date

Deborah J. King

Date

Donn J. Vargas

INDIVIDUAL PAYROLL RECORD FOR YEAR ENDING

September 81

83

NAME OF EMPLOYEE Arcelia Roma-Perez
ADDRESS 3129 Grand Ave. So. #2 CITY Mpls. 55408

PHONE 824-9069
DATE OF BIRTH _____

MARRIED ☐
SINGLE ☒

564 72 4402
NUMBER OF EXEMPTIONS 2

IDEAL SYSTEM - FORM 2905

THE IDEAL SYSTEM. COPYRIGHT U.S. PAT. OFFICE

1		2							3		4		5		6		7		8		9		10		11		12		13		14		15	
WEEK ENDING		HOURS WORKED PER DAY							TOTAL HOURS WORKED		RATE	PER HR. DAY WK. UNIT	REGULAR TIME EARNINGS	OVERTIME EARNINGS	OTHER COMPEN- SATION	TOTAL EARNINGS (A)	DEDUCTIONS FROM EMPLOYEE'S EARNINGS						TOTAL DEDUCTIONS (B)	NET AMOUNT PAID EMPLOYEE (COL. A LESS COL. B)	CHECK NO.									
NO.	DAY	SUN	MON	TUE	WED	THU	FRI	SAT	REG.	OVER- TIME							STATE UNEMP. AT	FEDERAL OLD AGE	FEDERAL WITHHOLD- ING TAXES	STATE WITHHOLD- ING TAXES	OTHER DEDUCTIONS													
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14	TOTAL FIRST QUARTER											1	958	32				351	60	134	00					1472	72						14	
15																																	15	
16	4	15										979	16					175	80	67	00			242	80	736	36		1299			16		
17																																	17	
18	4	29										979	16					175	80	67	00			242	80	736	36		1308			18		
19																																	19	
20	5	13										979	16					175	80	67	00			242	80	736	36		1319			20		
21																																	21	
22	5	31										979	16					175	80	67	00			242	80	736	36		1327			22		
23																																	23	
24	6	15										979	16					175	80	67	00			242	80	736	36		1356			24		
25																																	25	
26																																	26	
27																																	27	
28	TOTAL SECOND QUARTER											4	895	80				879	00	335	00			1214	00	368	180						28	

DATE EMPLOYED: _____
DATE EMPLOYMENT TERMINATED: _____
REASON FOR TERMINATION: _____

EMPLOYED IN: _____ DEPT. _____
KIND OF WORK: _____

CHANGES IN RATE OF PAY
NEW RATE PER EFFECTIVE DATE

IN CASE OF EMERGENCY NOTIFY: _____

NAME OF EMPLOYEE _____ CITY _____ DATE OF BIRTH _____ SINGLE ☒ NUMBER OF EXEMPTIONS 2

THE IDEAL SYSTEM. COPYRIGHT U.S. PAT. OFFICE

IDEAL SYSTEM - FORM 2905

1		2		3		4		5		6		7		8		9		10		11		12		13		14		15	
WEEK ENDING MO. DAY	HOURS WORKED PER DAY							TOTAL HOURS WORKED		RATE	PER HR. DAY WK. UNIT	REGULAR TIME EARNINGS	OVERTIME EARNINGS	OTHER COMPEN- SATION	TOTAL EARNINGS (A)	DEDUCTIONS FROM EMPLOYEE'S EARNINGS						TOTAL DEDUCTIONS (B)	NET AMOUNT PAID EMPLOYEE (COL. A LESS COL. B)	CHECK NO					
	SUN	MON	TUE	WED	THU	FRI	SAT	REG.	OVER- TIME							STATE UNEMP. INS. AT ____ %	FEDERAL OLD AGE AT ____ %	FEDERAL WITHHOLD- ING TAXES	OTHER WITHHOLD- ING TAXES	OTHER DEDUCTIONS									
1																													1
2																													2
3																													3
4																													4
5																													5
6																													6
7	9 15											979 16											157 70	71 00			750 46	1384	7
8																													8
9	9 11											979 16											157 70	71 00			750 46	1403	9
10																													10
11	9 13											979 16											157 70	71 00			750 46	1418	11
12																													12
13	9 30											979 16											157 70	71 00			750 46	1439	13
14	TOTAL THIRD QUARTER											3916 64											630 80	284 00			3001 84		14
15																													15
16	10 14											979 16											157 70	71 00			750 46	1446	16
17																													17
18	10 31											No	Salary	Paid															18
19	11 15											"	"	"															19
20	11 30																												20
21																													21
22																													22
23																													23
24																													24
25																													25
26																													26
27																													27
28	TOTAL FOURTH QUARTER											979 16											157 70	71 00			750 46		28
29	TOTAL FIRST QUARTER											1958 32											351 60	134 00					29
30	TOTAL SECOND QUARTER											4895 80											879 00	335 00					30
31	TOTAL THIRD QUARTER											3916 64											630 80	284 00					31
32	TOTAL FOURTH QUARTER											979 16											157 70	71 00					32
33	TOTAL FOR YEAR											11749 92											2019 10	824 00					33

INDIVIDUAL PAYROLL RECORD FOR YEAR ENDING

Dec. 31

1984

SOCIAL SECURITY NO.

NAME OF EMPLOYEE

Arcelia Romo-Perez

PHONE

824-9069

MARRIED ☐

ADDRESS

CITY

Mpls.

DATE OF BIRTH

SINGLE ☒

NUMBER OF EXEMPTIONS

9

THE IDEAL SYSTEM. COPYRIGHT U.S. PAT. OFFICE

IDEAL SYSTEM - FORM 2905

1		2							3		4		5		6		7		8		9		10		11		12		13		14		15	
WEEK ENDING	HOURS WORKED PER DAY							TOTAL HOURS WORKED		RATE	PER HR. DAY WK. UNIT	REGULAR TIME EARNINGS	OVERTIME EARNINGS	OTHER COMPEN- SATION	TOTAL EARNINGS (A)	DEDUCTIONS FROM EMPLOYEE'S EARNINGS						NET AMOUNT PAID EMPLOYEE (COL. A LESS COL. B)	CHECK NO.											
MO. DAY	SUN	MON	TUE	WED	THU	FRI	SAT	REG. TIME	OVER- TIME							STATE UNEMP. INS. AT — %	FEDERAL OLD AGE AT — %	FEDERAL WITHHOLD- ING TAXES	State WITHHOLD- ING TAXES	OTHER DEDUCTIONS	TOTAL DEDUCTIONS (B)													
1																																		1
2																																		2
3																																		3
4																																		4
5																																		5
6																																		6
7																																		7
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10																																		10
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12																																		12
13																																		13
14	TOTAL FIRST QUARTER																																	14
15																																		15
16																																		16
17																																		17
18																																		18
19																																		19
20																																		20
21																																		21
22	6	22																																22
23																																		23
24	6	29																																24
25																																		25
26	7	13																																26
27	7	31	ANNUAL LEAVE																														27	
28	TOTAL SECOND QUARTER																																	28

DATE EMPLOYED:

EMPLOYED IN:

DEPT.

CHANGES IN RATE OF PAY

DATE EMPLOYMENT TERMINATED:

KIND OF WORK

NEW RATE

PER

EFFECTIVE DATE

REASON FOR TERMINATION:

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

CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

RIVERVIEW BUSINESS PLAZA, SUITE 111
380 EAST LAFAYETTE FREEWAY
ST. PAUL, MINNESOTA 55107

(612) 291-0110

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

(612) 870-0110

REPLY TO

August 27, 1984

Ms. Arcelia Romo-Perez
Attorney at Law
2425 Clinton Ave. So.
Minneapolis, MN 55404

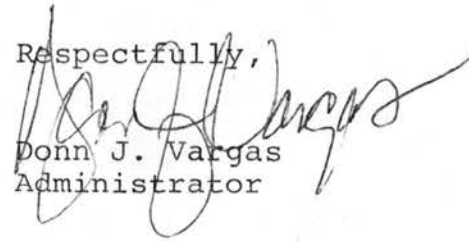
Dear Arcelia:

Thank your for you letter dated August 6, requesting
a modification to the contractual agreement between
yourself and Centro Legal.

As you are aware, the Board of Directors must ratify
all contracts, therefore, I will be submitting the
proposed addendum to the Board for consideration at
their September 12, meeting. Adjustments to monetary
distribution will be made pending Board action.

If I can be of further assistance, please do not
hesitate to contact me.

Respectfully,


Donn J. Vargas
Administrator

DJV/bjz

cc: Irene Gomez-Bethke
Thomas Barrett

COPY

CENTRO LEGAL

ADMINISTRATOR

SALARY SCALE (DRAFT)

Position

8/16/84

Don Vargas

Current
Sal. 18,000

Contract 20,000 - 1st yr
renegotiated 2nd yr

RANGE

ADMINISTRATOR

AVERAGE

17,000. - 24,000.
20,000 - 20,500.

SOURCE OF INFORMATION

1) LEGAL RIGHTS CENTER (MPLS) (STEVE HENRY)

Position should be approximately 16% (percent) of Administrative overhead

Graduated scale system for salary increases after 5 years
0% increase annually

2) NEIGHBORHOOD JUSTICE CENTER

* ADMINISTRATOR position salary scale similar to
LEGAL RIGHTS CENTER

CENTRO LEGAL, INC.

Job Announcement

Position: Managing Attorney

Centro Legal, Inc. is seeking a Managing Attorney to provide supervision to the legal staff providing services in both Ramsey and Hennepin counties from its area offices.

Centro Legal, Inc. is a non-profit legal services corporation providing legal services to Hispanics and non-Hispanics unable to utilize traditional legal service programs due to restrictions on income eligibility and residency limitations.

The program is managed to ensure proper and reasonable services to its clients and constituents, while maintaining a strict code of ethics.

Qualifications

1. Graduate of an accredited law school.
2. Admitted to practice at least three (3) years.
3. Demonstrated experience in management procedures.
4. Demonstrated experience in legal services programs.
5. Fluent bilingual (Spanish/English).

Responsibilities

The managing attorney will be responsible for the following duties: Monitoring and implementation of program goals and services, personnel and program supervision, case management, individual client representation, advocacy, liaison to Board of Directors, development of reports for the Board of Directors and/or other duties as directed by the Board of Directors.

Salary Structure

Based on qualifications

Deadline

August 31, 1984 - 5:00 p.m.

Contact

Cover letter and resume to:

Donn J. Vargas
Administrator
Centro Legal, Inc.
179 E. Robie Street
St. Paul, MN 55107

*Call Sally
for. Attny
N. name
300am. 5:00*

August 6, 1984

2425 Clinton Avenue South
Minneapolis, Minnesota 55404
870-1705

Donn J. Vargas
Acting Executive Director
Centro Legal, Inc.
179 E. Robie
St. Paul, MN 55107

Dear Donn:

I have reviewed the contract of employment between the Centro Legal, Inc. and David Rivera, Esq. In order to avoid appearances of sex discrimination because of pay differential, the following addendum should be incorporated to the contract between the Centro Legal, Inc. and me:

"If the attorney must appear in administrative or judicial proceedings as lead counsel, she shall be paid at the rate of \$30.00 per hour for such appearances. Mileage and parking expenses shall be reimbursed. The attorney shall account for her time and travel expenses on forms to be provided by Centro. She shall be paid on the first and fifteenth day of each month of this contract."

That I would be submitting forms to account for my time and expenses and that I would be paid on the first and fifteenth of each month was understood between us, but that language should just as well be incorporated.

In the first reimbursement request due on the 15th of August, I shall be billing at \$30.00 per hour for court appearances as well as for mileage and parking expenses.

Sincerely,

Arcelia
Arcelia Romo-Perez

ARP:arp

*Sept
Del. Mtg.
Review*

August 6, 1984

2425 Clinton Ave South
Minneapolis, MN 55404
870-1705

Donn J. Vargas
Acting Executive Director
Centro Legal, Inc.
179 E. Robie
St. Paul, MN 55107

Dear Donn:

I have been waiting for communication from you or the Board since its meeting of July 31, 1984, regarding how and when I am to be paid by the Centro Legal Inc. for salary that remains unpaid to me.

I do not have the payroll records before me, but as best I recall, I was not paid for the months of January, February, March, October, November and December of 1983, and January, February, March, April and May of 1984. I did receive Unemployment Compensation for December of 1983 and January, and February of 1984. The work I performed during those months are volunteer in-kind contributions to the Centro. However, that leaves outstanding an unpaid salary for 8 months which totals approximately \$16,000. I give an approximate figure, since, as I said, I do not have the payroll records before me.

Please let me know your and the Board's thoughts on how you plan to pay me for the above. In the interest of liquidating the unpaid salary as soon as possible, I am willing to negotiate payment with a combination of cash and office equipment or machines.

Sincerely,

Arcelia Romo-Perez
Arcelia Romo-Perez

cc: Irene Gomez-Bethke

M.C.A.A.
Sept Bd Mtg
Financial part
Pers. P. Admin

S. Conley

Gross	250.
FICA	17.62
Fed	18.00
State	6.00
Net	208.38

D. Vargas

Gross	600.
FICA	42.30
Fed	27.00
State	12.00
Net	518.70

E. Ybarra

Gross	83.34
FICA	5.87
Fed	-0-
State	-0-
Net	77.47

B. Zepeda

Gross	83.33
FICA	5.87
Fed	-0-
State	-0-
Net	77.46

ADJUSTMENT PER PAY PERIOD

Gross	62.50
FICA	4.40
Fed	-0-
State	-0-
Net	58.10

Gross	50.
FICA	3.52
Fed	-0-
State	-0-
Net	46.48

Gross	41.67
FICA	2.94
Fed	-0-
State	-0-
Net	38.73

Gross	41.66
FICA	2.94
Fed	-0-
State	-0-
Net	38.72

CENTRO LEGAL, INC.
RETROACTIVE PAY SCHEDULE (DRAFT)
PERIOD ENDING 12/31/85

<u>NAME</u>	<u>85 CURRENT</u>	<u>86 PROPOSED</u>	<u>ADJ. AMOUNT</u>
S. Campos (A.D. 1/1)	-0-	12,000.	-0-
S. Conley (A.D. 11/1)	24,500.	26,000.	250.
M. Diaz (A.D. 2/1)	-0-	21,500.	-0-
D. Vargas (A.D. 7/1)	21,200.	22,500.	600.
E. Ybarra (A.D. 12/1)	16,000.	17,000.	83.34
B. Zepeda (A.D. 12/1)	12,000.	13,000.	83.33

CENTRO LEGAL, INC.
Retroactive Pay Schedule
Period Ending 12/31/85

<u>Name</u>	<u>85 Current</u>	<u>86 Proposed</u>	<u>Adj. Amount</u>
S. Campos (A.D. 1/1)	-0- ;	12,250	-0-
S. Conley (A.D. 11/1)	24,500.	26,00.	250.
M. Diaz (A.D. 2/1/)	-0-	21,500.	-0-
D. Vargas (A.D. 7/1)	21,200.	22,500.	600.
E. Yabarra (A.D. 12/1)	16,000.	17,500.	
B. Zepeda (A.D. 12/1)	12,000.	13,250.	

	<u>S. Conley</u>		<u>Adjustments Per Pay Period</u>
GROSS	250.	GROSS	62.50
FICA	17.62	FICA	4.40
FED	7.00	FED	-0-
STATE	1.00	STATE	-0-
NET	224.38	NET	58.10

	<u>D. Vargas</u>		
GROSS	600.	GROSS	50.
FICA	42.30	FICA	3.52
FED	27.00	FED	-0-
STATE	12.00	STATE	-0-
NET	518.70	NET	46.48

E. Ybarra

GROSS	125.
FICA	8.81
FED	2.00
STATE	-0-
NET	114.19

Adjustments Per Pay Period

GROSS	62.50
FICA	4.40
FED	-0-
STATE	-0-
NET	58.10

B. Zepeda

GROSS	104.16
FICA	7.34
FED	-0-
STATE	-0-
NET	96.82

GROSS	52.08
FICA	3.67
FED	-0-
STATE	-0-
NET	48.41

APPENDIX A

A. Salary Scales.

ATTORNEY STAFF (Based on years of legal experience)
(unadmitted law graduates are paid \$500 less than scale)

Starting	13,000	13 ⁰⁰⁰
Admitted or Authorized	13,500	
1 year	14,500	
2 years	15,500	
3 years	16,500	
4 years	18,500	
5 years	19,500	
6 years	20,500	
7 years	22,000	26 ⁰⁰⁰

Managing Attorney (+2,000)

PARALEGAL STAFF (Based on years of legal experience)

Starting	8,000
1 year	8,500
2 years	9,000
3 years	10,000
4 years	11,000
5 years	12,000
6 years	13,000
7 years	14,000
Supervising Paralegal	(\$1,000)

CLERICAL STAFF (Based on years of legal experience)

Starting	
No experience	8,000
1 year	9,000
2 years	10,000
3 years	11,000
4 years	11,500
5 years	12,000
6 years	12,500
7 years	13,000

CENTRO LEGAL, INC.

BUDGET PROJECTIONS
1985 - 1988

<u>PERSONNEL</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>
Managing Attorney	25,970	27,582	29,236
Staff Attorney	20,670	21,910	23,224
Staff Attorney	-0-	19,500	20,670
Staff Attorney	-0-	-0-	19,500
Paralegal	15,900	16,854	17,865
Paralegal	-0-	-0-	15,000
Administrator	21,200	22,472	23,820
Legal Secretary	15,900	16,854	17,865
Legal Secretary	-0-	15,000	15,900
	<u>99,640.</u>	<u>140,172.</u>	<u>183,080.</u>
 <u>BENEFITS</u>			
Unemployment Comp.	450	630	810
Health Insurance	3,600	5,040	6,480
Professional Liability	742	786	848
Workers Comp.	239	336	439
FICA	6,974.	9,812	12,815
	<u>12,005.</u>	<u>16,604.</u>	<u>21,392.</u>
 <u>NON-PERSONNEL</u>			
Occupancy	6,396	6,907	7,459
Telephone	5,400	5,832	6,298
Equip. Purchase/Maint.	1,200	1,200	1,200
Postage	1,200	1,400	1,600
Supplies	700	756	816
Printing	600	648	699
New Library Purchase	1,200	1,200	1,200
Library Updates	300	324	349
Travel	1,440	1,460	1,480
Training	500	700	900
Insurance	1,000	1,080	1,166
Contract Services	2,400	2,500	2,600
Misc.	200	200	200
	<u>22,536.</u>	<u>24,207.</u>	<u>25,967.</u>
 TOTAL	134,181.	180,983.	230,439.

Centro Legal, Inc.

Board and Staff Training Agenda
January 23, 1985 6:00 p.m.

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

Compensatory Time Off Policy

Any staff member who works more than 7-1/2 hours per day or more than 37-1/2 hours per week shall be compensated one hour compensatory time off for every hour of overtime worked. Compensatory time off may be used by any employee only with prior approval from administration.

No more than two days (15 hours) compensatory time off may be taken at one time. If more than two days (15 hours) time off is requested by

an employee, the time in excess of two days (15 hours) shall be deducted from accrued annual leave. This limit of two days (15 hours) shall

not apply to those situations specifically described in Section 2.D.2. ³⁶² r 3

of the Personnel Policies. Compensatory time off may accumulate without limit. However, no employee will receive any credit, payment or other compensation for accumulated compensatory time upon termination of employment for any reason.

→ Legal opinion



MINNEAPOLIS TELECOMMUNICATIONS NETWORK, INC.
317M City Hall — Minneapolis, MN 55415 — 333-5194

August 10, 1984

JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

CHIEF ENGINEER

Minneapolis Telecommunications Network (MTN) is seeking its first Executive Director and Chief Engineer. MTN is a nonprofit corporation created by the City of Minneapolis to manage the dedicated public Cable TV channels. For information and applications for each position contact:

Will Loew-Blosser
MTN
317M City Hall
Minneapolis, MN 55415

612 333-5194

MTN is an Equal Opportunity, Affirmative Action Employer

The MTN is an Equal Opportunity Non-Profit Corporation for Community Cable Programming.

DIRECTORS: Chairman Willie Johnson, Linda Borman, Jane Bremer, Evelyn Casey, Rita Fassbinder, Sallie Fischer, Hal Nitch, Jackie Parsinen, Steve Winnick. Will Loew-Blosser, Administrative Asst.

Handwritten notes and stamps: "340-3452", "877-1-3452", "Tel. 877-1-3452", and "877-1-3452" inside a circle.

Sue

24,500

dues

1 membership

Class Ad.

Life

reimbursement

Fringes

Class Per

Oct 1 - Nov 1.

Tony Bullano Jr.

724-8599

755-5829

1) Arnelia

2) Come to him for advice on Federal grant?

3) Supportive but? 5 appeared

4) Time? - com. needs

5) Came Card with Score on Services - Hispanics

6) Probably continue

7) Open to Cooperation

8) Not to discuss

March 1985

fund position

pop laundry
butter soap

call

horn

1 egg

cooking oil

jalapenos

spag. noodles

sp. pepper

spag. sauce

Fr. Bird

Centro Legal, Inc.

Corporate Structure
1985

Board of Directors

```
graph TD;
    A[Board of Directors] --- B[Executive Committee];
    B --- C[Finance];
    B --- D[Personnel];
    B --- E[Membership];
```

Executive Committee

Finance

Personnel

Membership

March 27, 1985

CENTRO LEGAL, INC.
EMPLOYMENT AGREEMENT

1984

This agreement, made as of the 21 st Day of November by and between the Board of Directors (hereinafter referred to as the "Agency") and, Susan Elizabeth Conley (hereinafter referred to as "Employee")

Whereas, the Board desires to hire and retain the service of Employee in the capacity and position of Managing Attorney of Centro Legal; and

Whereas, Employee desires to render and make available to the Board said services to the agency as Managing Attorney; Now, therefore, in consideration of the mutual terms and conditions hereinafter set forth, the Board and Employee agree as follows:

1. **Employment Term.** Employee shall render to the Board her services on a full time basis for the period of time commencing on the first day of November 1984, and continuing through the 31st day of October, 1985 subject to the right of either party hereto to terminate this agreement as hereinafter provided.
2. **Duties and Responsibilities.** Employee shall perform the duties and responsibilities of Managing Attorney in accordance with Agency's bylaws, rules, and regulations. Employee shall perform such other duties and services as may be entrusted to Employee by the Agency in accordance with its bylaws and consistent with Employee's position in the Agency and the terms of this agreement. During the term of this agreement, Employee shall be the chief Executive Officer of the Agency, and shall report and be responsible to the Board of Directors of the Agency. In addition, Employee shall:

- a. Have full and exclusive authority to hire, compensate and terminate Agency staff within the framework of the approved budget and personnel policies for the Agency.
 - b. In consultation with the Executive Committee, retain outside consultants for the Agency.
 - c. Recommend to the Board for its approval the selection of outside certified public accountants.
 - d. Have the right to be present at all meetings of the Board and its Committees.
 - e. Be provided by the Agency with a private office, secretarial assistance and such other facilities and equipment, consistent with Employee's position and adequate for the performance of Employee's duties under this Agreement.
 - f. Cause to be prepared an annual budget for the Agency, to be approved by the Board.
3. **Compensation.** The Agency shall pay to Employee as salary compensation for full time services during the first year of this agreement at a rate of \$2,043.66/mo., payment to be as directed, as per personnel policies, and subjected to those deductions there from required by law, or as authorized in writing by Employee.
4. **Professional Dues and Expenses.** Agency shall pay or reimburse Employee for appropriate professional Association dues and fees as may be annually approved by the Board. Such pay or reimbursement shall not exceed \$150.00 per annum.
5. **Amendment and Termination.**
 - a. **Mutual Agreement.** This Agreement may be altered, amended or terminated at any time by the mutual written agreement of Employee and Agency.
 - b. **Termination.** This Agreement shall terminate in accordance with the term thereof or upon written notice of one party to the other and the first to occur of any of the following events:
 1. The bankruptcy or dissolution of the Agency.
 2. The 45th day after sending of a written notice of an intention to terminate by Agency to Employee.

3. The death of Employee.

4. The material breach of this Agreement, or the negligent or willful misperformance by Employee of his obligations under this Agreement or the dishonest, or fraudulent acts, conviction of a criminal offense on the part of Employee

c. Termination of Employee. In the event of termination by Employee, there shall be no termination compensation except for benefits as provided in the Agency's Personnel Policies.

IN WITNESS WHEREOF, the parties to this Agreement have signed on the day and date first written above.

Agency

Its President

Date

Employee

Date

CENTRO LEGAL, INC.
Salary Schedule Draft
1985

	<u>A</u>	<u>B</u>	<u>C</u>
Managing Attorney	25,970	25,970	25,970
Staff Attorney	21,500	21,500	21,500
Paralegal	15,900	15,900	15,900
Legal Secretary	15,000	12,000	12,000
Legal Secretary	13,500	12,000	12,000
Administrator	21,200	10,600	-0-
	<hr/> 113,070.	<hr/> 97,970.	<hr/> 87,303.

CENTRO LEGAL, INC.

A NON-PROFIT COMMUNITY LAW OFFICE

179 E. Robie

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

(612) 291-0110

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

(612) 870-0110

REPLY TO

St. Paul

January 16, 1985

Irene Gomez-Bethke
4649 Decatur Ave. No.
New Hope, Minnesota 55428

Dear Ms. Gomez-Bethke::

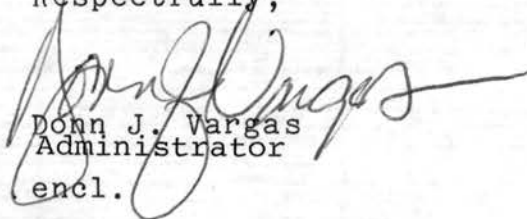
Thank you for your interest in Centro Legal, and
congratulations on your appointment as a Board of Director
for 1985-86.

As you were informed earlier, the first Board meeting has
been scheduled for Wednesday January 23, 1985, at 6:30 p.m.
at our St. Paul office. In conjunction with this first
meeting, we have scheduled Board and Staff training in order
to facilitate your acclimation to Centro Legal and its
operations. Due to the nature of this first Board meeting
it is extremely important that you make every effort to be
present.

Enclosed is the proposed training agenda for you infor-
mation. At the end of the training session there will be a
short Board meeting to take Board action on pending items.

Prior to the Board meeting, you will receive an agenda plus
minutes from the last Board meeting. We look forward to
working with you in 1985.

Respectfully,

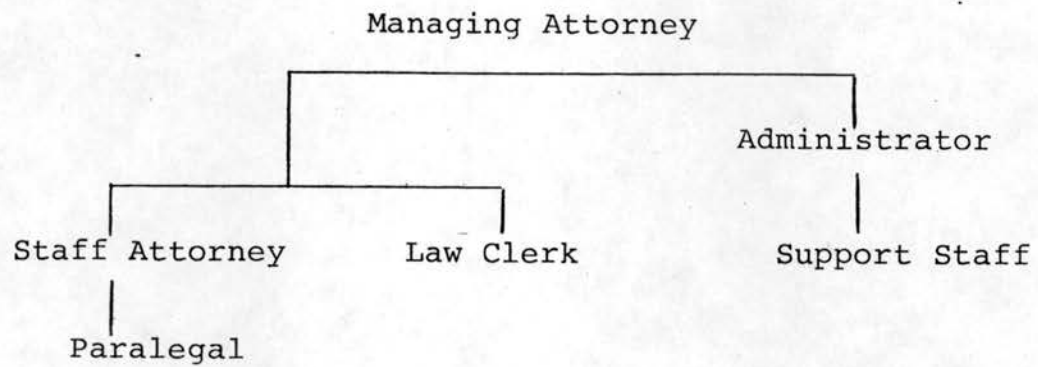

Donn J. Vargas
Administrator

encl.

DJV/bjz.

CENTRO LEGAL, INC.

Staff Flow Chart



CENTRO LEGAL, INC.

Salary Schedule

Adjustments

1986

	<u>Proposed</u>	<u>Adjusted</u>
Legal Secretary	13,000.	13,500.
Legal Secretary	12,000.	13,000.
12,250		
13,250		
17,500		

Retroactive Adjustment

	85 current	86 proposed	Adj. Amts
B. Zepeda			
(A.D. 12/1)	12,000.	13,500.	125.00

Adj. Per Day Period

Gross	125.00	Gross	62.50
FICA	8.81	FICA	4.40
FED	2.00	FED	-0-
State	-0-	State	-0-
Net	114.19	Net	58.10

CENTRO LEGAL

Personnel Committee Meeting

1-6-86 5:30 pm

REPORT

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

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

1. 1986 Staffing Pattern.

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

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

2. 1986 Proposed Salary Schedule

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

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

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

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

3. Review of the Personnel Policies

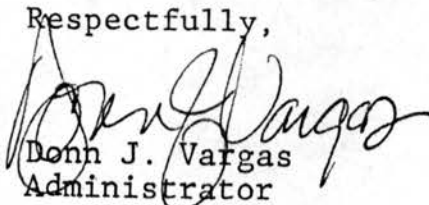
The Committee reviewed the Personnel Policies to determine if modifications were needed. Staff reported that the policies are working and there seems to be no difficulty with their intent,

Recommendation

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

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

Respectfully,


Donn J. Vargas
Administrator

DJV:slc

CENTRO LEGAL, INC.
PAYROLL SCHEDULE
1987

F.T.E.	EMPLOYEE	OFFICE	SALARY
1.0	S.E. Conley	St. Paul	\$27,300.
1.0	M.A. Diaz	Minneapolis	24,000.
1.0	C. Rosario	Minneapolis	13,000.
1.0	D.J. Vargas	STP-MPLS	26,500.
1.0	E. Ybarra	St. Paul	18,800.
1.0	B. Zepeda	St. Paul	14,500.
.5	Law Clerk	Minneapolis	4,320.
6.5	(Sub-Total)		128,420.
* 1.0	Law Clerk	Minneapolis	13,500.
** 1.0	Attorney	St. Paul	22,500.
8.5	(TOTAL)		164,420.

* ASIAN LEGAL PROJECT

** INS PROJECT

Centro Legal
Salary Schedule
Adjustments
1986

	<u>Proposed</u>	<u>Adjusted</u>
Legal Secretary	13,000 <u>13,250</u>	13,500.
Legal Secretary	12,000. <u>12,250</u>	13,000.

Retrospective Adjustment

	85 current	86 Proposed	Adj. Amts
B. ZEPEDA (A.D. 12/1)	12,000.	13,500.	125.00

		<u>Adj. PER PAY PERIOD</u>	
GROSS	125.00	GROSS	62.50
FICA	8.81	FICA	4.40
FED	2.00	FED	-0-
STATE	-0-	STATE	-0-
NET	114.19	NET	58.10

Paralegal
17,500