

Irene Gomez-Bethke Papers.

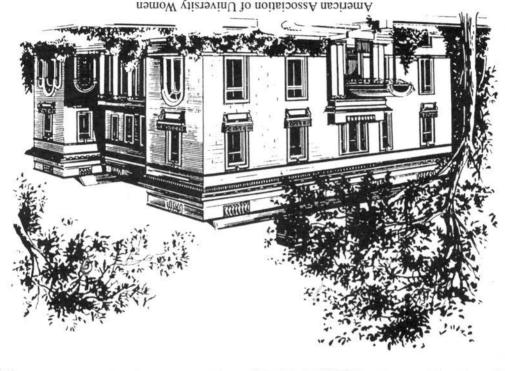
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What an inspirite of your stand your that an inspirite of some your panel stand your panel stand your panel of your panel of your panel stand your tall, and have perfect the model of your

Minneapolis, MN 55404 (612) 870-1661 2115 Stevens Avenue South



Community's empawerment was for the day before elletion day.

Congratulations on the Great wark you are doing. also, It was such a pleasance Pleasure to meet you and have a chance to Whit, (Sloves the story of the Wabalies. I hape den paths Crassaguen soan. Harryun aguen. Sincenely.

Shinley S. Och

CHICANO LATINO AFFAIRS COUNCIL

STATE OF MINNESOTA

555 Park Street, Suite 408 St. Paul, MN 55103 612/296-9587



http://www.clac.state.mn.us clac.desk@state.mn.us FAX: 612/297-1297

MEMORANDUM

This memorandum is to inform you about the status of the Governor's reception. First of all, you need to know that as the executive director of Instituto de Arte y Cultura, I was a member of the Chicano Latino Leadership Association. Thier roster includes about 60 Hispanic community based organizations. We have worked diligently towards establishing this organization as a way of advancing the Hispanic community. This fledgling organization is working towards full funding. When the idea was presented at the Leadership meeting to host a luncheon for the governor or perhaps the new one, CLUES generously offered to pay all costs of the luncheon and to co-sponsor with the Chicano Latino Leadership Association.

When I became the Interim Executive Director, I approached CLUES and asked them to also work with CLAC on this project. They very kindly accepted working with us on this project. If you recall at an earlier board meeting, I mentioned that I was working with community based organizations to do a reception for the governor. Since CLAC is a State agency I thought it appropriate to position CLAC as the co-sponsor. I have kept Juan Martinez informed of all of the developments. I also agreed to support the Chicano Latino Leadership Association by making sure they were mentioned and included as a partner.

The perfect opportunity presented itself when we met about the Colombia project with Steve Bosacker, the governor's chief of staff. At that time we positioned CLAC as a resource to the governor's office in dealing with South and Central America. As we were leaving, I told Steve that we were planning a reception for the governor. He said that the governor would probably like that idea. A core committee of CLAC and CLUES staff met to plan the details and budget. The final preparations will be worked out with the Governor's staff.



220 South Robert Street, Stite 103 Saint Paul, Minnesota 5510 PHONE 612-292-0117-FAX 612-292-0347



2110 Nicollet Avenue South Minneapolis, Minnesota 55404 PHONE 612-871-0200 FAX 612-871-1058

December 3, 1998

Governor-Elect Jesse Ventura State of Minnesota B-5 State Capitol Saint Paul, N.N. 55155

Dear Governor-Elect Ventura:

As President of Chicanos Latinos Unidos En Servicio (CLUES), and on behalf of the Chicano Latino community, please accept our congratulations to you on your election as Governor for the State of Minnesota. I am also the Chair for the Chicano Latino Leadership Association and I would like to invite you to meet with our community, per your availability, during 1st quarter of 1999.

CLUES may the the largest Chicano Latino non-profit social service agency in Minnesota. Our purpose is to enhance the quality of life of the Chicano Latino community. We place a great emphasis on the idea of self-sufficiency. In 1997, we served over 8,000 clients. I have enclosed our most recent Annual Report for your perusal.

In addition, the Chicano Latino Leadership Association is comprised of people who want to help build a stronger Chicano Latino community.

We would like to host a luncheon for you at Neighborhood House on the West Side of Saint Paul. We are thinking about a Mexican cuisine buffet. We would like to keep the event informal and festive.

Knowing that your schedule most likely will be very busy, perhaps I could further discuss this event with one of your staff? We would like to find a time to hold the luncheon that is most convenient for you. I may be reached at 292-0117.

Sincerely,

Jesse Bethke Jomez

President

P.s. Vived in Brooklyn Park when you were elected Mayor!
Cc: Dan Hoxnorth, Executive Director, Neighborhood House ENC



CHICANO LATINO AFFAIRS COUNCIL

STATE OF MINNESOTA

555 Park Street, Suite 408 St. Paul, MN 55103 612/296-9587

> The Honorable Jesse Ventura Governor of Minnesota 130 Capitol Building 75 Constitution Avenue Saint Paul, MN. 55155



http://www.clac.state.mn.us clac.desk@state.mn.us FAX: 612/297-1297

February 10,1999

Dear Governor Ventura:

On behalf of the Chicano Latino Affairs Council (CLAC), the Chicanos Latinos Unidos En Servicio (CLUES), and the community our respective agencies serve, we cordially invite you to attend a reception given in your honor to meet the Hispanic community. This event will be held on Friday, March 5, 1999 from 1:00PM to 3:00PM at Boca Chica restaurant, 11 Concord Street, in Saint Paul.

The Chicano Latino Affairs Council was created in 1978 by the state legislature. Its primary mission is to advise the Governor and legislature on issues of importance to the Hispanic community. CLUES, the largest Latino, community based, human service, non-profit agency in Minnesota, promotes self-sufficiency for the Chicano Latino community through linguistically and culturally appropriate services in Employment, Education, Seniors services, Mental Health, and Chemical Health. In 1997, CLUES served over 8,000 people.

We are also inviting the Chicano Latino Leadership Association, representing over 60 member organizations, elected Hispanic officials, and other prominent community members to meet you. We warmly invite you to share your thoughts about Minnesota's future and how the Hispanic community can contribute to that future. Thank you for your consideration of this reception. If you would allow, we would like to follow-up with your staff about shaping the particulars for the event. Again, Muchas Gracias!

Sincerely,

Juan Martinez
Chair Board of Directors

Cc: Jesse Bethke-Gomez,MMA President

CLUES

Gloria Perez-Jordan

Chairperson

Chicano Latino Leadership Association

cc: Michelle

Governor's scheduling secretary

B	UDGET FOR GO	OVERNOR	'S RECEPT	ION	
ITEM NAME	COST				
Buffet Luncheon	\$7.00 x 15% grate	uity x 7% tax = \$8	.54 per person		
Committee estimates appr	oximately 150 people and	price per person	has been rounded	off to \$9.00	18
	\$9.00 x 150 peop	le = \$1,350.00			
Cultural Representation	\$400.00 maximum	n			
ED for CLAC will negotiate	e price with Son del Sur fo	r background mus	sic.		
Invitations	\$75.00				
Postage	.33 x 150 people	.33 x 150 people = \$49.50			
Name tags	\$50.00				
P.A. system	\$49.00				
The grand total for the it	ems needed is \$1,973.50				
CLAC and CLUES will as	k for \$1,500.00 a piece	to cover any ext	ra expenses of thi	ngs that might be	e needed
CLAC will pay all expens					

Notes on Governor's Reception February 8, 1999

Meeting date was February 8, 1999, committee members present were:

- Irene Gomez-Bethke
- Rachel Ramirez
- Patricia Montez

Things discussed were the following:

- We met with Alfredo Frias from Boca Chica, his suggestion for menu items was; flautas, tacitos, quasadillas, flan, soppapillas, chips & salsa, other dips. Price was negotiated and stands at \$7.00 per person + 15% gratuity + 7% tax, this totals to \$8.54 per person, the committee decided to round off to \$9.00 per person.
- Committee discussed the invitees, upon discussion we agreed the number invited should be between 125 and 150 people.
- Irene will contact Son del Sur and negotiate price for entertainment
- Invitations are to be mailed by Friday, February 12, 1999.
- A list of invitees from CLAC will be faxed to Patricia and she will add any additional invitees.
- Patricia will be in charge of doing mailing labels and delivering to CLAC for mailout on Friday, Feb. 12, 1999.
- P.A. system will be \$50.00 and Boca Chica will take care of renting the equipment.

Things that will have to be done the day of the reception:

- Arrive at Boca Chica 30 minutes to an hour prior to start of reception.
- Set up a reception table. This table will have 2 CLAC staff and 2 CLUES staff, these staff members will be taking invitation or checking invitee off of invitee list (only people with invitation or on invitee list will be allowed in), giving invitee name tag, giving invitee CLAC pen, giving invitee a reception program.
- Make sure all food is ready.
- Make sure p.a. is set up

All invitees must RSVP 4 days prior to reception, a head count will be called in to Boca Chica.

Amended Notes on Governor's Reception

Meeting date was January 26, 1999, committee members present were:

- Irene Gomez-Bethke
- Rachel Ramirez
- Patricia Montez
- The following is a list of things that will be needed for the reception:

Buffet Luncheon - flautas, tacitos, flan, sopapillas, chips & salsa, punch, etc., location will be Boca Chica.

Cultural Representation - music, by Son del Sur (harp background music)

Invitations

Postage

Name Tags

P.A. System - will be furnished by Boca Chica for \$50.00

Amounts are approximately a total of \$3000.00. This amount is to be split by the sponsors (CLAC and CLUES)

The following is work to be done in preparation for reception:

- Confirm reception date with the Governor's office
- Negotiate price with Boca Chica
- Compile list of invitees
- Negotiate price for entertainment
- Prepare invitations
- Mail invitations
- Develop program outline

Notes for Governor's Reception

Meeting date was January 26, 1999, committee members present were:

- Irene Gomez-Bethke, CLAC
- Rachel Ramirez, CLAC
- Patricia Montez, CLUES

The following is a list of things that will be needed for reception:

CLAC

CLAC Trene Buffet Luncheon - flautas, flan, tortas (small), chips & salsa, baby tacos, punch, etc. (we want an hispanic theme), possible location is Boca Chica. Spend approximately \$700.00 to \$1000.00

Cultural Representation - music, dance, etc., possibilities are Son del Sur (Nick Carter plays harp) or Latin Sounds (Jose Carrera). We are trying to keep the entertainment to background music and not performances. Spend approximately \$400.00

Painting - we would like to give the Governor a painting representing our culture. Possibilities are, Juan Acosta (578-1950 of 539-1326). Spend approximately \$400.00

400

100

CLAC

- Invitations spend approximately \$30.00
- Postage cost spend approximately \$30.00

C LAC. Name tags - spend approximately \$30.00

Decorations (miniature flags from the Lutin Countries, Balloons). Spendapproximately \$100.00

Rent a P.A. system - spend approximately \$75.00

Sanner - spend approximately \$20.00

Cake - spend approximately \$50.00

These amounts total \$2085.00 approximately. Of course we would like to have a budget of \$2500.00 to \$3000.00 to work with, this would be split by sponsors (CLAC and CLUES).

The following is work to be done in preparation for reception:

- Confirm reception date and time with Governor's office
- Negotiate price with Boca Chica for reception, choose menu
- Compile a list of invitees
- Negotiate price for entertainment, draft contracts
- Negotiate price for painting, draft contract
- Have invitations and banner made
- Mail invitations to invitees
- Purchase decorations
- · Develop program outline

Hags w State Assermas arrived Consiss Lousing Health Let-Fri Sat 3-4 days - final court -Ed. flantas sapipilles nopales - Flan - [1:30-3:30] \$ 100 festivity 190 tar Coon Dev. Youth Contract 1:30 pm. knogram St. Gov. 1)Intro Wilcome - 2 chairs 5 2. Intro god - 5 min -Esperitor Sil Mirondo Eur How to start you Thinous 3. CLAC Chair Intro 5 Carlos/Edwin 4. Intro-Judges- fricial- 5.
Hisp. Mayn - 5

University of Minnesota

Twin Cities Campus

Roy Wilkins Center for Human Relations and Social Justice

Hubert H. Humphrey Institute of Public Affairs Humphrey Center 301–19th Avenue South Minneapolis, MN 55455 612-625-9821 Fax: 612-625-6351

March 4, 1999

Irene Gomez Bethke
Executive Director
Chicano Latino Affairs Council
fax: 612-296-2197 651-297-1297

From:

Judy Ceahy

We are pleased that you can participate in a luncheon meeting with Dr. Sheila Ards on Saturday, March 6, from 11-2 p.m. at the Humphrey Institute. The meeting will take place in the Humphrey Private Dining Room located on the ground floor of the Humphrey Center, between the Center and the Carlson School of Management.

The Humphrey Institute is located at 301 19th Ave. S., Minneapolis. The center is accessible from Interstate Hwy 35W by taking the U of M West Bank exit. Make a right on Washington Avenue and continue on Washington (which changes to Cedar) to 3rd St. South. Left on 3rd St. S. Parking is available at the ramp located on the corner of 3rd St. South and 19th Ave. From St. Paul, westbound on 194, take the Cedar exit. Make a right. Take Cedar to 3rd St. South. Turn right on 3rd St. So. to the parking ramp.

If you have any questions, please contact me at 612-625-9821. We look forward to seeing you on Saturday.

SHEILA D. ARDS

Sheila D. Ards is uniquely qualified to be the next Assistant Commissioner for Children's Initiatives, Minnesota Department of Human Services. Her administrative and management experiences, public service, and research and teaching on policy issues facing children and their families provide a singular mix of scholarly competence and practical experience.

Administrative and Management Experience

Dr. Ards is the first director of the Center for Excellence in Community Development at Benedict College, Columbia South Carolina. She provides the management/administrative foundation as well as the intellectual leadership for the Center. In a span of less than two years she has raised nearly \$1.5 million dollars of operating and research support for community and county-level initiatives to improve the lives of the most disadvantaged in our communities.

This recent administrative experience builds on her prior leadership experiences in public service. She has served as the president of the National Conference on Black Political Scientists and on the policy councils of Public Policy and International Affairs and the Association of Public Policy Analysis and Management (APPAM). Currently, she is the vice-president elect of APPAM.

She has extensive administrative experience within academia as well. She has served as the director of the Social Policy Concentration at the Hubert H. Humphrey Institute of Public Affairs and the University of Maryland's School of Public Affairs and has worked effectively in leadership positions on numerous academic and professional committees.

Public Service Experience

Dr. Ards regularly assists local and county governments, community organizations, foundations and non-profit organizations to fulfil their mandated roles. As a State Representative to the Maryland Foster Care Board, she helped formulate its rules and regulations. In Minnesota, she provided informal support to social workers dealing with child welfare issues in Hennepin and Ramsey counties; she assisted local community organizations in St. Paul examining the impact of welfare reform on their neighborhoods; she helped a local foundation examine strategies for child support enforcement. She regularly assists in informing local communities about important policy issues affecting children and families. Her column in the *Spokesman* newspaper, "Policy Watch," provided balanced, objective analysis of pending policy issues, especially those affecting the most vulnerable of families.

Research and Teaching on Child Initiatives

Dr. Ards is a nationally recognized authority on child welfare issues. She has published extensively in leading journals on reporting bias in child maltreatment. Other research has focused on the social costs of substance abusing mothers, the relationship between child support and child abuse, the impacts of welfare reform on domestic violence and the welfare of children, the role of noncustodial fathers in child support and child development, and the costs and consequences of daycare. Her current research includes the analysis of welfare-to-work programs in South Carolina and the barriers that mothers face when they enter the job market. She is also examining consumer credit problems confronting minority families.

As a well-respected authority on child welfare issues, she has regularly taught the core course on social policy at both the University of Maryland, College Park's School of Public Affairs and at the University of Minnesota's Hubert H. Humphrey Institute of Public Affairs. She has also developed and taught the main course at the HHH on child welfare issues.



A200 Foshay Tower 821 Marquette Avenue Minneapolis, MN 55402 (612) 672-3848 (612) 672-3846 FAX

EXECUTIVE COMMITTEE

AVCO CHAIRPERSON Emmett Carson

President & CEO
The Minneapolis Foundation

Alfred Babington-Johnson

President & CEO Stairstep Foundation

Louise Brown

Vice President for Public Policy and Community Initiatives Family & Children's Services

Ellen Goldberg Luger

Associate Director General Mills Foundation

Robin Hickman

Director of Community Affairs
Twin Cities Public Television

André Lewis

Director of Community & Local Government Affairs Honeywell Foundation

Dr. David Walsh

Executive Director National Institute on Media and the Family

Sue Zuidema

Director Hennepin County Community Health

AVCO COMMITTEES

Education and Training Media Research and Public Policy Synergy February 24, 1999

Irene Gomez-Bethke Chicano/Latino Affairs Council 555 Park St St. Paul, MN 55103

Dear Gomez-Bethke,

We are pleased to inform you that you will be honored as one of the AVCO partners who have made a significant contribution to the violence prevention community at the:

AVCO Partner Recognition and Farewell Party
Thursday, March 11, 1999
2:30 – 4:30 p.m.
Metro State University, St. Paul – The Great Hall Room

We will note your activity participation as follows:

Legislative Training 12/15
Research and Public Policy Committee

Please print clearly and indicate below how you would like your name to appear on the Certificate of Achievement:

TRENEGOMEZ-Bethke Interim Executive
Name
Title Director
Chicanohatino Affairs Council ST. Paul
Organization for State of Minnesota City

Please also note any corrections to the activities listed above, and fax this <u>Letter of Acceptance by Thursday, March 4th</u> to Kira Showalter, Program Assistant, at (612) 672-3846. If you have any questions, you may contact her at (612) 672-3842 or me at (612) 672-3848.

If you are unable to attend the event, please check here and we will mail you your certificate \Box . is your address correct? Make any corrections above, and we will update our records.

Thank you for your time and consideration. Congratulations, and we hope to see your at the Recognition and Farewell Party!

Sincerely,

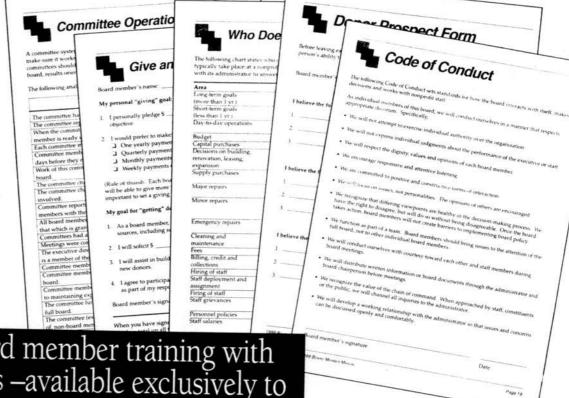
Jeanne Young Project Director





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- · Long-range planning exercise
- · Meeting participation checklist
- Committee operations analysis form
- · Who does what?
- Performance and priorities evaluation form
- · Fund raising ideas checklist
- Application for appointment to the board
- · Board candidate interview form
- · Meeting evaluation form
- Annual board evaluation form
- · Board development memo
- End-of-term interview questionnaire
- · Board liability review checklist



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No matter what you decide, our free gift, **The Board Fund Raising Manual**, is yours to keep — if you order by February 26, 1999.

Mail the enclosed postage-paid card. Or call

1-800-638-8437

(Weekdays from 8:30 a.m. to 5:30 p.m. ET). Please refer to code DM106 when ordering by phone.

A BOARD MEMBER SHOULD EXPECT

- To be fully informed about the responsibilities, time commitment, organization, etc. before accepting the
 position of board member.
- Opportunities for orientation and continuing board training which will assist the board member to function effectively.
- To be kept fully informed through accurate financial reports, management reports, regular and thorough briefings by staff, etc. about the operation of the organization.
- That volunteer time will be maximized by adequate planning, coordination and cooperation within the organization or within the board.
- 5. To be assigned jobs which are worthwhile and challenging with freedom to use existing skills, develop new ones and have opportunities for personal growth.
- 6. To be able to decline an assignment if it is felt that the match of skills and interests is not appropriate.
- To be trusted with confidential information that will help the board member carry out assignments and responsibilities.
- 8. To know whether the board work is effective and what results have been obtained; access to an evaluation process which will measure the performance of the board.
- 9. To be recognized at appropriate times for one's work and involvement as a board member.

INTERIM EXECUTIVE DIRECTOR'S REPORT TO THE BOARD FOR MARCH 1999

There have been many productive and successful events that the Chicano Latino Affairs Council has been experiencing this past month.

Internal Activities

The internal activities started off with a meeting with the department of Administration and the proposed new infrastructure. The position held by Rachel will be the Management Analyst Supervisor I. This position is executive assistant to the Executive Director and manages the office. This new structure is to provide stability and continuity if the executive director is out of town or is leaves for whatever reason. The position for Gladys has also been updated to include jobs that Rachel had in her old position. Both positions are now in the administrative process. This is what the other state agencies have to do with commissioner turnover. The department manual is ready now and we will review it at the next staff meeting. Almost all of the computers have been upgraded to Windows 97. I recommend that we initiate a committee to develop a list of high tech needs for CLAC.

Staff Meetings

At the next staff meetings on Tuesdays, we will review the Department manual! Speaking of Manuals, the one that was distributed at the board meeting came from the Attorney General's office. I had been asked to set up an orientation for the board manual, in March therefore, I called Christie Eller and asked her to do an orientation for the board at the next board meeting. She has agreed to do this and it should take about 15 or 20 minutes.

Board Committee Meetings

I strongly urge the board of directors to place every single board member in charge of a standing committee. These committees should be opened up to the community. They could be on finance, marketing or public relations, volunteer, communications, or information, service or program, social issues or public policy committees. There are some committees that are already in place. The board should consider having an annual meeting where all the volunteers could be recognized with a certificate of merit signed by the Governor, and recognition given to the Council's accomplishments. We need all the information generated by each Board committee. We are starting a basic file on all the committees, their structure, the people involved, information and whatever action resulted.

This information will then be available for the new committee members and will be a resource to provide important continuity of each committee.

Biennium Report

For your information, we ran out of the Biennium Report and have ordered more. The Biennium Report has been sent to the Governor and the Legislature. The Biennium Report is available for distribution and will be sent out to organizations that you recommend.

Al Grano

This month we are finished with the program. We will go through the final process with scheduling the program and will begin to promote the program by putting an ad in Al Dia and sending out press releases.

Bilingual Directory

We are through with the Bilingual Directory and it has been sent out to begin the printing process. We have ordered 5,000 copies and they will sell for \$5. We have a large waiting list of buyers.

AI DIA

The AL DIA newsletter is being revised and we will be sending the newly created survey with our next issue. So far, we have received many good comments on the revised Al Dia newsletter.

Action Items

1. The board asked for a revised budget for the American Connection (trip to Colombia). 2. Orientation for Board, on manual, from the Attorney General's office. 3. Information on contract to DHR International. All items are done.

Committee to Help South & Central America

The CLAC board asked that a letter be sent to the congressional delegation urging the President to initiate the Marshall Plan for the countries devastated by the Hurricane in South and Central America. The letters were sent and we have a reply from Congressman Martin Sabo. It is enclosed.

Best Practices Educational Liaison

I remind you that the CLAC office received \$60,000 in grant money from the department of Children, Families & Learning. This money was used to set up two positions, Educational Liaison Specialist (representing CLAC). I am very proud the work done by these two very dedicated individuals. They have started the process of setting up a clearing-house, the liaison were successfully responsible process of setting up a clearing-house, the liaison were successfully responsible for developing the plan that is being implemented. This is a pilot project with a for developing the plan that is being implemented. The grant will be disbursed in the great opportunity potential for our community. The grant will be disbursed in the following increments \$10,000 immediately, \$48,000 upon receipt and approval of the plan by Dept. of Children, Families & Learning and \$2,000 upon receipt of evaluation.

March 1, 1999

Mr. Juan Martinez Chair of CLAC Board of Directors 811 Nebraska Avenue E. St. Paul, MN. 55106

Dear Juan:

I am writing to inform you with deep regret and with some excitement, that I must resign as the Interim Executive Director for the Chicano Latino Affairs Council, effective March 12, 1999. I have accepted a position in the Census with the federal government. I will be organizing the Hispanic community in Minnesota. This will benefit our community and is an opportunity that I cannot overlook.

I was very pleased with the Council's approval of the new infrastructure. I have assisted the Council by training Ms.Ramirez in all aspects of administration and by laying a solid foundation for CLAC. The new executive director will find a more visionary and committed staff as a result of motivational reinforcement, training, staff meetings and the new department manual.

Your encouragement and support during the past few months has allowed me to be creative in my responsibilities and capabilities. Thank you for these successful months. I will miss you Juan, as well as, all the friends that I made at the Chicano Latino Affairs Council. Your leadership provides me with many fond memories and I wish you continued success.

Sincerely,

Irene Gomez -Bethke

Interim Executive Director

Drewe Times Bethle

March 1, 1999

Mr. Juan Martinez Chair of CLAC Board of Directors 811 Nebraska Avenue E. St. Paul, MN. 55106

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Sincerely.

Irene Gomez –Bethke Interim Executive Director



Luz Maria Frias CHIEF LEGAL OFFICER

ATTORNEYS

Benjamin R. Casper Paula J. Duthoy Kate M. Hebert Susan A. Koberstein Mary M. Schouvieller Rachel A. Sibley

November 30, 1998

Irene Gomez Bethke, Executive Director Chicano Latino Affairs Council 555 Park Street, Suite 408 Saint Paul Minnesota 55103

VIA FACSIMILE AND FIRST CLASS MAIL

Dear Irene,

It was wonderful having lunch with you last week. As a follow-up to our conversation, enclosed please find my resume. I would greatly appreciate any support you can render on my behalf in your conversations with Dr. Reatha King and/or the Jesse Ventura administration.

Thank you for your friendship and assistance.

Very Truly Yours,

Luz Maria Frias



Twin Cities Public Television
The Minnesota Telecenter
172 East Fourth Street
Saint Paul, Minnesota 55101
651-222-1717

NewsNight Minnesota Survey of Guests

Thank you for your recent appearance on *NewsNight Minnesota*. We know that on the average night, more than 30,000 viewers tune in for *NewsNight*. Now, we would like to tap your experience as a guest on the program to attain greater insights into our program service.

The enclosed survey is part of our continuing efforts to improve the quality of *NewsNight Minnesota* and better gage its relevance and value to our community. By completing this survey, you will help us to gain more specific insights into *NewsNight's* impact. This information is important and useful to KTCA staff as well as to *NewsNight Minnesota* funders. The information from this survey may be used by our fund raising staff in requests for support to ensure continuation of programs such as *NewsNight Minnesota*.

Thank you, in advance, for completing and returning this survey. For your convenience, a postage-paid envelope is also enclosed.

Bill Hanley Executive Vice President, Content Twin Cities Public Television





Hispanic Advocacy and Community Empowerment through Research

February 15, 1999

Irene Bethke Gomez Chicano Latino Affairs Council 555 Park Street, Suite 408 St. Paul, MN 55103

Dear Irene Bethke Gomez,

This letter is to confirm the HACER Board of Directors meeting that we spoke of by telephone and that I asked you to reserve on your calendar.

The Board meeeting is scheduled for Tuesday, February 23, 1999, from 3:30-5:30 p.m., at Casa de Esperanza. That address is 1821 University Ave., Suite 155, in St. Paul. It is in the Midway-Griggs Building on the corner of University and Fairview Avenue.

Patti Tototozintle will be our facilitator, and guide us in this Board of Directors orientation and training on our roles and responsibilities. We will also elect Board officers at this meeting.

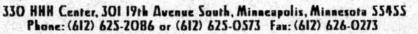
Because we have a small Board, everyone's attendance is very important! Please call me at 612-625-0573 to confirm your attendance.

Respectfully Yours,

Paul Carrizales

Executive Director









Irene Gomez-Bethke

(O) 612 824-0708 (H) 612 537-0469

4649 Decatur Avenue North New Hope, Minnesota, 55428

Objective

To obtain a leadership position for a not-for-profit organization, utilizing my leadership, management, multicultural, community relations, creative and motivational skills, resulting in the achievement of long-range organizational vision, satisfied stakeholders and an empowered staff.

Education & Executive Development

Master of Theology candidate, St. Catherine's College, St. Paul, Minnesota.

Bachelor of Arts degree, Arts Administration major, Metropolitan State University, St. Paul, Minnesota, June 25, 1988

Graduate, Reflective Leadership Program, Hubert H. Humphrey Institute of Public Affairs, University of Minnesota, 1986

Achievements

- Creative and visionary management of explosive growth in revenues, programs, people served, and stature of
 a nationally recognized leading not-for-profit cultural arts organization, along with providing staff support to
 an effective Board of Directors.
- Effective development of a comprehensive grants program and high level relationship management with key
 foundation and corporate leaders, resulting in dramatic increases in foundation and corporate funding for a
 not-for profit cultural arts organization.
- Successfully managed a department of 65, with a budget of over \$1,300,000 for the State of Minnesota, as
 Commissioner of Human Rights, being appointed by Governor Rudy Perpich and confirmed by the Minnesota
 State Legislature.
- Oversaw the implementation and enforcement of the Human Rights Act for the State of Minnesota.
 Developed and implemented a comprehensive plan that successfully reduced an historic backlog of cases.
- Strong and effective knowledge in local, state and national government affairs resulting in national recognition for organizing two national conferences, a U.S. Conference of Mayors and a National Endowment for the Humanities conference.
- Strong multi-cultural, diversity and teaching skills as evidenced in successfully teaching Introduction to Minority Studies for a Minority Studies Academic Program for a major university in Minnesota.
- Provided results oriented leadership in the management of a for-profit business unit with over 25 employees of a major department store with achieving regional recognition as the #1 status in gross sales within 5 states.
- Received recognition as one of the "Women of the Year", International Biographical Centre, Cambridge England.

Experience

Executive Director	1984 - Present
Instituto De Arte Y Cultura	
Minneapolis, Minnesota	
Adjunct Faculty and Consultant	1987 - 1989
Minnesota State University System	
St. Cloud State University, Metropolitan State University	
Commissioner of Human Rights	1982 - 1984
Minnesota Department of Human Rights	
St. Paul, Minnesota	
Administrative Aide Internship	1979 - 1982
Minneapolis Mayor Donald M. Fraser	
City of Minneapolis	
Food Service Director	1976 - 1979
Homeward Bound	
New Hope, Minnesota	
Restaurant and Deli Manager	1971 - 1976
K-Mart	
New Hope, Minnesota	

Appointments, Boards and Memberships

Women of the Year, International Biographical Centre, Cambridge England	1992	
2000 Notable Women, 5th Edition, American Biographical Institute		
Who's Who Among Hispanic Americans	1992	
Catholic Charities Board, Hispanic Ministries Advisory Board, Archdiocese of St Paul/Minneapolis	1987 - 1990	
United Way of Minneapolis Area Board of Directors		
Centro Legal Board of Directors		
Who's Who in Minnesota	1984	
Minnesota Society for Open Community Board of Directors		
Spanish Speaking Affairs Council of the State of MN, Chair. Governor Quie appointed		
Metropolitan Regional Arts Council Advisory Committee member		
Urban Coalition of Minneapolis Board of Directors		
Legal Rights Center of Minneapolis Board of Directors		
Spanish Speaking Affairs Council of the State of MN, Vice-Chair. Governor Perpich appointed		
Hispanic Advisory Committee to the Mayor and City Council of Mpls. Mayor Fraser appointed		
Centro Cultural Chicano Board of Directors	1978 - 1980	
Hispanos En Minnesota Board of Directors	1978 - 1980	

DIVERSITY OVERVIEW FOR THE 11th ANNUAL MULTICULTURAL FORUM MANY FACES, MANY TALENTS: LABOR MARKET CHALLENGES

Minneapolis, Minnesota February 24, 1999 By V. Robert Hayles, Ph.D.

A state-of-the-art definition of pluralism or diversity is "a mixture of similarities and differences." No itemized listing of differences can be complete. The focus is on the mixture. The goal of pluralism work at a personal level is to create an environment in which everyone feels included and valued - just as they would if they were among people they considered to be like themselves. The goal of diversity work at the organizational or systems level is to leverage diversity to achieve exceptional performance. This work recognizes similarities and differences while focusing on unity and diversity. But many people still ask, "Why bother?"

Personal Effectiveness

We know both from anecdotal descriptions and decades of high-quality laboratory and field research that people who learn to live and/or work in integrated settings develop stronger interpersonal, communication, and negotiation skills. Employees who engage in diversity work become more effective inside and outside of the workplace.

Social and Demographic Changes

Social and demographic changes, when ignored, lead to reduced effectiveness in social and government services, declining educational institution enrollments, and missed opportunities for business growth. Pluralism work prepares individuals and organizations to proactively address these global changes. For example, organizations and nations that become more multilingual and multicultural will be the most successful in the global marketplace. Those that accurately predict change and embrace it will outperform their competitors.

Fairness and Equity

When individuals or groups perceive that they have been treated unfairly or inequitably, they seek justice. Peaceful means are used when people feel that they will be listened to; more disturbing approaches are taken when people feel they are not being heard. Pluralism work creates a climate of fairness and equity for all.

Litigation Avoidance

Step One: "I'm mad as heck, and I'm not going to take it any more." Step Two: Lawsuit. Organizations that do competent diversity work see significant declines in complaints and litigation. Lawsuits are emotionally painful as well as expensive. Settlements average six figures and frequently hit seven, even nine, figures in the U.S.. Smaller, but still embarrassing, settlements occur in the U.K., Canada, Japan, and even in some European countries. Diversity litigation includes stress, hostile work environment, age, disability, gender, marital status, race, sexual orientation, and more. This list is certain to grow. Fear of litigation is a powerful but unhealthy motivation for promoting workforce pluralism. It is reluctantly included here only because it reflects reality.

1

MAZ.HTOSYHW

Productivity

It is now documented that well-managed diverse teams typically outperform homogeneous teams in terms of quantity, creativity, and quality of results. Diverse teams see more aspects of each issue and make fewer mistakes. For example, the team with a Spanish-speaking member would not try to market a car called "Nova" in Spanish-speaking countries where "no va" translates to "no go." The team with an Arabic-speaking member would not array an advertisement to read from left to right in an Arabic-speaking country, where the language is read from right to left. Complex problems are best solved by multi disciplinary or cross-functional teams. The literature on diverse-team performance continues to grow and reinforce the above viewpoint with respect to many forms of human diversity.

Profitability

During the last few years, the profitability case for diversity has become increasingly clear. Investment clubs composed of women and men significantly outperform clubs composed only of men. When the five-year, 10-year, 11-year, and 20-year financial performance of companies engaged in pluralism and related progressive human resource work is compared to the performance of those that are not doing such work or are doing it poorly, the former companies significantly outperform the latter in terms of sales growth, profit growth, and performance in a down turning economy. Companies that are more successful in recruiting and retaining people of color and women are also more likely to see higher stock values and be recognized by Fortune Magazine as "most admired" companies.

Sources for Diversity Business Case

- 1. Adler, Nancy J., <u>International Dimensions of Organizational Behavior</u>, Kent Publishing Company: Boston, MA., 1986.
- 2. Cook, Stuart W., "Social Science and School Desegregation: Did We Mislead the Supreme Court?" Personality and Social Psychology Bulletin, Vol. 5, No. 4, pages 420-437, 1979.
- 3. Hayles, V. Robert, "Costs and Benefits of Integrating Persons from Diverse Cultures into Organizations," 20th International Congress of Applied Psychology, Edinburgh, Scotland, 1982.
- 4. Hayles, V. Robert, "Multicultural Workforce: Issues and Opportunities," Arizona Affirmative Action Association 14th Annual Conference, Phoenix, Arizona, May 1989.
- 5. Hayles, Robert & Russell, Armida Mendez, <u>The Diversity Directive: Why Some Initiatives Fail and What To Do About It</u>, ASTD/Irwin Professional Publishing: Alexandria, Virginia and Burr Ridge, Illinois, 1996.

- 6. Kanter, Rosabeth Moss, <u>The Change Masters: Innovation and Entrepreneurship in the American Corporation</u>, Simon & Schuster: New York, 1983.
- 7. Kravetz, Dennis J., The Human Resources Revolution, Josey-Bass: San Francisco, 1989.
- 8. Levering, Robert, A Great Place to Work, Random House: New York, 1989.
- 9. Ziller, Robert C., "Homogeneity and Heterogeneity of Group Membership," in McClintock, C. G. (Editor), Experimental Social Psychology, Holt, Rinehart and Winston: New York, pages 385-411, 1972.

BEST GLOBAL PLURALISM WORK PRACTICES

- 1. Top management personally involved, providing support and held accountable
- 2. Integrated with business and human resource planning and measurement of results
- 3. Address both the marketplace and internal performance
- 4. Actions are developmentally sequenced (appropriate actions at ideal times)
- 5. Address similarities and differences --- Emphasize unity without uniformity
- 6. Include education and training on general and specific pluralism issues
- 7. Leverage other initiatives like quality and reengineering
- 8. Line and human resource leadership
- 9. Address work environment and demographics (categories determined locally)
- 10. Use and/or develop internal talent to conduct and lead the work

V. Robert Hayles, Ph.D. Effectiveness/Diversity Consultant 1449 Colleen Avenue Arden Hills, MN 55112-1939 U.S.A. (651) 628-9332 phone (651) 628-9067 fax

Copied by the University of St. Thomas with the author's permission.

February 18, 1999

Irene Gomez-Bethke Chicano Latino Peoples Affairs Council 555 Park Street, Suite 408 St. Paul, Minnesota 55103

Dear Irene,

Following our in person discussion on 2/16/99 and our telephone discussion on 2/18/1999, here is the list of things you should keep me informed about and get prior written approval. We both need to keep track of these items. This will save you and I from questions by Board Members about these items.

Please get my written approval for the following items:

- 1. Media contact i.e., press releases, appearances, or interviews.
- 2. Public Appearances i.e., public events, speaking engagements, or events where you represent CLAC.
- 3. Financial Commitments i.e., no external commitments, internal commitments above \$500.00. Any financial request should explain the nature, scope, reason(s), and benefits to CLAC. The request for funds should go to the Chair and Board Treasurer simultaneously.
- 4. Trip Reports i.e., for local conferences, workshops, seminars, etc. there should be a one page report to the Board. The report should be submitted to the Board at its next regularly scheduled meeting. For out-of-state conferences, etc. a report of 2.5 pages will be due to the Board at its next regularly scheduled meeting. You should include in the report all relevant information such as description of information obtained, segments attended, contacts made, relevance of contacts to CLAC, and overall benefits of attendance to CLAC.

Thank you for your cooperating on these items. Also, thank you for sharing

811 NEBRASKA AVENUE EAST ST. PAUL, MINNESOTA 55106 651-771-6421 651-772-7405 F∞× - 2 -

February 18, 1999

the information you got from Steve Gunn.

Sincerely,

Juan Martinez

Chair

Chicano Latino Peoples Affairs Council

cc: Board Members

OFFICE OF THE CITY COORDINATOR

350 South 5th Street - Room 301M Minneapolis MN 55415-1393

Office (612) 673-2032 Fax 673-3250 TTY 673-2157

Kathleen O'Brien City Coordinator



October 23, 1998

Ms. Marguerite Zalamea Executive Director Chicano Latino Affairs Council 555 Park Street, Suite 408 St. Paul, MN 55103

Dear Ms.Zalamea:

Enclosed is the Executive Summary from Minneapolis' Empowerment Zone application. The entire application as well as any updates on the status are available on the City's web page (www.ci.minneapolis.mn.us) under the 'What's New' heading.

The designation decision will be made in late December of this year. After we are designated, we will be asking for your further assistance in implementing the Strategic Plan.

We are quite pleased with the end product and have received very positive feedback. We are optimistic about our chances of being designated. If you have any further questions please feel free to call me at 673-2348.

Sincerely,

Ken Brunsvold

Em Brunswid

Director, Grants & Special Projects

EXECUTIVE SUMMARY

Minneapolis - the city that works by working together.

We -- the residents, business community, political leaders, educators, organized labor and service providers of Minneapolis -- will demonstrate in this Empowerment Zone application how a city can work together, through extensive citizen participation, to uplift the lives of families in our poorest communities, grow and retain our middle class and improve the well-being of the City as a whole. We enjoy a rich history of successful partnerships and collaborations among community stakeholders, and these positive relationships are one of the primary reasons Minneapolis is known nationwide as a city that "works."

With Empowerment Zone designation, we will:

- Improve the investment climate for those who power the engines of business and commerce and increase their participation in a much-needed transformation of struggling inner-city communities
- Create new, real-wage jobs and make accessible those already available by offering services and systems for our least employed so they can successfully participate, gain economic independence and build strong families
- Guide the enthusiasm with like-minded men and women from all the City's sectors, forming a partnership fueled by a shared belief in family strength, empowerment and a keen sense of opportunity

And, certainly, no more critical opportunity presents itself today than participation in the Empowerment Zone initiative. It is an opportunity we accept with enthusiasm and gratitude, and we will demonstrate in this Empowerment Zone application how our city will work together, guided by meaningful citizen participation, to:

- offer opportunities for new economic ventures and jobs
- assist our poorest residents in their quest for economic independence
- · grow and sustain our still-viable middle class and
- improve the well-being of Minneapolitans as a whole

Minneapolis enjoys a significant history of successful cooperation among community and business stakeholders, and these positive relationships are the reason we are known nationwide as a city that works.

Minneapolis has one of the highest concentrations of poverty of any metropolitan area and the largest income disparity between whites and minorities in the country.

60 percent of Minneapolis children who live in the Empowerment Zone are in poverty.

Yet, despite our nationally-recognized social programs and reputation for "good government," Minneapolis has one of the highest concentrations of poverty of any metropolitan area, coupled with the largest income disparity between whites and minorities in the country. The areas Minneapolis will include in its Empowerment Zone have seen an increase in juvenile crime, housing deterioration, poor educational attainment and a rapidly increasing immigrant population of non-English speaking residents. This combination of factors is not only challenging, but potentially volatile.

The Minneapolis Empowerment Zone encompasses 6.7 square miles, 19 of Minneapolis' 81 neighborhoods and 49,000 residents. Two portions of the city with areas of pervasive poverty - one in north Minneapolis and one in south Minneapolis - comprise our Empowerment Zone area. A wide range of ethnic groups are represented within each portion of the Zone, with African Americans accounting for 32 percent of the population, Native Americans 11.5 percent, Asian/Pacific Islanders 9.7 percent, and Hispanics 3.7 percent. The unemployment rate in the Zone hovers around 14 percent and 45 percent of Zone residents are not in the labor force. Fifty-six percent of Minneapolis murders occur within the Zone, and close to 70 percent are gang-related. And, perhaps the most alarming statistic of all, 60 percent of children living in the zone are poverty-stricken.

In Minneapolis, these difficult truths are offset by a persistent optimism - based in fact - that the city is, by and large, a vital, exciting and safe place. This optimism is buoyed by a shared belief that strong social programming is not only a moral imperative but an essential element of good business.

Thus, at the heart of our Empowerment Zone Strategic Plan is this region's strong, diverse economy, combined with the City of Minneapolis' successful partnerships with the private sector in addressing many of the city's most severe problems. Each of the initiatives in our Plan has at its core the belief that strong families provide the backbone for a stable community. Our Empowerment Zone Strategic Plan contends that only with a holistic approach to problem-solving - and recognizing that poverty is interwoven with lack of training, inadequate child care, poor housing, work unreadiness, addiction and violence - does a family in poverty have a chance to enter the economic mainstream.

Our Empowerment Zone Strategic Plan links programs, families and employers together to provide a safety net as Zone residents enter the economic mainstream. Most social services for low-income people are not designed to assist in emergencies nor do they have accessible operating hours so services can be delivered when needed most. In addition, fragmented social services are often overwhelming and confusing to families; for those that are working, these services are seldom available in the workplace. Therefore, our Empowerment Zone Strategic Plan links the programs, families and employers together to provide a safety net as people enter the economic mainstream. The Minneapolis Empowerment Zone Strategic Plan will demonstrate how strengthening families occurs not only through job creation but through Work/Family Links at the work site.

The mission of the Minneapolis Empowerment Zone Strategic Plan is to develop sustainable communities through economic development strategies and service links. As a result, inner-city families will have the tools to enter the economic mainstream, with the supports needed to sustain this upward mobility.

The five goals of the Minneapolis Empowerment Zone are:

- **Economic development strategies** that generate living wage jobs and community sustainability
- Access to a variety of **housing options** that promote family and community stability
- Neighborhood-based safety strategies that help residents combat drug-related activity, reduce juvenile crime and create safer neighborhoods
- A comprehensive education system childhood through adulthood - that prepares all Minneapolis learners for participation in the economic and social fabric of the community
- Coordinated community-based services that nurture and support young people and their families

Supporting these goals over the first two years of designation, our Empowerment Zone Strategic plan objectives and programs include:

- Economic Development To support major economic development projects that are ready for implementation and employee/employer support services, EZ funds will be targeted to the Great Lake Center in south Minneapolis, the Near North Redevelopment effort, and the Southeast Minneapolis Industrial Area.
- Housing Options To encourage stable neighborhoods within the urban core, EZ funds will be used for a variety of housing initiatives, including life-cycle communities, affordable housing and mortgage assistance.
- Crime Reduction To deter crime, Empowerment Zone funds will be directed to the development of block clubs, increased community policing, and Weed and Seed initiatives, as well as support of anti-crime infrastructure and police technology improvements.
- Education To support the preparation of all children for postsecondary options in education, EZ funds will be used for career pathways and after school activities. In addition, adult job training - so important in the necessary shift from dependence to independence - will be bolstered by Empowerment Zone activities as well as Minneapolis' job-rich economy.
- Community-Based Services To develop a comprehensive, coordinated social service network directed in part by those it serves, EZ funds will assist in decreasing service fragmentation and improving the outcome of services provided.

The success of Minneapolis' current federal Enterprise Community designation showcases our capacity to succeed as an Empowerment Zone.

The success of Minneapolis' current federal Enterprise Community designation showcases our capacity to succeed as an Empowerment Zone. As an Enterprise Community, we leveraged \$3 million in federal grant dollars into more than \$50 million in related investments (16 times the initial investment). We created 1,200 jobs and exceeded 70 percent of our Enterprise Community benchmarks. A carefully structured, successful Enterprise Community Governance Board, bolstered by Minneapolis' proven Neighborhood Revitalization Program organization, provides an enviable governance model for our Empowerment Zone

designation. The Enterprise Community provided a needed boost for our poorest neighborhoods, but the Empowerment Zone designation will allow us to broaden the impact of current programs and bring economic development and sustainability to our community.

In addition, the Minneapolis Empowerment Zone Partnership was created to shape the vision and guide the direction of the Empowerment Zone Strategic Plan. The 32-member Partnership includes Zone residents as well as representatives from Minneapolis' public sector, business and industry, foundations, non-profits, health care, education and faith-based communities. The Partnership, after Empowerment Zone designation, will be reconfigured with many of the same members, forming a governance body that guides the use of the Empowerment Zone funds and resultant leveraged resources.

Three projects represent the core Empowerment Zone activities.
Together, they offer economic opportunity, the promise of revitalization in a crumbling southside neighborhood, and much-needed housing in an area marred by a difficult past.

Three dynamic projects represent the core Empowerment Zone activities recommended for the grants' first years. Together, they offer exceptional economic opportunity, the promise of revitalization in a crumbling southside neighborhood, and much-needed housing in an area marred by a difficult past. Together, they offer great hope for true change in the lives of Minneapolis' poorest residents. These projects are:

- Redevelopment of an abandoned Sears retail outlet and warehouse in South Minneapolis on an aging commercial corridor. A mixed-industry job center will be established with an estimated 4,000 jobs created in the heart of the southside Empowerment Zone. The redevelopment, named The Great Lake Center, will include on-site child care facilities (including care for sick children), and a job training center.
- Redevelopment of Minneapolis' Near North neighborhood formerly the largest public housing complex in Minnesota into
 a mixed-income community, offering life-cycle housing, a
 nearby jobs park, new greenspace and park land amenities,
 improved technology links and re-established routes connecting
 this isolated section of the City with the rest of Minneapolis.
- Redevelopment, land clean up and resulting commercial enterprises on a sizeable, development site in the Southeast Minneapolis Industrial area. The redevelopment will create 3,000 jobs, include transportation links and job retention specialists for Zone residents working there, and benefits from Zone-related tax incentives.

These projects, which were developed through community partnerships, are ready for implementation, have detailed budgets and established funding sources and will significantly impact the sustainability of our Empowerment Zone neighborhoods.

Technology initiatives will be incorporated throughout the Empowerment Zone to further prepare for 21st Century opportunities. Innovative programs include technical and management assistance to non-profit organizations and small business associations via the Internet; a surveillance system in areas experiencing persistent drug or gang activity; technology links to police squad cars for more efficient crime tracking and arrests; social service program links and database sharing between the City of Minneapolis, Hennepin County and other social service providers; and the enhancement of Minneapolis Public Schools as a technology-rich environment for students, teachers, parents and the community.

More than \$1.5 billion private dollars have been committed to the Empowerment Zone, including more than \$600 million from our banking community and \$100 million from our local foundations.

* * *

Smart investing means putting resources where they have the best opportunity to make change and achieve objectives. Minneapolis' business and investment community recognizes success - and the potential for future success - and has invested accordingly. In support of our Empowerment Zone plans, more than \$1.5 billion private dollars have been committed, including more than \$600 million from our banking community alone. Local foundations have developed the *Minneapolis EZ Foundation Consortium* to monitor the best funding strategies for projects within the Zone and have committed more than \$100 million to the Empowerment Zone. The City, County, the University of Minnesota and many private companies have pledged funds and technical assistance to support Minneapolis' Empowerment Zone goals.

Minneapolis will demonstrate how the privilege of Empowerment Zone designation will be optimized by leveraging local resources and innovative programming to stabilize disabled communities.

Others know that Minneapolis works. At the 1998 White House Community Empowerment Conference in Washington, D.C., Minneapolis was represented on more panels than any others as the home of successful, "best practice" models. Empowerment Zone designation in Minneapolis will be met with:

- · a clear vision for the future
- strong community resources
- well-developed and supported anchor projects
- a governance system based on community participation

If designated, we will demonstrate how the privilege of Empowerment Zone designation will be optimized by leveraging local resources and innovative programming to stabilize disabled communities. We will use this privilege to make substantive change in the lives of our poorest residents, offering success as they experience economic independence. Based on our past successes and future vision, Minneapolis will be a strong partner with U.S. Department of Housing and Urban Development and the Clinton/Gore Administration in the successful implementation of our Empowerment Zone Strategic Plan.

Minneapolis Empowerment Zone Vision Statement

The City of Minneapolis envisions a future:

- where communities are sustainable and families are strong.
- where every resident benefits from the region's strong economy.
- where concentrations of poverty and economic disparity by race are the exception in the urban core.
- where successful public/private partnerships are replicated throughout the entire city.
- where economic development strategies that generate living wage jobs and community sustainability are implemented so all residents can participate in the economic success of the area, regardless of race or economic status.
- where access to life-cycle housing promotes family and neighborhood stability and where homeownership becomes a reality for all families.
- where residents have safe neighborhoods that are crime and drug free and where children are seen as the community's greatest asset.
- where a comprehensive pre-K through life education system prepares all Minneapolis learners to participate in the economic and social fabric of the community.
- where community-based services are streamlined for easier access so families can nurture and support their children at "family friendly" times and locations.
- where technology is innovative, accessible and easy to use for all city residents, organizations and agencies.

CHICANO LATINO AFFAIRS COUNCIL

STATE OF MINNESOTA

555 Park Street, Suite 408 St. Paul, MN 55103 612/296-9587



http://www.clac.state.mn.us clac.desk@state.mn.us FAX: 612/297-1297

PUBLIC SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE Thursday, March 4, 1999

NEWS ADVISORY: Twin Cities News Media

CONTACT: Irene Gomez-Bethke, Interim Executive Director

Chicano Latinos Affairs Council

651-296-9541

CHICANO LATINO COMMUNITY TO MEET WITH THE GOVERNOR

Governor Jesse Ventura will be the guest at a reception by the Chicano Latino Community. The reception will be Friday, March 5, 1999 from 1-3 PM at Boca Chica Restaurant, 11 Concord Street, St. Paul. Chicano Latino Community leaders including Ramsey County Board Chair Rafael Ortega, State Representative Carlos Mariani, Juan Martinez, Chicano Latino Affairs Council and St. Paul School Board Member, Gilbert De La O will welcome Governor Ventura.

The event is intended to start an open dialogue with our new Governor.



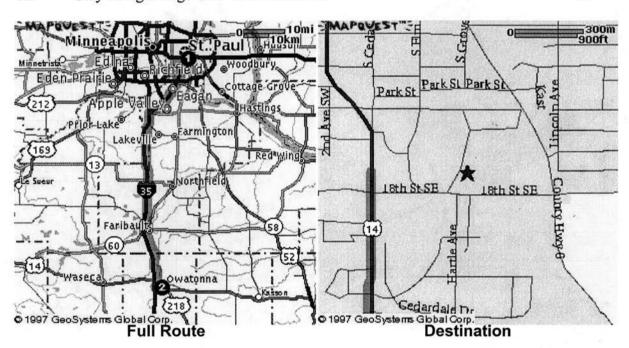
Maps - Yellow Pages - People Search - Help



Yahoo! Maps - Driving Directions

New Location

Starting From: St Paul, MN				Approximate Travel T 98 mins		
			Directions		miles	
1.	Start out g	going Northwest on	WABASHA S	T N towards 4TH ST E.	0.6	
2.	Turn LEFT to take the I-94 WEST/I-35E SOUTH ramp.				0.1	
3.	Keep LEF	T at the fork in the	ramp.	34.4	0.1	
4.	Merge onto I-35E S.				18.5	
5.	I-35E S becomes I-35 SOUTH RAMP.				0.8	
6.	Turn SLIC	GHT RIGHT onto I-	35 S.		48.1	
7.	Take the U	JS-218 EAST/US-1	4 EAST exit		0.4	
8.	Merge onto US-14 E.					
9.	Take the CR-45 ramp towards OWATONNA.					
10.	Keep RIGHT at the fork in the ramp.				0.0	
11.	Merge onto CR-45.					
12.	Stay straight to go onto CEDAR AVE.				0.4	



1) Enter a starting address: 2) and a destination address:

	Street Address
Street Address	Owatonna, MN
St Paul, MN	City, State Zip or a ZIP

CHICANO LATINO AFFAIRS COUNCIL

STATE OF MINNESOTA

555 Park Street, Suite 408 St. Paul, MN 55103 612/296-9587



http://www.clac.state.mn.us clac.desk@state.mn.us FAX: 612/297-1297

PRESS ADVISORY

Thursday March 11, 1999 FOR IMMEDIATE RELEASE For more information call: Mario Hernandez(651)297-3181

INTERIM EXECUTIVE DIRECTOR ACCEPTS NEW POSITION

Irene Gomez-Bethke, Interim Executive Director for the Chicano Latino Affairs Council for the State of Minnesota has resigned her position effective Friday March 12, 1999. Ms. Gomez –Bethke has accepted a position with the Federal government, Census Bureau. Ms.Gomez-Bethke has been with the Chicano Latino Affairs Council since October 5, 1998. During her tenure, she was very concerned about establishing a good foundation for the next permanent executive director, She was successful in meeting the following goals:

Developed the human resources through staff training, promotion, Initiated an Internship program, that produced the new Bilingual Directory. Restructured the Agency for stability and continuity. Developed a Board of Director's and Department manual. Initiated the a cultural and trade exchange project with Colombia. Initiated a plan with the MN Children, Family and Learning to do an educational project establishing a clearinghouse, advisory committee, and to do research on Latino students.

Collaborated and formed with community based organizations; CLUES, La Oportunidad, La Prensa de Minnesota and the Saint Paul Foundation the Aid to Central America Committee. They raised \$142,000 to aid the five countries affected by Hurricane Mitch.

The most recent accomplishment was the collaboration with (CLUES), Chicanos Latinos Unidos En Servicios, (CLLA) Chicano Latino Leadership Association to co-sponsor the highly successful reception to honor Governor Jesse Ventura and meet the Hispanic community.

Ms. Gomez-Bethke states "The highly qualified and dedicated staff of the Chicano Latino Affairs Council were an important factor and very instrumental in achieving all these accomplishments. I appreciated working with Juan Martinez, Chair for the Chicano Latino Affairs Council. I welcomed the opportunity and challenge given to me by the Chicano Latino Affairs Council Board and feel pride in having contributed to their efforts."



The Chicano Latino Affairs
Council (formerly Spanish
Speaking Affairs Council;
hereinafter CLAC) was created
by the state legislature in 1978.
The primary mission of CLAC is
to advise the Governor and state



legislature on issues of importance to Minnesota's
Chicano/Latino communities. In addition, CLAC
serves as the liaison between state government and Minnesota's Chicano/Latino
community. CLAC educates state legislators and agency heads, the media, and
the general public about the accom-

plishments and achievements of Chicano/Latinos, and raises general awareness about the problems facing Chicano/Latinos. CLAC also serves as a referral agency, ensuring that Chicano/Latinos are connected to the appropriate state and community organizations to address concerns ranging from immigration and public

assistance to discrimination and education. The AL DIA, a monthly newsletter published by CLAC, contains vital information on a wide variety of topics, and is distributed state-wide to Chicano/Latino organizations, businesses, individuals, and to state government officials. Further, CLAC publishes the Bilingual Directory, a resource book, which contains a listing of organizations, businesses, churches, media and networking groups which are either owned by and/or service the Minnesota Chicano/Latino community. CLAC becomes involved with other projects from time to time, such as annual voter registration campaigns and the CLAC Latino Youth Conference.

555 Park Street Suite 408
Saint Paul, MN 55103
Phone 612/296-9587
Fax 612/297-1297
E-mail: clac.desk@state.mn.us
http://www.clac.state.mn.us

CLAC AND THE POLITICAL PROCESS

Minnesota's legislative session usually runs from January through June. During these months, CLAC is at the state Capitol monitoring legislation, meeting with state legislators, testifying at hearings, and generally ensuring that Chicano/Latino issues are heard during the legislative session. CLAC has been, and continues to be, instrumental in ensuring that the needs and concerns of Minnesota's Chicano/Latino immigrant communities are given consideration during the reshaping of federal and state welfare and immigration laws. In addition. CLAC has initiated and currently monitors bills dealing with employment; English as a second language and citizenship classes; crime prevention and intervention; education; anti-discrimination; and housing, among others. For more information about the legislative process, contact the CLAC office at 612/296-9587 or 1-888/234-1291.

POPULATION SERVED BY CLAC STAFF AND BOARD

CLAC consists of a four-person staff and an elevenmember board of directors. Each board member is appointed by the Governor of Minnesota. The CLAC staff and board provide a voice in the legislature for an estimated 85,000 Chicano/Latinos who reside in the state of Minnesota. In addition, CLAC reaches out to 15,000 - 25,000 agricultural workers who work in Minnesota each year.

HOW CAN YOU PARTICIPATE?

There are many ways to become involved with CLAC and to participate in the Chicano Latino community. If you are interested in becoming involved in the political process, volunteering for the youth conference and/or voter registration drives, or just want to learn more about CLAC, please contact 612/296-9587, 1-888/234-1291, clac.desk@state.mn.us or http://www.clac.state.mn.us.

Chicano Latino Affairs Council

El Chicano Latino Affairs
Council (antes conocido como el
Spanish Speaking Affairs Council;
de ahora en adelante CLAC) fue
creado por la legislatura estatal
en 1978. El objetivo principal de
CLAC es el de aconsejar al



Gobernador y a la legislatura acerca de los asuntos de importancia para la comunidad Chicana/Latina de Minnesota. Además, CLAC sirve como el enlace entre el gobierno estatal y la comunidad Chicana/Latina de Minnesota. CLAC educa a los legisladores estatales y jefes de agencias, a los medios de comunicación, y al público en general acerca de los

éxitos de los Chicano/Latinos, y crea conciencia general acerca de los problemas que enfrentan los

Chicano/Latinos. CLAC también sirve como agencia de referencias, asegurándose que los Chicano/Latinos

se conecten con las agencias estatales y comunitarias adecuadas, para enfrentar problemas tales como inmigración y asistencia publica así como dis-

criminación y educación. El AL DIA es una publicación mensual de CLAC, la cual contiene información importante con una variedad de temas, y es distribuida por todo el estado a organizaciones Chicana/Latinas, negocios, individuos, y oficiales del gobierno estatal. Además, CLAC publica el Directorio Bilingüe, un libro de recursos que contiene información acerca de organizaciones, negocios, iglesias, medios de comunicación y grupos sociales, los cuales tienen como propietarios a Chicano/Latinos y/o proporcionan servicios a la comunidad Chicana/Latina de Minnesota. CLAC ocasionalmente participa en otros proyectos tales como la campaña de 1996 para registrar a votantes y la conferencia de 1997 para jóvenes Latinos.

555 Park Street Suite 408
Saint Paul, MN 55103
Phone 612/296-9587
Fax 612/297-1297
E-mail: clac.desk@state.mn.us

http://www.clac.state.mn.us

CLAC Y EL PROCESO POLITICO

La sesión legislativa de Minnesota normalmente dura desde enero hasta junio. Durante estos meses, CLAC se pasa la mayoría del tiempo en el capitolio del estado evaluando legislación, reuniéndose con legisladores estatales, testificando durante audiencias, y generalmente asegurando que los temas relacionados con Chicano/Latinos se tomen en serio durante la sesión legislativa. CLAC ha sido y continuará siendo instrumental en el proceso para asegurar que las necesidades y preocupaciones de las comunidades inmigrantes de Chicano/Latinos en Minnesota sean consideradas durante la reforma a las leyes federales y estatales de asistencia social e inmigración. Además, CLAC inicia y/o evalúa iniciativas de ley acerca de empleo; inglés como segundo idioma y clases de ciudadanía; prevención e intervención de crímenes; educación; discriminación y vivienda, entre otros. Para mas información acerca del proceso legislativo, llame la oficina de CLAC a 612/296-9587 o al 1-888/234-1291.

POBLACION SERVIDA POR EL PERSON-AL DE CLAC Y LA MESA DIRECTIVA

CLAC consiste de un personal de cuatro empleados y una mesa directiva de once miembros. Cada miembro de la mesa directiva es nombrado/a por el Gobernador de Minnesota. El personal de CLAC y la mesa directiva proporcionan una voz en la legislatura representando a un estimado numero de 85,000 Chicano/Latinos quienes residen en el estado de Minnesota. Además, CLAC trabaja para alcanzar de 15,000 a 25,000 trabajadores agrícolas quienes vienen a trabajar en Minnesota cada año.

¿COMO PUEDE PARTICIPAR?

Hay varias maneras en las cuales puede involucrarse con CLAC y participar en la comunidad Chicana/Latina. Si está interesado/a en participar en el proceso político, ser voluntario en la conferencia para jóvenes Latinos y/o campañas para el registro de votantes, o si solamente quiere saber mas acerca de CLAC, por favor llámenos al 612/296-9587, 1-888/234-1291, clac.desk@state.mn.us o http://www.clac.state.mn.us.

INSTRUCTIONS FOR COMPLETING EMPLOYEE'S BI-WEEKLY TIMEBOOK

PLEASE SEE YOUR BARGAINING AGREEMENT FOR EXPLANATIONS!

The paragraphs below correspond to the items on the new bi-weekly time sheet.

- Print your EMPLOYEE ID, NAME, JOB TITLE (not working title), AGENCY, DEPARTMENT ID (G----- #), and PAY PERIOD END DATE
- Write dates above days of the week.
- 3) <u>EARN CODES</u>: This is the area you will write codes in. Enter the earnings type code(s) appropriate for the type of hours worked in the first column; then enter the number of hours on the correct date and corresponding line. Note that some earning types are preprinted on the form. The following are the various earning type codes and their definitions:

Codes pre-written:

- REG Regular hours worked each day to be paid excluding lunch period.
- VAC Vacation leave hours taken. The hours used must not exceed the total number of hours shown as VACATION BEGINNING BALANCE.
- SIK Sick leave hours taken. See your bargaining agreement for explanation of
 appropriate sick leave usage. The hours used must not exceed the total number of
 hours shown as SICK BEGINNING BALANCE or, if approved, the hours shown
 as SIK BAL BEGINNING BALANCE (this is your sick bank balance).

Codes you must write in:

- AHT Alternate Holiday taken. Use this code when you <u>USE</u> your earned alternate holiday. The hours used must not exceed the amount shown as <u>ALT HOL BEGINNING BALANCE</u>. Please write the date earned in the comments box. <u>HOWEVER</u>, if you use your alternate holiday within the same pay period earned, use the procedures for the HOL code instead on the day you use it.
- ALT Alternate Holiday earned. Use this when you earn an alternate holiday.
 Write in <u>COMMENT</u> box. (i.e., "ALT earned 12/25/95").
- CT1 Compensatory time taken. The hours used must not exceed the amount shown as COMP BEGINNING BALANCE, plus any approved compensatory time previously worked in the same pay period.
- FLH Floating Holiday. Permanent employees earn one floating holiday per fiscal year.

HOL Official Holiday.

If your normally scheduled work day falls on a holiday, record:

-8 hours HOL, 12 hours S50 (if applicable) AND 8 hours OTR, CE1, or, C15;

OR-

If you choose to earn an alternate holiday, record:

-8 hours OTR, CE1, or C15 and 12 hours S50 (if applicable); and 8 hours ALT (make note of it in the comments box).

If the holiday falls on your normal scheduled day off and you do not work (i.e., overtime), record 8 hours ALT.

- JDY Paid jury duty. A copy of your court order or subpoena must be submitted with your timesheet.
- LSS A program of leave without pay (salary savings) implemented by Human Resources (during periods of budget crisis to voluntarily reduce hours but be eligible to accrue leave hours). This leave must be approved in advance. Consult Human Resources for more information.
- LWO Used for approved Worker's Compensation Leave. Consult Human Resources for more information.
- MIL Military leave taken. A copy of your orders must be submitted with the payroll.
- S50 Shift Differential. For employees who work second and third shift.
- TNG Indicate ALL training time using this code (no leave slip is required).
- WOP Leave without pay. Accruals are prorated according to the total number of paid hours worked during the pay period. This leave should be approved in advance—if possible. Consult supervisor for more information.

OVERTIME/DIFFERENTIAL OVERTIME/ETC. (Must have leave slip with explanation):

NOTE: Except for S50 (below), report actual hours worked; the payroll system will perform the necessary calculations. You must submit a completed Request for Leave and Overtime slip to your supervisor in advance for approval. The slip must be signed AND dated by both parties. The reason for overtime and comp. time earned MUST also be included on the request slip!

- C15 Compensatory time earned at time and one-half. (AFSCME)
- CE1 Compensatory time e'arned at straight time. (MAPE/MMA)
- OC2 On call pay at 25% (AFSCME and MAPE). Report actual hours on call.
 (This needs prior approval. Have supervisor fill out form on EMC2 and send your timekeeper a copy.)
- OCS On call (MMA). Report actual hours on call; additionally, if called in, report actual hours worked as overtime. (This needs prior approval. Have supervisor fill out form on EMC2 and send Cathi and Sally a copy.)
- OT1 Cash overtime at straight time. (MAPE/MMA)
- OTR Cash overtime at time and one-half. (AFSCME)
- S50 Shift differential at 50 cents. Employees who work 2nd and 3rd shift receive shift differential for overtime hours worked, it is YOUR responsibility to calculate the rate at which the shift differential is earned. For example: 8 hours overtime for an AFSCME employee would earn 12 hours shift differential. Shift
 - differential earned while working overtime should be written and calculated on the line directly below the overtime earned.
- 4) TOTAL. This is not pre-printed on the form. Write "TOTAL" on the last, blank line and total each column across individually.
- 5) TOTAL ALL HOURS. Calculate all the totals of the columns and write the grand total of all the columns in the space provided--DO NOT INCLUDE WOP).
- BALANCES Use this section to keep track of your accruals for vacation, sick leave, sick leave bank, comp time, alternate/floating holiday. (ACCRUALS: See your bargaining agreement to determine the maximum amount you can accrue and for prorating your accrual if you are without pay during the pay period.)
 - Beginning Balance. Carry forward the ending balance from the previous pay period for all accruals.
 - Hours Taken Enter total hours taken during the pay period.
 - Balance Before Earned. Subtract HOURS TAKEN from BEGINNING BALANCE HOURS for each applicable column and enter the results.
 - Hours Earned. Enter hours earned (pro-rate vacation and sick leave if applicable).
 - Ending Balance Hours. Add HOURS EARNED to BALANCE BEFORE EARNED and enter results.

- 7) COMMENTS. Enter here any information pertaining to the pay period that your supervisor and/or timekeeper would need to know; e.g., workers' comp., leave without pay, alternate/floating holidays earned/taken, or vacation donation.
- 8) <u>EMPLOYEE'S SIGNATURE</u>. After completing your timebook, sign your name and work phone number, and forward it along with your signed leave slips (<u>vellow copy please</u>) to your supervisor for signature. (If you did not keep your leave slip copy, it will be returned when completed by timekeeper.)
- 9) <u>SUPERVISOR'S SIGNATURE</u>. Review timebook for accuracy, authorized Request for Leave and Overtime Slip(s), and completeness. Sign name and work phone number, forward to timekeeper for further processing.

IF YOU ARE NOT AT WORK ON THE LAST DAY OF THE PAY PERIOD AND HAVE NOT SUBMITTED YOUR TIMEBOOK, CONTACT YOUR SUPERVISOR SO THAT SHE/HE CAN MAKE ANY CHANGES AND SUBMIT YOUR TIMEBOOK YOUR TIMEKEEPER BY THE DEADLINE. (It might also be a good idea to sign the last page in your timebook to be used if you are out.)

ALCOHOL AND OTHER DRUG USE BY STATE EMPLOYEES

DEFINITIONS

Work-related Alcohol and Other Drug Abuse: Defined as the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, or marijuana or the use of prescription drugs when resulting behavior or appearance adversely affects work performance.

Adversely Affects Work Performance and "Under the Influence": Shall be determined to be present:

- if the employee is perceptibly impaired.

- if the employee has impaired alertness, coordination, reactions, responses, or effort.

- if the employee's condition threatens the safety of him/herself or others.

 if the employee's condition or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public's perception of the state as an employer as determined by the supervisor or manager or others observing the employee.

Controlled Substance: Means those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens, and cannabis (marijuana).

Mood-altering or "Alter": Means changed behavior which may limit an employee's ability to safely and efficiently perform his/her job duties, or poses a threat to the safety of the employee or others.

State Employee Assistance Program: The state has in place a formal Employee Assistance Program to assist employees in addressing problems such as alcohol or other drug abuse. Employees who have an alcohol or other drug abuse problem are encouraged to seek a professional assessment from the Employee Assistance Program before the problem affects their employment status. Participation in this program is voluntary and confidential, except as may be required pursuant to Public Law 100-690. Title V. Subtitle D.

Non-discrimination: The state's policy on work-related substance abuse is non-discriminatory in intent and application. However, in accordance with Minnesota Statutes, Chapter 363, disability does not include any condition resulting from alcohol or other drug abuse which prevents a person from performing essential functions of the job or creates a direct threat to property or the safety of individuals.

Consequence of violations: Violations of this policy may constitute just cause for discipline, including possible discharge. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances involved.

PROHIBITIONS

- A. No employee shall report to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect his/her alertness, coordination, reaction, response, judgement, decision-making, or safety.
- B. No employee shall operate, use, or drive any equipment, machinery, or vehicle of the state while under the influence of alcohol, marijuana, controlled substances, or other moodaltering drugs. Such employee is under an affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use, or drive state equipment.
- C. No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance in the workplace or wherever the state's work is being performed.

During work hours or while on state premises, no employee shall use, sell, possess, or transfer alcoholic beverages, with the following exceptions:

- Consumption, possession, sale, or purchase of alcohol when authorized by a commissioner under separate statutory or executive agency authority.
- Possession of alcohol while being transported in a state vehicle in compliance with applicable statutory requirements.
- Possession of alcohol while in an employee's personal vehicle on the state's premises
 in compliance with applicable statutory requirements.

Additionally, employees shall not participate in these activities during rest breaks or during overtime work.

- D. Engaging in off-duty sale, purchase, transfer, use, or possession of illegal drugs or controlled substances may have a negative effect on an employee's ability to perform his/her work for the state. In such circumstances, the employee is subject to discipline.
- E. When an employee is taking medically authorized drugs or other substances which may alter job performance, as defined in III(D) above, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position.
- F. Agencies shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession at work or on State premises. Where appropriate, agencies shall also notify licensing boards.
- G. Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the State. Employees are advised that in any situation subsequent to the intake of alcohol where the employee must continue conducting the state's business, any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including discharge.

NO SMOKING POLICY

There will be no smoking in state buildings, loading docks, handicap access ramps, or at front entrances to buildings. Smoking is prohibited at public entrances and public access areas.

Smoking is prohibited in Administration's state-owned or leased vehicles.

SMOKING

Includes lighted cigarettes, cigars, pipes, or any other lighted smoking materials.

SCOPE OF COVERAGE

All buildings managed or leased by the State of Minnesota. In cases where only a portion of the building is leased by the State, that portion of the building is covered.

HARASSMENT POLICY

It is the department's policy to provide a work environment free from unlawful discriminatory harassment and to prohibit retaliation against those employees who report such conduct. It is the department's policy to prohibit any behavior of co-workers, supervisors, or managers that is unwelcome, personally offensive, insulting, or demeaning.

Discrimination: Unequal treatment, intentional or unintentional, based on protected characteristics (any feature, aspect, condition, opinion, or the like, which have no relation to one's ability to perform a particular job, such as race, color, creed, sex, age, marital status, sexual orientation, national origin, specific disability, reliance on public assistance, religion, or political opinions or affiliation).

Discriminatory Harassment: Behavior of one or more employees toward another employee based on race, color, creed, sex, age, marital status, sexual orientation, national origin, specific disability, reliance on public assistance, religion, or political opinions or affiliation, which serves to trouble, worry, or torment that employee and which has a detrimental effect on the employee's work performance or which creates an intimidating, hostile, or oppressive working environment.

Sexual Harassment: Unwelcome sexual advances; requests, demands, or subtle pressure for sexual favors or sexual activity of another employee; and other verbal or physical conduct of a sexual nature (e.g., lewd comments or gestures, unwanted, intentional physical contact of a sexual nature, and subjecting fellow employees to written or pictorial materials of a sexual nature) when:

- Submission to such conduct is made either explicitly or implicitly a term or condition
 of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct is offered in order to receive special treatment or in exchange for or in consideration of any personnel action;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's
 work performance or creating an intimidating, hostile, or offensive working
 environment.

General Harassment: Acts of general harassment are behaviors that are unwelcome, personally offensive, insulting or demeaning. They include but are not limited to:

- Exclusion from orientation or teamwork.
- Repeated disparaging, belittling, demeaning, or insulting remarks.
- Repeatedly making the employee, or a characteristic unique to the employee, the butt of jokes.
- Repeated ridicule of an employee.
- Sabotage of an employee's character, reputation, work efforts or property.
- Unequal assignment of the "dirty work."

See the Human Resources Policy and Procedures Manual for the procedures for reporting harassment.

CODE OF ETHICS/CONFLICT OF INTEREST

DESCRIPTION

This policy describes the statutory rules of conduct by which all state employees must abide.

Business: Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity which engages either in nonprofit or profitmaking activities.

Code of Ethics: Established regulations for all state employees to avoid conflict of interest between job responsibilities and personal interests.

Confidential information: Any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in nonsummary form, may provide unfair economic advantage or adversely affect the competitive position of an individual or a business.

Conflict of interest: When an employee uses or attempts to use his/her official position to secure benefits or privileges for the employee, the employee's family, or an organization in which the employee is associated if those benefits and privileges are different from those available to the general public. Also, if an employee receives or accepts money or anything of value from anyone other than the state for an act which the employee is expected to perform in the regular hours of state employment or as part of his/her regular job duties.

Employee: Any classified or unclassified employee of the executive branch.

Nominal value: Having a value in name only-no market or retail value.

Personal interest: An interest, including but not limited to a pecuniary interest, which pertains to a person. firm, corporation, or association whereby such entity would gain a specific benefit, privilege, exemption, or advantage from the action of a state agency.

Private interest: Any interest, including but not limited to a financial interest, which pertains to a person or business whereby the person or business would gain a benefit, privilege, exemption, or advantage from . the action of a state agency or employee that is not available to the general public.

GENERAL INFORMATION

Acceptance of gifts: Except from the State of Minnesota, it is illegal for an employee to offer, request. give, or receive anything of value for performance of job duties, including:

- Additional compensation
- Reward
- Service
- Promise of future employment or future benefit

Exceptions:

Gifts of forminal value.

Plaques or similar mementos recognizing individual service.

Reimbursement of actual expenses incurred that are not reimbursed by the state and that have been approved in advance by the supervisor as part of a work assignment.

Honoraria or expenses paid for presentations done by employees on their own time for which they are not compensated by the state and which would not be considered part of their job duties.

Outside employment: State employees are allowed to conduct another business or be employed elsewhere as long as they do not:

Use their state position to secure undue advantage.

Accept a position which would affect their independence of judgment or which is directly or indirectly under their review.

· Use state time, property, influence, or confidential information.

· Receive payment for work they are expected to do during their regular employment.

Directly compete against the state for services the state provides.

State employees may not contract with another state agency for provision of consultation services or professional and technical services.

State employees may not accept outside employment or a contractual relationship which will affect their independence of judgment on the job.

State employees may not be employed by a business which is subject to his or her direct or indirect control, inspection, review, audit, or enforcement.

State employees may not be involved in a private interest which directly competes with the State for the provision of services.

Limitations on appearances/involvement: Current employees may not appear before their own agency on someone else's behalf unless it is part of their job to do so.

Restrictions on personal use of state assets:

Employees may not use or allow the use of supplies, equipment, property, facilities, information, position, time, or influence for a use inconsistent with job-related purposes.

 Employees may purchase state surplus property only after going through public notice and bidding procedures.

Employees may not use state cars for personal use.

Employees may not use confidential information to further their private interests.

Employees may not use or allow the use of state time, supplies, property, or equipment for
their private interest or for any other use not in the interest of the state.

It is a conflict of interest if an employee uses for private gain or advantage state time.
 facilities, equipment or supplies, badge, uniform, prestige, or the influence of their state office.

Purchase of government property/merchandise: No employee shall sell or procure for sale or possess or control for sale to any other employee any property or materials owned by the state or a subdivision, except real property, and not needed for public purposes, may be sold to an employee of the state or the subdivision after reasonable public notice at public auction or by sealed bid if the employee is the highest responsible bidder and is not directly involved in the auction or sealed bid process. Requirements for reasonable public notice may be prescribed by other law or ordinance so long as at least one week's published or posted notice is specified. A state employee may purchase no more than one motor vehicle from the state in any 12-month period. A person violating the provisions of this section is guilty of a misdemeanor. This section shall not apply to the sale of property or materials acquired or produced by the state or subdivision for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee from selling or possessing for sale public property if the sale or possession for sale is in the normal course of the employee's duties.

Acceptance of advantage by state employee: No employee in direct contact with suppliers or potential suppliers to the state contract by establishing specification, testing purchased products, evaluating contracted services, or otherwise has official involvement in the purchasing or contracting process may:

 Have any financial interest or have any personal beneficial interest directly or indirectly in contracts or purchase orders for goods or services used by, or purchased for resale or furnished to a department or agency of the state; or

Accept directly or indirectly from a person, firm, or corporation to which a contract or purchase order has been or may be awarded, a rebate, gift, money, or anything of value other than items of nominal value. No such employee may further accept any promise, obligation, or contract for future reward.

See the Human Resources Policies and Procedures Manual for the procedure on the determination of conflict of interest.

DATA CLASSIFICATIONS

The six sections which follow explain how "personnel data" and other data related to employment issues are classified under the MGDPA's classification scheme.

As a general rule ...

Data on individuals. (Sections 1, 2 and 3)

Personnel data on an individual may be public, private or confidential.

Personnel data is presumed to be private unless it is designated specifically as public under Minn. Stat. § 13.43 of the MGDPA. Thus, only that data specifically listed as public in that section is accessible to the public. The remaining data is private.

Generally, private personnel data is accessible to the subject of the data - the employee or applicant. However, when an investigation is pending, some personnel data on an individual is classified as confidential and thus is not accessible to the data subject.

In addition, when private data has multiple subjects, access by the data subjects may be limited.

NOTE: Chapter 13 establishes a presumption that government data is public unless a law or temporary classification provides otherwise (Minn. Stat. § 13.01, subd. 3). However, because Chapter 13 also specifically makes all personnel data private unless expressly made public, this presumption does not apply to personnel data. (Minn. Stat. § 13.43, subds. 2 and 4)

Data not on individuals. (Sections 4, 5 and 6)

State agencies also collect and maintain employment-related data which is not on individuals. Such data may be public, nonpublic, or protected nonpublic.

Generally, employment-related data which is not on individuals is presumed to be public unless the data is otherwise classified by law as nonpublic or protected nonpublic.

NOTE: Unless otherwise expressly provided by a particular statute, the classification of data is determined by the law applicable to the data at the time a request for access to the data is made, regardless of the data's classification at the time it was collected, created, or received. (Minn. Stat. § 13.03, subd. 9)

1. CLASSIFICATION: PUBLIC DATA ON INDIVIDUALS

Definition: Data which is on individuals and is accessible to the public.

In general, personnel data on individuals is assumed to be private or confidential unless it has specifically been designated public.

Public Data on Current and Former Employees (Minn. Stat. § 13.43, subd. 2)

Only the following data on current and former employees*, volunteers, independent contractors, and members** of advisory boards or commissions is public. It must be given to anyone who asks for it.

- name
- actual gross salary
- salary range
- · contract fees
- actual gross pension
- . the value and nature of employer paid fringe benefits
- the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary
- job title
- job description
- education and training background
- · previous work experience
- · date of first and last employment
- the existence and status of any complaints or charges against the employee,
 whether or not the complaint or charge resulted in a disciplinary action
- the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body
- the terms of any agreement settling administrative or judicial proceedings
- work location
- a work telephone number
- badge number
- honors and awards received
- payroll timesheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of timesheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data
- · city and county of residence

See Appendix B for an explanation of these data elements.

- *EXCEPTION: All data related to individuals who are employed as undercover law enforcement officers is private. (Minn. Stat. § 13.43, subd. 5)
- **NOTE: In addition to the data listed above, the home address of a member of an advisory board or commission is public. (Minn. Stat. § 13.43, subd. 3)

ZERO TOLERANCE OF VIOLENCE

POLICY

It is the policy of the Department of Administration and the responsibility of its managers, supervisors and employees to maintain a workplace free from threats and acts of violence. The department will work to provide a safe workplace for employees and for visitors to the workplace. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect.

DESCRIPTION

The department will not tolerate violence on or around department premises either by or against employees or members of the public. The department will not tolerate discrimination or harassment against any employee, applicant for employment, or member of the public because of age, race, color, creed or religion, veteran status, sex, disability, marital status, sexual preference, public assistance status, national origin/ancestry, or political opinions or affiliations.

DEFINITIONS

Workplace violence encompasses a wide range of behaviors that can include aggression by coworkers, criminal assault in the work area, or direct or indirect threats of physical harm.

GENERAL INFORMATION

It is the goal of the Minnesota Department of Administration to achieve a work environment which is free from threats and acts of violence. The department will not tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, department customers, or other workplace visitors, and by department customers or visitors directed against department employees.

The Department of Administration's policy on work-related violence includes:

- The department will actively work to prevent and eliminate acts of work-related violence.
- The department will respond promptly, positively and aggressively to deal with threats
 or acts of violence. This response will include timely involvement of law enforcement
 agencies, when appropriate.
- The department hereby adopts, and will work to enforce, a policy of prohibiting
 possession of firearms and other dangerous weapons in the workplace.

COMMISSIONER'S STATEMENT OF COMMITMENT

TO AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

As Commissioner of the Department of Administration, I endorse and support the State's Affirmative Action Program and our department's Affirmative Action Plan. To assure that positions are equally accessible to all qualified persons and ensure a balanced work force, fully representative of all protected groups, the Department of Administration will make every effort to recruit, hire, support and retain qualified protected group members.

Managers and supervisors will be held accountable for ensuring that the Affirmative Action Program is implemented since these are the people who can ultimately have the greatest effect on the program. Each manager and supervisor shall have a statement in his/her position description delineating the affirmative action responsibilities and will be reviewed annually on the basis of their performance in this area.

In order to implement our plan, I have designated Sue Wickham to serve as our affirmative action designee. Our plan is posted on the Human Resources Office bulletin board located in Room 114 Administration Building.

I strongly encourage all employees to become acquainted with our Affirmative Action Plan. It is the responsibility of each employee to promote and apply the principles of equal opportunity in their work and to cooperate fully with the department's plan of action. Affirmative action is a positive effort to utilize the skills and resources, not only of those who have been denied opportunity in the past, but of all present and potential employees. I urge all Administration employees to join me in a continuing effort to make equal employment opportunity a reality.

Elaine S. Hansen

Commissioner, Department of Administration

Date

AFFIRMATIVE ACTION POLICY

"TO ASSURE THAT POSITIONS ARE EQUALLY ACCESSIBLE TO ALL QUALIFIED PERSONS AND TO ELIMINATE THE UNDERUTILIZATION OF QUALIFIED MEMBERS OF PROTECTED GROUPS," THE DEPARTMENT OF ADMINISTRATION WILL MAKE EVERY EFFORT TO RECRUIT, HIRE, SUPPORT AND RETAIN QUALIFIED PROTECTED GROUP MEMBERS.

43A.19 AFFIRMATIVE ACTION

Subdivision 1. Statewide Affirmative Action Program. To assure that positions in the executive branch of the civil service are equally accessible to all qualified persons, and to eliminate the underutilization of qualified members of protected groups, the commissioner shall adopt and periodically revise, if necessary, a statewide affirmative action program. The statewide affirmative action program shall consist of at least the following.

- Objectives, goals and policies;
- Procedures, standards and assumptions to be used by agencies in the preparation
 of agency affirmative action plans, including methods by which goals and
 timetables shall be established;
- Analysis of separation patterns to determine the impact on protected group members; and
- Requirements for the periodic submission of affirmative action progress reports from heads of agencies.

The commissioner shall designate a state director of diversity and equal employment opportunity who may be delegated the preparation, revision, implementation and administration of the program. The commissioner of employee relations may place the director's position in the unclassified service if the position meets the criteria established in section 43A.08, subdivision 1a.

Subdivision 2. Agency Affirmative Action Plans. The head of each agency in the executive branch shall prepare and implement an agency affirmative action plan consistent with this section and rules promulgated pursuant to section 43A.04, subdivision 3. No agency affirmative action plan may be implemented without the commissioner's approval.

Subdivision 3. Exemptions. Implementation of the provisions of this section shall not be deemed a violation of other provisions of Laws 1981, Chapter 210 or Chapter 363.

REASONABLE ACCOMMODATION PROVISION Under the Provisions of the Americans with Disabilities Act

POLICY

It is the policy of the Department of Administration to encourage the employment and promotion of any qualified person including persons with disabilities. If the reason for the denial of employment or advancement in employment is the need to make reasonable accommodations to the physical or mental needs of a disabled employee or job applicant, it must be demonstrated that:

- the accommodation would impose an undue hardship on the agency;
- the accommodation does not overcome the effects of the person's disability; or
- the person with a disability is not qualified to perform that particular job.

Administration's reasonable accommodations policy applies to all departmental employees with any known physical or mental limitations, and any job applicant requesting accommodation during the hiring process.

Administration will provide accommodations to qualified disabled employees and job applicants when such accommodations are directly related to performing a job or competing for a job on an equal basis. Accommodation will not be required for non-job related personal needs of individuals even though they may have a disability. In such cases questions may arise as to whether the accommodation is personal or job related. The primary factors to consider in making accommodations is whether the accommodations will enable the person to perform the job on an equal basis, in the most cost effective manner, and in the most integrated setting possible.

Transportation to and from work is the responsibility of the employee. The Department of Administration will not provide transportation to or from work as part of reasonable accommodation.

SCOPE

This policy statement establishes the department's workforce standard for accommodation to the needs of employees with disabilities. Reasonable accommodation requirements apply to both job applicants as well as current employees.

DEFINITIONS

Persons with Disabilities

A person with a disability, for purposes of this policy, is anyone who meets the definition as stated in the Section 504 regulation of the 1973 Rehabilitation Act as amended in 1978,

sub-part A, section 84.3 jl-2 and k104 and Chapter 363 of the State Human Rights Act. A person with a disability is anyone who:

- Has a physical or mental impairment that materially limits one or more of such person's major life activities;
- Has a record of such impairment, which means that a person has a history of or
 has been misclassified as having a mental or physical impairment that materially
 limits one or more major life activities;
- Is regarded as having such an impairment which means:
 - Has a physical or mental impairment that may not materially limit major life activities but that is treated by an employer as having such a limitation;
 - Has a physical or mental impairment that materially limits major life activities only as a result of the attitudes of others toward such impairment; or
 - Has no impairment but is treated by an employer as having an impairment.

An employee with an acute, disabling condition which is expected to be temporary, such as appendicitis, a broken arm, pulled muscle, etc., will not meet the definition of qualified person with a disability. In most cases, these individuals will require short-term methods of reasonable accommodation such as schedule modification, limited work assignments, medical leave of absence, etc., until they can return to their usual work schedule. If a residual medical impairment is determined and a permanent condition is demonstrated, the provision of permanent reasonable accommodation will be considered.



Minneapolis Branch

2115 Stevens Avenue Minneapolis, Minnesota 55404 (612) 870-1661



October 20,1998

Ms. Irene Gomez-Bethke Chicano Latino Affairs Council 555 Park St. # 408 St. Paul, Mn 55l03

Dear Ms. Bethke:

This letter will confirm the time and date of your panel participation for the members of the Minneapolis branch of the American Association of University Women. We are so pleased that you have agreed to be on our program that will discuss concerns and issues of the new immigrants. You are scheduled to speak on Monday, November 2 from I0:45 to II:45 A. M. The address is 2II5 Stevens Avenue South, Minneapolis, Mn. You may park in the circle in front of the Gale Mansion, our clubhouse. I have enclosed directions to the address.

Also on the panel will be representatives of the Hmong and Somali communities. Our moderator is Jane Graupman from the International Institute. Also enclosed are the questions we expect to address in a free-flowing discussion, followed by questions from the audience.

I look forward to receiving a brief biography from you that I can use in my introduction. Please send it to me at 905 Dartmouth Avenue S. E., Mpls., Mn 554I4.

I look forward to visiting with you further at lunch as our guest. I would like to meet you at our front door at 10:15 on Monday, November 2. If you have any questions please call me at 33I-I606. Thank you very much for your participation. I am especially grateful for your helping us at such a late date.

Sincerely,

Shirley S. Olson

1. alkan

Some of the issues and questions we would like to address in the panel discussion are:

- I. A brief personal history of the events that propelled your emigration.
- 2. What have been some of the difficulties of resettlement for your communiy?
- 3. How has Minnesota aided your comunity in the process of resettlement?
- 4. What kinds of self-help groups has your community organized, and what do you see as their contribution?
- 5. How has your community continued to support y our cultural values and introduce your culture to the Twin Cities community? Also, please describe the business and commercial growth of your community?
- 6. What are your continuing concerns? What more needs to be done and supported?



University Women

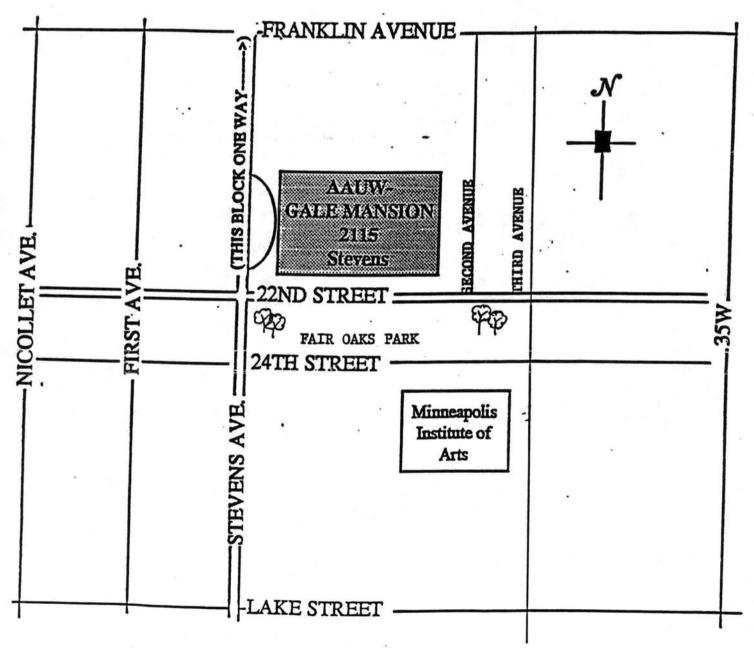
Minneapolis Branch

2115 Stevens Avenue Minneapolis, Minnesota 55404 (612) 870-1661



Directions to

AAUW Minneapolis Branch Club House/Gale Mansion



(SEE OVER FOR WRITTEN DIRECTIONS TO AAUW)



AMERICAN
ASSOCIATION OF
UNIVERSITY
WOMEN

Minneapolis Branch

2115 Stevens Avenue Minneapolis, Minnesota 55404 (612) 870-1661



DIRECTIONS TO THE GALE MANSION

The Gale Mansion. home of the Minneapolis Branch of the American Association of University Women. is located at 2115 Stevens Avenue, just one block south of Franklin and two blocks east of Nicollet. Stevens Avenue is one-way heading north between 22nd Street and Franklin Avenue.

Directions: 35W from the North

Follow signs for 11th Avenue exit.

Turn left onto 11th Avenue, proceed 2 blocks to Franklin Avenue

Turn right onto Franklin, proceed to 3rd Avenue.

Turn left onto 3rd Avenue, proceed one block to 22nd Street.

Turn right onto 22nd Street, proceed two blocks to Stevens Avenue.

2115 is on your near right corner.

Directions: 35W from the South

Follow signs for 31st St./Lake St. exit.

Turn left on 31st Street, proceed 2 blocks to 1st Avenue.

Turn right on 1st Avenue, proceed about 1 mile to 22nd Street.

Turn right on 22nd Street, proceed 1 block to Stevens Avenue.

2115 is on your far left corner.

Directions: 194 from the North

Follow signs for Lyndale exit.

Proceed on Lyndale about a mile to Franklin Avenue.

Turn left on Franklin, proceed to 2nd Avenue.

Turn right onto 2nd Avenue, proceed to end of block.

Turn right onto 22nd Street, proceed one block to Stevens Avenue.

2115 in on your near right corner.

Directions: 194 from St. Paul

Follow signs for 11th Street exit.

Proceed on 11th Street to 3rd Avenue.

Turn left on 3rd Avenue, proceed about a mile to 22nd Street.

Turn right onto 22nd Street, proceed 2 blocks to Stevens Avenue.

2115 is on your near right corner.

Directions: 1394/Hwy 12 from the West

Follow Lyndale/Hennepin exit to Lyndale Avenue.

Proceed on Lyndale to Franklin Avenue.

Turn left on Franklin, proceed nearly a mile to 2nd Avenue.

Turn right onto 2nd Avenue, proceed to end of block.

Turn right onto 22nd Street, proceed one block to Stevens Avenue.

2115 is on your near right corner.

PARKING:

Parking is on the street. Stevens Avenue is one-way heading north between 22nd Street and Franklin Avenue. Observe no-parking signs. Mondays the Art Institute Ramp is open to us for parking. The Institute is located on 3rd Avenue. at about 25th Street.

CEE ONED BOD WAD MO ANIMA

CHICANO LATINO AFFAIRS COUNCIL

STATE OF MINNESOTA

555 Park Street, Suite 408 St. Paul, MN 55103 612/296-9587



http://www.clac.state.mn.us clac.desk@state.mn.us FAX: 612/297-1297

October 23, 1998

Ms. Shirley S. Olson American Association of University Women Minneapolis, Branch 2115 Stevens Avenue Minneapolis, MN. 55404

Dear Ms. Olson:

It is with great pleasure that I accept your invitation to be a panel participant for the members of the American Association of University Women on Monday November 2 from 10:45 to 11:45 a.m. Thank you for the directions to the event.

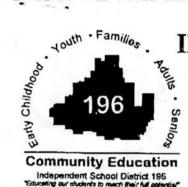
Enclosed, is my resume. You may use this information for the introduction. Also, I have recently been on Board memberships with the Harriette Tubman organization, the Minnesota Council Of Nonprofits, and The Minnesota Society of History for Archives and Records. I have been reappointed as a commissioner to the Human Rights Commission in the City of New Hope.

I will use the questions that you enclosed as part of the discussion and as I am hearing impaired I may need help in answering questions. Just to make sure that I have understood it correctly. I look forward to meeting you. Muchas Gracias, for the opportunity to be of service.

Sincerely,

Irene Gomez-Bethke

Interim Executive Director



INDEPENDENT SCHOOL DISTRICT 196

Community Education

William Patterson, Learning Services Center Manager Kay Trittin, Speakers Bureau Secretary 4183 Braddock Trail, Suite 2, Eagan, MN 55123 Phone 612-683-6874 Fax 612-683-8599

October 21, 1998

Ms. Irene Gomez Bethke, Director Chicano Latino Affairs Council 50 Sherburne Avenue, G-4 St. Paul, MN 55155

Dear Ms. Bethke:

Thank you for returning my call. I have received a request for someone to come out and talk about Spanish. It can have anything to do with the Hispanic culture. The school is Northview Elementary in Eagan. There are 24 students, grades 3-5.

The dates available are November 9-12(23) or 24 or December 1,2,3,8-10 or 15-17. The time available is 2-2:30 pm.

I look forward to hearing from you. I hope there is someone from your organization or another organization that will be able to do this. My fax number is 683-8599.

Sincerely,

Kay Trittin

Speaker Bureau Scheduler

Post-it° Fax Note 7671 Date 10 21 # of pages 1

Chere Gener Books From Lay Intern

Co. Dept. Co. 15D 196

Phone # Phone # L&B-6874

Fax # 291 - 1291 Fax # 683 - 8599

Community Education Speakers Bureau - I.S.D. 196

4183 Braddock Trail, Suite 2

Eagan, MN 55123

683-6874 (After Hours Voice Mail #683-6969 ext. #6874)

To: Irene Gomez Bethke, Director Chicano Latino Affairs Council 50 Sherburne Avenue, G-4 St. Paul. MN 55155

Confirmation Date 10/21/98 Event # 83

Welcome to the Speakers Bureau!

Thank you for volunteering to share your time and skills with students in District 196. The Speakers Bureau is a service to enhance the classroom experience of students by providing a vehicle for matching school requests with volunteer speakers. The Speakers Bureau is coordinated by the Community Education Department with the schools in the district.

Making the Most of Your Presentation

Plan right now to enjoy yourself! The students and staff are excited to have you with them! Here are some tips for making the most of your visit:

-> When you are contacted by your staff contact person (listed below) ask them any questions you have and request any audiovisuals or other special needs.

-> Arrive at least 15 minutes before your scheduled starting time.

-> Introduce yourself. Think of an interesting opening. Get the students involved right away by asking a few questions. Don't worry about discipline issues - they are the responsibility of the teacher.

-> Introduce your subject and provide necessary background information. Tailor your presentation to the age of the class or group. Involve the students in your presentation as much as possible and use visuals.

-> End your presentation by encouraging students to continue learning about the subject. Challenge them to grow and explore.

-> If you need to reschedule, please contact the Speakers Bureau immediately at 683-6874.

35 South Pilot Prid Thanks for sharing your time and talents with our students!

William Patterson, Manager Kay Trittin, Secretary

Your Contact(s): Chad Ryburn 683-6820

Northview Elementary School 965 Diffley Rd. Eagan, MN 55123

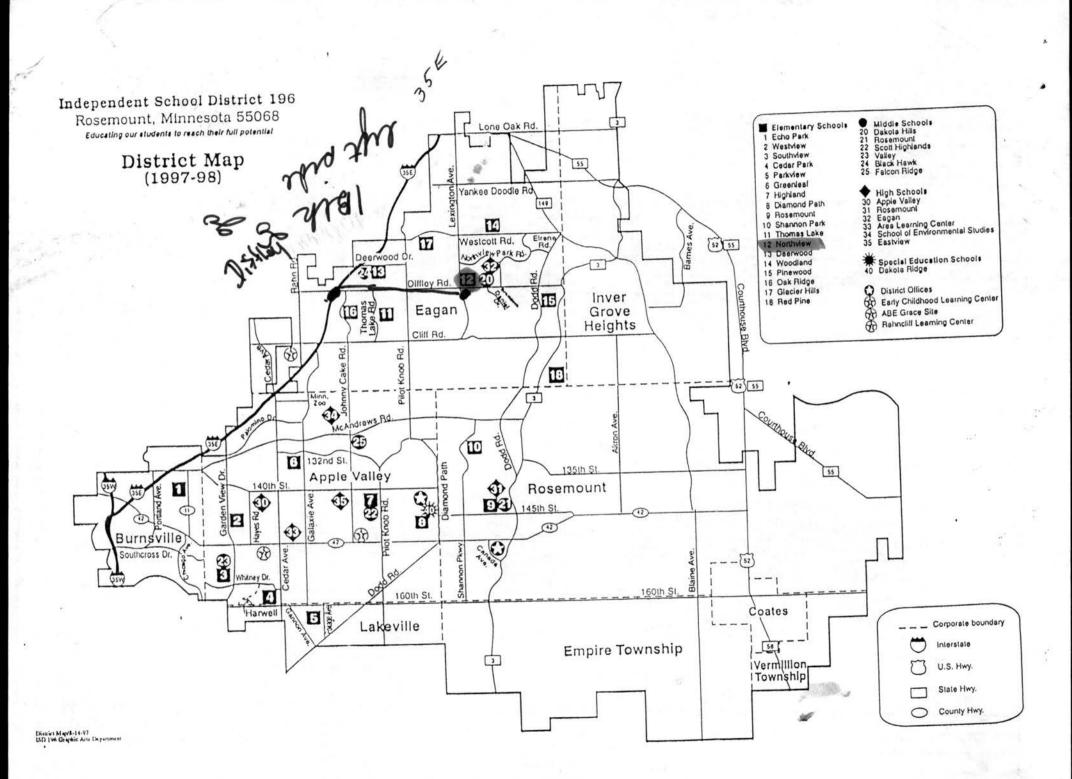
Your Presentation: Spanish (anything to do with the Hispanic culture)

Date/Time: Monday, November 23, 1998 from 2:00 PM until 2:35 PM

Room: Report to office

Grade Level: 1-2 # Students/Session: 24

Special Notes: Please call speaker ASAP w/more info on subject. Thanks.



INDELEMBERT 2CHOOF DISTRICT TAR (1881-88)

School/Facility	Principal/Coordinator	Telephone Number	Address
	423000400040000000000000000000000000000	423-7700	14445 Diamond Path West, Rosemount, 55068-4199
District Office/ District Office Annex		423-7700	15180 Canada Avenue, Rosemount, 55068
District Office East	Gary Embretson	431-8206	14450 Hayes Road, Apple Valley, 55124
Apple Valley High School	Richard Dewey	431-8900	6200 140th Street West, Apple Valley, 55124
Eastview High School	Tom Wilson	683-6900	4185 Braddock Trail, Eagan, 55123
Eagan High School	Greg Clausen .	423-7501	3335 142nd Street West, Rosemount, 55068
Rosemount High School	Shirley Gilmore	431-8720	15025 Glazier Avenue, Suite 301, Apple Valley, 55124
Area Learning Center	Dan Bodette	431-8750	12155 Johnny Cake Ridge Road, Apple Valley, 55124
School of Environmental Studies		683-8521	1540 Deerwood Drive, Eagan, 55122
Black Hawk Middle School	John Currie	683-6800	4183 Braddock Trail, Eagan, 55123
Dakota Hills Middle School	Patrick Sullivan	431-8760	12900 Johnny Cake Ridge Road, Apple Valley, 55124
Falcon Ridge Middle School	Dennis Pregler	423-7570	3135 143rd Street West, Rosemount, 55068
Rosemount Middle School	Larry Larson	423-7581	14011 Pilot Knob Rd., Apple Valley, 55124
Scott Highlands Middle School	Nancy Weinand	431-8300	900 Garden View Drive, Apple Valley, 55124
Valley Middle School	Jon Kerola		7500 Whitney Drive, Apple Valley, 55124
Cedar Park Elementary School	Marge Gruenes	431-8360	1480 Deerwood Drive, Eagan, 55122
Deerwood Elementary School	Tom Schwartz	683-6801	14455 Diamond Path, Apple Valley, 55124
Diamond Path Elementary School	Julie Olson	423-7695	14100 County Road 11, Burnsville, 55337
Echo Park Elementary School	Sally Soliday	431-8390	3825 Glacier Drive, Eagan, 55123
Glacier Hills Elementary School	Ann Kastler	683-8570	13333 Galaxie Ave., Apple Valley, 55124
Greenleaf Elementary School	Kevin Samsel	431-8270	14001 Pilot Knob Road, Apple Valley, 55124
Highland Elementary School	Duane Burns	423-7595	965 Diffley Road, Eagan, 55123
Northview Elementary School	Kathy Carl	683-6820	4350 Johnny Cake Ridge Road, Eagan, 55122
Oak Ridge Elementary School	Jerry Bertsch	683-6970	6795 Gerdine Path, Rosemount, 55068
Parkview Elementary School	Jane Berenz	431-8350	
Pinewood Community Elementary School	Julie Foote Hatzung	683-6980	4300 Dodd Road, Eagan, 55123
Red Pine Elementary School	Bill Mack	423-7870	530 Red Pine Lane, Eagan, 55123
Rosemount Elementary School	Cris Town	423-7690	3155 144th Street West, Rosemount, 55068
Shannon Park Elementary School	Tom Crosgrove	423-7670	13501 Shannon Parkway, Rosemount, 55068
Southview Elementary School	Rhonda Smith	431-8370	1025 Whitney Drive, Apple Valley, 55124
Thomas Lake Elementary School	Mary Jelinek	683-6890	4350 Thomas Lake Road, Eagan, 55122
Westview Elementary School	Karen Toomey	431-8380	225 Garden View Drive, Apple Valley, 55124
Woodland Elementary School	Terry Langager	683-6990	945 Wescott Road, Eagan, 55123
Dakota Ridge School (special education)	Don Allen	423-7619	4629 144th Street West, Apple Valley, 55124
Early Childhood Learning Center Early Childhood Family Education Early Childhood Special Education	Karen Peckels Debbie Kelly	431-8340 (ECFE) 431-8700 (ECSE)	5800 149th Street, Apple Valley, 55124
Grace - ABE/GED site	Cathy Koering	431-8316	7800 West County Road 42, Apple Valley, 55124
Rahncliff Learning Center	Cathy Koering	683-8565	2030 Rahn Way, Eagan, 55122



State of Minnesota Minnesota Department of Corrections Office of the Commissioner

October 23, 1998

The Minnesota Department of Corrections, the Minnesota Juvenile Justice Advisory Committee, and chairs of the House Judiciary Finance Division and Senate Crime Prevention and Judiciary Budget Division invite you to participate in a one-day roundtable discussion on Thursday, December 3, 1998. Because of your leadership role regarding juvenile issues, you have been identified as a key person to assist in developing "A Thoughtful Response to Serious Juvenile Offenders."

The day will begin with registration at 8:00 a.m. at the St. Paul Sheraton Midway located at 400 North Hamline Avenue. Participation is limited to 180 invitees. We ask that you confirm your participation no later than November 13, 1998. Please mail the enclosed reply as soon as possible.

We look forward to working with you on December 3, 1998. If you have questions, please contact Debbie Eng at (651) 642-0273.

Sincerely,

Gothriel J. La Fleur

Muil J. Milleur

Commissioner

enc.

GUEST SPEAKERS FOR THE LEGISLATIVE PANEL PRESENTATION

To:

FAX MEMORANDUM - PLEASE DELIVER ASAP

Thursday, October 22, 1998 2:31 PM

	Lurlene Baker-Kent Exec. Director - Institute of Urban Teach	(651) 523-2477/O cher Education	(651) 523-2987/Fax
0	Hamline University Lester Collins, Exec. Director Council on Black Minnesotans	(651) 642-0811/O	(651) 643-3580/Fax
	Jon Choi, Attorney Hessian, McKay, Soderberg	(612) 330-3025/O	(612) 371-0653/Fax
0	Joe Day, Exec. Director Indian Affairs Council	(218) 755-3825/O	(218) 755-3739/Fax
3	Irene Gomez, Exec. Director Chicano/Latino Affairs Council	(651) 296-9541/0	(651) 297-1297/Fax
A.	Ilean Her, Exec. Director Council on Asian-Pacific Minnesotans	(651) 296-0538/O	(651) 297-8735/Fax
	Lt. Deborah Montgomery St. Paul Police DeptJuvenile Div.	(651) 292-3788/O	(651) 292-6520/Fax
	From: Jeanne Young, Proj 672-3848/Office	ect Director 672-3846/Fax	

Kira Showalter, Program Assistant I 672-3842/Office 672-3846/Fax

RE:

BREAKFAST PLANNING MEETING FOR PANEL PRESENTATION Wednesday, November 4, 1998 - 7:30 a.m. ? Sheraton Midway - The Cities Grille

Dear Guest Panelists,

Thank you again for your interest to participate in a very needed discussion on how organizations who serve our populations of color can collaborate and create strategies on violence prevention issues during our next legislative session.

As you are aware, the change in our next governor will influence some of the policy and decision making process. AVCO and Concordia College would like to host a "legislative strategy training session" to inform organizations-of-color and those who serve populations of color on:

- How the Legislative Process Works
- How to Get Support on Violence Prevention Issue
- •Issues to be aware of during the coming session

Guest Speaker Memo- October 22, 1998 Page 2

These are some tentative ideas, but we would like to discuss this in more detail at our breakfast meeting on <u>Wednesday</u>, <u>November 3, 1998, 7:30 a.m. at the Sheraton Midway (642-1234)</u>. We will meet in the Cities Grille. Reservations under AVCO.

This special legislative event will be hosted at Concordia College on Tuesday, December 15, 1998 from 7:30 - 10:00 a.m., and AVCO is pleased to acknowledge the generosity of Lee Pao Xiong, Director of Community and Government Affairs, who will be joining us to participate in the planning for this presentation.

Before our meeting, I would appreciate it if you could fax your bio to me at 672-3846 by October 30, 1998. We will draft an invitation prior to our meeting to show you.

Also, if you have access to a mailing list or database that you would be willing to share, we will invite your constituents to participate. Our goal is to get this information out to as many organizations of color who would benefit from your expertise and knowledge about the legislative process.

We anticipate a strong interest on the subject, and look forward to working with you on this important, special event.

Thank you again for your time, interest and support with AVCO.

Sincerely.

Jeanne Young

Emmett Carson, AVCO Chairperson

NFCVP

Yvonne Cheek Cook



LEAGUE OF WOMEN VOTERS OF MINNEAPOLIS

January 1999

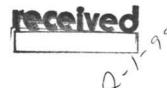
Dear /rene -

Thanh you for taking the time to talk with me the other day.

Jun perspective will, no doubt, Contribute greatly to our study

Flank you,

Muzack U. Timedle



League of Women Voters Minneapolis 81 South 9th St. Suite 335 Minneapolis, MN 55402-3200 612-333-6319

January 22, 1999

Irene Gomez Bethke Chicano Latino Affairs Council 555 Park St. Suite 408 St. Paul, MN 55103 Phone 651/296-9587 FAX 651/297-1297

Dear Irene.

Thank you for talking with me about The League of Women Voters Minneapolis's upcoming study on The Recent Immigrant Population and its Impact on Schools, Housing, Health Care, the Justice System, and Other City Services.

My focus will be on how Housing has impacted our new arrivals and how you perceive that impact on the community. I am enclosing a list of the questions we would like to cover, although others may come up as we talk.

Thank you very much for your cooperation and help, and I look forward to meeting with you on the 29th at 1:00 p.m. We will ensure that you receive a complimentary copy of the study.

Sincerely,

Margaret A. Purcell Committee Member

612-922-8588

LEAGUE OF WOMEN VOTERS OF MINNEAPOLIS

Local Study: The Recent Immigrant Population and its Impact on Schools, Housing, Health Care, The Justice System, and Other City Services.

Interview Questions

Please consider your experience with immigrant populations in the city of Minneapolis over the last five years

- What groups do you serve? When did the various groups arrive in
- 2. What services do you provide?
- 3. What is the primary source of your funding?
- 4. If you have not already given us overall statistical information, how many immigrants do you now serve? How does this number compare to 1994?
- 5. What challenges do you face?
- 6. How are you attempting to meet these challenges?

- 7. How have customs, beliefs, and mores of the various cultures affected the way in which your agency has traditionally operated? Would you give some examples?
- 8. How do these customs compare with typical American expectations and norms? Please give examples.
- 9. What conflicts, if any, do you see between the various immigrant groups or between the immigrants and Americans?
- 10. What do you believe are the most important issues that must be addressed in order to help the adjustment of our new immigrant populations?
- 11. Can you cite any examples of policies or services that have favorably affected the impact of immigrants on Minneapolis?
- 12. In what ways are the new arrivals contributing to American society?
- 13. What trends do you foresee?

Community Education Speakers Bureau - I.S.D. 196

4183 Braddock Trail, Suite 2

Eagan, MN 55123

683-6874 (After Hours Voice Mail #683-6969 ext. #6874)

To: Irene Gomez Bethke, Director Chicano Latino Affairs Council 50 Sherburne Avenue, G-4 St. Paul, MN 55155

Confirmation Date 12/7/98 Event # 195

Welcome to the Speakers Bureau!

Thank you for volunteering to share your time and skills with students in District 196. The Speakers Bureau is a service to enhance the classroom experience of students by providing a vehicle for matching school requests with volunteer speakers. The Speakers Bureau is coordinated by the Community Education Department with the schools in the district.

Making the Most of Your Presentation

Plan right now to enjoy yourself! The students and staff are excited to have you with them! Here are some tips for making the most of your visit:

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-> Arrive at least 15 minutes before your scheduled starting time.

-> Introduce yourself. Think of an interesting opening. Get the students involved right away by asking a few questions. Don't worry about discipline issues - they are the responsibility of the teacher.

-> Introduce your subject and provide necessary background information. Tailor your presentation to the age of the class or group. Involve the students in your presentation as much as possible and use visuals.

-> End your presentation by encouraging students to continue learning about the subject. Challenge them to grow and explore.

-> If you need to reschedule, please contact the Speakers Bureau immediately at 683-6874.

Thanks for sharing your time and talents with our students!

William Patterson, Manager Kay Trittin, Secretary

Your Contact(s): Patti Muck

Debbie Lewis 683-6990 Woodland Elementary School

945 Wescott Rd. Eagan, MN 55123

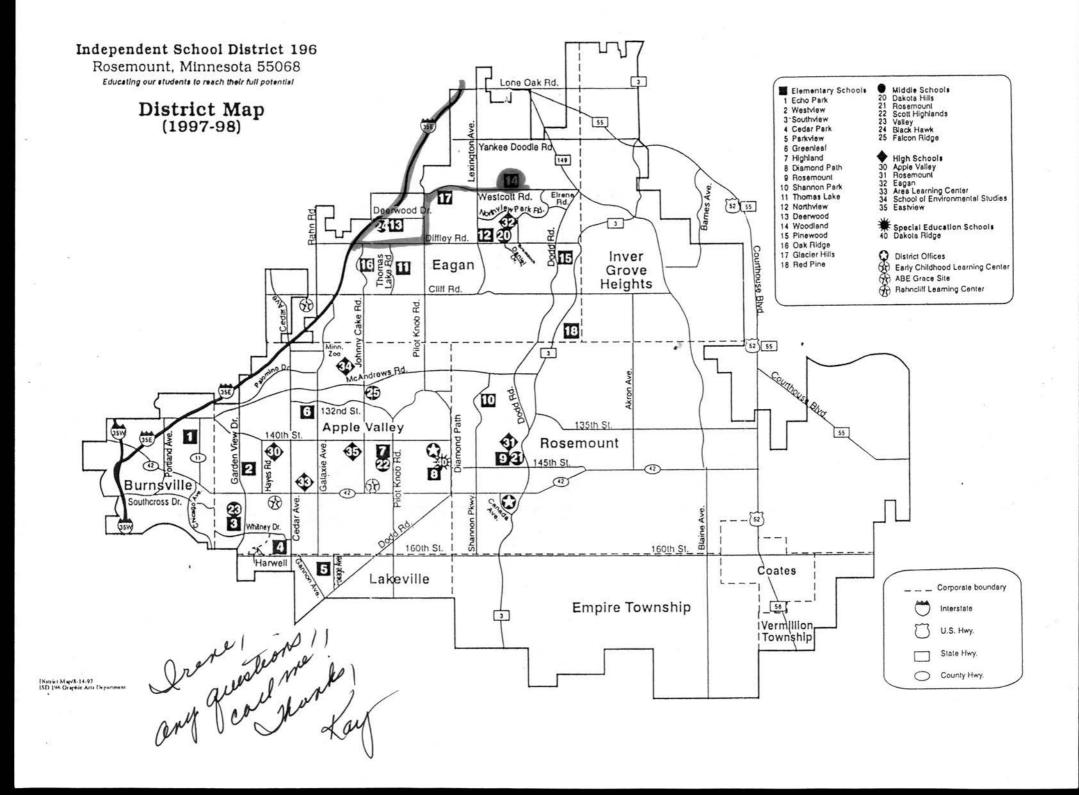
Your Presentation: Navidad

Date/Time: Thursday, December 17, 1998 from 10:00 AM until 11:30 AM

Room: Report to office

Grade Level: 1
Students/Session: 64

Special Notes: 2-45 min. presentations



School/Facility	Principal/Coordinator	Telephone Number	Address
District Office/ District Office Annex		423-7700	14445 Diamond Path West, Rosemount, 55068-4199
District Office East		423-7700	15180 Canada Avenue, Rosemount, 55068
Apple Valley High School	Gary Embretson	431-8206	14450 Hayes Road, Apple Valley, 55124
Eastview High School	Richard Dewey	431-8900	6200 140th Street West, Apple Valley, 55124
Eagan High School	Tom Wilson	683-6900	4185 Braddock Trail, Eagan, 55123
Rosemount High School	Greg Clausen	423-7501	3335 142nd Street West, Rosemount, 55068
Area Learning Center	Shirley Gilmore	431-8720	15025 Glazier Avenue, Suite 301, Apple Valley, 55124
School of Environmental Studies	Dan Bodette	431-8750	12155 Johnny Cake Ridge Road, Apple Valley, 55124
Black Hawk Middle School	John Currie	683-8521	1540 Deerwood Drive, Eagan, 55122
Dakota Hills Middle School	Patrick Sullivan	683-6800	4183 Braddock Trail, Eagan, 55123
Falcon Ridge Middle School	Dennis Pregler	431-8760	12900 Johnny Cake Ridge Road, Apple Valley, 55124
Rosemount Middle School	Larry Larson	423-7570	3135 143rd Street West, Rosemount, 55068
Scott Highlands Middle School	Nancy Weinand	423-7581	14011 Pilot Knob Rd., Apple Valley, 55124
Valley Middle School	Jon Kerola	431-8300	900 Garden View Drive, Apple Valley, 55124
Cedar Park Elementary School	Marge Gruenes	431-8360	7500 Whitney Drive, Apple Valley, 55124
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Oak Ridge Elementary School	Jerry Bertsch	683-6970	4350 Johnny Cake Ridge Road, Eagan, 55122
Parkview Elementary School	Jane Berenz	431-8350	6795 Gerdine Path, Rosemount, 55068
Pinewood Community Elementary School	Julie Foote Hatzung	683-6980	4300 Dodd Road, Eagan, 55123
Red Pine Elementary School	Bill Mack	423-7870	530 Red Pine Lane, Eagan, 55123
Rosemount Elementary School	Cris Town	423-7690	3155 144th Street West, Rosemount, 55068
Shannon Park Elementary School	Tom Crosgrove	423-7670	13501 Shannon Parkway, Rosemount, 55068
Southview Elementary School	Rhonda Smith	431-8370	1025 Whitney Drive, Apple Valley, 55124
Thomas Lake Elementary School	Mary Jelinek	683-6890	4350 Thomas Lake Road, Eagan, 55122
Westview Elementary School	Karen Toomey	431-8380	225 Garden View Drive, Apple Valley, 55124
Woodland Elementary School	Terry Langager	683-6990	945 Wescott Road, Eagan, 55123
Dakota Ridge School (special education)	Don Allen	423-7619	4629 144th Street West, Apple Valley, 55124
Early Childhood Learning Center Early Childhood Family Education Early Childhood Special Education	Karen Peckels Debbie Kelly	431-8340 (ECFE) 431-8700 (ECSE)	5800 149th Street, Apple Valley, 55124
Grace - ABE/GED site	Cathy Koering	431-8316	7800 West County Road 42, Apple Valley, 55124
Rahncliff Learning Center	Cathy Koering	683-8565	2030 Rahn Way, Eagan, 55122

STATE OF MINNESOTA

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Latina Leaders in Minnesota



Dr. Luz Maria Serrano

A native of Puerto Rico, Dr. L Assistan is Serrano Maria Superintendent for Accountability, Technology and Support Services Division of the St. Paul Public School System. Her office's include responsibilities systems management instructional technology; student enrollment, placement, and testing; and human resources. Education is "an important and noble career that helps us develop our most precious research-children."

She says an important accomplishment professionally was to become proficient in English, which she needed as she earned her undergraduate degree at age 36 at Methodist College in Fayetteville, North Carolina, and her Master's and Doctorate degrees in educational administration at the University of Minnesota.

Serrano has worked in a variety of administrative positions, from principal to director of English Language Learning for the St. Paul public schools, where she worked four years before becoming assistant superintendent last year. "I've always viewed, myself as a

teacher, no matter what position I'm in," she said. "I've always been a hands-on principal and administrator."

One of the biggest challenges she has faced is "articulating to communities different importance of education, bridging the gap between what they've already experienced and what they have the potential to do. In this day and age, trying to inspire young people can be very difficult, especially when the media is often in competition with our message." She thinks there must be a "true and authentic effort" of educators to become attentive to the cultures of students. "We're all anchored in our own frames of reference and children don't need to shed their own culture to take on a new one," she believes. "To divest one culture to make room for another is a narrow view of human capability."

The people who have most impacted her professional career have been the teachers she has had herself. She mentioned Dr. Neil Knickerson at the University of Minnesota who was her graduate school advisor and who she credits for having influenced many educators throughout the Twin Cities

One of her proudest initiatives is a twice-monthly program on Radio El Rey called "Vamos a Escuela" (Let's Go to School). which provides critical information to parents about school. While language barriers can sometimes be intimidating, Serrano said, "Parents can inspire their children just by having high expectations of them."

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Latina Leaders in Minnesota



Valeria Silva

Valeria Silva was born and raised in Chile, and came to the US at age 23 with a degree in elementary education. She received another degree in education from St. Cloud State and later earned her Master's degree at the University of Minnesota in curriculum instruction and school leadership.

Silva, who is currently Interim Director of English Language Learning in the St. Paul Public School System, has had a long career in education in our state. She was an Assistant Principal at Dayton's Bluff Elementary School

and later went to work for over two years with the state on graduation standards, as well as English language learning standards and procedures. After spending four years Anderson Spanish Immersion School she went to work for the St. Paul schools last fall.

Living in another country has been a "constant educational process." After fifteen years she admits she still struggles with the language, as well as a different rhythm of life compared to her homeland. While sometimes people here look at her as if she were "a little too loud, a little too strong, with too much passion," she thinks overall Minnesotans have been very open to her.

One person she looks to as a role model is Luz Maria Serrano; another influence has been a former professor and advisor, Neil Knickerson, " a policymaker and a policy-shaker who wasn't afraid to challenge the status quo."

Looking to the future, Silva says, "Our society is changing very rapidly, with an ever increasing number of second-language learners. We have to make sure educators have access to quick and intense training in different languages and cultures. That's going to make help make our young people succeed."

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Latina Leaders in Minnesota



Irene Rodriauez

Rodriguez is Executive Director University Neighborhood Investment Through Economic Development (University United), a coalition of businesses in St. Paul's Midway district that focuses on workforce development, crime reduction. physical enhancement initiatives. She comes to the position with a business and neighborhood background, having worked with the Minneapolis Revitalization and Minneapolis . Public Housing Programs.

Rodriguez owned her own clothing business for 12 years and later went to work at the Women's Economic Development Corporation (now Women Venture), which provides career training and small business operations assistance to female entrepreneurs.

One proactive project of University United the Empowerment of New American Business Leaders. "Many of us who in Minnesota descendents of migrant workers, so I pay close and particular attention to new immigrants who face some of the same issues of labor and racism as my parents did. I'm fortunate to have been able to take my personal experience and use it to aid my professional career."

One of her role models has been her mother, a labor and community activist. Other strong influences have been some of the women she has worked with, including Patricia Harris, Patty Tototzintle, Joyce Yamamoto, all women of color who are now in executive positions. Above all she cites the founder of Women Venture, Kathy Keeley, "a mentor to many, who created a philosophy where we all fostered each other's success and mentored one another. She set the stage by her own example."

Rodriguez works with Community Action Against Racism and is a member of the Executive Committee of the Minneapolis YWCA, appropriate venues to pursue her passions of "fostering the success of women and fighting against racism."

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Latina Leaders in Minnesota



irene Gomez Bethke

Irene Gomez Bethke says her greatest accomplishment is being married for 46 years, with six children and 13 grandchildren, "all positive, loving and successful people. I'm proud of being a daughter, a wife, a mother and a grandmother."

A long time political and social activist, Gomez Bethke is currently Interim Executive Director of the Chicano Latino Affairs Council, which she calls "the only resource in the Latino community that really is able to initiate legislation."

Gomez Bethke was the state's Human Rights Commissioner under former governor Rudy Perpich. During her tenure the department addressed some 3000 separate cases of discrimination, as well as initiating Human Rights Day in Minnesota.

One of the most influential people in her life has been her mother, "a strong individual who wasn't afraid to speak up," someone who was always "aware of the problems facing community." Gomez Bethke recalls her mother picketing the railroads as Spanish-speaking people--many of them US citizens from south Texas--were rounded up and sent to Mexico during the 1930s as part of the government's "Operation Wetback." Even as a child she was aware of racist attitudes in society and how "people judged you by the way you looked and the way you sounded."

Her mother taught her to be "outraged at injustice." In her eighties she was still carrying signs protesting cuts in benefits for seniors or imploring people to vote. Gomez Bethke admires those who have "struggled to open doors for others." She recalls a former teacher, Maria Kallio, who had a life-long friendship with her family and used to go down south on her vacations to help black students prepare for their college entrance exams.

She is aware that despite progress it is "still difficult for women to move up in corporate circles, especially if you're a woman of color." That's one of the reasons she remains so committed to the Chicano Latino Affairs Council, where she hopes "to lay a strong foundation for the next permanent director to come in."

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Latina Leaders in Minnesota



Esperanza Guerrero

Esperanza Guerrero Anderson is founder and head of Milestone Growth Fund, a venture capital fund that helps finance minorityowned businesses. Since its beginning in 1989, Milestone has invested over \$9 million in 36 different businesses. A firm believer in the free enterprise system, she takes pride in Milestone helping entrepreneurs who in turn create jobs, pay taxes, and support the community. In addition to providing working capital, Milestone also assists businesses with planning and technical assistance.

In 1974 Guerrero Anderson started her own consulting and management firm in Nicaragua. Five years later she left the country for political reasons, arriving to Minnesota in 1979 with "no money, no visa, and no job. I had to start all over, and it took me three of four years to get used to being here." After adjusting to "a new culture, a new language, and a new way of doing business," she recommenced her career.

Guerrero Anderson said, "My mother has always been very inspiring to me." She mentioned as well a teacher, a Catholic nun, who was close to her for many years in her youth. Since coming to Minnesota people who have been both friends and mentors include Ricardo Robles, Steve Rothmeyer and the chairman of Milestone's board of directors, John Stout. "But the most meaningful person in my life has been my husband Larry Anderson," she emphasizes.

At this stage of her career she says there is no one major goal she still hopes to achieve. "I just want to live up to my values," she concluded: "I want to make every day worth living by being happy and helping others."

"I don't fell like I've been held back because I'm a woman, or a woman of color, "said Irene Rodriguez. "I've got a strong work ethic and haven't let obstacles get in my way."







Irene Rodriguez, University United, Executive Director

Norma Garces, Minneapolis Public Schools Advocate

Maria Constanza Carballo, Muralist

"Collectively, they are an excellent resource that can be used more broadly and effectively in the community."

Ideas initially proposed by the group include creating a new type of LIN grant that would fund a group of people to collaborate on a project; create a mentoring program in which former LIN participants would be available to mentor new participants; introduce the LIN program in one or two other key communities in the United States: and host salons around key issues being addressed by LIN participants.

This year's 14 LIN participants

issues faced by Twin Cities Their studies neighborhoods. range from exploring innovative approaches to citizen participation in communities throughout the world, to investigating the effects of migration and influence of cultures and societies on traditional South Indian dance.

During the LIN program's 12 years, The St. Paul has supported 156 individuals through grants totaling \$3.1 million. The following are few of the 14 grantees received one-year grants for 1998:

Garces, bilingual Norma

organizations to gain insights into parent involvement advocate. Minneapolis Public Schools, will strengthen her skills as a leader in the Chicano/Latino community. She will become a role model for young Latinos, promoting selfdiscipline, active citizenship, selfesteem and cultural pride.

Sandra Agustin, choreographer and educator, will apply her findings in developing "how to" activities that foster creativity and strengthen relationships in families and communities. Her ultimate goal is to publish a book about valuing and nurturing creativity within the family, household and community.

muralist and artist, will promote youth-driven public art projects to beautify and educate neighborhoods. She will use the power of murals in opening a beneficial dialogue between youth and adults to facilitate social change.

David Ellis, director, Studio 4 High School Recording Arts, will learn effective ways of motivating youth who are unable to achieve success through conventional means, to help them focus their energy on a direct career path.

Irene Rodriguez, executive director, United UNITED, will develop a grass-roots, community encouraging families to invest in homes education and small businesses.

The LIN program will continue for the 13th year in 1998, with grants made for activities occurring in 1999. Application materials are now available. For more information about the LIN program, contact the Community Affairs department of The St. Paul Companies at (612) 310-7757.

QUOTATION

State of Minnesota, Print Communications

117 University Avenue

Ford Building

St. Paul Phone:

MN 55155

651-296-3277

651-296-2265

Customer Account: 0054

Customer Name:

Chicano Latino Affairs Council

Address:

Fax:

555 Park St Ste 408

St Paul

MN 55103

Contact: Phone #: Racheal Ramirez

Fax #:

Job Description:

Invitation card

8.5x5.5 flat. Camera ready copy. 2 sides. 1/1 PMS.

Comments:

Width: Length:

8 1/2 5 1/2 Stock Description

Leaf green cover

Color Leaf Green

1867

LT

06/03/99

Quotation No: Quotation Date:

Sales Rep:

BWT 65

Front Colors:

1 Back Colors:

Bleed:

Quantity Price 200 \$112,34

Per M Addl M's

\$561.68 \$270.62

you can pick any color paper + ink.

Frene: Todo.

Speakhous Intints & Tulma Davida
artists

Prices are subject to revision after receipt of order. Electronic prepress may be requoted upon file inspection with Flight Check. Quotations are valid for 30-days. No heavy coverage, tints or halftones are included unless otherwise stated. Please refer to the Quotation Number at the top of this page on your order. All purchase orders received by Print Communications will automatically constitute buyer's acceptance of Print Communications' Terms and Conditions. Please contact us if you wish to receive a copy.

WOMEN'S CONFERENCE MINUTES June 3, 1999

	June 3, 1999		
ATTENDEES:			

ANNETTE ROBLES KATE RIOS

RACHEL RAMIREZ

ELOISA ECHAVEZ EDWINA GARCIA JOANN ENOS

III. OLD BUSINESS

Discussion on two sites which have been proposed, information as follows:

- Metro State University \$54.00 an hour for the larger facilities and \$17.00 an hour for classrooms. This does not include meals or any amenities.
- Wilder Forest Conference Center \$80.00 a day per person this includes 3 meals and 2 snacks.

After much discussion from the committee the following motion was made.

Debbie motioned the conference be only 1 day (April 15, 1999) and be held at Metro State University.

Rachel seconded

All Ayes

ACTION ITEM: RACHEL TO CONTACT METRO STATE, DRAFT UP A CONTRACT AND GET A FIRM CONFIRMATION OF DATE.

Discussion on brochure – draft of brochure was submitted by Kate and JoAnn, the committee has decided to go with a postcard type of brochure which will have sections for information needed from participant, there will also be a section which list different areas that may be covered during the conference which participant should check off if they are interested in any particular area.

ACTION ITEM: RACHEL WILL MEET WITH LYLE FROM THE STATE PRINTCOMM TO GET A QUOTE, THIS QUOTE WILL BE BROUGHT TO NEXT MEETING.

Discussion on funding – JoAnn questioned if the CLAC board had allotted any start-up funds for the women's conference. Debbie replied not as of yet. Committee agreed CLAC board should be approached for start-up funds.

Motion made by JoAnn for Debbie to request start-up funds from the CLAC Board at the June 11, 1999 meeting.

All Ayes

IV. New Business

June deadlines discussed everyone on the committee is aware of what we need to complete by the end of June.

Next meeting date has been set for June 11th at 8:30 a.m.

Mailing list for May due date are still pending, everyone on the committee was reminded to send these in.

V. Adjournment at 9:05 a.m.

List of Local Women Leaders

1. Sandra Vargas

Hen. County Administrator

A - 2303 - Gov. Conter

Minneapolis, MN. 55481-0233

T. (612) 348-0051 - F. (612) 348-8228

2. Ruby Lee Eloisa Echavez

Prog. Of. Sf. Paul Foundation
600 NW Center
55 Fifthst. East
Ah. Paul, MN. 55 101-1797

T (651) 224-5463 F (651)-224-8123

3 Many Rusty Barcelo Anne Briseño

4. ELSa Veg Perez Prag. Of. Bremer Found.

5. Mary Silva EL Burnito 6. Luz Maria Frias

Women's Conference

Mission: To provide information and resources to Latina women to improve health, wellness and quality of life for themselves, family and their community.

- Why: Latina women need to come together to learn, build individual capacity, share successes and struggles, build an informal network, learn to navigate the system by participation and prepare for life's challenges.
- Who: Latina women that are seeking opportunities to learn, grow, and empower themselves. Latina women often feel isolated and helpless as they try to pursue a healthy, economic and social enrichment avenue for themselves and their families. Women who are in a professional field and are interested in mentoring other women will be invited.
- Where: Wilder Forrest, a facility that will accommodate at least 100 women in a day and overnight session. Wilder also provides three meals and two snacks a day. The government rate is \$80.00 per individual per day.
- When: The tentative dates are April 2000, the third or fourth weekend
- How: We anticipate raising funds through foundation grants and corporate sponsorships. In kind contributions from community based organizations will also be sought. Besides the above, state government agencies and county government funds will be solicited.
- What: We hope to accomplish partnerships, strategies, know how, empowerment, self-confidence, mentorships and goodwill.

Details:

Tracks: Education

Health

Economic Development

La Familia

Committees:

Budget/Fundraising

Marketing/Public Relations

Plus tracks

Options:

to be considered

Child Care Translators Signers Speakers: to be considered

Esperanza Anderson Carol Johnson Victoria Amaris

Luz Frias

Others including the Midwest or national.

WOMAN'S CONFERENCE COMMITTEE RSVP List

JoAnn Enos	(651) 647-1130
Annette Robles	(651) 293-1708
Sonia Klukos	(612) 381-2695
Diana Olvedo-Muñoz	(507) 237-3173
Lupe Serrano	(651) 646-5553
Nydia de Alba	(612) 874-1412
Victoria Amaris	(612) 340-7589
Lydia Guadalajara	(612) 340-7589
Eloisa Echavez	(651) 646-6115
Anne Briseño	(651) 222-8398
Ramona Rosales	(651) 962-6340
Teresa Chapa	(612) 871-0200
Kate Rios	(612) 642-1890
Edwina Garcia	(651) 296-9541
Rachel Ramirez	(651) 297-1495
Irene Gomez-Bethke	(612) 537-0469
Debbie Ibarra-Luna	(651) 228-9743

SPONSORS

Source CORPORATE	Request	Outcome	Notes
STATE GOVERNMENT			
Department of Human Services			
Steve Vanderhoff			on 3/3; will notify at end of March
Sara (CJA)			on oro, was abouty at case of wards
Dept. of Children, Families & Learning			
Headstart:. Connie Greer 297-1094			
ECFE: Lois Engstrom 297-2441			
Department of Health			
Lu Fuller, Minority Health Coordinator,		-	1.0 20100
296-9799	1.5		Left msg 3/11/97
Chicano Latino Affairs Council			1.0
Ombudsperson Office for Families			Phone tag
100 miles (100 miles (Sent letter to Ofelia, she will meet with board and ge back to me at end of March.
Minority Affairs Group:			Left message 3/10 and 3/11;
Jessi Montaño @ Learner Options: 296-2181			3, 1, min 3, 11,
University of MN—School of Social Work			
Department of Corrections:			
Aida Tosca			
Home Nurse Visiting Program			Barb Palmer, 623-5339
MN Healthy Beginnings			Betty Kaplan,
Universal Home Visiting ???			beny Kapian,
COUNTY GOVERNMENT			
Ramsey County Public Health			The second secon
tamsey County I ublic nearth			Don Gualt
OUND A TION			
OUNDATION Bremer			
Children's Defense Fund			100
El Fondo			
5			
USINESSES			
Target – Elia Tello (304-2188) Allina			
		J	anny Brust
Children's Hospital			
Piper Jaffrey			
Pillsbury			
McDonalds			
Family Development Resources			
Rainbow			
Cub Foods			
Health Partners		-	
General Mills - Susan Terrel Fuller			
TV			
Medtronics			
Honeywell Sara Hernandez: (951-0054)		•	
PBS Channel 2			WE STATE OF THE ST
Star Tribune			
La Prensa			

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Memorandum

Date: June 8, 1999

To: Woman's Conference Committee

From: Gladys Zelaya, CLAC Office Specialist

Re: Next Meeting

The next Woman's Conference meeting will be held on:

Friday June 11, 1999 8:30 a.m.--9:30 a.m. CLAC Office 555 Park Street, Suite 408 St. Paul, MN

Your comments and ideas are crucial!



FAX COVER SHEET

Date: May 28, 1999

To: Woman's Conference Committee From: Gladys Zelaya, Office Specialist

Re: Next Meeting

Name	Phone #	Fax #
Debbie Ibarra-Luna	(651) 228-9743	
Irene Gomez-Bethke	(612) 537-0469	(612) 334-4385
Rachel Ramirez	(651) 297-1495	(651) 297-1297
Edwina Garcia	(651) 296-9541	(651) 297-1297
Kate Rios	(612) 642-1890	(651) 642-1875
Teresa Chapa	(612) 871-0200	(651) 292-0347
Ramona Rosales	(651) 962-6340	(651) 962-6353
Anne Briseño	(651) 222-8398	(651) 222-6347
Eloisa Echavez	(651) 646-6115	(651) 646-7564
Lydia Guadalajara	(612) 340-7589	(612) 340-7675
Victoria Amaris	(612) 340-7589	(612) 340-7675
Nydia de Alba	(612) 874-1412	(612) 874-8149
Lupe Serrano	(651) 646-5553	(651) 646-5299
Diana Olvedo-Muñoz	(507) 237-3173	(507) 237-5757
Sonia Klukos	(612) 381-2695	(612) 374-1944
Annette Robles	(651) 293-1708	(651) 293-0115
JoAnn Enos	(651) 647-1130	(651) 647-1130

2 Pages including cover.

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Memorandum

Date: May 28, 1999

To: Woman's Conference Committee

From: Gladys Zelaya, CLAC Office Specialist

Re: Next Meeting

The next Woman's Conference meeting will be held on:

The next Woman's Conference meeting will be held on:

Conf. Aste

April 15, 2000

Thursday, June 3, 1999
8:00 a.m.-9:00 a.m.

CLAC Office
555 Park Street, Suite 408
in St. Paul, MN

Dance at Night

Your comments and ideas are crucial!

Thursday, June 3, 1999
8:00 a.m.-9:00 a.m.

CLAC Office
555 Park Street, Suite 408
in St. Paul, MN



WOMAN'S CONFERENCE COMMITTEE RSVP List

Debbie Ibarra-Luna	(651) 228-9743
Irene Gomez-Bethke	(612) 537-0469
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Diana Olvedo-Muñoz	(507) 237-3173
Sonia Klukos	(612) 381-2695
Annette Robles	(651) 293-1708
JoAnn Enos	(651) 647-1130
-	
All the later than th	

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Memorandum

Date: May 5, 1999

To: Woman's Conference Committee

From: Gladys Zelaya, CLAC Office Specialist

Re: Next Meeting

The next Woman's Conference Committee meeting will be held:

Tuesday, May 11, 1999 9:00 - 10:30 a.m. CLAC's Office 555 Park Street, Suite 408 St. Paul, MN 55103 (651) 296-9587

Your comments and ideas are crucial! Please RSVP by Friday, May 7, 1999.

STATE OF MINNESOTA

555 Park Street, Suite 408 St. Paul, MN 55103 612/296-9587



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Memorandum

Date: May 28, 1999

To: Woman's Conference Committee

From: Gladys Zelaya, CLAC Office Specialist

Re: Next Meeting

The next Woman's Conference meeting will be held on:

Thursday, June 3, 1999 8:00 a.m.--9:00 a.m. CLAC Office 555 Park Street, Suite 408 in St. Paul, MN

Your comments and ideas are crucial! Please RSVP by Wednesday, June 2, 1999.



TOTAL P.02

FAX COVER SHEET

Date: May 28, 1999

To: Woman's Conference Committee From: Gladys Zelaya, Office Specialist

Re: Next Meeting

Name	Phone #	Fax #
Debbie Ibarra-Luna	(651) 228-9743	
Irene Gomez-Bethke	(612) 537-0469	(612) 334-4385
Rachel Ramirez	(651) 297-1495	(651) 297-1297
Edwina Garcia	(651) 296-9541	(651) 297-1297
Kate Rios	(612) 642-1890	(651) 642-1875
Teresa Chapa	(612) 871-0200	(651) 292-0347
Ramona Rosales	(651) 962-6340	(651) 962-6353
Anne Briseño	(651) 222-8398	(651) 222-6347
Eloisa Echavez	(651) 646-6115	(651) 646-7564
Lydia Guadalajara	(612) 340-7589	(612) 340-7675
Victoria Amaris	(612) 340-7589	(612) 340-7675
Nydia de Alba	(612) 874-1412	(612) 874-8149
Lupe Serrano	(651) 646-5553	(651) 646-5299
Diana Olvedo-Muñoz	(507) 237-3173	(507) 237-5757
Sonia Klukos	(612) 381-2695	(612) 374-1944
Annette Robles	(651) 293-1708	(651) 293-0115
JoAnn Enos	(651) 647-1130	(651) 647-1130

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Memorandum

Date: May 5, 1999

To: Woman's Conference Committee

From: Gladys Zelaya, CLAC Office Specialist

Re: Next Meeting

The next Woman's Conference Committee meeting will be held:

Tuesday, May 11, 1999 9:00 - 10:30 a.m. CLAC's Office 555 Park Street, Suite 408 St. Paul, MN 55103 (651) 296-9587

Your comments and ideas are crucial! Please RSVP by Friday, May 7, 1999.

TOTAL P.02

FAX COVER SHEET

Date: May 6, 1999

To: Woman's Conference Committee From: Gladys Zelaya, Office Specialist

Re: Next Meeting

Name	Phone #	Fax #
Debbie Ibarra-Luna	(651) 228-9743	
Irene Gomez-Bethke	(612) 537-0469	(612) 334-4385
Rachel Ramirez	(651) 297-1495	(651) 297-1297
Edwina Garcia	(651) 296-9541	(651) 297-1297
Kate Rios	(612) 642-1890	(651) 642-1875
Teresa Chapa	(612) 871-0200	(651) 292-0347
Ramona Rosales	(651) 962-6340	(651) 962-6353
Anne Briseño	(651) 222-8398	(651) 222-6347
Eloisa Echavez	(651) 646-6115	(651) 646-7564
Lydia Guadalajara	(612) 340-7589	(612) 340-7675
Victoria Amaris	(612) 340-7589	(612) 340-7675
Nydia de Alba	(612) 874-1412	(612) 874-8149
Lupe Serrano	(651) 646-5553	(651) 646-5299
Diana Olvedo-Muñoz	(507) 237-3173	(507) 237-5757
Sonia Klukos	(612) 381-2695	(612) 374-1944
Annette Robles	(651) 293-1708	(651) 293-0115
JoAnn Enos	(651) 647-1130	(651) 647-1130

2 Pages including cover.

Women's Conference Minutes May 11, 1999

Attendees:

Irascema Morales - Casa de Esperanza Rachel Ramirez - CLAC Kate Rios - Centro Legal Edwina Garcia - CLAC Sonia Klukos Debbie Luna - CLAC Board JoAnn Cardenas - Headwaters Fund

Debbie stated the women's conference date should be in April of 1999.

JoAnn motioned CLAC staff draft proposal before next board meeting and present to CLAC board at board meeting in Marshall.

Kate Rios seconded

All Ayes

Edwina suggested the conference/workshops should be directed towards grassroots women (people working to eliminate, social, racial, economic and environmental injustices).

Sonia commented if we want to target grassroots women then we have to collaborate with local CBO's to help recruit through their clientelle.

JoAnn suggested we should do the Headwaters Fund Walk to raise money for Women's Conference.

Timeline for Women's Conference - May

May 14, 1999 - CLAC staff will submit proposal to board

May 28, 1999 - Committee participants will submit mailing list to the CLAC office

May 28, 1999 - Women's conference general file to be developed and kept in the CLAC office

May 19, 1999 – JoAnn moves minutes for meetings be typed and mailed out at least a week after meeting Also typing of minutes will be alternated among committee members

May 28, 1999 - Draft of possible brochure (JoAnn)

JoAnn motions that committee meeting minutes are due one week after actual meeting. In addition, minutes should be mailed to committee members upon completion.

Kate seconds

Motion amended to include agenda for committee meeting be prepared and mailed to committee a week prior to meeting by Chair Debbie Ibarra-Luna. Minutes will be typed by committee members on an alternating system.

Meeting

Next meeting is scheduled for June 3, 1999 at 8:00 a.m.

Deadlines

June 1999

- Mock up card / 1st draft
- Finalize and vote on registration card and mail out by June 30, 1999
- Contact local CBO's, grassroots organizations by mail to collaborate in recruiting Latina women for conference

July 1999

- Contact local CBO's, grassroots organizations by phone (follow-up initial mail contact)
- Contact prospective conference speakers
- Rough draft of grant proposal

August 1999

Submit grant proposals (should be finalized month before)

September 1999

Pending

October 1999

· Conference speakers must be confirmed

November 1999

Pending

December 1999

· Initiate publicity for Women's Conference

January 2000

Pending

February 2000

Mail registrations to prospective conference participants

March 2000

Pending

April 2000

Pending

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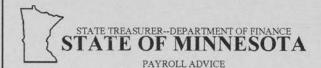
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