



Irene Gomez-Bethke Papers.

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MAYOR ALBERT J. HOFSTEDE

minneapolis

city of lakes

March 3, 1978

Ms. Irene M. de Bethke
4649 Decatur Avenue North
New Hope, Minnesota 55428

Dear Ms. Bethke:

I have received your application for a mayoral appointment to the Hispanic Advisory Committee.

I will be reviewing the applications during the next two weeks and will then announce my appointments.

I appreciate your interest and willingness to serve on the Hispanic Advisory Committee.

Sincerely,



Albert J. Hofstede
MAYOR

AJH:bt



TO: Chicano Educational Advisory
Committee to Peter McGrath

DATE: March 19, 1981

FROM: Fact Finding Committee
-Irene Gomez de Bethke, Chairperson
-Dionisia Coates
-Samuel Rivera
-Ricardo Flores

SUBJECT: Recommendations to the
Chicano Educational Advisory
Committee to Peter McGrath

Summary of January 15, 1981 and February 11, 1981 meetings.

The purpose of this subcommittee as defined by the chairperson Jose Cruz of the Chicano Educational Advisory Council, is to review existing problems and to determine their appropriateness for this committee. To be open and to investigate issues regarding grievances. To make recommendations to C. Peter McGrath for needed changes in the structure or procedures at the University of Minnesota.

The subcommittee felt that we need to establish the parameters of the committee. Questions regarding our role and authority were raised and discussed. Each subcommittee should have a chairperson and a recorder; the subcommittee should be open to volunteers; the chairperson to be a member of the Chicano Educational Advisory Council. There is a need for structure and accountability. Subcommittee(s) must be accountable to the larger advisory committee. Recommendations coming from Fact Finding Subcommittee should first have the sanction of the Chicano Educational Advisory Committee to Peter McGrath, before going any further. Reporting, recommending and revising are all important as well as community awareness. We recommend some kind of system to communicate to the community the progress of the committee, as well as a status report of the University's progress in implementing the Advisory's recommendations. Concern was voiced on the November 1977 Task Force recommendations and what has actually been implemented. Subcommittee questioned whether there was a specific commitment from the president and the regents of the University of Minnesota.

Human Relations Policy:

We need to look at the University's human relations policies to review, refine and revise if need be - what are the procedures for implementation? What are Federal level, state level and how do they compare with the University?

Consciousness raising regarding "institutional racism".

What kind of inservice for staff is available?

The State Department of Education requires 60 hours of human relations training for all staff, is the University of Minnesota in compliance?

Irene

minneapolis

MAYOR DONALD M. FRASER

city of lakes

April 6, 1981

Mr. Marvin Watkins, President
Aztlan Cultural Organization, Inc.
P.O. Box 55
Stillwater, Minnesota 55082

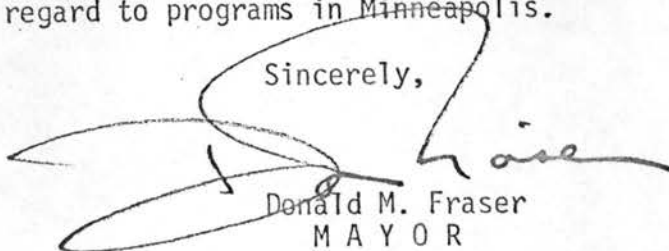
Dear Mr. Watkins:

Thank you for inviting me to attend the
Aztlan Workshop at Stillwater Prison on
Thursday, May 21st.

I regret that a crowded calendar will
make it impossible for me to be with you
that day.

Please contact Irene Gomez de Bethke
(348-2100) in my office if we can be helpful
in regard to programs in Minneapolis.

Sincerely,

A large, stylized handwritten signature in dark ink, appearing to read 'Donald M. Fraser', is written over the typed name and title.

Donald M. Fraser
MAYOR

DMF:dg

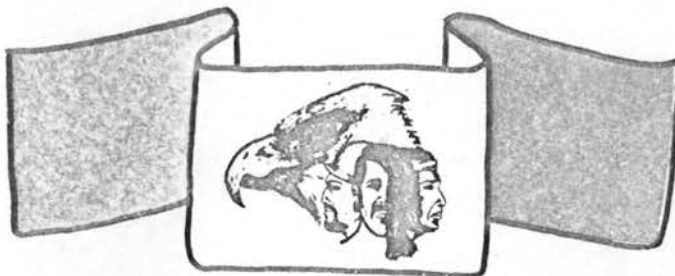
cc: Irene Gomez de Bethke

EQUAL OPPORTUNITY EMPLOYER

Aztlan Cultural Org., Inc.

Phone: (612) 439-1910

April 2, 1981



P.O. Box 55
Stillwater, MN
55082

The Honorable Donald N. Fraser
Mayor of the City of Minneapolis
127 City Hall
Minneapolis, Minnesota 55414

Dear Mayor Fraser:

We are Aztlan, 31 members strong, the cultural organization for Hispanics at the Prison in Stillwater. We are aware you are in public service and are either Hispanic or come in contact with Hispanics in your work. This is an invitation to attend our workshop at the Prison.

In the workshop, we have planned to make some presentations and then get together less formally and discuss some issues. We are specifically concerned with programs, procedures, and facilities for Hispanics, especially Hispanics in our circumstances, in education, vocational training, chemical dependency treatment, law enforcement, and halfway houses.

The event: a morning tour and an afternoon workshop taking place on Thursday, May 21. The schedule: 9:00 a.m. sign in at the Information Desk at the Prison; 9:15 a.m. tour led by the Warden of the Prison; 11:00 a.m. lunch at Aztlan's expense in the Employee's Dining Room; 12:30 p.m. workshop in the prison gymnasium; 3:15 p.m. end.

We may have already invited you to a workshop in April. Our invitation was premature in that we had not received administrative approval and had scheduled the activity just prior to Easter, when visiting and other activities are heavy and demand the staff's attention. Please excuse the inconvenience and consider the new date. If you can attend, return the enclosed form as soon as you can. We are limited to 25 outside participants. We will inform you when it is confirmed you are a participant.

We thank you for your interest in Aztlan; we feel that your input is vital to Aztlan and its future goals. We await your letter.

Very truly yours,

Marvin Watkins
Marvin Watkins, President

Bill W. Casarez
Bill W. Casarez, Ext. Vice President

Fernando Longoria
Fernando Longoria, Int. Vice President

Manuel Diaz, Secretary



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
MINNEAPOLIS AREA OFFICE
6400 FRANCE AVENUE SOUTH
MINNEAPOLIS, MINNESOTA 55435

REGION V

MAY 11 1979

IN REPLY REFER TO:

5.6HML;SPB

Hispanic Advisory Committee
Margaret Jones
Mayors Office
127 City Hall
Minneapolis, MN 55415

Dear Ms. Jones:

Subject: Hispanic Directory

Thank you for your interest in being included in the directory being compiled by the National Hispanic Coalition for Better Housing to unite the many isolated groups interested in addressing the housing and community development needs of Hispanics across the country. This directory will be used to disseminate housing and community development information through your organization to the community you serve.

Our office has information available to you in the areas of subsidized housing programs, general housing and the requirements of federal employment.

If our office can be of service to you in these areas, please feel free to contact Stephanie Ponticas-Beyer, our Hispanic Program Coordinator, at 725-4837.

Sincerely,


Thomas T. Feeney
Area Manager



MIGRANTS IN ACTION

Migrants In Action
1162 Selby Ave.
St. Paul, Mn. 55104
Ph. 612-646-4566

August 25, 1978

Mr. George Monroe
Minneapolis CETA

RE: Chicanos/Latinos and the Minneapolis CETA System

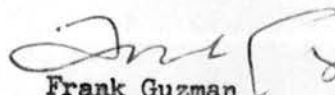
Dear George:

MIA would like to thank Mayor Hofstedt for his concern and sensitivity in establishing a Chicano/Latino Advisory Committee in Minneapolis. The first of its kind. MIA would like to thank George Monroe and Minneapolis CETA for sub-contracting with Migrants In Action for a Manpower Program for the Spanish-speaking.

MIA has attempted for years to get Minneapolis CETA to see to the needs of a neglected target population - the Spanish-speaking. My understanding is that there are approximately 11,000 Chicanos/Latinos in Minneapolis and that the majority use Spanish as a dominant language. I also understand that the CETA System does not have staff that speak Spanish or can relate to the Chicano/Latino culture, that you have no programs that can effectively assist this target group and that your statistics don't even acknowledge that the target group exists.

Hopefully we can meet and change some of this soon. It is vitally important that the current six month sub-contract that we have be extended at least another six months, and hopefully a year.

Sincerely,


Frank Guzman
Executive Director

FG/ds

cc: Mayor Hofstedt
Minneapolis Chicano/Latino Political Caucus ✓
Minnesota Spanish Speaking Affairs Council
Minnesota Manpower Advisory Council

Dear Mr. Jefferson:

I am writing this letter to express my concern that the HRA owned building at 1800 Olson Highway be awarded to the Chicano Cultural Chicano group. The Minneapolis Chicano/Latino community desperately needs a cultural center ^{for} ~~for~~ its social activities, and to house agencies like Centro Cultural Chicano that provide much needed services to the community. The Chicano/Latino community is the only major ethnic group in Minneapolis that does not have a community center. It is even more significant to note that while the relatively small Vietnamese population has a community center, the largest ethnic minority in the state (Chicano/Latinos) do not have a center in Minneapolis. This is clearly a deplorable situation.

I strongly urge the HRA Board of Commissioners to award the building at 1800 Olson Highway to the Centro Cultural Chicano group. It would be a much needed "first" for the community and would indicate that the city government acknowledges the needs and concerns of Chicano/Latinos.

Thank you for your time and consideration.

July 7, 1978

Richard A. Brustad
Executive Director
Minneapolis Housing and
Redevelopment Authority
217 South 3rd Street
Minneapolis, MN 55401

Dear Mr. Brustad:

This letter strongly supports the Production Committee's recommendation to lease the HRA building at 1800 Olson Memorial Highway to the Centro Cultural Chicano along with the ten (10) other Chicano/Latino organizations and agencies.

As a citizen of this community, I take a firm stand with respect to this matter, and it is my sincere hope that the HRA Board of Commissioners will not ignore the needs of the Chicanos/Latinos in Minneapolis.

As the largest minority group in Minnesota, the problems and challenges facing the Chicanos/Latinos have not been adequately met.

This building is extremely important for our people, and I cannot think of a higher priority.

Cordially,

cc: Board of Commissioners

Dear Mr Smith

~~On behalf of~~ The Chic Lat Advise
Committee to Mayor Hofstad, I would
like to take this opportunity to
thank you for attending our
May 2, 1978 meeting. We are
appreciative of your willingness
to meet with us and to share
with us.

Your presentation of the
Lif: Act. dept. Your report was very
informative and comprehensive.
The data that was presented will
be very helpful in establishing
a direction to ~~achieve~~ address
this critical area as it pertains
or does not pertain to the Chic/Lat-
~~population~~ in Mpls.

There are many areas that
need to ~~be~~ addressed in order to
meet the needs of the Chic Lat pop in
Mpls/Hen. County. It is time for
city officials such as yourself to
discuss our indiv. needs and perspectives
with a view towards creating what ever
is necessary to achieve our common
goals. With that in mind we are
strongly urged by our community
to maintain and establish rapport
with your dept. We look forward
to working with you in this
very crucial area.

Sincerely



EARL D. CRAIG, JR.

June 5, 1978

President

Irene Gomez de Bethke
4649 Decatur N.
New Hope, MN 55428

Dear Irene,

We greatly appreciated your attendance at the minority commissioners dinner on Monday, May 22nd. It was a great opportunity for all the minority commissioners to meet each other, and to get a good sense of where we are all located in the system. As Ron Edwards indicated, there aren't very many of us, but this only demonstrates once more how much work still needs to be done.

The sense of the commissioners present was that there was a great need for communication and coordination of effort between the commissioners and the minority community. Indeed, there are ways in which some significant change can be effected if that working relationship were established. In this area we at the Urban Coalition feel we can be of as much assistance to the commissioners as they can be to us, and to the minority community in general.

The Urban Coalition has committed itself to do two things as a follow up to the dinner meeting. The UCM staff will meet individually with each of the minority commissioners to get their sense of what the critical issues in the next three or four months will be within their particular commission. This will assist the UCM staff in focusing it's research on the critical areas that need minority input and attention. Hopefully, we may be able to create a link between the UCM staff and the commissioners so that a line of communication will regularly transmit important information back and forth.

The commissioners at the dinner also expressed their interest in meeting again before the Mayor begins preparation for his 1979 State of the City address. The Urban Coalition will commit itself to arranging another meeting of the minority commissioners. For your convenience we have enclosed a list of the minority commissioners invited to the dinner. As we stated at the dinner, our main interest is to bring the group together so they can decide whether it is appropriate to establish some kind of permanent body, and whether this effort will be beneficial to the minority community.

Once again, we would like to thank you for attending the dinner and for indicating your interest in working with us. We hope to be in contact with you soon to schedule individual appointments.

Sincerely,

Earl D. Craig, Jr.
President

university of minnesota

memo

to Krene

from Alfredo

☒ For your information

☐ For your approval

☐ Approved

☐ For your attention

☐ Note and file

☐ Note and return

☐ Note and forward

☐ Please advise

☐ Please comment

☐ Please reply

☐ Please handle

☐ Send copy

☐ Please see me

Date 1/3 19 79

minneapolis

city of lakes

December 15, 1978

Mr. Jose Trejo
Director
Spanish Speaking Affairs Council
504 Rice Street
St. Paul, Minnesota 55103

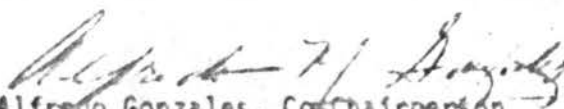
Dear Mr. Trejo:

The Advisory Committee to the Mayor, in session December 12, 1978, and in reviewing the proposed bill for providing scholarships for disadvantaged students, wishes to express the sentiment that the bill, as it now stands, does not focus upon or addresses the educational needs of the Chicano/Latino community.

As the bill is currently worded, it provides too general a scope of eligible students who would have access to the scholarship monies.

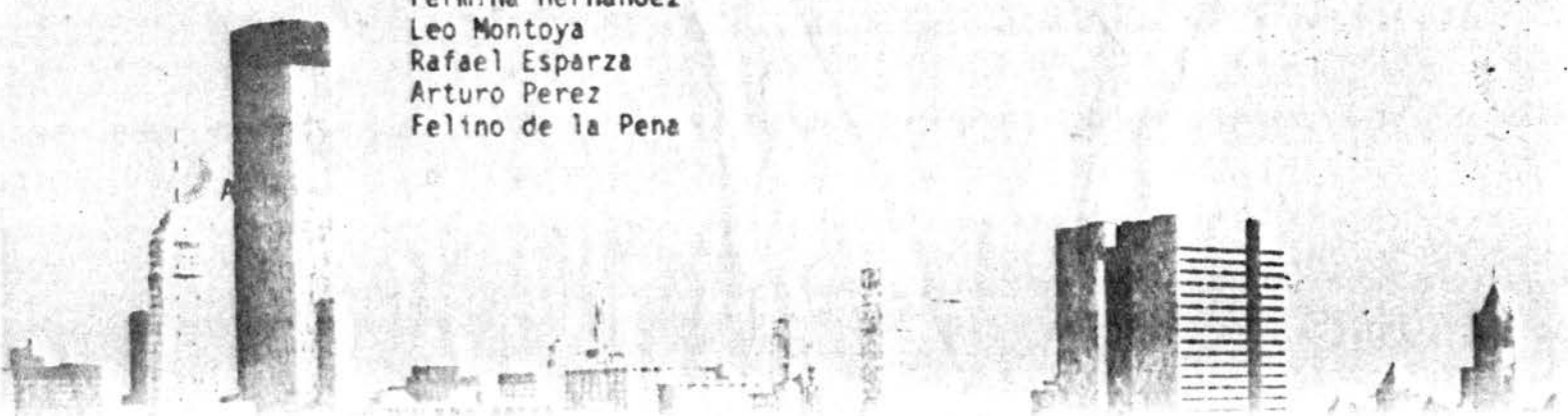
Therefore, be advised that each member of this Board will submit to you a copy of the bill with their respective recommendations and concerns by January 2, 1979.

Sincerely yours,


Alfredo Gonzales, Co-Chairperson
Chicano/Latino Advisory Committee
to the Mayor

And Members:

Fermina Hernandez
Leo Montoya
Rafael Esparza
Arturo Perez
Felino de la Pena



January 24, 1979

Mr. Robert Andrega
Office of Governor Elect
Room 123
State Capitol
St. Paul, Minnesota 55155

Dear Mr. Andrega:

We, the Chicano-Latino Advisory Committee to the Mayor of Minneapolis, strongly support the candidacy of Mr. Frank Gallegos as the Director of the Human Rights Commission. The Minneapolis Hispanic Community is very concerned about the lack of Hispanic appointments to commissions and boards on an administrative level. We feel government is enhanced by the participation of high caliber people. Mr. Gallegos has served his community well and is strongly supported by the Minneapolis Community.

Respectfully submitted
for the Committee

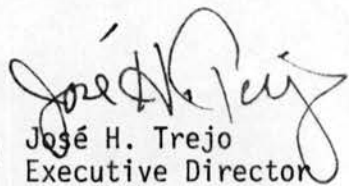
Irene DeBethke
Chairperson for the Chicano-Latino
Advisory Committee

IDB:p

DEPARTMENT Spanish Speaking Affairs Council*Office Memorandum*

TO : Arturo Rivera, Chairperson

DATE: 3/26/79

FROM : 
José H. Trejo
Executive DirectorPHONE: 296-9587

SUBJECT: RECEPTION: Marilyn Vigil de McClure

Mr. Rick Varco, Attorney General's Office, our legal counsel, has informed me that

- * It would be advisable if the state did not spend time or money in sponsoring a reception in recognition of Marilyn Vigil de McClure, the state's newly appointed Human Rights Commissioner.
- * This reception should be done by private agencies, instead of public agencies.
- * The item in the act (S.F. 336, Chapter 510) which states: "publicize the accomplishments of Spanish-speaking people and the contributions made by them to this state" is not meant for events of this type. According to the "legal interpretation" this statement is too tenuous to justify the Council's sponsoring of a reception. The statement is interpreted as meaning "news releases, public articles, television programs, etc., which will highlight contributions already made by Chicano-Latinos."
- * Marilyn Vigil de McClure is a recent appointee and therefore her contributions in this position are still forthcoming.

There are other alternatives suggested by Mr. Varco. These alternatives could be:

- * A reception sponsored by a private, non-profit agency, i.e. Spanish Speaking Cultural Club, Centro Cultural Chicano, etc., or by a combination of agencies.
- * A reception sponsored by private individuals, through personal contributions.
- * A public event, i.e., dance, dinner, which will have an admission fee to cover the costs. This event could be sponsored by a private agency, agencies or individuals.

Mr. Varco recommends that the Spanish Speaking Affairs Council not be involved in an event of this nature because according to the law "public money can only be spent for a public purpose." In other words, to benefit the public. A reception of this nature is not considered to be in the public interest.

Shirley Grady

Wine / cheese arts / science ? other sites

mayors

Press Release

1. Mayors

St. Paul / Mpls.

2. Gov -

3. Public Of -

4. Program

— Honors

5. Intro -

6.

7. Reception
List.

8.

9. Employer's
Council

10.

CENTRO CULTURAL CHICANO INC.

204 W. FRANKLIN AVE.

MPLS, MN. 55404

612-871-1423



CHALCHIHUITLICUE
WATER GODDESS

June 2, 1978

Dick Brustad, Executive Director
Minneapolis Housing and
Redevelopment Authority
217 South 3rd Street
Minneapolis, MN 55401

Dear Mr. Brustad:

This letter is in compliance with Marcela Trujillo's conversation with Robert Drew of your agency, in regard to Centro Cultural Chicanos crucial need of a building to house the supportive services and cultural nourishment we offer the Chicano/Latino community of Minneapolis.

May I briefly inform you on our organization, in the event that we may be unfamiliar to you. Centro (as more often than not referred to) is the first and thus far only, bilingual social service agency in Minneapolis that is concerned about, and active with spanish speaking citizens of the greater Minneapolis area. Our main objective has always been to provide social services to Latinos in situations where: age, poverty, language, or cultural barriers may be a problem in obtaining services; or in meeting personal needs. However, before I address the needs of Centro, a basic understanding of the circumstances which currently exist is necessary.

At the present time, our organization is located at 204 West Franklin which in itself is inadequate (with respect to size) to house our current operations and staff. The same situation occurs at our Seniors Program Office at 821 1/2 West Broadway. Lack of space prevents the staff and volunteers from functioning properly, or at the maximum level needed to accomplish our tasks.

Specifically the building we seek, (center) must have ample office space and proper facilities for 20 people; a room large enough to be used as a conference room for possibly 100 people; kitchen facilities for the ongoing events such as, pot luck dinners and bake sales; and a parking area for our vans, staff and clients. The list could continue, however, I am sure you have the idea.

It is my understanding that the MHRA presently at 1800 Olson Highway intends to re-locate to the North Branch Library on Emerson Ave. No. With this in mind, I am inquiring as to the feasibility of our seeking that building (1800 Olson Hwy.) and/or another MHRA building somewhere in the Minneapolis area.

Perhaps we could set aside a time to meet (at your convenience) and discuss this matter further, as well as Centro's activities, so that you may learn more about our services and why we feel they are unique and different from any other social service agency in Minneapolis.

I will attempt to contact you within the next few days in order to arrange a meeting date. Incidentally, I can be reached at 871-1423.

Thanking you in advance, I remain

Sincerely,

Ricardo Nevilles

Ricardo Nevilles, Executive Director
Centro Cultural Chicano

RN/ers

cc: Marcela Trujillo
Irene Bethke

MAYOR ALBERT J. HOFSTEDE

minneapolis

city of lakes

March 16, 1979

Ms. Marilyn McClure
1908 Arona Street
St. Paul, Minnesota 55113

Dear Marilyn:

Congratulations on your appointment as Human Rights Commissioner.

We are delighted for many reasons, because you are the first Hispanic to reach a commissioner status, because you are a very qualified administrator, you will be a very real enhancement to the State of Minnesota and for our people as a source of pride.

If we can help you in any way, please let us know.

You have our full support. Again, congratulations y buena suerte!

Respectfully submitted,
on behalf of Mayor Hofstede
Latino/Chicano Advisory Committee

Irene De Bethke
Chairperson

minneapolis

city of lakes

MAYOR ALBERT J. HOFSTEDE

March 22, 1978

Ms. Irene M. de Bethke
4649 Decatur Avenue North
New Hope, Minnesota 55428

Dear Ms. Bethke:

Congratulations! I have appointed you to the newly created Hispanic Advisory Committee to the Mayor. I know that you will ably represent the large Latino/Chicano population of Minneapolis. The job ahead of you will be challenging yet rewarding.

The term of office of this committee will be two years, expiring on December 31, 1979.

Donna Folstad, my administrative assistant, will be the staff person to the committee. She will contact you shortly about an organizational meeting. Also, the City Clerk will administer the oath of office at that meeting.

I look forward to working with the Latino/Chicano community.

Sincerely,


Albert J. Hofstede
MAYOR

AJH:ck



871 8373

leo

Letter to the Regents of
U of Minn -

~~U of Minn~~
We the Chicano Latino
advisory committee to the
Mayor of Minneapolis are
very concerned about the existing
situation at the University
of Minnesota regarding the
~~lack~~ continuous lack of
affirmative action in education
and employment of the Chicano
Latino community - We
strongly urge and recommend
that the document "Report-task
Force on Chicano concerns be
read and that its ~~recommendations~~ ^{implement the}
~~be acted upon~~ implemented
~~especially~~ The funding
of \$400,000 would be a start
in showing the Chic Lat
community that the U/M
does have a sincere desire
to address the deplorable
situation now existing there

To the Honorable Mayor + Louis Roman
City Council

The Chic Lat. ad. com. to the Mayor of
Mpls. strongly supports the appointment
of Rafael Espanza to the Civil
Rights commission. Mr. Espanza has
been active for the betterment ~~of the~~ of
~~the~~ his community ^{for many years} and has
been outstanding in his contributions
towards this. His background and
experience will be a great asset to
this body as government is always
improved with high caliber citizen
participation.

Sincerely

on respectfully submitted Irene Bohke
~~for the~~ behalf of Chairperson
the Committee

* Alfredo Gonzalez to the Civil Service
Commission

MINNEAPOLIS COMMISSION ON CIVIL RIGHTS

MICHAEL HARTIGAN, CHAIRMAN

DEPARTMENT OF CIVIL RIGHTS

2649 PARK AVENUE SOUTH
MINNEAPOLIS, MINNESOTA 55407
348-7736

VICTOR L. PROPES, DIRECTOR

minneapolis

city of lakes

May 16, 1978

Irene M. de Bethke, Chairperson
Mayor's Hispanic Advisory Committee
4649 Decatur Avenue North
New Hope, MN 55428

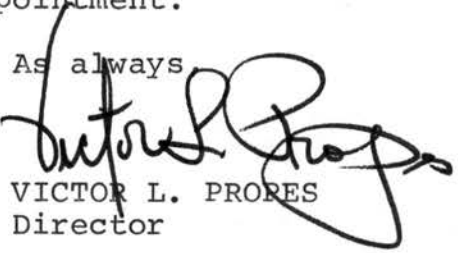
Dear Ms. de Bethke:

I greatly appreciated the Minneapolis Hispanic Advisory Committee's Report to the Mayor. I found the report very informative and challenging.

I would like an opportunity to meet with you and/or members of the Committee to discuss affirmative action, employment in income, and housing for the Hispanic community in the City of Minneapolis.

Please contact me at 348-7736 at your earliest opportunity so that we might set up an appointment.

As always,


VICTOR L. PROPES
Director

VLP:acg



MAYOR ALBERT J. HOFSTEDE

minneapolis

city of lakes

April 10, 1979

Dear Friend,

I am currently in the process of seeking qualified persons for my Drug and Alcohol Advisory Committee.

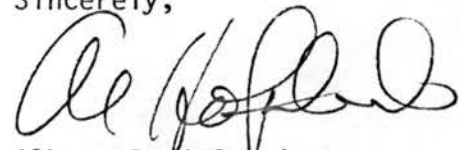
I feel it very important to have someone from your community sit on this Committee.

The charge of the Committee will be to clarify the role of city government relative to the prevention and control of drug and alcohol problems within Minneapolis.

Since we are utilizing the open appointments process for the selection of members, please have your candidates apply with Barbara Anderson, City Clerk's Office.

The deadline is May 1, 1979. Thank you for your cooperation. If you have any questions please contact Donna Folstad in my office.

Sincerely,



Albert J. Hofstede
MAYOR

OFFICE OF CITY COORDINATOR
301M CITY HALL
MINNEAPOLIS, MINNESOTA 55415
(612) 348-2032

DAVID C. NIKLAUS
CITY COORDINATOR

ECONOMIC DEVELOPMENT
ROBERT D. DRONEN 348-2664
RESOURCE AND PROGRAM COORDINATION
ROBERT C. MOFFITT 348-2426
PROGRAM MONITORING AND EVALUATION
RICHARD F. HUNTER 348-2095
ADMINISTRATIVE SERVICES
VIOLA M. KANATZ 348-2096

minneapolis

city of lakes

February 7, 1979

Ms. Irene Bethke
Centro Cultural Chicano
4649 Decatur Avenue North
Minneapolis, MN 55428

Dear Ms. Bethke:

Knowing of your interest in the City's Affirmative Action Program, I am enclosing a copy of a newly revised and strengthened position description for the Director of Affirmative Action for the City of Minneapolis. Also, I have attached a copy of a letter from City Council President, Louis G. DeMars, to Civil Service Commission Chairman, Ray Eiland, requesting that the Commission move promptly to fill this position and to do so through an open competitive examination. It is our hope the Commission would see fit to make this position available to the most qualified individuals throughout the community and not be limited to just those persons now in City service.

At such time as the Commission posts an examination, I would hope you would encourage eligible candidates whom you may know to apply.

Regarding the position description, special effort has been made to be precise in defining the responsibilities and duties of the job. We have also stated that the Affirmative Action Director responds and reports to the City Council, through the City Coordinator, in the development of equal opportunity employment policy and the execution of the City's Affirmative Action Program.

With kind regards,

David C. Niklaus
David C. Niklaus,
City Coordinator

DCN:err
Enclosure

EQUAL OPPORTUNITY EMPLOYER

ALBERT J. HOFSTEDE

minneapolis

city of lakes

April 6, 1979

Dear Committee Member:

This letter is to remind you of the rule agreed upon by all the membership, that three missed, unexcused meetings would qualify as a resignation. If this applies to you, we need your immediate response, if you wish to remain on the Committee. No response will be interpreted as affirming your resignation.

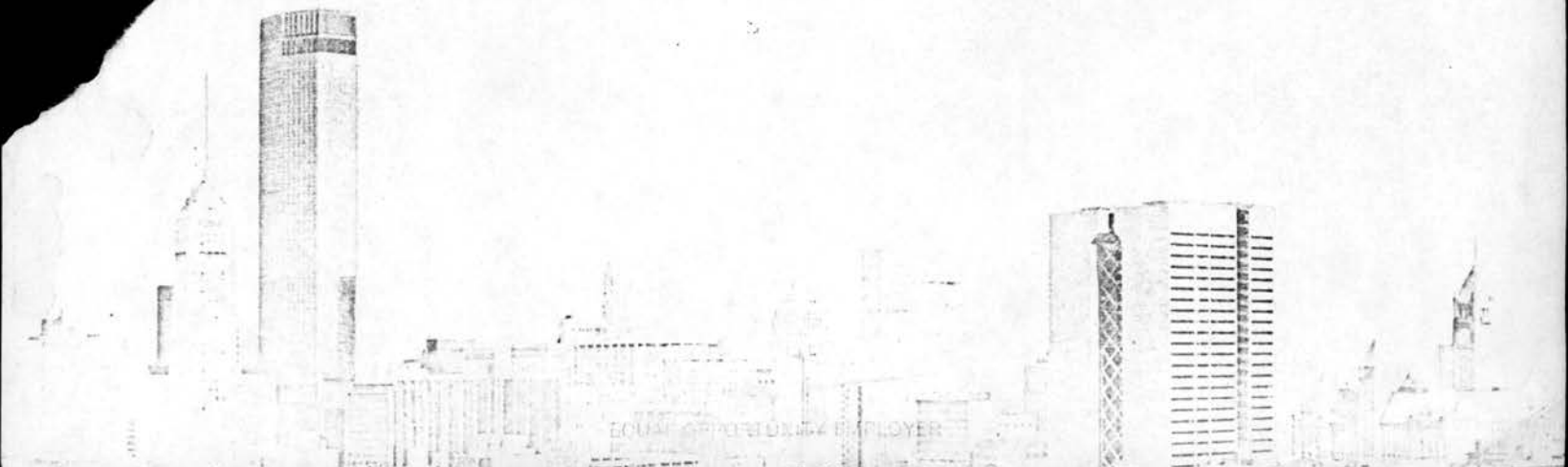
Thank you for your past support. It is very appreciated. Please contact Margaret L. Jones with your response. Telephone 348-2100.

Sinceramente,

Irene Gomez-Bethke
mly

Irene Gomez-Bethke
Chair

REMINDER: Next Meeting is Tuesday, April 24, 1979, at 6:30 p.m., 125 City Hall.



564-7755

Baron

minneapolis

city of lakes

OFFICE OF CITY COUNCIL

LOUIS G. DeMARS, PRESIDENT
307 CITY HALL, MINNEAPOLIS, MINNESOTA 55415
PHONE: 348-2205

February 5, 1979

Mr. Ray Eiland, Chairman
Civil Service Commission
Public Health Center
250 South Fifth Street
Minneapolis, Minnesota 55415


Dear Ray:

Enclosed you will find a requisition and position description for the Affirmative Action Director of the City of Minneapolis. I know you share my concern that this position be filled as expeditiously as possible in order to get on with the important work of the Affirmative Action Program.

The position description for this job has been revised to bring it into conformity with the significant responsibilities it entails. I hope the review made by the Civil Service Commission of this revision will receive the top priority of your staff.

I am requesting that you hold an open competitive examination in order to tap the best resources available for this sensitive position. I anticipate that we will receive considerable response from various community groups interested in problems of protected classes as a result of wide spread and aggressive recruiting by the Civil Service Commission.

Sincerely,


Louis G. DeMars,
President, City Council

LGD:hjl

Enclosure: Position Requisition
Position Description

MINNEAPOLIS CIVIL SERVICE COMMISSION

POSITION DESCRIPTION AND ANALYSIS

EMPLOYEE'S NAME: _____ PRESENT TITLE: Director, Affirmative Action Program

DEPARTMENT: City Coordinator DIVISION OR SECTION: Administrative Services JOB LOCATION: City Hall

SUPERVISOR'S NAME: Viola M. Kanatz TITLE: Assistant City Coordinator/ Administrative Services

I. POSITION DESCRIPTION

(Refer to enclosed instructions to complete this form)

<p>A. MAJOR OBJECTIVES The Affirmative Action Director, under the direction of the City Council through the City Coordinator, is responsible for the administration of the City's Affirmative Action Program; to supervise the administration of the City's Affirmative Action Plan and those plans and programs of individual departments; to propose to the City Council such policy, budgetary, and administrative changes as are necessary to ensure effective implementation, operation, and enforcement of Affirmative Action Programs. Under the immediate direction of the Assistant City Coordinator of Administrative Services, the duties of the Affirmative Action Director include but are not limited to the following:</p>	
<p>B. SPECIFIC DUTIES</p> <ol style="list-style-type: none"> 1. Evaluate and update the Affirmative Action Plan for the City of Minneapolis that is a planned, cohesive, and results oriented management program to provide equal opportunity in all City departments and federal programs under the prime sponsorship of the City of Minneapolis <ol style="list-style-type: none"> a. through which management assures that all persons have equal opportunities in recruitment, selection, appointment, promotion, training, discipline, and related managerial areas, and b. that is specifically tailored to the City's workforce and its available skills and contains specific actions with goals, timetables, responsibilities, and resources to meet identified needs. 2. Recommend changes in current rules, regulations, and procedures to eliminate or revise practices or policies which might have a disparate effect on the employment and/or upward mobility of protected class applicants and employees. 3. Develop information and training programs for department heads, supervisors, and employees on Affirmative Action programs and policies. 4. Serve as an information resource for City management staff in matters pertaining to Affirmative Action to ensure their understanding, support, and implementation of the Affirmative Action policy and program. 5. Assist each City department in developing a viable plan <ol style="list-style-type: none"> a. which results from a careful analysis of each department's compliance needs in order to achieve Affirmative Action objectives, b. contains goals to be achieved stated in qualitative and quantitative terms, c. specifies action steps for achieving the overall objectives, d. assigns responsibilities to individuals and/or organizational units, e. includes achievable timetables and target dates, f. contains the procedure for evaluating the department's progress towards achieving the objectives and for periodic review and revision of the plan. 6. Administer and develop as needed data reporting systems to monitor and analyze the results of Affirmative Action efforts in employment and promotions by the City as a whole and the individual departments. Prepare periodic status reports for the Coordinator and the Council. 	<p>% of TOTAL TIME</p>

(USE ADDITIONAL SHEETS AS NECESSARY)

7. In consultation with the Civil Service Commission review all written personnel policies, procedures, and regulations to determine that
 - a. position descriptions accurately describe the knowledges, skills, and abilities needed for entry and promotional jobs,
 - b. that protected classes are ensured that qualification requirements including education, vocational training, prior work experience, and physical characteristics are manifestly job oriented,
 - c. ensure that selection devices including application forms, written tests, and oral interviews are evaluated and appraised for job relatedness with respect to protected classes.
8. Maintain effective grievance procedures for the informal resolution of complaints with respect to disparate treatment in transfer, promotion, training, discipline, and related personnel areas.
9. Administer and develop as needed monitoring efforts for all federal grant Affirmative Action compliances.
10. Develop and recommend policies for approval and implementation which relate to City or federally subsidized projects and economic development.
11. Prepare materials for briefings about equal employment opportunity issues for presentation to the Council, the Civil Service Commission, City departments, employees, and the public.
12. Serve as an information resource to all employees regarding the Affirmative Action policy and program.
13. Serve as an information resource to all employees about employee rights and the City's obligations under applicable federal and state statutes and regulations, local ordinances, and the City Affirmative Action goals.
14. Maintain liaison with private and public sector Affirmative Action programs, community groups, referral agencies, and meet with citizen advocacy groups and employee groups on request.

II. POSITION ANALYSIS

A. In order of their importance list the three most important responsibilities of your position.

1. A thorough understanding of management and personnel administration is essential to the ability to handle the responsibilities of this position.
2. Develops policy recommendations, plans, and procedures to assure the effective implementation, operation, and enforcement of Affirmative Action programs by the City Council and appropriate management personnel
3. Establishment of techniques and procedures to assure compliance with Affirmative Action standards in all phases of employment such as recruitment, screening, selection and testing, promotion, transfer and termination.

B. What equipment do you use to do your work? (Indicate the tools, office equipment or technical equipment you use.)

Automobile, calculator, tape recorder, information services (e.g., CCH)

C. Indicate briefly in what way and to what extent your position is responsible for the safety of others.

N/A

D. To what extent are you required to exercise independent judgment in carrying out work practices?

Independent judgment must be exercised to a great extent since Affirmative Action is an area requiring the ability to deal with top management personnel, to retain personal composure and exercise mature judgment under pressure in crisis situations, and to handle the sensitive area of recommendations for enforcement of administrative policies and plans. The supervision of this position relates to policies to be followed and appraisal of the achievement of the determined objectives of the position.

E. Relationships With Others

1. Inside Relationships. Indicate the types of relationships with personnel or other organizational units within the city service that are required by the duties of your position.

REGULAR DEALINGS WITH	SUBJECT MATTER	HOW OFTEN?
City Council	policy and program direction	varies
City Coordinator	policy and program direction	varies
Asst. City Coord./Admin. Serv.	program direction & direct supervision	frequently
Civil Service Commission	program coordination & implementation	varies
City Attorney	program coordination & implementation	varies
Civil Rights Department	program coordination & implementation	varies
Boards, Commissions & Dept Heads	prog. coordination & implementation	varies
City employees	training-counseling-investigate grievances	varies
AA Advisory Committee	suggestions for program direction	varies
AA staff	supervision, direction & interaction	daily

2. Outside Relationships. Indicate types of relationships outside the city service that are required by the duties of your position.

REGULAR DEALINGS WITH	SUBJECT MATTER	HOW OFTEN?
minority, women & handicap groups	infor. gathering & dissemination	varies
State Human Rights & County AA Depts.	Coordination & information	varies
Federal Agencies, State Manpower Dept.	Coordination & information	varies
Chamber of Commerce	information gathering & dissemination	varies
Community organizations	information gathering & dissemination	varies

II Position Analysis (Cont'd)

F. EXTRAORDINARY CONDITIONS. Describe the conditions surrounding your position which cause discomfort or personal inconvenience, such as exposure to dirt, noise and hazards; and the amount of time required outside working hours for community activities, emergency call-backs and the like.

This position requires considerable time outside of the regular working day in attendance at meetings with community groups concerned with the rights of protected classes.

G. List any facts and figures that indicate the size, scope and complexity of your position. Indicate the custody of funds or other valuables, the value of inventories, the amounts of annual expenditures or any other items that you consider significant as a measure of your responsibilities.

The Affirmative Action Director must deal with the top management personnel of the City on personnel matters which involve over 75% of the City's budget. The Affirmative Action Director is also responsible for monitoring the Affirmative Action compliances on federal contracts entered into with the City. The funds generated by such federal contracts will total into the millions of dollars. Further, an effective Affirmative Action Program may prevent actions which would otherwise require the City to pay penalties or claims to aggrieved parties in discrimination suits.

H. If you are a supervisor, list the names of the organization units you supervise and the total number of employees in each unit.

ORGANIZATION UNIT	NUMBER OF EMPLOYEES IN EACH	ORGANIZATION UNIT	NUMBER OF EMPLOYEES IN EACH
Affirmative Action Office	6		
Consultants	varies		
EEO Representatives	varies		
TOTAL NUMBER OF EMPLOYEES			

I. ADDITIONAL INFORMATION. List any information not previously provided on this form that you feel would be helpful in evaluating your position.

III. QUALIFICATIONS REQUIRED

TO THE SUPERVISOR: Indicate the minimum amount of education, other formal training and experience that you would require if this position were vacant and you were looking for another employee to fill it.

A. MINIMUM GENERAL EDUCATION

☐ High School graduation NOT required for this position.

☐ High School graduation (List special courses required in Section B.)

POST HIGH SCHOOL

☐ Vocational School (List courses in Section B.)

☒ College Degree (Specify) Public Administration, Business Administration, Sociology

Advanced Degree (Specify) or related field

B. Specialized Education Or Training (High school or vocational courses or curriculum, major college courses, training program etc.)

A variety of courses dealing with problems of protected classes and/or with personnel management

C. Minimum Working Experience (List job or kind of experience and the amount felt necessary to qualify for this position.)

Three years in a position with exposure to the application of Affirmative Action plans in the public or private sector

No less than one year of personnel management experience.

The above may be concurrent, but the total time in these areas must be at least three years.

IV. SUPERVISOR'S COMMENTS

A. Note any additional information pertinent to the position and note exceptions to information provided by the employee, any changes in duties both added to and deleted from, or procedural changes since last surveyed. Add another page, if necessary.

Must have thorough knowledge of federal equal employment statutes, regulations, and programs, especially as they relate to compliance and antidiscrimination procedures at the municipal level; knowledge of, or the ability to learn the organization and functions of City government and its departments. Must have knowledge and experience in the preparation and negotiation of bid specifications and contracts and review and approval of Affirmative Action programs based on those specifications and contracts, as well as knowledge of basic research skills; ability to utilize research data for purposes of problem-solving; ability to do original work in formulation, implementation, installation and evaluation of policies, procedures and programs. Must have demonstrative ability to communicate effectively with the public and to work with persons of varied economic and social backgrounds; knowledge and understanding of the problems of minority groups, females and the handicapped with respect to employment and discrimination. Must have the ability to staff advisory committees in the area of Affirmative Action.

SUPERVISOR'S SIGNATURE

DATE

REVIEWED BY DEPARTMENT HEAD

DATE

[Signature]

2/5/79

[Signature]

2/5/79

FOR OFFICE USE
☐ LIST NO. _____
☐ NO LIST

MINNEAPOLIS CIVIL SERVICE PERSONNEL DEPARTMENT
REQUISITION FOR EMPLOYEE

Date February 5, 1979

one Affirmative Action Director
(AMOUNT) (POSITION TITLE) (CODE)

hour Permanent Temporary
Salary bi-weekly ☒ ☐

Working Hours _____ Starting Date ASAP

Duration _____ Part Time _____

Special Request (if any) _____

Viola M. Kanatz 301M - City Hall 348-2096 ASAP
(REPORT TO) (LOCATION) (TELEPHONE) (BY WHEN-DATE & TIME)
Administrative Services Assistant City Coordinator
(SECTION ASSIGNED TO) (CLASS TITLE OF SUPERVISOR)
Coordinator Viola M. Kanatz
(DEPARTMENT) (APPOINTING OFFICER)

This request is a result of: (a) Termination of services of incumbent. (Name: _____)

(b) New position _____ (c) New class _____

POSITION DATA

Complete the following section for every position requested (unless position was evaluated immediately prior to this request). This form will become part of the classification description file.

1. List in order of importance or time spent performing the typical duties of the position:

1.
See position description

2.

3.

4.

5.

2. List any changes that have taken place since this position was last filled:

3. Any detail or permit in effect? no For whom? _____ Date Approved? _____

H. Davis
said get prof.
people

1. Needs assessment - Bilingual
United way - Bicultural
allocation of funds -
advisory board?
recruitment of
Centro people in this
area

Date: January 5, 1979

From: Al Martinez

To: Minneapolis Chicano/Latino Advisory Board

consultant o
weekly basis

I. Charter

A. General statement of Mission and Purpose of this body.

Musts

II. Bylaws

A. Rules for the conduct of committee meetings

B. Rules for the eligibility election and replacement of members.

C. Length of term of members.

D. Rules for interaction of committee with:

1. Government
2. Agencies
3. Political Entities
4. The community

Chair to
meet with
Chair of
N. Am. Ind.

III. Long-Range Goals

A. General statement goals for the 2-4 year time frame.

1. Politically organize the Minnesota Latinos
2. Enable legislation to aid migrants

Black Com.
Small
groups of
P.R. com.

IV. Short-Range Goals

A. Enumeration of specific goals for the next 1 or 2 years.

1. These goals should be stated in a manner that allows verification or measurement of success, the goals should be quantifiable.
2. Goals should be dated.
3. Prioritize goals for later planning.

B. Develop plans to achieve goals

1. List alternatives to achieve each goal.
2. Evaluate each alternative choose best alternative.
3. Allocate resources to do the job.
4. Determine method of monitoring progress of the goal plan.
5. Review the complete set of plans to re-verify priorities and ensure enough resources are available to reach success.

Short-Range Goals cont'd

C. Implement the Program

1. Enact each plan
2. Monitor progress
(a) make modifications when necessary
3. Evaluate results

V. Possible Areas for Goal-Setting

A. A schedule of significant events for each area should be put together into a Master Schedule to facilitate planning and prioritizing. This will help us to be prepared well in advance of important events such as elections.

B. Political organization in Minneapolis

1. Develop statement of political goals
2. Organize for grass-roots effort - telephone contact every eligible voter in area.
3. Electing our own
4. Appointments

C. Legislation

1. Migrants
2. Bilingualism in government
3. Affirmative Action

D. Service to Community

1. Advocacy positions
2. Spokesman, input function
3. Leadership, coordination of efforts of agencies and organizations

E. Communication network throughout Minnesota

1. Liason with the state government
2. Liason with the St. Paul agencies and organizations
3. Liason with agencies and organizations in rest of Minnesota

F. Data Base

1. Investigate possibility of obtaining computer capability
2. Computerize who, how many and where we are
3. Develop lists, (a) voters, (b) poverty, (c) agency servicing, (d) skills inventories.

VI. Long Range

A. Political Independance

1. Organization/effort must survive politics

B. Economic Development

1. Enhancement of educational, skills
2. Credit Union
3. Group/Coop ventures, (a) medical/dental insurance
(b) food buying (c) Small Business Administration (SBA)
4. Mutual aid and support

C. Survival of Agencies and Services

1. What happens when government funding ends?

VII. Information

A. How many and where are we ?

1. Sources, (a) census-federal, (b) state, (c) voter registration demography.

B. Agencies and Services

1. Comprehensive list of all agencies specifically aimed at La Raza
2. Charter of each
3. Funding mechanism of each

C. Affiliated Agencies

1. List of agencies providing services to La Raza

D. Sources of Funds

1. Inventory of all possible funding sources

minneapolis

city of lakes

MAYOR ALBERT J. HOFSTEDE

April 17, 1978

This is a letter to inform you of my appointments to the Latino-Chicano Advisory Committee.

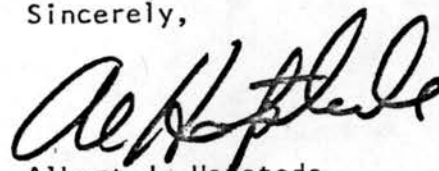
This group has requested that this information be directed to all department heads, advising them of their existence and the report they have prepared for my office. I am enclosing a copy of their report and a list of the Committee.

In the near future, you will be receiving requests to meet with this group regarding what functions and services your department provides the City of Minneapolis.

As a result of our meeting with this Advisory Committee, I can assure you of their sincerity and commitment to provide all City departments with their positive input.

I am looking forward to your cooperation in this matter.

Sincerely,


Albert J. Hofstede
MAYOR





UNIVERSITY OF MINNESOTA

Office of the President
202 Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455

May 31, 1978

Mrs. Irene de Bethke
Chicano-Latino Advisory Committee
to the Mayor of Minneapolis,
Albert J. Hofstede
Hennepin County Government Center
300 South Sixth Street
Minneapolis, Minnesota 55401

Dear Mrs. de Bethke:

I want to thank you for your letter of April 23, 1978, expressing your committee's concern regarding the report and recommendations of the Task Force on Chicano Concerns. I can assure you that the University of Minnesota is committed to do what it can within the limitations of its resources, to seek, recruit, and retain qualified Chicano-Latino students.

Last winter, I reviewed the recommendations of the Task Force with my senior staff and with the members of the Board of Regents, and committed the University to seek additional legislative and private funds to meet the needs of Chicano-Latinos.

Since December of 1977, our major emphasis has been to develop a biennial request asking the State Legislature for additional funds to meet the needs of minority students. Vice President Frank B. Wilderson, Jr., and Dr. Phillip Carey, the Coordinator for the Office of Minority and Special Student Affairs, worked with the deans of the various colleges and the provosts from the coordinate campuses. They developed a comprehensive, University-wide document outlining the cost of implementing activities which, when put into place, would improve the recruitment, retention, and placement of minority students on the Twin Cities, Crookston, Duluth, Morris and Waseca campuses. I have already reviewed the proposal with my senior officers, and this month I sent a first draft of the overall University Biennial Request to the Board of Regents. This request proposes an additional \$1,045,000 for minority student retention programs. Should the State Legislature give the University this amount, we could have as many as fifteen additional personnel to assist minority students in the various colleges.

We have found that, while the University does succeed in recruiting minority students, our retention rates are low. Thus, our major emphasis will be toward improving retention rates among minority students. We need to help students complete their coursework by providing tutors and restructuring some of our courses to permit students adequate time to successfully complete them. These retention efforts will require additional input of time from faculty as well as the hiring of qualified teaching assistants. We believe that a major portion of the minority support request should go toward the retention effort.

Mrs. Irene de Bethke
May 31, 1978
Page Two

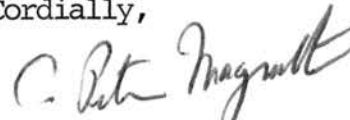
Recruitment of Chicano-Latino students was one of the recommendations of the Task Force. As soon as I accepted the recommendations, some funds were made available to the Office of Minority and Special Student Affairs to allow Dr. Phillip Carey to reassign one of his coordinators, Mr. Jose Cortez, to recruit Chicano students in Minnesota. I have been told that Mr. Cortez has worked hard in our high schools, and by May 24, sixty-two Chicanos had applied for admission to the Twin Cities campus. This number is the largest we have had so early in the year, and indicates that our recruitment program is meeting with considerable success.

As you may know, the University has been required to retrench over a million dollars in 1977-78 and 1978-79. Despite this retrenchment, we have committed \$100,000 to the minority student programs in the 1978-79 fiscal year. Of this amount, \$50,000 will come from items retrenched from the entire University system, and the other \$50,000 will be reallocated from resources in other programs of the University.

Some of the funds will be used to begin development of a Chicano-Latino Outreach Center, which will provide supportive services related to recruitment, certification, financial aid referral, and orientation assistance. Budgetary constraints will not allow the center to do all of these activities during the 1978-79 academic year. However, the center will begin to organize and plan effective recruitment and retention programs for Chicano-Latinos, and full operation of the Center will begin in July, 1979, provided the Legislature gives us the additional funds we are requesting. This means that most of the supportive service of Chicano-Latino students must be delivered through existing University service until July, 1979.

Again, we are committed to serve the needs of Chicano-Latino and other minority students at this University. However, it would be an empty promise to tell you that we can succeed in improving the recruitment and retention of these students without additional funds from the State Legislature, especially when University funds are being retrenched. We have already made a sincere effort to improve our programs for this coming academic year. I sincerely hope that, with the support of the Chicano-Latino community and that of other minority communities in the state, the Legislature will be willing to provide the funds we have requested. Without these funds, the University will not be able to provide the quality of services needed to adequately improve access and retention of minority students.

Cordially,



C. Peter Magrath
President

CPM:ms

cc: Vice President Frank B. Wilderson, Jr., Student Affairs
Assistant Vice President Barbara Pillinger, Student Affairs
Dr. Phillip Carey, Coordinator for Office of Minority and Special Student Affairs

university
of
minnesota
memo

date July 24 19 78

to Mrs. De Bthke

from Jose Cortez

For your information.



UNIVERSITY OF MINNESOTA
TWIN CITIES

Minority Learning Resource Center
302 Eddy Hall
192 Pillsbury Drive S.E.
Minneapolis, Minnesota 55455
(612) 373-7947

July 14, 1978

MEMORANDUM

TO: President C. Peter Magrath

FROM: Jose A. Cortez
Silverio Fuentes

RE: Crookston Trip

This memo will bring you up to date concerning our trip to Crookston from July 8 through July 10, 1978.

In our meeting with the Spanish Speaking Advisory Council, we were informed that the annual Fiesta for migrants in Crookston would be the weekend of July 8. We attended the fiesta.

We showed the film, "El Poder de la Educacion" (The Power of Education) to the migrant families and students, and spoke about opportunities at the University of Minnesota. After the film, parents asked questions. One comment that stays in my mind was made by a family who said they had been coming to Crookston for 18 years, but no one spoke to them about opportunities at the University. They have five boys, the youngest of whom is 17. They said it was a great feeling to have someone not forget where they came from, someone who came to recruit migrants. They feel that no one else cares for them, and that they are not treated as humans.

With this in mind, we tried to contact Mr. Moreno, to no avail. I am very upset and concerned about the responsibility and dedication to the memorandum of May 25 from Anthony Kuznik and Juan Moreno concerning migrant students. In the memo, it was stated that initially a maximum of one hundred migrant students may participate in this program on an experimental basis. It is my belief that it takes migrant students to run such a program.

We also met Monday at St. Cloud with the Executive Director of the Minnesota Migrant Council regarding implementation of migrant students Work Study Program for the University of Minnesota Chicano Learning Resource Center.

Jose A. Cortez
Silverio Fuentes



UNIVERSITY OF MINNESOTA

Office of the President
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Last winter, I reviewed the recommendations of the Task Force with my senior staff and with the members of the Board of Regents, and committed the University to seek additional legislative and private funds to meet the needs of Chicano-Latinos.

Since December of 1977, our major emphasis has been to develop a biennial request asking the State Legislature for additional funds to meet the needs of minority students. Vice President Frank B. Wilderson, Jr., and Dr. Phillip Carey, the Coordinator for the Office of Minority and Special Student Affairs, worked with the deans of the various colleges and the provosts from the coordinate campuses. They developed a comprehensive, University-wide document outlining the cost of implementing activities which, when put into place, would improve the recruitment, retention, and placement of minority students on the Twin Cities, Crookston, Duluth, Morris and Waseca campuses. I have already reviewed the proposal with my senior officers, and this month I sent a first draft of the overall University Biennial Request to the Board of Regents. This request proposes an additional \$1,045,000 for minority student retention programs. Should the State Legislature give the University this amount, we could have as many as fifteen additional personnel to assist minority students in the various colleges.

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May 31, 1978
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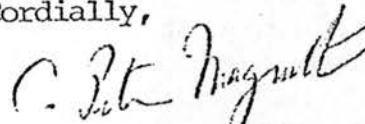
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Cordially,



C. Peter Magrath
President

CPM:ms

cc: Vice President Frank B. Wilderson, Jr., Student Affairs
Assistant Vice President Barbara Pillinger, Student Affairs
Dr. Phillip Carey, Coordinator for Office of Minority and Special Student Affairs



UNIVERSITY OF MINNESOTA
TWIN CITIES

.....
Chicano Latino Supportive Serv
Dome City
1507 Univ. Ave.
Rm 310A
Univ. of Minn.
Mpls. Mn. 55455

February 27, 1979

TO: Irene Becke

FROM: Jose Cortez/Director/Chicano Latino
Supportive Services

I would like to cordially invite you to join me at a Buffet Dinner for members of the Chicano Latino Center on Thursday, March 1, 1979, promptly at 5:30 P.M.; you will be a guest of the Office for Minority Affairs, the dinner will be held at the East Wing of the Campus Club, which is on the forth floor of the Coffman Union Building, located on Washington Avenue on the Minneapolis East Bank campus of the University of Minnesota.

The purpose of the meeting is to inform you and the greater Chicano community which you represent; of the Minority Student Affairs Program at the University and to gain your support for the Biennium request for funding for these programs which will focus on retenion.

Gracias

A handwritten signature in cursive script, appearing to read 'Jose Cortez'.

JC/aeb

WASP. Middleton Commission
Deputy Com. positions
General Haynes - Lobby For Him
Union Coalition
Chie / Sub Adv. Com -
~~Sp Sp Af Council~~

MAYOR ALBERT J. HOFSTEDE

minneapolis

city of lakes

March 19, 1979

Mr. Jose S. Garza, President
National Hispanic Coalition for Better Housing
810 18th Street, N.W. - Suite 705
Washington, D.C. 20006

Dear Mr. Garza:

I was most interested in reading your letter of March 5, 1979, about the NHCBH, and its establishment to help improve the "quality of life" for the Hispanic Community.

The people in Minneapolis care about their community, and because of their "caring," Minneapolis is considered one of the ten top cities in the nation for its "quality of life."

To me, that "quality of life" should be available to any person regardless of race, religion or creed.

Recent studies have shown that Hispanics are the largest minority group in Minnesota. There are approximately 50,000 residing in Minnesota at this time.

To provide liaison between my office and the community, I have set up a number of committees and task forces. We have a very active and able Latino/Chicano Committee. The Chairperson of this Committee is Mrs. Irene Gomez-Bethke, 4649 Decatur Avenue North, Minneapolis, Minnesota 55428, telephone # (612) 535-6171 (office) 537-0469 (home)

One of the most active members is Ms. Marcela C. Trujillo, 814 Penn Avenue North, Minneapolis, Minnesota 55411 (522-9161). Ms. Trujillo is also a Minneapolis Housing and Redevelopment Authority Commissioner.

I am sorry to say that after contacting MHRA regarding CDBG allocations and contracts, we were unable to get the needed information on so short a notice because they are having new application forms and guidelines printed. They will be back from the printer sometime next week.

Mr. Jose S. Garza

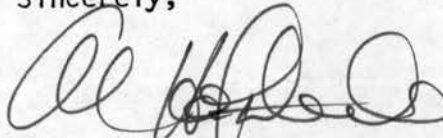
- 2 -

March 19, 1979

Ms. Gomez-Bethke has been advised of your letter and will be talking to Ms. Trujillo since she is a Housing Commissioner. They would like the Minneapolis area to be considered for one of the ten sites, and will be meeting with their Advisory Committee on Wednesday, March 21, 1979, to discuss the matter. You will be hearing from them after their meeting.

Thank you for considering Minneapolis as one of your sites for a national Hispanic training program.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Al Hofstede', written over a horizontal line.

Albert J. Hofstede
M A Y O R

AJH:mi

cc: Ms. Irene-Gomez Bethke
Ms. Marcela C. Trujillo

minneapolis

city of lakes

The Chicano-Latino Advisory Committee to Mayor Hofstede would like to take this opportunity to thank you for attending our meeting on

We are appreciative of your willingness to meet with us, and to share with us your presentation of

Your report was very informative and comprehensive. The data that was presented will be very helpful in establishing a direction to address this critical area as it pertains or does not pertain to the Chicano-Latinos in Minneapolis.

There are many areas that need to be addressed in order to meet the needs of the Chicano-Latino population in Minneapolis/Hennepin County. It is time for city officials, such as yourself, to discuss our individual needs and perspectives with a view towards creating whatever is necessary to achieve our common goals. With that in mind, we are strongly urged by our community to maintain and establish a rapport with your department. We look forward to working with you in this very crucial area.

Sincerely,

Irene M. de Bethke
Chairperson, Chicano-Latino
Advisory Committee to the Mayor



EQUAL OPPORTUNITY EMPLOYER

MAYOR ALBERT J. HOFSTEDE

minneapolis

city of lakes

May 18, 1979

The Honorable Louis G. DeMars
President, Minneapolis City Council
Room 307 City Hall
Minneapolis, Minnesota 55415

Dear Alderman DeMars:

Hispanic people have contributed significantly to the history and culture of America as well as the City of Minneapolis.

2 The growing Hispanic influence in Minneapolis has led to the establishment of a Latino/Chicano Advisory Committee by Mayor Albert J. Hofstede. The viability on a local level of this committee and other Hispanic people is continuing to grow; and we are now in the process of establishing a task force for a Hispanic Cultural Arts Center.

As the largest minority in the State of Minnesota and a large constituency in the City of Minneapolis, there are a number of issues and concerns we would like to discuss with you.

One concern relates to the Mayor's Latino/Chicano Advisory Committee not only reporting directly to the Mayor but also to the City Council.

Secondly, what are some of the dynamics to getting funding from the City, CDBG funds, etc., for establishing a Hispanic Cultural Arts Center? No Hispanic organization has ever been funded by the City or by CDBG funds.

A meeting of interested Hispanic people and friends will be held at Centro Cultural Chicano to discuss these and other issues.

Alderman Louis G. DeMars
Room 307 City Hall

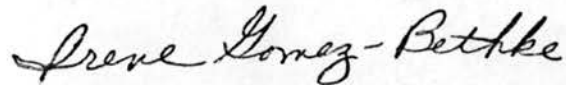
May 18, 1979

-2-

We would very much appreciate your attending this meeting to be held Saturday, May 19, at 2:30 p.m., 1800 Olson Memorial Highway, Minneapolis.

We look forward to seeing you on Saturday, and if you can or cannot attend, please call Margaret Jones of the Mayor's Office, 348-2100 up until 5:00 p.m.

Sincerely,

A handwritten signature in cursive script that reads "Irene Gomez-Bethke".

Irene Gomez-Bethke, Chairperson
Latino/Chicano Committee

IGB:mj

MAYOR ALBERT J. HOFSTEDE

minneapolis

city of lakes

January 27, 1978

Ms. Irene Marie Gomez deBethke
4649 Decatur Avenue North
Minneapolis, Minnesota 55428

Dear Ms. Gomez deBethke:

I have received your application for a mayoral appointment to the Minneapolis Arts Commission.

We had an overwhelming response to the newly instituted open-appointment process. The qualifications of the applicants have been outstanding. I will be reviewing the applications during the next few weeks and will then announce my appointments.

I appreciate your interest and willingness to serve on the Minneapolis Arts Commission.

Sincerely,


Albert J. Hofstede
MAYOR

AJH:vmd



MAYOR ALBERT J. HOFSTEDE

minneapolis

city of lakes

February 1, 1978

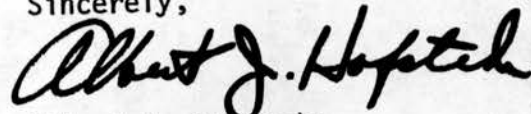
Mr. Jose Gaitan, Chairperson
Latinos/Chicanos for Political Action
821½ Broadway
Minneapolis, Minnesota 55411

Dear Mr. Gaitan:

As a follow-up to your phone conversation yesterday with Steve Ristuben, I am sending you information concerning the open-appointments process which was initiated in early December. The process is open for two weeks during which Minneapolis residents can apply for vacancies. It is my desire to appoint a Hispanic Advisory Committee of 17 persons. I would prefer that there be no alternates. The Committee will select its own chairperson. In the public announcement which will be made in a few weeks, we will request that applicants be bi-cultural but culturally Chicano/Latino. Please be sure that all those persons who were elected in the neighborhoods apply.


I trust this is a satisfactory explanation for your Sunday meeting. If you have questions, please call me.

Sincerely,



Albert J. Hofstede
MAYOR

AJH:bt



WILL BE IN THE MINNEAPOLIS PAPER WHEN AND HOW TO APPLY.



MAYOR ALBERT J. HOFSTEDE

minneapolis

city of lakes

July 28, 1978

Chicano/Latino Advisory Committee
C/O Irene Gomez Bethke
4669 Decatur Avenue North
New Hope, Minnesota 55428

Dear Committee Members:

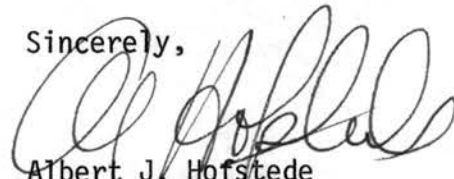
Thank you for your recommendations of Alfredo Gonzalez and Rafael Esparza for Civil Service Commission and Civil Rights Commission respectively.

I truly appreciate the Committee's efforts to find capable candidates for my consideration for the various boards and commissions. I encourage you to continue submitting recommendations to me.

I will give Mr. Gonzalez and Mr. Esparza every consideration as I screen candidate applications.

Thanks again for your input.

Sincerely,



Albert J. Hofstede
MAYOR

AJH:ap



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
MINNEAPOLIS AREA OFFICE
6400 FRANCE AVENUE SOUTH
MINNEAPOLIS, MINNESOTA 55435

REGION V

MAY 11 1979

IN REPLY REFER TO:

5.6HML;SPB

Hispanic Advisory Committee
Margaret Jones
Mayors Office
127 City Hall
Minneapolis, MN 55415

Dear Ms. Jones:

Subject: Hispanic Directory

Thank you for your interest in being included in the directory being compiled by the National Hispanic Coalition for Better Housing to unite the many isolated groups interested in addressing the housing and community development needs of Hispanics across the country. This directory will be used to disseminate housing and community development information through your organization to the community you serve.

Our office has information available to you in the areas of subsidized housing programs, general housing and the requirements of federal employment.

If our office can be of service to you in these areas, please feel free to contact Stephanie Ponticas-Beyer, our Hispanic Program Coordinator, at 725-4837.

Sincerely,


Thomas T. Feeney
Area Manager

September 30, 1978

TO: Mayor Albert J. Hofstede
127 City Hall
Mpls. Mn. 55415

FROM: Manuel Guzman
La Raza Legal Alliance
University of Minnesota School of Law
285 Law Building
229 19th Ave. So.
Mpls. Mn. 55455

RE: Recommendations for CDBG funding to the Legal Aid Society of Minneapolis.

I proudly contact you certainly because you have one of the strongest voices in local government but also because of promises made to use that voice in response to problems that surround the Spanish Speaking Community in the Minneapolis area. With your assistance in "this" matter, indirect impact can be made regarding the Spanish Speaking Community's need for specialized legal service programing through M.L.A.S. By communicating your support for CDBG funding, proposals 86 and 93 respectively, to each individual Council person, you will in fact increase the probabilities of the Spanish Speaking Community obtaining Bilingual/Bicultural service from the Legal Aid Community based offices.

In early June, a group of concerned Spanish Speaking citizens met on several occasions with the Board and former Executive Director of Legal Aid for the City of Minneapolis. The group strongly requested Bilingual/Bicultural legal service for the benefit of their community. In response the Legal Aid Society hired two Latino Law Students to do summer research on the question of precise need and where and how those needs might be met. That study has been done and new demographic information has been collected helping to further define the Spanish Speaking Community in Minneapolis, by community, neighborhood, ward and precinct. Generally speaking the highest concentration of Spanish Speakers were located in Powderhorn Community Neighborhoods and Near North Community Neighborhoods respectively. These are also the locations of the Legal Aid Community based offices from which we hoped our own program might evolve. Both are also located in identifiable neighborhood strategy areas. As it stands now, our clientel record with M.L.A.S. is slim and does not reflect either the community size or the numbers of those eligible for the service. This we had hoped to change in cooperation with the Legal Aid Society. The funding of the North and South side offices is imperative to the future of our proposal.

Page 2

Your assistance in this matter would be in keeping with the cooperation you've already provided in the formation of the Chicanos/Latinos Advisory Board to your office and of the recognition you've helped us to make amongst ourselves and the many groups of our City.

Sincerely,

A handwritten signature in dark ink, appearing to read "Manuel Guzman", with a long horizontal flourish extending to the right.

Manuel Guzman

cc Chicanos/Latinos Advisory Board to Mayor Hofstede
Seymour J. Mansfield, Executive Director M.L.A.S.

310

Rom

Anne City

2 P.M.

September 30, 1978

TO: Jacqueline Slater
1630 So 6th St.
Mpls. Mn. 55454

FROM: Manuel Guzman
La Raza Legal Alliance
University of Minnesota School of Law *MLG*
285 Law Building
229 19th Ave. So.
Mpls. Mn. 55455

RE: Recommendation for CDBG funding to the Legal Aid Society of Minneapolis.

Please acknowledge this short letter as a strong request that you support CDBG funding, proposals 86 and 93 respectively, for the Legal Aid Society of Minneapolis. With your assistance in this matter, indirect impact can be made regarding the Spanish Speaking Community's need for specialized legal service programing through M.L.A.S.

In early June, a group of concerned Spanish Speaking citizens met on several occasions with the Board and former Executive Director of Legal Aid for the City of Minneapolis. The group Strongly requested Bilingual/Bicultural legal service for the benefit of their community. In response the Legal Aid Society hired two Latino Law Students to do summer research on the question of precise need and where and how those needs might be met. That study has been done and new demographic information has been collected helping to further define the Spanish Speaking Community in Minneapolis by community, neighborhood, ward and precinct. Generally speaking the highest concentration of Spanish Speakers were located in Powderhorn Community Neighborhoods and Near North Community Neighborhoods respectively. These are also the locations of the Legal Aid Community based offices from which we hoped our own program might evolve. Both are also located in identifiable neighborhood strategy areas. As it stands now our clientel record with M.L.A.S. is slim and does not reflect either the community size or the numbers of those eligible for the service. This we had hoped to change in cooperation with the Legal Aid Society.

The funding of the North and South side offices is imperative to the future of our proposal. By communicating your support for CDBG funding, you will in fact increase the probabilities of the Spanish Speaking Community obtaining Bilingual/Bicultural Service from the Legal Aid Community based offices.

Sincerely,

Manuel Guzman

cc Seymour J. Mansfield, Executive Director M.L.A.S.

August 24, 1979

TO: Protected Class Members
FROM: Wes Hayden
SUBJ: Review & meeting notice

The meeting scheduled for August 20, did not have enough members in attendance to conduct any business. The meeting has been re-scheduled for September 6, 1979 7:00 p.m. in room 210A City Hall.

TENTATIVE AGENDA

1. Comprehensive Plan Changes - what direction do we go from here.

2. Acting Chair — Al Martinez

If you can't make the meeting, give me a call on either or both of the tentative agenda items. My number is 348-6532, and if I am out, leave your name so I can get back to you right away.

SPECIAL NOTE

The Protected Class Members have had more impact on the City-wide Comprehensive Plan than any other person or organization (excepting the plan authors). The changes made are visible throughout.

Thanks.

WH/ft

March 19, 1979

Mr. Jose S. Garza, President
National Hispanic Coalition for Better Housing
810 18th Street, N.W. - Suite 705
Washington, D.C. 20006

Dear Mr. Garza:

I was most interested in reading your letter of March 5, 1979, about the NHCBH, and its establishment to help improve the "quality of life" for the Hispanic Community.

The people in Minneapolis care about their community, and because of their "caring," Minneapolis is considered one of the ten top cities in the nation for its "quality of life."

To me, that "quality of life" should be available to any person regardless of race, religion or creed.

Recent studies have shown that Hispanics are the largest minority group in Minnesota. There are approximately 50,000 residing in Minnesota at this time.

To provide liaison between my office and the community, I have set up a number of committees and task forces. We have a very active and able Latino/Chicano Committee. The Chairperson of this Committee is Mrs. Irene Gomez-Bethke, 4649 Decatur Avenue North, Minneapolis, Minnesota 55428, telephone # (612) 535-6171 (office) 537-0469 (home)

One of the most active members is Ms. Marcela C. Trujillo, 814 Penn Avenue North, Minneapolis, Minnesota 55411 (522-9161). Ms. Trujillo is also a Minneapolis Housing and Redevelopment Authority Commissioner.

I am sorry to say that after contacting MHRA regarding CDBG allocations and contracts, we were unable to get the needed information on so short a notice because they are having new application forms and guidelines printed. They will be back from the printer sometime next week.

Mr. Jose S. Garza

- 2 -

March 19, 1979

Ms. Gomez-Bethke has been advised of your letter and will be talking to Ms. Trujillo since she is a Housing Commissioner. They would like the Minneapolis area to be considered for one of the ten sites, and will be meeting with their Advisory Committee on Wednesday, March 21, 1979, to discuss the matter. You will be hearing from them after their meeting.

Thank you for considering Minneapolis as one of your sites for a national Hispanic training program.

Sincerely,

Albert J. Hofstede
M A Y O R

AJH:mi

cc: Ms. Irene-Gomez Bethke
Ms. Marcela C. Trujillo

NATIONAL HISPANIC COALITION FOR BETTER HOUSING

810 EIGHTEENTH STREET, N.W. SUITE 705

WASHINGTON, D. C. 20006

(202) 783-1478

OFFICERS:

AUREO CARDONA - CHAIRMAN OF THE BOARD

JOSE S. GARZA - PRESIDENT

MARIA B. BERON - TREASURER

RICHARD MARTINEZ - SECRETARY

March 5, 1979

The Honorable Albert J. Hofstede
Mayor, City of Minneapolis
127 City Hall
Minneapolis, Minnesota 55415

Dear Mayor Hofstede:

The National Hispanic Coalition For Better Housing, Inc. (NHCBH), a non-profit corporation, is an Hispanic multi-cultural organization, established to improve the quality of life for its community in the areas of housing and community development.

Most recent data shows that 84 percent of the Hispanic population live in metropolitan areas, with 51 percent residing in the inner cities; approximately 13 percent of Americans live in substandard housing, while the rate for Hispanics is 29 percent; one in four Hispanic families have incomes below the low-income level; Hispanics are less likely to own the housing unit they occupy; deficient housing is more than twice that of the general population, and overcrowding is more severe for Hispanic families.

NHCBH is dedicated to combating these problems effectively. We recently received funding from the Department of Housing and Urban Development (HUD) to accomplish these three major goals:

- Develop full participation by Hispanics at the national level in legislative, policy and programmatic activities which impact their housing and community development needs.
- Establish a network of local groups, which have been attempting to address housing and community development needs in isolation of each other, and enhance the level of housing and community development skills and expertise of Hispanic organizations.
- Support and maintain the systems that are developed for Hispanics at both the national and local levels through continuing communications and training programs.

In order to establish the network of local groups, NHCBH must compile a directory of Hispanic groups throughout the country which are involved in housing and community development. We need your assistance in identifying the groups in your area.

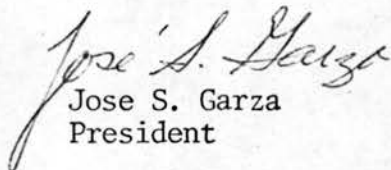
Of particular interest to us are the Hispanic groups which are directly or indirectly involved with your Community Development Block Grant (CDBG) program. This would include contractors, subcontractors, and those involved in the planning of grant programs. A copy of your CDBG grant application would also be of great value.

To establish the national training programs, NHCBH must select ten (10) sites throughout the country which are major Hispanic population centers. At our upcoming Board of Directors meeting, slated for March 22 and 23 in Miami, Florida, these sites will be chosen.

It is our intent to involve Federal, state, and local resources in the development of the training program. It is essential that we work with the elected officials of the area to assure appropriate coordination of our efforts.

Kindly advise us if you are able to assist us with this task. We trust in your continuing commitment to the betterment of our communities.

Sincerely,


Jose S. Garza
President

JSG/MR:ctp

MAYOR'S OFFICE
MINNEAPOLIS, MINNESOTA

MEMORANDUM

TO: Members of the Latino/Chicano
Advisory Committee

FROM: RoseMarie Freeman *RF.*
Task Force Coordinator
to the Mayor

DATE: August 17, 1978

SUBJECT:

Enclosed is a listing of names, addresses and phone numbers of the members of the Mayor's Committee. This office, to date, has not received any of the written resignation letters required to officially relieve those who feel they cannot serve any longer. Until such time that we do receive them they are still listed with the full Committee.

If there are any changes regarding any of the information on file please contact this office at 348-2100 so that corrections can be properly recorded.

Thank you.

RMF:hf

Mr. Felino de la Pena	2117 2nd Ave. S., Mpls. 55404	871-2078
Mr. Rafael A. Esparza	Centro Cultural Center 204 West Franklin, Mpls. 55404	871-1423
Mr. Jose Gaitan	1315 Olson Memorial Hwy., Apt. 62 Mpls. 55405	522-6551
Mr. Alfred Garcia	1712 26th Ave. N., Mpls. 55411	374-9691
Ms. Loura Garcia	1601 So. 4th St., Mpls. 55454 Apt F103	
Mr. Joseph Garcia	2115 Emerson Ave. N., Mpls. 55411	522-0545
Mr. Alfredo M. Gonzalez	1941 Ewing Ave. S., Mpls. 55416	374-9691
Mr. Paul S. Gonzalez	3217 20th Ave. S., Mpls. 55407	729-1161
Ms. Silvia V. Gonzalez	3217 20th Ave. S., Mpls. 55407	729-1161
Mrs. Fermina Hernandez	1622 Vincent Ave. N., Mpls. 55411	521-4121
Ms. Pola Mardesich	1313 44th Ave. N., Mpls. 55412	588-8307
Mr. Leo Montoya	2509 33rd Ave. S., Mpls. 55406	724-1028
Mr. Daniel D. Ojeda	449 S. Cedar Lake Rd., Mpls. 55405	374-5933
Mr. Gilberto Lopez y Rivas	1051 5th St., S.E., Mpls. 55414	373-9707
Mr. Carlos Rubiano	5540 37th Ave. S., Mpls. 55417	727-1649
Ms. Rachel Garcia Vargas	2119 Emerson Ave. N., Mpls. 55411	374-4505
Mr. Mauricio Longoria	4 Folwell Hall, U. of Mn. 55455	373-4970
Ms. Marcela C. Trujillo	814 Penn Ave. N., Mpls. 55411	522-9161
Ms. Irene DeBethke	4649 Decatur Ave. N., Mpls. 55428	535-6171