



Irene Gomez-Bethke Papers.

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CHARACTERISTIC REPORT

		Intakes	Y.T.D.	Term.	Y.T.D.	T. Positiv.	Y.T.D.
TOTAL	H.H. 16 D. 53 = 58	58	148	2	2	-	-
SEX	MALE	27	73	2	2	-	-
	FEMALE	31	75	-	-	-	-
AGE	18 and under	29	78	-	-	-	-
	19-21	7	15	1	1	-	-
	22-44	14	44	1	1	-	-
	45-54	7	10	-	-	-	-
	55-64	1	1	-	-	-	-
	65 and over	-	-	-	-	-	-
EDUC.	8 and under	55	118	2	2	-	-
	9-11	2	25	-	-	-	-
	H.S. or GED	-	4	-	-	-	-
	Post H.S.	1	1	-	-	-	-
FAMILY INCOME	AFDC	4	64	-	-	-	-
	P.A.	-	8	-	-	-	-
	E.D.	32	122	2	2	-	-
ETHNIC GROUP	White	57	147	2	2	-	-
	Black	-	-	-	-	-	-
	Oriental	-	-	-	-	-	-
	Amer. Indian	1	1	-	-	-	-
	Other	-	-	-	-	-	-
	Spanish Surname	57	147	2	2	-	-
	LESA	8	26	2	2	-	-
	M/S	1.55 S. 358	148	M.2	2	-	-
VETERAN	Recently Separat.	-	-	-	-	-	-
	Other	-	-	-	-	-	-
	Disabled	-	1	-	-	-	-
	Handicapped	-	-	-	-	-	-
	F.T. Student	1	27	-	-	-	-
	Offender	-	-	-	-	-	-
LABOR FORCE STATUS	Underemployed	8	9	-	-	-	-
	Unemployed	49	86	2	2	-	-
	Other	1	53	-	-	-	-

49 enrollments Jan-Mar

19 non eligible in March

33 non elig in first quarter

BY: Martha Gastanaduy

DATE

October 30th 1978

CHARACTERISTIC REPORT

		Intakes	Y.T.D.	Term	Y.T.D.		
SEX	Male	13	90				
	Female	1	15				
AGE	18 and under		0				
	19-21		1				
	22-44	14	82				
	45-54		3				
	55-64		2				
	65 and over		1				
EDUCATION LEVEL	8 and under	8	40				
	9-11	1	21				
	H.S. or GED	1	28				
	Post H.S.	4	17				
FAMILY INCOME	AFDC	1	9				
	Public Assistance		15				
	Economically Disadvan.	8	61				
GROUP	Chicano	7	73				
	Mexican	1	13				
	Puerto Rican	2	7				
	Cuban	1	1				
	Other (specify on back)	2	10				
VETERAN	Spanish Surname	13	94				
	Limited English	7	34				
	Migrant/Seasonal	5	42				
	Recently Separated		0				
	Other	1	10				
	Disabled		1				
	Handicapped		4				
	Full-time student		5				
	Ex-offender		3				
	Underemployed		4				
LABOR FORCE STATUS	Unemployed	13	43				
	Other	1	7				

STATISTICS AS OF October 30th - 1978

GOAL*	WEEKLY TOTAL	MONTHLY TOTAL	YEAR TO DATE	PROCESS
112	3		105	Preliminary intake and assessment.
37	1		104	Supportive services
75	3		93	Preliminary employability development plan
10	5		42	Referral to available ESL courses, supportive services, and follow up
37			16	Referral to ME&TP Intake Office
8			1	Placed by ME&TP in skills training
8				Placed directly or indirectly in employment by ME&TP
	2		39	Placed directly or indirectly in employment by MIA-CETA (LEDP)
				Referral to other CETA components

* Goal timetable: March 1, 1978 through September 30, 1978

STATISTICS AS OF October 31, 1978

GOAL*	WEEKLY TOTAL	MONTHLY TOTAL	YEAR TO DATE	PROCESS
112	3		103	Preliminary intake and assessment
37	1		104	Supportive services
75	3		93	Preliminary employability development plan
10	5		42	Referral to available ESL courses, supportive services, and follow up
37			16	Referral to ME&TP Intake Office
8			1	Placed by ME&TP in skills training
8				Placed directly or indirectly in employment by ME&TP
			39	Placed directly or indirectly in employment by MIA-CETA (LEDP)
				Referral to other CETA components

* Goal timetable: March 1, 1978 through September 30, 1978

OCTOBER, 1978

CHARACTERISTIC REPORT

D.O.L.

		Intakes	Y.T.D.	Term.	Y.T.D.	T. Positiv.	Y.T.D.
TOTAL	H.H. 26 D.48	74	1054	213	870	4	37
SEX	MALE	38	573	112	488	-	-
	FEMALE	36	481	101	382	-	-
AGE	18 and under	41	517	105	434	-	-
	19-21	8	111	19	89	-	-
	22-44	22	356	67	283	-	-
	45-54	3	60	15	51	-	-
	55-64	0	9	7	13	-	-
	65 and over	0	1	0	0	-	-
EDUC.	8 and under	61	758	159	602	-	-
	9-11	9	198	32	181	-	-
	H.S. or GED	4	78	19	73	-	-
	Post H.S.	0	20	3	14	-	-
FAMILY INCOME	AFDC	0	77	27	56	-	-
	P.A.	0	8	4	6	-	-
	E.D.	74	1054	213	870	-	-
ETHNIC GROUP	White	74	986	201	751	-	-
	Black	0	9	3	5	-	-
	Oriental	0	0	1	1	-	-
	Amer. Indian	0	59	8	113	-	-
	Other	-	-	-	-	-	-
	Spanish Surname	71	934	197	725	-	-
	LESA	23	243	65	183	-	-
	M/S	$N=74$ $S=0 > 74$	1054	$N=189$ $S=24 > 213$	870	-	-
VETERAN	Recently Separat.	0	2	0	3	-	-
	Other	0	11	1	7	-	-
	Disabled	0	5	4	5	-	-
	Handicapped	0	11	3	9	-	-
	F.T. Student	25	228	49	155	-	-
	Offender	0	2	0	2	-	-
LABOR FORCE STATUS	Underemployed	1	31	12	38	-	-
	Unemployed	34	566	107	470	-	-
	Other	39	457	94	362	-	-

BY: MARTHA CASTANADU

SEPT. 1978

CHARACTERISTIC REPORT

		Intakes	Y.T.D.	Term.	Y.T.D.	T. Positiv.	Y.P.D.
TOTAL	H.H.35 D.58	93	930	79	657	1	52
SEX	MALE	59	535	48	376	-	-
	FEMALE	34	445	31	281	-	-
AGE	18 and under	45	476	38	329	-	-
	19-21	5	103	14	70	-	-
	22-44	37	334	25	216	-	-
	45-54	6	57	1	36	-	-
	55-64	0	9	1	6	-	-
	65 and over	0	1	0	0	-	-
EDUC.	8 and under	75	697	54	443	-	-
	9-11	16	189	19	149	-	-
	H.S. or GED	2	74	6	54	-	-
	Post H.S.	0	20	0	11	-	-
FAMILY	AFDC	5	77	0	29	-	-
INCOME	P.A.	0	3	0	2	-	-
	E.D.	93	980	79	657	-	-
ETHNIC	White	89	912	76	550	-	-
GROUP	Black	0	9	0	2	-	-
	Oriental	0	0	0	0	-	-
	Amer. Indian	4	59	3	105	-	-
	Other	-	-	-	-	-	-
	Spanish Surname	89	863	71	528	-	-
	LESA	16	220	13	118	-	-
	M/S	H.85 S.8=93	980	H.60 S.19=79	657	-	-
VETERAN	Recently Separat.	0	2	0	3	-	-
	Other	2	11	1	6	-	-
	Disabled	1	5	0	1	-	-
	Handicapped	1	11	1	6	-	-
	F.T. Student	18	203	19	106	-	-
	Offender	0	2	0	2	-	-
LABOR	Underemployed	2	30	3	26	-	-
FORCE	Unemployed	43	532	48	363	-	-
STATUS	Other	48	418	28	268	-	-

BY:Martha Gastanaduy

AUG. 1978

303' Stats.

CHARACTERISTIC REPORT

		Intakes	Y.T.D.	Term.	Y.T.D.	T. Positiv.	Y.T.D.
TOTAL	H.H 59 D.133	192	887	50	578	0	42
SEX	MALE	100	476	38	328	-	-
	FEMALE	92	411	12	250	-	-
AGE	18 and under	106	431	23	291	-	-
	19-21	16	98	6	56	-	-
	22-44	59	297	13	191	-	-
	45-54	9	51	7	35	-	-
	55-64	1	9	1	5	-	-
	65 and over	1	1	0	0	-	-
EDUC.	8 and under	149	622	35	389	-	-
	9-11	36	173	11	130	-	-
	H.S. or GED	7	72	4	48	-	-
	Post H.S.	0	20	0	11	-	-
FAMILY INCOME	AFDC	21	72	1	29	-	-
	P.A.	0	8	0	2	-	-
	E.D.	192	887	50	578	-	-
ETHNIC GROUP	White	188	823	50	474	-	-
	Black	4	9	0	2	-	-
	Oriental	0	0	0	0	-	-
	Amer. Indian	0	55	0	102	-	-
	Other	-	-	-	-	-	-
	Spanish Surname	188	774	45	457	-	-
	LESA	48	204	14	105	-	-
	M/S	H.186 S. 6 = 192	887	H-41 S. 9 = 50	578	-	-
VETERAN	Recently Separat.	0	2	1	3	-	-
	Other	3	9	2	5	-	-
	Disabled	0	4	0	1	-	-
	Handicapped	4	10	1	5	-	-
	F.T. Student	62	185	9	87	-	-
	Offender	0	2	0	2	-	-
LABOR FORCE STATUS	Underemployed	2	28	16	23	-	-
	Unemployed	78	489	23	315	-	-
	Other	112	370	11	240	-	-

BY: Martha Gastanaduy

STATISTICS AS OF August 1 - August 31st 1978

GOAL	ACTUAL	PROCESS
112	18	Preliminary intake and assessment //
37	28	Supportive services
75	17	Preliminary employability development plan
10	1	Referral to available ESL courses, supportive services, and follow up
37	1	Referral to ME&TP Intake Office
8		Placed in skills training
8	4	Placed directly or indirectly in employment

DATE - AUGUST 1978

CHARACTERISTIC REPORT

		Intakes	Y.T.D.	Term	Y.T.D.
SEX	Male	 (19)	60		
	Female	 (4)	11		
AGE	18 and under		0		
	19-21	 (4)	10		
	22-44	 (12)	5		
	45-54		3		
	55-64	1 (1)	1		
	65 and over		0		
EDUCATION LEVEL	8 and under	 (3)	21		
	9-11	 (8)	19		
	H.S. or GED	 (6)	22		
	Post H.S.	1 (1)	1		
FAMILY INCOME	AFDC	1 (1)	8		
	Public Assistance	 (2)	12		
	Economically Disadvantaged	 (15)	42		
ETHNIC GROUP	Chicano	 (15)	52		
	Mexican	1 (1)	7		
	Puerto Rican		5		
	Cuban		0		
	Other (specify on back)	 (3)	5		
	Spanish Surname	 (15)	64		
	Limited English	 (4)	20		
VETERAN	Migrant/Seasonal	 (4)	29		
	Recently Separated		0		
	Other	1 (1)	7		
	Disabled		0		
	Handicapped		1		
	Full-time student		5		
	Ex-offender		1		
LABOR FORCE STATUS	Underemployed		2		
	Unemployed	 (17)	63		
	Other		5		

Group:

Chicano

COS for

Nile

Ad (C... ..)

TO: Board of Directors
FROM: Salvador M. Rosas
RE: Bylaws
DATE: March 28, 1979

Enclosed please find a copy of the proposed Bylaws which I have drafted for your consideration. Please read them carefully and bring them for discussion to the next board meeting.



MIGRANTS IN ACTION

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

April 11, 1979

Mr. Roy Garza
Ramsey County Mental Health
150 East Kellogg Blvd.
Saint Paul, Minnesota 55101

Dear Mr. Garza:

In response to your letter of March 21, 1979, regarding an extension of time for completion of the intensive resettlement research proposal.

I am hopeful that a request of ninety (90) days (July 16, 1979) would be sufficient time to comply with your wishes.

I hope that this request does not place any type of burden on you or your program.

Gracias in advance. I remain,

Your brother in the struggle,

ALBERTO HERNANDEZ-ALCALA
Executive Director

AHA/km

cc: Board of Directors
Hispanos En Minnesota
Ricardo Flores



MIGRANTS IN ACTION

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

April 11, 1979

Mr. Sal Rosas
Oficina Legal Del West Side
530 Andrew
Saint Paul, Minnesota 55107

Dear Sal:

Enclosed please find a letter of termination (due to health reasons) for Mr. Jose Barrera, an Advocate Trainer in the C.A.S.A. program.

Mr. Barrera's termination was at his own request due to his ineligibility to draw a salary nor unemployment benefits. Therefore, the termination allows Mr. Barrera to become eligible for welfare payments.

We certainly wish Mr. Barrera a speedy and healthy recovery and we are looking forward to working with him once again.

Also for your review is an announcement of Mr. Jose Barrera's job description which I would like to post as soon as you give the approval. Allow me to express the need for a swift and confirmed approval. Gracias in advance. I remain,

Your brother in the struggle,

ALBERTO HERNANDEZ-ALCALA
Executive Director

AHA/km
Enclosures

cc: Board of Directors
Hispanos En Minnesota

Education & Research

1162 Selby Ave
St. Paul, MN 55104
646-7817

Counseling & Intervention

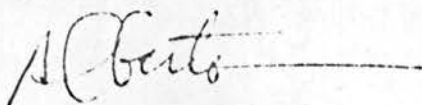
203 Prescott
St. Paul, MN 55107
227-0831
24 hours: 227-7001

a bilingual/bicultural Minnesota program

April 9, 1979

To Whom it May Concern:

This is to inform you that Mr. Joe Barrera a former employee of the C.A.S.A. program has been terminated due to health reasons. The position held by MR. Barrera was that of Advocate in charge of Training. The date of termination was on March 22, 1979 which was also when he recieved his last paycheck. When MR. Barrera is better and an employment opening occurs we will consider him strongly for reemployment. If you should have any further questions concerning this matter please contact me at 646-4566.



Mr. ALBERTO HERNANDEZ ALCALA
Executive Director.

JOB DESCRIPTION

Position Title: Bilingual-bicultural Chemical Dependency Advocate

Accountable to: C.A.S.A. Program Coordinator

PRIMARY RESPONSIBILITIES:

Assess the needs of and provide outreach to the Chicano/Latino community in Ramsey and Hennepin Counties and Outreach.

Establish a referral network for agencies that service Chicano/Latinos throughout the state.

Develop a training format for Social Services and the community on Chicano/Latino Chemical Dependency.

Develop and implement training and education for C.D. specialists on the bicultural implications of Chemical Dependency.

Educate the Chicano/Latino community to identify and accept working with the C.D. problem within the cultural continuum.

Be responsible for publicity of services offered by C.A.S.A.

Establish public relations with the Chicano/Latino community (youth, adults, elderly) and Chicano/Latino groups, schools and churches.

Provide information and data collected on Chicano/Latino C.D. to the C.A.S.A. staff as well as the community and social service agencies.

QUALIFICATIONS:

Bilingual and bicultural.

Intimate and thorough knowledge of the different levels of biculturalism among Chicano/Latinos.

Thorough knowledge of Chemical Dependency, and in addition, knowledge of the philosophies relating to different C.D. programs.

Good public relations skills.

Good communications skills and ability to communicate to large groups.

Ability to relate to different age groups.

Be a self-starter and be able to work with a minimum of supervision.

Possess the organizational skills necessary to develop and implement training, education and outreach.

STATUS REPORT

Interviews for Chemical Abuse Service Agency - Program Coordinator

Selection Members

Francisca Vega
Member of Personnel Committee
Migrants In Action - Board of Directors

Lee Parks
Vice- Chairperson
C.A.S.A. - Advisory Board

Ted Guzman
Counselor - C.A.S.A.

Alberto Hernandez - Alcala
Executive Director
Migrants In Action

Applicants

Jeane Mikulich
Counselor - C.A.S.A.

Kathy Nasi
Research Analyst - C.A.S.A.

William Reyes
Counselor - C.E.T.A. 303

Marc Zimmerman
Counselor - M.M.C.
(Minnesota Migrant Council)

James Schulte
Salesman

Marc Zimmerman was chosen for the position by Francisca Vega and Lee Parks.

The two staff members Ted Guzman and Alberto Alcala concurred to that decision.

The interveiwing process was completed on March 19, 1979.

KN/kn

STATUS REPORT

Preliminary Financial Report for Chemical Abuse Service Agency Conference

<u>Committee</u>	<u>Contents</u>	<u>Estimated Costs</u>
Publicity	15 Signs 200 Dance Tickets <i>2,000</i> <i>1,000</i>	\$ 40.00 10.00 <hr/> 50.00
Entertainment	Band 'Quien' (3 hours)	260.00
Meals	Tacos (Beef & Chicken) (1 lunch/ 2 suppers)	150.00
Auction	License for Auctioneer	35.00
Cultural	Rental film/projector Printed material	30.00
Clerical	X Stationery/ Envelopes Stamps	50.00
Childrens' Workshop	X Printed materials Art Supplies (Paint/Paper) Magic Markers - Folders Rental film/projector	40.00
Adolescents' Workshop	X Printed materials Large Presentation Paper Magic Markers/Chalk Folders	40.00
Adults' Workshop	X Printed materials Large Presentation Paper Magic Markers/Chalk Folders	40.00
Senior Citizens' Workshop	X Printed Materials Large Presentation Paper Magic Markers/Chalk Folders	40.00 <hr/> \$735.00

*300
People*

STATUS REPORT (continued)

Preliminary Financial Report for Chemical Abuse Service Agency Conference

Amount of money in designated line items that could be utilized for the Conference.

Office Supplies	\$200
Program Supplies	\$575
Telephone	\$100
Postage	\$300
Printing Expenses	\$240
Mileage	<u>\$600</u>
	\$2,015

KN/kn



George Latimer
Mayor

March 2, 1979

Housing & Redevelopment Authority
1010 University
St. Paul, Minnesota

Gentlemen:

Pursuant to your request, 776 Ashland was inspected February 27, 1979 and the following report is submitted:

ELECTRIC: E-06

Service:

1. 200 amp. O.K.

2nd Floor Hall

1. Install a smoke detector.

PLUMBING: P-06

Water Heater:

1. Spills products of combustion and flue pipe is badly pitted, replace flue pipe - eliminate spillage and remove one of the two deventers.

HEATING: G-06

1. Check controls on gas burners, repair or replace controls as necessary - burners short cycle.

Yours truly,

Glenn A. Erickson

Glenn A. Erickson
Supervisor of Code Enforcement

GAE:lh
Attach.

one copy

CITY OF SAINT PAUL
DEPARTMENT OF COMMUNITY SERVICES

DIVISION OF HOUSING AND BUILDING CODE ENFORCEMENT

City Hall, Saint Paul, Minnesota 55102

612-298-4212

RICK

March 1, 1979

Rick Block
1010 University Ave.
St. Paul, Minnesota

Re: 776 Ashland

Building

Basement:

1. Repair or replace the deteriorated wood beam posts for center bearing beam.
2. Provide with proper footings and plinth blocks to level beam.
3. Replace the deteriorated window sash and frames and provide with storms and screens throughout cellar area.
4. Repair the cracked wall and ceiling plaster in basement stairwell.

First Floor & Second Floor:

1. Repair where necessary the loose, damaged and/or missing wall and ceiling covering throughout first and second story. Redecorate.
2. Repair as necessary the broken, loose, missing sash, broken sash cords, broken glass on all first and second story windows.
3. Repair the loose, open, deteriorated flooring and floor covering throughout first and second story.
4. Provide impervious floor covering where required.
5. Replace the missing door hardware where necessary throughout first and second story.
6. Repair or permanently seal the deteriorated and inoperative fire place in living room.
7. Repair the worn treads and landing of front stairway to second story.
8. Replace the missing door to basement stairwell.

Third Floor:

1. Third floor is to be occupied as storage space only.

Exterior:

1. Repair the open and broken areas of exterior wall siding.
2. The roof and steps are snow covered and have not been inspected.

Hispanos *en* Minnesota

Formerly Migrants in Action



Board of Directors

Salvador Rosas
Chairperson

Manuel Cervantes
Vice Chairperson

Francisca Vega
Treasurer

Irene Bethke-Gomez
Secretary

Maria Castor

Mary Head

Alberto O. Miera, Jr.

Arturo Perez

Max Von Rabenau

Executive Director

A. Hernandez-Alcala

Services Provided

Migrant Services

Elderly Services

Manpower Training

Housing

Employment

Education

Community Development

C.A.S.A.

Chemical Abuse Service
Agency

Education

Research

Counseling

Intervention

An Equal
Opportunity Employer

A United Way
Agency



Serving Minnesota's
Largest Minority
Hispanics
Latinos
Chicanos



MIGRANTS IN ACTION

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

LA RAZA LEGAL ALLIANCE
% MANUEL CERVANTES
UNIVERSITY OF MINN. - LAW SCHOOL
WEST BANK - MINN., MN.
55455

APRIL 9, 1979

DEAR MANUEL,

ENCLOSED, PLEASE FIND THE
MATERIALS, WHICH WERE REQUESTED AT
THE HEM BOARD MEETING OF APRIL 5, 1979.
IF I CAN BE OF ANY FURTHER ASSISTANCE
FEEL FREE TO CALL ON ME. I REMAIN,

YOURS IN THE STRUGGLE,

Alberto

CC H.E.M. BOARD OF DIRECTORS



MIGRANTS IN ACTION

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

MEMO

TO: DOROTHY ROYSTON-GILES
ACCOUNTING DEPT.

APRIL 9, 1979

FROM: ALBERTO HERNANDEZ-ALCALÁ
EXECUTIVE DIRECTOR

SUBJECT: FINANCIAL STATUS REPORT ON 776 ASHLAND

AT THE BOARD OF DIRECTORS MEETING OF
APRIL 5, 1979, IT WAS SUGGESTED THAT A DETAIL
REPORT REGARDING:

- A.) HOW LONG HAVE WE OWNED 776 ASHLAND?
- B.) HOW MUCH MONEY HAD BEEN CONTRIBUTED
TO THE AGENCY TOWARD 776 ASHLAND
AND BY WHOM?
- C.) HOW MUCH MONEY WAS ACTUALLY
SPEND ON 776 ASHLAND AND
- D.) DETAIL INFORMATION AS TO THE
EXPENDITURES,

PLEASE HAVE THIS REPORT READY FOR MR. SALVADOR
ROSAS PRIOR TO THE APRIL 16, 1979 BOARD MEETING.

CC H.E.M. BOARD OF DIRECTORS



MIGRANTS IN ACTION

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

April 11, 1979

Mr. Roy Garza
Ramsey County Mental Health
150 East Kellogg Blvd.
Saint Paul, Minnesota 55101

Dear Mr. Garza:

As per your letter of April 5, 1979, to Mr. Salvador Rosas, the Chairman of our Board of Directors, regarding your concern over Ms. Kathy Maldonado's employment status, I am advising you that Ms. Maldonado has been reassigned to our Chemical Abuse Service Agency in her initial position of secretary.

I would like for this letter to serve as a request for a contract modification regarding a job reclassification of the secretary's title, role and responsibility to administrative assistant which will allow our agency to maximize Ms. Maldonado's extraordinary talents.

Enclosed please find the suggested reclassified job description as I had agreed to submit for your review and approval. Your expedient assistance in this matter is of the utmost importance. Gracias in advance. I remain,

Your brother in the struggle,

ALBERTO HERNANDEZ-ALCALA
Executive Director

AHA/km
Enclosure

cc: Board of Directors
Hispanos En Minnesota
Ricardo Flores

Administrative Assistant

Responsibilities:

- a) To initiate, develop and present tasks that may be assigned by the Program Coordinator. To file, up-date, and maintain client statistics, that may effect the Program contract and to generally maintain current status on Program contracts.
- b) To initiate and support program development as provided by the Program Coordinator. To develop and submit funding recommendations to agency Executive Director, to initiate and support legislation recommendations to the Executive Director as dictated by the Program Coordinatoocr.

Authorities Needed:

- a) To attend meetings, conferences, and workshops that will assist in the development of program knowledge and expertise.
- b) To develop and coordinate support for appropriate pieces of legislation which may be submitted to the Program Coordinator.
- c) To initiate contacts with appropriate persons for funding proposals
- d) To attend meetings, conferences etc. which will affect the passage of legislation in the event the Program Coordinator cannot attend.

TO: Alberto Alcala, Executive Director
FROM: Salvador M. Rosas
RE: Reports for next scheduled Board meeting
DATE: March 27, 1979

The next scheduled board meeting will be held on Thursday, April 5, 1979 at 5:30 o'clock P.M. In order to minimize the length of this meeting, please prepare the following in writing and mail copies to each Director before the above-mentioned date.

- a) Updated and complete financial report on the agency, including agency expenditures from January to the present.
- b) Detailed reports on the hiring of all recently added employees.
- c) List of salary reductions and proposed salary scale.
- d) Report on CASA program and recent CASA interviews.
- e) Minutes of last board meeting.

Ricardo Flores will be asked to present a separate report regarding his department's efforts.

cc. H.E.M. Board of Directors

TO: All Fellow H.E.M. Directors

FROM: Salvador M. Rosas

RE: Next Board Meeting

DATE: March 27, 1979

The next scheduled board meeting will be held on Thursday, April 5, 1979 at 5:30 o'clock P.M. In an effort to avoid another marathon session, I have requested the mailing of certain reports to each Director prior to the meeting. A copy of my memorandum to the Executive Director is enclosed herein.

At this stage in the agency's life, it is important to have the input of each member of the Board. I encourage each of you to attend. If you cannot, please call me at 291-2579.

Extract of Minutes of Meeting
Minnesota Migrant Council

A meeting was called of the Minnesota Migrant Council Board of Directors on August 27, 1978, in St. Cloud, Minnesota. The meeting started at 10:50 a.m. and the following resolution was presented:

WHEREAS, it has come to the attention of the Minnesota Migrant Council that Migrants In Action of St. Paul is in the process of purchasing an emergency residence facility for homeless migrant families; and

WHEREAS, this undertaking is in line with the same type of services that are provided by the Minnesota Migrant Council; and

WHEREAS, the Minnesota Migrant Council has been contracting for services with Migrants In Action for a number of years;

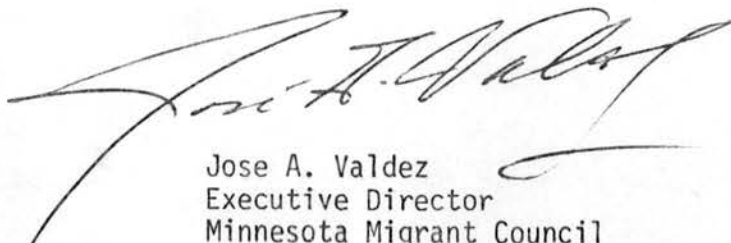
THEN, BE IT RESOLVED THAT,

1. The Minnesota Migrant Council reaffirms its support of Migrants In Action; and

2. The Minnesota Migrant Council resolves that should they continue to receive funds from the Department of Labor under Title III, Section 303, they will sub-contract in the Twin Cities area with Migrants In Action for the year to start January 1, 1979; and

3. The Minnesota Migrant Council wishes Migrants In Action well in this endeavor.

This resolution was adopted unanimously by the Board of Directors.



Jose A. Valdez
Executive Director
Minnesota Migrant Council

cc: Board of Directors, MMC

Accounting Supervisor:

Supervises accounting department, which consist of four (4) employees, (1) Bookkeeper, (2) Accounting Secretary, (3) Voucher Clerk, and (4) Payroll Clerk.

This position also includes being involved with budget negotiations for new and existing programs, Monitoring and modifying all existing program budgets. All financial contracts, such as lease agreements, insurance (Employee and Agency), etc. are also a part of the Accounting Supervisor's job.

As an Administrator, the Accounting Supervisor has input in all Administrative decisions concerning long range and immediate goals for the Agency and its staff.

The Accounting Supervisor's overall duty is to direct all accounting transaction in the Agency.

New position
Payroll Clerk:

Is responsible for keeping and updating employees records, giving out employee reference information, Computing payroll checks for bi-weekly and bi-monthly pay periods, Auditing and filing time cards. Attendance and Earnings records are also updated by the payroll clerk. She is responsible for the filing of all tax reports and paying all taxes to the Commissioner of Revenue and the Internal Revenue. All personnel records and employee informational changes are a part of the Payroll Clerk's files.

Accounting Secretary:

Responsible for typing all Accounting reports and correspondence, maintaining files for all paid invoices, paying all agency bills except vouchers. The Accounting Secretary also functions as a purchasing agent for the agency. She purchases all supplies and keeps inventory of all supplies, furnishing and equipment.

She is also responsible for outgoing and incoming mail. She makes all bank deposits and runs any other errands that are deemed necessary.

Bookkeeper:

Is responsible for auditing all expenditures, making sure that they are within the guidelines of each budget. She records all accounting activity in the appropriate ledgers. At the end of each month each ledger is totaled and balanced. From there ledgers, trail balance are made in order to complete all financial reports which are approved by the Accounting Supervisor before being forwarded to various funding sources.

The bookkeeper also acts as an assistant to the Accounting Supervisor. She helps to train and supervise all other accounting personnel.

Voucher Clerk:

Works hand in hand with the D.O.L. staff. She receives internal voucher authorizations from the advocates or counselors authorizing certain supportive service expenses for clients. Such as 1) relocation, 2) residential, 3) emergency, and 4) nutrition. She is responsible for issuing such vouchers to clients. This information is then recorded on the client's care to keep a record of all expenditures to each individual family. A cross-reference book is also kept with the same information taken from the client's record card.

When vouchers are received back from the vendors, it is her duty to issue checks for the previously issued vouchers.

Another of her duties is to issue checks for clients who are leaving the area and those needing emergency assistance with their rent.

1. Status Report on Current Proposals
&
2. Activity Goals for 1978

BOARD OF DIRECTORS

1. Status Report on Current Proposals.

A) Outpatient Treatment Program

Re-submitted with V.I.P. proposal and withdrew the proposal as a result of conflict of interest with persons in Planning Department.

B) Youth Corp Project

No change.

C) Health Proposal

We are in the process of submitting the proposal to Foundations for funding.

On October 1, 1978, the Board of Directors at Northwest Area Foundation decided not to fund our project. They said we didn't need that kind of research.

We have asked them what they mean and they have said they don't think obtaining statistical data on our clients will help our funding needs.

We have submitted the proposal to the Bush Foundation, they meet on November 1 - it doesn't look promising.

We are going to submit the proposal to the General Mills Foundation today, October 9, 1978.

D) NIMH

We are waiting for payment on past expenses from the Ramsey County Mental Health Department so that we can decide a plan of action for the remaining grant. We have done very little with this money because of a very inconsistent and disjointed effort.

E) Title XX

We have submitted a report to Commissioner Dirkswager complaining about the lack of support to the Latino community. He apparently responded to it because we received a letter from the Ramsey County Department of Welfare saying that they wanted to meet with us. On Thursday, October 28th, Roberto Avina and I met with Jim Abts and were able to obtain agreement that we have in fact been ignored by them and a commitment to work with us in our defined areas of priority. Roberto suggested we start with Chemical Dependency and employment. We are presently working to pursue these two areas and Day Care for Latino children.

Note: We have established a data source through the development of an intake form which will give MIA the ability to document its case(s) against the respective Departements of Welfare. This includes questions that will provide information about services that we are not now providing but which our clients are either not aware of or unable to utilize due to language and cultural differences.

46 1/2 million
Tiller 200

ACTIVITY GOALS - 1978

Health: See Status Report on Current Proposals.

Manpower:

- Handwritten: tied by C. Gray*
- 1) Title III being resolved this week. Budget submitted to Frank 9/25/78 by (at) the Administrative meeting.
 - 2) Title I - we are unable at this point to obtain Title I monies due to CETA's refusal to pass the CETA reenactment.
 - 3) We have not pursued a foundation grant on computer training due to:
 - 1) changing of the priorities.
 - 2) lack of time.
 - 4) Title VI monies in Minneapolis and Saint Paul. Minneapolis has already allocated their Youth monies with no attempt at contacting the Latino community with regards to their needs - even though it was recommended they do so.

Handwritten: Dick Shaper Director
St. Paul - our approach to the Youth monies in the city of St. Paul will be through the Title XX monies.

Housing:

- 1) CDBG Grant - Research and translation taken over by the C.L.U.E.S. organization. *Handwritten: Let. Soc. serv.*
- 2) Minnesota Finance Housing Agency - Reports by staff suggested this was an infeasible idea. *Handwritten: per me*
- 3) SBA Training - Profit Centers - I have met with SBI to develop a plan of action to obtain monies to start a Tree Control Management Company by 1979. *Handwritten: Bus. Corps to fund / design a package to help*
- 4) We have finally acquired the property at 69 W. Congress and we have submitted a proposal to rehabilitate the property to McKnight / Foundation for \$46,500. It looks favorable. We should know by November 15, 1978. *Handwritten: gov. 1979 MIA*

Chemical Dependency:

- Handwritten: Gov't Manpower Bill \$ for Women asian Latinos*
- 1) See Status Report on Current Proposals.
 - 2) See Status Report on Current Proposals.
 - 3) Our current program would require legislation, we are not pursuing that avenue.

Handwritten: Don Penny title IX 20 thous.

Business -
Newspaper
Common -

FUNDING FOR 1979 GOAL 1.5 MILLION

	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OUT.</u>	<u>NOV.</u>	<u>DEC.</u>
HEALTH:				2) <u>\$13,000</u> CHS Out-reach and Screening Clinic			1) <u>\$50,000</u> Urban Health Initiative	3) <u>\$17,000</u> Liaison Ramsey Hospital	
MANPOWER:				1) <u>\$300,00</u> DOL			2) <u>\$50,000</u> Title I Priority in Mpls. Program 3) <u>\$600,000</u> Tree Control 4) <u>\$50,000</u> Computer Training 5) <u>\$100,000</u> Youth Prog. C.E.T.A.		
HOUSING:					1) <u>\$75,000</u> Block Grant			2) <u>\$?</u> Profit Center(s)	
CHEMICAL DEPENDENCY:			3) <u>\$75,000</u> C.A.S.A.	1) <u>\$26,000</u> Out-patient Treatment				2) <u>\$?</u> Inter- state C.D.	

TOTAL PROGRAM FUNDING
(Target Amount)

\$1,356,000.00

PLANNING SECTION PROJECT STATUS

REPORT

Hispanos En Minnesota

Development Section Project Status Reports

St. Paul Companies: We have recieved a letter of dispensation from the United Way Foundation which allows us to solicit funding from St. Paul Companies. In conversations with Iris Lewis (Grants Reviewer) I have been encouraged by her continuing supoort and interest with the Latino Health Research Proposal. I feel confident that we will recieve some funding support from their foundation.

RCWD Title XX: Dr. Suarez and I met with the Steering Comittee for Ramsey County Welfare Department (Department Coordinators) where we presented the proposal. The general air of the meeting was encouraging, however, some concerns were expressed about the credibility and ability to administrate any contracts due to the internal confusion and disorganization of the agency. Concern about the pending termination of the executive Director was also expressed. The meeting at that point became rather disfavorable and very condisending toward ourselves and the agency. I have discussed the matter with the Chairman of the Board and the Executive Director and have given my personal opinions on the seriousness of the matter.

3-22-79

Honeywell Foundation: Dr. Suarez and I met with Mr. Clyde Parton

(Grants Reviewer) and President of Grants

Comittee for the Honeywell Foundation. Mr. Parton

was very receptive of the proposal presentation and

indicated that he was willing to support the project

and would personally present it before the grants

review board. A letter of dispensation will be

requested from the United Way to solicit funds from

Honeywell. This is necessary because Honeywell Inc.

is the largest contributing organization to United

Way in Minnesota.

The review committee will be meeting about the middle

of the month and will notify HEM on the out-come of

the meeting. Both Dr. Suarez and I were encouraged

by the meeting with Mr. Parton and feel confident that

we will receive their support.

3=27=79

The Program

The M.I.A. Health Outreach and Referral Program is not a duplication of clinic services or any other public health program but a way to make these services accessible to the Hispanic migrant and ex-migrant. The way we will do this is to:

A.....attach Spanish-speaking liaisons to present services, and

B.....to attract the underserved to services through bilingual outreach.

The program will provide 2,000 services to 800 migrants and ex-migrant who have settled out in the past five years.

(The five year guideline is in consonance with the service guidelines of the Department of Health, Education and Welfare).

Services to be Provided

Bilingual outreach and referral	300
Bilingual reception, referral and orientation at St. Paul Ramsey Hospital	400
Follow up on referrals to services	300
Bilingual diagnosis and treatment by Spanish-speaking medical students at United Hospital	200
Bilingual screening for health through the E.P.S. program	300
Bilingual education on pre-natal care, post-natal care, nutrition, and diabetic treatment	300

translation assistance	200
successful referrals to Medical Assistance	<u>200</u>
	2,000 services

Format of Services

A Spanish-speaking public health advocate; preferably a nurse, is the cornerstone of the program. S/he will visit clients of the agency and referred persons to inform them in Spanish of available low-cost services, and to refer a minimum of 400 migrants and ex-migrants to services in the county or city. These include the W.I.C. food coupons program, the M.I.C. maternity program, and the tuberculosis clinic. To facilitate more referrals Spanish-speaking staff and volunteers will be attached to other services which include:

1. A Spanish-speaking health advocate to work at St. Paul Ramsey Hospital. Duties will include reception of Spanish-speaking patients, particularly in the Emergency Room, orientation of in-hospital patients, and facilitating applications for medical assistance. If possible this advocate will be a nurse who will be able to speed diagnosis and referral of arriving Hispanics by asking questions in Spanish. This idea is supported by hospital administrator Jim Dixon.
2. Spanish-speaking volunteers or nurse interns will be assigned to an Early and Periodic Screening Clinic. They will be assigned to the clinic to receive clients and administer sight and hearing tests. The written part of the test may be completed earlier in the home by the public health advocate. This anticipates the need for immunization and improved

2. nutrition as mentioned by Eugene Ingalls of the St. Paul Department of Public Health.
3. Members of the National Chicano Health Organization who are attending medical school at the University will be assigned to the MODS clinic at United Hospitals to provide initial diagnosis and treatment in Spanish under the supervision of the University professor who heads the clinic. NCHO members have provided free care to clients on other occasions on a volunteer basis.
4. Bilingual classes are a new resource to be developed in the program. Education in diabetic care pre-natal and post-natal care, and nutrition are specified in response to evidence of high infant mortality, poor nutrition and frequently untreated diabetes among ex-migrants. Classes will correct practices stemming from low education and folkloric medicine. Classes will be organized by the bilingual nurse.
5. A bilingual eligibility technician will also be a new source of assistance to clients who cannot pay medical bills accumulated at the county hospitals or with private practitioners. The Spanish-speaking ex-migrant requires assistance in applying for financial assistance due to lack of proper identification, a work history that is difficult to verify, and language problems.

Services will be facilitated by volunteer assistance in transportation, translation, and follow-up. Coordination of the volunteers will be the job of the program coordinator.

A part-time secretary will also be working in the program to maintain records and questionnaires needed to monitor the effectiveness of the program. Participants will be asked how the program met their needs, how their needs were met previously, and how the program improved their knowledge of health and health services.

BUDGET

1.	Program Coordinator/Evaluator.....	\$12,000.00
2.	Bilingual Public Health Advocate.....	\$12,000.00
3.	Bilingual Hospital Health Advocate.....	\$12,000.00
4.	Part-time Secretary.....	\$ 3,500.00
5.	Fringe @ 15%.....	\$ 7,425.00
6.	Support @ 10%	
	Includes cost of office space	
	printing, phone, receptionist,	
	xerox, space for education seminars,	
	accounting, and office supplies.....	\$ 4,690.00
7.	Mileage	
	Public Health Advocate	
	100 miles/wk x 52 wks x \$0.17	
	Two Volunteers	
	200 miles/wk x 52 wks x \$0.17	
	Coordinator	
	20 miles/wk x 52 wks x \$0.17	
	Secretary	
	20 miles/wk x 52 wks x \$0.17.....	\$ 2,828.80
		<u>\$ 54,443.80 x 2</u>
	Biennium cost	\$108,887.60
	Minus Matching Funds	<u>\$ 58,887.60</u>
	Request	\$ 50,000.00
	(Unit Cost...	
	\$50,000 divided by 800 persons	
	equals.....	\$62.50/unit)

SENATE FILE 1055

INTRODUCED BY MCCUTCHEON 3/26

CO-AUTHORED BY LEWIS, VEGA, SIKORSKI, NELSON,

TO BE INTRODUCED IN HOUSE BY RICE OF
HEALTH APPROPRIATIONS COMMITTEE.

1

A bill for an act

2

relating to health; providing state funds to the
3 Migrants in Action program for health services for
4 certain migrants; appropriating money.

5

6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

7

Section 1. For the biennium ending June 30, 1981,

8

there is appropriated from the general fund to the

9

commissioner of health the sum of \$50,000 for grants to the

10

Migrant in Action program located in St. Paul for the

11

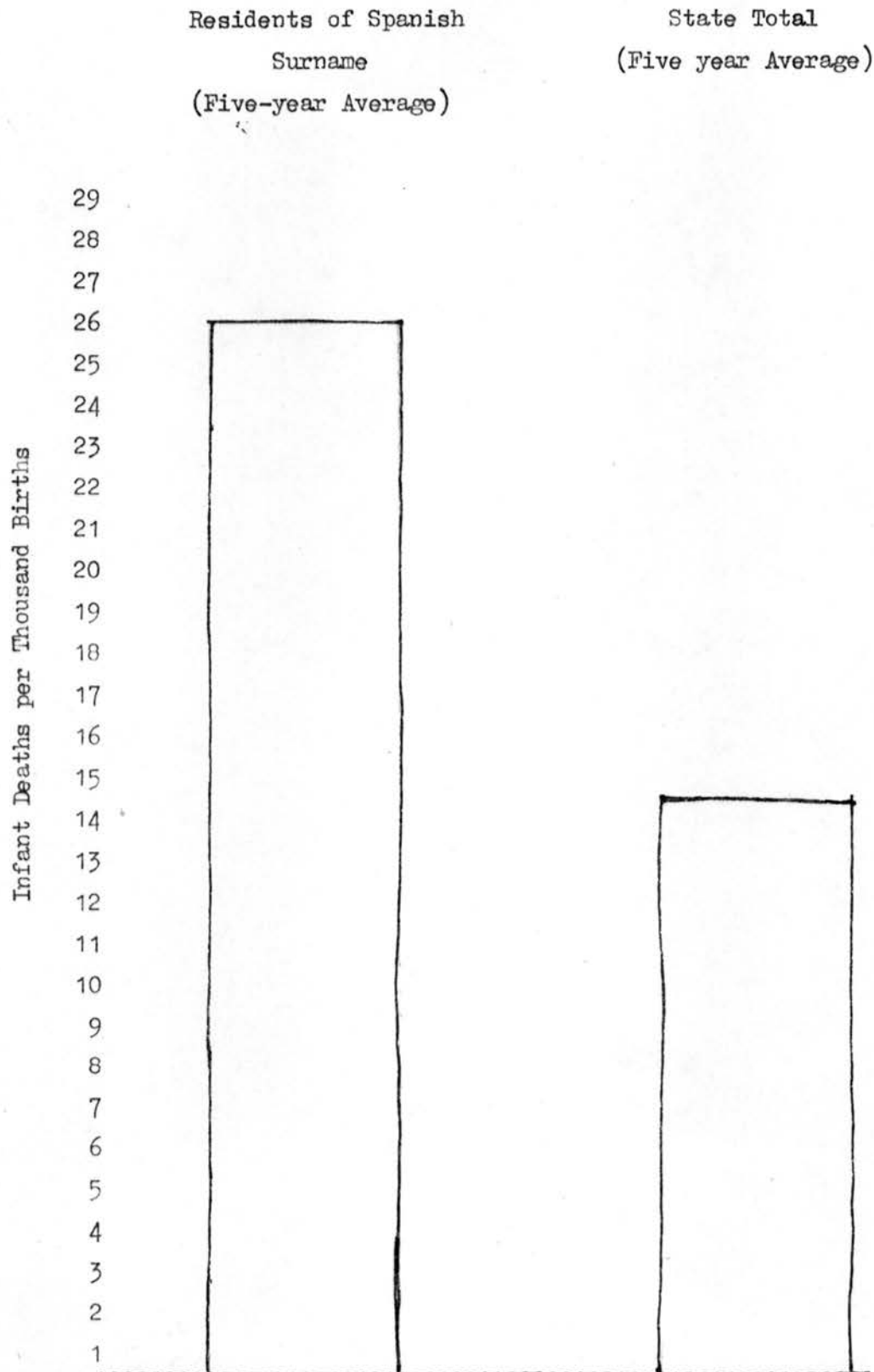
purpose of providing health care and referral services to

12

migrant and ex-migrant agricultural workers.

INFANT MORTALITY IN MINNESOTA

1972 - 1976



Based on infant mortality data, Center for Health Statistics, Minnesota Department of Health. Annual-Average number of deaths; 10.1/ 377 births of infants of Spanish surname born in Minnesota.



minnesota department of health

717 s.e. delaware st. minneapolis 55440

March 22, 1979

Kathleen Franey
Migrants-in-Action Agency
1162 Selby Avenue
Saint Paul, Minnesota 55104

Dear Ms. Franey:

I have reviewed the procedures you used to estimate the Hispanic infant mortality rate in Minnesota. I can verify that the list you made is from our files and that the rate calculated is a good estimate of the Hispanic Infant Mortality rate in Minnesota. One should realize that this procedure, although not scientific, is probably good enough for program planning purposes.

Sincerely,

James S. Wigginton
Unit Supervisor
Center for Health Statistics
(612)296-5359

JSW/st



George Latimer
Mayor

CITY OF SAINT PAUL
DEPARTMENT OF COMMUNITY SERVICES

DIVISION OF PUBLIC HEALTH
555 Cedar Street, Saint Paul, Minnesota 55101
(612) 227-7741

January 27, 1978

Kay Franey
Migrants in Action
Planning Department
1162 Selby
St. Paul, Minnesota 55104

RE: Telephoned request for health-needs assessment on "Latino"
St. Paul Residents

Dear Ms. Franey:

The Saint Paul Division of Public Health does not have the comprehensive, statistically valid evidence to indicate that the "Latino" in St. Paul has more unmet health needs than those of the "Anglo". This statement should not be construed to infer that the health needs of the "Latino" are being met at the same level as the "Anglo". No studies to compare the health status of the "Latino" vs. the "Anglo" have been conducted by this agency.

However, certain medical-service programs of the Division have data indicating the "Latino" is less equipped than the "Anglo" to experience optimal health. There is clinical evidence that the "Latino's" risks from tuberculosis and inadequate nutrition are significantly greater than those of the "Anglo". Inadequate immunization level is another serious risk.

This agency is certainly in sympathy with the "Latino" in seeking improved health care, especially preventive health care. The Division is fully responsive to community health needs within the context of existing program structures - to serve all St. Paul residents.

Sincerely,

Eugene Ingalls
Health Statistician

EI:cmw

McKNIGHT FOUNDATION - This proposal for \$46,000.00 is to renovate a recent acquisition that MIA came into at 69 W. Congress. The house will be used to resettle a migrant family with high success potential.

Client *Research paper for employability*
ST. PAUL WEP - (Work Equity Project) St. Paul CETA has invited MIA to make staff available that could provide bi-lingual services to recipients who are in the WEP program. In addition, MIA has proposed a training program for CETA and Ramsey County counselors. The proposed budget is \$65,000.00.

Bilingual
Board Training - As I have indicated in the past I would like the Board to receive training on the history of the agency and the programs that the agency maintains. This would be a good time to set aside a day and ½ to do this since new board members are coming on. I would be willing to assist in any part of the training.

This training is needed if the Board is going to give the agency direction in 1979. We need to set direction, goals and objectives soon. I would like to report each month to you on the agency's activities and accomplishments according to goals and objectives and the direction provided by the Board of Directors.

Legal - The following are legal cases that MIA is involved in.

STATE HUMAN RIGHTS & RAMSEY COUNTY WELFARE - A charge of racial discrimination was lodged with the State Human Rights Department against Ramsey County Welfare Department concerning a Department memo which directed Ramsey County Welfare staff to send to the fraud unit and ultimately to U.S. Immigration and Naturalization service if they looked Latino, spoke with an accent and carried no identification. Since then, the RCWD Director issued a subsequent memo rescinding the first memo. Since we could not locate specific instances of individuals who had been discriminated against, we were going to drop the charge. However, RCWD agreed to sign a No-Fault Settlement which was negotiated by the Human Rights Department. While this is not an admission of guilt - past discrimination - it is a legal agreement which they must follow or be subject to formal charges in the future.

LEHMAN'S MUSHROOM - Word has come to us from Legal Aid of Ramsey County that a settlement has been reached with Lehman's. Lehman's was charged with various labor law infractions while employing some individuals who later became MIA clients. The settlement was for \$1,000.00 to be distributed among 5 plaintiffs. If any of the plaintiffs are not located within a year the money will go into MIA General funds.

1976 case
OWATONNA CANNING - A class action suit was filed against Owatonna Canning and a number of State and Federal agencies charging various labor related infractions, living conditions and the stifling of the complaint process. The attorneys at LARC report that the case is going well and in our favor. They are in the document discovery portion for the next 2 weeks, going through all of Owatonna's employment records. They will be notifying clients within the next month as part of the pre-settlement discovery process.

- Silas - Birell
ST. PAUL SCHOOL DISTRICT - A class action law suit was filed in 1976 against the St. Paul School District regarding the lack of quality education for Latino children. Reports from LARC indicate this case appears to be going well also, and that a settlement is about to be reached. I feel as many do that this law suit has been the impetus for bi-lingual education (the limited in St. Paul), Minneapolis and the recent legislated program from the state.

Attached you will find financial reports on the various programs of MIA as well as statistical reports. If you have a need for more detailed information or other kinds of information please contact me.

TO: BOARD OF DIRECTORS

FROM: EXECUTIVE DIRECTOR

SUBJECT: REPORTS FOR APRIL 5 BOARD MEETING

As per your request of March 27 (see attached memo) the following items have been compiled for your information:

A. Financial Report

mailed out by accounting department

B. Recently hired employees

David Wilson-- Administrative Asst. Dakota County CETA title VI
Rosa Linda Romero-- Advocate Trainee Dakota County CETA title VI
William Reyes-- Administrative Asst. CETA title III, Section 303

The two employees under CETA title VI were placed at our agency by Dakota County CETA MR. Reyes was not hired under the traditional procedure, but rather under the need for an individual with his highly specialized skills. Due to the dirth of Hispanic housing specialists in the Twin Cities, this action seemed justified.

c. List of Salary Reductions and proposed Scale

The Accounting Department and the Executive Director are attempting to develop a satisfactory list. However, we were unable to make the April 5 deadline. We plan to work on this specific item this week-end.

D. CASA Program Interviews

The following panel interviewed five candidates for the position of program coordinator:
Francisca Vega, Board Member
Lee Parks, Advisory Board Member
Alberto Alcala, Staff
Ted Guzman, Staff

Candidates: Jean Peters, Marc Zimmerman, James Schulte, William Reyes, Kathy Nasi

Final Recommendation was made by Ms. Vega and Mr. Parks with the concurrence of the Executive Director that Mr. Zimmerman be selected as the new CASA coordinator

E. Minutes

As submitted



MIGRANTS IN ACTION

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

April 5, 1979

TO: Alberto Alcala
FROM: Dorothy J. Royston -Giles
RE: Salaries Decreases

The following is a list of all salary decreases ordered by the B.O.D.

Dorothy J. Royston - Giles	Effective	Decreased
20,807.00 to 18,850.00	12-18-78	1,957.00
Eugene Moore		
22,800.00 to 18,850.00	12-18-78	3,950.00
Ricardo Flores		
20,500.00 to 18,500.00	12-18-78	1,650.00
Frank Guzman		
26,310.00 to 23,500.00	12-18-78	2,810.00
Alberto Alcala		
23,500.00 to 19,900.00	3-13-79	3,600.00



MIGRANTS IN ACTION

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

April 3, 1979

TO: ALL BOARD MEMBERS
FROM: DOROTHY J. ROYSTON-GILES, ACCOUNTING COORDINATOR
RE: FINANCIAL REPORTS

The Attached copies are revenue and expenditure reports for the month of January and February, 1979. Due to the fact that we closed the books on the 23rd of March, the financial report for March has not been completed. It will be given to you at the board meeting on April 5, 1979. Also given at that meeting will be a quarterly summary as to our budgetary status for each program.

TO: Board of Directors

FROM: Frank Guzman, Executive Director

DATE: October 3, 1978

RE: Director's Monthly Report

Most migrants have left the state. Harvesting of sugar beets and potatoes has begun but migrants are not needed for these activities any longer. Most of the vegetable packs in the canneries are completed also. The remaining migrants will mostly work in turkey processing plants and on truck farms. Each year at this time many migrants attempt to resettle in Minnesota. Some will succeed in this venture. It will be difficult but hopefully MIA can provide alternatives and lend a helping hand.

Minnesota's first Chicano Political Convention will take place on October 6-7, 1978. It would be nice to see as many MIA Board, staff and clients attend this unique political activity.

MIA's Funding Situation: We are in the middle of various funding negotiations. They are very important to the agency. The following are brief explanations of these funding activities.

TITLE III, SECTION 303, SERVICES TO MIGRANTS - By the end of this week, we will submit a request to the Minnesota Migrant Council for a sub-contract of \$400,000.00 to provide services to migrants in the Twin Cities in 1979. This is an increase of \$50,000.00 over 1978. The additional \$50,000.00 will be used as vouchers to purchase services for migrants. We have an agreement through an MMC Board of Directors resolution that as long as they continue receiving DOL Migrant funding, they will sub-contract with MIA.

THE TREE PROJECT - We have just completed a 3½ month project for St. Paul CETA which provides training for 30 individuals in tree maintenance, tree felling and utilization of various equipment needed in this kind of work. The CETA people as well as the mayor appear to be very satisfied with the project and have invited MIA to continue the project until July, 1979. We are attempting to get as many Chicanos into the program as possible.

MINNEAPOLIS L.E.D.P. - LATINO EMPLOYABILITY DEVELOPMENT PROGRAM - The funding for this 6 month program ended September 30, 1978; but Minneapolis CETA has agreed to extend the program until November 17, 1978. The uncertainty of DOL funding and the process by which sub-contracts are let in Minneapolis keep Minneapolis from making a favorable decision. We have received good support from the Minneapolis Chicano Political Caucus.

UNITED WAY OF ST. PAUL - This is a long and complicated process which started in February and ends in December. We are asking for \$25,500.00 to provide the same kinds of services to non-migrants as we do for migrants on a limited basis.

✓
TO: Board of Directors

FROM: Frank Guzman, Executive Director

DATE: November 6, 1978

RE: Director's Monthly Report

Most migrant and seasonal workers have all but left the state. Those still engaged in agricultural type work are mostly truck drivers and processors of potatoes and onions. Those remaining in the city are attending school (TVI or U of M) and/or they are attempting to resettle in this geographical area.

The activity has dropped considerably in the migrant program since about the middle of October when MMC announced a halt to the issuance of vouchers. The staff has had to relearn its old resources that were invaluable in obtaining food, clothing, furniture and shelter.

There has been a drastic reduction in funding of our migrant program for 1979; with reduction of nearly 70%. This will greatly affect the staffing pattern and the kinds of services we can provide migrants. The reasons for the reduction are 1) MMC will experience a 10% cut from the national office, 2) MMC will put more emphasis on training, and 3) They (MMC) are probably working on a phase out program. MMC and MIA have discussed for several years but no agreement has been made regarding this. It is important that the Executive Director and Chairman of the Board of both agencies meet as soon as possible regarding 1) 1979 funding, 2) Title III phase out and 3) acknowledgement and respect of each others geographical jurisdiction. 1090

We have not received favorable information regarding the continued funding of the Minneapolis CETA program. We are in contact with the Chicano political caucus in political caucus in Minneapolis. A decision should be made soon regarding our funding request.

→ CLUES - A possible conflict of interest - discussion.

Program Staff Presentations.

Attached - financial and statistical reports.

\$10,000
food nutrition
prog-
social
work

PLANNING DEPARTMENT

- I. Function
- II. Process
- III. Activities

FUNCTION

The planning department was first established as an integral part of the agency in January of 1975 when an assessment of the needs of the agency concluded that Migrants In Action had no planned approach to its program growth or service activities, i.e. any systematic process to realize its potential as a viable solution to the then apparent upswing of interest in the Latino community's social service needs.

Its function then is to assist in the development of measurable goals and objectives which will assure the agency of continued controlled growth.

PROCESSPlanning Department

The Planning Department Staff gets its authority from the Director. It is the responsibility of the Director to provide the Planning Director with clearly defined goals and objectives for the agency. These goals and objectives are then to be administered by the Planning Director. He/she will delegate authority and responsibility to the Planning Staff to insure their completion. Action taken on the assigned responsibilities will be monitored by the Planning Director who will be responsible for the successful completion of the goals and objectives, and tasks attendant to the goals and objectives. The structure of the staff is as depicted in attached diagram (See Page No. 2). The authority of the Planning Director is derived from the Director and responsibility assumed at that level.

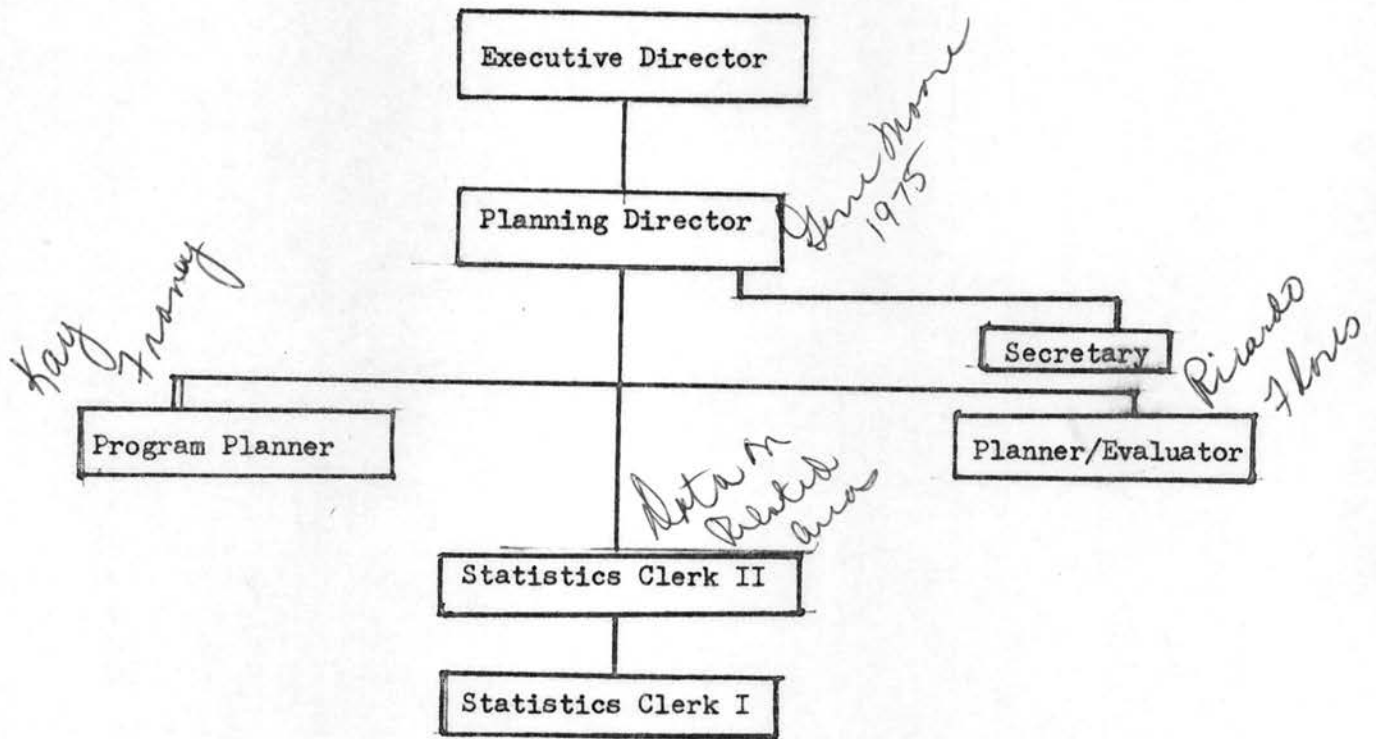
The other positions in the Planning Department are assigned responsibility and authority as outlined in the staffing job descriptions. (See Pages 3-7).

The staff salary schedule is determined by the assignment of salary positions in accordance with the agency Salary Schedule (See Attachment).

Recommendations for raises and promotions are developed independently, i.e., by staff position based upon individual evaluations and more specifically upon the availability of money for specific positions in funded proposals.

Planning Department

Section I



Planning Director

Responsibilities:

- A. To administer the planning staff i.e. to coordinate the efforts of grantswriting, public relations and inter-agency/community communications. All of the above to be directions from the Executive Director based on agency established goals and objectives.
- B. To write and seek funding for grants written to foundations on special on special assignment from the Executive Director.
- C. To obtain from the Executive Director and monitor public relation efforts that are being promulgated through the planning staff.
- D. To initiate and monitor legislation that will have a direct bearing on the development of the agency.
- E. To initiate and monitor intra and inter agency communications.

Authorities Needed:

- A. 1) To meet with the Executive Director periodically or as requested in order to obtain clearly defined goals and objectives of the agency.
2) To control the time and efforts of the Planning Staff related to agency projects.
3) To purview written material related to the projects and assignments of staff personnel.
4) To authorize expenditures related to all planning staff purchases.
- B. 1) To contact and negotiate with foundations for funding for special projects.
- C. 1) To assign, review and monitor projects related to public relations with the Supervising grantswriter.
- D. 1) To review and monitor legislation that will have a direct bearing on the development of the agency.
- E. 1) To assign, review and monitor intra and inter agency communications.

Program Planner

Responsibilities:

- A. To seek funding sources that are in consonance with the goals and objectives of the agency as established by the Administrative body and approved by the Executive Director. This responsibility will include the writing of proposals in response to goal-directed RFP's.
- B. To initiate and support legislation which has been formerly approved by the board of Directors of MIA as in accord with agency goals.
- C. To develop/support ideas, programs, community activities which will assure that MIA is received positively i.e. is seen as a competent, honest, needed agency in the metropolitan area. That supports the needs of Latinos.
- D. To supervise the resource/research specialist.

Authorities Needed:

- A.
 - 1) To initiate contacts with appropriate persons for funding proposals.
 - 2) To develop strategy necessary to funding proposal.
 - 3) To negotiate contractual arrangements with appropriate people/agencies to assure funding of proposals.
 - 4) To establish his/her own time-line (subject to the approval of the Planning Director).
 - 5) To attend meetings, conferences, and workshops that will assist in the development of a strategy or special knowledge which will result in the funding of proposals.
- B.
 - 1) To contact appropriate legislators, lobbyists, delegates, appointed and elected officers.
 - 2) To develop and coordinate support for appropriate pieces of legislation.
 - 3) To attend meetings, conferences etc. which will affect the passage of legislation.

- C. 1. To initiate and maintain relationships with persons, groups, and/or organizations that are influential in the community i.e. those who are most able to affect our funding sources and our ability to deliver services.

Planner/Evaluator

Responsibilities:

- A. To seek funding sources that are in consonance with the goals and objectives of the agency as established by the Administrative body and approved by the Executive Director. This responsibility will include the writing of proposals in response to goal-directed RFP's.
- B. To initiate, develop, implement and take responsibility for all public relations efforts on behalf of the agency which will support funding efforts assigned by the Planning Director.
- C. To coordinate and take responsibility for all communications to agency staff regarding community events, meetings of legislative importance to the agency and inter-agency efforts involving MIA.

Authorities Needed:

- A.
 - 1) To initiate contacts with appropriate persons for funding proposals.
 - 2) To develop strategy necessary to funding proposal.
 - 3) To negotiate contractual arrangements with appropriate people/agencies to assure funding of proposals.
 - 4) To establish his/her own time-line (subject to the approval of the Planning Director).
 - 5) To attend meetings, conferences, and workshops that will assist in the development of a strategy of special knowledge which will result in the funding of proposals.
- B.
 - 1) To negotiate for "spots" on articles on/in the public media (T.V. Radio & Newspapers.) to support the agency in a positive manner.
 - 2) To control the information flow output of the agency, including the copy for "spots".
 - 3) To decide which PR efforts will be most likely to be successful.
- C.
 - 1) To write and distribute memos, hang posters distribute pamphlets etc. for the purpose of coordinating assigned communications.

Secretary:

Responsibilities:

- A. Typing of Planning Staff proposals, memos and reports.
- B. Filing of a copy of all proposals, memos and reports submitted and developed in the agency
- C. Xeroxing of proposals reports, and memos as requested.
- D. Answering the phone for the Planning Staff and taking messages when appropriate.
- E. To maintain a file of telephone numbers and addresses that are often used by the Planning Staff.

Authorities Needed:

- A.
 - 1) To have and maintain control over a typewriter
 - 2) To have and maintain control over a file system.
 - 3) To request arrival and departure of Staff.
 - 4) To use the Xerox machine.



MIGRANTS IN ACTION

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

TO: SAL ROSAS, CHAIRMAN B.O.D. M.I.A.
FROM: FRANK GUZMAN, EXECUTIVE DIRECTOR
DATE: NOVEMBER 16, 1978
RE: RESPONSE TO LETTER FROM EUSTOLIO BENAVIDES

The following is a response to allegations made by Mr. Benavides in his letter to the Board of Directors (November 6, 1978).

1. Poor Planning

A. Failure to provide the Board with necessary information for making well informed decisions.

Yes and No. Each month the staff puts together a package by which we feel the B.O.D. can obtain some basis for understanding the situation and give direction. The problem was that the B.O.D. did not meet regularly, were unprepared to deal with the material or did not deal with it. We have also asked the B.O.D. to let the staff know what it needs to do it's work.

2. City of St. Paul, Tree Project

- lack of a proposal outline, tentative budget or administration plan - see copy of minutes of B.O.D. meeting 4/15/78.
 - lack of political implications in engaging in such a venture.
- I really don't understand the concern.

3. United Way - Minneapolis Proposal

Quote from Eugene Moore: "As you recall Frank, I suggested to you that teaching our clients how to become independent of us and provide them with the confidence required to take care of themselves seemed to me to be a reasonable objective of MIA. You agreed. Because I was involved in a business approach to make this happen, we discussed the conflict of interest. You said we could not do it if we could not eliminate the conflict. I said I would eliminate it if at all possible. Because the conflict was unable to be removed we aborted the project."

B. Failure to bring matters that required Board action before the Board.

1. 69 W. Congress

Failure to get Board clearance prior to publicly committing the agency to the establishment of an Advisory Council for the house.

- I don't think so. I don't think the Board really dealt

with that particular issue other than to ask some questions about it's proposed composition and role. The B.O.D. certainly heard from the staff month to month as we negotiated the purchase of the house - about all aspects.

2. United Way Minneapolis

failure to bring this proposal to the Board for approval prior to the deadline for submission of the proposal.

- True. There were too many last minute changes that the staff had to make and consequently we could not complete it in the allotted schedule given to us.

3. CETA Contracts

employment of personnel through general funds prior to getting Board approval for entering into legal contracts with Ramsey County and Dakota County CETA for these employees.

- All CETA employees are paid by general funds and then the agency is reimbursed. I think the issue he is eluding to is that after I signed a contract when the B.O.D. was not required to sign, the B.O.D. Chairperson decided that he had the authority to sign all contracts and to hire all the folks.

C. Failure to keep the Board advised of sensitive matters.

1. Running for partisan office.

I notified the Chairman of the Board that I was going to run in St. Paul Primary in March for City Council and that I needed clarification from D.O.L. whether I would be in contractual violation with them if I ran and won and then ran for the General Election. I talked to D.O.L. attorneys, they requested written information (see letter) so that they could respond in writing and give me a determination. This was also done by another individual running for City Council. To this date I have received no reply and I lost the primary election. When I originally informed the Chairperson, he indicated concern but he did not indicate that I should not continue running, nor did he bring it up at a Board meeting.

2. Litigation involving the State Human Rights Department.

False - the Board Chairperson, Roberto Acosta, was informed by me and he supported my actions although I don't think he ever brought the issue up with the Board. I think the issue Mr. Benavides is referring to is my laying off of 2 staff members in July, 1977 and their subsequent charges of racial discrimination because they were white.

3. Litigation involving Ramsey County Welfare Department.

See attached Director's Report of March 14, 1978. M.I.A. filed a discrimination charge with the State Human Rights Department against Ramsey County Welfare in 1975 or 1976, charging that governmental unit with referring Latinos with out identification to the fraud unit where the immigration was called in. Several months ago, Mr. Davila was directed by his agency to deal with the State Human Rights regarding that problem.

4. Problems in the audit conducted by Minnesota Migrant Council.
MMC does not do an audit of MIA. They review and spot check our records. As far as I know there has not been any problems of significance. The D.O.L. has credited MIA 303 records. The only problem they had was that they questioned MIA spending approximately \$1,400.00 from 303 funds to pay Health Insurance for non-303 staff. I indicated to MMC that if D.O.L. disallowed that item, I would challenge it. I understand that issue has been closed and I did report the incident to the B.O.D.
5. Conflict of interest, contrary to Articles of Incorporation of Migrants In Action, in the United Way Minneapolis proposal.
It is against the law for the agency or its staff to deal in conflict of interest. I was not going to approve this particular proposal to the Board until the conflict was taken out, and it was not, so I did not approve it.

II. Poor Administration

A. Fiscal Management - usurping board authority.

1. Hiring personnel without having written CETA contracts to assure reimbursements to the general funds.
 - Not true, except when I mentioned earlier where I authorized and committed the agency without the Chairperson's signature since it was not required. After I committed the agency, he insisted he had the authority. Meanwhile someone had been hired who had a two month prior commitment to the job.
2. Raising administrative staff salaries without prior approval.
 - True. This responsibility appears to shift back and forth between Board and Staff depending on the Board Chairperson and who shows up for the Board meetings. When the Board asks the Director to bring it before the Board he does it.

B. Personnel

1. Hiring new staff without having written job descriptions and without justifying the need for such staff.
 - This may have been somewhat true two years ago, but not since then. Experience has taught us the need for this procedure.
2. Failure to conduct written evaluations on subordinate personnel.
 - Generally written evaluations are done after probation, for new employees, but although evaluation is intended periodically for all employees it is not done very often.

III. Apparent use of the agency for self gain.

A. Executive Director

1. Running for partisan political office on agency time.
 - False. I campaigned for 3 weeks in the evenings and on weekends.
2. Presence of personal campaign literature in the reception area.
 - One or two of the staff asked me for literature so that they could distribute it. I directed them to take the literature home and not to leave it in the office nor to hand it to anyone coming into the office.

3. Staff involvement in urging callers to vote for the Director in the elections.
- I did not approach any staff member for assistance in my campaign. On the contrary, staff continued to ask how they could help. I indicated how they could but outside of the office and after working hours. Needless to say, I am certain that with the approach of election day some of these staff were urging their friends and relatives. If they did it from the office, on the telephone, I did not know it was going on. If I had, I would not have condoned it.

B. Staff

1. Attempt to get United Way - Minneapolis proposal funded in spite of conflict of interest which would have generated profits for staff members. False - I have already talked about this.
2. Apparent use of agency time to write up United Way proposal to make profit and to engage in other personal money-making ventures.
- To the best of my knowledge, no agency time was used by staff to write up proposal which would be profit making for their own interest. This is true for the Minneapolis United Way proposal and for all other proposals.

C. Clients

Allowing clients use of agency telephone for private business as advertised in a local Spanish language newspaper.

- I need to know the specifics on this. I don't understand it. I do not allow staff to conduct conflict of interest ventures from MIA.

TRAINING - BOARD OF DIRECTORS

The schedule would be either 1 day or 1½ days in the Twin Cities or out of town, someplace like Breezy Point Lodge.

The training would consist of the following:

1. History of Migrants In Action
2. Articles of Incorporation
3. By-Laws
4. Goals & Objectives - agency direction, statement of mission
5. MIA's programs - qualifying criteria, government regulations and agency guidelines
6. Social Change
7. Accounting Section
8. Planning Department
9. Other B.O.D. training as needed

There should probably be discussion sessions after each session.

There should probably be some consensus of agreement as to what each of the above areas is attempting to do.

Notes should be taken which will help in later discussions of agency strengths, weaknesses, needs etc. and how members of the Board of Directors can benefit and contribute.

November 6, 1978

The Chairman and Members of
the Board of Directors
Migrants in Action
1162 Selby
St. Paul, Minnesota 55104

Dear Sirs:

It has come to my attention that you are in the process of accepting applications and will be reviewing resumes for the position of Executive Director. I had chosen to extricate myself from any attempts to influence any of the deliberations of the Board since I was encouraged by the election of new Board members who seemed to be knowledgeable and objective. I now feel that it would be remiss of me not to share information that I have, since I know that this information is pertinent to your deliberations regarding the choice of an Executive Director. Furthermore, it is my belief that all decisions must be well-informed and carefully considered. Because I trust that you have taken your duties as Board members seriously, I know that you will give this information serious attention and thoughtful consideration.

Added I have been involved with Migrants in Action to some degree since I arrived here in June of 1971. When I first arrived here I worked at Migrants in Action in exchange for room and board at 776 Ashland. Four months later I underwent training as a V.I.S.T.A. volunteer with subsequent assignment to Migrants in Action as an advocate. When Arnoldo Garcia, the founder of Migrants in Action went back to Texas, I was chosen by the Board of Directors to become the Executive Director and took on those responsibilities in spite of the fact that the agency was not receiving funds at that time. Through the efforts of the Board and the V.I.S.T.A. staff, we were able to secure funds from private foundations and to hire paid staff. In 1973, the Board asked for my resignation as Executive Director. I complied with their request since I believed that the agency could be better served by a different Executive Director. The Board asked me to participate in interviewing applicants for the Executive position and to make recommendations on candidates. After I recommended that the present Executive Director be hired, the Board asked me to ask his boss, Commissioner Emmett Cushing of the Minnesota Department of Manpower Services, for a leave of absence for Frank so that he would not lose any of the rights and privileges of his employment with the state. I willingly agreed to do that in order to remove any

obstacles in the way of Frank's employment as Executive Director of Migrants in Action. My active involvement with Migrants in Action decreased until Frank asked me to be on the Board of Directors in 1976. In my tenure as Board member and subsequently as Chairman of the Board, I became appalled by occurrences which were contrary to the rules and regulations of the funding sources as well as in violation of the Articles of Incorporation of Migrants in Action. I took action to correct these violations and to assure that there were no further practices which could not stand the close scrutiny of our funding sources.

After much deliberation on the implications of potentially illegal activities on the functioning (future existence) of the agency, I decided to ask Frank for his resignation as Executive Director. The Board did not concur with my judgment and chose instead to conduct a study of the practices and working procedures of the Board and staff. After meeting considerable resistance from Frank regarding the availability of funds for such a study, I took it upon myself to meet with the Accounting Director to ascertain how much money was in fact available for such a study. I also contacted individuals and organizations for the purpose of assessing their interest in conducting such a study and to get estimates of the costs of such an undertaking. It was these actions that resulted in my removal as Chairman of the Board and my subsequent removal from Board membership. Consequently, the study has never been conducted and the questions which I originally raised have never been addressed by the Board.

There is no doubt in my mind that the allegations which I will list below will be addressed in an unbiased, professional and objective manner. The only question is whether you as the present Board of Directors will address these questions or whether they shall be addressed by your funding sources. You have a choice and I have an obligation to remove all doubts about these practices of the Migrants in Action Executive Director and staff.

I. Poor Planning

- A. Failure to provide the Board with necessary information for making well-informed decisions.
 - 1. Regarding the proposed purchase of 69 West Congress
 - no assessment of need for 69 West Congress
 - no written plan for administration of that house
 - no plan for repayment of loan necessary for remodeling that house
 - no information on current status and use of 776 Ashland

November 6, 1978

2. City of St. Paul, Tree Project
 - lack of a proposal outline, tentative budget or administrative plan
 - lack of political implications in engaging in such a venture
 3. United Way - Minneapolis Proposal
 - failure to inform chairman and treasurer of conflict of interest prior to submission of proposal
- B. Failure to bring matters that required Board action before the Board.
1. 69 West Congress
 - failure to get Board clearance prior to publicly committing the agency to the establishment of an Advisory Council for that house.
 2. United Way - Minneapolis
 - failure to bring this proposal to the Board for approval prior to the deadline for submission of the proposal
 3. C.E.T.A. Contracts
 - employment of personnel through general funds prior to getting Board approval for entering into legal contracts with Ramsey County and Dakota County C.E.T.A. for these employees
- C. Failure to keep the Board advised of sensitive matters.
1. Running for partisan office
 2. Litigations involving the State Human Rights Department
 3. Litigation involving Ramsey County Welfare Department
 4. Problems in the audit conducted by Minnesota Migrant Council.
 5. Conflict of interest, contrary to Articles of Incorporation of Migrant in Action, in the United Way Minneapolis proposal

II. Poor Administration

- A. Fiscal Management - usurping board authority
1. Hiring personnel without having written C.E.T.A. contracts to assure reimbursement to the general fund.

November 6, 1978

2. Raising administrative staff salaries without prior board approval.

B. Personnel

1. Hiring new staff without having written job descriptions and without justifying the need for such staff.
2. Failure to conduct written evaluations on subordinate personnel.

III. Apparent use of the agency for self-gain.

A. Executive Director

1. Running for partisan political office on agency time.
2. Presence of personal campaign literature in the reception area.
3. Staff involvement in urging callers to vote for the Director in the elections.

B. Staff

1. Attempt to get United Way Minneapolis proposal funded in spite of conflict of interest which would have generated profits for staff members.
2. Apparent use of agency time to write up United Way proposal to make profit and to engage in other personal money-making ventures.

C. Clients

1. Allowing clients' use of agency telephone for private business as advertised in a local Spanish language newspaper.

It is my opinion that the Executive Director and staff members have engaged in questionable if not illegal activities that have serious ramifications for the Board and the agency. I am not convinced that similar practices are not now being engaged in.

I believe that the present Board is composed of individuals who have a high degree of personal and professional integrity and who take seriously their rights and responsibilities as members

• The Chairman and Members of -5-
the Board of Directors

November 6, 1978

of the policy-making body of Migrants in Action. I trust that each one of you will seriously consider the questions that I have raised and will make well-informed decisions regarding these matters.

Sinceramente,

Luís Benavides ~~TH~~



SOUTHERN MINNESOTA REGIONAL LEGAL SERVICES, INC.

OFICINA LEGAL DEL WEST SIDE
LEGAL ASSISTANCE OF RAMSEY COUNTY, INC.

530 Andrew Street
St. Paul, Minnesota 55107
(612) 291-2579

November 2, 1978

Mr. Pablo Davila
842 Lovell
St. Paul, Minnesota 55113

Dear Mr. Davila:

This letter will serve as a verification of our telephone conversation of November 2, 1978.

As I stated to you at that time, your concern over the Oficina's position regarding the eligibility of undocumented aliens to Migrants in Action services has been brought to my attention. Although I appreciate your concern for MIA, I am somewhat perplexed by the fact that you failed to mention this issue during our meeting of October 26, 1978, at which time you conveyed allegations against the MIA director, and our telephone conversation of November 1, 1978.

Nevertheless and as I have stated to you, no one in the Oficina has ever counseled MIA to provide services to undocumented aliens. On the contrary, I have had several discussions with Frank Guzman and Roberto Avina, who is responsible for the training and supervision of the MIA staff who do intake, and have indicated to them that the regulations preclude the provision of MIA services to individuals known to be undocumented. I talked with Mr. Avina on November 1, 1978, and he verified that this was my stated opinion and the policy he has implemented with the staff.

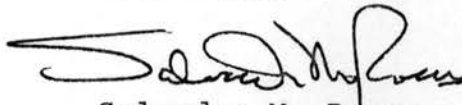
Accordingly, I submit that the information you have relayed has been the result of a misunderstanding and suggest that a more

**LEGAL SERVICES
CORPORATION**

Mr. Pablo Davila
Page 2
November 2, 1978

direct approach in the future would prove more fruitful and less time-consuming for everyone involved.

Sincerely,



Salvador M. Rosas

SMR:ly

cc: Bruce A. Beneke, Director, SMRLS
Roy Garza, SMRLS, Board of Directors
Willie Mae Wilson, SMRLS, Board of Directors
Frank Guzman, Director, Migrants In Action
Roberto Avina, Deputy-Director, Migrants In Action
/ MIA Board of Directors

TO: MIA BOARD OF DIRECTORS
FROM: SALVADOR M. ROSAS, CHAIRMAN
RE: BOARD TRAINING SESSION AND SCHEDULED MEETING
DATE: OCTOBER 27, 1978

This memo will serve as a reminder to all members of the special all-day training session that will be held on November 3, 1978, at Macalester College. You will each be receiving an agenda and materials in the next few days. In addition, the next scheduled board meeting will be on Monday, November 6, 1978, at 3:30 P.M. at MIA.

It is very important that each board member learn as much about the agency as possible in order to make informed decisions in the future. I know that each of you is very busy, however, it is imperative that all members attend every meeting if we are to perform our duties competently. Failure to attend or late arrivals, not only inconvenience fellow members, but also, hurt the effectiveness of the board and, ultimately, the agency itself.

If you cannot attend these meetings or if you expect to be arriving late, please call Dottie Swan (646-4566) so that the meeting will not be delayed in expectation of your arrival.

Thank you for your cooperation.

October 27, 1978

Mr. Pablo Davila
842 Lovell
St. Paul, MN. 55113

Dear Mr. Davila:

In accordance with our conversation of October 26, 1978, after consultation with two fellow board members, I have contacted Frank Guzman regarding the concerns you conveyed to me.

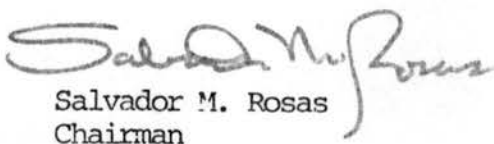
Mr. Guzman has assured me of immediate action on the housing problem. The other issues will be presented before the entire board at the next scheduled board meeting on November 6, 1978, 3:30 P.M., at MIA. we will then take whatever action is necessary .

I encourage you to attend this meeting and present any substantiation of the allegations at your disposal and to hear Mr. Guzman's response and the board's decision.

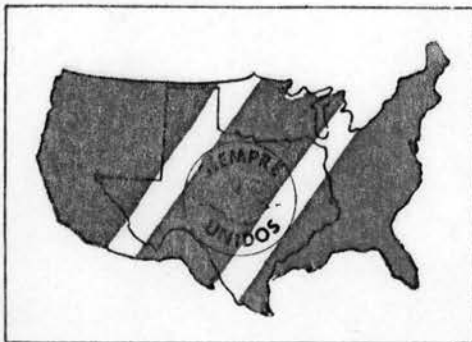
If you should decide not to attend, I will send you a letter indicating the action taken on the housing issue and complete minutes of the meeting.

Thank you for your sincere interest in the agency and the people it serves.

Sincerely,


Salvador M. Rosas
Chairman

cc. Frank Guzman, Executive Director
MIA Board of Directors



"A Private Non-Profit Corporation"

TEXAS MIGRANT COUNCIL, INC.

P.O. BOX 917 LAREDO, TEXAS 78040

PHONE 512 722-5174

October 20, 1978

CHAIRMAN
VIDAL CANTU JR.

VICE-CHAIRMAN
JESSE GAMEZ

SECRETARY
ARTURO VOLPE PHD.

TREASURER
JUAN JOSE BALLI

SGT. ARMS
JUAN SEGURA

MEMBERS
MARIA CANTU
A.B. ELIZALDE
FRANCISCO FLORES
RAMIRO MATA
JUAN SAN MIGUEL
MODESTA VASQUEZ

EXECUTIVE
OSCAR L. VILLARREAL

Sal Rosas
1162 Selvy Ave.
St. Paul, Mn 55104

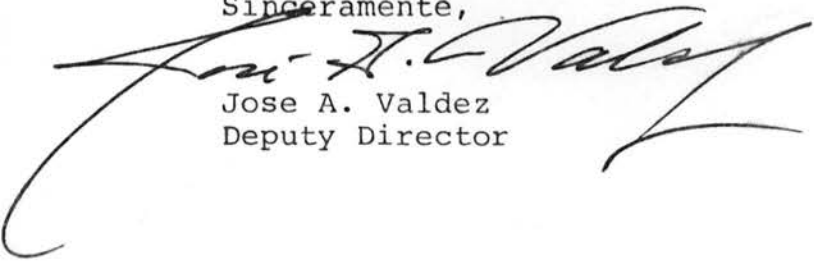
Dear Sal,

This letter is to recommend Frank Guzman for the position of executive director of MIA.

I have known Frank for five years and can attest to his integrity. No one doubts that MIA has grown significantly under Frank's direction. The rapid growth of anything is usually painful and perhaps it is so with MIA but it is so that the organization grew very much since Frank took over. He has the experience and can get along with people. He is willing to engage with adversaries but more important and very important, he can distinguish who the adversaries are. He is not one to sacrifice the future of our people on the altar of egoism. I honestly recommend him.

My greetings to you and all the legal program people.

Sinceramente,


Jose A. Valdez
Deputy Director

JAV:ni



MIGRANTS IN ACTION

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

January 4, 1979

Mr. Heladio Zavala
Minnesota Migrant Council
P.O. Box 1231 - 35 Wilson Avenue N.E.
St. Cloud, Minnesota 56301

Dear Mr. Zavala:

As per our meeting of January 2, 1979 in which our primary discussion evolved around the phasing out of funding for migrant services to our agency, I am in agreement that a possible recourse for our agency is to begin to re-direct its efforts in seeking alternative funding. This will undoubtedly require the re-direction of contractual services for fiscal year 1979/1980 which will adhere to CETA Title III Section 303 Regulations of the U.S. Department of Labor.

Yours, in our struggle

Alberto Hernandez-Alcala
Executive Director

AHA:dks

cc: Salvador M. Rosas, Chairman M.I.A. Board of Directors
All Board of Directors Members



MIGRANTS IN ACTION

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

December 13, 1978

Mr. Fabian Campa
389 Stryker Street, Apt. 1
St Paul, MN 55107

Dear Mr. Campa:

Your appeal has been heard and considered by the below signed, serving as the Board's Personnel Committee on this matter. After review of all information submitted to us and careful consideration we find that there is insufficient substantiation to warrant a reversal of the Executive Director's November 21, 1978 termination notice to you. Your appeal is therefore denied.

Sincerely,

Francisca Vega

Francisca Vega

Alberto O. Miera Jr.

Alberto Miera Jr.

MIA PERSONNEL COMMITTEE

cc: Manuel P. Guerrero, Esq.
MIA Executive Director
MIA Board Members —



MIGRANTS IN ACTION

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

December 13, 1978

Mr. Roberto R. Avina
601 South Snelling
St. Paul, MN 55116

Dear Mr. Avina:

Your appeal has been heard and considered by the below signed, serving as the Board's Personnel Committee on this matter. After review of all information submitted to us and careful consideration we find that there is insufficient substantiation to warrant a reversal of the Executive Director's November 21, 1978 termination notice to you. Your appeal is therefore denied.

Sincerely,

Francisca Vega
Francisca Vega

Alberto Miera Jr.
Alberto Miera Jr.

MIA PERSONNEL COMMITTEE

cc: Manuel P. Guerrero, Esq.
MIA Executive Director
MIA Board Members



MIGRANTS IN ACTION

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

January 5, 1979

Salvador M. Rosas
Oficina Legal
530 Andrew Street
St. Paul, MN 55107

Dear Mr. Rosas:

Attached, please find a copy of a letter sent to Mr. Zavala, Director of MMC, concerning the phasing-out of funding for migrant services to our agency.

Mr. Zavala has suggested that we proceed to seek out other funding for the provision of our current services.

Therefore, it is my opinion, that in order for our agency to qualify for other funding; that you as a policy making body - decide without haste the:

- 1) Changing of organization mandate,
- 2) Changing of organization name.

These decisions should be made at your January 10, 1979 Board of Directors meeting, if our agency is to meet these deadlines, which normally are in March - April. Failure to meet these deadlines would be very critical to the agency future existence. I respectfully await your decision.

Yours in the struggle...

Alberto Hernandez-Alcala
Executive Director

AHA:dks

cc: Board of Directors

Attachment



MIGRANTS IN ACTION

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

January 4, 1979

Mr. Heladio Zavala
Minnesota Migrant Council
P.O. Box 1231 - 35 Wilson Avenue N.E.
St. Cloud, Minnesota 56301

Dear Mr. Zavala:

As per our meeting of January 2, 1979 in which our primary discussion evolved around the phasing out of funding for migrant services to our agency, I am in agreement that a possible recourse for our agency is to begin to re-direct its efforts in seeking alternative funding. This will undoubtedly require the re-direction of contractual services for fiscal year 1979/1980 which will adhere to CETA Title III Section 303 Regulations of the U.S. Department of Labor.

Yours, in our struggle

Alberto Hernandez-Alcala
Alberto Hernandez-Alcala
Executive Director

AHA:dks

cc: Salvador M. Rosas, Chairman M.I.A. Board of Directors
All Board of Directors Members

Minnesota Migrant Council

P.O. BOX 1231 35 WILSON AVENUE N.E.
ST. CLOUD, MINNESOTA 56301
PHONE 612-253-7010

ROBERT COUGHLIN
Board Chairman

JOSE A. VALDEZ
Executive Director

January 10, 1979

Alberto Hernandez-Alcala,
Executive Director
Migrants In Action
1162 Selby Avenue
St. Paul, Minnesota 55401

Dear Mr. Hernandez-Alcala:

I am in receipt of your letter dated January 4, 1979, in which you stated that our primary discussion evolved around the phasing out of migrant services to Migrants In Action. Please let me reiterate our conversation in part so that there will be no confusion on either of our parts.

The Minnesota Migrant Council made available \$100,000 in order to subcontract with Migrants In Action. These monies, as I told MIA, could be used to provide both manpower and supportive services or could be used only for manpower services. This decision was at your discretion. The subcontract was written out according to a letter dated December 6, 1978, from MIA.

In terms of phasing out funding for your agency, you must understand that this procedure was not started by us, but primarily was a recommendation from your own agency. This happened approximately three years ago. Let me assure you that this does not mean that this was the primary reason that funds were deducted; there are many other reasons, as I explained at our meeting. As you agreed, this may be a possible recourse that must be looked into carefully. I also mentioned that your agency and MMC must continue dialogue concerning the possibility of subcontracting with MIA for service in 1979-1980.

Both our agencies have always been joined hand in hand through crises, hardships and our friendship is united in a mood of cooperativeness that has been fruitful for the delivery of better services to farmworkers. This I would like to continue.

Alberto, I personally would like to welcome you to Minnesota and at the same time extend my hand in friendship and cooperation so that we can enjoy the same kind of relationship that we had with the previous administration of MIA.

Alberto Hernandez-Alcala
January 10, 1979
Page 2

You know that with a new state administration and the national impact that may result from Proposition 13, most human service programs could be in jeopardy. As advocates, we must be realistic and be prepared for anything. Because of that, our own agency has been looking to alternatives to its funding. We cannot depend only on federal monies from the Department of Labor, but we must look at all possible resources. Our expertise has been in our providing services to compliment the vitality of farmworker families which come to Minnesota.

This same expertise can be utilized to seek other resources to provide the necessary services needed for other families in Minnesota. Specifically, I mean the Spanish-speaking people. We have received letters continuously requesting assistance for such individuals and it is unfortunate that through our regular program we cannot assist these persons because of eligibility criteria. There are great needs in this state of ours for the delivery of services to this great segment of the population, which must be addressed. I ask your cooperation in working toward meeting these very essential needs.

With warmest regards to you, I remain an advocate in the struggle for "Justicia Y Dignidad Para Los Trabajadores Campesino".

Respectfully,



Heladio F. Zavala
Executive Director

HFZ:ljb

Jack Holmlund
7133 Mound Trail
Hugo, Minnesota 55038
612: 426-1859

Married
4 children
5' 10", 165 pounds
Health: excellent

position Executive Director

RESUME OF EXPERIENCE

ADMINISTRATIVE

CONSULTANT SERVICES, Minneapolis, Minnesota

Consultant - Coordinator

Conducted feasibility assessment of personnel related alcoholism and human service programs for larger Minneapolis and St. Paul based firms.

Designed a program for the State Department of Corrections to utilize Comprehensive Employment and Training Act (CETA) funds for employment and training of parolees.

Gave over 130 presentations to private, governmental and industrial organizations on human relations, corrections, alcohol and drug abuse.

ADMINISTRATIVE

WESTERN SOUTH DAKOTA COMMUNITY ACTION Inc., Rapid City, So. Dakota

Executive Director

Administered all federal Community Services Administration poverty programs in the western 8 counties of South Dakota. Programs included Emergency Food & Nutrition, Energy Conservation, Head Start, Day Care, Alcoholism Services & Detoxification, Meals for the Elderly, Relief Assistance and Community Outreach.

Supervised 70 employees including 12 program directors.

Administered the 1.5 million dollar budget through 9 different government funding sources.

Up-dated the personnel policies, bylaws and affirmative action plans. Expanded services to rural communities and developed a system for local communities to determine and control their own programs.

ADMINISTRATIVE

MINNEAPOLIS DIVISION OF CORRECTIONS, Minneapolis, Minnesota

Supervisor of Correctional Treatment

Administered all social services and rehabilitation programs for men and women (26,000+ persons) committed to the Minneapolis Workhouse and Women's Detention Home.

Supervised all social service staff and volunteers. Employees increased from 5 to 35 and volunteers numbered up to 200.

Jack Holmlund

Developed and coordinated a planning committee to work with the courts for sentence modification, rehabilitation and treatment.

Wrote 3 Law Enforcement Assistance Administration grant applications and designed and administered the programs.

Developed and coordinated a drug abuse treatment program.

Was appointed representative of the City of Minneapolis to the Advisory Board of Concentrated Employment Program.

Was appointed arbitrator for staff grievances.

ADMINISTRATIVE

BELOIT CHILDREN'S HOME, Ames, Iowa

Assistant Director

Administered all educational, treatment and recreational programs for emotionally disturbed resident children.

Supervised 18 employees.

ADMINISTRATIVE

YOUNG MEN'S CHRISTIAN ASSOCIATION, Davenport, Iowa

Community Youth Director

Organized and directed youth programs such as Indian Guides, Day Camp and grade and high school activity programs.

Supervised 10 Day Camp staff.

COUNSELING

MINNESOTA DIVISION OF VOCATIONAL REHABILITATION & THE U. S. PUBLIC HEALTH SERVICE, Minneapolis, Minnesota

Health Referral Counselor

Coordinated rehabilitation and medical care for men disqualified by Selective Service in Minneapolis and northern Minnesota.

COUNSELING

ELLS EMPLOYMENT AGENCY, Minneapolis, Minnesota

Employment Counselor

Did counseling and job placement with skilled and semi-skilled workers. Developed working relationships with personnel departments of many larger Minneapolis companies.

Jack Holmlund

COUNSELING

BIG BROTHERS OF AMERICA, Minneapolis, Minnesota

Counselor

Counseled fatherless boys and their families. Recruited and trained approximately 150 volunteers for "Big Brother" work.

SALES
REPRESENTATIVE

MINNESOTA MINING AND MANUFACTURING, Davenport, Iowa

Sales Representative

Developed and marketed specific 3-M business duplicating systems for accounting, industrial, legal and banking accounts.

EDUCATION

Graduate Study:

PORTLAND STATE UNIVERSITY, Portland, Ore. Drug Abuse Treatment
UNIVERSITY OF MINNESOTA, Minneapolis, Minn. Rehabilitation
Counseling, Child Development, Social Work
MANKATO STATE COLLEGE, Mankato, Minnesota. Graduate research

Seminars:

Various institutes and seminars on administration, rehabilitation and education.

Undergraduate Study:

LUTHER COLLEGE, Decorah, Iowa. B A, Social Science, Psychology
NORTH IOWA AREA COMMUNITY COLLEGE, Mason City, Iowa. A A, Lib. Arts
Activities: President, Students' Association and college choir
Golf, tennis and archery (All American)

PERSONAL
INTERESTS

Community Activities:

Ys Men's Club, Jaycees, youth sports programs, church activities

Hobbies:

Golf, tennis, handball, archery, swimming, jogging, hunting, fishing, photography, family hiking and camping.

REFERENCES

References will be forwarded on request.

DATE OF RESUME

Dottie Swan, Adm. Assistant
Migrants in Action
1162 Selby Ave
St. Paul, Minn. 55104

will call tomorrow

DEAR Ms. Swan:

Enclosed is my resumé for the position of Executive Director for Migrants In Action.

Having had experience in running an Agency and being a migrant I sure that I could be an asset to your organization.

As City Manager of the City of Crystal City, Texas I also had the opportunity to work for and with some drug addicts in our community through a methadone program in Laredo Texas.

Please, read my resumé and let me know if I could be of any help to your organization.

Respectfully
D. Swan

* M. Melure
development
of MIA
skills

1. Communication
2. see overview
broad range
3. knows some
of the agency
4. Knows Funding
5. Has experience
with migrants

RESUME

NAME:

Rodolfo Palomo

SOCIAL SECURITY NUMBER:

501-46-2858

PERMANENT ADDRESS:

419 North Ave. B
Crystal City, Texas
78839

PRESENT ADDRESS:

~~General Delivery~~
~~Neehe, North Dakota~~

1121 N. 12th St.
FARGO, No. DAK
58245
58102

BORN:

Crystal City, Texas
January 8, 1943

HEIGHT:

5 feet 6 inches

Phone # (701) 237-564
(701)

MARITAL STATUS:

Divorced

WEIGHT:

160 lb.

EDUCATION:

I started Elementary School in Johnstown, North Dakota in 1950--- being a migrant I attended Elementary, Junior High and High School in Johnstown and Gilby, North Dakota until 1960, from September to October and from April to June. In 1958 I graduated from Junior High in Johnstown, with Graduation Exercises being held in Central High School in Grand Forks, North Dakota. The rest of the time--- from October to April I attended the Elementary, Junior High and High School in Crystal City, Texas, graduated from High School in 1962.

From September 1962 to December 1964 I attended Southwest Texas Junior College in Uvalde, Texas with emphasis in an accounting Degree.

From January 1965 to May 1965 I attended Texas A and I University in Kingsville, Texas. I dropped out then and was unable to go until September of 1968 when I attended Moorhead State University in Moorhead Minnesota. I graduated in August of 1970 with a Business Administration Degree. I majored in Business Administration and minored in Marketing.

WORK EXPERIENCE:

Throughout my migrant years until 1968 I did various jobs, from hoeing beets to hauling grains, potatoes and beets and general farm work during the summer months.

From 1965 to 1968 I worked at Del Monte Food Corporation, a cannery, starting out as regular labor then label machine operator and eventually to assistant shift foreman. This was seasonal work.

\$20,000.00
Budget with no renewal

From 1968 to 1970 I worked in the Foreign Language Department's Laboratory at Moorhead State through the Work Study Program. At this time I also worked part-time with Project TEST, a federally funded program that recruited and counseled minority college students. At that time there were approximately twelve to fourteen Chicano Students that I counseled with.

From June 1970 until my resignation in May of 1971 I was the Director of a Migrant Headstart Center for the Colorado Migrant Council of Denver, Colorado which eventually became the Texas Migrant Council of Laredo, Texas.

My duties were to follow the Headstart Students through the Migrant stream and to provide them with followup education. I supervised two to three Elementary Teachers, six Teacher Aides, a cook and Janitor-bus Driver.

^{3 mo}
From May of 1971 until my resignation in July of 1971 I was the Assistant City Manager for the City of Crystal City, Texas. The City Manager then was Francisco Rodriguez now of Madison, Wisconsin.

My duties and responsibilities were to purchase equipment and supplies as needed, for the various Departments within the City Administration. Also to streamline the City Tax Collector Department and to reduce its delinquent tax account. The Water, Gas, Sewer and Garbage Departments were also under my supervision. Their accounts were also delinquent and needed to be collected which was eventually accomplished. Their billings procedures were very time consuming and were streamlined, eventually cutting the amount of time required to half of what it was before.

From July of 1971 until my promotion in July of 1973 I worked as Assistant Director for the Urban Renewal Agency of the City of Crystal City, Texas. The Executive Director then, was Architect Juan Cotera now of Austin, Texas.

It was my duty and responsibility to assist the Executive Director in all facets of the Agency's work. Since all the employees with the exception of the receptionist had resigned, it was my duty to interview and hire all of the employees with the exception of the Executive Secretary and a Real Estate Counselor that had previously worked with the Agency, and were hired and interviewed by Mr. Cotera. Eventually we hired twelve additional Employees.

Mr. Cotera trained me on the designing and drafting of house plans for the Agency's Customers. I in turn, trained an employee in the Housing Inspection Department in drafting and designing house plans and also on how to inspect new construction and the rehabilitation of homes according to FHA and the City's construction code. I also trained him to draw up the construction contracts and specifications for new and rehabilitation homes.

I also had to train the Real Estate Department's personnel which consisted of three employees. It involved the setting up of appraisal forms and establishing the true market value of property to be acquired by the Agency. Also how to properly advertise for the demolition and disposition of property. (commercial, residential, industrial and mixed-use).

I also trained the Relocation Department which was involved with the granting of relocation monies and securing long term financing for home owners. Setting up new relocation schedules for computing the amount of grants the families would be entitled to , according to their housing needs.

In July of 1973 Mr. Juan Cotera resigned as Executive Director and I was promoted to his position.

My responsibilities increased substantially to writing new funding applications for four existing Urban Renewal Projects which eventually got funded for more than three million dollars, also the writing of a new application for an area that had not been touched by Urban Renewal. This application for over seven million dollars was submitted to the Department of Housing and Urban Development under the Neighbor Development Program, but was not funded because of impending legislation that was to change the Housing Act to Community Development.

As Director it also became my responsibility to work with the City's Planning and Zoning Commission, Area Project Committees, City Inspector, City Engineer, City Council and the project contractors to oversee the following Projects:

1. Street construction project in Tex R-107. Total cost \$550,000.
2. Waterline construction with Community Development Funds. Total cost \$480,000.
3. New Artesian Well, depth 1129 feet. Total Cost \$30,000..
4. Sewerline construction and rehabilitation of Sewer Plant at a cost of \$750,000.
5. City Park- Construction of a Kiddie Park, two little League baseball fields and an underground sprinkler system for park at a total cost of \$56,000.
6. Another City Park- designed with help of City Engineer and project Committee. Total cost \$29,000.

On July of 1977 I was fired by the Commissioners of the Urban Renewal Agency. The firing, I very strongly believe, was of a political nature and which I did not appeal to them and the City Council because of the political upheaval that was going on in our community at the time.

At that time the City Council, who has the power to appoint and remove Urban Renewal Commissioners, spoke loudly against my firing.

On February of 1978 the same City Council, perhaps as an act of good faith, hired me as Acting City Manager until the City Council Elections in April of 1978.

My responsibilities there were to supervise all City personnel and its Agencies like the Urban Renewal Agency and the Crystal City Housing Authority and all its Departments like the Water, Sewer, Tax, Garbage, Gas, Parks and Recreation, Police and Emergency Medical Services Departments.

I also has to get the City through the gas crisis caused by Lo Vaca Gathering Company when they shut off the City's Natural Gas supply on November of 1977. The City had been with out natural gas until then, when a giant conversion attempt from natrual gas to Liquified propane gas was started with the help of a Community Services Administration grant of \$350,000 was given the City. About Four Hundred Homes were converted within a span of four weeks by City Personnel.

Plans for the first Public Solar Utility were initiated, which would have provided Solar water-heating and Solar space heating for the majority of the City's Customers. Initial plans for a revenue producing bond sale were initiated, the sale of the bonds were to be sold by the Public Utility which was to be organized.

There were a total of 46 regular City Employees and 50 to 60 other-under various Emergency Employment Programs.

On April 1978 I resigned in order to allow the incoming City Council that had gotten elected April 2nd, to select their new City Manager.

ORGANIZATIONS:

Urban Renewal Commissioner appointed by Crystal City's Mayor on November 1970 until July 1971. Appointed again in July of 1977 until my resignation in February 1978.

Board Member of the Crystal City Independent School District, elected in April of 1971 for a three year term. Was elected as Board Chairman in 1972 until expiration of term in April of 1974. After one year absence, elected again in April of 1976 until the present. My term expires in April of 1979.

Board Member of the Crystal City Self-Help Housing Program from 1974 May until May 1976.

Board Member of United Migrants for Opportunity Incorporated of St. Paul, Minnesota from May 1968 until May 1969.

Volunteer of the Crystal City Ambulance Service from January 1978 until June 1978. Presently I hold a Texas Department of Health's Emergency Medical Technician Class A License.

2 wks
\$ 19,100.
16,000

from
Angie Smith

OTHER EXPERIENCE:

In 1974 I was a committee member of the Crystal City School District's Board. This committee was to coordinate and oversee the construction of an Elementary and High School Buildings which were being constructed for 1.5 million dollars.

In 1974 I personally took over the construction of a half finished home that the contractor was unable to finish. The home was a four bedroom two bath, brick veneer sunken living room, 2000 square foot home.

Also in July of 1974 I designed, drew and built my parents home. It is three bedroom, two bath, brick veneer with 2,100 square feet living area.

In May of 1973 I personally supervised the design and construction of the New Urban Renewal Offices in Crystal City.

PERSONAL REFERENCES

Senator F. Kent Vosper
Neché, North Dakota 58265

Congressman David Beauchamp
1211 25 Ave. South
Moorhead, Minnesota 56560
Phone: 233-0277

Ronald Bergen
109 13 Ave. North
Moorhead, Minnesota
Phone: 237-3226

Mayor Francisco Benavides
Highland Circle
Crystal City, Texas 78839

Arturo Gonzales
1001 East Mavrick
Crystal City, Texas 78839

Dr. Librado Vasquez
East Valverde
Crystal City, Texas 78839

Gradalupe Cortinas
Highway 83 North
P.O. Drawer 100
Crystal City, Texas 78839
Phone: 512-374-2185

Lalo Zavala
Deputy Director
Minnesota Migrant Council
St. Cloud, Minnesota

Rosa Mata
District Clerk
Zavala County Court House
Crystal City, Texas 78839

Rosa Anderson
Moorhead Area Vocational Technical Institute
Moorhead, Minnesota 56560

Frank Guerrero
West Zavala Street
Crystal City, Texas 78839

Patricia Harris
Relocation Specialist
Department of Housing and Urban Development
Ft. Worth, Texas



MIGRANTS IN ACTION

MAY 1977

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

Donations are sought for 776 Ashland, the emergency housing unit of MIA. We need beds, sheets, pillows, etc; also donated labor and materials to rehabilitate.

Lupe Cuellar, MIA advocate, is now stationed in West Side St. Paul on Thursday afternoons. Working out of 464 So. Robert, MIA hopes to extend its services and looks forward to working on the West Side.

Loretta Aguilar is the new secretary in Support Administration. From St. Paul, Loretta started on April 11, 1977. Welcome, Loretta.

Kathy Kobs of MIA attended a one day workshop conference in Madison, Wisconsin on May 23. Sponsored by Region V Migrant Task force, the conference dealt with CETA.

WWTC radio has cooperated with MIA in making Public Service Announcements of services to the migrant and Chicano community. Three members of the community are also scheduled to speak on the Bob Allard show the first week in June. Participants will be Maria Baltierra, Jose Trejo and MIA Director Frank Guzman.

Eliberto DeLeon is currently in a CETA work experience position at Migrants In Action. Working 20 hours a week, Eliberto is a mechanic, working with the agency vehicle and MIA clients' vehicles. Welcome, Eliberto.

On May 5, 1977, MIA program staff spent the day with Norberto Perez and other Minnesota Migrant Council staff at Blooming Prairie, Minnesota. During the day they also visited migrant camps in the area.

Pamela Alexander, Migrants In Action counselor, has been appointed a member of the Social Services Citizens' Advisory Committee. Their goal is to help the county welfare boards to establish policies regarding social services and to advise on better use of existing systems.

George Prado, Migrants In Action advocate for the past three years, has accepted a job and moved to San Jose, California, where other members of his family reside. Good luck, George.

Migrants In Action anticipates doing Community Orientation sessions in the metropolitan area, specifically the West Side, the East Side, and Minneapolis. We will keep you posted, and urge your participation in these sessions.

Dorothy Royston began work as Migrants In Action bookkeeper on May 9, 1977. With years of experience and previous employment at United Way, Dorothy brings excellent qualifications and skills to MIA. Welcome, Dorothy.

MIA advocate Jamie Hubbard is stationed at Chicano Cultural Center, 204 W. Franklin in Minneapolis on Wednesday mornings and Thursday afternoons.

MAYO 1977

Migrants In Action necesita cosas para la casa en 776 Ashland. Sábanas, camas, almohadas, etc. nos hacen falta. También buscamos materiales y labor donado para rehabilitar la casa.

Lupe Cuellar, MIA advocate, se encuentra en la oficina de 464 S. Robert los jueves por la tarde en un esfuerzo a extender los servicios de MIA.

Loretta Aguilar es la nueva secretaria en Support Administration. De St. Paul, ella vino a trabajar el 11 de abril, 1977. Bienvenida, Loretta.

Kathy Kobs de MIA asistió una conferencia en Madison, Wisc. Dado por Region V Migrant Task Force, la conferencia se trató de CETA, el día 23 de mayo.

Radio WWTC ha cooperado con MIA en hacer anuncios tratando de servicios para migrantes y Chicanos. Tres miembros de la comunidad van a participar en el programa de Bob Allard. Maria Baltierra, Frank Guzman y Jose Trejo van a hablar de asuntos Chicanos en la primera semana de junio.

Eliberto DeLeon tiene un puesto de work experience en MIA. Es mecánico y trabaja 20 horas la semana y sigue estudiando en AVTI.

El 5 de mayo, el personal de programa pasó el día con Mn. Migrant Council en Blooming Prairie, Mn; también visitaron varios campos migrantes.

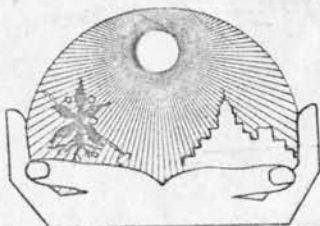
Pamela Alexander, MIA counselor, es miembro de Social Services Citizens Advisory Committee. Ellos son cargados de ayudar al conde en establecer sistemas de servicios sociales y suregir como mejorar los sistemas existentes.

George Prado, MIA advocate por tres años, aceptó un empleo en San Jose, California por donde viven otros de su familia. Adios y buena suerte, George.

MIA anticipa sesiones de orientación a la comunidad Chicana en el West Side, East side t Mpls. Les daremos mas información y les invitamos participar.

Dorothy Royston vino a trabajar en MIA el 9 de mayo. Con años de experience incluyendo un tiempo con United Way, Dorothy trae muchas habilidades. Bienvenida.

MIA advocate, Jamie Hubbard, está en Centro Cultural Chicano, 204 W. Franklin, en Minneapolis los miercoles por la mañana y jueves por la tarde.



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



J. Bethke
4649 Decatur Ave. N.
New Hope, Mn. 55428



MIGRANTS IN ACTION

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

TO: SAL ROSAS

FROM: FRANK GUZMAN *FG*

DATE: NOVEMBER 29, 1978

RE: STATUS OF 776 ASHLAND

Almost all of the windows needed repair or replacement. This has been completed. The next step is to bring in an exterminator, then the house must be cleaned from top to bottom before folks are allowed back in. We must also decide whether to keep the house or sell or trade it.

Director's report
5502 FG RF. 17992
19008 2508
1800 20500
26,310

D.R

EM
16800
1800
4200
22800

C.R.

O.Y.

P.A.
13,240

16714
6474
8800
24988

15506
3501
1800
20807



MIGRANTS IN ACTION

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

TO: SAL ROSAS

FROM: FRANK GUZMAN

DATE: NOVEMBER 29, 1978

RE: STAFF LAY OFFS

I have recently laid off seven staff members because of a drastic cut in Title III funding. The new personnel policies state "All involuntary terminations are automatically reviewed by the Personnel Committee of the Board of Directors within ten (10) days of the termination."

The lay off is dated November 21st and the last day of work for them will be December 5, 1978.

The process was the following: I met with the Accounting and Planning Department after I learned of the cut back by MMC. We tried to determine what the agency would be doing for migrant workers next year, understanding that "303" would no longer be issued. It was determined that the agency would provide counseling and some advocacy services, but we would mostly refer to other agencies. Then we figured out how many staff we needed and what the administrative needs would be and fit them into \$100,000.00. We then went through the roster and selected whom we thought were the best people for the job - this included rapport with clients, experience and flexibility since the remaining staff may have to be used in different ways. Attached you will find copies of letters to all concerned.



MIGRANTS IN ACTION

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

TO: MARIA FLORES

FROM: FRANK GUZMAN, EXECUTIVE DIRECTOR

DATE: NOVEMBER 21, 1978

RE: TERMINATION NOTICE

Due to a drastic reduction in funding, I am sorry to inform you that I must terminate you. Your last day of work will be December 5, 1978.

Should M.I.A. receive additional funding, you may be asked to return to work. Please indicate to Dottie Swan if you are so available.



MIGRANTS IN ACTION

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

TO: JAMIE HUBBARD

FROM: FRANK GUZMAN, EXECUTIVE DIRECTOR

DATE: NOVEMBER 21, 1978

RE: TERMINATION NOTICE

Due to a drastic reduction in funding, I am sorry to inform you that I must terminate you. Your last day of work will be December 5, 1978.

Should M.I.A. receive additional funding, you may be asked to return to work. Please indicate to Dottie Swan if you are so available.



MIGRANTS IN ACTION

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

TO: KATHY MALDONADO

FROM: FRANK GUZMAN, EXECUTIVE DIRECTOR

DATE: NOVEMBER 21, 1978

RE: TERMINATION NOTICE

Due to a drastic reduction in funding, I am sorry to inform you that I must terminate you. Your last day of work will be December 5, 1978.

Should M.I.A. receive additional funding, you may be asked to return to work. Please indicate to Dottie Swan if you are so available.



MIGRANTS IN ACTION

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

TO: RODOLFO MENDIZABAL

FROM: FRANK GUZMAN, EXECUTIVE DIRECTOR

DATE: NOVEMBER 21, 1978

RE: TERMINATION NOTICE

Due to a drastic reduction in funding, I am sorry to inform you that I must terminate you. Your last day of work will be December 5, 1978.

Should M.I.A. receive additional funding, you may be asked to return to work. Please indicate to Dottie Swan if you are so available.



MIGRANTS IN ACTION

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

TO: CARMEN RUBIO

FROM: FRANK GUZMAN, EXECUTIVE DIRECTOR

DATE: NOVEMBER 21, 1978

RE: TERMINATION NOTICE

Due to a drastic reduction in funding, I am sorry to inform you that I must terminate you. Your last day of work will be December 5, 1978.

Should M.I.A. receive additional funding, you may be asked to return to work. Please indicate to Dottie Swan if you are so available.



MIGRANTS IN ACTION

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

TO: FABIAN CAMPA

FROM: FRANK GUZMAN, EXECUTIVE DIRECTOR

DATE: NOVEMBER 21, 1978

RE: TERMINATION NOTICE

Due to a drastic reduction in funding, I am sorry to inform you that I must terminate you. Your last day of work will be December 5, 1978.



MIGRANTS IN ACTION

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

TO: ROBERTO AVINA

FROM: FRANK GUZMAN, EXECUTIVE DIRECTOR *FG*

DATE: NOVEMBER 21, 1978

RE: TERMINATION NOTICE

Due to an elimination of the Deputy Director's position and to a drastic reduction in funding, I am sorry to inform you that I must terminate you. Your last day of work will be December 5, 1978.

As you will recall, I notified you of the elimination of the Deputy Director's position before we learned of the drastic budget cuts. At that time, I asked you to come see me to discuss possible alternative jobs for you in the agency. You did not do so. Now, following the cuts, it is my judgment that there are not any positions available.

In the next two weeks, you will be conducting performance evaluations of all staff, including those who are leaving. This will be very beneficial for the incoming Director. Pursuant to the Personnel Policies, I will also be conducting a performance evaluation of those who report to me, including yourself.



MIGRANTS IN ACTION

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

TO: Pam Alexander

FROM: Frank Guzman *FG*

DATE: November 27, 1978

RE: Your Memo Dated November 3, 1978

I appreciated the discussions you and I had the other day regarding our concerns about the agency and your specific written concerns. As you know, I have wanted to meet with you for lunch so that we could continue our discussion. We will do that soon, I hope.

I am taking this time to answer in writing those specific concerns that you had. If I have not responded to them completely in our discussion or in this memo please let me know.

1. The failure of the agency to adequately maintain the Midway House.

We discussed the tremendous amount of people that come to live in the house and the subsequent wear on the house, deterioration and wanton destruction of the property by its' inhabitants or outsiders attempting to get in. We continue yearly to rehabilitate the house (17,000 in 5 years) and finding funds more and more difficult to obtain for this purpose. We usually do the repairing in the winter months, this year it was done earlier because most of the windows need to be replaced or repaired. Unfortunately sometimes it is necessary to vacate the premises, as it was this year, until all the work is done. I indicated to you that as soon as the work is done you may move minimal amounts of folks into the house. I also indicated to you that a potential funder indicates his feeling that the house is a losing venture and that we should sell it or trade it for something else.

2. Failure of the agency to make known personnel policies that are consistent.

Pam, the staff worked very hard on the new policies. I submitted them to the Board of Directors in February, 1978. I indicated this to the staff. The Board has had its own problems with establishing itself. And, since they are almost all new members, they did not want to make decisions rashly. As you know, the Board recently affirmed the agency's use of the new personnel policies and I have distributed copies to all staff.

3. The failure of the agency to provide training and policy in the area of immigration.

On this one Pam, I indicated to you the main problem was miscommunication or communications from me not getting to you. It did not appear to me that immigration was that big of a problem up front since I thought we had learned to deal with the I.N.A. years ago. I discussed with you the specific issue that came up and explained to you why I took the steps that I did. I'm sorry that you understood it differently. Well, we've had our presentation from Sal Rosas, and it answered a lot of questions! I promised to get you a package of information that the agency can use or a guideline. You should have that by December 7, 1978.

4. The failure of the agency to provide adequate planning to fund or refund programs meeting the needs of non-farmworkers who are Spanish-speaking.

The agency began providing services to non-migrants in February, 1977 when we first contracted for Chemical Dependency Funds. That program has been refunded July of 1978 because of the need and because the state legislature provided the funding. The other funding that we have received for non-migrants has come from C.E.T.A. - prime sponsors. As you know, C.E.T.A. especially in Minnesota has been drastically cut, and will affect all of our programs. We have attempted to get other fundings for health without much luck, United Way turned us down, we are still trying. We have been attempting for more than two years to get more housing. The result is 69 W. Congress. We have just received word that McKnight Foundation will give \$46,000.00 to rehabilitate the house at 69 W. Congress.

I am looking forward to meeting with you again soon Pam.



MIGRANTS IN ACTION

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

TO: BOARD OF DIRECTORS

FROM: FRANK GUZMAN

DATE: NOVEMBER 29, 1978

RE: DIRECTOR'S REPORT

Monday I received a call from the McKnight Foundation to fund the rehabilitation of the house at 69 W. Congress for \$46,000.00. We now have to get you a time table of expected completion and we will start a neighborhood Advisory. I need to know whether the Board wants the Advisory Committee to deal with the Executive Director or with the Board of Directors.

We continue to be unsuccessful in finding funds to keep the Minneapolis CETA staff on past 12/31/78. I will personally get into the picture and attempt to resolve this.

The St. Paul CETA Tree Project continues to be cut. We have not come to a final figure yet. When we do we will submit this to the Board of Directors for approval. It appears that some Tree Project staff, that are not trainees, will be laid off soon.

The staff has the training package ready. They will be preparing plans for 1979 including recommended goals and objectives for the Board to review. When is the best time to deal with this? Soon after the new Executive Director arrives, or at the proposed training session in January? There are a lot of areas to be covered.

I plan to spend my remaining days at MIA working closely with program supervisors, meeting with individual Board members and preparing the new Executive Director to what's happening, in addition to getting back some funds from "303" and Minneapolis CETA.

MIGRANTS IN ACTION

1162 Selby Avenue
St. Paul, Mn. 55104

EMPLOYEE MASTER LIST

Date: 10-23-78RE: Salary Distribution

NAME	W.E.P.	Tree Control	CETA 303	CASA	LEDP	Ramsay CETA	ST. Paul CETA	Dakota CETA
* ALEXANDER PAM			13,240	Co. m. pay				
* AVINA ROBERTO 24,989		6,474	16,714	1,800				
BARRERA JOSE				11,000				
BOWMAN CHARLES				10,500				
CAMPA FABIAN	11,757							
CAMPA LUCILA			10,700					
COOK CHRIS							10,000	
24 hrs./wk. CUELLAR LUPE			10,696					
CUELLAR SYLVIA			7,200					
FAGERSTROM JEAN					9,402			
* FLORES RICARDO 20,500 - Co. Director		17,992	2,508					
FRANEY KATHLEEN						10,000		
GASTANADUY MARTHA		8,400	3,560					
GIERYIC OLGA				9,000				
* GUZMAN FRANK 26,310		5,502	19,008	1,800				
GUZMAN THEODORE				10,500				
HANSEN GEORGE		18,054						
HERMANDEZ FERMINA					9,402			
hrs./wk. HUBBARD JAMIE			11,440					
XXXXXXXX								
MAY MELVIN		16,141						
MAY WILLIAM		16,141						
McROY SANDRA		1,440					7,800	
MIKULICH JEANE				10,213				
MIRANDA ADELINA		1,962	10,000					
* MOORE EUGENE 22,800 Planning		4,200	16,800	1,800				
NASI KATHY JO				10,500				

EMPLOYEE MASTER LIST (cont'd)

[illegible]



MIGRANTS IN ACTION

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

TO: DOROTHY GILES, ACCOUNTING COORDINATOR

FROM: ALBERTO HERNANDEZ-ALCALA, EXECUTIVE DIRECTOR

A. H. Alcala

DATE: FEBRUARY 7, 1979

RE: COMPUTER STATUS

I want you to provide me with the program specifications for each program which you have requested from Mr. Lee Ruiz.

I also want you to explain to me in writing the new check form which will be printed out by our computer.

Also, provide me with your proposed back-up system plan regarding your program master files.

I also want to know who are the employees designated and being trained to operate our computer.

What are the measures being taken to secure the tapes, checks and all other related functions to the computer.

I wish to have your written response to above items no later than the staff meeting on Thursday, February 8, 1979 at 9:00 a.m.

cc: Finance Committee, Board of Directors

Sal Rosso



MIGRANTS IN ACTION

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

TO: SAL ROSAS, CHAIRMAN M.I.A.-B.O.D.
FROM: FRANK GUZMAN, EXECUTIVE DIRECTOR
DATE: NOVEMBER 16, 1978
RE: RESPONSE TO PABLO DAVILA'S ALLEGATIONS

You communicated with me allegations you received during a course of a meeting with Mr. Pablo Davila. Some of the allegations are similar to those in another letter you received from Mr. Eustolio Benavides. Some of Mr. Davila's allegations were then responded to be me to you in a separate memo. The remaining allegations I will respond to in this memo.

1. Conditions of House at 776 Ashland (see memo to Sal Rosas)
2. The Human Rights issue. There are probably two issues -
 - A. MIA filed a discrimination charge with the State Human Rights Department against Ramsey County Welfare in 1975 or 1976, charging that governmental unit with referring Latinos without identification to the fraud unit where the immigration was called in. Several months ago Mr. Davila was directed by his agency to deal with the State Human Rights regarding that problem.
 - B. Two individuals were terminated from the C.A.S.A. program by me in July, 1977. I layed them off because they were unsuitable for the new phase of the C.A.S.A. program. They have individually charged MIA and myself with racial discrimination which I have officially denied. I have consulted with LARC attorneys and we are awaiting an investigation from Human Rights. I am very confident in the results. I communicated the incident to the Chairperson at that time, Roberto Acosta, and received his support. I don't think that he ever brought it up at a Board meeting.
3. Sending MIA staff to work somewhere else. About two months ago I sent the Deputy Director's secretary to the Spanish Speaking Affairs Office to work on some mailings to the community. The Deputy Director was not around so that I could inform him and the secretary indicated she was not busy. MIA has historically assisted other non-profit organizations in the causes of Latinos or migrants and that was the purpose of her very brief assignment to the Spanish Speaking Affairs Office. MIA has in the past contributed staff time to LARC, Spanish Speaking Cultural Club, Chicano Federation and a long list of agencies to try to coordinate activities. MIA was fiscal agent for Oficina Legal and the Spanish Speaking Cultural Club for an entire year.

4. MIA assists illegal aliens. I made a statement to Mr. Jay Palmer, District Director of I.N.A. in 1975, that MIA would not harbor illegal aliens nor would we refer them to the I.N.A. The DOL regulations, which MIA is committed to, state that Title III funds will not be used to provide services to illegal aliens. I feel that MIA has abided by these rules very well. I think the problem is when a client appears to be illegal but is identified as undocumented and we provide him/her with non-303 things such as canned goods, used clothing, lodging at 776 Ashland.

I have long ago directed the staff to use the intake form as a form of protection. The intake asks the client questions regarding his/her citizenship, then he must sign it. The staff are not to ask any further questions since they are not qualified to do so, but instead they should refer the client to Oficina Legal. There is some confusion amongst the staff about things MIA can do and can not do with regards to undocumented workers. Oficina Legal has made a presentation to the staff and I will put a package together for the staff within the next two weeks.



MIGRANTS IN ACTION

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

TO: Salvador Rosas

FROM: Frank Guzman

DATE: October 27, 1978

RE: Midway House - 776 Ashland

We've had the house since the first part of 1973. Close to 1,000 people have lived in it since then. Most of them have stayed there because of an emergency situation - no place to stay except maybe their cars. And for years we have been sending them from the house into substandard housing in the Summit-University area, because there is no housing available to them.

Because the house is used so much by so many people, it becomes deteriorated. Each year we locate funds to rehabilitate or repair the damage due to the house.

Approximately \$17,000.00 has been spent on the house to bring it up to code or to reinforce what we already have.

Sometimes when repairs are being made, the occupants are asked to leave, which creates a hardship for those particular families.

I have recently received recommendations from the program staff to do more repair work on the house, mostly repairing and replacing windows. We also feel that we should exterminate the house because someone thought they saw cockroaches (this has not been substantiated).

I have closed the house by the end of today (Friday, October 27, 1978) and all persons will be out by this evening. This has caused some discomfort to our clients.

As far as I know MIA is not in violation of any health ordinances, but we are not up to code under building and structures ordinances. The house was closed from January to March of this year for repairs. Pam Alexander says that no one has slept on the floor this year. People have slept on the floor on rare occasions in other years, but I understand that this is not against the law.

Here are some statistics for 1978:

of clients occupying Midway House since 1-78
children - 65
singles - 34
parents of children - 35

clients occupying house since October, 1978

children - 8

singles - 2

parents - 2

* does not include caretaker family of 4.

The above group of individuals was moved out with less than 1 day notice.



MIGRANTS IN ACTION

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

TO: SAL ROSAS, CHAIRMAN - BOARD OF DIRECTORS - MIGRANTS IN ACTION
FROM: FRANK GUZMAN, EXECUTIVE DIRECTOR
DATE: NOVEMBER 15, 1978
RE: WITHDRAWAL OF APPLICATION

Please withdraw my name from the list of candidates for Executive Director of Migrants In Action.

After long and deep consideration I feel that I would not be satisfied with the position. I am more interested in social change and advocacy and I feel strongly that the Migrants In Action position needs someone who has strong administration and organizational skills.

Thank you for considering me for the position.



MIGRANTS IN ACTION

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

January 11, 1979

Roberto R. Avina
601 South Snelling
St. Paul, Minnesota 55116

Dear Mr. Avina:

After further consideration of the merits of your appeal, the Board of Directors of Migrants In Action hereby affirms the decision of the Personnel Committee dated December 13, 1978.

Sincerely,

Salvador M. Rosas
Chairman - M.I.A. Board of Directors

SMR:dks

cc: Manuel Guerrero Esq.
Alberto Alcala, Executive Director M.I.A.
Migrants In Action Board of Directors



MIGRANTS IN ACTION

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

January 11, 1979

Fabian Campa
389 Stryker Street, Apt. #4
St. Paul, Minnesota 55107

Dear Mr. Campa:

After further consideration of the merits of your appeal, the Board of Directors of Migrants In Action hereby affirms the decision of the Personnel Committee dated December 13, 1978.

Sincerely,

Salvador M. Rosas
Chairman - M.I.A. Board of Directors

SMR:dks

cc: Manuel Guerrero Esq.
Alberto Alcala, Executive Director M.I.A.
Migrants In Action Board of Directors



MIGRANTS IN ACTION

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

January 10, 1979

Katy Barron
Ramsey Action Program
462 S. Robert St.
St. Paul, MN 55107

Dear Ms. Barron,

This letter confirms my telephone call to RAP office last week reaffirming MIA's intention to continue to be an integral part of RAP and continue to have a representative on the RAP Board.

MIA has been in a transitional state in the past few months with many changes in the program and an almost new set of Board members, and also the hiring of a new Executive Director.

All of this, in addition to reestablishing the agency's goals and objectives has prevented MIA from submitting the names of people who would represent the agency.

I, Alberto Alcala will be MIA's representative and Mary Castor from our Board of Directors will be the alternate.

Attached is a copy of MIA's By-Laws and a list of the Board Members.

Once again, I apologize for the delay in getting this information to you, but I hope you understand the difficulties we were experiencing.

Yours truly,

Alberto Alcala
Executive Director

AA:kn

cc MIA Board Members



MIGRANTS IN ACTION

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

Marilyn E. McClure
Ramsey County Mental Health Department
160 E. Kellogg Blvd.
St. Paul, Minnesota 55102

August 12, 1977

Dear Marilyn,

This letter is in response to your correspondence dated 7/25/77.

Nancy Reinisch was terminated because of lack of skills needed to move the program into the next phase: education and outreach of the Mexican-American population.

Nancy has, in my judgement a minimal usage of the Spanish language and very little communication skills in Spanish with which to relate to the newly arrived Mexican-American. Her understanding of Mexican-American culture with regard to migrants, Urban and newly arrived Aliens is minimal and text-book oriented.

When the MIA C.D. program was started in February, 1977, we had to quickly put a program together. The emphasis was on prevention/education and research.

At that time Nancy applied for and failed to pass two other oral interviews, I invited her to apply for the advocate position because of her enthusiasm and apparent sincerity, and not because of her knowledge of Spanish and/or Mexican American Culture which she failed in the interviews.

The main shortcoming of MIA's C.D. Program from February to July and the main focus the next 12 months is: getting to the Mexican-American, getting a rapport, explaining our program to them, bringing them into our counselors and making sure they make subsequent visits.

It is my judgement that in order to carry this out better, qualified outreach people had to be obtained.

I asked Nancy to reapply and compete with the new applicants.

She was instructed on the grievance procedures by both the Deputy Director and myself.

If you need futher information, Marilyn, please let me know.

Sinceramente,

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

Frank Guzman
Executive Director

cc: Roy Garza



MIGRANTS IN ACTION

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

February 27, 1978

Mr. Ronald Barson
Office of Solicitor
United States Dept. of Labor
230 So. Dearborne - 8th floor
Chicago, IL 60604

Dear Ron:

This letter is the result of a conversation I had with you over the telephone. I am a candidate for City Council in the City of St. Paul, MN. I am requesting a determination from your office in my specific case; whether I am in violation of DOL contractual agreements by running for a public office. The primary election will take place on March 14, 1978. Everyone who feels the need to run for City Council runs in this election as it also serves as a screening device. The general election takes place on April 25, 1978. The top vote getters of the primary election run in the general election.

I am the executive director of Migrants In Action, a private, non-profit, tax exempt social service agency since October, 1973. I:

1. am responsible for the overall operations of the agency.
2. interpret Board goals and policies to the agency staff.
3. seek programs and funding that will deliver services to migrants or Chicanos.

Our funding comes from private sources as well as state and federal sources. The federal funds reach us as a result of a sub-contract MIA has with the Minnesota Migrant Council, the DOL grantee in Minnesota. These funds come to MMC from the Dept. of Labor via Title III, section "303"- Services to Migrants. The program is basically one of providing out-reach to approximately 2,000 migrants or seasonal farmworkers in the seven county metropolitan area and/or purchase services through the issuance of vouchers. The Deputy Director of MIA is directly involved with the operation of this particular program; but he reports directly to me and is responsible to me. MIA has been a sub-contractee in 1976, 1977 as well as in 1978.

Mr. Ronald Barson
February 27, 1978
Page Two

Please send me your determination as soon as possible with as many specific details as possible. Call me if you need further information or clarification.

Sinceramente

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

Frank Guzman
Executive Director
Migrants In Action



MIGRANTS IN ACTION

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

March 17, 1978

REF: E4545-FGR5-2C
Nancy Reinisch
vs.
Migrants In Action

Mr. William Wilson, Commissioner
State of Minnesota
Dept. of Human Rights
240 Bremer Bldg.
St. Paul, MN 55101

Dear Mr. Wilson:

This letter is by way of requesting any developments that you may have in the above case against Migrants In Action. We are waiting to have an investigator assigned to the case.

I would like to once again take the opportunity to respond to the above claimant's charges.

I strongly refute Ms. Reinisch's charge that I or Migrants In Action have unfairly discriminated against her because she is anglo. When Ms. Reinisch was terminated she was asked to re-apply for the position if she thought she could qualify and was offered to be placed in another part of the agency where we could best use her talents.

Approximately 60% of MIA staff are women, 50% are Latino, that is Chicano, Peruvian, Panamanian etc..., 42% are anglo and 8% are black. I think that in itself demonstrates MIA's spirit of affirmative action. Nevertheless, anyone that works directly with Latino clients must, we feel, have a comprehensive understanding of the Spanish language, Mexican dialect, and an intimate understanding of Mexican Culture.

Attached you will find a copy of her letter of termination, and a copy of a letter I communicated to Ramsey County Mental Health who requested information on the subject.

Please contact me when you would like to get more specific information.

Sinceramente,

Francisco Guzman
Executive Director

FG:ds



MIGRANTS IN ACTION

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

March 14, 1978

REF: E4489-FGR5-2C

Julian Empson

vs.

Migrants In Action

Mr. William Wilson, Commissioner
State of Minnesota
Dept. of Human Rights
240 Bremer Bldg.
Saint Paul, MN 55101

ATTN: Sharyl Moody

Dear Mr. Wilson:

This letter is by way of requesting of any developments that you may have in the above case against Migrants In Action. We are waiting to have an investigator assigned to the case.

I would like to once again take the opportunity to respond to the above claimants charges.

Mr. Empson was the last person to be hired for our Chemical Dependency Program for Latinos in March, 1977. He was not qualified since he did not possess language and cultural understandings as a background. He was hired because of his abilities to put together presentations geared mostly to the non-Latino population and because the program we were to embark on was late in getting started. We had to do a one year program in 5 months time. The program emphasis was on prevention/education and research.

One of the concerns of mine as well as of Ramsey County, our fiscal agents, was that we were having trouble getting to the Latinos and the migrant population for which the program was intended. Consequently, as our new program was unfolded on July, 1977, I realized that the main thrust would now be outreach and counseling and that the goal had changed from 50 Latinos to 200. Immediately I understood that Mr. Empson would not be able to fulfill his responsibilities since he does not have the tools to relate and support the Latino Community.

It is my judgement that in order to convey this better qualified outreach people had to be obtained.

I've offered Mr. Empson an opportunity to work in other programs of Migrants In Action.

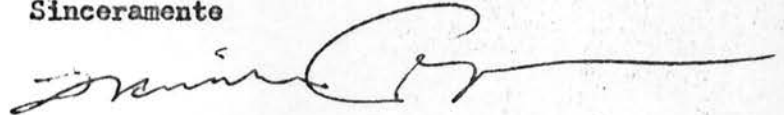
Approximately 50% of MIA are Latino, that is Chicano, Peruvian, Panamanian etc..., 42% are anglo and 8% are black. I think that in itself demonstrates MIA's spirit of affirmative action. Nevertheless, anyone that works

Page Two
Mr. Bill Wilson
March 14, 1978

directly with Latino clients must, we feel, have a comprehensive understanding of the Spanish Language, Mexican dialect, and an intimate understanding of the Mexican Culture.

Please contact me when you would like to get more specific information.

Sinceramente

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

Francisco Guzman
Executive Director

FG:ds

To: MIA Board of Directors
From: Frank Guzman, Executive Director
Date: March 14, 1978
Re: Director's Monthly Report

Winter is nearly ended and the staff is busily preparing the agency for another chapter in affecting the lives of thousands of individuals. We have set some very high goals for ourselves, goals that will assure, we hope a more quality delivery of services to our clients.

Our '303' program is well underway. We issued nearly \$9,000.00 in February to migrants in emergency assistance alone. If we are all in agreement, we need to plan soon on whether we (MIA) will submit a proposal for funding for 1979 directly to Washington and thus end the subcontracting arrangement we have been under for three years.

Our statewide Chemical Dependency program appears to be right on target with regards to agreed upon goals for the projects. Refunding for the C.D. program starting July 1, 1978 appears very good. The C.D. staff and C.D. advisory group are to be commended.

Our CETA project in Minneapolis is well underway. We have opened up a two room office at 122 W. Franklin in the Minnesota Council of Churches building in Minneapolis.

Nancy Reinisch and Julian Empson filed discrimination suits against MIA last fall. We are still waiting for the State Department of Human Rights to assign investigators to the cases. I have contacted attorneys at IARC. They don't feel that we will need legal help; but they would like to be informed of the proceedings should it be necessary to have them step into it.

Attached you will find information on a discrimination suit filed by me against the Ramsey County Welfare Department.

I filed for election to public office on February 7, 1978 as a candidate for City Council Seat E. The primary election is tonight, the general election is on April 25 and the position filled in June, 1978. There is a question of whether or not I may be in conflict with a contractual agreement MIA has with its' contractor MMC and consequently with the Department of Labor. Attached you will find a certified copy of a letter I sent to the proper officials at the Federal Regional Office in Chicago. I have the green light to continue campaigning until they have made a determination in writing and sent it to me.

The tree project is near realization. The planning department will give you a brief presentation.

The planning staff will also give short presentations on proposals to the Minneapolis United Way and the St. Paul United Way. The staff and I recommend these proposals and are seeking Board support to continue with the proposal build up and have the final package ready for the Board at a later date.

Roberto Avina has passed his probationary period and is now a permanent member of the MIA staff. Welcome aboard Roberto.

The following are highlights of the past month:

2/14/78 Ricardo Flores and I met with a representative of Control Data to discuss the feasibility of MIA and Control Data cooperating on a Job Corps project. We will submit preliminary information and recommendations to the Board at some time in the near future.

2/14/78 Met with Ed Knudson, owner of the building we are renting at 1162 Selby Avenue. MIA will be located in store fronts at 1160, 1162, and 1164 Selby Avenue.

2/14/78 Roberto Avina and I met with members of the Board Housing Committee to develop questions relating to MIA house at 776 Ashland, the new house at 69 W. Congress and the Migrant Housing Development Coop. The questions and the answers are attached.

2/15/78 Met with Mary Gohlike of MMC to discuss MMC's new project of training migrants in a live-in situation.

2/16/78 Members of MIA staff assisted Employment Service Staff in interviewing 35 candidates who wish to be employed in the upcoming tree project. Over 180 individuals have now signed up for this project. Approximately 115 will be hired, half of them Chicanos.

3/2/78 Met with Bill Wilson, Commissioner of State Human Rights, about Chicano issues at the University of Minnesota.

3/2/78 Met with an aide to Senator Wendell Anderson regarding a political prisoner in Argentina.

3/9/78 Met with Fred Feuerfile, CETA Director in Washington County, regarding a CETA position and possible CETA projects in the future.

3/9/78 Met with Chicano prisoners at Stillwater Prison regarding MIA's assistance in developing programs for them, with a grand fiesta on May 6, 1978.

3/10/78 Met with Gary Lueck of United Methodist Church who is interested in developing a relationship with the Chicano Community.

I would like to take this time to welcome the new staff members who have been hired in the past few months. Olga Yuniz, Fermina Hernandez, Jean Fagerstrom, and Nancy Joyer are working on the CETA project in Minneapolis. Hope Guerrero, who is working on the voucher system in replace of Maria Cristina Buitrago. Dottie Swan who will be working closely with Linda Romero and myself as an Executive Assistant. Maria Luisa Giese who was hired for the C.D. Program as a typist. And, Ismael Ochoa who is working at MIA as a part-time custodian. Most of these people have been hired through CETA slots.



MIGRANTS IN ACTION

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

AGENDA

M.I.A. - B.O.D. MEETING
January 10, 1979
1162 Selby Ave. - 6:00 p.m.

- I. Avina/Campa Appeal
- II. Approval of the Agenda
- III. Approval of the Minutes
- IV. Lee Parks C.A.S.A. Advisory Board
- V. Old Business
 - A. Salary Scale Adjustments
 - B. Training Session *+ Disc - of agenda & casa memb -*
 - C. Additions
- VI. New Business
 - A. Personnel Policy Adjustment
 - B. Expense Claims
 - C. Additions
- VII. Director's Report
 - A. Executive Session
- VIII. Adjournment

2

JOB DESCRIPTION

Position Title: Executive Director

Reports to: Board of Directors

Contact Person:

Job Hours: 8:30 A.M. to 5:00 P.M.

Job Days: Monday - Friday

Description of Responsibilities:

The Executive Director is to be responsible for the accurate interpretation and administration of agency policy as defined by the Board of Directors. The responsibility extends from/through program development and analysis, maintenance of client-service quality, the assurance of trouble free program audits, and any and all other agency business that might affect the achievement of agency goals.

Duties and Accountabilities:

- The Executive Director is responsible for the operation of the agency with respect to program and program implementation.
- The Executive Director interprets the goals and objectives of the agency as put forward by the Board of Directors.
- The Executive Director directs the funding efforts of programs that benefit the clientele of the agency.
- The Executive Director establishes the organizational pattern, flow chart, sub-divisions and job descriptions to carry out the objectives of the agency as defined by the Board of Directors.
- The Executive Director monitors the accounting system to assure that accurate book-keeping which produces accurate reports required by the Executive Director, funders, auditors and the Board of Directors is maintained.
- The Executive Director develops procedures by which functions and activities can be standardized so that they can be carried out in an orderly manner and can be measured for evaluation purposes.
- The Executive Director reports monthly to the Board of Directors and or committees on activities, finances and attainment of goals set in the beginning of the year.
- The Executive Director prepares recommendations to Board of Directors and to its' various committees regarding events or decisions which will affect the direction of the agency.
- The Executive Director coordinates with other agencies.
- He/She is accountable for developing a communication system and line of authority within the agency that allows for input from all staff.
- He/She is accountable for developing a simple complaint procedure for agency clients.

Duties and Responsibilities cont'.

- He/She is accountable for developing good relationships with all segments of the community.
- He/She is accountable for defining, developing, and recommending the growth i.e. training of staff personnel.



MIGRANTS IN ACTION

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

INTERVIEW SCHEDULE

6:15	Marilyn McClure
6:45	Rodolfo Palomo
7:15	Alberto Alcala

PERSONAL

ROSARIO M. GELPI
2026 Bradley Street, Apt. # 1
Maplewood, Minnesota 55117
(612) 774-1624

DOB: 9/25/56 Single
Excellent Health
5'3" 120 lbs.

EDUCATION

1974 Academia San Jose, Villa Caparra, Puerto Rico, High School Diploma

1977 Daemen College, Buffalo, New York, B.S. Business and Economics

Languages: Spanish and English -- Speak, read, and write fluently.

EMPLOYMENT HISTORY

12/77 Rainier Bank, P. O. Box 3966 T14-4, Seattle Washington 98124. Worked directly
7/78 with Accruels Department as part of the controllers group. Responsibilities
included keeping commercial, agricultural, real estate, and installment date
loan books for 15 branches. Worked with computerized journals, figured interests
over or under-collected, kept records of loan activities with branches, and
other diversified duties along with reports and month end balancing.

8/77 Petrie Corporation at their Stuarts Ladies Apparel Store, 214 Main Place Mall,
11/77 Buffalo, New York 14202. Activities consisted of sales, cashier, inventory
control (invoices), cash reports, payroll, and diversified tasks such as mark-
downs and markups.

5/75 During summer vacation employed by Associated Drug Corporation, G.P.O. Box 3808,
8/75 San Juan, Puerto Rico 00936. Various duties included assistant pharmacist,
marketing products, inventory, and assistant manager.

9/74 During early college employment consisted of counter girl for Food Service at
5/75 Daemen College, Buffalo, New York, Admissions Assistant for Daemen College
Admissions Office, and Spanish Tutor for Daemen College Financial Aid Students.

12/73 During high school employment ranged from sales and beauty assistant for Revlon
1/74 Cosmetics, San Juan, Puerto Rico to Medical Assistant for private doctors in
Professional Building, Suite 314, Santurce, Puerto Rico 00909.

HOBBIES AND INTERESTS

Skiing, karate, jogging, craftwork, painting, bicycling, swimming, (participated in
three Central American Games and numerous competitions), and horseback riding.

REFERENCES

Mr. Ralph DeVito, Associate Dean of
Cooperative Education
Roosevelt University
430 Michigan Avenue South
Chicago, Illinois 60605

Mr. Frank Irizarry, Vice President
Sverdlik & Irizarry Associates, Inc.
G.P.O. Box 3913
San Juan, Puerto Rico 00936

Mr. T. B. Hubbard, Regional Sales Manager
Pratt & Lambert, Inc.
75 Tonawanda Street
Buffalo, New York 14207

Mr. James Sniadecki
Stuarts Ladies Apparel
214 Main Place
Buffalo, New York 14202



MIGRANTS IN ACTION

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

TO: SAL ROSAS

FROM: FRANK GUZMAN

DATE: NOVEMBER 16, 1978

RE: PETITION FROM MIA STAFF

As a result of a petition by some of the staff and the obvious concerns I took the following steps.

1. I met with all of the staff of M.I.A. individually. The purpose of the meeting was to listen to any concerns, answer questions help alleviate any problems that they were having.
2. I conducted a General Staff Meeting on Wednesday, November 15, 1978. The first hour was a presentation to our staff on immigration by yourself. After this we had an open discussion about the concerns expressed in the petition.

Results - 1. My individual discussions with staff were very fruitful for me. I will analyze them, respond where necessary and share the information with all of the staff.

2. There is a very strong lack of communication, some of it obviously intentional, between myself and the other staff.

I suggest the following:

1. Line of authority works when used.
2. General Staff Meetings continue to be open discussion periods.
3. An outside consultant be hired to come into the agency and work on communications.
4. Individual staff meetings be held with staff and Executive Director once every three months.

~~620-1156~~
~~42-1156~~

Dear Mr. Rosas:

I will be glad to submit a list of references at your request.

Sincerely,

Manly E. McClure

Marilyn E. McClure, A.C.S.W.
1908 Arona Avenue
Falcon Heights, MN 55113

development of M.I.A. skills

1. communication
MEM/rc 2. pss overview

Attch. *broad range*

3. knows some of agency

4. " of Pending needs

5. Has experience with migrants

direction of services of all sp. speaking co. has ability
expansion in state for proposal
writing.

MARILYN E. VIGIL McCLURE, A.C.S.W.

PERSONAL INFORMATION

Address: 1908 Arona Avenue, Falcon Heights, MN 55113

Phone: 644-3645 Date of Birth: 1-11-43 Social Security No: 525-90-2962

EDUCATION

June, 1969 - M.A. Degree, School of Social Services Administration
University of Chicago, Chicago, Illinois
MAJOR: Casework

June, 1964 - B.A. Degree, Macalester College, St. Paul, MN.
MAJOR: Sociology

May, 1960 - High School Diploma, Menaul High School, Albuquerque, New Mexico

MANAGEMENT EXPERIENCE

Instructor/Coordinator - University of Minnesota, School of Social Work
400 Ford Hall, Minneapolis, MN.
September, 1978 to Present.

Duties: Direct a grant from the National Institute of Mental Health which focuses on training social workers to meet the mental health needs of minority children. Supervise a field unit of five graduate students doing their internship at the Ramsey County Mental Health Department Latino Program.

Clinical Social Worker - Latino Program, Ramsey County Mental Health Department,
150 E. Kellogg Blvd., St. Paul, MN 55101.
January, 1976 to July, 1978

Duties: Developed and coordinated a \$275,000 mental health program to address the mental health needs of the Latino population in Ramsey County. This included the following: (1) Served as Staff Director for the "Latino Social Service Needs Assessment" project. (2) Coordinated the work of five agencies involved in the development and publishing of the Bilingual Resource Directory. (3) Worked with the University of Minnesota School of Social Work to develop a field learning center for bilingual graduate students in social work through a grant from the National Institute of Mental Health and ultimately was responsible for the operation of the learning center. (4) Developed and implemented a national recruitment effort to locate a Spanish speaking Clinical Psychologist for the Ramsey County Mental Health Department. (5) Developed program plan, Grant-in-Aid request and other funding for the Latino Program portions of the Ramsey County Mental Health Department. (6) Developed, negotiated, monitored and participated in evaluation of the Purchase of Service Contract with Migrants in Action's Chicano Chemical Dependency Program under the Governor's Bill. (7) Developed record keeping system for client records for use within the Latino Program. (8) Supervised staff. (9) Served on Mental Health Task Force to develop plans for statewide mental health services for the Department of Public Welfare.

(10) Served on Needs Assessment Committee to develop common needs assessment approaches for human services for the Ramsey County Office of Human Services. (11) Represented the Ramsey County Mental Health Department on the Children's Facilities Committee to develop treatment standards for residential treatment and group home programs for Ramsey County. (12) Directed an evaluation of the direct service component of the Latino Program. (13) Worked with an Ad Hoc Committee to develop and monitor legislation with a major impact on Latinos, and informed citizens and community leaders of the progress of such legislation. (14) Established and maintained effective liaison with agencies and personnel to facilitate the goals of the Latino Program as it relates to culturally and linguistically appropriate service delivery to Latinos. (15) Developed, implemented and evaluated a program of group services to Latino students at St. Paul Technical Vocational Institute. (16) Represented the St. Paul Urban Coalition on a National Committee of the National Urban Coalition to review proposed welfare reform legislation under the Carter administration.

Children's Unit Director - Camp Algonguin, United Charities of Chicago,
123 West Madison, Chicago, Illinois
June, 1968 to September, 1968

Duties: Administrative and professional responsibility for the work of a unit of 16 counselors providing residential camp experience to 65 children (ages 1-7) per 2 week sessions.

PRACTICE EXPERIENCE

Clinical Social Worker - Latino Program, Ramsey County Mental Health Department,
150 E. Kellogg Blvd., St. Paul, MN 55101
January, 1976 to July, 1978

Duties: To provide direct mental health services to individuals and families from the Latino population experiencing problems in living. To consult with community groups and other social service professionals as to the unique cultural and linguistic needs of the Latino population.

School Social Worker - St. Paul Public Schools, Independent School District 625,
360 Colborne Street, St. Paul, MN
December, 1970 to January, 1976

Duties: To provide diagnostic, referral and treatment services to students, their families and school personnel. To serve as liaison between school and community or social agencies. While the functions of a school social worker are the same, they are implemented differently in each school. I have had experience at Cleveland Jr. High School (1½ years); Mechanic Arts Junior-Senior High School (2 years); and Career Study Center II (1½ years).

Mother's Counselor - Camp Algonquin, United Charities of Chicago, 123 West Madison, Chicago, Illinois
June, 1973 to September, 1973

Duties: To provide counseling services to mothers who attended camp including directing activities, leading discussion groups, and helping the mothers adjust to and profit from the camp experience.

Psychiatric Social Worker - Pilsen Mental Health Center, Illinois Department of Mental Health, 1601 West Taylor Street, Chicago, Ill.
June, 1969 to May, 1970

Duties: To provide bilingual intake, referral and treatment services to patients and their families. To provide consultative services to local junior high school staff. To supervise the work of an indigenous community worker. This center serves a community which is approximately 80% Spanish speaking.

Caseworker - Casa Central (serves only Spanish speaking community),
40 North Ashland, Chicago, Illinois
October, 1967 to June, 1968.

Duties: To interview applicants for Big Brother Program which included 30 Big Brothers and 30 Little Brothers. To facilitate the development of appropriate relationship between Big Brother, Little Brother and his family.

Caseworker - Ramsey County Welfare Department, 160 E. Kellogg Blvd., St. Paul, MN.
August, 1964 to September, 1967

Duties: To provide casework services for 30-60 multi-problem families including determining eligibility for public assistance, providing probation services to juveniles, and court supervision to families for child protection.

TEACHING EXPERIENCE

May, 1978

Latino Family - Developed and implemented a workshop curriculum for School Social Workers from the St. Paul Public Schools on the nature of the Latino family, dynamic biculturalism, and the use of this conceptual framework in working with Latino families within a public school context.

February, 1978 to March, 1978

Social Work with Latinos - Developed and implemented a workshop curriculum for St. Paul Family Service staff on the cultural issues pertinent to social work practice with Latinos. Total workshop time was 24 hours.

Spring Quarter, 1978

Lecturer - School of Social Work, University of Minnesota, Minneapolis, Minnesota.

Duties: To teach one class on Social Work Practice with Ethnic Minority Persons for graduate students in social work. To plan curriculum for and conduct a practice seminar for graduate students in social work.

March 14, 1977

Lecturer - Developed and conducted a workshop on observation and communication skills for staff of Headstart Centers, St. Paul, Minnesota.

May, 1977

Communication and Interpersonal Skills Training - Developed a seminar curriculum for the program staff at Migrants-in-Action and provided the training in an intensive 14 hour session, within a span of two days. The seminar was conducted bilingually (Spanish/English).

Clinical Field Instructor - School of Social Work, University of Minnesota,
Minneapolis, Minnesota
September, 1974 to Present

Duties: To provide the opportunity and assign tasks to graduate social work interns to facilitate their learning and development as professional social workers. When I was employed as a School Social Worker, I supervised two students in placement at Career Study Center II. Within the Ramsey County Mental Health Department, I have supervised four students within the context of a student field unit.

Training Affiliate - Human Resource Associates, Inc., 1250 Highway 55 West
Hastings, Minnesota 55033
December, 1973 to June, 1976

Duties: To facilitate groups of 15-25 educators in Personal Awareness course focusing on decision making and interpersonal communications. To coordinate courses for educators in Cultural Awareness focusing on minority group experience in our society. To share with groups of educators in Cultural Awareness courses my life experience as a Chicana.

PRESENTATIONS

- February 28, 1978 - "A Model of Social Work Training for a Multi-Cultural Society".
A workshop conducted in cooperation with three other persons at the Annual Program Meeting of the Council on Social Work Education.
New Orleans, Louisiana.
- November 3, 1977 - "Consumerism: It's Impact Upon Service and Education".
Panel presentation on "Mental Health and Minority Groups" at the Fall Retreat of the Minnesota Conference on Social Work Education.
Annandale, Minnesota.

- April 16, 1977 - "The Conditioning of the Chicana by her Family" presented at The Chicana in Contemporary Society, sponsored by Twin Cities Student Assembly and University YWCA at the University of Minnesota, Minneapolis, Minnesota.
- March 22, 1977 - "Counseling for Spanish Americans" presented at 84th Annual Minnesota Social Service Association Conference, Minneapolis, Minnesota.
- September 24, 1976 - Developed and conducted a workshop on Chicanos at the fall conference of the Minnesota Council on Unmarried Parents, Minneapolis, Minnesota.
- May 27, 1976 - "Counseling in the Spanish Speaking Community" presented at Minnesota Bilingual Vocational Training Project, St. Paul Technical Vocational Institute, St. Paul, Minnesota.

PROFESSIONAL/COMMUNITY MEMBERSHIPS

National Association of Social Workers.

Academy of Certified Social Workers.

Council on Social Work Education.

Minnesota Chicano Federation, formerly chairperson.

Board of Directors, St. Paul Urban Coalition.

Minnesota State Health Advisory Council.

Coordinating Committee for the Minnesota Womens Meeting - June, 1977.

Board of Directors, Coalition of Churches for Migrant Concerns.

Minnesota Council on Spanish Speaking Affairs.

*\$ 24,000.
now -
proposal
writing
any experience
Budget
experience
accounting: monitoring
contracts
developed latino program
budget -
community
contacts*

JOB DESCRIPTION

Position Title: Executive Director

Reports to: Board of Directors

Contact Person:

Job Hours: 8:30 A.M. to 5:00 P.M.

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Duties and Responsibilities cont'.

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MIGRANTS IN ACTION

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

October 20, 1976

To whom it may concern
Re: Fabian Campa

Mr. Campa has demonstrated during his length of employment at Migrants in Action considerable initiative in his dealing with farmworker clients. He has consistently worked evening and weekend hours when called upon to do so, and has always willingly accepted whatever projects which were assigned to him.

During the past two months Mr. Campa and I have jointly shared the responsibility of supervising the educational progress of sixty students, and during this project Mr. Campa has shown a keen awareness of the special needs of this group. In addition to dealing with the students, he has been able to relate to the instructional staff and all other support staff. I feel that Fabian Campa has demonstrated genuine leadership qualities in his work so far, and that his potential for accomplishing something worthwhile is great.

In conclusion, I feel that Fabian Campa would be a most valuable employee because of his flexibility and willingness to cooperate with other employees and clients.

Sincerely,

Pamela Alexander, Senior Counselor

October 9, 1979

Salvador Rosas, Chairman
H.E.M. Board of Directors
c/o Oficina Legal Del West Side
530 Andrew
St. Paul, Minnesota 55107

Dear Mr. Rosas:

This letter has been sent to you with the approval and backing of the C.A.S.A. Advisory Board. We, the Board, feel a definite lack of cooperation on the part of the H.E.M. Board.

The latest evidence of this is our recommendation that Ted Guzman become Coordinator of C.A.S.A. To this date we have received no feedback from the H.E.M. Board on our recommendation.

We find this very frustrating and it defeats the purpose of the Advisory Board.

The purpose, as we see it, of the Advisory Board is to monitor the program progress and to make recommendations pertaining to the operation of C.A.S.A. to the Executive Director of H.E.M. and the H.E.M. Board of Directors.

The C.A.S.A. Advisory Board feels that maybe the H.E.M. Board has a different idea of what the C.A.S.A. Advisory Board's purpose is. If so, what is H.E.M. Board's idea of our purpose? We hope we aren't just established to meet one of the guidelines set down by one of your funding agencies.

Mary K. Jessen of the Ramsey County Mental Health Planning Division said on page five of the On-Site Review, "There appears to be a general consensus that the CASA Advisory Board has been under-utilized." The Advisory Board feels we are still under-utilized and maybe wasting our time.

On page twenty-four (24) of the C.A.S.A. Program Development Report, there is mention of C.A.S.A. Advisory Board becoming a subcommittee of the H.E.M. Board. We are against this and the present Advisory Board will not become a subcommittee because we feel that becoming a subcommittee would take away our autonomy and hamper our decision-making when it comes to making recommendations to the Executive Director of H.E.M. or the H.E.M. Board.

The questions and comments addressed in this letter are of major concern to the Advisory Board and we strongly feel that they be answered by the H.E.M. Board. It is of such grave concern to us that the C.A.S.A. Advisory Board will resign if greater cooperation isn't extended to us by the H.E.M. Board.

We are asking you to answer this by a letter and we would like it by October 28, 1979. If we do not receive an answer by that date, than the C.A.S.A. Advisory

Salvador Rosas, Chairman
H.E.M. Board of Directors
October 9, 1979
Page Two

Board will accept it as the H.E.M. Board of Directors' approval of the abolition of the present C.A.S.A. Advisory Board.

Sincerely,

Rick Heatherston

RICK HEATHERSTON
Chairman
C.A.S.A. Advisory Board

RH/km

cc: Alberto Hernandez-Alcala
Ted Guzman
Lee Parks
Jose Cruz
Roberto Garcia
Lydia Rodriguez
Cisco Betancourt
Bill Lanoux

298-4961

291-1213

342 St. Clair
St 55102