



Irene Gomez-Bethke Papers.

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

MINUTES

MIA Board of Directors Meeting
January 10, 1979

Members present: Maria Castor, Mary Head, Alberto Miera, Jr., Francisca Vega,
Sal Rosas, Irene Bethke, Arturo Perez, Manuel Cervantes.

Members absent: Max von Rabenau, Rodolfo Diaz, Luis Mendez.

The Chairperson, Sal Rosas, opened the meeting at 6:00 p.m.

Avina/Campa appeal was the first item on the agenda. Manuel Guerrero was their representative. The Chair, Sal Rosas, asked the representative, Mr. Guerrero, if he wished to restrict the attendance Mr. Guerrero did not. Sal Rosas reviewed the appeal to this date, and asked for a time limit of 15 minutes.

Mr. Guerrero's contentions - 1. Evidence of a cutback of funds of organization was not proven, 2. Matter of recrimination - conflict of personalities, 3. Untimely notice, 4. Re-employment if there are funds? 5. Executive Director, Frank Guzman, and Roberto Avina discussed alternative employment? 6. Roberto Avina denies this, 7. Which funds were used?

Mr. Guerrero's summation - Board of Directors should ask if there are funds available and if employees can be rehired. \$2,000.00 check was returned by Roberto Avina to the MIA agency, it was never offered again. Alberto Miera asked Mr. Guerrero if he was asking for back pay. Mr. Guerrero answered that he was asking the Board if they could rehire Mr. Avina and Mr. Campa. Mr. Avina is asking for back pay. Fabian Campa is not.

Agenda approval - Mr. Rosas asked to change Mr. Alcalá, *in agenda* stated that he would not be here for executive session on appeal. Old Business to include Director's Report.

Irene Bethke moved to accept the minutes, Maria Castor seconded. The minutes were approved.

Lee Parks, C.A.S.A. - Prescott House before C.A.S.A. - Member of West Side Citizen's Organization.

1. C.A.B. will not set policy.
2. C.A.B. has expertise on chemical dependency.
3. Questions from C.A.B. were presented.

Summation - Accountability to Board of Directors. Coordinators would like to see more input from Advisory Boards. There are 9 members - 5 Professionals and 3 Latinos.

Alberto Miera moved that the Executive Director review and pursue the policies as presented by Mr. Parks. Board of Directors are requesting positive response and presentation to the Board for consideration. Motion was approved. Copy of Constitution of C.A.B. was left to be copied.

Mr. Alcalá - Director's Report - 1. Characteristic Report, 2. Statistics CASA, 3. Statistics for CETA 303, 4. CETA 303 November financial report, 5. CETA 303 December financial report, Observation by Alcalá - recommends B.O.D. establish a

Finance Committee, 6. Reports from C.A.S.A. November/December, 7. WEP reports, 8. Tree Project - Ricardo Flores gave a presentation regarding November/December financial reports - \$15,000.00 over expenditure from 1978 budget was picked up/carried over for 1979 budget/contract.

Eugene Moore gave a report on the status of the Neighborhood Advisory Committee for 69 W. Congress. Letters had been sent out in an effort to establish a Committee, there has been no response to this date. H.R.A. will lease the house to us for 2 years and at the end of those two years the house will be sold to us at virtually no cost. Plan is to have senior citizens live at the house rent free as House Caretakers. This would be good P.R. and might ease some of the fears/prejudices of the neighbors.

Alberto Alcala reported that we had received \$1,000.00 grant from N.S.P., the money was used for a Grantsmanship Class for 8 staff members, and the purchase of a Microwave oven for staff and client use. Mr. Alcala will be on the Henry Wolfe Radio Show on Sunday, January 14, 1979 at 7:30 a.m.

Alberto, Frank and Mr. Zavala of Minnesota Migrant Council met. We were encouraged to find alternative areas for funding since this will be our last year for contract from MMC. Alcala suggests changing the name of MIA and changing the structure or action mandate, time frame is imperative. MMC reduction was not due to reduction in Title 3, Section 303 monies. MMC's Title II and Title VI monies were cut - MIA receives Title III, Section 303 monies. Mandate change to Latinos or Hispanics. We will be phased out by September 30, 1979.

1. Health Services/Social Services.
2. Facilities to provide Staff.
3. Agency to become an umbrella agency for State of Minnesota.

Salary Scale Adjustments - Executive Director was asked to provide Board of Directors with 1. Existing salary scale 12/15/78 - salary scale after 12/15/78, 2. Pay scale of entry level position - minimum and maximum.

United Way monies to be used as discretionary monies for the agency.

Executive Board of RAP expelled MIA due to no response from MIA. Mr. Alcala will be representative for MIA to RAP. Maria Castor will be the alternate.

Agenda for the Board Training was approved.

Gene Moore's concerns to be discussed with Executive Director.

Arturo Perez moved to support the decision of the Personnel Committee concerning the layoff of Fabian Campa. Manuel Cervantes seconded the motion. Motion was carried - 6 ayes, 1 opposed.

Arturo Perez moved to support the decision of the Personnel Committee concerning Roberto Avina's layoff. Mary Head seconded the motion. The motion was carried by 7 votes.

Vacation and compensatory time to be reviewed by Board. Arturo Perez made a motion to pay Frank Guzman's accrued 260 hours in accordance with current MIA policy. Seconded by Irene Bethke. Motion was carried.

Next Board meeting will be 1/17/79 at 6:00 p.m.

Meeting was adjourned at 11:00 p.m.

Respectfully submitted by Irene Bethke, Secretary.

MINUTES

MIA Board of Directors Meeting
February 7, 1979

Members present: Salvador Rosas, Alberto O. Miera, Arturo Perez, Max von Rabenau, Mary Head, Francisca Vega, Manuel Cervantes, Irene Bethke

Members absent: Rodolfo Diaz, Maria Castor, Luis Mendez.

LARC will represent Mr. Guzman since he was under their counsel. Rita Barnes with Oppenheimer may be MIA Board counsel.

A motion was made by Alberto O. Miera, Jr., and seconded by Mary Head. The motion was to have Oppenheimer represent MIA Board of Directors and the agency work in tandem with LARC. The motion was carried.

Mr. Mendez has resigned by phone to Sal Rosas. Mr. Alberto Miera, Jr., made a motion to accept Mr. Mendez' resignation and to proceed with the procedure of sending him a letter of acceptance of his resignation. The motion was seconded and carried.

Name Change -		VOTES	
		1st	2nd
1. Hispanics of Minnesota	HOM		
2. Hispanos en Minnesota	HEM	2	4
3. Minn. Hispanos in Action	MHIA	4	3
4. Minn. Hispanics in Action	MHIA		
5. Hispanos de Minnesota	HDA	2	

Minutes of January 10, 1979 were amended. Minutes were approved as amended.

Mr. Carmen Rodriguez is now a court liaison with Ramsey County Court. March 30 phase out date for 69 Congress House. Program Development is the new name for the Planning Department.

Mr. Alcalá will provide an organizational chart listing old and new positions and names with the positions. Executive Director asks for Finance Committee from Board of Directors to do an indepth audit from 1973.

Letter from Board of Directors complimenting staff on training session.

Finance Committee will consist of Sal Rosas, Alberto Miera, Alternates: Mary Head and Irene Bethke. Spending procedure system to be developed and presented.

A motion by Mary Head to initiate a procedure by which all checks above \$100.00 will be cross checked and signed by Director and Treasurer of the Board, the alternate will be Chairman of the Board of Directors. Seconded by Arturo Perez. The motion carried.

Respectfully submitted by Irene Bethke, Secretary.

Status Report - '303' Component
March 12, 1979

Although the first quarter of every year is traditionally slow in terms of client activity, new clients are continuing to arrive at Migrants in Action seeking housing, employment, and other supportiv services. Forty-eight new families sought program services during January and February of this year. Thirty-three of these families qualified as migrants under Title III, Section 303 and fifteen families did not qualify. Those families who do not qualify receive information, referral, personal and family counseling as well as employment services from MIA staff. The only difference between the two groups of clients is that MIA has no staff paid to meet the needs of the non-migrant clients. This usually means that their needs do not rank as high priorities in terms of the staff time that they receive.

During February MIA received a subgrant from Minnesota Migrant Council for the provision of services under the Community Food and Nutrition Program, Grant # 50058. Under this grant MIA receives \$9,000 for the direct purchase of food (through vouchers) for migrant and seasonal farmworkers and \$1,000 for travel expenses. The beginning date for this contract is February 1, 1979 and the ending date is July 31, 1979. Program objectives include advocacy, outreach, transportation, and other supplementary services needed to increase migrant and seasonal farmworkers' participation in federal and state feeding programs. MIA staff will coordinate with other agencies for the dissemination of nutrition and anti-hunger related information which will lead to the development of an extensive referral system. 10,000

Perhaps the biggest obstacle facing both migrant and Hispanic clients in 1979 is the unavailability of both emergency and permanent housing locally. The majority of MIA clients need emergency housing and we find that we are unable to provide it. The two factors creating this emergency are the closing of 776 Ashland and the loss of Residential monies from Minnesota Migrant Council which formerly provided temporary rent. Although both Minneapolis and St. Paul have Emergency Social Service programs which provide emergency housing for one night or one week-end, they are designed to meet short term emergencies only and cannot usually meet the needs of MIA clients if these needs extend beyond a few days' duration. According to Pat Juare, Director of Emergency Social Service in St. Paul, her organization has received the same budget allocation from the welfare department for the last three years and they are not prepared to meet any dramatic increase in demand for their services on the part of MIA clients. I feel that unless MIA is able to develop a housing resource which has the capacity to accomodate approximately 50 people per month, many MIA clients will be denied the chance to attempt to relocate this year.

MIA also feels the loss of the Minneapolis office which served migrants and Hispanics with employment and emergency services. We receive calls from both clients and agencies requesting assistance and we attempt to deal with them as they arise. My feeling is that there is a population of clients which is not adequately being served at this time. No active outreach is taking place in Minneapolis by '303' staff presently.

The last major area of concern for the migrant component is the lack of staff available to do job development on a full-time basis. The '303' component presently has three people to do direct service (including myself). When the advocates have spare time they attempt to call employers to develop jobs for our clients. Most often, however, staff is totally occupied with basic survival needs of our clients. MIA advocates have been trained in the use of the St. Paul CETA system through the Community Coordination Unit of the St. Paul Career Guidance and Training Center, 310 Cedar, St. Paul. MIA staff can refer clients to any component of that system as the Counselors of Record for our clients. However, I frequently need to restrict the advocates' time to doing intake, referral, advocacy, translation and transportation to the welfare department and to other referral sources. Staff is not being used to its full potential.

STATISTICS REPORT

JANUARY. 1979

CHARACTERISTIC REPORT

		Intakes	Y.T.D.	Term.	Y.T.D.	T. Positiv.	Y.T.D.
TOTAL	H.H=10 D=8	18	18	-	-	-	-
SEX	MALE	11	11	-	-	-	-
	FEMALE	7	7	-	-	-	-
AGE	18 and under	7	7	-	-	-	-
	19-21	3	3	-	-	-	-
	22-44	7	7	-	-	-	-
	45-54	1	1	-	-	-	-
	55-64	-	-	-	-	-	-
	65 and over	-	-	-	-	-	-
EDUC.	8 and under	12	12	-	-	-	-
	9-11	3	3	-	-	-	-
	H.S. or GED	3	3	-	-	-	-
	Post H.S.	-	-	-	-	-	-
FAMILY INCOME	AFDC	-	-	-	-	-	-
	P.A.	-	-	-	-	-	-
	E.D.	18	18	-	-	-	-
ETHNIC GROUP	White	18	18	-	-	-	-
	Black	-	-	-	-	-	-
	Oriental	-	-	-	-	-	-
	Amer. Indian	-	-	-	-	-	-
	Other	-	-	-	-	-	-
	Spanish Surname	18	18	-	-	-	-
	LESA	4	4	-	-	-	-
	M/S	M=18	18	-	-	-	-
VETERAN	Recently Separat.	-	-	-	-	-	-
	Other	-	-	-	-	-	-
	Disabled	-	-	-	-	-	-
	Handicapped	-	-	-	-	-	-
	F.T. Student	3	3	-	-	-	-
	Offender	-	-	-	-	-	-
LABOR FORCE STATUS	Underemployed	1	1	-	-	-	-
	Unemployed	11	11	-	-	-	-
	Other	6	6	-	-	-	-

BY: Martha Gustana-Luy

FEBRUARY, 1979

MIGRANTS IN ACTION
CHARACTERISTIC REPORT

		Intakes	Y.T.D.	Term.	Y.T.D.	T. Positiv.	Y.T.D.
TOTAL H.H.=23 D= 49		72	90	-	-	-	-
SEX	MALE	35	46	-	-	-	-
	FEMALE	37	44	-	-	-	-
AGE	18 and under	42	49	-	-	-	-
	19-21	5	8	-	-	-	-
	22-44	23	30	-	-	-	-
	45-54	2	3	-	-	-	-
	55-64	0	0	-	-	-	-
	65 and over	0	0	-	-	-	-
	8 and under	51	63	-	-	-	-
EDUC.	9-11	20	23	-	-	-	-
	H.S. or GED	1	4	-	-	-	-
	Post H.S.	0	0	-	-	-	-
FAMILY INCOME	AFDC	32	32	-	-	-	-
	P.A.	8	8	-	-	-	-
	E.D.	72	90	-	-	-	-
ETHNIC GROUP	White	72	90	-	-	-	-
	Black	0	0	-	-	-	-
	Oriental	0	0	-	-	-	-
	Amer. Indian	0	0	-	-	-	-
	Other	0	0	-	-	-	-
	Spanish Surname	72	90	-	-	-	-
	LESA	13	18	-	-	-	-
M/S		M=72	M=90	-	-	-	-
VETERAN	Recently Separat.	0	0	-	-	-	-
	Other	0	0	-	-	-	-
	Disabled	1	1	-	-	-	-
	Handicapped	0	0	-	-	-	-
	F.T. Student	23	26	-	-	-	-
	Offender	0	0	-	-	-	-
LABOR FORCE STATUS	Underemployed	0	1	-	-	-	-
	Unemployed	26	37	-	-	-	-
	Other	46	52	-	-	-	-

BY: Martha Gastanadur

MIGRANTS IN ACTION SERVICES: JANUARY 1979

MANPOWER SERVICES

CONTRACT	ENROLLMENTS	ORIENTATION	COUNSELING	JOB PLACEMENT	FOLLOW-UP	REFERRAL TO NON-505
	200	200	300	25	300	1,000
N.	10	7	3	-	4	42

NON-MONETARY SUPPORTIVE SERVICES

CONTRACT	TRANSPORTATION STAFF VEHICLE	FOOD	FAMILY COUNSELING
	150	150	400
JAN.	1	-	4

BY: Martha Gastanaduy

MIGRANTS IN ACTION SERVICES: 1979

MANPOWER SERVICES

CONTRACT

ENROLLMENTS	ORIENTATION	COUNSELING	JOB PLACEMENT	FOLLOW-UP	REFERRAL TO NON- 303
200	200	300	25	300	1,000
33	25	11	0	7	110

NON -MONETARY SUPPORTIVE SERVICES

CONTRACT

JAN.
TO
FEB.

TRANSPORTATION STAFF VEHICLE	FOOD	FAMILY COUNSELING
150	150	400
4	20	18

BY: Martha Gastanaduy

MIGRANTS IN ACTION

LIST OF NON - ELIGIBLE CLIENTS, FEBRUARY

<u>#</u>	<u>CLIENT NAME</u>
1	Torres, Theresa.
2	Losoya, Eduigen.
3	Naja, Ricardo.
4	Movar, Jesse.
5	Hernandez, Alberto
6	Vang, Lochai

MIGRANTS IN ACTION

NON - ELIGIBLE CLIENTS :JANUARY

<u>#</u>	<u>CLIENT NAME</u>
1	Urano, Angel.
2	Madrigal, Robert.
3	Ramos, Juan.
4	Harris, Glenn.
5	Contreras, Elida.
6	Baca, Pedro.
7	Hurynh, Manuel.
8	Moyar, Jesse.
9	Reyes, Leopoldo.

MIDWEST CFNP PROJECT
MONTHLY NARRATIVE REPORT

for the month of: February, 1979

Delegate Agency: Migrants In Action

Grantee: Minnesota Migrant
Council

Prepared by: Pamela Alexander

Telephone No.: (612) 646-4566

1. Give a brief description of the progress of CFNP activities in your area.

15 migrant/seasonal farmworker families received direct purchase assistance from CFNP in February. Activities centered around studying the new Food Stamp Manual published by the Minnesota Department of Public Welfare and informing families of eligibility criteria changes. MIA staff also informs families of the existence of other feeding programs and the eligibility requirements for the various programs. When the family is non-English speaking, MIA staff often provides assistance in making appointments, transportation and translation.

2. Give a brief narrative of the resources contacted in conjunction with efforts made to develop or utilize existing nutrition programs.

MIA staff contacted Emergency Social Service of St. Paul to arrange hot restaurant meals for 4 newly arriving migrant families who had no income sources of their own. We contacted the Food Stamp Hotline at 298-4085 for specific information on client eligibility. I contacted St. Paul Public Schools for information on eligibility for free or reduced price school lunches. I contacted Mr. Rod Baldwin, Ramsey County Food Stamp Intake Supervisor about certification of migrant farmworkers who face nutrition emergencies. I contacted St. Paul Public Health Center for brochures on location of WIC clinics and eligibility information.

3. Briefly describe problems encountered in your endeavors to carry out CFNP activities.

The biggest problem this month has been the recent changes in the Food Stamp program which eliminated the purchase requirement and allows the client only the bonus amount. Many public assistance families have been confused by these changes and not budgeted their money in a way which allows them to have food or Food Stamps until the end of the month. Many clients do not qualify for Food Stamps because they reside in the YMCA or sleeping room which do not have a stove and refrigerator. Other families have run short of food in the month of February because they are paying extremely high energy bills.

Another factor which limits migrant farmworkers from participating in Food Stamps and other feeding programs is the lack of bilingual staff employed in these programs.

4. Give a brief description of fair hearings attended.

Does not apply since no clients who applied for Food Stamps were denied.

5. (a) Briefly describe situation(s) contributing to emergencies assisted during the month.

In 3 cases assisted, families had applied for public assistance (either through Food Stamps, AFDC, or General Assistance) but had not received a grant yet; in 4 cases families had received Food Stamps during the month but had run out because of confusion over the new Food Stamp regulations; in 5 cases the families had not applied for Food Stamps or refused to apply. In one case the individual did not qualify for Food Stamps because he did not have a stove or refrigerator. In 2 cases, problems were related to requirements of the Welfare Department

(b) How did you determine which families were included in the emergency?
(check applicable)

☒ self-certification of need. Emergency discovered by agency outreach.

☐ Farm owner

☐ Health Department Staff

☒ Department of Social Services

☒ CAA's

6. What Food Assistance Program(s) is/are available in your area?

Name of Program		No. of Families Referred	No. of Individuals Referred
Food Stamps	Yes	8	24
WIC	Yes	3	6
Meals on Wheels	For Senior Citizens		
Summer Feeding	Yes		
Migrant Head Start and Day Care			
Congregate Dining Sites	Senior Citizens		
Title One (1)			
Title Twenty (20)	Home Delivered and Congregate meals for SSI and MSA recipients only		

RELOCATION ASSISTANCE

Total Funds Allocated \$36,653

Relocation Assistance shall mean those activities necessary to arrange for a family to move to a new abode for the purpose of receiving services and/or training which will lead to alternative job opportunities to seasonal farmwork. Activities may include but are not limited to necessary manpower services; the costs of the actual transfer of goods and property including mileage for the families travel; emergency assistance; rent subsidies and other supportive services. Average cost per family shall not exceed \$600.00. (Maximum cost for any single family shall not exceed \$1,000.00). 20% of our manpower staff time should be in this area of service.

DATE	VOUCHER #	CLIENT	VENDOR	MAX. AUTH.	MAX. AUTH.
2-12-79	6088	Jaimes, Sebastian	Edelsteins - Rice	16 ⁰⁰	
2-12-79	6090	Gonzales, Robert	Edelsteins Rice	10	
2-13-79	6089	Andrade, Raul Jr.	Edelsteins - Rice	42	
2-13-79	6091	Perez, Theresa	Edelsteins	30	
2-14-79	6092	Salinas, Pedro	Edelsteins	16	
2-15-79	6093	De la Paz, Elva	Edelsteins	25	
2-17-79	6094	Andrade, Raul Jr.	Edelsteins	42	
2-21-79	6095	Castilla, Denise	Edelsteins	24	
2-22-79	6096	Andrade, Raul Jr.	Edelsteins	15	
2-21-79	6097	Cerona, Alicia	Edelsteins	40	
2-21-79	6099	Salinas, Pedro	Edelsteins	16	
2-21-79	6100	Paez, Patricia	Edelsteins	16	
2-21-79	6101	Rosillo, Alfredo	Edelsteins	16	
2-21-79	6102	Delgado, Jose	Edelsteins	30	
2-22-79	6104	De Leon, Renee	Edelsteins	42	
2-26-79	6103	Olata, Ruina	"	30	
2-26-79	6105	Almeida, Corn	"	42	
2-26-79	6106	Delgado, Jose	"	30	
2-27-79	6108	Vera, Corne	"	45	
2-26-79	6107	Uribe, Martina	Edelsteins	30	
2-27-79	6110	De Leon, Renee	Edelsteins	22	
2-27-79	6111	Castilla, Denise	Edelsteins	12	
2-27-79	6109	Salinas, Pedro	Edelsteins	14	
2-27-79	6112	Rosillo, Alberto	Edelsteins	16	

VOUCHER SUMMARY BREAKDOWN

Report for Month of: FEBRUARY 19 79

Contract #: _____

Prepared by: P. Alexander

Tel-F: (612) 646-4566

State: MINNESOTA

Agency: MIGRANTS IN ACTION

Address: 1162 SELBY AVE.

ST. PAUL, MN. 55104

COUNTY	VOUCHER #	#FAMILY	#INDIVIDUALS	FOOD STAMPS			OTHER AMOUNT	TOTALS		
				COST	BONUS	AMOUNT		FAM.	INDIV.	COST
RAMSEY	# 6088	1	1				\$16.00			
RAMSEY	# 6089	1	5				\$42.00			
RAMSEY	# 6090	1	1				\$10.00			
RAMSEY	# 6091	1	4				\$30.00			
RAMSEY	# 6092	1	1				\$16.00			
RAMSEY	# 6093	1	3				\$25.00			
RAMSEY	# 6094	1	5				\$42.00			
RAMSEY	# 6095	1	2				\$24.00			
RAMSEY	# 6096	1	5				\$15.00			
Hennepin	# 6097	1	5				\$42.00			
RAMSEY	# 6098	1	5				\$42.00			
RAMSEY	# 6099	1	1				\$16.00			
RAMSEY	# 6100	1	1				\$16.00			
RAMSEY	# 6101	1	1				\$16.00			
RAMSEY	# 6102	1	3				\$30.00			
RAMSEY	# 6103	1	3				\$30.00			
RAMSEY	# 6104	1	5							

VOUCHER SUMMARY BREAKDOWN

Report for Month of: FEBRUARY 19 79.

Contract #: _____

Prepared by: P. Alexander

TEL: (612) 646-4566

State: MINNESOTA

Agency: MIGRANTS IN ACTION

Address: 1162 SELBY AVE.

ST. PAUL, MN. 55104

[illegible]

Delegate Agency: Migrants In Action

Grantee: Minnesota Migrants

Prepared by: Dorothy Royston-Giles

P.O. Box 1231
35 NE Wilson Ave
St. Cloud, MN

Phone: (612) 210

Account No.: 646-4566

Date: 3-7-79

Report for the month of: February

	AMOUNT BUDGETED	EXPENDITURES TO DATE	EXPENDITURES FOR PRESENT MONTH	BALANCE
City	-0-	-0-	-0-	-0-
County	-0-	-0-	-0-	-0-
State	1,000	-0-	40.06	959.94
Federal	-0-	-0-	-0-	-0-
Other	-0-	-0-	-0-	-0-
Total	1,000	-0-	40.06	959.94
	-0-	-0-	-0-	-0-
	9,000	-0-	139.00	8,861.00
	-0-	-0-	-0-	-0-
Total	9,000	-0-	139.00	8,861.00
Total	10,000	-0-	179.06	9,821.94

STATUS REPORT
DEVELOPMENT DEPARTMENT

MARCH 12, 1979

The development department is being pressed and repressed at the present time in its attempts to establish a specific, consistent effort for purposes of funding the agency. We have sought to receive assistance, direction and support for Priorities that were established by the Executive Director at a "Planning" meeting which was held on the 6th of February. Those priorities were:

1. Employment Training
2. Chemical Dependency
3. Housing
4. Health Care

The Area Limitation that was set was the Metropolitan Area. Further it was established that when people were writing grants, meeting with people to discuss a particular grant or researching grants of significant to the agency, they were acting as Planners.

A preliminary proposal was developed for the meeting by the Planning Department (see attached Recommended Development Department Roles and Responsibilities January thru March 1979). This meeting resulted in discussions on the process of "Planning". The "Output" of this meeting was that "Planners" would meet with Al and develop a Plan by which we could perform our duties and thereby reach our goal. This meeting was held with Al February 5th, at this meeting were myself, Kay, Ricardo and Al.

Discussions tended towards projects or processes that

would lead towards funding. Specific assignments were agreed, to the following is a list of those assignments and the performance of those assignments.

- A. Al said he wanted me to recommend to him possible strategies to use with MMC regarding the 303 sub-contract. I said if he would get me the letters of communication I would be happy to do just that. I asked him when he could get me those letters. He said right after the meeting. To this date I have not received that information although I have asked at least three times for it.
- B. A part of the approach to expanding our funding with 303 was to approach the DOL directly. Al asked Kay to get information regarding the process and in particular someone he could talk to directly about our funding. Kay obtained that information within the week. To my knowledge as of this date Al has not acted on this information.
- C. Al and Ricardo had agreed to work together to approach Title XX funding for monies to support our CD program a Primary Treatment Program. To this date Al has made no effort to follow-up on this project.
- D. Al agreed to assist me in the development in the Intensive Research Resettlement Grant by seeing that I was given (by him) a contact at the H.E.W. to write to who would respond favorably to our grant and also to provide me with a place in Texas which would coordinate their activities with us for purposes of this

grant. To this date the only comment I have had from Al has been - I spoke to Joe Califano in Washington he said he likes the idea of the grant and he wants you to go ahead and write it.

E. I was given the responsibilities of contacting Jose Hinojosa (Chicano Studies Rept. Chairman) and arranging a meeting between he and Al to discuss the Intensive Research Resettlement Grant. This was done before Al went to Washington.

F. I was to contact Charlene Ortiz regarding a national CD program. However this was dependent on Al's obtaining H.E.W. information which he hasn't yet done.

G. I was to work on the health assessment which as you will see in the Status Report I have been doing.
And finally:

H. Ricardo was to work on Employment Training in particular the Control Data Plato Project. Which I understand he has done. I understand there is a meeting scheduled this week with Control Data to discuss the possibilities.

Further, I have been requested by William Reyes. Al's assistant to perform certain duties which are at best redundant and at worst much less. Please see attached memo dated March 6th. William Reyes appointment incidentally violates an agency procedure established July 31, 1978 see attached memo.

Also, a David Wilson has been hired as a grant writer

with no assigned supervisor to my knowledge. This violates the agreements made at the February 5th. meeting where we agreed that anyone acting as a "Planner" would be assigned to the Planning Department.

The following is an ongoing list of responsibilities and duties performed by the Development Department each written by the staff person themselves. I apologize for the length of this Status Report but it is my contention that evaluation can only be meaningful when juxtaposed against established standards. I have attempted to do this in this report.

STATUS REPORT
DEVELOPMENT DIRECTOR

The Health Proposal has been a primary effort on my part. I have met with Dr. Suarez and numerous funding sources in an attempt to acquire the funding. I am currently hopeful of the success of this effort. I have ambitions this week of attempting to solidify ongoing efforts by contacting at least three funding sources per day as well as continuing to work on those already approached.

I have spent a considerable amount of time monitoring and developing the project at 69 W. Congress. It is my sincere desire that this project result be as promising as we once promised it would be.

Finally, I have spent a considerable effort attempting to establish a consistent specific effort on the behalf of the agency for continued funding.

DAILY ACTIVITY REPORT

MONDAY 5:

- Work on the Client Characteristic Report for the month of February and do a Statistical Report.
- Do a Statistical Report on the Manpower services for the month of February.
- File the Clients records.

TUESDAY 6:

- Work on the Non - Monetary services render for the month of January and February.
- Work with the Computer.

WEDNESDAY 7:

- Word with the Computer.
- File the Clients records.

THURSDAY 8:

- File the following forms:

Intakes Forms

Non - Eligible Intakes Forms.

Need Assessments Forms.

Manpower forms

Supportive forms.

- Recollection of the data the all the forms.
- Word with the Computer.

Friday 9:

- Check over forms, records and provide different detailed list for proper verification of forms mailed to M.M.C.
- Do the weekly Report for M.M.C.

Martha Gastanaduy



MIGRANTS IN ACTION

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

MEMO

TO: EUGENE MOORE
FROM: DOLORES SUAREZ *Dolores Suarez*
DATE: MARCH 12, 1979
RE: REPORT OF ACTIVITIES

In the past two weeks I have been doing the following:

1. 69 W. CONGRESS PROJECT:

- Typing contracts for for the contractors.
- Making Master Files for: Migrants in Action, The Construction Manager, and the Attorney.
- Making Individual Files for the 11 contractors.
- Typing the Agreement- Letter and Scope of Work.
- Schedule and ~~requisitions~~ requisitions for the checks to be paid to the contractors.
- Having the contractors sign the contracts.

2. NEWSLETTER 22 Pages

- Typing of the English part.
- Translations of the articles in Spanish and typing them.
- Recollection of pictures and graphic material.
- Lettersetting titles and lay out of the diferent pages.
- Investigation of different ways and costs of printing the newsletter.

Eugene Moore
March 12, 1979

Page Two

3. DEVELOPMENT DEPARTMENT:

- Secretarial Work:
- Typing letters
- Typing Memos
- Making Files
- Typing weekly reports

4. UNITED WAY

Typing of all the required forms.

5. IBM

- Meeting with the IBM Marketing Representative in relation with the possibility of buying a new typewriter for the agency.

Gene

Case

3/12/79

Status Report

Legislation looks good.
Contract bill not dead yet.
JRLC lobbyist working
with me on health grant
from Cnty Health Services Act.
Meeting tomorrow.

Meeting today with Min.
Dept. of Health to look over
Hispanic Infant Mortality.

Will be used in applying for
health service grant from
NW area foundation. ^{one} ~~of~~ Hispanic
nurses have already agreed to
work with project.

Status of C.A.S.A. Program Since January, 1979

The month of February has been the best statistically that C.A.S.A. has ever experienced. For the first time this fiscal year, all of the counseling goals have either been met or have been exceeded. A very large reason for our increased productivity is due to the slight but important organizational change at C.A.S.A. since January, 1979.

The transfer of the former Program Coordinator to the Court Liaison/Advocate position proved to be beneficial. The new Court Liaison/Advocate has been instrumental in increasing the number of C.A.S.A. clients from Ramsey and Hennepin Counties. The monthly quota for Ramsey County clients was exceeded by 16, and the Hennepin County quota was exceeded by 8 in the month of February.

Another significant change since January, 1979, is that the Executive Director spends every Tuesday (9:00 - 5:30) monitoring the C.A.S.A. Program. This was implemented to serve two purposes: To increase his knowledge of that particular component and it's functions; And also to provide direct administrative direction to the program because C.A.S.A. is presently without a Program Coordinator.

Prior to January, the progress of the Contracted Spring Conference was at a standstill. Since Mr. Alcala began providing input to the conference and working closely with C.A.S.A. staff, the conference has developed substantially. Enclosed is a Progress Report on the Spring Conference that deals with Chemical Dependency and La Familia.

The regular staff meetings that include all of Hispanos En Minnesota's components have been regularly scheduled and attended by the Executive Director. They are now scheduled on a weekly basis opposed to the previous monthly meetings with the Deputy Director.

The Director has also taken an interest in participating and monitoring one of C.A.S.A.'s weekly counseling sessions. That is, the Pequeno Group in Minneapolis. This group involves children between the ages of 5 and 12 that have had some type of indirect experience with chemical abuse through a member of their family.

C.A.S.A. is ahead of all of their goals on the time line basis set up for the fiscal year. It appears that it will continue to be even stronger in the coming months. I believe it is due in part because of the administrative guidance and the increased interest shown for the C.A.S.A. Component by our new Executive Director.

Progress Report on CASA' s Achievements

January 1, 1979 - February 28, 1979

COUNSELING COMPONENT

	<u>Actual Accomplishments</u>	<u>Expected Accomplishments</u>
Ramsey Groups	40	36
Ramsey Individuals	25	20
Out-State Groups	15	6
Out-State Individuals	7	4
Hennepin Groups	37	18
Hennepin Individuals	10	10
	<hr/> 134	<hr/> 94

WORKSHOP COMPONENT

	<u>Actual Accomplishments</u>	<u>Expected Accomplishments</u>
Social Service Providers	6	4
Gatekeepers	2	2
Schools	2	3
Out-State	6	2
	<hr/> 16	<hr/> 11

Progress Report on CASA's Achievements
July 1, 1978 - February 28, 1979

COUNSELING COMPONENT

	<u>Actual Accomplishments</u>	<u>Expected Accomplishments</u>
Ramsey Groups	207	144
Ramsey Individuals	90	80
Out-State Groups	56	24
Out-State Individuals	15	16
Hennepin Groups	88	72
Hennepin Individuals	40	40
	<u>496</u>	<u>376</u>

WORKSHOP COMPONENT

	<u>Actual Accomplishments</u>	<u>Expected Accomplishments</u>
Social Service Providers	23	16
Gatekeepers	12	8
Schools	12	10
Out-State	<u>16</u>	<u>8</u>
	63	42
(1-7 hours)	50	28
(8-24 hours)	<u>13</u>	<u>13</u>
	63	41

Chemical Abuse Service Agency

C.A.S.A. STAFF MEETING OF 3-06-79
Spring Conference "La Familia"
June 1, 2 & 3, 1979

- Jose Barrera will contact Father Monsour regarding pooling resources (i.e., entertainment, publicity, etc.) with their carnival to be held June 3rd. Possibly C.A.S.A. would have a booth at the carnival.
- Jose will slot presentations by content. He suggested that there would be a gathering in the main conference room twice a day. He will send a letter of invitation to the speakers to submit a paper on the material they will present.

TENTATIVE COMMITTEE MEMBERS

CHILDREN: Jeane Peters, Chairperson
(0-12) Carmen Rodriguez, Adelina Miranda, Pat Sepeda

ADOLESCENTS: Kathy Nasi, Chairperson
(13-19) Jeane Peters, Lupe Cuellar, William Reyes, Ricardo Nevilles

ADULTS: Lee Bowman, Chairperson
(20-55) Pam Alexander, Lee Parks, Bill Lenoux

SENIOR CITIZENS: Alberto Alcalá, Chairperson
(56-114) Fermina Hernandez, Olga Yunis, Jose Gaitan, Margarita Ramos

PUBLICITY: Pedro Roybal, Chairperson
Carmen Rodriguez, Ricardo Flores, Dolores Suarez
There are two types of posters needed. One for grounds ("No Smoking", identifying, landmark, directional) and one type for publicity.
Possibly Kay Franey could also be included on this committee.

ENTERTAINMENT: Ted Guzman, Chairperson
Lucy Campa, Lee Bowman, Larry Cortez, Nicha Coates

COORDINATION AND FINANCE: Alberto Alcalá, Chairperson
Jose Barrera, Kathy Nasi, Kathy Maldonado, Rick Sepeda

AWARDS: Alberto Alcalá
Certificates of Participation

CULTURAL: Lee Bowman, Chairperson
Nicha Coates, Maria Calderon, Marta Castanaduy, Sam Hernandez

CLERICAL: Kathy Maldonado, Chairperson
Sylvia Cuellar, Dolores Suarez, Lupe Cuellar, Marta Castanaduy
This committee is responsible for the formulation of informational packets which would include material on agencies that provide services to our clients (youth, adolescent, adult and senior citizens). Each agency should send 300 copies of the material

MINUTES

C.A.S.A. Staff Meeting

March 6, 1979

Page Two

to be included. This committee will also secure the supplies needed for the conference brochures, which will be 8½" x 14" in size, of lightest weight paper, folded four times. Publicity is to contact artist to help design the brochure (COMPAS, R.A.P.; Ricardo Dominguez, Pablo Vasquez). This committee is also to organize the registration process.

- There will be a holiday for the staff the day following the conference, June 4, 1979.

SPEAKERS

Local

Ricardo Nevilles
Sam Hernandez
Francisco Trejo (not contacted)
Angel Fernandez

State

Jose Trejo

National

Dr. Ricardo Lopez
Dr. Torres

- Local and State speakers will be used as facilitators and in the wrap-up panel on Sunday.
- National speakers will be the guest speakers, one opening the conference on Friday, one on Saturday.
- Jose and Lee Bowman will be doing a role play and sculpture on Friday.
- Father Monsour will open the conference with the Invocation followed by the role play and sculpture and the guest speaker (see attached schedule).
- Jose is to check on the cost of lunch and give the information to the publicity committee.
- The dance on Saturday will be a paid dance and the band is "Quien", who will play at no charge on Friday. Jose and Ted will verify this.
- The skits mentioned on the schedule for Sunday could revolve around each of the four age groups and the portrayal of hope, concern, motivation and support.
- A proposed schedule is attached. Each committee will be responsible for a progress report at the next meeting. Alberto will announce the names of H.E.M. staff who will be participating at the general staff meeting of March 8, 1979.
- All C.A.S.A. staff are to be present at the next meeting, Tuesday, March 13, 1979 (unless otherwise notified).

	FRIDAY	SATURDAY	SUNDAY
8:00	8:00 - 9:30	8:00 - 9:00	
8:30	Registration	Registration	
9:00		9:00 - 9:30	
9:30		Announcements	
10:00	9:30 - 10:00 Welcome and Invocation	9:30 - 10:00 Main Speaker	9:30 - 11:00
10:30	10:00 - 11:00 Role Playing and Sculpture	10:00 - 11:00 Women	Panel and SKits
11:00			
11:30	11:00 - 12:00 Main Speaker (Dr. Torres) and Announcements	11:00 - 12:00 WORKSHOP	11:00 Mariachi Mass
12:00			
12:30	12:00 - 1:30 Lunch and Entertainment	12:00 - 1:30 Lunch	
1:00			
1:30			
2:00	1:30 - 2:30 WORKSHOPS	1:30 - 2:30 Workshop	
2:30			
3:00	2:30 - 3:00 Break	2:30 - 5:00	
3:30	3:00 - 4:00 WORKSHOPS	Cultural Fair	
4:00			
4:30	4:00 - 6:00 Dinner		
5:00		5:00 - 6:30 Dinner	
5:30			
6:00			
6:30	6:00 - 8:00 Entertainment Free Dance	6:30 Intercession	
7:00			
7:30			
8:00		8:00 - 9:00 Dance (1st Set)	
8:30			
9:00		9:00 - 9:30 Awards	
9:30		9:30 - 12:00 Dance	
10:00			
10:30			

MEXICAN AMERICAN Migrants in Action

(CASA)

Goal / Objective
(In order of priority)

Monthly Performance
Expectancy

County Min. Goal Opti.

Actual
Accomplishments
for
Feb. (Month)
"79"

Cumulative
Accomplishments

Achieved

In Progress
On Target

Partially Met

Not Met

No Activity
Planned for Next

Plans Changed

Location of
Verify Data/
Documentation

Comments

1. A total of 550 Chicanos/Latinos will be serviced through assessment, intervention, advocacy and appropriate counseling services for the abuse of alcohol and other drugs. 350 persons will be serviced through group contacts. 200 persons will be serviced through individual contacts.

2. 80% accept referrals

3. 30% Hennepin County (165 persons)

4. A total of 60 workshops will be conducted.

a. 20 workshops of the total will be directed at social service providers who service a significant number of Chicanos/Latinos and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.

Ramsey
Groups

16

18

23

30

207

X

Casa Files

Ramsey
Individual

8

10

15

14

90

X

" "

Out-State
Groups

2

3

8

6

56

X

" "

Out-State
Individual

1

2

8

4

15

X

" "

100% (23)

99%

X

" "

Hennepin
Groups

7

9

17

17

88

X

" "

Hennepin
Individual

3

5

10

5

40

X

" "

1

22

X

2

4

6

(1-7 hour)

20 (1-7)

3 (8-24)

Goal / Objective (In order of priority)	Monthly Performance Expectancy			Actual Accomplishments for Feb. 79 (Month)	Cumulative Accomplishments	of Progress					Location of Verify Data/ Documentation	Comments	
	Minimal	Goal	Optimal			Achieved	In Progress	On Target	Partially Met	Not Met			No Activity Planned for Month
12 workshops will be directed at gatekeepers from the courts and correctional systems: judges, bailiffs, probation officers, police officers and support personnel related to these groups and will concern the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	8	1 (8-24 hours)	12 9 (1-7) 3 (8-24)			X				Casa Files	This is our 3rd (8-24 hr.) workshop for Gatekeepers
16 workshops of the total will be directed at public and parochial school personnel including: teachers, administrators, counselors, nurses, social workers, teacher aides and will be related to the cultural issues involved in chemical dependency among Chicanos/Latinos.	1	3	9	2 1 - (1-7 hr.) 1 - (8-24 hr.)	12 7 (1-7) 5 (8-24)			X				Casa Files	This is our 5th (8-24 hr.) Workshop for Schools
12 workshops of the total will be directed at personnel from outstate involved in the inter-ventive network for servicing chemically dependent Chicanos/Latinos.	1	3	8	0	16 14 (1-7) 2 (8-24)			X				Casa Files	

Migrants in Action
(CASA)

MEXICAN AMERICAN
(Page 3)

Goal / Objective
(In order of priority)

Monthly Performance
Expectancy
Minimal Goal Optimal

Actual
Achievements
for
Feb
"79" (Month)

Cumulative
Accomplishments

Achieved

In Progress
On Target

Partially Met

Not Met

No Activity
Planned for Month

Plans Changed

Location of
Verify Data/
Documentation

Comments

5. A 2-3 day conference on chemical dependency among Chicanos/Latinos will be arranged and sponsored and will take place in the spring of 1979. This conference will be directed at involving Chicano/Latino residents of the State and will involve at least 300 people.

200

300

500

In Progress

X

RAMSEY

HENNEPIN

WASHINGTON

ANOKA

SIBLEY

DAKOTA

BLUE EARTH

FREEBORN

GOODHUE

SHERBURNE

WATONWAN

MARTIN

NICOLLET

PINE

MC LEOD

STEELE

RICE

STEARNS

CROWING

Monthly Individual Counseling Session

2

1

Limited Contact

113

62

1

Subsequent Referral

3

1

Monthly Summary of Consultation

6

5

1

1

Monthly Public Information

TREE CONTROL PROJECT STATUS REPORT

I. Project Overview

The Tree Control Project is now in its 8th month of training and though the Project has absorbed a considerable cut in its funding I feel we have been able to maintain a competent and effective training staff. On December 15th, 1978 the first class completed their training and during a dinner in their honor certificates of completion were presented to each person completing the course. Of the thirty students originally enrolled in the program twenty successfully completed the course, thus placing the first class in the 63% successful completion ratio.

Due to the seasonal nature of this work we were faced with the problem of terminating each participant during a time of year in which any type of tree work was at a low peak. A mutual agreement between Migrants In Action and the city of Saint Paul was made to extend the participants contracts until May when employment in tree service would again be available.

Unlike the first class, recruitment efforts for the second class were much more successful, however due to the employment freeze within the CETA system we were not able to begin recruiting until February 22. As a result of the delayed recruitment effort we were forced to condense the curriculum into two months of intensive classroom instruction in place of the three months originally allowed for the first class. With the reduction of staff and class time compounded by an increase in class enrollment (40) we found it necessary to utilize two first class students as Instructor Aids. To date we have enrolled twenty-six Latino students (50%), with the remaining 50% being broken into the White, Native American, and Black ethnic groups. The anticipated completion date for the second class is June 30th, however, we will begin job referrals for them as soon as they complete their classroom instruction.

II. Budget Report

The total reduction of contract funds has at last been established. The final cut resulted in a \$530,234.00 reduction of the original contract agreement of \$1,300,000.00, or better than a 50% reduction. The amended contract allows for a total of \$543,234.00 in operating expenses. As a result the intended class size of one hundred has been reduced to fifty and the Instruction and Supervisory staff has been reduced to four persons of which two are former trainees working as Instructor Aids.

Amendments to the contract were recently made due to over spending in a few line items. The over-spending was minimal and occurred in the line-items of travel, payroll, and office equipment and supplies. The differences were corrected by eliminating one Foreman position and spreading the monies into the over-spent line items. The changes will effect a ^{correction in} raise of \$.09 in both the Executive Directors and the Bookkeeper salary, a \$300.00 increase in the Accounting Directors travel allowance, and a balancing of expenditures in the office equipment and supplies line item.

With the present operating funds we have enough moneies to carry all participants in the Tree Control Project until June 30th, 1979. We will, however, be actively referring trainees to potential employers upon completion of training.

Attached are copies of the completed contract with the City of Saint Paul and Migrants In Action, and a copy of the most recent reimbursement request submitted to the CETA organization. All expenditures to date can be found on page 5.

AMENDMENT TO AGREEMENT

THIS AGREEMENT, Dated this 9th day of Jan, 1978,
by and between the CITY OF SAINT PAUL, a municipal corporation of the State
of Minnesota, hereinafter referred to as "City", and MIGRANTS IN
ACTION, hereinafter referred to as "Agency".

WITNESSETH:

WHEREAS, City and Agency have entered into a certain Agreement whereby
the City provided CETA funds in the amount of \$ 175,000.00 to the Agency
for the purpose of hiring various personnel in accordance with the Federal
Comprehensive Employment and Training Act of 1973, the contract term for a
period October 1, 1978 through December 31, 1978 unless the
termination date should be extended by written addendum to said Agreement; and

WHEREAS, City and Agency do mutually desire to amend the said Agreement
so as to extend the contract through June 30, 1979 and to
provide the sum of \$ 368,234.00 of additional funds for the purpose
of continuing the positions authorized in the Amendment as provided in said
Agreement;

NOW, THEREFORE, CITY AND AGENCY DO HEREBY MUTUALLY AGREE:

That the existing Agreement between the parties for a term October 1,
1978 through December 31, 1979, be and is hereby amended so as to extend
the contract term through June 30, 1979 and to provide that the
City shall make available to Agency the additional sum of \$ 368,234.00
or a total obligation of \$ 543,234.00, and that the Agency
shall be permitted to extend the positions authorized in the Amendment, and

the parties do further agree that all remaining terms and conditions of the said Agreement between the parties shall continue in full force and effect

IN WITNESS WHEREOF, The parties hereto have executed this Agreement as of the day and year first above written.

FUND NO. 33562

APPROVED AS TO FORM:

[Signature]
Assistant City Attorney

[Signature]
Director, Manpower Programs

CITY OF SAINT PAUL

By [Signature]
Mayor - Acting

[Signature]
Director, Department of
Finance and Management Services

[Signature]
Director, Dept. of Community Services

MIGRANTS IN ACTION

By A. Hernandez - [Signature]

Its Executive Director

[Signature]

Its Acting Director

REQUEST FOR ADVANCE OR REIMBURSEMENT

1. GRANT NUMBER 33162	2. FISCAL YEAR 4
--------------------------	---------------------

3. ORGANIZATION NAME AND ADDRESS Migrants In Action 1162 Selby Ave. St. Paul, Mn. 55104	4. PAYEE NAME AND ADDRESS Same	5. REPORT PERIOD MONTH February	6. TYPE OF PAYMENT <input checked="" type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> ADVANCE
--	-----------------------------------	---------------------------------------	---

REPORTED
3-7-79

A. COMPUTATION OF SURPLUS (DEFICIT) CASH BALANCE FROM CURRENT MONTH AND AMOUNT OF REIMBURSEMENT DUE PROGRAM IF NO ADVANCE IS REQUESTED

1. CASH RECEIVED TO DATE (ENTER DATE) <u>3-6-79</u>	\$ 48,980.61
2. CASH DISBURSED TO DATE (ENTER DATE) <u>3-6-79</u>	\$ 0.430.08
3. SUB-TOTAL (LINE 1 - LINE 2)	1,449.41
4. CASH REQUESTED, NOT YET RECEIVED	-0-
5. SUB-TOTAL (LINE 3 + LINE 4)	1,449.41
6. CASH TO BE DISBURSED FROM DATE ON LINE 2 TO THE END OF THE MONTH	29,000.00
7. SURPLUS (DEFICIT) FROM CURRENT MONTH (LINE 5 - LINE 6) AMOUNT OF REIMBURSEMENT DUE PROGRAM	\$ 21,449.41

B. COMPUTATION OF AMOUNT OF CASH ADVANCE FOR COMING MONTH

8. AMOUNT OF CASH TO BE DISBURSED IN COMING MONTH OF	\$
9. SUB-TOTAL (LINE 8) FROM LINE 7	
10. AMOUNT OF CASH ADVANCE REQUESTED (LINE 8 - LINE 9)	\$ -0-

C. SCHEDULE OF REQUESTED PAYMENTS

DATE		AMOUNT	DATE		AMOUNT
			1.		
			2.		
			3.		
11. AMOUNT OF REQUESTED PAYMENTS		(LINE 7 IF REIMBURSEMENT) (LINE 10 IF ADVANCE)			\$ 21,449.41

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THIS REPORT IS TRUE IN ALL RESPECTS AND THAT ALL DISBURSEMENTS HAVE BEEN MADE FOR THE PURPOSES AND CONDITIONS OF THE GRANT.

12. NAME AND TITLE OF AUTHORIZED OFFICIAL Delina Miranda Bookkeeper	13. APPROVED BY (PROGRAM DIRECTOR'S SIGNATURE) <i>A. Hernandez</i>
14. DATE REPORT SUBMITTED March 6, 1979	

Subgrantee Name and Address

2. Title

3. Grant Number

I ☐ II ☐ III ☐ VI ☐

33-62

Program

CT ☐ OJT ☐ PSE ☒ WE ☐

4. Start of Program

January 1979

SC ☐

5. Report Period

February 1979

COST CATEGORY

TOTAL
APPROVED
BUDGETCURRENT
MONTH
EXPENDITURES
(CASH)YEAR TO
DATE
EXPENDITURES
(CASH)ACCRUED
COSTS

ADMINISTRATIVE COSTS

1. Salaries and Wages

2,311.20

9,261.70

2. Fringe Benefits

2,811.27

3,371.57

3. Travel

Staff Training

Office Supplies

169.26

252.37

Purchased Equipment

Rental Equipment

403.34

605.01

Rent

Utilities

270.96

391.96

Contractual Services

Insurance and Bonding

4,163.15

4,163.15

Communications

Administrative Totals

10,193.18

19,032.86

PERSONNEL

Employee Stipends

Grant Number

33' 62

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BY BAL
WAGES FOR PARTICIPANTS					
Work Experience					
Other Paid Participation					
Public & Private Non-Profit OJT					
Subsidized Public Employment (PSR)		4,176.00	17,932.00		
Wage Totals		4,176.00	17,932.00		

FRINGE BENEFITS FOR PARTICIPANTS

Work Experience					
On-the-Job Training					
Subsidized Public Employment		1,380.18	3,407.76		
Fringe Benefit Totals		1,380.18	3,407.76		

TRAINING COSTS

Salaries and Wages					
Fringe Benefits		200.00	200.00		
Travel					
Tuition & Entrance Fees					
Private OJT Training Costs					
Consumable Supplies					
Books & Teacher Aids		227.40	1,662.26		
Equipment Purchased					
Equipment Rented or Leased					
Other		4,176.00	8,197.20		
Training Cost Totals		5,300.00	10,061.46		

Grant Number

33' 62

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS
SERVICE TO CLIENTS				
01. Salaries and Wages				
02. Fringe Benefits				
03. Travel				
05. Consumable Supplies				
06. Purchased Equipment				
07. Rental Equipment				
08. Child Care				
09. Transportation				
10. Medical and Dental				
Legal				
Printing				
Other				
Service Totals				

GRAND TOTALS

10,816.23

31,397.62

Grant Number

33462

ACTIVITY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS
CLASSROOM TRAINING				
Administration				
Training				
Allowances				
Services				
Classroom Training Totals				

ON-THE-JOB TRAINING

Administration				
Training				
Services				
Wages				
fringe Benefits				
On-the-Job Training Totals				

PUBLIC SERVICE EMPLOYMENT

Administrative		10,193.18	19,032.86	
Training		5,300.00	10,057.46	
Allowances				
Services		4,166.00	17,932.00	
fringe Benefits		1,380.18	3,407.26	
Public Employment Totals				
GRAND TOTALS		21,449.41	50,430.08	

Office Admn.

CITY OF SAINT PAUL
SUBGRANTEE Migrants In Action

COMPUTATION OF WAGES FOR THE PERIOD 2-8-9 TO 2-21-9

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
Executive Director	40	1.58	80	126.40	126.40
Accounting Director	"	5.40	"	432.00	432.00
Payroll Clerk	"	4.63	"	370.40	370.40

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lesser of columns (3) and (5)

TOTAL
(column 6 only) \$ 928.80

SCHEDULE-B

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 2-8-'9 TO 2-21-'9

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disburse</u>
---------------------------	--	------------------------------	---------------------------

1. Total payments for vacation, sick, holiday and other leave \$

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)	\$	
FICA (EMPLOYER'S SHARE)		66.93
MEDICAL (EMPLOYER'S SHARE) Feb. and March		401.26
LIFE INSURANCE (EMPLOYER'S SHARE)		
WORKMEN'S COMPENSATION		
OTHER: U.C. @ 4.1%		41.80

2. Total Payments for other Fringe Benefits: \$ 499.99

3. Total actual fringe benefits (Line 1 and Line 2) \$ 499.99

SCHEDULE A
Site Admin.

CITY OF SAINT PAUL

SUBGRANTEE Victims In Action

COMPUTATION OF WAGES FOR THE PERIOD 2-8-79 TO 2-21-79

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5) <u>Actual Wages Paid</u>	(6) ** <u>Reimbursement Requested</u>
Program Coordinator	40	8.65	80	692.00	692.00
Foreman	"	8.68	"	694.40	694.40

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lesser of columns (3) and (5)

TOTAL
(column 6 only) \$ 1,386.40

SCHEDULE B

Site Admn..

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 2-8-79 **TO** 2-21-79

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disburse</u>
---------------------------	--	------------------------------	---------------------------

1. Total payments for vacation, sick, holiday and other leave \$

PAYMENTS FOR OTHER FRINGE BENEFITS:

Minnesota Laborers Fringe Benefit Fund
(Dec. and Jan.)

\$ 2,140.20

FICA (EMPLOYER'S SHARE)

84.99

MEDICAL (EMPLOYER'S SHARE)

83.70

LIFE INSURANCE (EMPLOYER'S SHARE)

WORKMEN'S COMPENSATION

OTHER: U.C. @ 4.1%

62.39

2. Total Payments for other Fringe Benefits: \$ 2,370.28

3. Total actual fringe benefits (line 1 and line 2) \$ 2,370.28

TRAINERS

CITY OF SAINT PAUL

SUBGRANTEE Migrants in ActionCOMPUTATION OF WAGES FOR THE PERIOD 2-8-9 TO 2-21-9

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
Neuren, Duane	40	4.00	80	320.00	320.00
Olson, Darlene	"	"	12	288.00	288.00
Olson, Lloyd	"	"	80	320.00	320.00
Vallejo, Ramon	"	"	56	224.00	224.00
Valerian, Miguel	"	"	80	320.00	320.00

* Sick, Holiday and vacation pay to be included in Fringe Benefits, not Wages

** This amount will be the lesser of columns (3) and (5)

TOTAL
(column 6 only) \$ 4 176.00

CITY OF SAINT PAUL
SUBCOMMITTEE Migrants In Action

COMPUTATION OF WAGES FOR THE PERIOD 2-8-79 TO 2-21-79

(1) <u>Employee and Title</u>	(2) <u>Normal Work Week</u>	(3) <u>Budgeted Salary Monthly or Hourly</u>	(4) <u>Number of Hours Worked</u>	(5)* <u>Actual Wages Paid</u>	(6)** <u>Reimbursement Requested</u>
Aguilar, Steve	40	4.00	76	304.00	304.00
Balsimo, Joseph	"	"	"	304.00	304.00
Galvan, Jeffery	"	"	"	304.00	304.00
Hanson, Joel	"	"	80	320.00	320.00
Holland, Robert	"	"	60	240.00	240.00
Jackson, Kenneth	"	"	8	32.00	32.00
Lara, Roberto	"	"	72	208.00	208.00
*Maestras, Gary	"	"	88	352.00	352.00
Mueller, Larry	"	"	80	320.00	320.00

* Was under paid on last pay period and was adjusted on this pay period

NINEES

CITY OF ST. PAUL

SUBGRANTEE MIGRANTS IN ACTION

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 2-8-79 TO 2-21-79

Payments for vacation, sick, holiday, or other leave -

<u>Employee and Title</u>	<u>Budgeted Salary Monthly or Hourly</u>	<u>Total Leave Hours</u>	<u>Total Disbur</u>
---------------------------	--	------------------------------	-------------------------

1. Total payments for vacation, sick, holiday and other leave

\$

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)

\$

FICA (EMPLOYER'S SHARE)

398.28

MEDICAL (EMPLOYER'S SHARE) Feb. & March

281.40

LIFE INSURANCE (EMPLOYER'S SHARE)

WORKMEN'S COMPENSATION

OTHER:

2. Total Payments for other Fringe Benefits:

\$ 1.3

3. Total actual fringe benefits (line 1 and line 2)

\$ 1.3

III. Equipment

The most recent addition to our inventory of equipment (program) was through the acquisition of ten Jonsred 361's, thus increasing our total inventory in that particular inventory item to 15. The additional purchase was necessary to adequately provide both groups of participants with working equipment. At present both groups are using the saws in training and On-the-Job work situations. Additional equipment purchases may be necessary in the future but should remain minimal (i.e. ropes, spark plugs, files chains etc.)

IV. Transportation

Transportation for trainees is provided by the Columbia Transit Bus company. They pick-up and return program participants everyday at eight A.M. and four-thirty P.M.. Bus transportation will be available to them for the entire they are receiving classroom training at Dakota County AVTI.

Restricted use of the Ford trucks continues to be the policy. Authorized to drive the trucks are the Program Coordinator, Forement, Instructor and Instructor Aids, perhaps one assistant to each foreman could be authorized to drive a vehicle when the foreman decides he can not be spared from the crew.

Trucks cannot be used to bring trainees to work. They are and can be used to transport men to job sites from MIA or from one job site to another.

Men should use their own vehicles in doing private tree jobs unless the job is considered part of the training program.

Duane Neurer is the preventive maintenance man for the trucks. As part of his security responsibilities he checks on time for oil change, engine tuneup, and any other function he can do to keep vehicles in top running order.

Security measures have been established to prevent use of vehicles by unauthorized persons. Duane Neurer and the other security persons are to enforce these measures.

V. Curriculum

I did not expect much from the trainees in the way of taking notes and responding to what they learned by way of examinations. Would not taking and exams accomplish more for the men? As yet I am still unresolved to the question. Tree training is not a typical school course; emphasis must be on performance. Perhaps exams could be conducted and grades allowed according to specifically related skills in the trees, (i.e. how does one drop crotch? etc.).

More use could be made of films and slide/tape presentations. VO-Tech has some in the area of chain saw safety but they are limited. I would like to see more outside speakers come into share their expertise. One a week, maybe every Friday, would be good. Men from the tree business, city foresters office, the University extension division, Forest Service research entomologists.

During the first class trainees were put into the field too soon at the expense of classroom procedure. During this second course we hope to provide them with more classroom hours.

VI. Personnel

We were too lenient in giving the men credit for less than 8 hours of attendance. In lieu of a time clock, one person was designated as time person to record when people showed up, however, it's a tough job for just anyone to keep time on another.

In a training program like this, the men should not be guaranteed that they will make a certain amount of money.. What they make, should be contingent on their attendance. If they are promised a certain amount and then for one reason or another they don't get it, they can come back on the program.

VI. Continued

It was a disadvantage for the participants to be making the \$5/hour plus during their training. This made a wage less than that in the work world less than desirable and meant less incentive to go out for other work when the program contracts terminated. Getting paid for training makes the men spoiled, and they turn their noses up at a \$3.90 job that is readily available in the industry. Some have even turned down \$5.00 per hour offers.

VII. Process used in Program Out-line

FEBRUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Orientation & Registration Intro. to Tree Service (film) Chainsaw Demon- stration	6 Boot Measure- ments First-Aid Career Develop- ment Introduction to Chainsaws	7 Introduction to Chainsaws First-Aid Career Develop- ment	8	9	10
11	12 Chainsaws Service & assembly First Aid Ropes & Knots Introduction to Tree Service (i.e. cabling, pruning, trimming, diagnosing, cavaties etc.)	13	14	15	16	17
18	19 Ropes & Knots Tree Identification Tree Climbing Cabling&Pruning	20	21	22	23	24
25	26 Chainsaws Tree Identification Tree Climbing Cabling	27 Tree Management	28 Workshop (1st Class)			

MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Chainsaws Tree Identification Tree Climbing Cabling & Pruning	2 TEST	3
4	5 Tree Identification Tree Climbing Tree Trimming Introduction to Boom & Loader	6	7	8	9 TEST	10
11	12 Tree Identification Cavities Boom & Loader Tree Climbing	13	14	15	16 TEST	17
18	19 Disease Diagnosing Boom & Loader Chipper Balling & Burlapping	20	21	22	23 TEST	24
25	26 Career Development Boom & Loader Final Testing	27	28	29	30	31

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Tree Management Workshop (2nd Class)	3	4	5	6 ➔	7
8	9 Tree Management Workshop (1st and 2nd Class)	10	11	12	13 ➔	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

The trip to Detroit, New York and Washington was undertaken to make contact with several funding sources and to attend training workshops for activities relevant to agency problems. I was in Detroit from February 17 to February 20, in Washington February 21 to February 27, and in Detroit visiting my mother on February 28.

Detroit

1. Anthony Alvarez of H.U.D. provided technical assistance on housing counseling programs.
2. Attended a 3-day Chemical Dependency Workshop for minorities sponsored by New Detroit, Inc., Dr. Louis King, Coordinator for the Fanon Center of Los Angeles, California was the principle resource person. He agreed to be a guest speaker at our June Conference. He will donate his time, our cost is his transportation expenses.
3. Attended C.E.T.A. Workshop sponsored by the Wayne County Manpower Office on new regulations, guidelines, and modifications of the C.E.T.A. program. This was run by Robert Thorton and Linda Chester. The outcome of this contact was technical assistance on DOL Title 3, section 303 funding which is needed by our agency to compete with Minnesota Migrant Council for 1979-1980 funding.
4. Met with Anthony Ruiz, Deputy Director of LACASA (Latin American Community Against Substance Abuse). He provided technical assistance on Chemical Dependency funding systems and contracts in Washington, D.C.

New York

The intended trip to New York City to meet with Rebecca Sanchez, Director of the National Hispanic Alcohol Counseling Center was cancelled due to the worst snow storm in the history of the city. However, I spoke with Ms. Sanchez by phone and was able to get the names of referral people in Washington. She agreed to be a speaker at our conference, at her own expense.

Washington, D.C.

1. Gracella Olivarez, Director of the Community Services Administration, referred me to Julian Bermudez, special assistant in their office of management. He provided me with materials on funding levels for migrant programs.
2. Met with Dr. James Schaefer from the University of Minnesota School of Public Health, who was in Washington presenting a proposal to the National Institute of Alcoholism and Alcohol Abuse. We have been working with Dr. Schaefer on this proposal which is an evaluation study of alcohol treatment programs. In the event that his project is funded, we would receive part of the grant at C.A.S.A.
3. Met with Senators Carl Levine and Don Riegel of Michigan to solicit their support on migrant bills in committee and those due to come up.

4. Met with Senators Durenburger and Boschwitz to introduce them to our agency and its goals, and to familiarize them to the problems of our clients. I also solicited their support on migrant bills in committee and those coming up. Further, I asked for their assistance with all funding requests that our agency will be making at the federal, state and local levels.
5. Met with Ms. Blanderia-Cardenas, Administrative Assistant in Vice-President Mondale's office. I sought the same support as with the Senators. She outlined the areas in which the Vice-President is interested in supporting for the disadvantaged areas of Minnesota. These include:
 - childcare development
 - housing
 - health services
 - employment trainingSince these topics coincide with our existing programs and future program goals, we explored the possibilities of funding sources.
6. Met with John Klemic of H.U.D. on the subject of housing projects and granting sources originating in his office.
7. Met with Andy Ramirez of CDBG to discuss the possibility of submitting a proposal to their agency.
8. Met with Dr. Ricardo Lopez, Deputy Director at NIMH on the possibility of research and training grants money for C.A.S.A. He suggested that we prepare a prospectus of 5-10 pages and then develop a draft for implementation into a final proposal. This would be in the area of training grants. There are two types of monies available:
 1. research
 2. clinical servicesClinical service has only one kind of grant application. This is an institutional grant. Research includes both institutional and individual grants for PH.D. or M.A. work with E.E.M. as the sponsor. A research training project provides for 8% overhead expenses. Deadline for research and clinical training is March 1, July 1 and November 1. These grants are available at least one year from the time it is submitted. At present no program is being funded for a migrant chemical dependency project.
9. Dr. Lorenzo Ruiz, Special Assistant to Dr. Klerman of the Alcohol, Drug Abuse, Mental Health Administration regarding funding programs.
10. Ron Westfull, Department of Labor Employment and Training Administration regarding Title 3, section 303 funding.

All of the people contacted were enthusiastic about the programs at Migrants In Action. They are waiting for us to make official contact with their agencies by filing applications to their funding programs. This core of contact people should be more than sufficient to get things started at our end. I have already instructed my administrative staff to request written materials from the above agencies, discuss the various programs with the appropriate M.I.A. Unit Coordinators, and organize a schedule of priorities and deadlines.

What I want to get away from is the notion that our programs are merely support for the status quo position of migrants coming into Minnesota. Traditionally, what has happened for migrants in the area of:

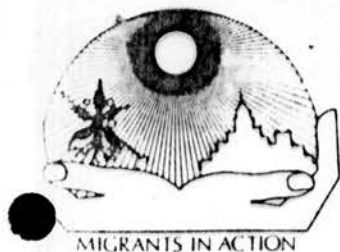
Employment--a job, at best; minimum wage dead-end with no advancement

Housing--resettling migrants has been carried out in a gypsy like fashion. They have been treated as if they were merely in transit.

Alcoholism--counseling the individual in very limited ways.

All of the above services are not deep-rooted enough to truly begin to help the resettling migrant.

What we need are comprehensive programs and the trip to Detroit and Washington was an attempt on my part to actualize this. In the area of employment we need programs which retrain the migrant with either newly acquired skills through manpower training designed to meet their needs and also prepare them for the non-migratory job market. In the area of alcoholism, we need programs which train more counselors to handle the already overburdened case-load; and to expand our services to include more family and other types of therapy to attack the problem at its source. In the area of housing, we need programs which service more people than our efforts in the past have accomplished. We need a multi-purpose center which can be used for temporary and emergency housing of migrants, meeting rooms, and activity centers. Spending money to house one family per year, or to leave facilities vacant is a waste of time, energy, and money. I hope that by reorganizing our priorities and the organization of power and authority in the agency, we can start to provide such comprehensive programs.



MIGRANTS IN ACTION

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

February 14, 1979

Salvador Rosas
911 22nd. Ave. So.
Minneapolis, MN 55404

Mr. Rosas:

This is to inform you that I will be away from the agency for four working days. These days are February 20, 21, 22, and 23.

Pam Alexander will be the acting Director during my absence. Your cooperation to Pam will be appreciated.

Although I'll be gone only four working days, I will be absent from the agency from February 17th through February 25th. The following is schedule of my activities:

February 17, 1979, I will be in Detroit, Michigan.

9:00 - 2:00 I will be attending a CETA workshop related to funding possibilities in 1980-84. (313) 554-1650

3:00 - 9:00 I will be attending chemical dependency training sessions at La Casa Agency directed by Anthony Ruiz.

February 18, 1979, I will continue to be in Detroit.

9:00 - 2:00 I will continue to attend the CETA workshop related to funding possibilities in 1980-84.

3:00 - 9:00 I will continue to attend the chemical dependency training sessions at La Casa with Anthony Ruiz.

February 19, 1979, I will continue to be in Detroit.

9:00 - 4:00 I will meeting with Anthony Alvarez from the department of Housing Urban Development, to be part of a workshop on Housing Counseling. (313) 224-6555

February 20, 1979 I will be in New York City.

9:00 - 5:00 I will be attending a workshop on how to establish a Hispanic Alcoholic Center. I will be reviewing and evaluating the program content, and consulting with the staff of a presently operating Hispanic Alcoholic Center. Rebecca Sanchez will be my contact person. (212) 942-3336.

February 21, 1979 I will continue to be in New York City.

9:00 - 5:00 I will continue to be attending this workshop, and at this point begin determining feasibility of such a Center in Minnesota. I will be contacting clients of the Center and visiting with the affiliated agencies of the Center.

February 22, 1979, I will be in Washington D.C.

8:30 - 12:00 Attending a workshop from the department of Housing Urban Development about funding for elderly housing programs and migrant emergency housing.

1:00 - 5:00 Meeting with Senator Durenberger and Senator Levine from Michigan.

5:00 - 9:00 Meeting with Ron Westfull from the office of Farmworker Programs. (Department of Labor) (202) 376-6128

February 23, 1979 I will continue to be in Washington D.C.

8:30 - 5:00 Meeting with the department of Community Service Administration conferring about funding for Migrant and Non-Migrant programs.

11:30-12:30 Meeting with Jeanne N. Santos to discuss possible funding from Law Enforcement Assistance Administration in family violence program.

5:00 - 9:00 Meeting with Rudy Sanchez, Director of COSSMHO (National Coalition of Hispanic Mental Health and Human Services Organization). We will be discussing Hispanic funded programs from H.E.W.

February 24 and 25, 1979 I will be in Detroit visiting my mother.

Alberto
Alberto Hernandez-Alcala
Executive Director

HISPANOS EN MINNESOTA
Housing Counseling Services

It is the intent of Hispanos En Minnesota Housing Counseling Services to establish an in-house component to address the specific housing needs of low-income people beginning May 1, 1979. The goal of this component will be to expand the housing, employment and training opportunities available to Hispanics in the Twin City area with the assistance of Housing and Urban Development, Housing Rehabilitation Authority, Comprehensive Employment and Training Act and other housing groups. Hispanos En Minnesota's comprehensive approach to better and greater living opportunities for its clients will result in a more enhanced working relationship with those other involved city, state and community organizations. The Hispanos En Minnesota - Housing Counseling Services will be the first bi-lingual housing component in the Twin City area involved in Housing, Management, Property Acquisition, Home Financing, Home Maintenance and other relevant aspects to increase the number of greater living opportunities.

Since there is no significant level of qualified Hispanics in the housing field, Hispanos En Minnesota will assume the responsibility of filling this void via its housing training program. This will be the first immediate benefit of the Hispanos En Minnesota - Housing Counseling Services program resulting in skilled/qualified housing technicians. These technicians will provide the specific services needed by the Hispanos En Minnesota client in the areas of 1) Emergency housing, and 2) Single family home development as well as all services related to home purchase, home maintenance and home retention. Hispanos En Minnesota will attempt to become a H.U.D. recognized and affiliated Housing Counseling Component which, if successful, will enable Hispanos En Minnesota - Housing Counseling Services to be eligible for housing counseling monies. Hispanos En Minnesota is confident that it will be able to increase all aspects of housing services by fifty per cent (50%) and the number of qualified housing technicians by seventy per cent (70%) no later than December 1, 1979.

The most important result of this Housing Component will be Hispanos En Minnesota's ability to provide those services needed to enable new Hispanics in Minnesota in making this their permanent home. During the last migrant season, more than 1,000 families were in need of emergency housing and of that total number, approximately 300 families resettled in the Twin City area. It is the intent of Hispanos En Minnesota - Housing Counseling Services to improve on this number of permanent resettlement by providing those services necessary to increase resettlement by fifteen per cent (15%) over the previous year during the next eighteen (18) month period.

HISPANOS EN MINNESOTA
Housing Counseling Services

I. Property Acquisition

- A. To have liaison with both H.R.A. and H.U.D. real estate divisions for the purpose of identifying those properties on city and state roles which can be purchased.
- B. To develop accurate assessments of potential use for these identified properties.
- C. To ensure that these properties will provide a needed service to the Hispanos En Minnesota clientele and that the total process from acquisition to rehabilitation is completed in the shortest time possible.

II. Home Purchase

- A. To implement a H.E.M. Homestead Program for resettling Hispanics.
- B. To help assess the H.E.M. clients qualifications to retain a Home Mortgage.
- C. To provide needed technical assistance to H.E.M. clients to ensure the retention of these monies.
- D. To provide the technical assistance necessary to prevent foreclosure on any property once acquired.

III. Loans and Grants for Homes

- A. To have liaison with both city and state housing agencies for the purpose of keeping abreast of new and revised guide lines for the application of these monies.
- B. To interact with all lending institutions for the purpose of increasing the number of home loans and grants to the Hispanic Community.
- C. To assist the H.E.M. client in determining the specific type of loan or grant necessary to meet their specific housing need.
- D. To make the community aware in the shortest time possible of the availability of these monies.

IV. Home Maintenance Program

- A. Provide counseling in the area of appropriate home maintenance and up-keep for the novice home buyer.
- B. Provide free home inspection to identify needed repairs.
- C. To refer qualified contractors to complete the necessary work.

- D. To monitor the work done to ensure it is completed in the most professional and shortest time possible.

V. Apartment Information and Referral

- A. To have a current listing of all public housing, section 8 and any other federally subsidized housing opportunities in the Twin City area.
- B. To have liaison with those management companies operating these housing developments.
- C. To monitor the Affirmative Action Outreach efforts of these management agents toward the Hispanic Community.
- D. To become involved in all aspects of Marketing for these subsidized developments to ensure equitability in housing opportunities for the Hispanic Community.

VI. Apartment Management

- A. To manage developed 236 and section 8 multi-family housing projects.
- B. To train and place those needed technicians to conduct the required fiscal maintenance and security services associated with efficient management.
- C. To salvage those multi-family developments suffering fiscal stress from previous mismanagement.

VII. Sweat Equity Program

- A. Establish liaison with the construction Unions to outline a pre-apprenticeship program in conjunction with the existing L.E.A.P. program.
- B. To establish a housing vocational rehabilitation training program with C.E.T.A. in the construction skilled trades.
- C. To ensure that X% of those properties purchased from the H.R.A. and H.U.D. are apart of the permanent housing stock available to Hispanos.
- D. To assist those persons involved in the Sweat Equity program either purchase or rent those properties they have been involved with as a result of this program.
- E. To establish the goal of Sweat Equity as being a package program to provide employment training, practical application of learned skills to instill a sense of achievement and commitment and to provide the opportunity to purchase those properties which were rehabilitated from the sweat and effort of those program participants.



MIGRANTS IN ACTION

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

MEMO

TO: BOARD OF DIRECTORS, MIGRANTS IN ACTION
FROM: EXECUTIVE DIRECTOR, MIGRANTS IN ACTION
DATE: MARCH 8, 1979
RE: STATE OF THE AGENCY

Allow me to share with you, the state of the Agency as I see it, prior to my arrival and finally to date.

First of all, let me refresh some memories back to the day when I was interviewed for the position. At that time you asked me if I thought I could stabilize the agency (you probably meant save the agency) and I replied "if I am given the full support by both Board and Staff, then perhaps-together the agency could be stabilized". I assumed by you hiring me it meant that; I indeed had your support and that it was up to me to secure the support of staff. Well, to date I have felt the support of the Board has been there and I have also felt that support from most of the staff being there. Unfortunately "most" of the staff is not enough if the agency is to survive. Therefore, the following information is purely fact. (I do not get into personalities only facts).

- Migrants in Action prior to January 2, 1979 functioned under an autocratic management style.

AUTOCRATIC MANAGEMENT MEANS:

Decision making in the hands of a few, who won't share the wealth.

- Migrants in Action prior to January 2, 1979 had very few staff people making a CONSIDERABLE salary compared to their productivity. Yet on the other hand MIA had a good number of staff people making an UNCONSIDERABLE salary compared to their productivity.

Board of Directors, Migrants in Action
March 8, 1979
Page Two

- Migrants in Action prior to January 2, 1979 had been in existence approximately five years. It had reached some heights in its short life, but then something happened in the last three years, which threatened the life of MIA and that is called "GREED", Greed for money. The very few increased their salaries so far out of mine that it took the grace of God and the intelligence of this Board to take action. But the action was not far enough. Therefore, the MIA Board entrusted to me their agency, so that I would continue to take the action needed to establish MIA into a Democratic run agency.*
- Migrants in Action prior to January 2, 1979 spend a conservative \$18,000 in out of town travel in the past three years. What did the agency get? What really - specific things designed to obtain monies? All funds secured in that period of time were secured locally. So, why was there a tremendous need for our agency to travel so much out of town, when those expenditures could have been direct services to migrants.
- Migrants in Action prior to January 2, 1979 has been functioning under an AUTOCRATIC system and what it has caused are many of the following conditions on staff and in the community:
 - RESENTFULNESS (holding a grudge).
 - CONDEMNING (finding fault).
 - SUSPICIOUS (not trusting).
 - TENSION AND APPREHENSION (uptight, scared).
 - JEALOUS
 - GLOOM AND DEPRESSION
 - PROCRASTINATING (putting things off).
 - GOSSIP
 - OBSESSED WITH PERSONAL PROBLEMS (things only of my own troubles the hell with MIA).
 - SELF-INDULGENT
 - GREEDY (Taking more than my share).

* If the few staff members that were being paid the CONSIDERABLE salary had produced the work in accordance to their salary and not just draw big paychecks, THEN (maybe) MIA would not had been in the state they are in.

Board of Directors, Migrants in Action
March 8, 1979
Page Three

- SELF-RIGHTEOUS (thinking dam always right).
- ARROGANT
- DOMINEERING
- IMPRACTICAL
- GUILTY ABOUT THE PAST
- LYING
- SELF-DECEIVING (pretending to be what we are not).
- WASTEFUL (financially).
- LAZY
- CARELESS AND UNTIDY
- DISRESPECTFUL
- BLAMING OTHERS
- IRRESPONSIBLE
- COMPARING

In my years of experience I have never been part of nor did I know of any agency that had so many things wrong with it and continuing to function UNCHECKED by anyone. These conditions mentioned above are REAL and they are very slowly being turned around. We at MIA must continue to take the action needed to due away with the past administration's way of life. But, it is going to take more than just three months.

- Migrants in Action after January 2, 1979 has been functioning in a more democratic way, for instance the salaries of the staff that have been producing have been upgraded accordingly, without having to ask any of the funding sources for increases, that includes approximately 60% of the staff.
- Migrants in Action after January 2, 1979 has began to establish a democratic system within its agency; there is more input by the total staff and not just the few. Every Thursday is staff day. General staff meeting begins at 9:00 a.m. promptly to 11:00 a.m. then each department has a hour to give a status report and share information with the Executive Director. Every Tuesday is CASA day, the Executive Director spends Tuesday at CASA planning and conferring with the staff.
- Migrants in Action after January 2, 1979 has established links in the community that have never been nourished; strong participation by the Executive Director with the religious, political, academia, industrial communities.

Board of Directors, Migrants in Action
March 8, 1979
Page Four

- Migrants in Action after January 2, 1979 has been trying very hard under the new administration to change the mentioned conditions of the past to the hopeful conditions of the future:

- UNSELFISHNESS
- FORGIVING
- CHARITABLE
- TRUSTING
- LOVING AND UNDERSTANDING
- RELAXED
- OPEN TO PEOPLE
- AWARE OF MY OWN WORTH
- CONFIDENT
- OPTIMISTIC, CHEERFUL
- BEING PROMPT
- PROTECTING CONFIDENCES OF OTHERS
- HELPFUL TO OTHERS
- SELF-DISCIPLINED
- GENEROUS TO OTHERS
- TOLERANT
- HUMBLE
- YIELDING
- REALISTIC
- THANKFUL FOR BLESSINGS
- KNOWING THE PAST IS GONE
- HOPEFUL
- WILLING TO ADMIT FAULTS
- AGREEABLE
- TRUTHFUL
- RESPONSIBLE
- DON'T COMPARE

I Alberto Alcala your loyal subject will not compromise the mentioned conditions above with the conditions prior to January 2, 1979. If it is the wish of this Board, that I compromise my beliefs and principals, then I will; with a heavy heart, asked to be relieved of my obligations with the agency and this warm community. I will just quietly continue on my journey through life. Once again, let me say that I hold no grudges, I do not get into personalities only facts and this-state of the agency report is purely facts.

Board of Directors, Migrants in Action
March 8, 1979
Page Five

P.S. I am going to my dying mother, if you need me for anything, please call me at 313-554-1654. I will be taking comp. days, which I have accumulated in the last two months.

I remain your brother in the struggle,

ALBERTO HERNANDEZ-ALCALA
Executive Director



MIGRANTS IN ACTION

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

March 6, 1979

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

RE: FUND RAISING AND GENERAL MANAGEMENT OF HISPANOS
EN MINNESOTA

Sal, as you know by now as of March 19, 1979 I will no longer be employed by Hispanos en Minnesota. I appreciate, really appreciate, your confidence in me the short time I have had a chance to work with you. I believe your efforts to give the agency a strong sense of direction from the top is one of the most significant things I have seen happen since I have been at the agency. I am writing to you to explain some of the reasons I am leaving and in the form of an exit interview perhaps explain some of the events that are occurring within the agency that I believe will hamper its efforts to survive.

On many occasions since my arrival I have sought the help of the Executive Director. Each time I have been met with a considerable lack of cooperation. It is not my purpose to suggest deliberateness so much as to point out the rather real barriers to the accomplishment of what has to be done for the benefit of the agency.

I have fought against these barriers since my arrival three years ago. I have tried, not always my hardest, to provide information to my bosses which would allow for the agency to stabilize its funding sources and increase its income. I have noted no change in this pattern since the first of this year. (Sometimes I wonder if its me. Sometimes I wonder if its cultural and I don't understand.) I cannot continue pushing for a philosophy which seems to be simply labeled "Gene's approach". On one hand get verbal support on the other hand I get minimal behavioral support. A new Executive Director deserves, I suppose, the freedom to develop his/her own management style. I cannot justify for me a continual opposition with our new Execu-

Mr. Salvador Rosas
March 6, 1979
Page Two

tive Director. We are at odds with one another. I see no benefit for me in staying.

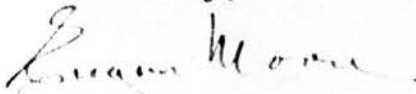
Sal, I am sure you know management styles run from autocratic to democratic. Autocratic centralizes the decisions making in the hands of a few and is often characterized as a child who won't share his/her marbles. (A good management style for people who need strict almost childlike guidance.) Democratic is often characterized as adults seeking to please everyone and therefore no one is willing to make a decision. I believe Alberto is autocratic he has centralized almost all of the decision making - one person's management style - but and here comes the kicker, he in my experience, takes no responsibility nor does he act responsibly.

I am enclosing a copy of a memo written to William Reyes, Al's assistant, please note the events to which Al has not responded. Further, I understand there have been at least two other occasions, better explained by other members of the staff in which Al acted less than responsibly. Further, Al went to Washington, and Detroit. He spent a lot of money, what did the agency get? I mean really-specific things designed to obtain money.

Agency funding is critical. In my opinion if the agency is to survive every activity that does not put someone in front of a funding source discussing money or preparing to be should be considered suspect. Again Sal, I am not interested in attacking anyone. I am interested in a strengthened agency.

Thanks again for your support.

Yours truly,


EUGENE MOORE

cc. Alberto Hernandez-Alcala

MEMO:

TO: ALBERTO ALCALA

DATE: MARCH 3, 1979

FROM: EUGENE MOORE

RE: RESIGNATION OF EMPLOYMENT

It is true that I had, after much discussion with you, decided to stay for at least the first six months of the year. However, after much thought regarding recent events, some within our control, I have had reason to pause and reconsider my decision. Therefore I am resigning my position with the agency.

When I undertook the position of Planning Director within the agency three years ago it was my goal to assist the agency in its growth and stability. A number of achievements have occurred since my employment date that have, I believe, pointed the agency in that direction. You are a newly hired Executive Director. It is proper and fitting that you should use the approach you are most comfortable with. You have a newly hired assistant, a new management system seems to be in order. I believe it is time for me to step aside so my replacement, should you choose to name one, can be fully integrated into the "new system".

I truly support the goals of the agency. I wish you well in your efforts to continue towards the goal of stability the agency so sorely needs. Further I hope through the honest efforts of a dedicated staff you can provide for the Latino community an agency that is in fact a pillar of integrity.

My departure date is effective March 19, 1979. I will of course work with you and/or my replacement should you choose to name one, as much as possible in order that there be little or no disruption within the agency. It is my hope that projects of which I am a part will maintain their potential for benefit to the agency.

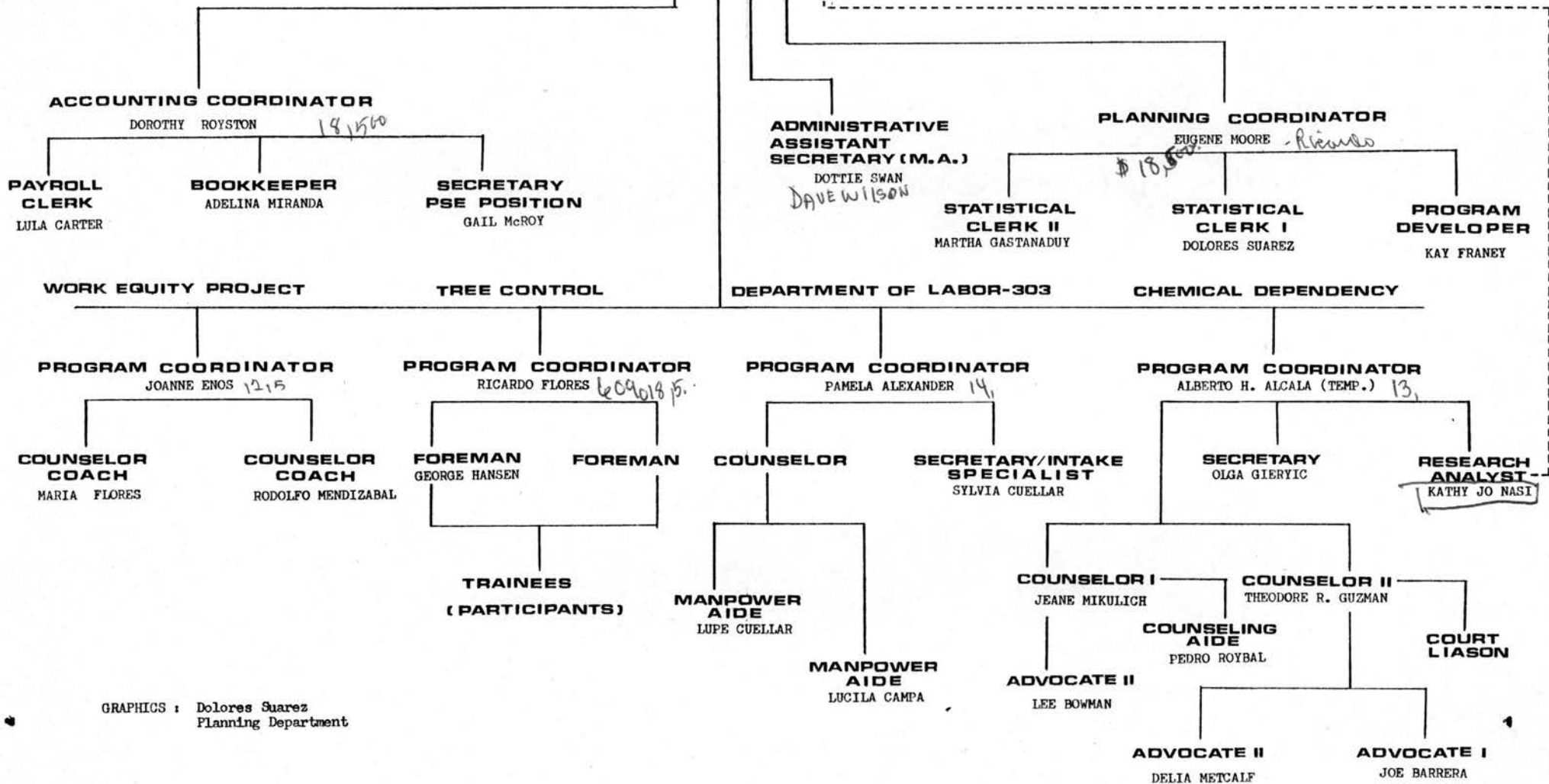
My experience with Hispanos in Minnesota has been beneficial to me it is my hope that it has been reciprocated.

cc. Salvador Rosas
Development Department Staff

COMMUNITY AT-LARGE

BOARD OF DIRECTORS
SALVADOR ROSAS
CHAIRMAN

EXECUTIVE DIRECTOR
ALBERTO H. ALCALA



GRAPHICS : Dolores Suarez
Planning Department

ST. PAUL WORK EQUITY PROJECT

WEEKLY UP-DATE / 5 MARCH 1979

GENERAL ANNOUNCEMENTS

1. The next general staff meeting will be held on Friday, 16 March, at 3:00 in Conference Room A. (SS)
2. Jennie Kron, Labor Liaison for WEP Balance of State, will visit St. Paul WEP on Thursday, 8 March. Sharon Stewart requests that each counselor plan on speaking briefly with Ms. Kron early in the afternoon. All staff are encouraged to attend the in-service seminar conducted by Ms. Kron at 3:00 in Conference Room A: "Apprenticeship and Labor Relations for WEP Participants." (SS/GA).
3. Psychometric services are now available for WEP participants in cooperation with the Career Guidance and Training Center. Staff wishing to make a GATB referral should contact Myrna Claybaugh at 298-4540. The GATB takes about three hours and is given every Tuesday afternoon and Thursday morning (Tuesdays are preferable for WEP referrals). The Test of Adult Basic Education (TABE) also takes about three hours but must be arranged on an individual basis. Until Gordy Wrobel's return in about three weeks, staff should telephone Ron Dudrey at 298-4527 to make arrangements.

Beginning Monday, 2 April, Gordy Wrobel will be in the WEP offices every Monday afternoon. Staff are requested to make appointments with Gail Porter.

Rebecca Welch requests that staff keep her informed on a weekly basis as to what use has been made of the testing services. (SS/RW)
4. The MOIS computer terminal is now available for staff instruction and use in Conference Room D. Please check the schedule with Junauld Braddock. Technical assistance is available from Skip Black. (WB)
5. Staff are requested to make every effort to insure that at least one professional and one administrative representative are available during the noon period. (SS)
6. During March in-service seminars will be conducted on the National Computer testing program and on Gary Athelstan's series on testing (Community Coordination Unit). Staff interested in these topics should watch for the dates in next week's UP-DATE. (GA)
7. Staff are reminded that conference rooms must be reserved with Junauld Braddock two days in advance. Please do not expect last-minute availability of the rooms. Also, please cancel reservations as soon as possible: The rooms are in heavy demand. (JB)
8. Representatives of the Department of Labor tentatively plan to be in St. Paul on 13 March for meetings and program review. (SS)

SERVICES UNIT

1. Staff will be meeting again with Ramsey County social workers on Thursday, 15 March, at 8:30 in the downstairs conference room. Please let Rebecca Welch know how many people other than counselors and coaches will be attending. (RW)

PROGRAM SUMMARY

The following Statistical Review was included in a draft communications release prepared last week by Gary Alley:

Since the beginning of operations, 52% of Work Equity's participants has been directly involved in employment or training (taken as an average for any given day of operation):

- 22% working on an unsubsidized basis (10% were working at the time of registration; 12% were placed as a direct result of Work Equity efforts).
- 10% placed in various classroom training programs.
- 20% placed in community work project assignments.

The remaining 48% was active in various components, though not directly involved in employment or training:

- IMS or EDP.
- Awaiting beginning of employment or training.
- participating in pre-training or employment improvement activities.
- placed on "medical hold."

Deregistrations were primarily the result of ineligibility determination. Only four participants were sanctioned for non-compliance.

The communications release included a number of case studies, reflecting WEP activities for habitually under- or unemployed clients, particularly in non-traditional areas.

GA (12/3/79)

WEP-11: SUMMARY OF WEP CLIENT CHARACTERISTICS

RECIPIENT - WEP MANAGEMENT

	09/15/78 TO 01/31/79			09/15/78 TO 10/01/79		
	ENROLL	DEREG	EMPLOY	ENROLL	DEREG	EMPLOY
SEX						
MALE	199	17	29	18	0	0
FEMALE	406	39	94	28	0	0
AGE						
UNDER 19	36	5	5	1	0	0
19 - 21	50	3	5	4	0	0
22 - 25	143	18	23	11	0	0
26 - 44	326	20	84	26	0	0
45 - 54	42	10	6	4	0	0
55 - 64	8	0	0	0	0	0
65 AND OVER	0	0	0	0	0	0
EDUCATION						
8 AND UNDER	54	5	7	5	0	0
9 - 11	179	21	27	10	0	0
12	303	26	73	25	0	0
OVER 12	69	4	16	6	0	0
PUB ASSIST RECEP						
WIN	603	56	121	46	0	0
AFDC	559	50	108	45	0	0
SSI	0	0	0	0	0	0
GA	0	0	0	0	0	0
FS	470	45	90	45	0	0
OTHER	0	0	0	0	0	0
ECON DISADV	600	55	122	46	0	0
ETHNIC GROUP						
BLACK-NOT HISPANIC	108	8	21	8	0	0
WHITE-NOT HISPANIC	413	39	95	27	0	0
ASIAN-PAC ISLD	26	1	1	3	0	0
AMER IND + ALASKAN	24	5	1	5	0	0
HISPANIC	34	3	5	3	0	0
VETERAN						
RECENTLY SEP + SPE	5	0	0	2	0	0
RECENTLY SEP	9	2	0	1	0	0
SPECIAL	2	0	1	0	0	0
OTHER VET	46	2	9	1	0	0
DISABLED VET	1	0	1	0	0	0
HANDICAP	160	13	23	5	0	0

RUN-DATE: 02/19/79

1/78 09/15/78 TO 02/16/79

 EMPLOY ENROLL DEREG EMPLOY

/

0	/	209	20	30
4	/	436	41	96

/

0	/	39	5	5
0	/	54	6	5
1	/	152	19	23
3	/	350	21	87
0	/	42	10	6
0	/	8	0	0
0	/	0	0	0

/

0	/	56	5	7
0	/	193	23	27
4	/	324	29	75
0	/	72	4	17

/

4	/	643	61	124
4	/	599	54	111
0	/	1	0	0
0	/	0	0	0
4	/	508	49	93
0	/	0	0	0
4	/	640	60	125

/

0	/	112	9	21
4	/	444	43	98
0	/	26	1	1
0	/	27	5	1
0	/	36	3	5

/

0	/	5	0	0
0	/	11	2	1
0	/	2	0	1
0	/	49	3	9

/

0	/	1	0	1
0	/	170	14	24

PAGE NO 0002

WEP-11: SUMMARY OF WEP CLIENT CHARACTERISTICS

RECIPIENT - WEP MANAGEMENT

	09/15/78 TO 01/31/79			09/15/78 TO 1		
	ENROLL	DEREG	EMPLOY	ENROLL	DEREG	
FULLTIME STUDENT	5	0	1 /	3		
CORR INST			/			
CURRENT	22	2	3 /	1		
PREVIOUS	52	4	7 /	2		
PENDING	7	2	1 /	0		
LABOR STATUS			/			
UNEMPLOYED	477	53	50 /	38		
EMPL FULL TIME	67	0	52 /	5		
EMPL PART TIME	43	1	16 /	1		
JOB ATTACHMENT	11	1	5 /	2		
OTHER	7	1	0 /	0		
WELFARE STATUS			/			
MANDATORY	333	28	92 /	25		
UNEMPLOYED FATHER	171	16	25 /	17		
VOLUNTARY	101	12	6 /	4		
OTHER	0	0	0 /	0		
INS RECIPIENT	7	3	2 /	0		
PRIME EARNER	558	49	113 /	45		
LIMITED ENGLISH	36	2	2 /	3		
FARM WORKER			/			
MIGRANT	0	0	0 /	0		
SEASONAL	1	0	0 /	1		

RUN-DATE: 02/19/79

09/15/78 TO 02/16/79

ENROLL DEREG EMPLOY

/ 5 0 1

/

/ 24 2 3

/ 55 4 7

/ 9 2 1

/

/ 515 58 51

/ 67 0 53

/ 43 1 17

/ 13 1 5

/ 7 1 0

/

/ 352 28 94

/ 181 19 26

/ 112 14 6

/ 0 0 0

/ 8 4 2

/ 595 54 116

/ 37 2 2

/

/ 0 0 0

/ 2 0 0



CITY OF SAINT PAUL
INTERDEPARTMENTAL MEMORANDUM

DISCUSSION WITH BILL MORRIS AND RODOLFO MENIZABEL
ON THE FUNCTIONS OF THE COUNSELING COACH WITHIN WEP

15, JANUARY 1979

Statement was made that now that Rodolfo is here on a steadier basis,
a solid working relationship between he and Bill is being re-established.

Functions presently performed by Rodolfo:

- paperwork--A series
 - incentives
 - change of status forms
 - R2's for suspense and R2's for deregistration
- filing
- client tracking
- makes phones calls, writes letter to clients
- locating clients who "disappear" or miss appointments
- does follow-up with other agencies
- received training in the administration of the GATB

Differences from what had been anticipated:

- wasn't expecting the large amounts of paperwork
- had expected more client contact

Anticipated changes:

- more client follow-up
- establishment of Rodolfo as contact person here to field client problems
- administration of the GATB

If we do take on GA recipients, there will undoubtedly be more changes/
additions, probably involving more client contact.

We will be meeting in this fashion each month.

Rebecca

Rebecca R. Welch
Asst. Coord.
Services Unit

RRW/gp



CITY OF SAINT PAUL
INTERDEPARTMENTAL MEMORANDUM

DISCUSSION WITH MILDRED GREENWOOD AND *Selia M. Staff* ON THE FUNCTIONS OF
THE COUNSELING COACH WITHIN WEP

JANUARY 16, 1979

Functions presently performed by Maria:

- paperwork-A series
- incentives
- roster of Mildred's clients in CWP
- follow-up on clients-phone calls
- letters
- returned no-show letters
- visiting clients with no phone

Differences from what had been anticipated:

- more paperwork
- less client contact

Anticipated changes:

- will depend on the person who replaces Maria as coach

If we do take in GA clients, there will undoubtedly be more changes/
additions, probably involving more client contact

We will be meeting in this fashion each month (regardless of who is in
the position of counseling coach).

Rebecca

Rebecca R. Welch
Asst. Coord.
Services Unit

RRW/SP



CITY OF SAINT PAUL
INTERDEPARTMENTAL MEMORANDUM

DISCUSSION WITH MARY KAY KERNAN, SYL BOOTH AND JOANN ENOS ON THE FUNCTIONS
OF THE COUNSELING COACH WITHIN WEP

JANUARY 24, 1979

Functions presently performed by JoAnn:

- explanation and administration of Career Assessment Inventory
- explanation and coding of occupational daydreams exercise
- explanation of sentence completion exercise
- contacts clients and arranges group meetings to accomplish the above
- follows up on no-shows and lets counselors know about no-shows at the above groups
- writes case notes about client contact
- paperwork--incentives
 - change of status forms
 - MIS forms
- explains and accompanies clients to MOIS use
- contacts RCWD financial workers to follow up on people who are "lost"
- cataloguing resource center
- resource on community resources
- training in new coaches

Differences from what had been anticipated:
none

Anticipated changes:

- assistance with facilitation/observation of some groups
- more paperwork
- more client contact and monitoring

If we do take on GA clients, there will undoubtedly be more changes/additions, probably involving more client contact.

We will be meeting in this fashion each month.

Rebecca R. Welch *Rebecca*
Asst. Coord.
Services Unit

RRW/gp

Migrants In Action - Salary Schedule

Administrative (Direct Administrative Responsibility):		First Year	Second Year	Third Year	Fourth Year	Fifth Year
Executive Director	1)	\$17,000	\$17,850 - \$18,700	\$19,635 - \$20,617	\$21,648 - \$22,730	\$23,866 - \$25,059
	2)	\$17,850	\$18,700 - \$19,635	\$20,617 - \$21,648	\$22,730 - \$23,866	\$25,059
	3)	\$18,700	\$19,635 - \$20,617	\$21,648 - \$22,730	\$23,866 - \$25,059	
	4)	\$19,635	\$20,617 - \$21,648	\$22,730 - \$23,866	\$25,059	
Deputy Director	1)	\$14,000	\$14,700 - \$15,435	\$16,207 - \$17,017	\$17,867 - \$18,760	\$19,698 - \$20,683
	2)	\$14,700	\$15,435 - \$16,207	\$17,017 - \$17,867	\$18,760 - \$19,698	\$20,683
	3)	\$15,435	\$16,207 - \$17,017	\$17,867 - \$18,760	\$19,698 - \$20,683	
	4)	\$16,207	\$17,017 - \$17,867	\$18,760 - \$19,698	\$20,683	
Planning Director	1)	\$13,800	\$14,490 - \$15,215	\$15,976 - \$16,774	\$17,613 - \$18,493	\$19,418 - \$20,388
	2)	\$14,490	\$15,215 - \$15,976	\$16,774 - \$17,613	\$18,493 - \$19,418	\$20,388
	3)	\$15,215	\$15,976 - \$16,774	\$17,613 - \$18,493	\$19,418 - \$20,388	
	4)	\$15,976	\$16,774 - \$17,613	\$18,493 - \$19,418	\$20,388	
Accountant (Supervisor)	1)	\$13,395	\$14,065 - \$14,768	\$15,506 - \$16,281	\$17,095 - \$17,950	\$18,847 - \$19,789
	2)	\$14,065	\$14,768 - \$15,506	\$16,281 - \$17,095	\$17,950 - \$18,847	\$19,789
	3)	\$14,768	\$15,506 - \$16,281	\$17,095 - \$17,950	\$18,847 - \$19,789	
	4)	\$15,506	\$16,281 - \$17,095	\$17,950 - \$18,847	\$19,789	
(Indirect Administrative Responsibility):		First Year	Second Year	Third Year	Fourth Year	Fifth Year
Proj. Coord. Special Projects/ Evaluator	1)	\$11,447 - \$12,019	\$12,591 - \$13,220	\$13,850 - \$14,542	\$15,235 - \$15,996	\$16,758
	2)	\$12,591 - \$13,220	\$13,850 - \$14,542	\$15,235 - \$15,996	\$16,758	
	3)	\$13,850 - \$14,542	\$15,235 - \$15,996	\$16,758		
	4)	\$15,235 - \$15,996	\$16,758			
Grants- Writer General Office Manager	1)	\$11,138 - \$11,694	\$12,251 - \$12,863	\$13,476 - \$14,149	\$14,823 - \$15,564	\$16,305
	2)	\$12,251 - \$12,863	\$13,476 - \$14,149	\$14,823 - \$15,564	\$16,305	
	3)	\$13,476 - \$14,149	\$14,823 - \$15,564	\$16,305		
	4)	\$14,823 - \$15,564	\$16,305			

Migrants In Action - Salary Schedule

Program Staff		1st Year	2nd Year	3rd Year	4th Year	5th Yr.
		(1) \$11,757 - \$12,344 (2) \$12,932 - \$13,578 (3) \$14,225 - \$14,936 (4) \$15,647 - \$16,429	\$12,932 - \$13,578 \$14,225 - \$14,936 \$15,647 - \$16,429 \$17,211	\$14,225 - \$14,936 \$15,647 - \$16,429 \$17,211	\$15,647 - \$16,429 \$17,211	\$17,211
Counselors						
Advocates		(1) \$ 9,994 - \$10,493 (2) \$10,993 - \$11,542 (3) \$12,092 - \$12,696 (4) \$13,301 - \$13,966	\$10,993 - \$11,542 \$12,092 - \$12,696 \$13,301 - \$13,966 \$14,631	\$12,092 - \$12,696 \$13,301 - \$13,966 \$14,631	\$13,301 - \$13,966 \$14,631	\$14,631
Fulltime Senior Clerical		(1) \$ 8,448 - \$ 8,870 (2) \$ 9,292 - \$ 9,756 (3) \$10,221 - \$10,732 (4) \$11,243 - \$11,805	\$ 9,292 - \$ 9,756 \$10,221 - \$10,732 \$11,243 - \$11,805 \$12,367	\$10,221 - \$10,732 \$11,243 - \$11,805 \$12,367	\$11,243 - \$11,805 \$12,367	\$12,367
Fulltime Clerical		(1) \$ 5,760 - \$ 5,904 (2) \$ 6,048 - \$ 6,199 (3) \$ 6,350 - \$ 6,508 (4) \$ 6,879 - \$ 7,050	\$ 6,240 - \$ 6,396 \$ 6,552 - \$ 6,715 \$ 6,879 - \$ 7,050 \$ 7,680	\$ 6,720 - \$ 6,888 \$ 7,056 - \$ 7,232 \$ 7,680	\$ 7,200 - \$ 7,380 \$ 7,680	\$ 7,680
Permanent* Part-time		(1) \$ 2.30 - \$ 2.41 (2) \$ 2.53 - \$ 2.65 (3) \$ 2.78 - \$ 2.91 (4) \$ 3.05 - \$ 3.20	\$ 2.53 - \$ 2.65 \$ 2.78 - \$ 2.91 \$ 3.05 - \$ 3.20 \$ 3.40	\$ 2.78 - \$ 2.91 \$ 3.05 - \$ 3.20 \$ 3.40	\$ 3.05 - \$ 3.20 \$ 3.40	\$ 3.40

* This position is considered to be a training position, and the rates are per hour..

MIGRANTS IN ACTION - SALARY SCHEDULE

		<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>	<u>5th Year</u>
Counselors	(1)	\$11,757 - \$12,344	\$12,932 - \$13,578	\$14,225 - \$14,936	\$15,647 - \$16,429	\$17,211
	(2)	\$12,932 - \$13,578	\$14,225 - \$14,936	\$15,647 - \$16,429	\$17,211 -	
	(3)	\$14,225 - \$14,936	\$15,647 - \$16,429	\$17,211		
	(4)	\$15,647 - \$16,429	\$17,211			
Manpower Aides	(1)	\$10,000	\$10,500 - \$11,000	\$11,550 - \$12,100	\$12,705 - \$13,310	\$13,340 - \$14,610
	(2)	\$10,500 - \$11,000	\$11,550 - \$12,100	\$12,750 - \$13,310	\$13,340 - \$14,610	
	(3)	\$11,550 - \$12,100	\$12,705 - \$13,310	\$13,340 - \$14,610		
	(4)	\$12,705 - \$13,310	\$13,340 - \$14,610			
Advocates Payroll Clk. Stat.Clk.II Research An.	(1)	\$ 9,994 - \$10,493	\$10,993 - \$11,542	\$14,092 - \$12,696	\$13,301 - \$13,966	\$14,631
	(2)	\$10,993 - \$11,542	\$12,092 - \$12,696	\$13,301 - \$13,966	\$14,631	
	(3)	\$12,092 - \$12,696	\$13,301 - \$13,966	\$14,631 -		
	(4)	\$13,301 - \$13,966	\$14,631			
F.T. Sr. Clk. Stat.Clk.I Court Liason Couns. Aide	(1)	\$ 8,448 - \$ 8,870	\$ 9,292 - \$ 9,756	\$10,221 - \$10,732	\$11,243 - \$11,805	\$12,367
	(2)	\$ 9,292 - \$ 9,756	\$10,221 - \$10,732	\$11,243 - \$11,805	\$12,367	
	(3)	\$10,221 - \$10,732	\$11,243 - \$11,805	\$12,367		
	(4)	\$11,243 - \$11,805	\$12,367			
Fulltime Clerical	(1)	\$ 5,760 - \$ 5,904	\$ 6,240 - \$ 6,396	\$ 6,720 - \$ 6,888	\$ 7,200 - \$ 7,380	\$ 7,680
	(2)	\$ 6,048 - \$ 6,199	\$ 6,552 - \$ 6,715	\$ 7,056 - \$ 7,232	\$ 7,680	
	(3)	\$ 6,350 - \$ 6,508	\$ 6,879 - \$ 7,050	\$ 7,680		
	(4)	\$ 6,879 - \$ 7,050	\$ 7,680			
Permanent * Part-time	(1)	\$ 2.30 - \$ 2.41	\$ 2.53 - \$ 2.65	\$ 2.78 - \$ 2.91	\$ 3.05 - \$ 3.20	\$ 3.40
	(2)	\$ 2.53 - \$ 2.65	\$ 2.78 - \$ 2.91	\$ 3.05 - \$ 3.20	\$ 3.40	
	(3)	\$ 2.78 - \$ 2.91	\$ 3.05 - \$ 3.20	\$ 3.40		
	(4)	\$ 3.05 - \$ 3.20	\$ 3.40			

* This position is considered to be a training position.

ORGANIZATION CHART (ACCORDING TO OUR CONTRACTS)
AS OF DECEMBER 31, 1978

