



Irene Gomez-Bethke Papers.

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MIGRANTS IN ACTION

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

AGENDA

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

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

Minutes - Board of Directors Meeting
April 15, 1978

Members present: Eustolio Benavides, Maria Castor, Teresa Martinez,
Luis Mendez, Nick Ramirez, Adan Torres, Agustina Torres

Employees present: Frank Guzman, Eugene Moore, Roberto Avina

Guests: Jose Garza

The Meeting commenced at 1:45 P.M.

Discussion about Agenda - Mrs. Torres suggested she had something very important to discuss and that it should lead the agenda. She also made a motion that "only board members and the Executive Director meet in Executive Session." The motion was passed and everyone else was asked to leave.

Mrs. Torres stated her deep concern since the last Board of Director's Meeting, with Eustolio Benavides' activities and behavior. She mentioned specifically interfering with committees, interfering with day to day internal agency activities, not following Board procedure, doing things without Board approval and continuing to look for fault in the Executive Director after the Board had stated their confidence in him. In other words Mrs. Torres said that she had lost confidence in Eustolio Benavides as a chairperson and board member.

She made a motion that "Eustolio Benavides resign or be removed from the Board of Directors immediately." It was seconded by Luis Mendez. Discussion centered around specific incidents and allegations: Benavides meeting with staff without permission of the Executive Director; directing the Executive Director without authorization of the Board of Directors; attempting to secure control of agency funds without authorization of Board of Directors; and interfering in the duties of the chairpersons of the personnel and evaluation committees. There also was a report that a Latino contacted the Impact Company to do an evaluation and that the reason given to the company for the evaluation was to find a way to remove the Executive Director of Migrants In Action.

Eustolio Benavides responded to some of the allegations acknowledging to some of them. The Board members discussed the matter for another half hour. Mr. Benavides asked that a vote be taken. The vote was 4-1 in favor of the motion. Ms. Martinez had left before the vote was taken.

Mr. Ramirez was then elected by the remaining Board members to be the temporary chairperson until as such time as new Board members are seated and a new chairperson is elected.

Ms. Castor suggested that because of the length of the meeting and the subject matter to be covered, that the only topics that should be brought before the Board are those that need to be acted upon before next month's meeting.

The Executive Director asked the Board to authorize new positions, all to be funded by CETA prime sponsors.

- A. 1 Executive Assistant by Dakota County CETA
- B. 1 Statistical Clerk I by St. Paul CETA
- C. 1 Telephone Operator-Receptionist by St. Paul CETA
- D. 2 Outreach Workers for the East Side by St. Paul CETA

A motion was passed to authorize all of the above except "D" which would be introduced again once the St. Paul CETA approved these positions.

The final Tree Project proposal and budget was presented by Eugene Moore, Planning Director. Discussion was centered around the budget including increases in pay for staff who will have additional responsibilities because of the Tree Project.

A motion to accept and support the Tree Project was passed.

The next meeting date was selected as May 11, 1978, at 6:30 P.M. at Migrants In Action.

Meeting Adjourned at 3:40 P.M.



MIGRANTS IN ACTION

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

TO: ALL STAFF

FROM: ALBERTO HERNANDEZ-ALCALA

DATE: FEBRUARY 8, 1979

RE: MINUTES OF THIS MORNINGS GENERAL STAFF MEETING

Alberto asked everyone to come to the meeting promptly and to have a pencil ready.

Official as of yesterday Migrants In Action will now be called Hispanos En Minnesota (HEM). At yesterday's Board of Directors Meeting the Board made a resolution to change the name to Hispanos En Minnesota.

On March 28, 29 and 30, 1979 all staff will be going through training at St. Paul United Way, 333 Sibley - 6th floor conference room. The training will run from 8:30 a.m. - 4:30 p.m. for those three days. All staff will attend and should make arrangements to do so. The only exceptions are program coordinators and Alberto.

Beginning next Thursday, February 15, 1979, Thursdays will be known as Staff Day. The schedule will be as follows:

General Staff Meeting	9:00 - 11:00
WEP Staff & Alberto	11:00 - 12:00
Planning Dept. & Alberto	1:00 - 2:00
Accounting Dept. & Alberto	2:00 - 3:00
303 Dept. & Alberto	3:00 - 4:00
Tree Project Staff & Alberto	4:00 - 5:00

At each of these meetings Alberto wants written reports from the Program Coordinators re: status of the department and staff members activities for the past week.

From now on the Planning Department will be called the Development Department.

Beginning Monday, February 12, 1979, only staff people will be allowed beyond the lobby area unless they are here on official agency business. This includes friends, relatives, past employees etc. This will apply to all programs and not just those housed here at 1162 Selby.

Attendance - Starting Monday, February 12, 1979 all programs not housed here will call in and give a report re: attendance.

The Board of Directors has formulated an official Personnel and Finance Committee.

Newsletter - the newsletter should go out on February 19, 1979, please turn in articles to Dolores.

Rodolfo announced that the Ballet Folklórico de Mexico will be appearing at Northrup Auditorium on February 19, 1979. You can get tickets from Daytons, Donaldsons or from Northrup.

Alberto reminded everyone about the Seniors Valentine Dance put on by Spanish Speaking Cultural Club. He has purchased twenty tickets for the agency if anyone wants tickets let him know. The dance will be February 16, 1979 at Las Palmas.

Jo Ann Enos reported on the staff Personnel Committee. They will get together with the Board Personnel Committee when they have all of their recommendations ready.

Alberto reported on the Youth Groups put on by CASA. Said they needed a shag carpet for the Prescott House for these groups if anyone has any ideas. He also commended Carmen on the fine job he is doing with these groups.

Kathy Nasi reported on the State-wide Conference to be put on by CASA on May 4,5,6, 1979. They are hoping to have guest speakers come from California and Texas. They are contracted to serve 300 people - will be the first state wide conference put on by CASA. The Conference will be divided into three parts (1) Children , (2) Youth, and (3) Adults and how chemical dependency affects all three. Plans include a dance on Saturday night, Mass at Our Lady of Guadalupe on Sunday with luncheon following and possibly some dancers that day too.

Alberto said that in his absence, Pam Alexander will be in charge.

Pam asked everyone that if people called in to donate clothing please tell them that we are no longer accepting clothing - thanks but no thanks. Ricardo and Pam will get together re: making a storage room out of the pantry, building shelves etc.

Alberto talked about the inefficient phone answering service here - stated that if a person does not answer the intercom in his/her work area just take a message and don't try to track them down as person is left on hold all day. He reminded everyone to let the receptionist know where you are at all times.

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. Alcala, 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. Alcala - 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 Alcala - 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.

GENERAL STAFF MEETING - MINUTES

June 13, 1979

Alberto Alcala opened the meeting at 9:05.

There was no quorum for the Board of Directors meeting on June 12, 1979. The next scheduled meeting will be June 26, 1979 at 5:30p.m.

The general staff meeting was held today at the request of Marc Zimmerman. Beginning June 18th all general staff meetings will be held on Tuesdays at 9:00 a.m.

There was an introduction of new staff members:

Leonor Brandt - CASA
Danny Rodriguez - Accounting
Greg Ortega - WEP
Marc Zimmerman - CASA

WEP

JoAnn read the report for WEP.

Alberto asked JoAnn to give an outline on the WEP program, which she did. WEP has the use of a Micro-Fisch viewer and also has a testing unit.

Marc asked if the GATB test was given in Spanish? JoAnn said the test was given by Ramon Miranda, Minn. Employment Security in Minneapolis.

The rest of the staff introduced themselves.

303

Pam Alexander gave her report on Section 303. There are changes in 303 eligibility. Full time students and crew leaders are now eligible. There were 69 enrollments of farm workers and 52 non-farm workers. This is the first year for keeping statistics on non-eligible clients. There were no in career positions - most referrals being made to unskilled jobs.

CASA

Marc Zimmerman gave his report on the on site review. The main concern is refunding. There will probably be a modification of work shops in next years CASA program. There were 150 people in attendance at the CASA conference and 100 people at the dance. It was considered a success.

CASA met all contractual goals for the 1978-79 fiscal year. CASA is in a state of transition which is always crucial. Marc read the letter from the Ramsey County Mental Health re: CASA on-site review.

Alberto gave a report on the Tree Project. The Tree Project will be extended to September 30, 1979.

GENERAL STAFF MEETING - MINUTES
June 13, 1979
Page 2

Alberto wanted to make it clear to the staff the understanding between MMC and HEM.

1. The amount of money needed, \$300,000 instead of \$200,000.
2. HEM would function in the metro area and MMC in the rural area.

A proposal is being put together for the metro area only should HEM need to compete for money.

Planning

Kay gave her report on the Health Service Plan. The legislature has given HEM a grant of \$50,000 to use over a two year period. Out of the \$25,000 for the first year an outreach worker will be hired for prevention and referral and we can also get a bilingual health advocate. We are not competing with the West Side Clinic. We contacted the St. Paul Company for funding. This needs clearance from United Way. The money would be used for research and screening. They are considering the plan.

Lee read the letter from Atzlan Program at Stillwater Prison thanking HEM for the help, services and the donation of \$200 on April 29, 1979.

Lee Also read the letter from Chicano Inc., St. Cloud Reformatory asking for assistance from HEM for \$200 for hobbycraft project.

Alberto gave the status on the Ashland house. The board is not in favor of selling the house so the house will not be sold. Pam said 50 to 60 families have utilized the house in the past year. Alberto will accept any recommendations for the use of the house.

William gave his report on the house at 69 Congress. The community is resistant to more than a one family dwelling. HEM is considering moving its offices to 69 Congress. HRA has previously used the house for offices. Tentative Open House would be July 15. JoAnn brought up the fact that using the house for offices defeated the purpose of the original plan; migrant housing. Kay said we have lobbyists to change the single dwelling status. The house is not for emergency housing but is for resettling families. Marc asked that we take time to think over a move from this centrally located office.

The bill for long distance telephone calls have been very high. All long distance calls should first be cleared thru the coordinators and then log the call with Sylvia.

GENERAL STAFF MEETING - MINUTES

June 13, 1979

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There was an announcement of three weddings for the month of June:

Danny - June 16
Gail - June 30
Lupe - June 30

All vacations schedules should be turned in by June 19, 1979.

There was a report from Jose Trejo that Riverview Hospital was being phased out within the next year. There is a need for a health care facility on the West side. Anyone who is interested in submitting their name to be on the Citizens Advisory Committee, please call Jose Trejo.

JoAnn made an announcement that Gov. Quie is honoring woman in high positions at a reception in the Governors' mansion June 13. Three Chicanas are being honored; JoAnn Enos and Lucy Campa from St. Paul and Fedelina Fischer.

Meeting was adjourned at 10:20 a.m.

Respectfully submitted by Darlene Guzman, Secretary.

AGENDA

November 16, 1978

6:00 P.M. 1162 Selby

- I. Approval of the Agenda
- II. Roberto Avina's Statement
- III. Approval of the Minutes
- IV. Director's Report
- V. Finance Committee Report
- VI. Selection of Director--Review of Remaining Applications
- VII. Adjournment

AGENDA

November 17, 1978

6:00 P.M. 1162 Selby

- I. Approval of the Agenda
- II. Eustolio Benavides' Statement
- III. Selection of Director--Interviews
- IV. Adjournment

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. Alcala 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.

MINUTES

Board of Directors Meeting
October 3, 1978

Members present: Irene Gomez Bethke, Maria Castor, Manuel Cervantes, Rudy Diaz, Luis Mendez, Alberto Miera, Salvador Rosas, Francisca Vega, Max von Rabenau

Members absent: Maria Head, Arturo Perez

Staff present: Frank Guzman

Meeting called to order at 6:55 p.m. Approval of the minutes and the agenda waived by the Chair

Formal introduction of new board members (Diaz, Bethke, Miera, von Rabenau, Perez) selected by quorum of the old board (Mendez, Cervantes, Castor, Head, Rosas) at a special meeting held on September 26, 1978.

Presentation of the executive director's report.

Election conducted for the two officer's positions: Irene Gomez Bethke, and Francisca Vega were duly nominated and elected, for secretary and treasurer respectively, by acclamation

S. Rosas suggested that all board members channel staff and community complaints or suggestions through the appropriate grievance procedure or in an open board meeting. This will help eliminate the lobbying and factionalization that plagued past boards.

S. Rosas presented suggested items for the next meeting's agenda that need immediate attention.

1. The establishment of a process for the education of the board regarding MIA structure and activities.

2. The creation of a set policy regarding the types of agency decisions and activities that must be approved by the board.

3. The re-drafting of MIA's By-laws and Articles of Incorporation.

4. An examination of the proposed personnel policies.

5. The decision of whether or not to accept the withdrawal of Frank Guzman's resignation or proceed with the search process.

A. Miera suggested that, because of the substantial delay plus in the interest of providing credibility to the search process already initiated, the decision be made at the present meeting. The other board members concurred. Discussion followed that the decision be the fairest possible to all actual and potential applicants and the program itself.

A. Miera made a motion, duly seconded, that the board, pending verification of an effective resignation, proceed with the selection process. After discussion the motion was passed unanimously.

A. Miera made a motion, duly seconded, that Frank Guzman be allowed to serve as Executive Director for at least two weeks after the selection process is completed. After discussion the motion was passed unanimously.

M. Cervantes made an amended motion, duly seconded, that the selection process be closed to applications from the original date suggested by the old search committee of August 18, 1978.

During the discussion, Frank Guzman indicated that he had never filed a formal letter of resignation although it was mentioned in his director's reports. M. Castor stated that the former board had formally accepted the resignation based upon the reports.

After further discussion the motion was defeated by a 5 to 4 margin, the Chair casting the deciding vote in opposition to the motion. L. Mendez voiced an objection stating that the by-laws prohibited the Chair from voting. After examination of the by-laws, nothing was found to preclude the vote.

I. Bethke made a motion, duly seconded, that the following dates be set for the search of the director:

Advertisements to be sent by.....Oct. 13, 1978

Applications to be sent byOct. 27, 1978

Recommendations to full board by.....Nov. 10, 1978

Final selection by.....Nov. 17, 1978

After discussion the motion was passed unanimously.

A. Miera made a motion, duly seconded, that the remaining members of the old search committee plus M. von Rabenau comprise the new search in addition to the two elected staff representatives. After discussion the motion was passed unanimously

Meeting was adjourned at approximately 10:00 p.m.

Submitted by: S.M. Rosas

MINUTES

Board of Directors Meeting
October 9, 1978

Members present: Sal Rosas, Arturo Perez, Alberto Miera, Max von Rabenau,
Mary Head, Irene Bethke, Francisca Vega.

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

Staff present: Frank Guzman, Gene Moore, Dorothy Royston, Adelina Miranda,
Dottie Swan.

Agenda was approved.

Minutes of the previous meeting were reviewed. Irene Bethke made a motion to make correction of the minutes to include names of search committee Board - Manuel Cervantes, Max von Rabenau, Sal Rosas, Mary Castor, Luis Mendez. Staff - Dorothy Royston and Pam Alexander. Alberto Miera seconded the motion. The motion was carried. Minutes of the previous meeting were accepted with noted correction.

Discussion followed regarding formal acceptance, based on Sal Rosas input, of oral and written resignation of Mr. and Mrs. Torres, Teresa Martinez, Albert Aguilar and John Acosta. Irene Bethke moved and it was duly seconded that a letter be sent accepting oral or written resignation of Mr. and Mrs. Torres, Teresa Martinez, Albert Aguilar and John Acosta. The motion was carried.

A motion was made, passed and carried that the secretary write a letter to former Board members accepting their resignation.

Communication break down dealt by staff. Mr. Guzman's recommendation. Gene Moore gave presentation of Planning Department - Status Report on Current Proposals/Activity Goals, 1978. Dorothy Royston and Adelina Miranda gave a short presentation on the Accounting Department - job descriptions, budget, employees contracted - total staff = 65 - 70.

Old Business - Training of Board of Directors
Macalester College was suggested. Friday, November 3, 1978 was the day selected.

Board Policy regarding Approval of Agency Activities. Many ideas and suggestions were discussed. Consistent, concise pattern report on activities favored (formal structure requested). Director's concern on different issues to be written up and presented to Board with his recommendations.

A motion was made and seconded to table proposed Personnel Policy until the next meeting and that it be item #1 of the Agenda. The motion was carried.

Additions to Old Business

Ramsey Action Program - Mary Castor, Chairperson of RAP Board, sent a letter asking for a representative from this Board. Frank G. suggested having an alternate for when he is unavailable to attend. Francisca Vega volunteered to be the first alternate. Manuel Cervantes to be second alternate.

Director advised Board of 1) Staff Changes - Roberto Avina to be Program Coordinator, Dottie Swan to be liaison, 2) Programs need better communication with the Director, 3) Staff sensitivity to clients, and 4) Need better definition of job descriptions.

Board recognizes Guzman's responsibility to direct his own program.

The meeting was adjourned.

Submitted by: Irene Bethke

Letter to former Board members.

Dear _____:

This is to inform you that as of October 9, 1978, the present board of Migrants In Action accepts your written/oral resignation. Thank you for your past interest and support.

Respectfully,

Mrs. Irene M. Bethke
Secretary - M.I.A. Board

AGENDA

October 9, 1978

4:30 p.m., 1162 Selby

- I. Approval of the Agenda
- II. Approval of the Minutes
- III. Staff Presentations
- IV. Old Business
 - A. Board Education Presentation
 - ☒ B. Board Policy Regarding Approval of Agency Activities
 - ☒ C. Proposed Personnel Policy
 - D. Additions
- V. New Business
 - A. R.A.P. Board Representation
 - B. Additions
- VI. Adjournment

AGENDA

November 6, 1978

3:30 p.m., 1162 Selby

- I. Approval of the Agenda
- II. Approval of the Minutes
- III. Director's Report - Program Presentations
- IV. Old Business
 - A. Executive Director Selection Process
 - B. Personnel Policy
 - C. Additions
- V. New Business
 - A. Davila Allegations
 - B. Resolution Regarding Border Fence Construction
 - C. Garcia Consent Decree ¹⁹⁷⁶
 - D. Additions

VI. Adjournment

Class Action

David Matson
school board & plaintiffs

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. Un-timely 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?

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Agenda approval - Mr. Rosas asked to change Mr. Alcalá, 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.

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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 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 3 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 carried - 6 ayes, 1 opposed.

~~Strike~~
~~are available - 1. Counselor position, 2. Chemical Dependency Coordinator.~~ - two positions

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

Board of Directors Meeting
November 6, 1978

Members present: Luis Mendez, Rodolfo Diaz, Irene Bethke, Sal Rosas, Alberto Miera, Francisca Vega, Max von Rabenau and Manuel Cervantes.

Members absent: Maria Castor, Mary Head and Arturo Perez.

Agenda was approved.

Minutes of the previous meeting were reviewed. A motion was made and seconded to approve the minutes. Motion passed.

Director's Report was given. Roberto Avina asked to make a presentation. He was placed on agenda as last item.

Carmen Rodriguez, Director of C.A.S.A., gave his presentation (oral). History: Angel Fernandez started proposal for x amount of dollars. It became an agency in 1977. Present staff is 10. Future plans to be regional resource center for treatment of Chicanos/Latinos. Goals/Objectives: under Governor's Bill will provide services for 40 Chicanos/Latinos. Quality is concern. Needs direction from higher authority. M.B.O. program is in effect. Responsibility of goals was accepted. Clarification of M.I.A.'s relationship to C.A.S.A. is needed. Also need of written policy and procedures. Communications need to be clarified.

Olga Yunis, Director of Minneapolis L.E.D.P., gave a presentation on the program. Staff includes Fermina Hernandez and Jean Fagerstrom. Lost 1 staff due to cutback. They will not be re-funded despite a good program. Placed mostly unskilled workers in restaurants, maintenance work etc. Place clients by calling companies establishing contacts. There is a need for this type of program. The Jaycees of Minneapolis are important in helping establish contacts. Part of program is public relations - their brochure delivered first contact. Program is out of funds, needs to come before the Minneapolis City Council to educate them on the merits of this program. Letters from the Board in support of the program would be helpful. Roberto Avina to give complete report of effort to continue funding. Olga encouraged Board members to visit the Minneapolis office.

Pam Alexander, Program Coordinator of M.I.A.'s D.O.L. program, gave presentation. Not only Hispanics are served - poor whites, blacks and Native Americans who qualify are also served. Qualifications: 50% of income in the last year must come from agricultural labor. Areas of financial assistance: food = \$150.00, residential support, emergency relocation - \$1,000.00. Two parts of program 1) emergency assistance 2) relocation. Areas of service include: unemployment, housing, family counseling, C.E.T.A. trained staff provide services offered by C.E.T.A. Minnesota Migrant Council received funding to put on a special program for education - basic english, remedial reading etc.

Ricardo Flores, acting Project Coordinator of the Tree Project, gave an oral presentation of his program - written material will be made available. New

goals - Latino program - tree technology project - skills for unemployed. (long range goal of M.I.A.). Training program could be funded by the City of St. Paul to train minorities and poor in a skill. Goals of the project: 1) Necessity of training for clients; 2) Develop a program for clients; and 3) Job development is dependent upon seasons. Program need - jobs for clients during off season. Implementation of program 1) Class room training, 2) On the job training. Quota: 40 Chicanos/Latinos, 20 Blacks, 20 Native Americans, 20 whites. Staff includes 33 ~~33~~ 8 ^{employees} were lost due to various reasons. Also have 1 woman on the project. 1979 - 78% of operating budget will be maintained. Ricardo makes weekly reports to Roberto Avina. This is a short term training project therefore not a permanent part of M.I.A. Cost effect study was initiated. Future of project: Ricardo recommends more training projects be approached and considered with the objective of training and employment of our clients. One half of the budget was used - money was frozen due to Congress lack of legislation.

Work Equity Program - Welfare clients to be employed. Two client coaches from M.I.A. are working on this program at 333 Sibley. Serve all minorities and poor. This is pilot project so the funding is unsure. Questions on staff answered.

Motion was made by Irene Bethke and seconded that Board training be provided during regular Board meetings. The motion was voted down. Discussion followed. A motion was made and seconded that another day be selected separate from the regular Board meetings and training be conducted on that day. The motion was passed.

Old Business

Motion made by Francisca Vega and seconded to table personnel policies to next meeting. The motion was carried.

New Business

Mrs. Bethke made a motion to pass a resolution on the "Tortilla Curtain". Motion was seconded and passed. Mrs. Bethke will write a letter of protest and include the Board's resolution. Letters to be sent to President Carter, 2 senators and the Director of the I.N.S.

Contact of selection committee was difficult, therefore notices of job position had been sent without input from committee. Discussion followed as to whether or not a new selection committee was needed. Alberto Miera commented the old committee was fine and recommended to keep it as such. Committee to meet this week.

Mr. Rosas reported that he had received the auditor's report. Alberto Miera made a motion to form a 3 person committee to discuss auditor's report with the C.P.A. and to report back to the Board. The motion was seconded and carried. I.R.S. is the agency that M.I.A. reports to. Three member committee includes: Francisca Vega, Alberto Miera and Sal Rosas. Committee to meet on Tuesday, November 14 at 4:30 p.m. with the C.P.A.

Sal Rosas suspended meeting to hear David Matsumoto's report - possibility to settle out of court re: bilingual education in the St. Paul Public School District - have been negotiating for nine months. Summary - 47 names of claimants and take appropriate action. Consent Decree: 1. School Board and District - all students shall have equal education regardless of race, language etc. 2. Agree to commit themselves to the bilingual program (School Board and St. Paul Public School District. 3. Identify English disability children

(analysis and needs assessment). Multiprocess - home background (MN. home language census). 4. Coordination under one program - low achievers in SRA test, lower than 25%. Team of experts to analyse language disability effect. St. Paul School District agrees to maintain the 4 programs as they are - if federal funds run out, parents have the right to all records. Breakdown - 5-6 categories of language, either spanish or english monolingual, bilingual spanish dominant, alingual only english speaking - english dominant. Implementation will be in September, 1979. Motion made by Alberto Miera to accept the consent decree and have David Matsumoto represent M.I.A. in this and any related matters. The motion was seconded and carried.

Mr. Roberto Avina gave his report. Rodolfo Diaz made a motion to stay with the original meeting's direction of accepting Mr. Guzman's resignation so we should not get into this discussion. There was no second. Note: Board had already accepted Mr. Guzman's resignation.

A very productive discussion. Staff and Board discussed many areas of frustration. Chair recommended staff read policy manual and follow it.

Chair reported on Mr. Davila's letter.

Irene Bethke made a motion to get a copy of memos from Roberto Avina sent to all Board members. No procedure book was distributed to employees - lack of communication.

Alberto Miera made a motion to adopt the personnel policies as it is with the intent of further amendments, and to be effective as of tonight. The motion was seconded and carried.

Roberto Avina asked to be on agenda for the next meeting to present documentation supporting his position.

Mr. Davila's letter was discussed. Eustolio Benavides' letter was discussed.

Frank was presented with the information ^{the} in letters. Sal Rosas discussed his duties as Chairman of the Board. Alberto Miera made a motion that Frank Guzman respond to the allegations made in both Mr. Benavides' and Mr. Davila's letters in writing and that he send a copy to each of the Board members prior to the next Board meeting. The motion was seconded and carried.

November 9 was set for the selection committee meeting at 3:30 p.m. here at M.I.A.

Training date was set for January 13, 1979. Next meeting will be regular meeting November 16, 1978, 6:00 p.m. Mr. Avina on agenda. Selection of Director November 17, 1978.

The meeting was adjourned.

ommission *J. Bachke*

accepting
policy manual
Guzman motion

AGENDA

October 3, 1978

6:30 p.m., 1162 Selby

- I. Approval of the Minutes
- II. Approval of the Agenda
- III. New Business
 - A. Additions
- IV. Introduction of New Board Members
- V. Election of Treasurer & Secretary
- VI. Director's Report
- VII. Old Business
 - A. Proposed Agenda for Next Regular Board Meeting
 - B. Additions
- VIII. Adjournment

Issues
Pat.

Louis
Marcel
Maria
May
Pat.