



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

MEMO

TO: Frank Guzman
FROM: Roberto Avina *R. Avina*
DATE: October 2, 1978
RE: Work Equity Program

Frank,

Attached is the draft accepted for the scope of service for the Work Equity Program. This week we hope to have a contract signed and completed. We presently have two people working at WEP. They are Fabian Campa and Rodolfo Mendizabal.

Scope of Services
MIGRANTS IN ACTION

DRAFT

I. Relationship to Overall Work Equity Project

A. Existing Problems

The primary purpose of the St. Paul Work Equity Project is the attainment of self-sufficiency by AFDC recipients. The Project will provide an opportunity for agencies and units of government who are involved to: 1) better understand the employment needs of the recipient population; 2) assess the relative effectiveness of employment and training programs; 3) demonstrate methods of improving the coordination of services to participants. In addition, Work Equity should provide valuable knowledge to the U. S. Department of Labor, Health, Education and Welfare in their current efforts to design "welfare reform" proposals for consideration by the President and Congress.

B. Program Strategy

The program strategy involves the creation of a Work Equity Center staffed by qualified professionals and para-professions who will provide a comprehensive package of manpower services to eligible recipients. Services provided will include: intake and orientation; aptitude and interest assessment, individual employability development planning; intensive manpower services; subsidized employment, on-the-job training, supportive services, classroom training and job development.

In order that the center effectively perform the assigned tasks, the involvement of Migrants-in-Action is seen as appropriate within the counseling and counselor training area. The positions of client advocate within Migrants-in-Action are viewed as similar and compatible to the counseling coach function projected to occur within the Saint Paul Work Equity Program. Identification

and provision of Saint Paul WEP counseling coaches, i.e. staff members who can work in team fashion with Work Equity counselors is the understood need. These individuals should provide client tracking from the point of completed plan development through placement. Additionally, Migrants-in-Action's expertise in training/consulting with Latino clientele is acknowledged. A staff training program addressing issues involving the family, value systems, communicational and educational needs of the Latino is projected as an appropriate part of the overall in-service training to be provided St. Paul WEP staff.

C. Activities

This agreement provides the financial reimbursement to Migrants-in-Action for the provision of two counseling coaches on September 25 and two more on October 23, with additional coaching positions identified and negotiated as future need arises. These individuals should be representative of the population served and should have a working knowledge of the welfare system and the CETA, i.e. Career Guidance and Training Center within the City of St. Paul. Mutual agreement as to the appropriateness of the assigned individuals should occur prior to the date of their actual employment.

The counseling coaches will be directly responsible to the Assistant Coordinator within the Services Section of the Saint Paul WEP Program and ultimately accountable to the St. Paul WEP Coordinator. The counseling coaches will work with the assigned WEP counselor in a team arrangement with the counselor responsible for primary decision-making regarding the involved client. Within this framework, they will be expected to become knowledgeable in all areas of the Management Information Systems and complete client tracking paperwork, as assigned.

Should employment difficulties arise that cannot be resolved within the WEP Center, Migrants-in-Action will be asked for consultation and mediation.

Should the employment and/or performance of any of the assigned counseling coaches prove unworkable or inappropriate, transfer out of the WEP Center will be made on the written recommendation of the St. Paul WEP Coordinator.

Cultural awareness training dealing with a generalized understanding of the Latino population will be available as a part of the St. Paul WEP in-service training program. Individualized consultation about specific issues of concern in dealing with Spanish-speaking clients will be also available. Ten hours of intensive large and small group in-service training that includes the film Minnesotans Mexicanos, discussion of the Chicano and Chicana and educational priorities and an experiential review of the implications of work for the Chicano family will be provided. All training materials and supplies necessary to an effective presentation will be provided WEP staff as a part of these training sessions. A minimum of 25 hours of individual case consultation by a MIA staff member other than the assigned counseling coaches will be available. Such consultation will be structured on a monthly basis but will retain an on-call element. Such consultation will concentrate on job development and placement needs of the Latino client. The assigned consultant will report to the WEP Coordinator.

II. Project Objectives

The purpose of this project is to provide the WEP Center with an expansion of our counseling function within the services section via the inclusion of a counseling coach function. It is, additionally, directed at providing consultative and training services directed at a better understanding of the needs and expectations of the Latino community.

The overall objectives of MIA's involvement with the St. Paul Work Equity Program should be compatible with the goals of the St. Paul Comprehensive Manpower Plan.

Specific objectives include the provision of staff who can aid in the establishment of client rapport and who can support a consistency of contact for the individual participant. All activities of the counseling coaches should be directed at the implementation of individualized vocational plans that lead participants toward placement and retention of unsubsidized employment.

B. Monitoring

Counseling coaches will, within a team environment have specific follow-through responsibility for a maximum of 50 program participants at any one time. Monthly review of MIS print-outs with the Services Section Asst. Coordinator and the appropriate counselor indicates positive case activity for 80% of the identified caseload. All MIS expectations will demand 90% or better accuracy and daily submission of completed paperwork.

Training and consultation services will be monitored via a narrative outline of the intended activity prior to its initiation and a summary of the provided services at the point of completion. The training consultant will provide, on the last day of each month, a written summary of activities that includes time spent in the WEP Center and incorporate recommendations and proposed solutions to any pre-identified problems.

C. Statement of Cooperation and Coordination

Within the Work Equity Project Center the Division of Manpower Programs has established a Service Section. This section will in part be composed of vocational counselors and counseling coaches acting in a team relationship with one another in an effort to meet the work and training needs of the identified AFDC population. It is understood that the counseling coaches within this Section will remain Migrants-In-Action employees with all attached rights and benefits held intact. Administrative responsibility for the performance of this section and its personnel rests with the St. Paul Work Equity Coordinator and the Division of Manpower Programs. Functional supervision of the counseling

coaches lies with the Asst. Coordinator in the Services Section.

The Director of Migrants-in-Action or his delegate will be responsible for insuring coordination and cooperation among designated staff members and will be responsible for specifying in-service training procedures and initiating said programs in a manner that respects Work Equity time frames and staff responsibilities.

WEP

Frank

REQUEST FOR ADVANCE OR REIMBURSEMENT

1. GRANT NUMBER

2. INVOICE NUMBER

33570

2

PROGRAM NAME AND ADDRESS

Migrants In Action
1162 Selby Ave.
St. Paul, Minnesota 55104

4. PAYEE NAME AND ADDRESS

SAME

5. REPORT PERIOD

MONTH

YEAR

November

1978

6. TYPE OF PAYMENT REQUEST

☒ REIMBURSEMENT☐ ADVANCE

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>12-7-78</u>	\$ 3,125.08
2. CASH DISBURSED TO DATE (ENTER DATE) <u>12-7-78</u>	6,335.52
3. SUB-TOTAL (LINE 1 - LINE 2)	3,210.44
4. CASH REQUESTED, NOT YET RECEIVED	-0-
5. SUB-TOTAL (LINE 3 + LINE 4)	3,210.44
6. CASH TO BE DISBURSED FROM DATE ON LINE 2 TO THE END OF THE MONTH	-0-
7. SURPLUS (DEFICIT) FROM CURRENT MONTH (LINE 5 - LINE 6) AMOUNT OF REIMBURSEMENT DUE PROGRAM	\$ 3,210.44

B COMPUTATION OF AMOUNT OF CASH ADVANCE FOR COMING MONTH

8. CASH WHICH WILL BE DISBURSED IN COMING MONTH OF _____	\$
9. SURPLUS (DEFICIT) FROM LINE 7	
10. AMOUNT OF CASH ADVANCE REQUESTED (LINE 8 - LINE 9)	\$ -0-

C SCHEDULE OF REQUESTED PAYMENTS

ENTER DATES OF MONTH ON WHICH CHECKS MUST BE RECEIVED
AND AMOUNT FOR WHICH EACH CHECK SHOULD BE WRITTEN.

DATE	AMOUNT	DATE	AMOUNT
1.		4.	
2.		5.	
3.		6.	
TOTAL AMOUNT OF REQUESTED PAYMENTS		(LINE 7 IF REIMBURSEMENT) (LINE 10 IF ADVANCE)	\$ 3,210.44

D CERTIFICATION: "I 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."

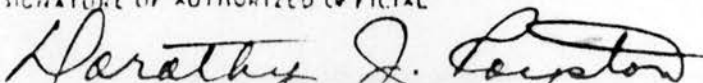
TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL

Dorothy J. Royston, Accounting Director

9. APPROVED BY (PROGRAM DIRECTOR'S SIGNATURE)



SIGNATURE OF AUTHORIZED OFFICIAL



10. DATE REPORT SUBMITTED

December 7, 1978

Subgrantee Name and Address Migrants In Action 1162 Selby Ave. St. Paul, Minnesota	2. Title I <input type="checkbox"/> II <input type="checkbox"/> III <input checked="" type="checkbox"/> VI <input type="checkbox"/> Program CT <input type="checkbox"/> OJT <input type="checkbox"/> PSE <input type="checkbox"/> WE <input type="checkbox"/> SC <input type="checkbox"/>	3. Grant Number 33570
		4. Start of Program D 9-25-78
		5. Report Period (Mo.) November, 1978

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGE BALANC
ADMINISTRATIVE COSTS					
01. Salaries and Wages					
02. Fringe Benefits					
03. Travel					
04. Staff Training					
05. Office Supplies					
06. Purchased Equipment					
07. Rental Equipment					
08. Rent					
09. Utilities					
10. Custodial Services					
11. Insurance and Bonding					
12. Communications					
13. Other					
Administrative Totals	2,464.00	410.67	821.34		1,642.66
	2,464.00	410.67	821.34		1,642.66

ALLOWANCES

14. Enrollee Stipends					
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MONTHLY FINANCIAL REPORT

-13-

Grant Number

33570

COST CATEGORY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BUDGE BALANC
SERVICE TO CLIENTS					
01. Salaries and Wages	13,462	2,236.16	4,520.56		8,941.4
02. Fringe Benefits	2,019.00	533.01	927.12		1,091.8
03. Travel	202.00	30.60	66.50		135.50
05. Consumable Supplies					
06. Purchased Equipment					
07. Rental Equipment					
24. Child Care					
25. Transportation					
26. Medical and Dental					
27. Legal					
28. Housing					
13. Other	750.00	-0-	-0-		750.00
Service Totals	16,433.00	2,799.77	5,514.18		10,918.8

PROGRAM TOTALS	18,897.00	3,210.44	6,335.52		12,561.0
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SCHEDULE A

CITY OF SAINT PAUL

SUBGRANTEE Migrants In Action

COMPUTATION OF WAGES FOR THE PERIOD 11-6-78 TO 11-17-78

(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>
F. Campa, Counseling Coach	40	5.65	80	452.00	452.00
R. Mendizabel, Counseling Coach	40	4.81	80	384.80	384.80
J. Anos, Counseling Coach	40	5.77	40	230.80	230.80

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

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

TOTAL \$ 1,067.60
(column 6 only)

SCHEDULE B

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 11-6-78 TO 11-17-78

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 Disbursed</u>
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1. Total payments for vacation, sick, holiday and other leave \$ -0-

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)	\$ <u>-0-</u>
FICA (EMPLOYER'S SHARE)	<u>64.47</u>
MEDICAL (EMPLOYER'S SHARE)	<u>-0-</u>
LIFE INSURANCE (EMPLOYER'S SHARE)	<u>-0-</u>
WORKMEN'S COMPENSATION @ .23 per 100.00	<u>2.53</u>
OTHER: <u>U.C. @ 4.5%</u>	<u>48.04</u>

2. Total Payments for other Fringe Benefits: \$ 115.04

3. Total actual fringe benefits (line 1 and line 2) \$ 115.04

SCHEDULE A

CITY OF SAINT PAUL

SUBGRANTEE Migrants In Action

COMPUTATION OF WAGES FOR THE PERIOD 11-20-78 TO 12-1-78

(1) <u>Employee and Title</u>	(2) Normal <u>Work Week</u>	(3) Budgeted Salary <u>Monthly or Hourly</u>	(4) Number of <u>Hours Worked</u>	(5)* Actual <u>Wages Paid</u>	(6)** Reimbursement <u>Requested</u>
F. Campa, Counseling Coach	40	5.65	72	406.80	406.80
R. Mendizabel, Counseling Coach	40	4.81	72	346.32	346.32
J. Enos, Counseling Coach	40	5.77	72	415.44	415.44

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

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

TOTAL \$ 1168.56
(column 6 only)

SCHEDULE B

CITY OF ST. PAUL

SUBGRANTEE Migrants In Action

ACTUAL FRINGE BENEFIT DISBURSEMENTS

FOR THE PERIOD 11-20-78 TO 12-1-78

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 Disbursed</u>
F. Campa, Counseling Coach	5.65	8	45.20
R. Mendizabel, Counseling Coach	4.81	8	38.48
J. Enos, Counseling Coach	5.77	8	46.16

1. Total payments for vacation, sick, holiday and other leave \$ 129.84

PAYMENTS FOR OTHER FRINGE BENEFITS:

RETIREMENT (PERA)	\$ <u>-0-</u>
FICA (EMPLOYER'S SHARE)	<u>78.44</u>
MEDICAL (EMPLOYER'S SHARE) (November)	<u>148.27</u>
LIFE INSURANCE (EMPLOYER'S SHARE)	<u>-0-</u>
WORKMEN'S COMPENSATION @ .23 per \$100.00	<u>2.99</u>
OTHER: <u>U.C. @ 4.5%</u>	<u>58.43</u>

2. Total Payments for other Fringe Benefits: \$ 288.13

3. Total actual fringe benefits (line 1 and line 2) \$ 417.97