



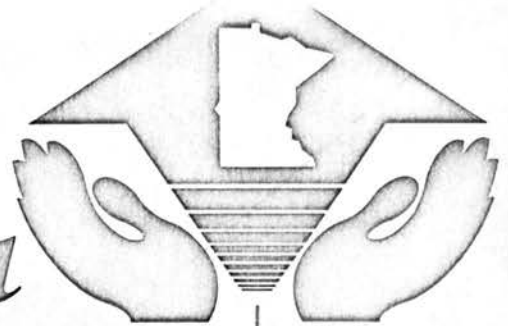
Irene Gomez-Bethke Papers.

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# Hispanos *en* Minnesota

Formerly Migrants in Action



MEMO

TO: Salvador Rosas

FROM: Ricardo Flores *RF*

RE: C.L.U.E.S. Proposal for Title XX Funds

DATE: December 3, 1979

On November 28, 1979, I was informed by Rick Cardenas, Chairman of CLUES Board of Directors that the agency's proposal for Title XX funds had been approved. In essence, the counseling service to be provided under Title XX will be geared and directed toward self-support, self-sufficiency, prevention and remedying of neglect, abuse, exploitation, preservation of families, community based care, and occasional securement of institutionalization.

The proposal has been awarded at a total of \$91,717.00 and will support a staff size of four and one/half persons plus additional program costs.

When asked if any over-lapping of services would occur between CLUES and the CASA component, the response by Rick Cardenas was "yes, some over-lap will occur". I do not think that a coordination of services would be detrimental. Coordination seems to be the intent, however, I could determine to what extent this is being planned.

Matching costs are being provided by St. Paul Companies, with an additional possibility of funds coming from the McKnight Foundation.

#### Board of Directors

Salvador Rosas  
*President*  
Manuel Cervantes  
*Vice President*  
Francisca Vega  
*Treasurer*  
Irene Bethke-Gomez  
*Secretary*  
Maria Castor  
Mary Head  
Alberto O. Miera, Jr.  
Arturo Perez  
Max Von Rabenau

**Executive Director**  
A. Hernandez-Alcala'

#### Services Provided

Migrant Services  
Manpower Training  
Housing  
Employment  
Education  
Community Development

#### Chemical Abuse Service Agency

Education  
Research  
Counseling  
Intervention

# M.

An Equal  
Opportunity Employer

A United Way  
Agency



Serving Minnesota's  
Largest Minority  
Hispanics  
Latinos  
Chicanos

C.L.U.E.S. Request to Hispanos en Minnesota

The Chicano/Latino Unidos en Servicios Organization has recieved funding approval by the Ramsey County Board of Commissioners. Funding for the program was set at approximately \$90,000.00, with the total budget coming from the Community Social Services Act. Created in 1979, CSSA is a combination of Title XX and Community Human Service funds.

Stipulations were attached which must be met prior to finalizing the contract. The C.L.U.E.S. organization must create new Board member positions for bank, legal, accounting, and business representation. Secondly, C.L.U.E.S. must identify and enter into an agreement with a fiscal agent who will handle their account.

This information was shared during a recent C.L.U.E.S. meeting of the Board. During the meeting the recommendation was made to consider requesting Hispanos en Minnesota to become the fiscal agent. The reasoning for this was based on Hispanos en Minnesota's experience with county contracts and also due to the questionable ability of Guadalupe Area Services to provide an approvable accounting service that would be acceptable to the county.



P.O. Box 30560, St Paul, Minnesota 55175

September 17, 1980

Alberto Miera, Chairman  
Board of Directors  
Hispanos en Minnesota  
551 State Street  
St. Paul, Minnesota 55107

Dear Mr. Miera:

On behalf of the Board of Directors of Chicanos/Latinos Unidos en Servicios (CLUES), I am writing to present a request to the HEM Board of Directors for their consideration at the September 17th meeting.

CLUES is a private, non-profit organization designed to provide bilingual-bicultural services to Title XX eligible clients. We have recently secured funding from Ramsey County for the amount of \$96,504 to be used from August 1, 1980 to July 31, 1981.

At present, we are in the process of negotiating our non-profit status with the Department of Internal Revenue Service. Until this process is finalized we would like Hispanos en Minnesota to serve as fiscal agent for CLUES.

I am enclosing a copy of the letter from Ramsey County Human Services confirming approval of our purchase of services proposal. Additionally, one of the members of our organization will be delivering copies of our proposal for your perusal.

We would appreciate your consideration of our request. I will be available to answer your questions and provide further information to the HEM Board as you deem necessary.

Sincerely,

*Richard Cardenas* MH

Richard Cardenas, Chairman  
CLUES Board of Directors  
644-4704  
296-4497





## COMMUNITY HUMAN SERVICES DEPARTMENT

COUNTY  
COMMISSIONERS  
Robert J. Orth  
Chairman  
Diane Ahrens  
Anthony A. Danna  
John T. Finley  
Hal Norgard  
Donald Salverda  
Warren W. Schaber

September 2, 1980

Mr. Richard Cardenas, Chairperson  
Chicanos/Latinos Unidos en Servicios, Inc.  
Box 30560  
St. Paul, MN 55165

Dear Mr. Cardenas:

The Community Human Services Subcommittee of the Ramsey County Board has approved your purchase of service proposal and full board approval is to be considered September 2, 1980.

We are recommending, prior to the initiation of service under this contract, that the Board of C.L.U.E.S. include as board members individuals who have expertise in legal, accounting, and banking areas in addition to the social service area; and that the County be notified immediately of any changes in board membership.

C.L.U.E.S. should enter into a formal subcontract for bookkeeping and accounting services, and this subcontract should become part of the purchase of service agreement.

All contract insurance requirements should be met as verified by a complete and accurate Certificate of Insurance.

Yours truly,

Joseph J. Gaertner  
Welfare Manager  
Purchase of Service

JJG/pjn

160 E. KELLOGG BLVD. • ST. PAUL, MINNESOTA 55101

(FORMERLY RAMSEY COUNTY MENTAL HEALTH AND RAMSEY COUNTY WELFARE DEPARTMENTS)  
EQUAL OPPORTUNITY EMPLOYER

C.L.U.E.S.

By-Laws

Article I.

Membership

Section 1.1. Membership Standards:

Bilingual or Bicultural person who is currently doing work in the behavioral and/or social sciences and who falls into one of the following categories:

- A. Has a degree in the behavioral and/or social sciences (B.S.+).
- B. Is working in a masters degree program.
- C. Has completed 3/4 of course work in a behavioral and/or social sciences degree program (B.A.).
- D. Is working on a B.A. degree in another field but has three years of full-time experience doing work in the behavioral and/or social sciences.

Section 1.2. Individuals who do not fall into any of the above categories may be voted in by group consensus if the group feels they could make valuable contributions. This can occur at any regular meeting.

Article II.

Board of Directors

Section 2.1. The general management of the affairs of the organization shall be vested in the Board of Directors.

Section 2.2. The Board shall be composed of eleven individuals; the Chairperson, seven member representatives and three community at large representatives. Within the Board shall be included members whose expertise is in the legal, accounting, and banking professions as well as the social service.

Section 2.3. The functions of the Board shall be as follows:

- A. Agency programs: the Board shall exercise such functions as development of program goals and objectives, policy setting, monitoring compliance with the terms and agreements of all funding sources, program evaluation and fund raising.
- B. Membership functions: the Board shall convene the membership meetings for the purpose of assuring that the goals of the organization are met.

Section 2.4. The duties of the officers shall be as follows:

A. Chairperson:

1. Convene and preside at meetings.
2. Represent the organization in official transactions.
3. Monitor the progress of all committees and task forces.

B. Vice-Chairperson:

1. Preside at the meetings in the absence of the Chairperson.
2. Exercise such functions as are delegated by the Chairperson.

C. Secretary:

1. Record minutes of meetings.
2. Mail minutes and notices to members.
3. Keep membership roster current.
4. Keep files of the organization.
5. Keep correspondence of the organization.
6. Keep statistical records of organizational functions.

D. Treasurer:

1. Seek sources of funding.
2. Collect membership dues.
3. Coordinate proposal writing.
4. Make financial reports to organization.

Article III.

Elections and Terms

Section 3.1. The Board shall be elected at the annual meeting of the organization upon nomination by a nominating committee or from the floor by the members present, except for the three community at large representative which shall be appointed by the Board.

Section 3.2. The membership shall elect the Chairperson of the Board. The Board shall elect the remaining three officers.

Section 3.3. The terms for election to the Board shall be staggered as follows:

Three (3) seats shall have three (3) year terms.  
Two (2) seats shall have two (2) year terms.  
Three (3) seats shall have one (1) year term.  
Three (3) Community at large representative seats shall have one (1) year term.

Section 3.4. Candidates for election to the Board shall run for specific seats with pre-determined terms.

Section 3.5. The term of office for the four officers shall be one (1) year.

Section 3.6. Board members shall be subject to removal at any time by the affirmative vote of the majority of all members of the organization.

Section 3.7. A member of the Board may resign at any time by submitting his/her resignation in writing to the Chairperson of the Board.

Section 3.8. In case of vacancies for any reason, the Chairperson shall have the power to appoint a temporary Board member to carry on the duties until regular elections are held.

#### Article IV.

##### Meetings

Section 4.1. The Board shall meet once each month and for special meetings as the Chairperson (in their absence, Vice-Chairperson) may call.

Section 4.2. General membership meetings shall be held quarterly.

Section 4.3. The organization shall hold an annual (October) meeting at a time and place voted on by the membership at the prior meeting. This meeting shall be held for the election of officers and for the transaction of such other business as may properly come before the organization.

Section 4.4. Notice of regular and of special meetings shall, in each case, be not less than three days in advance of each meeting.

Section 4.5. A quorum for conducting Board meetings shall be a simple majority of the members of the Board.

C.L.U.E.S. Application for Title XX Purchase of Service Contract with the  
Ramsey County Welfare Department

Address:

C.L.U.E.S., Inc.  
P. O. Box 30560  
St. Paul, MN 55165

Contact Person:

Ricardo Cardenas, C.L.U.E.S. Chairperson  
644-4704

Fiscal Agent:

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\*II The budget will be complete upon the receipt from St. Paul Fire & Marine Insurance Company for General and Professional liability. Our agent is Steve C. Aronson of W. A. Lang Company.



I. Application Summary

Chicanos/Latinos Unidos en Servicio - Chicanos/Latinos United in Service\* is a non-profit organization whose membership is comprised of professional and paraprofessional human service workers who share an overriding concern for the social service needs of the local Chicano/Latino population. The primary mission then is to enhance the Latino person's sense of self through the appropriate, responsible and effective utilization of human services.

The current social service delivery system is unprepared to deal with the needs of the Latino population. The underutilization of social services by the Latino population is related to the lack of professional bilingual and bicultural staff present within the currently existing social service delivery systems. The absence of such staff impedes the provision to the local Latino population of high quality social services in a culturally and linguistically appropriate manner.

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\*May be abbreviated to C.L.U.E.S.; henceforth, will be used as so indicated. Chicano-Latino population refers to Spanish-speaking, Spanish surnamed, Spanish origin; the population which is of Hispanic or Spanish descent, i.e. Mexican American or Chicano, Mexican, Puerto Rican, Cuban, of Central or South American descent. The majority of the Latino population in Minnesota is Mexican American.

It is the decision of the C.L.U.E.S. membership and Board of Directors that Title XX cost reimbursement contracting would be an appropriate vehicle for securement of the quality social service delivery that is urgently needed at present. This decision is supported by segments of the Chicano/Latino community as evidenced by the attached letters of endorsement.

This document, therefore, represents C.L.U.E.S. application for Title XX purchase of services contract with the Ramsey County Welfare Department to provide the following priority services: counseling services for individuals and families, general health services, and information and referral services all of which are to be delivered in a manner that is culturally and linguistically appropriate for serving the needs of the local Latino population. This agency would specifically entitle all Latinos and for their families in Ramsey County who meet Title XX eligibility guidelines to those services.

This agency is to be initially opened through acquisition of private funding sources. Once the agency is in full operation future funding will be dependent on reimbursement for the Title XX eligible client service delivery through the anticipated contract.

It is imperative that the social service delivery system address the needs of the continually expanding Latino population. This application represents C.L.U.E.S. commitment to this endeavor.

## II. Background Information

Preliminary notions regarding the organizing of the group which eventually became known as Chicanos/Latinos Unidos en Servicio (C.L.U.E.S.) were conceived by a Chicano graduate student of the School of Social Work, University of Minnesota. As a field placement assignment this student researched professional social service organizations, formulated initial plans, and contacted professional and para-professional human service workers. The majority of these workers were Chicano/Latino and actively dealt with the local Latino client population. The enthusiastic response led to intensive planning sessions by May of 1977. Many individuals expressed similar concerns with respect to Latino clients and the limited social services available. Accessibility to high quality services provided in a culturally and linguistically appropriate manner was seen as a priority need.

### A. Purpose

This gathering represented the first attempt to share these concerns collectively. Additionally, the group was serving as a unique forum of exchange for professional human service workers and as a motivating force for those aspiring to these professions. This exchange provided the impetus for initiating social action. The approved mission statement which evolved at that time represents C.L.U.E.S. commitments and ideals: (Articles of Incorporation of Chicanos/Latinos Unidos en Servicio, Inc., Article IV - Purposes)

"the main purpose of this group is to enhance the Latino person's sense of self through the appropriate, responsible, and effective

utilization of human services by influencing other agencies through reviewal and brokering processes for services needed and/or by providing a diversity of bilingual/bicultural services to persons of Latino heritage."

#### B. Goals

Goals of Chicanos/Latinos Unidos en Servicio as stated in the Articles of Incorporation, include but are not limited to the following:

##### I. Direct services to clients, including:

- 1) Developing programs to enhance life competencies of Latino clients and of potential clients.
- 2) Connecting clients with agencies and/or individuals and providing "how to" information for utilizing agency services.
- 3) Developing and providing a support and reference group for aspiring Latino social service professionals.

##### II. Programs to Agencies and Community, including:

- 1) Evaluating social services - competency-based practice.
- 2) Influencing agencies through social audit and review.
- 3) Providing continuing education to the professional community.

#### C. Operating Procedures

One year after its inception, C.L.U.E.S. became incorporated according to the Laws of the State of Minnesota. By-laws were drafted and approved and membership procedures were solidified. The Articles of Incorporation and By-Laws are attached. At present approximately 45 persons comprise the C.L.U.E.S. general membership and voting body. Virtually every member

actively participates in social service delivery and shares the common objective of improved services for Chicanos/Latinos. C.L.U.E.S., Inc., functions with an executive committee, which consists of a chairperson, vice-chairperson, treasurer, secretary, and member-at-large. Resumes of the current officers are attached.

The establishment of task forces has been an integral component of movement toward C.L.U.E.S.'s goals. Each task force functions in an interdependent manner within the overall structure of C.L.U.E.S. and contains one executive committee member, appointed to serve as liaison between the task forces and the executive committee. These task forces deal with issues relating to direct services, quality assessment, employment, and continuing education of human service workers.

#### D. Major Accomplishments

To date, the major accomplishments of this organization have resulted from the effective expenditure of time and effort on the part of task force members. Some of these accomplishments include the following:

- 1) In August, 1978, C.L.U.E.S. presented a two-day workshop to staff of the Ramsey County Welfare Department in response to a request for in-service training. The workshop dealt with Latino culture, Latino service needs, dimensions of biculturalism, implications for practice.
- 2) C.L.U.E.S. provided technical assistance to a group from Our Lady of Guadalupe Church which was advocating for Catholic Church commitment to the Archdiocesan Latino population.
- 3) C.L.U.E.S. has been instrumental in raising the issue of the need for the publication of Spanish language materials with

the City of St. Paul.

- 4) C.L.U.E.S. secured a mini-grant from the Center for Urban and Regional Affairs (CURA) for purposes of developing the program described herein.
- 5) C.L.U.E.S. advocated for and secured the reinstatement of a bilingual/bicultural staff position within a local human service agency.
- 6) C.L.U.E.S. has provided consultation services for the "Motivational Resettlement Program."

The present effort to provide services directly has been recently endorsed by the Spanish Speaking Affairs Council of the State of Minnesota. The Center for Urban and Regional Affairs (CURA), through provision of a mini-grant, has endorsed this project.

### III. Problem Statement

This overview is presented to adequately portray the origins and identity of the Latino population. Following the socio-demographic information, problem areas along with supporting evidence are identified and explained.

#### A. Socio-demographic Data

Latinos are now the largest ethnic minority group in the state. In 1975, an estimated 49,300 Latino persons lived in Minnesota<sup>1</sup> comprising 1.25% of the total statewide population. More than 70% of the Latino population are residents of the seven county Twin Cities metropolitan area. In 1975, it was estimated that there were 13,850 Latino residents in Ramsey County. This shows an increase of Latinos nearly two times



greater than the national Latino birthrate projected. The main reason for this is the heavy settling out of migrant and seasonal farmworkers\* to the metropolitan area. Annually, an estimated 880 persons settle out of the migrant stream into the metro areas. Future trends indicate that the Latino population will increase at a rate between 3.8% - 7.6%. Using these figures the projected 1979 statewide Latino population ranges from 57,149 to 65,702 and the 1980 Latino population will range from 59,406 to 71,106.

There is a scarcity of hard data on the characteristics of the Latino population in the metropolitan area. However, the Latino Needs Assessment Report indicated that 50-65% of its sample population is primarily Spanish speaking and that the migrant farmworker experience has been part of the past for 92% of this population.

#### B. Problem Areas

Unfortunately, as the Latino population has increased over the years, the social service agencies have not recognized the need for providing services in a culturally and linguistically appropriate manner. Cultural and linguistic barriers exist to obstruct the agencies provisional capabilities and the Latino's participation in social services.

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\*A migrant farmworker means a seasonal farmworker who performs or has performed during the preceding 12 months agricultural labor which requires travel such that the worker is unable to return to his/her domicile (accepted place of residence) within the same day. A seasonal farmworker means a person who during the preceding 12 months worker at least 25 days in any one establishment. "Seasonal farmworkers" includes both migratory and non-migratory individuals who are fulltime students or supervisors or other farmworkers. "Farmwork" means work performed for wages in agricultural production or agricultural services.

Definitions are from the U.S. Department of Labor, Office of the Secretary.

"There are significant differences between the total life experiences of Anglos and Latinos. These differences exist in the areas of language, cultural values, normative behavior, and social structure preference. Such differences are crucial when examining the efficacy of traditional Anglo human behavior theories, treatment, modalities, and the systems which flow from them. The human service professions have not perceived the significance and depth of these cultural differences existing in Latino groups."<sup>3</sup>

Language is a major obstacle in acquiring social services.

"The Spanish language is more than just a means of conversing. It is both a symbol and an expression of a community of peoples with a history of time bound to traditions and customs. Language is the key to the culture of Spanish speaking people manifested in their social constructs, values, and psychology."<sup>4</sup>

The development of a therapeutic relationship is vital to a productive counseling experience. In our present service delivery system the burden of bridging the cultural and linguistic gap is placed on the Latino client. As a result, Latino clients, feeling they are not understood, drop out of the treatment process after the first or second contact.<sup>5</sup>

Evidence of this was documented in the Ramsey County Mental Health Study which states that seven of the 18 responding agencies with no Spanish speaking staff are seeing up to 76 Latino clients per month. Eight agencies reported they could not serve Latino clients. Among some of the reasons mentioned for this was the lack of Spanish speaking personnel. At least forty requests for services per month from Latino clients could not be met by agencies that reported.<sup>6</sup>

In Reviewing Individual and Family Counseling Services in Ramsey County there are 2,308 Latinos per one Spanish speaking individual and family counseling professional.<sup>7</sup> (Please refer to chart in Appendix.)

These findings lead to the conclusions that:

- Latinos are excluded from the existing social service delivery system. They can use only those social services focused on the problems of survival.<sup>8</sup>
- For those Latinos who speak primarily Spanish, concrete social services are available only if someone intercedes in their behalf. Counseling services in these instances become inaccessible to this segment of the Latino population.
- Since most Latinos who are primarily Spanish speaking cannot read or write Spanish; written materials even when they appear in Spanish are not useful unless accompanied by verbal bilingual service. Dependence on the use of translation as a primary method of communication in the delivery of social services is unsatisfactory. Aside from being inconvenient, much valuable interaction is lost between service worker and client.<sup>9</sup>

Therefore, social services are most accessible to those Latinos who are primarily English speaking and can operate in an Anglo-\* oriented service delivery system.

Although Migrants-In-Action provides service to the migrant population and the Spanish Speaking Seniors Program provides services to Latino Seniors, neither of these agencies provide professional counselling services. These agencies are major referral sources for Chemical Abuse Service Agency (CASA) which provides chemical dependency services to Latinos and for the Latino Program which is the only agency which provides professional

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\*Anglo refers to an American of Northern European heritage; as opposed to Latino, refers to U.S. dominant/majority culture.

individual and family counseling by bilingual/bicultural staff. This program will discontinue its direct service component this spring leaving the Latino community without recourse.

The preceding illustrate the inadequacy of the present social service delivery system in meeting the needs of the Latino population. C.L.U.E.S. has been monitoring this delivery system and recognizes the need for improved and integrated service programs.

In summary, two overall problems prevail: 1) Latinos are excluded from the existing human service delivery system and 2) cultural and linguistic barriers limit access to existing social services.

### III. Overall Objectives & Methods

There are two overall objectives for addressing the problem of exclusion of Latinos from the present human service delivery system:

- 1a) To increase the total numbers of voluntary Latino participants
- 1b) To increase accessibility to services.

Information and referral services will assist Latinos in becoming aware of already existing services. The strong natural helping networks in the Latino community will increase the number of Latinos who become informed of the different services. This, in turn, will generate referrals from within the community and will result in an increase of the total number of Latinos who voluntarily seek social services.

The location of the agency in downtown St. Paul, flexible hours of operation that meet the needs of clients, use of home visits, and the utilization of a variety of treatment modalities which take cultural

and linguistic factors into account will increase accessibility to services.

The objectives for addressing the problem of limited access to services due to cultural and linguistic barriers are:

- 2a) To minimize the effect of barriers through the provision of bilingual/bicultural personnel.
- 2b) To minimize the effect of barriers through the use of culturally appropriate treatment modalities.

The provision of professional bilingual/bicultural personnel\* will reduce the cultural and linguistic barriers. Professional bilingual/bicultural workers will apply appropriate theoretical perspectives in a bicultural context. This will foster the development of the therapeutic relationship and minimize the risk of early client termination.

#### V. Program Content

Description of Services to be provided by C.L.U.E.S. under Contract;  
Goals and Objectives; Relationship of Services to the Goals.

##### VA. Service Title: Counseling Services

<u>GOALS</u>	<u>OBJECTIVES</u>	<u>RELATIONSHIP OF SERVICES TO GOALS &amp; OBJECTIVES</u>
I II IIIA IIIB IV V	To provide counseling services in a culturally & linguistically appropriate manner to approx. _____ Ramsey Cty. residents of Latino heritage and/or their families at an approx. cost of \$ _____.	Counseling service is provided to promote, maintain, or re-establish Latino individual and familial functioning by assisting such individuals and families in resolving personal and interpersonal problems that impede functioning. Culturally and linguistically appropriate counseling services will provide the means of achieving Title XX goals I through V in the following manner.

GOAL	SHORT TITLE	TARGET POPULATION SPECIFIC COUNSELING SERVICE AND RELATIONSHIP TO TITLE XX GOALS
I	Self-support	<p>Culturally and linguistically appropriate counseling service to Latinos will assist in achievement or maintenance of economic self-support, particularly for those Latinos in the lower socio-economic strata, such as the local resettled migrant population striving to gain economic self-support while adapting to lifestyle transition. Prevention, reduction, and elimination of dependency can be achieved through such counseling services which will provide means to gains in mastery of functioning.</p>
II	Self-sufficiency	<p>Appropriate counseling services to the Latino population will achieve self-sufficiency though reduction or prevention of dependency which will assist in self-competence gain. Such a sense of self competence and self-sufficiency is culturally in co-alignment with the Latino person's sense of self worth. Growth is inhibited by existence of dependency in the lives of the Latino individual and family. The proposed counseling service would aim to prevent such dependency and</p>



GOAL	SHORT TITLE	TARGET POPULATION SPECIFIC COUNSELING SERVICE AND RELATIONSHIP TO TITLE XX GOALS
		encourage self-sufficiency.
IIIA	Neglect, Abuse, Exploitation	Appropriate counseling services for Latinos can serve as a familial resource for dealing with the neglect, abuse and exploitation of Latino children and/or adults who are unable to protect their own interests. These counseling services will allow for individual and familial participation in preventing and remedying such neglect, abuse, and exploitation.
IIIB	Preserving Families	Culturally and linguistically appropriate counseling services to Latinos must be geared toward the preservation, rehabilitation, and reunification of the Latino family particularly as the familial bond is of crucial importance within the Latino family system. Such enmeshed and extended family systems, when in a state of short or long-term dysfunction, are frequently amenable to treatment provided through appropriate counseling methods.

GOAL	SHORT TITLE	TARGET POPULATION SPECIFIC COUNSELING SERVICES AND RELATIONSHIP TO TITLE XX GOALS
IV	Community Based Care	Preventing or reducing inappropriate institutional care of Latino persons can be achieved through the provision of culturally and linguistically appropriate counseling services. Brokering and advocacy services, community-based care, and other such forms of less intensive care may also serve to strengthen the Latino person's sense of self. Such care may enhance community cohesion and offer mutual support among the membership.
V	Institutionalization	Service that involves making referral or securing admission for institutional care when other forms of care are not appropriate, and/or providing services to individuals in institutions may occasionally be provided through these Latino counseling services. However, such institutionalization is relatively infrequent among the local Latino population and it is not foreseen that this agency will directly be involved with institutional counseling services on an on-going basis. Psychiatric consultation will be secured when deemed nessary by staff

members involved in counseling efforts.

Counseling services delivered in a culturally and linguistically appropriate manner will then focus on the expedient handling of institutional care

and on the provision of informational and advocative services.

#### Description of Counseling Services

It must be emphasized that the delivery of counseling services is to occur in an interdependent manner with the other services offered by this agency. These services are not mutually exclusive since all can and should be utilized in the context of one service. Staff will have the expertise and qualification to deal with all three services simultaneously. Individual and family counseling will be provided by a bilingual/bicultural\* staff of MSW social workers. Consultation will be available to the social workers and attention will be paid to modifying currently used practice modalities for appropriate use with Latinos. The social workers will use their knowledge of the Spanish language and bicultural awareness to assess and intervene in those intra or interpersonal matters which impede client functioning.

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\*A bicultural person is one who can function within two cultural frames of reference as an integrated whole. In this proposal, bicultural applies to a person of Latino heritage who has acquired the skills to operate within the English speaking non-minority environment.

A bilingual person is one who has the proficiency to communicate in two languages effectively. In this proposal, bilingual applies to proficiency in English and Spanish.

Counseling services will be delivered to Ramsey County residents of Chicano/Latino heritage and/or their families. This includes all Title XX client eligibility categories. Of this direct grouping, approximately \_\_\_\_\_ clients will be served in a period of \_\_\_\_\_ years/months. Counseling will be Title XX goal-directed and geared toward self-support, self-sufficiency, prevention and remedying of neglect, abuse, exploitation, preservation of families, community-based care, and occasional securement of institutionalization. Assessments will be made for each individual, family or group served.

Due to the uniqueness of the clientele, individual counseling may include a wide array of cases such as: those with a psychiatric orientation; those requiring guidance in helping the client understand and utilize other existing services; and those requiring crisis intervention. The professional staff may employ techniques such as socialization, role play, and behavior modification in a professional helping manner so that each client will be afforded high quality service. Counseling will encompass numerous problem areas.

Family counseling will serve as an important method of meeting Title XX counseling goals and objectives. Dysfunction within a family system usually affects every member of the nuclear family and those of the extended family who are in interaction with the family system. Thus, this service will focus on family counseling, incorporating the extended family system which is an integral part of the Latino's sense of identity. For

effective treatment, a Latino must be viewed from within an integral part of his/her family system. It will be important to work with all family members, integrating each person's self-identity into the larger family as a whole. This may be achieved through individual counseling at the onset of treatment with later incorporation of all family members and may require the services of more than one social worker.

An ego competence systems approach is seen as useful in working with Latino families since the family is viewed in terms of the cultural, social, linguistic, and religious values which have solidified the family unit. This approach has been useful for assisting in the reintegration of a mentally ill person back into the family as well as dealing with such problem areas as juvenile delinquency, truancy, and marital conflicts.

In addition to this, the social workers will establish and maintain contact with other social service professionals who are involved in other aspects of the client's functioning. They will also serve as referral agents and community resource experts to provide knowledge of and access to other services the client may need. Advocacy and brokering services will be delivered in those cases where it is deemed that the client is unable to do this independently.

VB. Service Title: General Health Services

GOALS	OBJECTIVE	RELATIONSHIP OF SERVICE TO GOALS & OBJECTIVES
I II IIIA IIIB IV V	To assist Latino individuals and/or their families to obtain general & mental health care and to provide such service to approx. _____ persons at an approx. cost of \$_____.	Culturally and linguistically appropriate means to health and mental health services are provided to enable Latino adults and children to receive the type and quality of care that will allow them to function to maximum potential in their own home, community, or in appropriate institutional settings.
GOAL	SHORT TITLE	TARGET POPULATION SPECIFIC HEALTH SERVICE AND RELATIONSHIP TO TITLE XX GOALS
I	Self-support	Culturally and linguistically appropriate service provision enables access to general health service and will assist Latino persons and their families in achieving and maintaining economic self-support. Securing appropriate health services may reduce, prevent, or eliminate dependency caused by illness and the lack of appropriate treatment.
II	Self-sufficiency	Identifying appropriate and quality health resources, providing referral information, and assisting in advocacy activity to secure such resources will be based on the overriding goal of self-sufficiency. Capitalizing on individual abilities to follow through and



GOAL	SHORT TITLE	TARGET POPULATION SPECIFIC HEALTH SERVICE (GENERAL & MENTAL) AND RELATIONSHIP TO TITLE XX GOALS
		secure the advised general health services will lead to achievement of the Latino person's greater sense of self competence and self-worth. The improved state of general health will lead to the reduction and/or prevention of dependency.
IIIA	Neglect, Abuse, Exploitation	Provision of information regarding health services and advocacy in the securement of such appropriate health services may play a significant role in the prevention or remedying of neglect, abuse, or exploitation of Latino children and adults unable to protect their own interests.
IIIB	Preserving Families	Access to and securement of appropriate quality health services will aid in the preservation, rehabilitation, and reunification of families suffering the effects of dysfunction that often accompany general or mental illness. Elimina- tion of such stress and the improved medical and psychological care could strengthen the family unit.

GOAL	SHORT TITLE	TARGET POPULATION SPECIFIC HEALTH SERVICE (GENERAL & MENTAL) AND RELATIONSHIP TO TITLE XX GOALS
IV	Community-based Care	Preventing or reducing inappropriate institutional care of Latino individuals and their families can be achieved through the provision of general health information. This can also be achieved through advocacy in securement of appropriate community based resources. Community-based care, and other such forms of less intensive care strengthen the Latino person's sense of self, community cohesion, and mutual support.
V	Institutionalization	Enabling access to appropriate general and mental health care may involve securing referral or admission for appropriate institutional care for persons of Latino heritage and/or their families when other forms of care are not appropriate.

Description of Health Services

Health service is an area which is extremely underutilized but viewed as important to the Latino population. The goal of the health service is to see that Latinos who need health care receive it. Current and accurate information on all health services in the county will be maintained. Files shall include information on dentists and dental clinics, doctors and medical clinics, hospitals, psychiatrists, psychologists, psychiatric social workers, mental health clinics, state institutions, public health nurses and facilities, optometrists and others deemed necessary. Provisions will be made for accumulating information on those health professions who are Spanish speaking.

The social workers will assess the client's difficulty and refer them to appropriate health facilities. In cases where the client is unable to initiate contact with the facility, the social worker will accompany the person him/herself. The social worker will also act as a mediator or liaison between clients and health professionals to deal with those linguistic, social or cultural difficulties to ensure maximum service to the client.

Some of the health service delivery will occur within the context of the counseling service as aforementioned. These services will be delivered to Ramsey County residents of Chicano/Latino heritage and their families, and, as with the counseling services, includes all Title XX client eligibility categories. Approximately \_\_\_\_\_ clients will be served in a period of \_\_\_\_\_ year/months.

VC. Service Title: Information and Referral Service

GOALS	OBJECTIVE	RELATIONSHIP OF SERVICE TO GOALS & OBJECTIVES
I II IIIA IIIB IV V	To provide bilingual and culturally relevant Information & Referral services to approx. _____ Latino persons at an approx. cost of \$ _____.	Information and Referral service assists persons in learning what services are available to deal with problems and how to locate and use these services. This service, through provision of bilingual and culturally relevant information and referral processes provides clients with the opportunity to select from among a variety of services attempting to achieve one or more goals.
GOAL	SHORT TITLE	TARGET POPULATION SPECIFIC INFORMATION AND REFERRAL SERVICE AND ITS RELATIONSHIP TO TITLE XX GOALS
I	Self-support	Receiving appropriate and linguistically comprehensible information and referral to needed human service resources is a service that will enable the Latino individual, family, and community to achieve greater economic self-support. Securement of such information and advocacy in locating services which are accessible to this population can assist in the prevention, reduction, or elimination of dependency.
II	Self-sufficiency	Understanding the processes involved in attempting to utilize human services can be a difficult and confusing experience, particularly if one is unable to receive such information in his/her dominant language.

GOAL	SHORT TITLE	TARGET POPULATION SPECIFIC INFORMATION AND REFERRAL SERVICE AND ITS RELATIONSHIP TO TITLE XX GOALS
		<p>Without comprehensible understanding of new information and referral, dependency results -- dependency on only those resources with which one is already familiar. This in turn lessens one's sense of self-competence and self-sufficiency. The reduction or prevention of such dependency can occur for the Latino community with appropriate Information and Referral service.</p>
IIIA	Neglect, Abuse, Exploitation	<p>A quality information and referral delivery system can greatly assist in the prevention or remedying of neglect, abuse, and exploitation of Latino children and those adults and/or their families unable to protect their own interests. A comprehensible system containing bilingual messages (Spanish &amp; English) and culturally relevant information and referral delivered in an expedient manner will be recognized by the client and prospective client population as responsive to present protection needs.</p>

GOAL	SHORT TITLE	TARGET POPULATION SPECIFIC INFORMATION AND REFERRAL SERVICE AND ITS RELATIONSHIP TO TITLE XX GOALS
IIIB	Preserving families	<p>The preservation, rehabilitation, and reunification of families may be enhanced by linguistically and culturally appropriate quality Information and Referral service and the publication of the existence of such a service. Families often encounter situations which may require outside assistance or may wish to become involved at some level with certain human service or community organizations. Information and Referral to appropriate services could conceivably lead to stronger family units.</p>
IV	Community-based Care	<p>Appropriate and quality information and referral delivery to the Chicano/Latino population enables access to community-based care, home-based care, and other forms of less intensive care, thereby reducing or preventing inappropriate institutional care.</p>
V	Institutionalization	<p>Quality bilingual information and referral services allow for the securing of information, referral or admission for institutional care when other forms of care are not</p>



appropriate. This service will also be available to those Latino persons and/or their families who are in institutions.

#### Description of Information and Referral Service

Information and referral has been implied in the discussion of both counseling and health services. Because there are so few bilingual/bicultural workers, Latinos are not well-informed of existing services. The agency will maintain current information on community resources. The social workers will be aware of services especially those that are bilingual/bicultural and could benefit their clientele. This will provide clients with the opportunity to select from among a variety of services in attempting to meet their needs.

The social worker will act in a brokerage role to elicit appropriate response from the referral facility. In cases where the client encounters inaccessibility or refusal for an existing service due to language or racial barriers, the social worker will act as an advocate to insure the client's right to such service.

The social worker may accompany and/or arrange transportation to services in order to promote maximum client participation. The worker may need to interpret and/or locate someone who could translate within an agency where services are provided monolingually in English.

The services will be implemented by a staff of three professional social workers & one secretary. The secretary will be able to read, speak, and write in both Spanish and English. The social workers will have MSW degrees and demonstrate an ability to converse fluently in the Spanish and English language. The workers will be bicultural in that they can function effectively within both

a Latino and Anglo context. Consultation will be provided by highly skilled professionally trained bilingual/bicultural consultants.

The Information and Referral service which occurs within the context of the counseling situation will be available to all Latino heritage Ramsey County residents and/or their families who meet Title XX eligibility guidelines for all categories. However, the telephone answering Information and Referral services will be provided to anyone who calls requesting information and referral.

VD. Evaluation: Description of How Program Goals & Objectives will be measured.

At the present time, instruments of measurement are being developed in order to evaluate progress toward attainment of program goals and objectives.

#### VI Board of Directors

As mentioned in the C.L.U.E.S. By-laws amended 4/24/79, the Board shall be composed of seven individuals: the following four (4) offices: chairperson, vice chairperson, secretary, treasurer; and, three (3) member representatives.

On September 20, 1979, a new Board of Directors was elected at C.L.U.E.S. annual meeting. The terms for election were staggered as such:

Three (3) seats have 3 year terms  
Two (2) seats have 2 year terms  
Two (2) seats have one year terms

(Please see By-laws for further explanation of Board duties and descriptions).

## BUDGET NARRATIVE

- 52110 Professional Staff The proposed professional staff would be composed of one full-time Executive Director at an annual salary of \$19,000, two full-time Masters level social worker at an annual salary of \$15,000 and on part-time Masters level social worker at an annual salary of \$7,500.
- 52150 Clerical Staff Composed of one full-time secretary/receptionist at an annual salary of \$9,6000.
- 52210 Health Benefit Plans In preparation by Mr. Steve Arenson W.A.Lang Insurance Co. To be submitted within 15 days.
- 52300 Payroll Taxes

FICA: Estimated at 6.13% of every gross salary on a yearly basis.

Executive Director	456.00
Social Worker	360.00
Social Worker	360.00
Social Worker $\frac{1}{2}$ time	180.00
Secretary/Receptionist	<u>230.00</u>
Total	\$1,586.00

FED Unemployment estimated at 0.7% of every gross salary on a yearly basis

Executive Director	133
Social Worker	105
Social Worker	105
Social Worker $\frac{1}{2}$ Time	53
Secretary/Receptionist	<u>67</u>
Total	463

Workman's Compensation - Pending until further notice from W.A. Lang Insurance Company.

- 52430 Other Professional Costs One bookkeeper contracted at \$5.50 an hour, 20 hours per month.

Costs for a Fiscal Agent will be included in this line item as soon as they are finalized by the Guadalupe Service Center.

- 52510 Office Supplies Basic office supplies have been estimated at \$80.00 per month.
- Outside printing has been calculated at \$70.00 per month.

52590 Other Supplies

4 desks - chairs - - Director & 3 Social Workers	\$984
1 Secretary work station	364
2 filing cabinets	160
1 typewriter	246
1 conference set (table & chairs)	563
1 set chairs for reception area	546
6 office chairs	269
3 bookcases	136
1 calculator	200
1 coat rack	93
3 lamps	180

52600 Telephone and Telegraph four (4) telephones

Installation	\$175.00
Monthly rate	126.00
Long distance	50.00

52700 Postage

Estimated at \$50 per month

52810 Rent of Space600 square feet at \$5.25 per square foot, totaling  
3,150 per year52830 Utilities

Estimated at \$100 per month

52840 Building and Grounds Repair

Estimated at \$50.00 per month

52880 Property Insurance and TaxesGeneral liability and five insurances in preparation  
by W.A. Lang Insurance Company and will be submitted at  
a later date.53210 Mileage Reimbursement - StaffEstimated at 300 miles per three (3) staff at  
0.17 ¢ per mile and 150 miles per month for one  
part-time social worker.53270 Staff Commercial Travel

Three four-day conferences, air fare plus \$25 per diem.

54910      Staff Recruitment

Includes advertising locally and out of state  
for all professional staff and locally for  
the clerical staff.

54920      Bonding and Liability Insurance

In preparation by W.A. Lang Insurance Company.

TOTAL = \$91,717.00

A) Position Description--Executive Director

Position Purpose:

To assure: the effective direction and administration of agency;  
the attainment of agency and staff goals and objectives;  
the delivery of quality supervision;  
the supervision of direct services with consideration of  
service delivery in a manner that is culturally  
and linguistically appropriate;

Accountability and Dimensions:

A) Accountability:

- 1) Reports to: Board of Directors of C.L.U.E.S.
- 2) Supervises: 2 1/2 MSW Bilingual/Bicultural Social Workers, Secretary
- 3) Reports to funding sources

B) Dimensions:

- 1) Principal Clientele: Title XX eligible Latino-heritage clients and/or their families who are Ramsey County residents.
- 2) Agency comprised of:
  - C.L.U.E.S. Board of Directors, elected by general membership
  - Four staff members of agency
  - client population

Principal Responsibilities:

- to administer program in effective manner;
- to ensure that goals and objectives (as outlined in proposal) are met and satisfied by target dates;
- to see that unit of service monthly quota is reached and that funding continues at level of activity desired/required;
- to provide staff supervision, hold regular weekly staffings and individual supervision as needed;
- to coordinate Intake Process for health, Information & Referral, and counseling services;
- to design client information and flow system;
- to provide training opportunities for staff;
- to meet with C.L.U.E.S. Board of Directors regularly;
- to meet with foundation representatives as needed;
- to meet with county representatives as needed;
- to provide community and consultative work and advocacy tasks as needed;
- to fulfill all reporting requirements of board and funding sources;
- to secure future funding;
- evaluation component;



### Authorities:

- to establish directorship and leadership in making crucial agency decisions;
- to maintain accurate records and files regarding activity and progress as well as anticipated goals;
- to check all forms written and ascertain that these have, in fact, been submitted in proper manner on a monthly basis;
- to review budget periodically, assessing changes, status;
- to schedule such sessions and to avail self weekly for unanticipated staff supervision;
- to oversee Intake Process, plan, and see that all staff members are informed as to correct proceedings;
- to consult with evaluation expert regarding designing such a systems methods for gathering data, use of information;
- to acquire facilities for such sessions;
- to acquire guest presenters;
- to purchase or rent needed equipment;
- to schedule such meetings, provide needed data and information;
- to pass along information to staff from Board of Directors;
- to provide needed data and information;
- to keep up contact, meet requirements;
- meet with clients on one-to-one basis, co-working or one-to-group basis, handle telephone calls, etc.;
- to function in direct service role in varied locations;
- staff hiring in accordance with Board Policy;

### Nature & Scope

#### RELATIONSHIPS

This position is related to county as overseer of cost reimbursement plan.

This position is related to foundations as funding sources—administrator must see that guidelines are met.

This position is related to organization as whole but directly deals with Board of Directors of C.L.U.E.S.

This position is related to other staff as follows—supervising responsibility and co-working relationships.

#### SKILLS, KNOWLEDGES, AND ABILITIES

- knowledge of and expertise in applying Social Work theories, modalities to work with specific population;
- administrative skill required;

- verbal and writing skills required;
- ability to converse clearly in English and Spanish and to make self understood;
- ability and skill to organize tasks around goals and objectives of agency;
- technical, managerial, human relations skills;
- MSW required;
- Social Work direct service skill required;
- ability to handle assessment of bilingualism/biculturalism;

## B) Position Description - Social Workers

### The Purpose of the Job

This position exists to provide social casework services in the areas of family and individual counseling, health, and information and referral to those Latino residents of Ramsey County meeting Title XX guidelines.

### Qualifications

The social workers should be graduates of a professional and accredited School of Social Work and hold MSW degrees. The social workers should be fluent in both the English and Spanish languages also being able to converse and write in them as well.

### Reportability

The two social workers will report to the Director of the agency.

### Dimensions

- 1) The principal clientele will include Latino individuals, families, and groups in Ramsey County.
- 2) This agency includes: Board of Directors - 7 members  
Staff - 4 people

The social workers should have experience working with people from various social and ethnic backgrounds. They should have knowledge of theories of human growth and development and how they can be applied in a therapeutic setting. The social workers should be aware of and sensitive to cultural factors influencing the client system. The social workers should be able to do an assessment, develop a treatment plan, coordinate services, and plan for termination. The social workers should have good organizational and planning skills and be aware of existing community resources.

### Responsibilities

The social workers will work in three areas: individual and family counseling; health service; and information and referral. Overall, the social workers will provide direct social casework services to Latino individuals, families, and groups meeting Title XX requirements.

The social worker will develop and implement a system to collect information on health and community services. Special emphasis will be collecting information on those bilingual/bicultural health and community services. Files will be maintained as resources for clients who need such services.

### Individual and Family Counseling

The social workers will use their knowledge of the Spanish language and bicultural awareness to assess and intervene in those intra or inter-personal matters which impede the client's functioning. The social workers should have knowledge of social work theories related to the client's psycho/social/cultural functioning and attention should be paid to modifying currently used practice modalities for appropriate use with Latinos. The social workers will be instrumental in developing a treatment plan utilizing necessary resources. The other social workers may be involved in co-therapy. In addition to this, the social workers will establish and maintain contact with other social service professionals who are involved in other aspects of the client's functioning. The social workers will also serve as referral agents and community resource experts to provide knowledge of and access to other services the client may need.

### Health Services

The social workers will assess the clients difficulty and refer them to appropriate health facilities. In cases where the client is unable to initiate contact with the facility the social worker will accompany the person him/herself. The social worker will act as a mediator or liason between clients and health professionals to deal with those linguistic, social, or cultural differences to ensure maximum service to the client.

### Information and Referral

The social workers will dispense information and refer clients to appropriate community services and/or agencies. The social workers will be aware of various services—especially those that offer bilingual/bicultural services. The social worker will act in a brokerage role to elicit appropriate response from the referral facility. In cases where the client encounters inaccessibility or refusal for an existing service, the social worker will act as an advocate to insure the client's right to such service. The social worker may accompany and/or arrange transportation to services in order to promote maximum client participation. The social worker may also need to interpret and/or locate someone who could translate within an agency where services are provided monolingually in English.

### Supervision

Supervision will be provided by the Director of the agency. Case consultation will be available and provided by highly skilled professionally trained bilingual/bicultural consultants. An hour and a half supervision will be scheduled for each social worker whereby the director can provide educational, administrative, and supportive supervision to deal with case difficulties, administrative procedures and other relevant issues.

### Evaluation:

c) Secretary

The secretary must have a demonstrated ability to read and write in both the English and the Spanish languages. He/she should have previous secretarial experience, good organizational skills and type 50-60 words per minute.

The secretary will be responsible for reception room maintenance and client comfort while waiting to see a social worker. He/she will also be responsible for typing clinical reports, filing, letter, answering phones, taking messages, receiving and sending mail, etc. He/she will be responsible for maintaining the health and community services files, receiving correspondence and keeping it accurate and up-to-date.

D) POSITION: BOOKKEEPER

1. Prepare agency's payroll.
2. Prepare staff mileage checks
3. Provide all financial information for the preparation of Treasurer's Reports and Budget Limitations on a monthly basis.
4. Pay agency bills, reconcile bank statements. Prepare emergency checks as requested by Executive Director.
5. Complete federal and state tax forms, assist with health insurance and workmen's compensation forms and claims.
6. Prepare all financial information concerning Title XI services.



### Footnotes

- <sup>1</sup>Minnesota Bilingual Vocation Training Project Proposal, pp. 6-7.
- <sup>2</sup>Latino Social Service Needs Assessment Report, RCMHD, St. Paul, p. 9, 10, 36, 38.
- <sup>3</sup>Roberto P. Mejia, "Culture Conflict Theory: A Culturally Syntonic Theoretical Alternative for la Raza," Emerging Perspectives in Chicano Mental Health, Monograph No. 1, Juliette Ruiz, ed., Chicano Training Center, Houston, Texas, 1975, pp. 7-8.
- <sup>4</sup>Guadalupe Gibson, Ernesto Gomez, and Yolanda Santos, "Bilingual Bicultural Service Delivery to the Barrio," National Conference on Social Welfare, Annual Forum, New York, 1973, p. 45.
- <sup>5</sup>Roberto P. Mejia, op. cit., p. 5.
- <sup>6</sup>Latino Social Service Needs Assessment Report, p. 17.
- <sup>7</sup>Latino Social Service Needs Assessment Report, p. 17.
- <sup>8</sup>Latino Social Service Needs Assessment Report, p. 37.
- <sup>9</sup>Latino Social Service Needs Assessment Report, p. 37.

Chart I

Service Category-Ramsey County

Ratio-Spanish Speaking Professional:  
Number of Latinos

Community Organization	1:1,731
Economic	1:4,616
Education	1:282
Employment	1:2,308
Health	1:769
Housing	1:3,462
Individual and Family	1:2,308
Justice	1:3,462
Planning and Development	1:3,462
Religious and Spiritual	1:2,770
Social	1:2,770

Latino Social Service Needs Assessment Report, Ramsey County Mental Health Department, August, 1977; p. 14.

PROPOSAL SUMMARY CHART

PROBLEMS

1a) Latinos excluded from existing social services

1b) No consistent direct social service agency that provides professional counseling, health, and information and referral services in a culturally appropriate manner.

2a) Cultural-linguistic barriers to existing social services.

2b) Lack of therapeutic relationship due to language and culture in counseling services.

OBJECTIVES

1a) Increase in #'s of voluntary Latino participants

1b) Create an agency whose structure and location increases accessibility to services.

2a) Minimize the effect of these barriers through the provision of bilingual/bicultural personnel.

2b) Minimize the effect of barriers through the use of culturally appropriate treatment modalities.

METHODS

1a) information & referral

1b) Outreach, family links, sources of referral, natural helping and support networks.

2a) Bilingual/bicultural personnel.

2b) Capacity to apply appropriate theoretical perspectives in a bicultural context provided by highly skilled professionally trained bilingual/bicultural consultants.

EVALUATION

1) Maintain an unduplicated count of individuals who receive service with a monthly breakdown of #'s receiving services in order to analyze trends in the usage of service.

2a) Documentation of bilingualism/biculturalism through a brief oral Spanish and/or English language test and application of the Bicultural Assessment Tool.

2b) Documentation of the client's perception of the cultural and linguistic appropriateness of treatment.

C.L.U.E.S.

By-Laws

Article I.

Membership

Section 1.1. Membership Standards:

Bilingual or Bicultural person who is currently doing work in the behavioral and/or social sciences and who falls into one of the following categories:

- A. Has a degree in the behavioral and/or social sciences (B.S.+).
- B. Is working in a masters degree program.
- C. Has completed 3/4 of course work in a behavioral and/or social sciences degree program (B.A.).
- D. Is working on a B.A. degree in another field but has three years of full-time experience doing work in the behavioral and/or social sciences.

Section 1.2. Individuals who do not fall into any of the above categories may be voted in by group consensus if the group feels they could make valuable contributions. This can occur at any regular meeting.

Article II.

Board of Directors

Section 2.1. The general management of the affairs of the organization shall be vested in the Board of Directors.

Section 2.2. The Board shall be composed of seven individuals: the following four (4) officers: Chairperson, Vice Chairperson, Secretary, Treasurer; and, three (3) member representatives.

Section 2.3. The functions of the Board shall be as follows:

- A. Agency programs: the Board shall exercise such functions as development of program goals and objectives, policy setting, monitoring compliance with the terms and agreements of all funding sources, program evaluation and fund raising.

- B. Membership functions: the Board shall convene the membership meetings for the purpose of assuring that the goals of the organization are met.

Section 2.4. The duties of the officers shall be as follows:

A. Chairperson:

1. Convene and preside at meetings.
2. Represent the organization in official transactions.
3. Monitor the progress of all committees and task forces.

B. Vice-Chairperson:

1. Preside at the meetings in the absence of the Chairperson.
2. Exercise such functions as are delegated by the Chairperson.

C. Secretary:

1. Record minutes of meetings.
2. Mail minutes and notices to members.
3. Keep membership roster current.
4. Keep files of the organization.
5. Keep correspondence of the organization.
6. Keep statistical records of organizational functions.

D. Treasurer:

1. Seek sources of funding.
2. Collect membership dues.
3. Coordinate proposal writing.
4. Make financial reports to organization.

Article III.

Elections and Terms

Section 3.1. The Board shall be elected at the annual meeting (in October) of the organization upon nomination by a nominating committee or from the floor by the members present.

Section 3.2. The membership shall elect the Chairperson of the Board. The Board shall elect the remaining three officers.

- Section 3.3. The terms for election to the Board shall be staggered as follows:
- Three (3) seats shall have three (3) year terms.  
Two (2) seats shall have two (2) year terms.  
Two (2) seats shall have one (1) year terms.
- Section 3.4. Candidates for election to the Board shall run for specific seats with pre-determined terms.
- Section 3.5. The term of office for the four officers shall be one (1) year.
- Section 3.6. Board members shall be subject to removal at any time by the affirmative vote of the majority of all members of the organization.
- Section 3.7. A member of the Board may resign at any time by submitting his/her resignation in writing to the Chairperson of the Board.
- Section 3.8. In case of vacancies for any reason, the Chairperson shall have the power to appoint a temporary Board member to carry on the duties until regular elections are held.

#### Article IV.

##### Meetings

- Section 4.1. The Board shall meet once each month and for special meetings as the chairperson (in their absence, Vice-Chairperson) may call.
- Section 4.2. General membership meetings shall be held quarterly.
- Section 4.3. The organization shall hold an annual meeting (in October) at a time and place voted on by the membership at the prior meeting. This meeting shall be held for the election of officers and for the transaction of such other business as may properly come before the organization.
- Section 4.4. Notice of regular and of special meetings shall, in each case, be not less than three days in advance of each meeting.
- Section 4.5. A quorum for conducting Board meetings shall be a simple majority of the members of the Board.



- Section 4.6. A quorum for exercising the membership functions shall be one-third of the organizational membership.
- Section 4.7. Unless otherwise provided by law, a majority of votes cast shall govern in every matter voted upon.

#### Article V.

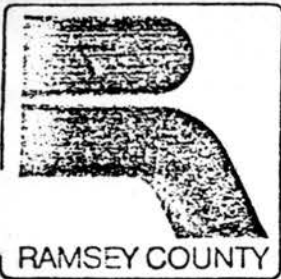
##### Projects, Task Forces and Committees

- Section 5.1. In order to properly discharge its dual functions, the Board may appoint such standing or special committees or task forces as they see fit in connection with specific projects for the agency component and for the membership component. The Board shall designate the duties and powers of such committees. No such committee shall be given authority to amend the articles of Incorporation or to amend the By-Laws of this organization.
- Section 5.2. Committees and Task Forces shall submit written reports to the Chairperson or the general membership on the dates requested.

#### Article IV.

##### Amendments

- Section 6.1. These By-Laws may be amended:
- A. By a simple majority vote of the general membership at a meeting called for that specific purpose.
  - B. By a simple majority vote of the general membership at regular meetings.
- Section 6.2. Amendments may be revoked by a simple majority vote of the general membership at any regular or special meeting of that membership.



# Welfare Department

160 East Kellogg Boulevard  
Saint Paul, Minnesota 55101

## COUNTY COMMISSIONERS

Robert J. Orth, Chairman

Diane Ahrens

Warren W. Schaber

Anthony A. Danna

John T. Finley

Hal Norgard

Donald E. Salverda

## DIRECTOR

James W. Edmunds

March 7, 1979

Ms. Marilyn McClure, Chairperson  
Chicanos-Latinos Unidos En Servicio  
P. O. Box 30560  
St. Paul, Minnesota 55175

Dear Ms. McClure:

I have reviewed the C.L.U.E.S. proposal for start-up funding in order to begin to provide bilingual/bicultural social services to the Hispanic population in Ramsey County. I understand that upon receipt of these funds C.L.U.E.S. will be in a position to propose a Title XX contract to our department for these services.

As a department, we have a great deal of interest in seeing that social services are appropriately provided to the Hispanic population in our county. We believe that a Title XX purchase of service contract is a good way of providing bilingual/bicultural social services. Therefore, I strongly endorse your efforts to obtain start-up funding from private foundations.

If I can be of further assistance, please contact me.

Sincerely,

James W. Edmunds  
Director

JWE:jmp

cc: Arthur Noot  
James Abts

## Amherst H. Wilder Foundation

ST. PAUL, MINNESOTA

## BOARD OF DIRECTORS

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*Executive Director/Secretary*

## Division of Services to Children

919 LAFOND AVENUE  
 ST. PAUL, MINNESOTA 55104  
 (612) 645-6661

MARILYNN M. LEE  
*Associate Executive Director*  
 ROY C. KNOWLES, M.D.  
*Medical Director*

March 20, 1979

To Whom It May Concern:

We have been asked to provide a letter of endorsement for the C.L.U.E.S. grant application.

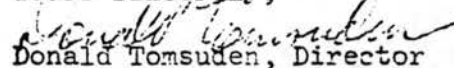
We feel that the leadership for this proposal is capable, knowledgeable, and service motivated.

We also agree with the assessment that special services for culturally different people are necessary if the needs of all residents are to be democratically provided.

The Wilder Children's Placement Service currently has under care in its residential facilities and foster homes only three Latino children which is 1.9% of our caseload. (3.1% of our caseload is American Indian and 5% is black). If 5% of Ramsey County's general population is Latino and if there is social and family breakdown in many families which may require placement of a child, it does appear that our local residential facilities may not be adequately serving this group. We do have one Latino MSW social worker, one Latino MSW student social worker, and two or three other Anglo-Saxon staff members who speak good Spanish. We would like to serve more Latino clients and we would see C.L.U.E.S. as a service which could provide referrals, could help the clients overcome fears, and could help our staff understand unique needs.

If the C.L.U.E.S. agency is established, we would hope to work closely with them.

Yours Sincerely,



Donald Tomsuden, Director  
 Wilder Children's Placement Service

DT/as



STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION  
SAINT PAUL 55155

OFFICE OF THE  
COMMISSIONER

TEL. NO. 296-9587

March 1, 1979

Ms. Marilyn Vigil McClure, Chairperson  
Chicanos Latinos Unidos En Servicio (CLUES)  
P. O. Box 30560  
Saint Paul, MN 55175

Dear Marilyn;

The Spanish Speaking Affairs Council, a state agency whose primary purpose is to advise the governor and the legislature on the issues and disabilities affecting the Chicano-Latino community in the state, wholeheartedly endorses the Proposal For Seed Money For Services To Latinos In A Culturally And Linguistically Appropriate Manner.

There is a critical need for the type of social services you propose in this proposal. We believe that it will be of great benefit to Hispanic-heritage individuals. The individual and family counseling, health and information and referral services suggested reflect the cultural and linguistic orientation needed by this population. Present social service programs fail to take this need into account.

The Council strongly recommends that funding sources provide the necessary monies to implement this program. If you need additional assistance, please call me.

Respectfully,

Jose H. Trejo  
Executive Director





Our Lady of Guadalupe Church

530 Andrew St., St. Paul, Minn., 55107

Phone - 224-0724

March 12, 1979

Ms. Marilyn McClure, Chairperson  
C.L.U.E.S.  
P.O. Box 30560  
St. Paul, MN 55175

Dear Ms. McClure:

After reviewing the Chicanos/Lationos Unidos en Services proposal for the "Provision of Services to Lations in a Culturally and Linqustically Appropriate Manner. I am pleased to endorse your efforts in seeking seed money from the foundations to help you operationalize the Title XX services.

I am happy to see that the need for culturally relevant services has been documented in your proposal.

If I can be of further help, please feel free to call on me.

Yours in Christ,

*Raymond G. Monsour*

Raymond G. Monsour,  
Pastor

RGM/dc

UNIVERSITY OF MINNESOTA  
TWIN CITIES

School of Social Work  
400 Ford Hall  
224 Church Street S.E.  
Minneapolis, Minnesota 55455

March 13, 1979

To: Chicanos/Latinos Unidos En Servicio  
c/o Wanda Ellingson

From: Neil Bracht

Thank you for the opportunity to review and comment on the CLUES proposal for Title XX related social services to the Chicano-Latino population. The documented needs which appear in your proposal, plus the accumulated related experience of faculty and students here in the School of Social Work clearly point to the urgent priority for funding the type of service delivery outreach that your proposal embodies.

I am sure a number of our faculty including myself would be willing to donate consulting time to this effort. My familiarity with health and social related support services may be of assistance in your planning efforts and please feel free to call upon me in this task. The School of Social Work strongly supports your proposal request. I have a number of editorial suggestions for changes in the proposal and will be glad to discuss these with you. Best wishes in your important endeavor.

NFB:bj



# Our Lady of Guadalupe Church

530 Andrew St., St. Paul, Minn., 55107

Phone - 224-0724

March 12, 1979

Ms. Marilyn McClure, Chairperson  
C.L.U.E.S.  
P. O. Box 30560  
St. Paul, MN 55175

Dear Ms. McClure:

I have just reviewed your proposal to provide services to Latinos in a culturally and linguistically appropriate manner. I am personally elated to see C.L.U.E.S. taking action to provide services to the Hispanic population who previously been unable to avail themselves of these services.

"SU FAMILIA" would like to extend our support and endorsement for your proposal. Our group wholeheartedly supports your efforts in this endeavor.

Sincerely,

Jose M. Juarez

"SU FAMILIA"





# MIGRANTS IN ACTION

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

March 10, 1979

Ms. Marilyn McClure, Chairperson  
C.L.U.E.S.  
P.O. Box 30560  
St. Paul, MN 55175

Dear Ms. McClure:

I have reviewed the Chicanos/Latinos Unidos en Services proposal for the "Provision of Services to Latinos in a Culturally and Linguistically Appropriate Manner."

I am encouraged to see that the need for culturally relevant services has been documented in your proposal. Latinos should have the opportunity to avail themselves of professional counseling services. I believe that the services outlined in your proposal will be complementary to those provided by our agency and will mean in effect, that Latinos will have access to a wider range of services.

I endorse your efforts in seeking seed money from the foundations to help you operationalize the Title XX services.

If I can be of further assistance in your efforts, please notify me.

Yours in the struggle,

Alberto Hernandez-Alcala  
Executive Director

MAIL ROOM  
MAR - 9 1979



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Office of Intercultural Programs  
Center for Urban and Regional Affairs  
301 Walter Library  
117 Pleasant Street S.E.  
Minneapolis, Minnesota 55455

March 8, 1979

Marilyn E. Vigil de McClure, Chairperson  
Chicanos Latinos Unidos En Servicio (C.L.U.E.S.)  
P.O. Box 30560  
St. Paul, MN 55175

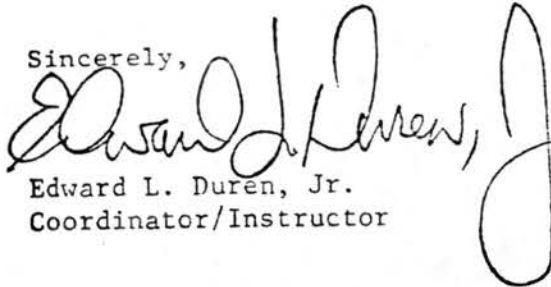
Dear Marilyn:

Thank you for allowing me the opportunity to read the Chicanos Latinos Unidos En Servicio (C.L.U.E.S.) proposal entitled "Provision of Services to Latinos in a Culturally and Linguistically Appropriate Manner".

As written, this proposal not only offers exciting possibilities for the delivery of human services, but also provides services that have been repeatedly requested by the Latino community. Further, the necessity for the provision of human services to Latinos to take cognizance of "cultural and linguistic" requisites has always been recognized as being desirable. Yet, this proposal is the first I have seen that offers a workable solution.

I am very excited about the concept. If the Office of Intercultural Programs (OIP) can be of further assistance in operationalizing your ideas, please inform me immediately.

Sincerely,



Edward L. Duren, Jr.  
Coordinator/Instructor

ELD/kn

# CENTRO CULTURAL CHICANO

1800 Olson Memorial Highway  
Minneapolis, Minnesota 55411  
(612) 374-2996

March 8, 1979

Marilyn E. Vigil de McLure  
Chairperson  
C. L. U. E. S.  
P.O. Box 30560  
Saint Paul, MN 55175

Dear Marilyn:

I have reviewed the proposal the Chicanos/Latinos Unidos En Servicios you plan to submit for start-up costs and Title XX funds. As the executive director of Centro Cultural Chicano, I wish to congratulate your efforts and express my sincere desire for successful implementation.

We acknowledge C. L. U. E. S. efforts to bring bilingual-bicultural social services to Chicanos/Latinos residing in Ramsey County. We commend you and offer, in anyway possible any assistance this agency can provide.

We hope to hear from you soon, forwarding to us the good news of ratification of this proposal, it is excellent.

Sincerely,



Ricardo Nevilles  
Executive Director

RN/ers



To All To Whom These Presents Shall Come, Greeting:

Whereas, Articles of Incorporation, duly signed and acknowledged under oath, have been recorded in the office of the Secretary of State, on the --7th-- day of June, A. D. 1978 for the incorporation of

Chicanos/Latinos Unidos En Servicios Inc.

under and in accordance with the provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Chapter 317;

Now, Therefore, I, Joan Anderson Growe, Secretary of State of the State of Minnesota, by virtue of the powers and duties vested in me by law, do hereby certify that the said Chicanos/Latinos Unidos En Servicios Inc.

is a legally organized Corporation under the laws of this State.



Witness my official signature hereunto subscribed and the Great Seal of the State of Minnesota hereunto affixed this --seventh-- day of June in the year of our Lord one thousand nine hundred and seventy-eight

*Joan Anderson Growe*  
Secretary of State.

2006-37

Jan 23 8 45 AM '78

Q-501

0-48, 173

ARTICLES OF INCORPORATION  
OF  
CHICANOS/LATINOS UNIDOS EN SERVICIOS, INC.

We, the undersigned persons of age twenty-one or more, at least the majority of whom are residents of the State of Minnesota and citizens of the United States, do hereby associate ourselves together for the purpose of forming a nonprofit corporation under the Statutes of the State of Minnesota.

ARTICLE I  
NAME

The name of the Corporation shall be Chicanos/Latinos Unidos En Servicios Inc.

ARTICLE II  
PRINCIPAL OFFICE

The post office address of the Corporation's registered office is P.O. Box 30560, Saint Paul, Minnesota 55175.

ARTICLE III  
DURATION

The period of the duration of this Corporation is for perpetuity.

ARTICLE IV  
PURPOSES

The purposes for which this Corporation is organized are to enhance the Latino person's sense of self through the appropriate, responsible, and effective utilization of human services by influencing other agencies through reviewal and brokering process for services needed and/or by providing a diversity of bilingual/bicultural services available to people of Latino heritage. These services include but are not limited to:

200-397

I. Direct services to clients, including;

- (1) Program development to enhance life competencies of Latino clients and of potential clients (training for board skills, community influence, etc.).
- (2) Connecting clients with agencies and/or individuals and providing "how to" information for utilizing agency services (information, client training, and referral).
- (3) To develop and provide a support and reference group for aspiring Latino social service professionals.

II. Programs to Agencies and Community, including;

- (1) Evaluation of social agency services-competency based practice.
- (2) Influence agencies through social audit and review.
- (3) To provide continuing education to the professional community (develop standards of competencies for human service personnel serving Latinos).

The purpose of this Corporation shall be exclusively charitable within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954.

ARTICLE V

NONSTOCK CORPORATION

This Corporation is not organized for pecuniary profit. It shall not have any power to issue certificates of stock or declare dividends, and no part of its net earning shall inure, incidentally or otherwise, to the benefit of any member, director or individual.

ARTICLE VI  
MEMBERS

Section 1: Qualifications. Membership in the Corporation shall be open to anyone qualifying for and interested in the purposes of the Corporation.

Section 2: Rights and Privileges. Members shall be entitled to all the rights and privileges of this Corporation, including the right to hold elective office.



2006

Section 3: Classes of Members. Membership in the Corporation shall be open to bilingual or bicultural persons who are currently doing work in the behavioral and/or social sciences and who fall into one of the following categories.

- a. Has a degree in the behavioral and/or social sciences (Associate of Arts or better).
- b. Is working in a masters degree program in the behavioral and/or social sciences.
- c. Has completed 3/4 of course work in a behavioral and/or social sciences degree program (Associate of Arts or better).
- d. Is working on a Bachelors of Arts degree in another field but has three years of full-time experience doing work in the behavioral and/or social sciences.
- e. All other individuals that do not fall into any of the above categories but who the Corporation votes in by a group consensus when the Corporation feels that person could make valuable contributions in furthering the purposes of the Corporation.

ARTICLE VII  
LIMITATION ON MEMBER'S LIABILITY

The members of this Corporation shall not be personally liable for corporate debts or obligations. Nor shall their private property be used to satisfy claims against this Corporation.

ARTICLE VIII  
RESTRICTION ON ACTIVITIES

No substantial part of the activities of this Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE IX  
DISTRIBUTION UPON DISSOLUTION

In the event of dissolution, any remaining assets shall be distributed to organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954.



0-48, 182

ARTICLE 1  
DIRECTORS

The number of directors constituting the initial board of directors of the Corporation is three, and the names and addresses of the persons who are to serve as the initial directors and Incorporators:

Roy Garza	225 E. Viking Drive, Apt. C Saint Paul, Minnesota 55117
Roberto Avina	601 South Snelling Saint Paul, Minnesota 55116
Rick Cardenas	1612 Van Buren Avenue Saint Paul, Minnesota 55104

In Witness whereof, we have set our hands,  
this 2nd day of May, 1978.

Roy Garza  
ROY GARZA

Roberto K. Avina  
ROBERTO AVINA

Rick Cardenas  
RICK CARDENAS

Subscribed and sworn before

me this 2nd day of May, 1978.

NOTARY PUBLIC - MINNESOTA  
RAMSEY COUNTY

*Ramsey  
May 23, 1978*

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
I hereby certify that the within instrument was filed for record in this office on the 2 day of June A. D. 19 78 at 8 o'clock A M., and was duly recorded in Book 0-48 of Incorporations, on page 178  
Jean Anderson Brane  
Secretary of State

Q-501

B-41, 61

CERTIFICATE OF AMENDMENT OF ARTICLES OF INCORPORATION

of

Chicanos/Latinos Unidos en Servicios, Inc.

We, the undersigned

Richard [Signature]  
Roberto R. [Signature], respectively the acting president  
and acting secretary of Chicanos/Latinos Unidos En Servicios

a non-profit corporation, do hereby certify that at a (regular meeting of the members of said corporation) (special meeting of the members of said corporation, called for that expressly stated purpose),  
(Strike out one)

duly called and held in the city of St. Paul on April 24, 1979  
at seven thirty o'clock P. M., at which meeting a majority of the members were represented  
in person or by proxy, resolutions, as hereinafter set forth, were adopted by a majority vote of  
said members.

"RESOLVED that Articles Preamble, IV, V, IX, of the Articles of Incorporation of  
Chicanos/Latinos Unidos En Servicios, Inc.

be, and the same hereby (is) (are) amended to read as follows:

ARTICLE (See addendum)

RESOLVED further that the acting president and acting secretary of this corporation be and they hereby are, authorized and directed to make, execute and acknowledge a certificate under the corporate seal of this corporation embracing the foregoing resolutions, and to cause such certificate to be filed and recorded in the manner required by law.

And we do further certify that the said resolutions, and said articles of incorporation so amended, were at a meeting of the board of directors, held on the 24th day of April, 1979, at which a majority of all the members of said board were present and voted, duly adopted, ratified and confirmed.

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6593

\$03.00 - A

B-41, 62

IN WITNESS WHEREOF, we, the undersigned, have subscribed our names and caused corporate seal  
of said corporation to be hereto affixed this 24th day of April, 1979.

In presence of:

Anna Loua Burton  
Donald D. Goff

Richard Cardenas President  
Roberto R. Avina Secretary

(Corporate Seal)

STATE OF MINNESOTA,

ss.

COUNTY OF RAMSEY

Richard Cardenas and Roberto R. Avina

being first duly sworn, on oath depose and say: that they are respectively the acting president  
and acting secretary of Chicanos/Latinos Unidos En Servicios, Inc.

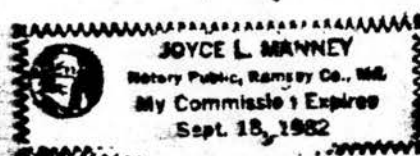
\_\_\_\_\_, the corporation named in the foregoing certificate; that  
said certificate contains a true statement of the action of the members and board of directors of  
said corporation, duly held as aforesaid; (~~that the seal attached is the corporate seal of said~~  
~~corporation~~) (that this corporation has no corporate seal) that said certificate is executed on be-  
half of said corporation, by its express authority; and they further acknowledge the same to be their  
free act and deed and the free act and deed of said corporation.

Richard Cardenas President  
Roberto R. Avina Secretary

Subscribed and sworn to before me this 25<sup>th</sup> day of July, 1979.

(Notarial Seal)

Joyce L. Manney Notary Public  
Ramsey County, Minnesota  
My commission expires Sept. 18, 1982



ADDENDUM

The Preamble should be amended to read as follows:

B-41, 63

We, the undersigned, for the purpose of forming a non-profit corporation under and pursuant to the provisions of Chapter 550, Laws of Minnesota for 1951, (M.S.A. 317), known as the Minnesota Non-Profit Corporation Act, do hereby associate ourselves together as a body corporate and adopt the following Articles of Incorporation.

Article IV should be amended to read as follows:

The exclusive purpose of this corporation shall be to promote the social welfare within the meaning of Section 501 (4) of the Internal Revenue Code as the same may be from time to time amended. The general plan of operation of the corporation shall be to conduct a program of service to Latinos and Chicanos through the provision and improvement of human and social services. The corporation shall provide:

1. Bi-lingual services;
2. Referral service for individuals who require social and governmental services;
3. Continuing education of social service professionals;
4. Educational programs for Chicanos and Latinos; and
5. Evaluation of social service programs.

Article V should be amended to read as follows:

The corporation shall not have the power to issue certificates of stock or declare dividends. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

Article IX should be amended to read as follows:

In the event of dissolution, any remaining assets shall be distributed to organizations organized and operated exclusively for social welfare purposes as shall at the time qualify as an exempt organization under Section 501(c)(4) of the Internal Revenue Code and its regulations as they now exist as they may hereinafter be amended.

2051455

2051455

3.00

*Amdt  
Chicanos  
to  
Public*

STATE OF MINNESOTA  
County of Ramsey

ss

Cliffie of the County Recorder

This is to certify that the within instrument  
was filed for record in this office at St. Paul  
on the 15 day of July  
A.D. 1977 at 4:30 o'clock P.M., and that  
the same was recorded in Ramsey County  
Records as Doc. No. 2051455.

EUGENE H. GIBBONS  
COUNTY RECORDER

By E.H.G.

*Rich Cardenas*

*162 Van Buren Ave. #2*

*St. Paul, Md. 55104*

*B-47, 64*

STATE OF MINNESOTA

DEPARTMENT OF STATE

I hereby certify that the within

instrument was filed for record in this

office on the 26 day of July

A. D. 19 77 at 4:30 o'clock P.M.,

and was duly recorded in Book B-44

of Incorporations, on page 61

*Jan Anderson Thorne*

Secretary of State

Q-501

0-48, 179

200697

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RECEIVED

ARTICLES OF INCORPORATION  
OF  
CHICANOS/LATINOS UNIDOS EN SERVICIOS, INC.

We, the undersigned persons of age twenty-one or more, at least the majority of whom are residents of the State of Minnesota and citizens of the United States, do hereby associate ourselves together for the purpose of forming a nonprofit corporation under the Statutes of the State of Minnesota.

ARTICLE I  
NAME

The name of the Corporation shall be Chicanos/Latinos Unidos En Servicios Inc.

ARTICLE II  
PRINCIPAL OFFICE

The post office address of the Corporation's registered office is P.O. Box 30560, Saint Paul, Minnesota 55175.

ARTICLE III  
DURATION

The period of the duration of this Corporation is for perpetuity.

ARTICLE IV  
PURPOSES

The purposes for which this Corporation is organized are to enhance the Latino person's sense of self through the appropriate, responsible, and effective utilization of human services by influencing other agencies through reviewal and brokering process for services needed and/or by providing a diversity of bilingual/bicultural services available to people of Latino heritage. These services include but are not limited to:



2006-07

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- b. Is working in a masters degree program in the behavioral and/or social sciences.
- c. Has completed 3/4 of course work in a behavioral and/or social sciences degree program (Associate of Arts or better).
- d. Is working on a Bachelors of Arts degree in another field but has three years of full-time experience doing work in the behavioral and/or social sciences.
- e. All other individuals that do not fall into any of the above categories but who the Corporation votes in by a group consensus when the Corporation feels that person could make valuable contributions in furthering the purposes of the Corporation.

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ARTICLE IX  
DISTRIBUTION UPON DISSOLUTION

In the event of dissolution, any remaining assets shall be distributed to organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954.



0-48, 182

2006937

ARTICLE X  
DIRECTORS

The number of directors constituting the initial board of directors of the Corporation is three, and the names and addresses of the persons who are to serve as the initial directors and Incorporators:

Roy Garza	225 E. Viking Drive, Apt. C Saint Paul, Minnesota 55117
Roberto Avina	601 South Snelling Saint Paul, Minnesota 55116
Rick Cardenas	1612 Van Buren Avenue Saint Paul, Minnesota 55104

In Witness whereof, we have set our hands,  
this 2nd day of May, 1978.

Roy Garza  
ROY GARZA

Roberto K. Avina  
ROBERTO AVINA

Rick Cardenas  
RICK CARDENAS

Subscribed and sworn before  
me this 2nd day of May, 1978.

NOTARY PUBLIC  
STATE OF MINNESOTA  
RAMSEY COUNTY  
J. CAMPA

*Remay  
May 23, 1983*

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
I hereby certify that the within  
instrument was filed for record in this  
office on the 7 day of June  
A. D. 19 78 at 8 o'clock A M.,  
and was duly recorded in Book 0-48  
of Incorporations, on page 178

Joan Anderson  
Secretary of State

COMPANEROS, COLEGAS, Y AMIGOS EN LA CAUSA

NOS COMPLACE INVITARLES A

LA REUNION ANUAL

DE



SABADO, 22 de NOVIEMBRE

500 Rice Street, St. Paul

6:30 - 11:00 p.m.

COMIDA (POT LUCK)

CELEBRACION DE AMISTAD Y PROGRESO

La reunión dará ocasión a las elecciones de miembros nuevos de la Mesa Directiva. Las elecciones son aun más importantes y exigentes este año por razón del empiezo de la agencia nueva de servicios sociales de CLUES. Los miembros de la Mesa Directiva tomarán un papel crítico en dirigir a la agencia nueva. También seguirán las responsabilidades que la Mesa Directiva siempre ha mantenido en cuanto a las actividades de los miembros generales de CLUES. (Vea los Artículos de Incorporación y los "By Laws").

CLUES necesite su opinión y su participación. Como siempre, nos interesa aumentar el numero de miembros de CLUES que están dispuestos a contribuir sus ideas y tiempo a la realización de los objetivos de CLUES. (Vea los Articulos y los By Laws).

Otro asunto que los miembros tratarán esa noche será - el aumento a \$15.00, de la contribución requerida para ser miembro con derecho de votar. Les suplicamos que vengan preparados a contribuir esa cantidad si piensan participar en CLUES con el derecho de votar.

Después de las elecciones queremos celebrar con Ustedes; nuestros colegas y amigos en La Causa. Estamos pidiendo que traigan un poco de comida o bebida para compartir, si es posible.

Vengan a conocer a otros dedicados a La Causa, y traigan a sus amigos y personas que pueden tener interés en las actividades de CLUES.

¡ TODOS ESTAN BIENVENIDOS!



Westport Building, 220 South Robert Street, Suite 103  
Saint Paul, Minnesota 55107 Phone (612) 292-0117

**AND**  
**HISPANIC HEALTH CARE COALITION**

**1985**

**HISPANIC SERVICE**  
**PROVIDER DIRECTORY**



United Way  
Participating Agency

On behalf of Chicanos Latinos Unidos En Servicios, I would like to thank those individuals who have helped make this directory possible.

Hispanic Health Care Coalition

Ellen Wuertz; West Side Community Health Center

Kathy Maldonado; CASA Coordinator

Chicanos Latinos Unidos En Servicios

Juan A. Cervantes; Community Liaison

Jose Santos jr.; Community Liaison Assistant

Kate Harris; MSW intern

Monica Larkin-Delgadillo; Secretary

Through this initial effort, we hope to empower individuals with information that will assist in the proper utilization of appropriate services. We welcome comments, suggestions or additions that will help us provide a better guide in the future.



Rafael E. Ortega; Executive Director

Information is knowledge and knowledge is power.

For additional copies contact Juan A. Cervantes (612) 292-0117

1) Archdiocese of St. Paul/Minneapolis - Office of Hispanic Ministry

Directors: Sister Consuelo Covarrubias & Virginia Rodriguez  
Address: 328 West 6th Street, St. Paul, MN 55102  
Hours: 8:30 - 5:00, Monday through Friday  
Phone: (612) 291-4480  
Services: Advocacy, Information & Referral, and Social Issues. For more information, contact Claudia Eguia-Jaime. These services are provided free of charge.

2) Ascension Church

Pastor: Father Ray Monsour  
Address: 1723 Bryant Avenue N., Minneapolis, MN 55411  
Hours: 8:00 - 4:00, Monday through Friday  
Phone: (612) 529-9684  
Services: Bilingual counseling, marriage and family problems. For more information, contact Church Office.

3) Casa de Esperanza

Director: Isabelle Torres  
Address: P.O. Box 75177, St. Paul, MN 55175  
Hours: Crisis Line - 24 Hours a day, 7 days a week  
Administrative Office: 9:00 - 5:00, Monday through Friday (612)  
Phone: Crisis Line: 772-1611; Administrative: 772-1723  
Services: Shelter, Advocacy, Support Groups, Information & Referral, Community Education, Speakers Bureau, and Volunteer opportunities. For more information, contact Sandra Colin, Rebecca McLaine, Olga Flores, Margarita Romo, Jodi Bronek-Wink, Marina de Abreu. All services are provided free of charge.

4) Catholic Charities - Minneapolis

Director: Msgr. Jerome Boxleitner  
Address: 404 South 8th Street, Minneapolis, MN 55404  
Hours: 8:15 - 4:30, Monday through Friday  
Phone: (612) 340-7500  
Services: Programs for the Aging, Center for the Separated & Divorced, Volunteers, Transitional Housing, Foster Care, Refugee Resettlement, Drop-in Centers, Social Ministry, Seton Center for Unwed Mothers, Adoptions, Emergency Shelter, St. Joseph's Home for Children, St. Anne's Residence for (30) Retarded Women, Counseling, Employment Assistance for Refugees. For more information, contact Juan Linares. These services are offered on a sliding fee scale.

\* Please Note: Any item marked with an asterisk denotes information was not available at time of printing. Call for further information.

5) Centro Cultural Chicano

Director: John Pacheco  
Address: 1800 Olson Memorial Highway, Minneapolis, MN 55411  
Hours: 8:30 - 5:30, Monday through Friday  
Phone: (612) 374-2996  
Services: (1) Crisis Program, contact Willy Dominguez;  
 (2) Chemical Dependency Program, contact Richard Podvin; (3) Seniors Program, contact Fermina Hernandez; (4) English as a Second Language, contact Judy Gold; (5) Employment Program, contact Ramon Almeida; (6) Counseling, contact Sonia Carbonell. These services are provided free of charge.

6) Centro Legal

Director: Susan Conley (Managing Attorney)  
Address: 179 East Robie Street, St. Paul, MN 55107  
Hours: 8:30 - 5:30, Monday through Friday  
Phone: (612) 291-2579  
Services: Legal matters dealing with immigration, housing, civil law, family law, consumer law, and civil rights. For more information, contact Betty Zepeda. These services are based on a sliding fee scale.

7) Chicanos/Latinos Unidos en Servicios, Inc. (CLUES)

Director: Rafael E. Ortega  
Address: 220 South Robert Street, Suite 103, St. Paul, MN 55107  
Hours: 8:30 - 5:00, Monday through Friday (Arrangements can be made for evening appointments)  
Phone: (612) 292-0117  
Services: (1) Bilingual/Cross-Cultural Counseling - contact Roberto Avina or Elena Izaksonas. These services are based on a sliding fee scale. (2) Bilingual/bicultural Information, Referral, & Advocacy, emergency intervention, Prevocational English Classes, GED/APL Certification Classes, Employment Seeking/Keeping Skills Workshops, and employment referral. For more information, contact Juan A. Cervantes, Jose Santos, Jr., or Monica Larkin. These services are provided free of charge.

8) Church of God, Seventh Day

Bible Minister: Gilberto Sanchez  
Address: 1628 South Point Douglas Road, St. Paul, MN 55119  
Hours:  
Phone: (612) 738-2817  
Services:

9) Community University Health Care Center

Director: Amos Deinard  
Address: 2016 - 16th Avenue South, Minneapolis, MN 55404  
Hours: Monday, Tuesday, Thursday, Friday, 8:30 - 5:00; Wednesday, 10:30 - 7:00  
Phone: (612) 376-4774 or 376-4781  
Services: Mental health counseling (waiting list of 6 weeks), medical related issues (waiting list of 4 weeks), prenatal and health care services (no waiting list for pregnant women and children), chemical dependency treatment. For more information, contact Tris Holman, Donna LaChapelle, Phil St. John. These services are provided on a sliding fee scale. AFDC, GA, & MA are accepted.

10) Cristo El Redentor - C/O of Zion Lutheran Church

Pastor: Reverend Larry Miller  
Address: Jackson & E. Sycamore, St. Paul, MN 55117  
Hours: 8:00 - 12:00 Noon, or call for appointment  
Phone: (612) 291-2757  
Services: Food, clothing, and counseling. For more information, contact Church Office.

11) Dierling, Mary Rodriguez, D.D.S.

Address: 187 Concord Street, St. Paul, MN 55107  
Hours: 9:00 - 5:00, Monday through Friday  
Phone: (612) 222-1153  
Services: Dental care. For more information, contact Ms. T. Sontoya. Fee for services provided.

12) Guadalupe Area Project

Director: Sister Giovanni  
Address: 381 East Robie Street, St. Paul, MN 55107  
Hours: 7:45 - 4:30, Monday through Friday  
Phone: (612) 222-0757  
Services: Day education for teenagers, evening education for adults. For more information, contact the office.



13) Higher Education Coordination Board

Contact: Rosa Herrera-Hamerlinck  
Address: 550 Cedar Street, St. Paul, MN 55101  
Hours:  
Phone: (612) 296-7963  
Services:

14) Hispanic Women's Development Corporation

Director: Lupe Serrano  
Address: 2650 Nicollet Avenue South, Minneapolis, MN 55408  
Hours: 8:30 - 5:00, Monday through Friday  
Phone: (612) 870-7820  
Services: Programs and issues focusing on employment, higher education, business development and participation of Hispanic women in decision-making bodies of majority institutions. (1) Un Primer Paso, contact Lulu Stigen at The College of St. Catherine; (2) For bicultural employment training project (Un Paso Mas) and more information regarding other programs, contact Arcelia Romo-Perez.

15) Hispanos en Minnesota

Director: Ricardo Flores  
Address: 203 Prescott Street, St. Paul, MN 55107  
Hours: 8:30 - 5:00, Monday through Friday  
Phone: (612) 227-0834  
Services: Information & Referral, Chemical Abuse Services, Research, Intervention, Aftercare, Counseling, Financial & Rent/Mortgage Counseling. (1) CASA Program Specialist, contact Eduardo Gutierrez; (2) Housing Director, Eugene Moore; Housing Counselor, Harold Clapp; (3) CASA Program Coordinator, Kathy Maldonado; CASA Counselor, Dionicio Puente. These services are provided free.

16) Humboldt High School/Health Clinic & Maternal Infant Care Program

Address: 30 East Baker Street, St. Paul, MN 55107  
Hours: 7:30 - 2:30, Monday through Thursday; 7:30 - 2:00 Friday  
Phone: (612) 292-0522  
Services: School Physicals, Immunizations and other minor illness treatment, prenatal health care and education. Child health care up to 18 months. Bilingual staff. These services are available to all students and are provided free of charge. For more information, contact Susan Dean.

17) Latin American Gospel Mission

Pastor: Reverend Juan L. Rios  
Address: Congress & Clinton Streets  
Hours:  
Phone: (612) 221-0973  
Services:

18) Legal Rights Center

Director: Doug Hall  
Address: 808 East Franklin Avenue, Minneapolis, MN 55404  
Hours: 8:00 - 5:00, Monday through Friday  
Phone: (612) 871-4886  
Services: Criminal defense in Hennepin County only. Contact Manuel Guzman, Jerod Peterson, Demetrius Clemons or Marney Corbin. Juvenile defense, contact William Gatton. Services are free, if requirements are met.

19) Minnesota Council of Churches/Hispanic Ministries

Director: Carlos Mariani-Rosa  
Address: 122 West Franklin Avenue, Room 230, Minneapolis, MN 55404  
Hours: 8:00 - 4:30, Monday through Friday  
Phone: (612) 870-3605  
Services: Education and Interpretation Coordination, facilitate program development, and Social Advocacy. Call for more information.

20) Minnesota Department of Human Rights

Contact: Juan Lopez  
Address: 500 Bremer Tower, St. Paul, MN 55101  
Hours: 8:30 - 5:00, Monday through Friday  
Phone: 297-1688  
Services: Under the direction of the Commissioner, Linda C. Johnson, enforcement officers investigate and close discrimination complaints. Contact person is bilingual. Community education is also available. These services are provided free.

21) Minnesota Migrant Council

Director: Heladio Zevala, St. Cloud. Branch Office - St. Paul Supervisor, Rosa Rodriguez.  
Address: 220 South Robert Street, Suite 104, St. Paul, MN 55107  
Hours: 8:00 - 5:00, Monday through Friday  
Phone: (612) 222-2121  
Services: (1) College Assistance Migrant Program, Employment and Training opportunities, Dislocated Worker Program for Hispanics; (2) Emergency food shelf, emergency assistance, and Services for the Abused. (3) Business Specialist, Keith Hoefeld. For more information, contact Anna Ferreira, Darcia Narvaez or Jenny Neibergh. These services are provided free of charge.

22) Minnesota Migrant Education Unit/MN Department of Education

Director: Peter Moreno  
Address: 550 Cedar Street, Room 875, St. Paul, MN 55101  
Hours: 8:00 - 5:00, Monday through Friday  
Phone: (612) 296-0324  
Services: Summer Program to Assist School District for grades K-12. Migrant students only. Contact office for more information.

23) Minnesota Hispanic Technical & Professional Education Program

Coordinator: Frances M. Trejo  
Address: 77 East Congress Street, St. Paul, MN 55107  
Hours: 9:00 - 4:00, Monday through Friday  
Phone: (612) 227-8739  
Services: The primary objective of this scholarship program is to provide financial aid to Hispanics who are qualified to pursue technical or professional careers at eligible Minnesota, post-secondary institutions, and who show financial need.

24) Neighborhood House

Director: Marilyn Vigil  
Address: 179 East Robie Street, St. Paul, MN 55107  
Hours: 8:00 - 5:30, Monday through Friday  
Phone: (612) 227-9291  
Services: Daycare, contact Julie Nelson; (2) Senior Citizens Program, contact Jannett Mens; (3) Family Workers, Information & Referrals, contact Espie Cenicerros or Kathy Young; (4) Youth Program, contact Gilbert DeLao. These services are provided free.

25) Neighborhood Justice Center

Director: Steven Cooper  
Address: 464 South Robert Street, St. Paul, MN 55107  
Hours: 8:00 - 5:00, Monday through Friday  
Phone: (612) 227-8497  
Services: For criminal defense, contact Salvador Rosas or Miguel Garza. For general information, contact Elisa Garcia. These services are free if you meet the requirements.

26) Our Lady of Guadalupe/Catholic Charities

Contact: Eustolio Benavides  
Address: 530 Andrew Street, St. Paul, MN 55107  
Hours: 10:00 - 2:00, Monday, Tuesday, Wednesday  
1:00 - 4:00, Thursday  
Phone: (612) 224-0799  
Services: Food shelf, financial counseling, emergency needs, Documentation of Central American Refugees, Information & Referral. These services are provided free of charge.

27) Primera Iglesia Evangelica Bautista

Pastor: Reverend Delmar Intveld  
Address: 720 - 13th Avenue South, Minneapolis, MN 55415  
Hours:  
Phone: (612) 341-3784  
Services:

28) Ramsey Action Program

Address: 462 South Robert Street, St. Paul, MN 55107  
Hours: 8:30 - 5:00, Monday through Friday  
Phone: (612) 224-2301  
Services: Food shelf, Emergency Assistance Program, Weatherization, contact Olivia Mancha, Community Liaison. Information & Referral, Community Action, Senior Program, Headstart, contact Amanda Martin. For general information, contact Maria Coch. These services are provided free of charge.

29) Ramsey County Community Human Services/Child Protection Unit

Contact: Carlos Acosta  
Address: 160 East Kellogg Boulevard, St. Paul, MN 55101  
Hours: 8:00 - 4:30, Monday through Friday  
Phone: (612) 298-5108  
Services: Family counseling, foster home placement, and family management. Call for more information. These services are provided based on Ramsey County eligibility requirements.



30) Ramsey County Nursing Services

Address: 150 East Kellogg Boulevard, St. Paul, MN 55101  
Hours: 8:00 - 4:30, Monday through Friday  
Phone: (612) 298-4548 - Intake; 298-9467 - Monthly Health Clinics; 298-4552 - Early periodic screening  
Services: Upon referral: Pre-admission screenings for nursing home care, and home visits for health evaluations. Preventive health care clinics set up monthly at different suburban clinics, early periodic screenings, preventive health care for children on medical assistance. Spanish speaking nurses and homemakers physical therapy aids available. For more information, contact Front Desk.

31) Saint Paul Chapter - American Red Cross

Director: Elsie Dugar, Community-based Services  
Address: 100 South Robert Street, St. Paul, MN 55107  
Hours: 8:30 - 5:00, Monday through Friday  
Phone: (612) 291-6789 - Main Office; 291-4648 - Ms. Dugar  
Services: Educational programs for CPR, supplies blood and blood products to 160 hospitals, first aid, baby-sitting, nutrition, small crafts, safety transportation services, services for seniors, rides to medical appointments for the physically and mentally handicapped, emergency social services, crisis intervention, home health care for the elderly, and management of publication, Metro East - First Call for Help. For more information, contact Front Desk. Some services charge fees.

32) Saint Paul Ramsey Medical Center

Contact: Beatriz Cabrera, Translator  
Address: 640 Jackson Street, St. Paul, MN 55101  
Hours: 8:00 - 4:30, Monday, Wednesday, Thursday  
Phone: (612) 221-3255  
Services: Spanish-speaking interpreter for medical needs. Call for more information. These services are provided free of charge.

33) Saint Paul Youth Service Bureau

Contact: Don Luna  
Address: 179 East Robie Street, St. Paul, MN 55107  
Hours: 9:00 - 9:00, Monday through Friday  
Phone: (612) 292-7281  
Services: Counseling, Referral, Direct Services, Pre-Court. Call for more information. These services are provided free of charge.

34) Spanish Speaking Affairs Council

Director: Jose Trejo  
Address: 506 Rice Street, St. Paul, MN 55103  
Hours: 8:30 - 5:00, Monday through Friday  
Phone: (612) 296-9587  
Services: Advise the Governor/Legislators about Hispanic Issues.  
 (1) Hispanic Leadership Program, contact Sam Verdeja  
 (2) Communication Coordinator, contact Ruby Lee  
 (3) Employment, Education, Information & Referral, contact Ileana Mayer. These services are provided free of charge.

35) Spanish Speaking Seniors Program

Director: Nicha Coates  
Address: 530 Andrew Street, St. Paul, MN 55107  
Hours: 8:00 - 5:00, Monday through Friday  
Phone: (612) 228-1328  
Services: Health assistance, home visits, hospital nursing services, preventive health services, Information & Referral, advocacy, counseling, transportation, social activities and crafts. For more information, contact Nelly Quesada. These services are provided free of charge.

36) TVI Bilingual Program

Director: Francisco Trejo  
Address: 235 Marshall Avenue, St. Paul, MN 55102  
Hours: 8:00 - 4:00, Monday through Friday  
Phone: (612) 221-1381  
Services: English classes to limited English speakers for purposes of entering TVI, One-to-One Career and Financial Counseling, crisis intervention, Testing and Educational Assessment. For more information, contact Roberto Acosta or Arturo Esquivel. Some services are free, but school charges tuition.

37) Title I Migrant Tutorial Program/Mississippi School

Director: Inez Streasick  
Address: 1575 L'Orient Street, St. Paul, MN 55117  
Hours: 8:30 - 3:30, Monday through Friday  
Phone: (612) 489-1357  
Services: Home School Liaison, contact Celia Hiland. Tutoring for students K-6th grade. Participants must qualify as migrants, but not exclusively Hispanic. For more information, contact Ramona Rodriguez. These services are provided free of charge.

38) West Side Community Health Center/La Clinica

Director: Gary Sande  
Address: 153 Concord Street, St. Paul, MN 55107  
Hours: 8:30 - 5:00, Monday through Friday  
Phone: (612) 222-1816  
Services: Medical and dental care. Nutritionist one afternoon a week. Family Practice Doctor, an Internist and a part-time Pediatrician. For more information, contact the Front Desk. Services provided on a sliding fee scale.

39) West Side Neighborhood Housing Services

Director: Alex Da Hinten  
Address: 1 East George Street, St. Paul, MN 55107  
Hours: 8:00 - 4:30, Monday through Friday (& by appointment)  
Phone: (612) 292-8710  
Services: Housing rehabilitation services, housing inspections, low-income loans for housing rehabilitation, financial counseling, Information & Referral. Services are provided free of charge.

40) Women's Advocates, Inc.

Address: 584 & 588 Grand Avenue, St. Paul, MN 55102  
Hours: 9:00 - 5:00, Monday through Friday (Administrative Office)  
 24 Hours a day (Crisis/Shelter)  
Phone: (612) Crisis Line: 227-8284  
 Administrative Office: 227-9966  
Services: Shelter for battered women and their children, 24-hour crisis telephone service, Pro-Se Divorce Clinic, Advocacy and Support Services provided for residents. For more information, contact the Front Desk. Funding is available for fees.

MEDIA CONTACTS

- 1) Name: Catholic Bulletin  
Address: 244 Dayton Avenue, St. Paul, MN 55102  
Phone: (612) 291-4444  
Deadline: 10 days prior  
Contact: Kay Urtz
- 2) Name: Downtowner Newspaper, Inc.  
Address: 320 Cedar Street, St. Paul, MN 55101  
Phone: (612) 222-5887  
Deadline: Friday afternoon  
Contact: Charlene Bacigalupo
- 3) Name: The Eastsider  
Address: 1075 Arcade Street, St. Paul, MN 55106  
Phone: (612) 771-8816  
Deadline: Monday at 2:00 p.m.  
Contact: Anyone
- 4) Name: The Highland Villager  
Address: 757 Snelling Avenue South, St. Paul, MN 55116  
Phone: (612) 699-1462  
Deadline: Every Wednesday to 5:00 p.m.  
Contact: Anyone
- 5) Name: La Voz  
Address: P.O. Box 19206, Diamond Lake Station, Minneapolis, MN 55419  
Phone: (612) 825-1490  
Deadline: 18th of every month  
Contact: Joan Ramirez
- 6) Name: Minneapolis Star & Tribune  
Address: 425 Portland Avenue, Minneapolis, MN 55415  
Phone: (612) 372-4141  
Deadline: One week prior to community event  
Contact: Maureen McCarthy *Michael Steele*
- 7) Name: Saint Paul Pioneer Press & Dispatch  
Address: *39: CEDAR* Street, St. Paul, MN 55101  
Phone: (612) ~~222-5011~~ *228-5452*  
Deadline: One-and-a-half weeks prior to event  
Contact: Steven Smith

- 8) Name: Skyway News  
Address: Bremer Tower, St. Paul, MN 55101  
Phone: (612) 221-9056  
Deadline: One week prior to event  
Contact: Anyone
- 9) Name: Sun Newspaper  
Address: 4921 Babcock Trail, Inver Grove Heights, MN 55075  
Phone: (612) 451-6439  
Deadline: Wednesday at 12:00 Noon  
Contact: Dave Pepek
- 10) Name: Union Advocate  
Address: 440 Minnehaha Avenue, St. Paul, MN 55103  
Phone: (612) 488-6747  
Deadline: Wednesday prior to event  
Contact: Drew Mendelson
- 11) Name: Visiones de La Raza  
Address: 1800 Olson Memorial Hwy, Minneapolis, MN 55411  
Phone: (612) 374-2996  
Deadline: 15th of every month  
Contact: Anyone
- 12) Name: West Side/West St. Paul Voice  
Address: 209 West Page Street, St. Paul, MN 55107  
Phone: (612) 227-4414  
Deadline: Friday at 12:00 Noon  
Contact: Jerry Stevens
- Michael Sparks  
2242-800-8888