



Irene Gomez-Bethke Papers.

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INTER - AGENCY MEMO

To: Alberto Hernandez Alcala'

Fr: 303 Program Coordinator *Wm. Alexander*

Date: August 17, 1979

Re: Lay-Off in 303 Program

As we discussed yesterday drastic spending cuts have to be made in 303 effective immediately. The only solution seems to be lay-off of staff. After carefully consulting with 303 staff members, many have agreed to volunteer 20 hours per week of their time to insure the smooth termination of our '303' contract with Minnesota Migrant Council.

Those people who have given me a committment to work 20 hours per week as volunteers during September are Lucy Campa, Lupe Cuellar-de Zubiran, and Sylvia Cuellar. You can also count on my continuel cooperation during this difficult time. *My* faith in the agency is strong and I will continue to volunteer my time as long as I am financially able to do so.

TO: Alberto Alcala & Board of Directors
FROM: Dorothy Royston-Giles
RE: Overspending In CETA - 303 Budget

In projecting the expenses for CETA 303 for the duration of its contract, which is 9-30- I have recommended to Alcala that the staff be layed - off for the month of September. Even with these lay-offs, I project that the budget will have a deficit of approximately 1,900.00. Some of this deficit can be offset by W.E.P. administrative monies. The reason I have not done this is that prior administrative expenses charged to W.E.P. has been disallowed. There needs to be some clarity made between our Director and Accounting people at W.E.P. , as to what expenses are allowable. This was not done in the negotiation of the W.E.P. contract.

As an explanation as to why CETA-303 has run out of funds can be contributed to several factors:

- 1) The budget of 103,750.00 was not enough to operate the programs in the beginning.
- 2) Expenses for the 776 Ashland and 69 W. Congress had to be charged to CETA - 303 because there was no money elsewhere.
- 3) Some expenses for L.E.D.P. was charged to CETA - 303 BECAUSE the office in Mpls. remained open after the funds were cut-off.
- 4) Some expenses for the Mpls. Chemical Dependency office were charged to CETA - 303 because there were no funds elsewhere.

My concern for these expenses not pertaining to CETA - 303 has been expressed to Alcala in the attached memo copies.

FILE

To Alberto Hernandez - Akala
Executive Director

From Dorothy J. Royston - Giles
Accounting Coordinator

RECEIVED APR 25 1979

Subject Mpls. Chemical Dependency Office

MESSAGE

Date 4-24- 19 79

Again we are faced with the problem of accumulating expenses and no previous directive as to where the funds are coming from. There is no budget allowance in the Chemical Dependency Budget for rent and utilities, & Ceta-303 Budget can not carry the additional expense of another office. Please inform me as to where we are to charge these expenses.

I recommend that we close this office until you can find funds outside of the agency.

Signed

D. Royston - Giles

REPLY

Date 4-25- 19 79

Dorothy,

I appreciate you bringing this matter before me. I have been contemplating closing the Minneapolis office and now in light of what you have stated, April 30 will be the last day that we will remain open, until a time that we will be able to secure additional funds.

Signed

A. Ortiz

Speed Letter.

To: Alberto Hernandez Alcala
Executive Director

From: Dorothy J. Kingston-Giles
Accounting Coordinator

Subject: Expenses for 69 W. Congress

MESSAGE

Date: 4-24-1979

Per our conversations early last week,
it has never been decided where we
will obtain funds to pay expenses,
such as utilities bills, at 69 W. Congress.
Our current budgets do not allow such
expenses. It is imperative that you make
a decision immediately because we have
shut-off notice from the water company.

Signed

Al Kingston - Giles

REPLY

Date: _____ 19__

Signed

(FIA) (Annual Budget)

3rd Quarter

Budgetary

Summary

	Budget	Expenditures YTD	Balance
Salaries	8072500	6538114	1264386
Fringe Benefits	865100	1157199	(292099)
Travel	282400	260035	22365
Occupancy Cost	300000	353248	(53248)
Office Supplies	200000	241783	(41783)
Equipment (Rental)	220000	268395	(48395)
Telephone	350000	35361	44639
Postage	15000	12852	2148
Misc.	50000	58500	(8500)
	10375000	9477481	895513

Projected Expenses for August 13 - Sept. 30

Ceta 303

Acct.#	Payee	Amount
7300	NSP	164.30
7300	Glenwood Inglewood	14.30
7300	" "	6.00
7300	Janice Wrengler (Rent for Sept.)	450.00
7000	Wages for August - September	8,547.56
7100	FICA	523.97
7100	U.C.	384.64
7100	Great West Life for Sept.	111.23
7100	Group Health for Sept.	<u>721.67</u>
		10,923.68
	Balance In Budget	<u>8,955.13</u>
	Budget Deficit	<u><u>1,968.55</u></u>

CETA - 203

Pay Periods
9/5

8/22

9/19

Name	8/22	9/5	9/19
Alcala	576.80 / 80 reg.	576.80 / 80 reg.	576.80 / 80 reg.
Alexander vac. 8/30	538.40 / 80 reg.	538.40 ^{6 Comp} _{26.1 Vac} 48 reg.	370.2 / 5.5 Vac
Campa vac 8/30	461.60 / 80 reg.	461.60 ^{28.5 Vac} _{3.5 Comp} 48 reg.	311.58 / 54 vac
Zubian vac 8/30	461.60 / 80 reg.	461.60 ^{13 Vac} _{19 Comp} 48 reg.	354.86 / 61.5 Vac
Cuellar vac 8/20	339.00 / 75 reg.	219.96 / 48 reg.	- 0 -
Flores	32.80 / 80 reg.	32.80 / 80 reg.	32.80 / 80 reg.
Gustafson vac 8/20	460.00 / 80 reg.	460.00 ^{24 Vac} _{8 Comp} 48 reg.	216.00 / 48 vac
Gates	- 0 -	- 0 -	- 0 -
Half leave			
Payes vac 8/22	538.40 / 80 reg.	538.40 ^{38 Vac} _{42 Comp}	121.14 / 18 vac.
Rodriguez	461.40 / 80 reg.	461.40 / 80 reg.	461.40 / 80 reg.

3,455.00

3,335.96

1,756.60

TOTAL: 8,547.56

RE: Wance, Rev. Lee Lane

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TOTAL \$ 16,121.60

NAME	Tree Control	CETA 303	Mgmt Pkg	St. Paul Ceta	Chem. Dep.	WEP	Rams Ceta
ALCAIA, ALBERTO H. ^D	133.60	576.80	193.60				
ALEXANDER, PAMELA ^C		538.40					
BOWMAN, CHARLES LEE							
BRANDT, LEONOR							
CAMPA, LUCILA ^{AIA}		461.60			423.20		
CARTER, LULA							
CUELLAR, GUADALUPE ^{AIA}		461.60					
CUELLAR, SYLVIA		211.60					
ENOS, JOANN						480.80	
FLORES, RICARDO	143.60		52.80				
FRANEY, KATHLEEN							384.80
GASTANADUY, MARTHA ^{AIA}		460.00					
GIERYIC, OLGA						442.00	
GILFS, DOROTHY ROYSTON- ^B	143.60	538.40	400.00				
GUZMAN, DARLENE			16.80	346.40			
GUZMAN, THEODORE					442.40		
MALDONADO, KATHLEEN					258.40		
MCKOY, SANDRA			12.00	346.40			
MENLIZABEL, RODOLFO						442.00	
METCALF, DELIA						442.00	
MIPANDA, ADELINA						444.00	
NASI, KATHY JO					442.40		
ORTEGA, GREGORY						404.00	
PETERS, JEANE MIKULICH					442.00		
REYES, WILLIAM ^C		538.40					
RODRIGUEZ, CARMEN					500.00		
RODRIGUEZ, DANIEL ^{AIA}		423.20					
ROMERO, ROSALINDA							
						2,616.00	384.80

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[illegible]

<u>ACCT. #</u>	<u>PAYEE</u>	
7300	Northern States Power	164.30
7300	Glenwood Englewood	14.20
7300	" "	6.00
7300	Janice Wengler (Rent for Sept.)	450.00
7000	Wages for August-September	6,441.68
7100	F.I.C.A.	394.87
7100	U.C.	289.88
7100	Great West Life for September	111.23
7100	Group Health for September	<u>721.67</u>
		8,593.83
	Balance in Budget	<u>8,955.13</u>
		361.30

Ceta 303
Pay periods

	8-22	9-5	9-19
Salas	576.80 / 80 reg. 65 1/2 reg	576.80 / 80 reg.	576.80 / 80 reg.
Exander	538.40 / 12 vac 2 1/2 sick	376.82 / 14.5 vac. 41.5 reg.	
Ampa	461.60 / 2 1/2 sick 47 reg 4 vac	323.12 / 56 vac	
Abrian	461.60 / 5 sick 47 reg 24 comp 4 vac	323.12 / 56 vac	
Cellar	361.60 / 5 1/2 sick 66 reg 8 1/2 vac	253.12 / 56 Reg	
Lorcs	32.80 / 80 reg	32.80 / 80 reg.	32.80 / 80 reg.
Istuahey	460.00 / 12 comp 68 reg	322.00 / 40 vac 16 reg	
iles	- 0 -	- 0 -	- 0 -
ayes	538.40 / 48 vac. 32 reg.	53.84 / 8 vac	
driguez	46.40 / 80 reg.	46.40 / 80 reg	46.40 / 80 reg.
	3,477.60	2,308.08	656.00
Total:	6,441.68		

Status Report for the CETA Title III Section 303 Proposal

The final proposal was completed and sent to the Department of Labor on July 16, 1979. We compiled the extensive documentation that was necessary for this particular contract. The only item that was not included was a certificate from a Certified Public Accountant attesting to the adequacy of our accounting department i.e. an audit. A note was attached to the proposal stating that we are presently conducting an audit, and we will forward the results to the reviewing agency when the audit is completed.

On July 25, 1979 David Wilson accompanied Alberto Alcala to the Minnesota Migrant Council Office in St. Cloud on other agency business. At that time a copy of our proposal was presented to Lalo Zavala as per a request made over the telephone. Also At that time a copy of the MMC proposal was given to D.W. and AA in return. This action was in accordance with Department of Labor procedures. The overall meeting with MMC was cordial and productive.

Copies of the proposal are now being prepared for Frank Trejo of St. Paul TVI and people from Control Data Corporation--the two major service deliverers for the classroom training component of the proposed 303 program. Another copy ~~wx~~ is being prepared for Senator David Durenberger for lobbying purposes.

In addition, Percy Zachary, Director of Dakota County CETA has asked us to provide him with students for an already

functioning Fairbreak Program. This is the start of our cooperative linkage for the proposed 303 program and his office.

5/29/1979

TO: BOARD OF DIRECTORS, HISPANOS EN MINNESOTA
FROM: KATHLEEN FRANEY, PLANNING DEPARTMENT
RE: PLANNING DEPARTMENT REPORT *EF*

HEALTH

The House and Senate appropriated an annual health outreach grant of \$25,000 for Hispanos en Minnesota in the Health Welfare and Corrections Omnibus Bill. The appropriation has been approved by the conference committee of the House and Senate, has passed and is waiting for the governor's signature. The governor has two weeks after the session to consider the bills. Authors were Senator McCutcheon and Representative Jim Rice.

The money could be used for an advocate at St. Paul Ramsey, similar to the Indian Advocate at Hennepin General, and a health outreach worker. Northwest Area foundation indicated an interest last year in funding bilingual liaison persons in public health services and establishing health voucher monies for clients. We are re-contacting them at this time, to set up matching funds for these service

303 Ricardo Flores and AHA attended an informational conference on new Department of Labor regulations May 21-25 in Dallas and sent David Wilson and I the new regulations and form handbook.

David and I are filling out a preapplication form to be sent to Washington by the first of June, (by express mail). The deadline for the full proposal is July 15. We will be receiving letters of support from St. Paul C.E.T.A., The Minnesota Department of Economic Security, and Control Data.

In the new fiscal year, September 1979 to September 1980, Hispanos en Minnesota will propose to fund sixty students at the Vo-Tech and 50 through the basic skills P.L.A.T.O. classes furnished by Control Data. We will also provide basic services we have always provided; residential, nutrition, emergency assistance, to 500-1,000 farmworkers. Estimated Cost: \$725,000.00 or about half the 303 contract for the state. Unit cost per student is about \$1,940 for P.L.A.T.O. students and \$5,733.33 for Vo Tech Students.

This budget reflects the new concern at the federal level that employment training be emphasized over services. By working with Control Data, Hispanos en Minnesota will be able to furnish students with half-time jobs and assistance in finding permanent work in the private sector. This alliance with the private sector combined with our St. Paul C.E.T.A. vocational training experience will be assets in application for funds.

Franey/Board of Directors
5/29/79

C.A.S.A. We are negotiating for funds from two sources: Title 20 and the Governor's Chemical Dependency money. The proposal that was submitted for the Governor's Chemical Dependency money is uncertain since the legislature appears to have converted the money to block grants to the counties. Therefore that application will now have to be negotiated with Ramsey County.

Ramsey county is also the contractor for Title 20 funds. A proposal has been developed and is being rewritten for an outpatient program, to be submitted by Ricardo Flores the second week of June.

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT

Roberto Avina,

Plaintiff,

vs.

AMENDED COMPLAINT

Migrants in Action, Inc., a Minnesota Corporation, and Salvador Rosas, Francisca Vega, Maria Castor, Irene Betke, Alberto O. Miera, Arturo Perez, Mary Head, Luis Mendes, Max Von Rabeneau, and Rudolfo Diaz, as members of the Board of Directors of said corporation, and Frank Guzman, individually and as a former employee of said corporation.

Plaintiff, for his Amended Complaint against the Defendants, and each of them, states and alleges:

I.

1. That plaintiff was employed by defendant Migrants in Action, Inc. during the period October 5, 1977 through December 5, 1978. Plaintiff is, and at all times herein mentioned was, a resident of Ramsey County, Minnesota, and defendants are members of the Board of Directors and an employee of a corporation duly organized and existing under the laws of the State of Minnesota, having its principal place of business at 1162 Selby Avenue, St. Paul, Minnesota.

2. On October 5, 1977, plaintiff and defendants entered into an oral contract whereby defendants employed plaintiff as Deputy Director. That defendants agreed to pay plaintiff for such services the sum of \$14,500.00 per year, payable bi-monthly, and the plaintiff agreed to perform such services for such compensation.

3. That thereafter plaintiff entered on the performance of the contract and duly performed all its conditions on his part to be performed in a responsible and acceptable manner until he was prevented from doing so by the acts of the defendants.

4. That on December 5, 1978, defendants, without just cause, discharged plaintiff from employment and refused to permit plaintiff to continue with the performance of his services under the terms of his oral contract.

5. That, contrary to the "Personnel Policies and Procedures of Migrants in Action," defendants did not provide plaintiff with a notice of his termination in writing at least four weeks in advance of his termination.

6. That, also contrary to the "Personnel Policies and Procedures of Migrants in Action," plaintiff was not granted his due process rights at plaintiff's termination hearing.

7. That, since defendants make rules and adjudicate contested cases in disbursing state and municipal governmental funds, defendants are an "agency" for the purposes of the Administrative Procedure Act of the State of Minnesota.

8. That, since defendants make rules and adjudicate contested cases in disbursing federal governmental funds, they are an "agency" for the purposes of the federal Administrative Procedure Act.

9. That defendants did not put in writing its reasons for its ruling to uphold defendant Executive Director's discharge of plaintiff.

10. That, at plaintiff's termination hearing, defendant Executive Director gave as reason for termination plaintiff that there would be a lack of funds so that defendants would be unable to continue plaintiff's employment.

11. That the decision of defendant Board of Directors to uphold plaintiff's discharge for defendant Executive Director's reason of potential lack of funds, as stated in paragraph 10, supra, was arbitrary and capricious.

12. That, contrary to the "Personnel Policies and Procedures of Migrants in Action," page 20, there was no evidence

introduced at plaintiff's termination hearing to support defendant Executive Director's contention that defendant was experiencing a potential lack of funds so that plaintiff's employment could not be continued.

13. That defendants have denied plaintiff the right to his property, the right to continued employment by defendants, without due process of law in violation of the Fourteenth Amendment of the United States Constitution and Article 1 § 7 of the Constitution of the State of Minnesota.

14. That by reason of such wrongful discharge, plaintiff has been damaged in the sum of Ten Thousand and 00/100 (\$10,000.00) Dollars.

WHEREFORE, plaintiff demands Judgment against the defendants, and each of them, of Ten Thousand and 00/100 (\$10,000.00) Dollars, for attorney fees, and costs and disbursements and for such other relief as the Court deems just and equitable.

II.

For his second cause of action, plaintiff incorporates herein paragraphs 1 through 3 of his first cause of action and alleges:

1. That defendants, upon termination of his services on November 9, 1978, paid to plaintiff severance pay in the amount of \$2,065.00 and then proceeded to reemploy plaintiff on November 17, 1978. Upon his reemployment, plaintiff returned the severance pay in its entirety to defendants.

2. That defendant Executive Director represented to plaintiff that plaintiff was being rehired to continue working for the foreseeable future.

3. That immediately thereafter, defendants redrafted its Personnel Policies and Procedures, which on page 19 excluded severance pay, and proceeded immediately to give notice of termination to plaintiff without just cause effective December 5, 1978. A copy

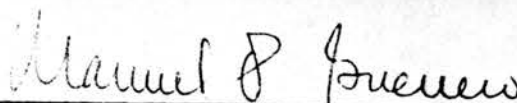
of defendants Personnel Policies and Procedures is attached hereto, marked Exhibit "A", and made a part hereof by reference.

4. That, while defendants were making plaintiff's return of his severance pay as a condition for reemployment, defendants knew that they were about to redraft its Personnel Policies and Procedures so that it would include a provision excluding the right of its employees to severance pay.

5. That this false representation by defendants induced plaintiff to return his severance pay and rely on the assurance that he would be eligible for severance pay upon termination in the future.

6. That the act of wrongfully inducing plaintiff to return severance pay, and subsequent changing of Personnel Policies and Procedures by defendants, caused plaintiff to be damaged and suffer a loss in the sum of \$2,065.00.

WHEREFORE, plaintiff demands Judgment against the defendants, and each of them, for the sum of Two Thousand Sixty-Five and 00/100 (\$2,065.00) Dollars, for attorney's fees, and costs and disbursements and for such other relief as the Court deems just and equitable.



MANUEL P. GUERRERO
Attorney for Plaintiff
Ninth Floor-Commerce Building
St. Paul, Minnesota 55101

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT

Roberto Avina,

Plaintiff,

vs.

S U M M O N S

Migrants in Action, Inc., a Minnesota Corporation, and Salvador Rosas, Francisca Vega, Maria Castor, Irene Betke, Alberto O. Miera, Arturo Perez, Mary Head, Luis Mendes, Max Von Rabeneau, Rodolfo Diaz, and Frank Guzman, individually, and as members of the Board of Directors of said corporation,

Defendants.

THE STATE OF MINNESOTA TO THE ABOVE-NAMED DEFENDANTS:

YOU ARE HEREBY SUMMONED and required to serve upon Plaintiff's attorney, an Answer to the Complaint which is herewith served upon you, within twenty (20) days after the service of this Summons upon you, exclusive of the day of such service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the Complaint.



MANUEL P. GUERRERO
Attorney for Plaintiff
Ninth Floor-Commerce Building
St. Paul, Minnesota 55101
291-8044

STATE OF MINNESOTA
COUNTY OF RAMSEY

DISTRICT COURT
SECOND JUDICIAL DISTRICT

Roberto Avina,

Plaintiff,

vs.

C O M P L A I N T

Migrants in Action, Inc., a Minnesota Corporation, and Salvador Rosas, Francisca Vega, Maria Castor, Irene Betke, Alberto O. Miera, Arturo Perez, Mary Head, Luis Mendes, Max Von Rabeneau, Rudolfo Diaz, and Frank Guzman, individually, and as members of the Board of Directors of said corporation.

Plaintiff, for his Complaint against the Defendants, and each of them, states and alleges:

I.

1. That plaintiff was employed by defendant Migrants in Action, Inc. during the period October 5, 1977 through December 5, 1978. Plaintiff is, and at all times herein mentioned was, a resident of Ramsey County, Minnesota, and defendants are members of the Board of Directors and employees of a corporation duly organized and existing under the laws of the State of Minnesota, having its principal place of business at 1162 Selby Avenue, St. Paul, Minnesota.

2. On October 5, 1977, plaintiff and defendants entered into an oral contract whereby defendants employed plaintiff as Deputy Director. That defendants agreed to pay plaintiff for such services the sum of \$14,500.00 per year, payable bi-monthly, and the plaintiff agreed to perform such services for such compensation.

3. That thereafter plaintiff entered on the performance of the contract and duly performed all its conditions on his part to be performed in a responsible and acceptable manner until he was prevented from doing so by the acts of the defendants.

4. That on December 5, 1978, defendants, without just cause, discharged plaintiff from employment and refused to permit plaintiff to continue with the performance of his services under the terms of his oral contract.

5. That by reason of such wrongful discharge, plaintiff has been damaged in the sum of Ten Thousand and 00/100 (\$10,000.00) Dollars.

WHEREFORE, plaintiff demands Judgment against the defendants, and each of them, of Ten Thousand and 00/100 (\$10,000.00) Dollars, for attorney fees, and costs and disbursements and for such other relief as the Court deems just and equitable.

II.

For his second cause of action, plaintiff incorporates herein paragraphs 1 through 3 of his first cause of action and alleges:

1. That defendants, upon termination of his services on November 9, 1978, paid to plaintiff severance pay in the amount of \$2,065.00 and then proceeded to reemploy plaintiff on November 17, 1978. Upon his reemployment, plaintiff returned the severance pay in its entirety to defendants.

2. That immediately thereafter, defendants redrafted its Personnel Policies and Procedures, which inter alia, did not provide for severance pay, and proceeded to give notice of termination to plaintiff without just cause effective December 5, 1978. A copy of defendants Personnel Policies and Procedures is attached hereto, marked Exhibit "A", and made a part hereof by reference.

3. That the act of wrongfully inducing plaintiff to return severance pay, and subsequent changing of Personnel Policies and Procedures by defendants, caused plaintiff to be damaged and suffer a loss in the sum of \$2,065.00.

WHEREFORE, plaintiff demands Judgment against the defendants,
and each of them, for the sum of Two Thousand Sixty-Five and 00/100
(\$2,065.00) Dollars, for attorney's fees, and costs and disbursements
and for such other relief as the Court deems just and equitable.

Manuel P. Guerrero

MANUEL P. GUERRERO
Attorney for Plaintiff
Ninth Floor-Commerce Building
St. Paul, Minnesota 55101
291-8044

U.S. DEPARTMENT OF LABOR
Office of Administrative Law Judges
Suite 700-1111 20th Street, N.W.
WASHINGTON, D.C. 20036



DEC 24 1979

.....
In the Matter of: :

Hispanos en Minnesota :

Case No. 80-CETA-90

.....
NOTIFICATION OF RECEIPT OF REQUEST FOR HEARING
and
PREHEARING ORDER

Pursuant to the Secretary of Labor's Regulations implementing the Comprehensive Employment and Training Act, you are hereby NOTIFIED that a request for hearing was filed on December 12, 1979 and docketed with the above case number. A copy of the request and a copy of the Grant Officer's determination are attached.

It is hereby ORDERED that:

1. On or before January 21, 1980 the Grant Officer shall: (1) submit the administrative file to the above office, and (2) simultaneously transmit 2 copies of the file to the Associate Solicitor for Employment and Training Legal Services in accordance with 20 CFR 676.88(g) and 1 copy to the party(s) requesting the hearing. Within the same period of time, each party or party in interest shall also file a NOTICE OF INTENT TO PARTICIPATE.

All correspondence should refer to the above case name and number and be mailed to the above address.

2. On or before March 6, 1980 the parties (through their attorneys, if any) will commence discussions to consider the disposition of all or a part of the case, the stipulation of facts, the admissibility of documents, the possibility of submitting the case for disposition on a stipulated record, and such other matters as may aid in the disposition of the case.

3. On or before March 21, 1980 each party shall file with this Office and serve on the other parties a detailed PREHEARING STATEMENT setting forth the results of such discussions, a general description of the remaining issues, whether an evidentiary hearing is required, the suggested time and place for such hearing, the name and address of each witness who may be called and a general description of the testimony expected to be given by each witness, a list of documents which may be offered in evidence and a general description of the contents of such documents, and such other statements or recommendations as may aid in the disposition of the case.

Nahum Litt

Nahum Litt

Chief Administrative Law Judge

DATED: December 17, 1979
WASHINGTON, DC

SERVICE SHEET

Case Name Hispanos en Minnesota

Case No. 80-CETA-90

CERTIFICATION

I hereby certify that on December 17, 1979, a copy of the
Notification of Receipt of Request for Hearing and
Prehearing-Order was mailed to the
parties and their representatives at the addresses listed below.

Mary H. Phoenix
Name

CERTIFIED MAIL - RETURN
RECEIPT REQUESTED

Associate Solicitor for Employment
and Training Legal Services
Room N-2101, 200 Constitution Ave., N.W.
U.S. Department of Labor
Washington, D. C. 20210

David Wilson
Program Planner
Hispanos en Minnesota
1162 Selby Avenue
St. Paul, Minnesota 55104

Minnesota Migrant Council
P. O. Box 1231
St. Cloud, Minn. 56301

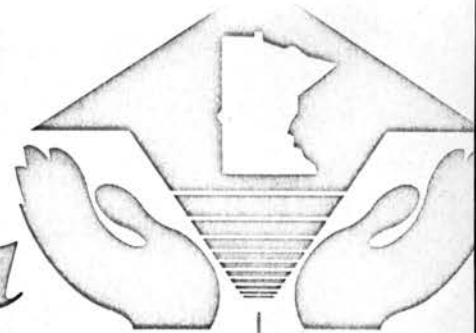
Grant Officer, ETA
U.S. Department of Labor
230 S. Dearborn Street
Chicago, Ill. 60604

DOL Scores for Metro Area CETA Title III., Section 303


MMC		HEM
15.67	PROGRAM DEVELOPMENT	13.67
14.3	DELIVERY SYSTEM	11.2
11.67	ADMINISTRATIVE CAPABILITY	9.0
13.33	RESPONSIVENESS TO FARMWORKERS	12.33
19.17	EXPERIENCE	17.5
4.25	LINKAGES	3.92
TOTAL: 78.38		TOTAL: 67.62

Hispanos en Minnesota

Formerly Migrants in Action



TO: Board of Directors

FROM: Ricardo Flores 

RE: Status of Programs

DATE: January 4, 1980

As we begin the 1980 calendar year and in retrospect of events in 1979, it would seem we have survived what many predicted would be Hispanos en Minnesota's doom. Despite our fiscal setback, program losses, high attrition and staff turnover, baffooning acts by malcontents and contractor skepticism, we have succeeded in stabilizing the agency and its operations. As we enter into the 1980 calendar year, I would like to share with you my proposal for strengthening and ensuring the future of the agency in 1980 and beyond.

We have successfully stabilized our operations in the first phase of a three phase plan. During the second phase, I would recommend that we begin to strengthen and build upon our remaining programs and services. In strengthening our foundation, we would, of necessity, be required to reevaluate and assess the overall structure of Hispanos en Minnesota. This would include an evaluation of all program and management systems, content and goals and objectives.

Concurrently, we would need to begin strengthening those areas of determined weakness or instability, i.e., lack of administrative or clerical support staff, reviewing, up-dating and amending organizational charter and policy, improving quality of programs and developing or incorporating program modules designed for specific target populations.

In submitting or applying for future program funding, all budgets henceforth should provide for all programmatic and administrative expenses. This has been a problem in the past. With the incorporation of an outside accounting service, stability and credibility should be realized within our budgets as well as with our contractors.

The result of our stabilization efforts has resulted in our entering the 1980 calendar year with an operating budget of \$317,000.00.

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

An Equal
Opportunity Employer

A United Way
Agency



Serving Minnesota's
Largest Minority
Hispanics
Latinos
Chicanos

MEMO
Board of Directors
January 4, 1980
Page Two

1980 OPERATING BUDGET

<u>Program</u>	<u>Amount</u>
C.A.S.A.	\$108,000.00
W.E.P.	70,000.00
Health (Leopoldo Munoz)	25,000.00
U.W.	7,000.00
CETA Title VI. contracts	36,000.00
W.E.P. (Work Experience Contracts)	24,000.00
Corrections Grant	17,000.00
	<u>\$317,000.00</u>

With the exception of two PSE contracts, all other contracts have been negotiated for the 1980 calendar year. During this second phase, I propose we involve ourselves in strengthening our three major service areas. We are fortunate in that our Housing, Health and Substance Abuse programs have great potential for future expansion. However, before we can expect to expand, we must ensure that each program is in optimal operation. This can only be accomplished through effective staffing, periodic evaluation and assessment and tight fiscal management. Both strengthening and expansion efforts can be conducted concurrently of each other.

Increasing our program development and grantswriting activity could result in a projected total of approximately \$210,000.00 of additional program funds. These additional funds would, of course, be used to strengthen already existing programs.

Housing

<u>Project</u>	<u>Source</u>	<u>Amount</u>
776 Ashland	Green Giant	\$ 30,000.00
69 W. Congress (attic)	Bush	10,000.00
Neighborhood Development		
Organization Grant	H.U.D.	N/A
Housing & Advocacy Program	H.U.D.	70,000.00

MEMO
Board of Directors
January 4, 1980
Page Three

Health

<u>Project</u>	<u>Source</u>	<u>Amount</u>
Health Outreach Program	St. Paul Foundation	\$30,000 - 40,000
Health Outreach Program	St. Paul Companies	T.A.
Health Outreach Program	Northwest Area	N/A

C.A.S.A.

<u>Project</u>	<u>Source</u>	<u>Amount</u>
Outpatient Proposal	State Welfare Dept.	\$20,000
County Service Contracts	Dakota, Washington Counties	\$40,000
Program Marketing	NIDA	N/A
Program Facilitating	NIAAA	N/A

Some of these proposals are already being researched for potential funding. Once the feasibility study is completed, with a report submitted to me, I will submit the proposal concept for approval by the Board of Directors. This second phase would be a program strengthening period for Hispanos en Minnesota, with some program expansion.

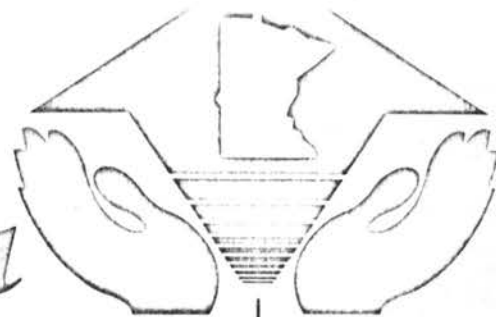
However, this does not mean expansion into other human service areas.

During this year, I believe we should begin to consider the possible purchase of commercial property to be used for housing our offices. The opportunity for loans, grants, or other arrangements is great. I believe this move is necessary and possible at this time. This proposal might take time to develop but does not preclude our leasing office space on a short-term basis. As I have recommended before, centralizing our operations in a high density Hispanic area would do alot in improving Hispanos en Minnesota's exposure within the community. The options of purchasing or leasing are available. However, at this juncture, I am recommending that we not sign a lease for the 1162 Selby office and prepare to relocate within the West Side community.

In closing, I will share with you that only as a result of our perseverance and will to succeed has Hispanos en Minnesota gotten this far. I feel confident that in this next year we will once again overcome our difficulties and prosper with our community.

Hispanos *en* Minnesota

Formerly Migrants in Action



November 27, 1979

Mr. Don Henry
Contracts Administrator
Ramsey County Mental Health Department
150 East Kellogg Blvd.
St. Paul, Minnesota 55101

Dear Sir:

We have reviewed the specifics by which the Ramsey County Mental Health Department wishes to negotiate a contract with Hispanos en Minnesota and are delighted to say that a 31% decrease in funds does not present a problem for our FY80 C.A.S.A. program. We are anxious to renegotiate a contract with Ramsey County Mental Health, however, there are some concerns we feel must first be resolved.

Because we remain committed to providing technical assistance for identified target areas in need of our services, we were pleased to learn that the 8% outstate services allocation was not deducted from the budget total. This will, however, necessitate a clarification of the types of technical assistance services allowable under the new contract.

It is our considered opinion that sub-sections one and three of the November 9, 1979, letter from Mr. Fashingbauer are not contrary to the interest of Hispanos en Minnesota. Your proposal to mutually define an evaluation mechanism by which to monitor the C.A.S.A. program is both fair and objective. We can see no problem in developing such an evaluation mechanism based on program expectations.

The areas that presented some concern for us were in sub-sections two, four and five. In our opinion, the aforementioned sub-sections are interrelated in terms of overall program objectives. From the very beginning, our staff has maintained that a lack of available counseling resources for Latino substance abusers exists in Minnesota. During the past three years, C.A.S.A. staff have researched and documented the need for increased service accessibility to Latino substance abusers; they have conducted Prevention Education Programs; and to a limited

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Services Provided

Migrant Services
Manpower Training
Housing
Employment
Education
Community Development

Chemical Abuse Service Agency

Education
Research
Counseling
Intervention

An Equal
Opportunity Employer

A United Way
Agency



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Hispanics
Latinos
Chicanos

Mr. Don Henry
November 27, 1979
Page Two

extent, advocacy and counseling. The C.A.S.A. program's goal has always been to eventually phase into a full counseling component, due to the lack of resource availability for our clients.

Based on Latino population projections by the year 1980, we will have approximately 60,000 to 71,000 Latino residents in Minnesota. It is generally accepted that an increased need for treatment facilities will become apparent within the next few years. We can understand your basis for a reduction in our 1980 contract, but your ensuing recommendations would directly impact our ability to achieve our goal to establish a competent mechanism capable of providing quality services for the Latino substance abuser.

By agreeing to your recommended staff limitations, which exclude a program planner position, we would severely limit our potential for program growth and expansion. This, I believe, would be contrary to both organizations' interests. Based on our conviction and understanding of our respective needs, we have examined the available funding for 1980 and included an increase by which to accomodate a program planner's fulltime salary. This position is an integral part of the program development section. We are requesting additional funds to include this very necessary position.

It is agreed that a program coordinator and secretary are an integral part of the program. However, we do sense a need to maintain one advocate position. The advocate would provide needed community outreach, client advocacy and translation services. Because these services would be provided by an advocate, the remaining two counselors could allot a greater proportion of their time to a higher quality chemical dependency counseling modality.

Once again, let me assure you that we are sincere and anxious about negotiating a contract and do not believe these issues to be insurmountable. Attached is the proposed budget which may assist us in finalizing a contract.

Sinceramente,

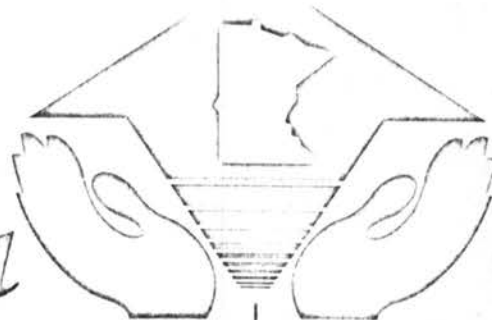
RICARDO FLORES
Executive Director

RF/km
Enclosure

cc: Salvador Rosas
Thomas Fashingbauer
Mary Jessen
Roy Garza
Frank Zeliski

Hispanos en Minnesota

Formerly Migrants in Action



November 30, 1979

Mr. Don Henry
Contracts Administrator
Ramsey County Mental Health Department
150 East Kellogg Blvd.
St. Paul, Minnesota 55101

Dear Sir:

Enclosed please find the proposed budget for the chemical abuse component for fiscal year 1980.

My apologies for not having provided this budget to you in my letter of November 27, 1979.

I shall wait to hear from you.

Sincerely,

RICARDO FLORES
Executive Director

RF/km
Enclosure

cc: Salvador Rosas
Thomas Fashingbauer
Mary Jessen
Roy Garza
Frank Zeliski

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November 30, 1979

MEMORANDUM

TO: Ricardo Flores
FROM: Kathy Nasi
RE: Budget for CASA's 1980 Contract (Revision)

Staff Salaries	\$82,280
Management Package	10,824
Programmatic budget	15,138
	\$108,242

STAFF SALARIES

Program Coordinator	\$16,000
Program Developer full time (temporary 3 months)	3,500
Secretary	12,000
Counselor I	12,500
Counselor II	12,000
Advocate	12,000
	\$68,000
	15,280 (Pay roll taxes, health benefit)
	\$83,280

\$82,280

MANAGEMENT PACKAGE

Executive Director	\$3,500
Accounting	3,500
	\$7,000
	2,350 (1/3 benefits)
	\$9,350
Rent	\$500
Comprehensive Accounting Service	944
	\$1,444

\$10,824

PROGRAMMATIC BUDGET

Audit	\$1,420
Mileage	2,784
Office Supplies	1,100
Program Supplies	950
Outside Printing (Xerox)	1,600
Telephone	2,800
Postage	200
Renting (Typewriter)	984
Interest	1,200
Bonding	1,200
Training for Staff	500
Dues to Organizations	100
Consultant fees	300
	\$15,138

\$15,138

KN/dm

MEMORANDUM

December 8, 1979

TO: Ricardo Flores
FROM: Kathy Nasl
RE: Monies available through the NIDA program

I spoke with Lee Gartner from the Single State Agency regarding NIDA monies, the following is information that I gathered from that conversation:

NIDA has a budget in Minnesota of a little more than 1 million dollars. Programs are funded with 80% from NIDA, 20% from either state, client monies, or county monies.

Lee suggested the following areas that NIDA might be interested in:

1. Half way house
2. Combination half way house with out-patient services. This would mean utilizing an already functioning half way house and integrating an out-patient program for Chicanos.
3. Out-patient program
4. Possibly organizing a highly intensive prevention program.
5. Organizing a Chicano Oriented program in one of the State Hospitals.

The one stipulation with NIDA programs is that they have to be drug related, not alcohol related.

She believes there is between \$10,000-\$30,000 available.

Lee also has mentioned that there is some discretionary funds available from the federal government. She suggests the following:

1. A state wide chemical dependency service for Hispanics. Excluding Ramsey and Hennepin counties. This program must capitalize on the uniqueness of the Chicano culture. The program must be clearly defined with measurable goals and objectives.

Paul Jarko also from single state agency (chemical dependency division) wants to participate in exploring funding for Hispanic in the area of c.d..

* I have worked with Lee Gartner before, she has always interested in CASA and it's services to the Hispanic population. She is enthusiastic about this project.

I will try to set an appointment with them for the early part of this week. I think you should be there.

Please let me know how your schedule for this week is planned.

1. Recommendations in the future for CASA.

Search in the following area for funding:

Hennepin County - (Mike Weber)

- a. Remaining 3 months of 1979
- b. Proposal for 1980 (\$80-\$100,000)
- c. Proposal for Half-Way House
- d. Proposal for In-Patient Treatment

NIAAA

NIDA

Title XX

Foundation Monies

GI Forum (Lupe Saldona)

SER

Riverview Hospital (Out-patient) (In-patient) Possibly join Federal Monies/State Neighborhood House Possibly joint efforts/ Closer to community ties.

Contact other organizations in the Midwest also into Hispanic and c.d. (Jessie Guzman - Michigan) Latin American Chemical Abuse Service Agency (Consuelo Alcalá)

CASA should eventually package a presentation on chemical abuse among Hispanics in the Midwest.

It might be in the best interest of CASA to request another on-site review from RCMH, to display to them the progress that CASA has made since their last review.

2. Present Contract Status.

Presently CASA is being funded on half of the monies that were allocated for FY79. This amount is \$73,259 for July 1- December 31, 1979. CASA is not in danger of over spending at this point, cut backs have been enforced since July 1, 1979. However some the contractual goals have been altered. Attached is a revision of those goals. CASA is behind in meeting their Ramsey County Goals, this could be improved by hiring the full complement of counselors. The remaining three months of 1979 do not look in danger of being pulled by Ramsey County, at this time. Ramsey County is changing over to Block Grant Sytem in January of 1980, it appears that RCMH is concerned with their own internal transition and will continue with this main concern for the last three months of 1979.

Two positions have been changed with in CASA present structure. The secretary is now the Administrative Intake Specialist. The research analyst is now the Administrat Assistant. These positions have been given more responsiblity toward the maintenance of internal office systems, proposal writing, reports, and budget matters. Attached are the revised job descriptions.

The 1980 Proposal is in the process of being revised and will be completed by 10-19-79. The proposed budget is \$177,943. The emphasis is more on in-depth counseling, and closer community relations, continued work with the penal sytem(courts, probation parole,) detoxification centers.

It would appear that RCMH will be closely reviewing this 1980 proposal for future funding. There has been no official word if the intent is to reduce the monies available to CASA.

3. Recommended goals and objective for CASA.

- a. Perfect the internal paper systems flow.
- b. Continue to provide present staff with training in c.d./culture.
- c. Strengthen community ties.
- d. Require all counselors to become certified.
- e. Continue training Hispanics for future employment. (Eventually management)
- f. Apply for funds in Hennepin County.
- g. Present c.d. information to TVI, MMC, Macalester, Uof M, Humboldt (Culture Oriented)
- h. Eventually become National speakers of c.d. and Chicano Culture.
- i. Research for unique treatment modality that would benefit the Midwest Chicanos.
- j. Become resource center in the Midwest on c.d. and Chicano culture.
- k. Breakaway from Ramsey County Mental Health.
- l. Search for other monies beside soft monies. Possibly foundations, for seed monies.
- m. Incorporate CASA.

4. Present funding source.

Casa is exclusively funding through RCMH. Don Henry is the monitor for all chemical dependency agencies in Ramsey County. He is also the Coordinator of the purchase of service unit. Roy Garza is the coordinator of Minority Services and also a consultant to Don Henry for CASA services. Tom Fashinbauer is the Director of the Ramsey County Mental Health Department.

5. How CASA effects the community and community organizations.

CASA provides the only Spanish Speaking A.A. meeting place in the city of St. Paul. CASA is involved with the Neighborhood house in a special task force effort to stop West Side Liquor Stores and Bars from selling liquor to minors. CASA is offering information to community people and agencies about chemical dependency through groups held at CASA on Wednesday night. CASA has also provided the community with chemical information at a 2 day conference held at the Neighborhood house.

6. Agencies that are coordinated with CASA to provide services to Hispanics.

Neighborhood House, Riverveiw Hospital, Officina Legal, Ramsey Action Programs, Work Equity Project, Minnesota Institute on Black Chemical Abuse, Single State Agency, Ramsey and Hennepin County Court Systems, Project Remand, University of Minnesota (Research Department) TVI, United Way, KDAN, Stillwater and St. Cloud Prisons, San Sol, Compass, Minnesota Migrant Council, Quadalupe Church, Spanish Speaking Affairs Council, Ramsey and Hennepin County detoxification centers, Mt. Erie, McDonough, Centro Cultural Chicano, Hazeldon, Ramsey and Hennepin County Welfare Department.

7. Financial increases in last 2 years.

FY 78	Budget	\$131,868	Clients Served	294
FY 79	Budget	\$146,519	Clients Served	699
3 mo. 79	Budget	<u>\$73,259</u>	Clients Served	<u>257</u>
		\$351,646		1250

8. Program Outlook for future.

1 year outlook

CASA will be oriented towards:
community involvement
follow-up with clients (internal and external)
increase of data supplied from clients
increase in mass media coverage of CASA
improving their resource library
improve in-depth counseling
organize and perfect all internal clerical systems (client /staff oriented)
improve CASA image with community, agencies, and RCMH

3 year outlook

Documented substantial proof that Midwest Hispanic have certain trends involving chemical dependency, which would allow CASA to become the expert in that field.
Apply for Out-patient facility
Apply for half-way house facility

5 year outlook

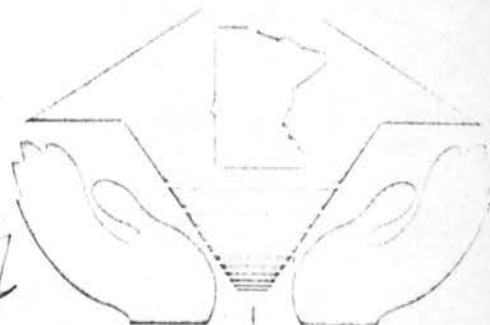
Apply for in-patient facility
CASA staff become national speakers on the subject of chemical dependency and the Midwestern Hispanic.

9. Projections for the Future (Fiscal)

1980	-	\$177,943	CASA
1981	-	\$197,000	CASA
1982	-		Out-patient facility
	-		Half-way House
1983	-		Out-patient facility
	-		Half-way House
1984	-		Out-patient facility
	-		Half-way House
1985	-		In-patient treatment facility
	-		Out-patient facility
	-		Half-way House

Hispanos en Minnesota

Formerly Migrants in Action



December 31, 1979

Mr. Jim Apts
Ramsey County Welfare Department
150 E. Kellogg Blvd.
St. Paul, Minnesota 55101

Dear Sir:

I am hopeful that upon reading this correspondence you will be able to placate my concerns. As the Acting Director of Hispanos en Minnesota (formerly Migrants In Action), it is my responsibility to keep tabs on available funding resources. My primary interest is in learning more about the Title XX. funding process because, as you may recall, we have for a long time been very interested in obtaining Title XX. funding for our programs.

When we last met in March, 1979, you had discussed with Kathleen Maldonado and myself the unavailability of funding at that time, and the nature of tight money being committed to already existing programs before even being appropriated. Due to the nature of our target population and the services we provide, Hispanos en Minnesota is interested in developing a Title XX. contract for services presently being rendered by H.E.M.

It is my understanding that a service contract was recently awarded to Chicanos/Latinos Unidos en Servicios (C.L.U.E.S.), a new agency, for the provision of human services and family counseling. My question is how funding for this organization came to be and whether a funding announcement on the availability of such funds was ever announced, or whether one even has to be announced.

We are not interested in competing against C.L.U.E.S. and, in fact, are making every attempt at coordinating services. However, we are very interested in learning how to formally apply and be considered favorably for reimbursement of services rendered to our specific client needs.

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Services Provided
Migrant Services
Elderly Services
Manpower Training
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Community Development
Chemical Abuse Service
Education
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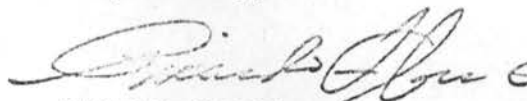


Serving Minnesota's
Largest Minority
Hispanics
Latinos
Chicanos

Mr. Jim Apts
December 31, 1979
Page Two

I would very much appreciate a reply to this letter with an explanation of your contracting policy and any information you feel may assist us in successfully submitting a proposal for services rendered.

Respectfully,

A handwritten signature in dark ink, appearing to read "Ricardo Flores", with a stylized flourish at the end.

RICARDO FLORES
Executive Director

RF/km

cc: Rick Cardenas
Salvador Rosas



CITY OF SAINT PAUL

OFFICE OF THE MAYOR

GEORGE LATIMER
MAYOR

May 8, 1979

Alberto Hernandez-Alcala
Executive Director
Hispanos En Minnesota
1162 Selby Avenue
Saint Paul, Minnesota 55104

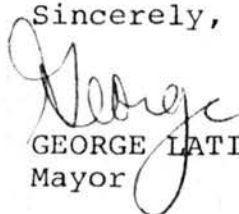
Dear Alberto:

Just a note to thank you for your very articulate and persuasive testimony at last week's Job Corps open hearing.

I am convinced now more than ever that the Bethel Job Corps will be an effective, positive part of our community. The enthusiasm of the neighborhood Ad Hoc Committee is most heartening testimony to the Center's future success.

Your remarks last Tuesday were most welcome and I appreciate the courage and conviction behind them.

Sincerely,


GEORGE LATIMER
Mayor

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Juan Lopez
407 11th Ave. S.W. Apt 216
Forest Lake, Minnesota 55025

Al Martinez
3929 Abbott Ave. So.
Minneapolis, Minnesota 55410

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Oficina Legal
530 Andrew St.
St. Paul, Minnesota 55107

Francisca Vega
395 Luella St.
St. Paul, Minnesota 55119

Max Von Rabenau
2210 17th Ave So.
Minneapolis, Minnesota 55404

HISPANOS EN MINNESOTA
STATEMENT OF REVENUE & SUPPORT
April 20, 1979

<u>SUPPORT & REVENUE</u>	<u>UNRESTRICTED</u>	<u>TREE CONTROL</u>	<u>CETA - 303</u>	<u>C.A.S.A.</u>	<u>W.E.P.</u>	<u>C.F.N.P.</u>	<u>FUNDS TOTAL</u>
Minnesota Migrant Council			10,000.00				10,000.00
Ramsey County Mental Health							
City of St. Paul (CETA)	1,700.31	43,298.80			4,731.51		49,730.62
United Way	1,500.00						1,500.00
Northern States Power (NSP)							
Green Giant Company							
Southwest Institute							
McKnight Foundation							
Vending Machine	5.00						5.00
Others (Misc.)	389.20						389.20
	3,594.51	43,298.80	10,000.00	-0-	4,731.51	-0-	61,624.82

HISPANOS EN MINNESOTA

STATEMENT OF EXPENSES

April 20, 1979

<u>EXPENSES</u>	<u>UNRESTRICTED</u>	<u>TREE CONTROL</u>	<u>CETA - 303</u>	<u>C.A.S.A.</u>	<u>W.E.P.</u>	<u>C.F.N.P.</u>	<u>TOTAL</u>
Salaries	4,267.44	4,657.60	8,447.92	5,744.00	5,117.80		28,234.76
Fringe Benefits	660.45	969.59	1,206.72	2,440.23	548.81		5,825.80
Professional Fees	150.00				(35.00)		115.00
Office Supplies		794.02	556.16	258.33			1,608.51
Training Supplies		652.82		7.00			659.82
Telephone		277.82	309.35				587.17
Postage							
Printing				75.00			75.00
Publications							
Membership Dues							
Equip.(Rental,Purchase & Maint)	299.97	201.67	80.00	17.00			598.64
Training Equip.(Rental & Purchase)		2,022.60					2,022.60
Occupancy (Rent & Maint.)	637.99	139.42	616.46				1,393.87
Building Rehabilitation	7,062.77						7,062.77
Insurance, Bonding & Interest		8,006.88		10.00			8,016.88
Staff Travel	(53.00)	99.22	149.74			69.91	265.87
Other Transportation		1,396.50					1,396.50
Conferences & Meetings	18.00						18.00
Scholarships & Tuitions		105.00					105.00
Assistance to Individuals						840.00	840.00
Wages for Participants		16,572.00					16,572.00
Fringes for Participants		4,169.45					4,169.45
Miscellaneous	710.71						710.71
	13,754.33	40,064.59	11,366.35	8,551.56	5,631.61	909.91	80,278.35

HISPANOS EN MINNESOTA
STATEMENT OF REVENUE & SUPPORT

May 23, 1979

<u>SUPPORT & REVENUE</u>	<u>UNRESTRICTED</u>	<u>TREE CONTROL</u>	<u>CETA - 303</u>	<u>C.A.S.A.</u>	<u>W.E.P.</u>	<u>C.F.N.P.</u>	<u>FUNDS TOTAL</u>
Minnesota Migrant Council			10,000.00			5,000.00	15,000.00
Ramsey County Mental Health				20,075.44			20,075.44
City of St. Paul (CETA)		42,260.28			4,191.58		46,451.86
United Way	1,500.00						1,500.00
Northern States Power (NSP)							
Green Giant Company							
Southwest Institute							
McKnight Foundation							
Vending Machines	5.00						5.00
Others (Misc.)							
Direct Support (C.A.S.A.)	3,209.76						3,209.76
Ramsey County (CETA)	1,722.93						1,722.93
Dakota County (CETA)	1,236.39						1,236.39
	<u>7,674.08</u>	<u>42,260.28</u>	<u>10,000.00</u>	<u>20,075.44</u>	<u>4,191.58</u>	<u>5,000.00</u>	<u>89,201.38</u>

HISPANOS EN MINNESOTA

STATEMENT OF EXPENSES

May 23, 1979

EXPENSES	UNRESTRICTED	TREE CONTROL	CETA - 303	C.A.S.A.	W.E.P.	C.F.N.P.	TOTAL
Salaries	3,792.80	4,657.60	8,094.37	6,717.60	4,391.60		27,653.97
Fringe Benefits	752.45	984.15	1,653.39	1,446.82	1,292.27		6,129.08
Professional Fees				3,209.76	749.86		3,959.62
Office Supplies	27.48	4.64	471.23	18.72			522.07
Training Supplies		1,555.75		109.51			1,665.26
Telephone	69.29	31.20	393.85	135.23			629.57
Postage				45.00			45.00
Printing							-0-
Publications							-0-
Membership Dues	10.00						10.00
Equip(Rental, Purchase & Maint)		201.67	1,061.51	17.00			1,280.18
Training Equip(Rental & Purchase)		4,022.60					4,022.60
Occupancy (Rent & Maint.)	176.60	140.24	817.18				1,134.02
Building Rehabilitation	13,678.70						13,678.70
Insurance, Bonding & Interest				398.20			398.20
Staff Travel		51.00	247.35	199.82		134.20	632.37
Other Transportation		630.00					630.00
Conferences & Meetings	125.50						125.50
Scholarships & Tuitions		8,842.00					8,842.00
Assistance to Individuals						486.86	486.86
Wages for Participants		10,780.00					10,780.00
Fringes for Participants		3,271.15					3,271.15
Miscellaneous	372.50			63.00			435.50
	19,005.32	35,172.00	12,738.88	12,360.66	6,433.73	621.06	86,331.65

HISPANOS EN MINNESOTA
STATEMENT OF REVENUE & SUPPORT
June 29, 1979

<u>SUPPORT & REVENUE</u>	<u>UNRESTRICTED</u>	<u>TREE CONTROL</u>	<u>CETA - 305</u>	<u>C.A.S.A.</u>	<u>W.E.P.</u>	<u>C.F.N.P.</u>	<u>FUNDS TOTAL</u>
Minnesota Migrant Council			20,000.00				20,000.00
Ramsey County Mental Health				19,620.32			19,620.32
City of St. Paul (CETA)	4,180.18	41,216.93			12,489.03		57,886.14
United Way	500.00						500.00
Northern States Power (NSP)							
Green Giant Company							
Southwest Institute							
McKnight Foundation							
Vending Machines	100.30						100.30
Others (Misc.)	110.05						110.05
Direct Support (CASA)	1,069.92						1,069.92
Ramsey County (CETA)	3,021.43						3,021.43
Dakota County (CETA)	3,564.14						3,564.14
	12,546.02	41,216.93	20,000.00	19,620.32	12,489.03	-0-	105,872.30

HISPANOS EN MINNESOTA

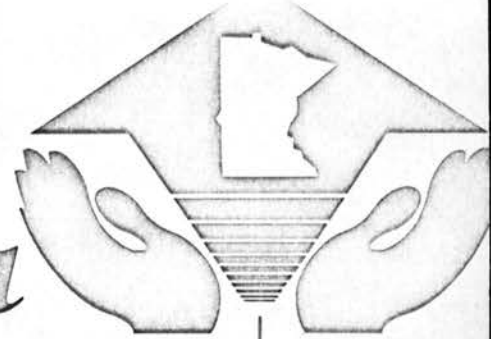
STATEMENT OF EXPENSES

June 29, 1979

EXPENSES	UNRESTRICTED	TREE CONTROL	CETA - 303	C.A.S.A.	W.E.P.	C.F.N.P.	TOTAL
Salaries	11,346.28	6,986.40	9,093.40	12,747.50	7,605.41		47,778.99
Fringe Benefits	1,573.26	1,540.06	1,611.43	4,299.41	1,444.12		10,468.28
Professional Fees	244.85			1,069.92	525.14		1,839.91
Office Supplies	27.48		(272.88)	339.35			93.95
Training Supplies		918.52		596.09			1,514.61
Telephone		100.04	440.95	150.60			691.59
Postage			72.80	205.00			277.80
Printing				513.45			513.45
Publications	241.20						241.20
Membership Dues							
Equip.(Rental, Purchase & Maint)	564.64	403.34	1,079.19	17.00			2,064.17
Training Equip.(Rental & Purchase)		5,860.60					5,860.60
Occupancy (Rent & Maint.)	76.24	1,090.29	272.57				1,439.10
Building Rehabilitation	11.01						11.01
Insurance, Bonding & Interest		8,102.88		242.35			8,345.23
Staff Travel		26.18	1,141.05	812.90	49.47	135.15	2,164.75
Other Transportation		929.50					929.50
Conferences & Meetings	7.00			364.00			371.00
Scholarships & Tuitions		(31.50)					(31.50)
Assistance to Individuals	10.00					1,245.15	1,255.15
Wages for Participants		11,712.00					11,712.00
Fringes for Participants		1,755.92					1,755.92
Miscellaneous	408.81			1,000.00			1,408.81
	14,510.77	39,394.23	13,438.51	22,357.57	9,624.14	1,380.30	100,705.52


Hispanos en Minnesota

Formerly Migrants in Action



MEMO

TO: Board of Directors

FROM: Ricardo Flores 

RE: Approval of salary increases for W.E.P. staff

DATE: January 4, 1980

In concurrence with the Board of Directors request, I am submitting a request for retroactive approval of salary increases for the W.E.P. Counselor/Coaching staff. The basis for this request involves the phase-out of the Title III., Section 303 contract. The phase-out of the Migrant Program necessitated lateral transfers of Title III., Section 303 staff to W.E.P. positions. However, at the time of transfer, the positions only provided salaried positions at \$11,000.00 - \$11,500.00. An already negotiated contract, with an agreed-upon budget was the basis for this. During renegotiations of the 1980 contract, salary increases were approved for Counselor/Coaches. Because none of our W.E.P. staff have received salary increases in more than one year, I am now recommending approval by the Board of Directors of the salary increases, retroactive to January 1, 1980.

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Vice President
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Alberto O. Miera, Jr.
Arturo Perez
Max Von Rabenau

Executive Director
A. Hernandez-Alcala

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MEMO

TO: Alberto Alcala
FROM: Ricardo Flores
RE: General Fundraising Drive
DATE: September 9, 1979

As per our discussions I am submitting the following Report on our efforts to solicit small foundation funds which will be used to supplement the General Operating Account. At the August 20, 1979 meeting with the Planning Section and yourself we discussed the need to solicit up to \$12,000.00 in small foundation grants which would be used to pay staff salaries during the month of September. The Planning Staff and I have initiated the effort by contacting several small foundations (See attached information) and by making preliminary inquiries on funding requirements. In addition we have completed the "Boiler Plate" material which will be sent to small foundations. In most cases information requested by small foundations is general and condensed. This makes it easier for them to review.

I feel confident that we will receive some funds from this effort, although I cannot be sure that it will be allocated in time to meet Septembers' payroll. I have included a list of each foundation thus far approached and have included the proposed amount from the foundation source.

cc/Board of Directors

APPENDICE

List of Foundation approached to date and amount requested.

<u>Foundation</u>	<u>Amount Requested</u>
General Mills Foundation	\$15,000.00 ✓
Episcopal Community Services's Agency	2,000.00 ✓
P and A. Butler Foundation	2,000.00
Bayport Foundation	2,000.00
Apache Foundation	2,000.00
Lewis and Annie F. Paper Foundation	2,000.00
Deluxe Check Printer, Inc.	2,000.00
Saint Paul Foundation	2,000.00
Baker Foundation	2,000.00
Northern States Power Company	1,000.00 ✓

Hispanos *en* Minnesota

Formerly Migrants in Action



September 6, 1979

Mr. Lewis Paper
President
Lewis and Annie F. Paper Foundation, Inc.
P.O. Box 3432
St. Paul, Minnesota 55165

Dear Mr. Paper,

We are submitting this letter to your attention, the contents of which include the funding request of Hispanos en Minnesota to the Lewis and Annie F. Paper Foundation, a rationale for our request, and a brief synopsis of the agency's history.

Our request to your foundation for \$2000. is directly related to a serious financial crisis, which Hispanos en Minnesota is currently experiencing and that can best be explained as an unavoidable conflict with the Department of Labor Prime Sponsor organization currently operating out of St. Cloud, Minnesota. Since 1975 Hispanos en Minnesota has subcontracted with the Minnesota Migrant Council for the delivery of Migrant farmworker services in the Metropolitan area. The agency has also been instrumental in the development and coordination of other new and innovative programs which have also benefited the migrant farmworker population i.e. Emergency Shelter Program, Resettlement House, Resettlement Assistance and Counseling, Substance Abuse Counseling, Employment and Training Programs, and Health Out-Reach and Advocacy services.

Programs designed for our specific target population could not have been developed without the concerted cooperation of national, state, and community resources who have contracted with Hispanos en Minnesota for the delivery of services i.e. U.S. Department of Labor Title III section 303; Governor's Substance Abuse Bill; Work Equity Project; State Health Services; United Way, and other private foundation funding from Hill, Bremer, St. Paul Foundation, Northwest Area Foundation, just to name a few.

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Despite the agency's impressive accomplishments, Hispanos en Minnesota was informed in 1979 that its subcontract with the Minnesota Migrant Council would not be renegotiated for Fiscal Year 1980. In an effort to continue providing services throughout Fiscal Year 1979 an extreme scaling down of the agency's Migrant Farmworker services became necessary, while concurrently absorbing a reduction in funds, which over a two year period resulted in a reduction from \$358,000. to \$100,000. in Fiscal Year 1979. All this despite the fact that during 1977 and 1978 our agency provided 58% of Minnesota Migrant Council's Migrant Farmworker Services with only 23% of their budget.

The decision to apply directly to the Department of Labor for Prime Sponsorship of the Metropolitan seven county area was made by Hispanos en Minnesota's Board of Directors after repeated attempts at renegotiating a contract with the Minnesota Migrant Council had failed. The scaling down of Migrant farmworker supportive and training services in the metropolitan area was the basis for our development of a migrant farmworker program of our own which could provide for a client's total needs, whether resettling or in-stream. With the cooperation of Control Data Corporation, St. Paul Technical Vocational Institute, the Dakota County and St. Paul CETA Organizations, a Migrant Services Proposal was developed and submitted to the Department of Labor on July 16, 1979. Shortly thereafter Hispanos en Minnesota received notice from the Minnesota Migrant Council that it would not absorb any over-expenditures incurred by our agency during Fiscal Year 1979, a process which in each preceding year, as a subcontractor, had been routine.

Hispanos en Minnesota allowed for the reduction of funds at the on-set of Fiscal Year 1979 through a process of staff lay-offs, reductions of supportive services, and program expenses. The adjustments did not allow for emergency charges from our Migrant Resettlement House, a Minneapolis branch office, emergency trips to Washington D.C. and Dallas, Texas which became necessary during the proposal development process, and the costs of part-time help during our peak summer months. Incurring these costs resulted in the complete exhaustion of funds by August 31, 1979.

Hispanos en Minnesota staff have worked as volunteers, since August 31, 1979, in anticipation of being contracted with the Department of Labor. Notification of the contract awards will be released by September 15, 1979. We remain strongly optimistic toward a successful contract. However, we would also like to provide payroll to our staff for the time they have worked. This of course would require funds for the entire month of September which we are trying to raise with requests to various metropolitan foundations and organizations. Should we fail, the Migrant Services component will of course be terminated.

Hispanos en Minnesota's staff dedication has proven invaluable during these difficult times. Their accumulated years of experience are unparalleled. We believe that our services are a vital and necessary resource for migrant farmworkers and that its operations should be maintained. For this reason we appeal to you for support of our organization in its moment of need.

We would like to meet with you personally to answer any questions or explain in detail any aspect of our program. Further information on our accounting department and yearly audit will be furnished on request.

Respectfully,

A handwritten signature in dark ink, appearing to read "Alberto", with a stylized flourish at the end.

Alberto Hernandez-Alcala
Executive Director

Hispanos *en* Minnesota

Formerly Migrants in Action



August 30, 1979

Lewis and Annie F. Paper Foundation, Inc.
P.O. Box 3432
Saint Paul, Minnesota 55165

Sir,

This is to assure you that Hispanos en Minnesota realizes that payment of foundation funds granted, should that occur, will be at the convenience of the Lewis and Annie F. Paper Foundation.

We also realize that this may involve modifications of previously agreed upon payment schedules should such modifications be deemed necessary by the foundation.

Very truly yours,

Alberto Hernandez-Alcala
Executive Director

Board of Directors

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Formerly Migrants in Action



August 30, 1979

Lewis and Annie F. Paper Foundation, Inc.
P.O. Box 3432
Saint Paul, Minnesota 55165

Re: Authorization of Application for Funds

Be it Resolved:

That the Board of Directors of Hispanos En Minnesota has reviewed the enclosed application for funds submitted to the Lewis and Annie F. Paper Foundation, and, that the application has received our endorsement.

Salvador M. Rosas
President of the Board

Board of Directors

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Vice President
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Address any reply to: Federal Building and U. S. Court House, 316 North Robert Street, St. Paul, Minnesota

EMPLOYER IDENTIFICATION NUMBER:
41-096-9747



Department of the Treasury
District Director
Internal Revenue Service

Date: February 7, 1974

Migrants in Action, Inc.
776 Ashland Avenue
St. Paul, Minnesota 55106

Key District:
Accounting Period Ending:
Form 990 Required:
Foundation Status Classification:
Advance Ruling Period Ends:

St. Paul, Minnesota
September 30
☒ Yes ☐ No
Section 509(a)(2)
September 30, 1974

Gentlemen:

Based on the information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under Section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization of the type described in Section 509(a)(2).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date referred to above.

Within 90 days after the end of your advance ruling period, you must submit to your key District Director information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization you will be classified as a Section 509(a)(2) organization so long as you continue to meet the requirements of the applicable support test. If, however, you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, in the event you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of Sections 507(d) and 4940.

State of Minnesota
Department of Revenue -- Sales and Use Tax Division
Centennial Office Building -- St. Paul, Minnesota 55145

CERTIFICATE OF EXEMPT STATUS -- EXEMPT ORGANIZATION

Under the provisions of Section 25, Subdivision 1 (p) of the Minnesota Sales and Use Tax Law, the organization whose name appears below is certified to be exempt from sales and use taxes applicable to purchases, rentals and leases of tangible personal property to be used solely and exclusively in the performance of charitable, religious or educational functions by that organization.

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

Certificate No.

ES

26334

Date Issued

December 24, 1975

This certificate is valid until revoked by the
Minnesota Department of Revenue.

ARTHUR C. ROEMER, Commissioner of Revenue

By

D. S. MundaHL

D. S. MUNDAHL, Director

Sales and Use Tax Division

The exemption does not apply to purchases of meals, lodging or tickets of admission

EXPENSES REQUESTED FOR SEPTEMBER

<u>Salaries</u>	<u>Rate Post</u>	<u>Amount Requested</u>
Executive Director	1420.80 @ 160 hrs.	1420.80
Planning Section Coordinator	1449.60 @ 160 hrs.	1449.60
Program Coordinator	1076.80 @ 160 hrs.	1076.80
Wages Aid (3)	923.20 @ 160 hrs.	2769.60
CETA Title VI, Public Service Employment Super- visor	1399.80 @ 160 hrs.	1399.80
Report Specialist	920.00 @ 160 hrs.	920.00
Bookkeeper	846.00 @ 160 hrs.	846.00
Payroll Clerk		
Custodian PT	200.00 @ 40 hrs.	200.00
		<u>10032.60</u>

Fringes

FICA	599.64
Unemployment Compensation	440.10
Insurance (Health)	1060.30

EXPENSES - Maintenance of A.P. Unit (continued)

<u>Maintenance Costs</u>	<u>Unit Cost</u>	<u>Amount Requested</u>
Rent	450.00	450.00
Utilities	164.00	164.00
Communications	509.52	<u>509.52</u>
		1123.52

Direct Program Supportive Service Costs

CFNP (Community Food Nutrition Program)

	333.00	333.00
Emergency Shelter	500.00	500.00
Gasoline Vouchers	500.00	<u>500.00</u>
		1333.00

Total amount requested 15133.35

Hispanos *en* Minnesota

Formerly Migrants in Action



MEMO

TO: Board of Directors, Finances Committee
FROM: Ricardo Flores, Executive Director
RE: Comprehensive Accounting Services
DATE November 16, 1979

(30 day
notice
escape
clause)

I have recently completed the cross-referencing of the Comprehensive Accounting Services Company, and, as requested by the Board of Directors, am submitting my recommendation and findings. In conducting a cross-reference check, I contacted six different organizations. The organizations were:

Torre de San Miguel Housing Project
Contact Person: Jerry Terlinde

Women Helping Offenders
Contact Person: Farris Bell

Consumer Services (296-2331)

Better Business Bureau (646-4631)

State Board of Accountancy (296-7937)

Although Farris Bell was strongly supportive of Comprehensive Accounting Services, Jerry Terlinde was not. The rationale for this may be the result of two distinctly different needs. These needs were based on available staff expertise, operating budget and number of billing invoices prepared per month.

The response from Consumer Services was that Comprehensive Accounting Services has been in existence for sixty (60) years; and that it is a national company with franchises in many states. The Better Business Bureau followed up by stating that no complaints had been lodged against the company, and, finally, the State Board of Accountancy stated that although Comprehensive Accounting Services had maintained offices in the state for many years, last year was the first time C.P.A.'s were legally allowed to seek employment with them. This was largely the result of an amended law which had previously restricted C.P.A.'s from advertising their services in this state.

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C.A.S.A. • 203 Prescott Street • St. Paul, Minnesota 55155 • (612) 227-0831

Memo

Board of Directors, Finances Committee

November 16, 1979

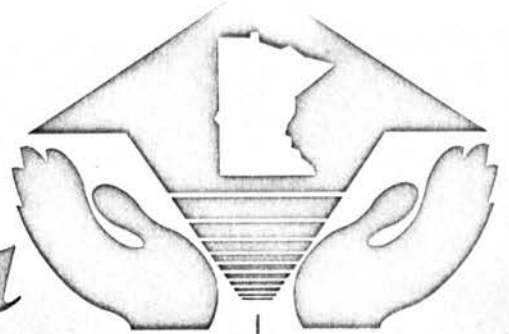
Page Two

Based on my original recommendation and the subsequent information received, I continue to endorse the need for Hispanos en Minnesota to utilize the recommended services and, based on cost effectiveness alone, I think we would be better paying one-third (1/3) the rate of a fulltime staff position than the entire amount required for a fulltime employee.

(Copies sent out to Alberto O. Miera, Jr., Salvador Rosas, Francisca Vega and Arturo Perez)


Hispanos *en* Minnesota

Formerly Migrants in Action



MEMO

TO: Salvador Rosas

FROM: Ricardo Flores 

RE: Meeting with Rita Burns

DATE: December 4, 1979

I have conferred with Rita Burns on pursuing legal recourse against Alberto Alcala, as was requested by the Board of Directors. After discussing my concerns with Ms. Burns, I am in concurrence with her assessment of the problem and recommendation.

With the approval of the Board of Directors, I will submit a detailed list of purchases and expenditures that we feel could be charged against Alberto Alcala. This will include a detailed list of items purchased by Alberto. Upon receipt of the aforementioned list, Ms. Burns will notify the County Attorney's office and explain our interest in properly handling the matter. Similarly we will submit letters to our contractors informing them of our actions, detailing the purchase of outside accounting services to investigate the matter. Upon completion of Comprehensive Accounting Service's work, a financial statement could be provided to the contractor for auditing purposes.

At this point, I cannot say whether any spillage in funds will occur. This cannot be determined until the year-end close-out has been completed. However, in the past, surplus funds have been used to offset the deficit balance.

RF/km

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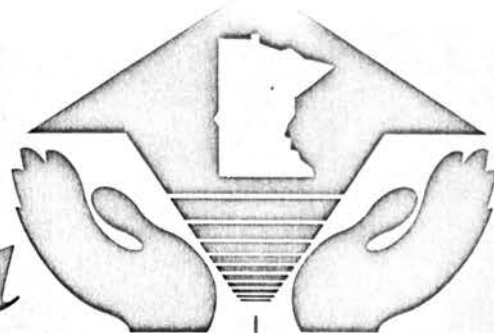
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MEMO

TO: Salvador Rosas

FROM: Ricardo Flores *RF.*

RE: Community-based fund raising efforts

DATE: December 3, 1979

Our recent open house was a great success. We attracted a very large attendance and grossed \$200.00 for our efforts. The raising of funds plus the reaffirming of old contacts at agency-sponsored events may ultimately serve a dual purpose. It could allow us a means by which to raise general operating funds, while improving the general image of the agency.

Community-oriented fundraising efforts could serve as a mechanism for increasing community awareness, interaction and support for Hispanos en Minnesota, while simultaneously providing a continued replenishment of the general account.

Preliminary plans have already been developed for possible future fundraising events (i.e., Monte Carlo Night, regularly scheduled Spanish film series, marathons, tournaments, etc.).

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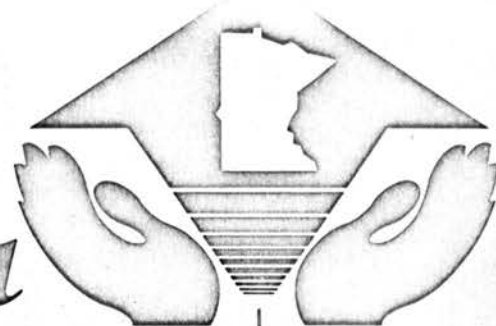
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December 4, 1979

Manager
Country Club Market
1200 South Robert
St. Paul, Minnesota 55107

Dear Sir:

Enclosed please find a copy of the handout provided at the agency Open House held on November 30, 1979.

The Open House was a great success and we thank you again for your contribution of coffee which helped make the benefit dinner possible.

The agency is now in the process of planning a children's Christmas party and we are again asking for donations of candy, clothing and toys so that this Christmas will be a happy one for a few of those more unfortunate than ourselves. If possible, we would again like to ask for your help in this effort by calling Kathy Maldonado at 227-0831 with any donations you feel able to contribute.

Thank you again for your generosity.

Sincerely,

RICARDO FLORES
Executive Director

RF/km
Enclosure

Board of Directors

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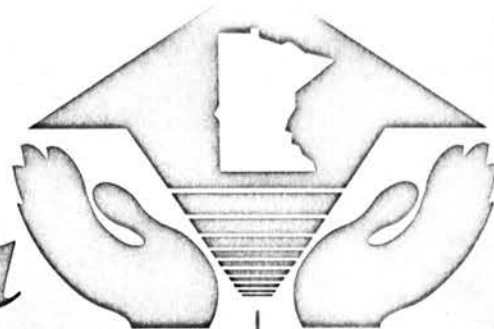
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MEMO

TO: Salvador Rosas

FROM: Ricardo Flores *RF*

RE: Hours and Wages

DATE: December 4, 1979

During the last two weeks, Mr. Rick English of the Department of Labor, Wages and Hours Division has been conducting a general compliance investigation of our hours and wages records. It appears that we have been in violation of overtime compensation under the Fair Labor Standards Act.

The Fair Labor Standards Act contains provisions and standards concerning minimum wages, equal pay, overtime pay, recordkeeping and child labor. Unless specifically exempted, employers covered by the Act must receive overtime pay for hours worked in excess of 40 at a rate not less than time and a half their regular rates of pay.

After reviewing the Fair Labor Standards Act, it appears that we may be in violation of overtime compensation laws. If we are determined to be in violation, we may be required to reimburse those employees determined eligible for reimbursement.

If this is the case, we should also consider immediately amending our By-Laws and Personnel Policy to adequately provide for overtime compensation.

RF/km

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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
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A United Way
Agency



Serving Minnesota's
Largest Minority
Hispanics
Latinos
Chicanos

DATE: November 26, 1979

FROM: Kay Franey, L.P.M. Health Outreach Program

TO: Ricardo Flores, Acting Executive Director

RE: Progress Report

Two staff members began working November 13, Adelina Miranda, health outreach worker, and Mrs. Nick Castillo Sr., V.I.S.T.A. volunteer.

Progress to date:

1. A list of 1979 farmworker clients has been compiled for visitation; visits will begin next week.
2. St. Paul Ramsey has agreed to include information on our program in the package given to all inpatients.
3. Mrs. Castillo has begun visiting St. Paul Ramsey patients through the patient representative program.
4. Appointments are being made for orientation meetings between staff and hospitals and clinics around the city. St. Paul Ramsey and the Children's Hospital and the West Side Community Health Center have already scheduled meetings with staff and are very cooperative.
5. An advisory board is being formed; Nurse Ofelia Flores Murphy of St. Olaf's Nursing Home Residence, Nurse Bee McFadden, public health nurse of St. Paul Health Center, Juan Lopez of L.A.R.C., a former health outreach worker for Migrant Health Service Inc., and Nurse Bea Folta, former migrant farmworker.
6. Nurse McFadden is assisting staff in writing a general health assessment questionnaire. A general services directory is being completed also, utilizing information from Ramsey County Welfare Department, the Bilingual Services Directory, and the public health programs and hospitals.
7. This referral and needs assessment information will be entered into the computer in order to facilitate writing quarterly reports for the health department and to facilitate research. Lee Ruiz of N.S.P. has volunteered his services. Adelina Miranda will be working with him on this task, using her earlier computer training in accounting dept.

Franey/Flores
11/26/79
Progress Report

8. Plans have been made to set up 1-3 bilingual health fairs, one day events in April sponsored by WTCN-TV and Blue Cross/Blue Shield to offer a battery of free health screenings worth hundreds of dollars with volunteer medical staff. W.T.C.N. will be advertising and coordinating the event. Community Based Organizations across the cities will be assisting in selecting sites and recruiting volunteers. Public Service Announcements in Spanish will also be arranged through H.E.M. Health Fairs uncover problems requiring attention in 30% of the attenders, and offer enormous exposure to health education during the screening.
9. Nutrition and cooking classes using cultural foods are being discussed with Graciela Sanchez of the Ramsey County Food and Nutrition Program.
10. A reimbursement and advance request for two quarters of the grant has been submitted. We anticipate receiving the amount next week, enabling us to pay back the bank loan from Northwestern, and to continue the program.

Recommendation to director:

More staff is needed to responsibly handle the problems to be uncovered in outreach to people's homes.

Ramsey County C.E.T.A. has a qualified candidate for Title VI Employment but says they have already used up their individual Title VI slots. I would like to continue to negotiate with them, checking their past record of minority service in Title VI. Note: qualified candidates are rare in Ramsey Co. and the alternative is to wait until February to submit a public service project. St. Paul C.E.T.A. may fund an employee but no qualified candidate has been recruited as of yet. I have sent notices of the possible position to agency staff and R.A.P. and Dan Foss.

Future Plans:

Serve 200 individuals before the end of the third quarter; March, through home visits and referrals from health and social services.

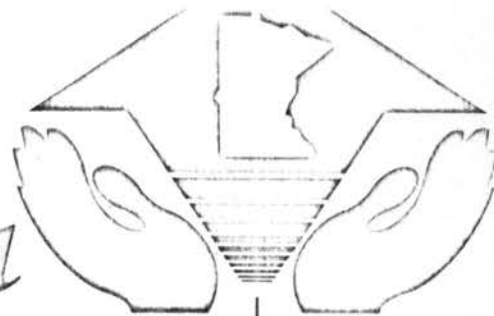
Possibly distribute a bilingual medical directory to area medical staff.

Seek matching funding from private foundations.

*400 people for the program year
10 per week*

Hispanos *en* Minnesota

Formerly Migrants in Action



November 27, 1979

Mr. Don Henry
Contracts Administrator
Ramsey County Mental Health Department
150 East Kellogg Blvd.
St. Paul, Minnesota 55101

Dear Sir:

We have reviewed the specifics by which the Ramsey County Mental Health Department wishes to negotiate a contract with Hispanos en Minnesota and are delighted to say that a 31% decrease in funds does not present a problem for our FY80 C.A.S.A. program. We are anxious to renegotiate a contract with Ramsey County Mental Health, however, there are some concerns we feel must first be resolved.

Because we remain committed to providing technical assistance for identified target areas in need of our services, we were pleased to learn that the 8% outstate services allocation was not deducted from the budget total. This will, however, necessitate a clarification of the types of technical assistance services allowable under the new contract.

It is our considered opinion that sub-sections one and three of the November 9, 1979, letter from Mr. Fashingbauer are not contrary to the interest of Hispanos en Minnesota. Your proposal to mutually define an evaluation mechanism by which to monitor the C.A.S.A. program is both fair and objective. We can see no problem in developing such an evaluation mechanism based on program expectations.

The areas that presented some concern for us were in sub-sections two, four and five. In our opinion, the aforementioned sub-sections are interrelated in terms of overall program objectives. From the very beginning, our staff has maintained that a lack of available counseling resources for Latino substance abusers exists in Minnesota. During the past three years, C.A.S.A. staff have researched and documented the need for increased service accessibility to Latino substance abusers; they have conducted Prevention Education Programs; and to a limited

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Hispanics
Latinos
Chicanos

Mr. Don Henry
November 27, 1979
Page Two

extent, advocacy and counseling. The C.A.S.A. program's goal has always been to eventually phase into a full counseling component, due to the lack of resource availability for our clients.

Based on Latino population projections by the year 1980, we will have approximately 60,000 to 71,000 Latino residents in Minnesota. It is generally accepted that an increased need for treatment facilities will become apparent within the next few years. We can understand your basis for a reduction in our 1980 contract, but your ensuing recommendations would directly impact our ability to achieve our goal to establish a competent mechanism capable of providing quality services for the Latino substance abuser.

By agreeing to your recommended staff limitations, which exclude a program planner position, we would severely limit our potential for program growth and expansion. This, I believe, would be contrary to both organizations' interests. Based on our conviction and understanding of our respective needs, we have examined the available funding for 1980 and included an increase by which to accommodate a program planner's fulltime salary. This position is an integral part of the program development section. We are requesting additional funds to include this very necessary position.

It is agreed that a program coordinator and secretary are an integral part of the program. However, we do sense a need to maintain one advocate position. The advocate would provide needed community outreach, client advocacy and translation services. Because these services would be provided by an advocate, the remaining two counselors could allot a greater proportion of their time to a higher quality chemical dependency counseling modality.

Once again, let me assure you that we are sincere and anxious about negotiating a contract and do not believe these issues to be insurmountable. Attached is the proposed budget which may assist us in finalizing a contract.

Sinceramente,

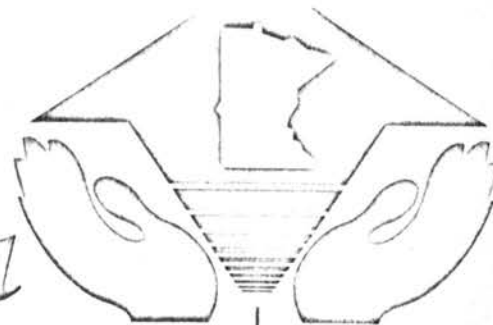
RICARDO FLORES
Executive Director

RF/km
Enclosure

cc: Salvador Rosas
Thomas Fashingbauer
Mary Jessen
Roy Garza
Frank Zeliski

Hispanos *en* Minnesota

Formerly Migrants in Action



November 30, 1979

Mr. Don Henry
Contracts Administrator
Ramsey County Mental Health Department
150 East Kellogg Blvd.
St. Paul, Minnesota 55101

Dear Sir:

Enclosed please find the proposed budget for the chemical abuse component for fiscal year 1980.

My apologies for not having provided this budget to you in my letter of November 27, 1979.

I shall wait to hear from you.

Sincerely,

RICARDO FLORES
Executive Director

RF/km
Enclosure

cc: Salvador Rosas
Thomas Fashingbauer
Mary Jessen
Roy Garza
Frank Zeliski

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November 10, 1979

MEMORANDUM

TO: Ricardo Flores
FROM: Kathy Nasi
RE: Budget for CASA's 1980 Contract (Revision)

Staff Salaries	\$82,280
Management Package	10,874
Programmatic budget	15,138
	\$108,292

STAFF SALARIES

Program Coordinator	\$16,000	
Program Developer full time (temporary 3 months)	3,500	
Secretary	12,000	
Counselor I	12,500	
Counselor II	12,000	
Advocate	12,000	
	\$68,000	
	14,280 (Pay roll taxes, health benefit)	
	\$82,280	

=====

\$82,280

MANAGEMENT PACKAGE

Executive Director	\$3,500	
Accounting	3,500	
	\$7,000	
	2,330 (1/3 benefits)	
	\$9,330	

Rent	\$500	
Comprehensive Accounting Service	944	
	\$1,444	

=====

\$10,874

PROGRAMMATIC BUDGET

Audit	\$1,420
Mileage	2,784
Office Supplies	1,100
Program Supplies	950
Outside Printing (Xerox)	1,600
Telephone	2,800
Postage	200
Renting (Typewriter)	984
Interest	1,200
Bonding	1,200
Training for Staff	500
Dues to Organizations	100
Consultant fees	300
	\$15,138

=====

\$15,138

KN/dm

MEMORANDUM

December 5, 1979

TO: Ricardo Flores
FROM: Kathy Nasi
RE: Monies available through the NIDA program

I spoke with Lee Gartner from the Single State Agency regarding NIDA monies, the following is information that I gathered from that conversation:

NIDA has a budget in Minnesota of a little more than 1 million dollars. Programs are funded with 80% from NIDA, 20% from either state, client monies, or county monies.

Lee suggested the following areas that NIDA might be interested in:

1. Half way house
2. Combination half way house with out-patient services. This would mean utilizing an already functioning half way house and integrating an out-patient program for Chicanos.
3. Out-patient program
4. Possibly organizing a highly intensive prevention program.
5. Organizing a Chicano Oriented program in one of the State Hospitals.

The one stipulation with NIDA programs is that they have to be drug related, not alcohol related.

She believes there is between \$20,000-\$30,000 available.

Lee also has mentioned that there is some discretionary funds available from the federal government. She suggests the following:

1. A state wide chemical dependency service for Hispanic. Excluding Ramsey and Hennepin counties. This program must capitalize on the uniqueness of the Chicano culture. The program must be clearly defined with measurable goals and objectives.

Paul Jarko also from single state agency (chemical dependency division) wants to participate in exploring funding for Hispanic in the area of c.d..

* I have worked with Lee Gartner before, she has always interested in CASA and it's services to the Hispanic population. She is enthusiastic about this project.

I will try to set an appointment with them for the early part of this week. I think you should be there.

Please let me know how your schedule for this week is planned.

10/15/79

1. Recommendations in the future for CASA.

Search in the following area for funding:

Hennepin County - (Mike Weber)

- a. Remaining 3 months of 1979
- b. Proposal for 1980 (\$80-\$100,000)
- c. Proposal for Half-Way House
- d. Proposal for In-Patient Treatment

NIAAA

NIDA

Title XX

Foundation Monies

GI Forum (Lupe Saldona)

SER

Riverview Hospital (Out-patient) (In-patient) Possibly join Federal Monies/State Neighborhood House Possibly joint efforts/ Closer to community ties.

Contact other organizations in the Midwest also into Hispanic and c.d. (Jessie Guzman - Michigan) Latin American Chemical Abuse Service Agency (Consuelo Alcala)

CASA should eventually package a presentation on chemical abuse among Hispanics in the Midwest.

It might be in the best interest of CASA to request another on-site review from RCMH, to display to them the progress that CASA has made since their last review.

2. Present Contract Status.

Presently CASA is being funded on half of the monies that were allocated for FY79. This amount is \$73,259 for July 1- December 31, 1979. CASA is not in danger of over spending at this point, cut backs have been enforced since July 1, 1979. However some the contractual goals have been altered. Attached is a revision of those goals. CASA is behind in meeting their Ramsey County Goals, this could be improved by hiring the full complement of counselors. The remaining three months of 1979 do not look in danger of being pulled by Ramsey County, at this time. Ramsey County is changing over to Block Grant Sytem in January of 1980, it appears that RCMH is concerned with their own internal transition and will continue with this main concern for the last three months of 1979.

Two positions have been changed with in CASA present structure. The secretary is now the Administrative Intake Specialist. The research analyst is now the Administrat Assistant. These positions have been given more responsibility toward the maintenance of internal office systems, proposal writing, reports, and budget matters. Attached are the revised job descriptions.

The 1980 Proposal is in the process of being revised and will be completed by 10-19-79 The proposed budget is \$177,943. The emphasis is more on in-depth counseling, and closer community relations, continued work with the penal sytem(courts, probation parole,) detoxification centers.

It would appear that RCMH will be closely reviewing this 1980 proposal for future funding. There has been no official word if the intent is to reduce the monies available to CASA.

3. Recommended goals and objective for CASA.

- a. Perfect the internal paper systems flow.
- b. Continue to provide present staff with training in c.d./culture.
- c. Strengthen community ties.
- d. Require all counselors to become certified.
- e. Continue training Hispanics for future employment. (Eventually management)
- f. Apply for funds in Hennepin County.
- g. Present c.d. information to TVI, MMC, Macalester, Uof M, Humboldt (Culture Oriented)
- h. Eventually become National speakers of c.d. and Chicano Culture.
- i. Research for unique treatment modality that would benefit the Midwest Chicanos.
- j. Become resource center in the Midwest on c.d. and Chicano culture.
- k. Breakaway from Ramsey County Mental Health.
- l. Search for other monies beside soft monies. Possibly foundations, for seed monies.
- m. Incorporate CASA.

4. Present funding source.

Casa is exclusively funding through RCMH. Don Henry is the monitor for all chemical dependency agencies in Ramsey County. He is also the Coordinator of the purchase of service unit. Roy Garza is the coordinator of Minority Services and also a consultant to Don Henry for CASA services. Tom Fashinbauer is the Director of the Ramsey County Mental Health Department.

5. How CASA effects the community and community organizations.

CASA provides the only Spanish Speaking A.A. meeting place in the city of St. Paul. CASA is involved with the Neighborhood house in a special task force effort to stop West Side Liquor Stores and Bars from selling liquor to minors. CASA is offering information to community people and agencies about chemical dependency through groups held at CASA on Wednesday night. CASA has also provided the community with chemical information at a 2 day conference held at the Neighborhood house.

6. Agencies that are coordinated with CASA to provide services to Hispanics.

Neighborhood House, Riverveiw Hospital, Officina Legal, Ramsey Action Programs, Work Equity Project, Minnesota Institute on Black Chemical Abuse, Single State Agency, Ramsey and Hennepin County Court Systems, Project Remand, University of Minnesota (Research Department) TVI, United Way, KDAN, Stillwater and St. Cloud Prisons, San Sol, Compass, Minnesota Migrant Council, Quadaalupe Church, Spanish Speaking Affairs Council, Ramsey and Hennepin County detoxification centers, Mt. Erie, McDonough, Centro Cultural Chicano, Hazeldon, Ramsey and Hennepin County Welfare Department.

7. Financial increases in last 2 years.

FY 78	Budget	\$131,868	Clients Served	294
FY 79	Budget	\$146,519	Clients Served	699
3 mo. 79	Budget	<u>\$73,259</u>	Clients Served	<u>257</u>
		\$351,646		1250

8. Program Outlook for future.

1 year outlook

CASA will be oriented towards:
community involvement
follow-up with clients (internal and external)
increase of data supplied from clients
increase in mass media coverage of CASA
improving their resource library
improve in-depth counseling
organize and perfect all internal clerical systems (client /staff oriented)
improve CASA image with community, agencies, and RCMH

3 year outlook

Documented substantial proof that Midwest Hispanic have certain trends involving chemical dependency, which would allow CASA to become the expert in that field.
Apply for Out-patient facility
Apply for half-way house facility

5 year outlook

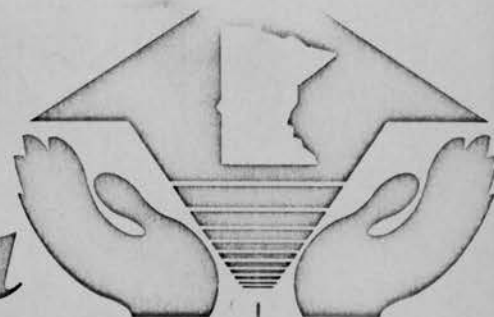
Apply for in-patient facility
CASA staff become national speakers on the subject of chemical dependency and the Midwestern Hispanic.

9. Projections for the Future (Fiscal)

1980	-	\$177,943	CASA
1981	-	\$197,000	CASA
1982	-		Out-patient facility
	-		Half-way House
1983	-		Out-patient facility
	-		Half-way House
1984	-		Out-patient facility
	-		Half-way House
1985	-		In-patient treatment facility
	-		Out-patient facility
	-		Half-way House

Hispanos en Minnesota

Formerly Migrants in Action



TO: H.E.M. Board of Directors

FROM: Alberto Hernandez-Alcala *Alberto Alcala*

DATE: October 9, 1979

RE: Resignation

I feel a personal need to tender my resignation as Executive Director, effective November 1, 1979.

I believe the time has come for me to express my concerns regarding the agency, and I do not feel this can happen as an employee.

I would like to get the business of time accrued out of the way before I begin to express to you my concerns.

In accordance to the Personnel Policy of the HEM/MIA Corporation, I have accumulated the following hours:

<u>Vacation</u>	<u>Sick</u>	<u>Comp. Time</u>
76 hrs.	76 hrs.	80 hrs.

Please forward the corresponding payment of the above hours to:

Alberto Hernandez-Alcala
4450 W. Vernon
Detroit, Michigan 48209

Now, I would like to share with you my concerns:

1. Problems with the Accounting Department. I never had a control of this department due to past administrative practices. Whenever I requested (and the Board requested) any information from accounting, I received a lot of excuses as to why the information was not available. Finally, the accountant conveniently took a ninety-day medical leave absence.
2. Understaffing. We have always been understaffed throughout the program, but the area that felt this situation the most was the Executive Director's office. Since my arrival, I have never had a secretary working for me that would allow me the flexibility to function as an Executive Director.

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Chicanos

3. Non-compliance to Personnel Policy. The agency in some instances did not function according to policy; which I feel was a major crisis, especially the hiring and firing practices that should have been my right as Administrator.
4. Reduction of Salary. When I first agreed to accept the position of Administrator, I planned my personal budget accordingly; then the Board chose to reduce my salary. I have not been able to recover from that financial blow.
5. Planning Coordinator answering to Board. This situation has allowed me very little control as to the functions of the Planning Department. Because of this condition, the Board of Directors' funding drive efforts have failed. The funding efforts that were successful (C.A.S.A. and W.E.P.), the Planning Department had no input.
6. Continual Break-ins. Throughout my stay with HEM/MIA we have experienced many break-ins; however, the last break-in took a tremendous psychological and emotional toll on me. I lost my photography equipment which was valued at \$2,600. Unfortunately, the agency did not have insurance to cover my loss.

I believe that the list of concerns could go on and on, however that is not my intentions. I would like to make my self perfectly clear regarding concern #5 , Ricardo Flores and I enjoyed a healthy working relation but I did not feel any real ownership to the funding drive efforts and that has always bothered me.

I want to thank each and everyone of the board members and the staff for sharing with me a little portion of their life ^{with} me. I leave the agency with many mixed emotions and I think it is best that I take my true feelings with me. I hope that the changing of the guard will be a new constructive beginning for HEM/MIA. Once again thank you for everything and good luck.

UNITED WAY OF THE SAINT PAUL AREA, INC.

STAFF ANALYSIS
Hispanos En Minnesota

BACKGROUND INFORMATION

Hispanos En Minnesota became a member agency of the United Way for the first time in 1979.

In February of this year, the agency changed its name from Migrants in Action to Hispanos En Minnesota, which reflected a change of direction. The agency intends to emphasize services for all Hispanic people including those who are already resettled, and intends to expand its service area throughout the State.

Request to St. Paul Companies for Funding a Health Research Project

In March, the United Way received a letter from Hispanos En Minnesota requesting permission to approach the St. Paul Companies for funding for a project to obtain demographic and medical data on the health needs of Latinos in the Metropolitan area. The United Way granted the permission to the agency, as long as that corporation was willing to consider the request.

FINANCIAL ANALYSIS

Form 2

In previous conversations with the agency, the United Way was given to understand that the \$7,000 allocation in 1979 was used as "catalytic" funds; in other words, it paid part of the salary of a grant writer who searched for other funding. For 1980, the agency is requesting a substantial increase (428.6%), which would be used in four of the programs.

On line 25, the request from the United Way adds across only if the amount of \$28,853, in column 7, is considered a surplus rather than a deficit. The surplus from the Tree Control would presumably defray part of the deficit in the other programs.

On line 9, there is no allocation of overhead expenditures to the programs in columns 5 and 8. This may raise a question as to how Supportive Services expenses are allocated in the agency.

Form 3

The salary figures, listed on line 7000, are evidently a mistake, and were simply repeated from the Total Other Revenue line above. In consulting the salary schedule, Form 5a, the figures should evidently be, in columns 1 through 4 respectively, \$399,929, \$412,998, \$404,517, and \$421,498. With these figures, the columns add correctly.

Dept of Labor - Green Giant

1. Supportive services

2. Education

3. Health -

4. employment training

Class - 69th
House - 797. Ashland -
True project

\$38,000

Monopower

All Hispanos

303 #

Jed. Funds

W E Project

1969

Vol.

emergency services

Usda

Hispanos En Minnesota

There are also a few other adding mistakes on this Form:

On the Total Other Revenue line, column 2 should be \$985,572 rather than \$986,372, and column 3 should be \$986,716 rather than \$987,516.

Total Other Expenditures, in column 1, should be \$401,551, rather than \$401,566.

The Balance at the bottom of the page cannot be verified because the agency has not yet submitted an audit. With this data, it would appear that the agency will be in the red at the end of this year, but is budgeting a \$27,000 gain in 1980. The Panel may wish to ask why such a large gain is budgeted.

Form 3a

The explanation on line 4000 raises a question about soliciting corporations. The United Way policy currently is that agencies may not solicit corporations, or corporate foundations, without written authorization from the United Way.

On line 4500, the subcontract referred to is for CETA funds. The agency intends to contract directly with federal government, instead of through another agency.

The projected 1980 amount on line 5000 does not correspond to Form 3, and evidently it should be \$1,095,124. A more complete itemization, and comparison, of this line item may be found on Form 3b.

There is no satisfactory explanation for the large increases in the following line items:

<u>Line</u>	<u>Item</u>	<u>Increase</u>	<u>% Increase</u>
8100	Supplies	\$ 10,146	62.4
8200	Telephone	1,546	22.7
8400	Occupancy	3,230	33.3
8500	Equipment	17,971	32.9
8700	Travel	2,711	33.6
8900	Specific Assistance to Individuals	317,694	86.9
9410	Insurance and Bonding	9,654	31.2

Form 5a - Salary Schedule

There are several mistakes in the computations of percentages in columns 8 and 11.

Form S5a

The Salary Expense for the first position, executive director, should be \$24,000 rather than \$2,400.

There is one less position on this Form when it is compared to Form 5a. The missing position is evidently a Manpower Aide, \$10,000, on the bottom of page 1. The totals on the bottom of page 1 are also an error, and in the Salary Expense column it should be \$192,498, and column III should be \$101,862.

Hispanos En Minnesota

There is some indication in this Form that costs are allocated according to funding source rather than to function. The grant writer for example would appear to be a Fund raising functional cost, and in this Form it is allocated more according to the source of funding. This raises a question on how the agency does allocate its costs between programs.

Financial Accountability to the United Way

Perhaps the most serious question facing Hispanos En Minnesota is its ability to account financially to the United Way on a timely basis. The revised budget request materials were continuously delayed, and finally delivered to the United Way on the afternoon before the meeting. As of this date, the United Way does not have a CPA audit. In addition, the agency has failed to submit the monthly financial reports, Form 9, from the beginning of the year, and has only submitted one quarterly report, Form 10, which reported for the second quarter.

PROGRAM ANALYSIS

The goals and objectives on Form 1 appear to be clear and sufficiently quantifiable.

It is difficult to see the differences between four of the programs in terms of purpose and goals; on pages 1, 4, 5, and 6. These programs are funded from different sources, and are delivered in different places, but the purpose and goals appear to be the same in all of them. If this is the case, these programs could be combined into one for purposes of United Way funding in the future.

Emergency board meeting.

1st of November -

A. Plan

B. Plan

MEMO

TO: Mr. Salvador Rosas
FROM: Ricardo Flores *R. Flores*
RE: Accounting Services
DATE: November 12, 1979

In seeking a solution for our current problem of qualified staff for the Accounting Department I have identified two potential possibilities. Our first possibility would be a Business major from Hamline University, who would work as an intern within the Accounting Department. A salary would be required for this position and indications are that the selected intern could only work twenty hours per week. The alternative to an intern could be Dynamic Company, a private firm with extensive experience in Business, Accounting, and Bookkeeping services. By comparison it would seem that Dynamic Company's services might be more cost effective at approximately \$2500.00 annually than would a salary of \$8000.00 for an intern.

Services provided by Dynamic Company would be:

- Monthly Balance Sheets
- Monthly Operating Statements
- Monthly Detailed General Ledger
- Bank Account Reconciliation
- Monthly Payroll register

Not included would be all year-end work and a one time set-up fee, which would bring all records up-to-date. My recommendation is that we determine whether we can afford Dynamic Company's services. I believe their services could greatly improve our present accounting system.

Hispanos ^{en} Minnesota

Formerly Migrants in Action



October 19, 1979

George R. Pettersen, M.D.
Commissioner
Minnesota Department of Health
717 Southeast Delaware
Mpls., MN 55440

Dear Commissioner:

Thank you for your letter of the 12th awarding Hispanos en Minnesota a special Community Health Services grant. We appreciate your suggestions and kind comments, and we will comply with the conditions and recommendations specified in the letter.

Enclosed please find a revised budget utilizing \$25,000 for the period July 1, 1979 through June 30, 1980 and the same amount for the following year ending June 30, 1980, as you requested.

We will adhere to your second condition of training the outreach workers under public health professionals. Nurse Bee McFadden of the St. Paul Department of Public Health has agreed to assist us in this.

We have already begun arrangements in line with your recommendations to utilize the Ramsey County Nursing Service and the technical expertise of the Minnesota Department of Health to strengthen assessment and evaluation components. In making referrals we have in the past relied on the Ramsey County Mental Health Center Minority Service Program and will continue to do so.

Thank you for your assistance and consideration.

Very truly yours,

Ricardo Flores
Acting Director

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

An Equal
Opportunity Employer

A United Way
Agency



Serving Minnesota's
Largest Minority
Hispanics
Latinos
Chicanos

APPLICATION FOR COMMUNITY HEALTH SERVICES SPECIAL GRANT

MINNESOTA STATUTES 145.911-145.925

IDENTIFICATION AND AUTHORIZATIONS

NAME AND ADDRESS OF APPLICANT ORGANIZATION

HISPANOS EN MINNESOTA
1162 SELBY AVENUE
ST. PAUL MN 55104

DO NOT WRITE IN THIS SPACE
FOR MDH USE ONLY

CONTROL NUMBER:

DATE RECEIVED:

SPONSORING UNITS OF GOVERNMENT (If Applicable)

City/County

Date Approved

3. FUNDING PERIOD

7/1/79 - 6/30/81

MONTH

DAY

YEAR

MONTH

DAY

YEAR

ALL APPROPRIATE REGIONAL REVIEW AGENCIES AND
BOARDS OF HEALTH WERE SENT COPIES OF THIS
APPLICATION.

Yes No Date

RDC X
HSA X
BD OF HLTH X

5. DOES THE AGENCY OR SPONSORING UNIT(S)
OF GOVERNMENT MAINTAIN A WRITTEN EQUAL
EMPLOYMENT OPPORTUNITY PROGRAM?

(X) Yes () No

Date Certified Mar 1979

FUNDING REQUEST 1979/80 \$ 25,000 1980/81 \$ 25,000

Application is made for a Special Grant under the provisions of the Community Health Services Act of 1976 in the amount and for the purposes stated herein. By signature, the Authorized Official agrees and has the authority to agree to comply with the conditions and reporting requirements, consistent with applicable MDH Rules and the Community Health Services Act. In addition, by signature below and signature affixed on page 9-10 of these forms, the Authorized Official assures full compliance with all items stated herein.

AUTHORIZED SIGNATURE

(Original Signature)

TITLE ACTING EXECUTIVE DIRECTOR

DATE 10/23/79

REQUEST FOR ADVANCE JULY 1 - DEC 31, 1979

☐ Check One ☐For the Period From July 1, 1979 To December 31, '79 If Budget Check One New ☐ Revision ☐ No ☐

Name and Address of Applicant

Title of Project: Leopoldo Munoz Health Program of Hispanos en MNProject Director (Name & Title) Ricardo Flores, executive director X CopyFiscal Officer: (Name & Title) Daniel Rodriguez, bookkeeper

I. Financial Summary - To be completed for Budget and Expenditure Report

	Budget Amount			Expenditure Amount			Outstanding Obligations		
	Local Match	MDH Grant	Total Proj.	Local Match	MDH Grant	Total Proj.	Local Match	MDH Grant	Total Proj.
A. Salary & Fringe		18,450.18			9,225.09				
B. Travel		994.50			497.25				
C. Supplies		1,368.32			684.16				
D. Patient Care									
E. Contractual		30.00			15.00				
F. Other (List)		3,707.00			1,853.50				
Admin. Expense		450.00			225.00				
Concn. expense									
Total		25,000.00			12,500.00				

II. Summary of Cash Transactions - Expenditures Report - MDH Grant Funds Only

A. Enter Transaction number of last warrant received from MHD

B. Cash Received to Date

C. Less: Total Expenditures to Date

D. Cash Balance

-0-
\$12,500.00
\$12,500.00

For MDH use only:

Grant No. _____

Source of Funds _____

III. Certification (Signatures)

I certify that to the best of my knowledge and belief the data reported above is correct and that all transactions were made in accordance with grant provision and applicable assurances.

Project Director

Ricardo FloresDate 11-8-79

Fiscal Management Officer

Daniel RodriguezDate 11-8-79

TRAN	VENDOR NUMBER		TYPE
INVOICE NUMBER		ORGANIZATION	
SEQ. NO.	SUFF	DEPT. P.O./F.O. NO.	OBJECT
AMOUNT OF INVOICE		DATE	SUBACT TASK
SUB TASK	COST/CLIENT CODE		FED REV
I hereby certify that the goods or materials covered by this claim have been inspected and received or the services have been performed, and are in accordance with specifications, and are in form, kind, amount, and quality, and payment therefor is hereby recommended.			
SYSTEM ASSIGNED BY NO. _____			

1979/80

Minnesota Department of Health

Special Grant Application

BUDGET DETAIL BY PROGRAMFor the period October 1, 1979 To June 30, 1980

Control No. _____

Date 10/1/79
Mo. Day Yr.

Name of Agency:

Hispanos en Minnesota
1162 Selby Avenue
St. Paul, Minnesota 55106☐ Original☒ Revised**I. PROGRAM TITLE:**

THE LEOPOLDO MUNOZ HEALTH PROGRAM

II. PROGRAM BUDGET DETAIL BY ACTIVITY COST:

A.	ADMINISTRATION	\$ 3,707.00
B.	PROGRAM SUPPLIES AND SPACE COSTS	\$ 1,368.32
C.	PROGRAM MILEAGE	\$ 994.50
D.	PROGRAM COMMUNICATION COSTS	\$ 450.00
E.	PROGRAM SALARIES	\$18,450.18
F.	TRAINING IN FIRST AID	\$ 30.00

TOTAL \$25,000.00**III. PROGRAM BUDGET BY SOURCE OF FUNDS:**

Local Participation			Other** State	Other** Federal	Total Budget
Tax Levy	Fees	Other*			
\$25,000.00		\$14,843.04		\$2,490.47	\$42,333.51

*Specify Type (e.g. In-Kind, Gifts, Revenue Sharing)

**Specify Source of Funds.

IV. PROGRAM BUDGET DETAIL BY COST:

COST CATEGORIES

NO. OF POSITIONS

AMOUNT

administrative costs.....1979-80

@ 14.8%

\$3,707. 00

administrative

TOTAL \$3,707.00

IV. PROGRAM BUDGET DETAIL BY COST:

COST CATEGORIES

NO. OF POSITIONS

AMOUNT

program supplies.....1979-80

	<u>program cost</u>	<u>in kind</u>
1. rent/yr @ 5.7% of totl	\$356.00	
2. typewriter, electric	\$300.00	
3. typewriter crtridges, 12	\$ 36.00	
4. steno notebooks, 3 dozen	\$ 18.00	
5. monila envelopes	\$ 9.36	
6. address lbls, 1,000	\$ 2.50	
7. typing ppr, 12 rms	\$ 48.00	
8. pen mrkers, eight	\$ 1.76	
9. desk top clndr	\$ 3.00	
10. desk top file, one	\$ 9.20	
11. file briefcases, four	\$ 26.00	
12. loose leaf notebooks, two	\$ 20.00	
13. appointment books, five	\$ 7.50	
14. calling crds @ \$15.00/500 x \$3.00	\$ 45.00	
15. postge @ 10 letters/wk x 52 weeks x 15 cents	\$ 78.00	
16. duplictn. & Printing	\$408.00	
17. calcultr @ \$80	in kind	
18. correction fluid @ 5.00	in kind	
19. korectype @ \$3.00	in kind	\$129.00
20. ppr. clips @ \$4.00	in kind	
21. letter envelopes @ \$7.00	in kind	<u>program supplies</u>
22. legl pds @ 3 dozen @ \$30.00	in kind	
	TOTAL	<u><u>\$1,368.32</u></u>

IV. PROGRAM BUDGET DETAIL BY COST:

COST CATEGORIES

NO. OF POSITIONS

AMOUNT

mileage.....1979-1980

Full-time temporary outreach worker
@ .17/mile x 25miles/wk x 42 weeks 178.50

Full-time permanent outreach worker
@ .17/mile x 45 miles/wk x 32 weeks 224.80

Ramsey County C.E.T.A. employee
@ .17/mile x 35 miles/wk x 32 weeks 190.40

St. Paul C.E.T.A. employee
@ .17/mile x 35 miles/wk x 32 weeks 190.40

V.I.S.T.A. employee
@ .17/mile x 35 miles/wk x 32 weeks 190.40

program mileage

TOTAL \$994.00

IV. PROGRAM BUDGET DETAIL BY COST:

COST CATEGORIES

NO. OF POSITIONS

AMOUNT

program communication costs.....1979-80

telephone

\$300.00

beeper

\$150.00

program communication

TOTAL \$450.00

IV. PROGRAM BUDGET DETAIL BY COST:

<u>COST CATEGORIES</u>	<u>NO. OF POSITIONS</u>	<u>AMOUNT</u>
program salaries.....1979-80		
OUTREACH WORKER, FULL TIME TEMPORARY	PROGRAM COST	IN KIND
Salary @ \$6.25/hours x 40 hours x 28 weeks	\$ 6,905.00	
Fringe:		
Health @ \$41.85 x six months	\$ 251.00	
F.I.C.A. @ 6.13%	\$ 419.78	
U.C. @ 4.5%	\$ 308.16	
Life Insurance @ \$9.90/month x six months	\$ 59.40	
OUTREACH WORKER, FULL TIME PERMANENT		
Salary @ \$5.77/hour x 40 hours x 37 weeks	\$ 8,537.20	
Fringe:		
Health @ \$119.80/month x 8 months	\$ 958.40	
F.I.C.A. @ 6.13%	\$ 537.48	
U.C. @ \$9.90/month x six months	\$ 394.56	
Life Insurance @ \$9.90/month x six months	\$ 79.20	
RAMSEY COUNTY C.E.T.A. EMPLOYEE		
@ \$4.09/hour x 40 hours/week x 37 weeks		\$6,053.20
Fringe:		
Health @ \$119.80/month x 8 months		
Life Insurance @ \$9.90/month x 8 months		
F.I.C.A. @ 6.13% (\$41.34 x 8 months)		\$1,368.32
ST. PAUL C.E.T.A. EMPLOYEE		
@ \$4.09/hour x 40 hours/week x 37 weeks		\$6,053.20
Fringe:		
Health @ \$119.80/month x 8 months		\$ 958.40
Life Insurance @ \$9.90/month x 8 months		\$ 79.20
F.I.C.A. @ 6.13% (\$41.34 x 8 months)		\$ 330.72
V.I.S.T.A. VOLUNTEER		
@ \$67.11/week x 37 weeks		\$2,490.47
	\$18,450.18	\$17,333.51
		program salaries
TOTAL		<u>\$18,450.18</u>

79/80

IV. PROGRAM BUDGET DETAIL BY COST:

COST CATEGORIES

NO. OF POSITIONS

AMOUNT

Tuition for a multi-media course
in first aid for five students
@ \$6.00/person

\$30.00

training costs

TOTAL

\$30.00

1980/81

Minnesota Department of Health
Special Grant Application**BUDGET DETAIL BY PROGRAM** (Anticipated)For the period July 1, 1980 To June 30, 1981

Control No. _____

Date 10 / 21 / 79
Mo. Day Yr.

Name of Agency:

☐ Original☒ RevisedHISPANOS EN MINNESOTA
1162 SELBY AVENUE
ST. PAUL, MINNESOTA 55104**I. PROGRAM TITLE:**

LEOPOLDO MUNOZ HEALTH PROGRAM

II. PROGRAM BUDGET DETAIL BY ACTIVITY COST:ACTIVITIES:AMOUNT

A. ADMINISTRATION	\$3,704.56
B. PROGRAM SUPPLIES	\$ 582.04
C. PROGRAM MILEAGE	\$1,190.00
D. PROGRAM COMMUNICATION COSTS	\$ 516.00
E. PROGRAM SALARIES	\$19,007.40

TOTAL _____

III. PROGRAM BUDGET BY SOURCE OF FUNDS:

CHS Subsidy	Local Participation			Other** State	Other** Federal	Total Budget
	Tax Levy	Fees	Other*			
\$25,000			\$3,525.28		\$1,009.53	\$29,535.00

*Specify Type (e.g. In-Kind, Gifts, Revenue Sharing)

**Specify Source of Funds.

IV PROGRAM BUDGET DETAIL BY COST

COST CATEGORIES

NO. OF POSITIONS

AMOUNT

administrative costs.....1980-81

administrative costs

TOTAL \$3,704.56

IV. PROGRAM BUDGET DETAIL BY COST:

<u>COST CATEGORIES</u>	<u>NO. OF POSITIONS</u>	<u>AMOUNT</u>
program mileage.....	1980-81	
Full-time Outreach Worker		
@ .17/mile x 45 miles/wk x 52 weeks		\$397.80
Ramsey County C.E.T.A.		
@ .17/mile x 35 miles/wk x 32 weeks (term. Nov.)		\$190.40
St. Paul C.E.T.A. employee		
@ .17/miles x 35 miles/wk x 32 weeks (term. Nov.)		\$190.40
V.I.S.T.A. employee		
@ .17/mile x 35 miles/wk x 32 weeks (term. Nov.)		\$190.40
Half-time Outreach Worker		
@ .17/mile x 25 miles/wk x 52 weeks		\$221.00

	program mileage
	<hr/>
TOTAL	<u><u>\$1,190.00</u></u>

IV. PROGRAM BUDGET DETAIL BY COST:

COST CATEGORIES

NO. OF POSITIONS

AMOUNT

program supplies.....1980-81

1.	duplication costs	\$ 272.41
2.	typewriter cartridges, six	\$ 18.00
3.	correction fluid, five bottles	\$ 5.00
4.	correction tape	\$ 3.00
5.	steno notebooks, 3 dozen	\$ 18.00
6.	paper clips, one box	\$ 4.00
7.	manila envelopes, 250	\$ 9.36
8.	letter envelopes, one box	\$ 7.00
9.	file folders, three boxes	\$ 28.50
10.	pencils,	\$ 4.29
11.	address labels, one roll of 250	\$ 2.50
12.	typing paper, 12 reams	\$ 48.00
13.	legal pads, five dozen	\$ 40.00
14.	pen markers	\$ 3.48
15.	one desk top calendar	\$ 3.00
16.	weekly appointment books, 5	\$ 7.50
17.	calling cards	\$ 30.00
18.	postage	\$ 78.00

program supplies

(program supplies subtotal..... \$582.04)

TOTAL \$582.04

IV PROGRAM BUDGET DETAIL BY COST:

<u>COST CATEGORIES</u>	<u>NO. OF POSITIONS</u>	<u>AMOUNT</u>
------------------------	-------------------------	---------------

program communication costs..... 1980-81

phone for 12 months	\$300.00
---------------------	----------

beeper for 12 months at \$18/mo	\$216.00
---------------------------------	----------

program communication

TOTAL	<u>\$516.00</u>
-------	-----------------

IV. PROGRAM BUDGET DETAIL BY COST:

1980/81

COST CATEGORIESNO. OF POSITIONSAMOUNT

program salaries.....1980-81

program costsin kindFull time Outreach worker

@ 5.77/hour x 40 hours/week x 52 wks

\$12,000.00

Fringe:

Health @ 119.80 x 12 months

\$ 1,437.00

Life Insurance @ \$9.90 x 12 months

118.80

F.I.C.A. @ 6.13%

\$ 735.60

U.C. @ 4.5%

\$ 540.00

Half-time Outreach Worker

@ 4.00 hour x 20 hours/week x 52 wks

\$ 4,176.00

(No Fringe Benefits)

Ramsay County C.E.T.A. employee

@ \$4.09/hour x 40 hours/wk x 15 wks

\$1,078.48

Fringe:

Health @ 119.80/mo. x 4

Life Insurance @ \$9.90/mo. x 4

F.I.C.A. @ 6.13% (\$41.34 x 4)

\$ 684.16

St. Paul C.E.T.A. employee

@ \$4.09/hour x 40 hours/wk x 15 weeks

\$1,078.48

Fringe:

Health @ 119.80/mo. x 4

Life Insurance @ \$9.90/mo. x 4

F.I.C.A. @ 6.13% (\$41.34/mo. x 4)

\$ 684.16

V.I.S.T.A. volunteer

@ 67.11/week x 15 weeks

\$1,009.52

\$19,007.40

\$4,534.81

program salaries

TOTAL

\$19,007.40

1979/80

Minnesota Department of Health
Community Health Services Special Grant

Control No. _____

BUDGET REPORTFor the Period July 1, 1979 To June 30, 1980**BUDGET**☐ Original☒ Revised

Name and Address of Agency:

Leopoldo Munoz Health Program
 Hispanos en Minnesota
 1162 Selby Avenue
 St. Paul, Minnesota 55104

	Other Participation	C.H.S. Grant	Total
I. PLANNED EXPENDITURES:			
<u>Programs</u> St. Paul C.E.T.A.	\$7,421.52	\$21,204.51	\$28,626.03
Ramsey County C.E.T.A.	\$7,421.52		
V.I.S.T.A.	\$2,490.47		
ADMINISTRATION		\$2,707.51	\$2,707.51
OTHER/SPECIFY			
TOTAL — Planned Expenditures	\$17,333.51	\$25,000.00	\$42,333.51
TOTAL — Less In-Kind Contributions	\$17,333.51	\$25,000.00	\$42,333.51

II. CERTIFICATION (SIGNATURES)

I certify that to the best of my knowledge and belief the data reported on this form is correct and that all transactions will be made in accordance with grant provisions and applicable assurances.

AUTHORIZED OFFICIAL Ricardo Plaus DATE 11-6-79

FISCAL MANAGEMENT OFFICER Daniel Rodriguez DATE 11-5-79

Address _____

HE 01062-01

III. PLANNED SOURCES OF FUNDS

SPECIAL GRANT

Local Participation

Local Tax Levy
Municipal
County
Revenue Sharing
Medicare Reimbursement
Medicaid
Private Fees/Insurance
Veteran's Administration

Contracts (specify)

Grants (specify)

Gifts/Donations
In-Kind Contributions

Other Income (specify)

Other Participation

Other State Funds (specify)

Other Federal Funds (specify)
locally recruited VISTA volunteer

TOTAL – Planned Sources of Funds

TOTAL - Less In-Kind Contributions

**Excess Funds Collected Over
(Under) Total Expenditures**

TOTAL	SUBTOTAL
\$25,000.00	
\$ 3,500.00	\$1,762.14 Ramsay County C.E.T.A.
	\$1,762.14 St. Paul C.E.T.A.
\$1,009.52	
\$29,534.78	

1980/81

Minnesota Department of Health
Community Health Services Special Grant

BUDGET REPORT (Anticipated)For the Period July 1, 1980To June 30, 1981

Control No. _____

BUDGET☐ Original☐ Revised

Name and Address of Agency:

Leopoldo Munoz Health Program
Hispanos en Minnesota
1162 Selby Avenue
St. Paul, Minnesota 55104

	Other Participation	LOCAL/AGENCY PARTICIPATION	SPECIAL GRANT	Total
I. PLANNED EXPENDITURES:				
<u>Programs</u> St. Paul C.E.T.A.	\$1,762.64		1,000.00	\$2,762.64
Ramsey County C.E.T.A.	\$1,762.64			
V.I.	\$1,009.50			
			1,700.56	\$1,700.56
ADMINISTRATION				
OTHER				
TOTAL -- Planned Expenditures	\$4,534.78		25,000.00	\$29,534.78
TOTAL -- Less In-Kind Contributions	\$4,534.78		25,000.00	\$29,534.78

II. CERTIFICATION (SIGNATURES)

I certify that to the best of my knowledge and belief the data reported on this form is correct and that all transactions will be made in accordance with grant provisions and applicable assurances.

AUTHORIZED OFFICIAL Ricardo Plaus DATE 11-6-79

FISCAL MANAGEMENT OFFICER Daniel Rodriguez DATE 5-7-80

Address _____

HE-01062-01

TOTAL	SUBTOTAL
\$25,000.00	
\$14,800.00	\$7,421.52
	St. Paul C.E.T.A.
	\$7,421.52
	Ramsey Co. C.E.T.A.
\$ 2,490.47	
\$42,333.51	

Local Participation

Veteran's Administration

**Excess Funds Collected Over
(Under) Total Expenditures**

ASSURANCES AND AGREEMENTS

BY SIGNATURE, THE AUTHORIZED OFFICIAL AGREES AND ASSURES THAT:

1. The agency will comply with state and federal requirements for equal opportunity employment.
2. The agency will comply with state and federal requirements relating to confidentiality of patient information.
3. The Department of Health will be provided with one copy of all contracts executed under the Special Grant (original signatures are required).
4. The agency will comply with all standards relating to fiscal accountability that apply to the Minnesota Department of Health, specifically:
 - a. The local participation funds identified in the budget submission meet the following tests as well as 7 MCAR § 1.451:
 1. Cash contributions are cash outlays, including the outlay of money contributed by other public agencies and institutions and private organizations and individuals.
 2. In-Kind contributions represent the value of non-cash contributions provided by (1) the applicant (2) other public agencies and institutions, and (3) private organizations and individuals. Such goods and services directly benefit and are specifically identifiable to Special Grant programs, and are identifiable from the applicant's records. Specifically the number of hours of volunteer services are supported by the same methods used by the agency for its employees and the basis for determining charges for personal services, supplies and expenses are documented.
 - b. Budget revisions will be submitted to the Commissioner for prior approval whenever:
 1. Changes are made in the objectives to be met in the Special Grant program, or;
 2. The proposed revision involves the addition of personnel not previously approved in the grant, or;
 3. The cumulative amount of funds transferred exceeds or is expected to exceed 10% or \$2,500.00, whichever is greater, of the approved total Special Grant budget.
 - c. Reports of Expenditures will be filed with the Commissioner on forms provided no later than 45 days following the end of each calendar year quarter.
 - d. Special Grant funds are used as payment for services only after third party payments, such as Titles XVIII, XIX, and XX or private insurance resources are utilized.

e. Financial Management Systems provide for:

- 1) Accurate, current, and complete disclosure of the financial results of each service or program.
- 2) Records that identify adequately the source and application of funds for grant supported services. These records contain information pertaining to grant awards and authorizations, obligations, unobligated balances, liabilities (encumbrances), outlays, and income.
- 3) Effective control over the accountability for all funds, property and other assets. Applicants adequately safeguard such assets and assure that they are used solely for authorized purposes.
4. Comparison of actual obligations with budget amounts for each program activity.
5. Accounting records that are supported by source documentation.
6. Audits that will be made by or at the direction of the applicant/ Department of Health to determine, at a minimum, the CHS Special Grant that will be retained until audited, with the following qualifications:
 - aa) The records will be retained beyond this period if audit findings have not been destroyed.
 - bb) Records for non-expendable property which was acquired with grant funds will be retained for three years after its final disposition.

AUTHORIZED OFFICIAL _____

(Original Signature)

TITLE _____

ACTING EXECUTIVE DIRECTOR

DATE _____

OCTOBER 23, 1979

DATE: November 26, 1979

FROM: Kay Franey, L.P.M. Health Outreach Program

TO: Ricardo Flores, Acting Executive Director

RE: Progress Report

Two staff members began working November 13, Adelina Miranda, health outreach worker, and Mrs. Nick Castillo Sr., V.I.S.T.A. volunteer.

Progress to date:

1. A list of 1979 farmworker clients has been compiled for visitation; visits will begin next week.
2. St. Paul Ramsey has agreed to include information on our program in the package given to all inpatients.
3. Mrs. Castillo has begun visiting St. Paul Ramsey patients through the patient representative program.
4. Appointments are being made for orientation meetings between staff and hospitals and clinics around the city. St. Paul Ramsey and the Children's Hospital and the West Side Community Health Center have already scheduled meetings with staff and are very cooperative.
5. An advisory board is being formed; Nurse Ofelia Flores Murphy of St. Olaf's Nursing Home Residence, Nurse Bee McFadden, public health nurse of St. Paul Health Center, Juan Lopez of L.A.R.C., a former health outreach worker for Migrant Health Service Inc., and Nurse Bea Folta, former migrant farmworker.
6. Nurse McFadden is assisting staff in writing a general health assessment questionnaire. A general services directory is being completed also, utilizing information from Ramsey County Welfare Department, the Bilingual Services Directory, and the public health programs and hospitals.
7. This referral and needs assessment information will be entered into the computer in order to facilitate writing quarterly reports for the health department and to facilitate research. Lee Ruiz of N.S.P. has volunteered his services. Adelina Miranda will be working with him on this task, using her earlier computer training in accounting dept.

Franey/Flores
11/26/79
Progress Report

8. Plans have been made to set up 1-3 bilingual health fairs, one day events in April sponsored by WTCN-TV and Blue Cross/Blue Shield to offer a battery of free health screenings worth hundreds of dollars with volunteer medical staff. W.T.C.N. will be advertising and coordinating the event. Community Based Organizations across the cities will be assisting in selecting sites and recruiting volunteers. Public Service Announcements in Spanish will also be arranged through H.E.M. Health Fairs uncover problems requiring attention in 30% of the attenders, and offer enormous exposure to health education during the screening.
9. Nutrition and cooking classes using cultural foods are being discussed with Graciela Sanchez of the Ramsey County Food and Nutrition Program.
10. A reimbursement and advance request for two quarters of the grant has been submitted. We anticipate receiving the amount next week, enabling us to pay back the bank loan from Northwestern, and to continue the program.

Recommendation to director:

More staff is needed to responsibly handle the problems to be uncovered in outreach to people's homes.

Ramsey County C.E.T.A. has a qualified candidate for Title VI Employment but says they have already used up their individual Title VI slots. I would like to continue to negotiate with them, checking their past record of minority service in Title VI. Note: qualified candidates are rare in Ramsey Co. and the alternative is to wait until February to submit a public service project. St. Paul C.E.T.A. may fund an employee but no qualified candidate has been recruited as of yet. I have sent notices of the possible position to agency staff and R.A.P. and Dan Foss.

Future Plans:

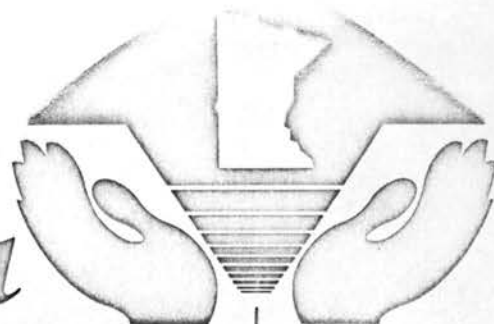
Serve 200 individuals before the end of the third quarter; March, through home visits and referrals from health and social services.

Possibly distribute a bilingual medical directory to area medical staff.

Seek matching funding from private foundations.

Hispanos *en* Minnesota

Formerly Migrants in Action



MEMO

TO: Salvador Rosas

FROM: Ricardo Flores *RF*

RE: Hours and Wages

DATE: December 4, 1979

During the last two weeks, Mr. Rick English of the Department of Labor, Wages and Hours Division has been conducting a general compliance investigation of our hours and wages records. It appears that we have been in violation of overtime compensation under the Fair Labor Standards Act.

The Fair Labor Standards Act contains provisions and standards concerning minimum wages, equal pay, overtime pay, recordkeeping and child labor. Unless specifically exempted, employers covered by the Act must receive overtime pay for hours worked in excess of 40 at a rate not less than time and a half their regular rates of pay.

After reviewing the Fair Labor Standards Act, it appears that we may be in violation of overtime compensation laws. If we are determined to be in violation, we may be required to reimburse those employees determined eligible for reimbursement.

If this is the case, we should also consider immediately amending our By-Laws and Personnel Policy to adequately provide for overtime compensation.

RF/km

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



An Equal
Opportunity Employer

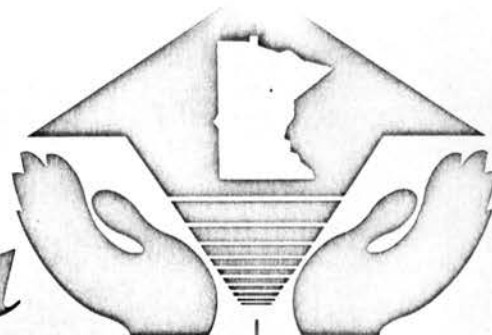
A United Way
Agency



Serving Minnesota's
Largest Minority
Hispanics
Latinos
Chicanos

Hispanos *en* Minnesota

Formerly Migrants in Action



MEMO

TO: Salvador Rosas

FROM: Ricardo Flores *RF.*

RE: Community-based fund raising efforts

DATE: December 3, 1979

Our recent open house was a great success. We attracted a very large attendance and grossed \$200.00 for our efforts. The raising of funds plus the reaffirming of old contacts at agency-sponsored events may ultimately serve a dual purpose. It could allow us a means by which to raise general operating funds, while improving the general image of the agency.

Community-oriented fundraising efforts could serve as a mechanism for increasing community awareness, interaction and support for Hispanos en Minnesota, while simultaneously providing a continued replenishment of the general account.

Preliminary plans have already been developed for possible future fundraising events (i.e., Monte Carlo Night, regularly scheduled Spanish film series, marathons, tournaments, etc.).

Board of Directors

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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.

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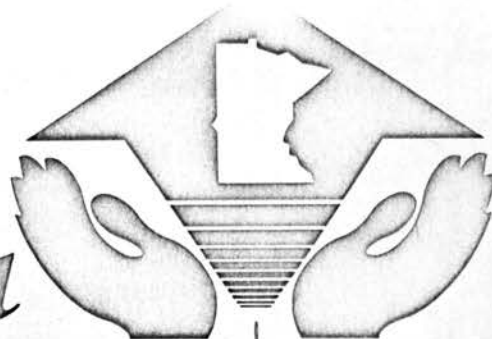
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Hispanos *en* Minnesota

Formerly Migrants in Action



December 4, 1979

Manager
Country Club Market
1200 South Robert
St. Paul, Minnesota 55107

Dear Sir:

Enclosed please find a copy of the handout provided at the agency Open House held on November 30, 1979.

The Open House was a great success and we thank you again for your contribution of coffee which helped make the benefit dinner possible.

The agency is now in the process of planning a children's Christmas party and we are again asking for donations of candy, clothing and toys so that this Christmas will be a happy one for a few of those more unfortunate than ourselves. If possible, we would again like to ask for your help in this effort by calling Kathy Maldonado at 227-0831 with any donations you feel able to contribute.

Thank you again for your generosity.

Sincerely,

RICARDO FLORES
Executive Director

RF/km
Enclosure

Board of Directors

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Vice President
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Treasurer
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Formerly Migrants in Action



MEMO

TO: Board of Directors, Finances Committee

FROM: Ricardo Flores, Executive Director

RE: Comprehensive Accounting Services

DATE November 16, 1979

I have recently completed the cross-referencing of the Comprehensive Accounting Services Company, and, as requested by the Board of Directors, am submitting my recommendation and findings. In conducting a cross-reference check, I contacted six different organizations. The organizations were:

Torre de San Miguel Housing Project
Contact Person: Jerry Terlinde

Women Helping Offenders
Contact Person: Farris Bell

Consumer Services (296-2331)

Better Business Bureau (646-4631)

State Board of Accountancy (296-7937)

Although Farris Bell was strongly supportive of Comprehensive Accounting Services, Jerry Terlinde was not. The rationale for this may be the result of two distinctly different needs. These needs were based on available staff expertise, operating budget and number of billing invoices prepared per month.

The response from Consumer Services was that Comprehensive Accounting Services has been in existence for sixty (60) years; and that it is a national company with franchises in many states. The Better Business Bureau followed up by stating that no complaints had been lodged against the company, and, finally, the State Board of Accountancy stated that although Comprehensive Accounting Services had maintained offices in the state for many years, last year was the first time C.P.A.'s were legally allowed to seek employment with them. This was largely the result of an amended law which had previously restricted C.P.A.'s from advertising their services in this state.

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Memo

Board of Directors, Finances Committee

November 16, 1979

Page Two

Based on my original recommendation and the subsequent information received, I continue to endorse the need for Hispanos en Minnesota to utilize the recommended services and, based on cost effectiveness alone, I think we would be better paying one-third (1/3) the rate of a fulltime staff position than the entire amount required for a fulltime employee.

(Copies sent out to Alberto O. Miera, Jr., Salvador Rosas, Francisca Vega and Arturo Perez)

HISPANOS EN MINNESOTA, INC.
Volunteer Participation of
Agency Board

Irene Bethke-Gomez - Secretary
4649 Decatur Ave. No.
New Hope, MN 55428
Home: 537-0469
Work: 535-6171, 566-7860

Maria Castor
257 Winifred
St. Paul, MN 55107
Home: 226-9779
Work: 221-1331

Manuel Cervantes - Vice-President
2210 17th Ave. So.
St. Paul, MN 55404
Parents: 774-0584

Francisca Vega
395 Luella St., #503
St. Paul, MN 55119
Home: 735-7372
Work: 224-5871

Juan Lopez
195 Edmund, Apt. #101
St. Paul, MN 55104
291-2838

Jose Cruz
Metro. Waste Control Commission
350 Metro Square Bldg.
7th and Robert
St. Paul, MN 55101
222-8423

Alberto O. Miera, Jr., - President
1583 Hazelwood
St. Paul, MN 55106
Home: 774-5772
Work: 733-1696

Arturo Perez - Treasurer
223 Ridgewood Ave. So., #5
Minneapolis, MN 55403
Home: 870-7986
Work: 348-8550

Sal Rosas
5365 Audobon Ave., #206
Inver Grove Hts., MN 55075
Work: 291-2806

Max von Rabenau
Coordinator/Counselor
Mexican-American Program
Macalester College
St. Paul, MN 55105

Al Martinez
3927 Abbott Ave. So.
Minneapolis, MN 55410
920-0513

Frances Trejo
Ramsey Action Programs, Inc.
462 So. Robert
St. Paul, MN 55107
224-2301



United Way of the St. Paul Area

333 Sibley Street • St. Paul MN 55101 • (612) 291-8321

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*Philip H. Nason
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G. Richard Slade
*Mrs. Harold J. Slawik
George H. Tesar
Jerome G. Tvedt
Mrs. Arne R. Westerback
F. T. Weyerhaeuser
William O. White
Bernie F. Wolff

*executive committee

February 27, 1980

Mr. Ricardo Flores, Acting Director
Hispanos En Minnesota
1162 Selby Avenue
St. Paul, Minnesota 55104

Dear Mr. Flores:

I would like to meet with you and any members of your staff you deem appropriate to discuss the Emphases system and, particularly the two recommendations we are presently studying for their feasibility (i.e. practical implications and potential impacts). The Planning, Evaluation and Research Committee (PERC) selected the two condition areas, NEIGHBORHOOD UNITY AND COMMUNITY BUILDING and PROTECTION FROM ABUSIVE RELATIONS, for this study and the two related recommendations and condition profiles are enclosed. These recommendations reflect the opportunities selected by PERC for making impacts in the respective condition areas.

Attached is a "discussion agenda" to familiarize you with the topics I would like to discuss with you at our meeting. This discussion is a major component of our study, since your feedback is essential in determining the feasibility of implementing these Emphases recommendations.

I will be contacting you shortly to arrange an appointment at your earliest convenience. If you have any questions about the enclosed material, I will be happy to discuss them with you at that time.

Sincerely,

Bob Minton

js

UNITED WAY OF THE ST. PAUL AREA, INC.

EMPHASES DISCUSSION AGENDA

1. Do you feel that the United Way, through participating agencies, could have a meaningful impact on Neighborhood Unity and Abusive Relationships by pursuing these recommendations?
2. *Do any of your present programs relate to these condition areas and the recommendations? In what way?
3. Would you be interested in using United Way funds to pursue the opportunities described in these recommendations?
4. If you developed programming in light of these recommendations, what would you expect to achieve with these services?
5. We would appreciate your professional opinion on the "feasibility" of implementing these recommendations, i.e. estimate of cost, program design, start-up time required, possible joint enterprises with other agencies, funding options, etc.

NOTE: The above "agenda" is to initiate discussion of these issues. The staff is available to talk with you further regarding this information.

* According to our present information on United Way supported programs provided by Hispanos En Minnesota, Comprehensive Emergency Assistance does not specifically relate to these two condition areas.



GEORGE LATIMER
MAYOR

CITY OF SAINT PAUL
DEPARTMENT OF COMMUNITY SERVICES

DIVISION OF MANPOWER PROGRAMS

333 Sibley Street, Room 490
Saint Paul, Minnesota 55101
(612) 298-4904

February 20, 1980

Mr. Ricardo Flores
Migrants In Action (Hispanos En Minnesota)
1162 Selby Avenue
St. Paul, MN 55104

Dear Mr. Flores:

Enclosed is a copy of your final Audit Report for fiscal years 1977 and 1978. Your prompt response in accordance with the attached Audit Resolution Timetable will be appreciated.

Your response should be sent to:

City of St. Paul
Division of Manpower Programs
333 Sibley St., Room 480
St. Paul, MN 55101

Mark your envelope "ATTN: Audit Response" in the lower left hand corner.

If you have any questions regarding this matter, please contact Larry Herrick of my staff at 298-6877.

Sincerely,

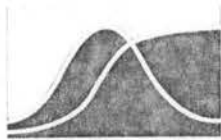
Richard J. Thorpe
Manpower Director

RJT/RMB/na

Enclosures

AUDIT RESOLUTION TIMETABLE

- Day 1: Audit firm submits final report to prime sponsor.
- Day 2: Prime Sponsor reviews report for acceptability and transmits one copy to the subgrantee.
- Day 3: Report in Transit
- Day 4-30: Subgrantee reviews findings and responds to the prime sponsor in writing. This response should address both administrative and financial questions. Proper back up documentation must be sent to resolve any questioned costs.
- Day 31-50: When necessary, audit resolution is sent to Regional Federal Representative for formal approval.
- Day 51-55: Prime Sponsor reviews all available data.
- Day 56-60: Prime Sponsor issues a determination and findings letter to subgrantee.



COMMUNITY RESEARCH GROUP

5327 Valley Boulevard • Los Angeles • California 90032 • 213/225-0085

February 28, 1980

Hispano en Minnesota
Ricardo Flores
Planning Director
1162 Selby Avenue
Saint Paul, Minnesota 55104

Dear Mr. Flores:

I have been advised by Mr. Roy Escarsega, Senior Vice-President of TELACU, of your interests in identifying ways to increase your capacity to undertake economic development projects. I believe our firm could be of help to your efforts.

Community Research Group (CRG) is a for-profit wholly owned subsidiary of The East Los Angeles Community Union (TELACU), a community based Economic Development Corporation. Over the last six years, CRG has provided TELACU with the basic research, planning and the private/public financial packaging necessary to implement many of TELACU's economic development projects. (See attached brochure). This experience in transforming socio-economic problems into economic opportunities has made CRG particularly sensitive to the difficulty in orchestrating community projects with local government and private/public financing. Additionally, as CRG has expanded its services nationally and internationally (under the auspices of the American International Development), we have become acutely aware of the tremendous need for capacity building at both the community organization and local government level to identify.

As a result of this experience, we have developed a diversified staff on all aspects of economic development.

First, CRG is undertaking many projects for TELACU which could conceivably interest your Department as examples for integrating a multitude of state/federal resources with private investment. Although we have learned from sad experience to be suspicious of economic development models, TELACU projects do provide many transferable methodologies and financial package approaches which could be applicable throughout the state.

February 28, 1980
Page Two (Continued)

As an example, CRG is presently involved in the implementation and financial packaging of the following projects:

- TELACU Hotel/Office/Convention Center Complex (4.5 million dollar private financing; 8 million dollar UDAG; and 29 million dollars long term loan).
- TELACU 100,000 Sq. Ft. Office Building (1 million dollars TELACU; 3 million dollars EDA; 5 million dollars long term loan).
- Ongoing Contract with TELACU Urban Development Division for Planning the Implementation and Integration of Human Service Contracts (i.e. mostly CETA) into an Urban Economic Development Strategy.
- North Broadway Commercial Revitalization Project (150 merchants) (2 million dollars EDA Public Works, 10 million dollars EDA/SBA/HUD Revolving Loan Program).
- Whittier Boulevard Commercial Revitalization Project (200 merchants) (2 million dollars Public Works County/Caltrans, 10 million dollars EDA Revolving Loan Program).
- TELACU Family Health Center (will serve 40,000 families) (3.5 million dollars HUD, 3 million dollars private foundations, \$500,000/operating capital HEW).
- Greater East Los Angeles Historical Preservation Project (900 sites identified). Preservation funds from Department of Interior/State Office of Historic Preservation (SOHP).
- Cultural/Commercial Centers (2) for Performing Arts and Artists as part of North Broadway and Whittier Boulevard Projects. (\$180,000, NEA, EDA, SOHP Feasibility Studies, potentially could result in \$30 million facilities).

In the next 3 years these projects only, will generate over \$50 million in construction jobs and over 2,000 permanent employment opportunities.

Secondly, CRG has developed the technical assistance staff to assist federal, state and community based organizations (CDOs) to identify, plan, design, implement and manage economic development projects. Indicative of this staff capability is our recent Handbook for Community Economic Development (see attachment). Our staff is presently working

February 28, 1980
Page Three (Continued)

on a small contract with the State Department for Economic and Business Development as part of a national contract to assist intermediary CDOs in designing and implementing economic development projects. Lastly, our staff is working with EDA's Division of Research and Policy Evaluation in dealing with local and regional policy issues.

Please let us know if our services could be of assistance to your efforts in promoting economic development projects in your area.

Sincerely,



CELESTINO M. BELTRAN
President

cc

Enclosures

cc: Roy Escarcega

AGENDA

HISPANOS EN MINNESOTA, INC. Board of Directors Meeting of March 11, 1980

- I. Approval of Minutes of Previous Meeting
- II. Old Business
 - A. Executive Director's Report
 - 1. Status of lease agreement with Riverview Hospital
 - 2. Report of special consideration in reimbursement schedule to H.E.M. by Ramsey County Mental Health
 - a. Copy of letter to Don Henry
 - b. Agreement to utilize Don Henry as contact person made during meeting with him.
 - 3. Reimbursement request received from Community Health Services
 - 4. Report on letter to Vice President protesting lack of recognition to Minnesota Hispanics
 - 5. Report on correspondence with Jim Apts
 - B. Board Business
- III. New Business
 - A. Board of Directors
 - B. Executive Director
 - 1. Recommendation for stamped signature. Staff concern with payroll
 - 2. Selection criteria for Battered Women's Advocate
 - 3. Meeting with Bob Minton of United Way
 - 4. Status report on Spanish Speaking Film Society
 - 5. Proposal request for foundation no-interest loan to offset current cash flow problem
 - 6. Retained attorney for "303" case, Edward Kautzer. Will need assistance
 - 7. Meeting with John Watkins, Comprehensive Accounting Services. Notice of training for Finance Committee.
- IV. Announcements
- V. Adjournment

HISPANOS EN MINNESOTA, INC.
Board of Directors Meeting of
March 11, 1980

OLD BUSINESS

Executive Director's Report

STATUS OF LEASE AGREEMENT WITH RIVERVIEW HOSPITAL

We have received word that the building was recently inspected by the Fire Marshal for fire safety. The building must still be estimated for repairs and storage space for records and supplies must still be located.

In anticipation of moving by April 15th, I am sending a letter to Mr. Richard Anderson informing him of the rate that we are prepared to lease for and the amount of repair work we can complete ourselves, e.g. painting, patching holes in attic, general clean-up and maintenance of house. My intention in doing such is to provide Richard Anderson with enough working information as to enable him to better understand our needs and capabilities.

Hispanos *en* Minnesota

Formerly Migrants in Action



March 11, 1980

Mr. Richard Anderson
Hospital Administrator
Riverview Hospital
225 Prescott
St. Paul, Minnesota 55107

Dear Richard:

Just some helpful information for your planning purposes. As per our last conversation, I have given thought to how the house could best be utilized, while congruently keeping our space costs at a minimum. It would be to our benefit to utilize both the first and second floors of the house for program and administrative space. However, this leaves the question of what to do with the records, supplies and the Pink Ladies who currently utilize the house.

After looking at the records and supplies presently stored in the house, I have concluded that with minor repair work the attic would be sufficient to accommodate those records not normally referred to and supplies not regularly used. Other records and supplies could be accommodated for in the basement. Also, by way of keeping our costs at a minimum, I will volunteer my staff to do clean-up and painting of the office areas. The hospital would have to provide ceiling and wall plastering.

In conclusion, I must inform you that I am now prepared to negotiate for the space at a rate of \$300.00 per month. This rate has, of course, been approved by Hispanos en Minnesota's Board of Directors, and I feel is a pragmatic rate from which to begin negotiating.

I would appreciate hearing from you on this matter at your earliest convenience.

Sincerely,

RICARDO FLORES
Executive Director

RF/km

Board of Directors

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Chairperson

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Vice Chairperson

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Acting Director

Ricardo Flores

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Health Outreach
and Referral
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REPORT OF SPECIAL CONSIDERATION REQUEST TO
RAMSEY COUNTY MENTAL HEALTH

On Wednesday, February 20, 1980, Daniel Rodriguez, Eduardo Villalon and I met with Don Henry and staff to discuss the cash flow problem within H.E.M. The result of this informational exchange concluded in a better understanding of both organization's needs.

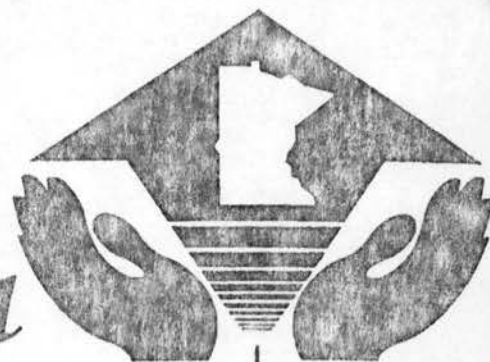
Ramsey County Mental Health has agreed to extend special reimbursement consideration at a bi-monthly rate up to July. They have also agreed to utilize Don Henry as the Fiscal Contact Officer. This arrangement should result in the reduction of the current reimbursement period by at least a week. As part of the agreement, reimbursement report copies will be sent to Don Henry who will, in turn, send them to the appropriate persons, e.g., Roy Garza, Tom Barrett, Tom Fashingbauer.

Our responsibility is to submit a six-month projection of actual and anticipated revenue, which will be used to eliminate our current cash flow problems.

(See attached.)

Hispanos en Minnesota

Formerly Migrants in Action



February 28, 1980

Don Henry
Department Head
Ramsey County Mental Health Department
150 E. Kellogg Blvd.
St. Paul, Minnesota 55101

Dear Sir:

As per our conversation on February 21, 1980, I am submitting a formal request for an amendment of the 1980 C.A.S.A. contract. The amendment being requested would modify the current contract agreement to provide "special consideration" for a bi-monthly reimbursement schedule in place of the current monthly reimbursement agreement.

To date, we have not received \$7,000 of anticipated foundation contributions due to unforeseen disruptions in the completion of our organization's audit, which is being conducted by Taylor, McKasskil. This revenue along with anticipated revenue from future fundraising activities is to be used to replenish our general account fund. Our goal is to establish a \$25,000 - \$30,000 general account level to be used for general disbursement purposes, e.g. cash flow disruption, payroll, unforeseen expenses.

We anticipate generating enough revenue by July as to allow us to return to the regular monthly reimbursement schedule. As reflected in our report, the monthly payroll for C.A.S.A. is \$7,400.00. Our General Account level is expected to reach this level within the next month.

Respectfully,

RICARDO FLORES
Executive Director

RF/km
Enclosure

Board of Directors

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Executive Director

A. Hernandez-Alcala

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CHEMICAL ABUSE SERVICE AGENCY

Estimated Expenses Jan. 1 to June 30, 1980

Salaries and Tax	38,354.72
Employee Health Benefit	3,571.45
Other Purchased Services	4,631.07
Office Supplies	300.00
Program Supplies	250.00
Outside Printing	800.00
Telephone	1,360.00
Postage	50.00
Staff Travel (Mileage)	500.00
Rental of Equipment.	318.00
Interest	716.72
Bonding	-0-
Staff Training	150.00
Dues to Organizations.	-0-
Consultant Fees.	<u>150.00</u>
	51,151.96

LEOPOLDO MUNOZ HEALTH PROGRAM

Estimated Expenses Jan. 1 to June 30, 1980

Salaries and Tax	10,319.78
Employee Health Benefits	1,189.10
Other Purchased Services	412.54
Office Supplies	80.00
Telephone.225.00
Staff Travel	<u>200.00</u>
	12,426.42

BATTERED WOMEN PROGRAM

Estimated Expenses March 1 to June 30, 1980 *

Salaries and Taxes	4,277.12
Employee Health Benefits	402.15
Other Purchased Services	582.32
Office Supplies	50.00
Outside Printing	50.00
Telephone	90.00
Postage	25.00
Staff Travel	<u>60.00</u>
	5,536.59

*Battered Womens Program starts March 1, 1980

ST. PAUL CETA

Estimated Expenses Jan. 1 to May 31, 1980 *

Salaries and Tax	4,301.27
Employee Health Benefits	<u>661.55</u>
	4,962.82

* St. Paul CETA Contract Terminates May 31, 1980.

DAKOTA CETA

Estimated Expenses Jan. 1 to March 31, 1980*

Salaries and Taxes	2,327.82
Employee Health Benefits	<u>132.76</u>
	2,460.58

*Dakota CETA Contract Terminates March 31, 1980.

WORK EQUITY PROGRAM

Estimated Expenses Jan. 1 to June 30, 1980

Salaries and Tax	39,764.54
Employee Health Benefits	4,661.50
Other Purchased Services	2,774.57
Staff Travel	<u>250.00</u>
	47,450.61

HISPANOS EN MINNESOTA

Estimated Expenses Jan. 1 to June 30, 1980

Salaries and Taxes	99,345.25
Employee Health Benefits	10,618.51
Other Purchased Services	8,400.50
Office Supplies	430.00
Program Supplies	250.00
Outside Printing	850.00
Telephone	1,675.00
Postage.	75.00
Staff Travel	1,010.00
Rental of Equipment.	318.00
Interest	716.72
Bonding	-0-
Staff Training	150.00
Dues to Organizations	-0-
Consultant Fees.	<u>150.00</u>
	123,938.98

HISPANOS EN MINNESOTA

REVENUE

CASA	51,035.24
WEP	47,450.61
Health Program	12,500.00
Dakota CETA	2,460.58
St. Paul CETA	4,962.82
Battered Women	<u>16,940.00</u>
	135,349.25
United Way	<u>7,000.00</u>
	142,349.25

MISCELLANEOUS REVENUE

Spanish Speaking Films	1,200.00
Hispanic Dances	2,200.00
Newsletter	<u>400.00</u>
	146,149.25

SECOND QUARTER REIMBURSEMENT RECEIVED FROM
COMMUNITY HEALTH SERVICES

The Health Program has received the third and fourth quarter advance from Community Health Services. This is sufficient to carry one staff person to the beginning of the second year. However, Kathleen Franey's salary under the current budget will terminate the end of March, 1980. We had anticipated receiving matching funds to accomodate her salary until July when the Health Program's second-year budget will go into effect.

We are currently negotiating with the General Mill's Foundation for \$10,000.00. We hope to receive this funding before the end of the month. However, in the event that it does not arrive, we will also submit an amendment to the current contract which will provide her with a salary through April, 1980.

A proposed request of \$45,075.00 is also being submitted to the Saint Paul Foundation. The proposal budget was approved by the Finance Committee meeting of March 8, 1980.

(See Attached Summary and Budget)

L.P.M. HEALTH OUTREACH PROGRAM (TWO YEAR BUDGET)
1980 And 1981

	<u>foundtn. grant</u>	<u>state grant</u>	<u>in kind</u>	
Program Staff cost	\$ 32,633.97	\$ 37,457.50	\$ 12,500.00	(V.I.S.T.A. W.E.P. employees)
Cmty. Education	\$ 2,820.00	\$ 1,436.00	\$ 250.00	(camera)
Technical assistance/data collection	\$ 900.00	\$ 30.00	\$ 4,033.00	(computer and data entry)
Program supplies	\$ 366.00	\$ 1,480.44	\$ 812.00	(office furniture)
Program Mileage	\$ 55.33	\$ 2,184.50	\$ -0-	
Program Audit	\$ 1,000.00	\$ -0-	(\$ 3,000.00	total cost)
Program Space costs	\$ 1,500.00	\$ -0-	\$ 1,200.00	(1980 rent)
Admin. cost (@ 13% of Progr)	\$ 5,800.00	\$ 7,411.56	(\$ 66,628.44)	(total cost)
	<u>\$ 45,075.30</u>	<u>\$ 50,000.00</u>	<u>\$ 27,915.80</u>	

1980-81 Program Cost Total: \$ 122,991.10
Grant percentage : 37%

Program Salaries:

1. Program developer/Community coordinator

@ 1,000 dollars/month x 15 months(\$6.25/hr) \$15,000.00

Fringe:

Health @ 44.00 x 15 months \$ 660.00

F.I.C.A. @ 6.13% 919.50

U.C. @ 6.0% 900.00

Workman's Comp. @ .23% 34.50

Life Insurance @ \$9.90/month x 15 months 148.50

2. Secretary

@ \$769/month x 15 months (\$4.89/hr) \$11,535.00

Fringe:

Health @ \$124.15/month x 15 months 1,862.25

F.I.C.A. @ 6.13% 707.09

U.C. @ 6.00% 692.10

Workman's Comp. @ .23% 26.53

Life Insurance @ \$9.90/moth x 15 months 148.50

Salaries..\$26,535.00

Fringe....\$ 6,098.03

Foundation Grant Subtotal...\$32,633.97

Community Education Costs:

	<u>grant</u>	<u>matching</u>
1. phone	\$ 400.00	
2. participation in conferences	\$ 450.00	-0-
3. sponsorship of workshops	\$ 300.00	-0-
4. printing	\$ 500.00	\$408.00
5. copying	\$ 300.00	\$272.00
6. slide projector	\$ 190.00	-0-
7. film and developing	\$ 100.00	-0-
8. radio, media advertising	\$ 200.00	-0-
9. postage	\$ 350.00	156.00
10. camera	_____	<u>\$ 250.00</u>

grant subtotal...\$2,820.00 matching. \$1,686.00

Technical Assistance - Data Collection costs:

	<u>grant</u>	<u>matching</u>
1. tuition for classes	\$ 300.00	
2. consultant costs, questionnaire development	\$ 450.00	
3. computer lease		\$2,000.00
4. data entry programming training @ 8 hours/week x 20 weeks x \$13.02 an hour	<hr/>	<hr/>
		\$2,083.00
grant subtotal...	\$ 750.00	matching..\$4,083.00

<u>Supplies:</u>	<u>Grant</u>	<u>In Kind</u>
1. typing materials	\$ 20.00	
2. typing paper	\$ 40.00	
3. notebooks	\$ 20.00	
4. pencils	\$ 5.00	
5. labels	\$ 3.00	
6. envelopes	\$ 20.00	
7. legal pads	\$ 30.00	
8. pens	\$ 6.00	
9. appointment books (2)	\$ 6.00	
10. calendars (2)	\$ 6.00	
11. stationary	\$ 200.00	
12. typewriter		\$ 300.00
13. office furniture		\$ 800.00
14. stapler		\$ 12.00
15. miscellaneous	\$ 30.00	

PROGRAM SUBTOTAL.....\$ 366.00

matching.....\$ 1,112.00

Mileage:

	<u>grant</u>	<u>matching</u>
Community coordinator @ 15 miles/week x 65 wks x \$.17		\$ 166.00
Secretary @ 5 miles/week x 65 wks x \$.17	\$ 55.33	
grant subtotal..	<u>\$ 55.33</u>	<u>matching....\$ 166.00</u>

Program Space Costs:

@ \$100.00/month x 15 months	<u>\$1,500.00</u>	\$1,200.00 (1980 re
------------------------------	-------------------	---------------------

Program Audit:

\$1,000.00

Accounting and Administration:

@ 10% of administration costs
reflecting proportion of program
budget to total agency budget

10% of Director's salary for two years (\$36,000)	\$3,600.00
--	------------

10% of bookkeeper's salary for two years (\$22,000.00)	<u>\$2,200.00</u>
---	-------------------

grant subtotal..	<u>\$5,800.00</u>
------------------	-------------------

LETTER TO VICE PRESIDENT WALTER MONDALE

The letter to Vice President Mondale was delayed until recently due to a coordination between H.E.M. and the Spanish Speaking Affairs Council, who will be sponsoring a conference, to which I have invited the Vice President. The invitation was extended as a speaking engagement at which he could address national policy on Hispanic issues. This would afford Hispanics of Minnesota to better understand the position toward Hispanic needs of the incumbent office.

(See Attached)

Hispanos *en* Minnesota

Formerly Migrants in Action



March 11, 1980

Vice President Walter Mondale
Executive Office Building
Washington, D.C. 20501

Dear Mr. Vice President:

The purpose of my letter is to bring to your attention a somewhat recent occurrence, which you may wish to address within your administration. The event of which I speak led me to conclude that perhaps the Hispanic population in Minnesota has more to be concerned with than the mere re-election of the incumbent administration. As you know, the Hispanic population throughout the United States has traditionally been a strong supporter of the Democratic Party; and yet this same population has consistently been overlooked and undercounted when appropriating funds or developing special programs for other minorities.

At a recent Region V Conference of the National Association of Hispanic Employment and Training Administrators, held in Milwaukee, Wisconsin, I was witness to a keynote speech made by Mr. Raul Tapia, Deputy Assistant to the President for Hispanic Affairs, in which he neglected to recognize or address the Hispanic populations of Illinois and Minnesota. Compounded by other seemingly unwarranted events, Mr. Tapia and the Conference organizers did well in alienating the Illinois and Minnesota Hispanic Administrator delegations.

Although Mr. Tapia could have made a perfectly honest mistake, I submit to you in total candor that we who are so dependent on both regional and national recognition cannot afford to be overlooked under any circumstances. As is so often publicized these days, there is power in numbers. The better the enumeration of documented Hispanics the larger the commensurate increase in political, social and economic power.

Mr. Vice President, I extend an invitation for you or your representative to address your administration's plans for the Hispanic population regionally and nationally. The Spanish Speaking Affairs Council to the Governor of Minnesota will be sponsoring a Community Issues Con-

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Ricardo Flores

Services Provided

Migrant Services
Health Outreach
and Referral
Housing Services
Employment
Education
Community Development
Chemical Abuse Services
Education
Research
Counseling
Intervention

An Equal
Opportunity Employer

A United Way
Agency



Serving Minnesota's
Largest Minority
Hispanics
Latinos
Chicanos

Vice President Walter Mondale
March 11, 1980
Page Two

ference on May 9, 1980. It would be a great opportunity for you to address the Hispanic population of Minnesota and to reinforce that they have not been forgotten by their own native son.

Respectfully,

RICARDO FLORES
Executive Director

RF/km

REPORT ON CORRESPONDENCE WITH JIM ABTS

To date we have not received answer to letter dated February 18,
1980.

Hispanos *en* Minnesota

Formerly Migrants in Action



February 18, 1980

Mr. James E. Abts
Director
Social Services Division
Community Human Services Department
150 E. Kellogg Blvd.
St. Paul, Minnesota 55101

Sir:

I must apologize for my delayed response to your letter dated January 22, 1980, however, I remain hopeful that we may soon arrive at an equitable conclusion to this matter.

I appreciated your brief overview on the review process of proposed contracts and will review the Comprehensive Annual Services Plan to better understand the current program priorities of the County. However, I must point out to you that certain aspects of your recollection of our March, 1979 meeting are not congruent with Kathleen Maldonado's or my recollection of that particular meeting.

I have no desire to contradict your recollection of the meeting. However, I must point out that although you did share with us that Title XX funds had been earmarked for minorities, you also mentioned that these funds were generally difficult to obtain because the funds were usually allocated to programs prior to actual funding cycles. It was also my understanding that seed monies were not available for programs. It is our understanding that this was the intent of the CLUES proposal when it was submitted.

You were correct in your recollection of having offered us technical assistance. However, due to differences which existed, but since resolved, between the Purchase of Service staff person responsible to Minority Contracts, we did not feel that an opportunity existed for us. Again, this is reflective of past conditions that do not necessarily exist now.

Once again, I remain anxious to discuss these matters with you and I am

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Largest Minority
Hispanics
Latinos
Chicanos

Mr. James E. Abts
February 18, 1980
Page Two

hopeful that we can coordinate our efforts to address what I feel are legitimate concerns. I look forward to meeting with you soon and will be calling to arrange a meeting time at your earliest convenience.

Respectfully,

RICARDO FLORES
Executive Director

RF/km

Hispanos en Minnesota

Summary of Application

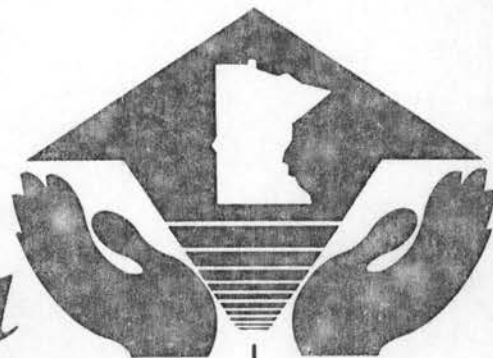
Our need is for matching funds to an existing health program. The State Health Department has funded a health outreach program to make health services more accessible to the target population through translation, transportation, and other kinds of assistance. Resettled farmworkers and Hispanics of low income tend to avoid health services although it is known that the group suffers high tuberculosis and infant mortality rates in St. Paul.

What is not funded through the grant is staff time to do outreach among institutions and service providers. Present funding of \$50,000 for two years does not allow for staff time to document need and educate policy makers and service providers to that need. We believe that one-time funding of such a staff-person will ensure the refunding of the health department grant in a larger amount by documenting need, establishing community recognition and support and maximizing program potential. We would hate to risk losing the department of health grant after three years of attempts in coordination with the Department of Health and the state legislature to fund such a program.

Therefore Hispanos en Minnesota is asking for \$45,075.70 to perform this community coordination, advocacy and data collection during the 15 months between April of 1980 and July of 1981 until the Department of Health grant is refunded.

Hispanos ^{en} Minnesota

Formerly Migrants in Action



VOLUNTEER PARTICIPATION

OF

AGENCY BOARD

Irene Bethke-Gomez - Secretary
4649 Decatur Ave. No.
New Hope, Mn. 55428
Home: 537-0469
Work: 535-6171

Maria Castor
257 E. Winifred
St. Paul, Mn. 55107
Home: 226-9779
Work: 221-1331

Manuel Cervantes - Vice Chairperson
2210 17th Ave. S.
St. Paul Mn. 55404
Parents Home Phone # 774-0584
Legal Rights Center - 871-4886

Jose Cruz
Metro Waste Control Comm.
350 Metro Sq. Bldg.
St. Paul, Mn. 55101
Home:
Work: 222-8423

Juan Lopez
195 Edmund Apt. 101
St. Paul, Mn.. 55104
Home:
Work:
Officina Legal

Al Martinez
3929 Abbott Ave. So.
Mpls. Mn. 55410
Home: 920-0513
Work: 831-1876

Alberto O. Miera, Jr. - Chairperson
1583 Hazelwood
St. Paul, Mn. 55106
Home: 774-5772
Work: 222-4703 - 227-8497

Arturo Perez - Treasurer
223 Ridgewood Ave. S. #5
Mpls., Mn. 55403
Home: 870-7986
Work: 348-8550

Sal Rosas
5365 Audobon Ave.
#206 Inver Grove Hts. 55075
Work: 291-2806

Francisca Trejo
462 So. Robert
St. Paul, Mn. 55107
Home:
Work: 224-2301

Francisca Vega
395 Luella St. #503
St. Paul, Mn. 55119
Home: 735-7372
Work: 224-5871

Max von Rabenau
Coordinator/Counselor
Mexican-American Program
Macalester College
St. Paul, Mn. 55105
Phone: 647-6306

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Largest Minority
Hispanics
Latinos
Chicanos



MIGRANTS IN ACTION

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

TO: DOROTHY GILES, ACCOUNTING COORDINATOR

FROM: ALBERTO HERNANDEZ-ALCALA, EXECUTIVE DIRECTOR

A.H. Alcala

DATE: FEBRUARY 7, 1979

RE: DUPLICATE PAYMENTS, OVERPAYMENTS AND LATE DEPOSITS

Please explain to me in writing why we are receiving mail from agencies like A.) Minnesota Church Center, February 5, 1979 (see attached) stating that we made a duplicate payment and also B.) State Capitol Credit Union, January 31, 1979 (see attached) stating that we are being refunded because your department made an overpayment on the payroll of 1/30/79.

Also, why are there checks made out to Migrants In Action C.) Contribution of \$25.00 by United Methodist Women dated January 20, 1979 D.) two refund checks for \$64.00 each from Metro University dated January 25, 1979, E.) check made out to General Fund for \$1,069.92 in your unlocked desk? Why haven't these checks been properly deposited in their respective accounts?

I trust you will have a logical explanation. Please respond to me in writing no later than Thursday, February 8, 1979.

cc: Finance Committee



symbol of
church
cooperation

MINNESOTA CHURCH CENTER
122 W. FRANKLIN • MINNEAPOLIS, MINNESOTA 55404
TELEPHONE 612/870-3600

February 5, 1979

Migrants In Action
1162 Selby
St. Paul, Minn. 55104

EXHIBIT - A

Dear Friends:

According to our records we received payment of Invoice #2118 on January 4, 1979. We are returning your Check #2270 because we think you sent a duplicate payment by error.

The only charge left unpaid is Invoice #2275, dated January 17, 1979, for Centrex telephone service, in the amount of \$140.97. If you can be patient another couple of weeks, we hope to learn how much credit we have with the Telephone Company because our January invoice was for monthly charges January 7 to February 7, 1979, which will be much less because of your telephones being disconnected.

Sincerely,

Monroe Bell
Monroe Bell, Administrator

MB/nj

MIGRANTS IN ACTION
1102 SELBY
ST. PAUL, MINNESOTA 55104

CITTA 303

NORTHWESTERN
NATIONAL BANK
OF Saint Paul

BANCO

2270

January 30, 1979

x22-10
960

PAY SEVENTY ONE DOLLARS 71/100

DOLLARS \$71.75

TO
THE
ORDER
OF

Mn. Church Center
122 W. Franklin
Minneapolis, Minnesota 55404

Alberto Hernandez-Alcalá

MIGRANTS IN ACTION
ST. PAUL, MINNESOTA 55104

DETACH AND RETAIN THIS STATEMENT
THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED BELOW
IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED.

DELUXE - FORM WVC-3 V-2

DATE	DESCRIPTION	AMOUNT
1-30-79	Invoice # 2113	71.75
EXHIBIT #A		

STATE CAPITOL CREDIT UNION

TRAILER	ACCT NO	TELEF	DATE	CHECK/VERI	AMOUNT
		agh	1/31/79		\$40.00
ACCOUNT NO	2700	refund of overpayment on 1/30/79 payroll (Migrants in Action #162)			AMOUNT

237257 A

BALANCE

**State
Capitol
Credit
Union**

Home Office: 95 Sherburne Ave., St. Paul, Mn. 55103
Full-service centers and area representatives statewide

We're in the people business

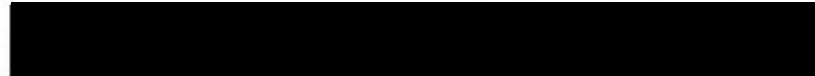
PAY

\$40.00

TO
THE
ORDER
OF

Migrants In Action

SUMMIT NATIONAL BANK
ST. PAUL, MINN.



237257 A

22-101
950

Jan 31, 1979

EXHIBIT-B

EXHIBIT - C

UNITED METHODIST WOMEN
FAIRMOUNT AVE. UNITED METHODIST CHURCH

633

PAY TO THE
ORDER OF

Jan. 20 1979 22.75
Migrants - In - Action 960
Twenty-five and $\frac{25}{100}$ 25. ⁵⁰/₁₀₀
DOLLARS

LIBERTY STATE BANK
SAINT PAUL, MINN. 55105

MEMO Program - 1/18/79

Lois H. Mayo
President

BAYCO



IMPEST CASH FUND
METROPOLITAN STATE UNIVERSITY
METRO SQUARE BUILDING
ST. PAUL, MINN. 55101

0200

22-10
900

1-25 1979

NORTHWESTERN
NATIONAL BANK
OF CHICAGO

PAY
TO THE ORDER OF

~~SEVENTY-THREE THOUSAND~~

DOLLARS \$64.00

VOID AFTER 90 DAYS

Pay to the order of
Metropolitan State University
St. Paul, Minn. 55101

FOR Refund

[Signature]

Deborah A. Dinter



EXHIBIT - D

Design



IMPREST CASH FUND
METROPOLITAN STATE UNIVERSITY
METRO SQUARE BUILDING
ST. PAUL, MINN. 55101

0201

22-10
960

1-23 1979

NORTHWESTERN
NATIONAL BANK
OF CHICAGO

PAY
TO THE
ORDER OF

~~Five hundred and 00/100~~

DOLLARS \$ 64.00

VOID AFTER 90 DAYS

William F. Fanning
c/o City Ave.
St. Paul, Minn 55101

FOR

Edward

Edward A. Briden

EXHIBIT - D

MIGRANTS IN ACTION INC.
CHEMICAL DEPENDENCY PROGRAM
1162 SELBY AVE.
ST. PAUL, MN 55104

NORTHWESTERN
NATIONAL BANK
St. Paul

BANCO

1158

February 1, 1979

22-10
960

PAY ONE THOUSAND SIXTY NINE DOLLARS 92/100

DOLLARS \$1,069.92

TO
THE
ORDER
OF

General Fund

Antonio Hernandez-Alcala

MIGRANTS IN ACTION INC.
ST. PAUL, MN 55104

DETACH AND RETAIN THIS STATEMENT
THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED BELOW
IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED

DELUXE - FORM WVC-3 V-2

DATE	DESCRIPTION	AMOUNT
2-1-79	Management Package for Feb.	1,069.92
EXHIBIT - E		



MIGRANTS IN ACTION

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

TO: STAFF AND BOARD OF DIRECTORS

FROM: ALBERTO ALCALA, EXECUTIVE DIRECTOR A-A-A-

DATE: JANUARY 2, 1979

RE: ORGANIZATIONAL STRUCTURE

Effective as of January 2, 1979, all agency business must be approved directly through the Executive Director. All staff, personnel must request from the Executive Director approval to meet with the Board of Directors on official business. All Board of Directors are expected to follow the same procedure - Example: information needed from accounting or any other department of this agency must have prior approval of the Executive Director. It will be in accordance to the American Fair Labor Practice Law and M.I.A. Personnel Policy and Procedure.

MEMORANDUM

TO: ALBERTO MEIRA, CHAIRMAN BOD
FROM: RICARDO FLORES
DATE: FEBRUARY 12, 1980
SUBJECT: NATIONAL ASSOCIATION OF HISPANIC EMPLOYMENT AND
TRAINING ADMINISTRATORS CONFERENCE

The first annual conference of the National Association of Hispanic Employment and Training Administrators was held during February 6-7-8. More than 300 participants representing Minnesota, Wisconsin, Illinois, Ohio, Michigan and Indiana participated. The conference also included representatives from CETA, local, state and national government.

Key issues involving the Hispanic population nationally were discussed, with particular focus placed on how to make CETA's limited resources more effective within Hispanic communities.

The midwestern area, region V, is the first region in the United States to conduct a conference of this kind, however, the rest of the country will be conducting similar conferences in their respective regions. A national conference is expected to convene this summer to pass resolutions which will be submitted to Congress and Hispanic lobbying groups, i.e. National Council of La Raza. The National Conference will allow regional representatives to present their regions particular concerns, and problems.

Huston Natl. Cnvr.

RF/sf *C.B.O.*

MEMORANDUM

TO: ALBERTO MEIRA, CHAIRMAN
FROM: RICARDO FLORES
DATE: FEBRUARY 12, 1980
SUBJECT: UP-DATE OF PROGRAM CONTRACTS

CASA

There was a delay in the approval of the CASA contract by Ramsey County which has disrupted the reimbursement schedule within the CASA program. The contract was approved by the Ramsey County Commissioners on February 11, 1980; this has served in delaying the reimbursement schedule by six weeks.

We have been charged in the past with having a cash flow problem. This is one example of why this situation exists. I have arranged to meet with Don Henry to resolve this issue, however, in light of our current General Budget balance we can expect this problem to persist each time any reimbursement request is disrupted. One resolution would be to increase the current General Account balance to a level sufficient to accommodating potential cash flow disruptions.

M.E.P.

Is approved and currently operational without cash flow disruptions. A proposal to extend the M.E.P. contract through September 1981 is currently being developed by St. Paul CETA and will be submitted soon. It is expected that M.E.P. will become institutionalized under Title IID in 1981.

Health Outreach Program

The reimbursement request has been submitted to Community Health Services for a total of \$12,000.00. We anticipate at least one months time before reimbursement. This will mean one months disruption of cash flow within this program. Again, the need to increase the General Account is apparent.

In our efforts to strengthen and institutionalize the program, we are currently soliciting a \$10,000.00 grant from the General Mills Foundation. Technical assistance and a request for funds is being submitted

to St. Paul Companies for purposes of a Health Fair that is being planned for this summer.

Other fundraising activities targeted at increasing the General Account include the Spanish Speaking Film Society. We have received permission to use Humboldt High School's auditorium for presentations, however, we could not sell popcorn, or other refreshments during screenings. This would be contrary to our interest due to a reduction in the profit margin without the sale of concessions. We are currently looking for other potential locations.

Also included in our fundraising activity is the re-development of our monthly newsletter, in which ad space will be sold, and the potential coordinating of fundraiser dances.

RF/sf

MEMORANDUM

TO: ALBERTO MEIRA, CHAIRMAN
FROM: RICARDO FLORES
DATE: FEBRUARY 12, 1980
SUBJECT: N.S.P. GRANT ALLOCATION

Bill Tel.

We have received a \$1,000.00 grant award from N.S.P. A letter will be sent acknowledging the contribution and thanking N.S.P. for its continuing support. The funds will be used to off-set some of our small, but outstanding accounts. A portion of the funds will be used to pay accounts that have borrowed monies from our Planning Grant to pay rent, utility, or supply costs.

S.P.A.

RF/sf



NORTHERN STATES POWER COMPANY

MINNEAPOLIS, MINNESOTA 55401

February 2, 1980

Mr. Ricardo Flores
Executive Director
Hispanos en Minnesota
1162 Selby Avenue
St. Paul, MN 55104

Dear Mr. Flores,

In response to your request for financial support, enclosed is Northern States Power Company's check in the amount of \$1,000.00 payable to Hispanos en Minnesota.

We recognize the value of your programs and services to our community and we are pleased to be able to participate with this contribution.

Sincerely,

A handwritten signature in cursive script that reads "Merrill Blaskey".

Merrill L. Blaskey, Chairman
Contributions Review Committee

MLB/mak

Enclosure

Mrs Bethke

To all friends

Please retype or rewrite this letter and send to your representative and senator.

To get their names call 296-2314 (Representative)
296-2343 (Senator)

Representatives address: State Office Building, S.t. Paul MN 55155
Senator's Address: State Capitol Bldg, St. Paul MN 55155

Dear Senator _____:

Dear Representative _____:

I am asking you to represent me on bills affecting migrant farmworkers and Hispanics; together the state's largest minority.

S.F. ¹⁰⁵⁵ is a \$50,000 grant, funding bilingual health outreach to resettled migrants in coordination with St. Paul Ramsey Hospital and public health programs. The bill is sponsored by Senator Wm. McCutcheon and Rep. James Rice, who has attached it to an appropriations bill in the House.

Resettling farmworkers are mostly attracted to the twin cities and ~~St. Paul~~, arriving at a rate of 800 people a year. But no Spanish-speaking public clinic exists outside the west side neighborhood although most are resettling in available Housing on the north end, east side, and downtown areas. Migrants cannot afford Spanish-speaking private care and have a hard time getting medical assistance cards.

Without low-cost Spanish-speaking care, bad health persists after resettlement. This is confirmed by a high risk of tuberculosis and malnutrition among Mexican Americans in St. Paul, and by an infant mortality rate that is twice as high as the state average among Hispanic Minnesotans.

S.F. ¹⁰⁵⁵ could attack the worst of the problem by assisting 5,000 to 8,000 ex-migrant workers in the cities.

Please also represent me in supporting scholarships for Hispanic Minnesotans; S.F. 1254. Hispanic Minnesotans have ^{only} six years of education on the average and Need special encouragement to break the cycle of poverty.

Two other bills assisting the state's 10,000 migrant workers deserve your support; the migrant contract bill; (S.F. 892-H.F. 35) and the migrant study commission (H.F. 28 - S.F. 221) both sponsored by Senator Vega and Representative Pehler.

Thank you for your consideration. *gracias*

Dear Mrs. Bethke,

Senator Humphrey could
be very helpful to SF 1254
because he is on the
education appropriations subcommittee.
He could also help SF 1055
as a member of the Finance
Committee.

Thanks for your help.

Kay Honey

Hispanos En Minnesota B.O.D.
1162 S. 1by Avenue
St. Paul, Minnesota 55104

Aztlan Cultural Organization Inc.
P. O. Box 55,
Stillwater, Minnesota 55082

June 18, 1980

COOPERATIVE AGREEMENT

Draft Agreement

It is our intention to set up and create a co-operative agreement on a shared basis. Consisting of H.E.M. and Aztlan who are both legal Coporations duly organized under the laws of the State of Minnesota and the United States.

This shared basis cooperative shall be for the following purposes:

1. There will be no merger between the respective Organizations but there will be a joint venture that will concern one aspect of each program related to this Half-Way House. There will be shared responsibilities incurred by both Organizations in running this program with HEM Board of Directors being the final decision maker.
2. H.E.M. will extend through existing Board Selection process a minimum of one seat on the H.E.M. Board to act as a liaison between H.E.M. and the program and to allow for input concerning Aztlan and H.E.M. issues.
3. Both Organizations will hold 2 seats on the Advisory Committee for the Half-Way House to be designated by each respective Board along with other interested professional and committee volunteers.
4. At least one representative from each Organization in the Advisory Committee will participate in the hiring process.

HISPANOS EN MINNESOTA

AZTLAN CULTURAL ORGANIZATION

Job Title: Employment Specialist or: Manpower Coordinator/Planner

Job Description: Coordinate existing agency manpower services, research and plan expanded program for Hispanics.

Serve as liason between HEM and existing manpower agencies: CETA, State Employment Services, Work Equity Program, Minnesota Migrant Council, HIRED, Job Corps, etc.

Coordinate agency Job Development, Job Seeking Skills, Vocational Counseling, Testing, Vocation Education/ planning and placement.

Research existing employment programs locally and nationally with the goal of elaborating plans and grant proposals for an employment program module uniquely suited to St. Paul's growing Hispanic population. Statistics compiling, reporting.

Qualifications: Social service, administrative, counseling, planning, writing skills. Preferrably with two or more years in social service and at least one year specifically in manpower services. Preferrably one year or more working with Hispanic target group. Preferrably bilingual/bicultural.

Training Package: Grant-writing, Job Development, Job Seeking Skills Instruction. Testing and evaluating. (GATBE, interest inventory, etc.).

Salary: Maximum permitted for Title II-D.