



Irene Gomez-Bethke Papers.

## **Copyright Notice:**

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

DIRECTOR'S REPORT

1. W.E.P.
2. UNITED WAY
3. 69 W. CONGRESS
4. 771 ASHLAND
5. C.A.S.A.

W.E.P.

Due to initial budget miscalculations, Mr. Daniel Rodriguez and myself met with Ms. Sharon Stewart - W.E.P. Director and Ms. Sue Bahr - W.E.P. Bookkeeper to review and revise the existing budget to reflect the necessary changes, in order that our contract does not run into the red.

AREAS OF CHANGE ARE:

- 1) Consultant fees for Mr. Lee Ruiz, training of staff on the computer should have been charged to administrative costs instead of client service costs.
- 2) Cultural awareness training of the entire W.E.P. staff by H.E.M. was agreed upon in the contract; however the original negotiators did not make the provision for this training in the budget. Therefore it was agreed upon by Ms. Stewart and myself that we would include this expense in our revised budget.
- 3) Sufficient funds were not allocated initially to cover staff increases and escalating costs for fringe benefits; therefore these expenses also have been included into the revised budget. W.E.P. and H.E.M. will be entering contract negotiations for fiscal year 1980 as soon as we resolve the contract revisions for fiscal year 1979, which we will have completed by the end of this week.

ACTION ITEMS BY THE BOARD:

JoAnn Enos and Greg Ortega have re-signed and I am asking Board approval to post (2) positions of Coach-Counselor. I've been asked by Ms. Stewart to fill these positions as soon as possible.

I have asked the 303 staff if any of them would be interested and they all said no. However, there are other staff members who learned about

the resignations and have indicated interest in the position.

#### UNITED WAY

Mr. Daniel Rodriguez and Mr. Ricardo Flores are working on the application for funding for fiscal year 1980. Hopefully it will be submitted by tomorrow morning. Our allocation for fiscal year 1979 is \$7,000.00 and our request for fiscal year 1980 will be approximately \$37,000.00.

On September 26, 1979 the United Way allocation panel which H.E.M. is assigned to will be visiting H.E.M. for a meeting with staff and Board members. United Way has suggested the following format for that visit. Six United Way members will be in attendance and they are requesting the same from H.E.M. At least three of H.E.M. representatives should be Board members.

#### ACTION ITEMS BY BOARD:

Appoint three Board members to attend H.E.M./United Way Luncheon Meeting which will begin at noon and last approximately 2 hours.

#### 69 W. CONGRESS

H.E.M. has received a cashier's check for \$5,000.00 from the McKnight Foundation to furnish the house. However; we are going to delay the purchase of furniture until the 303 staff, a Board member and myself screen the candidate families and a final decision is made. At that time we will determine the furnishings that will be needed.

#### ACTION ITEM BY BOARD:

Appoint a Board member to be part of the screening and selection committee.



771 ASHLAND

Mr. Ricardo Flores and myself have an appointment with Mr. Jon Pikel from the Green Giant Company tomorrow morning. We are going to be requesting funds from Green Giant to rehabilitate this house. Our emergency house situation has gravely worsened with the announcement of the closing of residential sector of the St. Paul Y.M.C.A. All of our clients had been referred to the Y.M.C.A. this past year. Now more than ever the Ashland house is looming as a strong possibility to the housing crisis that has the city in a dilemma.

September 11, 1979

CHEMICAL ABUSE SERVICE AGENCY

Marc Zimmerman is no longer the Program Coordinator of CASA. As of September 4, 1979; Ted Guzman is the Interim Coordinator.

This leaves two positions available at CASA. A counselor and an advocate position. These jobs will be posted, following authorization from Board of Directors.

Carmen Rodriguez has been officially terminated since August 24, 1979. He has filed for unemployment compensation with the Minnesota Department of Economic Security. (Mpls.)

The Minnesota Department of Economic Security has requested sections of Hispanos En Minnesota's Personnel Policy that deals specifically with the allegations of gross misconduct.


A meeting was held with Roy Garza and Don Henry from Ramsey County Mental Health to discuss Casa's budget. It was explained that CASA will be funded for the next six month period (July 1-December 31, 1979) at the same rate as Fiscal Year 1979. A new contract will be negotiated for January 1, 1980- December 31, 1980.

Roy Garza informed HEM / CASA that he will no longer be the monitor of the CASA program. Don Henry will be CASA's new monitor.

\* ACTION ITEMS BY BOARD

1. Authorization to post CASA's vacant positions.

2. Authorization to forward sections of HEM's Personnel Policy to Minnesota Department of Economic Security.

 3. Request by the CASA Advisory Board to approve one of their members to a membership on HEM's Board of Director

KN/kn

# Hispanos <sup>en</sup> Minnesota

Formerly Migrants in Action



TO: Alberto Hernandez-Alcala

FROM: Ted Guzman T.G.

DATE: September 7, 1979

RE: Discussion with Advisory Board members

Last evening, 9-6-79, at 7:00 p.m., I was at CASA for the purpose of meeting with our Advisory Board. Only three persons showed up: Lee Parks, Jose Cruz and Bill Lanoux. Due to the fact that there was no quorum, they were unable to have an official meeting. Nevertheless, we remained until 9:00 p.m. during which time we discussed several aspects of our organization(s).

1. Lee, in particular, became extremely disturbed when being informed of Marc's leaving, not so much because he left but because he (Lee) had not been aware of this development until last night for the first time. He was strongly emphatic about his dissatisfaction with the lack of communication between HEM/CASA/Advisory Board (as he put it). It is my intent to have closer communication with the Advisory Board and to try to effect a more positive feeling.

2. They also want to know if and when the HEM Board of Directors have their meetings. They wish an answer to this question so that they (Advisory Board) may have their meetings a week prior and then attend HEM meetings for possible discussions.

3. They also stated that they were not interested in a temporary (6 mo.) coordinator position but a permanent one. At this time, they recommended me for that position but added that if personnel policy made it necessary to open the position to the public then that is what you should do. But do not hold the position vacant at any time as prior to Carmen's term as coordinator.

4. They strongly urge that something be done soon regarding the placement of a member of the Advisory Board onto the HEM Board of Directors. See enclosed letter dated July 16, 1979 with added remarks by Lee Parks on this matter.

Please keep me informed as to decisions arrived at regarding requests in this memo.

## 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

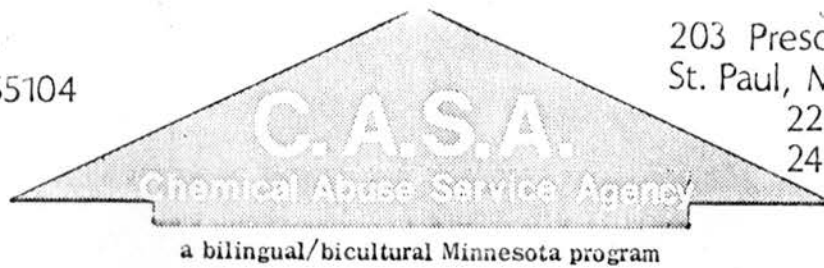
A United Way  
Agency



Serving Minnesota's  
Largest Minority

Hispanics  
Latinos  
Chicanos

1162 Senny Ave  
St. Paul, MN 55104  
646-7817



203 Prescott  
St. Paul, MN 55107  
227-0831  
24 hours: 227-7001

MEMO

TO: Alberto Hernandez-Alcala

FROM: Marc Zimmerman *M. Z.*

DATE: July 16, 1979

RE: Board of Directors

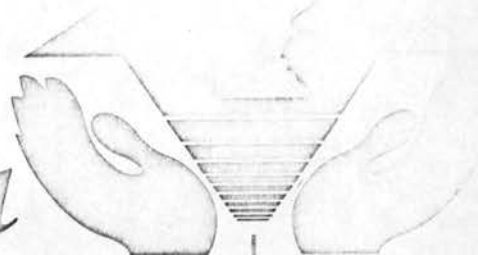
As an addendum to the letter to you of 7-13-79 for the Hispanos en Minnesota Board of Directors, in keeping with Ramsey County Mental Health's recommendations, I would like to ask that you urge the Board of Directors to consider having the head of the CASA Advisory Board (whoever he/she is) as an official member of the Hispanos en Minnesota Board of Directors.

*Place on Sept agenda of H&M  
Board and ~~reply~~ relay the results and  
decisions to Advisory Board on  
the day following the Sept H&M  
Board meeting*

*Lee Parks  
Vice Chair  
Advisory Board*

# Hispanos <sup>en</sup> Minnesota

Formerly Migrants in Action



August 21, 1979

To Alberto Hernandez-Alcala

From: Marc Zimmerman, Coordinator of CASA *Marc Zimmerman*

I have been invited by officials in the Provisional Government of Nicaragua to assist them in their plans for national reconstruction. I am therefore requesting a six-month leave of absence from my position as coordinator of HEM/CASA, effective September 5, 1979, and to extend for six months from that date.

As you know, I informed you and other HEM staff of the growing possibility of this request some weeks ago, soon after the ousting of Anastasio Somoza in Nicaragua. I had come to the conclusion that the people of Nicaragua needed every trained person who would be willing to give of their time and experience to the awesome effort to rebuild their country out of the rubble of more than forty years of systematic poverty, ignorance, repression and genocidal brutality. Since I am relatively familiar with conditions in Nicaragua, and since in my own modest way, I have been associated with the struggle to bring about the end of the Somoza regime and to establish a new, just and democratic government in that country, I feel personally called upon to contribute whatever I can now that the Nicaraguan people have the opportunity for which they have sacrificed and struggled so long.

I am of course well aware of the position in which my departure places HEM/CASA. We have a need for continuity and follow-through in our organization. At the time of my job interview, I expressed my sense that I would not be leaving the Twin Cities in the near future, and my commitment to work with HEM in the years to come. But I could not at that time foresee the occurrence of one of the few things that could radically change my life plans: a revolution in Nicaragua. In this context, I am personally embarrassed by my own determination that I must leave at this time. However, I believe that no one is ultimately indispensable to the life of a collective enterprise. And I have every reason to believe that HEM/CASA will flourish and continue to advance in its service to Minnesota's Hispanics.

Board of Directors  
Salvador Rosas  
Chairperson

Manuel Cervantes  
Vice Chairperson

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  
Elderly Services  
Manpower Training  
Housing  
Employment  
Education  
Community Development

Chemical Abuse Service  
Education  
Research  
Counseling  
Intervention

An Equal  
Opportunity Employer

A United Way  
Agency



Serving Minnesota's  
Largest Minority  
Hispanics  
Latinos  
Chicanos



Roberto Hernandez-Alcala  
8/21/79  
page two

During the brief time that I have been CASA Coordinator, I have attempted to steer the component through a difficult period of transition, and to establish the program orientation and the requisite reporting/data collecting/communication system which would provide greater efficiency and accountability of actual community service in the future. I believe that by the date of my departure, I will have accomplished all that I could have to ensure the future health of CASA. I believe we have a dedicated staff that, with adequate leadership, will follow through, refine and gradually improve on what I have already done with their help.

I would normally be submitting a letter of resignation under these circumstances, because I am well aware that CASA cannot afford to be without a coordinator. You may feel free to treat this letter as a notice of resignation either now or whenever you feel the necessity to do so. But I am specifically requesting leave status for the personal reason, of course, that I am not sure what awaits me in Nicaragua, and I wish to burn as few bridges as possible in my departure--but also for my concern that HEM have as much time as possible to seek the most adequate coordinator for the future.

My being granted a leave will enable you to appoint an Acting Coordinator from within CASA--one who will commit her/himself to steer CASA through the steps needed to achieve an efficient and viable program by the time of Ramsey County Mental Health's return visit in November, 1979. I believe CASA has staff members able to carry out this position--to take up on what I have already done and to lead us toward further improvements in the next few months. I believe we should be able to fill the position such a staff member would vacate--again as an acting advocate or counselor--in the very near future.

Whatever you should decide to do, let me express in closing the great pleasure it has given me to work for you and HEM these past few months. We have gone through crisis after crisis, concern after concern. But we have resolved each problem and have sought solutions that will potentially help our organization in serving the Hispanic community of Minnesota. I wish to make it emphatically clear, however, that my departure has nothing whatever to do with the present organizational problems resulting from the allegations and actions of Mr. Carmen Rodriguez. I wish to note for the record that I deny any claim of discrimination against Hispanics on my part or on the part of HEM. If need be, I will fly back from Nicaragua to answer any such charges. Everything I have attempted to do in my past jobs and in my position as CASA coordinator has been with community service and with the development of jobs and opportunities for Hispanics in mind. Again, my leave of absence request embodied in this letter is based on my sense that among priorities for the international Hispanic community, none has higher call for one in my circumstances

Memo

Alberto Hernandez-Alcala

8/21/79

page three

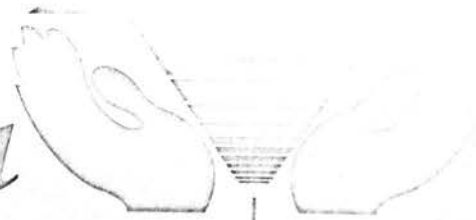
at this time than the question of Nicaraguan reconstruction. My connections with Nicaragua have simply made it incumbent upon me to risk my economic security and perhaps my local credibility to answer that call.

I ask that you convey this letter and your decision to the HEM Board; I in turn will convey its content to my staff and the HEM/CASA Advisory Board. Before my departure, I intend to round off my work and to leave a series of recommendations that may help HEM in seeing that CASA's program continues to develop properly in the months to come.

I wish to extend my support to you, Ricardo Flores and all staff members at HEM and CASA for the fine work you are doing to bring quality services to Minnesota's Hispanic Community.

# Hispanos en Minnesota

Formerly Migrants in Action



TO: Board of Directors

FROM: Alberto Hernandez-Alcala *Alberto Hernandez-Alcala*

DATE: September 11, 1979

RE: CASA Coordinator Status

Attached please find copy of Marc Zimmerman's request for leave of absence/letter of resignation dated August 21, 1979.

Effective September 5, 1979, Mr. Ted Guzman, Counselor, has been assigned the position of Interim Coordinator of the CASA component until final disposition by this Board of Directors.

Because of Mr. Guzman's assignment as Interim Coordinator and because of Carmen Rodriguez's recent termination, I am asking for authorization to fill these two vacant positions.

**E.**

**M.**

**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



## DIRECTOR'S REPORT FOR JUNE 1979

### TABLE OF CONTENTS

1. Cooperative Fund Drive
2. CETA 303 Monthly Report
3. CASA Monthly Report
4. CASA On Site Letter
5. WEP Monthly Report
6. Tree Monthly Report
7. MMC Letters
8. CETA 303 Funding
9. CETA Summer Program Approval
10. Trip to Texas
11. Health Services Plan
12. Inmates Letters
13. United Way Support Letter
14. Status on 776 Ashland
15. Status on 69 W. Congress

COOPERATIVE FUND DRIVE  
SPACE REQUEST

THE COOPERATING FUND DRIVE

333 Sibley, Room 503

St. Paul, MN. 55101

June 7, 1979

Mr. Alberto Hernandez-Acala, Director  
Hispanos En Minnesota  
1162 Selby  
St. Paul, MN 55104

Dear Mr. Hernandez-Acala,

I am writing to you on behalf of the Cooperating Fund Drive. As you may know, the Cooperating Fund Drive is a coalition of 15 organizations involved in social and community change in the Twin Cities area. I am specifically writing in regard to the possibility of sharing office space with Hispanos En Minnesota.

As I told you in our recent discussion, the Cooperating Fund Drive has to relocate very soon and, because of our low operating budget, we must find very inexpensive space. These space needs are minimal: office area for 2 people, a telephone, and access to a conference room.

When we talked about this matter, you mentioned that it was a possibility that you could provide us with the space we need in your office, for at least the summer months, at no charge to the Cooperating Fund Drive. You also stated that any action such as this would, of course, need approval of the Hispanos En Minnesota Board of Directors.

The Cooperating Fund Drive is very interested in your offer. For this reason, as the chairperson of the committee handling this matter, I would like to formally request the use of space by the Cooperating Fund Drive in the Hispanos En Minnesota office. I hope that your Board of Directors will be able to consider this request at their next meeting.

Please feel free to contact me at 645-3207 if you need any more information.

Sincerely,



Ron Hick, Chairperson  
Administrative Committee  
Cooperating Fund Drive.

CETA - 303

MONTHLY REPORT

REPORT TO THE BOARD OF DIRECTORS

'303' COMPONENT

PREPARED BY PAMELA ALEXANDER

JUNE 12, 1979

During May HEM staff issued 18 vouchers from Community Food and Nutrition serving 16 families with a total expense of \$539.00. Each family receiving direct purchase assistance is referred to the Food Stamp Office for on-going assistance with nutritional needs. Of the 16 families receiving assistance with vouchers during May, 4 were current Food Stamp recipients facing temporary budget problems and 12 were newly arriving migrants with no income source.

Other points of interest to '303' staff during the month include staff training at Minnesota Migrant Council offices on recent changes in '303' regulations. The changes of importance are:

1. OMB poverty level figures and lower living standard income levels have been raised, thus qualifying more families.
2. the length of time for which work history can be evaluated to qualify a family as migrant under '303' has been extended from 12 months out of the last 18 months to 12 months out of the last 24 months.
3. the length of time for determining eligibility, 24 months prior to application, shall be extended for persons who have been incarcerated, hospitalized, or physically or mentally disabled.
4. those people who have received at least 50% of their total earned income OR been employed at least 50% of their total time in farmwork will now qualify.
5. those people who during the 24 months preceeding application were employed at least 25 days in farmwork OR earned at least \$400.00 in farmwork on a seasonal basis will qualify.
6. full time students and crew leaders who were formerly determined ineligible for program services may now qualify.

These changes seem positive in that more people will qualify as '303' eligible because of the broader definition of eligibility.

An additional point of interest (to the Program Coordinator) during the month was my election to the Board of Directors of Emergency Funding Service of St. Paul. This organization is a city-wide coalition established in 1974 for the purpose of providing grants and loans to people who find themselves in a crisis situation. The intent is to help those people who cannot be assisted by any other agency. This non-profit organization is primarily composed of representatives from various social service agencies and churches in the city.

# CLIENT REFERRAL FORM

CLIENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

CLIENT NUMBER: \_\_\_\_\_

RECORDER: \_\_\_\_\_

'303' ELIGIBLE \_\_\_\_\_

NON-'303' ELIGIBLE \_\_\_\_\_

REFERRAL AGENCY

CLIENT NEED

WAS FOLLOW-UP  
PERFORMED

WAS CLIENT'S  
NEED MET

		WAS FOLLOW-UP PERFORMED		WAS CLIENT'S NEED MET	
		YES	NO	YES	NO
1.	1.				
2.	2.				
3.	3.				
4.	4.				
5.	5.				
6.	6.				
7.	7.				
8.	8.				
9.	9.				
10.	10.				
11.	11.				
12.	12.				
13.	13.				
14.	14.				
15.	15.				

COMMENTS:

# CASA MONTHLY REPORT

# Hispanos <sup>en</sup> Minnesota

Formerly Migrants in Action



To: HEM Board of Directors

From: Marc Zimmerman, CASA Program Coordinator *m.z.*

Date: 6/12/79

Re: Monthly Report

Enclosed with this summary report are the following items for Board Records:

- a. A summary of CASA services for May.
- b. A brief preliminary report on CASA's conference.
- c. A packet of materials utilized at the conference --including my introductory talk on Chicanos/Latinos and chemical abuse.
- d. An updated summary statement on CASA, which may be modified each quarter.
- e. Answers to questions requested by Mr. Roy Garza for the purpose of his presentation of arguments for CASA refunding--to be utilized in Ramsey County Mental Health policy meetings in the coming weeks.

During May, CASA staff activity focussed on preparation for Ramsey County Mental Health's on-site review and our CASA conference. In addition, normal counseling, group meetings and workshops took place.

We believe our conference was "serious" and relatively successful, although the "no shows" from treatment centers, etc. indicate that CASA must address the question of improving its metro-area linkages. Most positively, conference educational activities enabled CASA to meet its contracted annual workshop total a month ahead of schedule. In May, CASA held two regular workshops of 8 hours.

**Board of Directors**  
Salvador Rosas  
Chairperson

Manuel Cervantes  
Vice Chairperson

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  
Elderly Services  
Manpower Training  
Housing  
Employment  
Education  
Community Development  
Chemical Abuse Service  
Education  
Research  
Counseling  
Intervention

An Equal  
Opportunity Employer

A United Way  
Agency



Serving Minnesota's  
Largest Minority  
Hispanics  
Latinos  
Chicanos



The conference will count as four additional 8 hour workshops. Roy Garza indicates that RCMH will accept this accounting. In effect, then, CASA has, through these workshops, met all its 1978-79 contractual goals a little less than a month before the end of the contract year.

We are still awaiting RCMH on-site review report. But advance information indicates:

- a. it will recommend CASA's continuation.
- b. it will recommend basic changes in CASA's program that will affect future allocation and utilization of funds and program development, especially in terms of our educational workshop function and advocacy role.

We have received word (which RCMH and CASA hope to have in writing shortly) that the underserved population chemical dependency programs will be refunded for 1979-80. However, RCMH has not yet reached a definitive decision on the degree of refunding for the specific C.D. agencies involved. At this point, Roy Garza has notified us that RCMH will fund CASA at least until 12/31/79. He has instructed us to re-write our 1979-80 contract proposal in function of the on-site review recommendations, and of an anticipation of a 7% hike in funding for the year. We should note, however, that, as enclosure e suggests, nothing is official at this time. We can be sure that CASA will exist at least until 12/31, but at what level of support and according to what criteria--these matters are not yet firm.

Roy Garza has also indicated that CASA should examine its 1978-79 budget to see how we may wish to spend monies that are still available to us by June 30. However, most of CASA's projected unspent monies (possibly \$9,000) are in salaries which we cannot apply to other line items. After exploring every possible avenue for re-allocating these monies, we have concluded that we will have to return these monies to RCMH. We will of course continue to seek another alternative.

CASA staff members are making recommendations for money utilization for 6/79 and then for 7/31-12/31/79. However CASA cannot reach definitive conclusions until we have received RCMH's on-site review report which will indicate how our monitoring agency wishes us to restructure our program and priorities. In addition, we need further instructions on the per centage to which we can transfer monies among line items on the 1978-79 contract at this late date. We may request technical assistance from RCMH in this and other matters. But we are concerned that RCMH recommendations may cut into CASA terrain (for instance, out-state service delivery) that we do not necessarily wish to give up. Thus there are aspects of the anticipated report that we may respond to before reconceptualizing our budget in their light.

In sum, then, CASA has met its 1978-79 contractual commitments. We will be refunded for at least six months and probably for the whole year. But we are in a moment of transition, with many questions that require answering. We have many ideas for how CASA should develop, but we need to examine the on-site review report before we can have a clearer sense of how to proceed.

CASA ON-SITE LETTER

150 E. Kellogg Blvd. - St. Paul, Minnesota 55101

529 Jackson Street - St. Paul, Minnesota 55101

Saint Paul-Ramsey Hospital & Medical Center  
640 Jackson Street - St. Paul, Minnesota 55101

RAMSEY COUNTY  
MENTAL HEALTH BOARD

WARREN W. SCHABER  
Chairman  
MRS. DIANE AHRENS  
ANTHONY A. DANNA  
JOHN T. FINLEY  
HAL NORGARD  
ROBERT J. ORTH  
DONALD SALVERDA  
JOHN M. CATLIN  
Department Head



## Ramsey County Mental Health Department

May 18, 1979

Mr. Alberto Alcala  
Executive Director  
Hispanos En Minnesota  
1162 Selby Avenue  
Saint Paul, Minnesota 55104

Dear Mr. Alcala:

I would like to express my appreciation to you and to your staff at the CASA office for the cooperation, time and assistance we received in conducting the site review. In particular I would like to thank Marc Zimmerman and Kathy Nasi for their time and assistance.

As I indicated to you on Wednesday, we will be making our report available to you for your review and response. The report should be completed within the next two weeks.

Yours very truly,

Mary K. Jessen, Manager  
Planning, Evaluation & Coordination

MKJ/ms

WORK EQUITY PROGRAM  
(W.E.P.)

June 10, 1979

Hispanos en Minnesota  
Board of Directors:

Summary of the Work Equity Project, as of todote the total amount of WEP participants is 12,088.

Recently the ammendment was made to extend the contract of Hispanos en Minnesota to continue through September 30, 1979.

Work Equity now has verbal assurance of the funding required to take the Project through March of 1980. Grant modifications necessary to confirm the funding are now in preparation. Discussion will continue regarding the possibility of funding through September of 1980.

Hispanos en Minnesota now has on staff 6 people at the downtown site the latest being Adelina Miranda, other staff :

Olga Gieryic  
Rodolfo Mendizabal  
Delia Metcalf  
Greg Ortega  
JoAnn L. Enos- Coordinator

JE (10/6/79)

June 12, 1979

Hispanos en Minnesota  
Board of Directors:

Selection process for the Work Equity Project Counselor Coach Position. The position was made known to the community by word of mouth and calls to employment agencies. There were 5 applicants. They were interviewed by Alberto Alcala Executive Director of Hispanos en Minnesota and JoAnn Enos WEP Counselor Coach Coordinator. The selection was made and Greg Ortega was hired as the new staff person. He was to start on April 30, 1979. Due to contractual deadline that Hispanos was under to bring on board a staff person as soon as possible, there were no members present on the interviews. I was asked by the Chair to poll by phone other members of the board as to the selection. I did so, members I contacted were as follows:

Mary Castor  
Francisca Vega  
Artura Perez  
Sal Rosa Board Chair

June 10, 1979

Hispanos en Minnesota  
Board of Directors:

Summary of the Work Equity Project, as of todote the total amount of WEP participants is 12,088. summary.

Recently the ammendment was made to extend the contract of Hispanos en Minnesota to continue through September 30, 1979.

Work Equity now has verbal assurance of the funding required to take the Project through March of 1980. Grant modifications necessary to confirm the funding are now in preparation. Discussion will continue regarding the possibility of funding through September of 1980.

Hispanos en Minnesota now has on staff 6 people at the downtown site the latest being Adeline Miranda, other staff :

Olga Gieryic  
Rodolfo Mendizabal  
Delia Metcalf  
Greg Ortega  
JoAnn L. Enos- Coordinator

JE (10/6/79)



# TREE CONTROL PROGRAM

MEMO

TO: Mr. Salvador Rosas, Chairman of the Board  
FROM: Ricardo Flores, Planning Coordinator  
RE: Tree Control Project Status Report  
DATE: 6-10-79

---

The Tree Control Project will terminate at the end of this month. We have been involved in the close-out process since June 4, 1979. What this process entails is a complete accounting of all equipment inventory costing more than \$50.00, the return of all leased equipment i.e. leased vehicles. We are continuing to place the remaining project participants into private sector positions. A total of eight remaining participants have yet to be placed.

In the past month we have incurred two additional thefts on project equipment. Both thefts occurred about the middle of May; one out of the project office and the other out of one of the project trucks which at the time had equipment stored inside. Both thefts were reported to the Police and insurance companies.

The financial report for May 21st indicated that the Tree Control Project had over-spent in two categories: 1) (\$1,086.50 in Services) 2) (\$18,612.13 in Fringe benefits). All other categories have been maintained at the projected level established at the beginning of the year. To date the over-expenditures have not been discussed with St. Paul CETA.

We do not anticipate any major problems with the close-out report. A general policy of the Department of Labor is to conduct audits of any terminated projects. We can anticipate such an audit upon completion of the contract with St. Paul CETA.

In conclusion I would just like to say that we have completed a very successful project; one which may in fact qualify the organization for future training ventures. The participants who completed their training have benefited in many ways, and I am sure have enriched their lives by having learned to work cooperatively with other people of color. It has been an interesting project in which both Administration and participant have reaped its benefits.

## MONTHLY FINANCIAL REPORT

Grant Number

33562

ACTIVITY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BAL
CLASSROOM TRAINING					
1. Administration					
5. Training					
2. Allowances					
6. Services					
Classroom Training Totals					
ON-THE-JOB TRAINING					
1. Administration					
5. Training					
6. Services					
3. Wages					
4. Fringe Benefits					
On-the-Job Training Totals					
PUBLIC SERVICE EMPLOYMENT					
1. Administrative	63,710	5,971.63	48,365.23		15,344.77
5. Training	57,384	14,420.35	33,103.43		24,280.57
6. Services	1,500	630.00	2,586.50		(1,086.50)
3. Wages	166,800	4,904.00	64,704.00		96,096.00
4. Fringe Benefits	71,775	79,659.10	90,387.13		(18,612.13)
Public Employment Totals					
GRAND TOTALS	355,169	105,585.08	239,146.29		116,022.71

MEMO

TO: Mr. Salvador Rosas, Chairman of the Board  
FROM: Ricardo Flores, Planning Coordinator  
RE: Tree Control Project Status Report  
DATE: 6-10-79

---

The Tree Control Project will terminate at the end of this month. We have been involved in the close-out process since June 4, 1979. What this process entails is a complete accounting of all equipment inventory costing more than \$50.00, the return of all leased equipment i.e. leased vehicles. We are continuing to place the remaining project participants into private sector positions. A total of eight remaining participants have yet to be placed.

In the past month we have incurred two additional thefts on project equipment. Both thefts occurred about the middle of May; one out of the project office and the other out of one of the project trucks which at the time had equipment stored inside. Both thefts were reported to the Police and insurance companies.

The financial report for May 21st indicated that the Tree Control Project had over-spent in two categories: 1) (\$1,086.50 in Services) 2) (\$18,612.13 in Fringe benefits). All other categories have been maintained at the projected level established at the beginning of the year. To date the over-expenditures have not been discussed with St. Paul CETA.

We do not anticipate any major problems with the close-out report. A general policy of the Department of Labor is to conduct audits of any terminated projects. We can anticipate such an audit upon completion of the contract with St. Paul CETA.

In conclusion I would just like to say that we have completed a very successful project; one which may in fact qualify the organization for future training ventures. The participants who completed their training have benefited in many ways, and I am sure have enriched their lives by having learned to work cooperatively with other people of color. It has been an interesting project in which both Administration and participant have reaped its benefits.

Grant Number

33562

ACTIVITY	TOTAL APPROVED BUDGET	CURRENT MONTH EXPENDITURES (CASH)	YEAR TO DATE EXPENDITURES (CASH)	ACCRUED COSTS	BALANCE
CLASSROOM TRAINING					
1. Administration					
5. Training					
2. Allowances					
6. Services					
Classroom Training Totals					

ON-THE-JOB TRAINING					
1. Administration					
5. Training					
6. Services					
3. Wages					
4. Fringe Benefits					
On-the-Job Training Totals					

PUBLIC SERVICE EMPLOYMENT					
1. Administrative	63,710	5,971.63	48,365.23		15,344.77
5. Training	57,384	14,420.35	33,103.43		24,280.57
6. Services	1,500	630.00	2,586.50		(1,086.50)
3. Wages	160,800	4,904.00	64,704.00		96,096.00
4. Fringe Benefits	71,775	79,659.10	90,387.13		(18,612.13)
Public Employment Totals					
GRAND TOTALS	255,169	105,585.08	239,146.29		116,022.71

MINNESOTA MIGRANT COUNCIL  
LETTERS

# Hispanos *en* Minnesota

Formerly Migrants in Action



June 12, 1979

TO: Mr. Sal Rosas, President of the Board

FROM: Mr. Alberto Alcala, Executive Director *Albato*

SUBJECT: M.M.C. Overexpenditures Concern

As per Mr. Zavala's letter of May 25, 1979 regarding overexpenditures, I spoke with our accountant regarding these expenditures. She stated that \$5,000 of the overexpenditure was due to wages and fringes paid out to Mr. Gene Moore in the period of time that Mr. Moore was not covered by any program funds. Dorothy assured me that these funds will be covered by the United Way grant. She assured me that the 303 project will not be over spent at the end of the existing contract.

I have contacted Mr. Zavala to inform him that we feel there would not be an overexpenditure on our contract. I also explained to him that a letter would be forth coming to confirm our confirmation.

I am awaiting a report from our accountant to substantiate this information that I have shared with Mr. Zavala.

#### Board of Directors

Salvador Rosas  
Chairperson

Manuel Cervantes  
Vice Chairperson

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

Elderly Services

Manpower Training

Housing

Employment

Education

Community Developer

Chemical Abuse Service

Education

Research

Counseling

Intervention

An Equal  
Opportunity Employer

A United Way  
Agency



Serving Minnesota's  
Largest Minority

Hispanics

Latinos

Chicanos



# Minnesota Migrant Council

BOX 1231 35 WILSON AVENUE N.E.

ST. CLOUD, MINNESOTA 56301

612 - 253-7010

ROBERT COUGHLIN  
President of the Board

HELADIO F. ZAVALA  
Executive Director

May 25, 1979

Mr. Alberto Alcala  
Hispanos en Minnesota  
1162 Selby Avenue  
St. Paul, Minnesota 55104

Dear Mr. Alcala:

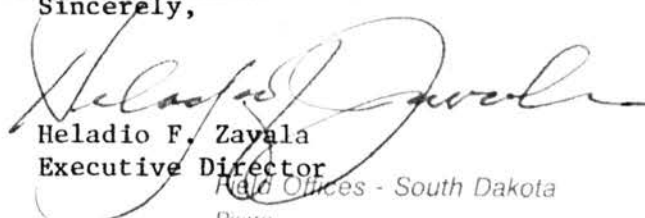
Enclosed please find a copy of the budget report that has been submitted to me and our Board of Directors that reflects the current status of Hispanos en Minnesota's (formerly Migrants in Action) expenditures that are cumulative to the date of April 30, 1979.

As you can see from the budget report, HEM is over the budget in almost all categories with the exception of four. We would like to point out that if HEM keeps spending at this pace, you will be over your budget by approximately \$18,000 at the end of the program year. We are computing this figure based on the fact that HEM is overspent by \$8,000 for the first four months (which is an average of \$2,000 per month) and there are five months remaining in the contract.

Let me warn you that in the past when Migrants In Action went over the budget, we always assisted and picked up the difference, but we do not believe that we can continue to do this. It will be HEM's responsibility to assure that they do not go over their budget. We will not be responsible. We advise HEM to keep closer tab of expenditures and place particular attention to salaries and fringe benefits, which are overspent by quite an extensive amount of funds.

If you have any questions on this particular matter, please do not hesitate to contact me as soon as possible.

Sincerely,

  
Heladio F. Zavala  
Executive Director

Field Offices - Minnesota

HFZ:sa East Grand Forks  
Moorhead  
St. Paul  
St. Cloud  
cc: Robert Coughlin  
Blooming Prairie/Austin  
Litchfield

Field Offices - South Dakota

Pierre  
Aberdeen  
Belle Fourche  
Hot Springs  
Yankton

"Remember the Farmworkers of America"

An Equal Opportunity Employer



## MIA Budget Report

April 30, 1979

<u>Administration</u>	<u>Budget</u>	<u>Budget to Date</u>	<u>Spent to Date</u>	<u>( Over ) Under</u>
Salaries	18,285	8,127	7,507	620.
Fringe Benefits	2,180	969	1,474	( 505 )
Travel	141	63	59	4
Space Costs	300	133	271	( 138 )
Supplies	200	88	141	( 53 )
Equipment	400	178	223	( 45 )
Telephone	250	111	115	( 4 )
Postage	150	66	50	16
Bonding	500	222	500	( 278 )
 Total Adimistration	 22,406	 9,957	 10,340	 ( 383 )
 <u>Manpower</u>				
Salaries	62,640	27,840	32,003	(4,162 )
Fringe Benefits	6,471	2,876	4,422	(1,546 )
Travel	2,683	1,192	1,126	66
Space Costs	2,700	1,200	1,264	( 64 )
Supplies	1,800	800	1,016	( 216 )
Equipment	1,800	800	1,529	( 729 )
Telephone	3,250	1,444	2,442	( 998 )
 Total Manpower	 81,344	 36,152	 43,801	 (7,649 )
 GRAND TOTAL	 103,750	 46,109	 54,141	 (8,032 )

# Hispanos <sup>en</sup> Minnesota

Formerly Migrants in Action



June 7, 1979

Mr. Heladio F. Zavala  
Executive Director  
Minnesota Migrant Council  
35 Wilson Avenue N. E.  
St. Cloud, Minnesota 56301

Dear Lalo:

In response to your letter of May 25, 1979, I would appreciate it very much if you would see the attached copy for reference purposes. I feel that your letter needs to be addressed with the facts of H.E.M.'s position.

## FACT ABOUT PARAGRAPH "A":

I stated that H.E.M. would be happy to continue as a sub-grantee of M.M.C. However, I also stated that the funding level had to begin at \$300,000 and not at \$200,000 as you stated. We feel that in order to operate a comprehensive migrant program in the Twin Cities, we need this amount of money. I also stated that we had to negotiate and respect each others "turf lines", I did not say that M.M.C. had to get out of the Twin Cities or else.

## FACT ABOUT PARAGRAPH "B":

You have asked for a letter verifying whether H.E.M. was going to compete and never received such letter because our Board of Directors wanted to know all of the facts before making such a monumental decision. Your decision not to consider H.E.M. as a sub-grantee, should we not be funded, certainly is your prerogative. However, it would only seem foolish to dismantle an established program in the metropolitan area that has always cooperated with you in the past.

Our intention is to compete only for the Metro area and not the state.

## FACT ABOUT PARAGRAPH "C":

It is true that I informed you and your fine Board of Directors that we had not made a decision until we could gather all the facts. I also shared with everyone in attendance that we would consider (very much) continuing as a sub-grantee.

### **Board of Directors**

Salvador Rosas  
Chairperson  
Manuel Cervantes  
Vice Chairperson  
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  
Elderly Services  
Manpower Training  
Housing  
Employment  
Education  
Community Development  
Chemical Abuse Service  
Education  
Research  
Counseling  
Intervention

An Equal  
Opportunity Employer

A United Way  
Agency



Serving Minnesota's  
Largest Minority  
Hispanics  
Latinos  
Chicanos

Mr. Heladio F. Zavala  
June 7, 1979  
Page 2

In Texas, everyone who asked where we were from, had mistakened us (Ricardo Flores and myself) for the Minnesota Migrant Council and I had to inform them that we were there to gather the facts about competing this year, they drew their own conclusions. We did not repeatedly tell anyone at anytime that we were competing against M.M.C.

FACT ABOUT PARAGRAPH "D":

It is my understanding that our staff person (Ms. Kay Franey) had merely brought it to the attention of the Spanish Speaking Affairs Council, that we also wanted to be considered as a potential applicant for 303 funds. Again, our request to Mr. Jose Trejo was a letter for the metro area and not the whole state. We have since met with Mr. Trejo and he stated to us (Mr. Ricardo Flores, Ms. Kay Franey and myself) that he was going to recommend to his board, that they (Spanish Speaking Affairs Council) support both of our agencies (M.M.C and H.E.M.) with conditional letters and I agree with that 100%. The conditions would be that M.M.C. concentrate on the entire rural area of the state and that H.E.M. would concentrate on the entire metropolitan area only. We are in full agreement with that concept.

FACT ABOUT PARAGRAPH "E":

I see you as highly committed to La Causa. Any work in that direction should be welcomed and not seen as a challenge. There is more then enough room for two prime sponsors in the state of Minnesota was the statement by a D.O.L. official to me on my visit to Washington, D.C.

If you choose not to sub-contract with H.E.M. that is your prerogative, but I believe that it would be an unfortunate one.

FACT ABOUT PARAGRAPH "F":

It seems very strange that in the past you had not taken such a hard stance about termination but if this is your wish then we will comply in accordance with our contract.

FACT ABOUT PARAGRAPH "G":

We are prepared to sit down with you and your board chairman at your convenience, what ever location you choose ... to try and resolve this issue.

When you state "that you must take these and all necessary measures", Lala, are these measures for the good of the migrants or are we hung up in our own personalities?

Mr. Heladio F. Zavala  
June 7, 1979  
Page 3

FACT ABOUT PARAGRAPH "H":

Thank you for your concern, my health is good. I hope this letter finds you in the same. I am proud to hear that you and I agree to the commitment to the struggle for our gente. VIVA LA CAUSA

Tu Hermano



Alberto

P.S. I spoke to Mary regarding our meeting with you and Bob. She suggested Rochester, that is fine with us, just let me know when.

AA/dg

# Minnesota Migrant Council

BOX 1231 35 WILSON AVENUE N.E.

ST. CLOUD, MINNESOTA 56301

612 - 253-7010

ROBERT COUGHLIN  
President of the Board

HELADIO F. ZAVALA  
Executive Director

May 25, 1979

Mr. Alberto Alcala  
Hispanos en Minnesota  
1162 Selby Avenue  
St. Paul, Minnesota 55104

Dear Mr. Alcala:

"A" The reason for this letter is to acknowledge the fact that as per our conversation with you on April 9, 1979, you mentioned that Hispanos en Minnesota (formerly Migrants In Action) would compete against the Minnesota Migrant Council for Title III - Section 303 funds if we would not give them \$200,000 and we would not get out of the Twin Cities.

"B" I have requested a letter from you verifying that you will compete, primarily because you informed me only by word of mouth and we want something attesting to the comments on this issue in writing. Also, I mentioned to you at that time and previous to that, that if Hispanos en Minnesota would compete against us, we would not subcontract with them for the coming fiscal year, if we were funded.

"C" Last weekend we invited you to our Board of Directors' meeting to address this and other pertinent issues. At that meeting you informed us that HEM's Board of Directors had not met nor made a decision as to precisely their actions for the coming year. However, the fact remains that upon our recent visit to Dallas, Texas, to attend the Department of Labor's training session on 303 regulations, which you also attended, I was repeatedly told by you and others that you were competing against us for 303 monies.

"D" Upon my arrival back to our office, I was also informed that the Spanish Speaking Council in Minnesota had gotten into a serious discussion because we (MMC) and HEM had both requested a letter of support, and they were undecisive on whom to support. This, I believe, clearly points out to us that we are in competition, which is clearly against your comments at our Board of Directors' meeting May 19 & 20, at which you stated that this issue had not been decided as of yet.

"E" Therefore, let me emphatically point out that this letter will be proper and sufficient notification that the Minnesota Migrant Council will not be subcontracting with you since we are "competing" with HEM for the coming fiscal program year.

"Remember the Farmworkers of America"

An Equal Opportunity Employer

Mr. Alberto Alcala  
May 25, 1979  
Page 2

Also, since our second quarter is almost coming to an end, within approximately five weeks, let this be sufficient notification that we will be closing our subcontract with you as of September 30, 1979. This will give you approximately three months and five weeks to commence the process of closing out our subcontract. Furthermore, no funds should be incurred against said contract past September 30, 1979. You will have approximately one month after September 30 in which to pay any outstanding bills or expenses incurred prior to September 30, and to submit a closing report ending September 30, 1979.

Alberto, we are sure that you are aware that we have waited and given HEM sufficient time to reconsider all options. However, due to the fact that you yourself have told me repeatedly that if I gave you \$200,000 you would not compete and that others have told me that you will be competing against us, we must therefore take these and all necessary measures.

I hope that this letter finds you in the best of health, and again I remain committed to struggle and advocate against problems afflicting the farmworkers of America. Por la causa.

Sincerely,

  
Heladio F. Zavala  
Executive Director

HFZ:sa

cc: Robert Coughlin  
Ron Westfall  
MMC Board of Directors



CETA - 303



FEDERAL ASSISTANCE		2. APPLICANT'S APPLICATION	3. NUMBER N/A	3. STATE APPLICATION IDENTIFIER	4. NUMBER
1. TYPE OF ACTION (Mark appropriate box) <input checked="" type="checkbox"/> PREAPPLICATION <input type="checkbox"/> APPLICATION <input type="checkbox"/> NOTIFICATION OF INTENT (Dpl.) <input type="checkbox"/> REPORT OF FEDERAL ACTION	2. APPLICANT'S APPLICATION Leave Blank	3. NUMBER N/A	3. STATE APPLICATION IDENTIFIER	4. NUMBER	4. DATE Year month day 1979 5 30
4. LEGAL APPLICANT/RECIPIENT Hispanos en Minnesota (formerly Migrants in Action) a. Applicant Name : Migrants in Action b. Organization Unit : community based non-profit organization c. Street/P.O. Box : 1162 Selby Avenue d. City : St. Paul e. State : Minnesota f. Contact Person (Name & telephone No.) : David Wilson, 612-646-4566 g. County : Ramsey h. ZIP Code : 55104		5. FEDERAL EMPLOYER IDENTIFICATION NO.		6. FPO. GRAM (From Federal Catalog) a. NUMBER 11710230 b. TITLE Farm Worker's Program	
7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT Comprehensive Employment and Training Act Title III, Section 303		8. TYPE OF APPLICANT/RECIPIENT A-State B-County C-School District D-City E-School District F-School District G-School District H-Community Action Agency I-Higher Educational Institution J-Indian Tribe K-Other (Specify) Private, non-profit county based organization Enter appropriate letter <input checked="" type="checkbox"/> K		9. TYPE OF ASSISTANCE A-Basic Grant B-Supplemental Grant C-Loan D-Insurance E-Other Enter appropriate letter(s) <input checked="" type="checkbox"/> A	
10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.) State		11. ESTIMATED NUMBER OF PERSONS BENEFITING 5,000		12. TYPE OF APPLICATION A-New B-Continuation C-Extension D-Other Enter appropriate letter <input checked="" type="checkbox"/> A	
13. PROPOSED FUNDING a. FEDERAL \$ b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$ .00		14. CONGRESSIONAL DISTRICTS OF 4		15. TYPE OF CHANGE (Use 100 or 101) 100 101 (Specify)	
16. PROJECT START DATE 10/1/79		17. PROJECT END DATE 12/31/79		18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY 10	
20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code) Employment and Training Adm. D.O.L. 601 D. St. NW Wash D.C.		21. REMARKS ADDED Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		22. THE APPLICANT CERTIFIES THAT: a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurance if the assistance is approved. (1) (2) (3) b. If required by OMB Circular A-55 that application will be submitted, pursuant to the provisions therein, to appropriate state agencies and all requests are attached. Response attached	
23. CERTIFYING REPRESENTATIVE a. TYPED NAME AND TITLE Alberto Hernandez-Alcala Executive Director b. SIGNATURE Alberto H. Alcala		c. DATE SIGNED Year month day 1979 5 21		24. AGENCY NAME	
25. ORGANIZATIONAL UNIT		27. ADMINISTRATIVE OFFICE		28. ADDRESS	
29. ACTION TAKEN <input type="checkbox"/> a. APPROVED <input type="checkbox"/> b. REJECTED <input type="checkbox"/> c. RETURNED FOR REVISION <input type="checkbox"/> d. DEFERRED <input type="checkbox"/> e. WITHDRAWN		30. FUNDING a. FEDERAL \$ .00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$ .00		31. ACTION DATED 10	
32. FEDERAL AGENCY A-55 ACTION		33. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)		34. STARTING DATE 10	
35. ENDING DATE 10		36. REMARKS ADDED		37. REMARKS ADDED	

Hispanos en Minnesota (formerly Migrants in Action) is a private non-profit social service agency which has been working with resettling farmworkers in Minnesota for ten years. HEM and the Minnesota Migrant Council began as one organization in 1969 as the "Twin Cities Resettlement Project." Until 1976 we received funding from churches, private foundations and the Governor's Manpower Office. In 1976 we received federal funding from C.E.T.A. for the first time as a subgrantee to the MMC which had relocated to the rural outstate area. HEM maintained responsibility for administering programs in the metropolitan Twin Cities. This area attracts approximately 60 to 80 % of all resettling farmworkers in Minnesota. Our migrant program consists of manpower services, emergency housing, relocation services, nutrition, emergency assistance and advocacy.

Although in the past Hispanos en Minnesota has received only 24% of the C.E.T.A. 303 funding in the state (cut to 6% in 1979), the agency has carried an average of 58.6% of the services contracted with the Department of Labor. These services have been particularly heavy in the area of relocation and student support due to our location in the metropolitan area of the state. In 1978, for example, HEM was subcontracted to provide 250 relocation services although the 303 contract for the entire state only required 100 such services.

Because our responsibilities were so heavy, particularly toward that class of farmworker who resettles in the state, Hispanos en Minnesota has developed a record in employment and training programs. Linkages have been developed with the St. Paul and Minneapolis C.E.T.A. programs, the Community Action Program, Northern States Power Co., the Urban League, the Work Equity Project, and the St. Paul and Dakota County Technical Vocational Institutes.

The Work Equity Project, the St. Paul Manpower Office, and the Minneapolis CETA program have all subcontracted Hispanos en Minnesota to provide bilingual training, counseling, and employment services. All these institutions borrowed, trained, and certified counselors, but St. Paul C.E.T.A. went further, funding a million-dollar bilingual vocational training program in tree management developed by HEM. This program, conducted through the Dakota County Technical Vocational Institute has recently concluded with a placement rate of 90%. In addition, this program has the best affirmative action record in the region.

The C.E.T.A. 303 program we are proposing for fiscal year 1980 extends our activities in two directions. First, there is an expansion of education and training. We intend to deliver a comprehensive program of urban survival skills, remedial education and vocational training; and the necessary supportive services for Hispanic migrant and seasonal farmworkers wishing to resettle in the seven county metropolitan Twin Cities of Minnesota. Approximately 1,500 migrants move through this area each year. Second, we will expand recruitment to manpower training and supportive services to the Owatonna and Renville areas in Renville, Chippewa, Swift, Redwood, Sibley, Kandiyohi, Yellow Medicine, Steele and Dodge counties. This area employs approximately 3,700 migrants each year. The purpose in this expansion of our field of operation is to target service activities to the group of food-process workers in this region who have never been systematically approached by any 303 program in the past. The demographic profile of this group-- 18 to 26 years, single men and women--makes it ideal for manpower training.

The Hispanos en Minnesota C.E.T.A. Title III program emphasizes a guided resettlement plan in which farm workers receive the training necessary to allow them to compete successfully and secure employment in year-round non-agricultural jobs. For those who wish to remain in farm labor the program offers the necessary supportive services to alleviate their poverty. HEM is requesting \$787,629 to administer the Title III section 303 program in the target areas listed above. This amount would be added to a \$445,500 budget received from other funding sources.

HEM RECORD OF SERVICE DELIVERY FOR 1978-1979

<u>Total 303 Contract</u>	<u>Activity</u>	<u>HEM Subcontract</u>	<u>% of Total</u>
534	Emergency Assistance	300	56.8
100	Relocation	250	200
500	Manpower (follow-up)	300	60
519	Nutrition	375	72
318	Classroom	145 (40 additional funded from non-303 funds)	42
178	Residential	110	61

---

Hispanos en Minnesota, 1162 Selby Avenue, St. Paul, Minnesota 55104  
preapplication C.E.T.A. Title III section 303, June 1, 1979

# CETA SUMMER PROGRAM

Worksite Agreement  
for

Saint Paul Summer Youth Employment Program  
Youth Employment and Training Program  
Youth Community Conservation and Improvement Projects  
Youth Career Exploration and Employment Project  
Baker School

821 Raymond Avenue  
Saint Paul, Minnesota 55114

POSITION TITLE: Custodial aide

Submitted by: Agency name Hispanos en Minnesota Date 6-8-79  
Address 1162 Selby Avenue, St. Paul, Minnesota 55104 Phone# 646-4566  
Supervisor ALBERTO HERNANDEZ ALCALA, Executive Dir., HEM  
MARC ZIMMERMAN, Coordinator, CASA Contact Person Alberto Alcala, Marc Zimmerman  
Number of positions needed 2 Date needed soon as possible  
Job Hours - From 8:30 am to 1:18 pm Job Days MTWTF

1. Job description and special qualifications including job duties: \_\_\_\_\_

General custodial work--cleanup, ordering of materials. Painting, lawnwork  
etc. Also some light office work, possibly answering phones, taking  
messages. Some experience in painting preferred but not required.

Preferrably bilingual/bicultural (Spanish English)

2. The type of attitudinal and job skills that will be developed:

a. Skills: cleanup, painting, etc.

b. Attitudes: Cooperation, sense of responsibility, discipline.

c. Work Habits: Good work habits, taking and executing assignments,  
etc.

3. Types of vocational or career interests that can be developed at this site: \_\_\_\_\_

Janitorial

4. Sub-agent Type: State Agency County City Public Private ☒ Non-Profit ☒

IRS Identification number showing non-profit status: State # 26334  
Federal # \_\_\_\_\_

5. If this position is funded, will the CETA employee become an unsubsidized employee with  
your organization: Yes ☒ No Possibly Explain exceptions: \_\_\_\_\_

No line item in budget at this time.



6. Does the organization have any employees in a lay-off status from the same or substantially equivalent position being requested: Yes ☒ No ☐
7. Is this position currently included in the organization's budget? Yes ☐ No ☒
8. Statement of need regarding this request: high season & agency reorganization  
in all components of MEM- & our mmh component, CASA, requires that  
we find extra help for summer. In some situations, we may  
want to keep people on beyond the summer if CETA youth program  
continues on Fall for after school hrs., etc.
9. Does this agency have a copy of the Child Labor Laws? xYes ☒ No ☐
10. Does this agency have OSHA Regulations x Yes ☒ No ☐
11. In keeping with the salaries paid by your agency, what would the hourly salary be for job similar to the one(s) requested? Hourly salary \$ \$2.90--or minimum wage

Program Assurances:

I, as a worksite employer, assure that I will provide adequate supervision of each participant, adequate accountability for participant time and attendance, and assure that no participant shall be required to work, or be compensated for more than 40 hours per week.

I understand that this worksite may be visited by representatives of the School District, the City of Saint Paul prime sponsor and the U.S. Department of Labor for monitoring purposes. I will provide assistance in such monitoring efforts, by supplying the necessary information relative to the operational procedures of this worksite and the participants employed here.

I hereby certify that I understand the program purpose and guidelines of these public employment programs and that our Agency is either governmental tax supported or non-profit. The position listed above will not replace any adult or youth presently employed by our agency in a full or part-time position. I also understand that these positions must not be used to fill vacancies that we had originally planned to fill under our present budget.

I further understand, that in compliance with the governments MAINTENANCE OF EFFORT policy that anytime we have a lay-off within our Agency of unsubsidized employees, CETA employees doing the same or similar types of work, must also be terminated and referred back to the CIC and YCEEP office for reassignment to a different agency.

Signed Alberto J. Hernandez, M.D.  
Position Executive Director



Worksite Agreement      POSITION TITLE: Clerical aide  
for  
Saint Paul Summer Youth Employment Program  
Youth Employment and Training Program  
Youth Community Conservation and Improvement Projects      Att.: Dan  
Youth Career Exploration and Employment Project      lmhoff  
Baker School  
821 Raymond Avenue  
Saint Paul, Minnesota 55114

Submitted by: Agency name Hispanos en Minnesota Date 6-8-79  
Address 1162 Selby Avenue, St. Paul, Minnesota 55104 Phone# 646-4566  
Marc Zimmerman, Coordinator, CASA      Ricardo Flores, Planning  
Supervisor Dorothy Royston-Giles, Accounting Dept Contact Person Alberto Alcala, Executive Dir. <sup>H</sup><sub>EM</sub>  
Pam Alexander, Migrant Program  
Number of positions needed 6-12 Date needed Joanne Enos, Director HEM-WEP  
soon as possible  
Job Hours - From 8:30-1:30 pm to 1:28 pm Job Days MTWTF  
12:12 pm      5:00 pm

1. Job description and special qualifications including job duties: \_\_\_\_\_  
Receptionist, filing, copying, light typing, light cleanup. Will assist in  
clerical & general office work. Light accounting in a few positions.  
\_\_\_\_\_  
Preferably bicultural (Spanish/English), bilingual.  
Typing, minimum of 30-40 words in some positions.  
\_\_\_\_\_
2. The type of attitudinal and job skills that will be developed:
  - a. Skills: typing, handling intercom, orientation to filing systems &
  - b. Attitudes: office procedures, use and monitoring of photo-copying. Work with  
staff & public.  
unsubsidized work habits, cooperation, sense of responsibility, discipline.
  - c. Work Habits: Good work habits
3. Types of vocational or career interests that can be developed at this site: \_\_\_\_\_  
Office work, orientation to accounting, social service agencies,  
dealing with public
4. Sub-agent Type: State Agency County City Public Private x Non-Profit x  
IRS Identification number showing non-profit status: State # 26334  
Federal # \_\_\_\_\_
5. If this position is funded, will the CETA employee become an unsubsidized employee with your organization: Yes x No Possibly Explain exceptions: \_\_\_\_\_  
No line openings in budget at this time.

6. Does the organization have any employees in a lay-off status from the same or substantially equivalent position being requested: ☐ Yes ☒ No
7. Is this position currently included in the organization's budget? ☐ Yes ☒ No
8. Statement of need regarding this request: high season & reorganization in  
all components of MEM requires that we find extra help for the summer.  
~~In some situations, we may want to keep people on beyond the summer~~  
if program continues in Fall for after-school hrs., etc.
9. Does this agency have a copy of the Child Labor Laws? ☒ Yes ☐ No
10. Does this agency have OSHA Regulations ☒ Yes ☐ No
11. In keeping with the salaries paid by your agency, what would the hourly salary be for a job similar to the one(s) requested? Hourly salary \$ 2.90 (minimum wage)

Program Assurances:

I, as a worksite employer, assure that I will provide adequate supervision of each participant, adequate accountability for participant time and attendance, and assure that no participant shall be required to work, or be compensated for more than 40 hours per week.

I understand that this worksite may be visited by representatives of the School District, the City of Saint Paul prime sponsor and the U.S. Department of Labor for monitoring purposes. I will provide assistance in such monitoring efforts, by supplying the necessary information relative to the operational procedures of this worksite and the participants employed here.

I hereby certify that I understand the program purpose and guidelines of these public employment programs and that our Agency is either governmental tax supported or non-profit. The position listed above will not replace any adult or youth presently employed by our agency in a full or part-time position. I also understand that these positions must not be used to fill vacancies that we had originally planned to fill under our present budget.

I further understand, that in compliance with the governments MAINTENANCE OF EFFORT policy that anytime we have a lay-off within our Agency of unsubsidized employees, CETA employees doing the same or similar types of work, must also be terminated and referred back to the CIC and YCEEP office for reassignment to a different agency.

Signed Alberto Hernandez Alcala

Position Executive Director

6. Does the organization have any employees in a lay-off status from the same or substantially equivalent position being requested: ☐ Yes ☒ No
7. Is this position currently included in the organization's budget? ☐ Yes ☒ No
8. Statement of need regarding this request: high season & agency reorganization  
in all components of MEM- & our mmh component, CASA, requires that  
we find extra help for summer. In some situations, we may  
want to keep people on beyond the summer if CETA youth program  
continues in Fall for after school hrs., etc.
9. Does this agency have a copy of the Child Labor Laws? ☒ Yes ☐ No
10. Does this agency have OSHA Regulations ☒ Yes ☐ No
11. In keeping with the salaries paid by your agency, what would the hourly salary be for a job similar to the one(s) requested? Hourly salary \$ \$2.90--or minimum wage

Program Assurances:

I, as a worksite employer, assure that I will provide adequate supervision of each participant, adequate accountability for participant time and attendance, and assure that no participant shall be required to work, or be compensated for more than 40 hours per week.

I understand that this worksite may be visited by representatives of the School District, the City of Saint Paul prime sponsor and the U.S. Department of Labor for monitoring purposes. I will provide assistance in such monitoring efforts, by supplying the necessary information relative to the operational procedures of this worksite and the participants employed here.

I hereby certify that I understand the program purpose and guidelines of these public employment programs and that our Agency is either governmental tax supported or non-profit. The position listed above will not replace any adult or youth presently employed by our agency in a full or part-time position. I also understand that these positions must not be used to fill vacancies that we had originally planned to fill under our present budget.

I further understand, that in compliance with the governments MAINTENANCE OF EFFORT policy that anytime we have a lay-off within our Agency of unsubsidized employees, CETA employees doing the same or similar types of work, must also be terminated and referred back to the CIC and YCEEP office for reassignment to a different agency.

Signed Alberto Hernandez

Position Executive Director

Worksite Agreement  
for

Saint Paul Summer Youth Employment Program  
Youth Employment and Training Program  
Youth Community Conservation and Improvement Projects  
Youth Career Exploration and Employment Project  
Baker School  
821 Raymond Avenue  
Saint Paul, Minnesota 55114

POSITION TITLE: Custodial aide

Submitted by: Agency name Hispanos en Minnesota Date 6-8-79  
Address 1162 Selby Avenue, St. Paul, Minnesota 55104 Phone# 646-4566  
ALBERTO HERNANDEZ ALCALA, Executive Dir., HEM  
Supervisor MARC ZIMMERMAN, Coordinator, CASA Contact Person Alberto Alcala, Marc Zimmerman  
Number of positions needed 2 Date needed soon as possible  
Job Hours - From 8:30 am to 1:18 pm Job Days MTWThF

1. Job description and special qualifications including job duties: General custodial work--cleanup, ordering of materials. Painting, lawnwork etc. Also some light office work, possibly answering phones, taking messages. Some experience in painting preferred but not required.  
Preferrably bilingual/bicultural (Spanish English)
2. The type of attitudinal and job skills that will be developed:
  - a. Skills: cleanup, painting, etc.
  - b. Attitudes: Cooperation, sense of responsibility, discipline.
  - c. Work Habits: Good work habits, taking and executing assignments, etc.
3. Types of vocational or career interests that can be developed at this site: Janitorial
4. Sub-agent Type: State Agency County City Public Private XNon-Profit X  
IRS Identification number showing non-profit status: State # 26334  
Federal #
5. If this position is funded, will the CETA employee become an unsubsidized employee with your organization: Yes XNo Possibly Explain exceptions: No line item in budget at this time.

# TRIP TO TEXAS REPORT



MEMO

TO: Mr. Salvador Rosas, Chairman to the Board of Directors  
FROM: Ricardo Flores  
RE: Report on the CETA Regulation Conference  
DATE: 6-6-79

---

The recent trip to the Department of Labor's training session on 303 regulations provided us with some very useful and pertinent information. The trip was generally successful as an information gathering trip, while at the same time providing us with the unique opportunity of establishing contacts and linkages that may benefit the organization in the future. I believe that by establishing linkages within the Department of Labor's bureaucratic structure H.E.M., in the future, will be better able to deal effectively within the Department of Labor system.

The purpose of the conference was to introduce the new CETA Title III, Section 303 Regulations which have been revised due to the substantive changes in the Reauthorized CETA legislation of October 1978.

The goal of the Department of Labor's training session was to define and discuss the substantive changes in the 303 Regulations and selected references of the basic CETA Regulations (Title II) as they apply to program management and operations.

The session also provided a forum to respond to questions and comments on the new Regulations and to allow Prime Sponsor representatives to contribute opinions and mutual understandings among all participants.

A packet of the CETA basic regulations, revised CETA Title III, Section 303 Regulations, proposal submission dates, review process, grants notification information etc., were forwarded by Federal Express to the development team in St. Paul and were kept posted day-by-day on the proceedings of the conference. By doing this we provided the development team an opportunity to brief themselves on the CETA Title III, Section 303 Regulations.

In accordance with formal application process a pre-application was submitted on May 31, 1979 to the Department of Labor 303 with a copy sent to the A-95 Clearing House, the official reviewing office for Federal contracts. Attending the conference provided us with information we may otherwise not have obtained in time to submit an application. As a result of the conference we have also developed a better understanding of what will be required to realistically compete with the Minnesota Migrant Council.



# HEALTH SERVICES PLAN

# Hispanos *en* Minnesota

Formerly Migrants in Action



June 7, 1979

To: Gary Sande and Francis Trejo  
From: Alberto Hernandez-Alcala *AAA*  
Re: Health Service Plan; Hispanos en Minn.

As you know, Hispanos en Minnesota has received a small grant from the legislature to extend bilingual health outreach and referral services to our clients.

As Senator McCutcheon put it, it will help in bringing the 7,000 ex-migrants living in other parts of St. Paul to services, such as your clinic. We will hire a health outreach worker to visit homes and arrange referrals to health services.

Out of that grant of \$25,000 I think we could also squeeze a salary for a bilingual health advocate to work at the St. Paul Ramsey Hospital, doing reception, translation, orientation, referral to welfare and other social services, and follow-up. This plan is contingent upon the cooperation of hospital administration, which depends on your recommendation.

I hope you can give us that recommendation. It would make me proud if we could work together to represent the health interests of the Hispanics we serve. Together we might be able to defeat some of the obstacles we face when we press for a health system that is more responsive to the needs of Hispanics. I earnestly hope such a coalition can be forged.

I believe a Spanish-speaking clinic and a community based non-profit organization should be able to work together well. At the same time I realize that our interests are not identical and that an effort must be made to coordinate. Our primary concern

#### Board of Directors

Salvador Rosas  
Chairperson  
Manuel Cervantes  
Vice Chairperson  
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  
Elderly Services  
Manpower Training  
Housing  
Employment  
Education  
Community Development  
Chemical Abuse Service  
Education  
Research  
Counseling  
Intervention

An Equal  
Opportunity Employer

A United Way  
Agency



Serving Minnesota's  
Largest Minority  
Hispanics  
Latinos  
Chicanos

Alcala/Sande, Trejo  
June 7, 1979

is the health of resettling farmworkers who have been our clients in the past nine years, who are living outside the West Side and who are therefore often overlooked by city and health officials. They will be the focus of our outreach efforts. This should not duplicate any efforts of your clinic but complement your services. If your clinic receives a physician from the National Health Corps we hope to be able to work with him in this part of the city.

Frankly, I have pipe dreamed about a centrally located clinic offering a whole range of Spanish-speaking services. But we do face cold reality; our lack of expertise, the lack of health monies, and the existence of many other neighborhood clinics that are fighting for their existence. We would not wish to do anything to endanger your clinic as the only one offering Spanish-speaking medical and dental services. This is why Kay Franey of my staff cooperated instead of competing with you in applying for National Health Corps funds. I want you to count on us for support in fact. The entire Hispanic community would be weakened if we were to lose you. We also hope we can count on your support in our effort to reach out to those 7,000 ex-migrants living on the east side, north end, Summit-University and housing project who have yet to be offered Spanish-speaking services.

# INMATES LETTERS



# AZTLAN CULTURAL ORGANIZATION

ACO  
Box 55  
Stillwater, Mn. 55082  
Phone: (612) 434-1910

ACO

MAY 7, 1979

ALBERTO ALCALA - HERNANDEZ  
DIRECTOR DE HISPANOS DE MINN.  
1162 SELBY AVE.  
ST. PAUL, MINN. 55104


SEÑOR ALCALA:

AZTLAN WISH'S TO EXPRESS THERE GRATITUDE AND APPRECIATION TO  
YOU FOR YOUR COMMITMENT TO THE AZTLAN ORGANIZATION IN STILL-  
WATER STATE PRISON. YOUR HELP AND SERVICES ARE WELL RECIEVED  
BY ALL INVOLVED. ALSO AZTLAN WANTS YOU TO KNOW THAT THE MONEY  
WE RECIEVED WILL BE USED TO FURTHER THE EDUCATION AND CULTURAL  
AWARENESS OF THE CHICANO-LATINO IN PRISON. THE TWO HUNDRED DOL-  
LARS THAT YOU DONATED TO AZTLAN IS A START FOR ALL OF US HERE  
BEHIND PRISON WALL'S. WE OF AZTLAN ARE ETERNALLY IN YOUR DEBT.  
PARA SIEMPRE!!

cc.

ALBERTO ALCALA - HERNANDEZ  
CARMEN MERCADO  
AZTLAN FILES INSIDE & OUTSIDE

SINCERAMENTE;

  
FRANCISCO CABALLERO RUIZ  
PRESIDENT OF THE AZTLAN  
CULTURAL ORG. INC.

Box B  
St. Cloud, Minnesota 56301  
May 22, 1979

Mr. Alberto H. Alcala' Director  
Migrants in Action  
1162 Selby  
St. Paul, Minnesota

Dear Mr. Alcala':

By way of introduction we are a group of Chicano/Lation inmates incarcerated at SRM St. Cloud Reformatory for Men in St. Cloud who have recently incorporated as a non-profit organization for the purpose of carrying out a program which we have designed to help us and our brothers find a better way of life once we return to our home communities in the Twin Cities and throughout the state.

However, implementation of our program requires not just the commitment from the individuals involved but also monies which we do not at this time possess.

It is for this reason that we are writing to you. We would like to start a hobbycraft project to begin generating the funds necessary for the implementation of our goals. The problem remains one of money because we do not have the funds to purchase the initial equipment.

We would like to ask you and your organization for a donation of funds to start our project out. We estimate the cost to be in the vicinity of \$200.00 (two hundred dollars).

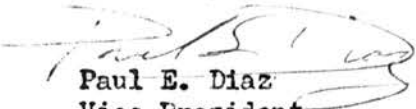
Enclosed you will find a general information on our program and goals and on the organization itself.

Please contact us for further information and clarification.

We hope you will be able to assist us with this project and with other aspects of our program which we hope to be able to implement in the near future.

Thank you in advance for your time and consideration.

Sincerely,

  
Paul E. Diaz  
Vice President  
Chicano Culture Incorporated  
251-3910 Ext. 376

UNITED WAY SUPPORT LETTER



# Hispanos *en* Minnesota

Formerly Migrants in Action



June 11, 1979

Robert Minton  
United Way of the St. Paul Area  
333 Sibley Street  
St. Paul, Minnesota 55101

Dear Bob:

Thank you for your help. A letter of support from the United Way will be of real value in our application for refunding to the Department of Labor under C.E.T.A. We hope to use the letter as evidence of our support from the community.

Enclosed please find a model of the letter which I had drawn up for your convenience. Please do not feel pressed to use it if you prefer not to. We will be pleased to receive any letter of support you may draw up.

Thank you again for your timely support.

Yours,

Alberto H. Alcala

AA/dg  
Enclosure

**Board of Directors**  
Salvador Rosas  
Chairperson

Manuel Cervantes  
Vice Chairperson  
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  
Elderly Services  
Manpower Training  
Housing  
Employment  
Education  
Community Development  
Chemical Abuse Service  
Education  
Research  
Counseling  
Intervention

An Equal  
Opportunity Employer

A United Way  
Agency



Serving Minnesota's  
Largest Minority  
Hispanics  
Latinos  
Chicanos

United Way of the St. Paul Area  
333 Sibley St.  
St. Paul, Minnesota 55101

Bob Minton

June 11, 1979

Alberto Hernandez-Alcala  
Hispanos En Minnesota  
1162 Selby Avenue  
St. Paul, Minnesota 55104

Dear Mr. Alcala:

I understand your agency is seeking continuing funding from the Department of Labor and I want to wish you every success. Hispanos En Minnesota is an asset to the community. It has been the only bilingual social service agency offering a full range of services for nine years. In recognition of this, the Welfare Department and Governor's Chemical Abuse Program has subcontracted to H.E.M. for bilingual counseling. Recognizing the community's dependence on your expertise, the United Way of St. Paul enrolled H.E.M. as a member January of 1979. (We intended to enroll H.E.M. the year before, but funds failed us at the last minute).

For nearly a decade H.E.M. has contributed to the community by stepping in the gap between social service institutions and their Spanish-speaking clients. H.E.M. has volunteered staff time at no cost to the hospitals, courts, welfare departments, legislature and other institutions of the city. H.E.M. staff has also been very generous in other civic activities; offering sensitivity seminars in county and city government classes at Metropolitan State University and St. Thomas, and serving on advisory boards for the Metropolitan Council, the Mayor of St. Paul, and the Governor. I understand H.E.M. arranged for artists of the Community Program in Arts and Sciences to paint a mural at Stillwater State Penitentiary for the Hispanic inmates there. These few examples illustrate that your input into the community makes it more sensitive and creative, making much more possible.

The whole city would feel the loss of your agency after 9 years of relying on H.E.M. If I can do anything to help you in your application to the government, please let me know. I support H.E.M. wholeheartedly.

Warmly,

Bob Minton

STATUS ON 776 ASHLAND

MEMO

TO: Mr. Salvador Rosas, Chairman of the Board  
FROM: Alberto Hernandez-Alcala, Executive Director H.E.M.  
RE: Status Report On 776 Ashland House  
DATE: 6-6-79

---

As you are already aware the 776 Ashland House has been closed since January of this year. I have developed this report as a result of my concerns on the status and future of the Ashland House.

In the past Hispanos En Minnesota's scope of services have included such areas as residential and relocation assistance, employment referral and placement services, nutritional assistance i.e. vouchers and food pantries, manpower counseling and training programs etc.. With the near completion of the Tree Control Project and the limited funding received through the MMC Contract the organization has been severely limited in the direct services available to its migrant farmworker clients. H.E.M.'s Title III, Section 303 program has been reduced to nothing more than a referral service for other service programs and organizations. The result is that H.E.M. is presently experiencing a drastic reduction in client intakes and may in fact experience difficulties in meeting its contract quotas. The fact that we do not at this time have sufficient funds to provide housing assistance, emergency shelter, or other supportive services is indeed one of the primary reasons our intakes have been so low this year.

As subgrantees with MMC during 1977 and 1978 and with only 24% of their Title III, Section 303 contract H.E.M. provided MMC with 58% of their overall client figures. Having absorbed a 63.3% reduction our organizations subgrant with MMC for Fiscal Year 1979', as mentioned, we have literally been reduced to nothing more than a referral source. As a result of the cut-back it was the concurred opinion of the Board of Directors and its administration that absorbing a 63.3% reduction in the Migrant Farmworker subgrant would spell the near end of H.E.M. involvement with farmworker clients. Accordingly the Planning Section has developed a contract designed to compete for a portion of the Title III, Section 303 monies being allocated to the state.

The staff and I are confident that we are in a good position to compete, but are also prepared to continue negotiations with MMC if that is the wish of the Board of Directors. This long range forecasting, however, does not resolve the problems of the immediate present. We are still faced with the lowest client intakes ever experienced by our Program staff. With three and a half months remaining in the contract year we have not yet achieved 50% status in any of our Manpower Service areas. The following is a statistical indicator of where we stood as of May, 1979:

M A N P O W E R   S E R V I C E S					
ENROLLMENT	ORIENTATION	COUNSELING	JOB PLACEMENT	FOLLOW-UP	REFERRAL TO-NON-303
P R O J E C T E D					
200	200	300	25	300	1,000
A C C O M P L I S H E D					
69	45	22	4	39	263
P E R C E N T A G E S					
34.50%	22.50%	7.33%	16%	13%	26.30%

Comparatively based on the 1977 and 1978 average Fiscal Year 1979 has achieved only 48% of the preceding two years totals through the month of May. This should not reflect, however, on the quality of services being provided by our staff, but rather on the availability of resources and services within H.E.M..

In the past we have been able to provide Emergency housing and shelter for our clients and their families. Many families have benefited from this service until they could relocate into more permanent residencies. Emergency shelter has been one of the primary services available to our clients and as a result we have attempted to develop additional housing in which to place them, however, due to the severe limitations placed on the 69 West Congress House and to the general neglect of the 776 Ashland House we are currently unable to provide emergency shelter for any clients.

The 776 Ashland House has recieved considerable wear and tear due to the heavy influx or clients who have used the house over the years. Attempts to procure monies for rehabilitation of the house have resulted with an acquisition of \$1,000.00 contributed by the House of Hope Presbyterian Church. As indicated in an April 16, 1979 MEMO submitted to the Board of Directors by Dorothy Royston-Giles a total of \$2491.89 have been listed as expenses on the Ashland House.

According to Mr. Tom Leuschner, General Contractor, it would require approximately \$30,000.00 to totally rehabilitate and bring the house up to H.R.A. Code. Ideally and under normal circumstances it would be logical to continue maintaining the Ashland House, however, under the circumstances I am recommending to the Board of Directors that we consider the option of selling the House and using the monies from the sale as direct service funds for emergency shelter and housing purposes. You may ask how we can possibly profit from selling the only property we currently own? By using the funds derived from the sale of the house to achieve and perhaps surpass our contractual commitments I believe would strengthen our bargaining position with the Department of Labor Title III, Section 303. We are currently operating on a fairly high administrative budget with almost no dirct service monies available for client services. Without supportive monies it will be very difficult to achieve our quotas. It would strengthen our positions greatly if we in fact did achieve our quotas and could potentially result in a \$1,400,000.00 contract with the Department of Labor over a two year period.

COMPARISON OF NUMBER OF CLIENTS FROM

JAN. TO JUN. OF THE YEARS 1977 - 78 - 1979

(HEAD OF HOUSEHOLD ONLY)

MONTH	N° OF CLIENTS (HEAD OF HOUSEHOLD)		
	1977	1978	1979
JAN.	48	47	10
FEB.	20	32	23
MAR.	31	38	16
APR.	21	31	5
MAY.	34	44	15
JUN.	71	46	
TOTAL	225	238	



COMPARISION OF NUMBER OF CLIENTS FROM

JAN. TO JUN. OF THE YEARS 1977 - 78 - 1979

(DEPENDENTS INCLUDED)

MONTH	N° OF CLIENTS (WITH DEPENDENTS)		
	1977	1978	1979
JAN.	114	123	18
FEB.	57	55	72
MAR.	105	92	58
APR.	46	65	12
MAY.	81	99	44
JUN.	230	153	
TOTAL	633	587	

HISPANOS EN MINNESOTA SERVICES: JAN.TO MAY.1979

MANPOWER SERVICES

CONTRACT N. O Y	200	200	300	25	300	1,000
	ENROLLMENTS	ORIENTATION	COUNSELING	JOB PLACEMENT	FOLLOW-UP	REFERRAL TO-NON-303
	69	45	22	4	39	263

NON- MONETARY SUPPORTIVE SERVICES

CONTRACT JAN.TO MAY.	150	150	400
	TRANSPORTATION STAFF VEHICLE	FOOD	FAMILY COUNSELING
	22	56	72

NON- ELIGIBLE CLIENTS

JAN.TO MAY.1979

TOTAL:

52

BY:Martha Gastanaduy

HISPANOS EN MINNESOTA SERVICES: JAN.TO MAY.1979

M A N P O W E R   S E R V I C E S

CONTRACT  N. O Y	200	200	300	25	300	1,000
	ENROLLMENTS	ORIENTATION	COUNSELING	JOB PLACEMENT	FOLLOW-UP	REFERRAL TO-NON-303
	69	45	22	4	39	263

NON- MONETARY SUPPORTIVE SERVICES

CONTRACT  JAN.TO MAY.	150	150	400
	TRANSPORTATION STAFF VEHICLE	FOOD	FAMILY COUNSELING
	22	56	72

NON- ELIGIBLE CLIENTS

JAN.TO MAY.1979

TOTAL:

52

BY:Martha Gastanaduy

R E P O R T

TO: BOARD OF DIRECTORS

FROM: WILLIAM C. REYES

DATE: 6-12-79

RE: 69 W. Congress

B.O.D.

Enclosed you will find copies of those letters sent to the office of Community Development in reference to the above. I asked those questions which I felt were of central importance to the b.o.d. Once again I will say that to my knoweldge and to all those I have spoken with in the HRA there is no documentation to the effect that H.E.M. will be the owner of the Congress House at the end of the lease. This will require further negotiation with the HRA and consent from the city of St. Paul. As you will see from the enclosed letters I have contacted Mr. Robert Kessler in regards to establishing the necessary mechanism to make the transfer of ownership possible. The reason for this is that no hard documentation exist concerning the transfer of ownership and if any agreement had ever existed it was only verbal. The Community Development was concerned with HEM's performance in regards to it's ability to perform the usual follow up required by the HRA due to its lack of Quarterly reports on the Congress House since September- As a course of action I have submitted an updated report to their offices on the status of the rehabilitation.

STATUS ON 69 W. CONGRES

# Hispanos *en* Minnesota

Formerly Migrants in Action



June 12, 1979

Mr. Robert Kessler  
Community Development Division  
1420 City Hall Annex  
St. Paul, Minn 55102

RE: 69 W. Congress

Dear Bob:

As a follow up to our conversation on 6-12-79 I am writing to get a feel for the intent of the Community Development Division and the transfer of the above named property from the city to Hispanos-En-Minnesota. As I told you, this agency was under the impression that at the end of the lease period we (H.E.M.) would be able to purchase the house from the city of St. Paul for \$1.00. For whatever reasons I have found out that its not that simple, as a result I would like to know (specifically) what would be the best course of action to make the transfer of ownership a reality. I feel it would be appropriate now to establish the mechanism necessary for the transfer of ownership so that there are no questions in the future. I would appreciate your contacting me as soon as possible about this matter, my number is 646-4566.

Sincerely:

*William C. Reyes*  
William C. Reyes

Administrative Assistant

cc: AHA/wr/c.Larsin  
WQPatton

Board of Directors  
Salvador Rosas  
Chairperson

Manuel Cervantes  
Vice Chairperson  
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  
Elderly Services  
Manpower Training  
Housing  
Employment  
Education  
Community Developm  
Chemical Abuse Serv  
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



June 12, 1979

Ms. Carolyn Larsin  
Property Management  
1420 City Hall Annex  
St. Paul, Minn 55102

RE: 69 W. CONGRESS

Dear Ms. Larsin:

I would like to get a feel for what possible alternatives exist in the utilization of the above named property. There have been many obstacles concerning exactly how this house will service the needs of the Spanish Speaking Community. As a result we (H.E.M.) are seeking other possible uses which would be acceptable to your office and the community. If you recall, you had informed me that at one time the HRA had offices in the house before it was transferred to the city. What I would like to know is if this agency could move its offices into the Congress house and if so, what would be the next appropriate step in that direction. I would appreciate your contacting me about this matter as soon as possible, my number is 646-4566.

Sincerely:

*William C. Reyes*  
William C. Reyes

Administrative Assistant

cc: AHA/wr/R.Kessler  
WQPatton

**Board of Directors**  
Salvador Rosas  
Chairperson

Manuel Cervantes  
Vice Chairperson

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

Elderly Services

Manpower Training

Housing

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



# Hispanos <sup>en</sup> Minnesota

Formerly Migrants in Action



June 6, 1979

Mr. Terry McNellis  
Project Manager  
Community Development  
366 Lowry Annex  
St. Paul, Minnesota 55102

RE: Letter response of 5-24-79

Dear Mr. McNellis:

I am writing in response to your letter of 5-24-79 concerning the transfer of ownership for the property at 69 W. Congress. In your closing statement you made several observations pertaining to this agency and its inability to follow through. ie; a) H.E.M.'s non-performance in its undertaking of activities for this property b) The extremely difficult time it will experience in getting the HRA staff to recommend ownership and c) The controversy in leasing this facility. I would appreciate your clarifying these statements for the purpose of documentation and assist me in rectifying these problem areas. I would appreciate knowing why you feel we are guilty of non-performance in the following area's.

- a) "COMMUNICATION" did we (HEM) have frequent contact with your office and you?
- b) "TECHNICAL ASSISTANCE" was the level of T.A. offered from your office to H.E.M. comprehensive? Did we take advantage?
- c) "LIAISON" were all rules and specifics of the transfer of ownership clearly understood by Mr. Gene Moore? Do you have documentation to this effect?

Board of Director  
Salvador Rosas  
Chairperson  
Manuel Cervantes  
Vice Chairperson  
Francisca Vega  
Treasurer  
Irene Bethke-Gott  
Secretary  
Maria Castor  
Mary Head  
Alberto O. Mera, J  
Arturo Perez  
Max Von Rabenau

Executive Director  
A. Hernandez-Alcega

Services Provided:  
Migrant Services  
Elderly Services  
Manpower Training  
Housing  
Employment  
Education  
Community Development  
Chemical Abuse  
Education  
Research  
Counseling  
Intervention

An Equal  
Opportunity Employer

A United Way  
Agency



Serving Minnesota's  
Largest Minority  
Hispanics  
Latinos  
Chicanos

d) "PROBLEM AREAS" please identify those areas where other than the above where non-performance occurred. excluding the Quarterly reports.

e) Has the city of St. Paul ever done this before. ie; use emergency hsg money to purchase a property from the HRA

Finally, I would appreciate your comment on the following. If the city of St. Paul does not transfer ownership to H.E.M.

a) How will the city handle this property?

b) What role if any will H.E.M. have in this decision making process?

c) What type of compensation will be given in view of the total rehabilitation of this property by H.E.M.

If you should have any Questions please dont hesitate to contact me at 646-4566.

Sincerely,

  
William C. Reyes

Administrative Assistant.

cc: AHA/wr  
Robert Kessler