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INFORMATION MANUAL

A GUIDE TO THE SPANISH SPEAKING AFFAIRS COUNCIL, ITS POLICIES, PROCEDURES, AND MEMBERS

JUNE 1991



STATE OF MINNESOTA

SPANISH SPEAKING AFFAIRS COUNCIL

Pursuant to MS 3.9223, subd 7



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Writing and Editing by Ruby Lee, SSAC's Communications Coordinator.

Editing by SSAC Members and Executive Director, Eduardo Wolle.

The Spanish Speaking Affairs Council published this *Information Manual* for use by its members, advisory committees and other individuals interested in the work of the Council.

Sections of the manual are periodically updated and distributed to Council and committee members. For copies and/or information on the latest version of any section, please write or call:

**Spanish Speaking Affairs Council,
506 Rice Street,
St. Paul, MN 55103**

(612) 296-9587

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SPANISH SPEAKING AFFAIRS COUNCIL

506 RICE STREET

SAINT PAUL, MINNESOTA 55103

(612) 296-9587

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CONTENTS

1.	INTRODUCTION	
	Responsibilities of the Council	1-1
	Structure of the Council	1-1
	Operation of the Council	1-2
2.	ENABLING LEGISLATION	2-2
3.	RULES & PROCEDURES	
	Composition and Function	3-1
	Council Members	3-2
	Council Meetings	3-5
	Committees	3-9
4.	ADMINISTRATIVE DUTIES & RESPONSIBILITIES	
	Responsibilities	4-1
	Duties	4-1
	Policy Statement for Action on Legislation	4-2
5.	COUNCIL MEMBERS & STAFF	
	Council Members Biographies	5-1
	Council Membership & Representation	5-4
	Staff Biographies	5-5
	Organizational Chart	5-8
6.	1990 BIENNIUM REPORT	6-1

INTRODUCTION

1.

Introduction

THIS Information Manual aims to provide basic information about the Spanish Speaking Affairs Council, a state agency that serves as a liaison between state government and Minnesota's Hispanic community.

RESPONSIBILITIES OF THE COUNCIL

The Council's general responsibilities, as stated in its enabling legislation, are to "advise the governor and the legislature on the nature of the issues and disabilities confronting Spanish-speaking people in this state, including the unique problems encountered by Spanish-speaking migrant agricultural workers; and to implement programs designed to solve problems of Spanish-speaking people when so authorized by other statute, rule or order."

STRUCTURE OF THE COUNCIL

By statute the Council is composed of 7 members appointed by the governor. The demographic composition of the Council members reflects the demographic composition of Minnesota's Spanish-speaking community, including migrant workers, as determined by the state demographer.

As of June 1991, Council members representation is as follows:

- Noemia Gesch, Southern Minnesota
- Carlos Gallego, East Metro Area
- Linda Lares, Southern Minnesota
- Luis Ortega, City of Saint Paul
- Elizabeth Valencia-Borgert, Northern Minnesota
- Guadalupe Quintero, West Metro Area
- Max Von-Rabenau, City of Saint Paul *(also representative of older population)

Biographical information about Council members appear in Section 5 of this manual.

OPERATION OF THE COUNCIL

The day-to-day work of the Council is carried out by its staff in the city of Saint Paul (506 Rice Street,) under the guidance of its Executive Director, who is appointed by the Council. The Council issues a bilingual, monthly newsletter *Al Dia/Update*, a Bilingual Resource Directory and a series of reports published by its Research Unit. This information is available to the public without charge. A list and/or copies of Hispanic publications can be obtained by calling the Council's office.

The Council holds regular public meetings throughout the state, at which it debates and takes action on staff activities and recommendations. The biennium report to the legislature (See Section 6) lists past Council activities.

To carry out its activities, the Council receives an appropriation through the state's biennial budget.

For further information about the Council not covered in this manual, please write or call the Council office, 506 Rice Street, Saint Paul, MN 55103, (612) 296-9587.



Eduardo Wolle
Executive Director

ENABLING LEGISLATION

2. Enabling Legislation

HISTORY: original legislation, chapter 510, subdivisions 1-7, 1978; 1981 chapter 356, subdivision 374,375; 1983 chapter 260 subdivision 2; 1983 chapter 305 subdivision 2; Special session 1985, chapter 13, subdivision 67; 1986 chapter 444; 1988 chapter 629, subdivision 3; 1988 chapter 686, article 1, subdivision 33; 1988 chapter 689 article 2, subdivision 2.)

Subdivision 1. **Membership.** There is created a state council on affairs of Spanish-speaking people to consist of seven members appointed by the governor. The demographic composition of the Council members shall accurately reflect the demographic composition of Minnesota's Spanish-speaking community, including migrant workers, as determined by the state demographer. Membership, terms, compensation, removal of members and filling of vacancies shall be as provided in section 15.0575. The Council shall annually elect from its membership a chair and other officers it deems necessary.

Subd. 2. **Spanish-speaking people.** For purposes of subdivisions 3 to 7, the term "*Spanish-speaking person*," means a person who uses Spanish as a primary method of communication, or who is a spouse of a person who does.

Subd. 3 **Duties.** The Council shall:

(a) advise the governor and the legislature on the nature of the issues and disabilities confronting Spanish-speaking people in this state including the unique problems encountered by Spanish-speaking migrant agricultural workers;

(b) advise the governor and the legislature on statutes or rules necessary to insure Spanish-speaking people access to benefits and services provided to people in this state;

(c) recommend to the governor and the legislature legislation designed to improve the economic and social condition of Spanish-speaking people in this state;

(d) serve as a conduit to state government for organizations of Spanish-speaking people in the state;

(e) serve as a referral agency to assist Spanish-speaking people in securing access to state agencies and programs;

(f) serve as a liaison with the federal government, local government units and private organizations on matters relating to the Spanish-speaking people of this state;

(g) perform or contract for the performance of studies designed to suggest solutions to problems of Spanish-speaking people in the areas of education, employment, human rights, health, housing, social welfare and other related programs;

(h) implement programs designed to solve problems of Spanish-speaking people when so authorized by other statute, rule or order;

(i) publicize the accomplishments of Spanish-speaking people and the contributions made by them to this state.

Subd. 4. **Review and recommendation authority.** All applications for the receipt of federal money and all proposed rules of any state agency which will have their primary effect on Spanish-speaking people shall be submitted to the Council for review and recommendation at least 15 days prior to submission to a federal agency or initial publication in the State Register.

Subd. 5. **Powers.** The Council shall have power to contract in its own name. Contracts shall be approved by a majority of the members of the Council and executed by the chair and the executive director. The Council may apply for, receive and expend in its own name grants and gifts of money consistent with the power and duties specified in this section.

The Council shall appoint, subject to the approval of the governor, and executive director who shall be experienced in administrative activities and familiar with the problems and needs of Spanish-speaking people. The Council may delegate to the executive director any powers and duties under this section which do not require Council approval. The executive director and Council staff shall serve in the unclassified service. The executive director may be removed at any time by a majority vote of the entire Council. The executive director shall recommend to the Council the appropriate staffing patterns necessary to carry out its duties. The commissioner of administration shall provide the Council with necessary administrative services, and the Council shall reimburse the commissioner for the cost of these services.

Subd. 6. **State agency assistance.** Other state agencies shall supply the Council upon request with advisory staff services on matters relating to the jurisdiction of the Council. The Council shall cooperate and coordinate its activities with other state agencies to the highest possible degree.

Subd. 7. **Report.** The Council shall prepare and distribute a report to the governor and legislature by *November 15* of each even-numbered year. The report shall summarize the activities of the Council since its last report, list receipts and expenditures, identify the major problems and issues confronting Spanish-speaking people, and list the specific objectives which the Council seeks to attain during the next biennium.

RULES & PROCEDURES

3. Rules and Procedures

THE following rules and procedures incorporate the provisions set forth in Minnesota Statutes 1990 section 3.9223, (original law Chapter 510 section 1-7 1978.)

1. COMPOSITION AND FUNCTION

1.1 Name

Council On Affairs of Spanish-Speaking People, commonly referred to as the Spanish Speaking Affairs Council.

1.2 Purpose

The seven-member Council advises the governor and the legislature on the interest and concerns of Hispanic people in Minnesota. The Council serves as a liaison between state government, private organizations and Minnesota's Hispanic community.

1.3 Mission

The primary mission of the Council is to promote the social, economic, educational and political development of the Hispanic community in the state of Minnesota. The Council's priorities are centered in the areas of legislation, communications, strategic planning, research and special projects.

1.4 History

The council has served as a catalyst for the creation of programs such as: **Hispanic Chamber of Commerce**; **Hispanic Technical and Professional Education Project** (currently known as the Hispanic Education Program;); **Hispanic Women's Development Corporation**; **Casa de Esperanza** (a shelter for Hispanic women and their children;); **Un Primer Paso** (a motivational program for young women;); and the **Minnesota Hispanic Leadership Program**.

The Council serves as a referral agency and assists individuals in securing access to state

agencies and community programs. It also recommends legislation designed to improve the economic, social and educational status of Minnesota's Hispanic community. In addition, at the local and federal levels the Council monitors legislation that has an impact on Minnesota's Hispanic community, e.g. human rights, social and human services, equal employment opportunities, health, education and immigration.

The Council has been instrumental in the passage of legislation such as the **Bilingual Education Act, Communications Services Act, Migrant Minimum Wage Act, Migratory Labor - Prompt Payment and Contract Acts and Field Sanitation Standards Act**. The Council, in cooperation with other organizations, proposed the creation of Minnesota's Quincentennial Commission, to commemorate the contributions made by Hispanics in the state of Minnesota. At the same time, the Council has opposed the designation of English as the official state language.

AL DIA/UPDATE is the Council's bilingual newsletter that maintain links of communication between the council, the legislature and the Hispanic and non-Hispanic communities. It also serves as a means to publicize the accomplishments of Minnesota's Hispanic community and their contributions to the state, as mandated by state law. The Council also produces the *Bilingual Resource Directory* consisting of over one hundred local organizations that provide services for Spanish-speaking individuals, in addition to, national organizations, Hispanic media, religious centers, Latin American Embassies in the U.S.A., and the Hispanic yellow pages from throughout the state.

In addition, the Council's Research Unit has produced the *Minnesota's Hispanic Community: A Profile*, (a broad-brush portrait of Minnesota's Hispanic community in the late 1980's,) *More Needs to Be Done*, (a 14 Point Plan to achieve state employment parity for Hispanics,) *Hispanic Appointments to Multi-Member Agencies* and *Child Protection Legislation: An Hispanic Initiative*.

2. COUNCIL MEMBERS

2.1 Representation of Members

- a) The demographic composition of the council members shall accurately reflect the demographic composition of Minnesota's Spanish-Speaking community, including migrant workers. As determined by the state demographer, based on the 1980 Census, Council membership shall be representative of:

<i>Area</i>	<i>No. of Members</i>
Northern Minnesota	1
Southern Minnesota	1
City of Saint Paul	2
City of Minneapolis	1
East Metro Area	1
West Metro Area	1

Northern Minnesota can be defined as including any place north of the Twin Cities area, (the Economic Development regions of 1, 2, 3, 4, 5, 7E, and 7W.)

Southern Minnesota can be defined as including any place south of the Twin Cities area, (the Economic Development regions of 6E, 6W, 8, 9, 10.)

East Metro Area can be defined as including Dakota County, Washington County, Ramsey County, excluding the City of St. Paul and Bloomington City.

West Metro Area can be defined as including Anoka County, Scott County, Carver County and Hennepin County excluding the Cities of Minneapolis and Bloomington.

- b) According to Minnesota Statute 15.0591, the membership of state boards, commissions, advisory councils, task forces or committees, shall include at least one member, **60 years** of age or over. At least one of the members over 60 shall not be actively engaged in or retired from an occupation, profession, or industry, if any, to be regulated.

2.2 Appointing Authority

The appointing authority for the Council is the Governor. Minnesota's Open Appointments Act (Minnesota Statutes, section 15.0597) requires the secretary of state to notify the public of vacancies occurring in state agencies and to accept applications from any member of the public wishing to apply for appointment to the position. The secretary of state submits all applications to the appointing authority. Minnesota law requires annual publication in the State Register of listing of state agencies, including membership, term expirations, per diem and expense payments. The listing is published on or before November 15 of each year. Vacancies are listed every three weeks in the State Register.

2.3 Terms of Office, Compensation

Terms of office for Council members shall be four years with the terms ending on the first Monday in January. The appointing authority shall appoint as nearly as possible one-fourth of the members to terms expiring each year. If the number of members is not evenly divisible by four, the greater number of members, as necessary, shall be appointed to terms expiring in the year of commencement of the governor's term and the year or years immediately thereafter. Members may serve until their successors are appointed and qualify but in no case later than July 1 in a year in which a term expires unless reappointed.

Membership, terms, removal of members and filling of vacancies are as provided in section 15.0575 of Minnesota Statutes.

Compensation of members of the Council is as provided in Minnesota Statutes, section 15.059, subdivision 3. Council Members currently receive \$48 per diem plus travel expenses.

2.4 Administrative Powers and Rulemaking Authority

- a) The Council may contract in its own name. Contracts shall be approved by a majority of the members of the Council and executed by the chair and executive director.
- b) The Council shall appoint, subject to the approval of the governor, an executive director who is experienced in administrative activities and familiar with the problems and needs of Spanish-speaking people. The Council may delegate to the executive director powers and duties, which do not require Council approval. The executive director may be removed at any time by a majority vote of the entire Council.

2.5 Review and Recommendation Authority

All applications for the receipt of federal money and proposed rules of a state agency which will have their primary effect on Spanish-speaking people shall be submitted to the Council for review and recommendation at least 15 days before submission to a federal agency or initial publication in the State Register.

3. COUNCIL MEETINGS

3.1 Frequency of Meetings

The Council shall meet as often as it deems necessary to carry out its duties and responsibilities. A meeting may continue for more than one day. Extraordinary meetings may be called by the Chairperson or by the vote of a majority of all the duly qualified members of the Council

3.2 Location of Meetings

The meeting place of the Council will be at such locations as will facilitate the work of the Council. Meetings shall be held throughout the state of Minnesota.

3.3 Attendance at Meetings

A member may be removed by the appointing authority at any time (1) for cause, after notice and hearing, or (2) after missing three consecutive meetings. The Council's chair shall inform the appointing authority of a member missing the three consecutive meetings. After the second consecutive missed meeting and before the next meeting, the Council's secretary shall notify the member in writing that the member may be removed for missing the next meeting.

3.4 Officers

The Council shall elect a Chairperson from among its members, who shall hold office for a term of one year and may be elected to successive terms. The Chairperson shall preside at all meetings of the Council and, subject to the control and direction of the Council, he or she shall have all of the customary powers and duties of a presiding officer and shall be an ex officio member of all committees of the Council.

The Council shall also elect a Vice Chairperson from among the members representing the general public who shall likewise hold office for a term of one year and may be elected to successive terms. The Vice Chairperson shall perform all of the duties and responsibilities of the Chairperson in his or her absence.

Members shall elect a Chairperson and Vice Chairperson at the Council's May meeting of every year. Officers shall take office on July 1.

In the absence of the Chairperson and Vice Chairperson at any meeting of the Council, an acting chairperson to preside at that meeting only shall be selected from among the members present.

Upon death, resignation, removal, or incapacity of the Chairperson or Vice Chairperson, a successor shall be elected in the same manner as in the case of the election of officers to serve the unexpired term of such office.

3.5 Quorum

A majority of all of the duly qualified members of the Council shall constitute a quorum for the transaction of business, provided that in no case shall a quorum be less than four.

3.6 Voting

Each member shall be entitled to one vote. No member may vote for or on behalf of, or in any way exercise the vote of, any other member of the Council. The votes of all members shall be recorded. If there is an abstention from voting by any member it shall be expressed and recorded. Effective action shall require the affirmative vote of a majority of all the duly qualified members of the Council, except that the affirmative vote of two thirds of all the members of the Council shall be necessary for the appointment of the Executive Director.

The affirmative vote of a majority of all the duly qualified members of the Council shall be required for the removal of the Director.

3.7 Dates

An annual meeting calendar shall be established, based upon the recommendation of the Director and approval of the Council.

3.8 Notification

Notice of all meetings shall be given to each member of the Council by mailing a copy of such notice with an agenda not less than ten (10) days before the meeting to the member's recorded address.

3.9 Agenda

The agenda for Council meetings shall be determined by the Director in consultation with the Chairperson. Any member of the Council who wishes to have an item placed on the agenda for Council action shall request the Chairperson or Director to either place it on the agenda for consideration or refer it to the full Council.

3.10 Minutes

Action minutes based on tape recordings of Council meetings shall be maintained by the Director. Minutes shall be presented to the Council for corrections and approval at the next regularly scheduled meeting. Statements which individual members wish to have included in the minutes may be prepared in writing and submitted within one week following the meeting. Such statement shall be appended to the minutes.

3.11 Rules of Order

The rules of procedure in the latest edition of Robert's Rules of Order Revised, or a mutually agreed to Rules of Order, shall govern all Council procedures where not inconsistent with law or with these rules.

3.12 Oral Presentation

When oral presentations are authorized by the Council, the following rules shall apply to all persons, other than members of the Council, who wish to address the Council:

- a) The speaker shall identify themselves by name and organization, if any, prior to addressing the Council.
- b) Five minutes may be allotted to each speaker and 15 minutes to each topic, subject to extension at the discretion of the Chairperson.
- c) Staff members, or members of the Advisory Committees or their designees, may address the Council on the invitation of the Chairperson, of a member, or of the Director, and may further speak on any subject before the Council in accordance with oral procedures.

3.13 Notice of Public Meetings

Except as otherwise expressly provided by statute, all meetings including executive sessions, of any state agency, board, council or department, when required or permitted by law to transact public business in a meeting, shall be open to the public. The votes of the members of such state agency, board, council or department on any action taken in a meeting herein required to be open to the public shall be recorded in a journal kept for that purpose, which journal shall be open to the public during all normal business hours where such records are kept.

The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments. The time of commencement and place of the closed meeting shall be announced at the public meeting. A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded at the expense of the governing body and shall be preserved by it for two years after.

In any meeting open to the public, at least one copy of any printed materials relating to the agenda items of the meeting must be: (1) distributed at the meeting to all members of the governing body, (2) distributed before the meeting to all members; or (3) available in the meeting room to all members; and (4) shall be available in the meeting room for inspection by the public.

A) SPECIAL MEETINGS

For a special meeting, except an emergency meeting, the public body shall post written notice of the date, time, place and purpose of the meeting. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notices, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority.

B) EMERGENCY MEETINGS

For an emergency meeting, the public body shall make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice. Notice of the emergency meeting shall be given by telephone or by any other method used to notify the members of the public body. An "emergency" meeting is a special meeting called because of circumstances that, in the judgement of the public body, require immediate consideration by the public body.

3.14 Report

- a) The council shall prepare and distribute a report to the governor and the legislature by *November 15* of each even-numbered year. The report shall summarize the activities of the Council since its last report, list receipts and expenditures, identify the major problems and issues confronting Spanish-speaking people, and list the specific objectives which the Council seeks to attain during the next biennium.

- b) The Council shall review data provided by the commissioner of human services under section 257.072, subdivision 5, and present recommendations on the out-of-home placement of children of Hispanic people. Recommendations must be presented to the commissioner and the legislature by February 1, 1990; November 1, 1990; and November 2 of each year thereafter.

3.15 State Agency Assistance

Other state agencies shall supply the Council upon request with advisory staff services on matters relating to the jurisdiction of the Council. The Council shall cooperate and coordinate its activities with other state agencies to the highest possible degree.

4. COMMITTEES

4.1 Standing Committees

There shall be established such standing committees as the Council shall from time to time decide. Such committees shall be composed only of members of the Council. The following rules shall govern standing committee procedures:

- a) Each standing committee shall have a Chairperson who shall be elected by a majority vote of the Council; each also shall have a Vice Chairperson who shall be elected by a majority vote of its members.

- b) Meetings shall be held as frequently as needed on the call of the Chairperson in consultation with the Chairperson of the Council or the Director.

- c) Each Council Member shall be notified of the time and place of committee meetings.
- d) Council members may attend meetings of committees on which they do not hold membership. Only members of the committee may vote on matters before that committee.
- e) Procedures for committee meetings shall be the same as for meetings of the Council as a whole.
- f) Committee reports shall be submitted to the Council, in writing, together with such oral presentation as is appropriate.
- g) Committee recommendations shall not be binding on the Council as a whole.
- h) A written record of actions taken by committees shall be maintained by the Director and furnished to the Council.

4.3 Ad Hoc Committees

Ad hoc committees and subcommittees may be created to examine specified issues. Such committees shall have a Chairperson designated by the Chairperson of the Council. They may be composed of members of the Council, representatives of interested groups, or experts in the area to be studied. Ad hoc committees shall terminate when action has been taken by the Council. They shall be governed by the same rules applicable to standing committees.

4.4 Membership

The membership of committees, shall be appointed by the Chairperson of the Council in consultation with the Director.

ADMINISTRATIVE DUTIES & RESPONSIBILITIES

4. Administrative Duties & Responsibilities

1. RESPONSIBILITIES

Members of the Spanish Speaking Affairs Council are responsible for:

- 1.1 guiding the organization toward the fulfillment of its mission, namely, to improve the social, economic, educational and political status of Hispanics in Minnesota.
 - 1.2 providing executive oversight of management and operations;
 - 1.3 enhancing the profile of the organization among various constituent groups and the community as whole; and,
 - 1.4 representing the interests of the specific constituent groups from which they are appointed in a manner consistent with the overall values and objectives of the organization.
-

2. DUTIES

Council members attend monthly meetings. They may also be asked to serve on ad-hoc committees and task forces, as well as, to attend planning sessions and other special events.

Specific duties of council members include the following:

2.1 *Planning*

- a) Review and update mission statement and long-range plan annually
- b) Approve major initiatives and policies consistent with Council's values and capacity and its legislative mandate.

- c) Members are responsible for communicating to the Council or Executive Director on issues and concerns of the communities they represent.
- d) Develop long-range strategies to effectively address the issues and concerns affecting Hispanics consistent with the legislative mandate.
- e) Become familiar with the Council's legislative mandate and state's policies and procedures regarding Council's operations.
- f) Present community issues and concerns at appropriate Council functions and provide recommendations to properly address these issues.
- g) Provide support and assistance to Council staff.

2.2 Organization

- a) Elect, monitor, appraise, advise, stimulate, support, reward, and, if deemed necessary or desirable, change top management.
- b) Ensure that the organization's capacity is equal to the requirements of its long-range goals and short-range objectives.
- c) Annually approve the performance review of the Executive Director and his/her compensation.
- d) Review the performance of the Council (including its composition, organization, and responsibilities and take steps to improve its performance.)

2.3 Operations

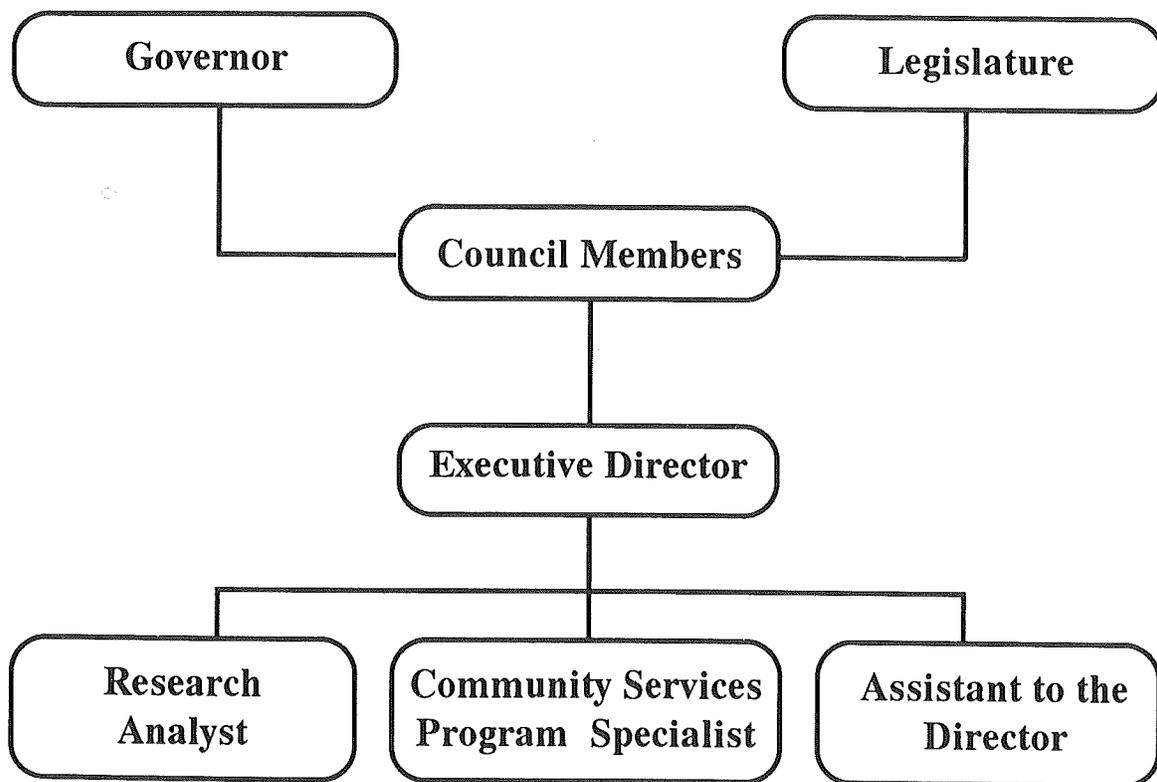
- a) Review the results achieved by management in the areas of long-range goals, research and program initiatives, personnel activity, public relations, and finance.
 - b) Approve major actions of the Council, including capital expenditures and major additions or changes in programs and services.
 - c) Provide candid and constructive criticism, advice and comments.
-

3. POLICY STATEMENT FOR ACTION ON LEGISLATION

In the performance of its duties and responsibilities, the Council will have occasion to express its opinion on legislation and also to make recommendations with regard to legislation or matters under consideration by the Legislature or Governor. The guidelines set forth below shall be followed with regard to legislative matters.

ORGANIZATIONAL CHART

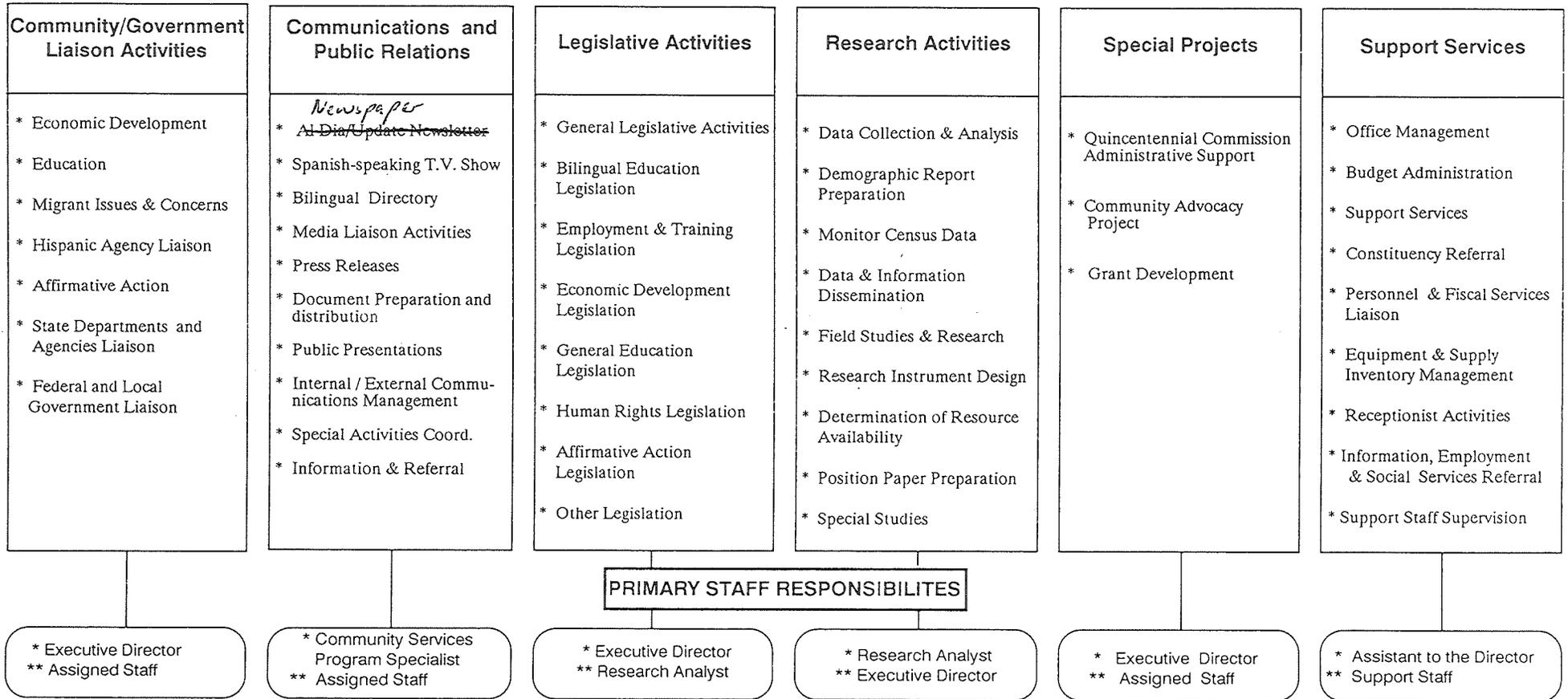
June 1991



SPANISH SPEAKING AFFAIRS COUNCIL

Program Structure

June 1991



* Primary Responsibility / ** Support Responsibility

MEMBERS & STAFF

5. Council Members & Staff

COUNCIL MEMBERS

Elizabeth Valencia-Borgert

726 9th Avenue South
Saint Cloud, MN 56301

Appointed in May 1991 by Governor Arne Carlson. Term expires January 1995.

Ms. Valencia-Borgert is originally from Venezuela. She has a B.S. degree in Business Administration and an MBA from Winona State University.

Ms. Valencia-Borgert is currently serving as Acting Director for Minority Student Programs at Saint Cloud State University. She previously worked as Assistant Director of Minority Student Programs for SCSU and as an instructor and tutor.

She is a co-founder of Saint Cloud State University's Hispanic Club, member of SCSU International Student Association and member of the Society for the Advancement of Management (SAM).

Noemia Gesch

1200 E. Willmar Avenue
Willmar, MN 56201

Ms. Gesch was appointed by Governor Arne Carlson in May 1991. Her term expires January 1995.

Ms. Gesch is originally from Brazil. She is an interpreter, translator, and language teacher. She is fluent in Portuguese, Spanish, English, French, Italian and German. She has a B.A. in business administration from Bogotá, Colombia, an Official Translator Degree from Georgetown University and an E.S.L. Teacher license from the Minnesota Department of Education.

She is currently employed by the Department of Education as an ESL teacher in Willmar, Minnesota. Previously she worked for fifteen years as an official translator for the United Nations (UN) and the Organization of American States (OAS). She was the official translator and interpreter for President Ronald Reagan, during his visit to Bogota, Colombia in 1981.

Carlos Gallego

305 West Cottage No. 210
Saint Paul, Minnesota 55107

Appointed January 1990 by Governor Perpich to represent the east metro area. Term expires January 1994.

Mr. Gallego is originally from Cali, Colombia. He obtained a Bachelor of Science in Education in 1984 and a Master of Education in Elementary Education from the University of Minnesota in 1990. He is currently employed by Anderson Contemporary Schools.

Mr. Gallego has been a member of the Minnesota Hispanic Education Fair Committee, the Learning Disabilities Association of America, International Reading Association, TESOL and the United States Judo Association.

Linda Lares

Rt. 1 Box 45
Albert Lea, MN 56007

Appointed by Governor Perpich February 1989 to represent Southern Minnesota. Term expires January 1993.

Ms. Lares is Mexican-American and resides in the city of Albert Lea. She currently works as Family Development Coordinator and Minority Advocate for Freeborn County, Community Action. Prior to this position, Ms. Lares worked for Minnesota Migrant Council and Migrant Schools.

She attended Mankato State University and is an alumnus of the Minnesota Hispanic Leadership Program. She serves as President of the Azteca Club and volunteers for many community organizations.

Luis Ortega

841 South Smith Avenue
Saint Paul, MN 55107

Appointed by Governor Perpich November 1990 to replace Rafael Ortega and represent the city of Saint Paul. Term expires January 1992.

Luis is of Puerto Rican descent and was born in New York City. He is currently Assistant Principal for South West High School in the city of Minneapolis.

He completed studies in Elementary Education at Fordham University in New York City. He has a Masters Degree in Secondary Languages and Curriculum from the University of Minnesota. He has been an active member of Minnesota's Hispanic community.

Guadalupe Quintero

130 Homestead Apt. 14
Mankato, MN 56001

Appointed by Governor Perpich November 1990 to replace Eduardo Wolle and represent West Metro Area. Term expires January 1993.

Guadalupe is originally from Ciudad Juarez, Mexico and currently resides in Mankato. She has a B.A. in Community Health Education and Spanish. She is currently completing a Masters Degree in Health Administration.

Maximilian Von-Rabenau

793 Marshall Avenue
St. Paul, MN 55105

Appointed by Governor Perpich January 1988 to represent the City of Saint Paul. Max is also the Representative of Older Population as mandated by legislative statute. Term expires January 1992.

Max served as Mexican-American advisor at Macalester College for many years.

COUNCIL MEMBERSHIP

	<u>Apptmt. Began</u>	<u>Apptmt. Expires</u>	<u>Representing</u>
Elizabeth Valencia-Borgert	5-91	1-95	Northern Minnesota
Noemia Gesch	5-91	1-95	Southern Minnesota
Luis Ortega	11-90	1-92	City of Saint Paul
Max Von-Rabenau	1-88	1-92	City of Saint Paul *Representative of Older Population
Linda Lares	2-89	1-93	Southern Minnesota
Guadalupe Quintero	11-90	1-93	West Metro Area
Carlos Gallego	1-90	1-94	East Metro Area

STAFF

Eduardo Wolle *Executive Director*

Eduardo began working for the Council on September of 1990. Previous to being appointed as Executive Director, he served as a member of the Council for one year.

Eduardo is Panamanian-American and currently resides in Northfield, Minnesota. He has a B.A. in Political Science and History and is currently completing a Masters Degree in Higher Education Administration at the University of Minnesota.

Eduardo is responsible for the day-to-day operations of the Council; designing and implementing special programs for the Council; monitoring and creating legislation to benefit Minnesota Hispanics and serving as a liaison between the Council, state government and Minnesota's Hispanic community.

Eduardo's former employment includes: Assistant Dean of Admissions for Carleton College, Northfield, Minnesota; Legislative and Budget Analyst/Education Project Assistant for the California Postsecondary Education Commission in Sacramento and Committee Administrator for the Minnesota House of Representatives.

Raul De Anda *Research Analyst*

Raul is Mexican American and was born in Texas in 1939.

He began working for the Council in 1988. In 1990 he served as SSAC's Acting Director and as a member of the search committee appointed by the Council to find its new Executive Director.

Raul's current duties include researching and documenting the current socio-economic issues and needs of Minnesota's Hispanics, as well as recommending policy and legislative initiatives targeting the Hispanic community. Most recently his duties have also included proposal writing for research projects not covered by current state appropriations.

Raul holds a bachelor's degree in business administration and a master's degree in social work. He worked in the marketing departments of Frito-Lay and Riviana Foods and in the advertising department of the National Association of Corrosion Engineers. He practiced social work at Family Service Center and served as Executive Director of the Mexican-American Education Council and Houston Bellas Artes. He has also been employed as an assistant professor of social work at Texas Southern University and Eastern Washington University and taught English as a Second Language in Saudi Arabia.

Eloisa Lee

Assistant to the Director

Eloisa began working for the Council on March of 1990. She is originally from Cartagena, Colombia and moved to Minnesota in 1988.

Eloisa was a Spanish teacher in Colombia for several years and has a three-year college degree on computer science from Colombia. She is currently an honor student at Augsburg College majoring in business administration.

Eloisa's responsibilities include managing the SSAC's office, administrating and monitoring the agency's budget, supervising agency's support staff and performing and coordinating numerous administrative functions as the assistant to the Executive Director

BIENNIUM REPORT

6. 1990 Biennium Report

Report to the Governor and Legislature 1989 - 1990

The Spanish Speaking Affairs Council is composed of seven members appointed by the governor and a staff of four. The Council's mandate from the legislature is to:

- (a) advise the governor and the legislature on the issues and disabilities confronting Spanish-speaking people in this state including the unique problems encountered by Spanish-speaking migrant agricultural workers;
- (b) advise the governor and the legislature on statutes and rules necessary to ensure Spanish-speaking people access to benefits and services provided to people in this state;
- (c) recommend to the governor and the legislature legislation to improve the economic and social condition of Spanish-speaking people in this state;
- (d) serve as a conduit to state government for organizations of Spanish-speaking people in the state;
- (e) serve as a referral agency to assist Spanish-speaking people to secure access to state agencies and programs;
- (f) serve as a liaison with the federal government, local government units, and private organizations on matters relating to the Spanish-speaking people of this state;
- (g) perform or contract for the performance of studies designed to suggest solutions to problems of Spanish-speaking people in the areas of education, employment, human rights, health, housing, social welfare and other related programs;

- (h) implement programs designed to solve problems of Spanish-speaking people when authorized by other statute, rule, or order;
- (i) review data provided by commissioner of human services and present recommendations on out-of-home placement of children of Hispanic people;
- (j) publicize the accomplishments of Spanish-speaking people and their contributions to this state; and

Subd. 4. All applications for receipt of federal money and proposed rules of a state agency which will have their primary effect on Spanish-speaking people shall be submitted to the council for review and recommendations at least 15 days before submission to a federal agency or initial publication in the State Register. (Minnesota Statutes 3.9223)

SUMMARY OF ACTIVITIES

The Council is divided into five (5) program areas. These areas are: legislative, community and governmental liaison, communications and public information, research development, and leadership development.

The Council established seven objectives during the past biennium with which to measure its program areas and legislative mandate. The objectives and Council activities/results related to those objectives are:

1. *To develop and/or promote the passage of legislation designed to promote the socio-economic, health and educational status of Minnesota's Hispanic community and Spanish-speaking migrant workers.*

- a. The Council requested legislative funding to create a research unit, a community liaison position, and an AIDS education and risk reduction project. The research unit was funded through state appropriations. Raul De Anda was hired as the Council's research analyst.

The community liaison position was not funded by the legislature. The AIDS project was funded through grants from the Minnesota State Department of Health, the Midwest Hispanic AIDS Coalition, and Minneapolis Foundation.

- b. The Council supported state funding requests for the Minnesota Hispanic Education Program (MHEP) and the Minnesota Quincentennial Commission. The MHEP is designed to assist Hispanics interested in obtaining a postsecondary education. The Quincentennial Commission was established by the legislature to prepare for the 500th year anniversary of the discovery of the New World by Cristobal Colon.
 2. *To increase participation of Hispanics in public employment and training programs and to increase the employment of Hispanics in state service.*
 - a. The Council worked to develop an apprenticeship program modeled after the state and privately funded LEAP program. The program's objective is to provide specialized training to low income individuals.
 - b. The Council's research unit conducted a study of Hispanic underemployment in state government. A 14 point plan for achieving parity for Hispanics in state employment was developed and presented to the governor and legislature (report number 89-3, 89-4, and 89-6).
 - c. Council maintains a listing of job openings and provides referral to the community.
 - d. The Council has active participation in the Statewide Affirmative Action Committee of the Department of Employee Relations.
 3. *To increase the number of Hispanics appointed to boards and commissions, councils, and other advisory bodies.*
 - a. The Council is continually asked to appoint or recommend Hispanic representatives for task forces, councils, and advisory bodies. We rely heavily on community members to serve on these groups.
 - b. In meeting this objective the Council has recommended and supported Hispanics for appointment to state, county, and federal boards and commissions. Most recently, Mr. John Pacheco was appointed to the Metropolitan Council.
 - c. The Council initiated the collection of a pool of resumes of Hispanic individuals interested in serving in boards and commissions.

4. *To provide information on state services, public policy issues and other pertinent information so that additional programs to assist the Hispanic community can be implemented.*

- a. The Council publishes a newsletter (AL DIA) with a monthly circulation of 1,000. The Council also presents information through a Hispanic community paper, Visiones De La Raza, which has a monthly circulation of 8,000. The Council is in the process of developing a cable show (and assisting in the development of a statewide radio program) to better inform the Hispanic community statewide of issues, concerns and events. The Council developed a bilingual directory of Hispanic businesses, social service agencies, cultural organizations, and educational groups which was distributed to libraries and other government offices.
- b. The Council has co-sponsored conferences with community organizations on such issues as Chemical Dependency Among Women of Color, AIDS Awareness, Education of Hispanics, and the Census. A major project initiated by the Council staff member Raul De Anda was raising the awareness of Hispanics regarding answering the Census. Funding was provided by Dayton-Hudson and the Minneapolis Foundation.
- c. Council staff has been involved in various presentations and programs aimed at raising people's understanding of the Hispanic community and culture. Ruby Lee of the Council staff initiated a project, the Embajadora Hispana Program, to prepare young Hispanic women to assume positions of leadership and encourage their participation in postsecondary education.

5. *To increase Hispanic involvement in determination of public policy.*

- a. The Council will involve members of the Hispanic community in determining public policy issues the Council needs to explore. This will be accomplished through appointments to the Council's Advisory Committees.
- b. Several years ago, the Council identified community leadership preparation as an important component of the Council's "services". The Council received funding for its leadership program from 1984-1988 from private sources. The program fell to a low priority for the Council after 1988. After a review of the expectations of the program, the Council is moving forward with a revamped project entitled the Community Advocate Project. The project's objectives are to "empower" Hispanic community members around the state to work through some of their local issues at the local level. The Community Advocates will also provide the Council with information on local issues.

MAJOR PROBLEMS AND ISSUES

Hispanics have been arriving in Minnesota since the 1800's. Currently, an estimated 69,000 Hispanics live in the state (70% live in the Metro area and 30% Out-State). The influx of migrants and other Hispanics from South and Central America and the Caribbean resettling in Minnesota have brought new needs and expectations. The largest group in Minnesota is still those of Mexican American descent. They comprise approximately 64% of the Hispanic population.

There is considerable concern about these new arrivals and their needs. Communities experiencing an influx (Crookston, Willmar, Blooming Prairie, Moorhead) have not been well prepared and considerable problems have occurred. Long suppressed animosities and fears have governed people's actions. Tensions between the new arrivals and the other residents increased dramatically. Present trends indicate that this resettlement (especially of migrants) will continue (Northfield and Faribault, for example have had an increase of 100 Hispanic families).

The Council has been actively involved in providing assistance to these communities in addressing the concerns of existing residents and at the same time helping new residents establish their homes. However, with limited staff and resources, the Council has been hard pressed to serve as liaison between the non-Hispanic and hispanic communities.

The growing number of Hispanics in the state has created the following major needs:

- 1) The Council is limited in the amount of outreach activity it can engage in due to staff limitations and resource constraints. Outreach efforts in the Twin Cities are not as pressing as those in the Out-State area.
- 2) Human rights violations around the state against Hispanics are an occurrence which are of concern to the Council. Many violations go unreported for fear of reprisal either through job loss or inability to obtain housing. The number of complaints that are reported place a heavy workload on the one Hispanic in the mobile unit and the other Hispanic staff member at the Department of Human Rights.
- 3) The increase in Hispanics has also created problems with housing. Discrimination as well as a lack of adequate living conditions are problems encountered by Hispanics.

- 4) Child care is an important concern in the Hispanic community. The majority of Hispanic households (77%) are headed by married couples. Households headed by single parents comprise 23% of the Hispanic population. The average Hispanic family consists of 3.64 persons compared to 3.29 per non-Hispanic families. These figures combined with a poverty level of 18%, low income jobs, and the cost of child care may place child care out of the reach of many families.
- 5) Bilingual services in the Out-State areas of Minnesota are not always available or are non-existent. Bilingual services are needed to provide assistance in securing housing, jobs, social services, medical and other services.
- 6) Hispanics do not always have someone to turn to who can help them through the many agencies and steps necessary in securing services. This problem is acute in the Out-State areas. Hispanic agencies exist in the Metro area and serve in the capacity of community liaison. The need exists in the out-state area for community liaisons.
- 7) The Council's role in providing statewide advocacy and information is crucial to its mission. The problems and issues outlined above will not go away overnight. The Council will continue to meet its responsibilities as outlined by the legislature. However, staff and resources fall very short in meeting the projected needs of the Hispanic community in Minnesota.

THE NEXT TWO YEARS

When the Council was created in 1978 the Hispanic community looked with hope to an agency they thought would meet all their needs (social service, human rights). Since that time, the community understands better the Council's mission. However, the demand for the Council's time to address issues and concerns in the Hispanic community is outpacing the Council's ability to respond to these requests.

The Council is embarking on an ambitious plan designed to: a) study issues and suggest solutions to problems in the Hispanic community; b) create programs designed to help the Hispanic community become self-sufficient in dealing with local issues; c) involve youth in public policy discussions; and, d) provide direct involvement by the Hispanic community in the discussion of public policy issues affecting Hispanics.

The Council will meet these objectives by: initiating a state-wide needs assessment of the Hispanic community in Minnesota; establishing a Community Advocate Project to empower Hispanics at the local level. This will be closely tied in with a Community Liaison position and a Community Resources Development position including: youth in Council Advisory groups and establishing a Midwest Hispanic Youth Leadership Program with other Midwest states; and, establishing Advisory groups to the Council on issues affecting Hispanics state-wide.

The state-wide needs assessment study would bring into focus and document Hispanic perceptions of available services, issues of housing, child care, racism, education, employment and health. The study would be conducted using interviewers either from the specific community or from the Twin Cities.

The Community Advocate Project is designed to a) develop a core group of interdependent individuals (5 per community) who could serve as a "first call" intervention group on issues in the local Hispanic communities around the state; b) provide information to SSAC on issues affecting Hispanic Minnesotans, especially in the Out-State areas; and, c) train Hispanics at the local level in identifying resources, working within the community, and dispute/negotiation techniques.

Two positions are necessary to carry out the Community Advocate Project: a community liaison and a community resources development person. The SSAC community liaison position would supervise the local community liaisons. Local community liaisons would work with the community advocate groups by providing needed technical and administrative support. The network of community advocates and community liaisons would provide the Council with up to date information on issues affecting local Hispanic communities. In this way, SSAC, through the Council's liaison, can coordinate efforts and provide the legislature and governor with sound advice on issues affecting Hispanics.

The community resources development position would provide needed support to the Council and the community through grant development and research. Hispanic communities in the Out-State areas do not have access to someone who can help in grant or organizational development. In the Twin Cities area there is no one person to help Hispanic agencies and individuals coordinate their grant development efforts. The community resources development position would fill a large void in the community.

Youth are an often over-looked resource. They are the future leaders and workers. If efforts are not made to assist youth through involvement in government, business, education or social service the state will not be able to compete in the 21st century.

The Council wants to involve youth in advisory groups and in public policy discussions. One other point of involvement is through a Midwest Hispanic Youth Leadership consortium which is in the process of being developed by the Council. No state monies would be expended in creating this program.

Finally, the Council has developed an advisory committee structure which will advise the Council on issues affecting the Hispanic community. The advisory committees will be chaired by Council members and will include:

- 1) Children, Elders, and Family Issues
- 2) Migrant/Refugee Issues
- 3) Housing Issues
- 4) Education Issues (Early childhood, K-12, and postsecondary)
- 5) Economic/Employment Issues
- 6) Youth Issues
- 7) Health Issues

The anticipated results of these advisory committees would be:

- 1) more involvement from community members from both the Metro and Out-State areas; and,
- 2) advice from people who are involved or seriously interested in these issues.

SSAC 1989 - 1990 BIENNIUM REPORT

RECEIPTS AND EXPENDITURES

<u>RECEIPTS</u>	<u>FY 1989</u>	<u>FY 1990</u>
Funding sources for expenditures listed below		
State	\$170,914	\$200,064
Federal	-0-	-0-
Grants and Gifts	\$118,873	\$209,536.70a
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Total Receipts	\$289,787	\$409,600.70

EXPENDITURES

Staff	\$136,614	\$133,775b
Per diem, Council members	\$ 2,100	\$ 1,728
Travel and meal expenses for Council members	\$ 2,998	\$ 1,163
Supplies and Administration	\$ 40,756	\$ 63,399c
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Total Expenditures	\$182,468d	\$200,065

- a AIDS Partnership dollars make up bulk of gift aid
- b Salary savings created when Executive Director resigned
- c Increases spending for advertising (Director search), out of state travel, and new office furniture
- d Higher expenditure figure than state appropriation reflects FY 88 appropriations brought forward (10% matching monies)

Spanish Speaking Affairs Council
"INFORMATION MANUAL"

ONE of a series of reports published by the Spanish Speaking Affairs Council as part of its planning and coordinating responsibilities. Additional copies may be obtained without charge from the Hispanic Research Unit, Spanish Speaking Affairs Council, 506 Rice Street, St. Paul, Minnesota 55103.

89-1. R. De Anda, *Minnesota's Hispanic Community: A Profile*, first printing: March 1989; second printing: June 1989; third printing: January 1991.

89-2. R. De Anda, *Minnesota's Hispanic Community: A Profile*, Summary Edition; first printing: March 1989; second printing: July 1989.

89-3. R. De Anda, *Hispanic Underemployment in State Government*, May 1989.

89-4. R. De Anda, *Hispanic Underemployment in State Government: UPDATE*, June 1989.

89-5. S. Osorio, *Underutilization of the WIC Program in the Hispanic Community*, August 1989.

89-6. R. De Anda, *MORE NEEDS TO BE DONE, 14-Point Plan To Achieve State Employment for Hispanics*, September 1989.

91-1. E. Izaksonas and the Hispanic Group, *CHILD PROTECTION LEGISLATION: AN HISPANIC INITIATIVE, Recommendations on Out-of-Home Placement of Hispanic Children in Minnesota*, January 1, 1991.

The Council also publishes the *Bilingual Resource Directory* and a newspaper. For copies or information call (612) 296-9587.