

# *Clarity of Purpose*

A Strategic Plan for the Council on Asian-Pacific Minnesotans

August 2004



## *TABLE OF CONTENTS*

<i>Executive Summary.....</i>	<i>4</i>
<i>Mission.....</i>	<i>5</i>
<i>Guiding Principles.....</i>	<i>6</i>
<i>Strategic Themes.....</i>	<i>7</i>
<i>Advisor to Policy Makers.....</i>	<i>10</i>
<i>Advocate for the Community.....</i>	<i>11</i>
<i>Builder of Bridges.....</i>	<i>12</i>
<i>Accountability.....</i>	<i>13</i>
<i>Appendix.....</i>	<i>14</i>

# Executive Summary

## *A Sharpened Focus*

For the past two years, the Council on Asian-Pacific Minnesotans (CAPM) has been submerged in assessing our previous works and efforts in the hope of building our future. The result of this reflection is this strategic plan which we firmly believe provides a new perspective on our work and a sharpened focus on how and where we should expend valuable and limited resources.

The strategic plan serves as the agency's road map for the next 5 years. Our strategic plan lays out CAPM's three long-term goals and will guide us in establishing the annual goals we will need to meet along the way. It will help us to measure how far we have come towards achieving our goals and to recognize where we need to adjust our approaches or directions to achieve better results. Finally, it will provide a basis from which we can focus on the highest priority issues and ensure that we use taxpayer dollars effectively.

The strategic plan is built around our mission, "To be an advisor to policymakers, advocate for the community, and builder of bridges." This mission represents and is supported by all of the mandated statutory activities defined in our enabling statute. Ultimately, we hope that this mission is a reflection of and an homage to those that worked tirelessly for our creation.

This report is a record of the ideas offered, discussed, and refined by the group. Individual participant ideas were generated as part of an interactive group workshop and were linked to similar ideas from other participants. The resulting list of ideas provided richness and details to support the major consensus areas.

CAPM would like to acknowledge and thank The St. Paul Foundation and The Otto Bremer Foundation for their generous financial contribution which allowed us time and space to think, reflect, and create the strategic plan.

In the upcoming years, we look forward to engaging with all of our stakeholders to help us realize the strategic plan.

Sincerely,

John Q. Doan  
Board Chair

K. Ilean Her  
Executive Director

# Mission

*The Mission of the Council on Asian-Pacific Minnesotans is to be an advisor to policymakers, advocate for the community, and a builder of bridges.*



Council board member Sotheary Duong talks with State Representative Steve Trimble on a visit with community members to the State Capitol.

## Guiding Principles

- ▶ *We are a part of the Minnesota community and can make a difference with our voice*
- ▶ *We value and respect the diverse Asian Pacific ethnic communities; they are our partners and collaborators*
- ▶ *We believe in and will work towards an Asian Pacific American identity*
- ▶ *Our success is dependant on others and we must collaborate and work in tandem with them*
- ▶ *We must ensure our own competence and act as one organization*



Members of the Filipino community at the Annual Asian Pacific American Heritage Month Dinner



Asian American residents are sworn-in as citizens by U.S. District Judge Donovan Frank at a ceremony designed by the Council to commemorate Heritage Month

# STRATEGIC THEMES

## *How the themes emerged*

Strategic themes emerged from board retreats, staff meetings, community meetings, and personal interviews. All recommendations and opinions were valuable and helped us to define and refine our themes.

The Council on Asian-Pacific Minnesotans Board and staff met on April 3-4 and June 18-19 of 2004 in a retreat setting to plan for the future. At the first session, board members and staff clarified board values and crafted an adapted version of the Council's mission. In addition, they considered how the Council, communities, and staff related to one another and proposed three board roles.



Board members Lal Liyanapathirana and Evelyn Lee brainstorm ideas at the retreat.

Current strengths and weakness were also listed. The remainder of the time was spent defining vision elements (topics for board planning) and providing strategies and obstacles to those strategies.

The second retreat session began with emphasis on a model representing all of the mandated statutory activities (which were divided into three categories, each section listing current activities that supported the statute) and the model was linked to information from the prior retreat, consultant interviews, and stakeholder meetings held by the executive director.

Teams were formed to address the sections of the model. Each team was asked to answer the following questions:

- 1) Given that the activities listed are currently being done, what ideas do you have to do these activities more effectively or efficiently?
- 2) What, exactly, should be accomplished for each activity three years from now? What do you want to say that you have done?
- 3) Are there activities that fit into this section of the model that the board needs to do? What ideas do you have and how might these activities be done?

The consultant met with key community informants from St. Paul and Minneapolis. The executive director traveled to St. Cloud, Warroad, Baudette, and Rochester to meet with the community and to gather their input. All information gathered was presented to the board members for consideration and action.

# Statutory Mandates

As set by the MN State Legislature

## CAPM

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graph TD; CAPM((CAPM)) --> Advisor[Advisor to Policymakers]; CAPM --> Advocate[Advocate & Work for the Community]; CAPM --> Bridge[Bridge Between Communities];
```

### Advisor to Policymakers

- (1) advise the governor and the legislature on issues confronting Asian-Pacific people in this state, including the unique problems of non-English-speaking immigrants and refugees;
- (2) advise the governor and the legislature of administrative and legislative changes necessary to ensure that Asian-Pacific people have access to benefits and services provided to people in this state;
- (3) recommend to the governor and the legislature any revisions in the state's affirmative action program and other steps that are necessary to eliminate underutilization of Asian-Pacific people in the state's work force;
- (8) perform or contract for the performance of studies designed to suggest solutions to the problems of Asian-Pacific people in the areas of education, employment, human rights, health, housing, social welfare, and other related areas;
- (4) recommend to the governor and the legislature legislation to improve the economic and social condition of Asian-Pacific people in this state;

### Advocate & Work for the Community

- (9) implement programs designed to solve the problems of Asian-Pacific people when authorized by other law;
- (10) publicize the accomplishments of Asian-Pacific people and their contributions to this state;
- (11) work with other state and federal agencies and organizations to develop small business opportunities and promote economic development for Asian-Pacific Minnesotans;
- (12) supervise development of an Asian-Pacific trade primer, outlining Asian and Pacific customs, cultural traditions, and business practices, including language usage, for use by Minnesota's export community
- (13) cooperate with other state and federal agencies and organizations to develop improved state trade relations with Asian and Pacific countries; and
- (14) assist recent immigrants in adaptation into the culture and promote the study of English as a second language.

### Bridge Between Communities

- (5) serve as a conduit to state government for organizations of Asian-Pacific people in the state;
- (6) serve as a referral agency to assist Asian-Pacific people to secure access to state agencies and programs;
- (7) serve as a liaison with the federal government, local government units, and private organizations on matters relating to the Asian-Pacific people of this state;

**Bringing Issues Forth**

- Legislative Agenda
- Testimonies & Public Hearings

**Bringing People to Policymakers**

- Asian Pacific American Day at the Capitol
- Schedule constituent visits

**Research**

- Policy Reports
- Policy Briefs
- Community Profiles

**Engagement with Policymakers**

- Meetings with Policymakers
- Briefings with Policymakers
  - Council Dialogues

**Advisor to Policymakers**



**Empowering Voice**

- Advocacy Training
- Community Based Policy Development
- Capacity Building
- Promoting Economic Self-Sufficiency
- Increasing Political Empowerment

**Community Promoter**

- Heritage Month
- Leadership Awards
- Community Collaborations

**Advocate for the Community**

**Builder of Bridges**

**Connect Resources to Community**

- Financial Resources
- Human Resources
- Government Agencies
- Non-Profit Agencies

**First Point of Contact**

- Informed Cultural Responses & Referrals
- Database of Cultural and Community Resources
- Speakers' Bureau

**Community Convener**

- Forums
- Cultural Celebrations
- Leadership Training

**Communication**

- Legislative Action Alerts
- Exhaustive Mailing Database
- News Archive
- Web page & links

**Our mission consists of three strategic areas of service**

# Goal 1: ADVISOR TO POLICYMAKERS

## Vision Statement:

*The Council actively advises policymakers on the issues pertinent to the community and works in tandem with them on addressing those issues.*



Ilean Her, Senator Satveer Chaudhary, Jasmine Dihn, Governor Tim Pawlenty, Mahadra Nath, Jennie Hsaio celebrate the Governor's Inaugural tour of Asian-owned businesses on St. Paul's University Avenue.

- A. **Research:** The Council researches and documents the issues that affect the people and make them available to policymakers.
- Policy Reports – Self produced in addition to co-authorship with others
  - Policy Briefs – Short and concise briefs on issues
  - Community Profiles & Demographical Data
- B. **Bringing Issues forth:** The Council gathers facts and information on issues important to the Asian Pacific community, priorities, and brings them forth to policymakers.
- Annual Legislative Agenda
  - Presence and testimonies at Public Hearings
  - Forums for information sharing
  - Speakers Bureau
- C. **Engagement with Policymakers:** The Council engages policymakers and gives them pertinent information to make good decisions to serve the community.
- Council Dialogues
  - Create leadership opportunity for community in policy/political process (i.e. pages, interns, staff & campaigning, policymakers)
  - Meetings & briefings with Policymakers
- D. **Bringing People to Policymakers:** The Council connects the people to policymakers. The people are the experts on the issues that confront them.
- Asian Day & Week at the Capitol
  - Assistance in scheduling constituent visits
  - Use all forms of political organizing (petition, rallies, etc.)

# Goal 2: ADVOCATE FOR THE COMMUNITY

## Vision Statement:

*The Council zealously advocates for and believes in unleashing the internal strength and power of the community.*



Teacher Steven Powell and members of St. Paul Cleveland Middle School Asian Club helped us to commemorate May as Asian Pacific American Heritage Month at the State Capitol.

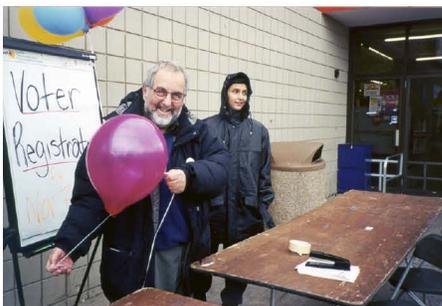
### A. Empowering the Community:

The Council works to empower the community through training and development.

- Advocacy Training
- Community Based Policy Development
- Capacity Building
- Promote Economic Self-Sufficiency
- Increasing Political Empowerment

### B. Connecting/Linking the Community to Resources: The Council works to connect and create resources for the community.

- Financial resource (through website, send/fax letters)
  - Legislative appropriations & programming
  - bonding bill
  - foundations
  - Federal sources
- Other resources
  - human resource
  - governmental agencies
  - non-governmental organizations



David Zander registering voters for Election 2000

### C. Community Convener: The Council brings the community together to celebrate and to address community issues

- Forums
- Leadership – Unity
- Cultural celebration (Dragon Festival)
- Heritage dinner/month
- Rural outreach program

# Goal 3:

## BUILDER OF BRIDGES

Vision statement:

*Leveraging assets and linking communities for a common good.*

A. **Community Promoter:** The Council takes leadership in highlighting and promoting the successes and contributions of the Asian Pacific community.

- Community Collaborations
  - need to showcase our partnerships & successes more
  - advertise/media exposure (Internship – journalist major)
- Leadership Awards
  - expand pool & actively search
  - expand reach/media
  - expand impact
- Heritage Month

B. **Communication:** The Council disseminates and shares information with the community.

- Legislative Action Alerts
- Email/List Serves
- Web page & links
- Exhaustive mailing list
- News Archive



Members of the Indonesian and Filipinos community perform the Angklung at the Council's Annual Asian Pacific American Month Dinner

C. **Trusted Source:** The Council knows the community and keeps accurate information and data on community groups and organizations.

- Branding – clear image, look & i.d.
- Culturally Competent Responses
- Informed cultural/community resources
- Informal referral services
- Speaker Bureau

# ACCOUNTABILITY

## *Relating Goals to Annual Performance*

How will we know we are making progress towards our strategic goals? What are the indicators of successes and accomplishments?

The purpose for creating the Strategic Plan is one of accountability and direction. The Strategic Plan gives us our final destination and lays out the steps in which we need to take to get us there. The map is now available for all to see. We are laying it out for the community and our stakeholders to see.



Intern Terri Thao with staff members: Marc Mersky, Ann Webb and Jovita Bjoraker

The Council’s strategic “architecture” – the goals, objectives and sub-objectives that we used to plan our work are designed to help us track our performance. Each of the three long-range strategic goals is broken down into a number of objectives that describe what we plan to accomplish over the next five years in order to maintain our larger goals. In turn, the objectives are supported by a series of sub-objectives, which are focused on more specific results we plan to achieve during the next five years.

The Council will develop annual performance goals and measures to mirror each of our strategic targets, so that we can measure our progress each year and thus, track our progress over time. Annually we will review our goals and objectives and determine whether we have met them.



# Appendix

# Council on Asian-Pacific Minnesotans



Picture on Left: First Row: Salo Ale, Evelyn Lee, John Doan, Ilean Her, Tin Win; Second Row: Vinny Kutty, David Zander, Lina Jau, Rungthip Langseth, Lal Liyanapathiranage, Marc Mersky & Jovita Bjoraker at the April Retreat



Front row: David Zander, Steven Huh, Jovita Bjoraker, Rungthip Langseth, Adeel Lari  
Back Row: John Doan, Ilean Her, Evelyn Lee, Lal Liyanapathiranage, Wangyal Ritzekura at the June Retreat

## Board Members

Eleasalo Ale  
 John Doan  
 Stephan S. Huh  
 Lina Jau  
 Vinodh Kutty  
 Rungthip Langseth  
 Adeel Z. Lari  
 Evelyn Lee  
 Ananda Srilal Liyanapathiranage  
 Wangyal T. Ritzekura  
 Jodie Tanaka  
 Mukhtar Thakur  
 Tin Win  
 Yi Li You

Samoan  
 Vietnamese  
 Korean  
 Malaysian  
 Singaporean  
 Thai  
 Pakistani  
 Indonesian  
 Sri Lankan  
 Tibetan  
 Japanese  
 Asian Indian  
 Burmese  
 Chinese

Ex-Officio Members  
 The Minnesota Senate

The Honorable Ellen R. Anderson  
 The Honorable Pat Pariseau

The Minnesota House of Representatives

The Honorable Tim Mahoney  
 The Honorable Stephanie Olsen

# Enabling Statute

## **Minnesota Statute 3.9226: Council on Asian-Pacific Minnesotans.**

Subdivision 1. Membership. The state council on Asian-Pacific Minnesotans consists of 23 members. Nineteen members are appointed by the governor and must be broadly representative of the Asian-Pacific community of the state. Each Asian-Pacific ethnic community from the area described in subdivision 2 may be represented by no more than one council member. In making appointments, the governor shall consider an appointee's proven dedication and commitment to the Asian-Pacific community and any special skills possessed by the appointee that might be beneficial to the council, including at a minimum experience in public policy, legal affairs, social work, business, management, or economics. Terms, compensation, and filling of vacancies for appointed members are as provided in section 15.0575. Because the council performs functions that are not purely advisory, the council is not subject to the expiration date in section 15.059. Two members of the house of representatives appointed under the rules of the house of representatives and two members of the senate appointed under the rules of the senate shall serve as nonvoting members of the council. In making legislative appointments, the speaker of the house of representatives and the subcommittee on committees of the committee on rules and administration of the senate shall consult with the council in an effort to select appointees knowledgeable and interested in the affairs of the Asian-Pacific community. The council shall annually elect from its membership a chair and other officers it deems necessary. The council shall encourage Asian-Pacific ethnic communities and organizations to designate persons to serve as liaisons with the council. Liaisons may participate in council meetings, but may not vote, and may serve on council committees.

The council shall adopt rules to implement designation of Asian-Pacific ethnic communities to be represented with seats on the council.

Subd. 2. Definition. For the purpose of this section, the term Asian-Pacific means a person whose ethnic heritage is from any of the countries in Asia east of, and including, Afghanistan, or the Pacific Islands.

Subd. 3. Duties. The council shall:

- (1) advise the governor and the legislature on issues confronting Asian-Pacific people in this state, including the unique problems of non-English-speaking immigrants and refugees;
- (2) advise the governor and the legislature of administrative and legislative changes necessary to ensure that Asian-Pacific people have access to benefits and services provided to people in this state;
- (3) recommend to the governor and the legislature any revisions in the state's affirmative action program and other steps that are necessary to eliminate underutilization of Asian-Pacific people in the state's work force;
- (4) recommend to the governor and the legislature legislation to improve the economic and social condition of Asian-Pacific people in this state;
- (5) serve as a conduit to state government for organizations of Asian-Pacific people in the state;
- (6) serve as a referral agency to assist Asian-Pacific people to secure access to state agencies and programs;
- (7) serve as a liaison with the federal government, local government units, and private organizations on matters relating to the Asian-Pacific people of this state;
- (8) perform or contract for the performance of studies designed to suggest solutions to the problems of Asian-Pacific people in the areas of education, employment, human rights, health, housing, social welfare, and other related areas;

(9) implement programs designed to solve the problems of Asian-Pacific people when authorized by other law;

(10) publicize the accomplishments of Asian-Pacific people and their contributions to this state;

(11) work with other state and federal agencies and organizations to develop small business opportunities and promote economic development for Asian-Pacific Minnesotans;

(12) supervise development of an Asian-Pacific trade primer, outlining Asian and Pacific customs, cultural traditions, and business practices, including language usage, for use by Minnesota's export community;

(13) cooperate with other state and federal agencies and organizations to develop improved state trade relations with Asian and Pacific countries; and

(14) assist recent immigrants in adaptation into the culture and promote the study of English as a second language.

Subd. 4. Review of grant applications and budget requests. State departments and agencies shall consult with the council concerning any application for federal money that will have its primary effect on Asian-Pacific Minnesotans before development of the application. The council shall advise the governor and the commissioner of finance concerning any state agency request that will have its primary effect on Asian-Pacific Minnesotans.

Subd. 5. Powers. (a) The council may contract in its own name but may not accept or receive a loan or incur indebtedness except as otherwise provided by law. Contracts must 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 powers and duties specified in this section.

(b) The council shall appoint an executive director who is experienced in administrative activities and familiar with the problems and needs of Asian-Pacific people. The council may delegate to the executive director powers and duties under this section that do not require council approval. The executive director serves in the unclassified service and may be removed at any time by the council. The executive director shall appoint the appropriate staff necessary to carry out the duties of the council. All staff members serve in the unclassified service. The commissioner of administration shall provide the council with necessary administrative services.

Subd. 6. State agency assistance. At its request, state agencies shall supply the council with advisory staff services on matters relating to its jurisdiction. 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 Asian-Pacific people, and list the specific objectives that the council seeks to attain during the next biennium.

Subd. 8. Repealed, 1987 c 404 s 191

HIST: 1Sp1985 c 13 s 68; 1986 c 444; 1988 c 469 art 1 s 1; 1988 c 629 s 5; 1988 c 686 art 1 s 35; 1988 c 689 art 2 s 4; 1989 c 343 s 1; 1991 c 292 art 3 s 5; 1992 c 408 s 2; 1996 c 420 s 5-8  
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# ASIAN & PACIFIC ISLANDER

## MINNESOTA PROFILE

**Minnesota Ten Largest Asian Populations, by Ethnic Group**  
Source: U.S. Bureau of the Census, Census 2000 Summary File 1; PCT 7

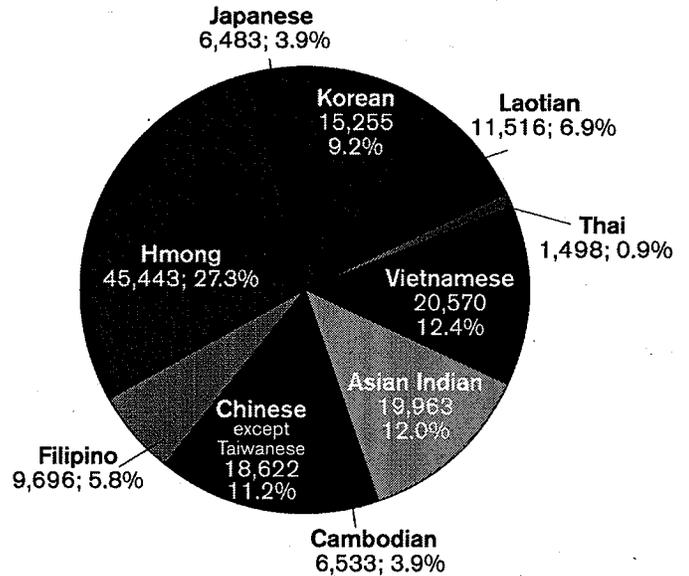
**Asian and Native Hawaiian & Other Pacific Islander Population, by Category and Ethnic Group**

Ethnic Group	Number	Percentage of Grand Total
Asian Indian	19,963	11.6%
Bangladeshi	311	0.2%
Cambodian	6,533	3.8%
Chinese, except Taiwanese	18,622	10.8%
Filipino	9,696	5.6%
Hmong	45,443	26.4%
Indonesian	429	0.2%
Japanese	6,483	3.8%
Korean	15,255	8.9%
Laotian	11,516	6.7%
Malaysian	387	0.2%
Pakistani	1,166	0.7%
Sri Lankan	485	0.3%
Taiwanese	747	0.4%
Thai	1,498	0.9%
Vietnamese	20,570	11.9%
Other Asian	660	0.4%
Other Asian, not specified	6,453	3.7%
Native Hawaiian	1,526	0.9%
Samoan	767	0.4%
Tongan	71	0.0%
Other Polynesian	77	0.0%
Guamanian or Chamorro	483	0.3%
Other Micronesian	91	0.1%
Fijian	14	0.0%
Other Melanesian	27	0.0%
Other Pacific Islander	97	0.1%
Other Pacific Islander, not specified	2,796	1.6%
<b>Total Asian</b>	<b>166,217</b>	<b>96.5%</b>
<b>Total Native Hawaiian and Other Pacific Islander</b>	<b>5,949</b>	<b>3.5%</b>
<b>Grand Total</b>	<b>172,166</b>	<b>100.0%</b>

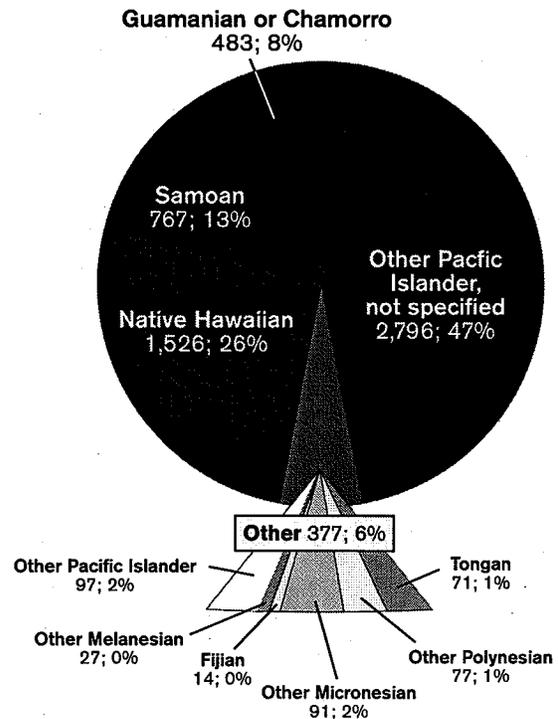
Source: U.S. Bureau of the Census, Census 2000 Summary File 1

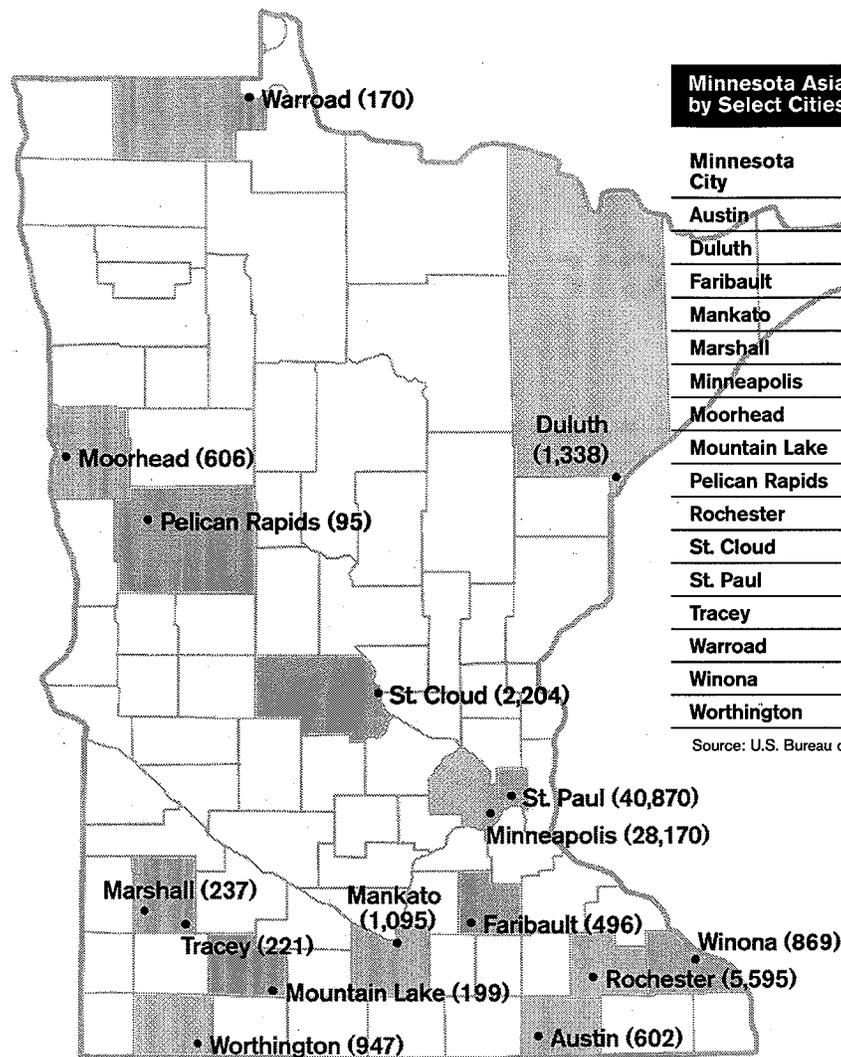
Asian alone or in combination with one or more other races, and with one or more Asian categories for selected groups [PCT.7]

Native Hawaiian & Other Pacific Islander (NHPI) Alone or in combination with one or more races, and with one or more NHPI categories for selected groups [PCT.10]



**Minnesota Native Hawaiian & Other Pacific Islander Population, by Ethnic Group**  
Source: U.S. Bureau of the Census, Census 2000 Summary File 1; PCT 10





**Minnesota Asian and Pacific Islander Statewide Distribution, by Select Cities**

Minnesota City	Asian + Pacific Islander	City Total Population	% Asian & Pacific Islander
Austin	602	23,314	2.6%
Duluth	1,338	86,918	1.5%
Faribault	496	20,818	2.4%
Mankato	1,095	32,427	3.4%
Marshall	237	12,735	1.9%
Minneapolis	28,170	382,618	7.4%
Moorhead	606	32,177	1.9%
Mountain Lake	199	2,082	9.6%
Pelican Rapids	95	2,374	4.0%
Rochester	5,595	85,806	6.5%
St. Cloud	2,204	59,107	3.7%
St. Paul	40,870	287,151	14.2%
Tracey	221	2,268	9.7%
Warroad	170	1,722	9.9%
Winona	869	27,069	3.2%
Worthington	947	11,283	8.4%

Source: U.S. Bureau of the Census, Census 2000 Summary File 1; PCT.7 and PCT.10

### Demographic Perspective

Census 2000 data reported that Minnesota's Asian and Pacific Islander (API) population nearly doubled from 1990, ranging from 140,997 to 172,166. The number range represents the single and multiple race or group categories which could be selected for the first time in Census 2000. Previously, respondents could identify with only a single race.

The growth rate of the API population in Minnesota from 1990 to 2000 - between 81 percent and 116 percent - exceeded that of the U.S. Asian population. Still, API's were only 2.9 percent of the state's population in 2000, lower than the national average of 3.7 percent (single race, one group).

- S.E. Asians accounted for more than half of Minnesota's API population in 2000, with Vietnamese being the second largest Asian group in the state.
- Three groups account for 58% of the U.S. Asian population: Chinese except Taiwanese, Filipino, and Asian Indian. In Minnesota, they represent only 28% of the Asian population.
- 78% of the API population is under the age of 40.
- Roughly 85% of the 14,315 to 16,887 Asian Indians in Minnesota live in Hennepin County.
- Hmong are the largest Asian group in Minnesota, with a population in 2000 between 41,800 & 45,443. St. Paul has the largest concentration of Hmong of any city in the U.S. with 24,389 to 26,509.
- The 12,584 to 15,255 Korean in Minnesota are more scattered throughout the state than any other Asian group. Hennepin County has the largest concentration, with nearly one third of the Korean population.

### Age & Gender Distribution (Asian Alone + Native Hawaiian & Other Pacific Islander Alone)

	Males	Females	Males + Females
Under 5	6,993	7,057	14,050
5-14	15,724	15,303	31,027
15-17	4,521	4,799	9,320
18-21	5,293	5,707	11,000
22-29	11,235	12,036	23,271
30-39	12,149	11,449	23,598
40-49	7,204	7,835	15,039
50-59	4,090	4,702	8,792
60-64	1,267	1,402	2,669
65-69	846	1,098	1,944
70 & over	1,313	1,924	3,237
<b>TOTAL</b>	<b>70,635</b>	<b>73,312</b>	<b>143,947</b>

Source: U.S. Bureau of the Census, Census 2000 Summary File 3

### Median Age by Sex (Asian Alone; Native Hawaiian & Other Pacific Islander Alone)

	Asian Alone	NHPI Alone
Male	24.3	29.2
Female	24.7	27.9
Both	24.5	28.9

Source: U.S. Bureau of the Census, Census 2000 Summary File 3

**Poverty Status in 1999 by Family Type  
(Asian Alone Householder)**

	Number of Families
<b>Income in 1999 BELOW poverty level</b>	<b>3,946</b>
Married-couple family	2,564
With related children under 18 years	2,225
No related children under 18 years	339
Male householder, no wife present	282
Female householder, no husband present	1,100
<b>Income in 1999 AT or ABOVE poverty level</b>	<b>22,384</b>
Married-couple family	18,701
With related children under 18 years	13,294
No related children under 18 years	5,407
Male householder, no wife present	1,376
Female householder, no husband present	2,307
<b>Total Number of Families</b>	<b>26,330</b>

Source: U.S. Bureau of the Census, Census 2000 Summary File 3

**Poverty Status in 1999 by Sex by Age  
(Asian Alone)**

	Males	Females	All
Income in 1999 BELOW poverty level	12,740	13,147	25,887
Income in 1999 AT or ABOVE poverty level	53,853	56,780	110,633
<b>Total</b>	<b>66,593</b>	<b>69,927</b>	<b>136,520</b>

Source: U.S. Bureau of the Census, Census 2000 Summary File 3

**Poverty & Income Profile**

The median household income for Asians in 1999 was \$45,520 as compared to the state median household income of \$47,111.

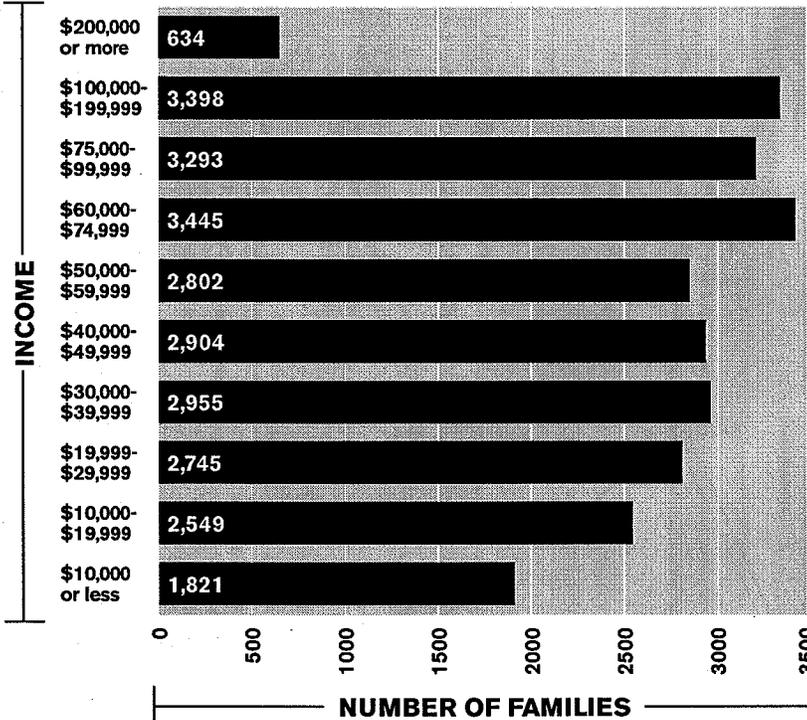
The Native Hawaiian & Other Pacific Islanders (NHPI) median household income was \$48,214.

In 1999, 9.3% of Asian males and 9.6% of Asian females were living below the poverty level.

56% of married-couple families with incomes below the poverty level included related children under 18 years of age.

28% of Asian families living below the poverty level in 1999 were female headed households, as compared to 19% statewide.

**Family Income in 1999  
(Asian and Native Hawaiian & Other Pacific Islander Alone Householder)**



Source: U.S. Bureau of the Census, Census 2000 Summary File 3

**Education Profile**

94.7% of Asian students in grades K-12 attended public school in 2000.

Asian females accounted for only 38% of all graduate or professional degrees earned within the API population, though they held a slight edge over their 25+ years of age male counterparts in most other categories of educational attainment.

API's were 5.3% of the states K-12 student population in 2002-2003, but comprised 30% and 14% of the student body in the St. Paul and Minneapolis School Districts respectively. (Source: Department of Children, Families & Learning)

**Citizenship Profile**

69% of the state's API population was foreign born.

43.7% of the foreign born API population in Minnesota are naturalized citizens.

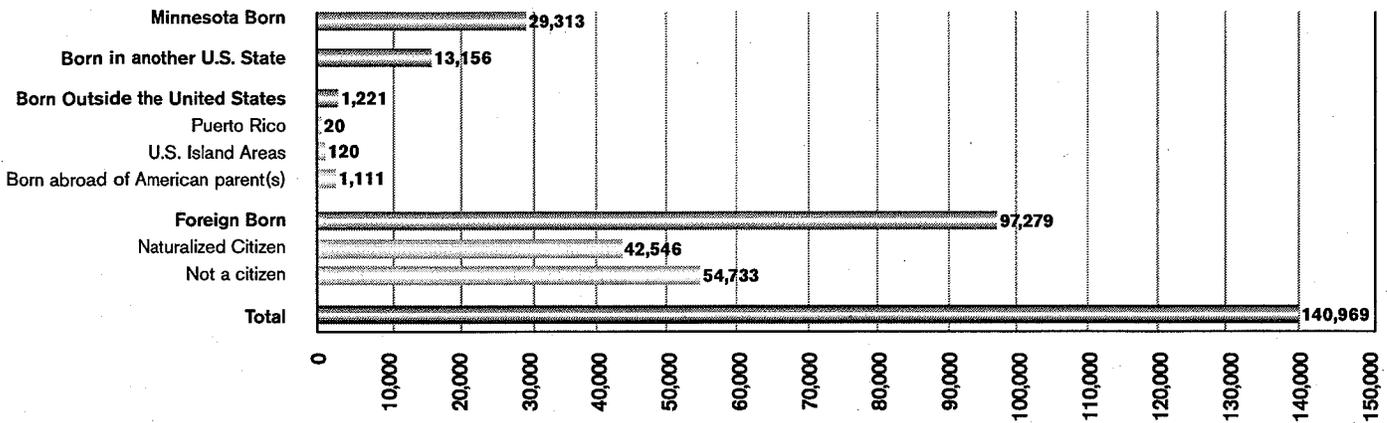
20.8% of all API's in the state were born in Minnesota.

**Employment Status by Sex for the Population 16+ Years  
(Asian Alone)**

	Population 16+ Years of Age	In Labor Force	Employed	Unemployed	Not in Labor Force
Male	44,650	31,977	30,296	1,681	12,673
Female	47,793	28,656	27,115	1,541	19,137
Totals	92,443	60,633	57,411	3,222	31,810

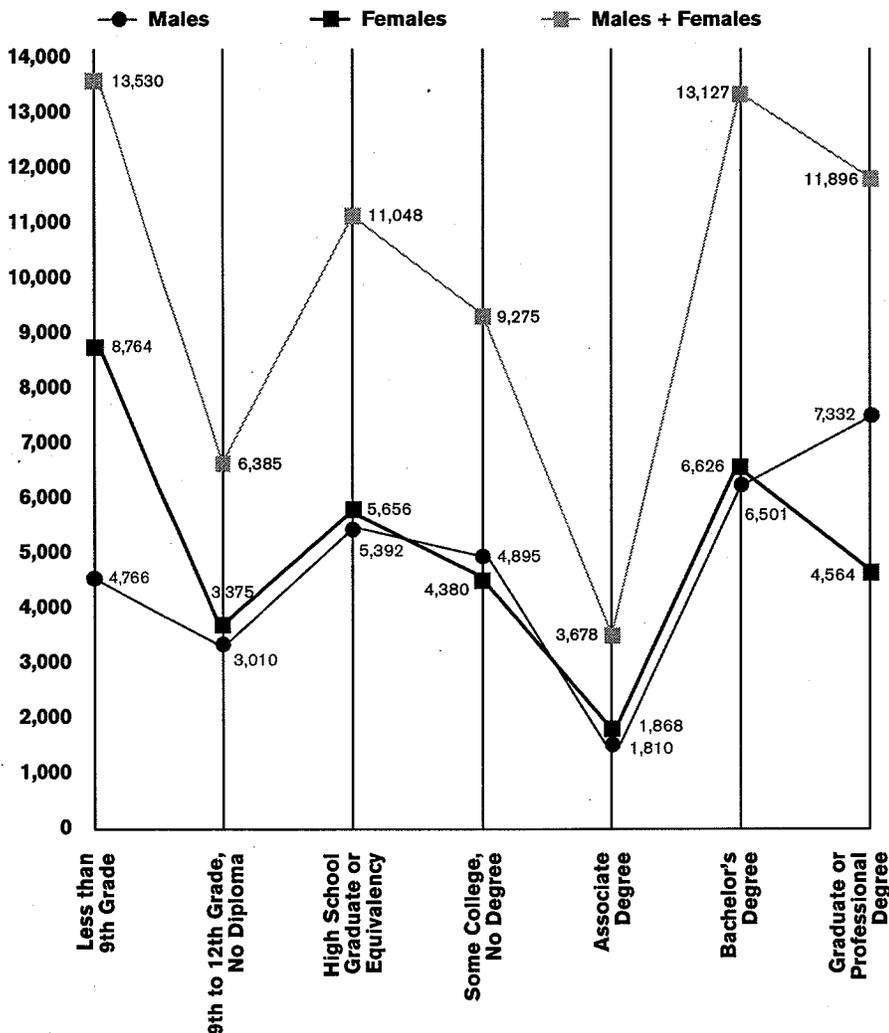
Source: U.S. Bureau of the Census, Census 2000 Summary File 3

**Place of Birth by Citizenship Status  
(Minnesota Asian and Native Hawaiian & Other Pacific Islander Alone)**



Source: U.S. Bureau of the Census, Census 2000 Summary File 3

**Educational Attainment by Sex for the Population 25+ Years  
(Asian Alone)**



**Educational Attainment by Sex for the Population 25+ Years (Asian Alone)**

	% of All 25+ Year Olds
Less than 9th Grade	20%
9th to 12th Grade, No Diploma	9%
High School Graduate or Equivalency	16%
Some College, No Degree	13%
Associate Degree	5%
Bachelor's Degree	19%
Graduate or Professional Degree	17%
<b>Total</b>	<b>100%</b>

Source: U.S. Bureau of the Census, Census 2000 Summary File 3

**School Enrollment by Level & Type of School for the Population 3+ Years (Asian Alone)**

	Public School	Private School	Public + Private
Nursery School, Pre-school	1,854	1,045	2,899
Grades K - 12	38,614	2,143	40,757
Kindergarten	2,750	192	-
Grades 1 to 8	23,509	1,315	-
Grades 9 to 12	12,355	636	-
College	11,252	3,403	14,655
<b>Total Enrollment</b>	<b>51,720</b>	<b>6,591</b>	<b>58,311</b>

Source: U.S. Bureau of the Census, Census 2000 Summary File 3

STATE OF MINNESOTA  
COUNCIL ON ASIAN-PACIFIC MINNESOTANS

2003- 2004 BIENNIUM REPORT

Submitted to the Governor and the Minnesota State Legislature in compliance with Minnesota Statute 3.9226, subd. 7.

---

**COUNCIL ON ASIAN-PACIFIC MINNESOTANS**

CENTENNIAL OFFICE BUILDING, SUITE 160

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Kao Ly Ilean Her, Executive Director

John Q. Doan, Chairman of the Council

## **Section I: Council Purpose**

### **Minnesota Statute, Section 3.9226**

The Council on Asian-Pacific Minnesotans ('Council' or 'CAPM') was created by the Minnesota State Legislature in 1985 to fulfill the following primary objectives: advise the governor and state legislators on issues pertaining to Asian Pacific people; ensure Asian Pacific Minnesotans are more incorporated and engaged in the governmental and policymaking process; see that residents of Asian Pacific descent have sufficient access to state government services; promote the talents and resources of Asian Pacific people where appropriate; and act as a broker between the Asian Pacific community in Minnesota and mainstream society.

Serving as a conduit to state government for Asian Pacific organizations and individuals, the Council recommends bills to the governor and state legislature designed to improve the economic and social condition of all Asian Pacific Minnesotans. Furthermore, the Council may provide comment and/or recommendations regarding any application for federal funds submitted by state departments or agencies that stand to impact programs pertinent to Asian-Pacific Minnesotans.

### **Target Population Served**

The Council serves individuals and ethnic groups from over forty countries, including Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Burma (Myanmar), Cambodia, China, Cook Islands, Federated States of Micronesia, Federated States of Midway Islands, Fiji, French Polynesia, Guam, Hawaii's, Hong Kong, India, Indonesia, Iran, Japan, Kazakhstan, Kiribati, Kyrgyzstan, Laos (Hmong and Lao), Macau, Malaysia, Maldives, Marshall Islands, Mongolia, Nauru, Nepal, New Caledonia, New Zealand, North Korea, Northern Mariana Islands, Pakistan, Palau, Papua New Guinea, Philippines, Pitcairn Islands, Samoa, Singapore, Solomon Islands, South Korea, Sri Lanka, Tahiti, Taiwan, Tajikistan, Thailand, Tibet, Tonga, Turkmenistan, Tuvalu, Uzbekistan, Vanuatu, and Vietnam.

### **The Work of CAPM**

On behalf of this population, the Council plays the role of advisor, advocate, and broker. In these capacities it deals with, among other things, problems unique to non-English speaking immigrants and refugees; administrative and legislative barriers blocking Asian-Pacific people's access to benefits and services; creating opportunities for affordable housing & health care; and taking appropriate measures to increase Asian Pacific peoples' level of preparedness for, and overall presence in, the state's ever-evolving workforce.

The Council may perform its own research or contract for studies to be conducted which lead to policy recommendations intended to benefit the Asian Pacific community. Areas of focus may include education; immigration & refugee issues; work-force development; human rights; mental health; affordable housing; social welfare; economic development; violence prevention/intervention; or any other timely subject matter.

For a more thorough understanding of these issues or to facilitate a community dialogue, the Council frequently hosts roundtable discussions, forums, and workshops. It also convenes workgroups, taskforces, and special committees focusing on issues of particular importance—ones requiring more detailed examination or ones where the need for solutions is conveyed with a sense of urgency by the community.

### **Citizen Participation and Appointment**

The Council on Asian-Pacific Minnesotans consists of twenty-three members, nineteen of which are appointed by the Governor and subsume a broad representation of the Asian-Pacific community in Minnesota. In addition, two members of the House of Representatives and two members of the State Senate are appointed under the rules of their respective bodies. These legislators serve as non-voting members of the board.

Compensation is \$55.00 per diem, plus expenses. Board members, who are also state employees, are prohibited by statute from receiving the per diem. The Council maintains a staff under the leadership of the Executive Director. Those interested in serving on the board must submit applications through the Minnesota Open Appointments Process. More information may be obtained from the Council or through the Secretary of State's Office.

### **CAPM Board Meetings**

The Council board meetings are free & open to the public, and community members are encouraged to attend. Interested individuals may inquire by phone or visit the CAPM website for scheduled meeting dates, times, and location. To raise specific issues or make a brief presentation during the community forum - held immediately preceding most board meetings - please contact the Office Manager to discuss the possibility of securing time on the agenda of an upcoming meeting.

## **Section 2: Performance Summary**

### **Eliminating Racism in Minnesota**

Since 9-11 there have been documented violent attacks on Asian immigrants. Communities that once felt safe prior to 9-11, report an increase in tension and fear for the safety of themselves and their children. In 2003 the Council organized a series of focus groups and interviews as part of a larger study assessing racism in the three counties of Ramsey, Washington and Dakota County. Our work was in partnership with Rainbow Research at the University of Minnesota. Our research was a part of a study commissioned by the St. Paul Foundation. The council will continue to work with its research partners to implement recommendations from the study. We will explore how to draw down resources in three main focus areas where racism needs to be eliminated – neighborhoods, the workplace, and schools.

### **Eliminating Health Disparities**

These past two years the Council has established a strong relationship with Gloria Lewis, Director and her liaison staff of the Office of Multicultural and Minority Health.

- Cosponsoring and assisting with meetings between OMMH and the Asian community health professionals and service agencies
- Helped to convene 2 summits on collection of data for the community
- Feedback on health disparities grants
- Input of health needs
- Identifying new problems
- Advocating for more focused health statistics on minority populations

### **Mental Health**

During the last biennium the council helped increase Asian Pacific participation in public policy making on mental health issues in a number of ways.

- We provided assistance to two professional networks.
- We assisted them convene meetings and discussions with state and county health and mental health officials, legislators and commissioners.
- We organized one conference, and co-sponsored a major regional conference.
- We trained Asian mental health workers as advocates on public policy,
- We coached them on how to testify effectively, and
- We arranged many briefings with state legislators that led to tangible outcomes.

### ***Growth of the Hmong Mental Health Providers Network***

The Council has been an active partner in the development of a professional group of local Hmong mental health workers known as the Hmong Mental Health Providers Network (HMHPN). This network has grown to over 100 members, holds monthly meetings, and facilitates research and outreach projects. Many of the referrals have come from the Council. The Council provides an important role in helping the network

- invite speakers,
- convene meetings with legislators and state officials.
- helped the network establish a productive working relationship with legislators
- the passage of an important bill.
- Facilitate discussions with the Director of the Department of Human Services DHS Adult mental health division.

An Asian advocacy day at the State Capitol was organized by the Council to assist members of the Hmong Mental Health Providers Network become advocates on important issues. They wanted to come to the State Capitol, present a set of recommendations on refugee mental health services, and visit with legislators. The Council plays an important function in helping groups such as HMHPN, elders and youth access state facilities, negotiate with plant management. We are proud of our accomplishments in enabling multi-generational Asian groups actively participate in the political process.

- Organize the first Asian Day at the Capitol, Feb 19, 2002, to present mental health recommendations
- The Council organized a program in the Rotunda.

The program in the core of the State Capitol served several functions.

- It was a central registration and rallying point for orienting Asians visiting their legislators,
- It included a program that honored social workers for their work on the Social work licensing bill,
- It included a recognition ceremony honoring volunteers working with Asian elders, and a youth speak out.

### **Compulsive Gambling**

In the 2002 session, the Council was successful in getting funding for training gambling counselors in the Southeast Asian communities. The hope was that once the counselors were trained they would be able to create and deliver culturally sensitive treatment programs within their neighborhoods to combat problem gambling. Additionally, once counselors were certified and trained, their services could be reimbursed through the Department of Human Services. This way we were helping the community to create fee-for-services programs that could help a community program or organization to be self-sufficient. This program is a resounding success. Thus far, there are over 20 trained counselors in problem gambling that are serving the community. Before 2002 there were about 5.

The council will continue to take the lead in drawing attention to the problems throughout the Asian communities from casino gambling addiction. Agencies serving each of the four Southeast Asian communities (Hmong, Lao, Cambodian and Vietnamese) assist families where there is a member addicted to gambling. Plus the problem is surfacing in the Korean and Chinese communities. The Council will strive for more legislative awareness of the social costs that offset any revenues and economic benefits from casino expansion, the funding needed for culturally competent prevention and treatment programs specifically designed for the Asian communities. This includes support for training bi-lingual counselors and helping Asian professionals access state funding for reimbursement for services.

### **Dragon Festival**

The Council is very proud of our involvement and partnership in the Dragon Festival, an annual festival that highlights the art and culture of the many Asian Ethnic groups residing in Minnesota. At the center of the Dragon Festival are the dragon boat races and pageantry...on Lake Phalen in St. Paul, one of Minnesota's grand 10,000 lakes! But the Dragon Festival appeals to all the senses—a story tent for ancient dragon folk tales and songs, dragon fun activities for kids, cultural performances and entertainment, Walk & Talk 5K, ethnic food fair, art and crafts for sale, community exhibits.

Last year alone over 5,000 people attended the two days event on Lake Phalen making it “One of the Top Ten Things” to do last summer – according the Startribune.

## List Events & Collaboration

DATE/TIME	LOCATION	MEETINGS/EVENTS	OTHER SPONSOR(S)
7/18/02 12:00 N – 1:00 pm	Shilla Restaurant St. Paul	2003 Heritage Month Planning – Luncheon Meeting	
7/23/02 2:00 pm – 5:00 pm	Red Lion Hotel St. Paul	White House on Asian American & Pacific Islanders – Community Forum	White House on AAPI Initiative & others
8/6/02 2:00 pm	Asian American Press Bldg., St. Paul	Special meeting with Dr. Roy Siago, President of St. Cloud State University	
8/6/02 7:00 pm – 8:30 pm	Sikh Society of MN Fridley	Meeting with Dept. of Public Safety to discuss Drivers License Photo Issues	Sikh Society of MN, Dept. of Public Safety
9/11/02 6:00 pm – 7:00 pm	MN State Capitol Steps	Commemorating 9/11 – “We Are All America,” a Multi-faith Social Justice Serving of Healing, Reconciliation and Commemoration.	Various organizations (Jewish Community Action, Somali Community of MN, Sikh Society of MN, etc. etc.)
10/5/02 1:00 – 3:00 pm	Lao Cultural Center	Workshop on Voter Registration	Lao PTA, MDF-MAA Directors Forum, League of Women Voters
10/5/02 4:00 pm – 5:30 pm	Cheng Heng Restaurant St. Paul	Community reception for US Congressman Mike Honda	JACL, Sikh Society of MN
10/18/02 6:00 pm – 8:00 pm	Southeast Asian Community Council	Workshop on Voter Registration and Meet the Candidates Forum	SEACC, MDF
11/1/02 10:00 am – Noon	Urban League, Mpls.	City of Minneapolis Roundtable on Employment/Hiring	SEACC (Cha Lee) Mpls. Human Resources
11/7/02 9:00 am – Noon	Doubletree Hotel St. Louis Park	Patient Safety Conference – panel on cultural diversity (breakout session)	MN Nurses Association (MNA), CCCH
12/10/02 2:30 pm – 4:30 pm	MN Dept. of Health, St. Paul	Community Quarterly Meeting to discuss Asian Health Disparities Needs, Concerns	MDH-OMMH (MN Dept. of Health – Office of Minority & Multicultural Health)
12/18/02 4:30 pm – 6:30 pm	Cowles Auditorium Hubert H. Humphrey	AHANA (African Hispanic Asian and Native American) Political	AHANA Forum, State Minority Councils

DATE/TIME	LOCATION	MEETINGS/EVENTS	OTHER SPONSOR(S)
	Inst., Minneapolis	Summit	
1/3/03 12:00 N – 2:00 pm	Council's Office	Annual Holiday Open House	
1/23/03 12:00N – 3:00 pm	State Office Bldg. St. Paul	Open House at the Legislature	
2/10/03 4:00 pm – 9:00 pm	College of St. Benedict St. Cloud	Forum in Immigration	College of St. Benedict, Urban Coalition, Council on Black Minnesotans
2/13/03 5:30 pm – 8:00 pm	International Institute, St. Paul	Discussion on the Lives of Asian American Women with Lora Jo Foo	AAPIP, NAPAWF, The Asian Policy Roundtable, The MN MAA Directors' Forum, etc.
2/18/03 11:00 am	State Capitol, St. Paul	Tour of the State Capitol for Staff and Clients of Lao Family Health Center	
2/20/03 3:00 pm – 4:30 pm	Wilder SEASAP 450 Syndicate, St. Paul	Advocacy Briefing, Hmong Mental Health Providers Network	MN Council on Non Profits
2/21/03 9:00 am – 1:30 pm	INS Bloomington	Cultural Awareness Panel	INS
2/25/03 6:30 pm – 8:30 pm	Rochester	Community Roundtable on Balancing the Budget	IMAA Rochester, Lutheran Coalition for Public Policy
2/28/03 11:00 am – 12:00 N	Council on Asian-Pacific Minnesotans, St. Paul	Hosting Minnesota New American Consortium (MNAC)	Children's Defend Fund, Center for Victims of Torture, MAA's Directors Forum
3/3/03 5:30 pm – 8:30 pm	Henry High School Minneapolis	Parent Night – Learning about the Justice System	Public Trust & Confidence Committee of the MN State Supreme Court, Henry H.S./Asian Club; Henry H.S./Parent Liaison Office
3/10/03 4:00 pm – 5:00 pm	203 State Office Building, St. Paul	Meeting with Legislators of Color: Policy Briefing	Other Councils of Color, MNAC
3/25/03 9:00 am – 10:00 am	123 State Capitol, St.. Paul	Testifying – Senate Finance Committee/Health, Human Services and Corrections Budget Division	Vietnamese Social Service, Women's Association of Hmong and Lao, Lao Family Community, Hmong American

DATE/TIME	LOCATION	MEETINGS/EVENTS	OTHER SPONSOR(S)
			Partnership
3/27/03 8:15 am – 10:15 am	10 State Office Bldg., St. Paul	Testifying on Council's Budget – House Job and Economic Development Finance Committee	
3/27/03 2:30 pm – 4:30 pm	Lao Family Community, 320 University Av., St. Paul	Asian Health Community Meeting	MN Dept. of Health/Office of Minority & Multicultural Health (OMMH), Hmong Health Assn.
3/31/03 10:00 am – 11:00 am	181 State Office Bldg., St. Paul	Press Conference on Budget Deficit	Neighbors Who Care
5/8/03 3:00 pm – 6:00 pm	State Capitol Rotunda & Steps, St. Paul	Youth Speak Out	Asian Coalition Against Tobacco
5/10/03 5:30 pm – 9:30 pm	Radisson Riverfront Hotel, St. Paul	2003 Asian Pacific American Heritage Month Annual Dinner & Award Presentation	CAPM & others
5/17 – 5/18/03 12:00 N – 5:00 pm	Calhoun Square Minneapolis	May Asian Pacific Heritage Celebration and Asian Art Festival	Asian Pacific Cultural Center
7/19 – 7/20/03	Lake Phalen, St. Paul	Dragon Festival	Dragon Festival Committee, etc.
8/7/03 12:00 N – 2:00 pm	CAPM Office	Community Gathering (Potluck) to say "thank you" to Seng Vang who was leaving Senator Dayton's Office	Community Members
10/17/03 8:30 am – 4:00 pm	State Capitol, G-5 & other meeting rooms	Asian Pacific Youth Forum	
10/23/03 5:00 pm – 9:00 pm	Harrison Community Center, Minneapolis	Community Summit for People of Asian Pacific Islander Descent	Mpls Mayor & City Council, Mpls Dept. of Civil Rights, Commission on Civil Rights, Mpls Foundation, The Urban Coalition and other community based organizations
11/14/03 1:00 pm – 4:00 pm	Black Bear Crossings on the Lake, St. Paul	Meeting - MN's Asian Communities and Health	MDH/Office of Minority & Multicultural Health, The Urban Coalition, MN Asian American Health Coalition, Hmong Health Care Prof. Coalition
11/17/03 8:30 am – 12:30 pm	849 University Ave., St. Paul	Advocacy Training (Part-I)	MN Council on Non Profits (MCN)
12/10/03	849 University Ave.,	Advocacy Training (Part II)	MN Council on Non-Profit

DATE/TIME	LOCATION	MEETINGS/EVENTS	OTHER SPONSOR(S)
8:30 am – 12:30 pm	St. Paul		(MCN)
12/12/03 1:00 pm – 3:00 pm	CAPM Office	CAPM Holiday Open House	
1/2/04 10:00 am – 11:30 am	International Insitute, St. Paul	Meeting – WAT Thamkrabok Hmong Resettlement	Congresswoman B. McCollum's Office
3/18 – 3/20/04 8:00 am – 5:00 pm	Lao Assistance Center Minneapolis	New Wave Compulsive Gambling Training	S.E.Asian Gambling Consortium, Dept. of Human Services
3/23/04 9:00 am – 11:00 am	Lao Family Community St. Paul	Hmong Refugee Resettlement Briefing	MN Council of Non-Profit, Mayor's Office, & others
3/25/04 9:30 am – 11:00 am	Southeast Asian Community Council (SEACC), Minneapolis	Hmong Resettlement (West Metro Area)	SEACC
3/26/04 2:00 pm – 3:30 pm	Cambodian Church of the Nazare	Cambodian Charter School	Cambodian American Family Alliance (CAFA)
4/2/04 3 pm - 4/3/04 5:00 pm	Riverwood Conference Ctr., Monticello	CAPM Strategic Planning Retreat	St. Paul Found. & Otto Bremer Found.
4/14/04 2:00 pm	St. Paul Foundation, St. Paul	Press Release – St. Paul Foundation Report on Racism	Roy Wilkins Center, Wilder Research Center
4/15/04 6:00 pm – 7:30 pm	Concordia Univ./Buenger Educ. Center, St. Paul	Establishment of Asian and Pacific Islander American Scholarship Fund	AAPIP, Hmong Natl Developm, HAP, OCA-MN Chapter, Policy Round-table, UM Hmong Alumni Group, etc.
5/11/04 6:00 pm – 8:30 pm	Patrick Henry High School, Minneapolis	Second Annual Judicial Forum	Patrick Henry H.S. Asian Cultural Club, etc.
5/15/04 6:00 pm – 9:30 pm	Millennium Hotel, Mpls.	APA Heritage Month Annual Dinner & Leadership Award Presentation	Businesses, community members, etc.
5/26/04 2:00 pm – 4:00 pm	LadySlipper Meeting Room, Centennial Bldg., St. Paul	Informal get-together: Star Tribune newsroom staff and Hmong community. Panel: Kaying Hang, Sia Lo, Ilean Her	Star Tribune (Time Out for Diversity)
6/18-19/04	Riverwood Conference Center, Monticello	CAPM Strategic Planning Retreat II	St. Paul Found. & Otto Bremer Found



## EXPLANATION OF EXPENDITURE TERMS

Salaries & Benefits: 4 FTE & fringe benefits

Space rental, maintenance, utilities: lease with Attorney General Office/Admin-Plant Management Div. incl. Maintenance & utilities

Repairs: repair & maintenance contracts for the office equipment

Printing & Advertising: printing reports; calling for nominations, promoting the Council etc.

Prof./Tech. Services: contracts with coordinators for special projects; with cultural presenters, artists, speakers etc.

Computer & Systems Service: computer classes

Communications: Telephone, fax, e-mail, voice-mail, data recurring, postage

Travel & Subsistence Inst.: Travel expenses in MN – hosting community meetings/celebrations in Duluth, Rochester, Moorhead, Faribault, Mountain Lake, Worthington.

Supplies: Office supplies

Equipment: Computers, printers, copier rental

Employee Development: Workshops, seminars, courses for employee development

Other Operating Costs: Banquet facilities incl. meals, etc., meals & refreshments for Council sponsored meetings, workshops, conferences, etc.

#4



PATRICIA ANDERSON  
STATE AUDITOR

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**MINNESOTA OFFICE OF  
THE STATE AUDITOR**

***FY 2006-07***

***Proposed Biennial Budget***

***Office of the State Auditor  
Proposed Biennial Budget  
FY 2006-07  
As Supported by the Governor***

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<u>DIVISION</u>	<u>AMOUNT OF BUDGET PROPOSAL</u>
Audit Practice (formally a revolving fund)	\$ 14,661,000
Legal/Special Investigations	893,000
Government Information	1,349,000
Pension	1,070,000
Constitutional Office	596,000
Tax Increment Financing <sup>1</sup>	1,982,000
<b>Total Proposed Biennial Budget<sup>2</sup></b>	<b>20,551,000</b>
Estimated Revenue/Cost Recoveries	17,759,000
Estimated Net General Fund Expenditures FY 2006-07	<u>\$ 2,792,000</u>
Estimated Net General Fund Expenditures FY 2004-05 <sup>3</sup>	<u>\$ 3,251,009</u>
FTE	112

<sup>1</sup> The Tax Increment Financing (TIF) Division is funded by 0.36% of tax increment distributed to TIF authorities. No direct general fund appropriation for this activity is included in the 2006-07 budget proposal for the Office of the State Auditor

<sup>2</sup> The proposed biennial budget as recommended by the Governor and the Governor supported change item to restore Audit Practice staff to 2003 staffing levels.

<sup>3</sup> Estimate is based on actual 2004 amounts and budgeted 2005 amounts.

# *Restoration of Audit Practice Staffing*

## *Governor Supported Change Item*

### *\$0 Net Cost to General Fund*

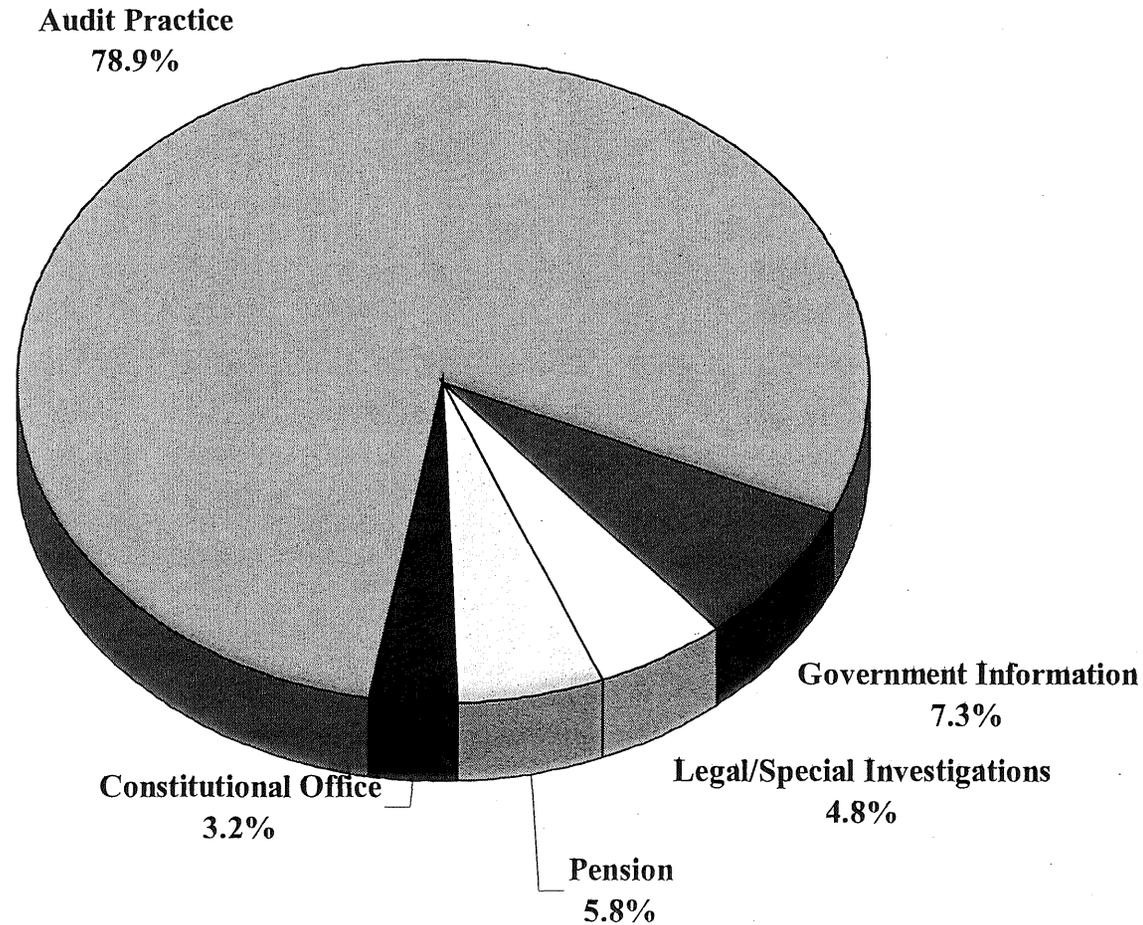
An increase of staff in the Audit Practice Division is needed to meet the demand by local governments and citizens for audits by the State Auditor. Already the State Auditor has had to turn down, or delay, requests from local governments that want (and in some cases need) an audit by the State Auditor. Examples of how the reduced staff has impacted the State Auditor's ability meet her duties include:

- An increase in the number of requested reporting extensions from the Federal Government for local government that were audited under the Single Audit Act. The implementation of GASB 34 was the primary cause of the need extensions but the lack of staff added to the number of requests that were necessary. The delay in completing audits subject to the Single Audit Act also delayed the completion of audits not subject to the Single Audit Act into the fall of 2004.
- A delay in the start of three petition audits until late 2005.
- An inability to fulfill the City of Fairbault's request to audit the City's 2004 fiscal year. The State Auditor normally audits the City of Fairbault once every four years. It will also impact a similar request from the City of St. Cloud next year. Further, the State Auditor has had to turn down five requests from other local governments for audits.
- An inability to fulfill the City of Minneapolis' request to conduct a SAS 70 audit of the City's independent computer systems provider.
- The delay of scheduled desk reviews of fiscal year 2003 audits by CPA firms into 2005.

Because the Audit Practice Division recovers its costs, an increase in the Audit Practice Division's appropriation will be off set by an increase in revenue collected for the state General Fund, meaning that an increased appropriation for the Audit Practice Division will have no effect on the bottom line of the General Fund.

**Because sufficient revenues are raised to cover the associated costs with no impact to the General Fund, the Governor supports this change item.**

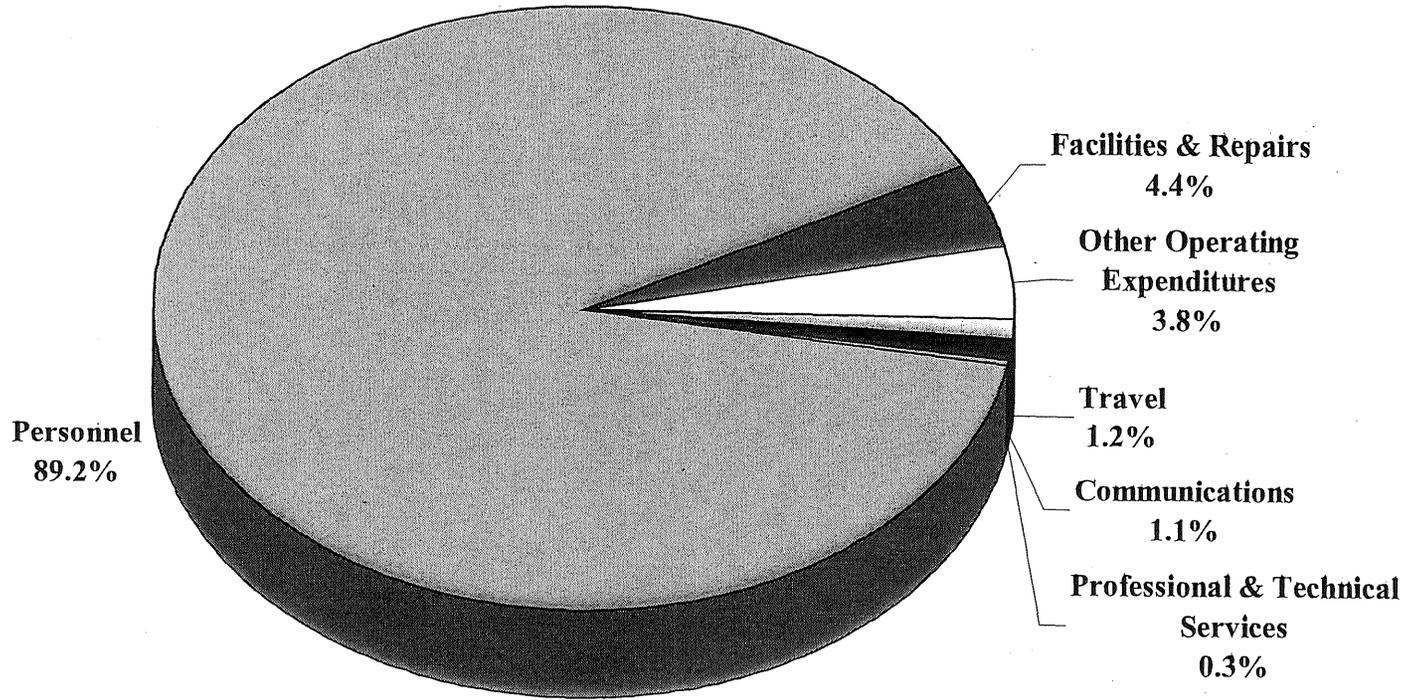
# Office of the State Auditor Proposed 2006-07 Biennial Budget General Fund Direct Appropriation<sup>1</sup> - \$18.6 Million



<sup>1</sup> The Tax Increment Financing division is funded from a Statutory Appropriation so is not presented as part of this chart.

# Office of the State Auditor

## Fiscal Year 2004 Actual Expenditures by Cost Group



# Office of the State Auditor

## Proposed 2006-07 Biennial Budget

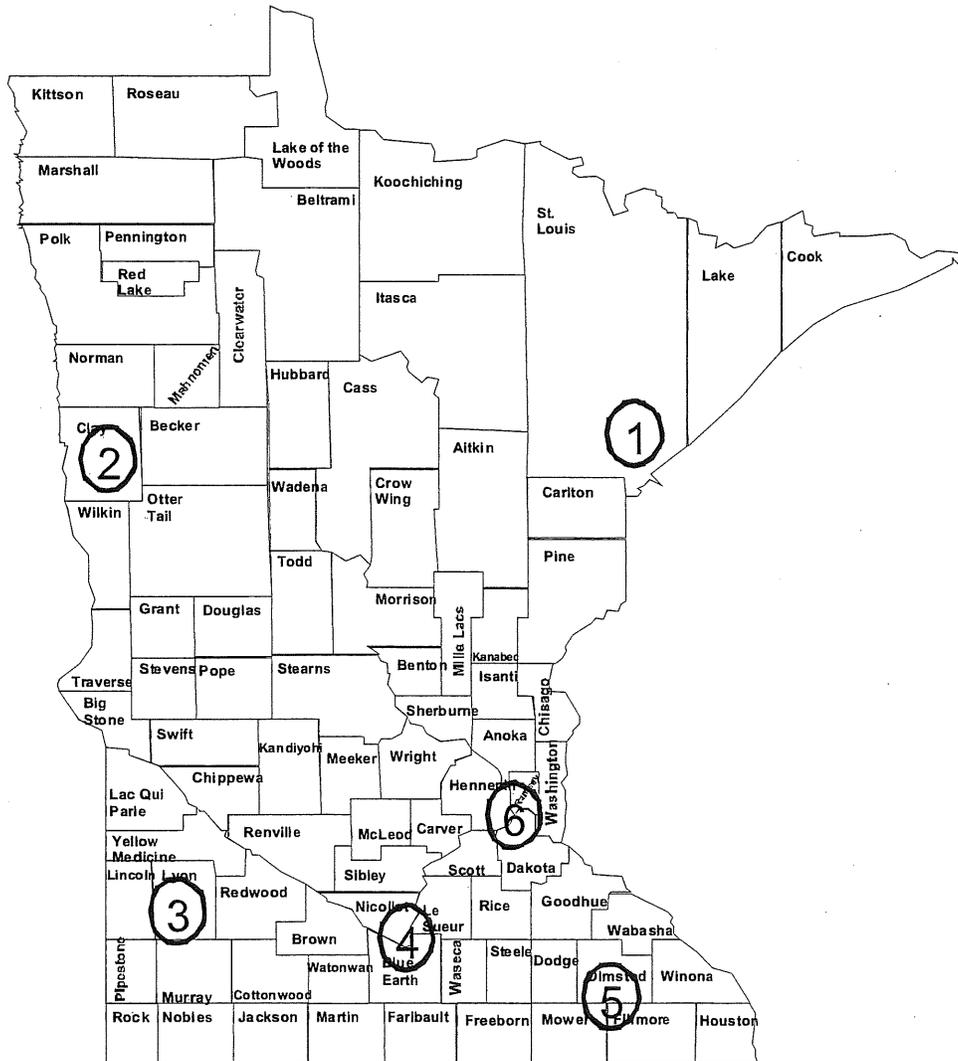
### “Source of Funds”

(In Thousands)

Budget Activity	Proposed Budget	Estimated Revenues/ Cost Recoveries <sup>1</sup>	Source of Estimated Revenues/ Cost Recoveries	Estimated Net General Fund Expenditures
Audit Practice	14,661	14,661	Audit fees, miscellaneous non-dedicated general fund receipts, and indirect cost recoveries	0
Legal/Special Investigations	893	0		893
Government Information	1,349	474	Offset to local government aid (LGA) general fund payments and miscellaneous receipts	875
Pension	1,070	642	Offset to police/fire state aid general fund payments	428
Constitutional Office	596	0		596
<b>TOTAL</b>	<b>18,569</b>	<b>15,777</b>		<b>2,792</b>
<b>PERCENTAGES</b>	<b>100%</b>	<b>85.0%</b>		<b>15.0 %</b>

**The Tax Increment Financing division is funded from a Statutory Appropriation so is not presented as part of this chart.**

<sup>1</sup> Please note that the figures listed under “Estimated Revenues/Cost Recoveries” are estimates based upon past statistical data and future projections.



The following cities host regional offices or work sites for audit practice:

- |             |                                  |
|-------------|----------------------------------|
| 1. Duluth   | 4. Mankato                       |
| 2. Moorhead | 5. Rochester                     |
| 3. Marshall | 6. Metropolitan Area (2 offices) |

*Division*  
*Narratives*

# *Audit Practice*

## **FINANCIAL ACCOUNTABILITY:**

For more than 125 years, the state of Minnesota has provided its citizens with oversight of public funds. A strong audit system is the underpinning of financial accountability to the citizens of Minnesota. The Audit Practice Division ensures integrity and cost-effectiveness in local government.

The division conducts financial and compliance audits of local governments throughout Minnesota and is supported on a fee-for-service basis. Audited entities include: 66 counties; the three first-class cities; government authorities affiliated with these counties and cities; and other entities as required by statute. Audit staff provide services to other local governments when requested either by governing boards or by taxpayer petition. In 2004, the Audit Practice Division issued approximately 200 reports.

## **INDEPENDENT ANALYSIS:**

Local governments receive an independent analysis of their organizational effectiveness and compliance with Minnesota law. Staff attorneys are available through the division for clarification of laws and regulations that affect the use of public funds. A management letter is provided with every audit and includes suggestions for improvement.

## **COORDINATION & TRAINING:**

The division works closely with other state agencies to track state money received by local governments, including the Department of Human Services. As the phase-in of major accounting changes from the Governmental Accounting Standards Board continues, the division is providing additional education and training opportunities for local government accounting staff.

## **STATEWIDE SERVICE:**

The division has regional offices throughout the state to provide better service for local governments. Regional offices are located in the following cities: Duluth, Mankato, Marshall, Moorhead, and Rochester. In addition, the division operates two offices in the metropolitan area.

**OFFICE OF THE STATE AUDITOR  
LIST OF AUDITED ENTITIES**

**COUNTIES**

66 COUNTIES

**ENTITIES AFFILIATED WITH COUNTIES**

ARROWHEAD REGIONAL CORRECTIONS  
BECKER COUNTY HOUSING & ECONOMIC DEVELOPMENT AUTHORITY  
BROWN-NICOLLET COMMUNITY HEALTH SERVICES  
CARLTON-COOK-LAKE-ST. LOUIS COMMUNITY HEALTH SERVICES  
CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
CENTRAL MINNESOTA EMERGENCY MEDICAL REGIONAL SERVICES  
CENTRAL MINNESOTA MAJOR CRIME INVESTIGATION UNIT  
CHISAGO COUNTY HRA  
COOK COUNTY/GRAND MARAIS JOINT EDA  
COTTONWOOD-JACKSON COMMUNITY HEALTH SERVICES  
COUNTRYSIDE PUBLIC HEALTH SERVICE  
DODGE COUNTY EDA  
DODGE COUNTY ICE ARENA  
DODGE COUNTY NURSING HOME (FAIRVIEW)  
EAST CENTRAL SOLID WASTE COMMISSION  
FARIBAULT COUNTY LOCAL REDEVELOPMENT AGENCY  
FARIBAULT-MARTIN HUMAN SERVICES  
HOUSTON COUNTY EDA  
ITASCA COUNTY NURSING HOME  
KANDIYOHI COUNTY RDFA  
LAKE COUNTY HRA  
LAKE COUNTY NURSING HOME  
LINCOLN, LYON, MURRAY AND PIPESTONE HEALTH SERVICES  
LINCOLN, LYON, MURRAY HUMAN SERVICES  
MEEKER, MCLEOD, SIBLEY COMMUNITY HEALTH SERVICES  
MID-STATE COMMUNITY HEALTH SERVICES

MINNESOTA COUNTIES INFORMATION SYSTEM  
MISSISSIPPI HEADWATERS  
MULTI-COUNTY PUBLIC HEALTH SERVICE  
NOBLES-ROCK HEALTH SERVICES  
NORTH COUNTIES LAND USE COORDINATING BOARD  
OLMSTED HRA  
OK HOUSE  
POPE-DOUGLAS SOLID WASTE BOARD  
PRAIRIE LAKES DETENTION CENTER  
PRAIRIELAND COMPOSTING  
RAINBOW RIDER  
RAMSEY COUNTY LAKE OWASSO  
RAMSEY COUNTY LAW ENFORCEMENT  
RAMSEY COUNTY NURSING HOME  
RAMSEY REGIONAL RAILROAD AUTHORITY  
RAMSEY-WASHINGTON RESOURCE RECOVERY BOARD  
REDWOOD COUNTY COLLABORATIVE  
REGION 6W COMMUNITY CORRECTIONS  
RICE COUNTY HRA  
ROCK-NOBLES COMMUNITY CORRECTIONS  
SHETEK AREA WATER & SEWER COMMISSION  
SOUTHEAST MINNESOTA RECYCLERS EXCHANGE  
SOUTHEAST MINNESOTA WATER RESOURCES BOARD  
SOUTHEASTERN MINNESOTA EMERGENCY MEDICAL SERVICES  
SOUTHWESTERN MINNESOTA ADULT MENTAL HEALTH  
ST LOUIS/LAKE COUNTY REGIONAL RAILROAD  
STEARNS/BENTON EMPLOYMENT & TRAINING COUNCIL  
STEVENS-TRAVERSE PUBLIC HEALTH NURSE  
TODD-WADENA COMMUNITY CORRECTIONS  
TRI-COUNTY COMMUNITY CORRECTIONS  
TRI-COUNTY SOLID WASTE COMMISSION

**Total Entities Affiliated with County Audits = 57**

**Total County Audits and Affiliated Entities = 123**

OFFICE OF THE STATE AUDITOR  
LIST OF AUDITED ENTITIES

**FIRST CLASS CITIES**

DULUTH  
MINNEAPOLIS  
ST. PAUL

**Total First Class Cities = 3**

**AFFILIATED WITH FIRST CLASS CITIES**

DULUTH AIRPORT AUTHORITY  
DULUTH ECONOMIC DEVELOPMENT AUTHORITY  
DULUTH ENTERTAINMENT CONVENTION CENTER  
DULUTH TEACHERS RETIREMENT FUND  
DULUTH TRANSIT AUTHORITY  
MINNEAPOLIS EMPLOYEES RETIREMENT FUND (MERF)  
MINNEAPOLIS FIRE RELIEF ASSOCIATION  
MINNEAPOLIS GENERAL AGENCY RESERVE FUND SYSTEM  
MINNEAPOLIS LIBRARY BOARD  
MINNEAPOLIS NEIGHBORHOOD REVITALIZATION PROGRAM POLICY BOARD  
MINNEAPOLIS PARK & RECREATION BOARD  
MINNEAPOLIS PARKING RAMPS  
MINNEAPOLIS POLICE RELIEF ASSOCIATION  
MINNEAPOLIS PUBLIC HOUSING AUTHORITY  
MINNEAPOLIS TEACHERS RETIREMENT FUND  
MPLS YOUTH COORDINATING BOARD  
♦ *Neighborhood Organizations (23)*  
PUTTING ALL COMMUNITIES TOGETHER (PACT) 4 FAMILIES  
ST. PAUL HOUSING AND REDEVELOPMENT AUTHORITY  
ST. PAUL RIVERCENTRE  
ST. PAUL TEACHERS RETIREMENT FUND  
ST. PAUL REGIONAL WATER

**Total Affiliated with First Class Cities = 45**

**OTHER CITIES AND AFFILIATED ENTITIES**

AFTON  
BLOOMINGTON FIRE RELIEF ASSOCIATION

**Total Other Cities and Affiliated Entities = 2**

**Total All Cities and Affiliated Entities = 50**

**OTHER ENTITIES**

BELLE CREEK WATERSHED DISTRICT  
CAPITOL REGION WATERSHED DISTRICT  
COON CREEK WATERSHED DISTRICT  
DULUTH/NORTH SHORE SANITARY DISTRICT  
LAC QUI PARLE-YELLOW BANK WATERSHED  
LAKE SUPERIOR CENTER AUTHORITY  
METROPOLITAN COUNCIL  
METROPOLITAN RADIO BOARD  
MINNESOTA STATE HIGH SCHOOL LEAGUE  
MINNESOTA VALLEY REGIONAL RAILROAD  
RAMSEY SOIL AND WATER CONSERVATION DISTRICT  
SPIRIT MOUNTAIN RECREATION AUTHORITY  
WESTERN LAKE SUPERIOR SANITARY DISTRICT

**Total Other Entities = 13**

**TOTAL AUDITS = 186**

## *Legal/Special Investigations*

Consisting of a general counsel, two staff attorneys, three investigators/analysts, a certified fraud auditor, and other auditing personnel, the Legal/Special Investigations Division serves all the divisions and 112 employees of the Office of the State Auditor and ensures that the office stays abreast of current case law and is in compliance with new laws and rules. The division also performs special investigations related to financial wrongdoing within local governments.

### **SPECIALIZED KNOWLEDGE:**

The division works with staff in drafting reports and reviews each audit report and special investigation. The attorneys have developed specialized knowledge in the laws applicable to watershed districts, economic development agencies, solid waste facilities, ambulance services, metropolitan agencies, service cooperatives, and joint powers entities. Special areas of expertise include municipal and school law, public indebtedness, data practices, public sector finance, public contracting and bidding, conflict of interests, local taxation and special assessments, public purpose and public sector pension law.

### **HIGH DEMAND:**

The expertise of the State Auditor's Legal/Special Investigation Division is in high demand and the division does over 300 examinations each year about Minnesota local government law. Audit staff, private accountants, financial institutions, citizens, counties, cities, and other political subdivisions make these inquiries. While these inquiries can be very broad, most relate to the proper use of public funds.

### **PRESENTATIONS:**

The division drafts annual updates of the Minnesota Legal Compliance Audit Guide for Local Government, which provides private CPA's with the minimum requirements for the legal compliance component of public audits. The Legal/Special Investigations Division also makes presentations upon request. Recipients of recent presentations include:

- ⇒ the Association of Minnesota Townships;
- ⇒ the League of Minnesota Cities;
- ⇒ the Minnesota Society of Certified Public Accountants;
- ⇒ Minnesota Association of County Officers;
- ⇒ volunteer firefighter relief associations;
- ⇒ Association of Minnesota Counties
- ⇒ Minnesota Chapter, National Institute of Governmental Purchasing;
- ⇒ City Attorney Association: and
- ⇒ Government Finance Officers Association.

**OVERSIGHT:**

During the course of its audits and review of local government audits done by private CPA's, the State Auditor occasionally becomes aware of widespread practices that are inconsistent with state law or stated legislative policy. In such instances, the Legal/Special Investigation Division assists in requesting official opinions from the Minnesota Attorney General's Office or, where appropriate, drafting corrective legislation for consideration by the Legislature. The division also drafts position statements to advise local governments of what is prohibited by the law and also advises local governments in a practical manner on how to comply with the legal requirements.

**SPECIAL INVESTIGATIONS:**

The division investigates allegations of malfeasance, misfeasance, or nonfeasance within local governments on behalf of the taxpayers of Minnesota and supports field staff auditors when there is evidence of wrongdoing.

The division is a fact-finding entity and has no prosecutorial powers. The staff receives specialized training in fraud auditing, investigation, law, criminology, and ethics. In cases that require complex financial investigation, the division has assisted local law enforcement agencies, the Bureau of Criminal Apprehension, the Office of the Attorney General, and the U.S. Attorney's Office.

The division encourages resolution of disputes between citizens and local governments and recommends corrective action to prevent future illegal or improper activity. The division trains and educates local government officials and employees on ways to detect and prevent fraud, waste, and abuse in their programs and operations.

The State Auditor serves as the watchdog over 4,300 local governments and demand for the services of the Legal/Special Investigations Division continues to increase. In addition to responding to inquiries and requests from citizens and local government officials and employees, the division has completed a greater number of complex cases each year.

# *Government Information*

## **INFORMATION AND ACCESS FOR THE TAXPAYER:**

The Government Information Division (GID) collects and/or analyzes uniform financial data from over 3,400 local governments and compiles it into statewide databases. The financial data is verified to audits, property tax data, and historical data from each local government. This data is then made available through published reports and on the Internet. It enables citizens, local officials, and state policymakers to assess the financial condition of local governments.

The division issues a variety of reports as mandated by state law. Statewide financial data on local governments includes: revenues; expenditures; indebtedness; fund balances; salaries and benefits; and tax capacity. Reports issued by the division result in more cost-effective government services. A foundation is provided for the discussion of financial trends and the relative financial condition of local governments.

In addition, GID is tasked with producing an annual Best Practices Review of local government service delivery. Minnesota law provides that the state auditor shall conduct best practices reviews that examine the procedures and practices used to deliver local government services, determine the methods of local government service delivery, identify variations in cost and effectiveness, and identify practices to save money or provide more effective service delivery. The state auditor shall recommend to local governments service delivery methods and practices to improve the cost-effectiveness of services.

## **NECESSARY SERVICE TO OTHER AGENCIES:**

Other agencies and organizations rely on the uniform financial data provided by the division. These organizations include: the U.S. Bureau of the Census; the U.S. Department of Transportation; the Minnesota Department of Transportation; the Minnesota Department of Revenue; the Minnesota Taxpayers Association; the Minnesota Pollution Control Agency; the Minnesota Department of Corrections; the Minnesota Department of Finance; the Minnesota Department of Human Services; Minnesota Planning; and the House and Senate research departments in the Minnesota Legislature.

The division has developed and maintains the Small City and Town Accounting System (CTAS). Over 1200 local governments use this basic, free computer software program to maintain and improve their accounting systems. Division staff serves as the help line to these local governments in answering any basic accounting question they may have.

To properly serve the public, the division must continue to improve its information and systems, providing more efficient, accessible, and cost-effective services. The division is also responsible for technology within the Office of the State Auditor, including installation and maintenance of workstations and network systems. The division currently supports approximately 112 users in 7 locations throughout the state and faces rapidly growing demands for electronic information from the public.

**The demand is increasing for information to be provided on the Internet:**

- ❖ Reports from all divisions of the State Auditor are available on the Internet.
- ❖ GID databases are user-friendly and available on the Internet for viewing, searching, and downloading.
- ❖ GID is currently implementing electronic reporting by local governments to eliminate the need for cumbersome paper forms.

The State Auditor's website can be accessed at: [www.auditor.state.mn.us](http://www.auditor.state.mn.us)

**Government Information Division's Annual Reports:**

**Best Practices Reviews**

The most recent best practices review highlights examples of successful local government cooperation and offers guidance to those local governments pursuing cooperative efforts. *Minn. Stat. § 6.78*

**Minnesota County Finances**

This annual report lists the sources and audited amounts of revenues, expenditures and debt for Minnesota counties during the most recent fiscal year. It includes analysis of counties' enterprise operations and the unreserved fund balances for the general and special revenue funds. The report also includes summary budget data. *Minn. Stat. § 6.75*

**Minnesota City Finances**

This report lists the sources and amounts of revenues, expenditures, and outstanding debt for Minnesota cities during the most recent year. The report also examines enterprise operations and the unreserved fund balances of general and special revenue funds. *Minn. Stat. § 6.75*

**Summary Budget Information for Minnesota Cities**

This annual report analyzes the unaudited revenues and expenditures budgeted for Minnesota cities. It includes comparisons with between the current data and the previous years budget data. *Minn. Stat. § 6.745*

**An Analysis of Minnesota's Municipal Liquor Store Operations**

This annual report details the sales and profits of Minnesota's municipally-owned and operated liquor stores. *Minn. Stat. § 6.75*

**Financial Trends of Minnesota School Districts**

This annual report provides five years of data and rankings based on per pupil revenues, expenditures, and debt for all regular Minnesota school districts. The report also provides rankings on student demographics, average teacher salaries, fund balances, and other statistics.

**Minnesota Township Finances**

This annual report lists the sources and amounts of revenues, expenditures and outstanding debt for Minnesota towns for the most recent fiscal year. *Minn. Stat. § 6.35*

**Criminal Forfeitures in the State of Minnesota**

This annual report describes the amount of property and cash seized by law enforcement agents in criminal forfeitures and what happens to the forfeited items. *Minn. Stat. § 609.5315, subd. 6*

**Local Government Lobbying Expenditures**

This annual report lists what local governments and associations of local governments spend to lobby the Legislature and agencies of the state administration. *Minn. Stat. § 6.76*

# *Pension*

The Pension Division is responsible for monitoring investment, financial, and actuarial reporting for approximately 720 public pension funds in Minnesota. The division tracks local tax dollars that are contributed to these funds and review for fiscally sound management and compliance with state law.

The division has developed and maintains an effective financial reporting system that:

- establishes the normal cost of pension funds,
- determines deficits or surpluses, and
- calculates required municipal contributions.

The division reviews annual financial reporting forms, actuarial valuations, audited financial statements, and investment report submissions for accuracy and completeness. The division resolves reporting discrepancies by working directly with pension relief association officers, city officials, independent accountants and investment advisors.

The division prepares two reports: 1) an annual compilation of financial information detailing what is reported by Minnesota volunteer fire relief associations, and 2) an annual investment performance disclosure report. It also certifies to the Commissioner of Revenue the eligibility of pension relief associations for state aid.

## **MISSION**

The mission of the division is two-fold:

- to ensure compliance with statutory requirements of pension funds and municipalities, and
- to provide technical assistance to pension plans, municipalities and policymakers through training, consultation, resource materials and comprehensive reports.

## **ASSISTANCE**

The division provides assistance to police and fire relief associations with tax booklets, investment guidelines, and financial spreadsheets. This information assists association officers, policymakers, auditors and investment advisors on key issues including reporting requirements, fiduciary responsibilities of trustees, and compliance with state laws. The division also educates relief association members at regional trainings sessions.

## *Constitutional Office*

The constitutional office oversees all the activities of the Office of the State Auditor and its divisions. This includes the final review of all audits, special investigations, government information reports, pension reports, tax increment finance compliance letters, conferences, and training programs.

The office is responsible for the finances, administrative affairs, and all constitutional and legislative mandates assigned to the Office of the State Auditor. The office is also responsible for handling contracts, personnel issues, labor negotiations, compliance with state and federal employment laws, and designing and implementing the office's overall strategic plan.

*The State Auditor serves on the following boards:*

- ◆ The State Board of Investment
- ◆ The Public Employees Retirement Association Board
- ◆ The Minnesota Housing Finance Agency
- ◆ The Rural Finance Administration Board
- ◆ The Land Exchange Board
- ◆ The State Executive Council

# *Tax Increment Financing, Investment and Finance*

The Tax Increment Financing, Investment and Finance (TIF) Division is responsible for monitoring over 2,100 active TIF districts to ensure that the property tax revenues funding these districts are spent in accordance with state law. The division reviews annual reports containing financial information from all TIF districts and performs legal compliance audits on TIF districts throughout the state.

The division was established in January 1996 and is currently funded by 0.36 % of the tax increment produced by TIF districts, an amount calculated by multiplying a 2001 base amount of .25% by a formula linked to recent changes in the property tax system. The Department of Revenue estimates that TIF authorities received approximately \$264 million of tax increment in 2003, an amount that is projected to increase to approximately \$270 million for 2004.

## **EDUCATION EFFORTS:**

In addition to its auditing functions, the TIF division provides ongoing assistance to TIF authorities, other local government officials, and the legislature regarding tax increment and related matters. This assistance takes a number of forms, including the division's response to several thousand telephone calls each year from governmental representatives and members of the public. It also regularly conducts and participates in TIF seminars and other educational forums throughout the state and creates and distributes information on TIF record keeping, accounting, and statutory interpretation. The division is similarly involved in efforts to improve the use and management of TIF through its collection of relevant information and preparation of reports, including an annual statutorily-mandated report to the legislature, its review and recommendation of possible statutory amendments, and discussions with interested stakeholders with respect to both substantive and procedural issues.

#5

# Chicano Latino Affairs Council

Biennium Report  
For Fiscal Year 2002-2004

*November 2004*

Chicano Latino Affairs Council  
Department of Administration, G-4  
555 Park Street, Suite 210  
St. Paul, MN 55103  
Contact: Ytmar Santiago  
Executive Director  
Telephone: 651.296.9587

***NORTH***  
Mexico

***CENTRAL  
AMERICA***  
Guatemala  
El Salvador  
Honduras  
Nicaragua  
Costa Rica  
Panama



***SOUTH  
AMERICA***  
Colombia  
Venezuela  
Ecuador  
Peru  
Bolivia  
Chile  
Argentina  
Paraguay  
Uruguay  
Brazil

***CARIBBEAN***  
Puerto Rico, Cuba and Dominican  
Republic

## **Table of Contents**

Message from the Executive Director	3
Introduction	4
Board of Director's Profile	5
CLAC Staff	6
Demographic Look of Latinos in Minnesota	7
Summary of Activities	9
Issues and Concerns Facing the Hispanic Community	17
Other issues that affect Chicano-Latinos	20
Objectives for the Next Biennium	22
List Receipts and Expenditures	25
Appendix	27



## Helping Minnesota Latinos Achieve Self-Sufficiency

The Board of Directors of the Chicano Latino Affairs Council, its staff and myself are very pleased to present our Biennial Report for the Fiscal Year 2002-2004. In this report, we provide a brief description of the many activities, programs, projects and objectives that we have embarked during the last two years. A lot of hard work has made it possible for the Chicano Latino Affairs Council to accomplish many goals on behalf of the Chicano Latinos that reside in or come to work in Minnesota. While we are satisfied of all the work that was done, we are also aware that a lot of work needs to be done to solve the many issues that confront the Chicano Latino population. This report also provides some information as to what those issues are.

The Latino population in Minnesota continues to increase by leaps and bounds. Now, more than ever, the Chicano Latino Affairs Council needs to be present and bring the voice of Chicanos Latinos whenever the well-being and future of this community are at stake. We will continue to bring, not only the perspective of our community and the particular issues that we confront, but also propose solutions to address those concerns.

These past two years, the Chicano Latino Affairs Council staff has partnered with other government agencies, many community based organizations and individuals to achieve its goals. We have worked hard in bringing the Chicano Latino voice and perspective regarding issues of great importance to our community, such as, education, economic development, immigration, welfare reform, lack of adequate housing, racial profiling and human rights, among many others. In addition, we fulfill our mandate to provide information and assistance to government agencies and legislators in order to better serve the Chicano Latino community.

The Chicano Latinos in Minnesota have made great progress in achieving self sufficiency and economic progress. We must ensure that the issues that remain are addressed so the future of the Chicano Latino community in Minnesota grows brighter every day.

The staff of the Chicano Latino Affairs Council and myself look forward to another biennium of working with the community, the state government and all other stakeholders to improve the lives of our Latino brothers and sisters.

Ytmar Santiago  
Executive Director

This report summarizes the activities of the State of Minnesota Council on Chicano Latino Affairs (hereinafter CLAC) since its last biennium report. It lists all receipts and expenditures, identifies major issues confronting the Chicano Latinos in the state and lists the specific objectives which the CLAC seeks to attain during the next biennium.

The CLAC is a statewide government agency created by the legislature in 1978. The primary mission of the CLAC is to advise the governor and the state legislature on the issues of importance to Minnesota's Chicano Latino community. In addition, the CLAC serves as a liaison between local, state and federal government and Minnesota's Chicano Latino community.

The CLAC is required to serve as an information and referral agency to ensure that Chicano Latinos in Minnesota are connected to the appropriate government agencies and community based organizations to address their concerns, which range from immigration and education to discrimination and social well being.

The enabling statute also requires that the CLAC educate legislators, agency heads, the media and the general public about the accomplishments and contributions of Chicano Latinos and raises general awareness about the problems and issues faced by this community.

The CLAC has the duty to publish the accomplishments of Chicano Latinos in Minnesota as well as be a resource for community based organizations that work with the Chicano Latino population. To that effect, the CLAC publishes a monthly newsletter in Spanish and English titled "Al Día" which has statewide distribution and not only reports on the accomplishments of the Chicano Latinos, but serves as an informational conduit for the community. The CLAC also publishes and disseminates a bilingual directory which is a resource book for the community containing information about all the organizations, businesses, churches, media and networking groups that are either owned by, or serve, Minnesota's Chicano Latino population.

The CLAC consists of a fifteen member board of directors, eleven of which are members of the Chicano Latino community, two are State Senators and two are State House Representatives. Of the eleven community members, there is a representative for each of the state's eight congressional districts and three At Large community representatives.

All community board members are appointed by the governor of Minnesota and they provide a voice in all levels of government for the 144,000 Chicano Latinos who reside in the state of Minnesota as well between 15,000 to 30,000\*\* migrant agricultural workers that come to work in the state each year from the months of March through November.

\*Note: The terms Chicano Latino, Latino and Hispanic are used interchangeably throughout this document. They all refer to people of Mexican and Latin American heritage.

\*\* "The Migrant Community in Minnesota", Urban Coalition report.; and U.S. Department of Labor figures 1999.

The Chicano Latino Affairs Council Board of Directors' consist of eleven community members, two state representatives and two state senators. The community representatives reflect the state's 8 congressional districts. There are three at-large members. Members elect their officers every year. The current members of the board are:

Elia Bruggeman—District 1

Ms. Bruggeman is the school principal for the Sleepy Eye High School, Sleepy Eye, MN.

Omar Salas—District 2

Mr. Salas is a Diversity Recruitment Specialist with Fairview Health Services in Minneapolis, MN.

Luis Bartolomei, Esq. —District 3

Mr. Bartolomei is professor of law at William Mitchell School of Law, St. Paul, MN.

Alexandra S. Nelson—District 4

Ms. Nelson is a Senior Loan Officer for a Mortgage Company in Mendota Heights, MN.

Edgardo Rodriguez—District 5

Mr. Rodriguez, an Certified Public accountant is currently retired.

Heladio F. Zavala — District 6

Mr. Zavala is the State Director for United Migrant Opportunity Services in Saint Cloud, MN.

Ruben Mendez—District 7

Mr. Mendez is a locomotive engineer at the Burlington Northern/Santa Fe Railroad in Hawley, MN.

Teresa Dawson—District 8

Ms. Dawson is a school librarian at Marshall School, Duluth, MN

Dr. Louis D. Gonzalez, PhD —At Large

Dr. Gonzalez is President of an Educational Consulting Firm in Minnetonka, MN.

House Representative Al Juhnke, District 13B (DFL)

Representative Juhnke, (Willmar, MN) is one of the two House Representatives appointed to the board.

House Representative Jeff Anderson, District 27B (R)

Representative Anderson (Austin, MN) is one of the two House Representatives appointed to the board.

Senator Julie Rosen, District 24 (R)

Senator Rosen (Fairmont, MN) is one of two Senators appointed to serve on our board.

Senator Dean Johnson, District 13 (DFL)

Senator Johnson (Willmar, MN) is one of two Senators appointed to serve on our board.

Minnesota Statutes, Section 3.9223, (see Appendix, for complete statute) mandates that the CLAC not only fulfills its primary mission of advising to the governor and the legislature on issues that affect the Chicano Latino community, including the unique problems encountered by the Spanish-speaking migratory workers, but that it also:

- Review and make recommendations to the governor and the legislature as to statutes or rules necessary to ensure that Chicano Latinos are well served in the state;
- Recommend legislation to improve the economic and social status of Chicano Latinos in the state;
- Serve as a conduit for state government agencies that serve the Chicano Latino people;
- Conduct and oversee the performance of studies designed to accurately depict the situation of Chicano Latinos in the state with the goal of suggesting solutions to those issues, especially in the areas of education, housing, economic development, health, human rights, social welfare and related matters;
- Implement programs designed to solve the problems of Chicano Latinos when authorized to do so by statute, rule or order.

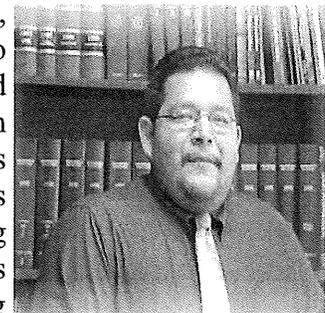
The CLAC staff work hard to assist in the fulfillment of the legislative mandate and reach out throughout all the state of Minnesota and its ever growing Chicano Latino population. The staff consists of an Executive Director who oversees the operations of the agency and is hired by the Board of Directors and professional and support staff hired and supervised by the Executive Director. Currently, the CLAC has the following staff:



Administrative Assistant Gladys B. Zelaya, wears many hats at CLAC. She is in charge of financial oversight in conjunction with the Department of Administration Financial Management and Reporting staff. She also verifies payments and that goods and services have been received before the Executive Director authorizes payments. Gladys ensures that all financial transactions are accurately reported and in accordance with state law, policies and procedures. She also provides backup clerical services and support for the Executive Director and the Management Analyst. She is also the council's

webmaster, updating and maintaining on a regular basis the council's website as well as the links and electronic communications with community members. She designs all desktop publishing for the council, including the "Al Día" newsletter, the Bilingual Directory, all brochures and reports.

Management Analyst Mario Hernandez works with state agencies, community organizations and local governments to bring the Latino perspective to their rulemaking and operations through the use of data and population needs versus population statistics. Mario is the face of CLAC in the Latino community. He also updates our Latino Web Profiles and works with a number of organizations in the Twin Cities on special projects regarding education, immigration and economic development, among others. In the office, Mario is the Team Leader. Mario also volunteers personal time to help Latino youth by mentoring children and directing their future towards higher education alternatives.



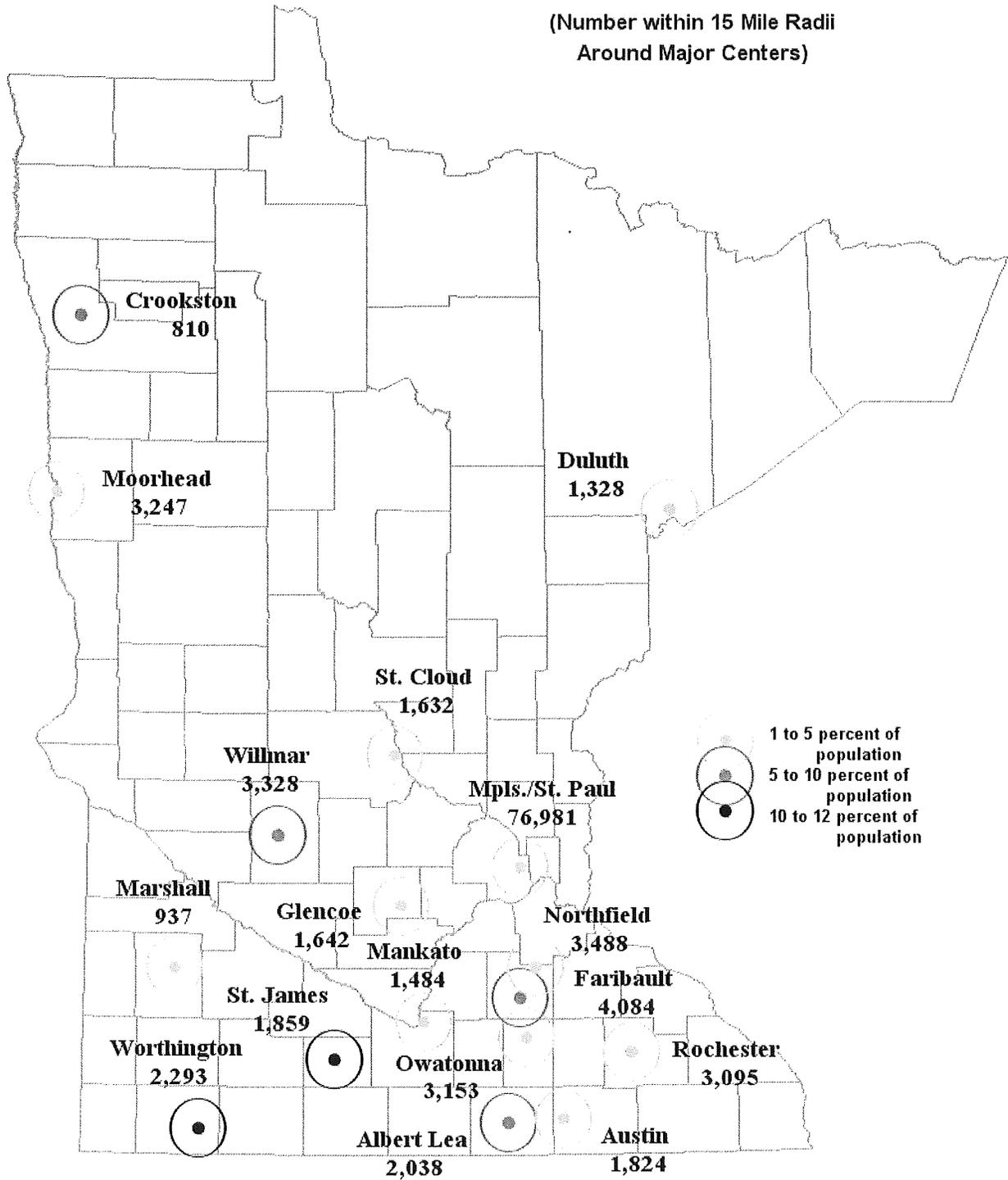
## A Demographic Look at Latinos in Minnesota

Latinos have lived in Minnesota since the late 1880's. The 2000 U.S. Census listed approximately 144,000 people of Hispanic origin in Minnesota. In addition, every year, between 15,000 and 30,000 migrant workers travel to Minnesota to work in various industries. According to the Census Bureau, the top ten Minnesota cities with the largest Hispanic population are: Minneapolis, St. Paul, Willmar, Rochester, Bloomington, Worthington, Richfield, Brooklyn Park, West St. Paul, and Faribault. The graphs, table and state map that follow were created using 2000 Census data. We are grateful to Minnesota Planning for their assistance in creating the map.

HISPANIC OR LATINO ORIGIN TABLE	Number	Percent
<b>Hispanic- or Latino-origin</b>	143,382	100%
Mexican	95,613	66.68%
Puerto Rican	6,616	4.61%
Cuban	2,527	1.76%
Dominican Republic	477	.33%
Central American:	6,180	4.31%
Costa Rican	347	.24%
Guatemalan	1,684	1.17%
Honduran	925	.65%
Nicaraguan	376	.26%
Panamanian	491	.34%
Salvadoran	2,005	1.4%
Other Central American	352	.25%
South American:	7,239	5.05%
Argentinean	406	.28%
Bolivian	157	.11%
Chilean	499	.35%
Colombian	2,088	1.46%
Ecuadorian	2,221	1.55%
Paraguayan	197	.14%
Peruvian	812	.57%
Uruguayan	78	.05%
Venezuelan	470	.33%
Other South American	311	.22%
Other Hispanic or Latino:	24,730	17.25%
Spaniard	471	.33%
Spanish	3,126	2.18%
Spanish American	178	.12%
All other Hispanic or Latino	20,955	14.61%

# Chicano/Latino Clusters

(Number within 15 Mile Radii  
Around Major Centers)



Source: Census 2000 Summary File 1  
Graphic by Minnesota Planning, State Demography Center

## Summary of Activities Since Last Report

# Helping Minnesota Latinos Achieve Self-Sufficiency

## Education

- One of the CLAC's main goals continues to be helping to increase the graduation rate for Latino youth in the state of Minnesota. The statistics reflect that Latino children in the state have the lowest graduation rate of all minority groups. On 2003 we joined with the Citizens League for a series of efforts directed at improving the educational attainment of Latinos in the state. That effort is still ongoing.
- We continue our partnership with Hamline University's Center for Excellence in Urban Teaching and the Bremer Foundation in a program whose goal is to address the low graduation rate among our youth. The program consists on two separate modules, one that will address teachers and other members of the education profession in dealing with Latino children in school and another which is directed towards helping the parents assist both the school and their children towards achieving success in school. This excellent initiative is free for both the schools and the parents. The training will last between 40 weeks and two years depending on the school district, at the end of which Hamline University will make available a report that will show the progress of the children.
- We collaborated with the Citizens League on its Higher Education committee, which resulted in the report titled *Trouble on the Horizon: Growing Demands and Competition, Limited Resources, & Changing Demographics in Higher Education*. The report was the end product of countless hours of research and meetings by the more than 30 committee members, higher education professionals and the Citizens League's staff.
- The CLAC also continues to appear at career fairs to encourage the Latino youth to stay in school.

## Conference on Hispanics: "El Pueblo Hispano"

- In partnership with United Migrant Opportunity Services, the council continues to work in the all-encompassing Hispanic conference in Minnesota. "El Pueblo Hispano" (in English, Our Hispanic Town) with the collaboration of several state agencies as well, including, U.S.Housing and Urban Development, Minnesota Department of Health, Minnesota Department of Human Rights, Minnesota Department of Labor and Minnesota Department of Economic and Employment Development. This important bi-annual conference bring experts in the fields of education, health, workforce development, migrant labor, housing, economic development, mental health, civil rights, social justice, immigration and philanthropy to discuss best practices that can help the Hispanic community in Minnesota succeed. The conference also stresses the positive aspects of the Latino community in Minnesota and the United States. It is not only a celebration of our strenght as a community but also an in-depth discussion on the issues that affect our community and what we can do ourselves to improve the conditions of Latinos in the state. The conference, now in its planning stages is scheduled to be repeated on May of 2005.

# Helping Minnesota Latinos Achieve Self-Sufficiency

## Voter Education

- Always an important aspect of our development as a community and a step towards community integration in Minnesota, we did not forget the voter education initiative. During the months of August through November 2004, the council partnered with the League of Minnesota Women Voters in their voter education and registration campaign. We also helped distribute voting informational materials to Spanish-speaking voters.
- This past September, 2004, we assisted several community organizations and coalitions engaged in the Get Out The Vote efforts. The council provided these organizations with Latino census figures for legislative districts and precincts; provided key contacts in the Latino community; information on Latino media in Minnesota; and effective outreach strategies for working with the Latino community.

## Governor's Office

- We are actively involved with the Governor and his team in his Drive to Excellence in Government initiative. We also prepared worked as part of the team that received and coordinated the visit to Minnesota of the President of Mexico Vicente Fox this past June 2004.

## Homeland Security

- We continue to work closely with the Minnesota Department of Public Safety and the U.S. Citizen and Immigration Services of the U.S. Department of Homeland Security in their efforts to reach out and educate the Latino immigrant community.
- In partnership with Ramsey County, we are working to improve the access to our community under the Ramsey County Homeland Security plan.

## Technology

- The Council continues to build its online presence in order to better reach and serve the Latino community and fellow state agencies. An online mailing list tool was developed for the Council's web site. The mailing list tool will allow the Council to maintain a database of advocates and community members informed about state legislative issues, Latino community events and Council activities. At the publication of this report, the project was in its final stages.

## Helping Minnesota Latinos Achieve Self-Sufficiency

### Building an Inclusive Community

From late 2002 until early 2004, the Council conducted presentations at almost twenty (20) conferences, local committees, state universities, and community groups. The presentations covered Latino demographic data, ideas for building inclusive communities and effective outreach strategies. In all, the presentations reached over 1,000 people.

### Other projects on behalf of the Chicano Latino Community

- Participate in the Department of Health's Latino Health Committee.
- Collaborate with Twin Cities Public Television in a series of public forums regarding the Latino community.
- Collaborate with the Minnesota Supreme Court in the Trust in the Judicial System endeavor.
- Continue to participate in seminars and forums throughout the state where we are required to participate and disseminate information about Minnesota Latinos.

### Additional statutory responsibilities

- The CLAC is mandated to publicize the accomplishments and contributions of the Chicano/Latino people in Minnesota. This past biennium, we completed a set of profiles of past and present Latino public officials. Titled "In the Spotlight: Past and Present Latino in Minnesota", it includes profiles of Latino(a)s elected to public office and appointed to high level state positions. Along with the profiles is a list of past and current elected Latino public officials from all corners of the state. Both the "List of Latino Elected and Appointed Officials", along with the set of profiles can be found on the Council's web site.
- We fulfilled our statutory mission of appointing board members to the Office of the Ombudsperson for Spanish Speaking Families.

# Helping Minnesota Latinos Achieve Self-Sufficiency

## Rural Minnesota

- Due to budget constraints, this past bienium we were not been able to conduct Regional Forums.
- We continue to participate in meetings and activities in the areas of rural Minnesota that have a high concentration of Latinos like: Willmar, Owatonna, St. James, Mankato, and Moorhead, among others.
- Some of these presentations included training on the legislative process, accessing state and private grants as well as helping new organizations connect with other more established Latino organizations in the state.
- The many contacts we maintain in rural Minnesota help us counteract somewhat the effects of the budget cuts and have provided us with a snapshot of the situation of Latinos in the rural communities. In consequence, we find that, as each community develops, not all Latino communities in Minnesota have the same priorities. This appears to be partly due to regional differences and the issues the regions as a whole may be facing. Later in this report we will delineate those issues that are facing the Hispanic community as perceived by the community.

## Migrant workers

- We continue to work hard in terms of gathering information about the particular issues that affect this segment of our population. Each year, at the start of the farming season, Minnesota is home to several thousand migratory farm workers of Hispanic origin who stay in the state at least until the end of the farming season. Some migratory workers even stay through the winter when they can find temporary work. The needs of these Hispanics are very different from the needs of the Hispanic residents in Minnesota.
- Whenever possible, our staff assists farm workers and Latino migrant families during parent-teacher meetings. The staff also meet with members of advocacy groups like the Centro Campesino, Community Connectors (Worthington), Mujeres of the Red River Valley and the Plainview Migrant Committee, among many others. We make referrals as necessary and direct them to the appropriate state agencies and other non-profits.
- We continue to be an active member of the South Eastern Minnesota Migrant and Affordable Housing Coalition, the UMOs Hispanic Housing Partnership and the Minnesota Migrant Services Consortium.
- We participate in presentations that bring information about Latinos to students and the general public and also in presentations in Greater Minnesota directed towards Latino students.
- Our Management Analyst has been the chairperson of the Minnesota Migrant Services Consortium for the past two years.

## Helping Minnesota Latinos Achieve Self-Sufficiency

### Economic Development

- We are a sponsoring member of the Hispanic Chamber of Commerce of Minnesota. For the past two years, the Hispanic Chamber of Commerce has worked together with the council in a series of projects intended to create awareness and educate the Latino community regarding business development. Our goal continue to be to empower our community through work with the Chamber in business development.
- We are one of the primary resources and referral agencies for Latino entrepreneurs trying to set up their businesses.

### Research and Access to Latino Data

- The council created two more sets of demographic profiles using 2000 Census data. The two new sets complemented the sets created in 2002. In all, the sets include 350 profiles for geographic areas such as state, counties, cities and metro areas in Minnesota. This information is vital to anyone who wants to research and propose legislation in a specific area. The CLAC is the only place where you can find that information specifically directed to Latino population clusters in the state of Minnesota.
- We co-sponsored a Census Institute where nearly 50 community non-profits and advocates were trained on how to access demographic data online at the Census Bureau's American FactFinder website and the State Demographic Center's Data net.
- We successfully collaborated with several state organizations to produce maps of Latino demographic data. The organizations involved in the project included, the MN Department of Education, the Met Council, Region-9 Development Council and the Legislative Coordinating Commission's Geographic Information Services Office.
- All demographic data products are available online in our website, [www.clac.state.mn.us](http://www.clac.state.mn.us) .

### Leadership

- The council continues to play a part in developing leadership within the Latino community. We currently provide internship opportunities for students interested in public policy work and issues that affect Latinos in the state. We continue to pursue each and any leadership development opportunity that we can with the limited budget resources available.

## Helping Minnesota Latinos Achieve Self-Sufficiency

### Collaborations

One of the most effective ways for the CLAC to achieve its goals it to collaborate with state agencies and community organizations that seek to help our community develop. We continue to collaborate with the following organizations and committees in the pursuit of our common goals:

The Department of Employee Relation's State's Affirmative Action Council,  
The Department of Corrections' Community Preservation Board,  
The Minnesota Court of Appeals Trust in the Justice System Project  
The Minnesota Attorney General's Racial Profiling Group  
The University of Minnesota Extension Service Community Outreach,  
Ramsey County Affirmative Action Programs,  
The Department of Human Services' Bias Panel  
Minnesota Department of Health—Office of Minority Health  
The Department of Human Services Advisory Committee on Welfare Reform,  
The Minnesota Pollution Control Environmental Impact Group,  
The Immigration and Naturalization Services Community Roundtable  
Minnesota Housing Finance Agency's minority housing efforts  
Minnesota Department of Economic Development  
Minnesota Department of Labor and Industry  
Minnesota Department of Human Rights  
MN Department of Children Families and Learning  
League of Minnesota Human Rights Commissions  
La Mano (Mankato)  
League of Minnesota Cities  
The Metropolitan Council Minority Advisory Board for the 2030 7-County Metro Development  
PLan  
Ramsey County Corrections  
Center for Rural Policy and Development  
University of Minnesota Chicano Latino Studies  
Neighborhood Development Association  
United Migrant Opportunity Services  
Hamline University Center for Excellence in Urban Teaching  
Office of the Ombudsperson for Spanish Speaking Families  
League of Minnesota Women Voters  
The Council for Asian Pacific Minnesotans and the Council for Black Minnesotans  
The Somali Justice Center  
The Jewish Community Relations Council for Minnesota and the Dakotas  
AHANA (Asian, Hispanic, African American and Native American) Council  
Chicano Latinos Unidos en Servicio (CLUES)  
City of St. Paul Department of Human Rights  
Minnesota Planning  
Department of Natural Resources Affirmative Action group  
Racial Disparities In the Justice System Initiative  
Urban League  
N.A.A.C.P.  
Minnesota Secretary of State  
National Council La Raza  
Immigrant and Refugee Policy Coalition  
Among many others...

## Helping Minnesota Latinos Achieve Self-Sufficiency

### Electronic Newsletter

**Chicano Latino**  
AFFAIRS COUNCIL

The CLAC electronic newsletter is the Bi-monthly connection with the Hispanic community. All desktop publishing is done within the agency by the agency staff. The Al Día newsletter is a way for the CLAC to fulfill its mandate to act as a liaison between the state and the community and also to fulfill its information responsibilities. All issues of the Al Día are in PDF format. We provide a link to download a free copy of Adobe Acrobat Reader, including one version for visually impaired users.

### newsletter



This newsletter also educates non-Latinos in every sector of the community about Latino issues. Through the Al Día, the Latino community is informed regarding recently passed laws and policies and procedures that impact our community, government programs that assist them and many other topics of interest to them.

Through the Al Día newsletter, the CLAC informs the public about its activities and encourages the input from readers regarding the past and future goals of the CLAC. Many community based organizations that service Latinos use the Al Día as a tool to disseminate information that will be of assistance to the community. Each month, the Al Día covers a different topic and all the information in that issue will be related to that topic, not only for ease of reference but also to make it a useful tool within the community. Some of the topics that have been covered this past year are: mental health, child abuse, legislation, civic duty, taxes, family, employment, housing, education, migrant workers, economic development and Hispanic heritage. The Al Día newsletter can be accessed at our website: [www.clac.state.mn.us](http://www.clac.state.mn.us).

### Bilingual Directory

The CLAC Bilingual Directory is a comprehensive handbook that lists the names, telephone numbers, addresses and a brief description of all agencies and organizations that serve the Chicano Latino population throughout the state of Minnesota.

This past biennium, approximately ten thousand directories were distributed to state, county and city agencies as well as community-based organizations and community members.

All the information in the Directory is in English and Spanish and includes a section titled: "Frequently Asked Questions" which has information on such issues as: how to become a U.S. citizen, family-based visas, how a bill becomes law, among other information.

Members of the community, as well as government agencies and legislators have indicated that they benefit greatly from our directory. The funds for publishing the directory come from private donations and the money we charge for postage and handling.

Issues and Concerns Facing the Hispanic Community

## Education

The main concern for Hispanics in Minnesota, and nationally, continues to be the low school completion rate among Hispanic youth. There continues to be an exponential increase in the number of foreign born people that have come to Minnesota for work reasons in the last ten years. The children of these people, a great number of which are Latinos, are either behind in school or dropping out of school. There is a need for ways to motivate children to stay in school and learn the importance of higher education. Some of the issues and contributing factors that may play a role in children dropping out of school, and which we obtained from past regional community forums that continue to be of concern, are:

- the fact that children that are undocumented or have undocumented parents have limited opportunities after graduation,
- the lack of bilingual/bicultural teachers in many schools which would be more sensitive to Hispanic students' language and cultural needs and could serve as role models,
- the fact that there is still racial bias in schools, even though sometimes it is very subtle.

Although the rates of low school completion for Latinos have decreased somewhat, the percentage of Latino children who leave school without completion of a grade, is still the highest rate of all minorities in Minnesota.

- There continues to be a significant and persistent disparity between the proportion of Hispanics and other Americans who are high school graduates.
- Among Latinos, Mexican-Americans are the least likely to have a high school diploma.\*

Because current population numbers and projected demographic trends point to a continued increase in the proportion of Hispanic population in Minnesota, and due to the fact that Latinos are, on average, a youthful population, ensuring the well-being of Latino children and youth under the age of 18 years of age should be a national and state priority.

The economic prosperity of Minnesota, as well as the U.S., in general, depends on maximizing the educational and employment outcomes of Hispanic children.

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\* Data obtained from the National Council of La Raza Report: "U.S. Latino Children-A Status Report", August 2000

### Health Care

The need in the Hispanic community, as well as in all minority communities in Minnesota, of some action regarding the high cost of health care is still the same as two years ago. In addition, cultural competency of health care practitioners and workers is a concern, as people from different ethnic backgrounds have different beliefs regarding preventive health care and health care in general. Reports indicate that the Hispanic community needs to have a better support system in terms of preventive health, both physical and mental, and not going for treatment when an emergency situation arises. Other issues with health care that have been noted are:

- health care access for undocumented residents and their children, especially those services that are preventive,
- cultural competency among health practitioners and the need for bilingual services to prevent children from being the interpreters of their parents when they visit a health facility,
- requiring that employers pay for health insurance of part-time workers as some Hispanics have two or three part-time jobs and none which pays for health care benefits.

Hispanics suffer a greater incidence of highly preventable diseases, such as AIDS, tuberculosis, diabetes, cardiovascular disease, and breast and cervical cancer, than other U.S. groups. Moreover, Hispanics are less likely to have access to health insurance, adequate preventive medical care, or public health education materials.

### Affordable Housing

This continues to be a concern in all Hispanic communities, especially those in the Greater Minnesota area. The lack of affordable housing presents a serious problem for the Hispanic community because a big sector of the community is employed in low paying jobs throughout the state. Some of the issues with housing are:

- unavailability of housing stock, particularly in the rural areas,
- when available, the housing that is affordable is in poor condition,
- the need for more homebuyer education, so Hispanics learn how to prepare themselves in a way that they can purchase a home,
- racial bias is prevalent in some communities, particularly in the rural areas where Hispanics move in order to work,
- the need for adequate housing for migratory workers and their families.

In addition to having more affordable units, there is a need to improve opportunities for homeownership for Hispanic families. To move from being a renter to owning a home, families need some support in the form of subsidies, interest and financing options and other financial alternatives from both government and private sector.

Other Issues That Affect Chicano-Latinos in Minnesota

These issues are also important when discussing the status of Latino in Minnesota. CLAC will continue to address these issues in the next biennium as well as when they are open for legislative action.

### Interpretive Services

Rural Minnesota continues to face a major shortage of bilingual professionals in hospitals, government agencies, social service agencies, schools, law enforcement and other organizations. Another concern, already mentioned in our health care section, is that health care agencies are willing to have a child translate for parents, even if the situation was inappropriate for children. Also, organizations with bilingual staff and programs need to be better coordinated so that service gaps can be identified and filled.

### Community Integration

There is a need for Latinos to receive information and the tools to learn “living skills” and be able to integrate in the Minnesota community. This refers to everyday things the majority of the American population take for granted, like understanding the school system, being aware a laws related to driving, or even setting up phone service.

### Chemical Dependency and Mental Health

There is a general concern in some rural communities as well as in the Twin Cities, that Hispanics are not well educated about chemical dependency and mental health issues, their effects within the family structure, and what type of services are available.

### Leadership Development

The Latino community would like to see the state seizing every opportunity it can to help develop Latino leadership skills. There is a need for the community to see more Hispanics in leadership positions within the state government. This can help eliminate the perceptions among Hispanics that leadership opportunities are not available to them.

### Coordination of Services

Some community organizations and community members believe that we could have better coordination of community services so that duplication is minimized and services are enhanced.

### Immigration

Immigration continues to be a concern for many Latinos in Minnesota. Hispanics in the rural areas of the state find it more difficult and expensive to get their citizenship status, mainly due to the lack of immigration lawyers in some areas. Also, the undocumented status of a person or a family member sometimes prevents Latinos from receiving services that their documented family members can access, especially in the post-September 11 environment.

### Racism and Stereotyping

Unfortunately, few inroads have been made regarding this issue. Latinos in Minnesota have expressed their concern that all Latinos are seen by the majority of the population as immigrants even though some are U.S. born or have been in Minnesota for a very long time. The wrong perception regarding Latinos overpowers the positive contributions Latinos have made to the state. Many members of the Hispanic community in Minnesota believe that many of the state’s agencies and community organizations have biased policies and practices in place.

## Objectives for the Next Biennium

The resources of the CLAC are very limited and our operating budget continues to be cut substantially due to the state's budget deficit. As mentioned, we are more effective when we can create collaborations with other organizations, either state government or private non-profits, that serve the needs of the Hispanic population in Minnesota. The needs are many, but CLAC will focus this next biennium in the following areas:

### Education

- Best practices that have been successful in keeping Latino children in school.
- Oversee the completion of a study and research commissioned to the Center for Rural Policy and Development regarding school completion data, funding sources and best practices in order to shed light on the reasons why Latino youth are dropping out of school before attaining their high school diploma and some solutions that can be implemented.
- Promotion and encouragement of Hispanic parents to place their children in pre-school programs and to instill in their children the values of a secondary education in their future.
- Promote legislation that is progressive and promotes bilingual or culturally competent programs directed towards the enhancement of the education of Hispanic youth.
- Explore alternative education methods for Latino children, such as, charter schools, culturally competent child care and day care.
- Work with rural schools that have a high concentration of Hispanics and high concentration of drop out of Hispanic youth.
- Work with state education agencies to improve the hiring and retention of teachers of color and bilingual teachers.
- Continue CLAC's internship program for college level students.

### Health

- Maintain our partnership with the Department of Health and other related organizations to address the identified needs within the Latino community.
- Continue to work to ensure that there is more education and information for Latinos on chemical dependency.
- Continue to work to address the lack of interpretive services in the health care area.
- Serve as a link between Latino service providers to identify need for services and improve the service provider's ability to serve those needs.

### Affordable Housing

- As we have done in the past, continue to promote the development of bilingual homebuyer education programs, counseling and training.
- Promote set-aside funding for communities of color in Minnesota as we can.
- Maintain our partnership with Hispanic housing organizations that promote the development and study of Hispanic housing needs, including housing for seasonal and migrant workers.

### Economic Development

- Continue the work we started last biennium with the Hispanic Chamber of Commerce, the St. Paul Area Chamber of Commerce, Wells Fargo Bank and other business development organizations to address the concerns of the community and the need for information on developing businesses.
- Ensure that business development organizations provide information and training to small Hispanic business throughout the state.
- Partner with existing business development agencies and business groups to study the needs of the Latino business community and assess the impact of Latino businesses in the state.

### Hispanic Leadership

- Continue our Internship Program which is a step in developing the leadership within the Latino community.
- Continue to collaborate with community leaders to determine how to address the need for leadership development within the Latino community.
- Maintain a resume bank that was started last biennium of Latino professionals and the areas of expertise that can be a resource for the governor, state departments and the private sector when there is an opening for jobs.

### Additional Ongoing Projects

- Work towards community integration.
- Advocate against racism and stereotyping.
- Collaborate with different groups to study and promote the impact and contribution of Hispanics to the state of Minnesota.
- Continue our work on the Profile of Latinos in Minnesota report that utilizes the Census 2000 date and which provides a snapshot of our community.

List Receipts and Expenditures

Chicano-Latino Affairs Council

*Financial Report FY 2003-2004*

	FY 2003	FY 2004	Total
<u>Funding Sources</u>			
General Fund Appropriation	344,000	275,000	619,000
add bal fwd from prior year	36,808	67,250	104,058
less bal fwd to future year	(67,250)	(52,231)	(119,481)
* less cancellations/reductions	(32,998)	(5,000)	(37,998)
Net General Fund	280,560	285,019	565,579
Gift Receipts	339	248	587
add bal fwd from prior year	7,457	7,796	15,253
less bal fwd to future year	(7,796)	(8,044)	(15,840)
Net Gift Fund	0	0	0
<b>Total Available Funding</b>	<b>280,560</b>	<b>285,019</b>	<b>565,579</b>
<u>Expenditures (incl encumbrances)</u>			
Salaries and Benefits	205,625	214,008	419,633
Space Rental, Maintenance and Utilities	30,579	31,412	61,991
Repairs	0	341	341
Printing and Advertising	15,186	10,529	25,715
Prof/Tech Services-Outside Vendor	0	0	0
Computer & Sys Svs	1,143	50	1,193
Communications	7,607	6,302	13,909
Travel In-state	4,458	4,935	9,393
Travel Out-of-State	0	1,025	1,025
Supplies	1,466	986	2,452
Equipment	14,692	10,933	25,625
Employee Development	(363)	2,320	1,957
Other Operating Costs	167	178	345
State Agency Provided P/T Svs	0	2,000	2,000
<b>Total Expenditures</b>	<b>280,560</b>	<b>285,019</b>	<b>565,579</b>

**Note:**

\* Transfer to Dept of Finance Non-Operating account due to budget reduction imposed by Legislation and salaries as a result of the hiring freeze implemented at that time.

# Appendix

3.9223 Council on affairs of Chicano/Latino people.

Subdivision 1. Membership. The state council on affairs of Chicano/Latino people consists of 11 members appointed by the governor, including eight members representing each of the state's congressional districts and three members appointed at large. The demographic composition of the council members must accurately reflect the demographic composition of Minnesota's Chicano/Latino community, including migrant workers, as determined by the state demographer. Membership, terms, compensation, removal of members, and filling of vacancies are as provided in section 15.0575. Because the council performs functions that are not purely advisory, the council is not subject to the expiration date in section 15.059. Two members of the house of representatives appointed by the speaker and two members of the senate appointed by the subcommittee on committees of the committee on rules and administration shall serve as nonvoting members of the council. The council shall annually elect from its membership a chair and other officers it deems necessary.

Subd. 2. Chicano/Latino people. For purposes of subdivisions 3 to 7, the term "Chicano/Latino person" means a person who was born in, or whose ancestors are from, Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Peru, Panama, Paraguay, Puerto Rico, Uruguay, or Venezuela.

Subd. 3. Duties. The council shall:

- (1) advise the governor and the legislature on the nature of the issues confronting Chicano/Latino people in this state, including the unique problems encountered by Chicano/Latino migrant agricultural workers;
- (2) advise the governor and the legislature on statutes or rules necessary to ensure Chicano/Latino people access to benefits and services provided to people in this state;
- (3) recommend to the governor and the legislature legislation to improve the economic and social condition of Chicano/Latino people in this state;
- (4) serve as a conduit to state government for organizations of Chicano/Latino people in the state;
- (5) serve as a referral agency to assist Chicano/Latino people to secure access to state agencies and programs;
- (6) serve as a liaison with the federal government, local government units, and private organizations on matters relating to the Chicano/Latino people of this state;
- (7) perform or contract for the performance of studies designed to suggest solutions to problems of Chicano/Latino people in the areas of education, employment, human rights, health, housing, social welfare, and other related programs;
- (8) implement programs designed to solve problems of Chicano/Latino people when authorized by other statute, rule, or order; and
- (9) publicize the accomplishments of Chicano/Latino people and their contributions to this state.

Subd. 4. Review and recommendation authority. All applications for the receipt of federal money and proposed rules of a state agency that will have their primary effect on Chicano/Latino people must 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.

Subd. 5. Powers. The council may contract in its own name. Contracts must 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 an executive director who is experienced in administrative activities and familiar with the problems and needs of Chicano/Latino people. The council may delegate to the executive director powers and duties under this section that do not require council approval. The executive director and council staff 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 necessary to carry out its duties. The commissioner of administration shall provide the council with necessary administrative 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.

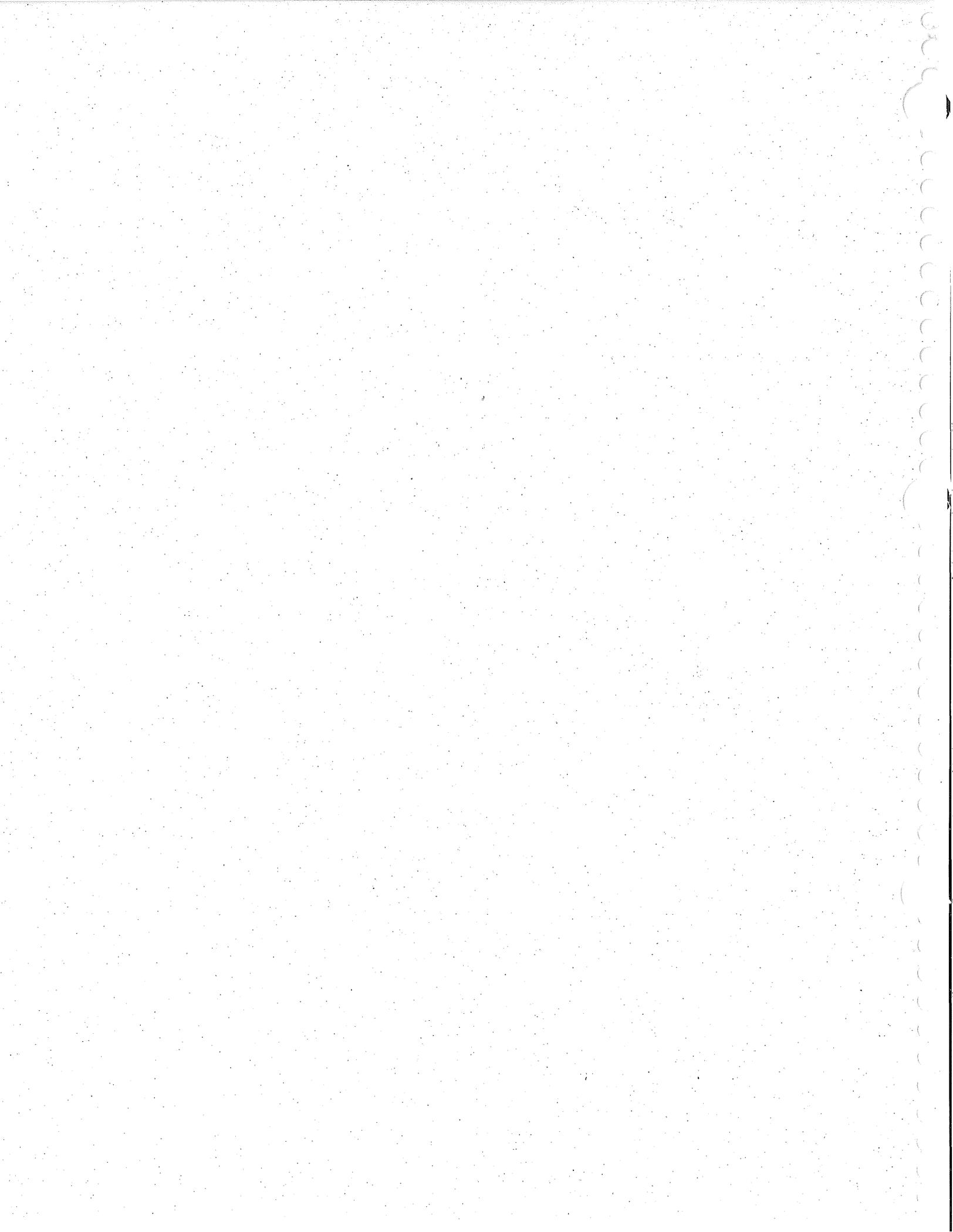
Subd. 7. Report. The council shall prepare and distribute a report to the governor and legislature by November 15 of each even-numbered year. The report shall summarize the activities of the council since its last report, list receipts and expenditures, identify the major problems and issues confronting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

HIST: 1978 c 510 s 1-7; 1981 c 356 s 374,375; 1983 c 260 s 2; 1983 c 305 s 2; 1Sp1985 c 13 s 67; 1986 c 444; 1988 c 469 art 1 s 1; 1988 c 629 s 3; 1988 c 686 art 1 s 33; 1988 c 689 art 2 s 2; 1991 c 292 art 3 s 3; 1996 c 420 s 3

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November 2004





## Office of the Minnesota Secretary of State

#6

### **UCC, CNS, & Tax Liens**

The UCC (Uniform Commercial Code) section files and records notices of state and federal tax liens and financing statements which show the collateralized status of various assets pledged to secure loans.

The CNS (Central Notification System) section operates the CNS Farm Product Lien system and produces the lists of information for registered buyers of farm products.

Through our web site we offer real-time online access to our UCC. For a small fee, the user is able to conduct a search of UCC debtor names. In addition, copies of UCC filings or for certified Secretary of State Searches can be made online. UCC records are accessible at no charge by file number. Go to <http://online.sos.state.mn.us/>

### **Business Services**

The Business Services section completes over 200,000 transactions each year for new businesses or updates to the records of existing businesses.

There are 22 different types of business entity filings made with the Office, ranging from business corporations and cooperatives to partnerships and business trusts. More than 12,000 business corporations are formed each year.

Annual Business Renewals can be filed online. In calendar year 2004 115,291 were filed online, resulting in immediate updating of the customer's record without the inconvenience of a paper filing.

Business Services filing information for corporations, partnerships and limited liability companies are available online. At no charge the user can retrieve the organizational ID, date of filing, status, legal styling, and business address determining if the company is in good standing, as well as look up records by file number. Detailed information is available for a small fee. The ability to order copies or certificates of status on business filings is also available online. Go to <http://online.sos.state.mn.us/>

### **Products & Services**

The Certification/Authentication section processes customer requests for Business Services records such as certificates of status or fact and certified or non-certified photocopies. The section also authenticates documents with an apostils or notary certificate verifying the validity of Minnesota public officials' signatures so they can be accepted at face value by officials in other countries.

### **Elections**

The Election Division carries out the following functions.

Election Administration - provide information and guidance on voter registration, absentee voting, training of election officials, campaign practices, and other election-related matters.

Official Documents - preserve and make available to the public the state's official documents, including oaths of office, executive orders of the governor, delegations of authority and other public documents.

Publications - distributes the Minnesota Legislative Manual, Minnesota Campaign Manual and other publications on elections and elected officials, including state election results and election district maps.

### **Contact Information**

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Revised - #7

PRECINCT COUNT	Precinct s	% of State Total	Grant \$18 m	Amount for AVT machine	Total Grant	# of registered voters	Per registered voter	Total					
								Central Count	Hand Count	Precinct Count	Precinct s	Mail Ballot	\$ per polling location
Aitkin	61	1.4838%	\$ 267,088.30	\$ 274,500.00	\$ 541,588.30	9974	\$ 54.30	0	48	13	61	0	\$ 8,878.50
Anoka	121	2.9433%	\$ 529,798.10	\$ 544,500.00	\$ 1,074,298.10	162310	\$ 6.62	0	0	120	120	0	\$ 8,878.50
Becker	46	1.1189%	\$ 201,410.85	\$ 207,000.00	\$ 408,410.85	16835	\$ 24.26	31	7	8	46	0	\$ 8,878.50
Beltrami	62	1.5081%	\$ 271,466.80	\$ 198,000.00	\$ 469,466.80	20292	\$ 23.14	55	0	7	62	18	\$ 10,669.70
Benton	30	0.7297%	\$ 131,354.90	\$ 121,500.00	\$ 252,854.90	16238	\$ 15.57	4	7	19	30	3	\$ 9,365.00
Big Stone	23	0.5595%	\$ 100,705.42	\$ 49,500.00	\$ 150,205.42	3368	\$ 44.60	0	23	0	23	12	\$ 13,655.04
Blue Earth	54	1.3135%	\$ 236,438.82	\$ 229,500.00	\$ 465,938.82	28718	\$ 16.22	54	0	0	54	3	\$ 9,136.06
Brown	32	0.7784%	\$ 140,111.89	\$ 144,000.00	\$ 284,111.89	15485	\$ 18.35	32	0	0	32	0	\$ 8,878.50
Carlton	39	0.9487%	\$ 170,761.37	\$ 121,500.00	\$ 292,261.37	16580	\$ 17.63	38	0	1	39	12	\$ 10,824.50
Carver	33	0.8027%	\$ 144,490.39	\$ 148,500.00	\$ 292,990.39	42425	\$ 6.91	0	0	33	33	0	\$ 8,878.50
Cass	72	1.7514%	\$ 315,251.76	\$ 193,500.00	\$ 508,751.76	16398	\$ 31.03	66	0	6	72	29	\$ 11,831.44
Chippewa	23	0.5595%	\$ 100,705.42	\$ 103,500.00	\$ 204,205.42	7427	\$ 27.50	19	0	4	23	0	\$ 8,878.50
Chisago	23	0.5595%	\$ 100,705.42	\$ 103,500.00	\$ 204,205.42	27436	\$ 7.44	0	0	23	23	0	\$ 8,878.50
Clay	54	1.3135%	\$ 236,438.82	\$ 243,000.00	\$ 479,438.82	27520	\$ 17.42	23	0	31	54	0	\$ 8,878.50
Clearwater	29	0.7054%	\$ 126,976.40	\$ 103,500.00	\$ 230,476.40	4598	\$ 50.13	0	29	0	29	6	\$ 10,020.71
Cook County	12	0.2919%	\$ 52,541.96	\$ 18,000.00	\$ 70,541.96	3329	\$ 21.19	12	0	0	12	8	\$ 17,635.49
Cottonwood	28	0.6811%	\$ 122,597.91	\$ 126,000.00	\$ 248,597.91	7033	\$ 35.35	29	0	0	29	0	\$ 8,878.50
Crow Wing	59	1.4352%	\$ 258,331.31	\$ 225,000.00	\$ 483,331.31	32469	\$ 14.89	15	0	44	59	9	\$ 9,666.63
Dakota	133	3.2352%	\$ 582,340.06	\$ 598,500.00	\$ 1,180,840.06	193715	\$ 6.10	0	0	135	135	0	\$ 8,878.50
Dodge	19	0.4622%	\$ 83,191.44	\$ 85,500.00	\$ 168,691.44	9528	\$ 17.70	17	0	2	19	0	\$ 8,878.50
Douglas	37	0.9000%	\$ 162,004.38	\$ 166,500.00	\$ 328,504.38	19658	\$ 16.71	0	0	36	36	0	\$ 8,878.50
Fairbault	33	0.8027%	\$ 144,490.39	\$ 148,500.00	\$ 292,990.39	9824	\$ 29.82	27	0	6	33	0	\$ 8,878.50
Fillmore	37	0.9000%	\$ 162,004.38	\$ 166,500.00	\$ 328,504.38	12110	\$ 27.13	37	0	0	37	0	\$ 8,878.50
Freeborn	40	0.9730%	\$ 175,139.87	\$ 180,000.00	\$ 355,139.87	18512	\$ 19.18	10	0	30	40	0	\$ 8,878.50
Goodhue	44	1.0703%	\$ 192,653.86	\$ 198,000.00	\$ 390,653.86	26935	\$ 14.50	19	0	25	44	0	\$ 8,878.50
Grant	23	0.5595%	\$ 100,705.42	\$ 103,500.00	\$ 204,205.42	4140	\$ 49.32	0	23	0	23	0	\$ 8,878.50
Hennepin	429	10.4354%	\$ 1,878,375.09	\$ 1,930,500.00	\$ 3,808,875.09	679019	\$ 5.61	0	0	422	422	0	\$ 8,878.50
Houston	27	0.6568%	\$ 118,219.41	\$ 121,500.00	\$ 239,719.41	11602	\$ 20.66	27	0	0	27	0	\$ 8,878.50
Hubbard	34	0.8270%	\$ 148,868.89	\$ 135,000.00	\$ 283,868.89	11090	\$ 25.60	34	0	0	34	4	\$ 9,462.30
Isanti	17	0.4135%	\$ 74,434.44	\$ 76,500.00	\$ 150,934.44	18471	\$ 8.17	0	0	17	17	0	\$ 8,878.50
Itasca	80	1.9460%	\$ 350,279.74	\$ 220,500.00	\$ 570,779.74	25400	\$ 22.47	67	0	13	80	31	\$ 11,648.57
Jackson	30	0.7297%	\$ 131,354.90	\$ 135,000.00	\$ 266,354.90	6530	\$ 40.79	30	0	0	30	0	\$ 8,878.50
Kanabec	21	0.5108%	\$ 91,948.43	\$ 94,500.00	\$ 186,448.43	8233	\$ 22.65	21	0	0	21	0	\$ 8,878.50
Kandiyohi	47	1.1433%	\$ 205,789.35	\$ 211,500.00	\$ 417,289.35	22794	\$ 18.31	47	0	0	47	0	\$ 8,878.50
Kittson	38	0.9243%	\$ 166,382.88	\$ 36,000.00	\$ 202,382.88	3008	\$ 67.28	38	0	0	38	30	\$ 25,297.86
Koochiching	35	0.8514%	\$ 153,247.39	\$ 130,500.00	\$ 283,747.39	8031	\$ 35.33	0	27	8	35	6	\$ 9,784.39
Lac Quil Parle	33	0.8027%	\$ 144,490.39	\$ 148,500.00	\$ 292,990.39	4944	\$ 59.26	0	33	0	33	0	\$ 8,878.50
Lake County	18	0.4378%	\$ 78,812.94	\$ 76,500.00	\$ 155,312.94	7612	\$ 20.40	18	0	0	18	1	\$ 9,136.06
Lake of the Woods	15	0.3649%	\$ 65,677.45	\$ 9,000.00	\$ 74,677.45	2496	\$ 29.92	13	0	2	15	13	\$ 37,338.73
Le Sueur	28	0.6811%	\$ 122,597.91	\$ 126,000.00	\$ 248,597.91	14576	\$ 17.06	29	0	0	29	0	\$ 8,878.50
Lincoln	20	0.4865%	\$ 87,569.93	\$ 90,000.00	\$ 177,569.93	3799	\$ 46.74	20	0	0	20	0	\$ 8,878.50
Lyon	33	0.8027%	\$ 144,490.39	\$ 144,000.00	\$ 288,490.39	13834	\$ 20.85	30	0	3	33	1	\$ 9,015.32
Mahnomen	19	0.4622%	\$ 83,191.44	\$ 72,000.00	\$ 155,191.44	2673	\$ 58.06	0	19	0	19	3	\$ 9,699.46
Marshall	60	1.4595%	\$ 262,709.80	\$ 270,000.00	\$ 532,709.80	5871	\$ 90.74	0	60	0	60	0	\$ 8,878.50
Martin County	37	0.9000%	\$ 162,004.38	\$ 162,000.00	\$ 324,004.38	11965	\$ 27.08	29	0	8	37	1	\$ 9,000.12
McLeod	28	0.6811%	\$ 122,597.91	\$ 126,000.00	\$ 248,597.91	19806	\$ 12.55	7	0	21	28	0	\$ 8,878.50
Meeker	30	0.7297%	\$ 131,354.90	\$ 135,000.00	\$ 266,354.90	12930	\$ 20.60	29	0	1	30	0	\$ 8,878.50

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PRECINCT COUNT	Precincts	% of State Total	Grant \$18 m	Amount for AVT machine	Total Grant	# of registered voters	Per registered voter	Total					
								Central Count	Hand Count	Precinct Count	Precincts	Mail Ballot	\$ per polling location
Mille Lacs	25	0.6081%	\$ 109,462.42	\$ 112,500.00	\$ 221,962.42	12741	\$ 17.42	23	0	2	25	0	\$ 8,878.50
Morrison	48	1.1676%	\$ 210,167.84	\$ 166,500.00	\$ 376,667.84	17999	\$ 20.93	49	0	0	49	11	\$ 10,180.21
Mower	39	0.9487%	\$ 170,761.37	\$ 175,500.00	\$ 346,261.37	20296	\$ 17.06	0	33	6	39	0	\$ 8,878.50
Murray	29	0.7054%	\$ 126,976.40	\$ 130,500.00	\$ 257,476.40	5342	\$ 48.20	29	0	0	29	0	\$ 8,878.50
Nicollet	33	0.8027%	\$ 144,490.39	\$ 148,500.00	\$ 292,990.39	18204	\$ 16.09	33	0	0	33	0	\$ 8,878.50
Nobles	40	0.9730%	\$ 175,139.87	\$ 180,000.00	\$ 355,139.87	10525	\$ 33.74	40	0	0	40	0	\$ 8,878.50
Norman	33	0.8027%	\$ 144,490.39	\$ 126,000.00	\$ 270,490.39	4168	\$ 64.90	0	31	2	33	5	\$ 9,660.37
Olmsted	75	1.8244%	\$ 328,387.25	\$ 337,500.00	\$ 665,887.25	71854	\$ 9.27	1	0	74	75	0	\$ 8,878.50
Otter Tail	91	2.2136%	\$ 398,443.20	\$ 409,500.00	\$ 807,943.20	33608	\$ 24.04	41	0	50	91	0	\$ 8,878.50
Pennington	34	0.8270%	\$ 148,868.89	\$ 153,000.00	\$ 301,868.89	7467	\$ 40.43	21	0	13	34	0	\$ 8,878.50
Pine	47	1.1433%	\$ 205,789.35	\$ 211,500.00	\$ 417,289.35	15112	\$ 27.61	0	45	2	47	0	\$ 8,878.50
Pipestone	22	0.5351%	\$ 96,326.93	\$ 94,500.00	\$ 190,826.93	5919	\$ 32.24	19	0	3	22	1	\$ 9,087.00
Polk	83	2.0190%	\$ 363,415.23	\$ 301,500.00	\$ 664,915.23	15560	\$ 42.73	75	0	7	82	16	\$ 9,924.11
Pope	30	0.7297%	\$ 131,354.90	\$ 135,000.00	\$ 266,354.90	6749	\$ 39.47	0	20	10	30	0	\$ 8,878.50
Ramsey	178	4.3298%	\$ 779,372.42	\$ 801,000.00	\$ 1,580,372.42	285471	\$ 5.54	0	0	178	178	0	\$ 8,878.50
Red Lake	21	0.5108%	\$ 91,948.43	\$ 94,500.00	\$ 186,448.43	2456	\$ 75.92	0	21	0	21	0	\$ 8,878.50
Redwood	43	1.0460%	\$ 188,275.36	\$ 193,500.00	\$ 381,775.36	8864	\$ 43.07	40	0	3	43	0	\$ 8,878.50
Renville	37	0.9000%	\$ 162,004.38	\$ 166,500.00	\$ 328,504.38	9321	\$ 35.24	37	0	0	37	0	\$ 8,878.50
Rice	33	0.8027%	\$ 144,490.39	\$ 148,500.00	\$ 292,990.39	33503	\$ 8.75	0	0	33	33	0	\$ 8,878.50
Rock	24	0.5838%	\$ 105,083.92	\$ 108,000.00	\$ 213,083.92	5454	\$ 39.07	24	0	0	24	0	\$ 8,878.50
Roseau	44	1.0703%	\$ 192,653.86	\$ 180,000.00	\$ 372,653.86	8258	\$ 45.13	0	40	4	44	4	\$ 9,316.35
Scott	41	0.9973%	\$ 179,518.37	\$ 184,500.00	\$ 364,018.37	50025	\$ 7.28	0	0	40	40	0	\$ 8,878.50
Sherburne	29	0.7054%	\$ 126,976.40	\$ 130,500.00	\$ 257,476.40	36119	\$ 7.13	0	0	29	29	0	\$ 8,878.50
Sibley	24	0.5838%	\$ 105,083.92	\$ 108,000.00	\$ 213,083.92	8571	\$ 24.86	0	0	24	24	0	\$ 8,878.50
St. Louis	187	4.5488%	\$ 818,778.89	\$ 765,000.00	\$ 1,583,778.89	124653	\$ 12.71	19	80	88	187	17	\$ 9,316.35
Stearns	101	2.4568%	\$ 442,228.17	\$ 454,500.00	\$ 896,728.17	77162	\$ 11.62	0	18	84	102	0	\$ 8,878.50
Steele	26	0.6324%	\$ 113,840.91	\$ 117,000.00	\$ 230,840.91	17789	\$ 12.98	26	0	0	26	0	\$ 8,878.50
Stevens	25	0.6081%	\$ 109,462.42	\$ 112,500.00	\$ 221,962.42	6878	\$ 32.27	0	20	5	25	0	\$ 8,878.50
Swift	31	0.7541%	\$ 135,733.40	\$ 139,500.00	\$ 275,233.40	6031	\$ 45.64	0	29	2	31	0	\$ 8,878.50
Todd	38	0.9243%	\$ 166,382.88	\$ 171,000.00	\$ 337,382.88	13545	\$ 24.91	38	0	0	38	0	\$ 8,878.50
Traverse	20	0.4865%	\$ 87,569.93	\$ 90,000.00	\$ 177,569.93	2379	\$ 74.64	0	13	7	20	0	\$ 8,878.50
Wabasha	33	0.8027%	\$ 144,490.39	\$ 148,500.00	\$ 292,990.39	12233	\$ 23.95	19	0	14	33	0	\$ 8,878.50
Wadena	24	0.5838%	\$ 105,083.92	\$ 108,000.00	\$ 213,083.92	7663	\$ 27.81	0	14	10	24	0	\$ 8,878.50
Waseca	22	0.5351%	\$ 96,326.93	\$ 99,000.00	\$ 195,326.93	10239	\$ 19.08	22	0	0	22	0	\$ 8,878.50
Washington	84	2.0433%	\$ 367,793.72	\$ 378,000.00	\$ 745,793.72	126345	\$ 5.90	0	1	83	84	0	\$ 8,878.50
Watsonwan	21	0.5108%	\$ 91,948.43	\$ 76,500.00	\$ 168,448.43	6417	\$ 26.25	0	18	3	21	4	\$ 9,908.73
Wilkin	31	0.7541%	\$ 135,733.40	\$ 139,500.00	\$ 275,233.40	3693	\$ 74.53	0	0	31	31	0	\$ 8,878.50
Winona	47	1.1433%	\$ 205,789.35	\$ 211,500.00	\$ 417,289.35	28859	\$ 14.46	47	0	0	47	0	\$ 8,878.50
Wright	39	0.9487%	\$ 170,761.37	\$ 175,500.00	\$ 346,261.37	53038	\$ 6.53	0	7	32	39	0	\$ 8,878.50
Yellow Medicine	33	0.8027%	\$ 144,490.39	\$ 148,500.00	\$ 292,990.39	6377	\$ 45.94	0	28	5	33	0	\$ 8,878.50
<b>Total</b>	<b>4111</b>	<b>100.0000%</b>	<b>\$ 18,000,000.00</b>	<b>\$ 17,383,500.00</b>	<b>\$ 35,383,500.00</b>	<b>2844428</b>	<b>\$ 12.44</b>	<b>1530</b>	<b>694</b>	<b>1882</b>	<b>4106</b>	<b>248</b>	<b>\$ 9,159.59</b>

1 A bill for an act

2 relating to elections; setting standards for and  
3 providing for the acquisition of voting systems;  
4 appropriating money from the Help America Vote Act  
5 account; amending Minnesota Statutes 2004, section  
6 206.80; proposing coding for new law in Minnesota  
7 Statutes, chapter 206.

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

9 Section 1. [206.585] [STATE VOTING SYSTEMS CONTRACT.]

10 Subdivision 1. [CONTRACT REQUIRED.] The secretary of  
11 state, in cooperation with the commissioner of administration,  
12 shall establish a state voting systems contract. The contract  
13 should, if practical, include provisions for maintenance of the  
14 equipment purchased. The contract must give the state a  
15 perpetual license to use and modify the software. The contract  
16 must include provisions for escrow of the software source code,  
17 as provided in subdivision 2. Bids for voting systems and  
18 related election services must be solicited from each vendor  
19 selling or leasing voting systems that have been certified for  
20 use by the secretary of state. The contract must be renewed no  
21 later than July 1 of each odd-numbered year. Counties and  
22 municipalities may purchase or lease voting systems and obtain  
23 related election services from the state contract.

24 Subd. 2. [ESCROW OF SOURCE CODE.] The contract must  
25 require the voting system vendor to provide a copy of the source  
26 code for the voting system to an independent third-party

1 evaluator selected by the vendor, the secretary of state, and  
2 the chairs of the major political parties. The evaluator must  
3 examine the source code and certify to the secretary of state  
4 that the voting system will record and count votes as  
5 represented by the vendor. Source code that is trade secret  
6 information must be treated as nonpublic information, in  
7 accordance with section 13.37. Each major political party may  
8 designate an agent to examine the source code to verify that the  
9 voting system will record and count votes as represented by the  
10 vendor; the agent must not disclose the source code to anyone  
11 else.

12 Sec. 2. Minnesota Statutes 2004, section 206.80, is  
13 amended to read:

14 206.80 [ELECTRONIC VOTING SYSTEMS.]

15 (a) An electronic voting system may not be employed unless  
16 it:

17 (1) permits every voter to vote in secret;

18 (2) permits every voter to vote for all candidates and  
19 questions for whom or upon which the voter is legally entitled  
20 to vote;

21 (3) provides for write-in voting when authorized;

22 (4) rejects by means of the automatic tabulating equipment,  
23 except as provided in section 206.84 with respect to write-in  
24 votes, all votes for an office or question when the number of  
25 votes cast on it exceeds the number which the voter is entitled  
26 to cast;

27 (5) permits a voter at a primary election to select  
28 secretly the party for which the voter wishes to vote; and

29 (6) rejects, by means of the automatic tabulating  
30 equipment, all votes cast in a primary election by a voter when  
31 the voter votes for candidates of more than one party; and

32 (7) provides every voter an opportunity to verify votes  
33 electronically and to change votes or correct any error before  
34 the voter's ballot is cast and counted, produces a permanent  
35 paper record of the ballot cast by the voter, and preserves the  
36 paper record as an official record available for use in any

1 recount.

2 (b) An electronic voting system purchased on or after the  
3 effective date of this section may not be employed unless it:

4 (1) has a firmware option that supports cumulative voting  
5 and ranked order voting; and

6 (2) accepts and tabulates, in the precinct or at a counting  
7 center, a marked optical scan ballot or creates a marked optical  
8 scan ballot that can be tabulated in the precinct or at a  
9 counting center by an optical scan machine certified for use in  
10 this state.

11 Sec. 3. [APPROPRIATIONS.]

12 Subdivision 1. [ASSISTED VOTING EQUIPMENT.] \$18,000,000 is  
13 appropriated from the Help America Vote Act account to the  
14 secretary of state for grants to counties to purchase electronic  
15 voting systems equipped for individuals with disabilities that  
16 meet the requirements of Minnesota Statutes, section 206.80, and  
17 have been certified by the secretary of state under Minnesota  
18 Statutes, section 206.57. The secretary of state shall make a  
19 grant to each county in the amount of \$4,400 times the number of  
20 polling places in the county as certified by the county, which  
21 must not be more than the number of polling places used by the  
22 county in the state general election of 2004, plus \$4,400 to  
23 purchase an electronic voting system to be used by the county  
24 auditor for absentee and mail balloting. Each polling place  
25 used after January 1, 2006, must be equipped with an electronic  
26 voting system equipped for individuals with disabilities.

27 Subd. 2. [OPTICAL SCAN EQUIPMENT; OPERATING COSTS.] (a)  
28 \$18,000,000 is appropriated from the Help America Vote Act  
29 account to the secretary of state for grants to counties to  
30 purchase optical scan voting systems that meet the requirements  
31 of Minnesota Statutes, section 206.80, and have been certified  
32 by the secretary of state under Minnesota Statutes, section  
33 206.57, and to pay for operating costs of the systems purchased  
34 under this subdivision or subdivision 1. The amount allocated  
35 to each county must be in proportion to the number of precincts  
36 used by the county in the state general election of 2004.

1       (b) "Operating costs" may include county and municipal  
2 costs for hardware maintenance, election day technical support,  
3 software licensing, voting system testing, training of county or  
4 municipal staff in the use of the voting system, transportation  
5 of the voting systems to and from the polling places, and  
6 storage of the voting systems between elections. Total annual  
7 operating costs of a county or municipality may not exceed \$450  
8 per polling place.

9       (c) To receive a grant, a county must apply to the  
10 secretary of state on forms prescribed by the secretary of state  
11 that set forth how the grant money will be spent. A county may  
12 submit more than one grant application, so long as the  
13 appropriation remains available and the total amount granted to  
14 the county does not exceed the county's allocation.

15       Subd. 3. [LOCAL EQUIPMENT PLANS.] (a) The county auditor  
16 shall convene a working group of the city and town election  
17 officials in each county to create a local equipment plan. The  
18 working group must continue to meet until the plan is completed,  
19 which must be no later than June 30, 2005. The plan must:

20       (1) contain procedures to implement assisted voting  
21 technology for use by disabled voters in each polling location;

22       (2) define who is responsible for any capital or operating  
23 costs related to election equipment not covered by federal money  
24 from the Help America Vote Act account; and

25       (3) outline how the grants under subdivisions 1 and 2 will  
26 be spent.

27       (b) A county plan must provide funding to purchase  
28 precinct-based optical scan equipment for any polling place  
29 whose city or town requests it, if the requesting city or town  
30 agrees with the county on who will be responsible for operating  
31 and replacement costs related to the use of the precinct-based  
32 equipment.

33       (c) The county board of commissioners must adopt the local  
34 equipment plan after a public hearing. Money from the Help  
35 America Vote Act account may not be expended until the plan is  
36 adopted. The county auditor shall file the adopted local

1 equipment plan with the secretary of state.

2 Subd. 4. [REPORT.] Each county receiving a grant under  
3 subdivision 1 or 2 must report to the secretary of state by  
4 January 15, 2006, the amount spent for the purchase of each kind  
5 of electronic voting system and for operating costs of the  
6 systems purchased. The secretary of state shall compile this  
7 information and report it to the legislature by February 15,  
8 2006.

9 Subd. 5. [AVAILABILITY.] The appropriations in this  
10 section are available until June 30, 2009.

.1 Sec. 4. [MAIL BALLOTING.]

12 Nothing in this act is intended to preclude the use of mail  
13 balloting in those precincts where it is allowed under state law.

14 Sec. 5. [EFFECTIVE DATE.]

15 This act is effective the day following final enactment.

**Senate Counsel & Research**

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**S.F. No. 290 - Voting Equipment Appropriation**

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**S.F. No. 290**, as amended by the Committee on Elections, appropriates \$36 million from the Help America Vote Act account: \$18 million to purchase voting equipment to comply with the mandate of the Help America Vote Act of 2002, Public Law 107-252, 116 Stat. 1666 (Oct. 29, 2002) (HAVA) that every polling place be equipped with a voting machine that permits people with disabilities to vote in private without assistance, and \$18 million to purchase optical scan voting equipment and pay for operating costs of voting equipment. The Consolidated Appropriations Act, 2004, Public Law 108-199 (Jan. 23, 2004) appropriated \$1.5 billion of federal money to fund the HAVA requirements. Minnesota's share is \$39,178,788, which has been deposited in the HAVA account in the state treasury created by Laws 2003, First Special Session chapter 7. These appropriations are made from that account.

**Section 1** directs the Secretary of State, in cooperation with the Commissioner of Administration, to establish a state voting systems contract from which counties and municipalities may purchase or lease voting systems and obtain related election services.

**Section 2** implements the requirement of HAVA, section 301(a)(2)(B), that:

- (i) The voting system shall produce a permanent paper record with a manual audit capacity for such system.
- (ii) The voting system shall provide the voter with an opportunity to change the ballot or correct any error before the permanent paper record is produced.

(iii) The paper record produced under subparagraph (A) shall be available as an official record for any recount conducted with respect to any election in which the system is used.

It also imposes a requirement that an electronic voting system purchased on or after the effective date of this section may not be employed unless it accepts and tabulates in the precinct or at a counting center a marked optical scan ballot or creates a marked optical scan ballot that can be tabulated in the precinct or at a counting center by an optical scan machine that has been certified for use in this State.

**Section 3** contains the appropriations.

**Subdivision 1** appropriates \$18 million from the HAVA account for grants to counties to purchase electronic voting systems equipped for individuals with disabilities. The amount of the grant to each county is \$4,400 times the number of polling places in the county as certified by the county, plus \$4,400 to purchase an electronic voting system to be used by the county auditor for absentee and mail balloting. Each polling place used after January 1, 2006, must be equipped with an electronic voting system equipped for individuals with disabilities.

**Subdivision 2** appropriates \$18 million from the HAVA account for grants to counties to purchase optical scan voting systems and to pay for operating costs of electronic voting systems purchased with money from the HAVA account. The amount allocated to each county must be in proportion to the number of precincts used by the county in the state general election of 2004. Total annual operating costs of a county or municipality may not exceed \$450 per polling place.

**Subdivision 3** requires each county to develop by June 30, 2005, a local equipment plan detailing how the HAVA money will be spent and who will be responsible for purchasing and maintaining the new equipment. The county board must hold a public hearing on the plan and may not spend the HAVA money until the local equipment plan has been adopted. The county must file a copy of the adopted plan with the Secretary of State.

**Subdivision 4** requires each county receiving a grant to report to the Secretary of State by January 15, 2006, on how the money was spent. The Secretary of State must compile this information and report it to the Legislature by February 15, 2006.

**Subdivision 5** makes the appropriations available until June 30, 2009.

**Section 4** provides that nothing in this act is intended to preclude the use of mail balloting in those precincts where it is allowed under state law.

**Section 5** makes the act effective the day following final enactment.

