
COUNCIL ON ASIAN PACIFIC MINNESOTANS
FINANCIAL AUDIT
FOR THE THREE YEARS ENDED JUNE 30, 1992

JULY 1993

Financial Audit Division
Office of the Legislative Auditor
State of Minnesota

93-40

COUNCIL ON ASIAN PACIFIC MINNESOTANS

FINANCIAL AUDIT FOR THE THREE YEARS ENDED JUNE 30, 1992

Public Release Date: July 23, 1993

No. 93-40

OBJECTIVES:

- **EVALUATE INTERNAL CONTROL STRUCTURE:** Revenues, employee payroll expenditures, professional/technical contracts, and grant expenditures.
- **TEST COMPLIANCE WITH CERTAIN FINANCE-RELATED LEGAL PROVISIONS.**

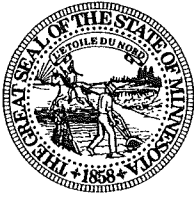
CONCLUSIONS:

We found three areas where the internal control structure needed improvement:

- The council did not properly administer grants from the Department of Health.
- The council assumed an improper role as fiscal agent for two organizations.
- The council established an inappropriate relationship with a nonprofit corporation.

We found two areas where the council had not complied with finance-related legal provisions:

- The council did not properly administer grants from the Department of Health.
- The council assumed an improper role as fiscal agent for two organizations.



STATE OF MINNESOTA

OFFICE OF THE LEGISLATIVE AUDITOR

CENTENNIAL BUILDING, ST. PAUL, MN 55155 • 612/296-4708

JAMES R. NOBLES, LEGISLATIVE AUDITOR

Senator Phil Riveness, Chair
Legislative Audit Commission

Members of the Legislative Audit Commission

Mr. Tong Vang, Chair
Council on Asian Pacific Minnesotans

Members of the Council on Asian Pacific Minnesotans

Dr. Albert de Leon, Executive Director
Council on Asian Pacific Minnesotans

Audit Scope

We have conducted a financial related audit of the Council on Asian Pacific Minnesotans as of and for the three years ended June 30, 1992. Our audit was limited to only that portion of the State of Minnesota financial activities attributable to the transactions of the council, as discussed in the Introduction. We have also made a study and evaluation of the internal control structure of the Council on Asian Pacific Minnesotans in effect during February 1993.

We conducted our audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial activities attributable to the transactions of the council are free of material misstatements.

As part of our study and evaluation of the internal control structure, we performed tests of the council's compliance with certain provisions of laws, regulations, contracts, and grants. However, our objective was not to provide an opinion on overall compliance with such provisions.

Management Responsibilities

The management of the council is responsible for establishing and maintaining an internal control structure. This responsibility includes compliance with applicable laws, regulations, contracts, and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that:

- assets are safeguarded against loss from unauthorized use or disposition;

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- transactions are executed in accordance with applicable legal and regulatory provisions, as well as management's authorization; and
- transactions are recorded properly on the statewide accounting system in accordance with Department of Finance policies and procedures.

Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

Internal Control Structure

For purposes of this report, we have classified the significant internal control structure policies and procedures in the following categories:

- revenues,
- employee payroll expenditures,
- professional/technical contracts, and
- grant expenditures.

For all of the internal control structure categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk. In addition to these categories, we reviewed the council's role in collecting fiscal agent receipts and Asian American Chamber of Commerce membership fees. As discussed in findings 2 and 3, we do not believe that the council had the authority to deposit revenues into the state treasury on behalf of those nonstate entities.

Conclusions

Our study and evaluation disclosed the conditions discussed in findings 1 through 3 involving the internal control structure of the Council on Asian Pacific Minnesotans. We consider these conditions to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data.

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A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial activities being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We believe none of the reportable conditions described above is a material weakness.

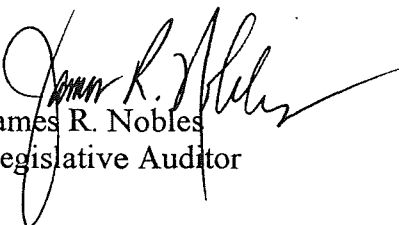
We also noted other matters involving the internal control structure and its operation that we reported to the management of the council at the exit conference held on May 27, 1993.

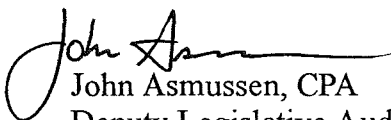
The results of our tests indicate that, except for the issues discussed in findings 1 and 2, with respect to the items tested, the council complied, in all material respects, with the provisions referred to in the audit scope paragraphs. With respect to items not tested, nothing came to our attention that caused us to believe that the council had not complied, in all material respects, with those provisions.

We have referred a copy of this report to the Department of Health to resolve finding 1. The finding questions whether the council has complied with the spending guidelines of an AIDS grant provided to it by the Department of Health. We have also referred a copy of this report to the Department of Finance to resolve the tax question raised in finding 2.

This report is intended for the information of the Legislative Audit Commission and management of the Council on Asian Pacific Minnesotans. This restriction is not intended to limit the distribution of this report, which was released as a public document on July 23, 1993.

We thank the council staff and the Department of Administration for their cooperation during this audit.


James R. Nobles
Legislative Auditor


John Asmussen, CPA
Deputy Legislative Auditor

End of Fieldwork: April 28, 1993

Report Signed On: July 19, 1993

Council on Asian Pacific Minnesotans

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Audit Participation

The following members of the Office of the Legislative Auditor prepared this report:

John Asmussen, CPA	Deputy Legislative Auditor
Jeanine Leifeld, CPA	Audit Manager
Melissa Gamble	Auditor-In-Charge

Exit Conference

The findings and recommendations in this report were discussed with the following officials of the Council on Asian Pacific Minnesotans and the Department of Administration at an exit conference held on May 27, 1993:

Albert de Leon	Executive Director
Jovita Bjoraker	Clerk
Larry Dowdle	Accounting Director, Department of Administration Fiscal Services
Julie Arnt	Accounting Officer, Department of Administration Fiscal Services

Council on Asian Pacific Minnesotans

Introduction

The Council on Asian Pacific Minnesotans was established under the authority of Minn. Stat. Section 3.9226. The council's mission is to provide all individuals of Asian Pacific descent with equal access to state services and programs and to relate the needs of these individuals to the legislature. The council consists of thirteen members appointed by the governor and four nonvoting members from the Minnesota Senate and House of Representatives. The council has three full-time staff. Dr. Albert de Leon has served as the executive director since the council's inception in 1985.

Pursuant to statute, the Department of Administration provides the council with administrative services. These services include entering payroll, receipt, and disbursement transactions into the state's accounting systems. In addition to the revenues listed below, the council received state appropriations of \$153,000 in fiscal years 1990 and 1991 and \$170,000 in fiscal year 1992. The following is a summary of the council's financial activities for the three fiscal years ended June 30, 1992.

	<u>Year Ended June 30</u>		
	<u>1990</u>	<u>1991</u>	<u>1992</u>
Revenues:			
Gifts	\$ 4,684	\$ 13,972	\$ 29,906
AIDS Grant	79,898	70,227	22,240
Fiscal Agent Receipts	6,880	16,834	26,380
Chamber of Commerce Memberships	<u>5,641</u>	<u>124</u>	<u>389</u>
Total Revenues	<u>\$ 97,103</u>	<u>\$101,157</u>	<u>\$ 78,915</u>
Expenditures:			
Employee Payroll	\$110,374	\$119,275	\$127,166
Professional/Technical Contracts	83,850	65,835	19,016
Grant Contracts	21,200	14,400	8,694
Other	<u>38,016</u>	<u>48,633</u>	<u>66,174</u>
Total Expenditures	<u>\$253,440</u>	<u>\$248,143</u>	<u>\$221,050</u>

Source: Statewide Accounting System Managers Financial Reports as of September closing of fiscal years 1990, 1991, and 1992.

Current Findings and Recommendations

1. The council did not properly administer grants from the Department of Health.

The council did not appropriately spend AIDS grant funds received from the Department of Health. During fiscal years 1990 to 1992, the council received grants totalling \$172,365 to administer an AIDS/STD Reduction Program. The purpose of the grant was to educate the Asian community on AIDS and other sexually transmitted diseases. We found several problems with the way the council handled the grant.

The council charged and received reimbursements for expenses not allowed under the grant. For example, in July 1989, the council claimed \$736 in expenses to the grant for replacing office carpeting and blinds. Also, during calendar 1990, the council claimed \$2,675 in occupancy costs to the grant, even though occupancy was not an allowable cost category that year. In addition, on several occasions, the council incorrectly categorized costs on the reimbursement requests to the Department of Health. For example, on the November 1990 reimbursement claim, the council included \$313 of copying expenses within the salary expense category. The grant agreement provided the council with a program budget by category. We believe the council exceeded the program budget for some categories. The AIDS contract allowed for category adjustments with the approval by the Department of Health. However, the council did not request budget revisions.

The council also did not properly allocate shared expenses to the AIDS contract. The council did not use a systematic method to allocate a portion of general office costs, such as rent, photocopying, council staff time, office supplies, and telephone costs to the grant. For example, the council charged \$2,167 of a total of \$3,175 in copying costs to the AIDS grant from July 1989 to December 1990. The council staff told us that they tried to allocate the copying costs by charging alternate months to the AIDS grant. However, the council had no documentation to support the copier usage or the subsequent grant charges. In another case, the council charged \$3,750 for council office rent reimbursement to the grant, without formally allocating the costs. The council should have sought reimbursement for only the portion of these expenses attributable to the grant.

The council potentially overpaid four professional/technical contract employees relating to the AIDS grant. The council had obligations under four contracts totalling \$37,122. However, the council made additional payments under the contracts of \$1,893. The Department of Administration made the additional payments for the council by improperly using expenditure authorizations, rather than by having the council amend the contracts. We were unable to determine whether the contractors were eligible to receive the additional payments, or whether they constitute overpayments. If necessary, the council should have amended the contracts to increase the contract obligation amounts.

Council on Asian Pacific Minnesotans

Finally, the Department of Administration, on behalf of the council, improperly coded contract payments on the statewide accounting system. The council paid reimbursable contract expenses from an improper object code. The statewide accounting system uses separate object codes for contract salary expenses and reimbursable expenses. However, Administration often paid the reimbursable expenses from the contract salary expense object code. The council could not properly monitor the maximum contract obligation for reimbursable expenses due to incorrect coding.

Recommendations

- *The council should work with the Department of Health to determine the appropriate amount of reimbursable expenses. The council should reimburse the Department of Health for expenses determined to be inappropriate or unauthorized.*
- *The council should amend contracts, if necessary, to increase obligation amounts. It should not use expenditure authorizations to increase obligations.*
- *The council should properly code professional/technical contract expenditures into the statewide accounting system.*

2. The council assumed an improper role as fiscal agent for two organizations.

The council established improper fiscal agent relationships with two outside organizations. Both a council member and an employee were involved in one of these organizations. In addition, we saw no evidence that the council members formally approved the grant contracts resulting from these relationships.

First, the council improperly assumed a role as fiscal agent for an individual doing business as Culture and Society Productions. The organization was awarded grants from the Minnesota Humanities Commission, U.S. West Foundation, Grotto Foundation, and St. Paul Companies. However, since Culture and Society Productions did not have tax exempt status, it did not meet the eligibility requirements for the grants. At the January 18, 1990 council meeting, the council executive director explained to the council that "the council acted as [the individual's] fiscal agent to help her get the [Minnesota Humanities Commission] grant." The Humanities Commission further clarified the council's role as a fiscal agent in a letter dated January 11, 1990. The council received \$42,594 in grants on behalf of the individual and disbursed the funds over three years. However, the person only received an IRS 1099 form for \$2,000 of the grant, the portion which the council paid the person as a consultant. Potentially, the individual should have reported more of the grant amount as personal income. We have referred this tax issue to the Department of Finance for resolution. The council charged Culture and Society Productions a \$500 fee for acting as fiscal agent. The council neither had the statutory authority to assess a fee nor did it seek approval for the

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fee from the Commissioner of Finance. Therefore, the council should not have received a fee for acting as fiscal agent and should return the fee to the General Fund.

In the second case, the council acted as the fiscal agent for the Asian Pacific Women's Leadership Network. The Asian Pacific Woman's Leadership Network received a grant from the Minnesota Women's Fund. Again, however, since the organization did not have tax exempt status, it did not meet the grant eligibility requirements. A member of the Council on Asian Pacific Minnesotans at the time was the co-chair of the Asian Pacific Women's Leadership Network. In addition, we found that another council employee, who was also a member of the network, assisted in preparing and submitting the grant proposal to the Minnesota Women's Fund. These relationships create potential conflicts of interest for the council member and council employee. The council member asked the council to act as fiscal agent for her organization. The council agreed. In correspondence dated July 16, 1990, the Minnesota Women's Fund acknowledged that the council had agreed to "serve as [the] fiscal agent" for the project. It received \$7,500 from the Minnesota Women's Fund and disbursed the funds to the Asian Pacific Women's Leadership Network through a grant contract.

We do not believe that it was appropriate for the council to assume a fiscal agent relationship with either of these organizations. Acting as a fiscal agent provided no advantage to the state. Further, the council could have incurred a liability if either of the two recipient organizations or the five granting organizations did not fulfill their grant obligations.

Finally, none of the grant contracts the council signed as a result of its fiscal agent responsibilities were approved in advance by the council members. Minn. Stat. Section 3.9226, Subd. 5 requires a council majority to approve all contracts. None of the six grant contracts received prior approval by the majority of the council members. The council's statute also requires the council chair to execute contracts. The council chair did not sign one of these contracts.

Recommendations

- *The council should avoid fiscal agent relationships with other organizations.*
- *The council should cancel the \$500 fiscal agent fee to the General Fund.*
- *The council should properly execute all contracts by receiving approval from a majority of the council members before incurring contract obligations, and by ensuring that the council chair signs all contracts.*

3. The council established an inappropriate relationship with a nonprofit corporation.

The council has a relationship with a nonprofit corporation which we believe is not appropriate. The Council on Asian Pacific Minnesotans created the Asian American Chamber of Commerce Task Force in September 1987. On January 23, 1990, three designated council members incorporated the task force as the Asian American Chamber of Commerce.

Council on Asian Pacific Minnesotans

Although the Asian American Chamber of Commerce is a separately incorporated nonprofit organization, the council has continued to provide the chamber of commerce with full accounting and administrative support. We do not believe the council has authority to provide this support to the chamber. Since the corporation's inception, the council has deposited \$15,569 of chamber of commerce receipts into the state treasury and used the statewide accounting system to pay its expenses. However, the council has no separate accounting records for the chamber of commerce. Instead, the chamber's funds are commingled within the council's gift account. The Department of Administration, which provides administrative support to the council, was unable to tell us how much of the gift account funds actually belong to the chamber of commerce.

The council has not delineated clear lines of authority between itself and the nonprofit corporation. Three council members have served on the chamber of commerce board of directors as chair and co-chairs. In addition, the council continues to include the chamber of commerce on its meeting agendas and approves chamber of commerce activities. The council intended to create the chamber of commerce as an autonomous organization. Therefore, we do not believe it is appropriate for council members to serve as the primary policy makers for the corporation.

Recommendation

- *The council should clearly delineate its role from the chamber of commerce and more clearly separate the two entities.*

Council on Asian Pacific Minnesotans

Auditor Comment on Agency Response

The response from the Council on Asian Pacific Minnesotans contained a number of attachments which were too lengthy to include in this report. The attachments are on file and available upon request.



STATE OF MINNESOTA
Council on Asian-Pacific Minnesotans

Meridian National Bank Building, Suite 100
205 Aurora Avenue, St. Paul, MN 55103
612-296-0538 FAX 612-297-8735

July 9, 1993

The Honorable
James R. Nobles
Legislative Auditor
Office of the Legislative Auditor
Centennial Building
St. Paul, MN 55155

Dear Mr. Nobles:

On behalf of the State Council on Asian-Pacific Minnesotans I wish to transmit to you the attached Council's Reponse to the Legislative Auditor's Findings and Recommendations relative to the financial audit of and for three years ended June 30, 1992.

Thank you very much for the professional services your staff provided our Council to enhance our financial accountability necessary to accomplish our legislative mandates and mission.

If you have any questions or wish additional information please do not hesitate to call me at 296-0538.

Sincerely,

A handwritten signature in cursive script, appearing to read "A. de Leon".

Dr. Albert V. de Leon
Executive Director

Encl.

cc: John Asmussen, Deputy Legislative Auditor
Jeanine Leifeld, CPA, Audit Manager
Melissa Gamble, Auditor-In-Charge

STATE COUNCIL ON ASIAN-PACIFIC MINNESOTANS

RESPONSE AND RECOMMENDATIONS
TO LEGISLATIVE AUDITOR'S FINDINGS

A. SPECIAL THANKS

The State Council on Asian-Pacific Minnesotans wishes to extend its sincere thanks and appreciation to the Office of the Legislative Auditor for conducting a financial audit of and for the three years ended June 30, 1992. In addition, our special gratitude to the Fiscal Division of the State Department of Administration for their assistance during the audit period.

B. ACKNOWLEDGEMENT OF POSITIVE FINDINGS

We wish to acknowledge the following pertinent auditor's findings quoted as follows:

"The results of our tests indicate that, except for the issues discussed in findings 1 and 2, with respect to the items tested, the Council complied, in all material respects, with the provisions referred to in the audit scope paragraphs. With respect to items not tested, nothing came to our attention that caused us to believe that the Council had not complied, in all material respects, with those provisions."

C. RESPONSE TO FINDING NO. 1 - HIV/AIDS GRANT

BUDGET RE-ALLOCATION PRODUCED LOWEST AIDS CASES (10) IN THE STATE OF MINNESOTA FOR THE ASIAN/PACIFIC ISLANDER

The Council submitted monthly program reports and quarterly financial reports (Attachment A) indicating budget re-allocation which were authorized by the funding agency (Attachment B) based on the following justification:

1. 1990 Census - 193.5 % Asian-Pacific Population Increase

During the 2nd period of the AIDS grant it was officially reported by the Federal Bureau of Census that the Asian-Pacific population in the State of Minnesota increased by 193.5%, the highest percentage among the four (4) minority ethnic groups with the total Asian-Pacific population at 77,886 state-wide (Attachment C).

This dramatic population change necessitated several budget re-allocations to meet the constituency demand relative to the following items - occupancy, photocopying, staff time, office supplies, telephone costs, among others.

2. AIDS Grant Reduced From \$95,000 to \$24,700

In spite of the dramatic Asian-Pacific population increase the Council's AIDS grant during the three (3) year period was decreased from \$95,000 to \$24,700. This budget decrease necessitated periodic budget re-allocation (Attachment D) for the Council to meet its goals and tasks as indicated in the AIDS grant. The budget re-allocation strategy included Council "AIDS Related Activities" such as **employment, education, housing, health, civil and human rights, training, small business, international trade, immigration and naturalization**, among others to be charged on a "pro-rated" basis with the AIDS grant.

3. Development of Six (6) Regional Offices

The Council created six (6) AIDS Education-Prevention Regional Offices - the only State Minority Council which decentralized education-prevention programs in the following locations:

- a) St. Paul/Minneapolis Office - 205 Aurora Ave., Suite 100, St. Paul, MN 55103
- b) Duluth Office - 4839 1st Ave. N., Duluth, MN 55803
- c) St. Cloud Office - 35 Lawrence Hall, St. Cloud State University, St. Cloud, MN 56301
- d) Moorhead Office - Clay County Health Department, Court House, Moorhead, MN 56560
- e) Mankato Office - 2025 Roe Crest Dr., North Mankato, MN 56003
- f) Rochester Office - 2061 N.W. 48th St., Rochester, MN 55901

These offices were staffed by one full-time state-wide AIDS Program Coordinator and five half-time AIDS Education Managers. The budget amendments authorized by the funding agency included "occupancy cost-related expenses such as rent, telephone, utilities and other related expenses." The Central Photocopying Service in the St. Paul/Minneapolis office provided the services for all the six (6) regional offices due to lack of equipment in these offices.

4. Special Office Expenses

The Council office is located on the first floor (facing the parking lot) in the Meridian National Bank Building which has been robbed twice and the Executive Director "mugged" three times during the last eight years. The installation of the venetian blinds was the advice of the bank security considering that the Executive Director usually works until 11:30 PM. The re-carpeting was part of the negotiation with the bank provided the Council lease will remain at \$625/month. This is cheaper than leasing at a government building. By housing the AIDS Director Office in the Council office the government saved \$7,660 which was the proposed lease in the adjoining building. (Attachment E).

5. Compliance With Governor's And Legislature's Budget Deficit Reduction Plan

The Council complied with the request of the Governor and the Minnesota Legislature for a **Budget-Deficit Reducation Plan** officially submitted to both offices to assist in **reducing the \$740 Million State Deficit**. Under the Council's Plan we "combined and collaborated activities" to generate savings in the general fund and pro-rated costs to 'AIDS-Related Expenses such as staff time, occupancy, supplies, postage, equipment, telephone and travel. (Attachment F).

6. Contract Amendment

We concur with the Auditor's Findings to amend the professional/technical contract with employees in the regional offices for the additional payments of \$1,893. These expenditures were **Chemical Dependency-AIDS Related** programs which should be charged under the Chemical Dependency contract. The rationale - instead of hiring six additional staff to handle the Chemical Dependency-AIDS program we requested our AIDS coordinator and educators to take on additional tasks to save tax payers funds. By assigning this work-related tasks the Council saved 60% of administrative costs which were then applied to constituency service delivery programs.

7. Program-based Outcome Evaluation

Applying the Governor's Minnesota Milestone **Program-based Outcome Evaluation** the council wishes to document the following result:

Asian-Pacific Islander 10 HIV Cases - lowest in the State of Minnesota

As shown in the enclosed Table 3 (Attachment G) from the funding Agency - the Minnesota Department of Health "AIDS Monthly Surveillance Report of June 1, 1992 - the statistics show that the HIV incidence in the Asian-Pacific Islander community is 10 (6 male, 4 female), the lowest in Minnesota - the lowest in the USA per density population. Accordingly, in spite of our decreased AIDS funding, the Council demonstrates that its Budget Re-allocation Plan redounded to the benefit of our constituency - the Asian-Pacific community.

8. Council Program Cited As International Model - Madrid, Spain

On May 23, 1990 Dr. Albert V. de Leon, Council Executive Director, was invited to the International AIDS Prevention-Education Conference in Madrid, Spain to share with the conferees the Council's Strategy in producing the lowest AIDS incidence in USA which included the translation of AIDS Education-Prevention materials into 12 Asian-Pacific languages (including Russian) and the creative and innovative programs related to sexually transmitted diseases with "outreach one-on-one counseling programs in the homes, schools, churches, massage parlors, particularly the "At Risk Population" and the "Non-English Speaking Population" of the community.

The AIDS Prevention Education grant with the Minnesota Department of Health was completed on December 31, 1992.

*Prepared with the assistance of
Onesimo P. de Mira, M.D.
Director, AIDS Education-Prevention Program
Council on Asian-Pacific Minnesotans
(5/1989 - 2/1992)*

D. RESPONSE TO FINDINGS NO. 2 - CONTRACT RELATIONSHIPS

- East Meets West Project
- Asian-Pacific Women's Leadership Project

1. Authorization by the State Attorney General

The State Attorney General approved the contracts in accordance with the Council's Legislative Mandate No. VIII quoted as follows:

VIII. 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."

Pursuant to the ruling of the State Attorney General we conveyed to both organizations the contract relationships as provided by our Council's Mandates (Attachment H).

2. Need For Fiscal Agent Role

90% of our Asian-Pacific community organizations do not have any tax-exempt, non-profit, 501-3-C IRS status which limits their capability to secure foundation, corporate grants and individual gifts to support their programs.

At the Audit Exit Conference, we concur with the recommendation that the Council should request a legislative mandate to its Mission Statement to define and authorize its role as a fiscal agent to assist our Asian-Pacific community organizations in securing the much needed critical funds to support their programs. This should be the Council's priority responsibility at the next legislative session. Towards this end we wish to request the assistance of the Legislative Auditor and the State Attorney General in providing the Council with the appropriate language.

3. Conflict-of-Interest Explanation

Attached is the self-explanatory statement of Linda Davis (former Council Member) and Hoa P. Young (Council Employee) relative to their role with the Asian-Pacific Women's Leadership Project. (Attachments I & J).

4. Council Authorization

By Council Policy all grants and contracts are reported to the Council. Extensions of grants and contracts are officially reported to the Council. All contracts require the signatures of the Council Chair and Executive Director. These documents cannot be processed by the Attorney General's Office, Contract Administrator/Department of Administration and Department of Finance unless both signatures appear on the contract.

In the event that one of the required signature is absent (either the person is on leave or out of town) in order that the papers will not be delayed the papers will be processed with a notation that the required signature will be secured as soon as the absent party is available.

Accordingly with the increase of the Council membership from nine (9) to thirteen (13) the required majority vote also changed from five (5) to seven (7). Unless the Council By-Laws are amended the required majority vote remains the same which may have to be ratified upon approval of the By-Laws changes.

E. RESPONSE TO FINDINGS NO. 3 -
ASIAN-AMERICAN CHAMBER OF COMMERCE OF MINNESOTA

1. Council Projects and Task Forces - 11

In compliance with its Legislative Mandate, the Council during the period 1986-1992 created eleven (11) programs and projects with appropriate task forces to develop feasibility studies, organizational structures and funding for these programs as shown in the following list:

1. Asian-Pacific Voter Education Registration Task Force
2. Asian-American Chamber of Commerce of Minnesota
3. Asian-Pacific Health-Human Services Task Force
4. Asian-Pacific Heritage Center
5. Asian-Pacific Education and Cultural Task Force
6. Asian-Pacific Employment and Training Task Force
7. Southeast Asian Refugee Services Task Force
8. Asian-Pacific Civil Rights Commission
9. Asian-Pacific Housing Services Task Force
10. Asian-Pacific Youth Services Task Force
11. Asian-Pacific Transportation Services Task Force

2. The Asian-American Chamber of Commerce

A member of the Council serves as Chair of the Task Force and later as Interim Chair of the project to ensure continuity and accountability of the program. One of the above mentioned projects is the Asian-American Chamber of Commerce of Minnesota. At the conceptual stage of the project Council members are invited to serve on the Interim Board of Directors until such time as its By-Laws and Incorporation papers are being processed. As part of the Governor's Budget-Deficit Reduction Plan, the Council placed "on hold" further Council expenditures on the Chamber together with the other ten (10) projects until such time as we can secure additional funding for the programs.

3. Proposed "Privatization" of the Chamber

On March 18, 1992 the Chamber Interim Chair submitted a report to the Chamber (Attachment L):

"We all agreed that our 1992-1993 is to make the Chamber self-sufficient and independent. Presently, we are fortunate for the financial support given to us by our Council on Asian-Pacific Minnesotans. However, it is also a drain on the Council Budget and with only three (3) full time employees it has created a work overload for which our staff are not being compensated.

We will be meeting with our Interim Board of Directors soon to inform them of our 1992-1993 plans to make the Chamber self-sufficient and independent."

At the July 23, 1992 Council Meeting the Chamber Interim Chair reported on the "Privatization of the Chamber" as follows:

"Our plans are to "privatize" the Chamber within the four-year period subject to the availability of funds. Dr. de Leon has secured the "free legal services" of Barbara R. Hauser of the law firm of Gray, Plant, Mooty, Mooty & Bennett to assist us in this important effort. At our September meeting we will be inviting Ms. Hauser to brief us regarding the "privatization process."

This is a four-year development plan to privatize the Chamber and to make it self-sufficient and autonomous. As correctly pointed out during the Audit Exit Conference the \$15,569 in the Council account are Council funds which will be utilized to support the privatization of the Chamber until such time as it secure its own funding for rent, telephone, postage, supplies, equipment and staff.

4. Significant Contributions of the Chamber

The Council's support for the Chamber is an investment in economic growth of the State in the areas of international trade, small business assistance and employment. Trade, Cultural and Investment Missions have been organized and sponsored by the Chamber in three regions in Asia and the Pacific, namely

- a) Trade Mission to Thailand, Malaysia, Indonesia and Singapore in 1992;
- b) Governor Carlson's Trade Mission to Hong Kong, Taiwan, China, Korea and Japan in 1992; and
- c) Upcoming Investment Mission to Philippines and Indonesia in 1994.

These missions were supported by the Council and co-sponsored by the Chamber without additional funding from the State. Jointly, the Council and the Chamber has promoted Minnesota products and services in Asia and the Pacific Rim countries as part of the strategy to enhance revenues for the State of Minnesota and correct the "trade imbalance" between the USA and Asia-Pacific Rim Trade partners.

We are specially grateful for the leadership provided by former Chairperson Marisi L. Stromquist in serving as the mission leader to Thailand, Malaysia, Indonesia and Singapore, and Council Member Jinmahn Kim for Governor Carlson's Trade Mission to Hong Kong, Taiwan, China, Korea and Japan. We wish to acknowledge also the contributions of Council Member Jennie Hsiao who joined Governor Carlson's Trade Mission at her own personal expense.

F. CONCLUDING RESPONSES

We recognize the role of the Legislative Auditor to identify deficiencies and to make appropriate recommendations to audited agencies. However, to be "user friendly" the audit should also highlight significant findings which will be useful to the Minnesota Legislators and the Governor as well as the tax payers in future budgetary allocations for minority programs and services, namely -

1. That the State Council on Asian-Pacific Minnesotans, among the four (4) State Minority Councils has the **smallest state budget in spite of the 193.5% increase** in the Asian-Pacific population in Minnesota under the 1990 Census;
2. That the State Council on Asian-Pacific Minnesotans is now the second largest minority community with a population of 77,886 Asian-Pacific Minnesotans with a significant non-English speaking population, Southeast Asian refugees, adopted children, Amerasians, unaccompanied minors and "At-Risk" population - and still budgeted by the state with only three (3) full time employees to comply with fourteen (14) legislative mandates - one of the longest list of mandates for any given state agency.

Our budget balancing, re-allocation, and re-structuring strategies were designed to comply with the Governor's and Legislature's Budget Deficit Reduction Plan and to meet the needs of our Asian-Pacific community who have been traditionally discriminated in funding, services and programs.

G. COUNCIL 1992 SPECIAL AWARD

It should be noted that for the same audit period (1989-1992 and beyond) for a period of eight (8) years the Council's program and services were evaluated by a distinguished citizens group which accorded the Executive Director the 1992 Donald D. Carroll Outstanding Leadership Award. The Council was chosen for this special recognition of out of approx. 180 state agencies. The Executive Director donated his \$1000 Cash Award to the development of a Scholarship Fund for Needy Asian-American Students. Governor Carlson and Legislators commented that the Executive Director is the only state employee who has donated his cash award to a worthy cause. (Attachment K).

H. COUNCIL COMMITMENT

The Council on Asian-Pacific Minnesotans is committed to comply with appropriate Legislative Auditor's findings and recommendations after taking into consideration our official responses to the audit.

The Council on Asian-Pacific Minnesotans in addition to the above will review the following policies and regulations and make appropriate changes, as needed:

1. Council's By-Laws Amendments;
2. Assistance to the State Department of Administration to ensure accountability in financial records management;
3. The Executive Director prior to his planned early retirement in 2.5 years is likewise, committed to providing the leadership to the Council, the Legislative Auditor and the State Department of Administration to recommend appropriate revisions in the Council's Administrative Policies and Procedures as well as to train his successor in the audit process to comply with state fiscal requirements.

Finally, our special thanks to Melissa Gamble; Financial Audit Representative and undoubtedly, we will do anything to make her happy.

THANK YOU !

*Prepared by
Dr. Albert V. de Leon
Executive Director
Council on Asian-Pacific Minnesotans*

*Reviewed by the Executive Committee
Council on Asian-Pacific Minnesotans
Tong Vang, Chairperson
Ophelia Balcos, Vice Chairperson
Marisi L. Stromquist, Member & Former Chairperson*

July 9, 1993

TABLE OF ATTACHMENTS

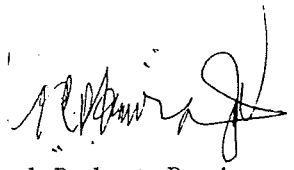
- A. AIDS Prevention Program and Budget Review
- B. Approval of Budget Re-allocation
- C. Demographics of Asian-Pacific Population
- D. Re-allocation of Funds
- E. Cost Effectiveness Program
- F. Budget Deficit Reduction Plan
- G. Table 3 - MN Department of Health Monthly Surveillance Report of June 1, 1992
- H. Memo dated April 20, 1993 to Melissa Gamble regarding Contracts
- I. Statement of Linda Davis dated July 1, 1993
- J. Statement of Hoa P. Young dated July 1, 1993
- K. Press Release dated December 22, 1992 regarding Dr. Albert V. de Leon, 1992 Donald D. Carroll Public Service Awardee

ATTACHMENT A

1793 Hubbard Avenue
St. Paul, MN 55104

15 April, 1993

TO: Dr. Albert V. de Leon
Executive Director
Council on Asian-Pacific Minnesotans
205 Aurora Avenue
St. Paul, MN 55103

FROM: *Onesimo P. de Mira, Jr. 

SUBJECT: AIDS Prevention Program and Budget Review

This is to certify that the Minnesota Department of Health administered a grant on a State-wide AIDS Prevention Education Program of the Council on Asian-Pacific Minnesotans. The Minnesota Department of Health made regular reviews of the program and the budget.

The Council submitted monthly financial reports to the M.D.H. which included expenses on salaries and other line items. The Council was allowed to move 10% from any line item to another. The Council requested the M.D.H. to review the reports and to notify the Council for any questions or if they disallow expenditure for any specific item. If the Council did not hear from the M.D.H. within 30 days, it was our understanding that we are in compliance with the contract.

Aside from the monthly financial reports, the Council and the M.D.H. often touched base with each other to check on the Program's progress and budget issues.

Should you have any questions please call me at (612)-874-9619.

*Former Council State-wide AIDS Prevention and
Education Coordinator



minnesota department of health

717 s.e. delaware st.

p.o. box 9441

minneapolis 55440

(612) 623-5000

REC-10100
ATTACHMENT B

April 6, 1990

Albert V. de Leon
Executive Director
Council on Asian-Pacific Minnesotans
205 Aurora Avenue
St. Paul, Minnesota 55103

Dear Dr. de Leon:

Thank you for your letters regarding AIDS educator charges in Moorhead and Duluth. Your plans to hire substitutes and screen applicants through the AIDS Task Force and the Regional AIDS specialist and myself is a good idea.

Your request to shift-in-line monies dated March 15, 1990 is approved. ✓

Please keep me advised regarding these and other educator changes.

Sincerely,

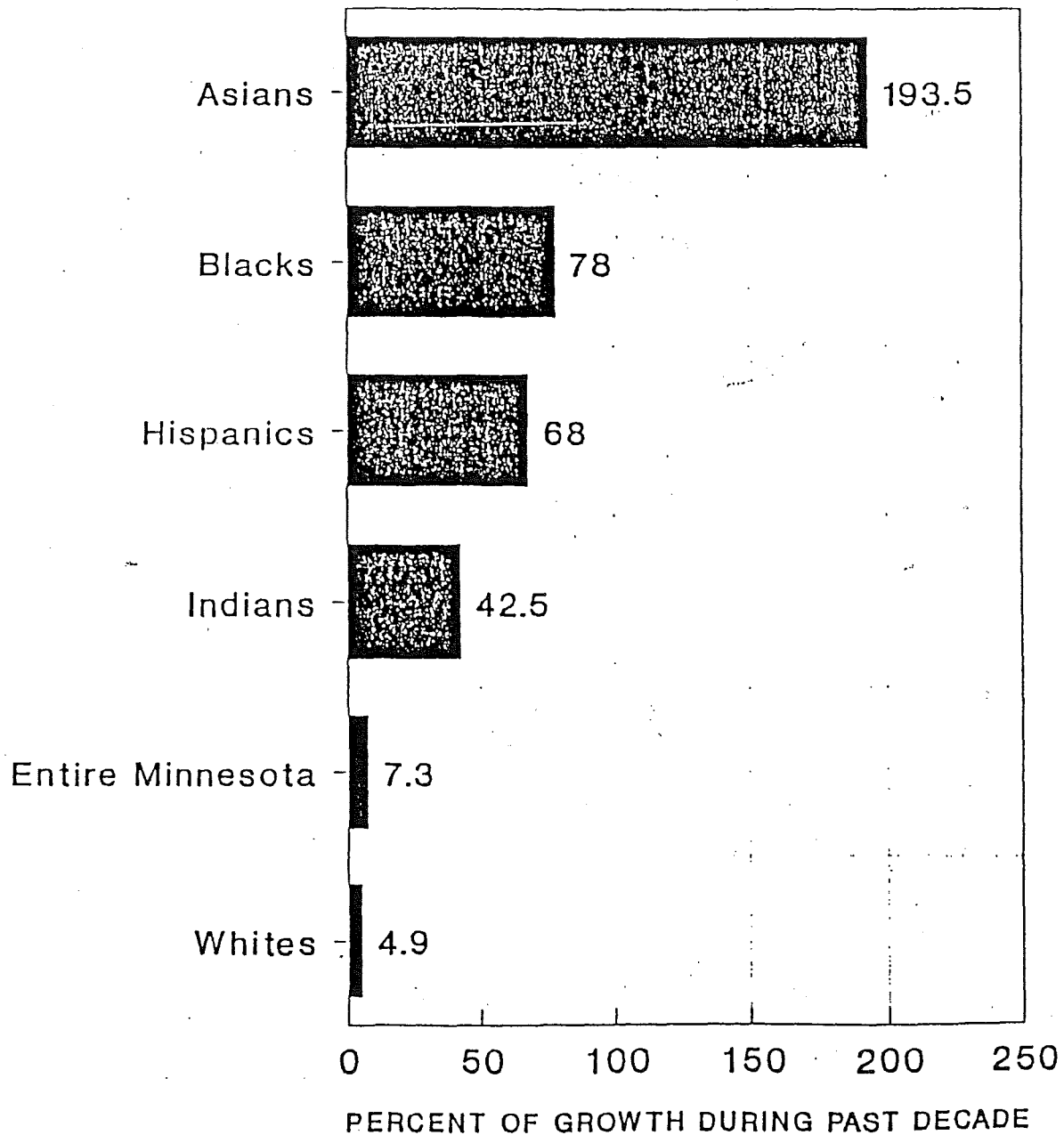
Steve Moore, R.N., M.P.H.
Perinatal Aids Consultant

SM:kk

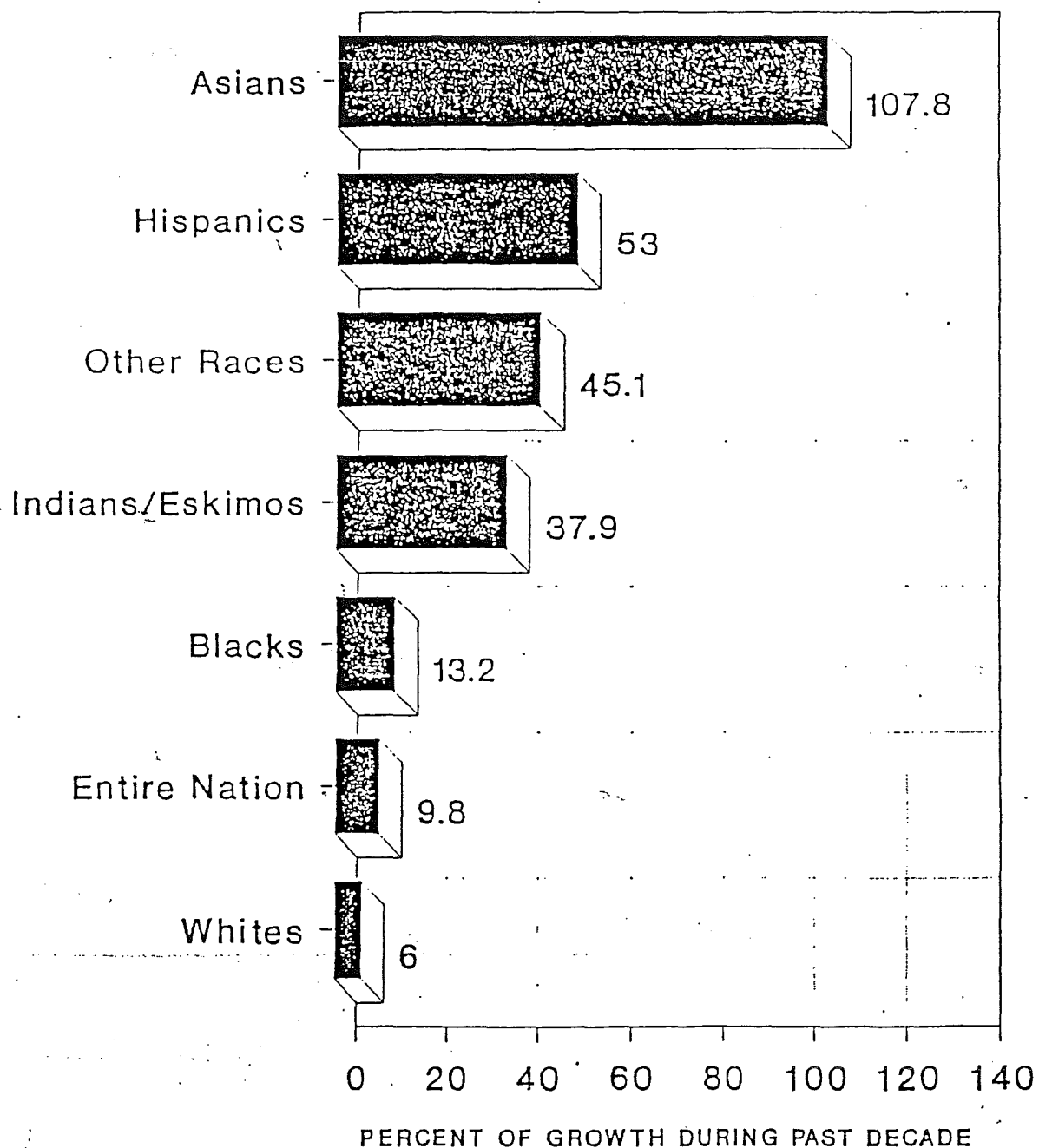
HOW MINNESOTA CHANGED

1990 Census Growth Rates *

Note: *Other Races* declined 13.2.



HOW THE USA CHANGED 1990 Census Growth Rates *

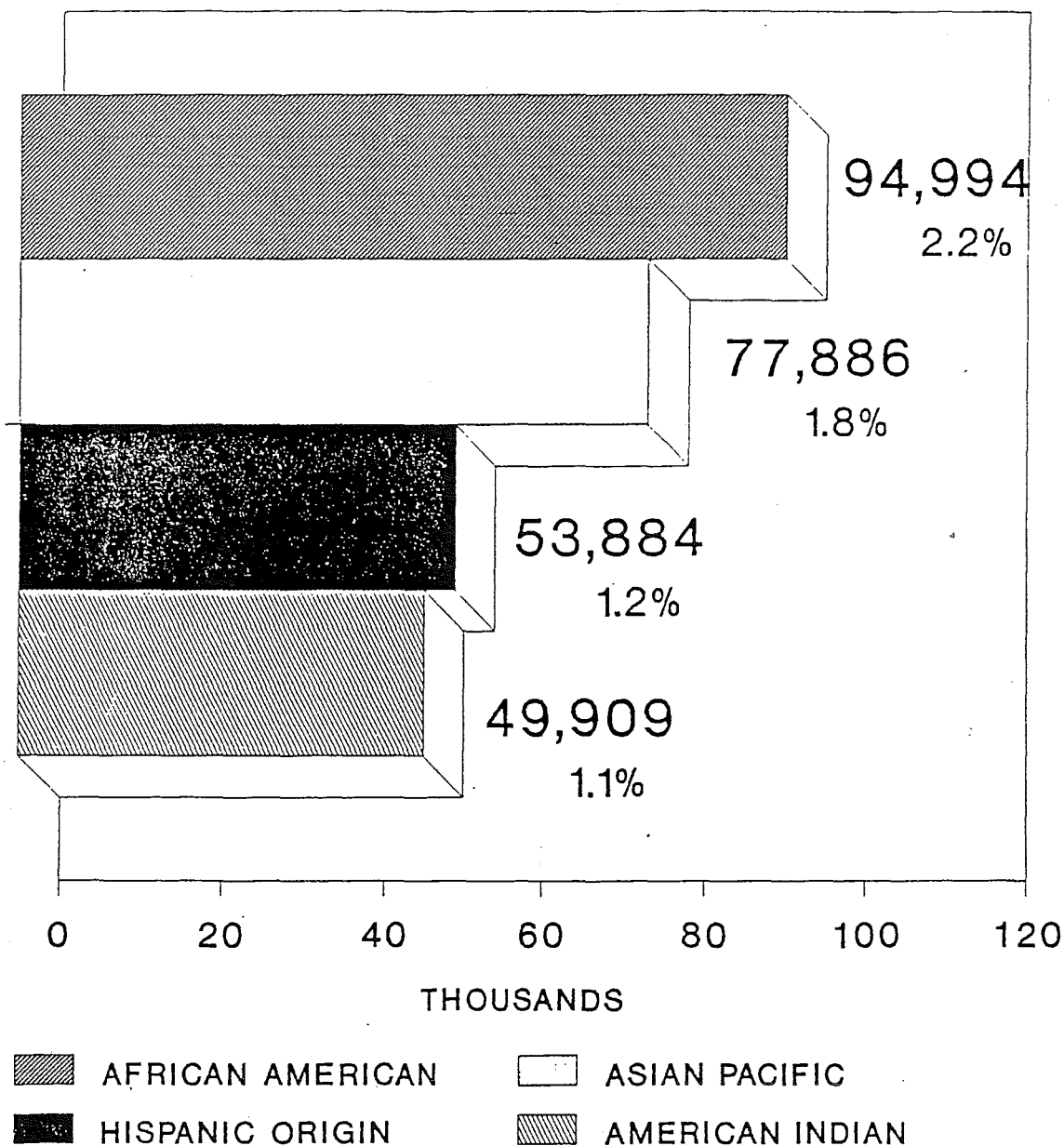


C-1

MINNESOTA'S 4 MINORITY GROUPS

Official 1990 Census Counts

With Percent of General Population





STATE OF MINNESOTA

Council on Asian-Pacific Minnesotans

Summit National Bank Building, Suite 100
205 Aurora Avenue, St. Paul, MN 55103
612-296-0538

22 November, 1989.

Steven Moore, R.N., M.P.H.
Maternal Child Health Section
Minnesota Department of Health
717 S.E., Delaware Street
Minneapolis, MN 55440

SUBJECT: RE-ALLOCATION OF FUNDS

Dear Mr. Moore:

This is to request your approval for shifting-in-line monies. By this procedure, we could use funds from items where we spent less to those where more was spent. Likewise, an estimate can be made of how much total amount is available to carry over from 1989 to 1990.

We request shifting-in-line monies as follows:-

Line I A & B. Request transfer of \$ 23,000.00. Funds are saved in this line item as Personnel were hired only in April, May & June. Saved funds are to be shifted to Line II, Line V A and Line VI A & C. The rationale for these shifts are:-

For Line II--purchase of much needed office equipment as: file cabinets; typewriters, tables & chairs; computer program; phone installations; and other office supplies. Additional expenses in this line item is expected before year ends.

For Line V A--printing of announcements, flyers, ads, and mailing for conferences and other program activities cost more than budgeted. Extra monies are needed to cover this item.

For Line VI A--much time and expertise was demanded from the Executive Director to launch the AIDS program.

For Line VI C--Clerk/Typist devoted additional time to program budget and expenditures; computerize & standardize forms; and handle more work with five(5) more personnel on the staff.

Line III A & B. Money is saved here because the Coordinator and Duluth Educator came on board late, and the Coordinator travelled less. This \$ 700.00 is requested to be moved to III F as initially, the Executive Director travelled more to lay groundwork for the program.

Line IV. Request that \$ 1125.00 be shifted from this item: \$ 500.00 added to III F; whilst \$ 625.00 goes to V A. Out-state Educators were able to obtain In-Kind office space, thus the savings.

Enclosed please find a budget table for ease of reference. You will note that the approved funding was \$ 95,000.00. \$ 24,825.00 is shifted-in-line and a total of \$ 6500.00 was added on top of some items. After the shifts

(over)

...2.

of monies, \$ 76.675.00 should have been spent by year end; and a carry-over of \$ 18,325.00 is envisaged from 1989 to 1990.

Please find also enclosed our September and October 1989 financial reports.

It is hoped that our figures closely approximate your expectations, and that this request shall meet your approval.

May I hear from you soon. Should you have any questions, please call Nanèn de Mira at 296-0538. Thank you.

Sincerely,



Dr. Albert V. de Leon
Executive Director

Enclosures

State Council on Asian-Pacific Minnesotans
AIDS PREVENTION/RISK REDUCTION PROGRAM

Budget - 1989

Line Item	Approved Funding	Requested Transfer	New Line Totals
I. Personnel			
A. 1.0 FTE Coordinator	25,000.00	- 8,000.00	17,000.00
B. Four .5 Educators	50,000.00	- 15,000.00	35,000.00
II. Supplies & Telephone	2,280.00	+ 3,500.00	5,780.00
III. Transportation			
A. Coordinator	1,439.00	- 500.00	939.00
B. Duluth Educator	812.88	- 200.00	612.88
C. Moorhead Educator	1,067.40	0	1,067.40
D. Rochester Educator	344.04	0	344.04
E. Mankato Educator	361.68	0	361.68
F. Executive Director	540.00	+ 1,200.00	1,740.00
IV. Occupancy	3,000.00	- 1,125.00	1,875.00
V. Other Expenses			
A. Printing/Mailing/Ads	3,000.00	+ 1,000.00	4,000.00
B. Conferences	3,000.00	0	3,000.00
VI. Proration			
A. Executive Director	1,700.00	+ 300.00	2,000.00
B. Community Liaison Rep.	1,355.00	0	1,355.00
C. Clerk Typist	1,100.00	+ 500.00	1,600.00
GRANT TOTAL	95,000.00		76,675.00

We request that the line items for the personnel of the grant be adjusted as follows:

Line Item	Approved Funding	Requested Transfer	New Line Totals
6a. Personnel	518,618	-41,674	476,944
6b. Fringe	93,351	-7,501	85,850
6c. Travel	5,334	0	5,334
6d. Equipment	0	0	0
6e. Supplies	97,420	0	97,420
6f. Contractual	883,635	49,175	932,810
6h. Other	8,000	0	8,000
6i. Total Direct	1,615,724	0	1,615,724
6j. Indirect	139,476	0	139,476
6k. Total	1,755,200	0	1,755,200

Please contact Janet Keysser at (612) 623-5363 if you have questions on the above information or need additional



STATE OF MINNESOTA
Council on Asian-Pacific Minnesotans

Summit National Bank Building, Suite 100
205 Aurora Avenue, St. Paul, MN 55103
612-296-0538

ATTACHMENT E

May 15, 1989

MEMORANDUM OF UNDERSTANDING

TO : Commissioner of Health
FROM : Dr. Albert V. de Leon
SUBJECT : - COST EFFECTIVENESS PROGRAM -

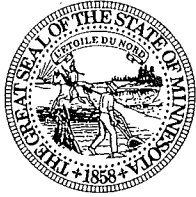
This has reference to our AIDS Prevention and Education Grant.

In order to allocate more funds for the Asian-Pacific Community we are implementing the following:

1. Allocate office space in our present location for the office of the State-wide AIDS Coordinator with additional space for equipment and records;
2. Funds which will be saved by office sharing costs will be utilized for providing drapes, carpeting and other maintenance expenses.

This cost-savings program will generate additional funds for prevention and education activities on a state-wide basis particularly in the Greater Minnesota Area - Duluth, Moorhead, St. Cloud, Rochester and Mankato.

Post-It™ brand fax transmittal memo 7671		# of pages > 1
To Dr. de Leon	From Melissa Farnley	
Co. Council Asian Pacific Minn.	Co. OUA	
Dept.	Phone # 297-3175	
Fax # 297-8735	Fax # 296-4712	



STATE OF MINNESOTA
Council on Asian-Pacific Minnesotans

Meridian National Bank Building, Suite 100
205 Aurora Avenue, St. Paul, MN 55103
612-296-0538 FAX 612-297-8735

DATE : December 8, 1989
TO : All Staff
FROM : Dr. Albert V. de Leon *al*
Executive Director
SUBJECT : **Budget Deficit Reduction Plan**

In compliance with the Governor's directive to develop a Budget Deficit Reduction Plan we are implementing immediately the following:

1. Cancel all subscriptions to publications except Star Tribune and Pioneer Press;
2. Schedule quarterly meetings for Council Business Meetings;
3. Cancel out-of-state travel except those which are reimbursed by sponsoring organizations;
4. Combine projects and programs in one meeting and pro-rate expenses (staff time, supplies, postage, equipment usage, meals, etc.) to generate savings;
5. Schedule In-State Conferences, Seminars and Workshops with the collaboration of activities funded by grants, donations and contributions and pro-rate costs and expenditures accordingly as a deficit reduction strategy.

cc: Council Members

MINNESOTA DEPARTMENT OF HEALTH AIDS EPIDEMIOLOGY UNIT
REPORTED NON-AIDS CASES OF HIV INFECTION
MONTHLY SURVEILLANCE REPORT
June 1, 1992

Table 3

<u>Race/Ethnicity*</u>	MALE		FEMALE		TOTAL		CUMULATIVE RATE PER 100,000 **
	<u>Number</u>	<u>(%)</u>	<u>Number</u>	<u>(%)</u>	<u>Number</u>	<u>(%)</u>	
White (not Hispanic)	1334	(75)	104	(51)	1438	(72)	35.1
Black (not Hispanic)	332	(19)	72	(35)	404	(20)	434.2
Hispanic	76	(4)	7	(3)	83	(4)	154.0
Asian/Pacific Islander	6	(<1)	4	(2)	10	(1)	13.1
American Indian/ Alaskan Native	41	(2)	16	(8)	57	(3)	118.1
TOTAL	1789	(100)	203	(100)	1992	(100)	45.5

* Race/ethnicity data missing or pending for 30 males and 2 females.

** Cumulative Prevalence Rate Per 100,000 population, using 1990 Census Data



STATE OF MINNESOTA

Council on Asian-Pacific Minnesotans

Summit National Bank Building, Suite 100
205 Aurora Avenue, St. Paul, MN 55103
612-296-0538

April 20, 1993

To : Melissa

From : Al *ell*

Subject : - CONTRACTS -

Per information from Mr. Charles Mottl, Legal Counsel,
Attorney General's Office, the following grants :

1. Asian-Pacific Women's Leadership Network;
2. East Meets West Project

were approved by the Attorney General's Office in
accordance with the Council's Legislative Mandate
No. VIII (attached) -

"VIII. 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;"

The "fiscal agent" role was not considered in these
contracts in the final approval due to the Council's
limited staff and resources.

If you have any questions please do not hesitate to call
me at 296-0538. Thank you.

Attachments

3505 Midland Court
White Bear Lake, MN 55110
July 1, 1993

Dr. Albert de Leon
Council on Asian-Pacific Minnesotans
205 Aurora Avenue, St. Paul, MN 55103

Dear Dr. de Leon:

This letter is in response to the recent Auditor's Findings regarding the Asian-Pacific Women's Leadership Network and the Council which acted as the fiscal agent for the Network when the Network was granted \$7,500.00 by the Minnesota Women's Fund in July 1990.

The Network applied for the grant to carry out its various projects/activities involving women's issues in the Asian-Pacific community. Prior to the granting of the funds, operational expenses (mailing, printing, etc.) of the Network was handled by members of the Network using their own personal accounts.

As far as I could recall, the Women's Fund required a fiscal agent for the Network before funds could be released. Due to the limited time needed to look for a reliable and willing agent, the proponents of the grant could not think of a better agent than the Council on Asian-Pacific Minnesotans to act on its behalf. Furthermore, the Council and the Network have always supported each other in carrying out activities to further the cause of Asian-Pacific Minnesotans in the community.

While it was true I was a Council member and the co-chair of the Network when the Council accepted to act as the fiscal agent for the Network, the Network, just like other Asian non-profit organizations and individuals, have regarded the Council as a reputable, reliable and a leading Asian organization that was always willing to lend support to emerging Asian-Pacific non-profit organizations get started and established.

Several months after the Network received the grant, I took a leave of absence from the Network due to a pending

-over-

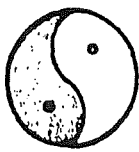
trip outside the country and plans to pursue my higher studies. Unfortunately I have not been in contact with the Network since my leave of absence but I plan to get involved in the near future.

Enclosed is a copy of the Network's Statement of Purpose

If you or the Council members have any questions regarding the Network, please feel free to let me know.

Sincerely,

Gerlinda E. Davis



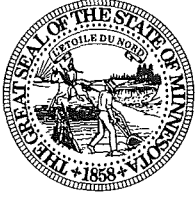
MINNESOTA ASIAN ADVOCACY COALITION

Asian-Pacific Women's Leadership Network

Statement of Purpose

The Asian-Pacific Women's Leadership Network is an organization committed to developing Asian-Pacific women leaders for the benefit of our communities. We see a need among the Asian-Pacific women for a support network that provides opportunities for the continuing development of leadership skills. We intend to create positive role models for ourselves and our communities, reduce the isolation that we experience, and organize and carry out projects in support of our communities. We recognize the ethnic diversities among us, and we expect that our experiences together will strengthen the Asian-Pacific bonds and understanding among us. Our objectives are:

- I. Opportunities for leadership skills development.
 - Open workshops and seminars on professional development topics.
 - Occasions to practice leadership skills.
 - II. A support network.
 - Meet other Asian-Pacific women through share activities.
 - Affirm the importance of our personal stories.
 - Increase awareness of the diversity and commonalities of our ethnic heritage.
 - Create relationships that overcome the isolation of Asian-Pacific professionals.
 - Support advancement opportunities within our ethnic community organizations.
 - III. Community projects.
 - Improve the educational, societal and political conditions of the Asian-Pacific women.
 - Develop conditions with other groups and organizations that share common interests.
-



STATE OF MINNESOTA
Council on Asian-Pacific Minnesotans

Meridian National Bank Building, Suite 100
205 Aurora Avenue, St. Paul, MN 55103
612-296-0538 FAX 612-297-8735

July 1, 1993

To: Dr. Albert V. de Leon
From: Hoa P. Young, Community Liaison Representative
Subject: Asian-Pacific Women's Leadership Network

This is some background information about my involvement with the Network:

- Prior to the grant from the Women's Fund, I was involved for 2 main reasons:
 - . it is an activity of the Women & Youth Task Force and the Council usually support activities that touch the lives of its members.
 - . meetings are held at the Council Office, after office hours, a staff is needed to lock the offices and doors.
- When the Network decided to seek funding, I had my name in it for the following reasons:
 - . I was a member of the Network
 - . I was more available than the other women, for communication purpose
- After the Network got the grant, I withdrew my participation, for the following reason:
 - . It was decided ~~xxxx~~ by Ms Linda Davis that this no longer an activity of the Council and meeting will not be held at the Council Office.

I am not involved and aware of the fiscal agent relationship between the Network and the Council; I was told about it later on. I also know that the grant was transferred to another Asian women group.

IMMEDIATE PRESS RELEASE
December 22, 1992

CONTACT: Virginia Carroll
292-1397

DR. ALBERT V. de LEON
1992 DONALD D. CARROLL PUBLIC SERVICE AWARDEE

Dr. Albert V. de Leon, Executive Director, Council on Asian-Pacific Minnesotans, was recently honored with the 1992 Donald D. Carroll Award for Outstanding Public Service at the Park Inn International in Minneapolis. The award was named after Donald D. Carroll, who died in 1986, to commemorate his many years of dedicated service in the public sector, the last being as the Deputy Executive Director of the Metropolitan Council.

Dr. de Leon was cited for his outstanding and sustained contributions to public service outside of his professional capacity, and for demonstrating intellectual leadership, integrity, grace under pressure, and a sense of humor. In the nomination letters received by the Awards Committee, Dr. de Leon was cited for this personal integrity, accountability, financial leadership, and sound judgement.

Far beyond his professional commitments, Dr. de Leon was recognized as "one of those people who devotes nearly every waking moment to fostering constructive change." He is often sought out for his ability to bring together people of diverse backgrounds, linguistic differences, and conflicting positions -- from around the world as well as the metro area -- and help them toward resolution -- demonstrating his capabilities as an ethical leader.

Dr. de Leon's special interests are in the areas of educational access and equity from pre-school to graduate school, multicultural awareness and understanding, equal opportunity, children's educational and cultural needs, and affirmative action. He actively works on human rights issues, literacy campaigns, AIDS education and prevention, drug and violence prevention, and toward ethical practices and excellence in education.

Dr. de Leon's gentle and kind wit helps him naturally move individuals and groups through both tough and tearful situations. Both in his professional capacity and as a community leader Dr. de Leon manages to work effectively, with dozens of different cultural groups, clearly illustrating his ability to maintain his "grace under pressure."

Dr. de Leon has actively worked with immigrants and refugees throughout the region as well as the nation - Minnesota, Arizona, Colorado, and Washington, D.C., and his special understanding for their needs is related to the fact that he is himself an immigrant from the Philippines. As a political scientist, he has served in various academic and executive positions before coming to Minnesota in 1986 as the first permanent Executive Director of the Council on Asian-Pacific Minnesotans.

Recognition consists of a plaque and a \$1000 cash award. Dr. de Leon has designated the award as a challenge-matching fund for the formation of the Asian-Pacific Foundation. The foundation will provide scholarships and emergency relief for the needy.