



WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION

245 SE Second, Hillsboro Oregon 97123

(503) 648-6646

July 7, 1983

Community Self Reliance

245 S.E. 2nd
Hillsboro, Ore. 97123
648-6646

Community Services

• Retired Senior Volunteer Program
• Low Income Energy Assistance
245 S.E. 2nd
Hillsboro, Ore. 97123
648-6646

Emergency Services & Shelter House

210 S.E. 12th
Hillsboro, Ore. 97123
648-0820 & 648-0829
• Welfare Hotline
648-0513

Head Start

• Education
• Nutrition
• Family Services
245 S.E. 2nd
Hillsboro, Ore. 97123
648-6646

Washington County Energy Conservation, Inc.

• Weatherization
• Minor Home Repair
2575 N.E. Kathryn #10 & 11
Hillsboro, Ore. 97123
648-8811

Angelo Gomez
Building A - Suite 4
1049 S.W. Baseline
Hillsboro, Oregon 97123

Dear Angelo:

I reviewed your letter requesting input on Enrique Medina's performance evaluation. I am not submitting the performance form because I do not believe that a non-board member can adequately evaluate the Centro Director. Instead of completing the form, I would like to make the following more general comments:

1. I think Centro has an important role to play in Washington County and I am encouraged by what the Centro has accomplished in the last three years and by the Board's increasing willingness to be involved in the management of Centro's affairs.
2. The Cornelius Community Center operated by Centro can be an important tool in working towards Centro's aim of increasing the "cultural awareness and increased understanding between the diverse groups of the community." The building is not the Centro, a cultural center for the Hispanic community. It is the Cornelius Community Center for the entire community. I encourage the board to promote this broader use of the Community Center through promoting its use during Cornelius Happy Days celebration, and free use by the City Government (They pay for your share of taxes.) and through exploring the possibilities of increasing the use of the center by lowering the usage charge.
3. For the past year, the energy of the Centro has been largely consumed by the construction of the Community Center. It is now time that the Centro reorientate itself and get back to its business of serving the Hispanics in Washington County. The multi-year plan which the Centro Board and Director developed is a first step in that reorientation. I encourage the Centro to use the plan as a way to prioritize the work of their staff and as a format for the staff to report.

4. As the Centro again gets more involved in delivering services it will need to improve its financial reporting and control. I encourage the Board and Director to establish a monthly or at least quarterly financial status report which would give the status of each grant or fund. It would be best if the financial reports could be related to program reports discussed under number 3 above.

The above comments are not directed solely at Enrique Medina's performance as Executive Director because I believe strongly that any employee's performance is directly related to the supervisor's performance. In every agency, no other supervisor/employee relationship is more important than that between the Board and the Director. My comments, then, are directed at maintaining and improving that relationship.

It is unfortunate that the previously scheduled Board/staff training was not completed because it could have provided a forum for discussing the above issues. Enrique had asked if I would assist in the previously scheduled Board/staff training. If the Board wishes I would be willing to assist at a future training.

Sincerely,



Gordon Molitor
Executive Director

cc Centro Cultural File
Enrique Medina

GM:im