



# 2014 Annual Report



*Providing a strong start to a new life*



INTERNATIONAL INSTITUTE  
*of Minnesota*

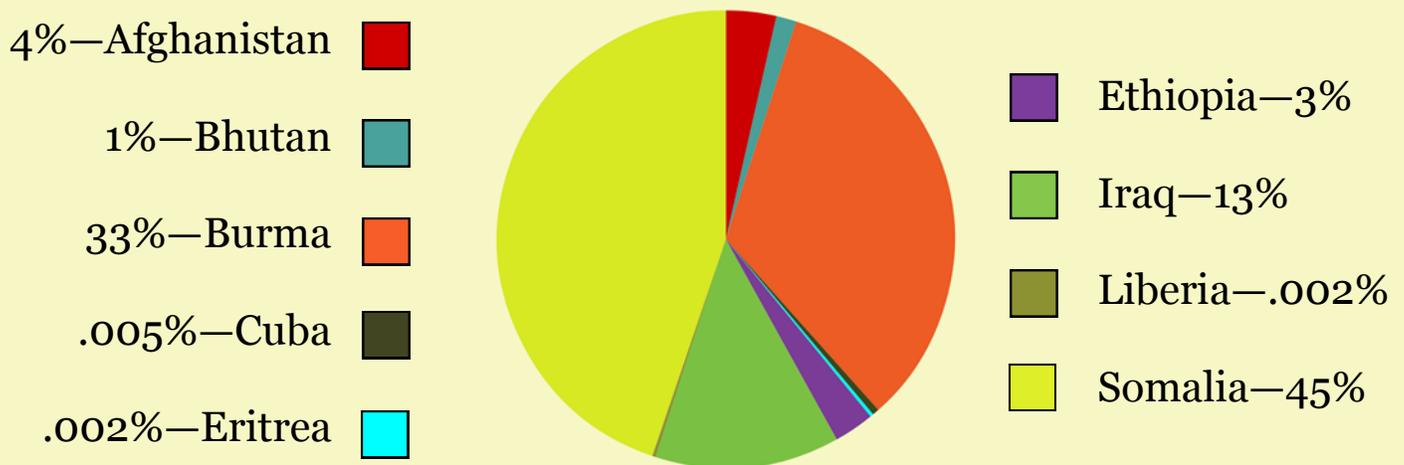
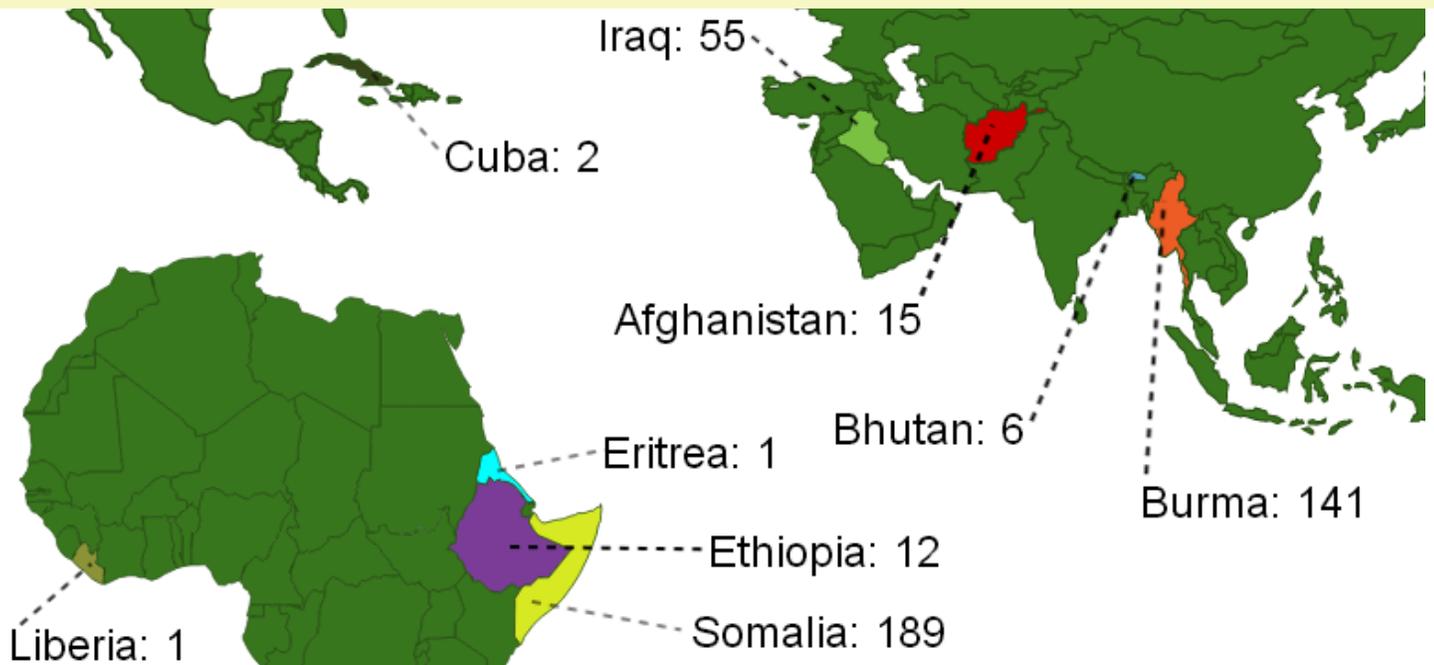
In 2014, we lived out our mission to help New Americans achieve self-sufficiency and full membership in American life. Through the dedication and innovative efforts of our staff, volunteers, and community partners, we started new programs, significantly expanded existing services, and exceeded our program goals. We continuously improve the quality of our work and programming to support New Americans from their first day in the United States to their first day as citizens, and every day in between.

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# Refugee Resettlement

We welcomed **422** refugees from **nine** countries.



All refugees received: a culturally-appropriate meal upon arrival • transportation to and translation during healthcare screenings • school enrollment for children • housing • basic furnishings • cultural orientation

Topics covered during cultural orientation included: public transportation • winter safety • medical care • financial literacy • employment readiness

# Anti-Human Trafficking

The Institute assists trafficking survivors throughout Minnesota and upper Wisconsin as part of the Northern Tier Anti-Trafficking Consortium (NTAC). NTAC provides direct, trauma-informed services to adult and child survivors across 14 states and Puerto Rico.

As part of NTAC, we provide support to survivors of trafficking as well as training and technical assistance to other agencies. In 2014, we provided direct services to **ten survivors of human trafficking**.

These services included: finding safe, affordable housing • accessing primary healthcare and mental health services • obtaining job training and job placement services • enrolling in English classes • providing referrals for other social services

# Unaccompanied Minors

In 2014, we partnered with the Heartland Alliance of Chicago to provide home safety assessment and support services to any child detained by the U.S. Border Patrol while crossing the Mexico-US border. **Fifteen children** with family in Minnesota were served by the Institute.

# New Mental Health Services

**209** New Americans received mental health services.

Our services now include a part time **on-site mental health counselor** who provides: **drop-in sessions for clients and students** • **individual ongoing therapy** • **family therapy** • **staff consultations** • **instruction on stress management and mental health in Institute classes** • **community outreach and education**

- **129** clients received counseling
- **30** students received stress management training
- **50** newly-arrived refugees received mental health orientations

Many of our clients have experienced severe trauma and are in need of these services. In the past, our clients were referred elsewhere for services, but the stigma associated with therapy stopped many from seeking assistance. By providing mental health services at the Institute, **clients feel comfortable seeking assistance** in a familiar environment.

*“America is a country which help me to realize my dream.”*

-Neneth, Nursing Assistant Student

# Immigration Services

We assisted **1,551** New Americans with immigration paperwork.

- **981 citizenship** applications were completed
- **297 green card** applications were submitted
- **273** other forms were completed, including: replacement of green card, Employment Authorization, and travel documents

# Festival of Nations

- More than **17,000 students and teachers** from over **200 schools** and **5** states attended
- **45,000** people attended the Festival
- **90+ ethnic groups** celebrated their cultural heritage
- **586** volunteers donated **1,864** hours to ensure the Festival's success

# Volunteers

**73 volunteers and interns** assisted with nearly every program at the Institute, from setting up apartments for newly-arrived refugees to tutoring New Americans for their nursing board exams.

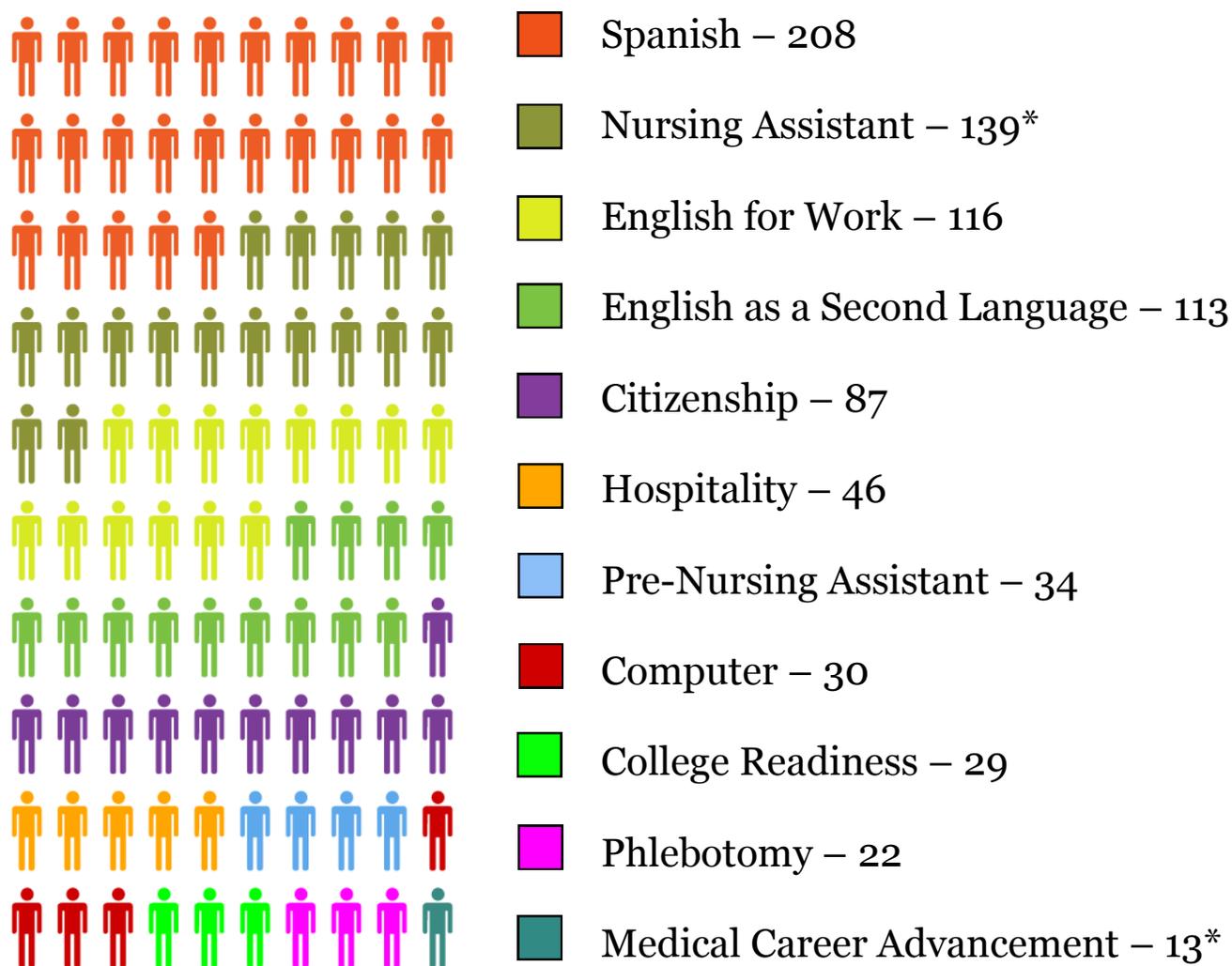
# Education Program Highlights

- We **updated our computer lab** with a new projector, a new printer, and new monitors for all 16 computers.
- We incorporated the Saint Paul Community Literacy Consortium's **Northstar Digital Literacy Assessments** into the Computer class's curriculum. These assessments verify students' digital literacy skills to employers.
- We experienced **record enrollment** in Spanish classes and offered seven levels of Spanish from Beginning through Advanced.
- We launched a **new sector-based Hospitality job training program** to prepare New American women with beginning-level English for employment as housekeepers.
- We expanded our Medical Careers Pathway Program by offering a **Human Body Systems** add-on to the College Readiness class and providing support for students enrolled in Saint Paul College's **Phlebotomy Technician** training.

*"I am thankful to the Institute because it provided me the training and encouraged me to run my life better, develop my hopes, and to do the best in my future with my family in a new country."* —Institute Client

# Classes

**837** students were enrolled in classes.

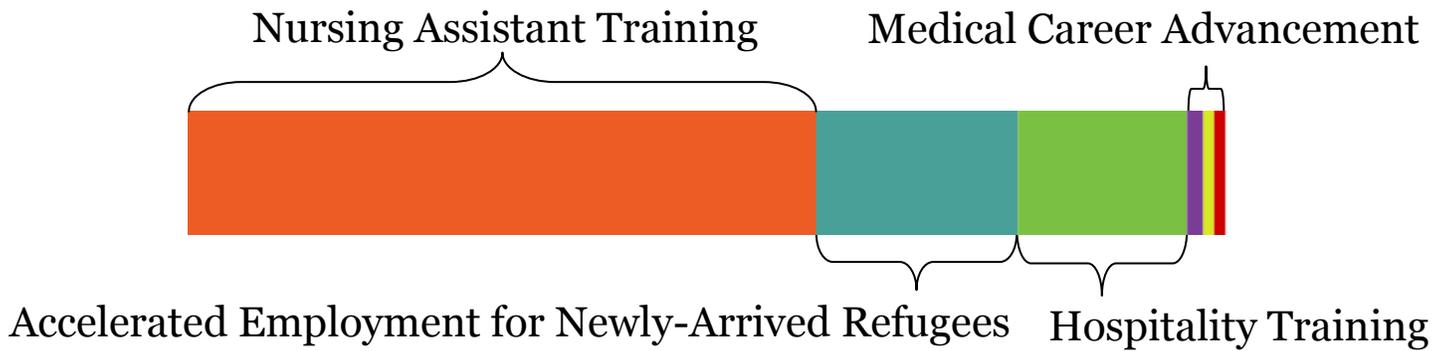


*\*These numbers reflect numbers of students graduated rather than number enrolled.*

*“Having free classes really makes me to feel that the United States is my home because the people of the United States care for other people who are not citizens of their country.” —Institute Student*

# Employment

**192** New Americans were employed.



**Nursing Assistants – 116 jobs**  
at \$11.14/hour

**Phlebotomy Technicians – 3 jobs**  
at \$12.13/hour

**Accelerated Employment – 37 jobs**  
at \$10.12/hour

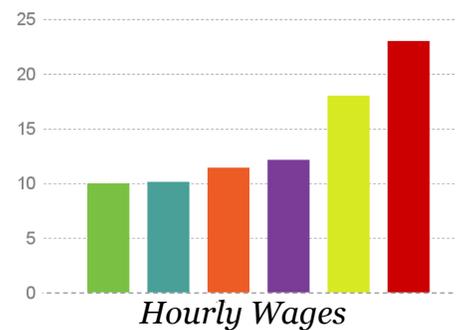
**Licensed Practical Nurses – 3 jobs**  
at \$18.00/hour

**Hospitality – 31 jobs**  
at \$9.97/hour plus tips

**Registered Nurses – 2 jobs**  
at \$23.00/hour

*Wages reflect the average of all placements in each job category.*

- Of the 31 hospitality graduates employed, 29 were hired for full time positions with benefits. Additionally, for 19 of these women, it was their **first paying job** in the United States. All women who completed the course reported higher confidence levels and pride in being able to better support their families.



- Of the **116 certified nursing assistants employed**, nearly half were receiving public assistance at the time of program enrollment and 64 were unemployed.

# Medical Careers Pathway

Our Medical Careers Pathway matches the talents of New Americans with the needs of Twin Cities employers. Each of the Pathway's components are effective stand-alone programs that can also be done in a series for those wishing to advance their healthcare career.

- ***Pre-Nursing Assistant***: Provides the foundational language skills necessary for success as a nursing assistant student.
- ***Nursing Assistant***: Offers extensive skills and clinical instruction and incorporates cross-cultural and employment-readiness training.
  - ***Universal Worker***: This add-on to our Nursing Assistant Training offers additional cooking and housekeeping skills for employment in universal worker healthcare settings.
- ***College Readiness for Medical Careers***: Teaches the reading, writing, and study skills necessary for success in college.
  - ***Academic Advantage Biology***: Provides financial and academic support to students taking Human Body Systems at Saint Paul College.
- ***Medical Career Advancement***: Provides counseling for individuals who want to advance their careers in the medical field.
  - ***Phlebotomy***: Offers additional academic and employment support to students in Saint Paul College's Phlebotomy Technician Program.

# Medical Career Advancement

**40** New Americans received nearly **\$50,000** in college scholarships.

**73** New Americans were assisted with: **exploring college options** • **applying for scholarships** • **completing financial aid applications** • **selecting classes** • **writing skills development** • **adjusting to school** • **accessing college resources** • **balancing coursework, employment, and family** • **networking** • **troubleshooting college issues**

## Employer Partnerships

- We hosted a nursing assistant **job fair** at the Institute with **six** employers where **twelve of our graduates were hired**.
- Our Nursing Assistant graduates make up **75% of the nursing assistant staff** at St. Anthony Park Home.
- We forged new partnerships with employers in the hospitality industry. Our **20 employer partners** have assisted the program with curriculum development, hotel tours, and job placements.

*“The Institute is my primary source for hiring good nursing assistants. I find that many of their students are natural caregivers who are compassionate in their interactions with our residents and have received good, thorough training.”* -Mona Salazar, Director of Nursing at St. Anthony Park Home

# Awards

The Institute was named *Friends of Saint Paul College's 2014 Community Partner of the Year*. We began working with Saint Paul College in 2011 on FastTRAC programming in healthcare careers. Since then, our partnership has grown as both agencies sought opportunities to leverage our adult education experience and multicultural skills with the college's diverse student body and post-secondary education delivery.

The Institute received the *United Way's Best Community Impact Award* in 2014 for outstanding program innovation in our Hospitality Training and Employment Program, as well as strong employment outcomes for both our Hospitality and Medical Careers Pathway graduates.

# School Outreach

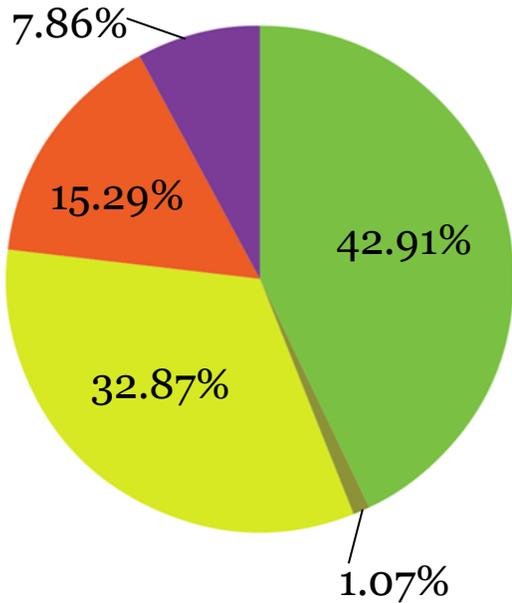
More than **580 students** learned about the lives of refugees abroad and in America through our school education and outreach program.

*"The teachers at the Institute are friendly, understanding, and kind. It makes me feel like I'm at home."* —Institute Student

# Financials:

## October 2013-September 2014

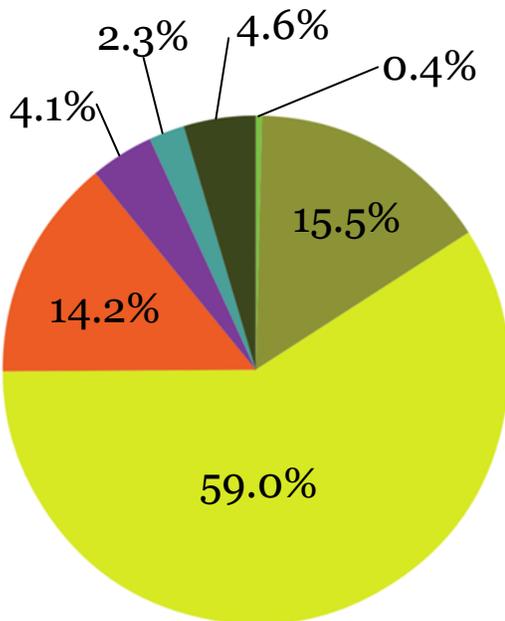
### Expenses



- Resettlement Services — \$1,282,019
- Immigration Services — \$31,969
- Education & Employment — \$982,077
- Festival of Nations — \$456,688
- Unallocated Admin/Building — \$234,883

**Total: \$2,987,636**

### Revenues



- Facility Rental — \$13,582
- Corporate & Foundation Grants — \$530,376
- Government Grants — \$2,015,678
- Festival of Nations — \$484,130
- Investment Income — \$138,694
- Contributions — \$77,765
- Program Service Fees — \$157,088

**Total: \$3,417,313**

# Financials:

## October 2013-September 2014

### Balance Sheet

Total Current Assets	357,591	<b>Total Liabilities</b>	<u>276,317</u>
Building, Equipment, Land	2,747,700	<b>Capital</b>	
Accumulated Depreciation	(2,302,800)	Fund Balance - Unrestricted	1,358,963
Unemployment Services Trust	60,426	Fund Balance - Temp Restricted	149,129
Reserve Funds	<u>1,351,169</u>	Net Income	<u>429,677</u>
<b>Total Assets</b>	<u><b>2,214,086</b></u>	<b>Total Capital</b>	<u><b>1,937,769</b></u>
		<b>Total Liabilities &amp; Capital</b>	<u><b>2,214,086</b></u>

### Income Statement

<b>Revenue</b>		<b>Expenses</b>	
Government Grants	2,015,678	Resettlement Service	1,282,019
Corporate/Foundation Grants	530,376	Immigration Services	31,969
Festival of Nations	484,130	Education & Employment	982,077
Program Service Fees	157,088	Festival of Nations	456,688
Contributions	77,765	Unallocated Admin/Building	<u>234,883</u>
Rentals	13,582	<b>Total Expenses</b>	<u><b>2,987,636</b></u>
Investment Income	<u>138,694</u>		
<b>Total Revenue</b>	<u><b>3,417,313</b></u>	<b>Net Income</b>	<u><b>429,777</b></u>

# Board of Directors

**Kitty Gogins**, President

**Glen Skovholt**, Secretary

**Carolyn Nestingen**, Treasurer

**Jerry Nolte**, Director

**Helina Kassahun**, Director

**Jean Bovee**, Director

**Kate Tilney**, Director

**Mark Kalla**, Director

**Richard Hermann**, Director

**RJ Singh**, Director

**Sandra Keith**, Director

**Shegitu Kebede**, Director

**Therese McCauley**, Director

**Victor Cedeño**, Director

# Staff Leadership Team

**Jane Graupman**, Executive Director

**Michael Donahue**, Associate Director/Medical Careers Pathway Director

**Carol Garbisch**, Director of Finance and Administration

**Amanda Smith**, Refugee Services Director

**Corleen Smith**, Immigration Services Director

**Dominique Winders**, Language Services Director

**Linda DeRoode**, Festival of Nations Director

**Merle Greene**, College Readiness Manager

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