MEMORANDUM

TO: Carlos Martinez, Executive Director

FROM: Michael P. Rodriguez, Member Board of Directors

SUBJECT: Salary Structure

DATE: July 30, 1991

Mr. Martinez, I am requesting that you bring a detailed salary structure of all employees to the Houston Board of Directors meeting August 14, 1991. I would like to see how Administrative salaries are prorated and which are charged to what contract.

I am concerned in the event of not securing DOL and State Title IV and VII grants how this will affect presently employed staff and salary levels.

Please feel free to call me and let me know if this information is ready available so I can see where we are and what might have to be done in the event of reorganization and salary readjustments. Your cooperation is greatly appreciated.