



*Advancing Excellence and Inclusiveness in Local Government*

Agenda

December 1, 2023

**(Live Zoom Recorded Annual Membership Meeting Begins at 9:00 am PT/Noon ET)**

**Approximately 10:00 am PT/1:00 pm ET**

**Immediately Following the Membership Meeting**

**Board of Directors**

**Samantha Tavares**  
*President*

**Bob Harrison**  
*President-Elect*

**Raymond Gonzales**  
*Immediate Past President*

**Marcus Steele**  
*Vice President for Membership*

**Ramiro Inguanzo**  
*Vice President for Professional Development*

**Gricelda Estrada**  
*Vice President for Career Advancement*

**At-Large Directors:**

**Carlos Baia**  
*Past ICMA Board Member*

**Noel Bernal**

**Mariana Bojorquez**

**Mario Diaz**

**Alejandra Lopez**

**Matt Rivera**

**Ramiro Salazar**

**Hazel Wetherford**

**Aaron Zavala**

**A. Call to Order/Roll Call/Welcome**

**B. APPROVAL: Consent Agenda – Receive and Approve**

1. Board Meeting Summary November 3, 2023 (Zoom recording available upon request as meeting involved discussion only and no formal board decisions)
2. Board Meeting Attendance Report for 2023/2024\*
3. Financial Reports of November 20, 2023\*

**C. DISCUSSION/APPROVAL:**

1. Discuss and Approve the 2024 LGHN Annual Budget\*
2. Discuss and Approve the Baker Tilly and LGHN 2024 Service Contract Extension\*
3. Discuss and Approve LGHN ICMA Conference Committee Representative Travel Expenses for Site Planning Meeting January 2024
4. Discuss and Approve Complimentary Registration for LGHN Legacy Members for the 2024 LGHN Biennial Conference and Ticketed Attendance to the Awards Reception of \$75
5. Discuss and Approve LGHN nomination for ICMA Regional Vice Presidents\*

**D. Discussion:**

1. Biennial Conference Planning and Sponsorship Update\* – **Samantha Tavares and Marcus Steele**
  - a. Partner and Sponsor Engagement
  - b. Program
  - c. Keynote Outreach
  - d. Marketing and Promotions
2. LGHN Board Liaison Reports
  - a. ICMA Board and ICMA International Committee – **Victor Cardenas/Jorge Gonzalez**
  - b. MissionSquare – **Ines Guerrero**
  - c. NACA – **Gabe Rodriguez**

**E. Informational Items**

1. LGHN Biennial Conference Informal Social Gatherings
2. Board Retreat Agenda and Topics – January 20, 2024, 9:00 am to 2:00 pm

3. California chapter discussions kicked off on 11/17/23

### Board Liaisons

**Jorge Gonzalez**

*ICMA Liaison*

**Gabe Rodriguez**

*NACA Liaison*

**Ines Guerrero/**

**Deanna Santana**

*MissionSquare*

*Retirement Liaison*

### **F. Future Board Meeting Agenda Items**

1. Affiliate Agreement with the Illinois LGHN Chapter – *TBD*
2. Review and Discuss Board Member Meetings with Potential Corporate Sponsors – *Ongoing*
  - a. Sustaining sponsorship outreach goal \$150,000
  - b. Biennial conference sponsorship goal of \$100,000

### **G. Future Meeting Dates and LGHN 2023 Events**

1. December 1, 2023 - LGHN Board Meeting
2. December 21, 2023 – Michigan chapter webinar on sustainability from 9:00 am to 10:30 am PT/Noon to 1:30 pm ET
3. January 5, 2024 - LGHN Board Meeting
4. January 9, 2024 – Polco Webinar
5. *January 17, 18 and 19 – LGHN 2023/24 Biennial Conference, City of Mesa, AZ*
6. *January 20 – LGHN Board of Directors Annual Retreat, City of Scottsdale, AZ*
7. February 2, 2024 - LGHN Board Meeting
8. *TBD – International Committee Webinar: Economic Development and Public Improvements in the US and Central America*

### **H. Adjournment**

## Board of Directors' Meeting Attendance 2023 and 2024

Name	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	ICMA 10/1-10/4	10/23	11/23	12/23	1/24	LGHN 1/17-1/19
Samantha Tavares	A	X	X	X	A	X	X	X	X	X	Attended	X	X			Attending
Bob Harrison	X	X	X	A	X	X	X	X	X	X	Attended	X	X			Attending
Raymond Gonzales	A	A	A	A	A	A	A	A	A	A	-	A	A			-
Ramiro Inguanzo	A	A	X	A	X	A	X	X	A	X	-	X	X			Attending
Gricelda Estrada	A	A	A	X	X	X	A	X	A	A	-	X	A			-
Carlos Baia	X	X	X	X	X	X	X	X	X	X	Attended	X	X			Attending
Raoul Lavin Through October	A	X	X	A	X	X	X	A	X	X	Attended	X	Incoming Mario Diaz X			Attending
Noel Bernal	X	X	X	X	A	A	A	A	X	X	Attended	X	A			Attending
Mariana Bojorquez	X	X	A	X	A	X	A	A	X	X	-	A	A			-
Alejandra Lopez	X	X	X	X	A	X	X	X	X	X	Attended	X	A			Attending
Ramón Pérez- Goizueta Through October	A	A	X	X	A	A	X	A	A	A	-	A	Incoming Aaron Zavala X			Attending
Ramiro Salazar	A	X	X	A	A	X	X	A	X	X	Attended	A	X			Attending
Marcus Steele	A	X	X	X	A	X	X	X	X	X	Attended	X	X			Attending
Matt Rivera	A	X	A	X	X	X	X	X	A	X	Attended	X	X			Attending
Hazel Wetherford	X	A	X	X	A	X	X	X	X	X	Attended	X	X			-
Victor Cardenas Through September (ICMA Board)	A	X	X	X	A	X	A	X	X	X	Attended	Incoming Jorge Gonzalez	X			-
Gabriel Rodriguez (NACA Board)	X	X	A	A	A	X	X	X	A	X	Attended	A	A			-
Ines Guerrero/ Deanna Santana (MissionSquare)	A	X	A	X	A	X	X	X	X	X	Attended	X	A			Attending

Updated November 27, 2023

## Local Government Hispanic Network Profit & Loss Budget vs. Actual January through December 2023

	<u>Jan - Dec 23</u>	<u>Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>43400 · Direct Public Support</b>		
43450 · Individual Support	90.58	
43455 · Corporate Support	65,000.00	55,000.00
43457 · Scholarship	5,989.28	4,000.00
<b>Total 43400 · Direct Public Support</b>	<u>71,079.86</u>	<u>59,000.00</u>
<b>46400 · Other Types of Income</b>		
46410 · Advertising Sales	173,700.00	191,250.00
46430 · Miscellaneous Revenue	1,659.14	500.00
<b>Total 46400 · Other Types of Income</b>	<u>175,359.14</u>	<u>191,750.00</u>
<b>47200 · Program Income</b>		
47209 · Annual Meeting Sponsorship	2,000.00	
47230 · Membership Dues		
47231 · Local Chapters	11,000.00	40,000.00
47232 · Corporate	0.00	0.00
47233 · Individual	9,344.17	3,000.00
47234 · Local Government	17,600.00	7,500.00
47237 · Regional Chapter Florida		
47238 · Regional Chapter Florida-SM	2,858.79	
47237 · Regional Chapter Florida - Other	4,882.29	
<b>Total 47237 · Regional Chapter Florida</b>	<u>7,741.08</u>	
47239 · Regional Chapter Illinois	3,750.00	
47240 · Regional Chapter Central Texas	2,833.33	
47241 · Regional Chapter Colorado	8,416.66	
<b>Total 47230 · Membership Dues</b>	<u>60,685.24</u>	<u>50,500.00</u>
47250 · Conference Registration	4,700.00	81,000.00
47260 · Conference Sponsorship	31,000.00	100,000.00
47270 · LGHN Dinner Registrations	11,650.00	16,000.00
47271 · LGHN Dinner Sponsorships	0.00	0.00
<b>Total 47200 · Program Income</b>	<u>110,035.24</u>	<u>247,500.00</u>
<b>49000 · Special Events Income</b>		
49010 · Special Events Contributions	4,000.00	5,000.00
<b>Total 49000 · Special Events Income</b>	<u>4,000.00</u>	<u>5,000.00</u>
<b>Total Income</b>	<u>360,474.24</u>	<u>503,250.00</u>
<b>Gross Profit</b>	360,474.24	503,250.00
<b>Expense</b>		
<b>60900 · Business Expenses</b>		
60920 · Business Registration Fees	90.00	120.00
60960 · Merchant Services Fees	8,574.65	9,000.00
<b>Total 60900 · Business Expenses</b>	<u>8,664.65</u>	<u>9,120.00</u>
<b>62100 · Contract Services</b>		
62110 · Accounting Fees	1,000.00	1,200.00
62150 · Outside Contract Services	130,231.44	185,000.00
<b>Total 62100 · Contract Services</b>	<u>131,231.44</u>	<u>186,200.00</u>
<b>65000 · Operations</b>		
65009 · Computer Software	930.97	1,600.00
65020 · Postage, Mailing Service	1,397.02	1,000.00
65030 · Printing and Copying	0.00	500.00
65040 · Supplies	27.51	10.00
65050 · Telephone, Telecommunications	1,713.86	2,000.00
65060 · Website	8,837.14	12,000.00

## Local Government Hispanic Network Profit & Loss Budget vs. Actual January through December 2023

	Jan - Dec 23	Budget
Total 65000 · Operations	12,906.50	17,110.00
65100 · Other Types of Expenses		
Board of Directors Retreat	0.00	1,500.00
65110 · Advertising/Marketing Expenses	3,104.77	4,000.00
65120 · Insurance - Liability, D and O	905.00	1,000.00
65140 · Contributions	1,500.00	1,500.00
65160 · Other Costs	148.59	500.00
65170 · Scholarships Awarded	2,000.00	1,600.00
65180 · Special Events	5,332.82	7,000.00
65185 · Program Activities		
Catering	12,041.25	27,000.00
Entertainment	940.00	6,500.00
Event Insurance	126.00	150.00
Facility Rental	9,423.49	18,846.98
Other Costs	16,887.50	6,200.00
Postage/Shipping	0.00	650.00
Printing/Copy/Mktg	464.78	4,500.00
Stipends and Speaker Fees	0.00	5,600.00
Supplies	0.00	5,000.00
Total 65185 · Program Activities	39,883.02	74,446.98
65190 · Special Projects, Chap Support	0.00	5,000.00
Total 65100 · Other Types of Expenses	52,874.20	96,546.98
68300 · Travel and Meetings		
68310 · Conf, Conv, Meeting-Nat'l	573.24	10,000.00
68320 · Meeting Travel-Reg'l	0.00	1,000.00
Total 68300 · Travel and Meetings	573.24	11,000.00
Total Expense	206,250.03	319,976.98
Net Ordinary Income	154,224.21	183,273.02
Net Income	154,224.21	183,273.02

## Local Government Hispanic Network Account Listing

November 20, 2023

Account	Type	Balance Total	Description
10000 · US Bank - checking		223,771.96	
10000 · US Bank - checking:Frances Gonzalez Scholarship		20,310.04	
10000 · US Bank - checking:Joel Valdez		428.03	
10000 · US Bank - checking:LGHN Conference		0.00	
10000 · US Bank - checking:Operating Cash		179,688.54	
10000 · US Bank - checking:Operating Reserves		23,345.35	
25001 · Florida Chapter Payable	Other Current Liability	1,799.10	LGHN owes to the LFLG chapter
25003 · Illinois Chapter Payable	Other Current Liability	17.87	LGHN owes to the IL-LGHN chapter
25004 · Colorado Chapter Payable	Other Current Liability	3,948.39	LGHN owes to the Jutos Colorado chapter
25005 · Central TX Chapter Payable	Other Current Liability	1,838.95	LGHN owes to the CTX Chapter.
Actual operating Cash		172,084.23	

Local Government Hispanic Network  
Profit & Loss Budget vs. Actual  
January through December 2023

	Jan - Nov 16	2023 Budget	Est. year end	2024 proposed
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>43400 · Direct Public Support</b>				
43450 · Individual Support	90.58	0.00	90.58	
43455 · Corporate Support	65,000.00	55,000.00	65,000.00	65,000
43457 · Scholarship	5,989.28	4,000.00	5,989.28	4,000
<b>Total 43400 · Direct Public Support</b>	<b>71,079.86</b>	<b>59,000.00</b>	<b>71,079.86</b>	<b>69,000</b>
<b>46400 · Other Types of Income</b>				
<b>46410 · Advertising Sales</b>				
	177,200.00	191,250.00	178,400.00	191,250
<b>46430 · Miscellaneous Revenue</b>				
	1,659.14	500.00	1,659.14	1,959
<b>Total 46400 · Other Types of Income</b>	<b>178,859.14</b>	<b>191,750.00</b>	<b>180,059.14</b>	<b>193,209</b>
<b>47200 · Program Income</b>				
<b>Annual Meeting Registration - none</b>				
<b>47209 · Annual Meeting Sponsorship</b>				
	2,000.00		2,000.00	2,000
<b>47230 · Membership Dues</b>				
<b>47231 · Local Chapters</b>				
	11,000.00	<b>40,000.00</b>	33,741.07	34,000
<b>47233 · Individual</b>				
	9,169.17	3,000.00	9,169.17	5,000
<b>47234 · Local Government</b>				
	17,600.00	7,500.00	17,600.00	7,500
<b>47237 · Regional Chapter Florida</b>				
	7,741.08	0.00		
<b>47239 · Regional Chapter Illinois</b>				
	3,750.00	0.00		
<b>47240 · Regional Chapter Central Texas</b>				
	2,833.33	0.00		
<b>47241 · Regional Chapter Colorado</b>				
	8,416.66	0.00		
<b>Total 47230 · Membership Dues</b>	<b>60,510.24</b>	<b>50,500.00</b>	<b>60,510.24</b>	<b>55,000</b>
<b>47270 · LGHN Dinner Registrations</b>				
	11,650.00	16,000.00	11,650.00	8,000
<b>47271 · LGHN Dinner Sponsorships</b>				
	0.00	0.00		0
<b>Total 47200 · Program Income</b>	<b>74,160.24</b>	<b>66,500.00</b>	<b>74,160.24</b>	<b>63,000</b>
<b>49000 · Special Events Income</b>				
<b>49010 · Special Events Contributions</b>				
	4,000.00	5,000.00		
<b>Total 49000 · Special Events Income</b>	<b>4,000.00</b>	<b>5,000.00</b>	<b>4,000.00</b>	<b>5,000</b>
<b>Total Income</b>	<b>328,099.24</b>	<b>322,250.00</b>	<b>329,299.24</b>	<b>330,209</b>
<b>Gross Profit</b>	<b>328,099.24</b>	<b>322,250.00</b>	<b>329,299.24</b>	<b>330,209</b>
<b>Expense</b>				
<b>60900 · Business Expenses</b>				
<b>60920 · Business Registration Fees</b>				
	95.00	120.00	95.00	500
<b>60960 · Merchant Services Fees</b>				
	8,574.65	9,000.00	9,574.65	10,000
<b>Total 60900 · Business Expenses</b>	<b>8,669.65</b>	<b>9,120.00</b>	<b>9,669.65</b>	<b>10,500</b>
<b>62100 · Contract Services</b>				
<b>62110 · Accounting Fees</b>				
	1,000.00	1,200.00	1,000.00	1,200
<b>62150 · Outside Contract Services</b>				
	130,231.44	185,000.00	155,243.44	225,000

Local Government Hispanic Network  
Profit & Loss Budget vs. Actual  
January through December 2023

	Jan - Nov 16	2023 Budget	Est. year end	2024 proposed
<b>Total 62100 · Contract Services</b>	131,231.44	186,200.00	156,243.44	226,200
<b>65000 · Operations</b>				
65009 · Computer Software	930.97	1,600.00	1,008.6	1,600
65020 · Postage, Mailing Service	1,397.02	1,000.00	1,397.02	2,000
65030 · Printing and Copying	0.00	500.00	0.00	500
65040 · Supplies	27.51	10.00	27.51	500
65050 · Telephone, Telecommunications	1,713.86	2,000.00	1,761.67	2,000
65060 · Website	8,837.14	12,000.00	9,097.14	12,000
<b>Total 65000 · Operations</b>	12,906.50	17,110.00	13,291.92	18,600
<b>65100 · Other Types of Expenses</b>				
Board of Directors Retreat	0.00	1,500.00	0.00	1,500
65110 · Advertising/Marketing Expenses	1,707.57	4,000.00	1,707.57	4,000
65120 · Insurance - Liability, D and O	905.00	1,000.00	905.00	1,000
65140 · Contributions	1,500.00	1,500.00	1,500.00	1,500
65160 · Other Costs	148.59	500.00	148.59	500
65170 · Scholarships Awarded	2,000.00	1,600.00	2,000.00	2,000
65180 · Special Events	5,332.82	7,000.00	5,332.82	7,000
<b>65185 · Program Activities</b>				
Catering	11,041.25	12,000.00	11,041.25	12,000
Entertainment	940.00	1,500.00	940.00	1,500
Other Costs	16,887.50	1,200.00	16,887.50	16,888
Postage/Shipping	0.00	500.00	0.00	500
Printing/Copy/Mktg	146.00	500.00	146.00	500
Stipends and Speaker Fees	0.00	1,600.00	0.00	1,600
<b>Total 65185 · Program Activities</b>	29,014.75	17,300.00	29,014.75	32,987.50
65190 · Special Projects, Chap Support	0.00	5,000.00	0.00	5,000
<b>Total 65100 · Other Types of Expenses</b>	40,608.73	39,400.00	40,608.73	55,487.50
<b>68300 · Travel and Meetings</b>				
68310 · Conf, Conv, Meeting-Nat'l	573.24	5,000.00	573.24	5,000
68320 · Meeting Travel-Reg'l	0.00	1,000.00	0.00	1,000
<b>Total 68300 · Travel and Meetings</b>	573.24	6,000.00	573.24	6,000
<b>Total Expense</b>	193,989.56	257,830.00	220,386.98	316,787.50
<b>Net Ordinary Income</b>	134,109.68	64,420.00	108,912.26	13,421.50
<b>Net Income</b>	134,109.68	64,420.00		



Baker Tilly US, LLP  
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bakertilly.com

To: Local Government Hispanic Network President and Board of Directors  
From: Carol Jacobs, Managing Director, Baker Tilly  
Subject: Amendment One to 2022-2023 Contract  
Date: December 1, 2023

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On January 7, 2022, the Local Government Hispanic Network signed an agreement with Baker Tilly US, LLP to provide a variety of administrative and executive director services. The agreement was for the years 2022 and 2023 for the cumulative amount of \$225,000.

On February 3, 2023, the parties signed an augmentation to this agreement, increasing the cumulative amount to \$370,000. There was no change to the term.

The current agreement will expire December 31, 2023. It is the desire of the two parties to extend the term date of the agreement to December 31, 2024, for an additional amount of \$225,000 for the calendar year 2024. The new cumulative amount of the agreement will be \$595,000.

Accepted for the LGHN by:

Accepted for Baker Tilly by:

\_\_\_\_\_  
Samantha Tavares, President

\_\_\_\_\_  
Carol Jacobs, Managing Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## AGREEMENT

THIS AGREEMENT is made and entered into this \_\_3rd\_\_ day of February\_\_\_\_2023, by and between the Local Government Hispanic Network, a non-profit 501(c) (3) Corporation (hereinafter referred to as "LGHN"), and Baker Tilly, formerly Management Partners, Inc.

## RECITALS

WHEREAS, LGHN wishes to contract for a variety of administrative and executive director services without incurring the costs associated with directly employing such an individual, and

WHEREAS, Baker Tilly is a consulting firm which includes staff expertise in executive director and support functions, as well as an established administrative support infrastructure; and

WHEREAS, LGHN desires to engage Baker Tilly to render certain management support and administrative functions on an as needed basis and consistent with resources available to the LGHN to support these functions, and Baker Tilly is willing to provide such services as such resources are available, and

WHEREAS, it is the intent of LGHN and Baker Tilly to create a partnership collaboration, with Baker Tilly committing to become fully familiar with all relevant aspects of LGHN operations so as to enable it to provide services in a timely manner and at minimum cost;

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. **Scope of services.** Baker Tilly shall perform the management support services (hereinafter referred to as the "services"), as outlined below, in a satisfactory and proper manner in accordance with direction provided by the LGHN President and Executive Committee, and available LGHN resources.

### **1.1. Strategic Support**

Baker Tilly will provide professional staff assistance to implement elements of the LGHN strategic plan. Services provided include:

- 1.1.1. Board of Directors' agenda preparation, minutes and other materials for Board meetings including the annual retreat/meeting
- 1.1.2. **Financial Stability.** Baker Tilly will work with LGHN to raise 100% of the annual operating budget and develop an appropriate reserve fund of approximately three months of operating costs. It will recommend specific strategies for achieving financial objectives, along with a budget, schedule, and milestones. Baker Tilly will assist with developing a fundraising strategy and outreach to potential sponsors and may recommend a request for qualifications/request for proposals process for securing the services of a professional fundraiser to be funded by a sharing of campaign proceeds.

- 1.1.3. **Membership Growth.** Baker Tilly's services in this area will include in negotiating affiliation agreements, formalizing, and expanding the LGHN chapters membership program, and broadening the membership throughout the United States and Latin American countries. While membership growth is critical to the organization, Baker Tilly will focus first on financial stability and those elements of membership growth that will enhance the financial position of LGHN.

## **1.2. Membership Services**

Baker Tilly will provide professional staff assistance to provide membership services. Baker Tilly will provide the following services:

- 1.2.1. Registering annual memberships and collecting dues
- 1.2.2. Maintaining an accurate and up-to-date membership database
- 1.2.3. Distributing mass emails to the membership to keep them informed of LGHN affairs
- 1.2.4. Responding to member requests for information/assistance
- 1.2.5. Responding to requests for information from prospective members

## **1.3. Administrative Support**

Baker Tilly will provide professional staff assistance to administer LGHN business affairs. Specifically, Baker Tilly will provide the following services:

- 1.3.1. Provide a dedicated phone line and email address for LGHN business. The phone line will be staffed during regular business hours (EST) and email will be returned daily
- 1.3.2. Provide a dedicated mailing address for LGHN business
- 1.3.3. Organizational record keeping
- 1.3.4. Tax reporting and completion of tax returns, at LGHN expense in addition to this contract. Audited financial statements are outside this contract
- 1.3.5. Accounts payable and receivable services
- 1.3.6. Utilization of Baker Tilly offices for LGHN meetings
- 1.3.7. Board of Directors' agenda preparation, minutes and other materials for Board meetings including the annual retreat/meeting

## **1.4. Other Services**

Baker Tilly will provide professional staff assistance for program services. Specifically, Baker Tilly will provide the following services:

- 1.4.1. Support to committees to achieve LGHN priorities and goals
- 1.4.2. Support to LGHN for national conferences and regional meetings; staff costs and division of proceeds may vary and shall be discussed with the local planning committee
- 1.4.3. Support to LGHN for professional development, webinars and online training  
LGHN conference planning
- 1.4.4. Committee support
- 1.4.5. Regional LGHN events
- 1.4.6. Affiliate events
- 1.4.7. ICMA annual conference and other events

2. **Time of Performance.** Services of Baker Tilly shall be completed in accordance with the description above. Hours utilized to provide services shall be allocated to support the services described above.

These services shall be for the 2022 calendar year. The same recurring services shall be provided automatically for calendar year 2023, in addition to the LGHN Biennial Conference, unless either party requests that this agreement be reopened for amendments or updates.

3. **Compensation and Method of Payment.** Baker Tilly will invoice LGHN for services rendered monthly. The total amount of payment in accordance with this agreement shall not exceed the cumulative amount of \$370,000 for calendar years 2022 and 2023 excluding expenses. Hourly rates for the personnel assigned by Baker Tilly for this project are as follows:

Baker Tilly Staff	2022 LGHN Discounted Hourly Rates	2023 LGHN Discounted Hourly Rates
Senior Manager, Karen Davis	\$125	\$140
Senior Manager, Christine Butterfield	\$125	\$132.5
Senior Management Analyst	\$85	\$95
Management Analyst	\$60	\$75
Administrative Services Manager, Jeri Beckstedt	\$60	\$75
Office Assistant, Paula Sitawi	\$33	\$35

These rates represent a discount with respect to Baker Tilly's normal hourly rates and LGHN agrees to keep these rates confidential. Baker Tilly may employ the services of other staff to minimize costs to LGHN.

Expenses incurred under this contract shall be reimbursed based on the following schedule:

Cost of materials and supplies	At actual cost
Cost of mailings and publications	At actual cost
Professional services contracts and special services	At actual cost
Travel, memberships and other professional expenses	At actual cost
Cost of equipment or allocation of equipment costs	None
Cost of insurances and other coverage required to perform the services solicited	None; appropriate insurance, including professional error and omissions, is included in the hourly rates above
Overhead charges or pass-through costs if applicable	None

4. **Sponsorship.** Baker Tilly shall be a sponsor as a result of the discounted rates provided to LGHN and support the organization at the Platinum (or highest level of support) level. Baker Tilly will be recognized at national, regional and annual events and on the LGHN website.

5. **Independent Baker Tilly.** Neither Baker Tilly nor its employees are considered to be employees of the LGHN, for any purpose whatsoever. Baker Tilly is an independent contractor in the performance of the services herein described.
6. **Personnel.** Baker Tilly represents that it has, or will secure at its own expense, all personnel required in performing all of the services required under this Agreement. Such personnel shall not be employees of or have any contractual relationships with the LGHN. All the services required hereunder will be performed by Baker Tilly or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
7. **Discrimination Prohibited.** In performing the services required hereunder, Baker Tilly shall not discriminate against any person on the basis or race, color, religion, sex, national origin or ancestry, sexual orientation, age, physical handicap, or disability as defined in the American With Disabilities Act of 1990, as now enacted or hereafter amended.
8. **Diversity, Equity and Inclusion.** Baker Tilly maintains a diversity, equity and belonging (DIBS) program that reflects its commitment, culture and corporate values. As such, Baker Tilly is committed to advancing diversity equity, and inclusion within the firm and for the local governments we serve. We are devoted to social justice in public policy development, local government service delivery and governance.
9. **Reports and Information.** At such times and in such forms as LGHN may require, there shall be furnished to LGHN such statements, records, reports, data and information, as LGHN may request pertaining to matters covered by this Agreement. Unless authorized by LGHN, Baker Tilly will not release any information concerning the project, including any reports or other documents prepared pursuant to this Agreement, until such release is authorized by LGHN.
10. **Establishment and Maintenance of Records.** Records shall be maintained by Baker Tilly in accordance with applicable law and requirements prescribed by LGHN with respect to all matters covered by this Agreement. Except as otherwise authorized by LGHN, such records shall be maintained for a period of three (3) years after receipt of final payment under this Agreement. **Although Baker Tilly does prepare audited financial statements for clients, this is not included in the listing of services for LGHN.**
11. **Assignability.** Baker Tilly shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement (whether by assignment or novation), without the prior written consent of LGHN thereto.
12. **Annual Contract Performance Review.** The Board will conduct a performance review of the services provided by Baker Tilly to LGHN.
13. **Termination for Convenience of LGHN.** LGHN may terminate this Agreement at any time by giving at least 90 days' notice in writing to Baker Tilly. If terminated by LGHN as provided herein, Baker Tilly will be paid for the services actually performed to the time of termination.
14. **Construction and Severability.** If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

15. **Entire Agreement.** This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.
16. **Applicable Law.** This Agreement shall be governed by and construed and enforced in accordance with the **laws of the State of Ohio**, and the laws, rules and regulations of the LGHN.

**IN WITNESS WHEREOF**, LGHN and Baker Tilly have executed this Agreement as of the date first above written.

**Local Government Hispanic Network**

**Baker Tilly**



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Samantha Tavares  
LGHN President  
February 3, 2023

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Carol Jacobs, Managing Director, Baker Tilly

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Date

**From:** [Laura Savage](#)  
**To:** [Marcia Conner1](#); [Christine Butterfield](#); [Kimberly Richardson](#)  
**Cc:** [Roberto Fernandez](#); [Jenny Sudo](#); [Kirsten Decker](#); [ICMA Nominations](#)  
**Subject:** FW: 2023-24 ICMA Regional Nominations for Vice Presidents  
**Date:** Monday, October 30, 2023 8:44:09 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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Greetings Marcia, Christine, and Kimberly,

I am forwarding the communication sent last week to ensure you received the information and deadlines regarding the 2023-2024 regional nominations and elections process.

We encourage your leadership to appoint different members as in the past, and an approach to make this palatable to those new to the process is to market it as an opportunity to build a pipeline for leadership in your respective organizations.

Additionally, an opportunity to view and participate in this process is invaluable to someone who may be a future leader or considering ICMA board service in the future.

**December 15, 2023 is the deadline to confirm your association's representative to a regional nominating committee.**

Lastly, we encourage your organizations to identify an alternative/"back-up" appointee to serve on a regional nominating committee in the event your appointee cannot attend the virtual candidate interviews held March-April 2024.

Please let me know who you've appointed for each region and as always, I am happy to provide additional assistance.

Best,  
Laura

**Laura Savage** (she/her)  
Senior Program Manager, Equity and Inclusion  
[#SheLeadsGov](#)

202.962.3627 office  
[LinkedIn](#)  
[Schedule a meeting](#)

**ICMA**  
INTERNATIONAL CITY/COUNTY  
MANAGEMENT ASSOCIATION

[icma.org](#)



*\*Please note: My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.*

**From:** Lon Pluckhahn, ICMA President <[membercommunications@icma.org](mailto:membercommunications@icma.org)>  
**Sent:** Thursday, October 26, 2023 11:07 AM  
**To:** Karen Daly <[kdaly@icma.org](mailto:kdaly@icma.org)>  
**Subject:** 2023-24 ICMA Regional Nominations for Vice Presidents

From the Desk of the ICMA President

View this email [in your browser](#).

ICMA<sup>®</sup> executive board



To: Presidents, U.S. State Associations, The League of Women in Government (League), Local Government Hispanic Network (LGHN), National Association of County Administrators (NACA), and National Forum for Black Public Administrators (NFBPA)

**Re: 2023-2024 Regional Nominations & Election Process for ICMA Regional Vice President Executive Board Service**

Dear Colleagues,

On behalf of the ICMA Executive Board, I look forward to working with you during this year's regional nominations and annual election process to identify the best qualified individuals to serve on ICMA's Executive Board.

## Action Needed: Confirm A Representative

In your role as president of your association, I invite you to serve or to appoint your association's designee to your region's nominating committee by **December 15, 2023**.

**In order to serve on a regional nominating committee, individuals must be ICMA Corporate (voting) members in good standing who are working in service to a local government.** The five U.S. Regional Nominating Committees (Midwest, Mountain Plains, Northeast, Southeast, West Coast) are each **responsible for interviewing and selecting one candidate to appear as the region's recommended nominee for Regional Vice President on ICMA's annual election ballot.**

- State association presidents are asked to serve or to appoint one state association representative to



their region's nominating committee meeting the criteria stated above.

- The League, LGHN, NACA, and NFBPA are asked to appoint one representative for each of the five regional nominating committees (the individual should be in the region of the committee they are appointed to) meeting the criteria stated above.

ICMA encourages your associations to identify an alternative/"back-up" appointee to serve on a regional nominating committee in the event your appointee cannot attend the virtual candidate interviews held March-April 2024.

## 2023-2024 Schedule

- **October 17, 2023:** Call for candidate nominations opens. Members eligible to serve the 2024-2027 term in their region have been notified of their eligibility and invited to apply for ICMA Executive Board service via email.
- **December 15, 2023: Deadline to confirm your association's representative to a regional nominating committee. Please submit the individual's full name and contact information to [icmanominations@icma.org](mailto:icmanominations@icma.org) and [copying your ICMA Regional Director](#).**
- **January 12, 2024:** Deadline for candidates to submit their materials to [icmanominations@icma.org](mailto:icmanominations@icma.org).
- **March-April 2024:** Regional Nominating Committees convene virtually to interview candidates from each region (3-4 hours). One hour orientation meetings for committee members will be offered in advance of the interviews and committee members will be provided with candidate materials.
- **April 30, 2024:** Election ballot opens.
- **May 31, 2024:** Election ballot closes.

## Identify Candidates to Serve as Regional Vice President

Every year, your associations have the important responsibility of identifying and developing the best qualified candidates for each Regional Nominating Committee's consideration. ICMA serves as a resource to you and members interested in the board service opportunity.

### Summary of 2023-24 Eligibility Criteria by Region

Candidates must submit the following items to [icmanominations@icma.org](mailto:icmanominations@icma.org) by **January 12, 2024**, in order to be considered by a Regional Nominating Committee. All items must be emailed in a single PDF packet/attachment and late materials will not be accepted.:

1. A statement of your qualifications for board service and your view of the issues facing ICMA. Two-page limit.
2. Current Resume.
3. A list of any contributions you have made to ICMA and state/affiliate organizations, such as service on a committee, board, etc.

4. Thoughtful letters of support from members or letters of endorsement from state or affiliate associations that can aid the Regional Nominating Committee in understanding your qualities, achievements, and potential contributions to the Board (*Optional, but recommended*).
5. Petition signed by 15 ICMA Corporate members (*Optional*).

## Resources and Information

# Plan for Our Future

Please take the time to review your [region's nominating agreement](#) outlining the shared responsibility for this process, and the state and position type rotation systems unique to each region.

Eligible members interested in applying to serve as a Regional Vice President on the ICMA Executive Board are encouraged to connect with your associations, current or former ICMA board members, ICMA regional directors, and visit ICMA's website for detailed information on this process, expectations of board service and the commitment it entails, and additional resources.

**On behalf of the entire ICMA Executive Board, I thank you for our ongoing partnerships and joint commitment to help develop, identify and select ICMA's Regional Vice Presidents for the benefit of our peers and the future of our profession.**

If I can be of assistance to you, please reach out to me at [Lon.Pluckhahn@cityofvancouver.us](mailto:Lon.Pluckhahn@cityofvancouver.us).

**Lon Pluckhahn**

**ICMA President, 2023-2024**

*CC: ICMA Executive Board; ICMA CEO/Executive Director; Executive Directors for The League, LGHN, NACA, NFBPA; State Association Secretariats; ICMA Chief of Staff, Managing Director of Membership Services and Ethics, ICMA Regional Directors*



[ICMA - International City/County Management Association](#)

777 North Capitol Street, NE Suite 500  
Washington, DC 20002-4201  
(202) 962-3680



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**LGHN Biennial Conference**  
**City of Mesa, AZ Convention Center**  
**January 17 - 19, 2024**

**January 17, 2024**

Wednesday	Event/Activity	
12:00 pm – 5:00 pm	<b>Conference Registration</b>	Baker Tilly staff and host committee members at the Mesa Convention Center
1:00 pm – 3:00 pm	<b>Pre-conference</b>	Tour of Museum of the West and Organization Culture Best Practices in Scottsdale, AZ <b>Marcus Steele</b>
4:00 pm – 5:00 pm	<b>Madrinas y Padrinos Reception</b>	For program participants and others interested in learning more about joining!!  <b>LGHN board of directors</b>
5:00 pm – 7:00 pm	<b>Welcome Reception</b>	Delta Hotel patio <i>(Music TBD)</i> <b>Christine Butterfield</b>

*Dinner on your own*

January 18, 2024

Thursday	Event/Activity	Expanding Borders	Grow You Community Culture	Diversity, Equity and Inclusion	Innovate/Reinvent
8:00 am – 5:00 pm	Conference Registration	<ul style="list-style-type: none"> <li>Smash the Glass Ceiling</li> <li>Leadership Lessons and Ethics</li> <li>Regionalism Best Practices</li> <li>Identity Issues and Related Topics</li> <li>International Sessions</li> </ul>	<ul style="list-style-type: none"> <li>Community Engagement</li> <li>Civility and Crucial Community Conversations</li> <li>Promote Hispanic Heritage in Your Community and Organization</li> <li>Cultivate Your Organization's Talent: Succession Planning</li> <li>Build Community Inclusivity</li> <li>What's Stopping YOU</li> </ul>	<ul style="list-style-type: none"> <li>Discuss and present LGHN's DEI policy and explore how communities are navigating state law compliance</li> <li>Why DEI</li> <li>Letting Go of Assumptions</li> <li>How to Foster, Cultivate, and Preserve a Culture of Diversity</li> </ul>	<ul style="list-style-type: none"> <li>Sustainability</li> <li>Affordable Housing – New Approaches</li> <li>SMART Cities</li> <li>Personal professional development and innovating/reinventing ourselves – encore opportunities</li> </ul>
8:00 am – 8:45 am	<b>Continental Breakfast</b>				
8:45 am – 10:15 am	<b>Opening Session and Keynote</b> <ul style="list-style-type: none"> <li>Welcome, Mesa LGHN Chapter President, Zenia Cornejo (10 minutes)               <ul style="list-style-type: none"> <li>LGHN President and Board of Directors (10 minutes)                   <ul style="list-style-type: none"> <li>MissionSquare CEO (10 minutes)</li> <li>ICMA President (20-30 minutes)</li> </ul> </li> </ul> </li> <li>Pending US Hispanic Chamber of Commerce, CEO (20-30 minutes)</li> </ul>				
10:30 am – 1:30 pm	<b>Concurrent Walking Tours</b> <ul style="list-style-type: none"> <li>10:45 am to 12:15 pm tour and presentation</li> <li>12:30 pm to 1:30 pm box lunch provided on tour</li> </ul>	<b>Key Focus Area:</b> Expanding Borders Or Innovate and Reinvent <b>Session Topic:</b> Building Space for New Businesses <b>Description:</b> <b>The Studios at Mesa</b> City Center is a repurposed mid-century building that houses programming and support services for local community entrepreneurs, industry leaders and students. The Studios is housed on the ground floor of a building that was originally the Mesa Public Library and has since been renovated by the City in support of Arizona State University's entrepreneurship programs. The Studios help develop entrepreneurs, innovators and small businesses at every stage with shared workspace envisioned as a hub for leading-edge institutions to connect with startups and business incubators to grow	<b>Key Focus Area:</b> Community Culture <b>Session Topic:</b> Preservers of the Past, Curators of the Future <b>Description:</b> Nestled in the heart of Mesa, the <b>Arizona Museum of Natural History</b> brings Southwest history to life through curated art exhibits and realistic displays. The Museum's role is to interpret and preserve the record of the natural world and our place in it, to promote understanding and respect for Arizona artifacts including connections to ancient civilizations and nurture ongoing relations with our current tribal partners. Come learn about the native people and local cultures, and the responsibilities of the City to be stewards of the past. And bonus exhibits if you are a dinosaur lover!	<b>Key Focus Area:</b> Managing Diverse Communities <b>Session Topic:</b> <u>IDEA Museum:</u> Imagination. Design. Experience. Art. <b>Description:</b> Mesa's <b>IDEA</b> Museum is a premier place inspiring children of all ages to experience their world differently through art, creativity and imagination. Where this museum truly shines is through its inclusive experiences and welcoming environment from the outside in. It is a priority to create spaces that are accessible, such as adaptive use and being the first Autism Certified City, features diverse representation particularly from local voices and has a focus on inclusive programming for all ages (and we	<b>Key Focus Area:</b> Innovate and Reinvent <b>Session Topic:</b> A Whole New World! Changing the Way Libraries Serve <b>Description:</b> One thing is for certain; libraries support lifelong learning and empower the community by providing free information and access to resources. But for libraries, it's the community needs and users that they serve that are changing, forcing them to break outside of the mold. Innovation is the only way they can adapt to meet the public's needs and aspirations for both now and into the future. This tour offers snapshots of real innovation in action showcasing ideas and initiatives from Mesa Public Library that will inspire

Thursday	Event/Activity	Expanding Borders	Grow You Community Culture	Diversity, Equity and Inclusion	Innovate/Reinvent
		new ideas and products. On the second floor, the City of Mesa invests in the support of small businesses with the Mesa Business Builder toolbox and assistance programs to help any new entrepreneur thrive.		mean all!). Hear best practices from staff on how they have adapted and designed the museum to meet the needs of their wide-ranging target audience. In addition, tour the latest exhibition that unique interactive tactile art and STEM activities.	ideas for your changing community. From Seed Library, Museum To-Go boxes and other educational and play kits, to self-service express and mobile libraries and even exploring AI technologies- they are doing it all! With special feature on the THINK spot, a makerspace where the community can collaborate, innovate, explore, and learn with access to high-tech equipment.
1:45 – 3:15 pm	Concurrent Sessions at the Convention Center	<p><b>Florida chapter: Emotional recovery and resilience</b></p> <p><b>Panel: Dr. Philip Harris</b></p> <p><b>Maylee</b></p>	<p><b>GFOA and recruiting experts:</b> Skill sets, new ways to recruit and how to meet your jurisdictions</p> <p><b>Panel:</b> GFOA, Local Government 2030, SGR and Bob Lavigna from UKG</p> <p><b>Mike Mucha</b></p>	<p><b>MissionSquare:</b> Trends 2024</p> <p><b>No panel</b></p> <p><b>Regina Hargrave</b></p>	<p><b>ICMA:</b> Assistants and Deputies Roundtable</p> <p><b>Panel: TBD</b></p> <p><b>Laura Savage</b></p>
3:30 pm – 5:00 pm	Concurrent Sessions at the Convention Center	<p><b>LGHN Leaders Conversation:</b> Lessons Learned Leading While Latino Tales from LGHN</p>	<p><b>CivicPride: DEI “eyes wide open”</b></p> <p><b>Panel:</b> Matt Rivera, Taylor Reimann, CivicPride</p>	<p><b>Polco: TBD</b></p> <p><b>No panel</b></p> <p><b>Chante Martin, Polco</b></p>	<p><b>GFOA:</b> Encore presentation of LGHN’s 2022 Annual Membership meeting about finance and budgeting presentation</p>

Thursday	Event/Activity	Expanding Borders	Grow You Community Culture	Diversity, Equity and Inclusion	Innovate/Reinvent
		<p><b>Panel:</b> Deanna Santana with MissionSquare, Jorge and Pat M others</p> <p><b>Gricelda Estrada, Michigan Chapter and LGHN board member</b></p>			<p><b>No panel</b></p> <p><b>Mike Mucha, GFOA</b></p>
5:30 pm – 8:00 pm	<p><b>Awards Reception Hosted by the City of Mesa at the Post</b></p> <ul style="list-style-type: none"> <li>Mayor and City Manager, City of Mesa, AZ</li> <li>Partners and Sponsorship Appreciation</li> <li>Emerging Leader Presentation, Andrea Alicoate, Director of DEI with the City Manager’s Office, City of Mesa, AZ</li> <li>Noemi Gomez Martinez and Joe Camacho <ul style="list-style-type: none"> <li>Joel Valdez Award, TBD</li> </ul> </li> </ul>				

*Dinner on your own*

**January 19, 2024**

Friday	Event/Activity	Expanding Borders	Grow You Community Culture	Diversity, Equity and Inclusion	Innovate/Reinvent
8:00 am – 8:45 am	<b>Continental Breakfast</b>				
8:45 am – 10:15 am	<p><b>Opening Session and Keynote</b></p> <ul style="list-style-type: none"> <li>LGHN President, Marcus Steele and Chapter Leaders and Stories</li> <li>Lee Atkinson-McEvoy, MD and Vice Chair for Diversity, Equity and Inclusion, University of California, San Francisco, Department of Pediatrics</li> </ul>				
10:30 am – 1:30 am <ul style="list-style-type: none"> <li>10:45 am to 12:15 pm tour and presentation</li> </ul>	<b>Concurrent Walking Tours</b>	<p><b>Key Focus Area:</b> Innovate and Reinvent</p> <p><b>Session Topic:</b> Get Into the MIX: The New Technologies Connecting Us</p> <p><b>Description:</b> The <u>Sidney Poitier New American Film School</u> inspires the next generation of diverse filmmakers and storytellers. It opened its doors right outside of Mesa City Hall in a</p>	<p><b>Key Focus Area:</b> Community Culture</p> <p><b>Session Topic:</b> Mesa Grande: An Ancient Treasure in Modern Mesa</p> <p><b>Description:</b> Take a tour of the <u>Mesa Grande temple mound</u> built and used by the ancient Hohokam, ancestors of today's Akimel O'odham people, between AD 1100 and 1450. The mound was the</p>	City of Mesa, Chamber of Commerce - TBD	<p><b>Key Focus Area:</b> Innovative and Reinvent</p> <p><b>Session Topic:</b> Transforming Downtown Mesa: Uniquely Local</p> <p><b>Description:</b> <u>Downtown Mesa</u> is the upcoming urban redevelopment center in the Phoenix-Mesa metro area. Right in the heart of the third largest</p>

Friday	Event/Activity	Expanding Borders	Grow You Community Culture	Diversity, Equity and Inclusion	Innovate/Reinvent
<ul style="list-style-type: none"> <li>12:30 pm to 1:30 pm box lunch provided on tour</li> </ul>		<p>joint project between the City of Mesa and Arizona State University in August of 2022. The new Media and Immersive eXperience Center (MIX Center) is open to film majors who represent the creative diversity of our country, with more than 40 of its students from under-represented backgrounds. Already faculty and students have become a valuable partner is helping change the way the City connects using virtually reality collaboration for our Mesa General Plan Update, and other community engagement activities. Come tour this state-of-the-art facility that fosters the latest technologies to design virtual worlds and create immersive media experiences capable of producing anything from blockbuster superhero movies to VR video games, all while teaching students the skills they need to succeed in a digital economy</p>	<p>public and ceremonial center for a one of the largest Hohokam villages in the Salt River Valley, a residential area that extended for over one mile along the terrace overlooking the river. The City of Mesa purchased the Mesa Grande ruins in the 1980s to preserve Mesa's premier cultural treasure and to open it to the public as an educational and recreational facility. Come learn about this ancient land, and why the City navigated the preservation of its history.</p>		<p>city in Arizona, downtown Mesa is home to the technologies of tomorrow and one of Arizona's oldest and largest historic commercial districts. Bring your walking shoes to go up and down Main Street to see a major city in the midst of a transformation, not to mention acquaint yourself with some of the local award-winning eateries and microbreweries. Learn about facade improvement, small business incentives, Innovation District and more that have revitalized our suburban living to a thriving urban hotspot.</p>
1:45 – 3:00 pm	Concurrent Sessions at the Convention Center	<p><b>International committee partners:</b> Fireside chat with international local government leaders</p> <p><b>Panel:</b> Noel, Isabelle O, Mickey Espada</p>	<p><b>CO Chapter: Connecting with Lived Experience with Communities to better serve</b></p> <p><b>Panel:</b> TBD</p>	<p><b>Cigna:</b> Panel discussion with AZ clients' employee wellness from beginning to end of career</p> <p><b>Panel:</b> TBD</p>	<p><b>Washington emerging chapter:</b> Chad Janis, Lt. Yakima Police Department</p> <p><b>Bob Harrison, City of Yakima, WA</b></p>
3:15 pm – 4:30 pm		<p><b>California emerging chapter:</b> City of Petaluma democracy project</p> <p><b>Panel:</b> Aaron Zavala</p>	<p><b>GFOA:</b> Managing economic downturns and boosting your revenue diversity</p>	<p><b>Scottsdale emerging chapter:</b> TBD</p> <p><b>Panel:</b> Brent Stockwell or other</p>	<p><b>How to grow your LGHN chapter</b></p> <p><b>Marcus Steele</b></p>



Friday	Event/Activity	Expanding Borders	Grow You Community Culture	Diversity, Equity and Inclusion	Innovate/Reinvent
			<b>Panel:</b> GFOA “Rethinking Revenue” project  <b>Mike Mucha</b>	<b>Marcus Steele</b>	
4:30 pm – 7:00 pm	<b>Closing Keynote and Reception at the Mesa Convention Center</b> <ul style="list-style-type: none"> <li>Cesar Chavez Family: Andres Chavez Remarks (30 min)</li> <li><b>Pending Local Professional Athlete/Alice Cooper and the school of solid rock/the Suns (mascots/the decked-out car)/rent luxury vehicle/chefs in the region</b> <ul style="list-style-type: none"> <li>(Music TBD)</li> </ul> </li> </ul>				

*Dinner on your own*

- *QR code to online program (limited printed programs/no app)*
- *Exhibitor bingo for attendee raffle on 1/19 at 5 pm*
- *Attendance bingo for attendee raffle on 1/19 at 5 pm*

Updated 11/27/23



**Local Government Leaders Affiliates and Partners Webinar Series and  
ICMA Conference Session Concepts (Due 12/1/23)**

**2023 and 2024**

Affiliates’ and Panelist’ Webinar and Conference Session Commitments

- Advertise and share webinar information at least three weeks in advance of date
- Panelist will participate in two dry runs
- Copy affiliate leaders on webinar dry run appointments, presentations and attendance
- Notify affiliate leaders promptly if alternate panelists are needed
- Have fun!

Zoom Webinar Title and Owner	Presenters	Date and Pre-Webinar Promotion
<p><b>Managing Professional Burnout/Fatigue and Taking Care of Yourself and Your Teams</b></p> <p><i>I-NAPA Hosting with LGHN staff</i></p>	<p><i>Moderator:</i> Ash Kumar, Management Analyst, City of Elk Grove, CA</p> <p><i>Presenters:</i></p> <ul style="list-style-type: none"> <li>• Robert Wilson, Cass County, ND <a href="mailto:WilsonRo@casscountynd.gov">WilsonRo@casscountynd.gov</a>(NACA)</li> <li>• Ian Coyle, Livingston County, NY <a href="mailto:icoyle@co.livingston.ny.us">icoyle@co.livingston.ny.us</a>(NACA)</li> </ul>	<p><b>May 31, 2023</b> <b>1:00 pm PT/4:00 pm ET</b></p> <p><b>225 registrants</b></p>

	<ul style="list-style-type: none"> <li>• Shauna Shepherd, HR/Org Dev Director, Missouri City, TX <a href="mailto:shauna.shepherd@missouricitytx.gov">shauna.shepherd@missouricitytx.gov</a> (NFBPA)</li> <li>• Maria Mendez, Regional Vice President Government and Education, Cigna <a href="mailto:maria.mendez@cigna.com">maria.mendez@cigna.com</a> (NFBPA)</li> <li>• Andrea Alicoate, City of Mesa, AZ <a href="mailto:Andrea.Alicoate@MesaAZ.gov">Andrea.Alicoate@MesaAZ.gov</a> (LGHN)</li> </ul>	
<p><b>Strategies to manage and address violence in our communities: how to heal community trauma, loss and grief</b></p> <p><i>NFBPA Hosting</i></p>	<p><b>Moderator: Dr. Philip Harris, President, South Florida Chapter, National Forum for Black Public Administrators</b></p> <p><b>Presenters:</b></p> <ul style="list-style-type: none"> <li>• Kenya Madison, Senior Director, Healthier Delray Beach, FL <a href="mailto:kenya.delray@htpbc.org">kenya.delray@htpbc.org</a> NFBPA</li> <li>• Lee Reid, Executive Director, ACRB, City of Atlanta, GA <a href="mailto:slreid@atlantaga.gov">slreid@atlantaga.gov</a></li> <li>• Taleah-Renee Grimmage, Senior Policy Analyst, Citizens Police Oversight Commission, City of Philadelphia <a href="mailto:taleah.grimmage@phila.gov">taleah.grimmage@phila.gov</a></li> <li>• Cameron McElhiney, Executive Director of the National Association for Civilian Oversight of Law Enforcement (NACOLE) <a href="mailto:mcellhiney@nacole.org">mcellhiney@nacole.org</a></li> </ul>	<p><b>June 15, 2023</b>  <b>3:30 pm PT/6:30 pm ET</b></p> <p><b>100 registrants</b></p>
<p><b>Do you really know what your community members want (i.e., community surveys, focus groups and other input tools)?</b></p> <p><i>I-NAPA Hosting with LGHN staff</i></p>	<p><b>Moderator: Ash Kumar, Management Analyst, City of Elk Grove, CA</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• Genesis Gavino, Dallas, TX <a href="mailto:genesis.gavino@dallas.gov">genesis.gavino@dallas.gov</a> (I-NAPA)</li> <li>• Dallin Kimble, Mariposa County, CA <a href="mailto:dkimble@mariposacounty.org">dkimble@mariposacounty.org</a>(NACA)</li> <li>• Valerie Lemmie, Director of Explanatory Research, Kettering Foundation <a href="mailto:vlemmie@kettering.org">vlemmie@kettering.org</a>) NFBPA</li> </ul>	<p><b>July 11</b>  <b>1:00 pm to 2:30 pm PT</b></p> <p><b>80 registrants</b></p>

	<ul style="list-style-type: none"> <li>• Samantha Tavares, City of Phoenix <a href="mailto:samantha.tavares@phoenix.gov">samantha.tavares@phoenix.gov</a> (LGHN)</li> <li>• Garret with Polco</li> </ul>	
<b>MissionSquare and Retirement Planning</b> <b>How to manage multi-generational workforce</b>  <i>LGHN Hosting</i>		<b>November 9, 2023</b> <b>9 am to 10:30 am</b> <b>PT</b>  <b>59 registrants</b>
<b>How to manage multi-generational workforce</b>  <i>LGHN Hosting</i> <i>(ICMA session)</i>	<b>Moderator: Matt Rivera, Adams County, CO (LGHN)</b> <b>Panelists:</b> <ul style="list-style-type: none"> <li>• Anil Comelo, St. Helena, CA <a href="mailto:acomelo@cityofsthelena.org">acomelo@cityofsthelena.org</a> (I-NAPA)</li> <li>• Ian Coyle, Livingston County, NY <a href="mailto:icoyle@co.livingston.ny.us">icoyle@co.livingston.ny.us</a></li> <li>• Daphne Jefferson Principal and Executive Coach, Jefferson Consulting Group, LLC <a href="mailto:daphne.jefferson@jeffersonconsultinggroup.com">daphne.jefferson@jeffersonconsultinggroup.com</a></li> <li>• Love Jones, Ph.D. Human Resources Director, City of Greensboro NC <a href="mailto:love.jones@greensboro-nc.gov">love.jones@greensboro-nc.gov</a></li> </ul> <p>Tavares Nichole, Client Services Director, Alameda County Office of Education (email needed) NFBPA</p>	<b>November 14, 2023</b> <b>9:30 am to 11:00</b> <b>am PT</b>  <b>110 registrants</b>
<b>Staying connected apart and how to work and lead remotely in the new normal virtual workplace</b>  <b>NFBPA Hosting</b>	<b>Moderator: Dr. Philip Harris, President, South Florida Chapter, National Forum for Black Public Administrators</b> <b>Presenters:</b> <ul style="list-style-type: none"> <li>• Marlo Ford, Urban Planner, City of Alexandria, VA <a href="mailto:Marlo.Ford@alexandriava.gov">Marlo.Ford@alexandriava.gov</a> NFBPA</li> <li>• Cheryl Orr, Managing Partner, Institute for Excellence in Public Service <a href="mailto:cherylorr02@gmail.com">cherylorr02@gmail.com</a> NFBPA</li> </ul>	<b>2024</b>

<p><b>How to position yourself for growth</b></p> <p><b>LGHN Hosting</b></p>	<ul style="list-style-type: none"> <li>• Chante Martin or Angelica Wedell, Polco TBD</li> </ul> <p><b>Moderator:</b> Gricelda Estrada, City of Grand Rapids, MI (LGHN)</p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• GovHRUSA</li> <li>• Inge Tunggaldjaja, Riverside, CA <a href="mailto:itunggaldjaja@riversideca.gov">itunggaldjaja@riversideca.gov</a> (I-NAPA)</li> <li>• Robert Wilson, Cass County, ND <a href="mailto:WilsonRo@casscountyny.gov">WilsonRo@casscountyny.gov</a>(NACA)</li> <li>• Terrell Code, Deputy County Administrator, Kalamazoo, MN <a href="mailto:tecole@kalamazoo.org">tecole@kalamazoo.org</a> NFBP</li> <li>• ArDeanna B. Hicks, Director of Gas Compliance, CPS Energy <a href="mailto:ABHicks@cpsenergy.com">ABHicks@cpsenergy.com</a> NFBPA</li> </ul>	<p><b>January 2024</b></p>
<p><b>Leading versus managing</b></p> <p><b>NFBPA Hosting</b></p> <p><b>(ICMA session)</b></p>	<p><b>Moderator:</b> Dr. Philip Harris, President, South Florida Chapter, National Forum for Black Public Administrators</p> <p><b>Presenters:</b></p> <ul style="list-style-type: none"> <li>• Ken Wilson, Franklin County, OH <a href="mailto:knwilson@franklincountyohio.gov">knwilson@franklincountyohio.gov</a> (NACA)</li> <li>• Dee Williams-Ridley, City Manager, City of Berkeley, CA <a href="mailto:dwilliams-ridley@cityofberkeley.info">dwilliams-ridley@cityofberkeley.info</a> NFBPA</li> <li>• Samantha Tavares, City of Phoenix <a href="mailto:samantha.tavares@phoenix.gov">samantha.tavares@phoenix.gov</a> (LGHN)</li> </ul>	<p><b>February 2024</b></p>
<p><b>How to prepare yourself for the executive level</b></p> <p><b>LGHN Hosting</b></p>	<p><b>Moderator:</b> Noel Bernal, Adams County, CO (LGHN)</p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• Anil Comelo, St. Helena, CA <a href="mailto:acomelo@cityofsthenela.org">acomelo@cityofsthenela.org</a></li> <li>• Ian Coyle, Livingston County, NY <a href="mailto:icoyle@co.livingston.ny.us">icoyle@co.livingston.ny.us</a>(NACA)</li> <li>• Byron Brooks, County Administrator, Orlando, FL <a href="mailto:Byron.brookd@ocfl.net">Byron.brookd@ocfl.net</a> NFBPA</li> <li>• Aubrey Gonzalez, City of Phoenix, <a href="mailto:aubrey.gonzalez@phoenix.gov">aubrey.gonzalez@phoenix.gov</a> (LGHN)</li> </ul>	<p><b>March 2024 TBD</b></p>

<p><b>Belonging and Professional Safety</b></p> <p><b>LGHN Hosting</b></p>	<p><b>Moderator: Matt Rivera, Adams County, CO (LGHN)</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• Robert Wilson, Cass County, ND <a href="mailto:WilsonRo@casscountynd.gov">WilsonRo@casscountynd.gov</a>(NACA)</li> <li>•</li> </ul>	<p><b>April 2024</b></p>
<p><b>How to position yourself for growth</b></p> <p><b>LGHN Hosting</b></p>	<p><b>Moderator: Gricelda Estrada, City of Grand Rapids, MI (LGHN)</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• GovHRUSA</li> <li>• Inge Tunggaldjaja, Riverside, CA <a href="mailto:itunggaldjaja@riversideca.gov">itunggaldjaja@riversideca.gov</a> (I-NAPA)</li> <li>• Robert Wilson, Cass County, ND <a href="mailto:WilsonRo@casscountynd.gov">WilsonRo@casscountynd.gov</a>(NACA)</li> <li>• Terrell Code, Delputy County Administrator, Kalamazoo, MN <a href="mailto:tecole@kalcounty.com">tecole@kalcounty.com</a> NFBP</li> <li>• ArDeanna B. Hicks, Director of Gas Compliance, CPS Energy <a href="mailto:ABHicks@cpsenergy.com">ABHicks@cpsenergy.com</a> NFBPA</li> </ul>	<p><b>TBD</b></p>

Updated 11/28/23

**Affiliates Next Steps – Owners enter information in ICMA portal**

- **Affiliates share names of presenters, email addresses**
- **Select sessions to submit to ICMA by 12/1 at 11:59 pm ET**
- **Update session descriptions and presenters names, titles and contact information by the COB 11/29**
- **Thanks!!**

2024 ICMA Affiliates' Session Title	Session Description	Affiliate Presenters
<b>Climate change and long-term financial health (LGHN)</b> <ul style="list-style-type: none"><li>○ <b>Services to vulnerable populations</b></li><li>○ <b>Managing productivity</b></li><li>○ <b>City and County perspective</b></li></ul>	<b><i>This is an affiliates' submission on behalf LGHN, NFBPA, NACA, and I-NAPA.</i></b>  Come hear from communities, their assessment of social and natural hazards vulnerability and their lessons learned along with strategies to manage the uncertainties of climate change and how that has informing innovation and best	Alison Sutter, Sustainability Director, City of Grand Rapids, MI (LGHN) Steve Toler, Director, Baker Tilly (LGHN) Genesis Gavino, City of Dallas, TX (I-NAPA to provide email) Kimberly Adams, PhD, CPM, Quinn Development, LLC kimberly@quinndevelopmentgroup.com (LGHN)

	practices in long term financial planning.	
<p><b>City and County Strategies to Assist the Unhoused and economic mobility (NACA)</b></p>	<p>Poverty, hunger, and homeless impacts safety, social support, human growth and development, and overall health and well-being including mental and physical health for individuals, families, and communities. The impact of these issues is far reaching and devastating. In fact, the effects and consequences of poverty and homelessness can affect the family and communities for generations, which is why this session is important for both communities and leaders. The vision of this session is to not</p>	<p>Terrell Cole: Deputy County Administrator, Kalamazoo, MI  <a href="mailto:tecole@kalamazoo.org">tecole@kalamazoo.org</a> (NFBPA)  Alex Lopez, City San Antonio, TX Alex Lopez (CMO) <a href="mailto:Alex.Lopez@sanantonio.gov">Alex.Lopez@sanantonio.gov</a> (LGHN)  I-NAPA to provide presenter by 11/29 COB</p>



	<p>only educate, but to empower. We want to be able to discuss not only the impacts of homelessness, but also discuss the importance of factors such as affordable housing that will facilitate economic mobility within your communities. This session will also discuss some of the obstacles and challenges in the pursuit of affordable housing and economic mobility in cities and counties.</p>	
<p><b>Fostering trust and community engagement with your public safety professionals (LGHN)</b></p> <ul style="list-style-type: none"> <li>○ Stakeholder engagement</li> <li>○ City and County perspective</li> <li>○ Data driven policing</li> </ul>	<p>Following the murder of George Floyd, trust in public safety professionals and organizations has come under scrutiny. Hear from leaders in small and large city and county governments</p>	<p>Cedric Alexander: Former Public Safety Commissioner, City of Minneapolis  <a href="mailto:acopdoc@icloud.com">acopdoc@icloud.com</a> (NFBPA)</p> <p>Marcus Jones: City Manager, City of Charlotte, NC  <a href="mailto:marcus.jones@charlottenc.gov">marcus.jones@charlottenc.gov</a> (NFBPA)</p> <p>Mario Diaz, North Maimi Beach, FL  <a href="mailto:Mario.Diaz@citynmb.com">Mario.Diaz@citynmb.com</a> (LGHN)</p>

	<p>about their challenges and strategies they have deployed to restore confidence and rebuild relationships within their organizations and community.</p>	<p>Mark Washington, City Manager, City of Grand Rapids, MI <a href="mailto:mwashington@grand-rapids.mi.us">mwashington@grand-rapids.mi.us</a> (NFBPA but replace with community stakeholder representative)</p>
<p><b>Cutting-edge policies in urban and rural communities (I-NAPA)</b></p> <ul style="list-style-type: none"> <li>○ <b>Public health</b></li> <li>○ <b>Financial sustainability</b></li> <li>○ <b>Housing</b></li> <li>○ <b>Public Safety</b></li> </ul>		<p>Jose Madrigal, City Manager, Durango, CO (LGHN)  <a href="mailto:Jose.Madrigal@durangogov.org">Jose.Madrigal@durangogov.org</a>          Opal Mauldin-Jones, City Manager, Lancaster, TX (NFBPA)          Marcia Hampton, City Manager, Douglasville, GA (NFBPA)          NACA to provide presenter          I-NAPA to provide presenter</p>
<p><b>Social media and data privacy (I-NAPA)</b></p>	<p><b>Description</b></p>	<p>Travis Cutright, Deputy City Manager, Peoria, AZ (NFBPA)          Marcus Steele, Budget Manager, City of Scottsdale, AZ (LGHN)  <a href="mailto:msteele@Scottsdaleaz.gov">msteele@Scottsdaleaz.gov</a>          Autumn Monahan, ACM, City of Issaquah, WA (LGHN to secure email)          Carla Banks, Communications and Marketing Director, City of Greensboro, NC (NFBPA)</p>

		I-NAPA to provide name NACA to provide name
<b>Managing Multigenerational Teams</b> <b>(LGHN)</b>	<b>Repeat</b>	
<b>Title: Human Intelligence vs. Artificial Intelligence: The Connection</b> <b>(NFBPA)</b> <ul style="list-style-type: none"> <li>○ <b>AI transforming tomorrow’s public landscape</b></li> <li>○ <b>Attracting talent</b></li> </ul> <p><a href="https://emeritus.org/in/learn/human-intelligence-vs-artificial-intelligence/">https://emeritus.org/in/learn/human-intelligence-vs-artificial-intelligence/</a></p>	<p>How do artificial and human intelligence use and differ from each other?</p> <p>How does AI change who and what we are as human beings?</p> <p>What will each do that the other can never do?</p> <p>What are the implications for privacy and global cybersecurity?</p>	<p>Archie Satchell – Chief Information Officer at Palm Beach County (alternate)</p> <p>Patrick Baker, City Attorney, City of Charlotte, NC</p> <p>John Sterling: President/ CEO at Synch-Solutions jsterling@synch-solutions.com</p> <p>Wanda Gibson: Chief Information Officer and Director for the Office of Information Technology, Prince George County</p> <p>Ed Shikada, City Manager, City of Palo Alto, CA (I-NAPA) <a href="mailto:Ed.Shikada@cityofpaloalto.org">Ed.Shikada@cityofpaloalto.org</a></p> <p>Noel Bernal, County Manager, Adams County, CO (LGHN) <a href="mailto:NBernal@adcogov.org">NBernal@adcogov.org</a></p>
<b>Designing sustainable smart cities</b> <b>(NFBPA)</b>	<ul style="list-style-type: none"> <li>• Cities work towards offering digital,</li> </ul>	Aneisha Daniel: Deputy City Manager, City of North Miami

<ul style="list-style-type: none"> <li>○ <b>Electric vehicles</b></li> <li>○ <b>The city as a digital innovation ecosystem</b></li> </ul> <p><a href="https://www2.deloitte.com/us/en/insights/industry/public-sector/future-of-cities.html">https://www2.deloitte.com/us/en/insights/industry/public-sector/future-of-cities.html</a></p>	<p>clean, intelligent, autonomous and intermodal mobility, with more walking and cycling spaces, where transport is commonly provided as a service.</p> <ul style="list-style-type: none"> <li>● Cities attract talent, enable creativity and encourage disruptive thinking, developing themselves through an innovation model approach and a combination of physical and digital elements.</li> </ul>	<p><a href="mailto:adaniel@northmiamifl.gov">adaniel@northmiamifl.gov</a></p> <p>Cedric Grant: President at Grant Management Group, LLC. Louisiana Electric Vehicle Infrastructure Deployment <a href="mailto:cedricsgrant@gmail.com">cedricsgrant@gmail.com</a></p> <p>Samantha Tavares, City Manager’s Office, City of Phoenix, AZ (LGHN) Samantha Tavares <a href="mailto:samantha.tavares@phoenix.gov">samantha.tavares@phoenix.gov</a></p> <p>NACA to provide presenter I-NAPA to provide presenter</p>
Other sessions		

**Affiliates’ 2023 ICMA Conference Austin, TX Debrief 11/14/23**

**Attendees: Marcia Conner, Shirley Sims, Lorena Rodriguez and Christine Butterfield**

**ICMA Austin, TX high points**

- Session well attended and good content
- Affiliates reception 300 plus
- NFBPA breakfast attendance - 190 attendees
- LGHN dinner sold out too (buffet)

- LGHN appreciates NFBPAs support with printing for the exhibit hall and reception

### **ICMA low points**

- Seek more reception sponsors in Pittsburg to augment food (\$1,000 more total budget of \$6,000)
- Concerns of buffet and COVID
- Table tents with QR code for the LGHN
- **Affiliates' leaders parade across the opening session stage (video, in person or PPT)**
- Exhibit hall set up was a problem
- **Set up the affiliates reception program and agree to the start time remarks and recognizing sponsors**

### **Affiliates' ICMA Sessions and Webinars - *Panelist Commitments***

- Attend or send a representative and participate in two dry run prep sessions.
- Affiliate session owners will copy all affiliate leaders.
- The intention is to include an affiliate representative on each panel.
- Panelists will adhere to the preparation deadlines.
- If panelists schedule change, notify the session host and your association leadership to secure a replacement.
- Your session may be scheduled anytime from XXXXX.