



*Advancing Excellence and Inclusiveness in Local Government*

Agenda  
October 4, 2024  
9:00 am PT/Noon ET

Board of Directors

**Samantha Tavares**

*President*

**Marcus Steele**

*President-Elect*

**Aaron Zavala**

*Vice President*

*for Membership*

**Ramiro Inguanzo**

*Vice President for*

*Professional*

*Development*

**Mario Diaz**

*Vice President for*

*Career Advancement*

At-Large Directors:

**Carlos Baia**

*Past ICMA Board*

*Member*

**Noel Bernal**

**Mariana Bojorquez**

**Andrea Alicoate**

**Alejandra Lopez**

**Matt Rivera**

**Ramiro Salazar**

**Hazel Wetherford**

**Joe Camacho**

Board Liaisons

**Jorge Gonzalez**

*ICMA Liaison*

**Gabe Rodriguez**

*NACA Liaison*

**Deanna Santana**

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

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

1. Board Meeting Zoom Recording Link of September 6, 2024 (see password in the meeting appointment invitation)
2. Board Meeting Attendance Report for 2023/2024\*
3. Financial Reports of September 30, 2024\*

**C. DISCUSSION/APPROVAL:**

1. N/A

**D. DISCUSSION:**

1. LGHN and Baker Tilly Contract Renewal Update - **Samantha Tavares**
  - a. Schedule one-on-ones with each board member in October to review contract history and proposed next steps related to Baker Tilly services and fees
  - b. Meetings will last no more than 30 minutes and focus on the information needs of each board member
  - c. Baker Tilly contract will return to the board at its December meeting
2. Review and Discuss Lessons Learned: **September 21 – 25, 2024 – ICMA Annual Conference, Pittsburgh, PA.**
  - a. **September 21, 2024 - City and County Strategies to Promote Housing Stability through Economic Mobility, from 2:00pm - 3:00pm in the David L. Lawrence Convention Center Room: 301-302**
  - b. **September 22, 2024 – LGHN Dinner at Hofbrauhaus, Pittsburgh, PA (Music and LACC 15-minute overview and complimentary ticket) from 7:00 pm to 9:30 pm**
  - c. **September 23, 2024 - Cutting-Edge Policies in Urban and Rural Communities from 2:45pm - 3:45pm EST at the David L. Lawrence Convention Center in Room: 401-402**
  - d. **September 23, 2024 – Affiliates’ Reception (LGHN, NFBPA, NACA and I-NAPA) from 5:00 to 8:00 pm at the Westin, Ballroom ! in Pittsburgh, PA**
  - e. **September 24, 2024 – NFBPA Breakfast from 7:00 am to 8:15 am at the Westin and the fee is \$40.**
  - f. **September 24, 2024 - Human Intelligence vs. Artificial Intelligence: The Connection from 1:00pm – 2:00pm at the David L. Lawrence Convention Center in Room: 401-402**
  - g. **September 24, 2024 - Leading and Managing Multigenerational Teams from 1:00pm to 2:00pm at the David L. Lawrence Convention Center in Room: 303-305**

3. Review and Discuss LGHN 2025 Conference Planning and Sponsorship – **Samantha Tavares**
4. LGHN Board Committee Updates (*verbal*)
  - a. International Committee – **Noel Bernal**
    - **Part II of the International Webinar Series – October/November 2024**
  - b. Conference Planning Committee – **Ramiro Inguanzo and Marcus Steele**
    - **Review tentative conference program (see attachment)**
  - c. Career Advancement Committee – **Mario Diaz**
    - **Mentorship program kickoff 9/19 and next cohort gathering schedule 11/21**
  - d. Membership and Chapters Meetings – **Aaron Zavala**
    - **MMANC presentation 11/6-8, Santa Rosa, CA**
  - e. LGHN Conference Subcommittee Update – **Mario Diaz**
    - **Discussion of progress and next steps (on pause)**
  - f. Board 2024 – 2026 Goals Subcommittee Update – **Hazel Wetherford**
    - **No new updates**

**E. Informational Items:**

1. LGHN Board Liaison Reports
  - a. ICMA Board and ICMA International Committee – **Jorge Gonzalez**
  - b. MissionSquare – **Deanna Santana**
  - c. NACA – **Gabe Rodriguez**
2. LGHN Programming and Schedule 2024 and 2025\*
  - a. LGHN Chapters' Webinar Schedule
  - b. Review LGHN 2024 Affiliates Collaborative Webinar Schedule
3. LGHN *Legacy Leaders' Oral History Webinar* Fall 2024
4. LGHN's September 2024 PM Magazine article. *The article will highlight 23/24 Madrinas y Padrinos participants: Consuello Arguilles (Illinois), Ernesto Chavez (Colorado), Marisol Gomez (California) and Laura Castillo (Ohio)*

**F. Future Board Meeting Agenda Items**

1. Review and Discuss Baker Tilly Contract for Executive Director Services with LGHN – *Underway*
  - a. Executive committee to review information in August and September
  - b. Board of directors to review in the month of October
2. Updated Affiliate Agreement with ICMA – *On hold until ICMA governance project and review is complete. Likely in mid-2025.*

**G. Future Meeting Dates and LGHN 2024 Events**

1. October 4, 2024 – LGHN Board Meeting
2. November 1, 2024 – LGHN Board Meeting
  - a. Approve the board election ballot
  - b. Review and discuss the 2025 LGHN budget
  - c. Review and discuss the Baker Tilly contract updates
3. November 6 – 8, 2024 – MMANC Conference, Santa Rosa, CA and LGHN members presenting on *best practices in succession planning*
4. December 6, 2024 – LGHN Board Meeting
  - a. Baker Tilly contract

- b. Approve the 2025 LGHN budget
- 5. January 10, 2025 – LGHN Board Meeting – **date change**
- 6. *January 26, 2025 - LGHN Board Retreat/Workshop, Mesa, AZ*
- 7. **January 27 – 29, 2025 - LGHN 2025 Annual Conference, Mesa, AZ**
- 8. *April 2025 - NFBPA Forum Conference, Hyatt Regency, San Francisco, CA  
(Christine to attend with CA emerging chapter members)*

#### **H. Adjournment**

## Board of Directors' Meeting Attendance 2023 and 2024

<i>Name</i>	1/24	LGHN 1/17-1/19 and Board Retreat	2/24	3/24	4/24	5/24 Board Goals Workshop	6/24	7/24	8/24	9/24	ICMA Conference	10/24	11/24	12/24
Samantha Tavares	X	Attended	On Leave	On Leave	On Leave	On Leave	On Leave	X	X	X	-			
Bob Harrison (Resigned May 3, 2024)	X	Attended	X	A	X	X								
Raymond Gonzales (Resigned May 6, 2024)	A	A	A	A	A	A								
Ramiro Inguanzo	X	Attended	X	X	X	X	X	X	X	X	-			
Gricelda Estrada (Resigned March 1, 2024)	X	A	X	X										
Carlos Baia	X	Attended	X	A	A	X	A	X	A	X	Attended			
Noel Bernal	X	Attended	X	X	A	A	X	X	X	A	Attended			
Mariana Bojorquez	X	<i>Professional Conflict</i>	X	A	A	X	A	A	A	A	-			
Mario Diaz (Vice President and Career Advancement Chair as of June 7, 2024)	X	Attended	X	X	X	X	A	X	A	X	-			
Alejandra Lopez	X	Attended	X	X	X	A	X	X	X	X	Attended			
Ramiro Salazar	X	Attended	X	A	A	A	A	A	A	A	-			
Marcus Steele (President-Elect as of June 7, 2024)	X	Attended	X	X	X	X	X	X	X	X	Attended			
Matt Rivera	X	Attended	A	X	X	X	X	X	X	X	Attended			
Hazel Wetherford	X	Attended	X	X	X	X	A	X	X	X	Attended			
Aaron Zavala (Vice President and Membership Chair as of July 12, 2024)	X	Attended	X	X	X	X	X	X	X	X	Attended			
Andrea Alicoate											-			
Joe Camacho											-			
Jorge Gonzalez (ICMA Board)	X	<i>Professional Emergency</i>	A	A	A	A	A	A	A	A	Attended			
Gabriel Rodriguez (NACA Board)	X	Attended	X	X	X	A	X	X	X	X	-			
Ines Guerrero/ Deanna Santana (MissionSquare)	X	<i>Family Emergency</i>	X	A	A	X	A	X	X	X	Attended			

Updated August 26, 2024

## 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 and Board Retreat	2/24
Samantha Tavares	A	X	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	On Leave
Bob Harrison	X	X	X	A	X	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Raymond Gonzales	A	A	A	A	A	A	A	A	A	A	-	A	A	A	A	A	X
Ramiro Inguanzo	A	A	X	A	X	A	X	X	A	X	-	X	X	X	X	Attended	X
Gricelda Estrada	A	A	A	X	X	X	A	X	A	A	-	X	A	A	X	A	X
Carlos Baia	X	X	X	X	X	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Raoul Lavin Through October	A	X	X	A	X	X	X	A	X	X	Attended	X	Incoming Mario Diaz X	X	X	Attended	X
Noel Bernal	X	X	X	X	A	A	A	A	X	X	Attended	X	A	X	X	Attended	X
Mariana Bojorquez	X	X	A	X	A	X	A	A	X	X	-	A	A	A	X	Professional Conflict	X
Alejandra Lopez	X	X	X	X	A	X	X	X	X	X	Attended	X	A	X	X	Attended	X
Ramón Pérez- Goizueta Through October	A	A	X	X	A	A	X	A	A	A	-	A	Incoming Aaron Zavala X	X	X	Attended	X
Ramiro Salazar	A	X	X	A	A	X	X	A	X	X	Attended	A	X	A	X	Attended	X
Marcus Steele	A	X	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Matt Rivera	A	X	A	X	X	X	X	X	A	X	Attended	X	X	X	X	Attended	A
Hazel Wetherford	X	A	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Victor Cardenas Through September (ICMA Board)	A	X	X	X	A	X	A	X	X	X	Attended	Incom ing Jorge Gonza lez	X	A	X	Professional Emergency	A
Gabriel Rodriguez (NACA Board)	X	X	A	A	A	X	X	X	A	X	Attended	A	A	X	X	Attended	X
Ines Guerrero/ Deanna Santana (MissionSquare)	A	X	A	X	A	X	X	X	X	X	Attended	X	Incoming Deanna Santana	A	X	Family Emergency	X

<b>Local Government Hispanic Network</b>		
<b>Budget vs. Actuals: Budget_FY24_P&amp;L - FY24 P&amp;L Classes</b>		
<b>January - December 2024 - Not including conference</b>		
	<b>Total</b>	
	<b>Actual</b>	<b>Budget</b>
<b>Income</b>		
<b>43400 Direct Public Support</b>		
43450 Individual Support	10.00	
43455 Corporate Support	55,000.00	65,000.00
43457 Scholarship	2,273.95	4,000.00
<b>Total 43400 Direct Public Support</b>	<b>\$ 57,283.95</b>	<b>\$ 69,000.00</b>
<b>46400 Other Types of Income</b>		
46410 Advertising Sales	125,700.00	191,250.00
46430 Miscellaneous Revenue	400.00	1,959.00
<b>Total 46400 Other Types of Income</b>	<b>\$ 126,100.00</b>	<b>\$ 193,209.00</b>
<b>47200 Program Income</b>		
47209 Annual Meeting Sponsorship		0.00
<b>47230 Membership Dues</b>		
47231 Local Chapters	10,000.00	11,000.00
47233 Individual	8,602.50	5,000.00
47234 Local Government	13,125.00	7,500.00
47237 Regional Chapter Florida	8,000.00	8,000.00
47239 Regional Chapter Illinois	4,825.00	3,700.00
47240 Regional Chapter Central Texas	3,000.00	2,800.00
47241 Regional Chapter Colorado	9,500.00	8,500.00
47242 Regional Chapter Michigan	1,500.00	
<b>Total 47230 Membership Dues</b>	<b>\$ 58,552.50</b>	<b>\$ 46,500.00</b>
47270 LGHN Dinner Registrations	7,300.00	8,000.00
<b>Total 47200 Program Income</b>	<b>\$ 65,852.50</b>	<b>\$ 54,500.00</b>
<b>49000 Special Events Income</b>		5,000.00
49010 Special Events Contributions	3,500.00	
<b>Total 49000 Special Events Income</b>	<b>\$ 3,500.00</b>	<b>\$ 5,000.00</b>
<b>Total Income</b>	<b>\$ 252,736.45</b>	<b>\$ 321,709.00</b>
<b>Gross Profit</b>	<b>\$ 252,736.45</b>	<b>\$ 321,709.00</b>
<b>Expenses</b>		
<b>60900 Business Expenses</b>		
60920 Business Registration Fees	100.00	120.00
60960 Merchant Services Fees	5,859.79	10,000.00
<b>Total 60900 Business Expenses</b>	<b>\$ 5,959.79</b>	<b>\$ 10,120.00</b>
<b>62100 Contract Services</b>		
62110 Accounting Fees		1,200.00
62150 Outside Contract Services	156,361.29	225,000.00
<b>Total 62100 Contract Services</b>	<b>\$ 156,361.29</b>	<b>\$ 226,200.00</b>
<b>65000 Operations</b>		

65009 Computer Software	1,179.21	1,600.00
65020 Postage, Mailing Service	1,544.63	2,000.00
65030 Printing and Copying		500.00
65040 Supplies	93.45	50.00
65050 Telephone, Telecommunications	1,809.54	2,000.00
65060 Website	6,868.16	12,000.00
<b>Total 65000 Operations</b>	<b>\$ 11,494.99</b>	<b>\$ 18,150.00</b>
65100 Other Types of Expenses		
65110 Advertising/Marketing Expenses	4,169.68	4,000.00
65120 Insurance - Liability, D and O	909.00	1,000.00
65140 Contributions	1,500.00	1,500.00
65160 Other Costs	773.95	500.00
65170 Scholarships Awarded		2,000.00
65180 Special Events	5,389.94	7,000.00
65185 Program Activities		
Catering	6,100.00	12,000.00
Entertainment	400.00	1,500.00
Other Costs		16,888.00
Postage/Shipping		500.00
Printing/Copy/Mktg		500.00
Stipends and Speaker Fees		1,600.00
<b>Total 65185 Program Activities</b>	<b>\$ 6,500.00</b>	<b>\$ 32,988.00</b>
65190 Special Projects, Chap Support		5,000.00
Board of Directors Retreat		
Retreat		1,500.00
<b>Total Board of Directors Retreat</b>	<b>\$ 0.00</b>	<b>\$ 1,500.00</b>
<b>Total 65100 Other Types of Expenses</b>	<b>\$ 19,242.57</b>	<b>\$ 55,488.00</b>
68300 Travel and Meetings		
68310 Conf, Conv, Meeting-Nat'l	599.50	5,000.00
68320 Meeting Travel-Reg'l		1,000.00
68330 ICMA Conference Committee	921.22	2,400.00
<b>Total 68300 Travel and Meetings</b>	<b>\$ 1,520.72</b>	<b>\$ 8,400.00</b>
<b>Total Expenses</b>	<b>\$ 194,579.36</b>	<b>\$ 318,358.00</b>
<b>Net Operating Income</b>	<b>\$ 58,157.09</b>	<b>\$ 3,351.00</b>
<b>Net Income</b>	<b>\$ 58,157.09</b>	<b>\$ 3,351.00</b>

<b>Profit and Loss-Annual Dinner</b>		
<b>January 1 - October 1, 2024</b>		
	<b>Total</b>	
<b>Income</b>		
47200 Program Income		
47270 LGHN Dinner Registrations	7,200.00	
<b>Total 47200 Program Income</b>	<b>\$ 7,200.00</b>	
<b>Total Income</b>	<b>\$ 7,200.00</b>	
<b>Expenses</b>		
65185 Program Activities		
Catering	6,100.00	
Entertainment	300.00	
<b>Total 65185 Program Activities</b>	<b>\$ 6,400.00</b>	
<b>Total Expenses</b>	<b>\$ 6,400.00</b>	
<b>Net Operating Income</b>	<b>\$ 800.00</b>	
<b>Net Income</b>	<b>\$ 800.00</b>	



## Local Government Hispanic Network

Account List as of September 30, 2024

Account	Type	Description	Balance
US Bank - checking	Bank	LGHN checking	233,129.44
US Bank - checking:Frances Gonzalez Scholarship			22,333.99
US Bank - checking:Joel Valdez			428.03
US Bank - checking:LGHN Conference			0.00
US Bank - checking:Operating Cash			135,367.42
US Bank - checking:Operating Reserves			75,000.00
Florida Chapter Payable	Other Current Liabilities	LGHN owes to the LFLG chapter	-8,099.10
Illinois Chapter Payable	Other Current Liabilities	LGHN owes to the IL-LGHN chapter	-293.72
Colorado Chapter Payable	Other Current Liabilities	LGHN owes to the Jutos Colorado chapter	-750.00
Central TX Chapter Payable	Other Current Liabilities	LGHN owes to the CTX Chapter.	-4,538.95
Michigan Chapter Payable	Other Current Liabilities	LGHN owes to the Michigan Chapter	-500.00
Actual operating cash			121,185.65