

June 1, 2018 12:00-1:00 PM Eastern Time

Board of Directors Meeting

11:00 AM-12:00 PM Central Time 10:00-11:00 AM Mountain Time 9:00-10:00 AM Pacific Time | Arizona Time

> Call-in Number: 1-866-210-1669 Guest Code: 5150240

Advancing Excellence and Inclusiveness in Local Government

Agenda

LGHN Board of Directors

Rolando Fernandez

President

Raymond Gonzales

President-Elect

Veronica Briseño

Immediate Past President

Carlos Baia

Vice President for Membership ICMA Board Liaison

Maria Hurtado

Vice President for Programs ICMA Board Liaison

At Large Directors

Tommy Gonzalez

Bob Harrison

Ramiro Inguanzo

Claudia Lujan

Paulina Martinez

Daro Mott

Samantha Tavares

Patricia E. Martel

Past ICMA Board Member

David Mora

ICMA Staff Liaison

Rod Alcázar ICMA-RC Liaison A. Call to Order/Roll Call/Welcome

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of April 6, 2018*

2. Minutes for Annual Membership Meeting of May 18, 2018*

3. Board Meeting Attendance Report for 2017/18*

4. Financial Report through May 30, 2018*

C. DISCUSSION: LGHN Value Proposition

D. DISCUSSION: Board Commitments*

1. Reminder of Conditions

2. Signed Board Commitment Forms Received

E. DISCUSSION: 2019 LGHN Board Retreat

F. DISCUSSION: Opportunities for LGHN, NFBPA and NACA Collaboration

Ramiro Inguanzo/Tim Hemstreet, Loudoun County, VA (Time certain at 15 past the hour)

G. Committee Reports/Updates

1. Executive Committee

- 2. Communications
- 3. Membership
- 4. Programs
- FrogramsNominations
- 6. University Partnerships
- 7. Fund Development
- a) Scholarships Update
- 8. Awards
 - a) Civic Engagement Award
 - b) Emerging Leaders Award
 - c) Joel D. Valdez Legacy Award

H. Information

1. 2018-2019 LGHN Board Roster*

I. Future Board Meeting Agenda Items

- 1. Website Tracking (Quarterly April/July/October)
- 2. Fundraising Status

^{*}Supporting documents provided in board packet

J. Adjournment & Future Meeting Dates

- 1. Friday, July 6, 2018 LGHN Board Meeting
- 2. Friday, August 3, 2018 LGHN Board Meeting
- 3. Friday. September 7, 2018 LGHN Board Meeting
- 4. September 23-26, 2018 ICMA Conference, Baltimore, MD
- 5. Friday, October 5,2018 LGHN Board Meeting
- 6. October 25-27, 2018 LGHN Biannual Conference, Phoenix, AZ
- 7. Friday, November 2, 2018 LGHN Board Meeting
- 8. Friday, December 7, 2018 LGHN Board Meeting

^{*}Supporting documents provided in board packet



Board of Directors Meeting April 6, 2018

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Veronica Briseño, President Rolando Fernandez, President-Elect Magda Gonzalez, Immediate Past President Maria Hurtado, Vice President for Programs Carlos Baia, At Large Director Ramiro Inguanzo, At Large Director Claudia Lujan, At Large Director Daro Mott, At Large Director Samantha Tavares, At Large Director

Board Members Absent

Raymond Gonzales, Vice President for Membership Tommy Gonzalez, At Large Director Bob Harrison, At Large Director Patricia E. Martel, Past ICMA Board Member

Others Present

Karen Davis, Executive Director David Mora, ICMA Staff Liaison Rod Alcazar, ICMA-RC Liaison

A. Call to Order/Roll Call/Welcome

Roll call was conducted and nine voting members were present, a quorum was established.

B. ACTION: Consent Agenda – Receive and Approve

- 1. Minutes for Board Meeting of February 2, 2018
- 2. Minutes for Board Retreat of March 2, 2018
- 3. Board Meeting Attendance Report for 2017/18
- 4. Financial Report through March 31, 2018

Rolando Fernandez moved approval of the consent agenda, Claudia Lujan seconded the motion; the motion was approved unanimously.

C. ACTION: LGHN Board Agreement

The board reviewed the revised board agreement that was amended at the board retreat. Magda Gonzalez moved approval; Ramiro Inguanzo seconded the motion; the motion was approved unanimously.

D. DISCUSSION: ICMA Membership and Board Diversity Draft Recommendations

The board reviewed the language prepared by the joint LGHN/NFBPA committee. Several recommendations were made to the language and the formatting. Karen Davis was asked to make the appropriate changes and send to the board for final review and comment before the joint committee meeting to finalize the language. Magda Gonzalez is preparing a cover letter for the joint recommendations.

E. DISCUSSION: ICMA Committee Request for Volunteers

April 12 is the deadline for submitting names for 2018-2019 ICMA committees. Karen Davis has reached out to specific individuals asking them to apply and email blasts have been sent to the LGHN membership. Board members were asked to reach out and encourage colleagues to apply.

F. ACTION: Nominating Committee Recommendations for LGHN Board

Magda Gonzalez presented the slate of candidates for the 2018-2019 LGHN board of directors. The candidates are:

- Rolando Fernandez, President
- Raymond Gonzalez, President-Elect
- Veronica Briseno, Past President
- Carlos Baia, Vice President for Membership
- Paulina Martinez, At-Large Director

Rolando Fernandez asked that his bio be updated before sending out the ballots. Maria Hertado moved approval of the candidates, Ramiro Inguanzo seconded the motion; the motion was approved unanimously.

G. ACTION: Purchase Award Plagues

Karen Davis asked the board to consider purchasing LGHN award plaques in quantity so they can be made available throughout the year if needed. The cost of the plaques – six small and six large – would not exceed \$1,200. Magda Gonzalez moved approval, Rolando Fernandez seconded the motion; the motion was approved unanimously.

H. DISCUSSION: LGHN Civic Engagement Awards

Claudia Lujan provided an update on the response to the request for award submissions. There has not been widespread participation as was envisioned by the board. Her question to the board is whether the award should be continued. For the current year, the board agreed to continue promoting the award through NFBPA and state associations.

I. INFORMATION: LGHN Conference Planning Status

Samantha Tavaras provided an update on planning for the biannual conference. The committee is finalizing the program sessions and contacting potential keynote speakers. Marketing is has started and the artist has completed the artwork for the conference. Other areas being developed include the entertainment, technology, golf tournament and the registration committee. Registration will start in June.

J. INFORMATION: LGHN El Paso Regional Conference

Claudia Lujan provided an update on the planning for the regional conference May 4-5. Registration has not met expectations. The committee has reached out to the county and to border towns in Texas and New Mexico. The board suggested that efforts continue for another week and then make a decision. The board also noted competition with other Texas municipal meetings in the same time frame that is impacting the registration given limited budgets in cities and counties for professional development.

K. INFORMATION: LGHN Panel at NFBPA

Karen Davis reported to the board that LGHN was sponsoring a panel at the NFBPA conference. The panel, Achieving Your Leadership Potential...Thinking Strategically About the Next Steps in Your Career, will be presented at the NFBPA conference in Cleveland, OH April 19th.

L. INFORMATION: LGHN Website Tracking

Karen Davis presented the latest numbers for hits on the LGHN website.

M. Committee Reports/Updates

Karen Davis reported that the 2018 Joel D. Valdez Legacy Award will be presented to Severo Esquivel. The award will be presented prior to the LGHN conference and taped for presentation at the LGHN awards dinner.



LGHN Annual Membership Meeting May 18, 2018

Board Members Present

Veronica Briseño, Past President
Rolando Fernandez, President
Magda Gonzalez, Past President/Outgoing Board Member
Maria Hurtado, Vice President for Programs
Carlos Baia, Vice President for Membership
Ramiro Inguanzo, At Large Director
Claudia Lujan, At Large Director
Patricia E. Martel, Past ICMA Board Member
Paulina Martinez, Incoming At Large Director
Daro Mott, At Large Director
Samantha Tayares, At Large Director

Board Members Absent

Raymond Gonzales, President Elect Tommy Gonzalez, At Large Director Bob Harrison, At Large Director

Others Present

Karen Davis, Executive Director Irma Hernandez, Assistant Director David Mora, ICMA Staff Liaison Rita Ossolinski, ICMA Aubry Gonzalez, Phoenix, AZ Albert Santana, Phoenix, AZ

Minutes

1. Welcome & Introductions: Veronica Briseño, President

President Briseno introduced curret board members, incoming at-large director Paulina Martinez, and thanked outging board member Magda Gonzalez for her sevie to LGHN. Pat Martel added that Magda was recognized with a career excellence award from MMance Women in Government and Women Leading Government, honoring her commitment to the locsl government profession. Magda expressed her appreciation for the opportunity to serve on the board and her pride in seeing the LGHN membersheip get stronger. She also stated her intent to stay involved in the future.

2. 2017-2018 Accomplishments: Veronica Briseño

President Briseno reported on the hightlights of 2017-2018 which included rebranding of the organization, with a special thank you to Ray Gonzalez for his leadership in creating the logo/image for LGHN. LGHN membership hit the 500 mark and two chaptes were formalized. Regional meetings were hed in Phoenix and the San Francisco Bay Area. LGHN presented at the ICMA, NFBPA and NASPAA conferences. At the LGHN dinner at ICMA in San Antonio awards were presented for emerging leader, civic engagement and the Joels Valdez Legacy award. Maria Hurtado was elected to the ICMA executive board, anad Carlos Baia and Bert Lumbreras continue to serve on the board. LGHN and NFBPA conducted webinars sponsored by ICMA-RC with plans to continue working with NFBPA and I-NAPA.

3. 2018-2019 Vision and Goals: Roland Fernandez, President-Elect

Incoming President Rolando Fernandez thanked Veronica for her service. Rolando expressed his appreciation for the opportunity toserve as Director at Large, Vice President for Membership, President Elect, and now as President. ThiN valu proposition. We need to hone our message and take another look at the information that speaks to succeeding in the local government profession. This can b accomplished through coaching, biannual conferences, webinars, etc., but also look at what else LGHN csn do for memberships development. We need to increase the number of Hidpanics/Latinos serving on ICMA committees and the board, andon the LGHN board. Partnerships with ICMA, NFBPA and other affiliates can enhance continuing education for our members.

Another initiate is to look at how to partner with executive search firms to increase the number of people of color in leadership roles. What is LGHN's role? Should LGHN have a role? What would that look like?

LGHN needs to grow financial partnershps for the biannual conference and to incrase capacity for national programs. How can the organization get mor attendtion for excellence awards?

- 4. Volunteer for Committees
 - Membership: Carlos Baia, Chair; Claudia Lujan, Vice Chair
 - Programs: Maria Hurtado, Chair; Sophia Rivera, Vice Chair
 - Communications: Angelita Palma and Gabe Rodriguez, Co-Chairs
 - University Partnerships: Magda Gonzalez, Outgoing Chair; Daro Mott, Chair

LGHN needs more involvement in LGHN and ICMA committees. What are the strategies that will increase these numbers?

- 5. 2018 LGHN Biannual Conference: Samantha Tavares
 - October 25-27, Phoenix, AZ

Board member Samantha Tavares provided an update on the planning for the biannual conference. Earlybird registration will open June 18. Keynote and panel speakers are being confirmed. They are looking for topics for the Latina's brunch Saturday.

6. Board Roundtable: Rolando Fernandez asked members what they would like to accomplish in the next year.

Veronica Briseno: Grow membership and increase the number of chapters by two or three.

Claudia Lujn: Connect programs to membership development; enhance programs to increase value to our members; marketing the LGHN brand.

Maria Hurtado: Increase engagement from membership; be strategic and thoughtful in conference sessions to address the national discourse; highlight the need for increased awareness for those who serve minority populations.

Pat Martel: Build stronger affiliation with NFBPA and I-NAPA; be involved it their events and them in LGHN events; communicate what people geet from LGHN.

Samantha Tavares: Meet the goal of 300-350 biannual conference attendees.

Dave Mora: Focus on the biannual conference and keep membership focus going.

Rita Ossolinski: Grow membership and professional development.

Karen Davis: Focus on membership development through chapters.

2017-2018 IHN Board of Directors Board Meeting Attendance

Name	Jan	Feb	Mar	April	May	June	Annual	July	Aug	Sept	Oct	Nov	Dec
	2017	2017*	2017	2017	2017	2017	Mtg. 2017	2017	2017	2017	2017	2017	2017
Veronica Briseño	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Magda Gonzalez	Present	Present	Absent	Present	Present	Present	Absent	Present	Absent	Absent	Present	Present	Present
Maria Hurtado	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Absent	Present	Absent
Rolando Fernandez	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present
Raymond Gonzales	Absent	Present	Present	Present	Present	Absent	Present	Absent	Absent	Present	Absent	Absent	Present
Carlos Baia	Present	Present	Absent	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present
Tommy Gonzalez	Present	Absent	Absent	Present	Absent	Absent	Present	Present	Present	Absent	Absent	Absent	Absent
Bob Harrison							Present	Absent	Present	Absent	Present	Present	Present
Ramiro Inguanzo	Absent	Absent	Present	Absent	Present	Absent	Absent	Present	Present	Present	Absent	Absent	Absent
Claudia Lujan	Present	Present	Absent	Present	Present	Absent	Present						
Pat Martel	Present	Absent	Absent	Present	Absent	Absent	Absent	Present	Absent	Absent	Present	Absent	Present
Daro Mott	Absent	Absent	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present
Samantha Tavares							Present	Present	Present	Present	Present	Present	Present

Name	Jan 2018	Feb 2018	Mar 2018	April 2018	Annual Mtg. May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018
Veronica Briseño	Present	Present	Present	Present	Present							
Magda Gonzalez	Absent	Present	Present	Present	Present							
Maria Hurtado	Present	Absent	Present	Present	Present							
Rolando Fernandez	Present	Present	Present	Present	Present							
Raymond Gonzales	Absent	Absent	Absent	Absent	Absent							
Carlos Baia	Absent	Present	Absent	Present	Present							
Tommy Gonzalez	Absent	Absent	Absent	Absent	Absent							
Bob Harrison	Present	Present	Present	Absent	Absent							
Ramiro Inguanzo	Absent	Present	Present	Present	Present							
Claudia Lujan	Absent	Present	Present	Present	Present							
Pat Martel	Present	Absent	Absent	Absent	Present							
Paulina Martinez					Present							
Daro Mott	Present	Absent	Absent	Present	Present							
Samantha Tavares	Present	Absent	Present	Present	Present							

Note: Excused v. unexcused absences are not differentiated on the chart.



Local Government Hispanic Network Profit & Loss

January 1 through May 29, 2018 Jan 1 - May 29, 18

	0411 1 - Way 25, 10
Ordinary Income/Expense	
Income	
Direct Public Support	
Individual Support	3,000.00
Corporate Support	2,500.00
Total Direct Public Support	5,500.00
Other Types of Income	
Advertising Sales	7,050.00
Miscellaneous Revenue	1,000.00
Total Other Types of Income	8,050.00
Program Income	
Workshops/Regional Registration	0.00
Workshops/Regional Sponsorship	1,000.00
LGHN Dinner Registrations	5,000.00
Membership Dues	0.050.00
Individual	3,350.00
Local Government	19,750.00
Chapters	3,000.00
Corporate	1,000.00
Total Membership Dues	27,100.00
Total Program Income	33,100.00
Total Income	46,650.00
Expense	
Business Expenses	
PayPal Fees	553.60
Business Expenses - Other	35.00
Total Business Expenses	588.60
Contract Services	005.00
Accounting Fees	825.00
Outside Contract Services	25,775.81
Total Contract Services	26,600.81
Operations	
Computer Software	38.36
Postage, Mailing Service	292.61
Printing and Copying	86.40
Telephone, Telecommunications	616.14
Website	626.99
Total Operations	1,660.50

Local Government Hispanic Network Profit & Loss

January 1 through May 29, 2018 Jan 1 - May 29, 18

Other Types of Expenses	
Board of Directors Retreat	
Retreat	991.68
Travel	556.64
Board of Directors Retreat - Other	1,142.41
Total Board of Directors Retreat	2,690.73
Program Activities	
Entertainment	1,005.29
Postage/Shipping	200.26
Other Costs	1,000.00
Total Program Activities	2,205.55
Advertising/Marketing Expenses	1,206.52
Insurance - Liability, D and O	859.00
Contributions	500.00
Other Costs	960.44
Total Other Types of Expenses	8,422.24
Travel and Meetings	
Conf, Conv, Meeting-Nat'l	196.89
Meeting Travel-Reg'l	598.65
Total Travel and Meetings	795.54
Total Expense	38,067.69
Net Ordinary Income	8,582.31
Net Income	8,582.31
bank balance as of 5/29/18	\$71,540.67
Frances Gonzalez Scholarship	4,000.00
Austin network (from 2016 conf)	16,728.33
Joel Valdez	445.54
Operating Cash	51,393.48



LGHN Board Member Agreement

By my signature below, I agree to be an active and productive member of the LGHN Board of Directors.

As part of my responsibilities as a board member:

- I will be an ambassador of good will for LGHN and I will promote LGHN's values and programs to the community, the region and nationally. I will promote networking among Hispanic/Latino local government officials and those local government officials working in communities with significant Hispanic/Latino populations
- I will attend at least 9 of 12 board meetings, including the board retreat. Board meetings are held the first Friday of each month at 9:00 pacific, 10:00 mountain, 11:00 central, 12:00 eastern time zones. Board members should make every effort to attend the annual board retreat as is the only in-person meeting of the board.
- I will mentor new board members.
- I will actively chair, co-chair and/or participate in established and special committees.
- I will identify opportunities for fund development.
- I will serve as a coach for the Madrina/Padrino program.
- I will actively recruit new members from my region, at conferences and at regional meetings.
- *I will promote LGHN within my region and develop active membership.*
- I will promote LGHN through social media.
- I will pay annual board dues of \$250 or through local government membership for my organization (\$750 for small local governments; \$1,500 for large local governments). I will encourage my local government to be a local government member of LGHN.
- I will pay board dues within 30 days. I understand my membership and service on the board will be suspended if dues are not paid within 90 days per the LGHN bylaws.
- I will actively participate in Network events and activities and participate in regional events.
- *I will assist with conference planning and planning regional workshops/seminars.*
- I will represent LGHN at conferences in proximity to my region.

LGHN will be responsible to me by:

- Providing board member orientation prior to serving on the board.
- Providing board meeting packets/information at least two days prior to a scheduled board meeting.
- Responding to questions I have about the organization, procedures and activities. I can request a meeting with board members or staff regarding my questions and concerns.
- If LGHN does not fulfill its commitments to me, I can call on the board president and executive director to discuss these responsibilities.

Member, Board of Directors	Date
President, Board of Directors	Date



2017-19 IHN Board of Directors/Executive Committee

Rolando Fernandez, President/Executive Committee

Term: expires 2020

Director City of Austin

Office of Contract Management 105 W. Riverside Dr., Suite 205

Austin, TX 78740 Phone: 512-974-7749 Cell: 210-484-7743

rolando.fernandez@austintexas.gov

Veronica Briseño, Past President/Executive

Committee

Term: expires 2020

City of Austin Director

Small Minority Business Resources Department

P.O. Box 1088 Austin, TX 78767 Phone: 512-974-2156 Fax: 512-974-9163 Cell: 512-779-7929

veronica.briseno@austintexas.gov

Raymond Gonzales, President-Elect/Executive

Committee

Term expires: 2020 Adams County

Deputy County Manager 4430 S. Adams County Pkwy.

Brighton, CO 80601 Phone: 720.523.6829 Cell: 720-556-4086 rgonzales@adcogov.org

grodriguez@adcogov.org

Maria Hurtado, Vice President for

Programs/Executive Committee/ICMA Board Liaison

Term: expires 2019
Assistant City Manager
City of Hayward
777 B Street, 4th Floor
Hayward CA 94541
Phone: 510.583-4306
Fax: 510.583-3601

Cell: 831-247-7885

Maria.Hurtado@hayward-ca.gov

Carlos, Baia, Vice President for Membership/Executive

Committee/ICMA Board Liaison Term: expires 2020

Deputy City Manager, Development

City of Concord

Community Development 41 Green St., 2nd Floor Concord, NH 03301 Phone: 603-225-8595

Cell:

cbaia@concordnh.gov

Local Government Hispanic Network Board of Directors Roster

IHN Board of Directors

Tommy Gonzalez, Director at Large	Bob Harrison, Director at Large
Term expires: 2019	Term expires: 2020
City of El Paso	City of Renton
City Manager	Chief Administrative Officer
300 N. Campbell	1055 South Grady Way
El Paso, Texas 79901	Renton, WA 98057
Phone: 915-212-1061	Phone: 425-430-6500
Fax: 915-212-0025	Cell: 513-305-3164
tgonzalez@elpasotexas.gov	bharrison@rentonwa.gov
monsivaisrc@elpasotexas.gov	robert9468@yahoo.com
Paulina Martinez, Director at Large	Samantha Tavares, Director at Large
Term expires: 2020	Term: expires: 2019
City of Evanston	City of Phoenix
Acting Assistant City Manager	Management Assistant to the City Manager
2100 Ridge Avenue	200 W Washington Street
Evanston, IL 60201	Phoenix, AZ 85003
Phone: 847-859-7833	Phone: 602-534-3916
Cell: 815-280-3806	samantha.tavares@phoenix.gov
pmartinez@cityofevanston.org	
Daro Mott, Director at Large	Claudia Luján, Director at Large
Term: expires 2019	Term: expires 2020
City of Louisville	City of El Paso
Chief, Office of Performance Improvement and	HR Assistant Director
Innovation	300 N. Campbell, 1 st Floor
517 Court Place	El Paso, TX 79901
Louisville, KY 40202	Phone: 915-212-1241
Phone: 502-574-4207	LujanCA@elpasotexas.gov
Daro.Mott@louisvilleky.gov	
Ramiro J. Inguanzo, Director at Large	Patricia Martel, Past ICMA Board Member
Term: expires 2019	Term: expires 2020
Bal Harbour Village	Retired
Assistant Village Manager	148 Faith Street
655 96 th St.	San Francisco, CA 94110
Bal Harbour, FL 33154	Phone: 650-255-0312
Phone: 305-993-7312	pmartel@comast.net
ringuanzo@balharbour.org	

Local Government Hispanic Network Board of Directors Roster

IHN Liaisons

Mr. David Mora, ICMA Staff Liaison

25 San Marcos Court Salinas, CA 93901 Phone: 831-737-8133

Cell:

drmora@comcast.net

Mr. Rod Alcazar, ICMA-RC Liaison

Senior Client Services Manager

ICMA-RC

777 N. Capitol Street NE, Suite 600

Washington, DC 20002-4290

202-682-6453

ralcazar@icmarc.org

IHN Staff and Office Information

Karen Davis	Irma Hernandez
LGHN Executive Director	LGHN Assistant Director
Management Partners	Management Partners
Senior Manager	Special Advisor
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kdavis@lghn.org	ihernandez@lghn.org
LGHN Main Office	Ms. Jeri Beckstedt, LGHN Business Office
	Management Partners
Local Government Hispanic Network	Administrative Services Manager
2107 N. First Street, Suite 470	1730 Madison Road
San Jose, CA 95131	Cincinnati, OH 45206
Phone: 408-392-0232	Phone: 513-861-5400
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Also of Management Partners	
Ms. Paula Sitawi	
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psitawi@managementpartners.com	