



Board of Directors Meeting
June 7, 2019
12:00-1:00 PM Eastern Time
11:00 AM-12:00 PM Central Time
10:00-11:00 AM Mountain Time
9:00-10:00 AM Pacific Time

Advancing Excellence and Inclusiveness in Local Government

<https://zoom.us/j/8347550302>

888 788 0099 US Toll-free
Meeting ID: 834 755 0302

Agenda

LGHN Board of Directors

Rolando Fernandez
President

Raymond Gonzales
President-Elect

Veronica Briseño
*Immediate
Past President*

Bob Harrison
*Vice President
for Membership*

Samantha Tavares
*Vice President
for Professional
Development*

Claudia Lujan
*Vice President
for Career Advancement*

At-Large Directors

Carlos Baia

Maria DeLeon

Aubrey Gonzalez

Ramiro Inguanzo

Paulina Martinez

Ramiro Salazar

James Vega

Patricia E. Martel
*Past ICMA
Board Member*

Maria Hurtado
ICMA Board 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 5, 2019*
2. Minutes for Annual Meeting, May 3, 2019*
3. Board Meeting Attendance Report for 2018/19*
4. Financial Report through May 31, 2019*

C. APPROVE FOR DISCUSSION: Administrative Agreements

1. ICMA*
2. ICMA-RC*

D. APPROVE: \$1,500 Sponsorship for NFBPA Emerge Conference

E. DISCUSSION: LGHN Goals

1. Membership
2. Fundraising/Scholarship Program
3. Career Advancement Program
4. Professional Development

F. DISCUSSION: Zoom.us Video Conferencing

G. REVIEW: Website Update

H. INFORMATION: LGHN Dinner at ICMA

I. Future Board Meeting Agenda Items

1. LGHN Training Program with SGR (July)
2. Potential Agreement: NLC | Race, Equity and Leadership Program (July)
3. Potential Agreement: National Association of Hispanic Federal Executives (July)
4. Government Alliance on Race and Equity (July)
5. Website Tracking
6. Social Media Tracking
7. Fundraising Status

J. Adjournment & Future Meeting Dates

1. Friday, July 5, 2019 – LGHN Board Meeting
2. July 12-15, 2019 – NACo/NACA Conference, Las Vegas, NV
3. Friday, August 2, 2019 – LGHN Board Meeting
4. Friday, September 6, 2019 – LGHN Board Meeting
5. September 26-27, 2019 – ICMA-RC Workforce 2030 Summit, Fort Lauderdale, FL
6. Friday, October 4, 2019 – LGHN Board Meeting
7. October 20-23, 2019 – ICMA Conference, Nashville, TN
8. November 1, 2019 – LGHN Board Meeting
9. December 6, 2019 – LGHN Board Meeting
10. April 15-19, 2020 – NFBPA Conference, Austin, TX

*Supporting documents provided in board packet



Board of Directors Meeting
April 5, 2019

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Veronica Briseño, Immediate Past President
Carlos Baia, Vice President for Membership
Samantha Tavares, Vice President for Programs
Claudia Lujan, At Large Director
Paulina Martinez, At Large Director

Others Present

Karen Davis, Executive Director
Rod Alcazar, ICMA-RC Liaison

Board Members Absent

Raymond Gonzales, President-Elect
Maria DeLeon, At Large Director
Bob Harrison, At Large Director
Ramiro Inguanzo, At Large Director
Daro Mott, At Large Director
James Vega, At Large Director
Patricia Martel, Past ICMA Board Member
Maria Hurtado, ICMA Board Liaison

A. Call to Order/Roll Call/Welcome

Roll call was conducted, and six voting members were present, a quorum was not established.

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of February 1, 2019
2. Minutes for Board Retreat, March 15-16, 2019
3. Board Meeting Attendance Report for 2019
4. Financial Report through March 31, 2019

There was no quorum and the board asked for a vote by email. Eleven votes were returned approving the consent agenda.

C. DISCUSSION: Board Retreat Outcomes

Rolando Fernandez proved an overview of the outcomes of the board retreat in Evanston, IL, focusing on coaching and professional development programs. The biggest outcome was creating the new vice president position for career advancement to work with search firms to assist members in becoming more competitive for leadership positions. He thanked Claudia Lujan for stepping into the leadership role for this objective. He asked for additional thoughts from board members.

D. ACTION: Approve 2020 Conference Guidelines

There was no quorum and the board asked for a vote by email. Eleven votes were returned approving the guidelines.

E. ACTION: Approve Chapter Membership for Glendale and Mesa, AZ

There was no quorum and the board asked for a vote by email. Eleven votes were returned approving the chapter agreements.

F. DISCUSSION: ICMA Committee Representation

Rolando Fernandez asked board members to sign up for participation on ICMA committees next year.

G. DISCUSSION: Annual Membership Meeting Agenda

The agenda was referred to the executive committee.

H. DISCUSSION: Management Partners Evaluation

Rolando Fernandez reported that the board evaluated Management Partners at the retreat at the request of Jerry Newfarmer. Management Partners scored 28 out of 30 points.

I. OTHER

Rolando Fernandez acknowledged the upcoming transition of Bob Harrison assuming the position of Vice President for Membership and Carlos Baia taking the position of Director-at-Large. He thanked Carlos for his leadership in developing the membership programs.



LGHN

Our purpose is to encourage professional development among Hispanic/Latino local government administrators and those local government officials working in communities with significant Hispanic/Latino populations, to improve the management of local government, to provide unique resources to Hispanic/Latino local government executives and public managers, and to advance the goals of professional, effective, and ethical government administration.

AGENDA

- Year in Review
- Vision for the Future
- How can you get engaged?
- How can we better serve you?

2018-2019 YEAR IN REVIEW

- One year under new name and logo
- Current Membership Count is 514 up from 287 in 2017.
 - Chapters: Austin TX, Phoenix AZ, [Waco AZ](#), [Glendale AZ](#)
- Budget: LGHN is operating with a 2019 balanced budget. \$134,155 in budgeted expenses and projected income of \$148,697.00. Maintain a reserve of \$35K.
- Well respected and experienced team of board members
- Created VP for Career Advancement
- Website: Jan-Mar 2019: 8,288 page views with 2,546 users
- Review of Management Partners Inc. (Received score 28 out of 30)
- ICMA Board Nominations
 - Mountain Plains Region -Ray Gonzales
 - Midwest Region -Victor Cardenas

2018-2019 YEAR IN REVIEW — PROFESSIONAL DEVELOPMENT

2018 LGHN Biannual Conference: *Transformational Leadership: Honoring the Past, Treasuring the Present, Shaping the Future.*

- Tommy Nuñez, First Latino NBA Referee
- Dr. Maria Harper-Marinick, Chancellor, Maricopa Community Colleges
- Patrick Ibarra, Co-Founder and Partner, Mejorando Group

Webinars: Partnered with NFBPA and Blacks in Government to present:

- Ethics in the Workplace
- Skills to Persevere in Adverse Situations
- Moving Up the Ladder without Burning Bridges

Seminars: Partnered with the Miami-Dade City/County Management Association (MDCMA) and the Florida City/County Management Association (FCCMA) to present a seminar on *Cyber Security: How Vulnerable are Municipal Governments and Why?*

2018-2019 YEAR IN REVIEW — PROFESSIONAL DEVELOPMENT

- LGHN Board Retreat (March 15-16, 2019) Evanston, ILL
 - Board Retreat
 - Regional Training led by Joyce Marter on Difficult Conversations and Conflict Resolution & Platicas
- LGHN Professional Development & Best Practice Survey (22 Respondents)
- Madrinas/Padrinos coaching program – 30 Coaches
- Support of ICMA Student Chapters via complimentary LGHN memberships

2018-2019 YEAR IN REVIEW — PROFESSIONAL DEVELOPMENT

ICMA 2018 Conference

- LGHN Dinner
- Participation in ICMA Equity Mixer
- Panel Presentations:
 - Project Implicit and Think Strategically About the Next Steps in Your Career



NFBPA Conference

- Inspiring Intentional Inclusion: Women In Government
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career



2018-2019 YEAR IN REVIEW — PROFESSIONAL DEVELOPMENT

- **Emerging Leaders Award:** Young professionals who demonstrate professional excellence and leadership in improving minority and disadvantaged communities through their work in their organization and their community. The 2018 Awardee is Ashlee Gonzalez, Phoenix, AZ.
- 2019 Emerging Leaders Award And Scholarship to the ICMA Conference: June 21, 2019 Deadline for submissions
- **Joel D. Valdez Legacy Award** honors Joel Valdez, long-time city manager in Tucson, Arizona, and the impetus behind the creation of LGHN. A role model and mentor to many young professionals in public administration and the IHN founders established the award to honor him. The 2018 awardee is Severo Fuentes.




2018-2019 YEAR IN REVIEW — PROVIDE UNIQUE RESOURCES

- **Civic Engagement Award:** Individuals and their organizations that represent insightful and sustained change in their communities through inclusive civic engagement practices. The 2018 Awardee is the City of Phoenix "Love Your Block" mini grant program.
- 2019 Civic Engagement Recognition Program: June 21, 2019, Deadline for submission.
- **Practitioners:** LGHN, ICMA, NFBPA have contracted with Arizona State University to develop a "white paper" on model practitioner programs that is intended to encourage more practitioners to become involved in university teaching programs and to increase the number of public administration programs that have practitioner programs. Completed by 2019 ICMA conference.
- **MOU with the National Association of County Administrator (NACA)**
 - Members of both organizations receive a 25% discount on cost of combined membership dues



VISION FOR THE FUTURE

- Start 3-year effort to Build reserve fund to \$100k and develop endowment fund
- Grow membership by 15% per year for the next 5yr – 1,031 by 2024!
 - Chapter Development with a regional strategy
- Focus on what separates us from the other organizations
- Leverage relationships with ICMA, ICMA-RC, NFBPA, NACA, I-NAPA, Women leading Government
- Examine new organizations for potential partnerships:
 - National League of Cities | Race, Equity and Leadership Program
 - National Association of Hispanic Federal Executives

Develop a 3-5yr Strategic Plan



VISION FOR THE FUTURE

- **Continued Focus on Professional Development via Conferences**
 - LGHN October 2020 Biennial Conference: Adams County, Colorado
 - October 20-23, 2019 – ICMA Conference, Nashville, TN
 - Participation in ICMA Equity Mixer
 - LGHN Annual Dinner on Sunday, October 20, 2019
 - Panel Presentations:
 - How to be Family-Friendly in the Workplace
 - Beyond Diversity: An Inclusive Workforce for 21st Century Outcomes
 - Open Mind Required: Facing the US Identity Crisis on Immigration
 - September 26-27, 2019 – ICMA-RC Workforce 2030 Summit, Fort Lauderdale, FL.
- **Implement input from LGHN Professional Development & Best Practice Survey**
 - Regional/Webinar Meetings to engage with members
 - Personal Coaching - be a resource on next steps in your career & advice from executive search firms
 - Public speaking/presentation skills, managing difficult situations, skills for women in local government

VISION FOR THE FUTURE

- **Continued effort to enhance website:**
 - Contract with Neon Rain for day to day content management
 - Access to LGHN sponsored webinars
 - Searchable membership directory based on location, career path (e.g., HR, PW, Admin, etc.)
 - Enhance use of Social Media
 - Record and play LGHN conference session on website
- **Continued growth and enhancement of Madrinas/Padrinos coaching program**
- **Implement "LGHN Conectar Program"** to assist LGHN members seeking career advancement by working with executive search firms and human resource professionals to:
 - An opportunity for members to share and receive feedback on their resumes
 - Place members in a database for one-on-one interaction with executive search firms
 - Participate in webinars that provide members an opportunity to hear executive recruiters about interview skills/trends.
 - Enable members to develop skills in resume writing, interviewing, and presentations

VISION FOR THE FUTURE

- Develop "Meeting in the Box" for Board use to host regional social gatherings to engage members
- Program committee to examine and develop leadership/executive training programs for members
- Develop a member recognition program:
 - Celebrate career advancement or achievement in continued education
 - Member profiles and articles will feature success stories about our members and their communities
 - Member in transition resource
- Build on use of surveys with a prioritization on:
 - Local government best practices for working with people/communities of color
 - Local government demographic statistics for manager and assistant manager positions
 - Receive input on issues facing leader and develop program to meet these issues

10

HOW CAN YOU GET ENGAGED?

- **Serve on Committees**
 - Professional Development Committee: Samantha Tavares, City of Phoenix, AZ
 - Career Development Committee: Claudia Lujan, City of El Paso, TX
 - Membership Committee: Bob Harrison, City of Renton, WA
 - Communications Committee: Gabe Rodriguez, Adams County, CO and Angelita Palma, City of National City, CA
 - Fund Development Committee: Veronica Briseno, City of Austin, TX
 - University Partnerships: Philip Rodriguez, City of Brighton, CO
- Respond to Surveys
- Participate and share the word on our Programming
- Connect us with organization that support the advancement of Hispanics/Latinos
- Represent LGHN on ICMA Committees

11

HOW CAN WE BETTER SERVE YOU?

- Send us your input at:
 - Email info@lghn.org
 - Email Karen Davis kdavis@lghn.org
 - Call Karen Davis at 408-221-8458

12

2018-2019 IHN Board of Directors Board Meeting Attendance

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	Present	Present	Present	Present	Present	Present	Present
Maria Hurtado	Present	Absent	Present	Present	Present	Absent	Present					
Rolando Fernandez	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present
Raymond Gonzales	Absent	Absent	Absent	Absent	Absent	Present	Absent	Present	Absent	Present	Present	Present
Carlos Baia	Absent	Present	Absent	Present	Present	Absent	Present	Absent	Present	Present	Present	Present
Maria De Leon								Present	Present	Present	Present	Absent
Bob Harrison	Present	Present	Present	Absent	Absent	Absent	Present	Present	Present	Absent	Present	Present
Ramiro Inguanzo	Absent	Present	Present	Present	Present	Present	Present	Absent	Present	Absent	Absent	Present
Claudia Lujan	Absent	Present	Present	Present	Present	Present	Absent	Present	Absent	Present	Absent	Present
Pat Martel	Present	Absent	Absent	Absent	Present	Absent	Present	Absent	Present	Absent	Absent	Present
Paulina Martinez					Present	Present	Present	Present	Absent	Present	Present	Present
Daro Mott	Present	Absent	Absent	Present	Present	Present	Absent	Present	Present	Present	Absent	Absent
Samantha Tavares	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent
James Vega								Absent	Present	Present	Present	Absent

Name	Jan 2019	Feb 2019	Mar 2019	April 2019	Annual Mtg. May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019
Veronica Briseño		Absent	Phone	Present	Absent							
Maria Hurtado		Absent	Present	Present	Absent							
Rolando Fernandez		Present	Present	Present	Present							
Raymond Gonzales		Absent	Present	Absent	Present							
Carlos Baia		Present	Absent	Present	Present							
Maria De Leon		Present	Absent	Absent	Absent							
Bob Harrison		Absent	Phone	Absent	Present							
Ramiro Inguanzo		Present	Phone	Absent	Present							
Claudia Lujan		Absent	Present	Present	Present							
Pat Martel		Present	Phone	Absent	Present							
Paulina Martinez		Present	Present	Present	Present							
Daro Mott		Absent	Absent									
Samantha Tavares		Present	Absent	Present	Present							
James Vega		Absent	Absent	Absent	Present							

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

3:18 PM
 06/05/19
 Cash Basis

Local Government Hispanic Network

Profit & Loss
 Jan - May 19
 January through May 2019

Ordinary Income/Expense

Income

Other Types of Income

Advertising Sales	6,375.00
Miscellaneous Revenue	1,000.00
Total Other Types of Income	7,375.00

Program Income

Membership Dues

Individual	3,015.00
Local Government	16,500.00
Chapters	3,000.00
Corporate	2,250.00
Total Membership Dues	24,765.00

Conference Registration	3,722.65
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Total Program Income	28,487.65
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Total Income	35,862.65
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Expense

Business Expenses

PayPal Fees	436.56
Total Business Expenses	436.56

Contract Services

Accounting Fees	850.00
Outside Contract Services	24,112.56
Total Contract Services	24,962.56

Operations

Computer Software	127.33
Postage, Mailing Service	56.80
Printing and Copying	250.00
Supplies	53.48
Telephone, Telecommunications	430.53
Website	2,448.40
Total Operations	3,366.54

Other Types of Expenses

Program Activities

Catering	5,372.13
Stipends and Speaker Fees	300.00
Total Program Activities	5,672.13

Special Projects	2,500.00
Advertising/Marketing Expenses	12.00
Insurance - Liability, D and O	888.00
Other Costs	100.00
Total Other Types of Expenses	9,172.13

Total Expense	37,937.79
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Net Ordinary Income	-2,075.14
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Net Income	-2,075.14
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bank balance as of 5/31/19	54,421.47
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LGHN/ICMA Agreement*	NFBPA/ICMA Agreement**
Delete "Whereas" section and add suggested language from NFBPA?	NFBPA Language: This agreement serves as a written understanding of the affiliation agreement between the International City/County Management Association (ICMA) and the National Forum for Black Public Administrators (NFBPA). The collaborative measures outlined in this agreement will contribute to greater success for both NFBPA and ICMA, in the areas of membership, equity and inclusion awareness, engagement, and promoting local government careers and the management profession.
2. Over the life of this agreement, LGHN and ICMA will mutually explore opportunities and set goals for expanding membership in both associations, collaborate on outreach to local government professionals, and identify additional sources of financial support for LGHN. [Examples of financial support: assistance in the identification of two new corporate sponsors for LGHN and/or the LGHN conference, scholarships for three LGHN members to attend the annual ICMA Young Professionals Leadership Institutes which precede Regional Summits in selected regions.]	2. When both organizations agree, NFBPA and ICMA shall work collaboratively on funding resources from outside funding sources that may mutually benefit each organization; as well as Identify and request of one another financial participation in efforts that can be determined to have a return on investment to justify such participation.
Not in LGHN agreement	4. A member of the NFBPA Executive Committee, appointed by the NFBPA President, in consultation with the ICMA President, shall serve as a liaison to the ICMA President and Board. In this capacity, the appointee will be available for consultation for matters deemed to impact African American managers and the public administration profession. The liaison may attend the annual conference and the liaison may attend ICMA Board meetings (Individual must be a member of ICMA in order to attend ICMA Executive Board Meetings).
4. The LGHN and ICMA Presidents, Presidents-elect, ICMA Executive Board Liaison, and their respective Executive Directors will meet annually to discuss common goals and objectives and for the purpose of coordinating mutual activities.	5. The NFBPA and ICMA Presidents and their respective Executive Directors will meet annually to discuss common goals and objectives in promoting opportunities for women and minorities in local government and for the purpose of coordinating mutual activities for their organizations. in addition, the leadership (Presidents and President Elects will meet by conference call twice per year to share Information and follow up on joint projects.
5. Opportunities for interaction between ICMA and LGHN leadership can be significant in building and strengthening cooperation between the two organizations. The LGHN Board of Directors and the ICMA Executive Board shall meet for information sharing and program updates at the ICMA Annual Conference and to review mutual priorities and progress.	6. Opportunities for interaction between ICMA and NFBPA leadership can be significant in building and strengthening cooperation between the two organizations. The NFBPA Board of Directors and the ICMA Executive Board shall meet for information sharing and program updates in even numbered years at the ICMA Annual Conference. In odd numbered years, the leadership of both boards (Presidents and Presidents-elect) will meet either during the NFBPA Annual Conference or at an NFBPA scheduled board meeting to review mutual priorities and progress. Both executive boards will share meeting minutes from quarterly meetings.
6. ICMA and LGHN shall mutually agree on an annual work plan. ICMA and LGHN shall establish regular phone meetings to monitor the annual work plan. ICMA and LGHN agree that the following collaborations have priority:	NFBPA language is similar but does not include new LGHN language

*Language in yellow highlight is proposed for new agreement

**Language is blue is proposed for new agreement

<p>6.2 Internet, Published Communications and Online Professional Development Similar section but LGHN also has the following language: “LGHN and ICMA will explore the possibilities for collaboration / joint sponsorship of one professional development Webinar per year during the term of the agreement.”</p>	<p>7.b. Internet and Published Communications</p>
<p>6.7 Leadership Career Activities</p> <p>LGHN will provide assistance/recommendations for potential participants in leadership and career development activities sponsored by ICMA, e.g., Leadership ICMA.</p>	<p>7.c. Professional & Career Development</p> <p>Both ICMA and NFBPA share the objective of providing career development opportunities for minorities and women.</p> <ul style="list-style-type: none"> i. ICMA will work with NFBPA to publicize the NFBPA Executive Leadership Institute as an acceptable program for satisfying full or part continuous education required for Credential Manager designation. ii. ICMA will work with NFBPA to identify career opportunities for graduates of its Executive Leadership Institute. iii. NFBPA will support ICMA’s Student Chapter program to build the next generation of local government professionals by offering ICMA student chapters complimentary membership in NFBPA. NFBPA will continue to be an outreach partner for ICMA’s Coaching Program to help to obtain coaches, participate in planning webinars, and promote the program to their members. [Deleted language: NFBPA will serve as a resource for recruiting college students for internship opportunities at ICMA.] iv. NFBPA will provide two reviewers for the LGMF Advisory Board iv. To encourage professional development for their members, NFBPA and ICMA may consult each other for ideas on product development and delivery and when appropriate subcontract with each other to research issues of mutual interest. v. ICMA will share information and leading practices on sustainability, environmental stewardship. vi. ICMA will make ICMA University Sessions and other educational content available to NFBPA and its chapters at a negotiated fee and schedule at the NFBPA annual conference and other NFBPA sponsored training events. vi. ICMA and NFBPA will pursue the development and funding of potential professional development opportunities for minorities and women. vii. ICMA and NFBPA will work together to pursue conversations with the leadership of historically black colleges and universities to establish coursework emphasizing local government management within their graduate and undergraduate programs of public administration. viii. ICMA and NFBPA will partner on an effort to promote local government as a career to students in HBCUs.

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6.3 ICMA Annual Conference

The ICMA annual conference shall continue to be a focal point for interaction between ICMA and LGHN. LGHN activities and member participation shall be encouraged and supported by:

- 6.3.1 Ensuring LGHN representatives are on the conference planning committee.
- 6.3.2 Providing information to LGHN members on conference scholarship opportunities.
- 6.3.3 ICMA will publicize any social activities planned for LGHN members and their guests during the ICMA annual conference.
- 6.3.4 Each organization will make meeting rooms available during each other's conferences for Board meetings, as needed, and will provide each other with a free exhibit booth at the other's annual/national conferences and up to four complimentary registrations for their respective annual/national conferences.
- 6.3.5 ICMA will ~~provide a mechanism to facilitate~~ publish in the printed, online program and conference app the LGHN-sponsored dinner ~~description and registration information by attendees.~~
- 6.3.6 Each organization agrees to include literature promoting the other organization in conference attendee bags.
- 6.3.7 ICMA shall make arrangements for a complimentary booth at the ICMA Conference.
- 6.3.8 ICMA shall arrange and financially support the Monday night joint LGHN / NFBPA / I-NAPA reception to showcase the importance of diversity and inclusivity in the profession.

6.5 Joint Membership Recruitment

Both organizations will work cooperatively to eliminate barriers and encourage members to join both ICMA and LGHN. A specific strategy and work plan mutually beneficial to LGHN and ICMA will be developed by staff and approved by the LGHN Board of Directors and ICMA Executive Board during a joint leadership meeting at a future ICMA annual or regional conference. Under the terms of this affiliation agreement:

- 6.5.1 ICMA will continue to provide a 50% discount on ~~first year dues~~ to any LGHN members newly joining ICMA as a full member. ~~[We need a way to track this if this is part of the agreement. This does not address long-term membership. Useful condition?]~~

7.d. ICMA Annual Conference

ICMA is committed to assuring strong minority participation in its annual conference and would like NFBPA's input in developing conference sessions of interest to African Americans in local government. NFBPA will be asked for suggested topics and speakers. The ICMA annual conference shall continue to be a focal point for interaction between ICMA and NFBPA. NFBPA activities and member participation shall be encouraged and supported by:

- i. Holding NFBPA meetings at the ICMA conference.
- ii. Ensuring NFBPA representatives are on the conference planning committee.
- iii. Providing information to NFBPA members on conference scholarship opportunities.
- iv. Opportunities for social interaction between ICMA and NFBPA leadership can be significant in building and strengthening cooperation between the two organizations. ICMA will publicize any social activities planned for NFBPA members and their guests during the ICMA annual conference. ICMA will coordinate with NFBPA on plans for an evening reception. NFBPA will publicize any social activities planned for ICMA members and their guests during NFBPA's annual conference. ICMA will coordinate with NFBPA on plans for an ICMA reception at the NFBPA conference.
- v. Each organization will make meeting rooms available during each other's conferences for Board meetings, as needed, and will provide each other with a free exhibit booth at the other's annual conference and up to four complimentary registrations for their respective annual conferences.
- vi. Each organization agrees to include literature promoting the other organization in conference attendee bags.

7.f. Joint Membership Recruitment

Both organizations will work cooperatively to eliminate barriers and encourage members to join both ICMA and NFBPA. Furthermore, each organization will provide the other's marketing material in their respective new membership packets. A specific strategy and work plan that is mutually beneficial will be developed by staff and will be reviewed on an annual basis for effectiveness and additional implementation strategies.

7.g Joint Membership

As ICMA moves forward with possible changes to its dues structure, efforts will be made to encourage a joint membership congruent with the new structure and beneficial to both organizations.

*Language in yellow highlight is proposed for new agreement

**Language in blue is proposed for new agreement

<p>6.5.2 ICMA will promote membership in LGHN by including LGHN membership information in all new ICMA membership packets and through other mechanisms to be determined by both organizations.</p> <p>6.5.3 ICMA and LGHN will provide complimentary joint membership opportunities with ICMA student chapters.</p> <p>6.5.4 ICMA will provide LGHN with information on Hispanic membership in ICMA on an annual basis.</p> <p>6.5.5 LGHN will provide ICMA with updated LGHN membership lists to facilitate joint membership recruitment efforts. Staff will explore options for streamlining the renewal process for individuals who are members of both organizations.</p> <p>6.5.6 LGHN will seek to identify and encourage eligible Hispanic local government professionals to become ICMA Affiliate members. Annual goals during the three-year agreement will be to identify five (5) new ICMA affiliate members per year. [How do we track? Needs further discussion.]</p> <p>6.5.7 The work plan will be reviewed on an annual basis for effectiveness and additional implementation strategies.</p>	<p>7.h Cooperative Purchasing Alliance</p> <p>When economies of scale can be achieved, NFBPA and ICMA will make purchase agreements with vendors available to each other. Examples of such may include, but not limited to, hotels, concessions, transportation, travel, teleconferencing, marketing and printing. To this end, each group will include specific language in their respective purchasing agreements allowing affiliate organizations to also make purchases under the terms in the agreement. [Note: ICMA is proposing to get rid of this language as it is broad and not been used. LGHN had the same language but eliminated it.]</p>
<p>7. Nominating Process to ICMA Executive Board and LGHN Board of Directors</p> <p>ICMA agrees to strive for Hispanic participation on its Executive Board and on ICMA committees and LGHN agrees to strive for ICMA member participation in its Board of Directors and committees.</p> <p>7.1 LGHN will identify an LGHN member who is also an ICMA member in service to local government in each of the five ICMA regions to serve on the ICMA Regional Nominating Committees.</p> <p>7.2 The ICMA Executive Board member serving as liaison to the LGHN board will be an LGHN member and will serve as a member of the LGHN nominating committee each year.</p>	<p>9. Each organization agrees to appoint at least one individual holding membership in both organizations to serve as one of the appointed members on its respective nominating committee. ICMA agrees to strive for ethnically diverse participation in Its Executive Board and committees and NFBPA agrees to strive for ICMA member participation in its Board of Directors and committees. Both organizations will share / report on their Executive Board composition</p>
<p>Not in LGHN</p>	<p>10. NFBPA will provide nominees for ICMA's Executive Board and member committees, ICMA will provide NFBPA with timely notice of submission deadlines.</p>

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AFFILIATION AGREEMENT BETWEEN THE LOCAL GOVERNMENT HISPANIC NETWORK AND INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION

WHEREAS, the mission of the Local Government Hispanic Network (LGHN) is to promote Hispanic professionals in local government and to provide resources for all those serving Hispanic communities; and

WHEREAS, the International City/County Management Association's (ICMA) mission is to create excellence in local government by developing and fostering professional local government management worldwide; and

WHEREAS, LGHN and its predecessor organizations have worked cooperatively with ICMA since 1978, and

WHEREAS, an affiliation agreement was first approved by both organizations in 1991; and

WHEREAS, a continuation of a formal agreement between the two organizations will assist each in achieving their respective goals and objectives;

NOW, THEREFORE, IT IS RESOLVED, that with the approval of this agreement by the LGHN Board of Directors, and the ICMA Executive Board, and upon the signing of this agreement by the Presidents of each organization, ICMA and LGHN shall work together according to these terms:

1. LGHN shall be recognized as the primary voice of Hispanic local government administrators within ICMA.
2. Over the life of this agreement, LGHN and ICMA will mutually explore opportunities and set goals for expanding membership in both associations, collaborate on outreach to local government professionals, and identify additional sources of financial support for LGHN. [Examples of financial support: assistance in the identification of two new corporate sponsors for LGHN and/or the LGHN conference, scholarships for three LGHN members to attend the annual ICMA Young Professionals Leadership Institutes which precede Regional Summits in selected regions.]
3. A member of the ICMA Executive Board appointed by the ICMA President, in consultation with the LGHN President, shall represent ICMA and serve as a non-voting liaison to the LGHN Executive Committee and Board of Directors. In the capacity of liaison, the appointee shall attend the LGHN annual conference and Board of Directors meetings. Furthermore, as stipulated in the LGHN bylaws, a past ICMA Executive Board member shall be appointed by the LGHN President to serve as a voting member of the LGHN Board of Directors.
4. The LGHN and ICMA Presidents, Presidents-elect, ICMA Executive Board Liaison, and their respective Executive Directors will meet annually to discuss common goals and objectives and for the purpose of coordinating mutual activities.
5. Opportunities for interaction between ICMA and LGHN leadership can be significant in building and strengthening cooperation between the two organizations. The LGHN Board of

Directors and the ICMA Executive Board shall meet for information sharing and program updates at the ICMA Annual Conference and to review mutual priorities and progress.

6. ICMA and LGHN shall mutually agree on an annual work plan. ICMA and LGHN shall establish regular phone meetings to monitor the annual work plan. ICMA and LGHN agree that the following collaborations have priority:

6.1 Membership Information

ICMA and LGHN shall share membership database information at no charge to promote professional development opportunities and foster communication between both organizations.

6.2 Internet, Published Communications and Online Professional Development

Each organization is to continue providing a link to the other organization's website on their individual site. ICMA shall send all state officer communications to LGHN officers. Once per year, ICMA will publish an article in *PM Magazine* submitted by LGHN on a mutually agreed upon topic. Articles submitted by LGHN will also be published in at least three ICMA Newsletters. ICMA will also provide LGHN each year of this agreement with one full page, full color ad and one-half page, black and white ad in *PM Magazine* to assist with LGHN national/regional conference promotions. LGHN will also publish at least three articles submitted by ICMA in its electronic newsletter each year of this agreement and will promote the annual ICMA conference on its website. LGHN and ICMA may use each other's published content from their respective publications (newsletters, magazines, website content) ensuring clearance of any author copyrights in advance, and appropriate attribution of all items to the ICMA or LGHN sources.

LGHN and ICMA will explore the possibilities for collaboration / joint sponsorship of one professional development Webinar per year during the term of the agreement.

6.3 ICMA Annual Conference

The ICMA annual conference shall continue to be a focal point for interaction between ICMA and LGHN. LGHN activities and member participation shall be encouraged and supported by:

6.3.1 Ensuring LGHN representatives are on the conference planning committee.

6.3.2 Providing information to LGHN members on conference scholarship opportunities.

6.3.3 ICMA will publicize any social activities planned for LGHN members and their guests during the ICMA annual conference.

6.3.4 Each organization will make meeting rooms available during each other's conferences for Board meetings, as needed, and will provide each other with a free exhibit booth at the other's annual/national conferences and up to four complimentary registrations for their respective annual/national conferences.

6.3.5 ICMA will provide a mechanism to facilitate publish in the printed, online program and conference app the LGHN-sponsored dinner description and registration information by attendees.

6.3.6 Each organization agrees to include literature promoting the other organization in conference attendee bags.

6.3.7 ICMA shall make arrangements for a complimentary booth at the ICMA Conference.

6.3.8 ICMA shall arrange and financially support the Monday night joint LGHN / NFBPA / I-NAPA reception to showcase the importance of diversity and inclusivity in the profession.

6.4 Calendar of Events

In order to promote participation in both organizations' events and to avoid scheduling conflicts, ICMA and LGHN agree to coordinate prior to scheduling any national or regional events.

6.5 Joint Membership Recruitment

Both organizations will work cooperatively to eliminate barriers and encourage members to join both ICMA and LGHN. A specific strategy and work plan mutually beneficial to LGHN and ICMA will be developed by staff and approved by the LGHN Board of Directors and ICMA Executive Board during a joint leadership meeting at a future ICMA annual or regional conference. Under the terms of this affiliation agreement:

6.5.1 ICMA will continue to provide a 50% discount on first year dues to any LGHN members newly joining ICMA as a full member. [We need a way to track this if this is part of the agreement. This does not address long-term membership. Useful condition?]

6.5.2 ICMA will promote membership in LGHN by including LGHN membership information in all new ICMA membership packets and through other mechanisms to be determined by both organizations.

6.5.3 ICMA and LGHN will provide complimentary joint membership opportunities with ICMA student chapters.

6.5.4 ICMA will provide LGHN with information on Hispanic membership in ICMA on an annual basis.

6.5.5 LGHN will provide ICMA with updated LGHN membership lists to facilitate joint membership recruitment efforts. Staff will explore options for streamlining the renewal process for individuals who are members of both organizations.

6.5.6 LGHN will seek to identify and encourage eligible Hispanic local government professionals to become ICMA Affiliate members. Annual goals during the three-year agreement will be to identify five (5) new ICMA affiliate members per year. [How do we track? Needs further discussion.]

6.5.7 The work plan will be reviewed on an annual basis for effectiveness and additional implementation strategies.

6.6 ICMA Special Task Forces and Committees

6.6.1 ICMA agrees to include LGHN representation on special task forces and committees such as the Task Force on Strengthening Inclusiveness in the Profession and the Strategic Planning Task Force 2015-2017, and others to be named.

6.6.2 ICMA agrees to include LGHN representatives in developing and implementing recommendations of any special task forces or committees through identifying best practices, case studies and/or other activities as appropriate.

6.7 Leadership Career Activities

LGHN will provide assistance/recommendations for potential participants in leadership and career development activities sponsored by ICMA, e.g., Leadership ICMA.

7. Nominating Process to ICMA Executive Board and LGHN Board of Directors
ICMA agrees to strive for Hispanic participation on its Executive Board and on ICMA committees and LGHN agrees to strive for ICMA member participation in its Board of Directors and committees.

- 7.1 LGHN will identify an LGHN member who is also an ICMA member in service to local government in each of the five ICMA regions to serve on the ICMA Regional Nominating Committees.
- 7.2 The ICMA Executive Board member serving as liaison to the LGHN board will be an LGHN member and will serve as a member of the LGHN nominating committee each year.
8. LGHN National/Regional Conferences / ICMA Annual Conference: Additional Mutual Support
 - 8.1 ICMA shall assist the LGHN in seeking outside financial support for the LGHN national conference as stated in item 2 on page 1.
 - 8.2 Both ICMA and LGHN will receive the following benefits with respect to each other's annual /national conferences:
 - 8.2.1 Four complimentary registrations,
 - 8.2.2 Free exhibit space,
 - 8.2.3 Conference program advertisement,
 - 8.2.4 Recognition of mutual affiliate status during opening and closing ceremonies,
 - 8.2.5 Recognition of mutual affiliate status on ICMA and LGHN websites and newsletter,
 - 8.2.6 Representation on each other's conference planning committees,
 - 8.2.6.1.1 The privilege of presenting at least one (preferably two) educational session(s) at each other's annual/national conferences.
 - 8.2.7 Identification of facilitators, moderators and panelists, as needed, for participation and presentations at each other's conferences.
 - 8.2.8 Four invitations to ICMA leadership to the LGHN annual dinner held during the ICMA conference; and four invitations to LGHN leadership at the ICMA Leadership Dinner during the ICMA Conference.
9. LGHN shall encourage its ICMA members to apply for all ICMA awards through its newsletter and through individual recruitment of Hispanic local government award applications. **ICMA shall promote LGHN awards.**
10. All disputes relating to this Agreement, including the disposal of assets in the event that this Agreement is terminated, shall be resolved by a committee comprising of two officers from LGHN and two officers from ICMA, plus a fifth member mutually agreed upon by the Presidents of LGHN and ICMA.
11. Services included under this Agreement shall be monitored by the Executive Directors of each organization and/or their designees.
12. LGHN and ICMA shall indemnify and hold each other, its officers, directors and agents harmless from all demands, claims, actions, losses, damages (including special and consequential damages, and including damages from personal injuries), costs, and expenses (including reasonable attorneys' fees) which result from a material breach of this Agreement by LGHN or ICMA or from any actions of LGHN or ICMA prior to date of this Agreement.

This agreement supersedes previous agreements and is effective for four years upon the signing of this document. At the end of the third year, this agreement will be reviewed by the Executive Boards of both organizations and clarified or amended as needed. This agreement shall be in effect unless terminated by the ICMA Executive Board or the LGHN Board of Directors with a one (1) year written notice.

Rolando Fernandez, Jr.
President, International Hispanic Network

Date

Karen Pinkos
President, International City/County Management Association

Date

Karen L Davis
Executive Director, International Hispanic Network

Date

Marc Ott
Executive Director, International City/County Management Association

Date

For discussion with ICMA



June X, 2019

Alex Hannah
Managing Vice President &
Chief Marketing Officer
ICMA-RC
777 N. Capitol, NE, Suite 600
Washington, DC 20002-4290

Dear:

The Local Government Hispanic Network is pleased to submit a grant request of \$50,000 for the three-year period CY 2020 through 2022.

LGHN values its ongoing, positive relationship with ICMA-RC and intends to continue to grow this relationship to enhance the mutual benefit to both organizations. LGHN looks forward to continuing discussions with ICMA-RC staff about ways to strengthen our relationship, including continuing the following strategies:

- Appointing an ICMA-RC Liaison to the LGHN Board of Directors.
- Identifying enhanced strategies for ICMA-RC to educate LGHN members about retirement products available to them.
- Increasing involvement of ICMA-RC staff on LGHN committees.
- Providing complimentary registrations to LGHN events.
- Strengthening networking opportunities between LGHN and member agencies of ICMA-RC, as well as introducing LGHN to ICMA-RC corporate partners.

On behalf of the LGHN Board of Directors, I look forward to hearing from you in the very near future. If you have any questions for LGHN, please contact me at 408-221-8458 or by email, kdavis@LGHN.org or kdavis@managementpartners.com.

Sincerely,

Karen L Davis
LGHN Executive Director



Local Government Hispanic Network
 2107 N. First Street, Suite 470
 San Jose, CA 95131
 Tel 408.437.5400
 Fax 408.453.6191

ICMA-RC
2019 Request for Investment
For the funding period of 1/1/2020 – 12/31/2022

Agency Name: Local Government Hispanic Network	
Address: 2107 N. First Street, Suite 470, San Jose, CA 95131 (LGHN Office)	
Phone: 408-392-0232	Fax: 408-453-6191
Address: 1730 Madison Road, Cincinnati, OH 45206 (LGHN Business Office)	
Phone: 513-861-5400	Fax: 513-861-3480
Contact for this Proposal: Karen L Davis, LGHN Executive Director	
E-mail: kdavis@LGHN.ORG -or- kdavis@managementpartners.com	
Phone: 408-221-8458	Fax: 408-453-6191
ANNUAL AMOUNT REQUESTED FOR THIS PROPOSAL: \$50,000 annually	
Karen L Davis LGHN Executive Director 2107 N. First Street, Suite 470 San Jose, CA 95131	Alex Hannah ICMA-RC, Managing Vice President & Chief Operating Officer 777 N. Capitol, NE Suite 600 Washington, DC 20002-4290
Signature:	Signature:
Date:	Date:

PROPOSAL NARRATIVE

1. Organization Description

The Local Government Hispanic Network (LGHN) is a nonprofit 501 (c) (3) local government professional association. Begun in the 1970s and established as an affiliate of the Local Government City/County Management Association in 1991, LGHN was incorporated in May 2001. LGHN is dedicated to serving and managing communities by promoting professional excellence among Hispanic/Latino executives and public managers in local government. Further, the LGHN works to assist all local government managers of communities with Hispanic/Latino residents to enhance the quality of life of their Hispanic/Latino populations.

Mission

The purpose of this association is to encourage professional excellence among Hispanic/Latino local government administrators and those local government officials working in communities with significant Hispanic/Latino populations, to improve the management of local government, to provide unique resources to Hispanic/Latino local government executives and public managers, and to advance the goals of professional, effective and ethical local government administration.

The objectives of the Network are:

- Assisting communities to enhance the quality of life of Hispanic/Latino populations.
- Increasing Hispanic/Latino participation in local governance by improving their access to local governments.
- Promoting the local government profession within the Hispanic/Latino community.
- Sharing knowledge, information, and experience among the members of the Network.
- Encouraging continued education and training in local government administration.
- Developing and maintaining professional associations with organizations such as the Local Government City County Management Association in order to assist the Network and those organizations achieve their common goals and objectives.
- Soliciting and receiving funds from the private sector, foundations or federal, state and local governments to promote and implement the Network's general goals and objectives.
- Forming strategic alliances (formal and informal) with other Hispanic/Latino professional organizations, and corporate and foundation partners, as well as actively developing and maintaining a professional association with other organizations that share similar goals and objectives such as the National Forum for Black Public Administrators.

LGHN has the corporate structure, Board of Directors, staff and systems to manage the broad range of services it provides. LGHN raises public and private funds to carry out its mission and objectives. LGHN has approximately 600 members and is growing, with more than fifteen local government memberships and four chapter members. LGHN works closely with its collaborative partners to expand the reach of the services that it provides, and to enhance the services provided to its members. Collaborative partners include: ICMA; ICMA-RC; National Forum for Black Public Administrators (NFBPA); National Association of County Administrators (NACA); International Network of Asian Public Administrators (I-NAPA); Engaging Local Government Leaders (ELGL); and the National Association of Latino Elected and Appointed Officials (NALEO). In October 2015, LGHN

signed a formal affiliate agreement with NFBPA and in 2019, signed a formal affiliate agreement with NACA.

2. Grant Proposal Description

Total Funding Proposal: The Local Government Hispanic Network (LGHN) is requesting \$50,000 per year for three years for a total of \$150,000

Annual Base Funding Proposal: As in past years, the request for an annual base funding level of \$50,000 allows the LGHN to continue to operate as an educational, support and professional development resource to Hispanic/Latino local government managers, as well as to local government managers who manage communities with Hispanic/Latino populations. The results are that the local government profession is enhanced by an increase in diversity among the ranks of local government managers, and that local government managers gain access to best practices for providing local government services to their Hispanic/Latino residents.

3. Collaboration

LGHN and ICMA-RC have enjoyed a long history of collaboration and LGHN looks forward to continuing, enhancing and strengthening that collaborative relationship.

~~After discussions with ICMA-RC staff about ways that LGHN has identified ways can be of service to support ICMA-RC: , the following activities and ideas were developed:~~

- Promote ICMA-RC as an LGHN Founding Sponsor and highlight its ongoing support of LGHN activities on the LGHN website, regional and national events.
- Increase access to LGHN membership through ICMA-RC's participation in LGHN member activities and services such as LGHN conferences and regional workshops, activities of LGHN local chapters, the LGHN Annual Membership meeting, and LGHN educational activities such as newsletter articles or other printed materials and LGHN-sponsored webinars.
- Enhance Continue the role of ICMA-RC with the LGHN Board of Directors by creating an through the ICMA-RC Liaison role on the LGHN Board of Directors similar to the ICMA Board Liaison. The ICMA-RC liaison will work to keep the ICMA-RC Board of Directors informed about all LGHN activities.
- Enhance Maintain a high profile of the role of ICMA-RC in LGHN activities by inviting and encouraging ICMA-RC staff members to serve on LGHN committees.
- Enhance LGHN services to ICMA-RC by continuing to provide LGHN members to serve on ICMA-RC committees.
- Promote savings and wealth creation among Hispanics/Latinos working in local government by promoting the ICMA-RC programs among the LGHN membership.
- Assist in the development of ICMA-RC bilingual marketing materials.
- Invite ICMA-RC to present ICMA-RC programs and provide six complimentary registrations at LGHN events, including regional meetings, national meetings/conferences and the annual LGHN dinner.
- In addition to complimentary registrations at the biennial conference, LGHN will invite ICMA-RC to serve on the conference planning committee, provide complimentary exhibit space, complimentary advertising in the conference program and recognition a the primary conference sponsor, and invite ICMA-RC to present at the conference.



After discussions with ICMA-RC staff about ways that ICMA-RC can be of further service provide support to LGHN by: the following activities and ideas were developed:

- ICMA-RC will be an active voice for LGHN by reaching out and promoting LGHN to other local government affiliates that with whom ICMA-RC works.
- ICMA-RC will be an active voice for LGHN by reaching out and promoting LGHN to its local government clients with Hispanic/Latino local government managers and to its local government clients who serve Hispanic/Latino populations.
- ICMA-RC will identify potential sponsors for LGHN and make any necessary introductions.
- ICMA-RC will invite LGHN to participate in regional/national ICMA-RC events to increase LGHN's visibility for the purpose of membership development.

ADDENDUM

- 501(c) (3) letter of determination of non-profit status from the IRS
- List of current Board of Directors

For discussion with ICMA-RC