



LOCAL GOVERNMENT  
**HISPANIC  
NETWORK**

**Board of Directors Meeting**  
**September 6, 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*

Join Zoom Meeting: <https://zoom.us/j/541098131>  
Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 929 205 6099 US (New York)  
Meeting ID: 541 098 131

## 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 August 2, 2019\*
2. Board Meeting Attendance Report for 2018/19\*
3. Financial Report through August 31, 2019\*

### **C. DISCUSSION/ACTION:**

1. Hotel/Conference Contract for 2020 Biennial Conference – October 15-18, 2020, Hyatt Regency Aurora-Denver Conference Center\*
2. Conference Agreement with Adams County\*
3. Revise Board Terms/Annual Meeting to October to Coincide with Biennial Conference and Board Retreat

### **D. DISCUSSION/ACTION: ICMA-RC Agreement\***

### **E. DISCUSSION/ACTION: New City Visions Proposal (Jesus Nava)\***

### **F. DISCUSSION/ACTION: LGHN Shirts for ICMA Conference & Other Activities\***

### **G. UPDATE: Proposed Changes to ICMA Membership\***

### **H. UPDATE: 40<sup>th</sup> Anniversary of the Hispanic Field Service Program (see LGHN history at <https://lghn.org/history/>)**

### **I. UPDATE: ICMA Conference**

1. LGHN Dinner\*
2. LGHN/NFBPA/I-NAPA Reception
3. ICMA Regional Meetings

### **J. INFORMATION: LGHN Calendar of Events\***

### **K. INFORMATION: LGHN Mid-Year Update\***

### **L. DISCUSSION/UPDATES: LGHN Goals**

1. Membership
2. Fundraising/Scholarship Program
3. Career Advancement Program
4. Professional Development
5. University Partnerships: Proposal for Practitioner Program Follow-up\*

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

1. Potential Agreement: NLC | Race, Equity and Leadership Program (TBD)
2. Potential Agreement: National Association of Hispanic Federal Executives (TBD)
3. Government Alliance on Race and Equity (TBD)

\*Supporting documents provided in board packet

4. Ratify Committee Recommendation for 2020 Joel D. Valdez Award (to be awarded at 2020 Biennial Conference and every two years thereafter)
5. Website Tracking
6. Social Media Tracking
7. Fundraising Status

**N. Adjournment & Future Meeting Dates**

1. September 26-27, 2019 – ICMA-RC Workforce 2030 Summit, Fort Lauderdale, FL
2. Friday, October 4, 2019 – LGHN Board Meeting
3. October 20-23, 2019 – ICMA Conference, Nashville, TN
4. Sunday, October 20, 2019 – LGHN Dinner at ICMA Conference
5. November 1, 2019 – LGHN Board Meeting
6. December 6, 2019 – LGHN Board Meeting (Ray Gonzales to chair the meeting)
7. April 15-19, 2020 – NFBPA Conference, Austin, TX



**Board of Directors Meeting  
August 2, 2019**

**MINUTES**

***Advancing Hispanic leadership in local government***

**Board Members Present**

Rolando Fernandez, Jr., President  
Veronica Briseño, Immediate Past President  
Carlos Baia, At Large Director  
Maria DeLeon, At Large Director  
Aubrey Gonzalez, At Large Director  
Patricia Martel, Past ICMA Board Member  
Ramiro Salazar, Director At Large  
James Vega, At Large Director  
Maria Hurtado, ICMA Board Liaison

**Board Members Absent**

Raymond Gonzales, President-Elect  
Bob Harrison, Vice President for Membership  
Samantha Tavares, Vice President for Programs  
Claudia Lujan, Vice President for Career Advancement  
Ramiro Inguanzo, At Large Director  
Paulina Martinez, At Large Director

**Others Present**

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

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

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

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

1. Minutes for Board Meeting of July 5, 2019
2. Board Meeting Attendance Report for 2019
3. Financial Report through July 31, 2019

*Pat Martel moved approval of the consent agenda; Ramiro Salazar seconded the motion; the motion was approved unanimously.*

**C. DISCUSSION/UPDATE: LGHN Shirts for ICMA Conference & Other Activities**

*The board discussed the quality of the shirts to include good fabric and to be of the type that can be worn with a jacket. The item was deferred until they have more details.*

**D. UPDATE: 40<sup>th</sup> Anniversary of the Hispanic Field Service Program**

*Karen Davis reported that Frances Gonzalez has been in communication with President Carter's staff and that the October option is too soon for the event. The date will most likely be mid-November or early December. They are requesting two identical plaques, one at ICMA and one at the Carter Center; they are looking for a collection for his legacy. The expectation for attendees is approximately 20 people and will include alumni class representatives from the grant, LGHN founders and current LGHN members. Frances is working on a two-paragraph description of the event. She has asked for a picture of the plaque to show to the staff (Karen Davis has forwarded a picture). A photo has also been sent of the bust at ICMA. Once the event is concluded, LGHN can use the complimentary ad in PM with a picture of the group.*

**E. UPDATE: LGHN Dinner at ICMA Conference**

*Ray Gonzales is working on finalizing speakers for the dinner and will prepare an invitation once they are confirmed. The board also asked that it be called the LGHN "Awards" Dinner.*

**F. DISCUSSION/UPDATES: LGHN Goals**

*The board asked staff to resend the email asking members to donate to the LGHN scholarship fund. Board members were asked to donate as well. Maria Hurtado suggested that any board member who donates \$100 or more receive a complimentary shirt. The board also suggested other fundraising options such as coffee mugs, etc. Aubrey Gonzalez suggested amending the bylaws to require board members to “get or give” a stated amount. She also suggested that board members contact Hispanic/Latino organizations in their communities. The board suggested a call between LGHN staff, Frances Gonzalez and Aubrey.*

*The board directed staff to publicize the SGR/LGHN webinars “early and often.” Staff is waiting on the details for registration from SGR to start publicizing. Information will also be posted as the third rotating picture on the LGHN home page.*

*Maria Hurtado provided an update on the Professional Development Committee and said that they are developing the schedule for webinars and platicas for next year. Karen Davis told the board that Jesus Nava is preparing a proposal for a “Career Compass” type of article with a Hispanic/Latino perspective. The proposal will be brought to the board for review.*

*Rolando asked that LGHN provide an update at each of the ICMA regional meetings and the meetings with ICMA and ICMA-RC. Karen Davis is preparing a mid-year update.*

**G. REVIEW: Website Update**

*Karen Davis asked the board to review the website changes and submit updates to her.*

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

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

1:55 PM  
09/03/19  
Cash Basis

# Local Government Hispanic Network

## Profit & Loss

January through August 2019

Ordinary Income/Expense

### Income

#### Other Types of Income

Advertising Sales	13,725.00
Miscellaneous Revenue	1,650.00
<b>Total Other Types of Income</b>	<b>15,375.00</b>

#### Program Income

LGHN Dinner Registrations	975.00
Membership Dues	
Individual	3,425.00
Local Government	17,250.00
Chapters	7,750.00
Corporate	2,250.00
<b>Total Membership Dues</b>	<b>30,675.00</b>
Conference Registration	3,722.65
<b>Total Program Income</b>	<b>35,372.65</b>

**Total Income** 50,747.65

### Expense

#### Business Expenses

Constant Contact	412.06
Business Registration Fees	80.00
PayPal Fees	918.45
<b>Total Business Expenses</b>	<b>1,410.51</b>

#### Contract Services

Accounting Fees	850.00
Outside Contract Services	42,852.74
<b>Total Contract Services</b>	<b>43,702.74</b>

#### Operations

Computer Software	153.01
Postage, Mailing Service	56.80
Printing and Copying	250.00
Supplies	53.48
Telephone, Telecommunications	922.82
Website	4,445.40
<b>Total Operations</b>	<b>5,881.51</b>

#### Other Types of Expenses

Board of Directors Retreat	
Retreat	131.32
Travel	780.68
<b>Total Board of Directors Retreat</b>	<b>912.00</b>

1:55 PM  
09/03/19  
Cash Basis

**Local Government Hispanic Network**  
**Profit & Loss**  
**January through August 2019**

<b>Program Activities</b>	
Catering	7,253.94
Postage/Shipping	71.29
Stipends and Speaker Fees	300.00
Program Activities - Other	-25.00
<b>Total Program Activities</b>	<b>7,600.23</b>
Special Projects	2,500.00
Advertising/Marketing Expenses	12.00
Insurance - Liability, D and O	888.00
Other Costs	1,770.70
<b>Total Other Types of Expenses</b>	<b>13,682.93</b>
<b>Travel and Meetings</b>	
Conf, Conv, Meeting-Nat'l	0.00
<b>Total Travel and Meetings</b>	<b>0.00</b>
<b>Total Expense</b>	<b>64,677.69</b>
<b>Net Income</b>	<b>-13,930.04</b>
bank balance as of 8/31/19	<b>\$41,901.57</b>
bank balance as of 9/4/19	\$91,901.57
ICMA-RC check deposited	



HYATT REGENCY AURORA DENVER CC  
 13200 EAST 14TH PLACE  
 AURORA, CO, 80011-, US  
 T: (720) 859-8000  
 F: (303) 366-1661

**GROUP SALES AGREEMENT (27137889)**

Date Prepared: August 20, 2019

Group Contact: Ray Gonzales

Title:

Organization: Local Government Hispanic Network (“LGHN”)

Address: 2107 North First Street Suite 470  
 San Jose CA  
 US 95131

Telephone: 7205236829 Fax: Email: rgonzales@agcogov.org

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Event Name: LGHN 2020 Biennial Conference

Official Event Dates: 15-Oct-2020/18-Oct-2020

Hotel Sales Manager: Gregory Young

Title: Sales Manager

Telephone: 720.925.5328 Fax: (303) 366-1661 Email: gregory.young@hyatt.com

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Local Government Hispanic Network (“LGHN”) and HYATT REGENCY AURORA DENVER CONFERENCE CENTER (“Hotel”) agree as follows:

**GROUP'S FIRST OPTION DUE DATE**

Hotel agrees to hold the guest rooms and meeting and event space listed in this Group Sales Agreement (the "Agreement") for the Event named above on a tentative basis until **30 Aug 2019**. If this Agreement is not fully executed by Group and returned to Hotel, together with any required deposit, credit application or other materials, by **30 Aug 2019**, Hotel may release the guest rooms and/or meeting and event space. If, prior to Group's execution and return of this Agreement together with any other required materials, Hotel receives an alternate request for the Event guest rooms and/or meeting and event space, Hotel will notify Group and Group will have forty-eight (48) hours from Hotel's notification to return this signed Agreement together with any other required materials to Hotel.

**GUEST ROOM BLOCK AND CONTRACTED GUEST ROOM REVENUE COMMITMENT**

The table below sets forth the total number of guest rooms set aside by Hotel for Group’s use during the Official Event Dates (“Guest Room Block”) together with the associated daily contracted guest room revenue (“Contracted Guest Room Revenue Commitment”), and Group’s daily Guest Room Revenue Minimum (as defined herein).

Date	Day	Run of House	Upgrade	Daily Contracted Guest Room Block
15 Oct 2020	Thursday	46	4	50
16 Oct 2020	Friday	46	4	50
17 Oct 2020	Saturday	16	4	20

**Total Contracted Guest Room Block: 120**

**Total Guest Room Revenue Commitment: \$19,080.00**

**GUEST ROOM RATES**

Hotel confirms the following Guest Room Rates:

Room Type	Block Type	Single Rate	Double Rate	Triple Rate	Quad Rate
ROH Default	Group	159.00	159.00	184.00	209.00
Upgrade	Group	159.00	159.00	184.00	209.00

The Guest Room Rates are quoted exclusive of any applicable taxes which are currently 12.25% occupancy tax + 2.75% +Public Improvement Fee (PIF) + a \$2.00 New Destination Marketing Fee applicable service fees, and/or Hotel-specific fees in effect at the time of the Event.

**RELOCATION**

In the event Hotel does not provide a guest room to an Event attendee with a confirmed reservation, and the Event attendee is in need of the guest room, Hotel shall use commercially reasonable efforts to: (i) relocate the displaced Event attendee to the closest comparable hotel (the “Alternate Hotel”) for the nights Hotel is not able to provide the Event attendee a guest room; (ii) provide transportation to and from such Alternative Hotel for each night Hotel is not able to provide the Event attendee a guest room; and (iii) provide two (2) long distance telephone calls (not to exceed 10 minutes) for the Event attendee for each day Hotel is not able to provide the Event attendee a guest room, all in accordance with Hotel’s relocation policy.

Any guest rooms relocated to an Alternate Hotel as set forth above will be credited to Group’s Contracted Guest Room Revenue Commitment and complimentary guest room count, for such period as Hotel is unable to provide guest rooms to Event attendees. Relocated guest rooms will not be commissionable.

## **RESERVATION METHOD**

### **[X] Booking link & Individual Call in**

Hotel recommends using a web-based reservations system to make room reservations. Reservations may be made, modified or cancelled by attendees via a URL provided by Hotel and published by Group to potential attendees (user names or passwords provided Group to access the web-based reservations system are confidential and their misuse is Group's responsibility) and the host of such URL's privacy policy shall apply. Alternatively, reservations may be made through Hotel's Reservation Department by calling (720) 859-8000 or 877-803-7534 and referring to Group or Event name. Reservations for rooms accessible to guests with disabilities may be made in the same manner. Reservations must be made on or before the Cut-Off Date specified below.

## **CUT-OFF DATE**

The "Cut-Off Date" is September 24<sup>th</sup> 2020. After the Cut-Off Date, all rooms within Group's contracted Guest Room Block that have not been reserved will be returned to Hotel's general inventory. Reservation requests for rooms within the Guest Room Block received after the Cut-Off Date will be based on availability at Hotel's prevailing rates and will be credited to achieving Group's Contracted Guest Room Revenue Commitment. Only actual reservations for Event attendees will be considered valid room reservations. After the Cut-Off Date, cancelled guest rooms will be returned to Hotel's inventory. Name changes on, or other transfers of, room reservations will not be accepted after the Cut-Off Date.

## **NON-COMMISSIONABLE**

The Guest Room Rates set forth above are confirmed on a net, non-commissionable basis.

## **CONTRACTED GUEST ROOM COMMITMENT**

If, at the completion of the meeting, the Groups actual usage is less than 80.00% of the contracted Group block, Group agrees to pay, as liquidated damages and not as penalty, the difference between 80.00% of the room night commitment and Group's actual usage, multiplied by the net ROH Group rate, plus applicable taxes. "Actual usage" is defined as all room nights utilized by Group attendees for this meeting, rated or complimentary, in the Group block or booked outside the Group block, over the dates of the contract meeting, to include three days pre and post, or any cancellation or early departure fee collected by Hotel.

Damages will be based on a formula which represents estimated lost profit from guestrooms the Hotel does not resell or bill to others for attrition, cancellation, or no-shows. Hotel will make reasonable efforts to mitigate damages. Hotel Records relating to hotel occupancy, mitigation of damages and overall attrition will be made available to Group.

Group will not be liable for the payment of any attrition or performance damages if HOTEL is "sold out," or represents itself as being "sold out," in advance on any of the night(s) during Group Meeting Period. The Hotel will be considered "sold out" if it represents to anyone seeking to make reservations that is sold out and that no additional reservations will be accepted by Hotel on a specific night or nights.

For any day during the meeting dates that the hotel achieves 100% or higher occupancy, the Group will receive credit for full achievement of the contracted block for that day.

The Final Attrition Damages, if any, will be due and payable thirty (30) days after Group receipt of Hotel's invoice along with: (i) an accurate final post-meeting occupancy and revenue report.

Sales tax will not be applied to attrition damages unless required by local and/or state law. The parties agree that the damages owed Hotel by Group, under the terms of this provision are the sole amounts due Hotel for the guest room attrition.

## **MEETING AND EVENT SPACE COMMITMENT**

Group's program of events must be signed and initialed by Group and returned to Hotel with this signed Agreement (the "Program of Events"). Hotel will hold the meeting and event space as set forth on the signed and initialed Program of Events, which shall be attached to and made a part of this Agreement. This is considered to be a firm commitment by Group and any increase or decrease to that commitment or Group's Food and Beverage Revenue Commitment (as defined below) may result in a modification of Group's Meeting and Event Space Rental Fee (as defined below), if any, by Hotel. All meeting and event space is assigned by Hotel according to the number of persons guaranteed to attend the Event. Hotel may reassign the meeting or event space listed on the Program of Events at Hotel's sole discretion. Failure to submit a finalized Program of Events to Hotel by September 24<sup>th</sup> 2020 may result in a release or reassignment by Hotel of the meeting or event space being held for Group. Group agrees to promptly notify Hotel of any changes in its meeting or event space requirements.

General Session Space, Office, and Meal Space are complimentary with a Food and Beverage Minimum of \$22,000.00. Breakout rooms and Board Meeting Space will require a per day rental of \$250.00 per room per day (the "Meeting and Event Space Rental Fee"). The Meeting Event Space Rental Fee is subject to taxes and service charges in effect at the time of the Event. The current tax rate for meeting rooms is 8.00% and the service charge is 24.00%.

**FOOD AND BEVERAGE REVENUE COMMITMENT**

By entering into this Agreement, Group agrees to provide a minimum of \$22,000.00 in meeting and event food and beverage revenue (the "Food and Beverage Revenue Commitment"). The Food and Beverage Revenue Commitment excludes services charges, taxes, audio visual, parking or other associated expenses applicable at the time of the Event.

Should Group's actual meeting and event food and beverage revenue fall below the Food and Beverage Revenue Commitment, Group shall pay as liquidated damages the difference between the Food and Beverage Revenue Commitment (after deducting any permissible reduction) and the actualized meeting and event food and beverage revenue, plus any applicable taxes and service charges (also referred to as "Attrition Charges"). Attrition Charges owed to Hotel under this Section, if any, will be posted as a charge on Group's Master Account together with applicable taxes and service charges.

In order for the Hotel to prepare appropriately for food and beverage events, Group agrees to provide menu choices and number of attendees at least fourteen (14) days prior to the first day of the Event. A surcharge of up to five percent (5%) will be assessed for menu changes that are received less than fourteen (14) days prior to the first day of the Event.

Hotel and Group intend to liquidate the damages suffered by Hotel in the event that Group fails to meet its Food and Beverage Revenue Commitment set forth in this Section. Therefore, Hotel and Group agree that: (a) the damages suffered by Hotel in the event that the Food and Beverage Commitment is not met are difficult to calculate; (b) the above formula is a reasonable estimate of such damages; and (c) the Attrition Charges do not constitute a penalty.

Group's obligations under this Section shall survive completion of this Agreement.

All banquet food and beverage arrangements must be made through Hotel. Only food and beverage purchased from Hotel may be served on Hotel property. Hotel reserves the right to cease service of alcoholic beverages in the event that persons under the age limit mandated by applicable law are present at the Event and attempt to receive service of alcoholic beverages. Hotel reserves the right to deny alcoholic beverage service to guests who appear to be intoxicated.

**SERVICE CHARGES-FOOD AND BEVERAGE**

A service charge and applicable taxes that are in effect at the time of the Event shall be added to all food and beverage charges. The current service charge is 24.00%.

Service charges may be subject to sales or other taxes in effect at the time of the Event. Group and its attendees may provide an additional tip to Hotel's staff. All service charges will be posted to Group's Master Account.

**PROGRAM OF EVENTS**

**Event Date: Thursday, 15-Oct-2020**

Registration	REGISTRATION	12:00 PM - 11:59 PM	0	REGISTRATION	Aurora Foyer
Office	OFFICE	12:00 PM - 11:59 PM	10	EXISTING	Boardroom A
Reception	RECEPTION	06:00 PM - 08:30 PM	0	RECEPTION	Aurora Foyer

**Event Date: Friday, 16-Oct-2020**

General Session	GENERAL SESSION	08:00 AM - 11:59 PM	200	SCHLRM-2 PER 6FT	Aurora Ballroom 1
Breakout 1	BREAK OUT	08:00 AM - 06:00 PM	50	SCHLRM-2 PER 6FT	Conference Room I
Breakout 2	BREAK OUT	08:00 AM - 06:00 PM	50	SCHLRM-2 PER 6FT	Conference Room II
Breakout 3	BREAK OUT	08:00 AM - 06:00 PM	70	SCHLRM-2 PER 6FT	Conference Room VI
Registration	REGISTRATION	08:00 AM - 11:59 PM	0	REGISTRATION	Aurora Foyer
Office	OFFICE	08:00 AM - 11:59 PM	10	EXISTING	Boardroom A
Breakfast	BREAKFAST	08:00 AM - 09:00 AM	200	BANQT RNDS 10	Aurora Ballroom 2
Lunch	LUNCH	12:00 PM - 01:00 PM	200	BANQT RNDS 10	Aurora Ballroom 2

**Event Date: Saturday, 17-Oct-2020**

General Session	GENERAL SESSION	08:00 AM - 12:00 PM	200	SCHLRM-2 PER 6FT	Aurora Ballroom 1
Registration	REGISTRATION	08:00 AM - 12:00 PM	0	REGISTRATION	Aurora Foyer
Breakfast	BREAKFAST	08:00 AM - 09:00 AM	200	BANQT RNDS 10	Aurora Ballroom 2
LHGN Board Meeting	MEETING	12:00 PM - 04:00 PM	15	CONFERENCE	Conference Room III
LHGN Board Lunch	LUNCH / MEETING	12:00 PM - 01:00 PM	15	EXISTING	Conference Room III
Office	OFFICE	08:00 PM - 11:59 PM	10	EXISTING	Boardroom A

**CONCESSIONS/ENHANCEMENTS**

- 15% Discount on Audio Visual with PSAV exclusivity
- Complimentary Internet in Guest Rooms, \$14.00 value per device per day
- Rate Available 3 Days Pre/Post based on availability
- 80% cumulative attrition
- Discounted Parking: \$6 Daily, \$9 overnight, and \$12.00 valet
- Double Meeting Planner Points
- Complimentary General Session and Meal space with a Food & Beverage Minimum of \$22,000.00, Breakout sessions set at a rental of \$250.00++ per room per day, a savings of \$150.00 per room.
- Four (4) Upgrades at group rate based on availability, an average savings of \$200.00+ per upgrade
- Four (4) VIP Amenities, a value of \$30.00 per amenity

**BILLING ARRANGEMENTS**

Individuals shall be responsible for their own guest room, tax, incidental charges and any other charges not authorized by Group to be billed to the Master Account. All charges incurred are to be paid upon checkout. The Master Account is limited to charges for the Meeting and Event Space Rental Fee, food and beverage events and other services requested by Group.

Credit procedures will be provided to Group by Hotel upon the request for a credit application.

If Group wishes to set up direct billing for the Master Account, a credit application must be completed and returned to Hotel for approval together with this signed Agreement. In the event credit is approved: (i) all charges (up to the authorized credit

amount) shall be due and payable to Hotel no later than thirty (30) days after Group's receipt of the Master Account invoice; and (ii) Hotel reserves the right to rescind its approval if there is a material change in Group's creditworthiness or material increase in anticipated charges.

In the event that credit is not requested, not approved or subsequently rescinded, payment of Group's total estimated Master Account will be due to Hotel prior to Group's arrival in accordance with the deposit schedule below. Failure to remit such payment(s) when due will be deemed to be a cancellation of this Agreement by Group, and Group shall be liable for the Cancellation Charges as set forth herein.

Invoice disputes and/or billing errors must be communicated to Hotel no later than fourteen (14) days before the date payment is due.

**DEPOSITS**

Group shall provide a non-refundable (except as specifically provided herein) deposits in the total amount of \$22,000.00 payable as set forth in the table below. All deposits will be credited towards any Attrition Charges (defined below) or Cancellation Charges (defined below) due to Hotel. Payment may be made by check, credit card, wire transfer or ACH. Hotel will provide a Credit Card Authorization form for scheduled payments made by credit card or ACH.

1 <sup>st</sup> Deposit: Due at contrat signing	\$5,500.00
2 <sup>nd</sup> Deposit: Due November 20 <sup>th</sup> 2019	\$5,500.00
3 <sup>rd</sup> Deposit: Due March 20 <sup>th</sup> 2020	\$5,500.00
4 <sup>th</sup> Deposit: Due July 20 <sup>th</sup> 2020	\$5,500.00
Remaning Balance: Due 3 days prior to arrival	TBD

In the event Group submits Direct Bill Application and is approved for credit, 1<sup>st</sup> deposit will be due at contract signing and remaining deposit will be waived.

**CANCELLATION OPTION**

Either Hotel or Group may cancel this Agreement without cause upon written notice to the other party at any time prior to the Event. In the event Group cancels without cause, Group shall pay Hotel liquidated damages in an amount calculated according to the table below (the "Cancellation Charges"), plus applicable taxes. Applicable Services Charges will be added to the Cancellation Charges when cancellation occurs sixty (60) days or less prior to the first date of the Event.

From September 1 <sup>st</sup> 2020 through the first day of the Event	\$24,464.00 (80% of the aggregate Contracted Guest Room Revenue Commitment, 40% of Food and Beverage Revenue Commitment, and 40% of any Meeting and Event Space Rental Fee)
From June 2 <sup>nd</sup> 2020 through August 31 <sup>st</sup> 2020	\$20,256.00 (70% of the aggregate Contracted Guest Room Revenue Commitment, 30% of Food and Beverage Revenue Commitment, and 30% of any Meeting and Event Space Rental Fee)
From January 1 <sup>st</sup> 2020 through June 1 <sup>st</sup> 2020	\$15,290.00 (50% of the aggregate Contracted Guest Room Revenue Commitment, 25% of Food and Beverage Revenue Commitment, and 25% of any Meeting and Event Space Rental Fee)
Agreement signing through December 31 <sup>st</sup> 2019	\$11,082.00 (40% of the aggregate Contracted Guest Room Revenue Commitment, 15% of Food and Beverage Revenue Commitment, and 15% of any Meeting and Event Space Rental Fee)

Payment of the Cancellation Charges shall be made by Group to Hotel at the time this Agreement is canceled by written notice. Hotel and Group agree that: (a) the damages suffered by Hotel in the event that Group cancels without cause are difficult to calculate; (b) the above formula is a reasonable estimate of such damages; and (c) the Cancellation Charges do not constitute a penalty.

In the event Hotel cancels this Agreement without cause, Hotel shall pay Group any direct damages suffered as a result of the cancellation, which damages shall not exceed the amount calculated according to above scale.

The parties' obligations under this Section shall survive termination of this Agreement.

#### **RIGHTS OF TERMINATION FOR CAUSE**

This Agreement may be terminated by either party without liability upon written notice under the following circumstances:

- (i) if a party's performance under this Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the party's control that in each case make it illegal or impossible to perform its obligations under this Agreement. In such event, the terminating party shall give written notice of termination to the other party within five (5) days of such occurrence; or
- (ii) if either party makes a voluntary or involuntary assignment for the benefit of creditors or enters into bankruptcy proceedings prior to the date of the Event. In such event, the party who is not making an assignment or entering into bankruptcy proceedings shall have the right to terminate this Agreement upon written notice to the other party; or
- (iii) if at the time of the Event, the hotel will no longer be operated under a Hyatt brand. In such event, Hotel shall notify Group in writing of such change, and Group shall have the right to terminate this Agreement without liability upon written notice to Hotel within thirty (30) days of the date of Hotel's notice of change of brand.

In the event of termination by either party under this Section, Hotel shall refund all deposits and/or prepayments made by Group within thirty (30) days of receipt of the notice of termination.

Except as otherwise specifically provided in this Agreement, neither party shall have the right to terminate this Agreement for any other cause.

#### **INDEMNIFICATION AND HOLD HARMLESS**

Hotel agrees to defend, indemnify and hold Group harmless from and against all claims, costs, losses, expenses, damages, actions, causes of action, and/or liabilities, including reasonable attorneys' fees, arising out of or resulting from: (i) any negligent act undertaken or committed by Hotel pursuant to the performance of its obligations under this Agreement except to the extent such actions or liabilities are due to the misconduct or negligence of Group or its employees, attendees, agents or contractors; or (ii) any breach by Hotel of its obligations under the Sections of this Agreement titled "Compliance with Laws" or "Privacy of Personal Information."

Group agrees to defend, indemnify, and hold Hotel, the entity that owns the hotel, the entity that manages the hotel and their affiliates and each of their respective shareholders, members, directors, officers, managers, employees and representatives harmless from and against all claims, costs, losses, expenses, damages, actions, causes of action, and/or liabilities, including reasonable attorneys' fees, arising out of or resulting from: (i) any negligent act undertaken or committed by Group, its employees, invitees, attendees or any contractors hired or engaged by Group in connection with the performance of Group's obligations under this Agreement, except to the extent such actions or liabilities are due to the misconduct or negligence of Hotel; or (ii) any breach by Group of its obligations under the Sections of this Agreement titled "Compliance with Laws," "Privacy of Personal Information" or "Permits and Licenses."

The parties' obligations under this Section shall survive completion or earlier termination of this Agreement.

#### **INSURANCE**

Group and Hotel shall each maintain sufficient insurance to insure their obligations set forth in the Section of this Agreement titled "Indemnification and Hold Harmless," and each shall provide evidence of such insurance upon request.

#### **CONTRACTORS**

For any activity introduced onto Hotel's premises by an outside provider engaged by Group, Group will ensure that such providers comply with the terms of this Agreement and with any requirements for such providers as provided to Group by Hotel. Group will be fully responsible for such providers' actions or inactions and agrees to remove from Hotel's premises

any outside provider that Hotel deems objectionable or whose activities cause reasonable concern. Upon request, Group will provide a certificate of insurance from such outside providers covering their actions and naming Hotel, the entity that owns the hotel, the entity that manages the hotel and their affiliates as additional insureds with regard to their activities.

#### **AMERICANS WITH DISABILITIES ACT**

Hotel acknowledges its obligation to comply with the public accommodations requirements of the Americans with Disabilities Act or similar local laws regarding access and public accommodation ("Public Access Laws") except those of Group including Group's obligation to (i) remove "readily achievable" physical barriers within the meeting rooms utilized by Group that Group created (e.g., set-up of exhibits in an accessible manner) and that are not controlled or mandated by Hotel; (ii) provide auxiliary aids and services where necessary to ensure effective communication of the Event to disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display); and (iii) modify Group's policies, practices and procedures applicable to attendees as required to enable disabled individuals to participate equally in the Event. Group shall identify in advance any special needs of disabled Event attendees requiring accommodation by Hotel and will notify Hotel of such needs for accommodation in writing as soon as they are identified to Group. Whenever possible, Group shall copy Hotel on correspondence with attendees who indicate special needs requiring accommodation under such Public Access Laws. Hotel shall notify Group of requests for accommodation that it may receive otherwise than through Group to facilitate identification by Group of its own accommodation obligations or needs as required by such Public Access Laws. Any extraordinary costs for special auxiliary aids requested by Group shall be borne by Group.

#### **COMPLIANCE WITH LAWS**

Each party hereby represents, warrants and covenants that it shall comply with all laws, rules, orders and regulations applicable to its performance under this Agreement.

#### **CHANGES; NOTICE**

Any changes to this Agreement must be made in writing and signed by both parties to be effective. Any modifications, additions or corrective lining out made on this Agreement will not be binding unless such modifications have been signed or initialed by both parties. Any notice hereunder shall be given to the individuals listed on the first page of this Agreement at the addresses set forth herein. Notice must be given by: (i) certified or registered mail, return receipt requested; (ii) commercial courier for overnight delivery, with a signature signifying receipt; (iii) facsimile evidenced by a machine-generated receipt; or (iv) email, provided that for notices given by facsimile or email, a confirmation copy must also be sent that same day by commercial courier for overnight delivery as provided herein. All notices shall be deemed delivered upon receipt.

#### **DAMAGE TO HOTEL PREMISES**

Group shall be responsible for all damage to hotel premises caused by Group or its agents or contractors. Upon completion of the Event, Group will leave the premises in the same condition as received, reasonable wear and tear excepted.

Group's obligations under this Section shall survive completion or earlier termination of this Agreement.

#### **LIMITATION OF LIABILITY**

Except for damages covered by the indemnifying party's indemnification obligations as set forth in the Section titled "Indemnification and Hold Harmless," neither party shall be liable to the other for any special, indirect, incidental, consequential, punitive or exemplary damages even if such party has knowledge of the possibility of such damages, provided that in no event shall either party be liable to the other for any lost profits. Under no circumstances shall this limitation of liability limit or waive Group's obligations to pay liquidated damages, including without limitation, Attrition Charges or Cancellation Charges that may be owed.

This Section shall survive completion or earlier termination of this Agreement.

#### **PRIVACY OF PERSONAL INFORMATION**

Hotel complies with the Global Privacy Policy for Guests, which is available at <http://privacy.hyatt.com> (the "Privacy Policy"). If applicable, Group agrees to inform guests or event attendees at Hotel ("Guests") where they may access the Privacy Policy. To the extent that Group transfer information related to any person to Hotel, Group confirms and warrants that it will do so in a manner ensuring appropriate security measures and in compliance with all applicable requirements of data protection and privacy laws and regulations. Group affirms that it (and its Agent, if applicable) is authorized to provide, request, and receive information pertaining to Guests and event attendees as is necessary pursuant to the Guests' hotel stay, event attendance or under this Agreement. Hotel will protect and use personal data about Guests and event attendees that Hotel receives in

connection with its performance of this Agreement and as set forth in the Privacy Policy, provided that Group acknowledges and agrees that certain services may be provided by a third party and that use of such services may be subject to terms and conditions (including those regarding the access and use of Guest information) different than those in this Agreement.

#### **HUMAN RIGHTS/COMBATING HUMAN TRAFFICKING**

Hyatt's statement relating to Human Rights and Combating Human Trafficking is available at <https://about.hyatt.com/en/hyatt-thrive/human-rights.html>.

#### **PERMITS, LICENSES AND APPROVALS**

Group shall, at its sole cost and expense, obtain all licenses, permits and approvals that are: (i) required for the Event; or (ii) required and/or necessary for Group to perform its obligations under this Agreement. Such licenses or permits include, but are not limited to licenses and permits: (a) from any applicable governing body; and (b) for the use of a third party's intellectual property, including but not limited to any music, videos, performances, and/or images.

#### **GOVERNING LAW; JURISDICTION**

This Agreement shall be governed by and construed under the laws of the State or Province in which Hotel's premises are located (excluding its conflicts of law rules). Any controversy, claim or dispute arising out of or relating to this Agreement shall be brought in any court of competent jurisdiction in the State or Province in which Hotel's premises are located for trial and determination without a jury.

#### **WAIVER OF JURY TRIAL**

To the extent permitted by law, the parties hereby expressly waive the right to a trial by jury.

#### **ATTORNEYS FEES**

In the event any legal action is taken by either party against the other party to enforce any of the terms and conditions of this Agreement, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all court costs, reasonable attorneys' fees, and expenses incurred by the prevailing party. In addition, the party against whom collection is sought by non-judicial means shall be responsible for all reasonable costs (including reasonable attorneys' fees) incurred by the party that is successful in seeking collection of monies due pursuant to this Agreement.

#### **WAIVER**

If one party agrees to waive its right to enforce any term of this Agreement, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Agreement.

#### **ENFORCEABILITY**

If any provision of the Agreement is unenforceable under applicable law, the remaining provisions shall continue in full force and effect.

#### **COUNTERPARTS/ELECTRONIC SIGNATURES**

This Agreement may be executed in one or more counterparts with an original signature or with a Hotel-approved electronic signature, each of which shall be deemed an original and all of which shall constitute the same instrument. Further, if a signed Agreement is provided to Hotel as a photocopy, fax, PDF or other format through a Hotel-approved electronic software system, then such Agreement shall be treated and shall have the same binding effect as an original and shall be acceptable to Hotel to hold the Guest Room Block and/or meeting space as set forth herein.

**ENTIRE AGREEMENT**

This Agreement, along with the attached Program of Events, contains all of the terms agreed to by the parties. All prior agreements, verbal or written, are no longer effective once this Agreement is signed by the parties. Should there be any conflict between this Agreement and any addenda, exhibits, or attachments, the language of this Agreement shall control.

When signed by each party's authorized representative, this Agreement shall constitute a binding agreement between Group and Hotel.

Attachement I: Direct Bill Application  
Attachement II: Credit Card Authorization Form

By Hotel's  
Authorized Representative

By Group's  
Authorized Representative

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Gregory Young

Name: Karen Davis

Title: Sales Manager

Title: Executive Director & President

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

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



## 2020 BIENNIAL CONFERENCE AGREEMENT

### DEFINITIONS:

- **Conference Planning Committee:** The committee appointed by the LGHN Board of Directors and the Adams County Managers' Association, consisting of LGHN members selected from members expressing an interest in serving.
- **Host Committee:** The committee selected by the Adams County Managers' Association to provide guidance and assistance with local programs and logistics.
- **Local Government Hispanic Network (LGHN):** The LGHN Board of Directors and staff unless otherwise stated.
- **Conference Responsibilities:** Detailed descriptions and timelines are provided in Attachment A.

### A. Program Planning and Coordination

The conference shall complement and enhance LGHN and its mission and objectives. The conference shall be a two or three-day conference and plan for a minimum of 200-250 people in attendance.

LGHN and committee appointed by the LGHN Board of Directors and the Adams County Managers' Association shall establish a Conference Planning Committee with staff support from LGHN. The LGHN Program Committee is a resource to the Conference Planning Committee.

The Conference Planning Committee, in conjunction with the Host Committee and LGHN staff shall submit a proposed conference budget, including revenue and expense projections.

The committee appointed by the LGHN Board of Directors and the Adams County Managers' Association shall establish a host committee responsible for providing staffing for all conference functions, including, but not limited to, needs related information technology, facilities, check-in/registration, special events and receptions.

The Conference Planning Committee and Host Committee shall recruit volunteers to assist in the planning efforts, in order to provide sufficient assistance during and after the conference.

A conference logo, theme, proposed program and schedule shall be developed by the Conference Planning Committee and submitted to the LGHN board for approval.



The Host Committee will be responsible for negotiating all conference related contracts, including, but not limited to the contract with the hotel(s), event facilities, caterers, transportation, and entertainment in coordination with LGHN staff. The LGHN Board has final approval of the contracts.

## **B. Marketing**

Marketing is the primary responsibility of the Conference Planning Committee. LGHN staff will provide guidance and assistance. The LGHN Communications committee is a resource to the Conference Planning Committee.

The Conference Planning Committee shall develop all promotion material. All materials must be made available in electronic format for use on the Conference website and other promotional materials.

## **C. Finances**

The Conference Planning Committee and Host Committee are jointly responsible for raising sufficient revenue to cover all conference expenses.

The Conference Planning Committee must develop and implement a fundraising strategy that covers all expenses and net proceeds, in coordination with LGHN staff.

The distribution of net proceeds shall be based on prior agreement by LGHN and the committee appointed by the LGHN Board of Directors and the Adams County Managers' Association.

## **D. Additional Requirements**

The Conference Planning Committee shall designate a representative to join monthly LGHN board meetings via telephone, and provide updates on programs, budget goals and fundraising activities.

LGHN may designate a minimum of two Board Members to participate in planning meetings via telephone.

The Conference Planning Committee shall compile evaluations for conference session and event venues and provide a comprehensive, online, post-conference evaluation.

The Conference Planning Committee shall participate in a post conference wrap-up, including but not limited to: provision of final detailed expenses and revenues; final listing of all attendees, sponsors, presenters, including name, address, telephone, and email address; provide a write-up for post-conference website and other LGHN marketing, along with photographs and conference PowerPoint presentations for posting on the website and inclusion in the LGHN newsletter.



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Rolando Fernandez, Jr., President  
Local Government Hispanic Network

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Raymond Gonzales, President-Elect  
Local Government Hispanic Network and  
Adams County Managers' Association Representative



September 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](mailto:kdavis@LGHN.org) or [kdavis@managementpartners.com](mailto: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*

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

Red text indicates additions based on discussion with ICMA-RC,

## 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 700 members and is growing, with more than fifteen local government memberships and four chapter members. Membership is expected to exceed 1,000 members by 2024. 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 and introductions 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.
- LGHN Board to provide endorsement(s) and identify members who can provide testimonials and endorsements for ICMA-RC.
- Identify and coordinate meetings between ICMA-RC and LGHN member jurisdictions not currently using ICMA-RC as a service provider.
- 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 introducing and promoting the ICMA-RC programs among the LGHN membership.
- Promote ICMA-RC programs and activities on LGHN social media sites and through articles posted on the LGHN website. LGHN membership will notify membership of postings through email blasts.
- 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 as the primary conference sponsor.
- Prominently display ICMA-RC banner at the biennial conference registration area and at major keynote sessions; 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.

<b>ADDENDUM</b>
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- 501(c) (3) letter of determination of non-profit status from the IRS
- List of current Board of Directors

For discussion with ICMA-RC



## Accelerate Mutatio: Accelerate Change

Prepared for: **Local Government Hispanic Network - LGHN**

Prepared by: **Jesus Nava, New City Visions**

Date: **August 20, 2019**

Proposal number: **JN-2019-02**



# EXECUTIVE SUMMARY

### Objective

To accelerate the career progression of people of color who work in local government by providing honest and accurate information and real-life experiences from tenured city managers.

### Goals

To help accelerate the careers of people of color working in local government.

To provide mentoring opportunities with tenured local government professionals from all fields.

To create professional social networks that can assist in recruitments and promotions.

To make new friends and acquaintances with senior members of the LGHN.

### Solution

The Local Government Hispanic Network will publish twelve monthly articles about career advancement written by tenured local government managers of color. Each article will address the challenges confronted by people of color as they seek to advance in the profession. Personal success stories will be shared as well as strategies for moving ahead. Authors will also agree to mentor individuals seeking advice and guidance.

### Project Outline

New City Visions will identify 15 tenured local government managers who are Latino and work to gain formal commitments from them to write an article on career mobility for people of color. Authors will agree to the following:

- Work is voluntary and without monetary compensation.
- Complete the articles according to the publication schedule.
- Articles will be limited to 500 words.
- Articles will include author's contact information so that members can contact them.
- Articles will be property of the LGHN.

## AGREEMENT AND BUDGET

### Pro Bono Agreement

New City Visions will provide these professional contractual services to the Local Government Hispanic Network on a voluntary basis without payment to advance the public good of its membership. New City Visions will act as consultant to the Local Government Hispanic Network on this project and will manage all aspects of the work. New City Visions will coordinate directly with Management Partners on the publication of the articles. All articles will become the property of the Local Government Hispanic Network upon publication.

In exchange, the Local Government Hispanic Network will formally recognize the monetary value of these pro bono, professional, contractual services and provide a letter acknowledging receipt of the voluntary work and its dollar value. The letter will include the federal tax identification number of the organization.

### Budget

Description	Hours	Unit Price	Cost
Identify 12 Managers and Gain Commitments for Articles (Estimated at one hour per manager)	12	\$ 75	\$ 900
Manage Publication Schedule and Calendar (Estimated at 2 hours per month)	24	\$ 75	\$ 1,800
Edit and Proofread Articles for Publication (Estimated at 4 hours per month)	48	\$ 75	\$ 3,600
<b>Total</b>			<b>\$ 6,300</b>

### Project Management

Jesus Nava will serve as project manager and be responsible for all aspects of the work. Jesus will provide reports to the Board of Directors on the status of the project when requested by the Board. As an independent contractor, Jesus has complete control over his work schedule and is free to provide the services from any location of his choosing.



LOCAL GOVERNMENT  
**HISPANIC**  
NETWORK



**Minimum order of 24 each for price point (Shipping price not included)**

**Polo's:**

**\$15.99 each**

**Men's**

**Women's**

**$\$15.99 \times 24 \text{ polo's} = \$383.76$**

**Pullover's:**

**\$19.99**

**Men's**

**Women's**

**$\$19.99 \times 24 \text{ Pullover's} = \$479.76$**

**Totally Cost: \$863.52**

**(Shipping price not included)**

## **Recap of Board Decisions at the Special Meeting on Diversity Initiatives**

At the recent special board meeting held August 15 in Chicago, the Board approved placing the following items on a ballot for members to consider amending the ICMA Constitution.

### A. **Proposal 1:**

**Regional Nominating Committees:** Allow any ICMA member serving in a local government and in good standing to serve as the appointed representative to the Regional Nominating Committee

### B. **Proposal 2:**

**Voting Rights:** Extend voting eligibility to Affiliate Members in service who have been a member of ICMA and serving in a local government for five years. Affiliate members retain voting rights only if they are in service to a local government.

### C. **Proposal 3:**

**Executive Board Diversity:** Extend eligibility to serve on the Board in the non-CAO position to Affiliate Members in service (entry-level, mid-management and department directors) who have been a member of ICMA and serving in a local government for five years.

### **Additional:**

Amend the Constitution to remove the current requirement that amendments take place 10 days from the vote and replace it with the requirement that any proposed ballot amendment will include an implementation timeline/effective date.

The next steps are for staff to develop proposed ballot language, draft constitutional amendments, and an implementation schedule to be shared with the Board at your October meeting in Nashville. In addition, staff is amending the communication plan shared with the Board as part of the August agenda to reflect input from the Board and to fully utilize the Nashville Conference as a means to inform the membership of the upcoming ballot initiatives.



# Annual Awards Dinner

**SUNDAY, OCT. 20**

*Reception* 6:30 p.m. | *Dinner* 7:15 p.m.

## *Featured Speakers*

Joelle L. Martinez



Executive Director,  
Latino Leadership  
Institute at the  
University of Denver

Crestina Martinez



Chief of Staff  
for Colorado  
Lieutenant Governor  
Dianne Primavera

**Union Station Hotel**, 1001 Broadway, Nashville

**REGISTRATION REQUIRED**

## September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 LGHN Board Meeting	7
8	9	10	11 ICMA Webinar: Grappling with Gnarly Issues: How Local Government Can Help	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 LGHN Board Meeting	5
6	7	8	9	10 ICMA Webinar: Promoting Trust in a Divisive World	11	12
13	14	15	16	17 SGR/LGHN Webinar: Preparing for an Opportunity... Without Knowing the Details	18	19
20 ICMA/LGHN Dinner Nashville	21 ICMA Nashville	22 ICMA Nashville	23 ICMA Nashville	24	25	26
27	28	29	30	31		

## November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 LGHN Board Meeting	2
3	4	5 LGHN Webinar: Cultural Intelligence	6	7	8	9
10	11	12	13	14 ICMA Webinar: Having Difficult Conversations in Your Organization and Beyond	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 SGR/LGHN Webinar: I Spy: Looking for Opportunities in all the Right Places	5	6 LGHN Board Meeting  ICMA Conference Planning Committee	7 ICMA Conference Planning Committee
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Note: 2020 ICMA Webinars TBD

## January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 LGHN Board Meeting	4
5	6	7	8	9 SGR/LGHN Webinar: Evaluating Whether to Pursue a Job Opportunity	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 LGHN Webinar: TBD	30	31	

## February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 LGHN Board Meeting	8
9	10	11 SGR/LGHN Webinar: Preparing a Notable Resume and Transmittal Letter to Help You Become a Semifinalist	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 LGHN Board Meeting	7
8	9	10	11	12 SGR/LGHN Webinar: Responding to Questionnaires & Online Interviews to Help You Become a Finalist	13	14
15	16	17	18	19	20	21
22	23	24 LGHN Webinar: TBD	25	26	27	28
29	30	31				

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 LGHN Board Meeting  ASPA Conference Anaheim, CA	4 ASPA Conference Anaheim, CA
5 ASPA Conference Anaheim, CA	6 ASPA Conference Anaheim, CA	7 ASPA Conference Anaheim, CA	8 SGR/LGHN Webinar: Interviewing Like a Boss	9	10	11
12	13	14	15 NFBPA Conference Austin, TX	16 NFBPA Conference Austin, TX	17 NFBPA Conference Austin, TX	18 NFBPA Conference Austin, TX
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 LGHN Board Meeting	2
3	4	5	6	7	8	9
10	11	12	13	14 SGR/LGHN Webinar: Words from the Wise: An Interview with TBD	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 LGHN Board Meeting	6
7	8	9 SGR/LGHN Webinar: Words from the Wise: An Interview with TBD	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 LGHN Board Meeting	4
5	6	7	8	9 SGR/LGHN Webinar: Case Studies in Effective Leadership	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 LGHN Board Meeting	8
9	10	11	12 SGR/LGHN Webinar: Servant Leadership: The Importance of Nurturing Healthy Relationships	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 LGHN Board Meeting	5
6	7	8	9	10 SGR/LGHN Webinar: Leading Change & Executing with Excellence	11	12
13	14	15	16	17	18	19
20	21	22	23 ICMA/LGHN Dinner Toronto	24 ICMA Toronto	25 ICMA Toronto	26 ICMA Toronto
27	28	29	30			

## October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 LGHN Board Meeting	3
4	5	6 SGR/LGHN Webinar: Readers are Leaders: Finding Time to Grow Your Mind	7	8	9	10
11	12	13	14	15 LGHN Conference Aurora, CO	16 LGHN Conference Aurora, CO	17 LGHN Conference Aurora, CO
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 LGHN Board Meeting	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 LGHN Board Meeting	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



## 2019 Mid-Year Membership Update



The Local Government Hispanic Network, the primary voice of Hispanic/Latino professionals within ICMA, is developing new career advancement and professional development programs for Hispanic professionals and for local government officials working in communities with significant Hispanic/ Latino populations. Periodic updates will be sent to members through emails and, as President of LGHN, I will send a biannual newsletter to keep the membership informed about how you can get more involved in LGHN.

Rolando Fernandez Jr., President

**Membership Benefits:** The LGHN [website](#) is being enhanced to provide members only features to include, but not limited to, no-cost participation in career advancement and professional development, Madrinas/Padrinos coaching program, access to the membership directory, and information network/chat room to get help on issues affecting your communities. Check the site for updates.

**Career Advancement:** In October, LGHN and Strategic Government Resources will offer monthly webinars for Hispanic/Latino professionals seeking to be more competitive in the local government job market and assist in cultivating traits that are found in the most highly sought-after candidates to lead the future of local government. The webinars will be free to LGHN members. [Career advancement](#) sessions descriptions and schedule are available on the LGHN website.

**Professional Development:** This fall, LGHN will offer [professional development webinar sessions](#) that will focus on business skills and service delivery to communities with significant Hispanic/Latino populations. Under development are sessions on civic engagement, community policing, cultural programs and immigration issues. The Professional Development Committee will also provide tools to assist members in conducting regional events and to [highlight member activities and accomplishments](#).

**LGHN Committees:** LGHN has opportunities for you to serve on a committee and assist building membership and creating professional development opportunities. To view opportunities, go to [LGHN committees](#). The committees meet by phone or video to make it convenient for you to participate. Submit your preference to [info@LGHN.org](mailto:info@LGHN.org).

**LGHN Scholarships/Stipends:** LGHN will have one or more scholarships from ICMA to offer to LGHN members to attend the ICMA conference. To help grow this program, LGHN is requesting [donations](#) from members to provide travel stipends to go with the scholarships.

**2019 ICMA Conference:** If members are attending the ICMA conference in Nashville on October 20-23, LGHN will provide information on LGHN-sponsored sessions. [Register](#) for the annual LGHN dinner to be held Sunday evening, October 20 at the Union Station Hotel. The featured speakers will be Joelle L. Martínez, Executive Director, Latino Leadership Institute at the University of Denver and Crestina Martinez, Chief of Staff for Colorado Lieutenant Governor Dianne Primavera.

**2020 LGHN Biennial Conference:** Mark your calendar for the 2020 biennial conference to be held October 15-17 in Aurora, Adams County, Colorado. [Updates and information](#) will be provided as to how you can assist with the planning efforts as well as attending the conference.

[www.LGHN.org](http://www.LGHN.org)

Follow and Share:    

National Forum of Black  
Public Administrators &  
Local Government  
Hispanic Network

Present:

# DIFFERENT VOICES

# 2020



New Perspectives for Improving American Cities

# A New Path Forward for American Cities and Towns

## DIFFERENT VIEWS

## DIFFERENT VISIONS

## DIFFERENT SOLUTIONS

- Hear Experienced Local Government Leaders of Color
- Listen to Different Voices for Change in Local Government
- Learn New Ideas for Greater Equity and Justice

The National Forum of Black Public Administrators and the Local Government Hispanic Network offer a new program intended to disrupt the common and usual pedagogy of current day public administration by having experienced practitioners of color present their views, visions, ideas and solutions for a new urban America.

Twenty-five African-American and Latino local government leaders, each with over 20 years of experience managing cities, discuss how local government can be a positive catalyst for social change and justice.

Each leader presents:

An essay on the role of local government in promoting equity and social justice.

An 3-minute interview on how city managers can be social justice leaders.

Classroom speaking engagements and presentations.

Social justice and equity curriculum and bibliography for universities and colleges.

Panel presentations at conferences and meetings.



Students and young professionals need to hear the entire spectrum of voices in local government and learn different perspectives to promote change in American cities. Both the National Forum of Black Public Administrators and the Local Government Hispanic Network have championed the cause of social and racial equity in the city management profession for over 25 years.

Now they present the real-world expertise of their tenured membership to address some of the most compelling issues in city management:

### **Social and Racial Equity in American Cities**

### **Serving Immigrants and Refugees**

### **Policing Communities of Color**

### **Criminalizing Fines, Penalties and Traffic Infractions**

### **Racism and Discrimination in the Workplace**

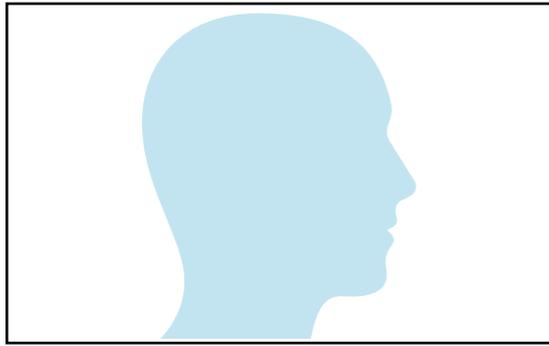
### **Progressive Hiring and Promotions**

### **Cultural Arts and Social Integration**

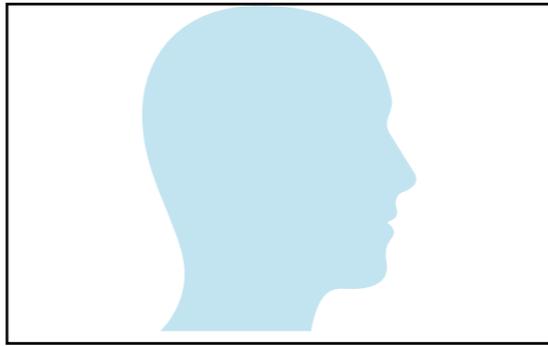
### **The Rise of the Minority-Majority City**

### **Drinking Water In Poor Communities of Color**

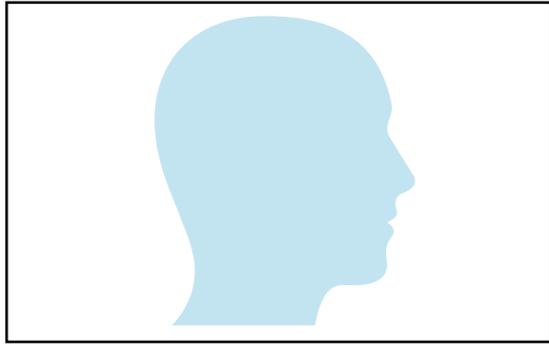




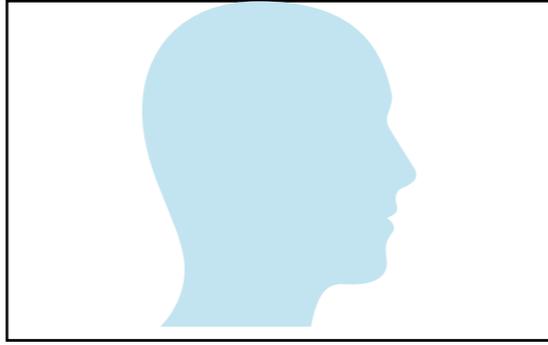
**Biography and Contact  
Information of Speaker**



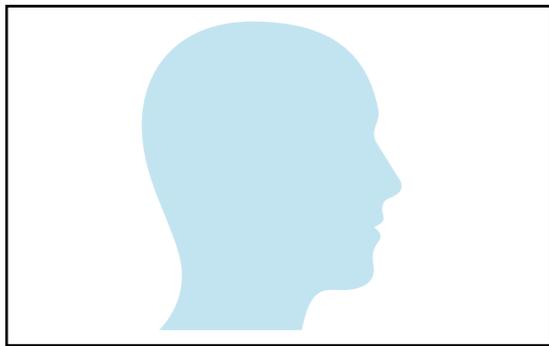
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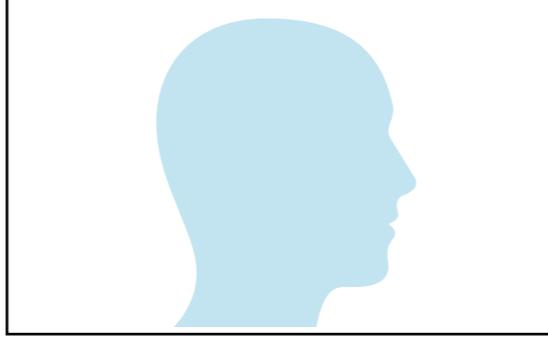
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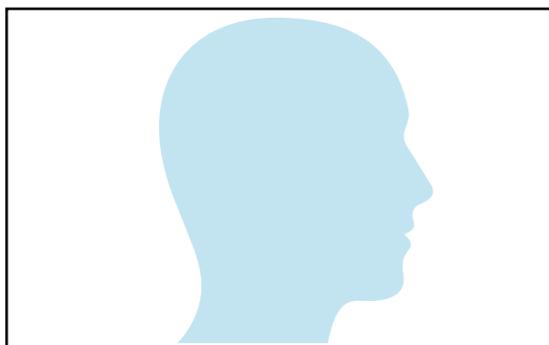
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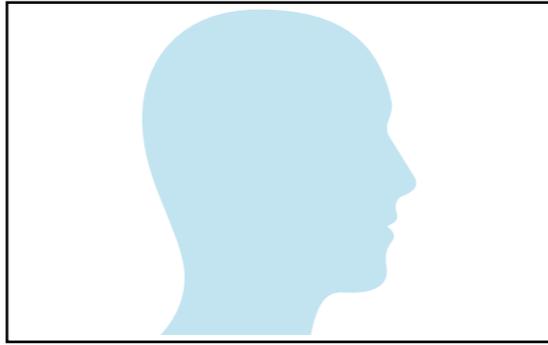
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