



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

**Board of Directors Meeting
March 6, 2020**

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/614638542>
Dial by Phone: +1 669 900 6833
+1 929 205 6099 US
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 February 7, 2020
2. Board Meeting Attendance Report for 2019/20*
3. Financial Report through February 29, 2020*

C. APPROVAL: LGHN/ICMA Affiliate Agreement*

1. DISCUSSION: Working with ICMA on issues related to Affiliate Agreement*

D. UPDATE: ICMA-RC Agreement*

E. 2020 LGHN Awards*

F. DISCUSSION/UPDATES: LGHN Goals

1. Membership
2. Fundraising/Scholarship Program
3. Career Advancement Program
 - a) Harness Your Potential Webinars (monthly)
4. Professional Development
5. University Partnerships

G. INFORMATION ITEMS

1. Membership Dues

H. Future Board Meeting Agenda Items

1. ICMA Contract with GARE
2. 2020 Biennial Conferenced Revenue Proceeds Sharing Agreement
3. Potential Agreement: NLC | Race, Equity and Leadership Program (TBD)
4. Potential Agreement: Latino Leadership Institute
5. Government Alliance on Race and Equity (TBD)
6. Potential Agreement: National Association of Hispanic Federal Executives
7. Ratify Committee Recommendation for 2020 Joel D. Valdez Award (to be awarded at 2020 Biennial Conference and every two years thereafter)
8. Website Tracking
9. Social Media Tracking
10. Fundraising Status

I. Adjournment & Future Meeting Dates

1. Friday, April 3 – LGHN Board Meeting
2. April 3-7, 2020 – ASPA Conference, Anaheim, CA (Dr. Benavides to represent LGHN)
3. April 15-19, 2020 – NFBPA Conference, Austin, TX
4. Friday, May 1 – LGHN Board Meeting

*Supporting documents provided in board packet

5. Friday, May 15, 2020 – PHN Leadership Conference: Build, Connect, Lead
6. Friday, June 5 – LGHN Board Meeting
7. Friday, July 11 – LGHN Board Meeting**
8. Friday, August 7 – LGHN Board Meeting
9. Friday, September 11 – LGHN Board Meeting**
10. Friday, October 2 – LGHN Board Meeting
11. October 15-17 – LGHN Conference, Aurora, Adams County, CO
12. Friday, November 6 – LGHN Board Meeting
13. Friday, December 4 – LGHN Board Meeting

**Revised board meeting dates



Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Raymond Gonzales, President-Elect
Veronica Briseno, Immediate Past President
Bob Harrison, Vice President for Membership
Samantha Tavares, Vice President for Prof. Dev.
Claudia Lujan, Vice President for Career Advancement
Carlos Baia, At Large Director
Ramiro Salazar, At Large Director
Maria Hurtado, ICMA Board Liaison

Board Members Absent

Maria DeLeon, At Large Director
Aubrey Gonzalez, At Large Director
Ramiro Inguanzo, At Large Director
Paulina Martinez, At Large Director
James Vega, At Large Director
Patricia Martel, Past ICMA President

Others Present

Karen Davis, Executive Director

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 December 6, 2019
2. Minutes for Board Meeting of January 3, 2020
3. Board Meeting Attendance Report for 2019/2020
4. Financial Report through January 31, 2020

Veronica Briseno moved approval of the consent agenda; Carlos Baia seconded the motion; the motion was approved unanimously.

C. LGHN Biennial Conference Update

Karen Davis reviewed the proposed budget. Ray Gonzalez noted that \$25,000 has been raised to date and the intent is to complete the fundraising by May. Carlos Baia suggested that the committee review the platinum and diamond levels to make a greater distinction between the levels.

Ramiro Salazar moved approval of the conference budget; Claudia Lujan seconded the motion; the motion was approved unanimously.

D. APPROVAL: Set Date for Annual Membership Meeting

The proposed date for the annual meeting is Thursday, October 15, 2020 at the biennial conference.

Bob Harrison moved approval of the date; Ramiro Salazar seconded the motion; the motion was approved unanimously.

E. APPROVAL: LGHN Regional Chapter Dues

Karen Davis provided an overview of benefits for LGHN membership along with scenarios with cost impacts for each scenario. Rolando Fernandez moved approval of Option 2, with each small local government participating in a regional chapter paying \$500 and each large local government paying \$1,000. Carlos Baia seconded the motion. The motion passed unanimously. Samantha Tavares asked that the dues structure be revisited when the board approves membership dues for 2021.

F. DISCUSSION: Working with ICMA on Issues Related to Affiliate Agreement

The board continued the discussion of how to work on issues related to the ICMA affiliate agreement. Carlos Baia asked Ray Gonzales how the ICMA board could set up a time to discuss priorities with the ICMA executive director. Ray suggested that the board could put into the agreement that the executive director attend the biennial conference in addition to a meeting at ICMA. The board discussed the need to have a more purposeful agenda at the annual conference with discussion about the agenda prior to the ICMA conference meeting. Bob Harrison added that we need to make sure LGHN set out expectations in the agreement. The board asked the LGHN executive committee to continue the discussion and finalize the agreement with an electronic vote by the board. [Note: the executive committee was not able to find a date to meet. The discussion will continue at the March board meeting.

G. DISCUSSION/UPDATES: LGHN Goals

No discussion due to time restrictions.

H. INFORMATION ITEMS

Karen Davis reported that Orlando, Florida has submitted a proposal to host the 2022 LGHN biennial conference.

Local Government Hispanic Network
Profit and Loss
January - February, 2020

	Total
Income	
Direct Public Support	
Individual Support	50.00
Scholarship	500.00
Total Direct Public Support	\$ 550.
Other Types of Income	
Advertising Sales	3,900.00
Total Other Types of Income	\$ 3,900.
Program Income	
LGHN Dinner Registrations	750.00
LGHN Dinner Sponsorships	2,000.00
Membership Dues	
Chapters	3,000.00
Individual	2,560.00
Local Government	9,000.00
Total Membership Dues	\$ 14,560.
Total Program Income	\$ 17,310.
Total Income	\$ 21,760.
Gross Profit	\$ 21,760.
Expenses	
Business Expenses	
PayPal Fees	405.57
Total Business Expenses	\$ 405.
Contract Services	
Outside Contract Services	5,018.50
Total Contract Services	\$ 5,018.
Operations	
Computer Software	87.74
Telephone, Telecommunications	148.95
Website	1,400.00
Total Operations	\$ 1,636.
Other Types of Expenses	
Advertising/Marketing Expenses	931.16
Insurance - Liability, D and O	888.00
Program Activities	
Catering	2,168.41
Total Program Activities	\$ 2,168.
Total Other Types of Expenses	\$ 3,987.
Unapplied Cash Bill Payment Expense	12.84
Total Expenses	\$ 11,061.
Net Operating Income	\$ 10,698.
Net Income	\$ 10,698.

bank balance as of 3/3/2020

\$68,660.08



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

This agreement serves as a written understanding of the affiliation agreement between the International City/County Management Association (ICMA) and the Local Government Hispanic Network (LGHN). The collaborative measures outlined in this agreement will contribute to greater success for both LGHN and ICMA in the areas of membership, equity and inclusion awareness, engagement and promoting local government careers and the management profession.

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 potential additional sources of financial support for LGHN from corporate sponsors.
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. ICMA and LGHN shall mutually agree on an annual work plan. ICMA and LGHN shall establish regular 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 will continue to provide a link to the other organization's website on their individual site. ICMA shall include LGHN officers in communications sent to state and affiliate organizations.

Commented [MP1]: Since we have #4, we don't think this requirement makes sense. Also, the schedule for the Board during conference is very tight. They essentially take a day and a half of meetings and pack it into one day. Adding any reasonable period of time to hold a joint meeting is not feasible.

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 editions of *Leadership Matters*. ICMA will also provide LGHN annually 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 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 potential 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 and LGHN bi-annual conference shall continue to be a focal point for interaction between ICMA and LGHN. Joint activities and member participation shall be encouraged and supported by:

- 6.3.1 Ensuring LGHN representatives are on the ICMA conference planning committee.
- 6.3.2 Providing information to LGHN members on ICMA conference scholarship opportunities.
- 6.3.3 Publicizing any social activities planned for LGHN members and their guests, including the LGHN-sponsored dinner using ICMA's primary communication channels.
- 6.3.4 Making meeting rooms available during the conferences for use by either association, as needed,
- 6.3.5 Promoting each organization via literature included in conference attendee bags.

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. Under the terms of this affiliation agreement:

- 6.5.1 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.
- 6.5.2 ICMA will continue to provide a 50% discount on first year dues to any LGHN members newly joining ICMA as a full member.
- 6.5.3 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.
- 6.5.4 ICMA and LGHN will provide complimentary joint membership opportunities with ICMA student chapters.
- 6.5.5 ICMA will provide LGHN with information on Hispanic membership in ICMA on an annual basis.

Commented [MP2]: Added reference to your conference here. Also combined the statement about promoting social activities and dinner into one statement.

Commented [MP3]: We are recommending that this statement be deleted. At least on our end, strategies on joint membership campaigns and related workplans are a staff decision. They do not require Board approval.

6.5.6 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.

6.5.7 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.

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

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

6.7.2 LGHN will support ICMA's Student Chapter program to build the next generation of local government professionals by offering ICMA student chapters complimentary membership in LGHN.

6.7.3 LGHN will continue to be an outreach partner for ICMA's coaching program to help obtain coaches, participate in planning webinars, and promote the program to their members.

6.7.4 ICMA will support and be an outreach partner for LGHN's Madrinas/Padrinos coaching program, participate in webinars, and promote the program to their members, 6.7.5 LGHN will provide one reviewer for the Local Government Management Fellowship Advisory Board.

6.7.6 To encourage professional development for their members, LGHN 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.

6.7.7 ICMA and LGHN will pursue the development and funding of potential professional development opportunities for minorities and women.

7.0 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

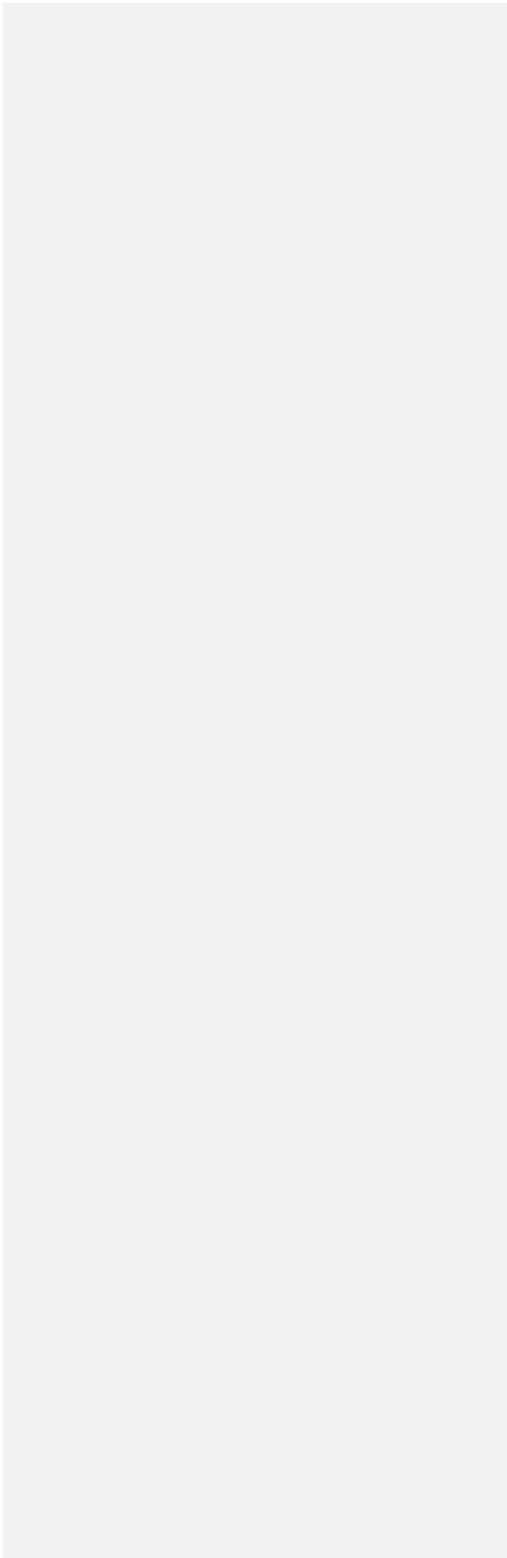
Date

Karen L Davis
Executive Director, International Hispanic Network

Date

Marc Ott
Executive Director, International City/County Management Association

Date



Information from previous board discussion regarding working with ICMA on issues related to affiliate agreement:

- *Ray Gonzales suggested that LGHN send a letter to Marc Ott thanking him for the opportunity to meet at the ICMA conference, and for ICMA's willingness to work on changing the culture and being more inclusive.*
- *There was board consensus that LGHN should be prepared in the future to go to the meeting with an agenda of what we want/expect from ICMA and be clear about the "ask."*
- *There was some concern that there were too many people at the meeting. Karen Davis pointed out that the meeting was published in the conference program and on the app, and LGHN members thought it was an opportunity to learn more about LGHN and ICMA.*
- *The board felt that a 30-minute meeting at the annual conference is not sufficient. Karen Davis said that Marc Ott made that comment after the meeting in Nashville and that we should look for a time slot that will allow for a broader discussion.*
- *The board asked to continue this discussion at the December meeting.*



March 3, 2020

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

Dear Mr. Hannah:

The Local Government Hispanic Network is pleased to submit a grant request for 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:



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 for CY 2020, \$40,000 in CY 2021 with \$35,000 guaranteed and \$5,000 matching funds, and \$40,000 in CY 2022 with \$30,000 guaranteed and \$10,000 matching funds.

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.

ADDENDUM

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



Emerging Leaders Award And Scholarship to the LGHN Biennial Conference

Award Purpose/Goals

The Local Government Hispanic Network wants to recognize individuals who are emerging leaders in local government by demonstrating professional excellence and leadership skills in their organization and their community. LGHN's goal is to identify and support professionals who have the ability to rise to leadership positions in local government and have demonstrated interest in improving minority and/or disadvantaged communities.

Nomination Criteria

Who is eligible for nomination? Early or mid-career professionals, including anyone who has transitioned to local government service from another field, and has shown mobility in his or her career. The nominee should also demonstrate active and sustained engagement in LGHN. Current and past board members are not eligible for the award.

The recipient will receive a scholarship for LGHN conference registration and \$1,000 travel stipend to attend the LGHN conference and the awards luncheon in Aurora, Adams County, Colorado to receive the award. The conference will be held October 15-17, 2020.

Who may nominate? Anyone, including members from affiliate organizations, can nominate an LGHN member for the Emerging Leader Award. Members may also self-nominate. It is not required that the nominator be a member of LGHN. Be advised that the nominator will obtain the nominee's supervisor signature of approval prior to submittal of the nomination.

Timeline:

Friday, April 6, 2020: Issue call for submittals

Friday June 26, 2020: Deadline for submissions

July 2020: Selection committee review of submittals; recommendations to the LGHN Board of Directors at the July 11, 2020 Board Meeting

July 2020: Notify recipient selected for the award

October 16, 2020: Present award at the LGHN awards luncheon at the biennial conference in Aurora, Adams County, Colorado

Awards should be submitted electronically to:

kdavis@LGHN.org

Direct questions to Karen Davis at 408-221-8458



2019 Emerging Leader Award Winner
Cynthia Esparza Trigueros
Executive Assistant to the C
Community Liaison
Reno, Nevada



Emerging Leaders Award Nomination Form

Nominee Name:

Title:

Organization:

Address:

City:

State:

Zip Code:

Telephone:

Email:

Nominee must be a LGHN member.

Has the nominator confirmed that the nominee is a LGHN member? Yes No

Who should be contacted regarding the nomination?

Nominator name:

Telephone:

Email:

Descriptive narrative: *In no more than 2 pages, please describe the following:*

- Describe nominee's career path/positions held.
- Describe the nominee's commitment to his/her profession and contributions to the LGHN organization and mission.
- Describe the nominee's commitment and contributions to regional, state and/or national professional associations.
- Describe how the nominee's has demonstrated leadership in the nominee's organization and/or community.
- What other personal or professional characteristics would distinguish the nominee as an "emerging leader?"

Nominator's Signature

Nominee's Supervisor's Signature