



LOCAL GOVERNMENT  
**HISPANIC  
NETWORK**

*Advancing Excellence and Inclusiveness in Local Government*

**Agenda**  
**July 12, 2024**  
**9:00 am PT/Noon ET**

**Board of Directors**

**Samantha Tavares**  
*President*

**Marcus Steele**  
*President-Elect*

**Vacant**  
*Vice President  
for Membership*

**Ramiro Inguanzo**  
*Vice President for  
Professional  
Development*

**Mario Diaz**  
*Vice President for  
Career Advancement*

**At-Large Directors:**

**Carlos Baia**  
*Past ICMA Board  
Member*

**Noel Bernal**

**Mariana Bojorquez**

**Vacant (6/14/24)**

**Alejandra Lopez**

**Matt Rivera**

**Ramiro Salazar**

**Hazel Wetherford**

**Aaron Zavala**

**Board Liaisons**

**Jorge Gonzalez**  
*ICMA Liaison*

**Gabe Rodriguez**  
*NACA Liaison*

**Deanna Santana**

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

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

1. Board Meeting Zoom Recording Link of June 7, 2024 (see password in the meeting appointment invitation)
2. Board Meeting Attendance Report for 2023/2024\*
3. Financial Reports of July 3, 2024\*
4. Affirm the virtual vote and approval on June 14, 2024
  - a. Accept LGHN Board Member Resignations
    - i. Robert Harrison, Resignation as President-Elect, as he has transitioned from local government to President of the Harrison Group
    - ii. Raymond Gonzales, Resignation as Past President, as his new position and requires international travel with the Denver Chamber of Commerce that has significantly reduced his capacity to serve
  - b. Approval of Current Board Members Transition to New Board Positions Pursuant to the LGHN Bylaws
    - i. Marcus Steele, Vice-President for Membership and transition to the position of LGHN President-Elect with Bob Harrison's resignation April 25, 2024
    - ii. Mario Diaz formerly, At-Large Board Member and transition to Vice-President for Career Advancement following Gricelda Estrada resignation March 1, 2024

**C. DISCUSSION/APPROVAL:**

1. Review and the Board of Directors' Proposed Election Timeline and the Executive Committee Vacancy\* **Samantha Tavares**
2. Approve Board of Directors Call for Applicants Form\* **Christine Butterfield**
3. Approve At Large Board Member, Aaron Zavala's Transition to Vice-President for Membership (and Chapters) **Samantha Tavares**

**D. DISCUSSION:**

1. Board of Directors' Sponsorship Engagement Training **Samantha Tavares**
2. LGHN Board Committee Updates (*verbal*)
  - a. Conference Planning Committee – **Ramiro Inguanzo and Marcus Steele**
  - b. Career Advancement Committee – **Mario Diaz**
  - c. Membership and Chapters Meetings – **Marcus Steele**
  - d. LGHN Conference Subcommittee Update – **Mario Diaz**

- e. Board 2024 – 2026 Goals Subcommittee Update – **Hazel Wetherford**
3. LGHN Programming and Schedule 2024 and 2025\*
  - a. LGHN Chapters' Webinar Schedule
  - b. Review LGHN 2024 Affiliates Collaborative Webinar Schedule
4. *GFOA Annual Conference, Orlando, FL June 9 – 12, 2024 (LGHN chapter members to table on June 9 at GFOA registration as well as present at two sessions and host reception – Ramiro Inguanzo lead)*

**E. Informational Items:**

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

**F. Future Board Meeting Agenda Items**

1. Review and Discuss Baker Tilly Contract for Executive Director Services with LGHN – *Summer 2024*
2. Updated Affiliate Agreement with ICMA – *TBD*

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

1. June 7, 2024 – LGHN Board Meeting
2. July 12, 2024 – LGHN Board Meeting – **date change**
3. August 2, 2024 – LGHN Board Meeting
4. August 25 – 28, 2024 – **Experiencia Puerto Rico**. LGHN International Committee members will attend, present and exhibit at the conference with ICMA and NLC
5. September 6, 2024 – LGHN Board Meeting
6. *September 21 – 25, 2024 – **ICMA Annual Conference**, Pittsburgh, PA. The Affiliates' will lead four collaborative sessions at the conference. Look for the 2024 LGHN Itinerary in September.*
7. *September 22, 2024 – **LGHN Dinner** at ICMA in Pittsburgh, PA (Music and LACC 15-minute overview and complimentary ticket)*
8. *September 23, 2024 – **Affiliates' Reception (LGHN, NFBPA, NACA and I-NAPA)** at ICMA in Pittsburgh, PA*
9. October 4, 2024 – LGHN Board Meeting
10. November 1, 2024 – LGHN Board Meeting
11. December 6, 2024 – LGHN Board Meeting
12. January 10, 2025 – LGHN Board Meeting – **date change**
13. *January 26, 2025 - LGHN Board Retreat, Mesa, AZ*
14. **January 27 – 29, 2025 - LGHN 2025 Annual Conference, Mesa, AZ**
15. *April 2025 - NFBPA Forum Conference, Hyatt Regency, San Francisco, CA (Christine lead with CA emerging chapter members)*

**H. Adjournment**

## Board of Directors' Meeting Attendance 2023 and 2024

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

Updated July 8, 2024

## Board of Directors' Meeting Attendance 2023 and 2024

Name	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	ICMA 10/1-10/4	10/23	11/23	12/23	1/24	LGHN 1/17-1/19 and Board Retreat	2/24
Samantha Tavares	A	X	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	On Leave
Bob Harrison	X	X	X	A	X	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Raymond Gonzales	A	A	A	A	A	A	A	A	A	A	-	A	A	A	A	A	X
Ramiro Inguanzo	A	A	X	A	X	A	X	X	A	X	-	X	X	X	X	Attended	X
Gricelda Estrada	A	A	A	X	X	X	A	X	A	A	-	X	A	A	X	A	X
Carlos Baia	X	X	X	X	X	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Raoul Lavin Through October	A	X	X	A	X	X	X	A	X	X	Attended	X	Incoming Mario Diaz X	X	X	Attended	X
Noel Bernal	X	X	X	X	A	A	A	A	X	X	Attended	X	A	X	X	Attended	X
Mariana Bojorquez	X	X	A	X	A	X	A	A	X	X	-	A	A	A	X	Professional Conflict	X
Alejandra Lopez	X	X	X	X	A	X	X	X	X	X	Attended	X	A	X	X	Attended	X
Ramón Pérez- Goizueta Through October	A	A	X	X	A	A	X	A	A	A	-	A	Incoming Aaron Zavala X	X	X	Attended	X
Ramiro Salazar	A	X	X	A	A	X	X	A	X	X	Attended	A	X	A	X	Attended	X
Marcus Steele	A	X	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Matt Rivera	A	X	A	X	X	X	X	X	A	X	Attended	X	X	X	X	Attended	A
Hazel Wetherford	X	A	X	X	A	X	X	X	X	X	Attended	X	X	X	X	Attended	X
Victor Cardenas Through September (ICMA Board)	A	X	X	X	A	X	A	X	X	X	Attended	Incom ing Jorge Gonza lez	X	A	X	Professional Emergency	A
Gabriel Rodriguez (NACA Board)	X	X	A	A	A	X	X	X	A	X	Attended	A	A	X	X	Attended	X
Ines Guerrero/ Deanna Santana (MissionSquare)	A	X	A	X	A	X	X	X	X	X	Attended	X	Incoming Deanna Santana	A	X	Family Emergency	X

# Local Government Hispanic Network

## Budget vs. Actuals: Budget\_FY24\_P&L

January - December 2024

	Total	
	Actual	Budget
<b>Income</b>		
43400 Direct Public Support		
43455 Corporate Support	55,000.00	65,000.00
43457 Scholarship	1,023.95	4,000.00
<b>Total 43400 Direct Public Support</b>	<b>\$ 56,023.95</b>	<b>\$ 69,000.00</b>
46400 Other Types of Income		
46410 Advertising Sales	83,200.00	191,250.00
46430 Miscellaneous Revenue	1,065.00	1,959.00
<b>Total 46400 Other Types of Income</b>	<b>\$ 84,265.00</b>	<b>\$ 193,209.00</b>
47200 Program Income		
47209 Annual Meeting Sponsorship		2,000.00
47230 Membership Dues		
47231 Local Chapters	10,000.00	11,000.00
47233 Individual	7,630.00	5,000.00
47234 Local Government	12,000.00	7,500.00
47237 Regional Chapter Florida	8,000.00	8,000.00
47239 Regional Chapter Illinois	4,825.00	3,700.00
47240 Regional Chapter Central Texas	2,000.00	2,800.00
47241 Regional Chapter Colorado	9,500.00	8,500.00
47242 Regional Chapter Michigan	1,500.00	
<b>Total 47230 Membership Dues</b>	<b>\$ 55,455.00</b>	<b>\$ 46,500.00</b>
47250 Conference Registration	5,275.00	
47260 Conference Sponsorship	39,000.00	
47270 LGHN Dinner Registrations	550.00	8,000.00
<b>Total 47200 Program Income</b>	<b>\$ 100,280.00</b>	<b>\$ 56,500.00</b>
49000 Special Events Income		5,000.00
<b>Total Income</b>	<b>\$ 237,893.95</b>	<b>\$ 323,709.00</b>
<b>Gross Profit</b>	<b>\$ 237,893.95</b>	<b>\$ 323,709.00</b>
<b>Expenses</b>		
60900 Business Expenses	1,500.00	
60920 Business Registration Fees		120.00
60960 Merchant Services Fees	4,155.14	10,000.00
<b>Total 60900 Business Expenses</b>	<b>\$ 5,655.14</b>	<b>\$ 10,120.00</b>
62100 Contract Services		
62110 Accounting Fees		1,200.00
62150 Outside Contract Services	143,508.40	225,000.00
<b>Total 62100 Contract Services</b>	<b>\$ 143,508.40</b>	<b>\$ 226,200.00</b>
65000 Operations		

65009 Computer Software	755.57	1,600.00
65020 Postage, Mailing Service	463.54	2,000.00
65030 Printing and Copying		500.00
65040 Supplies	93.45	50.00
65050 Telephone, Telecommunications	1,666.14	2,000.00
65060 Website	6,005.23	12,000.00
<b>Total 65000 Operations</b>	<b>\$ 8,983.93</b>	<b>\$ 18,150.00</b>
<b>65100 Other Types of Expenses</b>		
65110 Advertising/Marketing Expenses	1,737.94	4,000.00
65120 Insurance - Liability, D and O	909.00	1,000.00
65140 Contributions		1,500.00
65160 Other Costs	721.64	500.00
65170 Scholarships Awarded		2,000.00
65180 Special Events		7,000.00
<b>65185 Program Activities</b>		
Catering	10,480.99	12,000.00
Entertainment	370.00	1,500.00
Facility Rental	8,897.00	
IT/Video Services	19,839.90	
Other Costs	4,200.41	16,888.00
Postage/Shipping	244.86	500.00
Printing/Copy/Mktg		500.00
Stipends and Speaker Fees	1,778.11	1,600.00
Supplies	1,489.32	
<b>Total 65185 Program Activities</b>	<b>\$ 47,300.59</b>	<b>\$ 32,988.00</b>
65190 Special Projects, Chap Support		5,000.00
<b>Board of Directors Retreat</b>		
Retreat		1,500.00
<b>Total Board of Directors Retreat</b>	<b>\$ 0.00</b>	<b>\$ 1,500.00</b>
<b>Total 65100 Other Types of Expenses</b>	<b>\$ 50,669.17</b>	<b>\$ 55,488.00</b>
<b>68300 Travel and Meetings</b>		
68310 Conf, Conv, Meeting-Nat'l	4,788.78	5,000.00
68320 Meeting Travel-Reg'l		1,000.00
68330 ICMA Conference Committee	921.22	2,400.00
<b>Total 68300 Travel and Meetings</b>	<b>\$ 5,710.00</b>	<b>\$ 8,400.00</b>
<b>Total Expenses</b>	<b>\$ 214,507.26</b>	<b>\$ 318,358.00</b>
<b>Net Operating Income</b>	<b>\$ 23,386.69</b>	<b>\$ 5,351.00</b>
<b>Net Income</b>	<b>\$ 23,386.69</b>	<b>\$ 5,351.00</b>

Full name	Account type	Total balance
US Bank - checking	Bank	\$ 265,409.03
US Bank - checking:Frances Gonzalez Scholarship		\$ 21,333.99
US Bank - checking:Joel Valdez		\$ 428.03
US Bank - checking:LGHN Conference		\$ 0.00
US Bank - checking:Operating Cash		\$ 168,647.01
US Bank - checking:Operating Reserves		\$ 75,000.00
Central TX Chapter Payable	Other Current Liabilities	-\$ 3,538.95
Colorado Chapter Payable	Other Current Liabilities	-\$ 750.00
Florida Chapter Payable	Other Current Liabilities	-\$ 3,699.10
Illinois Chapter Payable	Other Current Liabilities	-\$ 143.72
Michigan Chapter Payable	Other Current Liabilities	-\$ 500.00
Actual Operating Cash		160,015.24

## 2025 Election Schedule:

2024 LHN Board Nomination Process	8/24	9/24	10/24	11/24	12/24	1/25	Bylaws
Email members to submit interest to serve along with references and recommendations  (Jenny to send application to Jen Stewart to update in July)		9/3					30 days required
Close member submittals			10/11				
Select nominees (interviews if needed)			10/18 <i>Jenny to schedule meeting with EC</i>				Nominating Committee meeting
LGHN board approval				11/1			
Issue ballots				11/4			Minimum of 15 days and must be 30 days prior to annual meeting
Close ballots					12/3		
LGHN Board Meeting					12/6		
New board member orientation					Based upon availability		
2025 LGHN Conference and annual membership meeting and report per bylaws						1/29	





## **Board of Directors' Bylaws and Midterm Vacancies:**

### *Section 9. Termination (of board members)*

*The Executive Committee shall review all requests to consider termination of office of a member of the LGHN Board of Directors. Board Members are expected to attend a minimum of nine (9) of twelve (12) meetings in a calendar year. Any member of the Board of Directors may be terminated after three (3) unexcused absences from duly called meetings of the Board of Directors or if there is a finding of conflict of interest or issues related to professional conduct. An unexcused absence is defined as failure to notify the President or Executive Director of inability to attend prior to the scheduled meeting. The Executive Committee shall make this determination for termination based on a majority vote of the Executive Committee and shall have final authority for this decision.*

### *Section 7. Vacancies*

*Executive Committee Vacancies. Except as otherwise may be provided in this section, vacancies of officers (Executive Committee) shall be filled by the Board of Directors to complete the unexpired terms of said officers. Vacancies for any Executive Board position(s) shall be filled through the order of succession as follows: the President-Elect, the Vice President for Membership, followed by the Vice President for Professional Development and Vice President for Career Advancement. Should the person in the line of succession be unable or unwilling to serve, the Board may appoint an At-Large Director. Should no current Board Member(s) be nominated to fill an Executive Board vacancy, then the Nominations Committee shall be convened to request nominations from the membership for the vacant position(s). The appointment shall be submitted for approval at the next scheduled election. At-Large Director Vacancies. Except as otherwise provided in this section, vacancies of At-Large Directors shall be filled by the Board of Directors. The Nominations Committee shall convene to request nominations from the membership for the vacant position(s). The appointment shall be submitted for approval at the next scheduled election.*

<b><i>LGHN Board of Directors Executive Committee (6)</i></b>	<b>Expires January 2025 Ballot for Term through January 2027</b>	<b>Serving from 2024 through January 2026</b>
<b>Past President</b>	<b>Samantha Tavares</b>	
<b>President</b>	<b>Marcus Steele</b>	
<b>President - Elect</b>	<b>VACANT</b>	
<b>Vice President – Chair of Professional Development (and Conference)</b>		Ramiro Inguanzo
<b>Vice President – Chair of Career Advancement</b>		Mario Diaz (one year term)
<b>Vice President – Chair of Membership</b>		Aaron Zavala (one year term)
<b><i>LGHN Board of Directors At Large (9)</i></b>	<b>Expires January 2025 Ballot for Term through January 2027</b>	<b>Serving 2024 through January 2026</b>
<b>Seat One</b>	<b>Noel Bernal</b>	
<b>Seat Two</b>	<b>Mariana Priscilla Borjorquez</b>	
<b>Seat Three</b>	<b>VACANT (Matt Rivera will not seek re- election)</b>	
<b>Seat Four</b>	<b>VACANT (Ramiro Salazar ineligible to run again)</b>	
<b>Seat Five</b>		<b>VACANT (one year term)</b>
<b>Seat Six</b>		<b>VACANT (on year term)</b>
<b>Seat Seven</b>		Alex Lopez
<b>Seat Eight</b>		Carlos Baia (serves at the pleasure of the president without a term limit)
<b>Seat Nine</b>		Hazel Wetherford

***BOLD included on the 2025 ballot for two- and one-year terms***

**Updated 7/8/24**



## Mesa Walking Tour Sessions

Day 1- Tuesday, January 28<sup>th</sup> between 10:30am -12:30pm

### Option #1

**Session Topic:** ¡Abre Puertas y Conecta!: The Impact of Spanish Media in Government Management

**Description:** In this session, we'll explore how storytelling, coupled with data, can revolutionize government management through Spanish media channels. Discover the art of weaving narratives that resonate with diverse audiences while leveraging data-driven insights to inform policy decisions and enhance community engagement. **Learn from real-world examples and practical strategies on harnessing the combined power of storytelling and data analysis to drive impactful governance practices.** Join us as we uncover the potential of this dynamic approach in shaping a more inclusive and responsive government.

**Format:** Walking Tour/ Seated Discussion

**Capacity:** 50

**Location:** Channel 11 Studios, Mesa City Plaza

**Moderator/ MHN Host:** Grecia Cervantes & Lucy Hambright

**Speakers:** Ana Periera, Mariano Reyes

### Option #2

**Key Focus Area:** Innovative and Reinvent

**Session Topic:** Transforming Downtown Mesa: Uniquely Local **(Encore 2024 2.0 Version)**

**Description:** Downtown Mesa, the heart of the third largest city in Arizona, is driving new development while working to maintain its historical character and support a diverse mix of local businesses that set Downtown Mesa apart! Explore downtown Mesa's Main Street area, including the home of the future restaurant incubator – focused on equitable success for local entrepreneurs. Learn about downtown's growing locally-owned retail and nationally recognized cuisine and brew. Stroll past award-winning eateries, microbreweries, and cider house and get some samples along the way. Find out what tools the City of Mesa is using to drive this growth.

This session will be primarily walking and outdoors, please wear comfortable shoes.

**Format:** Walking Tour/ Mostly Walking

**Capacity:** 50

**Location:** Downtown Mesa

**Moderator/ MHN Host:** Angelica Guevara & Erica Navarro

**Speaker:** Jeff McVey, Downtown Transformation Manager



## Mesa Walking Tour Sessions

### Option #3

**Session Topic:** The Art of Storytelling

**Description:** Everyone has a story and if YOU don't tell that story someone else may get it WRONG. Furthermore, the closest distance between two people is a story. The power of storytelling is infinite but the act of telling your story isn't that easy. It takes courage to make a part of yourself available for the world to witness.

In this interactive workshop, we will learn and practice the art of storytelling. We will experience the power and individuality of all voices by listening and effectively connecting with each other. These skills will make you a better communicator whether it is for your next staff meeting, department presentation or job interview!

**Format:** Walking Tour/ Seated Discussion

**Location:** Mesa Art Center

**Capacity:** 50

**Moderator/ MHN Host:** Lucy Lopez & David Peña

**Speaker:** Tomas Stanton

### Option #4

**Session Topic:** Taking Flight in Mesa!

**Description:**

Take a flight onto an original WW II Hangar! Join us at Falcon Field Airport and learn about its rich history of training the British Royal Air Force and American pilots during World War II. Falcon Field is a general aviation (GA) reliever airport that serves as an alternative for civilian and military aviation use (such as business, recreation, fixed-wing and helicopter training) so that Phoenix Sky Harbor International Airport and Phoenix Mesa-Gateway can focus on international and commercial airline services. Falcon Field is the home of more than 130 businesses providing more than 1300 jobs with a payroll of more than \$104 million dollars.

**Format:** Walking/Bus Tour- Mostly Walking

**Capacity:** 50

**Location:** Falcon Field Airport (Transportation will be provided for this location)

**Moderator/ MHN Host:** Zenia Cornejo & Diana Aguero

**Speaker:** Wings of Flight Foundation



## Mesa Walking Tour Sessions

### Option #5

**Session Topic:** Investing in Our People-Prioritizing Mental Health in the Workplace

**Description:** In today's dynamic work environments, mental health has emerged as a crucial component of employee and family well-being, as well as organizational success. This session emphasizes the importance of prioritizing mental health in the workplace and explores practical systems for fostering a supportive culture. Our panel will showcase Mesa's innovative program that destigmatizes mental health needs and implements robust internal strategies that work to create a mentally healthy and thriving workplace.

**Format:** Seated Panel Discussion

**Location:** Mesa City Council Chambers

**Capacity:** 100

**Moderator:** Marrisa Ramirez-Ramos & Andrea Alicoate

**Speaker:** Amanda Freeman, Dale Crogan

### DAY 2 - Wednesday, January 29<sup>th</sup> between 10:30am -12:30pm

### Option #1

**Session Topic:** Discovering Mesa's Asian District

**Description:** In 2019, the City of Mesa's Economic Development team launched a dynamic branding initiative for the Asian District, in collaboration with local business stakeholders. Once a hidden gem, the district has since flourished, drawing attention to its vibrant array of ethnic shops and restaurants, and revitalizing the community by highlighting its unique cultural attributes.

Join us for an exclusive tour that delves into the Asian District as it stands today, proudly featuring its distinctive logo inspired by the tangram, a seven-piece Chinese geometric puzzle dating back 2,000 years. This tour will immerse you in a rich tapestry of culinary delights and cultural experiences, showcasing over 70 Asian-themed restaurants, grocery stores, and diverse retail businesses along a lively two-mile stretch. You will also have the opportunity to admire stunning cultural murals that add to the district's charm. Discover the essence of the Asian District and witness firsthand the thriving community and its vibrant contributions to Mesa's cultural landscape.

**Format:** Walking/Bus Tour

**Location:** Asian District (Transportation will be provided for this location)

**Capacity:** 25

**Moderator/ MHN Host:** Cynthia Ezcurra & Diana Aguero

**Speaker:** Yvette Armendariz



## Mesa Walking Tour Sessions

### Option #2

**Session Topic:** Real Time Crime Center- Police

**Description:** Supporting public safety efforts is a vital goal for the City of Mesa. This session covers the efforts of the Mesa Police Department Real Time Crime Center (RTCC) and the City of Mesa Prosecutor's Office to prevent and reduce crime. The Real Time Crime Center is a state-of-the-art operations center that serves as the Department's information hub, working to provide real time information sharing, quick identification/apprehension of criminals, and situational awareness for first responders. The Mesa Prosecutor's Office handles misdemeanor cases in the city, utilizing specialty courts such as Domestic Violence Court, Veteran's Court, Community Court, and Mental Health Court. These specialty courts are designed to manage and serve those defendants coming into the criminal justice system with homeless, mental health or drug/alcohol issues, while also focusing on accountability.

**Format:** Walking Tour/ Seated Discussion

**Location:** Mesa Municipal Court

**Capacity:** 50

**Moderator/ MHN Host:** Lucy Lopez & Isela Devora

**Speaker:** Mesa Police Department

### Option #3

**Session Topic:** Cultivating Leadership Potential: The My 2.0 Apprenticeship Program

**Description:** Join us to learn how the City of Mesa is setting a new standard for employee development and leadership training through the Mesa Hispanic Network's My 2.0 Apprenticeship Program. The "My 2.0: A Leader Apprenticeship Program" is a pioneering initiative designed to enhance the professional development of field, entry-level, and public-facing staff. This program focuses on developing soft skills and leadership abilities, providing a pathway for employees to grow and excel in their careers. This session will inspire and equip you with the knowledge to implement similar initiatives in your own organizations.

**Format:** Walking Tour/ Seated Discussion

**Location:** The Post

**Capacity:** 50

**Moderator/ MHN Host:** Vanessa Gonzalez & Scarlett Wright

**Speaker:** Isaias Garcia Romero, Margaret Keith, David Peña, Rebecca Martinez



## Mesa Walking Tour Sessions

### Option #4

**Session Topic:** Educating our Community: Early Education through Post-Secondary Success

**Description:** In this session, discover how Mesa fosters educational excellence and economic development for its community. Explore comprehensive educational initiatives designed to support lifelong learning, improve educational outcomes, and bolster economic growth. Highlighting programs like Mesa K-Ready, Read On Mesa, Mesa College Promise, Mesa Job Connect and the Education and Workforce Roundtable, we'll showcase efforts that help to fill gaps for existing educational institutions and enhance workforce readiness. These initiatives, institutionalized through a dedicated City team, aim to remove financial barriers, enhance early literacy, prepare children for kindergarten, and align education with workforce needs.

**Format:** Walking Tour/ Seated Discussion

**Location:** Library- Saguaro Room

**Capacity:** 50

**Moderator/ MHN Host:** Andrea Alicoate & Mariano Reyes

**Speaker:** Sarah Tolar

### Option #5

**Session Topic:** TBD- Leadership Theme **(Encore ??)**

**Description:** Panel discussion from leadership at various levels and areas of the City of Mesa organization sharing their insights and experiences navigating critical moments and difficult conversations.

**Format:** Seated Panel Discussion

**Location:** Mesa City Council Chambers

**Capacity:** 100

**Moderator/MHN Host:** Lucy Hambright & Grecia Cervantes

**Speaker:** Mesa NFBPA Members

LGHN 2025 CONFERENCE BUDGET January 27 - 29, 2025				
<b>Program Activities</b>		<b>Estimate</b>	<b>(Mesa 2024 Actuals)</b>	<b>NOTES</b>
<b>Delta Hotel (<i>hold 30 rooms</i>)</b>		<b>\$0</b>		Must meet 80% of \$13,528 = \$10,822.40
				LGHN will owe the difference between what
				76 room nights at \$178 per night
<b>Delta Hotel Catering</b>				
1/17 Reception		\$5,500	5,994.41	prepaid
<b>Total Hotel Catering</b>		<b>\$5,500</b>	<b>-612.77</b>	refund for overpayment
<b>Total All Hotel (rooms &amp; catering)</b>		<b>\$5,500</b>	<b>\$5,382</b>	
<b>Mesa Conv. Center-Personal Touch Catering</b>				
1/18 Breakfast buffet				
1/18 Mid-morning snack				
1/18 Box lunches				
1/18 Afternoon snack				
1/19 Breakfast buttet				
1/19 mid-morning snack				
1/19 Box lunches				
1/19 Afternoon snack				
1/19 Reception food				
1/19 Reception bar				
Total Mesa conv center catering		<b>\$29,000</b>	24,946.33	
Other				
Liquid Caterers		6000	2000	reimbursed by Mesa
table rental- include in facility rental below				
Security-include in facility rental below				
<b>Total All Outside Catering</b>		<b>\$35,000</b>	<b>\$26,946.33</b>	
<b>TOTAL ALL CATERING and HOTEL</b>		<b>\$40,500</b>	<b>\$32,327.97</b>	
<b>TOTAL CULTURAL &amp; ENTERTAINMENT</b>		<b>\$5,000</b>	<b>\$550.00</b>	
<b>Operations &amp; Supplies</b>				
Event Insurance		\$150	\$126	
Event Transportation		\$0		
Facility Rental		\$9,000.00	8,897.00	Mesa convention center - includes table re
IT/AV Equipment		\$4,000	<b>19,839.90</b>	
Other Costs		\$5,000	\$4,672.61	merchant fees, volunteer shirts, gift bags
Outside Activities		\$0		
Postage/Shipping		\$150	244.86	
Printing/Copying/marketing		\$4,000	\$318.78	
Stipends & Speaker fees		\$4,000	\$1,778.11	honoraria, gifts, travel, hotel
Supplies		\$5,000	\$3,176.78	swag, conf bags, badges, other supplies
Karen Davis			\$5,687.50	hours worked
Staff time				
<b>TOTAL OPERATIONS &amp; SUPPLIES</b>		<b>\$31,300</b>	<b>\$44,742</b>	
Outside Consulting-above				
Marketing & Advertising-above with printing				



STAFF TRAVEL		\$5,000	\$4,788.78	Hotel and air travel, incidentals
Misc				
Conference Mobile App		included above in IT/AV		
Volunteer Shirts		included above in supplies		
Transportation		above		
Event Insurance		above		
TOTAL				
TOTAL CONFERENCE EXPENSES		\$81,800	\$82,408	



**EXPERIENCIA PUERTO RICO Agenda 2024**

**25th - 28th August**

**Sunday, August 25TH**

**2:00 pm-** Hotel Check in

**5:00 pm** - Sheraton Convention Hotel Lobby.

Transportation for the USA officials / National league of cities members / event participation by invitation.

**6:00 pm to 7:00 pm-** Site visit / “Atirantado” Bridge at Naranjito City

**7:00 pm to 9:00 pm-** Cocktail / food and beverage

**Monday, August 26th**

**8:00 am-9:00 am -** Breakfast

**9:00 am -11:30 am-** Concurrent Extraordinary Meetings \*Association of Mayors of Puerto Rico \*Federation of Mayors of Puerto Rico \*Latin American Federation of Municipalities and Associations of Local Governments (FLACMA) / Confederation of Associations of Municipalities of Central America and the Caribbean (CAMCAYMCA) \*National League of Cities (NLC) / International City Management Association (ICMA) / USA Local Gov. Org. \*Each organization by invitation to separate concurrent meetings.

**11:30 am -12:00 pm-** Press Conference

**\*Invitation Only: Presidents of National, International and Local Government Organizations and Chamber of Commerce Leaders\***

**12:00 pm -1:15 pm-** Lunch

**1:30 pm-2:30 pm-** NLC / Infrastructure \*Federation and Association of Mayors of Puerto Rico

**2:30 pm-4:30 pm-** Protocol (Moderators Liza García, Ferdinand Pérez) Official Opening (Natalia Gallo – Colombia) PR 2024 Experience Protocolary Acts (Open Invitation)

**4:30-5:30-** Cocktail Reception (Networking) Exchange / By Invitation

**7:00 pm -10:00 pm-** Cultural Activity Welcome (Medalla Arena) T-Mobile District \*Walking distance from the Hotel

## **Tuesday, August 27th**

**8:00 am -9:00 am-** Breakfast \*Breakfast will not be served after 9:00 am

**9:00 am -9:15 am** - Welcome Message

**9:15 am -9:45 am-** Keynote Address Ethics / Compliance / Transparency

**9:50 am -10:50 am-** Panel: Developing a Culture of Ethics in Local Governments

**11:00 am -11:30 am Keynote** - Transparency (International Resource)

**11:45 am -12:45 pm Panel-** Sound Governance from the Perspective of Experts in Justice Implementation.

**12:45 pm -2:00 pm** - Lunch

**2:00 pm -2:30 pm Keynote-** Best Practices in Decision Making to Ensure Transparency and Compliance.

**2:30 pm -3:30 pm Panel-** Ethics / Compliance / Transparency From the Perspective of Local Government Leaders. \*Mayors and International Mayors High-Level International Speaker

**3:30 pm -6:00 pm** - Exchange and Visit to Exhibitors

**7:00pm Cultural Activity-** Presented by Host City San Juan Location: To be determined

**\*\*Punctual – Collective Transportation will be on time from the hotel lobby.**

**Wednesday, August 28th - Chamber of Commerce**

**8:00 am-8:30 am-** Breakfast

**8:30 am -9:00 am-** Opening Protocolary Greeting Puerto Rico Chamber of Commerce Special Guests

**9:00 am-9:30 am Keynote** - Permitting System

**9:30 am -10:30 am Panel-** Impact of Permitting Systems on Economic Development

**10:30 am -11:30 am Panel-** Global Strategies for Successful Public-Private Partnerships

**11:30 am -12:30 pm Panel-** Global Trends and Threats in Cybersecurity

**CONTACT INFO**

*Jan L. Rosado*

[experienciapuertorico@gmail.com](mailto:experienciapuertorico@gmail.com)

*Tel. (787) 415-1912*



This process document is intended to support the mentor/mentee relationship. It is a working document that will be updated as necessary to meet the needs and requirements of this program.

## **Madrinas y Padrinos Program**

Welcome to the Local Government Hispanic Network (LGHN) Madrinas y Padrinos Coaching Program! The Madrinas y Padrinos Coaching Program builds on the Madrinas and Padrinos tradition in Hispanic/Latino(a) culture. Madrinas and Padrinos are an extension of family and provide a strong support system for family members. Extending this concept to the professional realm, the LGHN Madrinas y Padrinos Program creates the same support system for emerging leaders working in local government.

### **Benefits of Program**

Through the mentoring process, ahijadas/ahijados will benefit by:

- Understanding how to best navigate a career in Government.
- Developing an understanding of how local and county governments operate.
- Having guided support and mentorship.
- Building a professional network.
- Enhancing their personal and professional self-confidence.

Through the mentoring process, Madrinas/Padrinos will:

- Provide professional guidance in an emerging leader's professional life.
- Develop a relationship with potential future employees.
- Be a role model and guide future leaders in value centered, ethical and equitable leadership.



## **Mentoring Program Responsibilities**

### **Mentor Responsibilities:**

- Complete Mentor application form.
- Commit to at least one 30–60-minute monthly conversation for the duration of the program with the mentee.
- Assist mentee in meeting their career, and personal goals.
- Guide mentee in developing a professional network.
- Conduct an informational interview with the mentee.
- Attend the annual Madrinas y Padrinos virtual kick-off event.
- Establish an end of year closure discussion focused on what has been accomplished, what is next, and determine if mentor would like to continue the mentoring relationship.
- Contact the LGHN Career Advancement Committee if you plan to end the mentoring relationship before the program concludes.
- Review the mentee's application and resume ahead of the initial meeting.

### **Mentee Responsibilities:**

- Complete Mentee application form.
- Contact assigned mentor within two weeks of kick-off meeting or mentor notification.
- Commit to at least one 30-60 minute monthly conversation for the duration of the program with the mentor.
- Review the mentor's application and resume ahead of the initial meeting.
- Attend the annual Madrinas y Padrinos virtual kick-off event.
- Establish an end of year closure discussion focused on what has been accomplished, what is next, and determine if mentee would like to continue the mentoring relationship.
- Contact the LGHN Career Advancement Committee if you plan to end the mentoring relationship before the program concludes.



## **Required Mentorship Connection Meetings**

### **Meeting One: Establish the Relationship**

**See Attachments A and B** (Meeting 1: Introductory Meeting and Questions, and Madrinas y Padrinos Program Agreement)

- A. Background information – Share your resumes and discuss.
- B. Recommend using **Attachment A** template to guide meeting dialogue.
- C. What are your expectations regarding this relationship?
- D. How do you plan to assist in meeting these expectations?
- E. Understand boundaries.
- F. Establish confidentiality.
- G. Exchange contact information.
- H. Establish meeting-appropriate time to communicate (call or email).
- I. Next meeting: Determine what to work on including SMART Goals exploration.

### **Meeting Two: Establish Goals**

**See Attachment C** (Establish SMART Goals with Your Madrina y Padrino)

- A. Establish Professional Goals
  - 1. What are your professional goals?
  - 2. What are the skills you will need to be successful?
  - 3. What are some opportunities for professional development and self-discovery?
- B. Establish Personal Goals
  - 1. What are your personal goals?
  - 2. What are the skills you will need to be successful?
- C. Recommend using **Attachment C** template to assist with developing SMART Goals.

### **Meeting Three: Professional Development Resources**

**See Attachment D** (Meeting 3: Professional Development Exploration)

- A. Introduction to development opportunities.
- B. Establish a timeline for engagement and completion.

### **Meeting Four: Review the Expectations of the Mentoring Relationship**

**See Attachment E** (Meeting 4: Review, Assess, Regroup...)

- A. What were the expectations and are they being met?
- B. Do you feel more comfortable moving forward with your professional goals?
- C. Were the resources useful?





## **Attachment A**

### **Meeting 1: Introductory Meeting and Questions<sup>1</sup>**

- 1) What is important to your future career?
- 2) What are you most proud of having achieved?
- 3) What do you most value in your personal life?
- 4) What do you most value in working with colleagues?
- 5) What frustrates you most about your work?
- 6) What opportunity do you most regret not having seized?
- 7) What gives you purpose?
- 8) How does your non-work life influence how you feel and think about your job?
- 9) How would you like to be remembered in your organization? As a person?
- 10) What do you think have been your biggest mistakes and what did you learn from them?
- 11) Who do you most admire, and why?
- 12) Who have been your most helpful role models and what did you learn from them?
- 13) How do you manage work-life balance?
- 14) What do you enjoy doing in your spare time?

---

<sup>1</sup> Taken and adjusted from David Clutterbuck and Belle Rose Ragins 2002



## Attachment B

### Madrinas y Padrinos Program Agreement<sup>2</sup>

#### Both Mentor and Mentee Agree to:

- Complete the minimum eight-month mentorship program.
- Abide by the expectations of the mentor/mentee relationship.
- Maintain confidentiality and create a safe space, without judgment.
- Be respectful of each other's time; call when late or reschedule in a timely manner if needed.
- Establish monthly meeting time, day, and format (virtual/in-person) after initial meeting.
- Establish objectives and action items for each meeting.
- If your ability to participate in the program changes, communicate with program coordinators and mentor/mentee.

#### Mentee will:

- Have a commitment to learning and purpose for this relationship.
- Be honest with self and mentor, providing an accurate description of issues/topics being discussed.
- Be open to constructive dialogue to gain a greater understanding of the concept.
- Be attentive and use the mentor's time and effort wisely by being prepared and open to feedback.

#### Mentor will:

- Take the lead in establishing rapport (use initial meeting questions provided as a starting point).
- Commit to active listening, act as a sounding board, provide honest feedback, and aid in coping with setbacks.
- Guide the mentee through self-awareness and reflection to reach his/her own solutions.
- Assist the mentee in reaching goal clarity, establishing SMART goals, and determining appropriate steps to achieve them.
- Share experience and expertise on related issues; serve as a role model and guide.

#### What it is not:

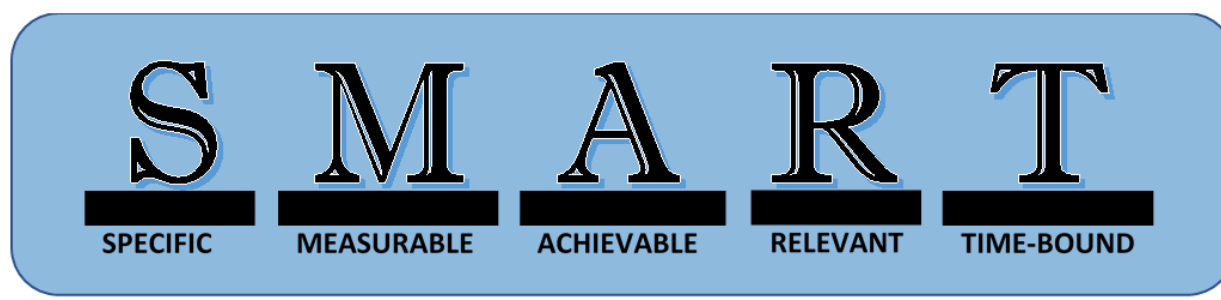
- A griping session of bad co-workers.
- An opportunity to ask for a job (although building networks helps in getting a foot in the door).

"Directing people to DO has always produced inferior results compared to inspiring people to want to"  
MacLennan (1999)

<sup>2</sup> Taken and adjusted from David Clutterbuck 2005: Establishing and Maintaining Mentoring Relationships: An Overview of Mentor and Mentee Competencies

## Attachment C

### Establish SMART Goals With Your Madrina y Padrino



### Establish your Short-Term, Mid-Term, and Long-Term Goals

#### Is your goal SMART:

- S** Do you have a clear vision of what you want to accomplish? Does it align with your personal values and vision? What will it take to accomplish this goal?
- M** How will you measure success or appropriate movement towards your goal? How will you know and measure when you have successfully met your goal? Think of the steps you need to take along the way to achieve your goal.
- A** What additional skill set will you need to achieve your goal? Do you have time and resources to obtain those skills?
- R** Will the goals I set for myself get me to my goal? Why do I want this? Is it relevant to my career goals?
- T** What is the realistic deadline to accomplish this goal? Is that timeline realistic? Consider establishing short and mid-term goals to determine if timeline is sufficient.

#### How will I get to my SMART Goal:

- ✓ Short-Term Goal
- ✓ Mid-Term Goal
- ✓ Long-Term Goal

This should be a living document that you revisit, edit and update. You may determine along the way that your goal no longer fits, or that your timeline needs to change.



## Attachment D1

### Meeting 3: Professional Development Exploration

Below are some suggested professional development opportunities available for the mentor and mentee to explore. Use the empty sections to write in your own suggestions and continue to develop a personalized list.

Recommended Structure:


1. Mentee prior to the meeting:
  - a. Bring three areas of opportunities for growth you would like to work on.
    - i. Describe why you feel these are improvement areas for you. Give a specific example.
    - ii. Describe how it will help your professional life? What specific areas will it impact?
2. Mentor prior to the meeting:
  - a. Bring three professional development recommendations for the mentee.
    - i. Describe the benefits of your recommendations.
    - ii. Dialogue about how they align with the mentee's goals.
    - iii. What would the mentee like to achieve or take away from the chosen activity?
3. Consider attending an event, webinar or conference together.
  - a. Plan on attending one LGHN Madrinas y Padrinos webinar and workshop.
  - b. Establish some learning objectives, and dialogue after the event to discuss outcomes.
4. Meet after the professional development activity is completed.
  - a. Dialogue about the outcome and experience. Did you achieve the intended outcomes?
  - b. Brainstorm about additional professional development opportunities.
5. Revisit SMART Goals sheet and determine progress, opportunities, and next steps.



LOCAL GOVERNMENT  
**HISPANIC  
NETWORK**

## Attachment D2

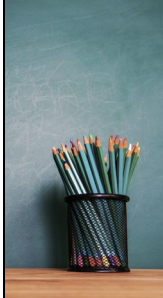
Now, add the suggestions you agreed upon during this meeting in the spaces provided below. Keep this as a future resource and reflection tool for later meetings. Listed are some webinars, meetings, and conferences to get you started:



**Conferences**


Local Government Hispanic Network

ICMA



**Webinars**


SGR Webinar Series



**Education/Certifications**

MPA

CPA



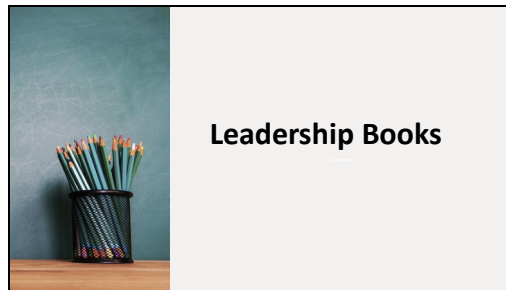
**Memberships and  
Engagement**



LOCAL GOVERNMENT  
**HISPANIC  
NETWORK**

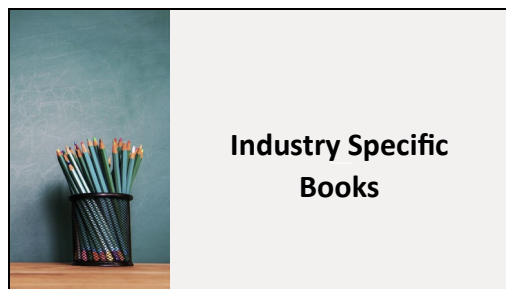
## Attachment D3

### Professional Development Resource Library



Scott, Kim. Radical Candor: Be a Kick-Ass Boss Without Losing Your Humanity

Goldeman, D., Boyatzis, R., McKee, Annie. Primal Leadership: Unleashing The Power of Emotional Intelligence





## Attachment E

### Meeting 4: Review, Assess, Regroup

#### Review Expectations and Outcomes of Mentorship Relationship

Review the progress of the mentor/mentee relationship; determine what to tackle over the next few months. Dialogue guiding questions:

- A. What were the expectations? Are they being met by the Mentor? By the Mentee?
  - Allow each person to describe what went well.
  - What areas have opportunities for improvement?
  - Are there changes that should be made for the second half of the program?
- B. How is the meeting structure working?
  - Are changes to meeting frequency, length of meetings, or meeting format needed?
- C. Were the resources and templates useful?
  - Which was most helpful?
  - Which was least helpful?
- D. Were the Professional Development Resources useful in determining topics for future meetings?
  - Were you able to develop your personalized resource list?
- E. What should you be working on next?
  - Consider reviewing the status of your SMART Goals worksheet. Is it still relevant?
  - Consider starting a new SMART Goals worksheet.
  - Look at Professional Development Resources, and sign up for a conference, webinar, or start reading a book recommended by your mentor. Set some learning objectives and/or timeline for this activity.

## **ICMA Governance Discussion**

9:00 am PT Friday June 28, 2024

LGHN participants: Samantha Tavares, Marcus Steele, Ramiro Inguanzo and Christine Butterfield

ICMA participants: Raftelis Consulting

- What elements of your relationship with ICMA are the most important to your organization and why?
- What aspects of LGHN's role in ICMA's governance process have you found beneficial? What aspects have been challenging?

Latest update from the taskforce, dated March 21, 2024: <https://icma.org/articles/member-news/governance-task-force-makes-progress>