



*Advancing Excellence and Inclusiveness in Local Government*

**Agenda**  
**August 4, 2023**  
**9:00 am PT/noon ET**

**Board of Directors**

**Samantha Tavares**  
*President*

**Bob Harrison**  
*President-Elect*

**Raymond Gonzales**  
*Immediate Past President*

**Marcus Steele**  
*Vice President for Membership*

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

**Gricelda Estrada**  
*Vice President for Career Advancement*

**At-Large Directors:**

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

**Noel Bernal**

**Mariana Bojorquez**

**Raoul Lavin**

**Alejandra Lopez**

**Ramón Pérez-Goizueta**

**Matt Rivera**

**Ramiro Salazar**

**Hazel Wetherford**

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

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

1. Board Meeting Summary June 7, 2023\*
2. Board Meeting Attendance Report for 2023/2022\*
3. Financial Reports End of July 2023\*

**C. DISCUSSION/APPROVAL:**

1. *No Items*

**D. Discussion:**

1. Discuss LGHN Affiliate Membership Rates.\* – ***Karen Davis and Jenny Sudo***
2. Review LGHN Itinerary at ICMA (See detailed summary below)
3. LGHN Committee Update\* – ***Board Chairs***
4. Biennial Conference Planning and Sponsorship Update – ***Samantha Tavares***
5. LGHN Board Liaison Reports
  - a. ICMA Board and ICMA International Committee – ***Victor Cardenas***
  - b. MissionSquare – ***Ines Guerrero***
  - c. NACA – ***Gabe Rodriguez***

**E. Informational Items**

1. Debrief LGHN July Events
  - a. Affiliates and LGHN webinars on July 11 and 20, 2023 – ***Ramiro Inguanzo***
  - b. Madrinas y Padrinos DiSC Assessment Session on July 27, 2023 – ***Gricelda Estrada***
2. Discuss Chapters' Meeting Agenda for September 21, 2023 – ***Marcus Steele***
  - a. Updated "Now you are a chapter, what's next?" guide
  - b. Spanish language community engagement tools and practices discussion
3. ***October 1-4, 2023 – ICMA Annual Conference, Austin, TX – Samantha Tavares***
  - a. ***October 1, 2023 – Connect Employees and Community Members in a Conversation About Diversity, Equity and Inclusion to Add Value to the Your Community (NFBPA) from 8:15 am to 9:15 am location-tbd***
  - b. ***October 1 through 3 – LGHN Booth in Exhibit Hall (Staffing Opportunities)***

\*Supporting documents included

Board Liaison

**Victor Cardenas**

ICMA Liaison

**Gabe Rodriguez**

NACA Liaison

**Ines Guerrero**

MissionSquare

Retirement Liaison

Set up 10:00 am Saturday

from 4:00 to 6:00 pm Sunday

from 10:00 to 4:00 pm Monday

from 10:00 to 2:00 pm Tuesday

Pack up 3:00 pm Tuesday

c. October 1, 2023 – LGHN Annual Dinner at Stubb's Bar-B-Q

[Stubb's BBQ \(stubbbsaustin.com\)](http://stubbbsaustin.com)

from 6:30 pm to 10:00 pm

**(President's challenge: board members invite five paying guests.**

**Results shared at September meeting.)**

d. October 2, 2023 – Affiliates' Reception (LGHN, NFBPA, I-NAPA and NACA)

from 5:30 pm to 8:00 pm

Austin Grand Ballroom in Salon K

e. October 3, 2023 - NFBPA Breakfast

from 7:00 am to 8:15 am in Ballroom C

(Purchase tickets at ICMA or NFBPA)

f. October 3, 2023 – Opioid Addiction and Public Health Practices (LGHN)

from 1:30 pm to 2:30 pm in Meeting Room 7

g. October 3, 2023 – Strategies to Bridge the Housing Gap and Plan for, Site and Develop Workforce Housing (NACA)

from 4:00 pm to 5:00 pm in Ballroom D

**F. Future Board Meeting Agenda Items**

1. Review and Approve the Biennial Conference Rates and Program – TBD
2. Affiliate Agreement with the Illinois LGHN Chapter – TBD 2023
3. Budget Update, Fees Review and Baker Tilly Performance Review – Summer 2023
4. ICMA Affiliate Agreement Renewal – Fall/Winter 2023
5. Discuss chapters' promotional items and distribution plan
6. Review and Discuss Board Member Meetings with Potential Corporate Sponsors – Ongoing
  - a. Sustaining sponsorship outreach goal \$150,000
  - b. Biennial conference sponsorship goal of \$100,000

## **G. Future Meeting Dates and LGHN 2023 Events**

1. August 4, 2023 – LGHN Board Meeting
2. August 6 and 7, 2023 – Experiencia Puerto Rico [Experiencia Puerto Rico](#) (LGHN booth/promotions and Noel Bernal keynote presenter)
3. *August 14, 2023 – ICMA Conference presentations due*
4. August 24, 2023 – Juntos Colorado
5. September 1, 2023 - LGHN Board Meeting
6. September 26, 2023 – Madrinas y Padrinos Check-in and Training
7. October 1-4, 2023 – ICMA Annual Conference, Austin, TX
8. October 6, 2023 - LGHN Board Meeting
9. November 3, 2023 – LGHN Board Meeting
10. December 1, 2023 - LGHN Board Meeting
11. January 5, 2024 - LGHN Board Meeting
12. January 17, 18 and 19 – LGHN 2023/24 Biennial Conference, Mesa, AZ
13. February 2, 2024 - LGHN Board Meeting

## **H. Adjournment**

## Local Government Hispanic Network Profit & Loss Budget vs. Actual January through December 2023

	<u>Jan - Dec 23</u>	<u>Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>43400 · Direct Public Support</b>		
43450 · Individual Support	15.58	
43455 · Corporate Support	65,000.00	55,000.00
43457 · Scholarship	5,989.28	4,000.00
<b>Total 43400 · Direct Public Support</b>	<u>71,004.86</u>	<u>59,000.00</u>
<b>46400 · Other Types of Income</b>		
46410 · Advertising Sales	110,300.00	191,250.00
46430 · Miscellaneous Revenue	1,200.00	500.00
<b>Total 46400 · Other Types of Income</b>	<u>111,500.00</u>	<u>191,750.00</u>
<b>47200 · Program Income</b>		
47209 · Annual Meeting Sponsorship	2,000.00	
47230 · Membership Dues		
47231 · Chapters	10,000.00	40,000.00
47232 · Corporate	0.00	0.00
47233 · Individual	8,284.17	3,000.00
47234 · Local Government	16,850.00	7,500.00
47237 · Regional Chapter Florida-LG	4,882.29	
47238 · Regional Chapter Florida-SM	2,858.79	
47239 · Regional Chapter Illinois	3,750.00	
47240 · Regional Chapter Central Texas	2,333.33	
47241 · Regional Chapter Colorado	7,916.66	
<b>Total 47230 · Membership Dues</b>	<u>56,875.24</u>	<u>50,500.00</u>
47270 · LGHN Dinner Registrations	1,100.00	16,000.00
47271 · LGHN Dinner Sponsorships	0.00	0.00
<b>Total 47200 · Program Income</b>	<u>59,975.24</u>	<u>66,500.00</u>
<b>49000 · Special Events Income</b>		
49010 · Special Events Contributions	0.00	5,000.00
<b>Total 49000 · Special Events Income</b>	<u>0.00</u>	<u>5,000.00</u>
<b>Total Income</b>	<u>242,480.10</u>	<u>322,250.00</u>
<b>Gross Profit</b>	242,480.10	322,250.00
<b>Expense</b>		
<b>60900 · Business Expenses</b>		
60920 · Business Registration Fees	90.00	120.00
60960 · Merchant Services Fees	5,297.81	9,000.00
<b>Total 60900 · Business Expenses</b>	<u>5,387.81</u>	<u>9,120.00</u>
<b>62100 · Contract Services</b>		
62110 · Accounting Fees	1,000.00	1,200.00
62150 · Outside Contract Services	91,232.76	185,000.00
<b>Total 62100 · Contract Services</b>	<u>92,232.76</u>	<u>186,200.00</u>
<b>65000 · Operations</b>		
65009 · Computer Software	775.75	1,600.00
65020 · Postage, Mailing Service	527.11	1,000.00
65030 · Printing and Copying	0.00	500.00
65040 · Supplies	4.62	10.00
65050 · Telephone, Telecommunications	1,523.10	2,000.00
65060 · Website	7,799.05	12,000.00
<b>Total 65000 · Operations</b>	<u>10,629.63</u>	<u>17,110.00</u>
<b>65100 · Other Types of Expenses</b>		
Board of Directors Retreat	0.00	1,500.00
65110 · Advertising/Marketing Expenses	335.62	4,000.00

## Local Government Hispanic Network Profit & Loss Budget vs. Actual January through December 2023

	<u>Jan - Dec 23</u>	<u>Budget</u>
65120 · Insurance - Liability, D and O	905.00	1,000.00
65140 · Contributions	1,500.00	1,500.00
65160 · Other Costs	0.00	500.00
65170 · Scholarships Awarded	0.00	1,600.00
65180 · Special Events	0.00	7,000.00
65185 · Program Activities		
Catering	4,745.50	12,000.00
Entertainment	0.00	1,500.00
Other Costs	0.00	1,200.00
Postage/Shipping	0.00	500.00
Printing/Copy	0.00	500.00
Stipends and Speaker Fees	0.00	1,600.00
<b>Total 65185 · Program Activities</b>	<u>4,745.50</u>	<u>17,300.00</u>
65190 · Special Projects, Chap Support	0.00	5,000.00
<b>Total 65100 · Other Types of Expenses</b>	<u>7,486.12</u>	<u>39,400.00</u>
68300 · Travel and Meetings		
68310 · Conf, Conv, Meeting-Nat'l	484.05	5,000.00
68320 · Meeting Travel-Reg'l	0.00	1,000.00
<b>Total 68300 · Travel and Meetings</b>	<u>484.05</u>	<u>6,000.00</u>
<b>Total Expense</b>	<u>116,220.37</u>	<u>257,830.00</u>
<b>Net Ordinary Income</b>	<u>126,259.73</u>	<u>64,420.00</u>
<b>Net Income</b>	<u><u>126,259.73</u></u>	<u><u>64,420.00</u></u>

**Local Government Hispanic Network**  
**Account Listing**  
July 27, 2023

<u>Account</u>	<u>Type</u>	<u>Balance Total</u>
10000 · US Bank - checking	Bank	181,151.06
10000 · US Bank - checking:Frances Gonzalez Scholarship		20,310.04
10000 · US Bank - checking:Joel Valdez		428.03
10000 · US Bank - checking:LGHN Conference		0.00
10000 · US Bank - checking:Operating Cash		137,067.64
10000 · US Bank - checking:Operating Reserves		23,345.35
25001 · Florida Chapter Payable	Other Current Liability	2,310.55
25003 · Illinois Chapter Payable	Other Current Liability	0.00
25004 · Colorado Chapter Payable	Other Current Liability	3,698.39
25005 · Central TX Chapter Payable	Other Current Liability	1,338.95
actual operating cash		129,719.75

**Local Government Hispanic Network**  
**Account Listing**  
July 27, 2023

**Description**

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LGHN checking

LGHN owes to the LFLG chapter

LGHN owes to the IL-LGHN chapter

LGHN owes to the Jutos Colorado chapter

LGHN owes to the CTX Chapter.



## Local Government Hispanic Network

### Board Meeting Summary of July 7, 2023

**Board Members in Attendance:** Samantha Tavares (President), Bob Harrison, Marcus Steele, Ramiro Inguanzo, Carlos Baia, Gricelda Estrada, Alejandra Lopez, Matt Rivera, and Hazel Wetherford

**Board Members Absent:** Raymond Gonzales, Raoul Lavin, Mariana Bojorquez, Ramiro Salazar, Ramon Perez-Goizueta, and Noel Bernal

**Board Liaisons in Attendance:** Gabriel Rodriguez (NACA Board Liaison), Victor Cardenas (ICMA Board Liaison) and Ines Guerrero (MissionSquare Liaison)

**LGHN Staff:** Christine Butterfield and Karen Davis

#### 1) Call to Order/Roll Call/Welcome

*Samantha Tavares called the meeting to order at 9:10 am PT.*

#### 2) APPROVAL: Consent Agenda – Receive and Approve

- a. Board Meeting Summary June 2, 2023
- b. Board Meeting Attendance Report for 2023/2022
- c. Financial Reports End of June 2023

*Motion to approve by Carlos Baia*

*Seconded by Bob Harrison*

*Unanimously approved*

#### 3) DISCUSSION/APPROVAL

- a. Emerging Leader Award Nominees

*The board accepted the recommendation of the executive committee to award two members the emerging leaders award: Joe Camacho and Noemi Gomez.*

*Motion to approve by Ramiro Inguanzo*

*Seconded by Gricelda Estrada*

*Majority approved with Bob Harrison abstaining as he nominated one of the awardees*

- b. Discuss and Approve Board of Directors' Election Ballot

*Motion to approve by Ramiro Inguanzo*

*Seconded by Bob Harrison*

*Unanimously approved*



- c. Discuss and Approve 2023/2024 LGHN Biennial Conference Location: City of Mesa Convention Center, Mesa, AZ

*Samantha Tavares and Marcus Steele presented the program and the strategy to secure sponsors at the new biennial conference location. Marcus also proposed that the board retreat be held on Saturday at the City of Scottsdale.*

*Motion to approve by Carlos Baia*

*Seconded by Bob Harrison*

*Unanimously approved*

#### **4) Discussion:**

- a. Discuss LGHN Affiliate Membership Rates.

*Christine Butterfield presented a summary of LGHN membership rates along with affiliate and partner organizations membership rates. Karen Davis shared that LGHN has not raised membership rates for at least the past decade. Staff invited the board to share questions and request additional information prior to taking any action. The board the following questions*

- i. Prepare a comparison of membership benefits along with the fees/rates*
- ii. Consider breaking phase I increases into an two timeframes to allow members to budget for the increase*
- iii. Explore dual membership with affiliates*
- iv. Prepare a one page summary of LGHN membership benefits*

- b. LGHN Committee Update\* – *Board Chairs*

- c. LGHN Board Liaison Reports

- a. ICMA Board and ICMA International Committee – *Victor Cardenas*

- b. MissionSquare – *Ines Guerrero*

- c. NACA – *Gabe Rodriguez*

#### **5) Informational Items**

- a. Debrief LGHN June Events

- a. Affiliates Webinar June 15, 2023

- b. Madrinas y Padrinos kickoff June 6, 2023

- b. Discuss Chapters' Meeting Agenda for July 21, 2023 – *Marcus Steele*

- a. Review and update chapter membership goals and requests for assistance

- b. Review and update LGHN webinar schedule

- c. Discuss status of March 17, 2023, input session "*Now you are a chapter, what's next?*" and review the next steps

- c. Review Affiliate Presentations/Sessions at ICMA Conference in Austin, TX

- a. Tickets open for the LGHN dinner in Austin, TX scheduled 10/1 at Stubb's from 6:35 pm to 10:00 pm (concurrent with ICMA conference registration)

- b. Affiliate reception scheduled 10/2 at the conference hotel from 5:30 to 7:30 pm

- c. Affiliates submitted jointly 17 sessions to the conference planning committee

- i. NACA hosting two sessions

- ii. LGHN hosting one session

- iii. NFBPA hosting one session

- d. Discuss E-newsletter and Upcoming Issues

- a. Distributed to about 1,500 LGHN contacts (*current membership estimates 1,249 excluding new Michigan Chapter*)

#### **6) Future Board Meeting Agenda Items**

- a. Review and Approve the Biennial Conference Rates and Program – *TBD*
- b. Affiliate Agreement with the Illinois LGHN Chapter – *TBD 2023*
- c. Budget Update, Fees Review and Baker Tilly Performance Review – *Summer 2023*
- d. ICMA Affiliate Agreement Renewal – *Fall/Winter 2023*
- e. Discuss chapters' promotional items and distribution plan
- f. Review and Discuss Board Member Meetings with Potential Corporate Sponsors
- a. Sustaining sponsorship outreach goal \$150,000
- b. Biennial conference sponsorship goal of \$100,000

#### **7) Future Meeting Dates and LGHN 2023 Events**

- a. **July 11, 2023 – Affiliate Webinar**
- b. **July 20, 2023 – PHN Webinar**
- c. **July 27, 2023 – Madrinas y Padrinos DiSC Assessment from 9 am to 1 pm PT**
- d. August 4, 2023 – LGHN Board Meeting
- e. August 14, 2023 – ICMA Conference presentations due
- f. September 1, 2023 - LGHN Board Meeting
- g. *October 1, 2023 – LGHN Dinner at the ICMA Conference: Stubb's Barbeque, Austin, TX*
- h. *October 1-4, 2023 – ICMA Annual Conference, Austin, TX*
- i. October 6, 2023 - LGHN Board Meeting
- j. December 1, 2023 - LGHN Board Meeting
- k. January 5, 2024 - LGHN Board Meeting
- l. *January 17, 18 and 19 – LGHN 2023/24 Biennial Conference, Mesa, AZ*
- m. February 2, 2024 - LGHN Board Meeting

#### **8) Adjournment**

*Samantha Tavares adjourned the meeting at 10:28 am PT*

## Board of Directors Meeting Attendance 2023 and 2022

<i>Name</i>	<i>12/22</i>	<i>1/23</i>	<i>2/23</i>	<i>3/23</i>	<i>4/23</i>	<i>5/23</i>	<i>6/23</i>	<i>7/23</i>	<i>8/23</i>	<i>9/23</i>	<i>ICMA 10/1-10/4</i>	<i>11/23</i>	<i>12/23</i>
Samantha Tavares	A	X	X	X	A	X	X	X			Attending		
Bob Harrison	X	X	X	A	X	X	X	X			Attending		
Raymond Gonzales	A	A	A	A	A	A	A	A					
Ramiro Inguanzo	A	A	X	A	X	A	X	X					
Gricelda Estrada	A	A	A	X	X	X	A	X					
Carlos Baia	X	X	X	X	X	X	X	X					
Raoul Lavin	A	X	X	A	X	X	X	A					
Noel Bernal	X	X	X	X	A	A	A	A					
Mariana Bojorquez	X	X	A	X	A	X	A	A					
Alejandra Lopez	X	X	X	X	A	X	X	X					
Ramón Pérez-Goizueta	A	A	X	X	A	A	X	A					
Ramiro Salazar	A	X	X	A	A	X	X	A					
Marcus Steele	A	X	X	X	A	X	X	X					
Matt Rivera	A	X	A	X	X	X	X	X			Attending		
Hazel Wetherford	X	A	X	X	A	X	X	X					
Victor Cardenas (ICMA Board)	A	X	X	X	A	X	A	X					
Gabriel Rodriguez (NACA Board)	X	X	A	A	A	X	X	X			Attending		
Ines Guerrero (MissionSquare)	A	X	A	X	A	X	X	X					

Updated July 30, 2023

## Board of Directors Meeting Attendance 2023 and 2022

Name	Workshop 1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	ICMA	10/22	LGHN Annual Meeting	Retreat 11/22
Raymond Gonzales	Present	Absent	Present	Absent	Absent	Present	Present	Absent	Absent		Present		Absent
Samantha Tavares	Present	Absent	Present	Present	Present	Present	Present	Present	Absent	X	Present	X	Present
Rolando Fernandez	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present		Absent
Bob Harrison	Present	Absent	Present	Present	Present	Absent		Absent	Present		Present		Present
Ramiro Inguanzo	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present		Present
Gricelda Estrada	Present	Present	Absent	NFBPA	Absent	Absent	Present	Present	Present		Present	X	Present
Carlos Baia	Present	Present	Present	Present	Absent	Absent	Present	Present	Present		Transition	X	Present
Noel Bernal	Present	NFBPA	Present	Present	Absent	Present	Transition	Transition	Present	X	Present	X	Present
Mariana Bojorquez	Absent	Present	Present	Present	Present	Present	Present	Present	Absent		Absent	X	Present
Alejandra Lopez						Present	Present	Present	Present	X	Present	X	Present
Raoul Lavin	Present	Present	Absent	Present	Present	Florida CMA	Present	Present	Absent	X	Present	X	Present
Ramón Pérez-Goizueta	Present	Absent	Present	Absent	Present	Present	Present	Absent	Absent		Absent		Absent
Ramiro Salazar	Absent	Present	Absent	Absent	Absent	Present	Present	Present	Present		Present		Absent
Marcus Steele	Absent	Present	Present	Present	Present	Absent	Absent	Present	Present	X	Present	X	Present
Matt Rivera	Present	Present	Present	Absent	Present	Present	Present	Present	Present	X	Present	X	Present
Hazel Wetherford										X			
Victor Cardenas	Present	Present	Present	Present	Present	Present	Present	Present	Present	X	Absent		Absent
Gabriel Rodriguez	Present	Present	Present	Present	Present	Present	Present	Present	Present	X	Absent	X	Present



## Board of Director’s Meeting 2022 and 2023 Committee Work Plans

Developed at the Board Workshop on January 8, 2022

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)	Updated 7/30/23
<p><b>A. Executive Committee Chair – Samantha Tavares</b></p> <ol style="list-style-type: none"> <li>1. LGHN values and process to confirm alignment by third-party contractors.</li> <li>2. Explore partnerships with other organizations and build relationships</li> <li>3. Better define relationships with and opportunities for participating in programs offered by LGHN affiliates (NFBPA, I-NAPA, NACA, GFOA). <b>UNDERWAY</b></li> <li>4. Create master calendar of affiliate activities. <b>UNDERWAY</b></li> <li>5. Review terms of ICMA affiliate agreement and establish expectations of ICMA. <b>UNDERWAY</b></li> <li>6. Set time and develop agenda for leadership meeting with ICMA.</li> </ol>	<ul style="list-style-type: none"> <li>• Review and update values and mission statement (at the fall 2022 Board retreat)</li> <li>• Better define LGHN relationship with affiliates and invite the presidents of each organization and establish a regular meeting to catalyze collaborative efforts (Bob, Ray, and Ramiro)</li> <li>• Create a plan including key messages to meet with ICMA leaders spring 2022 and at the conference 9/17-22/22</li> <li>• Collaborate with ICMA to create master calendar.</li> <li>• Victor will work with the ICMA Board regarding commitments to LGHN.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Executive committee will begin meeting regularly in summer 2023 to review and recommend financial policies to the full board later in 2023.</li> </ul>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)		Updated 7/30/23
7. Update Board commitment forms. <b>COMPLETE</b> 8. Recommendations for <i>emerging leaders award</i> <ul style="list-style-type: none"> <li>• <b>Regular meeting: As needed basis</b></li> </ul>	<ul style="list-style-type: none"> <li>• Review the Board commitments 2/22 meeting</li> </ul>	
<b>B. 2023 Biennial Conference Planning Committee (with Professional Development Committee) Chairs – Carlos Baia, Raoul Lavin and Ramiro Inguanzo</b> 1. Negotiate new training programs with SGR. <b>COMPLETE</b> 2. Identify topics for 2023 webinars. <b>COMPLETE</b> 3. Reach out to LGHN chapters to assist with regional in-person training and networking sessions. <b>COMPLETE</b> 4. Identify affiliate events that will include LGHN sponsored sessions. <b>COMPLETE/UNDERWAY</b> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: Every other week.</b></li> </ul>	Biennial Conference - Orlando, FL, and span 11/1/23 at 5 pm – 11/3/23 move to Mesa Convention Center from 1/17 – 1/29 <u>Themes</u> <b>Connect, collaborate, ...succeed!</b>	1. Arizona chapters joined the conference planning committee meetings effective 6/29. 2. Committee meeting every other Thursday. 3. Sponsorship brochure updated and Samantha Tavares leading corporate engagement.
<b>C. Career Advancement Committee Chair (and Vice President for Career Development) – Gricelda Estrada</b> 1. Kick off the revised Madrinas y Padrinos coaching program. <b>COMPLETE/UNDERWAY</b>	<ul style="list-style-type: none"> <li>• Successful launch of new structured mentorship program. More about program results summer 2022. Likely grow the toolbox to support the program.</li> </ul>	1. Program kickoff June 2023 and meeting through February 2024. 2. GFOA members will join the program in 2023/2024. 3. Third check-in scheduled 9/26 and led by SRG

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)		Updated 7/30/23
<ol style="list-style-type: none"> <li>2. Create strategy for youth/student engagement.</li> <li>3. Outreach to executive search firms for assistance with interview skills, resume writing, etc. <b>COMPLETE/UNDERWAY</b></li> <li>4. Foster university partnerships (John J College, NY; Maxwell School; ICMA Fellows; University of San Francisco and Monica Hudson)</li> <li>5. Engage more Board members to serve as mentors. <b>COMPLETE</b></li> </ol> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: As needed basis</b></li> </ul>	<ul style="list-style-type: none"> <li>• Consider offering professional assessment tools through the Madrinasy Padrinos program</li> <li>• Create a similar structured program for youth through 2023. Set up meeting with youth and universities to build a pipeline of new professionals</li> </ul>	
<p><b>D. Membership Committee Chair - Marcus Steele</b></p> <ol style="list-style-type: none"> <li>1. Kick off joint membership drive with ICMA.               <ol style="list-style-type: none"> <li>a. Target membership outreach to Hispanic City managers</li> <li>b. Target membership outreach to state associations to establish partnerships</li> </ol> </li> <li>2. Track membership growth and report regularly to the LGHN board</li> <li>3. Work with NACA to increase County membership.</li> <li>4. Pursue new regional chapters and set priorities for 2023. (See tools on the LGHN website.)</li> </ol>	<ul style="list-style-type: none"> <li>• Working with ICMA on joint membership drive to recruit new members to LGHN.</li> <li>• Collaborating with local government state chapters has been an effective method to build membership (and NACA)</li> <li>• Building regional chapters where we have advocates. Targets include Chicago, CO/NM (Matt), Washington (Bob), Florida (Raoul/Ramiro), Columbus, OH, Miami/Dade, and future conference locations, etc.</li> <li>• Matt asked to join the committee.</li> </ul>	<p><u>Formation Targeted in 2023</u></p> <ol style="list-style-type: none"> <li>a. <i>Illinois Chapter:</i> Leaders conducted strategic planning session in early January. Bylaws pending submission to the LGHN board. <b>Kevin Bueso</b></li> <li>b. <i>Washington Chapter:</i> Yakima staff invited to present at WCCMA conference in August. Karen to provide PowerPoint for the session. Will recruit volunteer startup board at the conference. <b>Bob Harrison</b></li> <li>c. <i>Michigan Chapter:</i> Formation meeting in progress in August 2023.</li> </ol>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)	Updated 7/30/23	
<ul style="list-style-type: none"> <li>• <b>Regular meeting time: Second Friday of the month at 8:30 am PT</b></li> <li>I. <b>Chapters Advisory Subcommittee Chair – Marcus Steele.</b> Establish advisory committee in conjunction with LGHN chapter representatives. Develop plan to engage chapters on an ongoing basis. Create a chapter recognition program. <b>Regular meeting time: Every other month on the third Friday at 8:30 am PT</b></li> </ul>	<ul style="list-style-type: none"> <li>• Each chapter should appoint a member to the Chapters Advisory Subcommittee</li> </ul>	<ul style="list-style-type: none"> <li>d. <b>California Chapter(s): Hazel Wetherford</b> assisted by MMANC. Considering multiple chapters.</li> <li>e. <b>Minnesota Chapter: Maria Solano</b> and other contacts in the region. First discussion planned September 2023.</li> </ul>
<p><b>E. Marketing and Communications Committee</b> <b>Co-Chairs – Hazel Wetherford</b></p> <ol style="list-style-type: none"> <li>1. Develop/improve social media plan.</li> <li>2. Develop communications and marketing strategy and branding.</li> <li>3. Assist with organizing posted/recorded webinars and training sessions.</li> <li>4. Social media tracking (Latino leadership institute offers a good model/Denver University)</li> <li>5. Update the LGHN website.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>• Social media communications are an opportunity that we can grow.</li> <li>• Invite members with communications skills join and lead the committee (Bob to invite mentee from City of Reno)</li> <li>• Include co-chair in the call for committees.</li> <li>• Tap youth/MPA students/university partnerships for interns to assist</li> </ul>	<ol style="list-style-type: none"> <li>1. Bimonthly E-newsletter first issue released on March 27, 2023. Next issues are scheduled for 7/10 and 8/14.</li> <li>2. Committee (Hazel, Sam and staff) to reconvene in first Thursday of the month beginning in September.</li> </ol>
<p><b>F. Scholarships and Fund Development Committee Chair – Samantha Tavares and Raoul Lavin (Carolina LaMonica with MissionSquare)</b></p>	<ul style="list-style-type: none"> <li>• Develop a flexible fund development strategy/policy to dedicate and expend dollars to an array of LGHN activities (scholarships, operations,</li> </ul>	<ol style="list-style-type: none"> <li>1. Sustaining corporate membership campaign underway summer 2023.</li> </ol>



2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)		Updated 7/30/23
<ol style="list-style-type: none"> <li>1. Discuss funding assistance from ICMA.</li> <li>2. Review LGHN value statement (focus on ROI) for potential sponsors and market DEI expertise/resources</li> <li>3. Update sponsor packet with sponsorship options (options include voting membership, review affiliate practices, programming, conference presentations)</li> <li>4. Develop strategy (using the LGHN financial forecast 2022-2025) for sponsor outreach</li> <li>5. Establish working group of retired LGHN members to assist with the “ask”</li> </ol> <ul style="list-style-type: none"> <li>• Regular meeting time: <b>TBD</b></li> </ul>	<p>conference/programming, marketing/social media, etc.)</p> <ul style="list-style-type: none"> <li>• Develop sponsor’s value statement (Noel to join)</li> <li>• Consider creating an endowment policy and/or benchmark.</li> <li>• Reach out to state associations to grow the endowment/fund development/marketing</li> <li>• Board commitments include donating to the LGHN scholarship fund</li> </ul>	<ol style="list-style-type: none"> <li>2. Follow-up emails and meetings underway with Cigna, Gallagher, Holman Capital, GFOA and ICMA referral sponsors’ list.</li> </ol>
<p><b>G. International Committee Chair - Noel Bernal</b> – Staff support Christine</p> <ol style="list-style-type: none"> <li>1. Develop structure for training programs. <b>COMPLETE</b></li> <li>2. Adapt training materials from ICMA credentialing program (adapt program to meet the needs of early to mid-career development professionals)</li> <li>3. Invite LGHN members to create case studies in line with the training structure.</li> <li>4. Market the training opportunities <ol style="list-style-type: none"> <li>a. Outreach to potential trainers from LGHN membership and survey</li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>1. The committee met in April and prepared a work plan.</li> <li>2. In July, the Committee met and discussed attendance and collaboration with the Puerto Rico conference scheduled August 6-7, 2023. The topic is good governance.</li> <li>3. Working with ICMA to develop cobranded programming.</li> </ol>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)		Updated 7/30/23
<p>administered in 2022 (<i>must be Spanish speakers</i>) <b>COMPLETE</b></p> <p>b. Market to Puerto Rican jurisdictions</p> <p>5. Administer/conduct training.</p> <p>6. Finalize “certification” process.</p> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: Last Monday of every month at 9 am PT/noon ET</b></li> </ul>		
<p><b>F. Nominations Committee – Chair and committee appointed by the President</b></p> <p>1. Email members regarding interest in serving and recommendations – 30 days required (<i>May/June</i>)</p> <p>2. Close member submittals – <i>June</i></p> <p>3. Review submittals and conduct interviews (<i>June/July</i>)</p> <p>4. Board approval at the <i>July or August</i> board meeting</p> <p>5. Issue ballots – 15 days minimum for voting, at least 30 days before the annual meeting (<i>August</i>)</p> <p>6. Close ballots – typically 30 days (<i>September</i>)</p> <p>7. Annual membership meeting (<i>October</i>)</p> <ul style="list-style-type: none"> <li>• <b>Meeting times determined by bylaws and date of annual membership meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Include on the April Board meeting agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Nominations opened 5/5 and closed 6/9. Information is available on the LGHN website.</li> <li>• Voting closes 8/11.</li> </ul>

## LGHN 2023 and 2024 Program and Webinar Schedule

**Updated 7/30/23**

<b>January 2023</b>	<ul style="list-style-type: none"> <li>• <b>LGHN Webinar: Best Practices in Strategic Planning</b> scheduled January 19 from 11 am to 12:30 pm PT (30 participants)</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• <b>LGHN Chapter Webinar: Scottsdale</b> on 3/16/23 from 11 am to 12:30 pm PT (60 registrants)</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• <b>NFBPA Forum Conference Minneapolis, MN</b> April 26 - 30 – LGHN moderate and present session on community engagement and inclusion best practices</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• <b>Affiliates' Two-Year Webinar Programming Schedule Released</b> and available upon request</li> <li>• <b>GFOA Conference Portland, OR</b> May 21-25 (joint reception with LGHN location TBD)</li> <li>• <b>LGHN Chapter Webinar: Mesa</b> on 5/25/23 from 11:30 am to 12:30 pm PT (80 registrants)</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Madrinas y Padrinos Kick off TBD</li> <li>• <i>LGHN/GFOA Webinar</i> TBD</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• <b>LGHN Chapter Webinar: Phoenix Water Conservation Best Practices</b> on 7/20/23 from 11 am to 12:30 pm PT</li> <li>• Madrinas y Padrinos Webinar and Check-in July 27 from 9 am to 1:30 pm</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• <i>LGHN/GFOA Webinar</i> TBD</li> <li>• <b>Experiencia Puerto Rico</b> Conference 8/6-8/7</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• <b>LGHN Chapter Webinar: Central Texas</b> on 9/21/23 from 11 am to 12:30 pm PT</li> <li>• Madrinas y Padrinos Webinar and Check-in</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• <b>ICMA Annual Conference</b> Austin, TX October 1 – 4, 2023  <i>October 1, 2023 – <u>Connect Employees and Community Members in a Conversation About Diversity, Equity and Inclusion to Add Value to the Your Community (NFBPA)</u> from 8:15 am to 9:15 am location-tbd</i>  <i>October 1 through 3 – LGHN Booth in Exhibit Hall (Staffing Opportunities)</i>  <i>Set up 10:00 am Saturday</i>  <i>from 4:00 to 6:00 pm Sunday</i>  <i>from 10:00 to 4:00 pm Monday</i>  <i>from 10:00 to 2:00 pm Tuesday</i>  <i>Pack up 3:00 pm Tuesday</i>  <i>October 1, 2023 – <u>LGHN Annual Dinner</u> at Stubb's Bar-B-Q</i>  <a href="http://stubbbsaustin.com">Stubb's BBQ (stubbbsaustin.com)</a>  <i>from 6:30 pm to 10:00 pm</i>  <b>(President's challenge: board members invite five paying guests. Results shared at September meeting.)</b></li> </ul>

	<p><i>October 2, 2023 – <u>Affiliates’ Reception (LGHN, NFBPA, I-NAPA and NACA)</u> from 5:30 pm to 8:00 pm Austin Grand Ballroom in Salon K</i></p> <p><i>October 3, 2023 - <u>NFBPA Breakfast from 7:00 am to 8:15 am in Ballroom C (Purchase tickets at ICMA or NFBPA)</u></i></p> <p><i>October 3, 2023 – <u>Opioid Addiction and Public Health Practices (LGHN)</u> from 1:30 pm to 2:30 pm in Meeting Room 7</i></p> <p><i>October 3, 2023 – <u>Strategies to Bridge the Housing Gap and Plan for, Site and Develop Workforce Housing (NACA)</u> from 4:00 pm to 5:00 pm in Ballroom D</i></p> <ul style="list-style-type: none"> <li>• <i>LGHN/GFOA Webinar TBD</i></li> <li>• <b>MissionSquare TBD (Retirement Security Month)</b></li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Madrinas y Padrinos Webinar and Check-in (with <b>MissionSquare</b>)</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• <b>LGHN Chapter Webinar: West Michigan 12/21/23</b> from 11 am to 12:30 pm PT</li> <li>• <i>LGHN/GFOA Webinar TBD</i></li> </ul>
<b>January 2024</b>	<ul style="list-style-type: none"> <li>• <b>LGHN 2024 Biennial Conference Mesa, AZ Convention Center</b> January 17 – 19, 2023</li> <li>• <b>LGHN Board of Directors’ Retreat</b> January 20, 2023 at the City of Scottsdale Police Department</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Madrinas y Padrinos Webinar and Check-in</li> </ul>



## Local Government Leaders Affiliates and Partners Webinar Series 2023 and 2024

Zoom Webinar Title and Owner	Presenters	Date and Pre-Webinar Promotion
<p><b>Managing Professional Burnout/Fatigue and Taking Care of Yourself and Your Teams</b></p> <p><i>I-NAPA Hosting</i></p>	<p><b>Moderator:</b> Ash Kumar, Management Analyst, City of Elk Grove, CA</p> <p><b>Presenters:</b></p> <ul style="list-style-type: none"> <li>• Robert Wilson, Cass County, ND <a href="mailto:WilsonRo@casscountyny.gov">WilsonRo@casscountyny.gov</a>(NACA)</li> <li>• Ian Coyle, Livingston County, NY <a href="mailto:icoyle@co.livingston.ny.us">icoyle@co.livingston.ny.us</a>(NACA)</li> <li>• Shauna Shepherd, HR/Org Dev Director, Missouri City, TX <a href="mailto:shauna.shepherd@missouricitytx.gov">shauna.shepherd@missouricitytx.gov</a> (NFBPA)</li> <li>• Maria Mendez, Regional Vice President Government and Education, Cigna <a href="mailto:maria.mendez@cigna.com">maria.mendez@cigna.com</a> (NFBPA)</li> <li>• Andrea Alicoate, City of Mesa, AZ <a href="mailto:Andrea.Alicoate@MesaAZ.gov">Andrea.Alicoate@MesaAZ.gov</a> (LGHN)</li> </ul>	<p><b>May 31, 2023</b> <b>1:00 pm PT/4:00 pm ET</b></p> <p><b>225 registrants</b></p>
<p><b>Strategies to manage and address violence in our communities: how to heal community trauma, loss and grief</b></p>	<p><b>Moderator:</b> Dr. Philip Harris, President, South Florida Chapter, National Forum for Black Public Administrators</p> <p><b>Presenters:</b></p>	<p><b>June 15, 2023</b> <b>3:30 pm PT/6:30 pm ET</b></p>

<p><b>NFBPA Hosting</b></p>	<ul style="list-style-type: none"> <li>• Kenya Madison, Senior Director, Healthier Delray Beach, FL <a href="mailto:kenya.delray@htpbc.org">kenya.delray@htpbc.org</a> NFBPA</li> <li>• Lee Reid, Executive Director, ACRB, City of Atlanta, GA <a href="mailto:slreid@atlantaga.gov">slreid@atlantaga.gov</a></li> <li>• Taleah-Renee Grimmage, Senior Policy Analyst, Citizens Police Oversight Commission, City of Philadelphia <a href="mailto:taleah.grimmage@phila.gov">taleah.grimmage@phila.gov</a></li> <li>• Cameron McElhiney, Executive Director of the National Association for Civilian Oversight of Law Enforcement (NACOLE) <a href="mailto:mcellhiney@nacole.org">mcellhiney@nacole.org</a></li> </ul>	<p><b>100 registrants</b></p>
<p><b>Do you really know what your community members want (i.e., community surveys, focus groups and other input tools)?</b></p> <p><b>I-NAPA Hosting</b></p>	<p><b>Moderator: Ash Kumar, Management Analyst, City of Elk Grove, CA</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• Genesis Gavino, Dallas, TX <a href="mailto:genesis.gavino@dallas.gov">genesis.gavino@dallas.gov</a> (I-NAPA)</li> <li>• Dallin Kimble, Mariposa County, CA <a href="mailto:dkimble@mariposacounty.org">dkimble@mariposacounty.org</a>(NACA)</li> <li>• Valerie Lemmie, Director of Explanatory Research, Kettering Foundation (<a href="mailto:vlemmie@kettering.org">vlemmie@kettering.org</a>) NFBPA</li> <li>• Samantha Tavares, City of Phoenix <a href="mailto:samantha.tavares@phoenix.gov">samantha.tavares@phoenix.gov</a> (LGHN)</li> <li>• Garret with Polco</li> </ul>	<p><b>July 11</b> <b>1:00 pm to 2:30 pm</b> <b>PT</b></p> <p><b>80 registrants</b></p>
<p><b>How to manage multi-generational workforce</b></p> <p><b>LGHN Hosting</b></p>	<p><b>Moderator: Matt Rivera, Adams County, CO (LGHN)</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• Anil Comelo, St. Helena, CA <a href="mailto:acomelo@cityofsthelena.org">acomelo@cityofsthelena.org</a> (I-NAPA)</li> <li>• Ian Coyle, Livingston County, NY <a href="mailto:icoyle@co.livingston.ny.us">icoyle@co.livingston.ny.us</a></li> <li>• Daphne Jefferson Principal and Executive Coach, Jefferson Consulting Group, LLC <a href="mailto:daphne.jefferson@jeffersonconsultinggroup.com">daphne.jefferson@jeffersonconsultinggroup.com</a></li> </ul>	<p><b>September TBD</b></p>

	<ul style="list-style-type: none"> <li>• Love Jones, Ph.D. Human Resources Director, City of Greensboro NC <a href="mailto:love.jones@greensboro-nc.gov">love.jones@greensboro-nc.gov</a></li> <li>• Tavares Nichole, Client Services Director, Alameda County Office of Education (email needed) NFBPA</li> </ul>	
<p><b>How to position yourself for growth</b></p> <p><b>LGHN Hosting</b></p>	<p><b>Moderator: Gricelda Estrada, City of Grand Rapids, MI (LGHN)</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• GovHRUSA</li> <li>• Inge Tunggal djaja, Riverside, CA <a href="mailto:itunggaldjaja@riversideca.gov">itunggaldjaja@riversideca.gov</a> (I-NAPA)</li> <li>• Robert Wilson, Cass County, ND <a href="mailto:WilsonRo@casscountynd.gov">WilsonRo@casscountynd.gov</a> (NACA)</li> <li>• Terrell Code, Delputy County Administrator, Kalamazoo, MN <a href="mailto:tecole@kalcounty.com">tecole@kalcounty.com</a> NFBP</li> <li>• ArDeanna B. Hicks, Director of Gas Compliance, CPS Energy <a href="mailto:ABHicks@cpsenergy.com">ABHicks@cpsenergy.com</a> NFBPA</li> </ul>	<b>October TBD</b>
<p><b>Leading versus managing</b></p> <p><b>NFBPA Hosting</b></p>	<p><b>Moderator: Dr. Philip Harris, President, South Florida Chapter, National Forum for Black Public Administrators</b></p> <p><b>Presenters:</b></p> <ul style="list-style-type: none"> <li>• Ken Wilson, Franklin County, OH <a href="mailto:knwilson@franklincountyohio.gov">knwilson@franklincountyohio.gov</a> (NACA)</li> <li>• Dee Williams-Ridley, City Manager, City of Berkeley, CA <a href="mailto:dwilliams-ridley@cityofberkeley.info">dwilliams-ridley@cityofberkeley.info</a> NFBPA</li> <li>• Samantha Tavares, City of Phoenix <a href="mailto:samantha.tavares@phoenix.gov">samantha.tavares@phoenix.gov</a> (LGHN)</li> </ul>	<b>November TBD</b>
<p><b>Staying connected apart and how to work and lead remotely in the new normal virtual workplace</b></p>	<p><b>Moderator: Dr. Philip Harris, President, South Florida Chapter, National Forum for Black Public Administrators</b></p> <p><b>Presenters:</b></p>	<b>December TBD</b>

<p><b>NACA Hosting</b></p>	<ul style="list-style-type: none"> <li>• Marlo Ford, Urban Planner, City of Alexandria, VA <a href="mailto:Marlo.Ford@alexandriava.gov">Marlo.Ford@alexandriava.gov</a> NFBPA</li> <li>• Cheryl Orr, Managing Partner, Institute for Excellence in Public Service <a href="mailto:cherylorr02@gmail.com">cherylorr02@gmail.com</a> NFBPA</li> <li>• Chante Martin or Angelica Wedell, Polco TBD</li> </ul>	
<p><b>How to prepare yourself for the executive level</b></p> <p><b>LGHN Hosting</b></p>	<p><b>Moderator: Noel Bernal, Adams County, CO (LGHN)</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• Anil Comelo, St. Helena, CA <a href="mailto:acomelo@cityofsthelena.org">acomelo@cityofsthelena.org</a></li> <li>• Ian Coyle, Livingston County, NY <a href="mailto:icoyle@co.livingston.ny.us">icoyle@co.livingston.ny.us</a>(NACA)</li> <li>• Byron Brooks, County Administrator, Orlando, FL <a href="mailto:Byron.brookd@ocfl.net">Byron.brookd@ocfl.net</a> NFBPA</li> <li>• Aubrey Gonzalez, City of Phoenix, <a href="mailto:aubrey.gonzalez@phoenix.gov">aubrey.gonzalez@phoenix.gov</a> (LGHN)</li> </ul>	<p><b>January 2024 TBD</b></p>
<p><b>Belonging and Professional Safety</b></p> <p><b>LGHN Hosting</b></p>	<p><b>Moderator: Matt Rivera, Adams County, CO (LGHN)</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• Robert Wilson, Cass County, ND <a href="mailto:WilsonRo@casscountynd.gov">WilsonRo@casscountynd.gov</a>(NACA)</li> <li>•</li> </ul>	<p><b>February (rescheduled from April 2023)</b></p>

Updated 6/28/23