



LOCAL GOVERNMENT  
**HISPANIC  
NETWORK**

*Advancing Excellence and Inclusiveness in Local Government*

**Agenda**

**December 6, 2024**

**9:00 am PT/Noon ET**

**Board of Directors**

**Samantha Tavares**

*President*

**Marcus Steele**

*President-Elect*

**Aaron Zavala**

*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**

**Andrea Alicoate**

**Alejandra Lopez**

**Matt Rivera**

**Ramiro Salazar**

**Hazel Wetherford**

**Joe Camacho**

**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 November 1, 2024 (see password in the meeting appointment invitation)
2. Board Meeting Attendance Report for 2023/2024 (see meeting attachment)
3. Financial Reports of November 26, 2024\*

**C. DISCUSSION/APPROVAL:**

1. Discuss and Approve Executive Director Service Contracts
  - a. Contract for Services with Christine Butterfield from January 1, 2025, through December 31, 2028\*
  - b. Contract for Services with Karen Davis from January 1, 2025, through December 31, 2025\*
  - c. Bridge Contract with Baker Tilly from January 1, 2025, through March 31, 2025\*
  - d. Create and Appoint a Treasurer: *Magda Gonzalez, former LGHN board president, former city manager and current active LGHN member*
2. Review, Discuss and Approve the LGHN 2025 Budget\*

**D. DISCUSSION:**

1. Review of the Board of Directors' Election Ballot\* - **Christine Butterfield**
2. Discuss LGHN 2025 Conference Sponsorship and Programming – **Samantha Tavares**
3. Preliminary Discussion of Topics to Include on the January 26, 2025, Board Retreat (agenda approval planned for the January 10, 2025, meeting) – **Samantha Tavares**
4. LGHN Board Committee Updates (*verbal*)
  - a. International Committee – **Noel Bernal**
    - ***AI firms' presentation at conference and services available to LGHN members***
    - ***Webinar II completed on 11/15***
  - b. Conference Planning Committee – **Ramiro Inguanzo and Marcus Steele**
    - ***Review tentative conference program***
  - c. Career Advancement Committee – **Mario Diaz**
    - ***Mentorship program gathering scheduled for 1/16***
    - ***Check-in completed 11/21 (included half of program participants)***
  - d. Membership and Chapters Meetings – **Aaron Zavala**

- **Completed MMANC presentation 11/6-8, Santa Rosa, CA**
- **Emerging California chapter update**
- e. LGHN Conference Subcommittee Update – **Mario Diaz**
  - **Discussion of progress and next steps (on pause)**
- f. Board 2024 – 2026 Goals Subcommittee Update – **Hazel Wetherford**
  - **No new updates**

**E. Informational Items:**

1. LGHN Board Liaison Reports
  - a. ICMA Board and ICMA International Committee – **Jorge Gonzalez**
  - b. MissionSquare – **Deanna Santana**
  - c. NACA – **Gabe Rodriguez**
2. LGHN Programming and Schedule 2024 and 2025\*
  - a. LGHN Chapters' Webinar Schedule
  - b. Review LGHN 2024 Affiliates Collaborative Webinar Schedule
3. LGHN *Legacy Leaders' Oral History Webinar* TBD

**F. Future Board Meeting Agenda Items**

1. Updated Affiliate Agreement with ICMA – *On hold until ICMA governance project and review is complete. Likely in mid-2025.*

**G. Future Meeting Dates and LGHN 2024 and 2025 Events**

1. December 17, GFOA Webinar *Reimaging ERP Software* at 9 am PT/Noon ET
2. January 10, 2025 – LGHN Board Meeting – **date change**
3. **January 26, 2025 - LGHN Board Retreat/Workshop, (location TBD) Mesa, AZ**
4. **January 27 – 29, 2025 - LGHN 2025 Annual Conference, Mesa, AZ**
5. February 7, 2025 – LGHN Board Meeting
6. March 7, 2025 – LGHN Board Meeting
7. April 4, 2025 – LGHN Board Meeting
8. **April 2025 - NFBPA Forum Conference**, Hyatt Regency, San Francisco, CA  
(Christine and Samantha to attend with CA emerging chapter members)
9. May 2, 2025 – LGHN Board Meeting
10. June 6, 2025 – LGHN Board Meeting
11. July 11, 2025 – LGHN Board Meeting – **date change**
12. August 1, 2025 – LGHN Board Meeting
13. September 5, 2025 – LGHN Board Meeting
14. October 3, 2025 – LGHN Board Meeting
15. **October 25-29, 2025 – ICMA Annual Conference, Tampa, FL**
16. November 7, 2025 – LGHN Board Meeting
17. December 5, 2025 – LGHN Board Meeting
18. **April 2025 - LGHN 2026 Conference in Denver/Adams County**

**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 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	X	X	X	-	X	X	
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 Inganzo	X	Attended	X	X	X	X	X	X	X	X	-	A	A	
Gricelda Estrada (Resigned March 1, 2024)	X	A	X	X										
Carlos Baia	X	Attended	X	A	A	X	A	X	A	X	Attended	A	X	
Noel Bernal	X	Attended	X	X	A	A	X	X	X	A	Attended	X	A	
Mariana Bojorquez	X	Professional Conflict	X	A	A	X	A	A	A	A	-	A	A	
Mario Diaz (Vice President and Career Advancement Chair as of June 7, 2024)	X	Attended	X	X	X	X	A	X	A	X	-	A	X	
Alejandra Lopez	X	Attended	X	X	X	A	X	X	X	X	Attended	X	X	
Ramiro Salazar (Resigned November 1, 2024)	X	Attended	X	A	A	A	A	A	A	A	-	A	A	
Marcus Steele(President-Elect as of June 7, 2024)	X	Attended	X	X	X	X	X	X	X	X	Attended	X	X	
Matt Rivera	X	Attended	A	X	X	X	X	X	X	X	Attended	X	X	
Hazel Wetherford	X	Attended	X	X	X	X	A	X	X	X	Attended	X	X	
Aaron Zavala (Vice President and Membership Chair as of July 12, 2024)	X	Attended	X	X	X	X	X	X	X	X	Attended	X	X	
Andrea Alicoate											-	A	X	
Joe Camacho											-	X	X	
Jorge Gonzalez (ICMA Board)	X	Professional Emergency	A	A	A	A	A	A	A	A	Attended	A	A	
Gabriel Rodriguez (NACA Board)	X	Attended	X	X	X	A	X	X	X	X	-	A	A	
Ines Guerrero/ Deanna Santana (MissionSquare)	X	Family Emergency	X	A	A	X	A	X	X	X	Attended	A	A	

## Board of Directors' Meeting Attendance 2023 and 2024

Updated December 4, 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

January - December 2024

	TOTAL	
	Actual	Budget
<b>Income</b>		
43400 Direct Public Support	0.00	0.00
43450 Individual Support	260.00	0.00
43455 Corporate Support	55,000.00	65,000.00
43457 Scholarship	2,273.95	4,000.00
<b>Total 43400 Direct Public Support</b>	<b>\$ 57,533.95</b>	<b>\$ 69,000.00</b>
46400 Other Types of Income	0.00	0.00
46410 Advertising Sales	148,450.00	191,250.00
46430 Miscellaneous Revenue	2,123.43	1,959.00
<b>Total 46400 Other Types of Income</b>	<b>\$ 150,573.43</b>	<b>\$ 193,209.00</b>
47200 Program Income	0.00	0.00
47230 Membership Dues	0.00	0.00
47231 Local Chapters	10,000.00	11,000.00
47233 Individual	8,908.75	5,000.00
47234 Local Government	13,125.00	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	3,000.00	2,800.00
47241 Regional Chapter Colorado	9,500.00	8,500.00
47242 Regional Chapter Michigan	1,500.00	0.00
<b>Total 47230 Membership Dues</b>	<b>\$ 58,858.75</b>	<b>\$ 46,500.00</b>
47270 LGHN Dinner Registrations	7,300.00	8,000.00
<b>Total 47200 Program Income</b>	<b>\$ 66,158.75</b>	<b>\$ 54,500.00</b>
49000 Special Events Income	0.00	5,000.00
49010 Special Events Contributions	6,000.00	0.00
<b>Total 49000 Special Events Income</b>	<b>\$ 6,000.00</b>	<b>\$ 5,000.00</b>
<b>Total Income</b>	<b>\$ 280,266.13</b>	<b>\$ 321,709.00</b>
<b>Expenses</b>		
60900 Business Expenses	0.00	0.00
60920 Business Registration Fees	100.00	120.00
60960 Merchant Services Fees	6,971.76	10,000.00
<b>Total 60900 Business Expenses</b>	<b>\$ 7,071.76</b>	<b>\$ 10,120.00</b>
62100 Contract Services	0.00	0.00
62110 Accounting Fees	0.00	1,200.00
62150 Outside Contract Services	199,862.54	225,000.00
<b>Total 62100 Contract Services</b>	<b>\$ 199,862.54</b>	<b>\$ 226,200.00</b>
65000 Operations	0.00	0.00
65009 Computer Software	1,282.65	1,600.00

65020 Postage, Mailing Service	1,588.32	2,000.00
65030 Printing and Copying	0.00	500.00
65040 Supplies	93.45	50.00
65050 Telephone, Telecommunications	1,904.86	2,000.00
65060 Website	7,430.72	12,000.00
<b>Total 65000 Operations</b>	<b>\$ 12,300.00</b>	<b>\$ 18,150.00</b>
65100 Other Types of Expenses	0.00	0.00
65110 Advertising/Marketing Expenses	4,696.13	4,000.00
65120 Insurance - Liability, D and O	909.00	1,000.00
65140 Contributions	1,500.00	1,500.00
65160 Other Costs	773.95	500.00
65170 Scholarships Awarded	2,000.00	2,000.00
65180 Special Events	5,389.94	7,000.00
65185 Program Activities	0.00	0.00
Catering	6,600.00	12,000.00
Entertainment	300.00	1,500.00
Other Costs	0.00	16,888.00
Postage/Shipping	0.00	500.00
Printing/Copy/Mktg	0.00	500.00
Stipends and Speaker Fees	0.00	1,600.00
<b>Total 65185 Program Activities</b>	<b>\$ 6,900.00</b>	<b>\$ 32,988.00</b>
65190 Special Projects, Chap Support	0.00	5,000.00
Board of Directors Retreat	0.00	0.00
Retreat	0.00	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>\$ 22,169.02</b>	<b>\$ 55,488.00</b>
68300 Travel and Meetings	0.00	0.00
68310 Conf, Conv, Meeting-Nat'l	3,974.22	5,000.00
68320 Meeting Travel-Reg'l	0.00	1,000.00
68330 ICMA Conference Committee	921.22	2,400.00
<b>Total 68300 Travel and Meetings</b>	<b>\$ 4,895.44</b>	<b>\$ 8,400.00</b>
<b>Total Expenses</b>	<b>\$ 246,298.76</b>	<b>\$ 318,358.00</b>
<b>Net Operating Income</b>	<b>\$ 33,967.37</b>	<b>\$ 3,351.00</b>
<b>Net Income</b>	<b>\$ 33,967.37</b>	<b>\$ 3,351.00</b>

as of Monday, November 25, 2024 Cash Basis

## Local Government Hispanic Network Account List

Account	Type	Description	Balance	
US Bank - checking	Bank	LGHN Checking	211,388.95	
US Bank - checking:Frances Gonzalez Scholarship			20,333.99	
US Bank - checking:Joel Valdez			428.03	
US Bank - checking:LGHN Conference			0.00	
US Bank - checking:Operating Cash			115,626.93	115,626.93
US Bank - checking:Operating Reserves			75,000.00	
Deferred Revenue	Other Current Liabilities		-6,625.00	
Florida Chapter Payable	Other Current Liabilities	LGHN owes to the LFLG chapter	-7,126.05	
Illinois Chapter Payable	Other Current Liabilities	LGHN owes to the IL-LGHN chapter	-293.72	
Colorado Chapter Payable	Other Current Liabilities	LGHN owes to the Jutos Colorado chapter	-750.00	
Central TX Chapter Payable	Other Current Liabilities	LGHN owes to the CTX Chapter.	-4,248.64	
Michigan Chapter Payable	Other Current Liabilities	LGHN owes to the Michigan Chapter	-1,000.00	<u>-20,043.41</u>
Actual operating cash				95,583.52

Tuesday, Nov 26, 2024 08:07:06 AM GMT-8



## LOCAL GOVERNMENT HISPANIC NETWORK EXECUTIVE DIRECTOR INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made between Local Government Hispanic Network Board of Directors (LGHN) and Christine Butterfield ("Contractor").

### RECITALS

WHEREAS, LGHN has been contracting with Baker Tilly (and previously Management Partners) for half-time Executive Director and other administrative services since 2010, and LGHN has elected not to continue their such contractual relationships with Baker Tilly; and

WHEREAS, Christine Butterfield has served as LGHN's Executive Director since December 2021, and has demonstrated her commitment to LGHN and its mission, and has helped to grow the organization's membership and programing; and

WHEREAS, LGHN would like to continue to have Christine Butterfield (Contractor) serve as their executive director, and Contractor has an interest in continuing to serve in that capacity;

NOW, THEREFORE, LGHN and Contractor have agreed to enter into an independent contractor agreement for Executive Director services, and agree as follows:

### AGREEMENT

**1. Contractor Responsibilities.** The work, services, work product and/or results to be accomplished or provided by Contractor to or for LGHN are set forth in the Responsibilities of the Executive Director document that is attached to and part of this Agreement, with Contractor to fulfill those responsibilities in a timely, efficient, and professional manner. Contractor has the sole right to control and direct the means, manner, and methos by which this agreement will be performed. (See Exhibit A)



**2. Term.** The term of this Agreement shall be from a commencement date of January 1, 2025, through December 31, 2028. LGHN may extend the agreement for two-year terms, approved by a majority of the board members.

**3. Compensation.** From January 1, 2025, through December 31, 2025, LGHN agrees to pay the Contractor a fixed fee of \$14,580 per month for each month that Contractor provides the required work, services, and/or work product. Contractor shall provide a monthly invoice for services by the end of the month and by the 5<sup>th</sup> of the following month. The president approves payment monthly in accordance with the approved budget and shall issue payment by the 10<sup>th</sup> of the month.

LGHN will not be responsible for deducting, or pay, any withholding, income, self-employment, unemployment, social security, workers compensation, health, pension, retirement and similar employment-related taxes, insurance, contributions, benefits and any other form of compensation or obligation which may be required by federal, state or other laws in connection with the Contractor's services.

**4. Performance Review.** LGHN shall conduct an annual performance review and consider a salary increase and/or bonus pay to Contractor.

**5. Ownership of Work Product, Software Tools, and Documents.** All original work products and original documents produced by Contractor for LGHN in any form shall be the property of the LGHN except as otherwise specifically agreed to in writing by the LGHN. LGHN will subscribe, purchase software and have responsibility for costs incurred related to records, professional development and other LGHN programming. This would include but not limited to the expenses for LGHN's address and mailbox, phone line, Zoom and document sharing subscriptions (i.e. SharePoint and Adobe Acrobat).

Contractor agrees to non-disclosure of any and all information obtained in her capacity as Executive Director related to LGHN finances, and donors.

**6. Personnel.** Services required by LGHN that are not contained in Attachment A shall be contracted under separate agreements by LGHN. Contractor shall recommend such engagements to the LGHN board, and LGHN shall have the sole authority and responsibility to contract personnel and/ or service providers deemed necessary by LGHN.

**7. Termination Without Cause.** This Agreement may be terminated by either party, without cause or reason required, with any such termination to be effective 120 days after the delivery of written notice to the other party. Services shall be performed; compensation shall be paid, and all other provisions of this Agreement shall be in full effect during the 120-day period following a termination notice.

**8. Expenses.** Contractor shall be responsible for all costs and expenses incurred in providing the services required by this Agreement except for those which LGHN

approves in advance. Contractor shall provide appropriate tools and equipment required to support LGHN (e.g., personal electronic devices, etc.). LGHN will reimburse Contractor for all conference-related travel and other expenses the board approves in advance.

**9. Nondiscrimination.** In performing under this Agreement, Contractor shall not discriminate or allow discrimination against any person or group of persons on the basis of race, color, religion, sex, national origin, ancestry, sexual orientation, age, physical or mental handicap, or any classification prohibited by law, which Contractor shall be responsible for determining.

**10. Non-assignability.** Contractor may not assign responsibilities under this Agreement without the prior written consent of the Board.

**11. Mutual Indemnification.** Contractor and Board shall mutually indemnify and hold harmless Contractor, and the Board, its members, employees, agents, servants, representatives and others acting by, through, with, or for the representatives on the Board, from any and all risks, claims, demands, damages, costs and attorney fees and other liabilities resulting from and/or relating to any breach of this Agreement or gross negligence by Contractor.

**12. Insurance.** Contractor shall maintain current automobile insurance and errors and omissions policies.

**14. Amendments.** Amendments may be made to this Agreement from time to time as the parties may agree. The amendments shall be in writing.

**15. Invalid Provisions.** If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, the provision shall be severable and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance.

## EXHIBIT A

### EXECUTIVE DIRECTOR RESPONSIBILITIES AND SERVICES for the LOCAL GOVERNMENT HISPANIC NETWORK

#### 1. Strategic Support

Provide professional staff assistance to implement elements of the LGHN strategic plan, including but not limited to the following services:

- 1.1. **Financial Stability.** Work with LGHN to raise 100% of the annual operating budget and develop an appropriate reserve fund of approximately three months of operating costs. It will recommend specific strategies for achieving financial objectives, along with a budget, schedule and milestones.
- 1.2. **Membership Growth:** Services will include in negotiating affiliation agreements, formalizing and expanding the LGHN chapters membership program, and broadening the membership throughout the United States and Latin America countries. While membership growth is critical to the organization, staff will focus first on financial stability and those elements of membership growth that will enhance the financial position of LGHN.
- 1.3. **Sponsorship Growth Strategy:** Document the LGHN Board of Directors' interests, goals and implementation strategy related to sponsorship development. Provide regular reporting on goal achievement, recommended next steps for board involvement.

#### 2. Membership Services

Provide professional staff assistance to provide membership services, specifically the following services:

- 2.1. Register annual memberships and collect dues
- 2.2. Maintain accurate and up-to-date membership database
- 2.3. Provide assistance to chapters for membership growth and administrative support.
- 2.4. Distribute information to the membership to keep them informed of LGHN affairs
- 2.5. Respond to current and prospective member requests for information/assistance

#### 3. Program Services

Provide professional staff assistance for program services, specifically the following services:

- 3.1. Support to committees to achieve LGHN priorities and goals
- 3.2. Support to LGHN for national conferences and regional meetings along with affiliates and partners.
- 3.3. Support to LGHN for professional development, webinars, regional events, online training and LGHN annual conference planning.

#### 4. Administrative Support

Provide professional staff assistance to administer LGHN business affairs, specifically the following services:

- 4.1. Provide a dedicated phone line, mailing and email address for LGHN business. The phone line will be staffed during regular business hours (PST).
- 4.2. Maintain LGHN records.
- 4.4. Facilitate tax reporting and completion of tax returns, at LGHN expense in addition to this

contract

4.5. Process accounts payable and receivable services

4.6. Prepare agendas, meeting summaries and other materials for board of directors' meetings along with other governance records.

Updated 12/2/24

November 15, 2024

Ms. Samantha Tavares  
President of the Board of Directors  
Local Government Hispanic Network (LGHN)  
4832 Copper Road, Suite 245  
Cincinnati, OH 45242

Baker Tilly Advisory Group, LP,  
US  
2570 W El Camino Real  
Suite 640  
Mountain View, CA 94040  
+1 (949) 809 5588  
bakertilly.com

*Delivered electronically*

Dear Ms. Tavares,

Since 2010, Baker Tilly (Management Partners) and LGHN have enjoyed a long and successful partnership. As our current contract is set to end on December 31, 2024, it is the right time for our relationship to evolve, allowing LGHN to receive the specialized support it needs to continue growing and thriving.

To ensure a smooth transition, we propose an addendum to extend the contract through March 31, 2025. This extension will provide time for LGHN to on-board an Executive Director employee or firm and any additional support staff necessary while having access to overlapping support to ensure continuity of service to members. This strategy will help LGHN reach its next level in your growth plan.

## Proposed plan of work

1. **Meet with the LGHN Board of Directors Executive Committee:** We will meet with you to discuss the addendum, services and outline the timing of the contract's end. We will also detail how we will support the transition during this period.
2. **Develop a Communications Plan:** Baker Tilly will assist to prepare a press release, if desired by the Board, announcing that due to the organization's significant growth and the need for more focused attention to its members, the Board will be hiring its own staff to manage LGHN and will target outsourced support in specific areas as needed.
3. **Support for the LGHN Annual Conference:** Our team will continue to support all aspects of preparing for the annual conference in Mesa, January 27-29, 2025, ensuring its success.
4. **Administrative Support:** During the transition, our administrative team can continue to provide assistance as described in the 2022 services contract with membership renewals, monthly board meetings, planned programming support, accounts payable/receivables, and financial reports to the Board. We can also provide support in answering phone calls, emails, and record keeping.
5. **LGHN Data and Records Transfer:** Baker Tilly US, LP will transfer all LGHN records currently held by Baker Tilly. Our team will prepare and deliver a written inventory to LGHN of the association's records, templates, business and information technology systems along with related subscriptions, bank accounts, financial and tax records and reports, a comprehensive contact list of the association's service providers. Our interest through the data and records transfer process is to support LGHN to continue to provide continuity of services to members through the lens of high-quality customer relations.

6. **Optional Financial Support:** Ensuring robust financial support is crucial for any organization. With chapters relying on you to work with them and their memberships, having an accounting firm on board will place LGHN on solid financial ground. Our Client Accounting Services (CAS) has prepared a proposal for the Board's consideration. *The proposal will be provided under separate cover.*

## Professional fee

During this transition period (January 2025 through March 2025), the proposed changes from our LGHN discounted hourly rates for services are noted below.

Position	Standard Rates	Current	Bridge Rates
Executive Director	\$395.00	\$132.50	\$200.00
Management Analyst	\$245.00	\$95.00	\$170.00
Administrative Services Manager	\$285.00	\$75.00	\$200.00
Office Assistant	\$165.00	\$35.00	\$115.00

These rates listed adjusted from are consistent with the 2025 proposal for annual services presented by Baker Tilly staff to the LGHN board of directors meeting on October 4, 2024 on a time and material basis.

## Conclusion

If you need more information, call me any time. I will gladly schedule time for your questions and feedback to help with your decision-making process. In addition, Carol Jacobs, Managing Director, will be assisting through the transition and can be reached at +1 (949) 809 5588 or [carol.jacobs@bakertilly.com](mailto:carol.jacobs@bakertilly.com).

Sincerely,

Dan Hedden, Principal  
+1 (317) 465 1503 | [dan.hedden@bakertilly.com](mailto:dan.hedden@bakertilly.com)

The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought.

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP and its subsidiary entities provide professional services through an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable laws, regulations and professional standards. Baker Tilly US, LLP is a licensed independent CPA firm that provides attest services to clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and business advisory services to their clients. Baker Tilly Advisory Group, LP and its subsidiary entities are not licensed CPA firms.

Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, are independent members of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity, and each describes itself as such. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP are not Baker Tilly International's agent and do not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker

Local Government Hispanic Network  
November 4, 2024

Tilly Advisory Group, LP, Baker Tilly US, LLP nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

## Local Government Hispanic Network Profit & Loss Budget vs. Actual January through December 2024

[illegible]



Page 2 of 2

LGHN Board of Directors Executive Committee (6)		Serving January 2025 Ballot for Term through January 2027	Serving from 2024 through January 2026
Past President	Samantha Tavares		
President	Marcus Steele		
President - Elect	VACANT (Matt Rivera)		
Vice President – Chair of Professional Development (and Conference)		Ramiro Inguanzo	
Vice President – Chair of Career Advancement		Mario Díaz (one year term)	
Vice President – Chair of Membership		Aaron Zavala (one year term)	
LGHN Board of Directors At Large (9)		Expires January 2025 Ballot for Term through January 2027	Serving 2024 through January 2026
Seat One	TBD Noel Bernal “in transition”, operating private firm and ineligible to continue after January 28, 2025		
Seat Two	TBD Mariana Priscilla Borjorquez chose not to continue after January 28, 2025		
Seat Three	Jose Madrigal, City Manager, City of Durango, CO (Matt Rivera requests to move to president-elect)		
Seat Four	Maria Solano, Deputy City Manager, City of Plymouth, MN VACANT (Ramiro Salazar ineligible to run again)		
Seat Five		Andrea Alicoate (one year term)	
Seat Six		Joe Camacho (one year term)	
Seat Seven		Alex Lopez	
Seat Eight		Carlos Baia (serves at the pleasure of the president without a term limit)	
Seat Nine		Hazel Wetherford	

Updated 12/4/24