



LOCAL GOVERNMENT  
**HISPANIC  
NETWORK**

*Advancing Excellence and Inclusiveness in Local Government*

**Agenda**

**November 1, 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 October 4, 2024 (see password in the meeting appointment invitation)
2. Board Meeting Attendance Report for 2023/2024\*
3. Financial Reports of October 2024\*

**C. DISCUSSION/APPROVAL:**

1. Accept Board of Director Resignation Due to Retirement from Ramiro Salazar, former Library Director, City of San Antonio, TX\*
2. Discuss and Recommend LGHN Representatives to Serve on the ICMA Regional Nominating Committee for Vice Presidents\*
3. Discuss and Appoint LGHN Board Member to Serve on the 2025 ICMA Conference Planning Committee, Tampa, FL

**D. DISCUSSION:**

1. Review the Board Election Ballot\* - **Christine Butterfield**
2. Discuss Terms of Sustaining Corporate Sponsorship Agreement with Cigna – **Marcus Steele**
3. Review and Discuss LGHN 2025 Conference Budget and Sponsorship\* – **Samantha Tavares**
4. LGHN and Baker Tilly Contract Renewal Update - **Samantha Tavares**
5. LGHN Board Committee Updates (*verbal*)
  - a. International Committee – **Noel Bernal**
    - **Part II of the International Webinar Series – November 15, 2024**
  - b. Conference Planning Committee – **Ramiro Inguanzo and Marcus Steele**
    - **Review tentative conference program\***
  - c. Career Advancement Committee – **Mario Diaz**
    - **Mentorship program gathering scheduled 11/21**
  - d. Membership and Chapters Meetings – **Aaron Zavala**
    - **MMANC presentation 11/6-8, Santa Rosa, CA**
  - 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 Events**

1. **November 6 – 8, 2024 – MMANC Conference, Santa Rosa, CA** and LGHN members presenting on *best practices in succession planning*
2. December 6, 2024 – LGHN Board Meeting
  - a. Review and Approve the Baker Tilly Contract
  - b. Review and Approve the 2025 LGHN Budget
  - c. Review and Approve the 2025 Ballot
3. January 10, 2025 – LGHN Board Meeting – **date change**
4. **January 26, 2025 - LGHN Board Retreat/Workshop, (location TBD) Mesa, AZ**
5. **January 27 – 29, 2025 - LGHN 2025 Annual Conference, Mesa, AZ**
6. February 7, 2025 – LGHN Board Meeting
7. March 7, 2025 – LGHN Board Meeting
8. April 4, 2025 – LGHN Board Meeting
9. **April 2025 - NFBPA Forum Conference**, Hyatt Regency, San Francisco, CA  
(Christine and Samantha to attend with CA emerging chapter members)
10. May 2, 2025 – LGHN Board Meeting
11. June 6, 2025 – LGHN Board Meeting
12. July 11, 2025 – LGHN Board Meeting – **date change**
13. August 1, 2025 – LGHN Board Meeting
14. September 5, 2025 – LGHN Board Meeting
15. October 3, 2025 – LGHN Board Meeting
16. **October 25-29, 2025 – ICMA Annual Conference, Tampa, FL**
17. November 7, 2025 – LGHN Board Meeting
18. December 5, 2025 – LGHN Board Meeting

**H. Adjournment**



**Local Government Hispanic Network**  
**Budget vs. Actuals: Budget\_FY24**  
as of October 25, 2025

	Total	
	Actual	Budget
<b>Income</b>		
43400 Direct Public Support		
43450 Individual Support	10.00	
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>\$ 57,283.95</b>	<b>\$ 69,000.00</b>
46400 Other Types of Income		
46410 Advertising Sales	134,700.00	191,250.00
46430 Miscellaneous Revenue	400.00	1,959.00
<b>Total 46400 Other Types of Income</b>	<b>\$ 135,100.00</b>	<b>\$ 193,209.00</b>
47200 Program Income		
47209 Annual Meeting Sponsorship		0.00
47230 Membership Dues		
47231 Local Chapters	10,000.00	11,000.00
47233 Individual	8,733.75	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	
<b>Total 47230 Membership Dues</b>	<b>\$ 58,683.75</b>	<b>\$ 46,500.00</b>
47270 LGHN Dinner Registrations	7,300.00	8,000.00
<b>Total 47200 Program Income</b>	<b>\$ 65,983.75</b>	<b>\$ 54,500.00</b>
49000 Special Events Income		5,000.00
49010 Special Events Contributions	6,000.00	
<b>Total 49000 Special Events Income</b>	<b>\$ 6,000.00</b>	<b>\$ 5,000.00</b>
<b>Total Income</b>	<b>\$ 264,367.70</b>	<b>\$ 321,709.00</b>
<b>Gross Profit</b>	<b>\$ 264,367.70</b>	<b>\$ 321,709.00</b>
<b>Expenses</b>		
60900 Business Expenses		
60920 Business Registration Fees	100.00	120.00
60960 Merchant Services Fees	6,591.13	10,000.00
<b>Total 60900 Business Expenses</b>	<b>\$ 6,691.13</b>	<b>\$ 10,120.00</b>
62100 Contract Services		
62110 Accounting Fees		1,200.00
62150 Outside Contract Services	183,970.04	225,000.00
<b>Total 62100 Contract Services</b>	<b>\$ 183,970.04</b>	<b>\$ 226,200.00</b>



<b>65000 Operations</b>			
65009 Computer Software	1,230.93		1,600.00
65020 Postage, Mailing Service	1,555.08		2,000.00
65030 Printing and Copying			500.00
65040 Supplies	93.45		50.00
65050 Telephone, Telecommunications	1,857.20		2,000.00
65060 Website	7,148.51		12,000.00
<b>Total 65000 Operations</b>	<b>\$ 11,885.17</b>	<b>\$</b>	<b>18,150.00</b>
<b>65100 Other Types of Expenses</b>			
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
<b>65185 Program Activities</b>			
Catering	6,000.00		12,000.00
Entertainment	300.00		1,500.00
Other Costs			16,888.00
Postage/Shipping			500.00
Printing/Copy/Mktg			500.00
Stipends and Speaker Fees			1,600.00
<b>Total 65185 Program Activities</b>	<b>\$ 6,300.00</b>	<b>\$</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>\$</b>	<b>1,500.00</b>
<b>Total 65100 Other Types of Expenses</b>	<b>\$ 21,569.02</b>	<b>\$</b>	<b>55,488.00</b>
<b>68300 Travel and Meetings</b>			
68310 Conf, Conv, Meeting-Nat'l	3,974.22		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>\$ 4,895.44</b>	<b>\$</b>	<b>8,400.00</b>
<b>Total Expenses</b>	<b>\$ 229,010.80</b>	<b>\$</b>	<b>318,358.00</b>
<b>Net Operating Income</b>	<b>\$ 35,356.90</b>	<b>\$</b>	<b>3,351.00</b>
<b>Net Income</b>	<b>\$ 35,356.90</b>	<b>\$</b>	<b>3,351.00</b>

Friday, Oct 25, 2024 07:53:30 AM GMT-7 - Cash Basis



**Local Government Hispanic Network**  
**Profit and Loss - Annual Dinner 2024**  
January 1 - October 25, 2024

	Dinner-LGHN
Income	
47200 Program Income	
47270 LGHN Dinner Registrations	7,200.00
Total 47200 Program Income	\$ 7,200.00
Total Income	\$ 7,200.00
Gross Profit	\$ 7,200.00
Expenses	
65100 Other Types of Expenses	
65185 Program Activities	
Catering	6,000.00
Entertainment	300.00
Total 65185 Program Activities	\$ 6,300.00
Total 65100 Other Types of Expenses	\$ 6,300.00
Total Expenses	\$ 6,300.00
Net Operating Income	\$ 900.00
Net Income	\$ 900.00



**Local Government Hispanic Network**  
**Profit and Loss Affiliate Reception 2024**  
January 1 - October 25, 2024

	Special Events	
Income		
49000 Special Events Income		
49010 Special Events Contributions		6,000.00
Total 49000 Special Events Income	\$	6,000.00
Total Income	\$	6,000.00
Gross Profit	\$	6,000.00
Expenses		
65100 Other Types of Expenses		
65180 Special Events		5,389.94
Total 65100 Other Types of Expenses	\$	5,389.94
Total Expenses	\$	5,389.94
Net Operating Income	\$	610.06
Net Income	\$	610.06

Friday, Oct 25, 2024 08:14:46 AM GMT-7 - Cash Basis



**From:** [Ramiro Salazar](#)  
**To:** [Samantha Tavares](#)  
**Cc:** [Karen Davis](#); [Butterfield, Christine](#)  
**Subject:** Resignation  
**Date:** Thursday, September 5, 2024 4:01:47 AM

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sam,

Please pardon my absence from the work of the LGHN Board this past few months. I regret being MIA during this time. To provide context, I retired from the City of San Antonio on April 30 of this year and quite frankly I have found myself still navigating this new reality. I had every intention to continue serving on this Board, but regrettably other matters have come into play which have made it challenging for me to fulfill my obligations as a board member. Therefore, after much thought, I have decided to resign from the LGHN Board effective immediately.

A couple of days ago Karen reached out to me at which time we discussed my status on the Board and my interest in continuing to serve as a mentor. Mentoring is something I value and I have an interest serving this role. With your concurrence, I would like to further explore this role with Karen.

Thank you for your leadership and for your role guiding the Board in advancing its mission. I also want to thank Karen and Christine for the very important role they play in supporting the important work of LGHN.

Sincerely,

Ramiro



**From:** [Tanya Ange, ICMA President](#)  
**To:** [Christine Butterfield](#)  
**Subject:** 2024-25 ICMA Regional Nominations for Vice Presidents  
**Date:** Wednesday, October 23, 2024 9:47:19 AM

From the Desk of the ICMA President



View this email [in your browser](#).

ICMA executive board



To: Presidents, U.S. State Associations, CivicPRIDE, International Network of Asian Public Administrators (I-NAPA), Local Government Hispanic Network (LGHN), National Association of County Administrators (NACA), National Forum for Black Public Administrators (NFBPA), and Co-Chairs of the SheLeadsGov Member Committee  
**Re: 2024-2025 Regional Nominations & Election Process for ICMA Regional Vice President Executive Board Service**

Dear Colleagues,

On behalf of the ICMA Executive Board, I look forward to working with you during this year's regional nominations and annual election process to identify the best qualified individuals to serve on ICMA's Executive Board.

I also want to inform you that at the September 2024 meeting, as part of our continuing effort to foster diversity, equity, and inclusion in ICMA's governance process, the Board approved adding CivicPRIDE and the International Network of Asian Public Administrators (I-NAPA) to the affiliated organizations who are granted a seat on each U.S. regional nominating committee. The Board also approved adding a representative from ICMA's SheLeadsGov member committee to each regional nominating committee to fill the role representing women in the profession. These groups will join the U.S. regional nominating committees during the 2024-25 process.

## Action Needed: Confirm a Representative

In your role as president of your association, I invite you to serve or to appoint your association's designee to your region's nominating committee by **December 13, 2024**. **In order to serve on a regional nominating committee, individuals must be ICMA members in good standing who are working in service to a local government.** The five U.S. Regional Nominating Committees (Midwest, Mountain Plains, Northeast, Southeast, West Coast) are each responsible for interviewing and selecting one candidate to appear as the region's



**recommended nominee for Regional Vice President on ICMA's annual election ballot.**

- State association presidents are asked to serve or to appoint one state association representative to their region's nominating committee meeting the criteria stated above.
- CivicPRIDE, I-NAPA, LGHN, NACA, NFBPA, and ICMA's SheLeadsGov member committee are asked to appoint one representative for each of the five regional nominating committees (the individual should be in the region of the committee they are appointed to) meeting the criteria stated above.

*\*\*Note - the appointee need not be an ICMA Corporate member to serve on the regional nominating committee. The appointee must be an ICMA member in good standing who is working in a local government.*

ICMA encourages your associations to identify an alternative/"back-up" appointee to serve on a regional nominating committee in the event your appointee cannot attend the virtual candidate interviews held late February - April 2025.

## 2024-2025 Schedule

- **October 14, 2024:** Call for candidate nominations opens. Members eligible to serve the 2025-2028 term in their region have been notified of their eligibility and invited to apply for ICMA Executive Board service via email.
- **December 13, 2024: Deadline to confirm your association's representative to a regional nominating committee. Please submit the individual's full name and contact information to [icmanominations@icma.org](mailto:icmanominations@icma.org) and [copying your ICMA Regional Director](#).**
- **January 10, 2025:** Deadline for candidates to submit their materials to [icmanominations@icma.org](mailto:icmanominations@icma.org).
- **Late February-April 2025:** Regional Nominating Committees convene virtually to interview candidates from each region (3-4 hours). One hour orientation meetings for committee members will be offered in advance of the interviews and committee members will be provided with candidate materials.
- **April 29, 2025:** Election ballot opens.
- **May 30, 2025:** Election ballot closes.

## Identify Candidates to Serve as Regional Vice President

Every year, your associations have the important responsibility of identifying and developing the best qualified candidates for each Regional Nominating Committee's consideration. ICMA serves as a resource for you and members interested in the board service opportunity.

### Summary of 2024-25 Eligibility Criteria by Region

Candidates must submit the following items to [icmanominations@icma.org](mailto:icmanominations@icma.org) by **January 10, 2025**, in order to be considered by a Regional Nominating Committee. All items must be



emailed in a **single PDF packet/attachment** and late materials will **not** be accepted.:

1. A statement of your qualifications for board service and your view of the issues facing ICMA. Two-page limit.
2. Current Resumé.
3. A list of any contributions you have made to ICMA and state/affiliate organizations, such as service on a committee, board, etc.
4. Thoughtful letters of support from members or letters of endorsement from state or affiliate associations that can aid the Regional Nominating Committee in understanding your qualities, achievements, and potential contributions to the Board (*Optional, but recommended*).
5. Petition signed by 15 ICMA Corporate members (*Optional, but petitions must be submitted by the application deadline*).

### Resources and Information

## Plan for Our Future

Please take the time to review your **region's nominating agreement** outlining the shared responsibility for this process, and the state and position type rotation systems unique to each region.

Eligible members interested in applying to serve as a Regional Vice President on the ICMA Executive Board are encouraged to connect with your associations, current or former ICMA board members, ICMA regional directors, and visit ICMA's website for detailed information on this process, expectations of board service and the commitment it entails, and additional resources.

**On behalf of the entire ICMA Executive Board, I thank you for our ongoing partnerships and joint commitment to help develop, identify, and select ICMA's Regional Vice Presidents for the benefit of our peers and the future of our profession.**

If I can be of assistance to you, please reach out to me at [Tange@icma.org](mailto:Tange@icma.org).



**Tanya Ange, ICMA-CM**  
**ICMA President, 2024-2025**

*CC: ICMA Executive Board; ICMA CEO/Executive Director; Executive Directors/Presidents for CivicPRIDE, I-NAPA, LGHN, NACA, NFBPA; Chair of SheLeadsGov Member Committee; State Association Secretariats; ICMA Chief of Staff, Interim Managing Director of Membership Services and Ethics, ICMA Regional Directors*





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