



LOCAL GOVERNMENT  
**HISPANIC  
NETWORK**

**Board of Directors Meeting  
July 6, 2018**

12:00-1:00 PM Eastern Time

11:00 AM-12:00 PM Central Time

10:00-11:00 AM Mountain Time

9:00-10:00 AM Pacific Time | Arizona Time

***Advancing Excellence and Inclusiveness in Local Government***

Call-in Number:

1-866-210-1669

Guest Code: 5150240

## Agenda

### LGHN Board of Directors

**Rolando Fernandez**  
*President*

**Raymond Gonzales**  
*President-Elect*

**Veronica Briseño**  
*Immediate  
Past President*

**Carlos Baia**  
*Vice President  
for Membership  
ICMA Board Liaison*

**Maria Hurtado**  
*Vice President  
for Programs  
ICMA Board Liaison*

### At Large Directors

**Bob Harrison**

**Ramiro Inguanzo**

**Claudia Lujan**

**Paulina Martinez**

**Daro Mott**

**Samantha Tavares**

**Patricia E. Martel**  
*Past ICMA  
Board Member*

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**David Mora**  
*ICMA Staff Liaison*

**Rod Alcázar**  
*ICMA-RC Liaison*

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

#### **B. ACTION: Consent Agenda – Receive and Approve**

1. Minutes for Board Meeting of June 1, 2018\*
2. Board Meeting Attendance Report for 2017/18\*
3. Financial Report through May 30, 2018\*

#### **C. ACTION: Approval of Nominating Committee Recommendation to Fill Board Vacancies\***

#### **D. ACTION: Approval of Civic Engagement Committee Recommendation for 2018 Award (to be distributed at the meeting)**

#### **E. ACTION: Approval of Executive Committee Recommendation for 2018 Emerging Leader Award and ICMA Scholarship\***

#### **F. DISCUSSION: LGHN Value Proposition**

#### **G. DISCUSSION: LGHN/ICMA Work Plan Mid-Year Review\***

#### **H. UPDATE: LGHN Conference**

#### **I. Committee Reports/Updates**

1. Executive Committee
2. Communications
3. Membership
4. Programs
5. Nominations
6. University Partnerships
7. Fund Development
  - a) Scholarships Update
8. Awards
  - a) Civic Engagement Award
  - b) Emerging Leaders Award
  - c) Joel D. Valdez Legacy Award

#### **J. Information**

1. REMINDER: Board Commitments\*
2. Bylaws Update Approved June 11, 2018

#### **K. Future Board Meeting Agenda Items**

1. Mid-Year Budget Review: August
2. ICMA Latinoamerica Office
3. Website Tracking (Quarterly – April/July/October): Postponed to August
4. Fundraising Status

\*Supporting documents provided in board packet

**L. Adjournment & Future Meeting Dates**

1. Friday, August 3, 2018 – LGHN Board Meeting
2. Friday, September 7, 2018 – LGHN Board Meeting
3. September 23-26, 2018 – ICMA Conference, Baltimore, MD
4. Friday, October 5, 2018 – LGHN Board Meeting
5. October 25-27, 2018 – LGHN Biannual Conference, Phoenix, AZ
6. Friday, November 2, 2018 – LGHN Board Meeting
7. Friday, December 7, 2018 – LGHN Board Meeting



**Board of Directors Meeting  
June 1, 2018**

**MINUTES**

***Advancing Hispanic leadership in local government***

**Board Members Present**

Veronica Briseño, Immediate Past President  
Rolando Fernandez, President  
Raymond Gonzales, President-Elect  
Ramiro Inguanzo, At Large Director  
Claudia Lujan, At Large Director  
Daro Mott, At Large Director  
Samantha Tavares, At Large Director

**Board Members Absent**

Maria Hurtado, Vice President for Programs  
Carlos Baia, Vice President for Membership  
Bob Harrison, At Large Director  
Patricia E. Martel, Past ICMA Board Member

**Others Present**

Karen Davis, Executive Director  
Irma Hernandez, Assistant Director  
David Mora, ICMA Staff Liaison  
Rod Alcazar, ICMA-RC Liaison

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

*Roll call was conducted and eight voting members were present, a quorum was established.*

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

1. Minutes for Board Meeting of April 6, 2018
2. Minutes for Annual Membership Meeting of May 18, 2018
3. Board Meeting Attendance Report for 2017/18
4. Financial Report through May 30, 2018

*Claudia Lujan moved approval of the consent agenda, Veronica Briseño seconded the motion; the motion was approved unanimously.*

**C. DISCUSSION: LGHN Value Proposition**

*Rolando Fernandez told the board that this will be a standing board agenda item. He asked the board to continue to work on the value proposition as a way to increase LGHN membership and set a challenge goal of 1,000 members. He suggested looking at ideas from other groups enhancing the LGHN value each month.*

**D. DISCUSSION: Board Commitments**

*Karen Davis reminded board members that they should submit their signed board commitments as soon as possible. She also announced that Tommy Gonzalez has resigned from the board. The nominating committee will be meeting to identify potential candidates and make a recommendation to the board at the July meeting.*

**E. DISCUSSION: 2019 LGHN Board Retreat**

*The board discussed the need to set a tentative date and location for the 2019 board retreat so that members could plan for travel costs as part of their FY 2019 budget. The board selected Evanston, IL as a location in late March or early May. Paulina Martinez will look into options for the retreat.*

**F. DISCUSSION: Opportunities for LGHN, NFBPA and NACA Collaboration**

*Tim Hemstreet, County manager in Louden County, VA and President-Elect of NACA, would like to work with LGHN and NFBPA to identify how to strengthen the relationship between ICMA affiliates and establish a specific role for activities in ICMA. One-third of counties have professional management and they want to grow that number. They would like to work on equity and inclusion issues and make NACA more inclusive. Ray Gonzales agreed that there is little county manager involvement in ICMA, and Claudia Lujan said that this was consistent with conversation she is having with the El Paso County Manager. The board also said they wanted to look at the sessions at the Phoenix conference to make sure there is good representation by county managers. The board appointed a subcommittee of Ray Gonzales, Claudia Lujan and Ramiro Inguanzo to work with NACA. Karen Davis will follow up with NACA to schedule a meeting. NOTE: Tim Hemstreet asked to schedule the first meeting after the NACA board meeting in July when he will become NACA President.*

**G. Committee Reports/Updates**

*Claudia Lujan reported that she needs two volunteers to assist on the civic engagement committee. Veronica Briseño and Paulina Martinez volunteered. Karen Davis reported that the fund development committee – Dave Mora and Frances Gonzalez – met and are ready to move forward on soliciting funding for scholarships to attend national conferences and training. The board concurred with a request that the commit develop criteria for awarding the scholarships.*

**H. Information**

*The most recent board roster was included in the board packet.*

## 2017-2018 IHN Board of Directors Board Meeting Attendance

Name	Jan 2017	Feb 2017*	Mar 2017	April 2017	May 2017	June 2017	Annual Mtg. 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017
Veronica Briseño	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Magda Gonzalez	Present	Present	Absent	Present	Present	Present	Absent	Present	Absent	Absent	Present	Present	Present
Maria Hurtado	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Absent	Present	Absent
Rolando Fernandez	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present
Raymond Gonzales	Absent	Present	Present	Present	Present	Absent	Present	Absent	Absent	Present	Absent	Absent	Present
Carlos Baia	Present	Present	Absent	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present
Tommy Gonzalez	Present	Absent	Absent	Present	Absent	Absent	Present	Present	Present	Absent	Absent	Absent	Absent
Bob Harrison							Present	Absent	Present	Absent	Present	Present	Present
Ramiro Inguanzo	Absent	Absent	Present	Absent	Present	Absent	Absent	Present	Present	Present	Absent	Absent	Absent
Claudia Lujan	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Absent	Present
Pat Martel	Present	Absent	Absent	Present	Absent	Absent	Absent	Present	Absent	Absent	Present	Absent	Present
Daro Mott	Absent	Absent	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present
Samantha Tavares							Present	Present	Present	Present	Present	Present	Present

Name	Jan 2018	Feb 2018	Mar 2018	April 2018	Annual Mtg. May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018
Veronica Briseño	Present	Present	Present	Present	Present	Present						
Magda Gonzalez	Absent	Present	Present	Present	Present							
Maria Hurtado	Present	Absent	Present	Present	Present	Absent						
Rolando Fernandez	Present	Present	Present	Present	Present	Present						
Raymond Gonzales	Absent	Absent	Absent	Absent	Absent	Present						
Carlos Baia	Absent	Present	Absent	Present	Present	Absent						
Tommy Gonzalez	Absent	Absent	Absent	Absent	Absent							
Bob Harrison	Present	Present	Present	Absent	Absent	Absent						
Ramiro Inguanzo	Absent	Present	Present	Present	Present	Present						
Claudia Lujan	Absent	Present	Present	Present	Present	Present						
Pat Martel	Present	Absent	Absent	Absent	Present	Absent						
Paulina Martinez					Present	Present						
Daro Mott	Present	Absent	Absent	Present	Present	Present						
Samantha Tavares	Present	Absent	Present	Present	Present	Present						

Note: Excused v. unexcused absences are not differentiated on the chart.

**Local Government Hispanic Network  
 Profit & Loss Budget Performance  
 January through June 2018**

	<u>Jan - Jun 18</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Direct Public Support</b>		
Individual Support	3,000.00	2,000.00
Corporate Support	2,500.00	70,000.00
Scholarship	0.00	4,000.00
<b>Total Direct Public Support</b>	<u>5,500.00</u>	<u>76,000.00</u>
<b>Other Types of Income</b>		
Advertising Sales	8,850.00	18,000.00
Miscellaneous Revenue	1,000.00	
<b>Total Other Types of Income</b>	<u>9,850.00</u>	<u>18,000.00</u>
<b>Program Income</b>		
Workshops/Regional Registration	0.00	500.00
Workshops/Regional Sponsorship	1,000.00	4,500.00
LGHN Dinner Registrations	5,000.00	5,000.00
LGHN Dinner Sponsorships	0.00	10,000.00
<b>Membership Dues</b>		
Individual	3,550.00	
Local Government	19,850.00	
Chapters	3,000.00	
Corporate	1,000.00	
Membership Dues - Other	0.00	30,000.00
<b>Total Membership Dues</b>	<u>27,400.00</u>	<u>30,000.00</u>
Conference Sponsorship	9,500.00	
<b>Total Program Income</b>	<u>42,900.00</u>	<u>50,000.00</u>
<b>Total Income</b>	58,250.00	144,000.00
<b>Expense</b>		
Uncategorized Expenses	100.00	
<b>Business Expenses</b>		
Constant Contact	0.00	500.00
Business Registration Fees	0.00	100.00
PayPal Fees	603.20	1,200.00
Business Expenses - Other	35.00	
<b>Total Business Expenses</b>	<u>638.20</u>	<u>1,800.00</u>
<b>Contract Services</b>		
Accounting Fees	825.00	850.00
Outside Contract Services	30,293.56	84,399.93
Conference Support	585.00	
Contract Services - Other	0.00	0.00

**Local Government Hispanic Network**  
**Profit & Loss Budget Performance**  
January through June 2018

	<b>Jan - Jun 18</b>	<b>Annual Budget</b>
<b>Total Contract Services</b>	31,703.56	85,249.93
 <b>Operations</b>		
Computer Software	38.36	105.00
Postage, Mailing Service	292.61	1,075.00
Printing and Copying	86.40	4,000.00
Supplies	0.00	100.00
Telephone, Telecommunications	722.03	1,700.00
Website	726.99	3,000.00
<b>Total Operations</b>	1,866.39	9,980.00
 <b>Other Types of Expenses</b>		
<b>Board of Directors Retreat</b>		
Retreat	2,134.09	1,000.00
Travel	556.64	1,500.00
<b>Total Board of Directors Retreat</b>	2,690.73	2,500.00
 <b>Program Activities Contingency</b>		
	0.00	5,000.00
<b>Program Activities</b>		
Entertainment	1,005.29	
Outside Activities	250.00	
Postage/Shipping	200.26	
Other Costs	1,000.00	
Program Activities - Other	0.00	22,000.00
<b>Total Program Activities</b>	2,455.55	22,000.00
 <b>Special Projects</b>		
	0.00	2,000.00
<b>Advertising/Marketing Expenses</b>		
	1,221.36	1,500.00
<b>Insurance - Liability, D and O</b>		
	859.00	1,250.00
<b>Contributions</b>		
	500.00	6,000.00
<b>Memberships and Dues</b>		
	0.00	325.00
<b>Other Costs</b>		
	960.44	1,000.00
<b>Total Other Types of Expenses</b>	8,687.08	41,575.00
 <b>Travel and Meetings</b>		
Conf, Conv, Meeting-Nat'l	196.89	4,000.00
Meeting Travel-Reg'l	598.65	1,500.00
<b>Total Travel and Meetings</b>	795.54	5,500.00
 <b>Total Expense</b>	43,790.77	144,104.93
 <b>Net Ordinary Income</b>	14,459.23	-104.93
 <b>Net Income</b>	14,459.23	-104.93



## **LGHN Nominations to the Board of Directors**

### **Samantha Tavares, Vice President for Programs:**

Samantha currently works for the City of Phoenix in the City Manager's Office supporting the City Manager directly as a Management Assistant. She oversees several special projects as assigned by the City Manager, oversees the City Manager's Office budget of \$2.6 million, leads interdepartmental projects on behalf of the City Manager, and solves resident inquiries that are directed to the City Manager.

Sam began her career with the City of Phoenix as a Management Intern, rotating through three different departments, then moved on to the Public Works Solid Waste Division in two different roles. She is a Phoenix Hispanic Network board member, serving as the Board Treasurer, and is the Special Events, Marketing, and Communications Subcommittee Chair.

Prior to joining the City of Phoenix, Sam studied International Relations and Portuguese at the University of California, Davis and received her Master's Degree in Public Administration from San Jose State University. She has also worked for the cities of Mountain View and Campbell located in California, as well as with a nonprofit focused on providing service to adults with developmental disabilities.

### **James Vega, Director-at-Large**

James Vega serves as the Assistant to the City Manager for the City of Ojai in Southern California. James focuses on human resources, risk management, budget, and special projects for the City. James is also currently serving as the Interim Community Development Director.

James previously worked for the City of Oxnard as a Management Analyst in the City Manager's Office.

James has been an active member of the California state bar since January 2013, and previously practiced civil litigation, with an emphasis in insurance subrogation. James graduated Magna Cum Laude from Cal State University Channel Islands, and earned his Juris Doctorate from the Santa Barbara College of Law.

### **Vacant, Director-at-Large**

To be filled at a future board meeting.



Nominee Name: Aubrey Gonzalez  
Title: Deputy Neighborhood Services Director, Revitalization  
Organization: City of Phoenix, Neighborhood Services Division  
Address: 200 W Washington, 4<sup>th</sup> Floor  
City: State: Zip Code: Phoenix, AZ 85003  
Telephone: C 602.503.7384  
Email: Aubrey.gonzalez@phoenix.gov

**Nominee must be a LGHN member.**

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

Who should be contacted regarding the nomination? Lynda Dodd

Nominator name: Albert Santana and Lynda Dodd

Telephone: Albert – 602.390.1549 & Lynda – 602.316.0478

Email: [albert.santana@phoenix.gov](mailto:albert.santana@phoenix.gov) & [Lynda.dodd@phoenix.gov](mailto:Lynda.dodd@phoenix.gov)

**Describe nominee's career path/positions held.**

A native of Phoenix, Aubrey possesses over 13 years of professional experience with the city of Phoenix in planning, community development, grants administration, program management and community engagement. Aubrey achieved significant professional milestones very quickly due to her commitment to excellence in her job performance, ability to effectively work with all levels in the organization and the community, lead a team to perform, and motivate her team to provide excellent service to our community. She recently accepted an executive promotion as the Community Affairs Director for Phoenix Police. She currently serves as the Deputy Director of the Neighborhood Revitalization Division and leads a division of 30 people to provide quality and safe housing to Phoenix residents and to enhance the overall value of its neighborhoods. She manages nearly \$10 million in federal, state and locally funded programs that provide struggling families of diverse backgrounds with opportunities to improve their homes or become homeowners. She also leads programs that provide low-to-moderate-income small businesses with assistance to stimulate commercial development. In a city of 1.6 million residents, covering a service area of 519 square miles, this is a huge undertaking that has a powerful impact on our local Latino community. She has also served as a Management Assistant II and Project Manager within Neighborhood Services, and Planner I and II for the Planning and Aviation Departments. Her diverse career and external professional contributions brings a multi-dimensional approach to leadership and problem solving, particularly with difficult issues that do not have a singular solution.

**Describe the nominee's commitment to his/her profession and contributions to the LGHN organization and mission.**

Aubrey has been an active member of the PHN Board of Directors since helping lead the resurgence of PHN in 2014. At that time, she worked to create an updated mission and vision for the previously idle organization and garnered both grassroots and executive-level support to build PHN into the booming 300-member organization it is today. She has served as the Secretary of PHN and chaired the Membership Subcommittee and is currently a Member at Large. Aubrey has assisted in producing more than two dozen PHN events, including a one-day conference that brought in more than 220 attendees and featured presentations by local business and government leaders and influencers. Aubrey did what she asked of others; she recruited her fellow Deputy Directors and Director in NSD to join PHN and actively participate in its events, which we eagerly supported due to her enthusiasm and commitment. Aubrey took her role as PHN Secretary very seriously, coordinating and scheduling all meetings and taking diligent minutes despite her demanding regular job responsibilities. Aubrey kept PHN organized by managing organizational charts, PHN by-laws, and event planning coordination meetings where PHN plans its entire calendar of events for the year.

**Describe the nominee's commitment and contributions to regional, state and/or national professional associations.**

Aubrey is also an active Local Government Hispanic Network (LGHN) and International City/County Management Association (ICMA) member and has attended several ICMA conferences. With the 2018 LGHN coming to Phoenix in October, Aubrey is deeply involved in the conference planning. She currently serves as the co-chair for the Volunteer Subcommittee, assisting in organizing volunteers for the three-day conference. She consistently attends monthly conference planning meetings and actively contributes to conference discussions and decision making. She also serves as a Board member of the Helping Phoenix Neighborhoods, mentor in NSD Mentor program, and member of Women in Leadership Mentor Program Committee. Her work in developing and championing NSD's Mentor Program enabled numerous employees to grow professionally. This program was so well received by employees, that the Women in Leadership sought her expertise in using her model to implement citywide. She is a Certified Public Manager and certified Housing Development Finance Professional.

**Describe how the nominee's has demonstrated leadership in the nominee's organization and/or community.**

As a leader, Aubrey creates a clear vision, communicates effectively with her employees and stakeholders, and focuses on problem-solving and positive results, always making sure to provide appreciation for a job well done. Her commitment to excellence and professionalism is displayed daily resulting in a high performing team. Aubrey became a Deputy Director in NSD when the department was at the height of its turmoil and transition. Through her leadership, Aubrey shaped her team into a group that provided excellent services to underserved persons needing housing rehabilitation, revitalizing deteriorating communities and creating opportunities for affordable home ownership. Her leadership showed while working with the Eastlake and South Phoenix Village neighborhoods, which are underserved with minority populations. She has greatly improved these communities' access to Phoenix services and provided transparency and open communication. She is an effective collaborator and has strong relationship-building skills. Her staff notes that her leadership has been "a breath of fresh air to the division she leads." As a sign of the fruit of her efforts, the South Phoenix Village will soon break ground on 121 energy-efficient single-family homes for homeownership that come with \$15,000 in home buyer assistance per home.

**What other personal or professional characteristics would distinguish the nominee as an "emerging leader?"**

Aubrey is an authentic, honest, humble and professional City of Phoenix leader who inspires others to follow her example. One of her greatest professional characteristics is her ability to not only gain her employees' trust, but also to fully trust and empower them to bring solutions to the table. She also has the trust and confidence of her peers and Director who have watched her tackle challenging issues head on with diplomacy, character, empathy and extreme competence. She is an extraordinarily kind person who truly has a servant's heart to lift the lives of those who are vulnerable or economically depressed. She represents the next generation of leadership that the Phoenix community needs. Aubrey is an excellent advocate for the mission, vision, and values of NSD and PHN.

**Nominator's Signature**

  
ALBERT SANTANA

  
LYNDA DODD

**Nominee's Supervisor's Signature**

  
CHRIS HALLETT  
Neighborhood Services Department Director



Leaders at the Core of Better Communities



**Affiliation Agreement Workplan 2018**

AREA OF COLLABORATION	ACTIVITIES / COMMITMENTS	FY 2018 STATUS – Q4	FY 2019 NOTES
<p><b>GENERAL</b></p>	<ul style="list-style-type: none"> <li>▪ LGHN and ICMA will collaborate on identification of additional sources of financial support for LGHN.</li> <li>▪ A member of the ICMA Executive Board will represent ICMA and serve as a non-voting liaison to the LGHN Executive Committee and Board of Directors.</li> <li>▪ A past ICMA Executive Board member will be appointed by LGHN President to serve as a voting member of the LGHN Board of Directors</li> <li>▪ LGHN and ICMA Presidents, Presidents-elect, ICMA Executive Board Liaison, and their respective Executive Directors will meet annually to discuss common goals and objectives and to coordinate mutual activities</li> <li>▪ ICMA and LGHN agree to coordinate prior to scheduling any national or regional events to avoid scheduling conflicts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Facilitated initial LGHN meeting with Cigna, 10/2017</li> <li>▪ Carlos Baia, DCM, Concord, NH, and Maria Hurtado, ACM, Hayward, CA, appointed ICMA Board Liaisons to LGHN, 10/2017</li> <li>▪ Pat Martel, City Manager, Daly City, CA, serves as a voting member of the LGHN board; Pat will continue in this role post retirement from Daly City</li> <li>▪ LGHN/ICMA Leadership meeting scheduled at ICMA Annual Conference; 10/24/2017</li> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>▪ ICMA and LGHN will review prospective funders / sponsors from ICMA 's list of a strategic partners; possible letters of introduction.</li> <li>▪ Seize opportunity to introduce a non-LGHN member serving on the ICMAM Executive Board to the LGHN liaison role.</li> </ul>

AREA OF COLLABORATION	ACTIVITIES / COMMITMENTS	FY 2018 STATUS – Q4	FY 2019 NOTES
<b>INFORMATION SHARING &amp; COMMUNICATIONS</b>	<ul style="list-style-type: none"> <li>▪ ICMA and LGHN will share membership information to promote professional development opportunities and foster communication between both organizations</li> <li>▪ Each organization provides links to each other’s websites</li> <li>▪ ICMA sends all state officer communications to LGHN leadership</li> <li>▪ Publish articles in PM Magazine submitted by LGHN on a mutually agreed upon topic once annually</li> <li>▪ Publish articles submitted by LGHN in three issues of the ICMA Newsletter each year</li> <li>▪ ICMA will provide LGHN one full page, full color ad and one half-page, black and white ad in PM Magazine to assist with LGHN national/regional conference promotions annually</li> <li>▪ LGHN will publish three articles submitted by ICMA in its electronic newsletter annually</li> <li>▪ LGHN will promote the annual ICMA conference on its website.</li> <li>▪ LGHN and ICMA will explore the possibilities for joint sponsorship of one professional development Webinar during term of agreement (2015-2019)</li> </ul>	<ul style="list-style-type: none"> <li>▪ ICMA regularly promotes LGHN events and activities to ICMA leadership and all affiliates in Membership Monday</li> <li>▪ LGHN promotes ICMA events and activities on their website and regular eblasts</li>   <li>▪ PM and ICMA Newsletter topics and submissions TBD</li>   <li>▪ PM Advertising not done for recent LGHN events; to be considered</li>   <li>▪ LGHN does not currently have an e-Newsletter</li> <li>▪ 2018 ICMA conference is highlighted on LGHN website; LGHN events promoted through Membership Monday</li> <li>▪ Webinar ideas TBD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Move link to LGHN (and other affiliates) to a more visible location on ICMA website</li> <li>▪ LGHN will review visibility for both ICMA and ICMA RC on LGHN website</li>   <li>▪ LGHN will identify content and authors to raise the level of discourse on inclusion and diversity. LGHN will contribute two PM articles and three ICMA Newsletter articles during FY 2019.</li>   <li>▪ Full page ad for October LGHN Conference in Phoenix to be submitted for PM</li> <li>▪ Half page ad for next regional event will be submitted early in 2018</li>   <li>▪ LGHN can send out informational e-blasts out on ICMA topics as requested. (i.e. eblast about LGHN / ICMA cooperative content on ICMA Annual Conference program in Baltimore)</li>   <li>▪ LGHN has a concept in development together with NFBPA for a webinar on diversity; additional information forthcoming.</li> </ul>

AREA OF COLLABORATION	ACTIVITIES / COMMITMENTS	FY 2018 STATUS – Q4	FY 2019 NOTES
<b>MEMBERSHIP DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>▪ LGHN and ICMA will mutually explore opportunities and set goals for expanding membership in both associations</li> <li>▪ ICMA will provide a 50% discount on first year dues to any LGHN members newly joining ICMA as a full member</li> <li>▪ ICMA will promote membership in LGHN by including LGHN membership information in all new ICMA membership packets and any other mechanisms to be determined by both organizations</li> <li>▪ ICMA and LGHN will explore joint membership opportunities with ICMA student chapters</li> <li>▪ ICMA will provide LGHN with information on Hispanic membership in ICMA on an annual basis</li> <li>▪ LGHN will provide ICMA with updated LGHN membership lists to facilitate joint membership recruitment efforts (explore options for streamlining the renewal process for individuals who are members of both organizations)</li> <li>▪ LGHN will identify and encourage eligible Hispanic local government professionals to become ICMA Affiliate members; annual goal during the four-year agreement: identify five (5) new ICMA affiliate members per year</li> </ul>	<ul style="list-style-type: none"> <li>▪ Collaborative member recruitment strategy to be designed; date TBD</li> <li>▪ Ongoing discount</li> <li>▪ LGHN approved free membership to any student in an ICMA Student Chapter; ongoing</li> <li>▪ Data shared in Q4 FY 2018</li> <li>▪ Data shared in Q4 FY 2018</li> <li>▪ Not implemented or tracked to date</li> </ul>	<ul style="list-style-type: none"> <li>▪ List exchange and gap analysis in progress; strategy to be designed for 2019</li> <li>▪ LGHN needs to remind their members of this opportunity on a regular basis; schedule TBD</li> <li>▪ Include most recent copy of 2-page LGHN Annual Report in ICMA New Member Packages.</li> <li>▪ Make this part of the 2019 joint recruitment</li> </ul>
<b>MEMBER ENGAGEMENT</b>	<ul style="list-style-type: none"> <li>▪ ICMA strives for Hispanic participation on its Executive Board and on ICMA committees</li> <li>▪ LGHN promotes ICMA member participation in its Board of Directors and committees</li> <li>▪ LGHN will identify members who are also</li> </ul>	<ul style="list-style-type: none"> <li>▪ Targeted outreach and communication of call for volunteers; March 2018; LGHN sent 3 email blasts re: ICMA committees</li> <li>▪ Not done in 2018</li> </ul>	<ul style="list-style-type: none"> <li>▪ LGHN; NFBPA; I-NAPA will collaborate on identifying and preparing potential candidates for the ICMA Executive Board; additional work needed re: committee volunteers</li> </ul>

AREA OF COLLABORATION	ACTIVITIES / COMMITMENTS	FY 2018 STATUS – Q4	FY 2019 NOTES
	<p>ICMA members to serve on each of the five ICMA Regional Nominating Committees annually</p> <ul style="list-style-type: none"> <li>▪ The ICMA Executive Board member serving as liaison to the LGHN board will serve as a member of the LGHN nominating committee each year</li> <li>▪ ICMA will include LGHN representation on special task forces and committees as they are formed</li> <li>▪ ICMA will include LGHN representatives in developing and implementing recommendations of any special task forces or committees as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Representatives identified in all five regions for 2018</li> <li>▪ Carlos Baia / Maria Hurtado</li> <li>▪ TBD as task forces are formed</li> <li>▪ TBD as task forces are formed and complete their work</li> </ul>	<ul style="list-style-type: none"> <li>▪ LGHN will further emphasize importance of being at the table</li> </ul>
<b>LEADERSHIP DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>▪ LGHN will provide recommendations for participants in leadership and career development activities sponsored by ICMA (e.g. Leadership ICMA)</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ LGHN will focus on application dates and deadlines, and will promote to LGHN members</li> </ul>
<b>ICMA / LGHN CONFERENCE COLLABORATION</b>	<ul style="list-style-type: none"> <li>▪ LGHN will designate a representative to the ICMA Annual Conference planning committee each year</li> <li>▪ ICMA will provide information to LGHN members on conference scholarship opportunities</li> <li>▪ ICMA will publicize any social activities planned for LGHN members and their guests during the ICMA annual conference</li> <li>▪ ICMA will provide a mechanism to facilitate LGHN-sponsored dinner registration by attendees</li> <li>▪ Each organization will be invited to present one, preferably two, educational sessions at each other's conferences</li> <li>▪ Identify facilitators, moderators and</li> </ul>	<ul style="list-style-type: none"> <li>▪ Rolando Fernandez, LGHN President, will serve on the Nashville conference planning committee</li> <li>▪ Ongoing</li> <li>▪ In development for Baltimore 2018</li> <li>▪ ICMA will provide promotion; information dissemination on event and link to register</li> <li>▪ Two sessions developed for 2018, co-sponsored by both LGHN and NFBPA</li> <li>▪ In progress</li> </ul>	



### **Completed LGHN Board Commitment Forms**

#### **Executive Committee**

Rolando Fernandez, President	X
Ray Gonzales, President Elect	
Carlos Baia, Vice President for Membership	
Maria Hurtado, Vice President for Programs	X
Veronica Briseno, Past President	

#### **Directors-at-Large**

Bob Harrison	
Ramiro Inguanzo	
Claudia Lujan	X
Paulina Martinez	X
Daro Mott	
Samantha Tavares	X
Patricia Martel	