



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

Board of Directors Meeting

April 3, 2020

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

Advancing Excellence and Inclusiveness in Local Government

Join Zoom Meeting: <https://zoom.us/j/614638542>

Dial by Phone: +1 669 900 6833

+1 929 205 6099 US

Meeting ID: 541 098 131

Agenda

LGHN Board of Directors

Rolando Fernandez
President

Raymond Gonzales
President-Elect

Veronica Briseño
*Immediate
Past President*

Bob Harrison
*Vice President
for Membership*

Samantha Tavares
*Vice President
for Professional
Development*

Claudia Lujan
*Vice President
for Career Advancement*

At-Large Directors

Carlos Baia

Maria DeLeon

Aubrey Gonzalez

Ramiro Inguanzo

Paulina Martinez

Ramiro Salazar

James Vega

Patricia E. Martel
*Past ICMA
Board Member*

Maria Hurtado
ICMA Board 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 March 6, 2020*
2. Board Meeting Attendance Report for 2019/20*
3. Financial Report through March 31, 2020*

C. DISCUSSION/ACTION: LGHN Biennial Conference

1. 2020 Alternatives (e.g., Zoom Webinars, Zoom Meetings)
2. Message to Membership

D. LGHN Financial Planning*

1. Potential Sponsors/Partners

E. INFORMATION/UPDATES: LGHN Goals

1. Membership
2. Fundraising/Scholarship Program
3. Career Advancement Program
 - a) Harness Your Potential Webinars (monthly)
4. Professional Development
 - a) COVID 19 Webinars
5. University Partnerships

F. INFORMATION ITEMS

1. Canceled/Rescheduled Meetings (see below)
2. LGHN Board Vacancy

G. Future Board Meeting Agenda Items

1. ICMA Contract with GARE
2. 2020 Biennial Conferenced Revenue Proceeds Sharing Agreement
3. Potential Agreement: NLC | Race, Equity and Leadership Program (TBD)
4. Potential Agreement: Latino Leadership Institute
5. Government Alliance on Race and Equity (TBD)
6. Potential Agreement: National Association of Hispanic Federal Executives
7. Ratify Committee Recommendation for 2020 Joel D. Valdez Award (to be awarded at 2020 Biennial Conference and every two years thereafter)
8. Website Tracking
9. Social Media Tracking
10. Fundraising Status

*Supporting documents provided in board packet

H. Adjournment & Future Meeting Dates

1. April 3-7 – ASPA Conference, Anaheim, CA (Canceled)
2. Friday, May 1 – LGHN Board Meeting
3. Friday, May 15 – PHN Leadership Conference: Build, Connect, Lead (Canceled)
4. Friday, June 5 – LGHN Board Meeting
5. Friday, July 11 – LGHN Board Meeting**
6. Friday, August 7 – LGHN Board Meeting
7. Friday, September 11 – LGHN Board Meeting**
8. Friday, October 2 – LGHN Board Meeting
9. October 8-13, 2020 – NFBPA Conference, Austin, TX (Rescheduled)
10. October 15-17 – LGHN Conference, Aurora, Adams County, CO
11. Friday, November 6 – LGHN Board Meeting
12. Friday, December 4 – LGHN Board Meeting

**Revised board meeting dates



Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Bob Harrison, Vice President for Membership
Carlos Baia, At Large Director
Maria DeLeon, At Large Director
Aubrey Gonzalez, At Large Director
Ramiro Inguanzo, At Large Director
Paulina Martinez, At Large Director
Ramiro Salazar, At Large Director
Patricia Martel, Past ICMA President

Board Members Absent

Raymond Gonzales, President-Elect
Veronica Briseno, Immediate Past President
Samantha Tavares, Vice President for Professional Dev.
Claudia Lujan, Vice President for Career Advancement
James Vega, At Large Director
Maria Hurtado, ICMA Board Liaison

Others Present

Karen Davis, Executive Director
Ana Cortez, Management Partners

A. Call to Order/Roll Call/Welcome

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

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of February 7, 2020
2. Board Meeting Attendance Report for 2019/2020
3. Financial Report through February 29, 2020

Karen Davis indicated that the February 7 meeting minutes incorrectly reflect that Aubrey was absent. The correction would be made and will be reflected in the final minutes. Ramiro Salazar moved approval of the consent agenda; Pat Martel seconded the motion; the motion was approved unanimously.

C. UPDATE: LGHN/ICMA Affiliate Agreement

Rolando Fernandez revisited ongoing issues related to the proposed agreement with ICMA: 1) meetings with ICMA Executive team, 2) logistics for discounted membership, and 3) membership recruitment assistance. Karen Davis shared that ICMA is supposed to be doing fundraising for LGH and indicated that ICMA did an RFP to assist NACA.

Pat Martel asked if the Executive Committee has had a robust discussion of fundraising and other expectations from ICMA. Karen Davis indicated that no such discussion has taken place. Pat recommended that a detailed discussion should occur and then LGHN's expectations regarding fundraising, communication and membership should be conveyed to ICMA.

Rolando Fernandez asked if these items should be worked out in full detail at this point or whether we should wait to work these out later. Carlos Baia recommended moving forward with the agreement and revisiting details later. Pat Martel supported this recommendation and to keep in mind that detailed discussions are best while agreements are drafted.

Carlos Baia suggested asking ICMA's membership committee to incorporate LGHN's agreement discussion as part of its ongoing agenda. Pat Martel added that the goal of these discussions is to invite ICMA to broker new strategic partnerships where there is mutual benefit for a private firm such as Cigna or ICMA-RC so that fundraising assistance for LGHN will translate into business development opportunities or exposure for the private partner.

Karen Davis will update the terms in the Cigna proposal, will share with Board and will attempt to convene an Executive Committee meeting for further discussion.

D. UPDATE: ICMA-RC Agreement

Rolando Fernandez provided update of ICMA-RC Agreement. LGHN expressed concern with decrease funding support from ICMA-RC. ICMA-RC committed to support through 2022. The funding requires matching in the following manner:

2020- ICMA-RC funding will be \$50K- no match.

2021- ICMA-RC funding will be \$35K with \$5K match

2022- ICMA-RC funding will be \$30K with \$10K match.

Rolando Fernandez emphasized that ICMA-RC wants to see LHGN show fundraising capacity. Karen Davis will update Agreement and send to Regina. Rolando Fernandez also indicated that the 2020 LGHN Conference provides an opportunity to showcase the association's capacity and to feature ICMA-RC.

E. 2020 LGHN Awards

Rolando Fernandez shared members' previous discussion as to whether they should assign weight to the criteria elements used to evaluate nominations. The board discussed the challenges of weighing factors such as degree of involvement with LGHN and involvement in the community. Carlos Baia stated that he was leery about implementing a hard and fast points systems. Paulina Martinez concurred and suggested that this could be a tool to bring new members to LGHN, do membership should not be a primary criterion. After some discussion, the Board decided to leave the criteria as is and exclude predetermined weights to specific criterion.

F. DISCUSSION/UPDATES: LGHN Goals

Karen Davis indicated that most committees are not ready for reporting. Professional Development has convened a meeting in March. Karen Davis reported working with Marcia Connor on the NFBPA conference and having scheduled three sessions. Orlando 2022 Conference will continue discussion via email. Rolando Fernandez indicated that importance of having preliminary information about the 2022 Conference at the Adams County Conference in 2020.

G. INFORMATION ITEMS

Karen Davis ask board members to check with their jurisdictions to make sure their annual dues have been paid .

2019-2020 IHN Board of Directors Board Meeting Attendance

Name	Jan 2019	Feb 2019	Mar 2019	April 2019	Annual Mtg. May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019
Veronica Briseño		Absent	Phone	Present	Absent	Present	Absent	Present	Absent	Present	Absent	Absent
Maria Hurtado		Absent	Present	Present	Absent	Absent	Absent	Present	Present	Present	Present	Absent
Rolando Fernandez		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Raymond Gonzales		Absent	Present	Absent	Present	Absent	Present	Absent	Present	Present	Present	Absent
Carlos Baia		Present	Absent	Present	Present	Absent	Absent	Present	Present	Present	Present	Present
Maria De Leon		Present	Absent	Absent	Absent	Present	Absent	Present	Present	Present	Present	Present
Bob Harrison		Absent	Phone	Absent	Present	Present	Present	Absent	Absent	Absent	Present	Present
Ramiro Inguanzo		Present	Phone	Absent	Present	Absent	Absent	Absent	Absent	Absent	Present	Present
Claudia Lujan		Absent	Present	Present	Present	Absent	Present	Absent	Present	Present	Present	Present
Pat Martel		Present	Phone	Absent	Present	Absent	Present	Present	Absent	Present	Absent	Present
Paulina Martinez		Present	Present	Present	Present	Present	Present	Absent	Absent	Present	Present	Present
Samantha Tavares		Present	Absent	Present	Present	Present	Present	Absent	Present	Absent	Present	Present
James Vega		Absent	Absent	Absent	Present	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Aubrey Gonzalez						Absent	Present	Present	Present	Present	Present	Present
Ramiro Salazar						Present	Absent	Present	Present	Absent	Present	Absent

Name	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Annual Meeting Oct 2020	Nov 2020	Dec 2020
Veronica Briseño	Present	Present	Absent									
Rolando Fernandez	Present	Present	Present									
Raymond Gonzales	Absent	Present	Absent									
Carlos Baia	Absent	Present	Present									
Maria De Leon	Present	Absent	Present									
Bob Harrison	Present	Present	Present									
Ramiro Inguanzo	Absent	Absent	Present									
Claudia Lujan	Absent	Present	Absent									
Pat Martel	Absent	Absent	Present									
Paulina Martinez	Present	Absent	Present									
Samantha Tavares	Present	Present	Absent	=								
James Vega	Absent	Absent	Absent									
Aubrey Gonzalez	Absent	Present	Present									
Ramiro Salazar	Present	Present	Present									
Maria Hurtado	Present	Absent	Absent									

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

Local Government Hispanic Network
Profit and Loss
January - March, 2020

	Total
Income	
Direct Public Support	
Individual Support	50.00
Scholarship	500.00
Total Direct Public Support	\$ 550.00
Other Types of Income	
Advertising Sales	6,000.00
Total Other Types of Income	\$ 6,000.00
Program Income	
LGHN Dinner Registrations	750.00
LGHN Dinner Sponsorships	2,000.00
Membership Dues	
Chapters	5,500.00
Corporate	1,100.00
Individual	3,060.00
Local Government	10,500.00
Total Membership Dues	\$ 20,160.00
Total Program Income	\$ 22,910.00
Total Income	\$ 29,460.00
Gross Profit	\$ 29,460.00
Expenses	
Business Expenses	
Business Registration Fees	5.00
PayPal Fees	541.47
Total Business Expenses	\$ 546.47
Contract Services	
Outside Contract Services	12,042.25
Total Contract Services	\$ 12,042.25
Operations	
Computer Software	150.87
Telephone, Telecommunications	223.42
Website	2,195.00
Total Operations	\$ 2,569.29
Other Types of Expenses	
Advertising/Marketing Expenses	931.16
Insurance - Liability, D and O	888.00
Program Activities	
Catering	2,168.41
Total Program Activities	\$ 2,168.41
Total Other Types of Expenses	\$ 3,987.57
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$ 19,145.58
Net Operating Income	\$ 10,314.42
Net Income	\$ 10,314.42
 bank balance as of 3/31/2020	 \$ 68,044.62



LGHN Corporate Partners Program

The Hispanic and Latino populations are among the fastest growing in the United States. The Local Government Hispanic Network (LGHN) is the leading organization for the development of public service professionals at the local level. LGHN serves as a bridge between professional managers and communities to create programs and services to address issues critical to the Hispanic/Latino population and improve overall quality of life. The local government profession is enhanced by an increase in diversity among the ranks of local government managers, and local government professionals gain access to best practices for providing services to Hispanic/Latino residents through a diverse workforce.

LGHN invites you to become a corporate sponsor and a corporate member, providing critical resources to assist LGHN in addressing the most pressing problems in Hispanic/Latino communities. Current and future leaders will have to address real issues that impact real people. LGHN provides education assistance, training, ongoing coaching, support for community engagement to enrich the quality of life of Hispanic/Latino populations.

LGHN offers opportunities for organizations to support effective leadership in public service while gaining access and exposure to decision-makers and showcasing corporate assets that can assist in meeting the diverse needs of these growing community populations.

Sponsors may contribute to general support of LGHN or dedicate contributions to specific program areas. For major events, local LGHN chapters may conduct fund raising for additional support. Sponsors will be prominently recognized on the LGHN website for their level of contribution.

Why Join and Support the LGHN Team

LGHN provides unique resources to Hispanic and Latino local government executives and public managers serving Hispanic/Latino populations, including:

- Leadership development webinars,
- Providing networking and professional development opportunities,
- Supporting Hispanic and Latino local government professionals to advance the goals of effective and ethical local government administration,
- Providing a consortium for discussions on issues of importance to Hispanic/Latino populations,
- Partnering with ICMA and the ICMA University Chapters to mentor and provide resources to students in public administration programs,
- Supporting LGHN members who seek to expand their public administration education through university and leadership programs, and
- Offering mentoring to current and future public administration officials.
- Continuation of LGHN's current grant funding is contingent upon obtaining matching funds.

Sponsorship Opportunities

- Support **LGHN scholarship programs** for students, young professionals and middle managers to attend regional and national seminars and conferences where they will have the opportunity to meet with seasoned professionals and mentors. These opportunities will provide the support and encouragement necessary to allow emerging leaders to move into local government leadership positions. Currently, Hispanics/Latinos are a significant minority in local government and LGHN is partnering with International City/County Management Association, National Forum for Black Public Administrators, International Network of Asian Pacific Administrators, Women Leading Government, League of Women in Government and state and regional organizations to increase these numbers in the future. LGHN's goal is to raise \$15,000-\$20,000 to sustain these programs.



- Support for development of **webinars** and other **online training programs** for greater access to professional development by our members. Webinars and online training is provided for several categories – career development to enable members to move into leadership positions, best practices for service delivery to Hispanic/Latino populations and effective organizational practices for supporting local government employees. LGHN’s goal is to raise \$25,000 through in-kind contributions and/or direct contributions.
- Support for **LGHN membership and chapter development** through **regional meetings**. LGHN members are our greatest resource. Membership development is a major focus of each LGHN professional development program, with a goal of increasing membership through chapter development, personal outreach and networking activities to increase the number of Hispanics/Latinos in the local government profession. Additionally, LGHN’s membership structure includes individual, local government, chapter and corporate memberships. LGHN’s goal is to raise \$10,000 to support five regional professional development meetings annually to attract new members into LGHN and transition local government members to chapter members.
- Support for the **LGHN biennial conference** in Aurora, Adams County, Colorado area in the fall of 2020 and Orlando, Orange County, Florida in the fall of 2022. **[Note: these dates may change]**

Please review the **Benefit Levels** to see which level is best for your company! **[Insert new benefit chart]**

Membership Opportunities

Individual Corporate Membership – Business leaders who have an interest in working with local governments. Membership \$250 per calendar year.

Large Business Membership – Businesses with more than 200 employees who have an interest in working with local governments. Each Large Business Member may designate up to ten (10) employees as Individual Corporate Members of IHN. Membership \$2,000 per calendar year.

Small Business Membership – Businesses with 200 or fewer employees who have an interest in working with local governments. Each Small Business Member may designate up to five (5) employees as Individual Corporate Members of IHN. Membership dues \$1,000 per calendar year.

Any additional member added to Large or Small Business Membership is \$100 per calendar year.

Contact information

Please contact Karen Davis, LGHN Executive Director with any questions.

[Insert contact information]



Organization Description

The Local Government Hispanic Network (LGHN) is a nonprofit 501 (c) (3) local government professional association. Begun in the 1970s and established as an affiliate of the International City/County Management Association in 1991, LGHN was incorporated in May 2001. LGHN is dedicated to serving and managing communities by promoting professional excellence among Hispanic/Latino executives and public managers in local government. Further, the LGHN works to assist all local government managers of communities with Hispanic/Latino residents to enhance the quality of life of their Hispanic/Latino populations.

Mission

The purpose of this association is to encourage professional excellence among Hispanic/Latino local government administrators and those local government officials working in communities with significant Hispanic/Latino populations, to improve the management of local government, to provide unique resources to Hispanic/Latino local government executives and public managers, and to advance the goals of professional, effective and ethical local government administration.

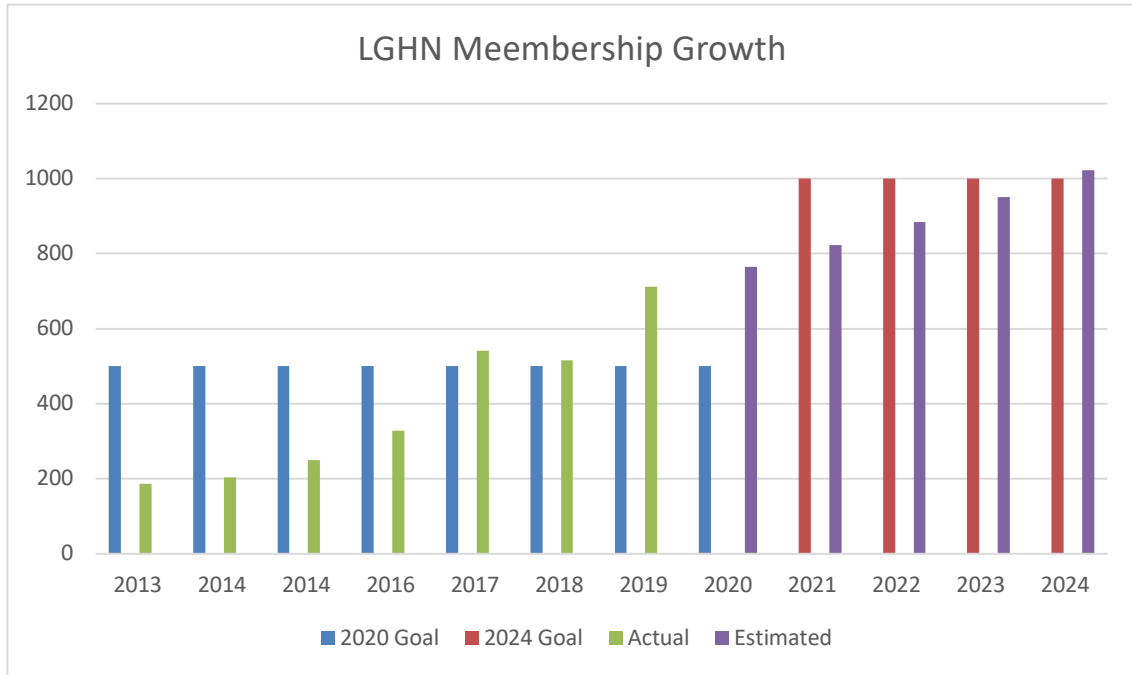
The objectives of the Network are:

- Assisting communities to enhance the quality of life of Hispanic/Latino populations.
- Increasing Hispanic/Latino participation in local governance by improving their access to local governments.
- Promoting the local government profession within the Hispanic/Latino community.
- Sharing knowledge, information, and experience among the members of the Network.
- Encouraging continued education and training in local government administration.
- Developing and maintaining professional associations with organizations such as the International City County Management Association in order to assist the Network and those organizations achieve their common goals and objectives.
- Soliciting and receiving funds from the private sector, foundations or federal, state and local governments to promote and implement the Network's general goals and objectives.
- Forming strategic alliances (formal and informal) with other Hispanic/Latino professional organizations, and corporate and foundation partners, as well as actively developing and maintaining a professional association with other organizations that share similar goals and objectives such as the National Forum for Black Public Administrators.

LGHN has the corporate structure, Board of Directors, staff and systems to manage the broad range of services it provides. LGHN raises public and private funds to carry out its mission and objectives. LGHN has over 600 members and is anticipating more than 1,000 members by 2024 (estimated 7.5% growth annually), with four city chapters and more than 20 local government memberships. Chapter memberships were established in 2017 and LGHN is moving forward with creating regional chapters in 2020.

[Note: growth is more conservative than Rolando's goal of 15% per year.]

[Chart is a placeholder – I'll work on the style and format.]



LGHN works closely with its collaborative partners to expand the reach of the services that it provides, and to enhance the services provided to its members. LGHN works with its collaborative partners to offer professional development to the membership and does not duplicate the programs offered by those organizations. Collaborative partners include: ICMA; ICMA-RC; National Forum for Black Public Administrators (NFBPA); California Network of Asian Public Administrators (Cal-NAPA); and National Association of County Administrators (NACA).

Partnership Opportunities

	(1) Signature \$40,000	(1) Diamond \$25,000	(Up to 2) Platinum \$20,000	(Up to 3) Gold \$15,000	(Up to 4) Silver \$10,000	(Up to 5) Bronze \$5,000	(Unlimited) Contributor Up to \$5,000
Sponsor at biennial conference	X	X	X	X	X	X	If funds dedicated
Opportunity to present at conference sessions	X	X	X			X	
Member of conference planning committee	X	X					
Complimentary conference registrations	10	10	10	8	6	4	2
Recognition in conference program	X	X	X	X	X	X	If funds dedicated
Tickets to annual awards event	10	10	10	8	6	4	2
Exhibitor booth (*prime location)	X*	X*	X*	X	X	X	X
Recognition as a sponsor on LGHN website homepage	X	X	X				
Branded conference tote bags	X	X	X				
Branding on conference promotional materials	X	X	X	X	X	X	X
Sponsor key LGHN events	X						
Option to sponsor key event (additional cost)		X	X				
Link to company website from LGHN partners homepage	X	X		X	X	X	X
Non-voting seat on LGHN board of directors	X						
Recognition as sponsor at LGHN regional events	X	X				If funds dedicated	If funds dedicated
Complimentary registration at LGHN regional events	6	4	2			If funds dedicated	If funds dedicated
Complimentary corporate memberships*	8	5	2	1	1		

*Corporate Members receive all the same member benefits (weekly emails from LGHN with news about events, educational materials and webinars, and access to the list of LGHN members), but do not vote for the Board of Directors.