



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

**Board of Directors Meeting
May 1, 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

Vacant

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 April 3, 2020*
2. Board Meeting Attendance Report for 2019/20*
3. Financial Report through April 29, 2020*

C. ACTION: Appoint Raoul Lavin to the LGHN Board of Directors*

D. DISCUSSION: Professional Development/Career Advancement/Membership/ Conference Planning Joint Committee Recommendations for Providing Program Benefits to LGHN Members*

E. ACTION: LGHN Budget Revisions*

1. 2020 LGHN Workplan*

F. 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

G. INFORMATION ITEMS

H. Future Board Meeting Agenda Items

1. Quarterly Budget Review (August/November)
2. CY 2021 LGHN Budget Approval (November/December)
3. ICMA Contract with GARE
4. 2020 Biennial Conferenced Revenue Proceeds Sharing Agreement
5. Potential Agreement: NLC | Race, Equity and Leadership Program (TBD)
6. Potential Agreement: Latino Leadership Institute
7. Government Alliance on Race and Equity (TBD)
8. Potential Agreement: National Association of Hispanic Federal Executives
9. Ratify Committee Recommendation for 2020 Joel D. Valdez Award (to be awarded at 2020 Biennial Conference and every two years thereafter)
10. Website Tracking
11. Social Media Tracking
12. Fundraising Status

*Supporting documents provided in board packet

I. Adjournment & Future Meeting Dates

1. Friday, June 5 – LGHN Board Meeting
2. Friday, July 11 – LGHN Board Meeting**
3. Friday, August 7 – LGHN Board Meeting
4. Friday, September 11 – LGHN Board Meeting**
5. Friday, October 2 – LGHN Board Meeting
6. October 8-13, 2020 – NFBPA Conference, Austin, TX (Rescheduled)
7. Friday, November 6 – LGHN Board Meeting
8. Friday, December 4 – LGHN Board Meeting

**Revised board meeting dates



**Board of Directors Meeting
April 3, 2020**

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Raymond Gonzales, President-Elect
Veronica Briseno, Immediate Past President
Bob Harrison, Vice President for Membership
Samantha Tavares, Vice President for Professional Dev.
Claudia Lujan, Vice President for Career Advancement
Carlos Baia, At Large Director
Aubrey Gonzalez, At Large Director
Paulina Martinez, At Large Director
Patricia Martel, Past ICMA President

Board Members Absent

Maria DeLeon, At Large Director
Ramiro Inguanzo, At Large Director
Ramiro Salazar, 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 ten voting members were present, a quorum was established.

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of March 6, 2020
2. Board Meeting Attendance Report for 2019/2020
3. Financial Report through March 31, 2020

Pat Martel moved to accept the consent agenda. Carlos Baia seconded the motion. The motion passed unanimously.

President Fernandez informed the Board members that James Vega had been informed that due to his attendance record and his employer's inability to be a LGHN local government member, he would be replaced as a member of the Board of Directors. This action had been taken according to LGHN policy involving voting action from the Board's Executive Committee. Karen Davis indicated that the discussion on a new replacement could be placed in the May agenda and encouraged members to think about nominations. Members indicated that nominations from Southern California or North Florida would be strategic. Raoul Lavin, Assistant City Manager, Tallahassee, Florida was suggested as a potential board member. Carlos Baia was asked to follow up with Mr. Levin.

C. DISCUSSION/ACTION: LGHN Biennial Conference

After a brief review of the impacts of COVID-19 on gatherings and municipal finances, President Fernandez asked the Board to consider 1) Going forward with annual LGHN Conference in Adams County 2) Go Virtual 3) Move Conference to next year or 4) Virtual, to join ICMA to do a virtual conference. He reminded the Board that the conference has specific goals related to fundraising, marketing of LGHN and building relations with sponsors. Karen Davis indicated that Ray Gonzalez would join the board meeting late and that he has discussed alternative dates with the City of Aurora for the conference venue. Additional factors include LGHN's ability to plan and to fundraise accordingly. She further indicated there is concern of a forecast about a flare up of the virus in the Fall.

Pat Martel indicated that ICMA is discussing whether to cancel the Toronto Conference and that plan B would be a virtual conference. Many state associations have canceled their regional gatherings, so ICMA may be partnering with these regional associations to develop a virtual platform that others can use.

Karen Davis indicated that if the LGHN has some type of virtual conference this year, LGHN can plan 2021 with more time and certainty which she reminded the group, is a non-election year with fewer conflicts for speakers. Pat Martel further explained that ICMA's potential partnership would be strictly to develop the virtual platform.

Claudia Lujan moved that LGHN postpone the conference to 2021 and plan for a virtual gathering in 2020. Bob Harrison seconded the motion. President Fernandez amended the motion to include only cancelation of the conference and have the professional development, career advancement and membership committees meet jointly and develop program options for the board to consider. The motion passed unanimously.

Karen Davis offered that there's an option to use budget allocation for regional meetings to do webinars in partnership with Management Partners. The cost for the zoom webinar platform ranges from \$116/month to \$140/month depending on whether the contract is month-to-month or annual.

President Fernandez moved that the Professional Development, Career Advancement and Membership Committees to outline options for virtual meetings in 2020 for Board review. Carlos Baia seconded. The motion passed unanimously. Pat Martel will keep LGHN informed on ICMA's efforts to build virtual platform.

Karen Davis said she would craft message to members about the changes and would send it to Board for review prior to distribution

D. LGHN Financial Planning

Karen Davis reviewed the fundraising documents regarding reasons to join or to sponsor LGHN scholarships, webinars and online training. She asked the group for consideration on how to most effectively convey the importance of being linked to LGHN. President Fernandez indicated that investing in local government professionals has been highlighted in the current crisis. Many key decisions are being left at the local level. Ray Gonzales and Claudia Lujan echoed concerns with tight local government budgets and their impact on sponsorships. She indicated that serving as portals of information for efforts such as the Census or housing may be an opportunity. Ray Gonzales indicated that focusing on membership renewals is also important.

Karen Davis volunteered to re-work the budget since it is dependent on cashflow related to the Conference. She recommended to table this conversation until the budget is amended. Veronica Briseno agreed that local governments will be hard pressed to justify association memberships. Ray Gonzalez suggested volunteers to work with Karen and as a result the following volunteered: Rolando Fernandez, Ray Gonzalez, Bob Harrison and Veronica Briseno. The item was tabled.

E. INFORMATION/UPDATES: LGHN Goals

Sam Tavares informed the board about the roll out of webinars on the coronavirus and how Pat Martel had been asked to help coordinate the content and structure of these interactive trainings. Karen Davis indicated that the committee reached out to local government representatives to have region diversity to ensure all perspectives are captured. Pat Martel followed up with speakers. The webinar will be held on April 9.

F. INFORMATION ITEMS

There were no additional information items.

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	Present								
Rolando Fernandez	Present	Present	Present	Present								
Raymond Gonzales	Absent	Present	Absent	Present								
Carlos Baia	Absent	Present	Present	Present								
Maria De Leon	Present	Absent	Present	Absent								
Bob Harrison	Present	Present	Present	Present								
Ramiro Inguanzo	Absent	Absent	Present	Absent								
Claudia Lujan	Absent	Present	Absent	Present								
Pat Martel	Absent	Absent	Present	Present								
Paulina Martinez	Present	Absent	Present	Present								
Samantha Tavares	Present	Present	Absent	Present								
James Vega	Absent	Absent	Absent									
Aubrey Gonzalez	Absent	Present	Present	Present								
Ramiro Salazar	Present	Present	Present	Absent								
Maria Hurtado	Present	Absent	Absent	Absent								

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

Local Government Hispanic Network
Profit and Loss
January 1 - April 28, 2020

	Total
Income	
Direct Public Support	
Individual Support	50.00
Scholarship	500.00
Total Direct Public Support	\$ 550.
Other Types of Income	
Advertising Sales	6,919.35
Total Other Types of Income	\$ 6,919.
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	11,250.00
Total Membership Dues	\$ 20,910.
Total Program Income	\$ 23,660.
Total Income	\$ 31,129.
Gross Profit	\$ 31,129.
Expenses	
Business Expenses	
Business Registration Fees	5.00
PayPal Fees	541.47
Total Business Expenses	\$ 546.
Contract Services	
Outside Contract Services	12,042.25
Total Contract Services	\$ 12,042.
Operations	
Computer Software	150.87
Telephone, Telecommunications	297.89
Website	2,870.00
Total Operations	\$ 3,318.
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.
Total Other Types of Expenses	\$ 3,987.
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$ 19,895.
Net Operating Income	\$ 11,234.

Net Income	\$	11,234.
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bank balance as of 4/28/20	\$	68,964.
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Tuesday, Apr 28, 2020 10:35:02 AM GMT-7 - Cash Basis



Raoul Lavin has been with the City of Tallahassee for 27 years and for the last fifteen years has held various positions as part of the City's Executive Team. As the Director of the Department of Management & Administration he was responsible for a number of areas including accounting & financial reporting, budget & policy, grants management, procurement, information systems services, human resources and equity and workforce development. In his capacity as Assistant City Manager he continues to oversee these functions and has also managed the City's housing and social services programs, environmental compliance and facilities management, fleet operations, the public transit agency StarMetro, and the golf courses.

During his employment with the City, Mr. Lavin also worked in the City's Office of Budget & Policy, starting as an analyst and ultimately serving as the Budget Director with responsibility for development of the City's annual operating and five-year capital improvement program for an organization with approximately 3,000 employees and a combined operating and capital budget of approximately \$1 billion.

Prior to working with the City of Tallahassee, Mr. Lavin worked at the State of Florida Department of Revenue, Division of Audits where he participated in budget development, total quality management initiatives and legislative analysis. He also interned with the City of Miami's budget office.

Mr. Lavin received a Bachelor of Arts in Political Science/International Affairs and a Master's in Public Administration from Florida State University (FSU). He is an active member of the International City/County Management Association (ICMA) and has served on various committees, including the Conference Planning and Evaluations Committees Workplace Diversity Taskforce, and is currently serving his second term on the ICMA International Committee. As part of his involvement, he has worked with ICMA Mexico on various initiatives including serving as an evaluation team member reviewing the City of Puebla's progress on the *Reconocimiento al Fortalecimiento Institucional Municipal* (REFIM). He has also been active with the Florida City/County Management Association, the Florida Government Finance Officers Association, and the Southeast Evaluation Association serving in various capacities. Since 2014 he has also worked as an adjunct faculty member at the Askew School of Public Administration at FSU where he teaches graduate level classes in financial management and budgeting.

His community service activities include volunteering with a number of local organizations including Big Bend Habitat for Humanity, Sustaining Member Committee for the annual Word of South Festival, host and steering committee member for the local Equality Florida annual gala, member of the Alumni Advisory Board for the FSU Askew School of Public Administration, and a mentor for the Leon County School Board Mentoring Program.



The chairs of the LGHN Professional Development, Career Advancement, Membership and Conference committees were asked by the LGHN board to discuss professional development and career advancement opportunities given the postponement of the biennial conference until 2021. The following information is presented to the board for further discussion and refinement. This will be part of the discussion at the May 1 board meeting. The group suggested leads for developing the webinars but is requesting input from the rest of the executive committee as well. Any input prior to board meeting will be added to this summary. Potentially, NFBPA and NACA could be asked to provide input as well.

1. 2020 webinars using zoom webinar platform: Jerry Newfarmer has agreed to provide a staff person to assist with managing webinars. Steve Toler is overcommitted but Sam Lieberman in the Cincinnati office is available to provide ongoing assistance. Sam and Steve are Management Partners are the firm's two gurus for the webinars. The webinars cost \$40/month for up to 100 and \$140/month up to 500 participants for the zoom platform plus Sam's time. Some of the executive director's budgeted hours can be used by Sam for this purpose. So, there would not be any added hours for his assistance.

The recommendation is for the following webinars:

- **Human resources** discussion on how to conduct online interviews, working from home and wellness and wellbeing. Suggestions for panelists include human resources professionals, ICMA representative, life coach, other? The group would like to ask Claudia to take the lead and assist with how to describe and structure this webinar and identify potential panelists.
 - **Economic development/community development** discussion on current practices and issues related to the pandemic. The group would like to ask Veronica to take the lead and assist with how to describe and structure this webinar and identify potential panelists.
 - What will **normalizing communities** look like? How should communities begin planning for restarting businesses and events in their communities?
 - What are the **issues, questions, and practices** in communities to deal with the pandemic? Some examples are how to dispose of contaminated materials, furniture, etc.; how are jurisdictions conducting building and other inspections; what communication tools are most useful for community outreach and community participation?
 - The COVID 19 **impact on minority communities** is substantial from a health perspective and racial profiling perspective. LGHN, NFBPA and I-NAPA could partner on a webinar addressing this subject. It could be a webinar on its own, or if the ICMA conference is virtual, this could be a joint session.
2. Madrinas/Padrinos coaching using the zoom meeting platform: There is no additional costs associated with these meetings.
 - The sessions would be a series of "drop-in" conversations led by board members or madrinas/padrinos. Participants could ask questions on a variety of subjects. Initially, the conversations would be open ended.
 - Once there is experience with how many people participate, the format could move to breakout sessions or webinars.

For webinars and coaching, the group would like to start the week of April 27th. Depending on how quickly the webinars can be defined and panelists identified, the two programs would alternate weeks.



For example, if the human resources webinar could be finalized this week (by April 17th) it could kick off the week of the 27th. Or the coaching sessions could begin that week with a webinar scheduled the following week

3. Membership development and outreach strategies: How can we engage the members to encourage them to retain their LGHN membership? The recommendation is for a focus on membership retention for the near term. LGHN would send a “message from the president” to the membership identifying the programs being provided over the next several weeks and invite input from the membership for other suggestions. The executive director would review the list of non-renewing members and on a case-by-case basis, the board can determine if some relief is warranted.
4. Biennial Conference: Potential date(s) for the conference? ICMA will be October 3-6, 2021 in Portland, OR.
5. LGHN gets two free ads annually in PM Magazine – full and half page. How can LGHN take advantage of the ads this year to maintain visibility?

**Local Government Hispanic Network
Profit & Loss Budget Performance
January through November 2019**

	<u>Year End Actual</u>	<u>CY 2020</u>		<u>CY 2020 - Revised</u>
Ordinary Income/Expense				
Income				
Direct Public Support				
Corporate Support	50,000.00	70,000.00	Anticipates profit from conference	50,000.00
Individual Support			Includes annual contributions to Valdez account	
Scholarship	<u>1,180.00</u>	<u>5,000.00</u>	Annual contributions to the scholarship fund	<u>0.00</u>
Total Direct Public Support	<u>51,180.00</u>	<u>75,000.00</u>		<u>50,000.00</u>
Other Types of Income				
Advertising Sales	22,050.00	20,000		15,000
Miscellaneous Revenue	<u>1,967.00</u>			
Total Other Types of Income	<u>24,017.00</u>	<u>20,000.00</u>		<u>15,000.00</u>
Program Income				
Workshops/Regional Registration	0.00	0.00		0.00
Workshops/Regional Sponsorship	0.00	0.00		0.00
LGHN Dinner Registrations	4,425.00	4,000.00		0.00
LGHN Dinner Sponsorships	1,421.00			0.00
Membership Dues				
Individual	5,085.00	4,500.00		3,060.00
Local Government	19,500.00	15,500.00		15,500.00
Chapters	7,750.00	10,000.00		7,750.00
Corporate	2,250.00	2,250.00		2,250.00
Membership Dues - Other	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>
Total Membership Dues	<u>34,585.00</u>	<u>32,250.00</u>		<u>28,560.00</u>
Conference Registration	<u>3,722.65</u>		From 2018 conference - paid in 2019	
Total Program Income	<u>44,153.65</u>	<u>36,250.00</u>		<u>28,560.00</u>
Total Income	119,350.65	131,250.00		93,560.00
Expense				
Business Expenses				
Constant Contact	412.00	500.00		350.00
Business Registration Fees	80.00	80.00		80.00
PayPal Fees	1,392.00	1,400.00		1,400.00
Business Expenses - Other	<u>35.00</u>	<u>100.00</u>		<u>100.00</u>
Total Business Expenses	<u>1,919.00</u>	<u>2,080.00</u>		<u>1,930.00</u>
Contract Services				
Accounting Fees	850.00	850.00		850.00
Outside Contract Services	<u>69,555.00</u>	<u>75,000.00</u>	request approval to transfer balance from 2019	<u>70,000.00</u>
Total Contract Services	<u>70,405.00</u>	<u>75,850.00</u>		<u>70,850.00</u>
Operations				
Computer Software	247.00	250.00		250.00
Postage, Mailing Service	471.00	500.00		500.00
Printing and Copying	250.00	250.00		250.00
Supplies	53.00	75.00		75.00

**Local Government Hispanic Network
Profit & Loss Budget Performance
January through November 2019**

	<u>Year End Actual</u>	<u>CY 2020</u>		<u>CY 2020 - Revised</u>
Telephone, Telecommunications	1,191.00	1,200.00		1,200.00
Website	7,970.00	7,000.00		7,000.00
Total Operations	10,182.00	9,275.00		9,275.00
Other Types of Expenses				
Board of Directors Retreat				
Retreat	131.32	150.00		0.00
Travel	780.68		Retreat to be held at LGHN conference	
Total Board of Directors Retreat	912.00	150.00		0.00
Program Activities Contingency				
Program Activities				
Catering	16,258.92	17,000.00		0.00
Facility Rental	5,500.00			0.00
Postage/Shipping	662.62	700.00		700.00
Printing/Copy	396.00	400.00		400.00
Stipends and Speaker Fees	1,780.00	500.00		500.00
Other Costs	0.00	0.00		0.00
Program Activities - Other	-25.00		Webinars	2,000.00
Total Program Activities	24,572.54	18,600.00		3,600.00
Special Projects	2,500.00	2,500.00		2,500.00
Advertising/Marketing Expenses	1,513.00	1,500.00		1,500.00
Insurance - Liability, D and O	888.00	888.00		888.00
Contributions	1,500.00	4,500.00		0.00
Other Costs	1,815.70			
Transfer to Scholarship Fund	0.00	0.00		0.00
Transfer to Valdez Fund	0.00	0.00		0.00
Transfer to Conference fund	0.00	0.00	To be updated with conference budget	0.00
Total Other Types of Expenses	33,701.24	28,138.00		8,488.00
Travel and Meetings				
Conf, Conv, Meeting-Nat'l	1,243.07	1,500.00		0.00
Meeting Travel-Reg'l	0.00	500.00		0.00
Total Travel and Meetings	1,243.07	2,000.00		0.00
Total Expense	117,450.31	117,343.00		90,543.00
Net Ordinary Income	1,900.34	13,907.00		3,017.00
Net Income	1,900.34	13,907.00		3,017.00



Revised/Proposed 2020 Workplan

April:

- COVID-19 Webinars
 - Local Government Issues and Resources for the COVID-19 Pandemic
 - Human Resources on the Front Line of the COVID-19 Pandemic

May/June:

- COVID-19 Webinars
 - Community and Economic Development
 - Practices and Lessons Learned
- Madrinas and Padrinos “Drop-in” Zoom Meetings twice a month continuing through 2020
 - Open topics and topic specific

TBD

- LGHN annual meeting and board retreat
 - Annual meeting currently scheduled October 15
 - Change of officers in October
 - Online board retreat/team building – retreat currently scheduled Saturday, October 17
- 2020 LGHN board nomination process
- Future webinar topics and schedule
- Ads/messaging for PM Magazine articles (LGHN gets one full and one half-page ad per year)
- Letters to potential sponsors for 2021
- Set dates for Fall 2021 biennial conference in Aurora, Adams County, FL
- Set dates for 2023 biennial conference in Orlando, FL?
- Budget reviews in May/August/November
- Prepare and approve CY 2021 budget
- Strategy for membership retention and potential chapter development
- Representatives for 2021 ICMA executive board interview process
- Committee recommendations for activities through 2020
- Periodic webpage updates