



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

Advancing Excellence and Inclusiveness in Local Government

Board of Directors Meeting
February 5, 2021
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
Dial by Phone: +1 346 248 7799
+1 253 215 8782 US
Meeting ID: 408 221 8458

Agenda

LGHN Board of Directors

Ray Gonzales
President

Samantha Tavares
President-Elect

Rolando Fernandez
*Immediate
Past President*

Bob Harrison
*Vice President
for Membership*

Aubrey Gonzalez
*Vice President
for Professional
Development*

Paulina Martinez
*Vice President
for Career Advancement*

At-Large Directors

Carlos Baia

Noel Bernal

Maria DeLeon

Gricelda Estrada

Ramiro Inguanzo

Raoul Lavin

Ramiro Salazar

Patricia E. Martel
*Past ICMA
Board Member*

Victor Cardenas
ICMA Board Liaison

Orlando Cruz
ICMA-RC Liaison

Gabe Rodriguez
NACA Liaison

A. Call to Order/Roll Call/Welcome

B. APPROVAL: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of January 8, 2021*
2. Board Meeting Attendance Report for 2020/21*
3. Financial Report through January 31, 2021*

C. DISCUSSION/APPROVAL: 2021 Emerging Leader Award Process*

D. DISCUSSION/APPROVAL: Sponsorship of NFBPA Winter Summit*

For more information go to [NFBPA Virtual Winter Summit](#)

E. GFOA Update

F. DISCUSSION: Conference Update

1. January Committee Report*
2. Conference Budget (no updates)

G. INFORMATION/UPDATES: LGHN Goals and Committee Activities

1. Membership
2. Fundraising/Scholarship Program
3. Career Advancement Program*
4. Professional Development*
5. University Partnerships

H. INFORMATION ITEMS

1. LGHN Board Meeting Schedule (item J below)
2. REMINDER: Testimonials for ICMA & LGHN Memberships
3. REMINDER: Contributions to LGHN Scholarship Fund
4. REMINDER: Sign and Return LGHN Board Commitment Forms
5. REMINDER: Identify “Leadership Legends” for SGR Webinars

I. Future Board Meeting Agenda Items

1. April: Assess Conference Format
2. ICMA Contract with GARE
3. Potential Agreement: Latino Leadership Institute
4. Government Alliance on Race and Equity (TBD)
5. Potential Agreement: National Association of Hispanic Federal Executives
6. Website Tracking
7. Social Media Tracking

*Supporting documents provided in board packet

J. Adjournment & Future Meeting Dates

1. Friday, March 5, 2021 – LGHN Board Meeting
2. Friday, April 2, 2021 – LGHN Board Meeting
3. April 21-25, 2021 – NFBPA Conference, Phoenix, AZ (date may change)
4. Friday, May 7, 2021 – LGHN Board Meeting
5. Friday, June 4, 2021 – LGHN Board Meeting
6. Friday, July 9, 2021 – LGHN Board Meeting (moved from July 2)
7. Friday, August 6, 2021 – LGHN Board Meeting
8. September 8-11, 2021 – LGHN Biennial Conference, Aurora, Adams County, CO
9. October 3-6, 2021 – ICMA Conference, Portland, OR
10. Friday, November 5, 2021 – LGHN Board Meeting
11. Friday, December 3, 2021 – LGHN Board Meeting



**Board of Directors Meeting
January 8, 2021**

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Raymond Gonzales, President
Rolando Fernandez, Jr., Immediate Past President
Bob Harrison, Vice President for Membership
Aubrey Gonzalez, Vice President for Professional Dev.
Carlos Baia, At Large Director
Noel Bernal, At Large Director
Maria DeLeon, At Large Director
Gricelda Estrada, At Large Director
Ramiro Inguanzo, At Large Director
Raoul Lavin, At Large Director
Ramiro Salazar, At Large Director
Victor Cardenas, ICMA Board Liaison

Board Members Absent

Samantha Tavares, President-Elect
Paulina Martinez, Vice President for Career Advancement
Patricia Martel, Past ICMA President

Others Present

Karen Davis, Executive Director
Rod Alcazar, ICMA-RC Liaison
Orlando Cruz, ICMA-RC Liaison
Gabe Rodriguez, NACA Liaison

A. Call to Order/Roll Call/Welcome

Eleven board members were present, a quorum was established.

B. APPROVAL: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of December 4, 2020
2. Board Meeting Attendance Report for 2020/21
3. Financial Report through December 31, 2020

Bob Harrison moved approval of the consent agenda; Carlos Baia seconded the motion. The motion passed unanimously.

C. DISCUSSION/APPROVAL: 2021 LGHN Budget

Karen reviewed the budget and the correction to reflect the reimbursement to the operating budget from conference proceeds for down payments for the hotels in Aurora and Orlando. The budget also assumes that there will be an increase in contributions to the scholarship fund from board commitments and that LGHN will raise sufficient funds for the additional match from ICMA-RC. This is \$5,000 in 2021 and \$10,000 in 2022. The carryover from 2020 is \$26,000 and was not reflected in the budget at the December meeting. The 2021 year-end estimate is \$30,000.

Bob Harrison moved approval of the budget; Raoul Lavin seconded the motion; the motion was approved unanimously.

D. DISCUSSION/APPROVAL: LGHN Biennial Conference Budget

Karen provided an overview of the revenues and expenditures for the conference budget, which estimates \$175,750 in revenue and \$138,602 in expenditures. These numbers reflect an in-person conference. Rolando Fernandez and Carlos Baia expressed concerns about attendance as their jurisdictions currently do not allow travel and they are unsure about whether that will change by September. Ray Gonzales responded that the planning committee is preparing for a virtual or hybrid conference if necessary. Rod Alcazar asked when a decision would have to be made. Karen responded that this will be on the agenda at the April board meeting

for discussion and/or decision. Even if the meeting can be held in-person, safety protocols will be required, including masking and limited capacity in meeting rooms.

Noel Bernal asked if there was any discussion of group purchases for the conference similar to what NFBPA does? Ray responded that there has not been any discussion, but he would bring it up to the committee and report back to the board.

Ramiro Inguanzo moved approval of the conference budget; Rolando Fernandez seconded the motion; the motion was approved unanimously. Karen said the budget would be reviewed monthly by the board.

E. DISCUSSION: Plan for Future International Partnerships

Ray Gonzales asked the board for a discussion about how LGHN might expand its international presence. Noel Bernal said that Brownsville uses the Mexican Institute (www.wilsoncenter.org/program/mexico-institute) as a resource and works with communities in Mexico to assist cities. He offered to make a contact for LGHN. Rod Alcazar emphasized that LGHN should work with ICMA, who has partnerships in Puerto Rico, Central and South America. Ray clarified this would be in conjunction with ICMA with the intent to be “value added” to the work that is already underway. Orlando Cruz mentioned that LGHN should keep in mind that the perspective of U.S. Latinos and Latin America is different. Victor Cardenas said that we need to tap LGHN’s Spanish speaking members and get them on the international committee to help bridge the gap. Raoul Lavin shared he previously worked with ICMA on discussions about Cuba, and we should encourage reengaging with these discussions which languished during the last administration. The board concurred that the president should establish an advisory committee and interested board members can volunteer to serve. Ray has since asked Noel Bernal to serve as chair.

F. INFORMATION/UPDATES: LGHN Goals and Committee Activities

1. Membership
2. Fundraising/Scholarship Program
3. Career Advancement Program
4. Professional Development

Maria DeLeon reported that the webinar on “resilience” would be repeated on January 19 with Pat Martel and Alex Briseno. This would be a repeat of the session at the annual meeting in October, which was not recorded.

Karen reported that she is working with NFBPA on a session “Climbing Up the Ladder Without Burning Bridges. This session was conducted a couple of years ago but was recorded in a format with links that expired.

Aubrey Gonzalez reported she is working with NACA, who has invited LGHN to participate in a session at the Alliance for Innovation Govapoolooza. The session will feature local government administrators and their lead elected official to discuss how to have a conversation on racial justice with public safety in times of civil unrest. She asked for recommendations for speakers. Additionally, the executive director of the Colorado City/County Management Association to do a second session at the virtual conference.

5. University Partnerships

G. INFORMATION ITEMS

1. LGHN Board Meeting Schedule
2. REMINDER: Testimonials for ICMA & LGHN Memberships
3. REMINDER: Contributions to the LGHN Scholarship Fund
4. REMINDER: Sign and Return LGHN Board Commitment Forms
5. REMINDER: Identify “Leadership Legends” for SGR Webinars

Karen reminded all that members to provide testimonials, submit their board commitment forms and provide recommendations on leadership legends. Noel Bernal recommended two managers in Texas, Bert Lumberras, City Manager in San Marcos and Mike Perez, former City Manager in McAllen.

H. Other Business

Rod Alcazar invited LGHN to attend an ICMA-RC webinar on January 14 on COVID-19 trends and solutions.

Noel Bernal suggested that LGHN consider a partnership with ELGL. He provided an example of an initiative between TCMA and ELGL – “ELGL Inspires” – to recruit students for city management of tomorrow. Ray said he, Noel, Victor and Karen would follow up and report back to the board.

I. Adjournment



2020-2021 IHN Board of Directors Board Meeting Attendance

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	Present	Absent	Absent	Present	Present	Present		
Rolando Fernandez	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Raymond Gonzales	Absent	Present	Absent	Present	Present	Absent	Absent	Present	Present	Present	Present	Present
Carlos Baia	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Raoul Lavin					Present	Present	Present	Present	Present	Present	Present	Present
Maria De Leon	Present	Absent	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Absent
Bob Harrison	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present
Ramiro Inguanzo	Absent	Absent	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present
Claudia Lujan	Absent	Present	Absent	Present	Present	Absent	Absent	Present	Present	Absent		
Pat Martel	Absent	Absent	Present	Present	Absent	Present	Present	Present	Absent	Present	Present	Absent
Paulina Martinez	Present	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Absent
Samantha Tavares	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Absent	Absent
James Vega	Absent	Absent	Absent									
Aubrey Gonzalez	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Ramiro Salazar	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Absent
Gricelda Estrada										Present	Present	Present
Maria Hurtado	Present	Absent	Absent	Absent	Absent	Present	Present	Absent	Absent	Present		
Noel Bernal										Present	Present	Absent
Victor Cardenas										Present	Present	Present
Name	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Annual Meeting Sept 2021	Oct 2021	Nov 2021	Dec 2021
Raymond Gonzales	Present											
Samantha Tavares	Absent											
Rolando Fernandez	Present											
Bob Harrison	Present											
Aubrey Gonzalez	Present											
Paulina Martinez	Absent											
Carlos Baia	Present											
Noel Bernal	Present											
Maria De Leon	Present											
Gricelda Estrada	Present											
Ramiro Inguanzo	Present											
Raoul Lavin	Present											
Pat Martel	Absent											
Ramiro Salazar	Present											
Victor Cardenas	Present											

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

Local Government Hispanic Network
Profit and Loss
 January 2021

	Total
Income	
Direct Public Support	
Scholarship	2,875.00
Total Direct Public Support	\$ 2,875.00
Other Types of Income	
Advertising Sales	3,225.00
Total Other Types of Income	\$ 3,225.00
Program Income	
Membership Dues	
Chapters	2,000.00
Corporate	1,000.00
Individual	1,350.00
Local Government	2,250.00
Total Membership Dues	\$ 6,600.00
Total Program Income	\$ 6,600.00
Sales	200.00
Unapplied Cash Payment Income	100.00
Total Income	\$ 13,000.00
Gross Profit	\$ 13,000.00
Expenses	
Business Expenses	
PayPal Fees	171.80
Total Business Expenses	\$ 171.80
Contract Services	
Outside Contract Services	5,782.50
Total Contract Services	\$ 5,782.50
Operations	
Telephone, Telecommunications	47.44
Website	675.00
Total Operations	\$ 722.44
Other Types of Expenses	
Insurance - Liability, D and O	858.00
Total Other Types of Expenses	\$ 858.00
Total Expenses	\$ 7,534.74
Net Operating Income	\$ 5,465.26
Net Income	\$ 5,465.26
 bank balance as of 1/31/21	 \$ 81,909.63



Emerging Leaders Award And Scholarship to the LGHN Biennial Conference

Award Purpose/Goals

The Local Government Hispanic Network wants to recognize individuals who are emerging leaders in local government by demonstrating professional excellence and leadership skills in their organization and their community. LGHN's goal is to identify and support professionals who have the ability to rise to leadership positions in local government and have demonstrated interest in improving minority and/or disadvantaged communities.

Nomination Criteria

Who is eligible for nomination? Early or mid-career professionals, including anyone who has transitioned to local government service from another field, and has shown mobility in his or her career. The nominee should also demonstrate active and sustained engagement in LGHN. Current and past board members are not eligible for the award.

The recipient will receive a scholarship for LGHN conference registration and \$1,000 travel stipend to attend the LGHN conference and the awards luncheon in Aurora, Adams County, Colorado to receive the award. The conference will be held October 15-17, 2020.

Who may nominate? Anyone, including members from affiliate organizations, can nominate an LGHN member for the Emerging Leader Award. Members may also self-nominate. It is not required that the nominator be a member of LGHN. Be advised that the nominator will obtain the nominee's supervisor signature of approval prior to submittal of the nomination.

Timeline:

Friday, March 5, 2021: Issue call for submittals

Friday April 16, 2021: Deadline for submissions

April 2021: Selection committee review of submittals; recommendations to the LGHN Board of Directors at the May 7, 2021 Board Meeting

May 2021: Notify recipient selected for the award

September 10, 2021: Present award at the LGHN awards luncheon at the biennial conference in Aurora, Adams County, Colorado

Awards should be submitted electronically to:

Kdavis@LGHN.org

Direct questions to Karen Davis at 408-221-8458



2019 Emerging Leader Award Winner
Cynthia Esparza Trigueros
Executive Assistant to the C
Community Liaison
Reno, Nevada



Emerging Leaders Award Nomination Form

Nominee Name:

Title:

Organization:

Address:

City:

State:

Zip Code:

Telephone:

Email:

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?

Nominator name:

Telephone:

Email:

Descriptive narrative: *In no more than 2 pages, please describe the following:*

- Describe nominee's career path/positions held.
- Describe the nominee's commitment to his/her profession and contributions to the LGHN organization and mission.
- Describe the nominee's commitment and contributions to regional, state and/or national professional associations.
- Describe how the nominee's has demonstrated leadership in the nominee's organization and/or community.
- What other personal or professional characteristics would distinguish the nominee as an "emerging leader?"

Nominator's Signature

Nominee's Supervisor's Signature

National Forum for Black Public Administrators
Virtual Winter Summit 2021



WINTER SUMMIT

February 24-26

nfbpa.org

PRESENTED BY



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A SPECIAL INVITATION FROM THE PRESIDENT

It is an honor and a pleasure to invite NFBPA members and guests to our "Virtual Winter Summit 2021", February 24-26, 2021. To prioritize the well-being and safety of members, sponsors, exhibitors and partners, our organization is hosting this virtual summit during the month of February. This symposium will allow Public Administrators from across the country to connect, share knowledge, and learn about the latest public policy developments and government innovations.

It feels like yesterday we were all together virtually in October for FORUM 2020! COVID-19 has prevented many of us from gathering and networking "in-person" since FORUM 2019. The National Forum for Black Public Administrators is known for its "family" environment, but more importantly, providing substantive training and development for its members and community leaders throughout the world. We believe "Virtual Winter Summit 2021: Building Blocks for a Better Future" achieves all these objectives and more.

Our members and communities still face unprecedented times and we hope our partners around the world continue to remain safe. We know that the execution of our mission is still imperative, and we plan to work even harder in 2021 to ensure that our focus on public policy, growth and development of our emerging leaders, and leadership training continues.



**ANTHONY
J. SNIPES**
President
**National Forum
for Black Public
Administrators**
(NFBPA)

I applaud the planning committee for choosing the theme for this year's Summit, "Building Blocks for a Better Future." During our country's upcoming transition, it is important that local government leaders are effective in navigating today's challenges while also, building the foundation for the leaders of tomorrow. NFBPA, along with its partners, have assembled an excellent group of thought leaders, local government executives, association leaders, and consultants to share best practices and resources necessary to succeed in this new normal. This Summit will provide you with the opportunity to learn from their experiences and evaluate how their messages may resonate within your own organizations.

Through this 3-day virtual experience, NFBPA is demonstrating its strong connection and commitment to the development of public sector professionals. Be sure to listen, to support public policy, connect with colleagues virtually, and add to your professional development toolkit.

National Forum for Black Public Administrators
Virtual Winter Summit 2021



**BUILDING
BLOCKS**
FOR A BETTER
FUTURE

REGISTER ONLINE TODAY at
<https://nfbpabuildingblocks2021.eventbrite.com>

National Forum for Black Public Administrators
Virtual Winter Summit 2021



WHY ATTEND THE 2021 BUILDING BLOCKS FOR THE FUTURE CONFERENCE?

- Cutting-edge state, regional, and national speakers
- 22 workshops and clinics for the development and enhancement of public administrators, aimed at providing them with essential tools for their toolkit
- Sessions will cover topics such as Crisis, Trauma, Mental Health, Leadership, Healthy Living, Public Health, Public Safety, Emotional Intelligence, Customer Service, Succession Planning, Homelessness, Unconscious Bias, Branding, Diversity, and more
- Morning workouts, cutting edge presenters, creative virtual after-hour events, and speed mentoring
- Six Roundtables and Forums addressing topical issues, such as, the COVID-19 pandemic, Education, Public Health, Public Safety and Reform, Leadership, and Federal-State-Local Partnerships
- Four Keynote speakers addressing themes, such as, education, empowerment, branding, public health, and human capital

What are the Benefits of Attending the 2021 Building Blocks for the Future Conference?

- Provides intensive training on substantive topics.
- Provides a forum for the exploration of solutions to critical challenges facing governments of all levels.
- Supports the career development of the next generation of public administrators by providing exposure and access to highly accomplished public leaders.



Who Should Attend the 2021 Building Blocks for the Future Conference?

- Prospective NFBPA members throughout the country
- High School and University Students
- Public utility employees (Water, Electric, & Gas)
- Individuals serving in federal, state, county, and municipal government
- Minority and women-owned businesses interested in contract opportunities
- Individuals serving in private and/or non-profit organizations who are interested in working in partnership with municipal government
- Individuals serving in non-profit organizations

SCHEDULE-AT-A-GLANCE

All times are Eastern Standard Times (EST) • Program is subject to change

WEDNESDAY, FEBRUARY 24, 2021

10:55 am	WELCOME & CONFERENCE OPENING
11:00 am – 12:00 pm	Early Bird Essential Clinics Session 1: <i>Lead, Follow or Move Out of Your Way</i> Session 2: <i>Making a Difference – Even When No One Notices</i> Session 3: <i>M.A.D Leadership: Show the People the Light and They Will Find Their Way</i>
12:00 pm – 12:30 pm	Conference Lunch Break
12:30 pm – 1:45 pm	Wednesday Concurrent Sessions Session 4: <i>COVID-19 and More: Addressing Social Disparities in Health</i> Session 5: <i>How to Overcome Unconscious Bias in Decision Making</i> Session 6: <i>Succession Planning More Important than Ever!</i> Session 7: <i>The Challenge of Handling Challenging Professionals</i>
1:45 pm – 2:30 pm	Wednesday Keynote Address – Colette P. Burnette, President & CEO, Huston-Tillotson University
2:30 pm – 2:45 pm	Conference Break
2:45 pm – 4:00 pm	Afternoon FORUM #1 featuring Police Chiefs and Public Policy Experts FORUM 1: <i>Unfinished Business with Public Safety: Ensuring Justice & Protection for All</i>
4:00 pm – 4:30 pm	Conference Sponsor Break
4:30 pm – 5:45 pm	Afternoon FORUM #2 featuring Public Health Directors FORUM 2: <i>NFBPA Public Policy Forum: Racism is a Public Health Issue</i>
5:45 pm – 6:00 pm	Conference Break
6:00 pm – 7:30 pm	WELCOME RECEPTION

THURSDAY, FEBRUARY 25, 2021

9:30 am – 10:00 am	CIGNA Morning Workout
10:30 am – 11:00 am	Sponsor Drawings and activities by Starbucks
11:00 am – 12:00 pm	Early Bird Essential Clinics Session 8: <i>Leadership in the Information Age: The Four Essentials</i> Session 9: <i>Public Sector Management: Self-Assessment and Embracing Key Leadership Relationships in Addressing Adaptive Challenges</i> Session 10: <i>Emotional Intelligence</i>
12:00 pm – 12:30 pm	Conference Lunch Break
12:30 pm – 1:45 pm	Thursday Concurrent Sessions Session 11: <i>7 Steps to Creating an Influential Brand</i> Session 12: <i>How to Effectively Manage in the Virtual Workplace</i> Session 13: <i>Crisis Management and Mental Health</i> Session 14: <i>The Value of Equity, Diversity, and Inclusion in the Public Sector</i>
1:45 pm – 2:30 pm	Thursday Keynote Address – Sheila Coates, CEO, BYOB and Speaker, Author & Brand Strategist
2:30 pm – 3:00 pm	Conference Sponsor Break
3:00 pm – 4:00 pm	Thursday Concurrent Sessions Session 15: <i>Setbacks, Drawbacks, and Comebacks: Five Essentials to Thrive in Changing Times</i> Session 16: <i>Professional Coaching: When to Ask for a Coach</i> Session 17: <i>Innovation and the Changing Face of Government</i> Session 18: <i>Understanding the Concept of Q2 Time</i>
4:00 pm – 4:15 pm	Conference Break
4:15 pm – 5:45 pm	Public Sector Executive Roundtable featuring City & County Managers
5:45 pm – 6:00 pm	Conference Break
6:00 pm – 8:00 pm	THURSDAY RECEPTION

SCHEDULE-AT-A-GLANCE

All times are Eastern Standard Times (EST) • Program is subject to change



FRIDAY, FEBRUARY 26, 2021

9:30 am – 10:00 am	CIGNA Morning Workout
10:00 am – 10:30 am	Sponsor Drawings and activities by Starbucks
10:30 am – 11:30 am	Early Bird Essential Clinics <i>Session 19: Winning the War on Talent!</i> <i>Session 20: Customer Service: It Makes a Difference</i> <i>Session 21: Mental Health and Vulnerable Populations</i>
11:30 am – 11:45 am	Conference Break
11:45 am – 12:30 pm	Friday Keynote Address – Rick Caldwell, President, RCultures "It's Time to Talk!"
12:30 pm – 1:00 pm	Conference Lunch Break
1:00 pm – 2:15 pm	State & Local Roundtable Featuring National Public Sector Association CEOs
2:15 pm – 2:30 pm	Conference Break
2:30 pm – 3:45 pm	Education Roundtable featuring University Presidents & UNCF CEO Michael Lomax
3:45 pm – 3:55 pm	Conference Break
3:55 pm – 5:00 pm	Fireside Chat with Dr. Anthony Fauci, Director, National Institute of Allergy and Infectious Diseases and Marlene McNeese, Assistant Director, Disease, Prevention, & Control, Houston Health Department
5:00 pm – 6:00 pm	Friday Session <i>Session 22: Speed Mentoring/Networking with Cheryl Orr, CEO, Insight Human Resources Partners</i> <i>Session 23: Lessons Learned & Lessons that Matter</i> Featuring City and County Managers

1/25 LGHN Conference Planning notes:

Theme: Charting the Course: Embracing Change and Transformation

Tracks: The New Abnormal

Diversity, Inclusion & Community Connection

Future of Latino Public Administrators (Latino Leadership Institute)

Artwork: Ray is meeting with the artist today (1/25). He is working on a mural that will have several components and can be a permanent art installation in Aurora. The components will be unveiled over a period of a few weeks to generate interest in the conference. The artwork will be used for ads, conference program, sponsor packets and signage/banners.

Registration: Registration opening is planned for June. All events will be included in the registration fees. Karen/Christine to follow up with Jeri Beckstedt to get the registration online. Christa will prepare the "save the date" announcement.

In-person vs. virtual conference: The committee is planning for in-person and the option to attend virtually. Karen/Christine to get information on technology options for just virtual and for both. The committee indicated that they would prefer to have the sessions live even if speakers/participants are virtual. The committee will discuss the technology options at the next meeting on February 22.

Also, on February 22, the committee will review the fee structure for in-person and for virtual attendance. Ray agreed to ask ICMA to assist with administration of a survey of managers to determine if they have the funding and authorization to travel in September/October (ICMA conference in Portland in October). The committee noted that regional COVID-19 pandemic guidelines may restrict number of people who can participate, trigger an array of protocols including mandatory masks, etc.

Call for sessions/speakers: Karen/Christine will expand/describe the themes and tracks for the sessions. In early February, staff will send an email to the LGHN membership and partners inviting suggestions for sessions and speakers. It is preferable for speakers to be in-person, but at this point, it is not a requirement (as it might deter speaker confirmations). LGHN will work with the leadership and members in Colorado to identify local members to be available in-person and provide virtual presentations, perhaps for each session. Staff will share the results of the call for presenter at the February 22 committee meeting. Janice will work with Marcia at NFBPA and the CCCMA Diversity Councils for suggestions.

Sponsors: The committee need to identify sponsorship levels for an in-person and/or virtual conference. Current levels mirror what is on the LGHN website at <https://lghn.org/wp-content/uploads/2020/11/Benefit-Levels-11-1.pdf>. (The packet will not be in as great detail as what is on the website.)

Potential sponsors (working list):

- United Health Care (previously contacted and agreed to a sponsorship)
- Utilities
 - Water/wastewater
 - Electric/United Power
 - Xcel gas company

- Garbage/Recycling (Waste Management, Republic Services, GFL Environmental Services, etc.)
- Hospitals
- Conference Hotel (recognize the in-kind contributions)
- NACO
- State Associations
- Municipalities
- Orlando organizations (hosting 2023 conference)
- Resorts/Attractions
 - Ski resorts
 - Visit Aurora
 - Wild Animal Sanctuary
 - Denver University } Consider offering registration scholarships to students.
 - Community college association }
- Restaurants/retail (sell ads for conference program or ask for donations for events outside the hotel)

Theme Descriptions (draft): (Please review and make edits before COB Monday, February 1. We will send to the membership and give two weeks for submissions.)

Theme: Charting the Course: Embracing Change and Transformation

Tracks:

The New Abnormal: What will the future look like in terms of how we live and work after the pandemic? How can we map our courses of action? What opportunities will it present. Sessions should include specific strategies for service delivery, skill sets to improve service delivery, etc. Management skills should be specific, e.g., finance and budgeting, human resources, leadership development, etc., with a lens that addresses equity in the community and in the workplace.

Diversity, Inclusion & Community Connection: How to create/maintain community cohesion in a virtual environment as well as in-person to ensure the issues and concerns of all populations are addressed? How do you create an inclusionary environment within your organization so that young leaders are not marginalized? How do you reach out so young professionals build confidence and participate in planning and delivering services?

Future of Latino Public Administrators (Latino Leadership Institute): This session will be conducted by the Latino Leadership Institute at the University of Denver. This one-day session will provide an introduction to a multi-part fellowship program, with the intent that participants could continue with the training after the conference.

Local Government Hispanic Network's Madrinas y Padrinos Mentorship Program

In an effort to continue supporting and develop new professionals in the local government field, the Local Government Hispanic Network is launching its new mentorship program. The initial phase of the program will focus on students and those entering the workplace. The program would not exclude any current members, regardless of how many years they have been in local government, but the primary focus in this initial phase would be on students and younger professionals.

The first step is to confirm madrinas/padrinos who have agreed to participate and recruit additional professionals willing to share their professional journey and wisdom with students and new professionals.

The program seeks to create a formal program, which will ask mentors (madrinas/padrinos) and mentees (ahijados) to commit to a six- or nine-month mentorship program. Elements of the program may include:

- One-minute video to promote the program on social media
- Participants (mentors and mentees) would be asked to complete a form (included)
- Kick-off webinar explaining the program goals and activities, i.e., orientation
- Attend a virtual "meet and greet" event to introduce mentees and mentors
- Mentors and mentees create mutual goals to maximize their relationship
- Commit to touch base at least once a month via their preferred method of communication
- Attend a "speed networking" virtual event midway through the program
- Fill out an exit survey at the end of the six or nine months

Some of the issues that were discussed (with input from Maria Hurtado and Tony Ojeda) are:

- Six months vs. nine months: six months would allow for two formal sessions per year; nine months would allow for more in-depth mentoring.
- The more informal mentoring could still occur – this would not replace that format. However, members have not reached out and this more formal introduction may encourage the informal coaching connections in the future.
- For new LGHN members, create a welcome packet and "match" with a mentor.
- This could be part of a recruitment strategy – details would still need to be developed.
- Once this program is in place, give some focus to a two-part coaching program:
 1. Students and entry level mentoring
 2. Current members in need of support (again, this can occur at any time, but would not be the main focus for the committee at this time)
- Development marketing plan to highlight (this has been added to the LGHN home page in as one of the three banners)
- Board members are asked to commit/recommit and assist with enrolling university programs in their areas.
- The ICMA university chapters will be included in the initial rollout of this program.
- As a reminder, once in-person activities resume, the board previously asked that a speed coaching session be included in all regional and national events (a session is planned for the LGHN conference in September).
- It was suggested that, at a future date, the committee look at how LGHN can facilitate internships.

Subject: Professional Development Committee Update for the Board
Date: Monday, February 1, 2021 at 2:48:57 PM Pacific Standard Time
From: Karen Davis
To: Aubrey Gonzalez
CC: Christine Butterfield

From: Aubrey Gonzalez <aubrey.gonzalez@phoenix.gov>
Date: Friday, January 29, 2021 at 1:21 PM
To: Karen Davis <kdavis@managementpartners.com>
Cc: Christine Butterfield <cbutterfield@managementpartners.com>
Subject: RE: PD Committee Update for the Board

The Professional Development Committee meets monthly and has developed a calendar of events. The webinar “Develop and Sustain Your Professional Resilience” was presented January 19. LGHN is assisting with panelists for:

- February 3 and February 17 Racial Equity Webinars in partnership with various organizations
- March SGR Leadership Legends
- March 1-5 NACA and CCCMA sessions at the AFI TLG Govapalooza Conference
- April SGR webinar will feature Latina Leadership Legends