



LOCAL GOVERNMENT  
**HISPANIC  
NETWORK**

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  
Meeting ID: 867 8854 6097  
Passcode: 469674  
One tap mobile  
+16699006833,,86788546097# US (San Jose)  
+13462487799,,86788546097# US (Houston)

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

**Agenda**  
**February 4, 2022**  
**9:00 am PT/noon ET**

**LGHN Board of Directors**

**Raymond Gonzales**  
*President*

**Samantha Tavares**  
*President-Elect*

**Rolando Fernandez**  
*Immediate Past  
President*

**Bob Harrison**  
*Vice President  
for Membership*

**Ramiro Inguanzo**  
*Vice President for  
Professional Development*

**Gricelda Estrada**  
*Vice President for  
Career Advancement*

**At-Large Directors**

**Carlos Baia**  
*Past ICMA  
Board Member*

**Noel Bernal**

**Mariana Bojorquez**

**Maria DeLeon**

**Raoul Lavin**

**Ramón Pérez-Goizueta**

**Matt Rivera**

**Ramiro Salazar**

**Marcus Steele**

**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 December 3, 2021\*
2. LGHN Committee Work Plans and Notes at the Board Retreat Part II January 8, 2022\*
3. Board Meeting Attendance Report for 2021/2022\*
4. Financial Report through January 31, 2022\*
5. LGHN 2021 Report of Accomplishments\*

**C. DISCUSSION/APPROVAL: ICMA and LGHN Affiliate Agreement 2022 Implementation Plan\***

**D. DISCUSSION/APPROVAL: International Committee Stipend of \$1,000 to \$1,250 to Attend Sustainability Conference in Puerto Rico, April 2022**

**E. DISCUSSION/APPROVAL: 2022 Emerging Leaders Award Process\***

1. Call for nominations February 7, 2022
2. Close April 15, 2022
3. Selection in late April 2022
4. Discussion and approval at the May 6, 2022, Board meeting
5. Announce award recipients at LGHN annual dinner at ICMA in Columbus, OH

**F. Information Items**

1. Board Donations to Scholarship Fund (\$250 suggested; can give annually or monthly by check, credit card, or PayPal at <https://lghn.org/donate/>)
2. Membership management software implementation. I4A offers five website themes. The Communications Committee met to review the themes on 1/26/22 and advised staff to proceed to build the membership data base with the “short theme.”

**G. Future Board Meeting Agenda Items**

1. Topics for PM Magazine
2. Potential Agreement: Latino Leadership Institute

**H. Adjournment & Future Meeting Dates**

1. *February 2-4, 2022 – NFBPA Emerge Conference, Houston, TX (Noel Bernal presenting)*
2. Friday, February 4, 2022 – LGHN Board Meeting
3. Friday, March 4, 2022 – LGHN Board Meeting
4. *March 30-April 3, 2022 – NFBPA Forum 2022, Grand Rapids, MI (Gricelda Estrada moderating)*
5. Friday, April 1, 2022 – LGHN Board Meeting
6. Friday, May 6, 2022 – LGHN Board Meeting

\*Supporting documents provided in board packet

7. Friday, June 3, 2022 – LGHN Board Meeting
8. *June 5-June 8, 2022 – GFOA Annual Conference, Austin, TX*
9. Friday, July 8, 2022 – LGHN Board Meeting (Note: Date change to avoid conflict with July 4<sup>th</sup> weekend)
10. Friday, August 5, 2022 – LGHN Board Meeting
11. Friday, September 9, 2022 – LGHN Board Meeting (Note: Date change to avoid conflict with Labor Day)
12. *September 18-21, 2022 – ICMA Annual Conference, Columbus, OH (LGHN proposed seven sessions in collaboration with NFBPA, NACA and I-NAPA)*
13. *October 6-8, 2022 – LGHN Board Retreat and Annual Membership Meeting, Chicago, IL (Collaborating with GFOA and SGR to develop sessions)*
14. Friday, November 4, 2022 – LGHN Board Meeting
15. Friday, December 2, 2022 – LGHN Board Meeting



## Board Meeting Summary of December 3, 2021

**Board Members in Attendance:** Raymond Gonzales (President), Ramiro Salazar, Bob Harrison, Carlos Baia, Victor Cardenas, Rolando Fernandez, Noel Bernal, Maria De Leon, Raoul Lavin, Matt Rivera, Marcus Steele, Ramón Pérez-Goizueta, Mariana Bojorquez, Gabriel Rodriguez, Orlando Cruz with MissionSquare and Robert Donnan with ICMA

**Absent:** Samantha Tavares (President-Elect) and Gricelda Estrada

**LGHN Staff:** Karen Davis and Christine Butterfield

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

Ray Gonzales called the meeting to order at 9:05 am PT.

### B. APPROVAL: Consent Agenda – Receive and Approve 1. Minutes for Board Meeting of November 5, 2021\* 2. Board Meeting Attendance Report for 2020/21\* 3. Financial Report through November 28, 2021\*

Motion to approve by Raoul Lavin

Seconded by Matt Rivera

Unanimously approved

### C. APPROVAL: 2022 LGHN Dues Structure\*

Karen reviewed the updated dues structure and clarified that non-profits that work with local governments will be considered full members. Ray provided an overview of his new role as the Executive Director of the Metro Denver Economic Development Corporation. Karen also forecasted that an area of focus for LGHN in 2022 will be to grow sponsorships and that will likely include providing major sponsors a voting seat on the LGHN Board of Directors. Orlando Cruz shared that he and his team are excited about LGHN bringing in more corporate members. He also offered that he would recommend that any corporate member's mission be tied to public service.

Motion to approve by Carlos Baia

Seconded by Rolando Fernandez

Unanimously approved

### D. APPROVAL: 2022-2023 LGHN Budget\*

Karen indicated that the proposed budget was the same as the version present to the board in November. Although the current budget will end in the red, proceeds for the conference will be used to offset and balance the 2021 budget. Staff will work to restore the conference proceeds with fundraising in 2022. In addition, she offered one clarification. Under special projects, funds have been designated for two of the International Committee members to join a conference in Puerto Rico in the spring of 2022. Raoul Lavin shared that ICMA requested that local governments attend the meeting. The conference theme is sustainability. Noel Bernal noted that the Institute of Building Technology and Safety will sponsor his participation in the conference.



Motion to approve by Rolando Fernandez  
Seconded by Noel Bernal  
Unanimously approved

**E. APPROVAL: LGHN Long Range Financial Plan\***

Karen presented the plan and again noted that it is consistent with the version the Board reviewed in November. She also noted that it would be updated midyear and presented as an informational item to the Board. Noel requested that the plan include information about the method to account for funds. Rolando asked that the Board review its policies to set aside conference proceeds for other funds such as scholarships.

Motion to approve by Noel Bernal  
Seconded by Rolando Fernandez  
Unanimously approved

**F. DISCUSSION/APPROVAL: Membership Management Software\***

Christine reminded the Board that staff presented a detailed summary of the functionality, needs and service providers interviewed at the Board Retreat on September 11, 2021. She reviewed the results of the reference checks conducted by staff in November. She noted that based on the functionality, LGHN needs and reference checks, staff recommended that the Board select i4a. Christine also shared that the firm provides services to the National Forum for Black Public Administrators.

Matt Rivera requested more information about the firm's commitment to diversity, inclusion, and equity. Rolando Fernandez asked how much money would be saved with the purchase. Christine and Karen noted that all membership activities are manually processed at this time and that automating the process will generate cost savings. Orlando Cruz noted that without the i4a software the current system is not scalable.

Motion to approve by Noel Bernal  
Seconded by Maria De Leon  
Unanimously approved

**G. DISCUSSION/APPROVAL; Participation in Puerto Rico Conference**

See discussion above and approval under agenda item D. 2022 and 2023 Budget. Noel Bernal reminded the Board of the international credentialing program elements presented at the Biennial Conference in September 2021. He asked the Board for comments or questions.

Motion to approve by Rolando Fernandez  
Seconded by Carlos Baia  
Unanimously approved

**H. DISCUSSION: Board Retreat\***



The Board of Directors affirmed the date and time, January 8 from 7:00 am to 10:30 am PT. Staff shared the draft agenda and asked for comments.

- I. Information Items** 1. LGHN Board Roster/Contact Information\* 2. Board Donations to Scholarship Fund (\$250 suggested; can give annually or monthly by check, credit card, or PayPal at <https://lghn.org/donate/>)
  
- J. Future Board Meeting Agenda Items** 1. January Board Meeting & Retreat a) Board Retreat Report b) Management Partners Contract Amendment c) Set Date and Select Board Retreat Location 2. Topics for PM Magazine 3. Potential Agreement: Latino Leadership Institute
  
- K. Adjournment & Future Meeting Dates** 1. Saturday, January 8, 2022 – LGHN Board Meeting & Retreat 2. Friday, February 4, 2022 – LGHN Board Meeting 3. Friday, March 4, 2022 – LGHN Board Meeting 4. March 30-April 3, 2022 – NFBPA Forum 2022, Grand Rapids, MI 5. Friday, April 1, 2022 – LGHN Board Meeting 6. Friday, May 6, 2022 – LGHN Board Meeting 7. Friday, June 3, 2022 – LGHN Board Meeting 8. Friday, July 8, 2022 – LGHN Board Meeting (date change to avoid conflict with July 4th weekend) 9. Friday, August 5, 2022 – LGHN Board Meeting 10. Friday, September 9, 2022 – LGHN Board Meeting date change to avoid conflict with Labor Day) \*Supporting documents provided in board packet 11. September 18-21, 2022 – ICMA Conference, Columbus, OH 12. Friday, October 7, 2022 – LGHN Board Meeting 13. Friday, November 4, 2022 – LGHN Board Meeting 14. Friday, December 2, 2022 – LGHN Board Meeting 15. TBD – Board Retreat (will replace October or November board meeting date)

Ray adjourned the meeting at about 9:45 am PT.



## LGHN Board of Director’s Retreat - Part II Committee Work Plan Discussion and Summary

1/8/22

**Board Members in Attendance:** Raymond Gonzales (President), Samantha Tavares (President-Elect), Gricelda Estrada, Bob Harrison, Carlos Baia, Victor Cardenas, Rolando Fernandez, Noel Bernal, Maria De Leon, Ramón Pérez-Goizueta, Raoul Lavin, Ramiro Inguanzo, and Matt Rivera

**Absent:** Ramiro Salazar, Marcus Steele, Mariana Bojorquez, Gabriel Rodriguez, Orlando Cruz with MissionSquare and Robert Donnan with ICMA

**LGHN Staff:** Karen Davis and Christine Butterfield

Raymond Gonzales called the meeting to order at 7:05 am PT.

I. LGHN Committee Work Plans for 2022 and 2023	Retreat Discussion
<p><b>A. Executive Committee Chair - Raymond Gonzales – Staff support from Christine</b></p> <ol style="list-style-type: none"> <li>1. LGHN values and process to confirm alignment by third-party contractors</li> <li>2. Explore partnerships with other organizations and build relationships</li> <li>3. Better define relationships with and opportunities for participating in programs offered by LGHN affiliates (NFBPA, I-NAPA, NACA, GFOA).</li> <li>4. Create a master calendar of affiliate activities.</li> </ol>	<ul style="list-style-type: none"> <li>• Review and update values and mission statement (at the fall 2022 Board retreat)</li> <li>• Better define LGHN relationship with affiliates and invite the presidents of each organization and establish a regular meeting to</li> </ul>

I. LGHN Committee Work Plans for 2022 and 2023	Retreat Discussion
<ol style="list-style-type: none"> <li>5. Review terms of ICMA affiliate agreement and establish expectations of ICMA</li> <li>6. Set time and develop agenda for leadership meeting with ICMA</li> <li>7. Update Board commitment forms</li> <li>8. Recommendations for <i>emerging leaders award</i> <ul style="list-style-type: none"> <li>• <b>Members include Rolando Fernandez, Samantha Tavares, Bob Harrison, Gricelda Estrada and Ramiro Inguanzo</b></li> <li>• <b>Regular meeting: As needed basis</b></li> </ul> </li> </ol>	<p>catalyze collaborative efforts (Bob, Ray, and Ramiro)</p> <ul style="list-style-type: none"> <li>• Create a plan including key messages to meet with ICMA leaders spring 2022 and at the conference 9/17-22/22</li> <li>• Collaborate with ICMA to create master calendar</li> <li>• Victor will work with the ICMA Board regarding commitments to LGHN</li> <li>• Review the Board commitments 2/22 meeting</li> </ul>
<p><b>B. Professional Development Committee Chair - Ramiro Inguanzo – Staff support from Christine</b></p> <ol style="list-style-type: none"> <li>1. Negotiate new training programs with SGR</li> <li>2. Identify topics for 2022 webinars</li> <li>3. Reach out to LGHN chapters to assist with regional in-person training and networking sessions</li> <li>4. Identify affiliate events that will include LGHN sponsored sessions</li> </ol> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: Third Tuesday of every month at 9 am PT</b></li> </ul> <p><b>I. PDC Conference Planning Subcommittee.</b> Finalize 2023 LGHN Conference location, dates and recruit a “host” committee. Review</p>	

I. LGHN Committee Work Plans for 2022 and 2023	Retreat Discussion
<p>conference planning responsibilities and establish working schedule for the planning process. Recruit LGHN members to assist and serve on the conference planning committee. Identify potential sponsors for 2023 conference. <b>Regular meeting time: TBD</b></p>	
<p><b>C. Career Development Committee Chair (and Vice President for Career Development) – Gricelda Estrada – Staff support from Christine</b></p> <ol style="list-style-type: none"> <li>1. Kick off revised Madrinas/Padrinos coaching program. Upcoming check-ins March 1, May 24, and celebration this summer</li> <li>2. Create strategy for youth/student engagement</li> <li>3. Outreach to executive search firms for assistance with interview skills, resume writing, etc.</li> <li>4. Foster university partnerships (John J College, NY; Maxwell School; ICMA Fellows; University of San Francisco and Monica Hudson)</li> <li>5. Engage more Board members to serve as mentors</li> </ol> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: Every other week September through June</b></li> </ul>	<ul style="list-style-type: none"> <li>• Successful launch of new structured mentorship program. More about program results summer 2022. Likely grow the toolbox to support the program.</li> <li>• Consider offering professional assessment tools through the Madrinas y Padrinos program (and Matt, Noel, Victor and Carlos volunteered to assist)</li> <li>• Create similar structured program for youth through 2022. Set up meeting with youth and universities to build a pipeline of new professionals</li> </ul>
<p><b>D. Membership Committee Chair and Vice Chair – Bob Harrison and Marcus Steele – Staff support from Karen</b></p> <ol style="list-style-type: none"> <li>1. Kick off joint membership drive with ICMA <ol style="list-style-type: none"> <li>a. Target membership outreach to Hispanic City managers</li> <li>b. Target membership outreach to state associations to establish partnerships</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• Working with ICMA on joint membership drive to recruit new members to LGHN</li> <li>• Collaborating with local government state chapters has been an effective</li> </ul>



I. LGHN Committee Work Plans for 2022 and 2023	Retreat Discussion
<ul style="list-style-type: none"> <li>2. Track membership growth and report regularly to the LGHN board</li> <li>3. Work with NACA to increase County membership</li> <li>4. Pursue new regional chapters and set priorities for 2022 (See tools on the LGHN website.)</li> <li>• <b>Regular meeting time: second Friday of the month at 8:30 am PT</b> <ul style="list-style-type: none"> <li>I. <b>Chapters Advisory Subcommittee Chair – Marcus Steele.</b> Establish advisory committee in conjunction with LGHN chapter representatives. Develop plan to engage chapters on an ongoing basis. Create a chapter recognition program. <b>Regular meeting time: Quarterly on the third Friday at 8:30 am PT</b></li> </ul> </li> </ul>	<p>method to build membership (and NACA)</p> <ul style="list-style-type: none"> <li>• Building regional chapters where we have advocates. Targets include Chicago, CO/NM (Matt), Washington (Bob), Florida (Raoul/Ramiro), Columbus, OH, Miami/Dade, and future conference locations, etc.</li> <li>• Matt asked to join the committee.</li> <li>• Each chapter should appoint a member to the Chapters Advisory Subcommittee</li> </ul>
<p><b>E. Marketing and Communications Committee Co-Chairs – Samantha Tavares –</b> <i>Staff support from Christine and Senior Management Analyst</i></p> <ul style="list-style-type: none"> <li>1. Develop/improve social media plan</li> <li>2. Develop communications and marketing strategy and branding</li> <li>3. Assist with organizing posted/recorded webinars and training sessions.</li> <li>4. Social media tracking (Latino leadership institute offers a good model/Denver University)</li> <li>5. Update the LGHN website</li> <li>• <b>Regular meeting time: TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>• Social media communications is an opportunity that we can grow</li> <li>• Invite members with communications skills join and lead the committee (Bob to invite mentee from City of Reno)</li> <li>• Include co-chair in the call for committees</li> <li>• Tap youth/MPA students/university partnerships for interns to assist</li> </ul>
<p><b>F. Scholarships and Fund Development Committee Chair - Rolando Fernandez</b> <i>– Staff support from Karen and Christine as needed</i></p>	<ul style="list-style-type: none"> <li>• Develop a flexible fund development strategy/policy to dedicate and</li> </ul>

I. LGHN Committee Work Plans for 2022 and 2023	Retreat Discussion
<ol style="list-style-type: none"> <li>1. Discuss funding assistance from ICMA</li> <li>2. Review LGHN value statement (focus on ROI) for potential sponsors and market DEI expertise/resources</li> <li>3. Update sponsor packet with sponsorship options (options include voting membership, review affiliate practices, programming, conference presentations)</li> <li>4. Develop strategy (using the LGHN financial forecast 2022-2025) for sponsor outreach</li> <li>5. Establish working group of retired LGHN members to assist with the “ask” <ul style="list-style-type: none"> <li>• <b>Members include Frances Gonzales, Matt Rivera, Noel Bernal, Ray Gonzales, Orlando Cruz, and United Health Care Representative</b></li> <li>• <b>Regular meeting time: TBD</b></li> </ul> </li> </ol>	<p>expend dollars to an array of LGHN activities (scholarships, operations, conference/programming, marketing/social media, etc.)</p> <ul style="list-style-type: none"> <li>• Develop sponsor’s value statement (Noel to join)</li> <li>• Consider creating an endowment policy and/or benchmark</li> <li>• Reach out to state associations to grow the endowment/fund development/marketing (Noel – TCM, Rolando – Austin)</li> <li>• Board commitments include donating to the LGHN scholarship fund</li> </ul>
<p><b>G. International Committee Chair - Noel Bernal – <i>Staff support from Karen transition to Christine summer 2022</i></b></p> <ol style="list-style-type: none"> <li>1. Develop structure for training programs</li> <li>2. Adapt training materials from ICMA credentialing program (adapt program to meet the needs of early to mid-career development professionals)</li> <li>3. Short-term: Use PowerPoint format to adapt and translate training modules</li> <li>4. Long-term: Complete translations of the ICMA materials that were identified for Puerto Rico</li> </ol>	<ul style="list-style-type: none"> <li>• Programming will kick off with Puerto Rico in partnership with ICMA</li> <li>• LGHN members will be surveyed to participate and must speak Spanish</li> <li>• April 2022 Puerto Rico Conference will include two LGHN Board members and included in 2022 budget</li> </ul>

I. LGHN Committee Work Plans for 2022 and 2023	Retreat Discussion
<ol style="list-style-type: none"> <li>5. Invite LGHN members to create case studies in line with the training structure</li> <li>6. Market the training opportunities               <ol style="list-style-type: none"> <li>a. Outreach to potential trainers from LGHN membership and survey administered in 2022 (<i>must be Spanish speakers</i>)</li> <li>b. Market to Puerto Rican jurisdictions</li> </ol> </li> <li>7. Administer/conduct training</li> <li>8. Finalize “certification” process               <ul style="list-style-type: none"> <li>• <b>Regular meeting time: First Wednesday of the month at noon PT</b></li> </ul> </li> </ol>	
<p><b>H. Nominations Committee – Chair and committee appointed by the President - Staff support from Karen and Christine</b></p> <ol style="list-style-type: none"> <li>1. Email members regarding interest in serving and recommendations – 30 days required (<i>May/June</i>)</li> <li>2. Close member submittals – <i>June</i></li> <li>3. Review submittals and conduct interviews (<i>June/July</i>)</li> <li>4. Board approval at the <i>July or August</i> board meeting</li> <li>5. Issue ballots – 15 days minimum for voting, at least 30 days before the annual meeting (<i>August</i>)</li> <li>6. Close ballots – typically 30 days (<i>September</i>)</li> <li>7. Annual membership meeting (<i>October</i>)</li> </ol> <p><b>Meeting times determined by bylaws and date of annual membership meeting</b>  <b>Board Committee Membership: TBD</b></p>	<ul style="list-style-type: none"> <li>• Include on the April Board meeting agenda</li> </ul>

**II. Approval of Management Partners Contract for 2022 and 2023**

Following a brief discussion about staffing outlined in the contract by the Board, Bob Harrison submitted a motion to approve the contract and it was seconded by Maria DeLeon. The motion passed with a unanimous support by the Board.

**III. Approval of the Location of 2022 Board Retreat and Membership Meeting in Chicago, IL from October 6-8, 2022**

The Board briefly discussed the benefit of the central location and Carlos Baia submitted a motion to approve. Ramiro Inguanzo seconded the motion. Motion passed unanimously.

The meeting adjourned at 10:00 am PT



## 2021 and 2022 Board of Directors Meeting Attendance

Name	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Retreat Sept 2021	Oct 2021	Nov 2021	Dec 2021
Raymond Gonzales	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present	Present
Samantha Tavares	Absent	Present	Present	Present	Present	Present	Absent	Present	Present		Present	Absent
Rolando Fernandez	Present	Present	Absent	Present	Present	Present	Present	Present	Present		Present	Present
Bob Harrison	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present	Present
Aubrey Gonzalez	Present	Present	Present	Present	Present	Absent	Present	Present	Present			
Paulina Martinez	Absent	Present	Present	Present	Present	Present	Absent	Present	Absent			
Carlos Baia	Present	Present	Present	Present	Absent	Present	Present	Absent	Present		Present	Present
Noel Bernal	Present	Present	Present	Absent	Absent	Absent	Present	Present	Present		Present	Present
Mariana Bojorquez									Present		Present	Present
Maria De Leon	Present	Present	Present	Present	Present	Present	Present	Present	Absent		Present	Present
Gricelda Estrada	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent	
Ramiro Inguanzo	Present	Present	Present	Absent	Absent	Present	Present	Present	Present	Absent	Absent	
Raoul Lavin	Present	Present	Present	Present	Present	Absent	Absent	Present	Present	Present	Present	
Ramón Pérez-Goizueta									Present	Present	Present	
Matt Rivera									Present	Present	Present	
Ramiro Salazar	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
Marcus Steele									Present	Present	Present	
Victor Cardenas	Present	Present	Present	Absent	Absent	Present	Present	Present	Present	Present	Present	

  

Name	Retreat Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Retreat Oct 2022	Nov 2022	Dec 2022
Raymond Gonzales	Present											
Samantha Tavares	Present											
Rolando Fernandez	Present											
Bob Harrison	Present											
Ramiro Inguanzo	Present											
Gricelda Estrada	Present											
Carlos Baia	Present											
Noel Bernal	Present											
Mariana Bojorquez	Absent											
Maria De Leon	Present											
Raoul Lavin	Present											
Ramón Pérez-Goizueta	Present											
Matt Rivera	Present											
Ramiro Salazar	Absent											
Marcus Steele	Absent											
Victor Cardenas	Present											

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

# Local Government Hispanic Network

## Profit and Loss

January 2022

	Total
<b>Income</b>	
43400 Direct Public Support	
43455 Corporate Support	40,000.00
43457 Scholarship	460.00
<b>Total 43400 Direct Public Support</b>	<b>\$ 40,460.00</b>
46400 Other Types of Income	
46410 Advertising Sales	8,850.00
<b>Total 46400 Other Types of Income</b>	<b>\$ 8,850.00</b>
47200 Program Income	
47230 Membership Dues	
47232 Corporate	1,000.00
47233 Individual	1,410.00
47234 Local Government	6,000.00
<b>Total 47230 Membership Dues</b>	<b>\$ 8,410.00</b>
<b>Total 47200 Program Income</b>	<b>\$ 8,410.00</b>
Sales	200.00
<b>Total Income</b>	<b>\$ 57,920.00</b>
<b>Gross Profit</b>	<b>\$ 57,920.00</b>
<b>Expenses</b>	
60900 Business Expenses	
60960 PayPal / Stripe Fees	432.95
<b>Total 60900 Business Expenses</b>	<b>\$ 432.95</b>
62100 Contract Services	
62150 Outside Contract Services	9,283.00
<b>Total 62100 Contract Services</b>	<b>\$ 9,283.00</b>
65000 Operations	
65050 Telephone, Telecommunications	47.67
65060 Website	675.00
Computer Software	99.18
<b>Total 65000 Operations</b>	<b>\$ 821.85</b>
65100 Other Types of Expenses	
65140 Contributions	1,500.00
65160 Other Costs	93.47
<b>Total 65100 Other Types of Expenses</b>	<b>\$ 1,593.47</b>
<b>Total Expenses</b>	<b>\$ 12,131.27</b>
<b>Net Operating Income</b>	<b>\$ 45,788.73</b>
<b>Net Income</b>	<b>\$ 45,788.73</b>

<b>Account #</b>	<b>Account</b>	<b>Balance</b>
10000	US Bank - checking	\$ 123,503.13
	US Bank - checking:Conference Cash AHLN	\$ 6,639.28
	US Bank - checking:Frances Gonzalez Scholarship	\$ 12,026.86
	US Bank - checking:Joel Valdez	\$ 428.03
	US Bank - checking:LGHN Conference	\$ 24,649.21
	US Bank - checking:Operating Cash	\$ 56,414.40
	US Bank - checking:Operating Reserves	\$ 23,345.35



## LGHN 2021 Report of Accomplishments and 2022 Initiatives

Updated 1/20/22



The Local Government Hispanic Network is the primary voice of Hispanic/Latino professionals within ICMA. As an affiliate of ICMA, LGHN provides resources and training to enable Hispanic/Latino professionals to develop leadership, financial and service delivery skills so they can be competitive when looking to step into local government leadership positions. LGHN's goal is to increase the number of Hispanics/Latinos in city and county management positions and as department heads in their organization.

It is my pleasure to share LGHN's accomplishments in 2021 and the initiatives we have planned for 2022. It is my hope that you will become involved these initiatives and help LGHN meet and surpass our goals.

Raymond H. Gonzales, President

### 2021 Accomplishments

**LGHN Biennial Conference:** The LGHN Board postponed the 2020 LGHN biennial conference and rescheduled it to September 2021 due to COVID-19 restrictions. The conference – Embracing *Change and Transformation* – was held in Aurora, Adams County Colorado. The hybrid event included 82 in-person attendees and 37 virtual participants. The conference featured cutting edge sessions and a celebration of Hispanic culture. The [conference program and recorded sessions](#) are available on the LGHN website. LGHN's next conference will be held in Miami/Dade County, Florida in the fall of 2023. LGHN's conference planning committee will drive the process with quarterly meetings in 2022 and monthly sessions in 2023.

**Annual Awards:** At the biennial conference, LGHN awarded the *Emerging Leader Award* to Marcus Steele and Andrea Alicoate, both with the City of Mesa, Arizona. Frances A. Gonzalez, retired, from the City of San Antonio, Texas received the *Joel D. Valdez Legacy Award*. Information about the LGHN awards and awardees are available on the [LGHN website](#). Nominations for the 2022 *Emerging Leader Award* will open in February 2022. Awardees receive a scholarship to attend the ICMA conference in Columbus, Ohio in September 17-22, 2022, as well as a stipend to pay for travel costs. Details will be posted on the LGHN website.

**Professional Development Webinars:** LGHN offered ten original content webinars and collaborated with NFBPA, I-NAPA, NACA, GFOA and ICMA to provide six additional webinars. Recordings of these webinars can be viewed on the [LGHN website](#). In 2022, the professional development committee will identify training topics and work with LGHN chapters to create webinars and encourage regional in-person training and networking events if they can safely do so.

**Affiliate Conference Participation:** In 2021, the LGHN professional development committee created sessions for conferences hosted by our affiliate partners, including the NFBPA Emerge Conferences and annual Forum, the Government Finance Officers annual conference and the ICMA annual conference in



Portland, Oregon. In addition, at the ICMA conference, LGHN hosted its annual dinner and coordinated the affiliates' reception with NFBPA and I-NAPA. LGHN will continue to support our affiliate partners in 2022 in partnership with LGHN chapters and the professional development committee.

**Madrinas y Padrinos Program:** In late 2021, LGHN launched the first structured [Madrinas y Padrinos coaching program](#) that pairs mentees with seasoned professionals to address individual goals and aspirations to pursue a career and advance in local government management. The program spans a six-month timeframe and includes webinars and check-in meetings for the participants. In 2022, the career development committee will begin development of a similar program for youth and student engagement with a focus on the ICMA university chapters.

**Membership Development:** LGHN prepared templates and a guide to encourage growth of regional chapters as well as single jurisdiction chapters. Chapters are an effective way to keep members engaged in professional development, networking, and outreach to communities to celebrate Hispanic heritage. The Oregon Latinos in Local Government was established in 2021 along with an affiliate agreement approved by the Oregon and LGHN Board. The chapter development tool kit is available on the [LGHN website](#).

In 2022, LGHN membership will exceed 1,000 members, more than doubling the membership in just a few years. The committee will continue collaborate with representatives in several regions to establish additional chapters, including Florida, Colorado, Illinois, California, and Washington, and will work with the Western Michigan chapter to expand their membership. The committee has also created a chapters' advisory subcommittee that will meet quarterly. In January 2022, LGHN and ICMA will also kick off a joint membership drive.

**Financial Stability:** LGHN worked with Management Partners, our administrative agency, to develop a long-range financial forecast to ensure LGHN maintains sufficient funding for the organization going forward. In 2022, LGHN will work closely with private sector representatives to grow sponsorships and to ensure our value to them remains at a high level. Membership and sponsorship growth will ensure that the organization revenues sustain LGHN and valuable programming for our members.

CY 2022 Work Plan: LGHN and ICMA (prepared by ICMA for LGHN, 1/14/22)

**Leadership and General**

Goal	Owner	Outcome(s)	Timeframe	Notes/Tracking
Establish and monitor annual work plan	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>Jointly recruit new members to both organizations</li> <li>Identify strategic partners who can provide financial or in-kind support for leadership development</li> </ul>	Work plan established annually by CY Q1  Monthly meetings	
Establish a Calendar of Events	ICMA staff	<ul style="list-style-type: none"> <li>Avoid scheduling conflicts</li> <li>Improve awareness of events and activities</li> </ul>	January	
Appoint non-voting ICMA liaison to LGHN Executive Committee and Board of Directors	ICMA President	<ul style="list-style-type: none"> <li>Provide communicative and substantive link between ICMA and LGHN leadership</li> <li>Attend LGHN conference</li> </ul>	Confirm appointee after ICMA Board elections	
Appoint past ICMA Executive Board member as voting member of the LGHN Board of Directors	LGHN President	<ul style="list-style-type: none"> <li>Provide communicative and substantive link between ICMA and LGHN leadership</li> </ul>	Confirm appointee during LGHN Board election process	
Meeting between LGHN and ICMA Presidents, Presidents-elect, ICMA Executive Board Liaison, and their respective Executive Directors	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>Discuss common goals and objectives and for the purpose of coordinating mutual activities</li> </ul>	In conjunction with the ICMA annual conference or remotely as needed.	
LGHN will identify an LGHN member who is also an ICMA member in service to local government in each of the five U.S. ICMA regions to serve on the ICMA Regional Nominating Committees	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>Assist in advancing ICMA's goal of having a more inclusive Board and nominating process</li> </ul>	After the ICMA annual conference, or as notified by ICMA staff	

**Membership**

Goal	Owner	Outcome(s)	Timeframe	Notes/Tracking
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Joint membership campaign	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>• Increase membership in both LGHN and ICMA</li> <li>• Increase dual membership</li> <li>• Increase awareness of membership benefits for both associations.</li> </ul>	Complete initial and follow up outreach by end of January. Report results in March.	
Provide LGHN with information on Hispanic membership in ICMA	ICMA staff	<ul style="list-style-type: none"> <li>• Identify trends and issues in ICMA's equity and inclusion efforts</li> </ul>	July, in coordination with ICMA's fiscal year.	

### Publications

Goal	Owner	Outcome(s)	Timeframe	Notes/Tracking
Publish a <i>PM Magazine</i> article submitted by LGHN	LGHN and ICMA staff Communication and Marketing Committee	<ul style="list-style-type: none"> <li>• Expand content provided to ICMA membership</li> <li>• Enhance visibility of LGHN within ICMA's market</li> </ul>	<i>As determined by LGHN</i>	
Publish one full page, full color ad and one-half page, black and white ad for LGHN in <i>PM Magazine</i>	LGHN and ICMA staff Communication and Marketing Committee	<ul style="list-style-type: none"> <li>• Assist with LGHN national/regional conference promotions</li> </ul>	<i>As determined by LGHN</i>	
Publish articles submitted by LGHN in <i>at least 3</i> editions of Leadership Matters	LGHN and ICMA staff Communication and Marketing Committee	<ul style="list-style-type: none"> <li>• Expand content provided to ICMA membership</li> <li>• Enhance visibility of LGHN within ICMA's market</li> </ul>	<i>As determined by LGHN</i>	
Publish articles submitted by ICMA in at least 3 LGHN eblasts	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>• Expand content provided to LGHN membership</li> <li>• Enhance visibility of ICMA within LGHN's market</li> </ul>	<i>As determined by ICMA</i>	

### Conferences

Goal	Owner	Outcome(s)	Timeframe	Notes/Tracking
Ensure LGHN representative appointment to the ICMA conference planning committee	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>• Create a more inclusive planning process</li> <li>• Keep LGHN leadership and staff informed on the process</li> </ul>	After the ICMA annual conference, once the call for appointments is made	
Provide information to LGHN members on ICMA conference scholarships via eblast	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>• Expand market for scholarship recipients</li> </ul>	After scholarships and deadlines are announced, until deadline	

Publicize any social activities planned for LGHN members and their guests on ICMA's communication channels	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>Enhance visibility of LGHN events within ICMA's market</li> <li>Include the events as part of the conference experience</li> </ul>	After events are finalized, until events are closed or completed	
Promoting each organization via literature included in conference attendee bags	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>Enhance visibility of LGHN within ICMA's market</li> </ul>	At the ICMA annual conference in September. Timeline for materials TBA	
Provide 4 complimentary registrations to the ICMA annual conference	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>Ensure inclusion of LGHN leadership and/or staff</li> </ul>	Once registration is announced	
Provide complimentary exhibit space at the ICMA annual conference	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>Enhance visibility of LGHN within ICMA's market</li> </ul>	As soon as exhibit hall space is available for reservation	
LGHN will <i>present at least 1</i> educational session at the ICMA annual conference	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>Expand content provided to ICMA membership</li> </ul>	In correlation with the Call for Presentations. Typically, January-March, though 2023 may be opened in late 2022.	
Provide 4 invitations to each other's annual dinners held during the ICMA annual conference	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>Promote collaboration between ICMA and LGHN leadership</li> </ul>	As soon as events are confirmed	

### Leadership Development

Goal	Owner	Outcome(s)	Timeframe	Notes/Tracking
LGHN will provide one reviewer for the Local Government Management Fellowship Advisory Board	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>Create a more inclusive review process</li> </ul>	<i>TBA by ICMA</i>	
Pursue the development and funding of potential professional development opportunities for minorities and women	LGHN and ICMA staff	<ul style="list-style-type: none"> <li>Expand content provided to LGHN and ICMA membership</li> <li>Advance the missions of both associations</li> </ul>	<i>TBD by LGHN and ICMA</i>	



## 2022 Emerging Leaders Award and ICMA Conference Scholarship

### Award Purpose/Goals

The Local Government Hispanic Network (LGHN) 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(s) will receive a scholarship to attend the ICMA conference and \$1,000 travel stipend. The LGHN awards dinner will be held on September 18, 2022, in Columbus, Ohio.

**Who may nominate?** Anyone, including non-LGHN members, may 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

- Monday, February 7, 2022: Issue call for submittals
- Friday, April 15, 2022: Deadline for submissions
- April 2022: Selection committee review of submittals; recommendations to the LGHN Board of Directors at the May 6, 2022, Board Meeting
- May 2022: Notify recipient selected for the award
- September 18, 2022: Present award(s) at the LGHN dinner at the ICMA Conference



2021 Emerging Leader Award Winners  
Andrea Alicoate, Diversity Administrator  
City of Mesa, AZ

Marcus Steele, Finance Manager  
Arts & Culture Department  
City of Mesa, AZ

**Awards should be submitted electronically to**  
[cbutterfield@LGHN.org](mailto:cbutterfield@LGHN.org) or direct questions to Christine  
Butterfield at 510-761-4440



## 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.** *Please address the following information in two pages or less.*

- Describe nominee's professional chronology.
- Describe the nominee's commitment to his/her/their 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 within the nominee's organization and/or community.
- What other personal or professional characteristics would distinguish the nominee as an "emerging leader?"

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Nominator's Signature

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Nominee's Supervisor's Signature