



**Board of Director's Retreat - Part II
Agenda**

January 8, 2022

7:00 am to 10:30 am PT/10 am to 1:30 pm ET

- I. (7:00 am) Welcome and Overview of Retreat Agenda**

- II. (7:05 am) Discuss Committee Chair Work Plans for 2022 and 2023**
 - A. (7:10 am) Executive Committee Chair - Raymond Gonzales**
Regular meeting: TBD

 - B. (7:25 am) Professional Development Committee Chair - Ramiro Inguanzo**
Regular meeting time: Third Tuesday of every month at 9 am PT
 - 1. PDC Conference Planning Subcommittee.**
Regular meeting time: TBD

 - C. (7:45 am) Career Development Committee Chair (and Vice President for Career Development) – Gricelda Estrada**
Regular meeting time: Every other week September through June

BREAK

About 10 minutes

- D. (8:15 am) Membership Committee Chair and Vice Chair - Bob Harrison and Marcus Steele**
Regular meeting time: second Friday of the month at 8:30 am PT
 - 1. Chapters Advisory Subcommittee Chair – Marcus Steele.**
Regular meeting time: Quarterly on the third Friday at 8:30 am PT

E. (8:35 am) Marketing and Communications Committee Co-Chairs - TBD
Regular meeting time: TBD

**F. (8:55 am) Scholarships and Fund Development Committee Chair -
Rolando Fernandez**
Regular meeting time: TBD

BREAK
About 10 minutes

G. (9:25 am) International Committee Chair - Noel Bernal
Regular meeting time: First Wednesday of the month at noon PT

**H. (9:45 am) Nominations Committee Chair - TBD (President appoints chair
and committee)**
Regular meeting time: TBD based on timelines in the bylaws

**III. (9:55 am) Approval of the Management Partners Contract for LGHN
Executive Director Services for Calendar Years 2022 and 2023**

**IV. (10:10 am) Discuss and Affirm the Date and Location of the 2022 Board
Retreat in Chicago, IL**

- Central location and opportunity to develop a new LGHN Chapter.
*(Collaborate with GovHR and GFOA to provide training and
facilities for the retreat. Also, propose a reception to kick-off new
LGHN Chapter.)*
- Other potential locations previously discussed include
Brownsville, TX, Miami/Dade County, FL, and Denver, CO

V. (10:25 am) Wrap Up and Key Takeaways from the Retreat

A. Review Board decisions from the day

B. What stands out from today's discussion?

Adjourn by 10:30 am PT/1:30 pm ET

[September 2021 Retreat Report](#)



LGHN Board of Director's Retreat Discussion and Notes - Part II

LGHN Committee Work Plans for 2022 and 2023	Retreat Discussion
<p>A. Executive Committee Chair - Raymond Gonzales – <i>Staff support from Christine</i></p> <ol style="list-style-type: none">1. LGHN values and process to confirm alignment by third-party contractors2. Explore partnerships with other organizations and build relationships3. Better define relationships with and opportunities for participating in programs offered by LGHN affiliates (NFBPA, I-NAPA, NACA, GFOA).4. Create a master calendar of affiliate activities.5. Review terms of ICMA affiliate agreement and establish expectations of ICMA6. Set time and develop agenda for leadership meeting with ICMA7. Update Board commitment forms <ul style="list-style-type: none">• Members include Rolando Fernandez, Samantha Tavares, Bob Harrison, Gricelda Estrada and Ramiro Inguanzo• Regular meeting: TBD	

LGHN Committee Work Plans for 2022 and 2023

Retreat Discussion

B. Professional Development Committee Chair - Ramiro Inguanzo – Staff support from Christine

1. Negotiate new training programs with SGR
 2. Identify topics for 2022 webinars
 3. Reach out to LGHN chapters to assist with regional in-person training and networking sessions
 4. Identify affiliate events that will include LGHN sponsored sessions
- **Regular meeting time: Third Tuesday of every month at 9 am PT**

- I. **PDC Conference Planning Subcommittee.** Finalize 2023 LGHN Conference location, dates and recruit a “host” committee. Review 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. **Regular meeting time: TBD**

C. Career Development Committee Chair (and Vice President for Career Development) – Gricelda Estrada – Staff support from Christine

1. Kick off revised Madrinas/Padrinos coaching program.
 2. Create strategy for youth/student engagement
 3. Outreach to executive search firms for assistance with interview skills, resume writing, etc.
 4. Foster university partnerships (John J College, NY; Maxwell School; ICMA Fellows; University of San Francisco and Monica Hudson)
- **Regular meeting time: Every other week September through June**

LGHN Committee Work Plans for 2022 and 2023

Retreat Discussion

D. Membership Committee Chair and Vice Chair - Bob Harrison and Marcus Steele – *Staff support from Karen*

1. Kick off joint membership drive with ICMA
 - a. Target membership outreach to Hispanic City managers
 - b. Target membership outreach to state associations to establish partnerships
 2. Track membership growth and report regularly to the LGHN board
 3. Work with NACA to increase County membership
 4. Pursue new regional chapters and set priorities for 2022
- **Regular meeting time: second Friday of the month at 8:30 am PT**
 - I. **Chapters Advisory Subcommittee Chair – Marcus Steele.** Establish advisory committee in conjunction with LGHN chapter representatives. Develop plan to engage chapters on an ongoing basis. Create a chapter recognition program. **Regular meeting time: Quarterly on the third Friday at 8:30 am PT**

E. Marketing and Communications Committee Co-Chairs - TBD – *Staff support from Christine*

1. Develop/improve social media plan
 2. Develop communications and marketing strategy and branding
 3. Assist with organizing posted/recorded webinars and training sessions.
 4. Social media tracking
- **Regular meeting time: TBD**

LGHN Committee Work Plans for 2022 and 2023

Retreat Discussion

F. Scholarships and Fund Development Committee Chair - Rolando Fernandez

– Staff support from Karen and Christine as needed

1. Discuss funding assistance from ICMA
 2. Review LGHN value statement for potential sponsors
 3. Update sponsor packet with sponsorship options
 4. Develop strategy for sponsor outreach
 5. Establish working group of retired LGHN members to assist with the “ask”
- **Members include Frances Gonzales, Matt Rivera, Ray Gonzales, Orlando Cruz, and United Health Care Representative**
 - **Regular meeting time: TBD**

G. International Committee Chair - Noel Bernal – Staff support from Karen transition to Christine summer 2022

1. Develop structure for training programs
2. Adapt training materials from ICMA credentialing program
3. Short-term: Use PowerPoint format to adapt and translate training modules
4. Long-term: Complete translations of the ICMA materials that were identified for Puerto Rico
5. Invite LGHN members to create case studies in line with the training structure
6. Market the training opportunities
 - a. Outreach to potential trainers from LGHN membership and survey administered in 2022 (must be Spanish speakers)
 - b. Market to Puerto Rican jurisdictions

LGHN Committee Work Plans for 2022 and 2023	Retreat Discussion
<ul style="list-style-type: none"> 7. Administer/conduct training 8. Finalize “certification” process <ul style="list-style-type: none"> • Regular meeting time: First Wednesday of the month at noon PT 	
<p>H. Nominations Committee – Chair and committee appointed by the President - <i>Staff support from Karen and Christine</i></p> <ul style="list-style-type: none"> 1. Email members regarding interest in serving and recommendations – 30 days required (May/June) 2. Close member submittals – June 3. Review submittals and conduct interviews (June/July) 4. Board approval at July or August board meeting 5. Issue ballots – 15 days minimum for voting, at least 30 days before the annual meeting (August) 6. Close ballots – typically 30 days (September) 7. Annual membership meeting (October) <p>Meeting times determined by bylaws and date of annual membership meeting</p>	

AGREEMENT

THIS AGREEMENT is made and entered into this day of 2022, by and between the Local Government Hispanic Network, a non-profit 501(c) (3) Corporation (hereinafter referred to as “LGHN”), and Management Partners, Inc., (hereinafter referred to as “Partners”).

RECITALS

WHEREAS, LGHN wishes to contract for a variety of administrative and executive director services without incurring the costs associated with directly employing such an individual, and

WHEREAS, Partners is a consulting firm which includes staff expertise in executive director and support functions, as well as an established administrative support infrastructure; and

WHEREAS, LGHN desires to engage Partners to render certain management support and administrative functions on an as needed basis and consistent with resources available to the LGHN to support these functions, and Partners is willing to provide such services as such resources are available, and

WHEREAS, it is the intent of LGHN and Partners to create a partnership collaboration, with Partners committing to become fully familiar with all relevant aspects of LGHN operations so as to enable it to provide services in a timely manner and at minimum cost;

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. **Scope of services**. Partners shall perform the management support services (hereinafter referred to as the “services”), as outlined below, in a satisfactory and proper manner in accordance with direction provided by the LGHN President and Executive Committee, and available LGHN resources.

1.1. Strategic Support

Partners will provide professional staff assistance to implement elements of the LGHN strategic plan.

Management Partners will provide the following services:

- 1.1.1. Board of Directors’ agenda preparation, minutes and other materials for Board meetings including the annual retreat/meeting
- 1.1.2. **Financial Stability**. Partners will work with LGHN to raise 100% of the annual operating budget and develop an appropriate reserve fund of approximately three months of operating costs. It will recommend specific strategies for achieving financial objectives, along with a budget, schedule, and milestones. Management Partners will assist with developing a fundraising strategy and outreach to potential sponsors. **Partners may recommend a request for qualifications/request for proposals process for securing the services of a professional fundraiser to be funded by a sharing of campaign proceeds.**

1.1.3. **Membership Growth.** Management Partners services in this area will include in negotiating affiliation agreements, formalizing, and expanding the LGHN chapters membership program, and broadening the membership throughout the United States and Latin American countries. While membership growth is critical to the organization, Partners will focus first on financial stability and those elements of membership growth that will enhance the financial position of LGHN.

1.2. Membership Services

Management Partners will provide professional staff assistance to provide membership services. Specifically Management Partners will provide the following services:

- 1.2.1. Registering annual memberships and collecting dues
- 1.2.2. Maintaining an accurate and up-to-date membership database
- 1.2.3. Distributing mass emails to the membership to keep them informed of LGHN affairs
- 1.2.4. Responding to member requests for information/assistance
- 1.2.5. Responding to requests for information from prospective members

1.3. Administrative Support

Management Partners will provide professional staff assistance to administer LGHN business affairs. Specifically Management Partners will provide the following services:

- 1.3.1. Provide a dedicated phone line and email address for LGHN business. The phone line will be staffed during regular business hours (EST) and email will be returned daily
- 1.3.2. Provide a dedicated mailing address for LGHN business
- 1.3.3. Organizational record keeping
- 1.3.4. Tax reporting and completion of tax returns, at LGHN expense in addition to this contract. Audited financial statements are outside this contract
- 1.3.5. Accounts payable and receivable services
- 1.3.6. Utilization of Management Partners offices for LGHN meetings
- 1.3.7. Board of Directors' agenda preparation, minutes and other materials for Board meetings including the annual retreat/meeting

1.4. Other Services

Management Partners will provide professional staff assistance for program services. Specifically Management Partners will provide the following services:

- 1.4.1. Support to committees to achieve LGHN priorities and goals
- 1.4.2. Support to LGHN for national conferences and regional meetings; staff costs and division of proceeds may vary and shall to be discussed with the local planning committee
- 1.4.3. Support to LGHN for professional development, webinars and online training LGHN conference planning
- 1.4.4. Committee support
- 1.4.5. Regional LGHN events
- 1.4.6. Affiliate events
- 1.4.7. ICMA annual conference and other events

2. **Time of Performance.** Services of Partners shall be completed in accordance with the description above. Hours utilized to provide services shall be allocated to support the services described above.

These services shall be for the 2022 calendar year. The same recurring services shall be provided automatically for calendar year 2023, in addition to the LGHN Biennial Conference, unless either party requests that this agreement be reopened for amendments or updates.

3. **Compensation and Method of Payment.** Partners will invoice LGHN for services rendered monthly. The total amount of payment in accordance with this agreement shall not exceed the cumulative amount of \$225,000 for calendar years 2022 and 2023 excluding expenses. Hourly rates for the personnel assigned by Management Partners for this project are as follows:

Management Partners' Staff	2022 LGHN Discounted Hourly Rates	2023 LGHN Discounted Hourly Rates
Senior Manager, Karen Davis	\$125	\$140
Senior Manager, Christine Butterfield	\$125	\$132.5
Senior Management Analyst	\$85	\$95
Management Analyst	\$60	\$75
Administrative Services Manager, Jeri Beckstedt	\$60	\$75
Office Assistant, Paula Sitawi	\$33	\$35

These rates represent a discount with respect to Partners normal hourly rates and LGHN agrees to keep these rates confidential. Management Partners may employ the services of other staff to minimize costs to LGHN.

Expenses incurred under this contract shall be reimbursed based on the following schedule:

Cost of materials and supplies	At actual cost
Cost of mailings and publications	At actual cost
Professional services contracts and special services	At actual cost
Travel, memberships and other professional expenses	At actual cost
Cost of equipment or allocation of equipment costs	None
Cost of insurances and other coverage required to perform the services solicited	None; appropriate insurance, including professional error and omissions, is included in the hourly rates above
Overhead charges or pass-through costs if applicable	None

4. **Sponsorship.** Management Partners shall be a sponsor as a result of the discounted rates provided to LGHN and support the organization at the Platinum (or highest level of support) level. Management Partners will be recognized at national, regional and annual events and on the LGHN website.

5. **Independent Partners.** Neither Partners nor its employees are considered to be employees of the LGHN, for any purpose whatsoever. Partners is an independent contractor in the performance of the services herein described.
6. **Personnel.** Partners represents that it has, or will secure at its own expense, all personnel required in performing all of the services required under this Agreement. Such personnel shall not be employees of or have any contractual relationships with the LGHN. All the services required hereunder will be performed by Partners or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
7. **Discrimination Prohibited.** In performing the services required hereunder, Partners shall not discriminate against any person on the basis or race, color, religion, sex, national origin or ancestry, sexual orientation, age, physical handicap, or disability as defined in the American With Disabilities Act of 1990, as now enacted or hereafter amended. In addition, Partners has a Diversity, Equity and Inclusion statement as a value we hold in high regard.
8. **Diversity, Equity and Inclusion.** Partners has a longstanding commitment to advancing diversity equity, and inclusion within the firm and for the local governments we serve. We are devoted to social justice in public policy development, local government service delivery and governance.
9. **Reports and Information.** At such times and in such forms as LGHN may require, there shall be furnished to LGHN such statements, records, reports, data and information, as LGHN may request pertaining to matters covered by this Agreement. Unless authorized by LGHN, Partners will not release any information concerning the project, including any reports or other documents prepared pursuant to this Agreement, until such release is authorized by LGHN.
10. **Establishment and Maintenance of Records.** Records shall be maintained by Partners in accordance with applicable law and requirements prescribed by LGHN with respect to all matters covered by this Agreement. Except as otherwise authorized by LGHN, such records shall be maintained for a period of three (3) years after receipt of final payment under this Agreement. Partners does not prepare audited financial statements.
11. **Assignability.** Partners shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement (whether by assignment or novation), without the prior written consent of LGHN thereto.
12. Annual Contract Performance Review. The Board will conduct a performance review of the services provided by Partners to LGHN.
13. **Termination for Convenience of LGHN.** LGHN may terminate this Agreement at any time by giving at least 90 days' notice in writing to Partners. If Partners is terminated by LGHN as provided herein, Partners will be paid for the services actually performed to the time of termination.
14. **Construction and Severability.** If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

15. **Entire Agreement.** This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

16. **Applicable Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Ohio, and the laws, rules and regulations of the LGHN.

IN WITNESS WHEREOF, LGHN and Partners have executed this Agreement as of the date first above written.

Local Government Hispanic Network

Management Partners, Inc.

Raymond Gonzales
LGHN President

Gerald E. Newfarmer, President and CEO
Management Partners

2022

Date