



Advancing Excellence and Inclusiveness in Local Government

Agenda
June 3, 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

Alejandra Lopez

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 May 6, 2022*
2. Board Meeting Attendance Report for 2022/2021*
3. Financial Reports through June 1, 2022*
4. Board Approval of Annual Membership Meeting and Board Retreat Dates: November 4 and 5, 2022
 - a. Meetings and facilities hosted by the Government and Finance Officers Association (GFOA)
 - b. Accommodations reserved at the Hyatt Hotel November 3-5, 2022 (\$189 per night)

C. DISCUSSION/APPROVAL:

1. Discuss and Approve Nomination for the 2022 Emerging Leader(s) Award*
2. Discuss, Update and Approve the Corporate Sponsorship Outreach Program*
 - a. *What changes should be made to the corporate contact list?*
 - b. *What updates would you like to see made to the proposed Board member assignments?*
 - c. *Other comments?*

D. DISCUSSION:

1. Review and Discuss Committee Updates*
2. Bay Area leadership session no fee LGHN sponsorship*

E. 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. PM Magazine Update: *September issue to highlight how chapters celebrate Hispanic Heritage Month and tips on how to start a chapter*

F. Future Board Meeting Agenda Items

1. Management Partners Contract Amendment (July Board Meeting)

G. Adjournment & Future Meeting Dates

1. *June 5-June 8, 2022 – GFOA Annual Conference, Austin, TX (Roland Fernandez to identify LGHN session presenters and staff LGHN booth)*
2. *June 20-23, 2022 – NFBPA Quarterly Board Meeting*
3. *Friday, July 8, 2022 – LGHN Board Meeting (Note: Date change to avoid conflict with July 4th weekend)*
4. *Tuesday, July 26, 2022 – Madrinas y Padrinos 2021/2022 Program Celebration*

*Supporting documents provided in board packet

5. Friday, August 5, 2022 – LGHN Board Meeting
6. Friday, September 9, 2022 – LGHN Board Meeting (Note: Date change to avoid conflict with Labor Day)
7. *September 17-21, 2022 – ICMA Annual Conference, Columbus, OH*
8. *September 18, 2022 – LGHN Annual Dinner at the Le Meridien Hotel in Columbus, OH from 6 to 9 pm, Ohio Latino Affairs Commission Secretary Daniel Molina, keynote presenter*
9. Friday, October 7, 2022 – LGHN Board Meeting
10. *November 4-5, 2022 LGHN Annual Membership Meeting and Board Retreat, Chicago, IL (Collaborating with GFOA, SGR, IL-LGHN Regional Chapter and GovHRUSA to develop sessions)*
11. *October 2022 – NFBPA Emerge Conference, Atlanta, GA*
12. Friday, December 2, 2022 – LGHN Board Meeting
13. Friday, January 6, 2023 – LGHN Board Meeting



Board Meeting Summary of May 6, 2022

Board Members in Attendance: Samantha Tavares (President-Elect), Rolando Fernandez (Past-President), Bob Harrison, Ramiro Inguanzo, Victor Cardenas, Raoul Lavin, Marcus Steele, Gabriel Rodriguez, Ramón Pérez-Goizueta, Matt Rivera and Mariana Bojorquez

Absent: Gricelda Estrada, Noel Bernal, Ramiro Salazar, Raymond Gonzales (President), Carlos Baia, and Orlando Cruz with MissionSquare

LGHN Staff: Christine Butterfield and Karen Davis

A. Call to Order/Roll Call/Welcome

Samantha Tavares chaired and called the meeting to order at 9:03 am PT.

B. APPROVAL: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of April 1, 2022*
2. Board Meeting Attendance Report for 2022/2021*
3. Financial Reports through May 2, 2022*
4. Board Approval of Extending the Deadline for Emerging Leader Award Nominations from April 15 to May16 via email.

Motion to approve by Bob Harrison
 Seconded by Ramiro Inguanzo
 Unanimously approved

C. DISCUSSION/APPROVAL:

1. Discuss and Approve Rescheduling the LGHN Annual Membership Meeting to October 20 through October 22

10/20	10/21	10/22
Informal dinner	Welcome Concurrent sessions Lunch/keynote Concurrent sessions Platicas Reception and new LGHN chapters celebration Informal dinner	Board retreat Enjoy the evening in Chicago on your own!

Christine shared that GFOA agreed to host LGHN’s annual membership meeting and Board retreat on October 7 and 8, 2022. However, in a recent planning meeting, the group discussed that the Chicago Marathon is scheduled to take place on Sunday, October 9. The event attracts about 50,000 people to the city, and this can drive up hotel room rates. In addition, GFOA staff shared that hotel are less likely to offer and hold blocks of rooms for conferences. Following a brief discussion, the Board requested that staff gather more information on meeting date



options from GFOA and share it with the Board later in May for their consideration in rescheduling the meeting.

2. Review and Approve Executive Committee Recommendation and Fill the Board of Director At-Large Vacancy and Appoint – Alejandra Lopez, Assistant City Manager, City of San Antonio, TX

Motion to approve by Ramiro Inguanzo
Seconded by Raoul Lavin
Unanimously approved

3. Review and Approve the 2022 LGHN Board Nomination and Election Process Timeline* and Nomination/Election Criteria

Board nomination and election criteria include

- a. LGHN membership**
- b. Active engagement in LGHN committees, programs and services**
- c. Local government professional/non-profit in service to local governments**
- d. Represent an unrepresented chapter or region**
- e. Other**

Samantha Tavares reviewed the Board nomination and election process timeline and invited Board members to discuss and share thoughts regarding the selection criteria. Bob Harrison offered that the Board might choose to establish a minimum number or percentage its members serve in the position of city/county managers to serve on the LGHN Board, potentially 25 percent. Other Board members noted that they valued flexibility to apply the criteria based on the applicant pool.

Motion to approve by Bob Harrison
Seconded by Rolando Fernandez
Unanimously approved

4. Discuss and Approve the Corporate Sponsorship and Benefits Program*

Samantha Tavares presented the proposed program information developed by the Scholarship and Fund Development Committee. The Board focused its comments on the program matrix and offered the following changes.

- Add conference attendance to the benefits list
- Consider creating a “diamond” category for conference sponsorship to distinguish it from sponsors of LGHN operations, program and services
- Add the option to include LGHN’s logo on corporate promotional items
- Include promotional brochures to the list
- Offer private events and ex officio membership to the signature level program
- Distinguish between regional and national events in the platinum and signature levels in the program, and
- Add a negotiated sponsorship option



D. DISCUSSION:

1. **Review and Discuss Committee Updates***
2. **Discuss and Preview the Management Partners Contract Amendment (July Board Meeting)**

Samantha asked Christine to briefly walk through the committee updates. In the review, she shared that the Conference Committee selected a theme and developed the professional development tracks. Christine noted that the committee would begin meeting regularly over the summer and inviting LGHN members to volunteer to be part of the planning committee.

E. 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/>)**

Bob Harrison asked that the Board members confirm their donations had been submitted and asked staff to remove this item from future agendas.

F. Future Board Meeting Agenda Items

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

G. Adjournment & Future Meeting Dates

1. **Friday, May 6, 2022 – LGHN Board Meeting**
2. **May 24, 2022 – Madrinas y Padrinos Training/Check in Meeting**
3. **Friday, June 3, 2022 – LGHN Board Meeting**
4. **June 5-June 8, 2022 – GFOA Annual Conference, Austin, TX**
5. **June 20-23, 2022 – NFBPA Quarterly Board Meeting**
6. **Friday, July 8, 2022 – LGHN Board Meeting (Note: Date change to avoid conflict with July 4th weekend)**
7. **Friday, August 5, 2022 – LGHN Board Meeting**
8. **Friday, September 9, 2022 – LGHN Board Meeting (Note: Date change to avoid conflict with Labor Day)**
9. **September 18-21, 2022 – ICMA Annual Conference, Columbus, OH**
10. **Sunday, September 19, 2022 – LGHN Annual Dinner, Le Meridien, Columbus, OH 6:00 to 9:00 pm, keynote presenter - Daniel Molina, Board member and Secretary of Ohio Latino Affairs Commission**
11. **October 6-8, 2022 – LGHN Board Retreat and Annual Membership Meeting, Chicago, IL (Collaborating with GFOA and SGR to develop sessions)**
12. **October 2022 – NFBPA Emerge Conference, Atlanta, GA**
13. **Friday, November 4, 2022 – LGHN Board Meeting**
14. **Friday, December 2, 2022 – LGHN Board Meeting**
15. **Friday, January 6, 2023 – LGHN Board Meeting**

Samantha adjourned the meeting at about 10:17 am PT.

2022 and 2021 Board of Directors Meeting Attendance Summary

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	Absent	Present	Absent	Absent							
Samantha Tavares	Present	Absent	Present	Present	Present							
Rolando Fernandez	Present	Present	Present	Present	Present							
Bob Harrison	Present	Absent	Present	Present	Present							
Ramiro Inguanzo	Present	Present	Present	Present	Present							
Gricelda Estrada	Present	Present	Absent	Absent/ NFBPA	Absent							
Carlos Baia	Present	Present	Present	Present	Absent							
Noel Bernal	Present	Absent	Present	Present	Absent							
Mariana Bojorquez	Absent	Present	Present	Present	Present							
Alejandra Lopez												
Raoul Lavin	Present	Present	Absent	Present	Present							
Ramón Pérez-Goizueta	Present	Absent	Present	Absent	Present							
Ramiro Salazar	Absent	Present	Absent	Absent	Absent							
Marcus Steele	Absent	Present	Present	Present	Present							
Matt Rivera	Present	Present	Present	Absent	Present							
Victor Cardenas	Present	Present	Present	Present	Present							

2022 and 2021 Board of Directors Meeting Attendance Summary

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

Local Government Hispanic Network
Budget vs. Actuals: FY_2022
 January - December 2022

	Total		
	Actual	Budget	% of Budget
Income			
43400 Direct Public Support			
43455 Corporate Support	50,500.00	65,000.00	77.69%
43457 Scholarship	1,875.00		
Total 43400 Direct Public Support	\$ 52,375.00	\$ 65,000.00	80.58%
46400 Other Types of Income			
46410 Advertising Sales	32,250.00	75,000.00	43.00%
46430 Miscellaneous Revenue	1.00	475.00	0.21%
Total 46400 Other Types of Income	\$ 32,251.00	\$ 75,475.00	42.73%
47200 Program Income			
47230 Membership Dues			
47231 Chapters	13,075.00	40,500.00	32.28%
47232 Corporate	1,200.00	2,000.00	60.00%
47233 Individual	3,090.00	4,500.00	68.67%
47234 Local Government	18,750.00	20,000.00	93.75%
Total 47230 Membership Dues	\$ 36,115.00	\$ 67,000.00	53.90%
47270 LGHN Dinner Registrations		4,000.00	0.00%
47271 LGHN Dinner Sponsorships		1,000.00	0.00%
Total 47200 Program Income	\$ 36,115.00	\$ 72,000.00	50.16%
49000 Special Events Income			
49010 Special Events Contributions		2,500.00	0.00%
Total 49000 Special Events Income	\$ 0.00	\$ 2,500.00	0.00%
Unapplied Cash Payment Income	0.00		
Total Income	\$ 120,741.00	\$ 214,975.00	56.17%
Gross Profit	\$ 120,741.00	\$ 214,975.00	56.17%
Expenses			
60900 Business Expenses			
60920 Business Registration Fees	15.41	100.00	15.41%
60930 Constant Contact		250.00	0.00%
60960 Merchant Services Fees	1,441.86	2,100.00	68.66%
Total 60900 Business Expenses	\$ 1,457.27	\$ 2,450.00	59.48%
62100 Contract Services			
62110 Accounting Fees		1,100.00	0.00%
62150 Outside Contract Services	65,057.00	100,000.00	65.06%
Total 62100 Contract Services	\$ 65,057.00	\$ 101,100.00	64.35%
65000 Operations			
65020 Postage, Mailing Service	269.81	50.00	539.62%
65030 Printing and Copying	545.85	250.00	218.34%
65040 Supplies		50.00	0.00%
65050 Telephone, Telecommunications	238.21	2,050.00	11.62%

65060 Website	6,670.73	12,000.00	55.59%
Computer Software	860.25	1,000.00	86.03%
Total 65000 Operations	\$ 8,584.85	\$ 15,400.00	55.75%
65100 Other Types of Expenses			
65110 Advertising/Marketing Expenses	500.00	4,000.00	12.50%
65120 Insurance - Liability, D and O	905.00	900.00	100.56%
65140 Contributions	1,500.00	6,000.00	25.00%
65160 Other Costs	208.28	500.00	41.66%
65180 Special Events		5,000.00	0.00%
65185 Program Activities			
Catering	4,000.00	12,000.00	33.33%
Other Costs		100.00	0.00%
Postage/Shipping		500.00	0.00%
Printing/Copy		250.00	0.00%
Stipends and Speaker Fees		500.00	0.00%
Total 65185 Program Activities	\$ 4,000.00	\$ 13,350.00	29.96%
65190 Special Projects		5,000.00	0.00%
Board of Directors Retreat			
Retreat		1,500.00	0.00%
Total Board of Directors Retreat	\$ 0.00	\$ 1,500.00	0.00%
Total 65100 Other Types of Expenses	\$ 7,113.28	\$ 36,250.00	19.62%
68300 Travel and Meetings			
68310 Conf, Conv, Meeting-Nat'l		5,000.00	0.00%
68320 Meeting Travel-Reg'l		1,000.00	0.00%
Total 68300 Travel and Meetings	\$ 0.00	\$ 6,000.00	0.00%
Total Expenses	\$ 82,212.40	\$ 161,200.00	51.00%
Net Operating Income	\$ 38,528.60	\$ 53,775.00	71.65%
Net Income	\$ 38,528.60	\$ 53,775.00	71.65%

Wednesday, Jun 01, 2022 05:55:59 AM GMT-7 - Cash Basis

Local Government Hispanic Network Account List

Account #	Account	Balance
10000	US Bank - checking	115,543.00
	US Bank - checking:Conference Cash AHLN	6,639.28
	US Bank - checking:Frances Gonzalez Scholarship	13,356.34
	US Bank - checking:Joel Valdez	428.03
	US Bank - checking:LGHN Conference	24,649.21
	US Bank - checking:Operating Cash	47,272.93
	US Bank - checking:Operating Reserves	23,345.35

Wednesday, Jun 01, 2022 05:58:25 AM GMT-7



Updated May 31, 2022

I. 2022 Corporate Sponsorship and Benefits Programs

- Sponsorship and benefits program developed by the Scholarship and Fund Development Committee in early 2022
- Board reviewed, updated and approved on May 6, 2022

Corporate Sponsorship Levels/ Benefits Program Menu	Signature \$75,000	Platinum \$50,000	Gold \$25,000	Silver \$15,000	Bronze \$5,000	Advocate \$1,000 to \$5,000
Advisory seat on LGHN Board of Directors	X					
Private annual event with Board of Directors	X	X				
Network/collaborate on Corporate Council	X	X	X	X	X	X
LGHN memberships	30	25	20	15	10	5
Participation on LGHN committee(s) as ex officio member	X	X	Up to 2 Committees	1 Committee	1 Committee	
Webinar presentation(s) to LGHN members related to company product	X	X	1 Presentation			
Front page logo placement on LGHN website with link to sponsor website	X	X				
Logo placement on LGHN sponsor page with link to sponsor website	X	X	X			
Logo placement on LGHN sponsor page without link to sponsor website				X	X	X
Logo placement on brochures and promotional information	X	X	X	X	X	
Access to LGHN member directory	X	X	X	X	X	X
Exclusive designation as conference signature event sponsor	X					
Prominent recognition at LGHN national events	X	X				
Recognition at LGHN regional events	X	X	X	X		



Corporate Sponsorship Levels/ Benefits Program Menu	Signature \$75,000	Platinum \$50,000	Gold \$25,000	Silver \$15,000	Bronze \$5,000	Advocate \$1,000 to \$5,000
Complimentary seats at the annual LGHN dinner	1 Table	1 Table	4-5 Seats	2 seats	2 seats	
Corporate sponsorship complimentary memberships	X	X	X	X	X	X
Limited use of LGHN logo on sponsor's website with approval	X	X	X			
Exclusive sponsor of LGHN programs (e.g., international, scholarship, career advancement)	X					
Cosponsor LGHN programs (multiple sponsors)	X	X	X	X	X	X
Biennial conference session presentation and exhibitor booth	X					
Biennial conference registration	10	6	3			
<i>Individual packages negotiable</i>	X	X	X	X	X	X

**Sponsor benefits for conferences excluded unless listed above.*



II. 2022 Corporate Sponsorship Proposed Outreach Contacts, LGHN Board and Timeframe

- Our interest is to make initial contact with these corporate sponsors now through June 30
- We invite Board members to identify contacts each may have with these corporations and others
- Board members will participate in the initial ‘meet and greet’ meetings and LGHN staff will manage the “ask” and sponsorship logistics
- We ask each Board to share at least one potential corporate sponsor and participate in one initial meeting with staff in the 2022 outreach campaign

Corporate Outreach and Contact	LGHN Participants	Meeting Date and Time (June and July)	Corporate Response and Notes
State Farm	<ul style="list-style-type: none"> • Carlos Baia • Samantha Tavares 	June	
United Health Care	<ul style="list-style-type: none"> • Ray Gonzales • Other 	June	
Blue Cross Blue Shield	<ul style="list-style-type: none"> • Samantha Tavares • Other 	June/July	
Bank of America	<ul style="list-style-type: none"> • Gabriel Rodriguez • Other 	June	
Wells Fargo	<ul style="list-style-type: none"> • Ray Gonzales • Other 	June	
Library Systems of America	<ul style="list-style-type: none"> • Ramiro Salazar • Other 	July	
AMERESCO	<ul style="list-style-type: none"> • Karen Davis • Other 	June	
AECOM	<ul style="list-style-type: none"> • Rolando Fernandez • Other 	July	
Coke	<ul style="list-style-type: none"> • Raoul Lavin • Noel Bernal 	July	
Pepsi	<ul style="list-style-type: none"> • Marcus Steele 	June	



Corporate Outreach and Contact	LGHN Participants	Meeting Date and Time (June and July)	Corporate Response and Notes
	<ul style="list-style-type: none"> • Other 		
Toyota	<ul style="list-style-type: none"> • Alejandra Lopez • Samantha Tavares 	June	
NRG Energy	<ul style="list-style-type: none"> • Samantha Tavares • Other 	July	
Proctor and Gamble	<ul style="list-style-type: none"> • Management Partners • Other 	July	
ESRI	<ul style="list-style-type: none"> • Karen Davis • Other 	June	
TBD	<ul style="list-style-type: none"> • Ramon • Other 	TBD	
Ford	<ul style="list-style-type: none"> • Victor Cardenas • Other 	June	
Allstate	<ul style="list-style-type: none"> • Marianna • Other 	July	
Nike	<ul style="list-style-type: none"> • Bob Harrison • Other 	June	
Intel	<ul style="list-style-type: none"> • Bob Harrison • Other 	July	
TBD	<ul style="list-style-type: none"> • Matt Rivera • Other 	TBD	
TBD	<ul style="list-style-type: none"> • Ramiro 	TBD	
Amway (or CISCO, Spectrum Health)	<ul style="list-style-type: none"> • Gricelda • Other 	TBD	



LGHN Committee Work Plan and Updates Board of Director's Meeting June 2022

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 5/31/22
<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 contractors 2. Explore partnerships with other organizations and build relationships 3. 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 ICMA 6. Set time and develop agenda for leadership meeting with ICMA 7. Update Board commitment forms 8. Recommendations for <i>emerging leaders award</i> <ul style="list-style-type: none"> • Regular meeting: As needed basis 	<ul style="list-style-type: none"> • Review and update values and mission statement (at the fall 2022 Board retreat) • Better define LGHN relationship with affiliates and invite the presidents of each organization and establish a regular meeting to catalyze collaborative efforts (Bob, Ray, and Ramiro) • Create a plan including key messages to meet with ICMA leaders spring 2022 and at the conference 9/17-22/22 • Collaborate with ICMA to create master calendar • Victor will work with the ICMA Board regarding commitments to LGHN • Review the Board commitments 2/22 meeting 	<ol style="list-style-type: none"> 1. Meeting held April 20, 2022 <ol style="list-style-type: none"> a. Quarterly budget review and proposed actions to address Management Partners contract amendment – July 2022 b. Recommended candidate to fill the board vacancy – May 2022

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 5/31/22
<p>B. Professional Development Committee Chair - Ramiro Inguanzo – Staff support from Christine</p> <ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • 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: April 28, 2022 		<ol style="list-style-type: none"> 1. ICMA accepted eight affiliate session proposals <ul style="list-style-type: none"> • Mental health services and new ways to provide public safety response, LGHN lead • Policing in 2022 and how communities are delivering positive outcomes, I-NAPA lead • Intersection of Sustainability and DEI, LGHN lead • Institutionalizing diversity, equity, and inclusion into the culture of your organization, NACA lead • Fostering civility effectively during dynamic times with appointed and elected officials, LGHN lead • Conversation with ICMA Affiliate Leaders, ICMA lead • Great resignation – Women’s Lunch, NACA lead 2. Biennial conference committee chairs met 5/26. The committee is seeking members to begin meeting monthly to plan the conference beginning in July 2022. The conference will remain at the Caribe Royale in

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 5/31/22
		<p>Orlando, FL, and span 11/1/23 – 11/4/23 (Wednesday through Saturday)</p> <p><u>Themes</u> Connect, collaborate, ...succeed!</p> <p><u>Tracks and Sessions</u> Expanding borders Smash the “glass ceiling” Leadership lessons and ethics Regionalism best practices Identity issues and related topics International session – one concurrent in each time block IBTS AECOM</p> <p>Grow your community culture Community engagement Civility and crucial community conversations (ethics) What’s stopping YOU? Cultivating your organization’s talent: succession planning Promote Hispanic Heritage in your community and organization Building community inclusivity</p> <p>Innovate and reinvent! Sustainability IBTS, AECOM (transport drones) Affordable housing – new approaches (LIFT/purpose-built communities in Orlando – <i>site visit</i>) SMART cities (panel)</p> <p>3. New dates for the Annual Membership Meeting and Board</p>

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 5/31/22
<p>C. Career Development Committee Chair (and Vice President for Career Development) – Gricelda Estrada – <i>Staff support from Christine</i></p> <ol style="list-style-type: none"> Kick off revised Madrinas/Padrinos coaching program. Upcoming check-ins March 1, May 24, and celebration this summer Create strategy for youth/student engagement Outreach to executive search firms for assistance with interview skills, resume writing, etc. Foster university partnerships (John J College, NY; Maxwell School; ICMA Fellows; University of San Francisco and Monica Hudson) Engage more Board members to serve as mentors <ul style="list-style-type: none"> Regular meeting time: Every other week September through June 	<ul style="list-style-type: none"> Successful launch of new structured mentorship program. More about program results summer 2022. Likely grow the toolbox to support the program. Consider offering professional assessment tools through the Madrinas y Padrinos program (and Matt, Noel, Victor, and Carlos volunteered to assist) Create similar structured program for youth through 2022. Set up meeting with youth and universities to build a pipeline of new professionals 	<p>Retreat: November 4-5, 2022, in Chicago, IL</p> <ol style="list-style-type: none"> Madrinas y Padrinos met on May 24 9:00 am PT/Noon ET led by SGR in a discussion of participant DiSC assessment results Program Celebration scheduled on July 26 9 am PT. Program evaluation and results to follow this Fall.
<p>D. Membership Committee Chair and Vice Chair – Bob Harrison and Marcus Steele – <i>Staff support from Karen</i></p> <ol style="list-style-type: none"> Kick off joint membership drive with ICMA <ol style="list-style-type: none"> Target membership outreach to Hispanic City managers Target membership outreach to state associations to establish partnerships 	<ul style="list-style-type: none"> Working with ICMA on joint membership drive to recruit new members to LGHN Collaborating with local government state chapters has been an effective method to build membership (and NACA) 	<ol style="list-style-type: none"> New Florida Chapter: Raoul Lavin staffing LGHN booth at the FCCMA meeting this week in Orlando. <i>Next meeting TBD.</i> Potential San Antonio, TX Chapter: Meeting conducted with San Antonio staff to explain process and review templates.

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<ul style="list-style-type: none"> 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 (See tools on the LGHN website.) • Regular meeting time: Second Friday of the month at 8:30 am PT <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> • 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. • Matt asked to join the committee. • Each chapter should appoint a member to the Chapters Advisory Subcommittee 	<p>Looking to create a county-wide chapter. Next step will be to convene area managers for presentation. No dates or lead jurisdiction identified.</p> <ul style="list-style-type: none"> 3. New Colorado and New Mexico Chapter: Group met on May 26 to discuss formation process and regular meeting schedule. Adams County, CO likely to serve as administrative lead. 4. New Washington Chapter: Meeting with WCCMA on May 16. Next steps TBD. 5. New Illinois Chapter: IL-LGHN met on May 23 to review formation roles and review the LGHN brochure. McHenry County IL has agreed to serve as regional chapter administrative lead. 6. Potential Washington, DC Metro Chapter: Ramon following up on how to proceed. Next step will be to schedule a meeting to discuss agency vs. jurisdiction memberships. No date set.
<p>E. Marketing and Communications Committee Co-Chairs – Samantha Tavares – Staff support from Christine and Senior Management Analyst</p>	<ul style="list-style-type: none"> • Social media communications are an opportunity that we can grow 	<ul style="list-style-type: none"> 1. Committee met on May 26 at 10 am PT to finalize the communications plan draft.

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<ol style="list-style-type: none"> 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 (Latino leadership institute offers a good model/Denver University) 5. Update the LGHN website <ul style="list-style-type: none"> • Regular meeting time: Fourth Thursday of the month at 10 am PT/1 pm ET 	<ul style="list-style-type: none"> • Invite members with communications skills join and lead the committee (Bob to invite mentee from City of Reno) • Include co-chair in the call for committees • Tap youth/MPA students/university partnerships for interns to assist 	<ol style="list-style-type: none"> 2. New website to go live by July 1 with a soft launch early June. 3. New members orientation video prepared by Samantha Tavares.
<p>F. Scholarships and Fund Development Committee Chair - Rolando Fernandez – Staff support from Karen and Christine as needed</p> <ol style="list-style-type: none"> 1. Discuss funding assistance from ICMA 2. Review LGHN value statement (focus on ROI) for potential sponsors and market DEI expertise/resources 3. Update sponsor packet with sponsorship options (options include voting membership, review affiliate practices, programming, conference presentations) 4. Develop strategy (using the LGHN financial forecast 2022-2025) for sponsor outreach 5. Establish working group of retired LGHN members to assist with the “ask” 	<ul style="list-style-type: none"> • Develop a flexible fund development strategy/policy to dedicate and expend dollars to an array of LGHN activities (scholarships, operations, conference/programming, marketing/social media, etc.) • Develop sponsor’s value statement (Noel to join) • Consider creating an endowment policy and/or benchmark • Reach out to state associations to grow the endowment/fund development/marketing (Noel – TCM, Rolando – Austin) • Board commitments include donating to the LGHN scholarship fund 	<ol style="list-style-type: none"> 1. Program reviewed, updated and approved by the Board on May 6. 2. Corporate campaign to begin in June and span the summer 2022.

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<ul style="list-style-type: none"> Members include Frances Gonzales, Matt Rivera, Noel Bernal, Ray Gonzales, Orlando Cruz, and United Health Care Representative Regular meeting time: TBD 		
<p>G. International Committee Chair - Noel Bernal – <i>Staff support from Karen transition to Christine summer 2022</i></p> <ol style="list-style-type: none"> Develop structure for training programs Adapt training materials from ICMA credentialing program (adapt program to meet the needs of early to mid-career development professionals) Short-term: Use PowerPoint format to adapt and translate training modules Long-term: Complete translations of the ICMA materials that were identified for Puerto Rico Invite LGHN members to create case studies in line with the training structure Market the training opportunities <ol style="list-style-type: none"> Outreach to potential trainers from LGHN membership and survey administered in 2022 (<i>must be Spanish speakers</i>) Market to Puerto Rican jurisdictions Administer/conduct training Finalize “certification” process 	<ul style="list-style-type: none"> Programming will kick off with Puerto Rico in partnership with ICMA LGHN members will be surveyed to participate and must speak Spanish April 2022 Puerto Rico Conference will include two LGHN Board members and included in 2022 budget 	<ol style="list-style-type: none"> In the meeting on June 1, the committee discussed opportunities to collaborate with the Institute of building Technology and Safety. Continuing to collaborate with ICMA international global training program as a long-term solution. However, LGHN will proceed independently now to develop programming that meets new member/chapter needs. Noel Bernal identifying sponsors for the International Committee to augment current staff budget and implement training. The training may include webinars, mentoring one-on-one and include training partners.

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<ul style="list-style-type: none"> Regular meeting time: First Wednesday of the month at noon PT 		
<p>F. Nominations Committee – Chair and committee appointed by the President - Staff support from Karen and Christine</p> <ol style="list-style-type: none"> Email members regarding interest in serving and recommendations – 30 days required (<i>May/June</i>) Close member submittals – <i>June</i> Review submittals and conduct interviews (<i>June/July</i>) Board approval at the <i>July or August</i> board meeting Issue ballots – 15 days minimum for voting, at least 30 days before the annual meeting (<i>August</i>) Close ballots – typically 30 days (<i>September</i>) Annual membership meeting (<i>October</i>) <ul style="list-style-type: none"> Meeting times determined by bylaws and date of annual membership meeting 	<ul style="list-style-type: none"> Include on the April Board meeting agenda 	



**CITY/COUNTY MANAGER ASSOCIATIONS OF
SANTA CLARA AND SAN MATEO COUNTIES PRESENT:**



TOMORROW'S DEPARTMENT HEAD FORUM

**THURSDAY, OCTOBER 20, 2022
10 AM - 4 PM**

LUCIE STERN COMMUNITY CENTER
1305 MIDDLEFIELD RD, PALO ALTO

WHY ATTEND?

Tomorrow's Department Head Forum brings together City Managers, current Department Heads, and an Executive Recruiter to learn what it takes to move to the next level. Individuals in Santa Clara and San Mateo Counties who aspire to hold Department Director or Deputy positions within the next two years should attend.

APPLY ONLINE AT:

<https://www.mmanc.org/events/xxxxxxxxxxxxxx>

**APPLICATION DEADLINE
SEPTEMBER 2, 2022
REGISTRATION: \$75**

QUESTIONS?

Laurel Prevetti
manager@losgatosca.gov
(408) 354-6832

AGENDA

1. WELCOME & INTRODUCTIONS
2. WHAT TO EXPECT DURING A RECRUITMENT AND HOW TO PREPARE
3. EXPERIENCES OF NEWLY APPOINTED DEPARTMENT HEADS
4. BREAK OUT SESSIONS
 - a. Developing successful working relationships with the community, Council, City Manager, and other Department Heads
 - b. Discussion on the core competencies at the Department Head level, what makes great Department Heads, and the common elements of successful careers
 - c. Leadership during the Great Resignation/Great Rethink
5. LUNCH AND HEAD SHOTS
6. SPEED COACHING
7. RESOURCES
8. NETWORKING OPPORTUNITY



Municipal Management Association
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Inspiring Local Government Leaders since 1950



EVENT PARTNERS:

