Board of Directors Meeting
June 1, 2018
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 | Arizona Time

Call-in Number:
1-866-210-1669
Guest Code: 5150240

Supporting documents provided in board packet

Advancing Excellence and Inclusiveness in Local Government

Agenda

A. Call to Order/Roll Call/Welcome

B. ACTION: Consent Agenda – Receive and Approve
   1. Minutes for Board Meeting of April 6, 2018*
   2. Minutes for Annual Membership Meeting of May 18, 2018*
   3. Board Meeting Attendance Report for 2017/18*

C. DISCUSSION: LGHN Value Proposition

D. DISCUSSION: Board Commitments*
   1. Reminder of Conditions
   2. Signed Board Commitment Forms Received

E. DISCUSSION: 2019 LGHN Board Retreat

F. DISCUSSION: Opportunities for LGHN, NFBPA and NACA Collaboration
   Ramiro Inguanzo/Tim Hemstreet, Loudoun County, VA
   (Time certain at 15 past the hour)

G. Committee Reports/Updates
   1. Executive Committee
   2. Communications
   3. Membership
   4. Programs
   5. Nominations
   6. University Partnerships
   7. Fund Development
      a) Scholarships Update
   8. Awards
      a) Civic Engagement Award
      b) Emerging Leaders Award
      c) Joel D. Valdez Legacy Award

H. Information
   1. 2018-2019 LGHN Board Roster*

I. Future Board Meeting Agenda Items
   1. Website Tracking (Quarterly – April/July/October)
   2. Fundraising Status

*Supporting documents provided in board packet
J. Adjournment & Future Meeting Dates
1. Friday, July 6, 2018 – LGHN Board Meeting
2. Friday, August 3, 2018 – LGHN Board Meeting
3. Friday, September 7, 2018 – LGHN Board Meeting
4. September 23-26, 2018 – ICMA Conference, Baltimore, MD
5. Friday, October 5, 2018 – LGHN Board Meeting
7. Friday, November 2, 2018 – LGHN Board Meeting
8. Friday, December 7, 2018 – LGHN Board Meeting

*Supporting documents provided in board packet*
Board Members Present
Veronica Briseño, President
Rolando Fernandez, President-Elect
Magda Gonzalez, Immediate Past President
Maria Hurtado, Vice President for Programs
Carlos Baia, At Large Director
Ramiro Inguanzo, At Large Director
Claudia Lujan, At Large Director
Daro Mott, At Large Director
Samantha Tavares, At Large Director

Board Members Absent
Raymond Gonzales, Vice President for Membership
Tommy Gonzalez, At Large Director
Bob Harrison, At Large Director
Patricia E. Martel, Past ICMA Board Member

Others Present
Karen Davis, Executive Director
David Mora, ICMA Staff Liaison
Rod Alcazar, ICMA-RC Liaison

A. Call to Order/Roll Call/Welcome
Roll call was conducted and nine voting members were present, a quorum was established.

B. ACTION: Consent Agenda – Receive and Approve
1. Minutes for Board Meeting of February 2, 2018
2. Minutes for Board Retreat of March 2, 2018
3. Board Meeting Attendance Report for 2017/18
4. Financial Report through March 31, 2018

Rolando Fernandez moved approval of the consent agenda, Claudia Lujan seconded the motion; the motion was approved unanimously.

C. ACTION: LGHN Board Agreement
The board reviewed the revised board agreement that was amended at the board retreat. Magda Gonzalez moved approval; Ramiro Inguanzo seconded the motion; the motion was approved unanimously.

D. DISCUSSION: ICMA Membership and Board Diversity Draft Recommendations
The board reviewed the language prepared by the joint LGHN/NFBPA committee. Several recommendations were made to the language and the formatting. Karen Davis was asked to make the appropriate changes and send to the board for final review and comment before the joint committee meeting to finalize the language. Magda Gonzalez is preparing a cover letter for the joint recommendations.

E. DISCUSSION: ICMA Committee Request for Volunteers
April 12 is the deadline for submitting names for 2018-2019 ICMA committees. Karen Davis has reached out to specific individuals asking them to apply and email blasts have been sent to the LGHN membership. Board members were asked to reach out and encourage colleagues to apply.
F. ACTION: Nominating Committee Recommendations for LGHN Board

Magda Gonzalez presented the slate of candidates for the 2018-2019 LGHN board of directors. The candidates are:

- Rolando Fernandez, President
- Raymond Gonzalez, President-Elect
- Veronica Briseno, Past President
- Carlos Baia, Vice President for Membership
- Paulina Martinez, At-Large Director

Rolando Fernandez asked that his bio be updated before sending out the ballots. Maria Hertado moved approval of the candidates, Ramiro Inguanzo seconded the motion; the motion was approved unanimously.

G. ACTION: Purchase Award Plaques

Karen Davis asked the board to consider purchasing LGHN award plaques in quantity so they can be made available throughout the year if needed. The cost of the plaques – six small and six large – would not exceed $1,200. Magda Gonzalez moved approval, Rolando Fernandez seconded the motion; the motion was approved unanimously.

H. DISCUSSION: LGHN Civic Engagement Awards

Claudia Lujan provided an update on the response to the request for award submissions. There has not been widespread participation as was envisioned by the board. Her question to the board is whether the award should be continued. For the current year, the board agreed to continue promoting the award through NFBPA and state associations.

I. INFORMATION: LGHN Conference Planning Status

Samantha Tavaras provided an update on planning for the biannual conference. The committee is finalizing the program sessions and contacting potential keynote speakers. Marketing is has started and the artist has completed the artwork for the conference. Other areas being developed include the entertainment, technology, golf tournament and the registration committee. Registration will start in June.

J. INFORMATION: LGHN El Paso Regional Conference

Claudia Lujan provided an update on the planning for the regional conference May 4-5. Registration has not met expectations. The committee has reached out to the county and to border towns in Texas and New Mexico. The board suggested that efforts continue for another week and then make a decision. The board also noted competition with other Texas municipal meetings in the same time frame that is impacting the registration given limited budgets in cities and counties for professional development.

K. INFORMATION: LGHN Panel at NFBPA

Karen Davis reported to the board that LGHN was sponsoring a panel at the NFBPA conference. The panel, Achieving Your Leadership Potential…Thinking Strategically About the Next Steps in Your Career, will be presented at the NFBPA conference in Cleveland, OH April 19th.

L. INFORMATION: LGHN Website Tracking

Karen Davis presented the latest numbers for hits on the LGHN website.

M. Committee Reports/Updates

Karen Davis reported that the 2018 Joel D. Valdez Legacy Award will be presented to Severo Esquivel. The award will be presented prior to the LGHN conference and taped for presentation at the LGHN awards dinner.
LGHN Annual Membership Meeting
May 18, 2018

Board Members Present
Veronica Briseño, Past President
Rolando Fernandez, President
Magda Gonzalez, Past President/Outgoing Board Member
Maria Hurtado, Vice President for Programs
Carlos Baia, Vice President for Membership
Ramiro Inguanzo, At Large Director
Claudia Lujan, At Large Director
Patricia E. Martel, Past ICMA Board Member
Paulina Martinez, Incoming At Large Director
Daro Mott, At Large Director
Samantha Tavares, At Large Director

Board Members Absent
Raymond Gonzales, President Elect
Tommy Gonzalez, At Large Director
Bob Harrison, At Large Director

Others Present
Karen Davis, Executive Director
Irma Hernandez, Assistant Director
David Mora, ICMA Staff Liaison
Rita Ossolinski, ICMA
Aubry Gonzalez, Phoenix, AZ
Albert Santana, Phoenix, AZ

Minutes

1. Welcome & Introductions: Veronica Briseño, President

   President Briseno introduced current board members, incoming at-large director Paulina Martinez, and thanked outgoing board member Magda Gonzalez for her service to LGHN. Pat Martel added that Magda was recognized with a career excellence award from Women in Government and Women Leading Government, honoring her commitment to the local government profession. Magda expressed her appreciation for the opportunity to serve on the board and her pride in seeing the LGHN membership grow stronger. She also stated her intent to stay involved in the future.

2. 2017-2018 Accomplishments: Veronica Briseño

   President Briseno reported on the highlights of 2017-2018 which included rebranding of the organization, with a special thank you to Ray Gonzalez for his leadership in creating the logo/image for LGHN. LGHN membership hit the 500 mark and two chapters were formalized. Regional meetings were held in Phoenix and the San Francisco Bay Area. LGHN presented at the ICMA, NFBPA and NASPAA conferences. At the LGHN dinner at ICMA in San Antonio awards were presented for emerging leader, civic engagement and the Joels Valdez Legacy award. Maria Hurtado was elected to the ICMA executive board, and Carlos Baia and Bert Lumbreras continue to serve on the board. LGHN and NFBPA conducted webinars sponsored by ICMA-RC with plans to continue working with NFBPA and I-NAPA.


   Incoming President Rolando Fernandez thanked Veronica for her service. Rolando expressed his appreciation for the opportunity to serve as Director at Large, Vice President for Membership, President Elect, and now as President. This new arrangement. We need to hone our message and take another look at the information that speaks to succeeding in the local government profession. This can be accomplished through coaching, biannual conferences, webinars, etc., but also look at what else LGHN can do for membership development. We need to increase the number of Hispanics/Latinos serving on ICMA committees and the board, and on the LGHN board. Partnerships with ICMA, NFBPA and other affiliates can enhance continuing education for our members.
Another initiate is to look at how to partner with executive search firms to increase the number of people of color in leadership roles. What is LGHN’s role? Should LGHN have a role? What would that look like?

LGHN needs to grow financial partnerships for the biannual conference and to increase capacity for national programs. How can the organization get more attention for excellence awards?

4. Volunteer for Committees
   • Membership: Carlos Baia, Chair; Claudia Lujan, Vice Chair
   • Programs: Maria Hurtado, Chair; Sophia Rivera, Vice Chair
   • Communications: Angelita Palma and Gabe Rodriguez, Co-Chairs
   • University Partnerships: Magda Gonzalez, Outgoing Chair; Daro Mott, Chair

LGHN needs more involvement in LGHN and ICMA committees. What are the strategies that will increase these numbers?

5. 2018 LGHN Biannual Conference: Samantha Tavares
   • October 25-27, Phoenix, AZ

   Board member Samantha Tavares provided an update on the planning for the biannual conference. Earlybird registration will open June 18. Keynote and panel speakers are being confirmed. They are looking for topics for the Latina’s brunch Saturday.

6. Board Roundtable: Rolando Fernandez asked members what they would like to accomplish in the next year.

   Veronica Briseno: Grow membership and increase the number of chapters by two or three.

   Claudia Lujan: Connect programs to membership development; enhance programs to increase value to our members; marketing the LGHN brand.

   Maria Hurtado: Increase engagement from membership; be strategic and thoughtful in conference sessions to address the national discourse; highlight the need for increased awareness for those who serve minority populations.

   Pat Martel: Build stronger affiliation with NFBPA and I-NAPA; be involved in their events and them in LGHN events; communicate what people get from LGHN.

   Samantha Tavares: Meet the goal of 300-350 biannual conference attendees.

   Dave Mora: Focus on the biannual conference and keep membership focus going.

   Rita Ossolinski: Grow membership and professional development.

   Karen Davis: Focus on membership development through chapters.
### Board Meeting Attendance

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**Note:** Excused v. unexcused absences are not differentiated on the chart.
### Ordinary Income/Expense

#### Income

- **Direct Public Support**
  - Individual Support: $3,000.00
  - Corporate Support: $2,500.00
  - **Total Direct Public Support**: $5,500.00

- **Other Types of Income**
  - Advertising Sales: $7,050.00
  - Miscellaneous Revenue: $1,000.00
  - **Total Other Types of Income**: $8,050.00

- **Program Income**
  - Workshops/Regional Registration: $0.00
  - Workshops/Regional Sponsorship: $1,000.00
  - LGHN Dinner Registrations: $5,000.00
  - **Membership Dues**
    - Individual: $3,350.00
    - Local Government: $19,750.00
    - Chapters: $3,000.00
    - Corporate: $1,000.00
  - **Total Membership Dues**: $27,100.00
  - **Total Program Income**: $33,100.00

- **Total Income**: $46,650.00

#### Expense

- **Business Expenses**
  - PayPal Fees: $553.60
  - Business Expenses - Other: $35.00
  - **Total Business Expenses**: $588.60

- **Contract Services**
  - Accounting Fees: $825.00
  - Outside Contract Services: $25,775.81
  - **Total Contract Services**: $26,600.81

- **Operations**
  - Computer Software: $38.36
  - Postage, Mailing Service: $292.61
  - Printing and Copying: $86.40
  - Telephone, Telecommunications: $616.14
  - Website: $626.99
  - **Total Operations**: $1,660.50
### Local Government Hispanic Network

**Profit & Loss**

January 1 through May 29, 2018

Jan 1 - May 29, 18

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<th>Other Types of Expenses</th>
<th>Amount</th>
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<td>Board of Directors Retreat</td>
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<td>Retreat</td>
<td>991.68</td>
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<td>Travel</td>
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<td>Board of Directors Retreat - Other</td>
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<td>Total Board of Directors Retreat</td>
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<td>Advertising/Marketing Expenses</td>
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<td>Total Other Types of Expenses</td>
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<td>Travel and Meetings</td>
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<td>Conf, Conv, Meeting-Nat'l</td>
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<td>Total Expense</td>
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- **Net Ordinary Income**: $8,582.31
- **Net Income**: $8,582.31

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**bank balance as of 5/29/18**

- Frances Gonzalez Scholarship: $4,000.00
- Austin network (from 2016 conf): $16,728.33
- Joel Valdez: $445.54
- Operating Cash: $51,393.48

**bank balance as of 5/29/18**

$71,540.67
LGHN Board Member Agreement

By my signature below, I agree to be an active and productive member of the LGHN Board of Directors.

As part of my responsibilities as a board member:

• I will be an ambassador of good will for LGHN and I will promote LGHN’s values and programs to the community, the region and nationally. I will promote networking among Hispanic/Latino local government officials and those local government officials working in communities with significant Hispanic/Latino populations.
• I will attend at least 9 of 12 board meetings, including the board retreat. Board meetings are held the first Friday of each month at 9:00 pacific, 10:00 mountain, 11:00 central, 12:00 eastern time zones. Board members should make every effort to attend the annual board retreat as is the only in-person meeting of the board.
• I will mentor new board members.
• I will actively chair, co-chair and/or participate in established and special committees.
• I will identify opportunities for fund development.
• I will serve as a coach for the Madrina/Padrino program.
• I will actively recruit new members from my region, at conferences and at regional meetings.
• I will promote LGHN within my region and develop active membership.
• I will promote LGHN through social media.
• I will pay annual board dues of $250 or through local government membership for my organization ($750 for small local governments; $1,500 for large local governments). I will encourage my local government to be a local government member of LGHN.
• I will pay board dues within 30 days. I understand my membership and service on the board will be suspended if dues are not paid within 90 days per the LGHN bylaws.
• I will actively participate in Network events and activities and participate in regional events.
• I will assist with conference planning and planning regional workshops/seminars.
• I will represent LGHN at conferences in proximity to my region.

LGHN will be responsible to me by:

• Providing board member orientation prior to serving on the board.
• Providing board meeting packets/information at least two days prior to a scheduled board meeting.
• Responding to questions I have about the organization, procedures and activities. I can request a meeting with board members or staff regarding my questions and concerns.
• If LGHN does not fulfill its commitments to me, I can call on the board president and executive director to discuss these responsibilities.

Signed:
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<tr>
<th>Member, Board of Directors</th>
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<tr>
<td>President, Board of Directors</td>
<td>Date</td>
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### 2017-19 IHN Board of Directors/Executive Committee

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Term Expires</th>
<th>City</th>
<th>Address/Contact Information</th>
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</table>
| Rolando Fernandez, President/Executive Committee | Term: expires 2020                      |              | City of Austin  | Director  
Office of Contract Management  
105 W. Riverside Dr., Suite 205  
Austin, TX 78740  
Phone: 512-974-7749  
Cell: 210-484-7743  
rolando.fernandez@austintexas.gov |
| Veronica Briseño, Past President/Executive Committee | Term: expires 2020                      |              | City of Austin  | Director  
Small Minority Business Resources Department  
P.O. Box 1088  
Austin, TX 78767  
Phone: 512-974-2156  
Fax: 512-974-9163  
Cell: 512-779-7929  
veronica.briseno@austintexas.gov |
| Raymond Gonzales, President-Elect/Executive Committee | Term expires: 2020                      |              | Adams County    | Deputy County Manager  
4430 S. Adams County Pkwy.  
Brighton, CO 80601  
Phone: 720.523.6829  
Cell: 720-556-4086  
gronzales@adcogov.org  
grodriguez@adcogov.org |
| Maria Hurtado, Vice President for Programs/Executive Committee/ICMA Board Liaison | Term: expires 2019                      |              | City of Hayward | Assistant City Manager  
City of Hayward  
777 B Street, 4th Floor  
Hayward CA 94541  
Phone: 510.583-4306  
Fax: 510.583-3601  
Cell: 831-247-7885  
Maria.Hurtado@hayward-ca.gov |
| Carlos, Baia, Vice President for Membership/Executive Committee/ICMA Board Liaison | Term: expires 2020                      |              | City of Concord | Deputy City Manager, Development  
Community Development  
41 Green St., 2nd Floor  
Concord, NH 03301  
Phone: 603-225-8595  
Cell:  
cbaia@concordnh.gov |
## IHN Board of Directors

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<tr>
<th><strong>Tommy Gonzalez, Director at Large</strong></th>
<th><strong>Bob Harrison, Director at Large</strong></th>
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| Term expires: 2019  
City of El Paso  
City Manager  
300 N. Campbell  
El Paso, Texas 79901  
Phone: 915-212-1061  
Fax: 915-212-0025  
[ tgonzalez@elpasotexas.gov  
monsivaisrc@elpasotexas.gov ] | Term expires: 2020  
City of Renton  
Chief Administrative Officer  
1055 South Grady Way  
Renton, WA 98057  
Phone: 425-430-6500  
Cell: 513-305-3164  
[ bharrison@rentonwa.gov  
robert9468@yahoo.com ] |

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<tr>
<th><strong>Paulina Martinez, Director at Large</strong></th>
<th><strong>Samantha Tavares, Director at Large</strong></th>
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| Term expires: 2020  
City of Evanston  
Acting Assistant City Manager  
2100 Ridge Avenue  
Evanston, IL 60201  
Phone: 847-859-7833  
Cell: 815-280-3806  
[ pmartinez@cityofevanston.org ] | Term: expires 2019  
City of Phoenix  
Management Assistant to the City Manager  
200 W Washington Street  
Phoenix, AZ 85003  
Phone: 602-534-3916  
[ samantha.tavares@phoenix.gov ] |

<table>
<thead>
<tr>
<th><strong>Daro Mott, Director at Large</strong></th>
<th><strong>Claudia Luján, Director at Large</strong></th>
</tr>
</thead>
</table>
| Term: expires 2019  
City of Louisville  
Chief, Office of Performance Improvement and Innovation  
517 Court Place  
Louisville, KY 40202  
Phone: 502-574-4207  
[ Daro.Mott@louisvilleky.gov ] | Term: expires 2020  
City of El Paso  
HR Assistant Director  
300 N. Campbell, 1st Floor  
El Paso, TX 79901  
Phone: 915-212-1241  
[ LujanCA@elpasotexas.gov ] |

<table>
<thead>
<tr>
<th><strong>Ramiro J. Inguanzo, Director at Large</strong></th>
<th><strong>Patricia Martel, Past ICMA Board Member</strong></th>
</tr>
</thead>
</table>
| Term: expires 2019  
Bal Harbour Village  
Assistant Village Manager  
655 96th St.  
Bal Harbour, FL 33154  
Phone: 305-993-7312  
[ ringuanzo@balharbour.org ] | Term: expires 2020  
Retired  
148 Faith Street  
San Francisco, CA 94110  
Phone: 650-255-0312  
[ pmartel@comast.net ] |
Local Government Hispanic Network
Board of Directors Roster

**IHN Liaisons**

<table>
<thead>
<tr>
<th>Mr. David Mora, ICMA Staff Liaison</th>
<th>Mr. Rod Alcazar, ICMA-RC Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 San Marcos Court</td>
<td>777 N. Capitol Street NE, Suite 600</td>
</tr>
<tr>
<td>Salinas, CA 93901</td>
<td>Washington, DC 20002-4290</td>
</tr>
<tr>
<td>Phone: 831-737-8133</td>
<td>202-682-6453</td>
</tr>
<tr>
<td>Cell: <a href="mailto:drmora@comcast.net">drmora@comcast.net</a></td>
<td><a href="mailto:ralcazar@icmarc.org">ralcazar@icmarc.org</a></td>
</tr>
</tbody>
</table>

**IHN Staff and Office Information**

<table>
<thead>
<tr>
<th>Karen Davis</th>
<th>Irma Hernandez</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGHN Executive Director</td>
<td>LGHN Assistant Director</td>
</tr>
<tr>
<td>Management Partners</td>
<td>Management Partners</td>
</tr>
<tr>
<td>Senior Manager</td>
<td>Special Advisor</td>
</tr>
<tr>
<td>2107 N. First Street Suite 470</td>
<td>3152 Red Hill Ave, Suite 210</td>
</tr>
<tr>
<td>San Jose, CA 95131</td>
<td>Costa Mesa, CA 92626</td>
</tr>
<tr>
<td>Fax: 408-453-6191</td>
<td>Phone: 949-222-1082</td>
</tr>
<tr>
<td>Cell: 408-221-8458</td>
<td>Fax: 408-453-6191</td>
</tr>
<tr>
<td><a href="mailto:kdavis@managementpartners.com">kdavis@managementpartners.com</a></td>
<td><a href="mailto:ihernandez@managementpartners.com">ihernandez@managementpartners.com</a></td>
</tr>
<tr>
<td><a href="mailto:kdavis@lghn.org">kdavis@lghn.org</a></td>
<td><a href="mailto:ihernandez@lghn.org">ihernandez@lghn.org</a></td>
</tr>
</tbody>
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<thead>
<tr>
<th>LGHN Main Office</th>
<th>Ms. Jeri Beckstedt, LGHN Business Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Hispanic Network</td>
<td>Management Partners</td>
</tr>
<tr>
<td>2107 N. First Street, Suite 470</td>
<td>Administrative Services Manager</td>
</tr>
<tr>
<td>San Jose, CA 95131</td>
<td>1730 Madison Road</td>
</tr>
<tr>
<td>Phone: 408-392-0232</td>
<td>Cincinnati, OH 45206</td>
</tr>
<tr>
<td>Fax: 408-453-6191</td>
<td>Phone: 513-861-5400</td>
</tr>
<tr>
<td></td>
<td>Fax: 513-861-3480</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jbeckstedt@ihnonline.org">jbeckstedt@ihnonline.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jbeckstedt@managementpartners.com">jbeckstedt@managementpartners.com</a></td>
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</tbody>
</table>

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<thead>
<tr>
<th>Also of Management Partners</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Paula Sitawi</td>
<td></td>
</tr>
<tr>
<td>513-861-5400</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:psitawi@managementpartners.com">psitawi@managementpartners.com</a></td>
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</tbody>
</table>