



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

Advancing Excellence and Inclusiveness in Local Government

**Board of Directors Meeting
November 6, 2020**
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
Join Zoom Meeting
<https://us02web.zoom.us/j/83401646292>
Dial by Phone: +1 669 900 6833
+1 929 205 6099 US
Meeting ID: 820 6262 8878

Agenda

LGHN Board of Directors

Ray Gonzales

President

Samantha Tavares

President-Elect

Rolando Fernandez

Immediate

Past President

Bob Harrison

Vice President

for Membership

Aubrey Gonzalez

Vice President

for Professional

Development

Paulina Martinez

Vice President

for Career Advancement

At-Large Directors

Carlos Baia

Noel Bernal

Maria DeLeon

Gricelda Estrada

Ramiro Inguanzo

Raoul Lavin

Ramiro Salazar

Patricia E. Martel

Past ICMA

Board Member

Victor Cardenas

ICMA Board Liaison

Orlando Cruz

ICMA-RC Liaison

Gabe Rodriguez

NACA Liaison

A. Call to Order/Roll Call/Welcome

B. APPROVAL: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of September 11, 2020*
2. Minutes for Annual Membership Meeting of October 15, 2020
3. Board Meeting Attendance Report for 2019/20*
4. Financial Report through October 31, 2020*

C. DISCUSSION/APPROVAL: Quarterly Budget Review

D. DISCUSSION/APPROVAL: Management Partners/LGHN Contract for 2021-2022

E. DISCUSSION/APPROVAL: LGHN Sponsor Levels/Benefits

F. DISCUSSION/APPROVAL: SGR Proposal

G. DISCUSSION/APPROVAL: GFOA Affiliate Agreement

H. DISCUSSION/APPROVAL: LGHN Endorsement of Kenneth Williams, City Manager, Buda, TX for the ICMA Board of Directors

I. DISCUSSION: LGHN Representatives on ICMA Nomination Committees

J. DISCUSSION: Future Partnership with Puerto Rico

K. INFORMATION/UPDATES: LGHN Goals and Committee Activities

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

L. INFORMATION ITEMS

1. LGHN Board Meeting Schedule (item O below)
2. REMINDER: Testimonials for ICMA & LGHN Memberships
3. ICMA-RC: Orlando Cruz, Senior Vice President, Chief Revenue and Sales Officer to replace Rod Alcazar on the LGHN board*
4. LGHN 2020-2021 Board Roster*

*Supporting documents provided in board packet

N. Future Board Meeting Agenda Items

1. CY 2021 LGHN Budget Approval (December)
2. ICMA Contract with GARE
3. Potential Agreement: Latino Leadership Institute
4. Government Alliance on Race and Equity (TBD)
5. Potential Agreement: National Association of Hispanic Federal Executives
6. Website Tracking
7. Social Media Tracking

O. Adjournment & Future Meeting Dates

1. Friday, November 6 – LGHN Board Meeting
2. Friday, December 4 – LGHN Board Meeting
3. Friday, January 8, 2021* – LGHN Board Meeting (moved from January 1)
4. Friday, February 5, 2021 – LGHN Board Meeting
5. Friday, March 5, 2021 – LGHN Board Meeting
6. Friday, April 2, 2021 – LGHN Board Meeting
7. Friday, May 7, 2021 – LGHN Board Meeting
8. Friday, June 4, 2021 – LGHN Board Meeting
9. June 2021 – NFBPA Forum (tentative)
10. Friday, July 9, 2021 – LGHN Board Meeting
11. Friday, August 6, 2021* – LGHN Board Meeting (moved from July 2)
12. September 8-11, 2021 – LGHN Biennial Conference, Aurora, Adams County, CO
13. Friday, October 1, 2021 – LGHN Board Meeting (cancel?)
14. October 3-6, 2021 – ICMA Conference, Portland, OR Friday, February 5, 2021 – LGHN Board Meeting
15. Friday, November 5, 2021 – LGHN Board Meeting
16. Friday, December 3, 2021 – LGHN Board Meeting



Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Raymond Gonzales, President-Elect
Veronica Briseno, Immediate Past President
Bob Harrison, Vice President for Membership
Samantha Tavares, Vice President for Professional Dev.
Claudia Lujan, Vice President for Career Advancement
Carlos Baia, At Large Director
Maria DeLeon, At Large Director
Aubrey Gonzalez, At Large Director
Ramiro Inguanzo, At Large Director
Raoul Lavin, At Large Director
Paulina Martinez, At Large Director
Ramiro Salazar, At Large Director

Board Members Absent

Patricia Martel, Past ICMA President
Maria Hurtado, ICMA Board Liaison

Others Present

Karen Davis, Executive Director

A. Call to Order/Roll Call/Welcome

Roll call was conducted, and thirteen voting members were present, a quorum was established.

B. Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of August 7, 2020
2. Board Meeting Attendance Report for 2019/2020
3. Financial Report through August 31, 2020

Ramiro Inguanzo moved to accept the consent agenda. Claudia Lujan seconded the motion. The motion passed unanimously.

C. LGHN Membership Survey and Options for Follow-up

The results of the membership survey conducted in August. Although there were few respondents, the board felt the quality of the responses was sufficient to assist in guiding the LGHN work program going forward. Based on the comments, Carlos Baia said that the issue of low participation in the Madrinas/ Padrinos coaching program is primarily a marketing issue. The board agreed that a webinar to promote the webinar would be helpful and make it less awkward for members to reach out. Raoul Lavin suggested “speed coaching” zoom sessions and promotion of “drop-in” calls as other options. Claudia Lujan asked that LGHN put an article(s) in the ICMA newsletter and ask for a link on their website. Paulina Martinez asked who the target audience is – young professionals or students. The original intent was for it to be organized so that everyone can be a coach, i.e., young professionals could mentor students, mid-managers could mentor entry level professionals, etc. Paulina Martinez offered to take a lead role in creating a program to provide more structure to the program, and Ray Gonzales agreed the program needs a more defined structure. Rolando Fernandez asked for an update at future board meetings to keep the program in the forefront. Paulina asked board members to assist in establishing relationships in their regions and focus on students. Karen Davis reminded the board the ICMA chapter students can become LGHN members at no cost.

The board also reviewed the list of potential future LGHN webinars. Rolando asked that LGHN keep looking at subject for the sessions. Carlos Baia asked how frequently the surveys are conducted and Karen responded approximately twice a year. Samantha Tavares suggested that LGHN do an ongoing survey by asking questions at the conclusion of each zoom webinar.

D. Agenda for Annual Meeting – October 15, 2020

The board reviewed the draft agenda and agreed to a 30-minute business meeting and a 60-minute webinar. The business meeting will include a review of the history of LGHN, accomplishments, vision for the future and recognition of outgoing and new board members. For the webinar, the topic will be resiliency” and speakers include Maria De Leon, Pat Martel and Alex Briseno.

E. ICMA Conference

Karen Davis provided a list of LGHN sessions at the upcoming ICMA conference. She also announced that there would not be a joint LGHN/NFBPA/I-NAPA networking event at this year’s conference. ICMA has a Latin American track at the conference and LGHN has been asked to participate, specifically at a networking event. These activities would be primarily in Spanish. She asked for volunteers to participate. Rolando Fernandez, Ray Gonzales and Raoul Lavin volunteered to participate.

F. INFORMATION/UPDATES: LGHN Goals

There were no new updates.

D. INFORMATION ITEMS

Ray Gonzales announced that Jane Bais DiSessa, former LGHN president and former ICMA board member has been appointed as the city manager of Brighton, CO..



Advancing Hispanic leadership in local government

Board Members Present

Rolando Fernandez, Jr., President
Raymond Gonzales, President-Elect
Veronica Briseno, Immediate Past President
Bob Harrison, Vice President for Membership
Samantha Tavares, Vice President for Professional Dev.
Carlos Baia, At Large Director
Maria DeLeon, At Large Director
Aubrey Gonzalez, At Large Director
Ramiro Inguanzo, At Large Director
Raoul Lavin, At Large Director
Paulina Martinez, At Large Director
Ramiro Salazar, At Large Director
Patricia Martel, Past ICMA President
Maria Hurtado, ICMA Board Liaison

Board Members Absent

Claudia Lujan, Vice President for Career
Advancement (outgoing)

Others Present

Karen Davis, Executive Director
Noel Bernal, Incoming Board Member
Victor Cardenas, Incoming ICMA Board
Liaison

A. Call to Order/Roll Call/Welcome

Roll call was conducted, and thirteen voting members were present, a quorum was established.

B. ICMA-RC

Rod Alcazar gave an update to the membership on ICMA-RC programs and introduced Orlando Cruz, Senior Vice President and Chief Revenue Officer, who will be participating in LGHN activities.

C. LGHN Chapters

Rolando Fernandez recognized the LGHN chapters:

- *Austin Hispanic Latino Network, Austin, TX*
- *Phoenix Hispanic Network, Phoenix, AZ*
- *Glendale Hispanic Network, Glendale, AZ*
- *Mesa Hispanic Network, Mesa, AZ*
- *West Michigan Local Government Latino Network (LGHN's first regional chapter)*

Regional Chapters

- *Northwest Oregon*
- *Northwest/Seattle Region*
- *Miami-Dade County Metro Area*
- *Central Colorado*

D. LGHN Sponsors

Rolando Fernandez recognized LGHN sponsors:

- *ICMA-RC*
- *Management Partners*
- *Strategic Government Resources*

E. LGHN Strategic Partners

Rolando Fernandez recognized LGHN Strategic Partners

- *ICMA (International City/County Management Association)*
- *NFBPA (National Forum for Black Public Administrators)*
- *NACA (National Association of County Administrators)*
- *I-NAPA (International Network of Asian Public Administrators)*

F. New Business: Approval of 2020-2021 LGHN Board Members

Rolando Fernandez asked for board approval of the 2020-2021 LGHN Board of Directors, including newly elected board members and appointments to vacancies. Ramiro Salazar moved approval; Carlos Baia seconded the motion; the motion was approved unanimously.

G. Recognition of Outgoing Board Members

The board recognized outgoing board members Veronica Briseno, Immediate Past President; Claudia Lujan, Vice President for Career Development; and Maria Hurtado, ICMA Board Liaison.

H. Introduction of LGHN 2020-2021 Board Members

Rolando Fernandez introduced the 2020-2021 LGHN Board of Directors:

Executive Committee:

- *Raymond Gonzales, President*
- *Rolando Fernandez, Immediate Past President*
- *Samantha Tavares, President Elect*
 - *Bob Harrison, Vice President, Membership*
 - *Paulina Martinez, Vice President, Career Development*
 - *Aubrey Gonzalez, Vice President, Professional Development*

Board Members:

- *Carlos Baia*
- *Noel Bernal*
- *Maria De Leon*
- *Gricelda Estrada*
- *Ramiro Inguanzo*
- *Raoul Lavin*
- *Ramiro Salazar*
- *Pat Martel*

Liaisons

- *Rod Alcazar, ICMA-RC*
- *Victor Cardenas, ICMA Board*

I. LGHN History/Accomplishments/Future

Ray Gonzales Provided a brief history of LGHN, which is also available on the LGHN website, spanning from 1978 to today. He reviewed the accomplishments of the past year, including nine webinars related to COVID-19 and career advancement. Memberships have continued to grow and in 2020, in addition to the jurisdictional chapters, LGHN signed its first affiliate agreement with a regional chapter – West Michigan Local Government Latino Network. Going forward, LGHN is focused on continuing professional development and career advancement. LGHN members are encouraged to join ICMA through the newly approved membership categories that are more affordable. LGHN will provide opportunities to build member capacity to serve on LGHN and ICMA executive boards. LGHN will host the postponed biennial conference in September 8-11, 2020 in Aurora, Adams County, CO.

J. Member Engagement

Ray Gonzales invited member engagement through the conference planning committee and participation on one of the LGHN standing committees, and to take advantage of the resources available through the

LGHN website, including the Madrinas/Padrinos coaching program, recorded webinars and links to LGHN affiliate partners.

K. Webinar

Ray Gonzales introduced the webinar, “Overcoming Obstacles, Resiliency & Mentally Surviving Difficult Situations.” Panelists were Maria De Leon, LGHN board member (Gilroy, CA), Pat Martel, LGHN board member, retired, and Alex Briseno, LGHN founding member, retired,

2019-2020 IHN Board of Directors Board Meeting Attendance

Name	Jan 2019	Feb 2019	Mar 2019	April 2019	Annual Mtg. May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019
Veronica Briseño		Absent	Phone	Present	Absent	Present	Absent	Present	Absent	Present	Absent	Absent
Maria Hurtado		Absent	Present	Present	Absent	Absent	Absent	Present	Present	Present	Present	Absent
Rolando Fernandez		Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Raymond Gonzales		Absent	Present	Absent	Present	Absent	Present	Absent	Present	Present	Present	Absent
Carlos Baia		Present	Absent	Present	Present	Absent	Absent	Present	Present	Present	Present	Present
Maria De Leon		Present	Absent	Absent	Absent	Present	Absent	Present	Present	Present	Present	Present
Bob Harrison		Absent	Phone	Absent	Present	Present	Present	Absent	Absent	Absent	Present	Present
Ramiro Inguanzo		Present	Phone	Absent	Present	Absent	Absent	Absent	Absent	Absent	Present	Present
Claudia Lujan		Absent	Present	Present	Present	Absent	Present	Absent	Present	Present	Present	Present
Pat Martel		Present	Phone	Absent	Present	Absent	Present	Present	Absent	Present	Absent	Present
Paulina Martinez		Present	Present	Present	Present	Present	Present	Absent	Absent	Present	Present	Present
Samantha Tavares		Present	Absent	Present	Present	Present	Present	Absent	Present	Absent	Present	Present
James Vega		Absent	Absent	Absent	Present	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Aubrey Gonzalez						Absent	Present	Present	Present	Present	Present	Present
Ramiro Salazar						Present	Absent	Present	Present	Absent	Present	Absent

Name	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Annual Meeting Oct 2020	Nov 2020	Dec 2020
Veronica Briseño	Present	Present	Absent	Present	Present	Absent	Absent	Present	Present	Present		
Rolando Fernandez	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present		
Raymond Gonzales	Absent	Present	Absent	Present	Present	Absent	Absent	Present	Present	Present		
Carlos Baia	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present		
Raoul Lavin					Present	Present	Present	Present	Present	Present		
Maria De Leon	Present	Absent	Present	Absent	Present	Present	Present	Present	Present	Present		
Bob Harrison	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent		
Ramiro Inguanzo	Absent	Absent	Present	Absent	Present	Present	Present	Present	Present	Present		
Claudia Lujan	Absent	Present	Absent	Present	Present	Absent	Absent	Present	Present	Absent		
Pat Martel	Absent	Absent	Present	Present	Absent	Present	Present	Present	Absent	Present		
Paulina Martinez	Present	Absent	Present	Present	Present	Present	Present	Absent	Present	Present		
Samantha Tavares	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present		
James Vega	Absent	Absent	Absent									
Aubrey Gonzalez	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present		
Ramiro Salazar	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present		
Maria Hurtado	Present	Absent	Absent	Absent	Absent	Present	Present	Absent	Absent	Present		
Noel Bernal										Present		
Victor Cardenas										Present		

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

Local Government Hispanic Network
Profit and Loss
January 1 - October 30, 2020

	Total
Income	
Direct Public Support	
Corporate Support	50,000.00
Individual Support	200.00
Scholarship	500.00
Total Direct Public Support	\$ 50,700.00
Other Types of Income	
Advertising Sales	19,975.35
Miscellaneous Revenue	455.73
Total Other Types of Income	\$ 20,431.08
Program Income	
LGHN Dinner Registrations	750.00
LGHN Dinner Sponsorships	2,000.00
Membership Dues	
Chapters	10,500.00
Corporate	1,100.00
Individual	3,924.48
Local Government	14,375.00
Total Membership Dues	\$ 29,899.48
Total Program Income	\$ 32,649.48
Total Income	\$ 103,780.56
Gross Profit	\$ 103,780.56
Expenses	
Business Expenses	
Business Registration Fees	85.00
Constant Contact	449.52
PayPal Fees	1,131.99
Total Business Expenses	\$ 1,666.51
Contract Services	
Accounting Fees	850.00
Outside Contract Services	56,165.30
Total Contract Services	\$ 57,015.30
Operations	
Computer Software	503.28
Telephone, Telecommunications	1,907.77
Website	7,523.00
Total Operations	\$ 9,934.05
Other Types of Expenses	
Contributions	100.00
Insurance - Liability, D and O	888.00
Program Activities	
Catering	2,168.41
Facility Rental	5,500.00
Printing/Copy	931.16
Total Program Activities	\$ 8,599.57
Total Other Types of Expenses	\$ 9,587.57
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$ 78,203.43
Net Operating Income	\$ 25,577.13
Net Income	\$ 25,577.13
 bank balance as of 10/30	 \$ 83,307.33

Local Government Hispanic Network 2020 Year End Estimates

January - October 2020

	Total			Year End Estimate
	Actual	Budget	over Budget	
Income				
Direct Public Support	0.00	0.00	0.00	
Corporate Support	50,000.00	50,000.00	0.00	50,000.00
Individual Support	100.00	0.00	100.00	
Scholarship	600.00	0.00	600.00	3,000.00
Total Direct Public Support	\$ 50,700.00	\$ 50,000.00	\$ 700.00	\$ 53,000.00
Other Types of Income	0.00	0.00	0.00	
Advertising Sales	19,975.35	15,000.00	4,975.35	22,000.00
Miscellaneous Revenue	455.73	0.00	455.73	455.00
Total Other Types of Income	\$ 20,431.08	\$ 15,000.00	\$ 5,431.08	\$ 22,455.00
Program Income	0.00	0.00	0.00	
LGHN Dinner Registrations - 2019	750.00	0.00	750.00	750.00
LGHN Dinner Sponsorships - 2019	2,000.00	0.00	2,000.00	2000.00
Membership Dues	0.00	0.00	0.00	
Chapters	10,500.00	7,750.00	2,750.00	10,500.00
Corporate	1,100.00	2,250.00	-1,150.00	1,100.00
Individual	3,924.48	3,060.00	864.48	3,924.48
Local Government	14,375.00	15,500.00	-1,125.00	14,375.00
Total Membership Dues	\$ 29,899.48	\$ 28,560.00	\$ 1,339.48	\$ 29,899.48
Total Program Income	\$ 32,649.48	\$ 28,560.00	\$ 4,089.48	\$ 32,649.48
Total Income	\$ 103,780.56	\$ 93,560.00	\$ 10,220.56	\$ 108,104.48
Gross Profit	\$ 103,780.56	\$ 93,560.00	\$ 10,220.56	\$ 108,104.48
Expenses				
Business Expenses	0.00	100.00	-100.00	0.00
Business Registration Fees	85.00	80.00	5.00	85.00
Constant Contact	449.52	350.00	99.52	449.52
PayPal Fees	1,131.99	1,400.00	-268.01	1,200
Total Business Expenses	\$ 1,666.51	\$ 1,930.00	-\$ 263.49	1734.52
Contract Services	0.00	0.00	0.00	
Accounting Fees	850.00	850.00	0.00	850.00
Outside Contract Services	56,165.30	70,000.00	-13,834.70	65000.00
Total Contract Services	\$ 57,015.30	\$ 70,850.00	-\$ 13,834.70	\$ 65,850.00
Operations	0.00	0.00	0.00	
Computer Software - Email and QB Online	503.28	250.00	253.28	503.28
Postage, Mailing Service	0.00	500.00	-500.00	0.00
Printing and Copying	0.00	250.00	-250.00	0.00
Supplies	0.00	75.00	-75.00	0.00
Telephone, Telecommunications - Zoom & ATT	1,907.77	1,200.00	707.77	2000.00
Website	7,523.00	7,000.00	523.00	7875.00
Total Operations	\$ 9,934.05	\$ 9,275.00	\$ 659.05	\$ 10,378.28

Other Types of Expenses	0.00	0.00	0.00	
Advertising/Marketing Expenses	0.00	1,500.00	-1,500.00	0.00
Contributions - Food Bank Donation S. Esquivel	100.00	0.00	100.00	100.00
Insurance - Liability, D and O	888.00	888.00	0.00	888.00
Program Activities	0.00	2,000.00	-2,000.00	0.00
Catering- 2019 ICMA Joint Reception/Annual Retreat	2,168.41	0.00	2,168.41	2168.41
Facility Rental - Hyatt Aurora	5,500.00	0.00	5,500.00	5500.00
Facility Rental - Caribe Royale	1,000.00	0.00	1,000.00	1,000.00
Postage/Shipping	0.00	700.00	-700.00	0.00
Printing/Copy - 2019 ICMA-table top retractor, lip balm, pens	931.16	400.00	531.16	931.16
Stipends and Speaker Fees	0.00	500.00	-500.00	0.00
Total Program Activities	\$ 10,587.57	\$ 3,600.00	\$ 6,987.57	\$ 10,587.57
Special Projects	0.00	2,500.00	-2,500.00	0.00
Total Other Types of Expenses	\$ 10,587.00	\$ 8,488.00	\$ 2,099.00	\$ 10,587.57
Unapplied Cash Bill Payment Expense	0.00	0.00	0.00	0.00
Total Expenses	\$ 79,203.43	\$ 90,543.00	-\$ 11,339.57	\$ 88,550.37
Net Operating Income	\$ 24,577.13	\$ 3,017.00	\$ 21,560.13	\$ 19,554.11
Net Income	\$ 24,577.13	\$ 3,017.00	\$ 21,560.13	\$ 19,554.11

Friday, Oct 30, 2020 12:25:12 PM GMT-7 - Cash Basis

AGREEMENT

THIS AGREEMENT is made and entered into this 6th day of November 2020, 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

Management Partners will provide professional staff assistance to implement elements of the LGHN strategic plan. Specifically Management Partners will provide the following services:

1.1.1. ***Financial Stability***. Management 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 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.

1.1.2. ***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. 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
- 1.3.5. Accounts payable and receivable services
- 1.3.6. Utilization of Management Partners offices for LGHN meetings
- 1.3.7. Agenda preparation, minutes and other materials for board meetings and the annual meeting

1.4. Program 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

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 2021 calendar year. The same recurring services shall be provided automatically for calendar year 2022 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 \$150,000 for two calendar years excluding expenses, and contingent

upon availability of sufficient funds. Hourly rates for the personnel assigned by Management Partners for this project are as follows:

Karen Davis	\$125
Christine Butterfield	\$125
Jeri Beckstedt	\$60
Paula Sitawi	\$33

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 student intern(s) 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, in-kind staff support at national and regional events, and other in-kind support, at the Silver level. Management Partners will be recognized at 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.

8. **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.
9. **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.
10. **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.
11. **Termination for Convenience of LGHN.** LGHN may terminate this Agreement at any time by giving at least fifteen (15) 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.
12. **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.
13. **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.
14. **Applicable Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of California, 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

11/6/2020

 Date

Partnership Opportunities¹

	(1)² Signature \$40,000	(1)² Diamond \$25,000	(Up to 2)² Platinum \$20,000	(Up to 3)² Gold \$15,000	(Up to 4)² Silver \$10,000	(Up to 5)² Bronze \$5,000	(Unlimited)² Contributor Up to \$5,000
Sponsor at biennial conference	X	X	X	X	X	X	If funds dedicated
Opportunity to lead a conference session	X	X	X				
Member of conference planning committee	X	X					
Complimentary conference registrations	10	10	10	8	6	4	2
Recognition in conference program	X	X	X	X	X	X	If funds dedicated
Tickets to annual awards event	10	10	10	8	6	4	2
Exhibitor booth (*prime location)	X*	X*	X*	X	X	X	X
Recognition as a sponsor on LGHN website homepage	X	X	X				
Branded conference tote bags	X	X	X				
Branding on conference promotional materials	X	X	X	X	X	X	X
Sponsor at key LGHN events (* additional cost)	X	X	X	X*	X*	X*	X*
Link to company website from LGHN partners homepage	X	X	X	X	X	X	X
Non-voting seat on LGHN board of directors	X						
Recognition as sponsor at LGHN regional events	X	X				If funds dedicated	If funds dedicated
Complimentary registration at LGHN regional events	6	4	2			If funds dedicated	If funds dedicated
Complimentary corporate memberships ³	8	5	2	1	1		

¹ Additional benefits may be negotiated

² The maximum number of sponsors does not include in-kind contributions

² Corporate Members receive all the same member benefits except for voting



Strategic Government Resources, Inc.

Collaborative Agreement



10-20-2020
Board of Directors
The Local Government Hispanic Network (LGHN)
<https://LGHN.org>

RE: Opportunity to Collaborate by Co-Sponsoring an SGR Webinar Series

Strategic Government Resources (SGR) is pleased to submit this Collaborative Agreement to the Local Government Hispanic Network (LGHN) which sets forth the terms related to the co-sponsoring of a twelve-part SGR webinar series specifically intended to encourage and equip innovative LGHN Members in becoming leaders in local government to maximize their career advancement opportunities.

Although this initial Collaborative Agreement is limited to the proposed six-part webinar series, SGR welcomes the opportunity to further discuss the coordination of professional development events in metro areas such as Austin, Texas; Phoenix, AZ; and Miami-Dade County, FL. Interactive workshops are an excellent place to take a deeper dive into the topics discussed in the webinar series. Interactive live sessions could also be offered in conjunction with an annual, bi-annual, or regional conference.

Please note, co-sponsorship will not be considered confirmed until the included Agreement is executed and returned to Workshops@GovernmentResource.com. SGR looks forward to this opportunity to help LGHN Members become stronger leaders in local governments across the US.

Sincerely,

Mike Mowery
President of Servant Leadership Implementation
Strategic Government Resources (SGR)
817-223-7320
MMowery@GovernmentResource.com

Collaborative Agreement

- WITH LOCAL GOVERNMENT HISPANIC NETWORK
(LGHN) -

Overview

Hereafter, the term “webinar” shall mean an online presentation (live or recorded) produced and delivered by SGR using

a webinar platform; “live webinar” shall mean presentations scheduled with a unique date, time, and virtual location for registrants to attend; “recorded webinar” shall mean the video file produced and made available as a result of recording a live webinar; “SGR” shall mean Strategic Government Resources; “LGHN” shall mean the Local Government Hispanic Network; “Collaborator” shall mean LGHN; and “Member” shall mean active members of LGHN.

This Collaborative Agreement has specific information regarding the LGHN’s opportunity to co-sponsor an SGR webinar series and supersedes any prior discussions or representations regarding the terms of a Collaborative Agreement. The terms of this co-sponsor designation are limited to the production of this twelve-part webinar series.

SGR

Deliverables

Production of a Six Part Webinar Series. SGR will manage all aspects of registration and production of a six-part webinar series (Proposed Title: Leadership Legends) starting in February and being conducted every other month for 6 months throughout 2021.

1. These webinars will feature a host from SGR interviewing a successful leader in local government that members of LGHN would identify with, respect, look up to, and be anxious to learn from.
2. Each webinar will last between 30 and 45 minutes.
3. The leaders to be interviewed will be determined by SGR and LGHN in collaboration together.

Registration Management. SGR shall provide administration and support for all registrations to the webinar series including a unique LGHN Member registration link so that active LGHN Members may register at no cost. SGR reserves the right to determine all costs associated with Non-Member registration to live webinars as well as Non-Member purchase and/or access of recorded webinars. SGR will retain all revenue generated by Non-Member sales.

Designation of LGHN as a Co-Sponsor of SGR’s Webinar Series. In all marketing collateral, the designation of co-sponsors shall be communicated through the use of co-branding containing both SGR and Collaborator logos on all graphics. The co-sponsorship of the webinar series is considered a “promotional sponsorship” which simply means that Collaborator will be contributing to the marketing and promotional efforts in encouraging registrations for SGR’s webinar series. The

co-sponsorship described in this Agreement is not financial and does not require any payments to be made on behalf of Collaborator to become effective. SGR reserves the right to select additional co-sponsors for the webinar series at any time. However, SGR will first notify Collaborator in writing of such changes to ensure that Collaborator has the opportunity to decline the co-sponsoring future webinars in the series should Collaborator determine that such co-sponsoring is no longer considered mutually beneficial.

Marketing.

SGR shall provide:

- Collaborator + SGR-branded marketing collateral to promote the webinar series:
 - One-page flyer featuring the webinar series schedule
 - Banner/header image that can be used generally to promote the Event Schedule
 - One social media marketing square per webinar

- General email marketing language

Utilizing Registrant Information. A Registration Report can be provided to Collaborator upon request after each live webinar has been delivered detailing registrant information received via the registration portal. SGR and Collaborator each reserve the right to utilize individual and organizational registration information for their own internal purposes. Both Parties are prohibited from selling or sharing registrant information to any third parties without explicit written permission from the other Party.

Provision of Recorded Webinar Files. SGR will work to edit and export a final video file that can be used by Collaborator to independently build or expand upon a recorded webinar library at no cost. SGR will make every effort to make these files available within 45 days of having delivered a live webinar. SGR shall use the webinar series in whole or in part, without any limitations including: hosting on its own website, across social media platforms, within its LMS library, playback during live events, and any other means of providing access to local government professionals as it sees fit.

Reschedules Made by SGR. SGR makes every effort to avoid rescheduling of any events once registration is opened. If SGR reschedules a webinar at any time, SGR will provide written notice to Collaborator and existing registrants as soon as possible.

Sponsors & Co-Sponsors. SGR reserves the right to include additional co-sponsors, or other designations, to the webinar series at any time. Any and all cooperative agreements regarding the sharing or alternate use of SGR's twelve-part webinar series must be negotiated through SGR and not through the Collaborator directly.

Marketing. Collaborator shall provide weekly promotion of the webinar series using SGR-provided marketing materials and through various communication mediums (email, social media, website, etc.) until production of all webinars is complete (February 2020). Collaborator will provide SGR at least one high-resolution logo.

If this agreement accurately reflects your expectations and understanding of our agreement, please execute two copies and return one to me for my files.

Accepted and Agreed to, this the _____ day of _____ 2020 by and between:

Mike Mowery
SGR
President of Servant Leadership

Karen Davis
LGHN
Executive Director

Memorandum of Understanding
Local Government Hispanic Network Partnership with
Government Finance Officers Association

The purpose of this MOU is to further the relationship between the Local Government Hispanic Network (LGHN) and the Government Finance Officers Association (GFOA). Areas of collaboration that we will explore include the following.

1. The leadership of LGHN and GFOA will identify promotional and collaborative projects of mutual interest such as: links to websites, subdirectories, innovative practices, leadership training, and professional credentialing.
2. LGHN and GFOA will waive registration fees for a standard size booth or other comparable exhibit space at their annual professional development meeting, or other comparable activity.
3. GFOA will provide speakers and content for LGHN conferences or educational events on government finance if requested by LGHN.
4. LGHN and GFOA agree to pursue joint learning tools such as webinars, workshops, and learning opportunities for each organization.
5. GFOA will provide up to two (2) scholarships per year for LGHN members to enroll in GFOA's CPFO program
6. LGHN and GFOA will mutually promote each other's events.
7. LGHN and GFOA agree to pursue projects of mutual interest to each organization.
8. LGHN and GFOA agree to mutually promote membership in each other's organization.

This MOU will be effective upon the date of signing and continue until either party chooses end it.

President
Local Government Hispanic Network

President
Government Finance Officers Association

Kenneth Williams
City Manager
City of Buda, TX

Kenneth R. Williams was appointed as the City Manager of the City of Buda, effective September 2008.

Mr. Williams is responsible for the day-to-day operations of the city, applies strategic direction; implements council policies, and coordinates community issues in a City with an \$87,700,000 budget. Mr. Williams previously held positions with the City of Diboll as City Manager (2006-2008), the City of Lufkin as Assistant City Manager of Administrative Services (2004-2006), Director of Public Works (1997-2004), and served as Lufkin's Emergency Management Coordinator (1997-2006). During his tenure as the Emergency Management Coordinator, he was responsible for coordinating the City's responses to the Space Shuttle Columbia Tragedy, Hurricane Katrina and Hurricane Rita.

Mr. Williams has a Master of Public Administration from Villanova University, a Bachelor of Business Administration Degree from Stephen F. Austin State University and an Associate of Science in Business from Angelina College. He participates in a number of professional organizations, including the International City Managers Association, the Texas City Managers Association Board of Directors, the National Forum for Black Public Administrators, and the Texas Municipal League.

Mr. Williams is actively involved in the community as a board member of the Hays Caldwell Public Utility Authority, The Capital Area Council of Governments, and The Hays County United Way. He is a past board member of the Buda Economic Development Corporation. He has experience officiating NCAA and high school basketball.

Mr. Williams is the President-Elect of the Texas City Managers Association and a member of the Central Texas Baylor Scott & White Advisory Board.



Orlando R. Cruz, Senior Vice President, Chief Revenue and Sales Officer, ICMA-RC

Orlando Cruz is responsible for a broad range of retirement savings, financial planning, investment-only (DCIO) and advisory programs (including government, education, healthcare, and not-for-profit retirement plans), which deliver on the organization’s mission of “serving those who serve”. He has overall responsibility for all revenue and client-facing sales teams across the corporation, which include approximately 250 teammates. Mr. Cruz reports to ICMA-RC’s President and CEO, Lynne Ford.

Mr. Cruz brings more than 28 years of experience leading the development of highly effective and successful sales organizations. Prior to joining ICMA-RC in 2020, Mr. Cruz was a Senior Vice President and Market Executive at PNC Investments and led a team delivering wealth management and retirement products and solutions to clients. With extensive leadership in the financial services industry, he has served in several executive roles, including President & CEO of MetLife’s broker-dealer organization (MetLife Securities, Inc.), President of the Retail Investor Channel at Voya (ING) Financial, and 18 years at Wells Fargo Corporation in leadership roles focused on retirement at both the plan sponsor and participant levels, as well as international pension funds.

Mr. Cruz earned a B.A., Finance, from the University of Miami. He is a Registered Principal and holds appropriate insurance licenses. Mr. Cruz is fluent in Spanish.



2020-2021 LGHN Board of Directors/Executive Committee

<p>Raymond Gonzales, President /Executive Committee Term expires: 2022 Adams County County Manager 4430 S. Adams County Pkwy. Brighton, CO 80601 Phone: 720-523-6829 Cell: 720-556-4086 rgonzales@adcogov.org</p>	<p>Rolando Fernandez, Immediate Past President/ Executive Committee Term: expires 2022 Director City of Austin 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</p>
<p>Samantha Tavares, President-Elect/Executive Committee Term: expires 2022 City of Phoenix Operations Manager, Solid Waste Division Public Works Department 200 W Washington Street, 6th Floor Phoenix, AZ 85003 Phone: 602-495-5143 Cell: 408-386-9896 samantha.tavares@phoenix.gov</p>	<p>Aubrey Gonzalez, Vice President for Professional Development/Executive Committee Term expires: 2021 Special Assistant to the City Manager/Police Community Liaison Phoenix Police Department 620 W. Washington Street Phoenix, Arizona 85003 Phone: 602-534-7419 Cell: 602-503-7384 Aubrey.Gonzalez@phoenix.gov</p>
<p>Bob Harrison, Vice President for Membership/ Executive Committee Term: expires 2022 City of Yakima City Manager 129 N. Second Street Yakima, WA 98901 Phone: 509-731-6294 Cell: 509-731-6294 Bob.Harrison@yakimawa.gov Cally.Price@yakimawa.gov</p>	<p>Paulina Martinez, Vice President for Career Advancement/Executive Committee Term expires: 2021 City of Evanston Assistant to the City Manager 2100 Ridge Avenue Evanston, IL 60201 Phone: 847-859-7833 Cell: 815-280-3806 pmartinez@cityofevanston.org</p>

Local Government Hispanic Network
Board of Directors Roster

LGHN Board of Directors/ Directors at Large

<p>Carlos Baia, Director at Large Term: expires 2021 Deputy City Manager, Development City of Concord Community Development 41 Green St., 2nd Floor Concord, NH 03301 Phone: 603-225-8595 Cell: 603-892-2000 cbaia@concordnh.gov</p>	<p>Noel Bernal, Director at Large Term: expires 2022 City Manager City of Brownsville City Hall, 2nd Floor 1001 E. Elizabeth Street Brownsville, TX 78522-09011 Phone: 956-548-6007 Cell: 956-346-1351 noel.bernal@cob.us</p>
<p>Maria De Leon, Director at Large Term: expires: 2021 City of Gilroy Director, Department of Recreation 7351 Rosanna Street Gilroy, CA 95020 Phone: 408-846-0460 Cell: 831-207-7239 Maria.DeLeon@ci.gilroy.ca.us</p>	<p>Gricelda Estrada, Director at Large Term: expires 2022 Executive Administrative Assistant City of Grand Rapids Executive Office 300 Montrose Avenue Grand Rapids, MI 49503 Phone: 616-456-3166 Cell: 616-788-8228 gestrada@grand-rapids.mi.us</p>
<p>Ramiro J. Inguanzo, Director at Large Term: expires 2021 Bal Harbour Village Assistant Village Manager 655 96th St. Bal Harbour, FL 33154 Phone: 305-993-7312 Cell: 305-450-7146 ringuanzo@balharbourfl.gov</p>	<p>Raoul Lavin, Director at Large Term expires: 2021 City of Tallahassee Assistant City Manager 300 S. Adams Street Tallahassee, FL 32301 Phone: 850-891-8149 Cell: 850-212-3673 Raoul.Lavin@talgov.com</p>
<p>Ramiro Salazar, Director at Large Term: expires 2022 Library Director San Antonio Public Library 600 Soledad San Antonio, TX Phone: 210-207-2644 Cell: 210-381-6153 Ramiro.Salazar@sanantonio.gov</p>	<p>Patricia Martel, Past ICMA Board Member Term: expires 2022 Retired 3220 Atherton Circle Napa, CA 94558 Phone: 650-991-8127 Cell: 650-255-0312 pmartel@icma.org</p>