



*Advancing Excellence and Inclusiveness in Local Government*

**Agenda**  
**November 3, 2023**  
**9:00 am PT/noon ET**

**Board of Directors**

**Samantha Tavares**  
*President*

**Bob Harrison**  
*President-Elect*

**Raymond Gonzales**  
*Immediate Past President*

**Marcus Steele**  
*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**

**Mario Diaz**

**Alejandra Lopez**

**Matt Rivera**

**Ramiro Salazar**

**Hazel Wetherford**

**Aaron Zavala**

**Board Liaisons**

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

**B. APPROVAL: Consent Agenda – Receive and Approve**

1. Board Meeting Summary October 13, 2023\*
2. Board Meeting Attendance Report for 2023/2024\*
3. Financial Reports End of Early October 31, 2023\*

**C. DISCUSSION/APPROVAL:**

1. No Items

**D. Discussion:**

1. Introduce and Welcome New Members of the Board of Directors
2. Finalize the Annual Membership Meeting, Agenda and Board of Directors' Roles – **Samantha Tavares\***
3. Biennial Conference Planning and Sponsorship Update – **Samantha Tavares and Marcus Steele**
  - a. Partner and Sponsor Engagement
  - b. Program
  - c. Keynote Outreach
  - d. Marketing and Promotions
4. LGHN Board Liaison Reports
  - a. ICMA Board and ICMA International Committee – **Victor Cardenas/Jorge Gonzalez**
  - b. MissionSquare – **Ines Guerrero**
  - c. NACA – **Gabe Rodriguez**

**E. Informational Items**

1. Update from LGHN at Municipal Management Association of Northern California Conference in Lake Tahoe, CA from October 27-29, 2023
2. Review Committees' Updates\*
3. Other

**F. Future Board Meeting Agenda Items**

1. Affiliate Agreement with the Illinois LGHN Chapter – *TBD 2023*
2. Baker Tilly Contract Renewal and Performance Review – *TBD*
3. Review and Discuss Board Member Meetings with Potential Corporate Sponsors – *Ongoing*

**Jorge Gonzalez**

*ICMA Liaison*

**Gabe Rodriguez**

*NACA Liaison*

**Ines Guerrero**

*MissionSquare*

*Retirement Liaison*

- a. Sustaining sponsorship outreach goal \$150,000
- b. Biennial conference sponsorship goal of \$100,000

**G. Future Meeting Dates and LGHN 2023 Events**

1. November 3, 2023 – LGHN Board Meeting
2. *November 9, 2023 – MissionSquare Webinar: Reimagining Recruitment and Retention Webinar 9:00 am PT/Noon ET*
3. *November 14, 2023 – LGHN and Affiliates Webinar: Managing Multigenerational Teams – Matt Rivera 9:30 am PT/12:30 pm ET*
4. *November 28, 2023 – Madrinas y Padrinos Check-in: Dealing with Burnout Part II 9:00 am PT/Noon ET*
5. December 1, 2023 - LGHN Board Meeting
6. *December 2023 – International Committee Webinar: Economic Development and Public Improvements in the US and Central America*
7. January 5, 2024 - LGHN Board Meeting
8. *January 17, 18 and 19 – LGHN 2023/24 Biennial Conference, City of Mesa, AZ*
9. *January 20 – LGHN Board of Directors Annual Retreat, City of Scottsdale, AZ*
10. February 2, 2024 - LGHN Board Meeting

**H. Adjournment**



## **Board Meeting Summary of October 13, 2023**

**Board Members in Attendance:** Samantha Tavares (President), Bob Harrison, Marcus Steele, Carlos Baia, Mariana Bojorquez, Alejandra Lopez, Ramiro Inguanzo, Raoul Lavin, Matt Rivera, Noel Bernal, Gricelda Estrada and Hazel Wetherford

**Board Members Absent:** Raymond Gonzales, Ramiro Salazar, Ramon Perez-Goizueta and Gabe Rodriguez

**Board Liaisons in Attendance:** Victor Cardenas, and Ines Guerrero

**LGHN Staff:** Christine Butterfield

### **1) Call to Order/Roll Call/Welcome**

*Bob Harrison called the meeting to order at 9:07 am PT.*

### **2) APPROVAL: Consent Agenda – Receive and Approve**

- a. Board Meeting Summary September 8, 2023\*
- b. Board Meeting Attendance Report for 2023/2022\*
- c. Financial Reports End of Early October 2023\*

*Motion to approve by Ines Guerrero*

*Seconded by Raoul Lavin*

*Unanimously approved*

### **3) DISCUSSION/APPROVAL:**

- a. Discuss and Approve Biennial Conference Registration Rates - **Samantha Tavares**
  - i. Member registration - \$450/on and after December 4 - \$550
  - ii. Nonmember registration - \$650/on and after December 4 - \$850
  - iii. Student registration - \$100 now and after December 4

Raoul Lavin asked that the board include a lower registration rate for local government leaders new to the profession within the past three years at a rate of \$350 rather than \$450.

Alex Lopez requested that in addition to Raoul's amendment to the motion that the board consider offering two complimentary registrations to each non-Arizona chapter to encourage increased attendance by each chapter at the conference in Mesa, AZ.

*Motion to approve by Bob Harrison*

*Seconded by Alex Lopez*

*Unanimously approved*

#### 4) Discussion:

- a. Debrief Discussion of LGHN at the 2023 ICMA Conference, Austin, TX – **Christine Butterfield (SEE ATTACHMENT)**
  - i. Conference Sessions
  - ii. Annual Dinner
  - iii. Exhibit Hall LGHN Booth
  - iv. Planning for 2024 and Pittsburg, PA
- b. Discuss the Annual Membership Meeting and Agenda – **Samantha Tavares**
- c. Biennial Conference Planning and Sponsorship Update – **Samantha Tavares and Marcus Steele**
  - i. Partner and Sponsor Engagement
  - ii. Program
  - iii. Keynote Outreach
  - iv. Marketing and Promotions
- d. Discuss Hispanic Heritage Month Activities
  - i. PM magazine article
  - ii. Chapters' celebrations
  - iii. Other
- e. LGHN Board Liaison Reports
  - i. ICMA Board and ICMA International Committee – **Victor Cardenas/Jorge Gonzalez**
  - ii. MissionSquare – **Ines Guerrero**
  - iii. NACA – **Gabe Rodriguez**

#### 5) Informational Items

- a. LGHN at Municipal Management Association of Northern California Conference in Lake Tahoe, CA from October 27-29, 2023
- b. Other

#### 6) Future Board Meeting Agenda Items

- a. Affiliate Agreement with the Illinois LGHN Chapter – *TBD 2023*
- b. Baker Tilly Contract Renewal and Performance Review – *TBD*
- c. Review and Discuss Board Member Meetings with Potential Corporate Sponsors – *Ongoing*
  - i. Sustaining sponsorship outreach goal \$150,000
  - ii. Biennial conference sponsorship goal of \$100,000

#### 7) Future Meeting Dates and LGHN 2023 Events

- a. October 13, 2023 - LGHN Board Meeting
- b. *October 24, 2023 - Central Texas Chapter Webinar: Affordable Housing Strategies and Case Studies from San Antonio and Austin 9:00 am PT*
- c. November 3, 2023 – LGHN Board Meeting
- d. *November 9, 2023 – MissionSquare Webinar: Reimagining Recruitment and Retention Webinar 9:00 am PT/Noon ET*

- e. *November 14, 2023 – LGHN and Affiliates Webinar: Managing Multigenerational Teams – Matt Rivera 9:30 am PT/12:30 pm ET*
- f. *November 28, 2023 – Madrinas y Padrinos Check-in: Dealing with Burnout Part II 9:00 am PT/Noon ET*
- g. *December 1, 2023 - LGHN Board Meeting*
- h. *December 2023 – International Committee Webinar: Economic Development and Public Improvements in the US and Central America*
- i. *January 5, 2024 - LGHN Board Meeting*
- j. *January 17, 18 and 19 – LGHN 2023/24 Biennial Conference, City of Mesa, AZ*
- k. *January 20 – LGHN Board of Directors Annual Retreat, City of Scottsdale, AZ*
- l. *February 2, 2024 - LGHN Board Meeting*

**Adjournment**

*Samantha Tavares adjourned the meeting at 10:30 am PT*

## **LGHN Activities at the 2023 ICMA Conference Austin, TX**

### **10/13/23 Board of Directors' Debrief and Meeting**

#### **LGHN booth**

- Booth staffing for PA will be important
- Great energy and visitors interested in chapter development
- Thanks to Marcus, Matt, Sam and all for staffing the booth

#### **LGHN dinner**

- Jenny's help was valuable for the last-minute registrations! Thanks for the flexibility!!
- Well attended
- Consider developing and sharing a printed year-in-review
- Enjoyed the dinner and LGHN update and continue the format in PA

#### **LGHN sessions with affiliates**

- Sessions went well but concerned about the session selection process for PA
- Our sessions seemed too short! None had time for Q and A
- Room size was a problem...***several sessions were standing room only***
- In PA:
  - City/county encore
  - Homeless/unhoused encore
  - Advocate for longer session
  - Advocate for more LGHN sessions
  - Recommend larger meeting rooms
  - Prep the moderators to manage the session time to provide for q/a
  - NFBPA breakfast followed immediately by LGHN's session
  - Sessions missing stage and elevated area for presenters

#### **Affiliates' meeting**

- LGHN needs to preserve its terms in the ICMA affiliate agreement

#### **Affiliates' reception**

- Provide more structure for the remarks
- Didn't like the location being off the "main walkway" at the Hilton.

## Board of Directors' Meeting Attendance 2023 and 2024

Name	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	ICMA 10/1-10/4	10/23	11/23	12/23	1/24	LGHN 1/17-1/19
Samantha Tavares	A	X	X	X	A	X	X	X	X	X	Attended	X				Attending
Bob Harrison	X	X	X	A	X	X	X	X	X	X	Attended	X				
Raymond Gonzales	A	A	A	A	A	A	A	A	A	A	-	A				
Ramiro Inguanzo	A	A	X	A	X	A	X	X	A	X	-	X				
Gricelda Estrada	A	A	A	X	X	X	A	X	A	A	-	X				
Carlos Baia	X	X	X	X	X	X	X	X	X	X	Attended	X				
Raoul Lavin Through October	A	X	X	A	X	X	X	A	X	X	Attended	X	Incoming Mario Diaz			
Noel Bernal	X	X	X	X	A	A	A	A	X	X	Attended	X				
Mariana Bojorquez	X	X	A	X	A	X	A	A	X	X	-	A				
Alejandra Lopez	X	X	X	X	A	X	X	X	X	X	Attended	X				
Ramón Pérez- Goizueta Through October	A	A	X	X	A	A	X	A	A	A	-	A	Incoming Aaron Zavala			
Ramiro Salazar	A	X	X	A	A	X	X	A	X	X	Attended	A				
Marcus Steele	A	X	X	X	A	X	X	X	X	X	Attended	X				Attending
Matt Rivera	A	X	A	X	X	X	X	X	A	X	Attended	X				
Hazel Wetherford	X	A	X	X	A	X	X	X	X	X	Attended	X				
Victor Cardenas Through September (ICMA Board)	A	X	X	X	A	X	A	X	X	X	Attended	Incoming Jorge Gonzalez				
Gabriel Rodriguez (NACA Board)	X	X	A	A	A	X	X	X	A	X	Attended	A				
Ines Guerrero (MissionSquare)	A	X	A	X	A	X	X	X	X	X	Attended	X				

Updated October 31, 2023

## Local Government Hispanic Network Profit & Loss Budget vs. Actual January through December 2023

	<u>Jan - Dec 23</u>	<u>Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>43400 · Direct Public Support</b>		
43450 · Individual Support	40.58	
43455 · Corporate Support	65,000.00	55,000.00
43457 · Scholarship	5,989.28	4,000.00
<b>Total 43400 · Direct Public Support</b>	<u>71,029.86</u>	<u>59,000.00</u>
<b>46400 · Other Types of Income</b>		
46410 · Advertising Sales	165,950.00	191,250.00
46430 · Miscellaneous Revenue	1,659.14	500.00
<b>Total 46400 · Other Types of Income</b>	<u>167,609.14</u>	<u>191,750.00</u>
<b>47200 · Program Income</b>		
47209 · Annual Meeting Sponsorship	2,000.00	
<b>47230 · Membership Dues</b>		
47231 · Chapters	11,000.00	40,000.00
47232 · Corporate	0.00	0.00
47233 · Individual	9,344.17	3,000.00
47234 · Local Government	17,600.00	7,500.00
47237 · Regional Chapter Florida-LG	4,882.29	
47238 · Regional Chapter Florida-SM	2,858.79	
47239 · Regional Chapter Illinois	3,750.00	
47240 · Regional Chapter Central Texas	2,833.33	
47241 · Regional Chapter Colorado	8,416.66	
<b>Total 47230 · Membership Dues</b>	<u>60,685.24</u>	<u>50,500.00</u>
47250 · Conference Registration	3,000.00	
47260 · Conference Sponsorship	11,000.00	
47270 · LGHN Dinner Registrations	11,650.00	16,000.00
47271 · LGHN Dinner Sponsorships	0.00	0.00
<b>Total 47200 · Program Income</b>	<u>88,335.24</u>	<u>66,500.00</u>
<b>49000 · Special Events Income</b>		
49010 · Special Events Contributions	4,000.00	5,000.00
<b>Total 49000 · Special Events Income</b>	<u>4,000.00</u>	<u>5,000.00</u>
<b>Total Income</b>	<u>330,974.24</u>	<u>322,250.00</u>
<b>Gross Profit</b>	330,974.24	322,250.00
<b>Expense</b>		
<b>60900 · Business Expenses</b>		
60920 · Business Registration Fees	90.00	120.00
60960 · Merchant Services Fees	7,561.06	9,000.00
<b>Total 60900 · Business Expenses</b>	<u>7,651.06</u>	<u>9,120.00</u>
<b>62100 · Contract Services</b>		
62110 · Accounting Fees	1,000.00	1,200.00
62150 · Outside Contract Services	130,231.44	185,000.00
<b>Total 62100 · Contract Services</b>	<u>131,231.44</u>	<u>186,200.00</u>
<b>65000 · Operations</b>		
65009 · Computer Software	892.18	1,600.00
65020 · Postage, Mailing Service	1,328.62	1,000.00
65030 · Printing and Copying	0.00	500.00
65040 · Supplies	27.51	10.00
65050 · Telephone, Telecommunications	1,666.05	2,000.00
65060 · Website	8,553.82	12,000.00
<b>Total 65000 · Operations</b>	<u>12,468.18</u>	<u>17,110.00</u>
<b>65100 · Other Types of Expenses</b>		



## Local Government Hispanic Network Profit & Loss Budget vs. Actual January through December 2023

	<u>Jan - Dec 23</u>	<u>Budget</u>
Board of Directors Retreat	0.00	1,500.00
65110 · Advertising/Marketing Expenses	3,104.77	4,000.00
65120 · Insurance - Liability, D and O	905.00	1,000.00
65140 · Contributions	1,500.00	1,500.00
65160 · Other Costs	148.59	500.00
65170 · Scholarships Awarded	0.00	1,600.00
65180 · Special Events	5,332.82	7,000.00
65185 · Program Activities		
Catering	11,041.25	12,000.00
Entertainment	940.00	1,500.00
Event Insurance	126.00	
Facility Rental	10,423.49	
Other Costs	16,887.50	1,200.00
Postage/Shipping	0.00	500.00
Printing/Copy/Mktg	464.78	500.00
Stipends and Speaker Fees	0.00	1,600.00
<b>Total 65185 · Program Activities</b>	<u>39,883.02</u>	<u>17,300.00</u>
65190 · Special Projects, Chap Support	0.00	5,000.00
<b>Total 65100 · Other Types of Expenses</b>	<u>50,874.20</u>	<u>39,400.00</u>
68300 · Travel and Meetings		
68310 · Conf, Conv, Meeting-Nat'l	573.24	5,000.00
68320 · Meeting Travel-Reg'l	0.00	1,000.00
<b>Total 68300 · Travel and Meetings</b>	<u>573.24</u>	<u>6,000.00</u>
<b>Total Expense</b>	<u>202,798.12</u>	<u>257,830.00</u>
<b>Net Income</b>	<u><u>128,176.12</u></u>	<u><u>64,420.00</u></u>

**Local Government Hispanic Network**  
**Account Listing**  
**October 31, 2023**

<u>Account</u>	<u>Type</u>	<u>Balance Total</u>	<u>Description</u>
10000 · US Bank - checking	Bank	178,023.87	IHN Checking
10000 · US Bank - checking:Frances Gonzalez Scholarship	Bank	20,310.04	
10000 · US Bank - checking:Joel Valdez	Bank	428.03	
10000 · US Bank - checking:Operating Cash	Bank	133,940.45	
10000 · US Bank - checking:Operating Reserves	Bank	23,345.35	
25001 · Florida Chapter Payable	Other Current Liability	1,799.10	LGHN owes to the LFLG chapter
25003 · Illinois Chapter Payable	Other Current Liability	17.87	LGHN owes to the IL-LGHN chapter
25004 · Colorado Chapter Payable	Other Current Liability	3,948.39	LGHN owes to the Jutos Colorado chapter
25005 · Central TX Chapter Payable	Other Current Liability	1,838.95	LGHN owes to the CTX Chapter.
Actual Operating Cash		<b>126,336.14</b>	



## Annual Membership Meeting December 1, 2023

### 1. (10 min) Introduction of the Board Members - All

#### Poll Question

- a. Are you part of a chapter?
- b. Which chapter?

### 2. (10 min) Review 2023 Successes – Samantha (work with Jenny to secure photos form events)

#### a. Professional development

##### Poll Question

- i. How many LGHN webinars have you joined this calendar year?
- ii. What other topics would you like to see offered?

#### b. Mentorship

##### Poll Question

- i. Do you plan to be part of the 2024/2025 Madrinas Y Padrinos cycle?

#### c. Partnerships

### 3. (10 min) Discuss Key Activities in 2024 – Samantha

#### Poll Question

- a. Do you plan to join the biennial conference?
- b. What are you most looking forward to in Mesa, AZ?

### 4. (5 min) International committee upcoming events – Noel

### 5. (10 min) Introduce the Chapter Leaders and Discuss the Vision for the Future – Marcus and chapter leaders

### 6. (10 min) Present the Biennial Conference Schedule and Introduce Mesa to LGHN Members – Marcus and Andrea

### 7. Call for committee members!

- a. International – Noel Bernal
- b. Membership – Marcus Steele
- c. Sponsorship – Samantha Tavares
- d. Communications – Hazel Wetherford
- e. Professional development – Ramiro Inguanzo
- f. Career Advancement – Gricelda Estrada

### 8. (5 min) Thank Yous and Appreciations



## Board of Director’s Meeting 2022 and 2023 Committee Work Plans

Developed at the Board Workshop on January 8, 2022

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)	Updated 10/31/23
<p><b>A. Executive Committee Chair – Samantha Tavares</b></p> <ol style="list-style-type: none"> <li>1. LGHN values and process to confirm alignment by third-party contractors.</li> <li>2. Explore partnerships with other organizations and build relationships</li> <li>3. Better define relationships with and opportunities for participating in programs offered by LGHN affiliates (NFBPA, I-NAPA, NACA, GFOA). <b>UNDERWAY</b></li> <li>4. Create master calendar of affiliate activities. <b>UNDERWAY</b></li> <li>5. Review terms of ICMA affiliate agreement and establish expectations of ICMA. <b>UNDERWAY</b></li> <li>6. Set time and develop agenda for leadership meeting with ICMA.</li> </ol>	<ul style="list-style-type: none"> <li>• Review and update values and mission statement (at the fall 2022 Board retreat)</li> <li>• Better define LGHN relationship with affiliates and invite the presidents of each organization and establish a regular meeting to catalyze collaborative efforts (Bob, Ray, and Ramiro)</li> </ul>
	<ul style="list-style-type: none"> <li>• The Executive committee will begin meeting regularly to review and recommend financial policies to the full board later in 2023.</li> </ul>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)	Updated 10/31/23	
7. Update Board commitment forms. <b>COMPLETE</b> 8. Recommendations for <i>emerging leaders award</i> <ul style="list-style-type: none"> <li>• <b>Regular meeting: As needed basis</b></li> </ul>		
<b>B. 2023 Biennial Conference Planning Committee (with Professional Development Committee) Chairs – Carlos Baia, Raoul Lavin and Ramiro Inguanzo</b> 1. Negotiate new training programs with SGR. <b>COMPLETE</b> 2. Identify topics for 2023 webinars. <b>COMPLETE</b> 3. Reach out to LGHN chapters to assist with regional in-person training and networking sessions. <b>COMPLETE</b> 4. Identify affiliate events that will include LGHN sponsored sessions. <b>COMPLETE/UNDERWAY</b> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: Every other week.</b></li> </ul>	Biennial Conference - Mesa Convention Center from 1/17 – 1/29 <u>Themes</u> <b>Connect, collaborate, ...succeed!</b>	1. Arizona chapters joined the conference planning committee meetings effective 6/29. 2. Committee meeting every other Thursday. 3. Sponsorship brochure updated and Samantha Tavares leading corporate engagement. 4. Partnership postcards distributed at ICMA and through the Arizona Hispanic Chamber of Commerce 5. Sponsorship update will be presented at the November and December 2023 meetings.
<b>C. Career Advancement Committee Chair (and Vice President for Career Development) – Gricelda Estrada</b> 1. Kick off the revised Madrinas y Padrinos coaching program. <b>COMPLETE/UNDERWAY</b>	<ul style="list-style-type: none"> <li>• Successful launch of new structured mentorship program.. Likely grow the toolbox to support the program.</li> <li>• Consider offering professional assessment tools through the Madrinas y Padrinos program</li> </ul>	1. Program kickoff June 2023 and meeting through February 2024. 2. GFOA members will join the program in 2023/2024. 3. Third check-in scheduled 9/26 and led by SRG

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)		Updated 10/31/23
<p>2. Create strategy for youth/student engagement.</p> <p>3. Outreach to executive search firms for assistance with interview skills, resume writing, etc. <b>COMPLETE/UNDERWAY</b></p> <p>4. Foster university partnerships (John J College, NY; Maxwell School; ICMA Fellows; University of San Francisco and Monica Hudson)</p> <p>5. Engage more Board members to serve as mentors. <b>COMPLETE</b></p> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: As needed basis</b></li> </ul>	<ul style="list-style-type: none"> <li>• Create a similar structured program for youth. Set up meeting with youth and universities to build a pipeline of new professionals</li> </ul>	<p>4. Fourth check-in scheduled November 2023.</p>
<p><b>D. Membership Committee Chair - Marcus Steele</b></p> <p>1. Kick off joint membership drive with ICMA.</p> <p style="margin-left: 20px;">a. Target membership outreach to Hispanic City managers</p> <p style="margin-left: 20px;">b. Target membership outreach to state associations to establish partnerships</p> <p>2. Track membership growth and report regularly to the LGHN board</p> <p>3. Work with NACA to increase County membership.</p> <p>4. Pursue new regional chapters and set priorities for 2023. (See tools on the LGHN website.)</p>	<ul style="list-style-type: none"> <li>• Working with ICMA on joint membership drive to recruit new members to LGHN.</li> <li>• Collaborating with local government state chapters has been an effective method to build membership (and NACA)</li> <li>• Building regional chapters where we have advocates</li> </ul>	<p><u>Formation Targeted in 2023</u></p> <p>a. <i>Illinois Chapter:</i> Leaders conducted strategic planning session in early January. Bylaws pending submission to the LGHN board. <b>Ana Elizarraga</b></p> <p>b. <i>Washington Chapter:</i> Yakima staff invited to present at WCCMA conference in August. Karen to provide PowerPoint for the session. Will recruit volunteer startup board at the conference. <b>Bob Harrison</b></p> <p>c. <i>Michigan Chapter:</i> Formation meeting in progress in August 2023.</p>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)	Updated 10/31/23	
<ul style="list-style-type: none"> <li>• <b>Regular meeting time: Second Friday of the month at 8:30 am PT</b> <ul style="list-style-type: none"> <li>I. <b>Chapters Advisory Subcommittee Chair – Marcus Steele.</b> Establish advisory committee in conjunction with LGHN chapter representatives. Develop plan to engage chapters on an ongoing basis. Create a chapter recognition program. <b>Regular meeting time: Every other month on the third Friday at 8:30 am PT</b></li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>d. <b>California Chapter(s): Hazel Wetherford</b> assisted by MMANC. Considering multiple chapters. Staff attending MMANC on 10/27-29/23. Kickoff meeting planned for 11/17.</li> <li>e. <b>Minnesota Chapter: Maria Solano</b> and other contacts in the region. First discussion planned for November 2023. ICMA board member engaged and other MN city managers.</li> </ul>
<p><b>E. Marketing and Communications Committee</b> <b>Co-Chairs – Hazel Wetherford</b></p> <ol style="list-style-type: none"> <li>1. Develop/improve social media plan.</li> <li>2. Develop communications and marketing strategy and branding.</li> <li>3. Assist with organizing posted/recorded webinars and training sessions.</li> <li>4. Social media tracking (Latino leadership institute offers a good model/Denver University)</li> <li>5. Update the LGHN website. <ul style="list-style-type: none"> <li>• <b>Regular meeting time: TBD</b></li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Social media communications are an opportunity that we can grow.</li> <li>• Invite members with communications skills join and lead the committee (Bob to invite mentee from City of Reno)</li> <li>• Include co-chair in the call for committees.</li> <li>• Tap youth/MPA students/university partnerships for interns to assist</li> </ul>	<ol style="list-style-type: none"> <li>1. Bimonthly E-newsletter first issue released on March 27, 2023. Next issues are scheduled for 7/10 and 8/14.</li> <li>2. Committee (Hazel, Sam and staff) to reconvene on the first Thursday of the month beginning in November.</li> </ol>
<p><b>F. Scholarships and Fund Development Committee Chair – Samantha Tavares and Raoul Lavin (Carolina LaMonica with MissionSquare)</b></p>	<ul style="list-style-type: none"> <li>• Develop a flexible fund development strategy/policy to dedicate and expend dollars to an array of LGHN activities (scholarships, operations,</li> </ul>	<ol style="list-style-type: none"> <li>1. Sustaining corporate membership campaign continues.</li> <li>2. Follow-up emails and meetings underway with Cigna, Gallagher,</li> </ol>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)		Updated 10/31/23
<ol style="list-style-type: none"> <li>1. Discuss funding assistance from ICMA.</li> <li>2. Review LGHN value statement (focus on ROI) for potential sponsors and market DEI expertise/resources</li> <li>3. Update sponsor packet with sponsorship options (options include voting membership, review affiliate practices, programming, conference presentations)</li> <li>4. Develop strategy (using the LGHN financial forecast 2022-2025) for sponsor outreach</li> <li>5. Establish working group of retired LGHN members to assist with the “ask”</li> </ol> <ul style="list-style-type: none"> <li>• Regular meeting time: <b>TBD</b></li> </ul>	<p>conference/programming, marketing/social media, etc.)</p> <ul style="list-style-type: none"> <li>• Develop sponsor’s value statement (Noel to join)</li> <li>• Consider creating an endowment policy and/or benchmark.</li> <li>• Reach out to state associations to grow the endowment/fund development/marketing</li> <li>• Board commitments include donating to the LGHN scholarship fund</li> </ul>	<p>Holman Capital, GFOA and ICMA referral sponsors’ list.</p>
<p><b>G. International Committee Chair - Noel Bernal</b> – <i>Staff support Christine</i></p> <ol style="list-style-type: none"> <li>1. Develop structure for training programs. <b>COMPLETE</b></li> <li>2. Adapt training materials from ICMA credentialing program (adapt program to meet the needs of early to mid-career development professionals)</li> <li>3. Invite LGHN members to create case studies in line with the training structure.</li> <li>4. Market the training opportunities <ol style="list-style-type: none"> <li>a. Outreach to potential trainers from LGHN membership and survey</li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>1. The committee met in April and prepared a work plan.</li> <li>2. In July, the Committee met and discussed attendance and collaboration with the Puerto Rico conference scheduled August 6-7, 2023. The topic is good governance.</li> <li>3. Working with ICMA to develop cobranded programming.</li> <li>4. Webinar planned December 2023 in English and Spanish.</li> </ol>



2022 and 2023

Updated 10/31/23

**Committee Work Plans for  
(Board to Reconsider at 1/20/24 Retreat)**

<p>administered in 2022 (<i>must be Spanish speakers</i>) <b>COMPLETE</b></p> <p>b. Market to Puerto Rican jurisdictions</p> <p>5. Administer/conduct training.</p> <p>6. Finalize “certification” process.</p> <ul style="list-style-type: none"><li>• <b>Regular meeting time: Last Monday of every month at 9 am PT/noon ET</b></li></ul>		
<p><b>F. Nominations Committee – Chair and committee appointed by the President</b></p> <p>1. Email members regarding interest in serving and recommendations – 30 days required (<i>May/June</i>)</p> <p>2. Close member submittals – <i>June</i></p> <p>3. Review submittals and conduct interviews (<i>June/July</i>)</p> <p>4. Board approval at the <i>July or August</i> board meeting</p> <p>5. Issue ballots – 15 days minimum for voting, at least 30 days before the annual meeting (<i>August</i>)</p> <p>6. Close ballots – typically 30 days (<i>September</i>)</p> <p>7. Annual membership meeting (<i>October</i>)</p> <ul style="list-style-type: none"><li>• <b>Meeting times determined by bylaws and date of annual membership meeting</b></li></ul>	<ul style="list-style-type: none"><li>• Include on the April Board meeting agenda</li></ul>	

**From:** [Laura Savage](#)  
**To:** [Marcia Conner1](#); [Christine Butterfield](#); [Kimberly Richardson](#)  
**Cc:** [Roberto Fernandez](#); [Jenny Sudo](#); [Kirsten Decker](#); [ICMA Nominations](#)  
**Subject:** FW: 2023-24 ICMA Regional Nominations for Vice Presidents  
**Date:** Monday, October 30, 2023 8:44:09 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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Greetings Marcia, Christine, and Kimberly,

I am forwarding the communication sent last week to ensure you received the information and deadlines regarding the 2023-2024 regional nominations and elections process.

We encourage your leadership to appoint different members as in the past, and an approach to make this palatable to those new to the process is to market it as an opportunity to build a pipeline for leadership in your respective organizations.

Additionally, an opportunity to view and participate in this process is invaluable to someone who may be a future leader or considering ICMA board service in the future.

**December 15, 2023 is the deadline to confirm your association's representative to a regional nominating committee.**

Lastly, we encourage your organizations to identify an alternative/"back-up" appointee to serve on a regional nominating committee in the event your appointee cannot attend the virtual candidate interviews held March-April 2024.

Please let me know who you've appointed for each region and as always, I am happy to provide additional assistance.

Best,  
Laura

**Laura Savage** (she/her)  
Senior Program Manager, Equity and Inclusion  
[#SheLeadsGov](#)

202.962.3627 office  
[LinkedIn](#)  
[Schedule a meeting](#)

**ICMA**  
INTERNATIONAL CITY/COUNTY  
MANAGEMENT ASSOCIATION

[icma.org](#)



*\*Please note: My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.*

**From:** Lon Pluckhahn, ICMA President <[membercommunications@icma.org](mailto:membercommunications@icma.org)>  
**Sent:** Thursday, October 26, 2023 11:07 AM  
**To:** Karen Daly <[kdaly@icma.org](mailto:kdaly@icma.org)>  
**Subject:** 2023-24 ICMA Regional Nominations for Vice Presidents

From the Desk of the ICMA President

View this email [in your browser](#).

ICMA<sup>®</sup> executive board



To: Presidents, U.S. State Associations, The League of Women in Government (League), Local Government Hispanic Network (LGHN), National Association of County Administrators (NACA), and National Forum for Black Public Administrators (NFBPA)

**Re: 2023-2024 Regional Nominations & Election Process for ICMA Regional Vice President Executive Board Service**

Dear Colleagues,

On behalf of the ICMA Executive Board, I look forward to working with you during this year's regional nominations and annual election process to identify the best qualified individuals to serve on ICMA's Executive Board.

## Action Needed: Confirm A Representative

In your role as president of your association, I invite you to serve or to appoint your association's designee to your region's nominating committee by **December 15, 2023**.

**In order to serve on a regional nominating committee, individuals must be ICMA Corporate (voting) members in good standing who are working in service to a local government.** The five U.S. Regional Nominating Committees (Midwest, Mountain Plains, Northeast, Southeast, West Coast) are each **responsible for interviewing and selecting one candidate to appear as the region's recommended nominee for Regional Vice President on ICMA's annual election ballot.**

- State association presidents are asked to serve or to appoint one state association representative to

their region's nominating committee meeting the criteria stated above.

- The League, LGHN, NACA, and NFBPA are asked to appoint one representative for each of the five regional nominating committees (the individual should be in the region of the committee they are appointed to) meeting the criteria stated above.

ICMA encourages your associations to identify an alternative/"back-up" appointee to serve on a regional nominating committee in the event your appointee cannot attend the virtual candidate interviews held March-April 2024.

## 2023-2024 Schedule

- **October 17, 2023:** Call for candidate nominations opens. Members eligible to serve the 2024-2027 term in their region have been notified of their eligibility and invited to apply for ICMA Executive Board service via email.
- **December 15, 2023: Deadline to confirm your association's representative to a regional nominating committee. Please submit the individual's full name and contact information to [icmanominations@icma.org](mailto:icmanominations@icma.org) and [copying your ICMA Regional Director](#).**
- **January 12, 2024:** Deadline for candidates to submit their materials to [icmanominations@icma.org](mailto:icmanominations@icma.org).
- **March-April 2024:** Regional Nominating Committees convene virtually to interview candidates from each region (3-4 hours). One hour orientation meetings for committee members will be offered in advance of the interviews and committee members will be provided with candidate materials.
- **April 30, 2024:** Election ballot opens.
- **May 31, 2024:** Election ballot closes.

## Identify Candidates to Serve as Regional Vice President

Every year, your associations have the important responsibility of identifying and developing the best qualified candidates for each Regional Nominating Committee's consideration. ICMA serves as a resource to you and members interested in the board service opportunity.

### Summary of 2023-24 Eligibility Criteria by Region

Candidates must submit the following items to [icmanominations@icma.org](mailto:icmanominations@icma.org) by **January 12, 2024**, in order to be considered by a Regional Nominating Committee. All items must be emailed in a single PDF packet/attachment and late materials will not be accepted.:

1. A statement of your qualifications for board service and your view of the issues facing ICMA. Two-page limit.
2. Current Resume.
3. A list of any contributions you have made to ICMA and state/affiliate organizations, such as service on a committee, board, etc.

4. Thoughtful letters of support from members or letters of endorsement from state or affiliate associations that can aid the Regional Nominating Committee in understanding your qualities, achievements, and potential contributions to the Board (*Optional, but recommended*).
5. Petition signed by 15 ICMA Corporate members (*Optional*).

## Resources and Information

# Plan for Our Future

Please take the time to review your [region's nominating agreement](#) outlining the shared responsibility for this process, and the state and position type rotation systems unique to each region.

Eligible members interested in applying to serve as a Regional Vice President on the ICMA Executive Board are encouraged to connect with your associations, current or former ICMA board members, ICMA regional directors, and visit ICMA's website for detailed information on this process, expectations of board service and the commitment it entails, and additional resources.

**On behalf of the entire ICMA Executive Board, I thank you for our ongoing partnerships and joint commitment to help develop, identify and select ICMA's Regional Vice Presidents for the benefit of our peers and the future of our profession.**

If I can be of assistance to you, please reach out to me at [Lon.Pluckhahn@cityofvancouver.us](mailto:Lon.Pluckhahn@cityofvancouver.us).

**Lon Pluckhahn**

**ICMA President, 2023-2024**

*CC: ICMA Executive Board; ICMA CEO/Executive Director; Executive Directors for The League, LGHN, NACA, NFBPA; State Association Secretariats; ICMA Chief of Staff, Managing Director of Membership Services and Ethics, ICMA Regional Directors*



[ICMA - International City/County Management Association](#)

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## Reimagining Recruitment and Retention Webinar

Local Government Hispanic Network Webinar

Hosted by MissionSquare Retirement

Thursday, November 9, 2023 from 9-10 am PT/12-1 pm ET

[Registration Link](#)

Given the structural changes in the nature of work and workforce competition over the past few years, it is time for local government managers to take a hard look at the state of the recruitment process. Join us for a one-hour webinar where MissionSquare Research Institute will discuss new outreach and engagement methods, ways to restructure interviews, and options for full-time vs. part-time work.

Get recent data on sentiments from public sector employees, human resources professionals, and job candidates, plus insights on how public government employers can remain competitive in a difficult hiring market. Particular attention will be given to:

- Hard-to-recruit positions
- The use of technology to reconfigure both recruitment processes and the workplace
- New findings among employees aged 35 and younger about what factors motivate them to seek or remain in public sector employment

### Featured Presenters

<p><b>Gerald Young</b> Senior Research Analyst MissionSquare Research Institute</p>	<p><b>Dario Gomez-Garcia</b> Managing Vice President, Field Sales MissionSquare Retirement</p>
	







**Date: November 14, 2023, from 9:30 am PT/Noon ET**  
**Session: Leading/Managing Multigenerational Teams**

**Moderator**

*Matt Rivera, Adams County, CO*

**Panelists**

*Anil Comelo, St. Helena, CA*

*Ian Coyle, Livingston County, NY*

*Tavares Nichols, Alameda County, CA*

**Zoom Registration link here: <https://us02web.zoom.us/j/86388674300>.**