



*Advancing Excellence and Inclusiveness in Local Government*

**Agenda**  
**June 2, 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**

**Raoul Lavin**

**Alejandra Lopez**

**Ramón Pérez-Goizueta**

**Matt Rivera**

**Ramiro Salazar**

**Hazel Wetherford**

**Board Liaisons**

**Victor Cardenas**  
*ICMA Liaison*

**Gabe Rodriguez**  
*NACA Liaison*

**Orlando Cruz**  
*MissionSquare Retirement Liaison*

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

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

1. Board Meeting Summary May 5, 2023\*
2. Board Meeting Attendance Report for 2023/2022\*
3. Financial Reports End of May 2023\*

**C. DISCUSSION/APPROVAL:**

1. Discuss and Approve Postponement of the LGHN Biennial Conference in Orlando, FL from November 2023 to 2025 (*date to be determined at an upcoming meeting*)
  - a. See *Samantha Tavares* email of May 25, 2023\*
2. Discuss and Approve 2023/2024 LGHN Biennial Conference Site
  - a. Mesa, AZ – *Marcus Steele* (*January 18 and 19, 2024 available at convention center*)
  - b. Other
3. Discuss and Approve Municipal Management Association of Northern California Affiliate Agreement\* – *Christine Butterfield*
  - a. Partnership agreement to collaborate on the development of webinar and conference sessions
  - b. Leverage MMANC relationships and exposure to develop a California Chapter of LGHN
4. Discuss and Approve NFBPA Emerge Sponsorship Request\* – *Christine Butterfield*
5. Discuss and Approve LGHN Board Designee to the ICMA Conference 2024 Planning Committee – *Samantha Tavares*

**D. Discussion:**

1. LGHN Committee Update\* – *Board Chairs*
2. LGHN Board Liaison Reports
  - a. ICMA Board and ICMA International Committee – *Victor Cardenas*
  - b. MissionSquare – *Orlando Cruz replacement pending*
    - i. MissionSquare press release\*
    - ii. MissionSquare email\*
  - c. NACA – *Gabe Rodriguez*

**E. Informational Items**

1. Debrief LGHN May Events
  - a. May 21-24, 2023 – *GFOA Annual Conference, Portland, OR*
  - b. May 24, 2023 - *LGHN Webinar Hosted by Mesa Chapter: Tackling Digital Inequities in Multilingual Communities* (48 attendees)
  - c. May 31, 2023 - *Affiliate (LGHN, I-NAPA, NFBPA and NACA) Webinar Series: Managing Burnout* (125 registrants)

\*Supporting documents included

2. Discuss Chapters' Meeting Agenda for July 21, 2023 – *Marcus Steele*
  - a. Review and update chapter membership goals and requests for assistance
  - b. Review and update LGHN program and webinar schedule\*
  - c. Discuss status of March 17, 2023, input session “*Now you are a chapter, what’s next?*” and review the next steps
3. Review Affiliate Presentations/Sessions at ICMA Conference in Austin, TX
  - a. Tickets open for the LGHN dinner in Austin, TX mid-June (concurrent with ICMA conference registration)
  - b. Affiliates submitted jointly 17 sessions to the conference planning committee
    - i. NACA hosting two sessions
    - ii. LGHN hosting one session
    - iii. I-NAPA hosting one session
4. Discuss Bimonthly E-newsletter and Upcoming Issues
  - a. Distributed to about 1,500 LGHN contacts (*current membership estimates 1,249 excluding new Michigan Chapter*)
  - b. Review June 5 Issue
  - c. Review June 19 Issue

#### **F. Future Board Meeting Agenda Items**

1. Review and Approve the Biennial Conference Rates and Program – *TBD*
2. Discuss and Approve the Executive Committee Emerging Leader Award Recommendation – *July 2023*
3. Affiliate Agreement with the Illinois LGHN Chapter – *July 2023*
4. Budget Update, Fees Review and Baker Tilly Performance Review – *Summer 2023*
5. ICMA Affiliate Agreement Renewal – *Fall/Winter 2023*
6. Discuss promotional items and distribution plan
7. Review and Discuss Board Member Meetings with Potential Corporate Sponsors
  - a. Sustaining sponsorship outreach goal \$150,000
  - b. Biennial conference sponsorship goal of \$100,000
    - i. Conference program – *Ramiro Inguanzo, Carlos Baia and Raoul Lavin*
      - a) FCCMA newsletter article about LGHN and Biennial Conference
    - ii. Budget gap update – *LGHN Executive Committee*

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

1. *May 21-24, 2023 – GFOA Annual Conference, Portland, OR (Karen Davis to attend)*
2. *May 24, 2023 LGHN Webinar: Mesa Chapter*
3. *June 2, 2023 – LGHN Board Meeting*
4. *June 6, 2023 – Madrinas y Padrinos Program Kickoff Meeting\**
5. *July 7, 2023 – LGHN Board Meeting*
6. *August 4, 2023 – LGHN Board Meeting (potentially move to August 11, 2023)*
7. *September 8, 2023 - LGHN Board Meeting*
8. *October 1, 2023 – LGHN Dinner at the ICMA Conference: Stubb’s Barbeque, Austin, TX*
9. *October 1-4, 2023 – ICMA Annual Conference, Austin, TX*
10. *October 6, 2023 - LGHN Board Meeting*
11. *November 1, 2023 – LGHN Board of Directors’ Annual Retreat, Caribe Royale Hotel and Conference Center in Orlando, FL*
12. *November 1-3, 2023 – LGHN 2023 Biennial Conference, Caribe Royale Hotel and Conference Center in Orlando, FL*
13. *December 1, 2023 - LGHN Board Meeting*
14. *January 5, 2024 - LGHN Board Meeting*
15. *February 2, 2024 - LGHN Board Meeting*

#### **H. Adjournment**



## Local Government Hispanic Network

### Board Meeting Summary of May 5, 2023

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

**Board Members Absent:** Ramiro Inguanzo, Noel Bernal, Ramon Perez-Goizueta, and Raymond Gonzales

**Board Liaisons in Attendance:** Victor Cardenas, Gabriel Rodriguez, and Rod Alcazar

**LGHN Staff:** Karen Davis, Jenny Sudo

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

*Samantha Tavares called the meeting to order at 9:05 am PT.*

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

- a. Board Meeting Summary March 3, 2023
- b. Board Meeting Attendance Report for 2023/2024
- c. Financial Reports End of April 2023
- d. Electronic Approval of the April 6, 2023 Board Meeting Agenda (No Quorum)
  - i. Discuss and Approve the 2023 Polco Sponsorship Agreement
  - ii. Discuss and Approve Board Nomination Process
  - iii. Discuss and Approve Request to Schedule LGHN's 2024 Annual Membership Meeting in Scottsdale, AZ

*Motion to approve by Carlos Baia*

*Seconded by Alejandra Lopez*

*Unanimously approved*

#### 3) DISCUSSION/APPROVAL

No Items

#### 4) DISCUSSION

- a. Review and Discuss Board Member Meetings with Potential Corporate Sponsors
  - i. Sustaining sponsorship outreach goal of \$150,000
  - ii. Biennial conference sponsorship goal of \$100,000
    1. Conference Program/FCCMA newsletter article about LGHN and Biennial Conference
- b. LGHN Committee Update
- c. Discuss Promotional items and distribution plan

*Samantha Tavares brought up the issue of expectations for number of conference attendees, stating LGHN should strive for several hundred to a thousand attendees. LGHN needs to have a conversation with chapters about how to increase number of attendees. Raoul Lavin asked if LGHN could send a survey to members to try to assess how many would attend the conference.*

*For fundraising, Bob Harrison stated that LGHN needs to identify a different approach, possibly with a company to conduct the fundraising on behalf of LGHN. Alejandra Lopez stated it is time for LGHN to revisit the possibility of a professional fundraiser. Raoul Lavin added that LGHN should look at/view the conference fundraising as a short-term need and sustaining sponsors as a long-term need. Bob Harrison noted that LGHN should look at a model that requires the host jurisdiction to make a fundraising commitment, which is a requirement of locating ICMA conferences. Matt Rivera suggested a process that would ask chapters to channel their fundraising through the national office with a revenue sharing plan.*

*The board discussed promotional items and distribution with suggestions that each chapter have a supply of items to distribute at events. Colorado and Texas requested 200 stickers each for upcoming events. Karen Davis will participate at the GFOA conference, and the board asked that the information on LGHN events be sent to all board members.*

**5) Future Board Meeting Items – See posted agenda**

**6) Informational Items – See posted agenda**

*Samantha Tavares adjourned the meeting at 9:56 am PT.*

## Board of Directors Meeting Attendance 2023 and 2022

<i>Name</i>	<i>12/22</i>	<i>1/23</i>	<i>2/23</i>	<i>3/23</i>	<i>4/23</i>	<i>5/23</i>	<i>6/23</i>	<i>7/23</i>	<i>8/23</i>	<i>9/23</i>	<i>ICMA 10/1-10/4</i>	<i>LGHN Biennial Conference</i>
Samantha Tavares	A	X	X	X	A	X						
Bob Harrison	X	X	X	A	X	X						
Raymond Gonzales	A	A	A	A	A	A						
Ramiro Inguanzo	A	A	X	A	X	A						
Gricelda Estrada	A	A	A	X	X	X						
Carlos Baia	X	X	X	X	X	X						
Raoul Lavin	A	X	X	A	X	X						
Noel Bernal	X	X	X	X	A	A						
Mariana Bojorquez	X	X	A	X	A	X						
Alejandra Lopez	X	X	X	X	A	X						
Ramón Pérez- Goizueta	A	A	X	X	A	A						
Ramiro Salazar	A	X	X	A	A	X						
Marcus Steele	A	X	X	X	A	X						
Matt Rivera	A	X	A	X	X	X						
Hazel Wetherford	X	A	X	X	A	X						
Victor Cardenas (ICMA Board)	A	X	X	X	A	X						
Gabriel Rodriguez (NACA Board)	X	X	A	A	A	X						
Orlando Cruz/Rod Alcazar (MissionSquare)	A	X	A	X	A	X						

Updated May 30, 2023

## Board of Directors Meeting Attendance 2023 and 2022

Name	Workshop 1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	ICMA	10/22	LGHN Annual Meeting	Retreat 11/22
Raymond Gonzales	Present	Absent	Present	Absent	Absent	Present	Present	Absent	Absent		Present		Absent
Samantha Tavares	Present	Absent	Present	Present	Present	Present	Present	Present	Absent	X	Present	X	Present
Rolando Fernandez	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present		Absent
Bob Harrison	Present	Absent	Present	Present	Present	Absent		Absent	Present		Present		Present
Ramiro Inguanzo	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present		Present
Gricelda Estrada	Present	Present	Absent	NFBPA	Absent	Absent	Present	Present	Present		Present	X	Present
Carlos Baia	Present	Present	Present	Present	Absent	Absent	Present	Present	Present		Transition	X	Present
Noel Bernal	Present	NFBPA	Present	Present	Absent	Present	Transition	Transition	Present	X	Present	X	Present
Mariana Bojorquez	Absent	Present	Present	Present	Present	Present	Present	Present	Absent		Absent	X	Present
Alejandra Lopez						Present	Present	Present	Present	X	Present	X	Present
Raoul Lavin	Present	Present	Absent	Present	Present	Florida CMA	Present	Present	Absent	X	Present	X	Present
Ramón Pérez-Goizueta	Present	Absent	Present	Absent	Present	Present	Present	Absent	Absent		Absent		Absent
Ramiro Salazar	Absent	Present	Absent	Absent	Absent	Present	Present	Present	Present		Present		Absent
Marcus Steele	Absent	Present	Present	Present	Present	Absent	Absent	Present	Present	X	Present	X	Present
Matt Rivera	Present	Present	Present	Absent	Present	Present	Present	Present	Present	X	Present	X	Present
Hazel Wetherford	X												
Victor Cardenas	Present	Present	Present	Present	Present	Present	Present	Present	Present	X	Absent		Absent
Gabriel Rodriguez	Present	Present	Present	Present	Present	Present	Present	Present	Present	X	Absent	X	Present

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

Cash Basis

	<b>Jan - Dec 23</b>	<b>Budget</b>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>43400 · Direct Public Support</b>		
43450 · Individual Support	15.58	
43455 · Corporate Support	55,000.00	55,000.00
43457 · Scholarship	3,350.00	4,000.00
<b>Total 43400 · Direct Public Support</b>	58,365.58	59,000.00
<b>46400 · Other Types of Income</b>		
46410 · Advertising Sales	82,050.00	191,250.00
46430 · Miscellaneous Revenue	0.00	500.00
<b>Total 46400 · Other Types of Income</b>	82,050.00	191,750.00
<b>47200 · Program Income</b>		
47209 · Annual Meeting Sponsorship	2,000.00	
<b>47230 · Membership Dues</b>		
47231 · Chapters	10,000.00	40,000.00
47232 · Corporate	0.00	0.00
47233 · Individual	7,349.17	3,000.00
47234 · Local Government	16,100.00	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	1,833.33	
47241 · Regional Chapter Colorado	7,916.66	
<b>Total 47230 · Membership Dues</b>	54,690.24	50,500.00
47270 · LGHN Dinner Registrations	0.00	16,000.00
47271 · LGHN Dinner Sponsorships	0.00	0.00
<b>Total 47200 · Program Income</b>	56,690.24	66,500.00
<b>49000 · Special Events Income</b>		
49010 · Special Events Contributions	0.00	5,000.00
<b>Total 49000 · Special Events Income</b>	0.00	5,000.00
<b>Total Income</b>	197,105.82	322,250.00
<b>Gross Profit</b>	197,105.82	322,250.00
<b>Expense</b>		
<b>60900 · Business Expenses</b>		
60920 · Business Registration Fees	0.00	120.00
60960 · Merchant Services Fees	4,009.06	9,000.00
<b>Total 60900 · Business Expenses</b>	4,009.06	9,120.00
<b>62100 · Contract Services</b>		
62110 · Accounting Fees	0.00	1,200.00
62150 · Outside Contract Services	64,146.76	180,000.00
<b>Total 62100 · Contract Services</b>	64,146.76	181,200.00
<b>65000 · Operations</b>		
65009 · Computer Software	736.94	1,600.00
65020 · Postage, Mailing Service	434.60	1,000.00
65030 · Printing and Copying	0.00	500.00
65040 · Supplies	4.62	10.00
65050 · Telephone, Telecommunications	238.22	2,000.00
65060 · Website	6,275.44	12,000.00
<b>Total 65000 · Operations</b>	7,689.82	17,110.00
<b>65100 · Other Types of Expenses</b>		
Board of Directors Retreat	0.00	1,500.00
65110 · Advertising/Marketing Expenses	298.12	4,000.00

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

	<b>Jan - Dec 23</b>	<b>Budget</b>
65120 · Insurance - Liability, D and O	905.00	1,000.00
65140 · Contributions	0.00	1,500.00
65160 · Other Costs	0.00	500.00
65170 · Scholarships Awarded	0.00	1,600.00
65180 · Special Events	0.00	7,000.00
65185 · Program Activities		
Catering	4,745.50	12,000.00
Entertainment	0.00	1,500.00
Other Costs	0.00	1,200.00
Postage/Shipping	0.00	500.00
Printing/Copy	0.00	500.00
Stipends and Speaker Fees	0.00	1,600.00
<b>Total 65185 · Program Activities</b>	<b>4,745.50</b>	<b>17,300.00</b>
65190 · Special Projects, Chap Support	0.00	5,000.00
<b>Total 65100 · Other Types of Expenses</b>	<b>5,948.62</b>	<b>39,400.00</b>
68300 · Travel and Meetings		
68310 · Conf, Conv, Meeting-Nat'l	66.00	5,000.00
68320 · Meeting Travel-Reg'l	0.00	1,000.00
<b>Total 68300 · Travel and Meetings</b>	<b>66.00</b>	<b>6,000.00</b>
<b>Total Expense</b>	<b>81,860.26</b>	<b>252,830.00</b>
<b>Net Ordinary Income</b>	<b>115,245.56</b>	<b>69,420.00</b>
<b>Net Income</b>	<b>115,245.56</b>	<b>69,420.00</b>



# Local Government Hispanic Network

## Account Listing

May 30, 2023

<u>Account</u>	<u>Type</u>	<u>Balance Total</u>
10000 · US Bank - checking		172,480.58
10000 · US Bank - checking:Frances Gonzalez Scholarship		20,310.04
10000 · US Bank - checking:Joel Valdez		428.03
10000 · US Bank - checking:LGHN Conference		0.00
10000 · US Bank - checking:Operating Cash		131,036.44
10000 · US Bank - checking:Operating Reserves		23,345.35
25001 · Florida Chapter Payable	Other Current Liability	1,614.96
25002 · AHLN Payable	Other Current Liability	
25003 · Illinois Chapter Payable	Other Current Liability	300.00
25004 · Colorado Chapter Payable	Other Current Liability	3,998.39
25005 · Central TX Chapter Payable	Other Current Liability	1,138.95
Actual Operating Cash		123,984.14

Local Government Hispanic Network  
**Account Listing**  
May 29, 2023

Description

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LGHN owes to the LFLG chapter  
LGHN owes to the AHLN  
LGHN owes to the IL-LGHN chapter  
LGHN owes to the Jutos Colorado chapter  
LGHN owes to the CTX Chapter.

Operating cash less chapter liability accounts



Email Message Sent May 23, 2023 11:01 am PT

Dear LGHN Board,

I'm writing you regarding the upcoming November conference and proposing a course of action that I believe is in the best interest of our organization.

Despite our concerted efforts and outreach initiatives, the sponsorship funds needed for a successful biennial conference has fallen well short of expectations. Given the importance of sponsors in funding key aspects of the conference, it is crucial we make a responsible decision to ensure the event's success. After careful consideration and evaluation of the current circumstances, I am proposing we postpone the November conference to a future date, allowing us time to regroup and secure the funds necessary to deliver a conference of the caliber our organization is known for.

I understand this decision may disappoint our members, including our dedicated members who are part of the conference planning committee. Their commitment and hard work are commendable, and I express my gratitude for their work. However, I believe rescheduling the conference allows us to maintain the standards we have set for ourselves to deliver a LGHN conference that brings value and impactful experience to all attendees. The current environment in Florida is significantly impacting our ability to produce a successful conference in Orlando.

I would like to have a discussion and vote about this at our upcoming June 2 board meeting. The decision to postponing the conference would include holding a virtual event this year to satisfy our annual membership meeting commitment and having a conference/membership meeting earlier in the year of 2024 in another metro area.

I encourage all board members to make time to attend the June 2 meeting. I look forward to our discussion.

Thank you,

**Samantha Tavares**

Special Projects Administrator

City Manager's Office

City of Phoenix, AZ

(602) 495-5676

## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made effective as of this day [REDACTED] 2023 between the Municipal Management Association of Northern California ("MMANC"), and the Local Government Hispanic Network ("LGHN"), (hereinafter referred to as the "Party" or collectively the "Parties").

WHEREAS both Parties are not-for-profit professional associations with missions to provide leadership, education, resources, and other services to support local governments and their employees; and

WHEREAS the Parties recognize the need to create leadership opportunities for Hispanic local government administrators and improve the management of local government including supporting the professional development of local government leaders who reflect the communities that they serve.

NOW THEREFORE, MMANC and LGHN agree as follows:

1. **Primary Representatives and Regular Communication.** The parties agree to cooperate and work together in strategic partnership to coordinate the Partnership Activities described below through the following primary representatives:
  - a. The primary point of contact throughout the project and for the term of this MOU are the staff representatives listed below:
    - For MMANC: President or their designee
    - For LGHN: Christine Butterfield, Executive Director
  - b. Regular communications and meetings between representatives named above will be held as necessary.
2. **Partnership Activities.** During the term of this MOU, both Parties will plan and promote training seminars and/or networking events (Events), share and cross-promote information about professional development opportunities, and jointly promote membership.
  - a. **Events.** Parties shall schedule a minimum of two (2) co-hosted and/or co-sponsored Events deriving from the purposes of this MOU. When scheduling Events, both parties shall:
    - i. Work together to market and promote the Event,
    - ii. Identify and coordinate speakers that represent both Parties' membership
    - iii. Share net revenue from the Event as agreed to on a case-by-case basis between the Parties, and
    - iv. Consider co-hosted Events as may be necessary to satisfy continuing education requirements of either party's members.

Events sponsored and hosted in conjunction with third parties (e.g., other professional organizations) will be considered to fulfill the intent and terms of this MOU.

- b. **Information Sharing and Cross-Promotion.** To facilitate sharing information about and cross-promoting of Parties' events, programs, and initiatives, Parties shall:
    - i. Provide each other with a schedule of planned professional development events at least quarterly.
    - ii. Shall share information about and promote each other's events to their membership and networks through channels that they deem appropriate. These channels may include but are not limited to: social media accounts, website calendars, announcements at live events and meetings, and/or newsletters.
  - c. **Jointly Promoting Membership.** To support the promotion of membership in Parties' organizations, Parties shall:
    - i. Advertise and promote the strategic partnership outlined in this MOU.
    - ii. Indicate on their respective websites that a strategic partnership exists between the Parties and outline member benefits of the partnership including but not limited to:
      - 1. General information about the other Party with information on membership and benefits of membership, and
      - 2. Jointly sponsored and/or co-hosted events.
3. **Exchange of Proprietary and Confidential Information.** During the term of this MOU, the Parties may agree to exchange proprietary and confidential information. Proprietary and confidential information that is exchanged may be used only by the receiving party in connection with this MOU and shall not be disclosed to any third party without the express approval of the disclosing party. The Parties agree to use their best efforts to prevent the disclosure of any proprietary information, including but not limited to member lists, potential members lists, trade secrets, commercial or financial information, that either party treats as confidential or privileged, to any person, firm, or organization, except with the written authorization of the other Party.
4. **Ownership of Work Products.** All intellectual proprietary rights, title, and interest (including copyright and ownership) in any Work Products developed under this MOU shall be jointly owned by the parties and shall be deemed to be "collaborative works" under the United States Copyright Laws or any equivalent laws of applicable foreign jurisdictions. Such right, title, and interest includes, without limitation, the right to use, exploit, copy, perform, display, promote, market, create derivative works of, and distribute the Work Products in any format.

5. **Termination of MOU.** Either Party may terminate this agreement with sixty (60) days written notice.
6. **Term.** Unless otherwise terminated by a Party, this MOU shall be in effect for a period of two (2) years; with the understanding that the MOU may be extended for an additional period if agreeable to both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

**Local Government Hispanic Network**

**Municipal Management Association of Northern California**

By: \_\_\_\_\_  
Authorized Representative

By: \_\_\_\_\_  
Authorized Representative

Name: \_\_\_\_\_

Name: John Stefanski

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Title: President

**From:** Philip Harris <[president@nfbpasouthflorida.org](mailto:president@nfbpasouthflorida.org)>  
**Sent:** Tuesday, May 16, 2023 3:06 PM  
**To:** Butterfield, Christine <[Christine.Butterfield@bakertilly.com](mailto:Christine.Butterfield@bakertilly.com)>  
**Cc:** Bobbi Williams <[treasurer@nfbpasouthflorida.org](mailto:treasurer@nfbpasouthflorida.org)>; Marcia Conner1 <[mconner1@nfbpa.org](mailto:mconner1@nfbpa.org)>; Paula Hopkins <[paula.hopkins226@yahoo.com](mailto:paula.hopkins226@yahoo.com)>; Samantha Tavares <[samantha.tavares@phoenix.gov](mailto:samantha.tavares@phoenix.gov)>  
**Subject:** Fwd: NFBPA South Florida EMERGE Conference

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good evening Christine,

I just wanted to follow-up on our NFBPA EMERGE Conference sponsorship request from LGHN for \$2,500.

----- Forwarded message -----

**From:** Harris, Philip C. <[pharris@northmiamifl.gov](mailto:pharris@northmiamifl.gov)>  
**Date:** Fri, May 5, 2023 at 6:36 PM  
**Subject:** NFBPA South Florida EMERGE Conference  
**To:** [Christine.Butterfield@bakertilly.com](mailto:Christine.Butterfield@bakertilly.com) <[Christine.Butterfield@bakertilly.com](mailto:Christine.Butterfield@bakertilly.com)>, [samantha.tavares@phoenix.gov](mailto:samantha.tavares@phoenix.gov) <[samantha.tavares@phoenix.gov](mailto:samantha.tavares@phoenix.gov)>  
**Cc:** Philip Harris <[president@nfbpasouthflorida.org](mailto:president@nfbpasouthflorida.org)>, Dr. Shirley Sims <[firstvicepresident@nfbpasouthflorida.org](mailto:firstvicepresident@nfbpasouthflorida.org)>, [paula.hopkins226@yahoo.com](mailto:paula.hopkins226@yahoo.com) <[paula.hopkins226@yahoo.com](mailto:paula.hopkins226@yahoo.com)>

**National Forum for Black Public Administrators**

**emerge**  
Equity & Connectivity

*Featured Speaker*  
**Doug E. Fresh**

HIP-HOP public health

**7th Annual EMERGE**

One day in-person conference for students, mid-level public service professionals that will allow conferees to:

- Gain practical and transferable skills you can apply immediately!
- Learn from experts in the public and private sectors!
- Leverage lessons learned and improved networks to impact change personally and professionally!

**LOCATION:**  
Florida Memorial University  
15800 N.W. 42nd Avenue  
Miami Gardens, Florida 33054

*Hosted By*  
NFBPA National Office in partnership with NFBPA South Florida Chapter

**SOUTH FLORIDA**

**SAVE THE DATE!**

**July 20, 2023**  
**8:00 am - 4:30 pm EST**

Christine & Samantha,

I am pleased to invite LGHN to become a Bronze sponsor and attend the National Forum for Black Public Administrators' **EMERGE 23 CONFERENCE**. Our members and guests look forward to you sharing your knowledge and ideas during the



conference. This in-person conference is scheduled for Thursday, July 20, 2023, from 8:00 AM – 4:30 PM.



## 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 11/1/23 Workshop)	Updated 5/30/23	
<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> <li>• Create a plan including key messages to meet with ICMA leaders spring 2022 and at the conference 9/17-22/22</li> <li>• Collaborate with ICMA to create master calendar.</li> <li>• Victor will work with the ICMA Board regarding commitments to LGHN.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive committee will begin meeting regularly in June 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 11/1/23 Workshop)	Updated 5/30/23	
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>	<ul style="list-style-type: none"> <li>• Review the Board commitments 2/22 meeting</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 in February/March/April.</b></li> </ul>	Biennial Conference - Orlando, FL, and span 11/1/23 at 5 pm – 11/3/23 at 7 pm (Wednesday through Friday). <u>Themes</u> <b>Connect, collaborate, ...succeed!</b> <u>Tracks and Sessions</u> <b>Expanding borders</b> Smash the “glass ceiling.” Leadership lessons and ethics Regionalism best practices Identity issues and related topics International session – one concurrent in each time block IBTS AECOM <b>Grow your community culture.</b> Community engagement Civility and crucial community conversations (ethics) What is stopping YOU? Cultivating your organization’s talent: succession planning Promote Hispanic Heritage in your community and organization. Building community inclusivity <b>When diversity is under attack, what is next?</b> Discuss and present LGHN’s DEI policy and explore how communities are navigating state law compliance TBD <b>Innovate and reinvent!</b> Sustainability IBTS, AECOM (transport drones)	1. Effective January 2023, the Professional Development Committee will suspend its standing meeting and join the Biennial Conference Committee to assist with the program development for the meeting in Orlando November 2023. 2. Conference committee meeting every other Friday in March and April to prepare the program and develop sponsorship development strategy to generate \$175,000. 3. See attached affiliate webinar series.

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)	Updated 5/30/23	
	<p>Affordable housing – new approaches (LIFT/purpose-built communities in Orlando – <i>site visit</i>)            SMART cities (panel)            Personal professional development and innovating/reinventing ourselves – encore opportunities            ASU/ICMA/NFBPA</p>	
<p><b>C. Career Advancement Committee Chair (and Vice President for Career Development) – Gricelda Estrada</b></p> <ol style="list-style-type: none"> <li>1. Kick off revised Madrinas y Padrinos coaching program. <b>COMPLETE/UNDERWAY</b></li> <li>2. Create strategy for youth/student engagement.</li> <li>3. Outreach to executive search firms for assistance with interview skills, resume writing, etc. <b>COMPLETE/UNDERWAY</b></li> <li>4. Foster university partnerships (John J College, NY; Maxwell School; ICMA Fellows; University of San Francisco and Monica Hudson)</li> <li>5. Engage more Board members to serve as mentors. <b>COMPLETE</b></li> </ol> <ul style="list-style-type: none"> <li>• <b>Regular meeting time: As needed basis</b></li> </ul>	<ul style="list-style-type: none"> <li>• Successful launch of new structured mentorship program. More about program results summer 2022. Likely grow the toolbox to support the program.</li> <li>• Consider offering professional assessment tools through the Madrinas y Padrinos program</li> <li>• Create similar structured program for youth through 2023. Set up meeting with youth and universities to build a pipeline of new professionals</li> </ul>	<ol style="list-style-type: none"> <li>1. Survey sent to participants the week of 8/29. Results available in November 2022.</li> <li>2. Mentor and mentee interest survey open through April 14, 2023.</li> <li>3. Program kickoff June 2023 and meeting through February 2024.</li> <li>4. GFOA members will join the program in 2023/2024.</li> <li>5. See attached documents.</li> </ol>
<p><b>D. Membership Committee Chair - Marcus Steele</b></p> <ol style="list-style-type: none"> <li>1. Kick off joint membership drive with ICMA.             <ol style="list-style-type: none"> <li>a. Target membership outreach to Hispanic City managers</li> </ol> </li> </ol>	<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</li> </ul>	<ol style="list-style-type: none"> <li>1. Regular chapters meetings scheduled for 2023. Key task of the group will be to offer improvements to the chapter tool kit and recommendations received from Chapters in March 2023.</li> </ol>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)	Updated 5/30/23	
<p>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>• <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>	<p>method to build membership (and NACA)</p> <ul style="list-style-type: none"> <li>• Building regional chapters where we have advocates. Targets include Chicago, CO/NM (Matt), Washington (Bob), Florida (Raoul/Ramiro), Columbus, OH, Miami/Dade, and future conference locations, etc.</li> <li>• Matt asked to join the committee.</li> <li>• Each chapter should appoint a member to the Chapters Advisory Subcommittee</li> </ul>	<p>2. All Chapters have met or are scheduled to meet with i4a to stand up webpages.</p> <p>3. Karen scheduling meetings with new chapters to assist with membership outreach.</p> <p><u>Formation Targeted in 2023</u></p> <ul style="list-style-type: none"> <li>a. <i>Illinois Chapter:</i> Leaders conducted strategic planning session in early January. Bylaws pending submission to the LGHN board. <b>Kevin Bueso</b></li> <li>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></li> <li>c. <i>Michigan Chapter:</i> Meeting held 5/25 with Grand Rapids City manager <b>Mark Washington</b> and <b>Jane Bais DiSessa</b> and their invitees. In process of finalizing interim/startup board. Goal to complete summer 2023.</li> <li>d. <i>New Mexico Chapter:</i> Pending next steps.</li> </ul>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)		Updated 5/30/23
		e. <i>California Chapter(s): Hazel Wetherford</i> assisted in scheduling a meeting with MMANC. Considering multiple chapters.
<b>E. Marketing and Communications Committee Co-Chairs – Hazel Wetherford</b> <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>• Regular meeting time: <b>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.</li> <li>2. Committee (Hazel, Sam and staff) to reconvene in June to discuss development of a strategic communications plan.</li> </ol>
<b>F. Scholarships and Fund Development Committee Chair – Samantha Tavares and Raoul Lavin (Carolina LaMonica with MissionSquare)</b> <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> </ol>	<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, conference/programming, marketing/social media, etc.)</li> <li>• Develop sponsor’s value statement (Noel to join)</li> <li>• Consider creating an endowment policy and/or benchmark.</li> </ul>	<ol style="list-style-type: none"> <li>1. Sustaining corporate membership campaign underway August through December 2022. Follow-up emails sent in January.</li> <li>2. Following up on board discussion at May meeting regarding professional fundraiser. Karen and Christine met with FCCMA fundraisers, waiting on response. Reaching out to other states to see how they manager fundraising.</li> </ol>

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)		Updated 5/30/23
<ul style="list-style-type: none"> <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> <li>• <b>Regular meeting time: TBD</b></li> </ul>	<ul style="list-style-type: none"> <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><b>G. International Committee Chair - Noel Bernal</b> – <i>Staff support Christine</i></p> <ul 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 <ul style="list-style-type: none"> <li>a. Outreach to potential trainers from LGHN membership and survey administered in 2022 (<i>must be Spanish speakers</i>) <b>COMPLETE</b></li> <li>b. Market to Puerto Rican jurisdictions</li> </ul> </li> <li>5. Administer/conduct training.</li> <li>6. Finalize “certification” process. <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> </li> </ul>		<ul style="list-style-type: none"> <li>1. International Committee to augment current staff budget and implement training. The training may include webinars, mentoring one-on-one and include training partners.</li> <li>2. Committee met in April and prepared a work plan.</li> <li>3. See attached document.</li> <li>4. In May, the Committee met with ICMA staff on May 18 and 22 to discuss new ICMA International program curriculum and discussed attendance and collaboration with the Puerto Rico conference scheduled August 9-12, 2023. The topic is tourism</li> </ul>

2022 and 2023

Committee Work Plans for

(Board to Reconsider at 11/1/23 Workshop)

Updated 5/30/23

**F. Nominations Committee – Chair and committee appointed by the President**

1. Email members regarding interest in serving and recommendations – 30 days required (*May/June*)
  2. Close member submittals – *June*
  3. Review submittals and conduct interviews (*June/July*)
  4. Board approval at the *July or August* board meeting
  5. Issue ballots – 15 days minimum for voting, at least 30 days before the annual meeting (*August*)
  6. Close ballots – typically 30 days (*September*)
  7. Annual membership meeting (*October*)
- **Meeting times determined by bylaws and date of annual membership meeting**

- Include on the April Board meeting agenda

- Nominations opened 5/5 and closing 6/9. Information available on LGHN website.





## 2023/2024 Madrinas y Padrinos Program

Updated May 24, 2023

Mentor	Title	Mentee	Title
1. Consuelo Arguilles <a href="mailto:carguilles@warrenville.il.us">carguilles@warrenville.il.us</a> 630 836-3030	Assistant Community Development Director	Izamar Contreras <a href="mailto:icontreras@grcity.us">icontreras@grcity.us</a> 269-815-2528	Administrative Analyst
2. Hazel Wetherford <a href="mailto:hazel.wetherford@dublin.ca.gov">hazel.wetherford@dublin.ca.gov</a> 9254522158	Economic Development Director	Nicole Merced <a href="mailto:nmerced@orlandpark.org">nmerced@orlandpark.org</a> 708-403-6218	Assistant to the Village Manager
3. Ernesto Chavez <a href="mailto:ernesto.chavez@lafayetteco.gov">ernesto.chavez@lafayetteco.gov</a> 3036611255	Chief Technology Officer	CC Cantabrana <a href="mailto:cc.cantabrana@chandleraz.gov">cc.cantabrana@chandleraz.gov</a> 480-782-2218	Management Assistant
4. Bob Harrison	City Manager	Laura Castillo <a href="mailto:laura.castillo@cincinnati-oh.gov">laura.castillo@cincinnati-oh.gov</a> 4194385312	Deputy Director
5. Carlos Baia	City Manager	Mario Rosas <a href="mailto:mrosas@fremont.gov">mrosas@fremont.gov</a> 5104944622	Finance Operations Manager <i>(GFOA member)</i>
6. Noel Bernal	County Manager	Gabby Chacon <a href="mailto:gchacon@wahlake.net">gchacon@wahlake.net</a> 5099329963	Interim Finance Director <i>(GFOA member)</i>
7. Rocio Lamb <a href="mailto:rlamb@pwcgov.org">rlamb@pwcgov.org</a> 7037923724	Deputy Director of Finance <i>(GFOA member)</i>	Marisol Gomez <a href="mailto:Mgomez@santacruzca.gov">Mgomez@santacruzca.gov</a> 8313258758	<i>(GFOA member)</i>
8. Vivian Cao <a href="mailto:vcao@northmiamifl.gov">vcao@northmiamifl.gov</a> 3052994132	<i>(GFOA member)</i>	Daisy Amezcua <a href="mailto:damezcua@moorparkca.gov">damezcua@moorparkca.gov</a> 8057918355	Sr. Account Technician II <i>(GFOA member)</i>
9. Alex Lopez	Assistant City Manager	Esperanza Castellanos <a href="mailto:esperanzacastellanos007@gmail.com">esperanzacastellanos007@gmail.com</a>	Administrative Assistant



Mentor	Title	Mentee	Title
		<b>773-331-2318</b>	
<b>10. Marlene Galvan</b> <a href="mailto:mgalvan@fontana.org">mgalvan@fontana.org</a> <b>9093507611</b>	Deputy Financial Officer <i>(GFOA member)</i>	<b>Yaritza Pabon Vega</b> <a href="mailto:yaritzapabon@yahoo.com">yaritzapabon@yahoo.com</a> <b>9396283830</b>	Senior Accountant
<b>11. Samantha Tavares</b>	Special Projects Manager	<b>Bianca Alvarez</b> <a href="mailto:bianca.alvarez@sanantonio.gov">bianca.alvarez@sanantonio.gov</a> <b>210-260-4006</b>	Public Art Project Manager
<b>12. Matt Rivera</b>	Director of Community Wellness	<b>Janelle Jumelles</b> <a href="mailto:Jjumelles18@gmail.com">Jjumelles18@gmail.com</a> <b>7542456083</b>	Police Officer
<b>13. Magda Gonzalez</b>	Special Advisor and former City Manager	<b>Noermila "Mila" Cardenas</b> <a href="mailto:noermila.cardenas@gmail.com">noermila.cardenas@gmail.com</a> <b>8603672102</b>	Assistant Director



### Madras y Padrinos Program 2023/2024

*Meeting with SGR and LGHN May 16, 2023*

1. First meeting and orientation – first full week of June 6, 2023 9 am PT/noon ET
2. Consider longer **DiSC session** with (July)
  - 90-minute session
    - Presentation of the model
    - Review report results
  - 30-minute break
  - 90 to 75-minute session
    - Review implications of results with small group discussions (exercises)
    - Review personal findings with small group discussion
    - Discuss how to include the results into the Madras y Padrinos mentor/mentee work plan for the program cycle
3. **The result of emotional burnout:** *How do I recognize it in myself and my teammates?* (September)
  - Share HBR article: Is it you or your workplace culture?
  - Two-hour online class (Austin Hollifield)

**4. LGHN Leaders and Lessons (October)**

- Madga Gonzalez, former LGHN president
- Kris XXXX , City of Scottsdale Events Center Manager and
- Jeremiah Gracia, City of Grand Rapids, ED manager

**5. Placeholder Defined By Participants (November)**

- SGR -Executive book briefings – SGR presents the book *The Wisdom of the Bullfrog*
- GovHRUSA
- Polco (specialized bootcamp on engagement and customer success team)
- Other

**6. January no structured group meeting and mentor/mentee wrap up**

**7. Program review, sharing key take aways and improvements going forward (first week of February)**

**8. 2024/2025 Program Kickoff (May 2024)**



**International Committee Meeting**

*Notes from April 24, 2023*

**Agenda**

**May 22, 2023**

**9:00 am PT/Noon ET**

**Goals and Strategies**

**Goal One:** Offer **Biennial Conference** Introductions and Sessions

Actions	Owner	Timeframe
<ul style="list-style-type: none"> <li>Welcome, Introductions and Display Flags</li> </ul>	Samantha/Raoul/Christine	
<ul style="list-style-type: none"> <li>Fireside Chat Session</li> </ul>	Victor/Elissa/Lilibeth	

**Goal Two: Offer Welcome to LGHN Virtual Meeting and Educational Sessions**

Actions	Owner	Timeframe
<ul style="list-style-type: none"> <li>Design Session: <i>What is LGHN and How LGHN can assist you and your community?</i></li> </ul>		
<ul style="list-style-type: none"> <li>Technical Assistance Session: ARPA or CDBG-DR or Infrastructure Planning include Institute of Building Technology and Safety (work with ICMA regarding other international assistance with CIP)</li> </ul>	Noel to ask IBTS to host a session/FEMA/subject matter experts/GFOA	5/22 - Underway and IBTS office staffed and operating

**Goal Three: Participate in Future International Conferences**

Actions	Owner	Timeframe
<ul style="list-style-type: none"> <li>Puerto Rico Conference “Tourism” August 9-12, 2023 (work with ICMA)</li> </ul>	Noel/Christine/Victor/Isabelle	

**Goal Four: LGHN International Certificate Program Development**

Actions	Owner	Timeframe
<ul style="list-style-type: none"> <li>Consider capstone assessment at the end of the program rather than testing</li> </ul>		
<ul style="list-style-type: none"> <li>Co-brand and pilot with ICMA and based on CM competencies</li> </ul>	Christine/Victor/Isabelle	5/22 - August, October and November
<ul style="list-style-type: none"> <li>Kick off program in 2023</li> </ul>		

Press Release

**Press Contact:**

Zoey Gottlieb

Prosek Partners for MissionSquare Retirement

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zgottlieb@prosek.com

**FOR IMMEDIATE RELEASE**

**MissionSquare Retirement Board of Directors Appoints Deanna J. Santana  
Acting CEO & President**

**Bob Jones to Chair Board of Directors**

**Washington, D.C., April 25, 2023** – MissionSquare Retirement today announced that the Board of Directors has appointed Chair Deanna J. Santana as Acting Chief Executive Officer & President following the departure of Lynne Ford, while the Board conducts a search for a new permanent CEO. Ford’s last day was yesterday. Current board member Bob Jones will succeed Santana as Board Chair during this period.

“For more than 50 years, MissionSquare Retirement has provided those who serve the public with the opportunity to retire with dignity and financial independence, and we remain singularly focused on this important mission,” said Santana. “Mission-Square Retirement is in a strong position, and with this leadership transition, we will bring a renewed focus to our plan participants and sponsors. I am honored to serve as Acting CEO, and with the entire Board, we are committed to delivering for our stakeholders.”

“The Board has full confidence in Deanna to lead the team in carrying out our mission of helping public service employees build retirement security,” said Jones. “The Board will work to ensure a higher level of transparency throughout the organization and bring substantive and meaningful support for the leadership and staff.”

With more than 28 years of public service experience, Santana served as the City Manager for the cities of Santa Clara and Sunnyvale, City Administrator for the City of Oakland, and Deputy City Manager for the City of San Jose. She is distinguished as the only public service executive that has held high-ranking leadership executive roles in the Silicon Valley cities that comprise the Nation’s Largest Tech Hub (San Jose, Sunnyvale and Santa Clara), as ranked by *Forbes*. In addition to leading service delivery in each of these complex cities, Santana has served on the MissionSquare Retirement Board of Directors for eight years, including as Chair since January.

Santana holds two Bachelor of Arts from the University of California at Berkeley and an Master's in City Planning from the Massachusetts Institute of Technology.

A Board Member of MissionSquare Retirement since 2016, Jones brings more than 15 years of experience as Chairman and CEO of Old National Bank to his new role as Chair of the Board of Directors. He is a former board member of Vectren and the Federal Reserve Bank of St. Louis. Jones is also a Senior Advisor for Ethical Leadership at the Butler University Lacy School of Business.

Santana's and Jones's leadership will ensure that MissionSquare Retirement continues to faithfully carry out its 50+ year mission of helping public service employees build retirement security.

### **About MissionSquare Retirement**

MissionSquare Retirement is dedicated to guiding those who serve our communities toward a secure and confident financial future. Founded in 1972, MissionSquare Retirement is a financial services company with more than \$68B average assets under management and administration, 1.8 million participants, and approximately 9,300 plan sponsors.\* The company has helped more than three million people working in public service retire confidently and is focused on delivering retirement plans, investment options, and personalized guidance exclusively to the public service sector.

For more information, visit [www.missionsq.org](http://www.missionsq.org) or follow the company on [Facebook](#), [LinkedIn](#), and [Twitter](#).

*\*As of February 2023. Includes 457, 401, 403(b), Retirement Health Savings (RHS) plans, Employer Investment Program (EIP) plans, affiliated IRAs, and investment-only assets. Includes assets under administration and management by MissionSquare with its subsidiaries.*

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May 2, 2023

Dear Valued Partner,

I am writing to share an important update. Last week, Lynne Ford, who has served as Chief Executive Officer & President since November 2019, has departed MissionSquare Retirement. Her last day was Monday, April 25th.

The Board of Directors has asked me, and I have agreed, to serve as Acting CEO & President while we conduct a search for a new permanent CEO. Bob Jones, who has served on the Board since 2016, has graciously offered to serve as Board Chair during this time.

I want to assure you that MissionSquare Retirement is strong and will continue to operate without disruption during this time. We know that there have been operational difficulties and frustrations recently that have directly affected many of our clients, and we believe that a transition of leadership is necessary to ensure that we fully live up to our values and our commitments to everyone we serve. Please know that we are committed to correcting recent operational challenges and doing the work necessary to drive productive change at our organization.

As background, I am proud to have served on the Board for the past eight years, including serving as Chair since January. I spent more than 28 years of my career in public service and have been a MissionSquare Retirement participant for decades. As Acting CEO, I and the entire Board are prepared to do everything in our power to help make MissionSquare Retirement be the best it can be and ensure you have the service you deserve. As both a long-standing participant and Board member, I know first-hand about the rich history of MissionSquare Retirement providing high-touch, white glove service to plan sponsors and participants and recognize that it is the foundation of what has distinguished us from other providers.

If you have any questions, please feel free to reach me at [MessagefromtheCEO@missionsq.org](mailto:MessagefromtheCEO@missionsq.org). I look forward to meeting with you in the coming days and weeks.

Thank you again for your partnership and trust. We look forward to continuing our partnership and our over 50-year mission of helping public service employees build retirement security.

Sincerely,

A handwritten signature in black ink that reads "Deanna J. Santana". The signature is written in a cursive, flowing style.

Deanna Santana  
Acting CEO & President  
On behalf of the MissionSquare Retirement Board of Directors



## Local Government Leaders Affiliates and Partners Webinar Series 2023 and 2024

Zoom Webinar Title and Owner	Presenters	Date and Pre-Webinar Promotion
<p><b>Managing Professional Burnout/Fatigue and Taking Care of Yourself and Your Teams</b></p> <p><i>I-NAPA Hosting</i></p>	<p><i>Moderator:</i> Ash Kumar, Management Analyst, City of Elk Grove, CA</p> <p><i>Presenters:</i></p> <ul style="list-style-type: none"> <li>• Robert Wilson, Cass County, ND <a href="mailto:WilsonRo@casscountyny.gov">WilsonRo@casscountyny.gov</a>(NACA)</li> <li>• Ian Coyle, Livingston County, NY <a href="mailto:icoyle@co.livingston.ny.us">icoyle@co.livingston.ny.us</a>(NACA)</li> <li>• Shauna Shepherd, HR/Org Dev Director, Missouri City, TX <a href="mailto:shauna.shepherd@missouricitytx.gov">shauna.shepherd@missouricitytx.gov</a> (NFBPA)</li> <li>• Maria Mendez, Regional Vice President Government and Education, Cigna <a href="mailto:maria.mendez@cigna.com">maria.mendez@cigna.com</a> (NFBPA)</li> <li>• Andrea Alicoate, City of Mesa, AZ <a href="mailto:Andrea.Alicoate@MesaAZ.gov">Andrea.Alicoate@MesaAZ.gov</a> (LGHN)</li> </ul>	<p><b>May 31, 2023</b> <b>1:00 pm PT/4:00 pm ET</b></p> <p><b>Announcement distributed TBD</b></p>
<p><b>Strategies to manage and address violence in our communities: how to heal community trauma, loss and grief</b></p>	<p><b>Moderator:</b> Dr. Philip Harris, President, South Florida Chapter, National Forum for Black Public Administrators</p> <p><b>Presenters:</b></p>	<p><b>June 15, 2023</b> <b>3:30 pm PT/6:30 pm ET</b></p>

<p><b><i>NFBPA Hosting</i></b></p>	<ul style="list-style-type: none"> <li>• Kenya Madison, Senior Director, Healthier Delray Beach, FL <a href="mailto:kenya.delray@htpbc.org">kenya.delray@htpbc.org</a> NFBPA</li> <li>• Lee Reid, Executive Director, ACRB, City of Atlanta, GA <a href="mailto:slreid@atlantaga.gov">slreid@atlantaga.gov</a></li> <li>• Taleah-Renee Grimmage, Senior Policy Analyst, Citizens Police Oversight Commission, City of Philadelphia <a href="mailto:taleah.grimmage@phila.gov">taleah.grimmage@phila.gov</a></li> <li>• Cameron McElhiney, Executive Director of the National Association for Civilian Oversight of Law Enforcement (NACOLE) <a href="mailto:mcellhiney@nacole.org">mcellhiney@nacole.org</a></li> </ul>	<p><b>Announcement distributed TBD</b></p>
<p><b>Do you really know what your community members want (i.e., community surveys, focus groups and other input tools)?</b></p> <p><b><i>I-NAPA Hosting</i></b></p>	<p><b>Moderator: Ash Kumar, Management Analyst, City of Elk Grove, CA</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• Genesis Gavino, Dallas, TX <a href="mailto:genesis.gavino@dallas.gov">genesis.gavino@dallas.gov</a> (I-NAPA)</li> <li>• Dallin Kimble, Mariposa County, CA <a href="mailto:dkimble@mariposacounty.org">dkimble@mariposacounty.org</a>(NACA)</li> <li>• Valerie Lemmie, Director of Explanatory Research, Kettering Foundation (<a href="mailto:vlemmie@kettering.org">vlemmie@kettering.org</a>) NFBPA</li> <li>• Samantha Tavares, City of Phoenix <a href="mailto:samantha.tavares@phoenix.gov">samantha.tavares@phoenix.gov</a> (LGHN)</li> <li>• Polco TBD</li> </ul>	<p><b>July TBD</b></p>
<p><b>Belonging and Professional Safety</b></p> <p><b><i>LGHN Hosting</i></b></p>	<p><b>Moderator: Matt Rivera, Adams County, CO (LGHN)</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• Robert Wilson, Cass County, ND <a href="mailto:WilsonRo@casscountyny.gov">WilsonRo@casscountyny.gov</a>(NACA)</li> </ul>	<p><b>August TBD (rescheduled from April)</b></p>
<p><b>How to manage multi-generational workforce</b></p> <p><b><i>LGHN Hosting</i></b></p>	<p><b>Moderator: Matt Rivera, Adams County, CO (LGHN)</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• Anil Comelo, St. Helena, CA <a href="mailto:acomelo@cityofsthelena.org">acomelo@cityofsthelena.org</a> (I-NAPA)</li> <li>• Ian Coyle, Livingston County, NY <a href="mailto:icoyle@co.livingston.ny.us">icoyle@co.livingston.ny.us</a></li> </ul>	<p><b>September TBD</b></p>

	<ul style="list-style-type: none"> <li>• Daphne Jefferson Principal and Executive Coach, Jefferson Consulting Group, LLC <a href="mailto:daphne.jefferson@jeffersonconsultinggroup.com">daphne.jefferson@jeffersonconsultinggroup.com</a></li> <li>• Love Jones, Ph.D. Human Resources Director, City of Greensboro NC <a href="mailto:love.jones@greensboro-nc.gov">love.jones@greensboro-nc.gov</a></li> <li>• Tavares Nichole, Client Services Director, Alameda County Office of Education (email needed) NFBPA</li> </ul>	
<p><b>How to position yourself for growth</b></p> <p><i>LGHN Hosting</i></p>	<p><b>Moderator: Gricelda Estrada, City of Grand Rapids, MI (LGHN)</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• GovHRUSA</li> <li>• Inge Tunggal djaja, Riverside, CA <a href="mailto:itunggaldjaja@riversideca.gov">itunggaldjaja@riversideca.gov</a> (I-NAPA)</li> <li>• Robert Wilson, Cass County, ND <a href="mailto:WilsonRo@casscountynd.gov">WilsonRo@casscountynd.gov</a>(NACA)</li> <li>• Terrell Code, Deputy County Administrator, Kalamazoo, MN <a href="mailto:tecole@kalcounty.com">tecole@kalcounty.com</a> NFBP</li> <li>• ArDeanna B. Hicks, Director of Gas Compliance, CPS Energy <a href="mailto:ABHicks@cpsenergy.com">ABHicks@cpsenergy.com</a> NFBPA</li> </ul>	<b>October TBD</b>
<p><b>Leading versus managing</b></p> <p><i>NFBPA Hosting</i></p>	<p><b>Moderator: Dr. Philip Harris, President, South Florida Chapter, National Forum for Black Public Administrators</b></p> <p><b>Presenters:</b></p> <ul style="list-style-type: none"> <li>• Ken Wilson, Franklin County, OH <a href="mailto:knwilson@franklincountyohio.gov">knwilson@franklincountyohio.gov</a> (NACA)</li> <li>• Dee Williams-Ridley, City Manager, City of Berkeley, CA <a href="mailto:dwilliams-ridley@cityofberkeley.info">dwilliams-ridley@cityofberkeley.info</a> NFBPA</li> <li>• Samantha Tavares, City of Phoenix <a href="mailto:samantha.tavares@phoenix.gov">samantha.tavares@phoenix.gov</a> (LGHN)</li> </ul>	<b>November TBD</b>

<p><b>Staying connected apart and how to work and lead remotely in the new normal virtual workplace</b></p> <p><i>NACA Hosting</i></p>	<p><b>Moderator: Dr. Philip Harris, President, South Florida Chapter, National Forum for Black Public Administrators</b></p> <p><b>Presenters:</b></p> <ul style="list-style-type: none"> <li>• Marlo Ford, Urban Planner, City of Alexandria, VA <a href="mailto:Marlo.Ford@alexandriava.gov">Marlo.Ford@alexandriava.gov</a> NFBPA</li> <li>• Cheryl Orr, Managing Partner, Institute for Excellence in Public Service <a href="mailto:cherylorr02@gmail.com">cherylorr02@gmail.com</a> NFBPA</li> <li>• Polco TBD</li> </ul>	<p><b>December TBD</b></p>
<p><b>How to prepare yourself for the executive level</b></p> <p><i>LGHN Hosting</i></p>	<p><b>Moderator: Noel Bernal, Adams County, CO (LGHN)</b></p> <p><b>Panelists:</b></p> <ul style="list-style-type: none"> <li>• Anil Comelo, St. Helena, CA <a href="mailto:acomelo@cityofsthelena.org">acomelo@cityofsthelena.org</a></li> <li>• Ian Coyle, Livingston County, NY <a href="mailto:icoyle@co.livingston.ny.us">icoyle@co.livingston.ny.us</a>(NACA)</li> <li>• Byron Brooks, County Administrator, Orlando, FL <a href="mailto:Byron.brookd@ocfl.net">Byron.brookd@ocfl.net</a> NFBPA</li> <li>• Aubrey Gonzalez, City of Phoenix, <a href="mailto:aubrey.gonzalez@phoenix.gov">aubrey.gonzalez@phoenix.gov</a> (LGHN)</li> </ul>	<p><b>January 2024 TBD</b></p>

**Updated 5/16/23**