



Board of Directors Meeting
December 1, 2017
12:00-1:00 PM Eastern Time
11:00 AM-12:00 PM Central Time
10:00-11:00 AM Mountain Time
9:00-10:00 AM Pacific Time

Advancing Excellence and Inclusiveness in Local Government

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

Agenda

LGHN Board of Directors

Veronica Briseño

President

Rolando Fernandez

President-Elect

Magda Gonzalez

Immediate

Past President

Raymond Gonzales

Vice President

for Membership

Maria Hurtado

Vice President

for Programs

At Large Directors

Carlos Baia

ICMA Board Liaison

Tommy Gonzalez

Bob Harrison

Ramiro Inguanzo

Claudia Lujan

Daro Mott

Samantha Tavares

Patricia E. Martel

Past ICMA

Board Member

David Mora

ICMA Staff Liaison

Rod Alcázar

ICMA-RC Liaison

A. Call to Order/Roll Call/Welcome

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of November 3, 2017*
2. Board Meeting Attendance Report for 2016/17*
3. Financial Report through November 21, 2017 (included with 2018 Budget)

C. ACTION: 2018 LGHN Budget*

D. Set tentative date for 2018 Annual Meeting (video conference or webinar)

1. May 4 (El Paso Seminar)
2. May 11 or 18

E. Review 2017 Annual Report*

F. Committee Reports/Updates

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

G. Future Board Meeting Agenda Items

1. 2018 Biannual Conference Budget
2. Protocols for Use of LGHN Logo (January)
3. Bylaws Update
4. Website Tracking (Quarterly)
5. Fundraising Status

H. Adjournment & Future Meeting Dates

1. Friday, January 5, 2018 – LGHN Board Meeting
2. Friday, February 2, 2018 – LGHN Board Meeting
3. Friday/Saturday, March 2-3, 2018 – LGHN Board Retreat, Miami/Dade County, FL
4. Friday, April 6, 2018 – LGHN Board Meeting
5. April 18-22, 2018 – NFBPA Forum, Cleveland, OH
6. Friday, May 4, 2018 – LGHN Board Meeting
7. Friday, Saturday May 4-5, 2018 – El Paso Regional Seminar
8. September 23-26, 2018 – ICMA Conference, Baltimore, MD
9. October 25-27, 2018 – LGHN Biannual Conference, Phoenix, AZ

*Supporting documents provided in board packet



**Board of Directors Meeting
November 3, 2017**

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Veronica Briseño, President
Rolando Fernandez, President-Elect
Magda Gonzalez, Immediate Past President
Maria Hurtado, Vice President for Programs
Carlos Baia, At Large Director
Bob Harrison, At Large Director
Daro Mott, At Large Director
Samantha Tavares

Board Members Absent

Raymond Gonzales, Vice President for Membership
Tommy Gonzalez, At Large Director
Ramiro Inguanzo, At Large Director
Claudia Lujan, At Large Director
Patricia E. Martel, Past ICMA Board Member

Others Present

Karen Davis, Executive Director
David Mora, ICMA Staff Liaison

A. Call to Order/Roll Call/Welcome

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

B. ACTION: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of November 3, 2017
2. Board Meeting Attendance Report for 2016/17
3. Financial Report through November 29, 2017

Carlos Baia moved approval of the consent agenda; Rolando Fernandez seconded the motion; the motion was approved unanimously.

C. ACTION: 2018 LGHN Conference Agreement

David Mora noted that the MMANC and MMASC conferences are the same week of the LGHN conference. Marc Ott has been invited to those conferences and LGHN should invite him as well since he will be on the west coast. Carlos Baia asked about who the two board members are who serve on the planning committee. Samantha Tavares reported that the planning committee is inviting all board members to participate on the planning meeting calls. Rolando Fernandez moved approval of the sponsorship; Bob Harrison seconded the motion; the motion was approved unanimously.

D. UPDATE: LGHN Membership Dues

The dues for 2018 were presented. The board asked that the distinctions between local government dues and chapters be clarified. The renewal notices will go out in December and Karen Davis clarified that names of current local government members are included in the renewal notices to update the membership. Rolando Fernandez moved approval of the sponsorship; Carlos Baia seconded the motion; the motion was approved unanimously.

E. UPDATE: Webinars with NFBPA/BIG

Karen Davis provided an update on the webinars in development for LGHN/NFBPA/BIG webinars. The first is the session on “Skills to Persevere in Adverse Situations.” Future seminars are:

- *Ethics in the Work Place (December)*
- *Moving Up the Ladder without Burning Bridges (January)*

- *Now That We Have Diversity in the Work Place, How Do We Nurture It? (February*

The board had questions about how to do more frequent webinars, which LGHN and NFBPA will need to explore. There were also questions about coordinating future webinars with the those organized by Don Maruska as part of the ICMA coaching program. The board expressed a desire to maintain our identity but perhaps sue their platform. Additional follow up os required with NFBPA on this issue.

F. DEBRIEF: ICMA Conference

Karen Davis asked for feedback from the board regarding activities at ICMA this year. Maria Hurtado suggested that LGHN spend more time thinking about the topics we want to present and thinking about presenters and preparation for sessions. Magda Gonzalez concurred and stressed that LGHN has so few opportunities to present so we need to “be on our game.” She added that “diversity” is a hot topic right now and we need to think about how to take advantage of that working with NFBPA, I-NAPA and League of Women in Government.

The dinner was well received. In the future, LGHN should have a board member at each sponsor tal]ble and follow up to keep them engaged through emails, newsletter and updates on our scholarship programs.

The name change resulted in the booth being better received this year as well.

G. UPDATE: ICMA Nomination Process

LGHN and NFBPA will not have board candidates for the ICMA nomination process this year. The two organizations will work together to begin identifying and preparing candidates for next year’s nomination process.

Maria Hurtado expressed concerns about ICMA’s comments that LGHN supported Wally Bobkiewicz for the Midwest position in place of a minority candidate, and that we had to explain that LGHN supports the best candidate who has been a supporter of LGHN. Wally Bobkiewicz’s organization has been a long-term local government member and encourages his employees to be actively involved on committees and at conferences. Dave Mora expressed concern that ICMA looks to LGHN and NFBPA to provide diversity candidates rather than making diversity an ICMA priority. Maria Hurtado mentioned that LGHN should look at establishing regions based on population and other systemic barriers when preparing our position paper with NFBPA.

I. Committee Reports

There were no committee reports. Karen Davis will schedule calls with each chair to plan a work program and schedule that will re-energize the LGHN activities in 2018.

J. Future Board Meeting Agenda Items

- 2018 Budget (December)
- 2018 Biannual Conference Budget
- Website Tracking – quarterly
- Fundraising Status

K. Other

- ICMA Conference Planning Committee – offer to board members first and then other LGHN members.

2016-2017 IHN Board of Directors Board Meeting Attendance

Name	Jan 2016	Feb 2016	Mar 2016	April 2016	May 2016	June 1 2016	Annual Mtg. 2016	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016
Veronica Briseño	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present		Present
Manuel Esquibel	Present		Present	Present	Absent	Absent	Present	Present	Present	Absent	Present		Present
Magda Gonzalez	Present		Present	Absent	Present	Present	Present	Present	Absent	Present	Present		Present
Maria Hurtado	Absent		Present	Absent	Absent	Present	Present	Present	Present	Present	Absent		Present
Rolando Fernandez	Present		Present	Present	Present	Present	Absent	Present	Present	Present	Present		Present
Carlos Baia	Present		Absent	Present	Present	Absent	Present	Absent	Present	Absent	Absent		Absent
Yocelyn Galiano	Present		Absent	Present	Absent	Present	Absent	Present	Present	Present	Present		Absent
Raymond Gonzales	Present		Absent	Absent	Present	Present	Absent	Present	Present	Present	Present		Present
Tommy Gonzalez	Absent		Absent	Absent	Absent	Absent	Absent	Present	Present	Present	Present		Present
Ramiro Inguanzo	Present		Present	Present	Absent	Present	Absent	Absent	Absent	Present	Absent		Absent
Claudia Lujan	Absent		Present	Absent	Absent	Absent	Present	Absent	Present	Present	Present		Absent
Pat Martel	Absent		Absent	Absent	Absent	Absent	Present	Absent	Absent	Present	Absent		Absent
Daro Mott	Present		Present	Present	Present	Present	Present	Present	Present	Absent	Present		Absent

Name	Jan 2017	Feb 2017*	Mar 2017	April 2017	May 2017	June 2017	Annual Mtg. 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017
Veronica Briseño	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
Manuel Esquibel	Present	Absent											
Magda Gonzalez	Present	Present	Absent	Present	Present	Present	Absent	Present	Absent	Absent	Present	Present	
Maria Hurtado	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Absent	Present	
Rolando Fernandez	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	
Carlos Baia	Present	Present	Absent	Absent	Present	Present	Present	Present	Present	Present	Present	Present	
Yocelyn Galiano	Absent	Absent	Absent	Absent	Absent	Absent							
Raymond Gonzales	Absent	Present	Present	Present	Present	Absent	Present	Absent	Absent	Present	Absent	Absent	
Tommy Gonzalez	Present	Absent	Absent	Present	Absent	Absent	Present	Present	Present	Absent	Absent	Absent	
Bob Harrison							Present	Absent	Present	Absent	Present	Present	
Ramiro Inguanzo	Absent	Absent	Present	Absent	Present	Absent	Absent	Present	Present	Present	Absent	Absent	
Claudia Lujan	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Absent	
Pat Martel	Present	Absent	Absent	Present	Absent	Absent	Absent	Present	Absent	Absent	Present	Absent	
Daro Mott	Absent	Absent	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present	
Samantha Tavares							Present	Present	Present	Present	Present	Present	

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

*Attendance for Saturday, February 4 when board actions were taken. A quorum was present.

**Local Government Hispanic Network
CY 2018 Budget**

	<u>Actual CY 2016</u>	<u>Budget CY 2017</u>	<u>YTD CY 2017</u>	<u>Year End Est. CY 2017</u>	<u>Budget CY 2018</u>	
Ordinary Income/Expense						
Income						
43300 · Direct Public Grants						
43310 · Corporate and Business Grants	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	
43340 · Nonprofit Organization Grants			3,454.10	3,454.10		
Total 43300 · Direct Public Grants	<u>50,000.00</u>	<u>50,000.00</u>	<u>53,454.10</u>	<u>53,454.10</u>	<u>50,000.00</u>	
43400 · Direct Public Support						
43450 · Individ, Business Contributions	3,699.50	15,000.00	1,100.00	4,100.00	26,000.00	Scholarship fund: \$1K ICMA-RC; \$3K UBS outstanding; \$1K Valdez Award
Total 43400 · Direct Public Support	<u>3,699.50</u>	<u>15,000.00</u>	<u>1,100.00</u>	<u>4,100.00</u>	<u>26,000.00</u>	
46400 · Other Types of Income						
46410 · Advertising Sales	18,907.80	18,000.00	12,795.60	15,000.00	18,000.00	
46430 · Miscellaneous Revenue	227.22					
Total 46400 · Other Types of Income	<u>19,135.02</u>	<u>18,000.00</u>	<u>12,795.60</u>	<u>15,000.00</u>	<u>18,000.00</u>	
47200 · Program Income						
47270 · Program Activities (Bay Area event)	5,309.76	5,000.00	4,800.00	4,800.00	5,000.00	
47230 · Membership Dues	23,569.20	24,000.00	26,520.30	27,000.00	30,000.00	
47250 · Conference Registration (2016)	48,282.84		3,025.00	3,025.00		
47260 · Conference Sponsorship (2016)	64,113.70		4,955.00	4,955.00		
Total 47200 · Program Income	<u>141,275.50</u>	<u>29,000.00</u>	<u>39,300.30</u>	<u>39,780.00</u>	<u>35,000.00</u>	
49000 · Special Events Income						
49060 · IHN Dinner Sponsorships			9,500.00	14,500.00	10,000.00	VIA outstanding \$5K
49050 · IHN Dinner Registrations	6,942.15	10,000.00	5,050.00	5,575.00	5,000.00	
Total 49000 · Special Events Income	<u>6,942.15</u>	<u>10,000.00</u>	<u>14,550.00</u>	<u>20,075.00</u>	<u>15,000.00</u>	
Total Income	<u>221,052.17</u>	<u>122,000.00</u>	<u>121,200.00</u>	<u>132,409.10</u>	<u>144,000.00</u>	
Expense						
60900 · Business Expenses						
60930 · Constant Contact	420.00	210.00	414.38	500.00	500.00	
60920 · Business Registration Fees	75.00	75.00	96.03	96.03	100.00	
60960 · PayPal Fees	1,418.32	1,075.00	1,112.96	1,200.00	1,200.00	
Total 60900 · Business Expenses	<u>1,913.32</u>	<u>1,360.00</u>	<u>1,623.37</u>	<u>1,796.03</u>	<u>1,800.00</u>	
62100 · Contract Services						
62110 · Accounting Fees	800.00	800.00	825.00	825.00	850.00	
62150 · Outside Contract Services	80,952.20	75,000.00	61,314.82	65,600.07	84,399.93	
Total 62100 · Contract Services	<u>81,752.20</u>	<u>75,800.00</u>	<u>62,139.82</u>	<u>66,425.07</u>	<u>85,249.93</u>	
65000 · Operations						
65090 · Computer Software	75.00		25.68	34.24	105.00	
65010 · Books, Subscriptions, Reference	1,099.92					
65020 · Postage, Mailing Service	1,090.71	1,075.00	54.46	75.00	1,075.00	
65030 · Printing and Copying	3,792.51	2,500.00	4,620.07	4,620.07	4,000.00	
65040 · Supplies	256.64	100.00	49.98	50.00	100.00	
65050 · Telephone, Telecommunications	1,976.41	2,000.00	1,531.02	1,700.00	1,700.00	
65060 · Website	3,078.17	3,000.00	2,490.03	2,725.00	3,000.00	
Total 65000 · Operations	<u>11,369.36</u>	<u>8,675.00</u>	<u>8,771.24</u>	<u>9,204.31</u>	<u>9,980.00</u>	

**Local Government Hispanic Network
CY 2018 Budget**

	<u>Actual CY 2016</u>	<u>Budget CY 2017</u>	<u>YTD CY 2017</u>	<u>Year End Est. CY 2017</u>	<u>Budget CY 2018</u>	
65100 · Other Types of Expenses						
65185 · Program Activities Contingency		5,000.00	-		5,000.00	
65185 · Program Activities	77,863.54	8,000.00	5,030.10	5030.10	8,000.00	
65190 · Special Projects	14,740.00	2,000.00	7,391.73	7391.73	2,000.00	Website redesign
65180 · Special Events	7,634.59	8,000.00	12,671.28	12,671.28	10,000.00	LGHN HN dinner
65110 · Advertising Expenses	3,181.45	1,000.00		500.00	1,000.00	
65120 · Insurance - Liability, D and O	772.00	800.00	1,215.33	1215.33	1,250.00	
65140 · Contributions	1,000.00	2,000.00	5,954.10	5954.10	6,000.00	Sponsorships to other organizations
65150 · Memberships and Dues	250.00		325.00	325.00	325.00	
65160 · Other Costs	921.28	1,000.00	4,986.70	4,986.70	1,000.00	Valdez Award
65170 · Transfer to scholarship Fund				8,000.00		\$1K from ICMA-RC & \$3K from UBS; \$4K dinner fundraising
65100 · Other Types of Expenses - Other	40.00					
Total 65100 · Other Types of Expenses	<u>106,402.86</u>	<u>27,800.00</u>	<u>37,574.24</u>	<u>46,074.24</u>	<u>34,575.00</u>	
68300 · Travel and Meetings						
68310 · Conference, Convention, Meeting	5,274.71	5,000.00	1,147.07	2,321.53	5,000.00	
68320 · Travel	3,263.43	3,000.00	1,079.16	1,079.16	3,000.00	Exec Dir Travel/expenses
68300 · Travel and Meetings - Other		2,500.00			2,500.00	
Total 68300 · Travel and Meetings	<u>8,538.14</u>	<u>10,500.00</u>	<u>2,226.23</u>	<u>3,400.69</u>	<u>10,500.00</u>	
68400 - Food and Meals						
Food and Meals		1,000.00			1,000.00	
Total 68400 · Food and Meals		<u>1,000.00</u>	0.00	0.00	<u>1,000.00</u>	
Total Expense	<u>209,975.88</u>	<u>125,135.00</u>	<u>112,334.90</u>	<u>126,900.34</u>	<u>143,104.93</u>	
Net Ordinary Income	<u>11,076.29</u>	<u>-3,135.00</u>	<u>8,865.10</u>	<u>5,508.76</u>	<u>895.07</u>	
Net Income	<u>11,076.29</u>	<u>-3,135.00</u>	<u>8,865.10</u>	<u>5,508.76</u>	<u>895.07</u>	
Carry-over from 2017					5,508.76	
Projected					6,403.83	
Bank Balance Reserve	65,788.26					



2017 Report of Accomplishments



The Local Government Hispanic Network is the primary voice of Hispanic/Latino professionals within ICMA. The purpose of the association is to encourage professional development among Hispanic/Latino local government administrators and those local government officials working in communities with significant Hispanic/Latino populations, to improve the management of local government, to provide unique resources to Hispanic/Latino local government executives and public managers, and to advance the goals of professional, effective, and ethical government administration.

It is with great pleasure that I share with the LGHN and ICMA membership the accomplishments of our organization over the past year. It is my hope that you will join us in addressing issues impacting the quality of life in our communities, as well as diversifying the local government workforce.

Veronica Briseño, President





Rebranding: The *Local Government Hispanic Network* was launched at the 2017 ICMA Conference in San Antonio. The board worked with the membership to better understand the perceptions and image of the *International Hispanic Network* and determined that the change would reduce the ambiguity regarding the mission of LGHN.

Membership: LGHN exceeded the 500-member mark in 2017, and coordinates with ICMA to offer free membership to any student in an ICMA University Chapter. The intent is to provide resources and mentoring to attract more young professionals into the local government profession, with an emphasis on attracting more women and people of color.

LGHN Chapters: The Board of Directors formally established chapters with Austin and Phoenix. Chapter members are now automatically members of LGHN. These partnerships are designed to actively involve our members to seek local government leadership positions through professional development, mentoring and networking.

Regional Seminars: Regional meetings were held in Phoenix and the San Francisco Bay Area. The Phoenix conference, *People, Purpose, Passion: The Pathway to Success*, covered the topics of leadership, power and persuasion, career development, and how to be successful in their organization. The San Francisco Bay Area seminar, *Preparing for Launch: Achieving Your Leadership Potential with Strategy and Purpose*, was co-hosted by NFBPA, MMANC, CalNAPA and Women Leading Government.

www.LGHN.org

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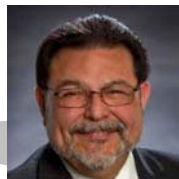
Conference Panel Presentations: LGHN sponsored three panels at ICMA:

- Collaboration and Partnerships to Improve Diversity in University Programs
- Believe It or Not, We've All Got Biases
- Dealing with Immigration Issues: The Real Story and Lessons Learned

LGHN also presented at the 2017 NFBPA and NASPAA conferences.

LGHN Awards: LGHN annually presents three awards:

- ***Emerging Leaders Award and Scholarship to the ICMA Conference*** recognizes young professionals who demonstrate professional excellence and leadership in improving minority and disadvantaged communities through their work in their organization and their community. Laura Cruz-Acosta, El Paso, Texas received the 2017 award.
- ***Civic Engagement Award*** recognizes individuals and their organizations that represent insightful and sustained change in their communities through inclusive civic engagement practices. The City of Half Moon Bay, California received the small government award for their community academy, *Network – Engage – Transform* (NET). The City of Hayward, California received the large Government award for their community engagement plan to address social and political issues.
- ***Joel D. Valdez Legacy Award*** honors Joel Valdez, long-time city manager in Tucson, Arizona, and the impetus behind the creation of LGHN. He was a role model and mentor to many young professionals in public administration and the IHN founders established the award to honor him. A bust will be placed in the ICMA office with plaques identifying award winners. Alexander E. Briseño and J. Rolando Bono received the 2017 Awards.



Alexander E. Briseño



J. Rolando Bono

ICMA Board: Maria Hurtado, Assistant City Manager in Hayward, California and a member of LGHN Board of Directors, joined the ICMA board following the 2017 ICMA conference. She joins Carlos Baia (Deputy City Manager, Concord, New Hampshire) and Bert Lumbreras (City Manager, San Marcos, Texas) in representing LGHN on the ICMA board. Wally Bobkiewicz (City Manager, Evanston, Illinois) has been a long time local government member of LGHN and also joined the ICMA board.

Webinars: LGHN is partnering with NFBPA and Blacks in Government to create four seminars to be presented late 2017 and early 2018. The topics are:

- Ethics in the Workplace
- Skills to Persevere in Adverse Situations was presented in November 2017
- Moving Up the Ladder without Burning Bridges
- Now That We Have Diversity in the Workplace, How Do We Nurture It?

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