



Advancing Excellence and Inclusiveness in Local Government

Agenda
April 7, 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 March 3, 2023*
2. Board Meeting Attendance Report for 2023/2022*
3. Financial Reports End of March/April 2023*

C. DISCUSSION/APPROVAL:

1. Discuss and Approve the 2023 Polco Sponsorship Agreement* - *Raoul Lavin*
2. Discuss and Approve Board Nomination Process*
3. Discuss and Approve Request to Schedule LGHN's Annual Membership Meeting in Scottsdale, AZ – *Marcus Steele*

D. DISCUSSION:

1. Review and Discuss Board Member Meetings with Potential Corporate Sponsors
 - a. Sustaining sponsorship outreach goal \$150,000
 - b. Biennial conference sponsorship goal of \$175,000
2. LGHN Committee Update – *Board Chairs*

E. Informational Items

1. Discuss Chapters' Meeting Agenda for May 19, 2023
 - a. Review and discuss 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
2. Review Affiliate Presentations/Sessions at ICMA Conference in Austin, TX
3. Discuss Bimonthly E-newsletter and Upcoming Issues
 - a. Distributed to about 1,500 LGHN contacts (Membership renewals total 383 and Phoenix and Austin pending renewals bring membership to 680)
 - b. Review April 10 Issue
 - i. Introduce Hazel Wetherford and potential California Chapter
 - ii. Remind members of mentor/mentee interest survey (Members only)
 - iii. Phoenix conference
 - iv. NFBPA forum – preview LGHN session at conference
 - v. GFOA conference and reception
 - vi. ICMA regional meeting(s)
 - c. Review April 24 Issue
 - i. Introduce Raoul Lavin and new FL Chapter and promote sponsorship opportunities for the conference in Orlando
 - ii. Phoenix conference
 - iii. GFOA conference and reception

*Supporting documents included

- iv. ICMA regional meeting(s)
- d. Review May 8 Issue
 - i. Introduce Matt Rivera and CO Chapter
 - ii. GFOA conference and reception
 - iii. ICMA regional meeting(s)

F. Future Board Meeting Agenda Items

- 1. Affiliate Agreement with the Illinois LGHN Chapter – May 2023
- 2. ICMA Affiliate Agreement Renewal – Fall 2023

G. Adjournment & Future Meeting Dates

- 1. *April 26-30, 2023 – NFBPA Annual Forum, Minneapolis, MN (Samantha Tavares presenting and Marcus Steele attending)*
- 2. May 5, 2023 – LGHN Board Meeting
- 3. *May 21-24, 2023 – GFOA Annual Conference, Portland, OR (Karen Davis to attend)*
- 4. June 2, 2023 – LGHN Board 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



Local Government Hispanic Network

Board Meeting Summary of March 3, 2023

Board Members in Attendance: Samantha Tavares (President), Marcus Steele, Noel Bernal, Mariana Bojorquez, Matt Rivera, Alejandra Lopez, Victor Cardenas, Gabriel Rodriguez, Orlando Cruz, Hazel Wetherford and Ramón Pérez-Goizueta

Board Members Absent: Bob Harrison (President-Elect), Ramiro Inguanzo, Carlos Baia, Raoul Lavin, Ramiro Salazar and Raymond Gonzales (Past-President)

LGHN Staff: Christine Butterfield and Karen Davis

1) Call to Order/Roll Call/Welcome

Samantha Tavares called the meeting to order at 9:03 am PT.

2) APPROVAL: Consent Agenda – Receive and Approve

- a. Board Meeting Summary February 3, 2023*
- b. Board Meeting Attendance Report for 2023/2022*
- c. Financial Reports February 2023*

*Motion to approve by Alejandra Lopez
Seconded by Noel Bernal
Unanimously approved*

3) DISCUSSION/APPROVAL:

- a. Discuss and Approve the 2023 Emerging Leader Award Process*

*Motion to approve by Marcus Steele
Seconded by Ramón Pérez-Goizueta
Unanimously approved*

- b. Discuss and Approve the Government Finance Officers Association 2023 Affiliate Agreement*

Noel Bernal requested that GFOA consider hosting sessions on the following topics

- *Self-funded medical plans*
- *Pay equity case studies*

*Motion to approve by Matt Rivera
Seconded by Noel Bernal
Unanimously approved*

4) DISCUSSION:

1. Review and Discuss Board Member Meetings with Potential Corporate Sponsors
 - a. Sustaining Sponsorship and Membership Campaign Outreach Goal \$150,000
2. Discuss the Biennial Conference Planning Committee's Update
 - a. Biennial Conference Sponsorship Goal of \$175,000 Update
 - b. Review Conference Brand Artwork*
 - c. Review Preliminary Program and Keynote Presentations*

Hazel requested refinements to the artwork to reduce the pixelation. The Board also asked for the new branded versions of the sustaining corporate sponsorship and biennial conference sponsorship brochures for their use and distribution.

Marcus asked staff to add Scottsdale's request to host the 2024 Annual membership meeting.

5) Informational Items

1. Board 2022 and 2023 Dues and Donations Update

Samantha Tavares reviewed the status of Board dues and annual donation payments

2. McKinsey and Company Leadership Academy/Program

Matt Rivera briefed the board on the opportunity that he fostered on behalf of LGHN

3. Chapters' Meeting Agenda for March 17, 2023
 - a. Review and discuss chapter webpage development progress
 - b. Review and update LGHN program and webinar schedule
 - c. Input for tool kit update: "Now you are a chapter, what's next?"

4. LGHN Chapters' Website Tied Pricing and Options February 2023*

6) Adjournment & Future Meeting Dates

- a. Friday, April 7, 2023 – LGHN Board Meeting
- b. April 26-30, 2023 – NFBPA Annual Forum, Minneapolis, MN (Samantha Tavares presenting)
- c. May 5, 2023 – LGHN Board Meeting
- d. May 21-24, 2023 – GFOA Annual Conference, Portland, OR (Karen Davis to attend)
- e. June 2, 2023 – LGHN Board Meeting
- f. July 7, 2023 – LGHN Board Meeting
- g. August 4, 2023 – LGHN Board Meeting
- h. September 8, 2023 - LGHN Board Meeting
- i. October 1, 2023 – LGHN Annual Dinner at Stubb's Barbeque at the ICMA Conference, Austin, TX
- j. October 1-4, 2023 – ICMA Annual Conference, Austin, TX
- k. October 6, 2023 - LGHN Board Meeting
- l. November 1, 2023 – LGHN Board of Directors' Annual Retreat

- m. *November 1-3, 2023 – LGHN Biennial Conference, Orlando, FL*
- n. December 1, 2023 - LGHN Board Meeting
- o. January 5, 2024 - LGHN Board Meeting

Samantha adjourned the meeting at 9:52 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</i>	<i>LGHN Biennial Conference</i>
Samantha Tavares	A	X	X	X								
Bob Harrison	X	X	X	A								
Raymond Gonzales	A	A	A	A								
Ramiro Inguanzo	A	A	X	A								
Gricelda Estrada	A	A	A	X								
Carlos Baia	X	X	X	X								
Raoul Lavin	A	X	X	A								
Noel Bernal	X	X	X	X	A							
Mariana Bojorquez	X	X	A	X								
Alejandra Lopez	X	X	X	X								
Ramón Pérez-Goizueta	A	A	X	X								
Ramiro Salazar	A	X	X	A								
Marcus Steele	A	X	X	X								
Matt Rivera	A	X	A	X								
Hazel Wetherford	X	A	X	X								
Victor Cardenas (ICMA Board)	A	X	X	X								
Gabriel Rodriguez (NACA Board)	X	X	A	A								
Orlando Cruz (MissionSquare)	A	X	A	X	A							

Updated April 4, 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 Account Listing

April 3, 2023

Account	Type	Balance Total	Description
10000 · US Bank - checking	Bank	154,182.29	IHN Checking
10000 · US Bank - checking:Frances Gonzalez Scholarship	Bank	17,420.76	
10000 · US Bank - checking:Joel Valdez	Bank	428.03	
10000 · US Bank - checking:LGHN Conference	Bank	0.00	
10000 · US Bank - checking:Operating Cash	Bank	112,988.15	
10000 · US Bank - checking:Operating Reserves	Bank	23,345.35	
25001 · Florida Chapter Payable	Other Current Liability	2,275.45	LGHN owes to the LFLG chapter
25002 · AHLN Payable	Other Current Liability	7,555.95	LGHN owes to the Central TX chapter.
25003 · Illinois Chapter Payable	Other Current Liability	250.00	LGHN owes to the IL-LGHN chapter
25004 · Colorado Chapter Payable	Other Current Liability	1,958.34	LGHN owes to the Jutos Colorado chapter
True Operating		100,948.41	

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

	Jan - Mar 23	Budget
Ordinary Income/Expense		
Income		
43400 · Direct Public Support		
43450 · Individual Support	15.58	
43455 · Corporate Support	50,000.00	55,000.00
43457 · Scholarship	3,100.00	4,000.00
Total 43400 · Direct Public Support	53,115.58	59,000.00
46400 · Other Types of Income		
46410 · Advertising Sales	50,800.00	191,250.00
46430 · Miscellaneous Revenue	0.00	500.00
Total 46400 · Other Types of Income	50,800.00	191,750.00
47200 · Program Income		
47209 · Annual Meeting Sponsorship	2,000.00	
47230 · Membership Dues		
47231 · Chapters	6,000.00	40,000.00
47232 · Corporate	0.00	0.00
47233 · Individual	6,124.17	3,000.00
47234 · Local Government	12,600.00	7,500.00
47237 · Regional Chapter Florida-LG	2,882.29	
47238 · Regional Chapter Florida-SM	2,858.79	
47239 · Regional Chapter Illinois	3,250.00	
47240 · Regional Chapter Central Texas	916.66	
47241 · Regional Chapter Colorado	3,416.66	
Total 47230 · Membership Dues	38,048.57	50,500.00
47270 · LGHN Dinner Registrations	0.00	16,000.00
47271 · LGHN Dinner Sponsorships	0.00	0.00
Total 47200 · Program Income	40,048.57	66,500.00
49000 · Special Events Income		
49010 · Special Events Contributions	0.00	5,000.00
Total 49000 · Special Events Income	0.00	5,000.00
Total Income	143,964.15	322,250.00
Gross Profit	143,964.15	322,250.00
Expense		
60900 · Business Expenses		
60920 · Business Registration Fees	0.00	120.00
60960 · Merchant Services Fees	2,271.32	9,000.00
Total 60900 · Business Expenses	2,271.32	9,120.00
62100 · Contract Services		
62110 · Accounting Fees	0.00	1,200.00
62150 · Outside Contract Services	38,361.75	180,000.00
Total 62100 · Contract Services	38,361.75	181,200.00
65000 · Operations		
65009 · Computer Software	65.62	1,600.00
65020 · Postage, Mailing Service	89.50	1,000.00
65030 · Printing and Copying	0.00	500.00
65040 · Supplies	0.00	10.00
65050 · Telephone, Telecommunications	143.10	2,000.00
65060 · Website	2,717.25	12,000.00
Total 65000 · Operations	3,015.47	17,110.00
65100 · Other Types of Expenses		
Board of Directors Retreat	0.00	1,500.00
65110 · Advertising/Marketing Expenses	0.00	4,000.00

Local Governemt Hispanic Network Profit & Loss Budget vs. Actual January through March 2023

	<u>Jan - Mar 23</u>	<u>Budget</u>
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
Total 65185 · Program Activities	<u>4,745.50</u>	<u>17,300.00</u>
65190 · Special Projects, Chap Support	0.00	5,000.00
Total 65100 · Other Types of Expenses	<u>5,650.50</u>	<u>39,400.00</u>
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
Total 68300 · Travel and Meetings	<u>66.00</u>	<u>6,000.00</u>
Total Expense	<u>49,365.04</u>	<u>252,830.00</u>
Net Ordinary Income	<u>94,599.11</u>	<u>69,420.00</u>
Net Income	<u><u>94,599.11</u></u>	<u><u>69,420.00</u></u>

**Polco / Local Government Hispanic Network Partnership Proposal 2023
(to run through March 2024)**

Polco is pleased to propose a partnership with the Local Government Hispanic Network (LGHN). The goal of this partnership is to support and advance Hispanic and Latino professionals in local government. The Local Government Hispanic Network (LGHN) is a 501(c)(3) nonprofit that is the leading organization for the development of public service professionals at the local level. LGHN serves as a bridge between professional managers and communities to create programs and services to address issues critical to the Hispanic/Latino population and improve overall quality of life. As part of our partnership with LGHN we would like to include contributions such as strong digital educational information, thought leadership and a Polco basic subscription free of charge to be used by LGHN staff for any outreach with members or community engagement.

Polco Provides:

- Bronze Level Sponsorship, \$10,000 payment
- Free subscription to the basic version of the Polco Platform (\$6,000 value)
 - A unique profile for LGHN on Polco Platform
 - Unlimited access to create your own member surveys and polls
 - Invite members to follow the LGHN account (verification) so they can be notified any time you post a new survey on Polco
 - See survey results and participation information in real time
 - One onboarding training meeting (i.e., staff orientation)
- Brown Bag Meeting with LGHN Leadership (i.e., staff and board) to present benchmarking survey products
- Small Communities Outreach (\$5,000 value)
 - Webinar hosted by Polco for LGHN members of small cities
 - Content copywriting for email promoting webinar
 - Recording and show notes sent to all registrants afterwards
- A thought leadership Webinar open to all LGHN members (\$3,000 value)
 - Hosted by Polco
 - Copywriting for promotional email
 - Recording and show notes sent to all registrants
- Copywriting for up to 2 additional email blasts to LGHN members

Total Value from Polco: \$14,000 value

LGHN Provides

- Bronze Level Sponsorship for Biennial Conference including (but not limited to)
 - Polco registrations for conference and related events
 - Banner ads and mobile app representation
 - Polco branding on conference signage
 - Polco booth in exhibitor hall
- Co-branding and promotion of Polco webinars (see above)
- Free registration to at least one other LGHN event
- 2 complimentary registrations Biennial Conference
- Polco partner recognition on LGHN website (including logo and link, description etc)
- Social media participation with Polco
- Referrals sent to Chanté when members ask for engagement tools

Invoice total due from Polco: \$10,000

Polco

LGHN

Name

Date

Name

Date



2023 LGHN Board Member Elections

Vice President for Professional Development: Ramiro Inguanzo (2-year term) *

Vice President for Career Advancement: Gricelda Estrada (2-year term) *

Board of Directors At-Large: Vacant (2-year term)
Raoul Lavin's current seat
 Alejandra Lopez (2-year term) *
 Ramon Perez-Goizueta (2-year term) *
 Hazel Wetherford (2-year term) *
 (Write-in Candidates Allowed)

**Currently in these seats*

2023 LGHN Board Nomination Process	May	June	July	Aug.	Sept.	Nov.	Comments
Email members	5 th						30 days required
Close submittals		7 th or 9 ^h					30 or 32 days
Select nominees <i>(interview if needed)</i>		30 th					Committee meeting (latest date)
LGHN Board approval			7 th				
Issue ballots			10 th				15 days minimum, must be 30 days prior to annual meeting
Close ballots				9 ^h or 11 th			35 voting days
New member orientation					TBD		
Membership meeting						2	Will exceed 30-day requirement/at biennial conference



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 4/4/23
<p>A. Executive Committee Chair – Samantha Tavares</p> <ol style="list-style-type: none"> 1. LGHN values and process to confirm alignment by third-party contractors. 2. Explore partnerships with other organizations and build relationships 3. Better define relationships with and opportunities for participating in programs offered by LGHN affiliates (NFBPA, I-NAPA, NACA, GFOA). UNDERWAY 4. Create master calendar of affiliate activities. UNDERWAY 5. Review terms of ICMA affiliate agreement and establish expectations of ICMA. UNDERWAY 6. Set time and develop agenda for leadership meeting with ICMA. 	<ul style="list-style-type: none"> • Review and update values and mission statement (at the fall 2022 Board retreat) • 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) • Create a plan including key messages to meet with ICMA leaders spring 2022 and at the conference 9/17-22/22 • Collaborate with ICMA to create master calendar. • Victor will work with the ICMA Board regarding commitments to LGHN. 	<ul style="list-style-type: none"> • N/A

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)	Updated 4/4/23	
7. Update Board commitment forms. COMPLETE 8. Recommendations for <i>emerging leaders award</i> <ul style="list-style-type: none"> • Regular meeting: As needed basis 	<ul style="list-style-type: none"> • Review the Board commitments 2/22 meeting 	
B. 2023 Biennial Conference Planning Committee (with Professional Development Committee) Chairs – Carlos Baia, Raoul Lavin and Ramiro Inguanzo 1. Negotiate new training programs with SGR. COMPLETE 2. Identify topics for 2023 webinars. COMPLETE 3. Reach out to LGHN chapters to assist with regional in-person training and networking sessions. COMPLETE 4. Identify affiliate events that will include LGHN sponsored sessions. COMPLETE/UNDERWAY <ul style="list-style-type: none"> • Regular meeting time: Every other week in February/March/April. 	Biennial Conference - Orlando, FL, and span 11/1/23 at 5 pm – 11/3/23 at 7 pm (Wednesday through Friday). <u>Themes</u> Connect, collaborate, ...succeed! <u>Tracks and Sessions</u> Expanding borders 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 Grow your community culture. 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 When diversity is under attack, what is next? Discuss and present LGHN’s DEI policy and explore how communities are navigating state law compliance TBD Innovate and reinvent! Sustainability IBTS, AECOM (transport drones)	<ol style="list-style-type: none"> 1. <i>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.</i> 2. Conference committee meeting every other Friday in March and April to prepare the program and develop sponsorship development strategy to generate \$175,000.

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)	Updated 4/4/23	
	<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>C. Career Advancement Committee Chair (and Vice President for Career Development) – Gricelda Estrada</p> <ol style="list-style-type: none"> 1. Kick off revised Madrinas y Padrinos coaching program. COMPLETE/UNDERWAY 2. Create strategy for youth/student engagement. 3. Outreach to executive search firms for assistance with interview skills, resume writing, etc. COMPLETE/UNDERWAY 4. Foster university partnerships (John J College, NY; Maxwell School; ICMA Fellows; University of San Francisco and Monica Hudson) 5. Engage more Board members to serve as mentors. COMPLETE <ul style="list-style-type: none"> • Regular meeting time: As needed basis 	<ul style="list-style-type: none"> • Successful launch of new structured mentorship program. More about program results summer 2022. Likely grow the toolbox to support the program. • Consider offering professional assessment tools through the Madrinas y Padrinos program • Create similar structured program for youth through 2023. Set up meeting with youth and universities to build a pipeline of new professionals 	<ol style="list-style-type: none"> 1. Survey sent to participants the week of 8/29. Results available in November 2022. 2. Mentor and mentee interest survey open through April 14, 2023 3. Program kickoff April/Mary 2023 4. Meet with ICMA University Chapters in April or May 2023
<p>D. Membership Committee Chair - Marcus Steele</p> <ol style="list-style-type: none"> 1. Kick off joint membership drive with ICMA. <ol style="list-style-type: none"> a. Target membership outreach to Hispanic City managers 	<ul style="list-style-type: none"> • Working with ICMA on joint membership drive to recruit new members to LGHN. • Collaborating with local government state chapters has been an effective 	<ul style="list-style-type: none"> • 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.

2022 and 2023

Committee Work Plans for

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

Updated 4/4/23

- b. Target membership outreach to state associations to establish partnerships
- 2. Track membership growth and report regularly to the LGHN board
- 3. Work with NACA to increase County membership.
- 4. Pursue new regional chapters and set priorities for 2023. (See tools on the LGHN website.)
- **Regular meeting time: Second Friday of the month at 8:30 am PT**
 - I. **Chapters Advisory Subcommittee Chair – Marcus Steele.** Establish advisory committee in conjunction with LGHN chapter representatives. Develop plan to engage chapters on an ongoing basis. Create a chapter recognition program. **Regular meeting time: Every other month on the third Friday at 8:30 am PT**

- method to build membership (and NACA)
- 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.
 - Matt asked to join the committee.
 - Each chapter should appoint a member to the Chapters Advisory Subcommittee

- All Chapters have met or are scheduled to meet with i4a to stand up webpages.
 - Karen scheduling meetings with new chapters to assist with membership outreach.
 - May 2023 meeting to focus on membership development goals for each Chapter.
- Formation Targeted in 2023
1. *Illinois Chapter:* Leaders conducted strategic planning session in early January. Bylaws pending submission to the LGHN board. **Kevin Bueso**
 2. *Washington Chapter:* Finalize bylaws and supporting documents. Formation committee meeting to review materials. **Bob Harrison**
 3. *Michigan Chapter:* Grand Rapids leadership interested in expanding to statewide chapter and working with **Jane Bais DiSessa** to assist. Mtg scheduled 5/25 with Grand Rapids City manager and Jane.
 4. *New Mexico Chapter:* Pending next steps.

2022 and 2023 Committee Work Plans for (Board to Reconsider at 11/1/23 Workshop)	Updated 4/4/23	
		5. <i>California Chapter(s): Hazel Wetherford</i> assisted in scheduling a meeting with MMANC and provided draft affiliate agreement week of March 20, 2023, to kick off Chapter development process. Considering multiple chapters.
E. Marketing and Communications Committee Co-Chairs – Hazel Wetherford <ol style="list-style-type: none"> 1. Develop/improve social media plan. 2. Develop communications and marketing strategy and branding. 3. Assist with organizing posted/recorded webinars and training sessions. 4. Social media tracking (Latino leadership institute offers a good model/Denver University) 5. Update the LGHN website. <ul style="list-style-type: none"> • Regular meeting time: TBD 	<ul style="list-style-type: none"> • Social media communications are an opportunity that we can grow. • Invite members with communications skills join and lead the committee (Bob to invite mentee from City of Reno) • Include co-chair in the call for committees. • Tap youth/MPA students/university partnerships for interns to assist 	<ol style="list-style-type: none"> 1. Bimonthly E-newsletter released on March 27, 2023. 2. Committee preparing strategic communications draft for in 2023 <i>pending sustaining funding</i>. 3. Survey being developed and administered spring 2023 to gather input from members about how best to communicate and share LGHN information.
F. Scholarships and Fund Development Committee Chair – Samantha Tavares and Raoul Lavin (Carolina LaMonica with MissionSquare) <ol style="list-style-type: none"> 1. Discuss funding assistance from ICMA. 2. Review LGHN value statement (focus on ROI) for potential sponsors and market DEI expertise/resources 	<ul style="list-style-type: none"> • 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.) • Develop sponsor’s value statement (Noel to join) 	<ol style="list-style-type: none"> 1. Sustaining corporate membership campaign underway August through December 2022. Follow-up emails sent in January. 2. Meetings scheduled April, May and June 2023.

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<ol style="list-style-type: none"> 3. Update sponsor packet with sponsorship options (options include voting membership, review affiliate practices, programming, conference presentations) 4. Develop strategy (using the LGHN financial forecast 2022-2025) for sponsor outreach 5. Establish working group of retired LGHN members to assist with the “ask” <ul style="list-style-type: none"> • Regular meeting time: TBD 	<ul style="list-style-type: none"> • Consider creating an endowment policy and/or benchmark. • Reach out to state associations to grow the endowment/fund development/marketing • Board commitments include donating to the LGHN scholarship fund 	
<p>G. International Committee Chair - Noel Bernal – <i>Staff support Christine</i></p> <ol style="list-style-type: none"> 1. Develop structure for training programs. COMPLETE 2. Adapt training materials from ICMA credentialing program (adapt program to meet the needs of early to mid-career development professionals) 3. Invite LGHN members to create case studies in line with the training structure. 4. Market the training opportunities <ol style="list-style-type: none"> a. Outreach to potential trainers from LGHN membership and survey administered in 2022 (<i>must be Spanish speakers</i>) COMPLETE b. Market to Puerto Rican jurisdictions 5. Administer/conduct training. 		<ol style="list-style-type: none"> 1. International Committee to augment current staff budget and implement training. The training may include webinars, mentoring one-on-one and include training partners. 2. Committee met in March and will meet again in April to develop goals and action steps to launch certification program and other virtual and person training products. <ul style="list-style-type: none"> • Short-term: Use PowerPoint format to adapt and translate training module. • Long-term: Complete translations of the ICMA

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