



Agenda
July 8, 2022
9:00 am PT/noon ET

LGHN Board of Directors

Raymond Gonzales

President

Samantha Tavares

President-Elect

Rolando Fernandez

Immediate Past

President

Bob Harrison

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

Marcus Steele

Victor Cardenas

ICMA Board Liaison

Orlando Cruz

ICMA-RC Liaison

Gabe Rodriguez

NACA Liaison

A. Call to Order/Roll Call/Welcome

B. APPROVAL: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of June 3, 2022*
2. Board Meeting Attendance Report for 2022/2021*
3. Financial Reports through July 5, 2022*

C. DISCUSSION/APPROVAL:

1. Discuss and Approve Diversity, Equity and Inclusion Policy*
2. Review and Approve the 2022 LGHN Board Election Ballot (Ballot available here [preview link](#))

D. DISCUSSION:

1. Discuss FY 2022 and 2023 Budget Update*
2. Review and Discuss Committee Updates*

E. Information Items

1. Local Government 2030 National Convening - Final Delegate Application Totals, Next Steps*
2. Bay Area Tomorrow's Department Head Forum*
3. LGHN Final Version - PM Magazine Article*

F. Future Board Meeting Agenda Items

1. Management Partners Contract Amendment (October Board Meeting)

G. Adjournment & Future Meeting Dates

1. Tuesday, July 26, 2022 – Madrinas y Padrinos 2021/2022 Program Celebration
2. Thursday, July 28, 2022 – LGHN Urban Farming Webinar 11 am PT/2 pm ET
3. Friday, August 5, 2022 – LGHN Board Meeting
4. Friday, September 9, 2022 – LGHN Board Meeting (Note: Date change to avoid conflict with Labor Day)
5. *September 17-21, 2022 – ICMA Annual Conference, Columbus, OH*
6. *September 18, 2022 – LGHN Annual Dinner at the Le Meridien Hotel in Columbus, OH from 6 to 9 pm, Ohio Latino Affairs Commission Secretary Daniel Molina, keynote presenter*
7. Friday, October 7, 2022 – LGHN Board Meeting
8. *October 2022 – NFBPA Emerge Conference, Atlanta, GA*
9. *November 4-5, 2022 LGHN Annual Membership Meeting and Board Retreat, Chicago, IL (Collaborating with GFOA, SGR, IL-LGHN Regional Chapter and GovHRUSA to develop sessions)*
10. Friday, December 2, 2022 – LGHN Board Meeting



Board Meeting Summary of June 3, 2022

Board Members in Attendance: Raymond Gonzales (President), Samantha Tavares (President-Elect), Rolando Fernandez (Past-President), Ramiro Inguanzo, Noel Bernal, Ramiro Salazar, Victor Cardenas, Marcus Steele, Gabriel Rodriguez, Ramón Pérez-Goizueta, Matt Rivera and Mariana Bojorquez

Absent: Bob Harrison, Gricelda Estrada, Raoul Lavin, Carlos Baia, and Orlando Cruz with MissionSquare

LGHN Staff: Christine Butterfield

A. Call to Order/Roll Call/Welcome

Raymond Gonzales called the meeting to order at 9:03 am PT.

B. APPROVAL: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of May 6, 2022*
2. Board Meeting Attendance Report for 2022/2021*
3. Financial Reports through June 1, 2022*
4. Board Approval of Annual Membership Meeting and Board Retreat Dates:
November 4 and 5, 2022
 - Meetings and facilities hosted by the Government and Finance Officers Association (GFOA)
 - Accommodations reserved at the Hyatt Hotel November 3-5, 2022 (\$189 per night)

Motion to approve by Ramiro Inguanzo

Seconded by Ramiro Salazar

Unanimously approved

C. DISCUSSION/APPROVAL:

1. Discuss and Approve Nomination for the 2022 Emerging Leader(s) Award*

Christine shared that the LGHN Executive Committee reviewed the emerging leader nominations and selected Diana Gallego with the City of Tallahassee.

Motion to approve by Matt Rivera

Seconded by Ramiro Inguanzo

Unanimously approved

2. Discuss, Update and Approve the Corporate Sponsorship Outreach Program*

- a. *What changes should be made to the corporate contact list?*
- b. *What updates would you like to see made to the proposed Board member assignments?*
- c. *Other comments?*

Raymond Gonzales reviewed the corporate sponsorship program approved by the Board and asked that each agree to join an introductory meeting with potential corporate sponsors included in the outreach plan presented at the meeting. He also reminded the Board that the campaign is an important component of LGHN's annual work plan and interest to grow



Local Government Hispanic Network

membership, program and services. Raymond also offered that NFBPA's, a key LGHN partner, annual budget totals \$1.7 million and they support about 2,500 members. As a comparison, LGHN operates with an annual budget of \$230,000 and supports 1,000 members. However, as LGHN membership is projected to grow to 2,000 over the next 18 to 24 months, more efforts will target revenue generation including growing corporate sponsorship and membership.

No action was needed following the Board's review of the corporate outreach plan as the program was approved by the Board at a previous meeting.

D. DISCUSSION:

1. Review and Discuss Committee Updates*

Staff presented a summary of committee activities in May 2022.

2. Bay Area leadership session no fee LGHN sponsorship*

E. Information Items

1. Board donations to scholarship fund (\$250 suggested; can give annually or monthly by check, credit card, or PayPal at <https://lghn.org/donate/>)
2. PM Magazine Update: *September issue to highlight how chapters celebrate Hispanic Heritage Month and tips on how to start a chapter*

F. Future Board Meeting Agenda Items

1. Management Partners Contract Amendment

G. Adjournment & Future Meeting Dates

1. *June 5-June 8, 2022 – GFOA Annual Conference, Austin, TX (Roland Fernandez to identify LGHN session presenters and staff LGHN booth)*
2. *June 20-23, 2022 – NFBPA Quarterly Board Meeting*
3. *Friday, July 8, 2022 – LGHN Board Meeting (Note: Date change to avoid conflict with July 4th weekend)*
4. *Tuesday, July 26, 2022 – Madrinas y Padrinos 2021/2022 Program Celebration*
5. *Friday, August 5, 2022 – LGHN Board Meeting*
6. *Friday, September 9, 2022 – LGHN Board Meeting (Note: Date change to avoid conflict with Labor Day)*
7. *September 17-21, 2022 – ICMA Annual Conference, Columbus, OH*
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10. *October 2022 – NFBPA Emerge Conference, Atlanta, GA*
11. *November 4-5, 2022 LGHN Annual Membership Meeting and Board Retreat, Chicago, IL (Collaborating with GFOA, SGR, IL-LGHN Regional Chapter and GovHRUSA to develop sessions)*
12. *Friday, December 2, 2022 – LGHN Board Meeting*
13. *Friday, January 6, 2023 – LGHN Board Meeting*

Raymond adjourned the meeting at 9:50 am PT.

2022 and 2021 Board of Directors Meeting Attendance Summary

Name	Retreat Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Retreat Nov 2022	Dec 2022
Raymond Gonzales	Present	Absent	Present	Absent	Absent	Present						
Samantha Tavares	Present	Absent	Present	Present	Present	Present						
Rolando Fernandez	Present	Present	Present	Present	Present	Present						
Bob Harrison	Present	Absent	Present	Present	Present	Absent						
Ramiro Inguanzo	Present	Present	Present	Present	Present	Present						
Gricelda Estrada	Present	Present	Absent	Absent/ NFBPA	Absent	Absent						
Carlos Baia	Present	Present	Present	Present	Absent	Absent						
Noel Bernal	Present	Absent/ NFBPA	Present	Present	Absent	Present						
Mariana Bojorquez	Absent	Present	Present	Present	Present	Present						
Alejandra Lopez						Present						
Raoul Lavin	Present	Present	Absent	Present	Present	Absent/ Florida CMA						
Ramón Pérez-Goizueta	Present	Absent	Present	Absent	Present	Present						
Ramiro Salazar	Absent	Present	Absent	Absent	Absent	Present						
Marcus Steele	Absent	Present	Present	Present	Present	Absent						
Matt Rivera	Present	Present	Present	Absent	Present	Present						
Victor Cardenas – ICMA	Present	Present	Present	Present	Present	Present						
Gabriel Rodriguez- NACA	Present	Present	Present	Present	Present	Present						

2022 and 2021 Board of Directors Meeting Attendance Summary

Name	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Retreat Sept 2021	Oct 2021	Nov 2021	Dec 2021
Raymond Gonzales	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present	Present
Samantha Tavares	Absent	Present	Present	Present	Present	Present	Absent	Present	Present		Present	Absent
Rolando Fernandez	Present	Present	Absent	Present	Present	Present	Present	Present	Present		Present	Present
Bob Harrison	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present	Present
Aubrey Gonzalez	Present	Present	Present	Present	Present	Absent	Present	Present	Present			
Paulina Martinez	Absent	Present	Present	Present	Present	Present	Absent	Present	Absent			
Carlos Baia	Present	Present	Present	Present	Absent	Present	Present	Absent	Present		Present	Present
Noel Bernal	Present	Present	Present	Absent	Absent	Absent	Present	Present	Present		Present	Present
Mariana Bojorquez									Present		Present	Present
Maria De Leon	Present	Present	Present	Present	Present	Present	Present	Present	Absent		Present	Present
Gricelda Estrada	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present	Absent
Ramiro Inguanzo	Present	Present	Present	Absent	Absent	Present	Present	Present	Present		Absent	Absent
Raoul Lavin	Present	Present	Present	Present	Present	Absent	Absent	Present	Present		Present	Present
Ramón Pérez-Goizueta									Present		Present	Present
Matt Rivera									Present		Present	Present
Ramiro Salazar	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present	Present
Marcus Steele									Present		Present	Present
Victor Cardenas	Present	Present	Present	Absent	Absent	Present	Present	Present	Present		Present	Present

Local Government Hispanic Network
Profit & Loss Budget Performance
 January through June 2022

	<u>Jan - Dec 22</u>	<u>Annual Budget</u>
Ordinary Income/Expense		
Income		
Direct Public Support		
Corporate Support	50,500.00	65,000.00
Scholarship	2,260.00	
Total Direct Public Support	<u>52,760.00</u>	<u>65,000.00</u>
Other Types of Income		
Advertising Sales	36,950.00	75,000.00
Miscellaneous Revenue	1.00	475.00
Total Other Types of Income	<u>36,951.00</u>	<u>75,475.00</u>
Program Income		
LGHN Dinner Registrations	0.00	4,000.00
LGHN Dinner Sponsorships	0.00	1,000.00
Membership Dues		
Chapters	17,300.00	40,500.00
Corporate	1,200.00	2,000.00
Individual	3,248.33	4,500.00
Local Government	18,750.00	20,000.00
Total Membership Dues	<u>40,498.33</u>	<u>67,000.00</u>
Total Program Income	<u>40,498.33</u>	<u>72,000.00</u>
Special Events Income		
Special Events Contributions	0.00	2,500.00
Total Special Events Income	<u>0.00</u>	<u>2,500.00</u>
Total Income	<u>130,209.33</u>	<u>214,975.00</u>
Gross Profit	130,209.33	214,975.00
Expense		
Business Expenses		
Business Registration Fees	15.41	100.00
Constant Contact	0.00	250.00
Merchant Services Fees	1,552.65	2,100.00
Total Business Expenses	<u>1,568.06</u>	<u>2,450.00</u>
Contract Services		
Accounting Fees	0.00	1,100.00
Outside Contract Services	78,401.00	100,000.00
Total Contract Services	<u>78,401.00</u>	<u>101,100.00</u>
Operations		
Computer Software	1,182.27	1,000.00
Postage, Mailing Service	375.21	50.00
Printing and Copying	545.85	250.00
Supplies	0.00	50.00
Telephone, Telecommunications	1,475.56	2,050.00
Website	8,134.18	12,000.00
Total Operations	<u>11,713.07</u>	<u>15,400.00</u>
Other Types of Expenses		

Local Government Hispanic Network
Profit & Loss Budget Performance
January through December 2022

	<u>Jan - Dec 22</u>	<u>Annual Budget</u>
Advertising/Marketing Expenses	500.00	4,000.00
Board of Directors Retreat		
Retreat	0.00	1,500.00
Total Board of Directors Retreat	0.00	1,500.00
Contributions	1,500.00	6,000.00
Insurance - Liability, D and O	905.00	900.00
Other Costs	1,208.28	500.00
Program Activities		
Catering	4,000.00	12,000.00
Other Costs	0.00	100.00
Postage/Shipping	0.00	500.00
Printing/Copy	0.00	250.00
Stipends and Speaker Fees	0.00	500.00
Total Program Activities	4,000.00	13,350.00
Special Events	0.00	5,000.00
Special Projects	1,366.73	5,000.00
Other Types of Expenses - Other	0.00	0.00
Total Other Types of Expenses	9,480.01	36,250.00
Travel and Meetings		
Conf, Conv, Meeting-Nat'l	0.00	5,000.00
Meeting Travel-Reg'l	0.00	1,000.00
Total Travel and Meetings	0.00	6,000.00
Total Expense	101,162.14	161,200.00
Net Income	<u>29,047.19</u>	<u>53,775.00</u>

Local Government Hispanic Network
Account Listing
June 30, 2022

Account	Balance Total
US Bank - checking	105,834.36
US Bank - checking:Conference Cash AHLN	6,639.28
US Bank - checking:Frances Gonzalez Scholarship	12,356.34
US Bank - checking:Joel Valdez	428.03
US Bank - checking:LGHN Conference	24,649.21
US Bank - checking:Operating Cash	38,416.15
US Bank - checking:Operating Reserves	23,345.35



Diversity, Equity, and Inclusion Policy

Updated June 15, 2022

WHAT

As members of the Local Government Hispanic Network (LGHN), we adhere to our organizational mission and objectives. In addition, we abide by the ICMA Code of Ethics, serve all members, facilitate representative governance, and are guided by the principles of servant leadership.

Moreover, we embrace, encourage, and respect our members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our members unique.

LGHN's members believe that a core function of the organization is to provide tools, resources, and training to build local governments and our members' capacity and competency to deliver high-quality community outcomes with compassion and empathy by aligning our performance with our commitment to diversity, inclusion, and equity. We define these terms as follows:

- **Diversity.** We recognize and honor individual differing interests, values, experiences, knowledge, and strengths and see them as a critical asset

to our vocation and the delivery of meaningful results to our members and the communities we serve.

- **Equity.** As public servants, we define equity as the quality of being fair, creating shared advantage, consideration, or latitude to all parties.
- **Inclusion.** Our association defines inclusion as the purposeful intent to embrace all people, including those who may be excluded or marginalized by race, gender identity, sexual orientation, disability, national origin, political affiliation, and other characteristics that make our members unique.

WHY

LGHN is committed to fostering, cultivating, and preserving a culture of diversity, inclusion, and equity in all aspects of our work. The collective sum of each of our differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talents that our members invest in their communities and our organization represents our culture, reputation, mission, and results.

HOW

LGHN will provide opportunities for member training and dialogue to facilitate our members shared learning and development, including:

- Providing or supporting cultural competency and unconscious bias training;
- Sharing tools and techniques to facilitate member learning, growth, and development;
- Distributing a member commitment statement; and
- Assisting members to identify resources to facilitate cultural competency dialogues and community engagement.

LGHN Midyear Budget Review

- Advertising sales are on target.
- Corporate sponsorship campaign underway.
- New chapters engagement and membership growth are on track however several new chapters' formation timeframes are now extended into 2023.
- Contract services are outpacing 2022 budget.

LGHN Budget Categories for FY 2022 and 2023	Budget Update 7/6/22	Summary of Status and Staff Recommendation
1. Corporate sponsorships	Budget \$65,000 Projection \$50,500 (Decrease of \$14,500 in revenue)	<ul style="list-style-type: none"> • \$25,000 pending from United Healthcare • \$11,000 new sponsorships received from five firms • Corporate sponsorship campaign underway summer 2022, revenue update planned for the October Board meeting. <p>Recommendation: Proceed with Board goal to grow the 2022 corporate member/sponsorship campaign. The corporate sponsorship revenue target ranges from \$150,000 (cover current programming levels) to \$300,000 (to increase programming).</p>
2. Membership and chapter formation	Budget \$67,000 Projection \$50,000 (Decrease of \$17,000 in revenue)	New chapters status. (Also, assumes one quarter pro-rated dues for each.) <ul style="list-style-type: none"> 📌 Illinois – Formation August (estimate ten small/two large jurisdictions: \$1,750) 📌 Colorado – Formation August (estimate ten small/three large jurisdictions: \$2,000) 📌 West Michigan – Formation October (estimate Grand Rapids and three small jurisdictions: \$1,375)

LGHN Budget Categories for FY 2022 and 2023	Budget Update 7/6/22	Summary of Status and Staff Recommendation
		<ul style="list-style-type: none"> ✚ Florida – Formation October (estimate ten small/four large jurisdictions: \$2,250) ✚ Bexar County, TX (potentially with Austin) – Formation December ✚ Austin 2022 dues pending: \$2,000 ✚ Washington - Formation December ✚ Washington, DC metro – April 2023 ✚ New Mexico – April 2023 ✚ California (three regions) – December 2023 <p>Recommendation: If chapters form by October, require fourth quarter payment. And, if chapters form by December 2022, provide a one-time grace period, and start payment in January 2023.</p>
<p>3. Contract services</p>	<p>Budget \$101,000 Projection \$160,000 (Increase of \$59,000 in expenses in 2022)</p>	<p>LGHN committees including the biennial conference members delivered high quality programs that “raise the barre”. As such, Management Partners’ contract pacing exceeds budget estimates for 2022. This is driven by</p> <ul style="list-style-type: none"> ✚ Board established committee workplan and goals ✚ Growth in the volume of LGHN committees along with staff support ✚ Growth in membership includes a growth in the demand for programs and networking (Madrinas y Padrinos program) ✚ 2023 biennial conference planning initiative kicking off one year earlier <p>Recommendation: Review the MP contract in September 2022 and review staff update on corporate sponsorships. In</p>

LGHN Budget Categories for FY 2022 and 2023	Budget Update 7/6/22	Summary of Status and Staff Recommendation
		<p>October, consider potential revision the Management Partners contract based on the additional revenue. (Staff support averaging \$13,000 each month.) If corporate sponsorships and revenue continues to decline, staff will pull back administrative support.</p>



LGHN Committee Work Plan and Updates Board of Director's Meeting July 2022

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 7/6/22
<p>A. Executive Committee Chair - Raymond Gonzales – <i>Staff support from Christine</i></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). 4. Create a master calendar of affiliate activities. 5. Review terms of ICMA affiliate agreement and establish expectations of ICMA 6. Set time and develop agenda for leadership meeting with ICMA 7. Update Board commitment forms 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 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 • Review the Board commitments 2/22 meeting 	<ul style="list-style-type: none"> • N/A

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 7/6/22
<p>B. Professional Development Committee Chair - Ramiro Inguanzo – Staff support from Christine</p> <ol style="list-style-type: none"> 1. Negotiate new training programs with SGR 2. Identify topics for 2022 webinars 3. Reach out to LGHN chapters to assist with regional in-person training and networking sessions 4. Identify affiliate events that will include LGHN sponsored sessions <ul style="list-style-type: none"> • Regular meeting time: Third Tuesday of every month at 9 am PT i. PDC Conference Planning Subcommittee. Finalize 2023 LGHN Conference location, dates and recruit a “host” committee. Review conference planning responsibilities and establish working schedule for the planning process. Recruit LGHN members to assist and serve on the conference planning committee. Identify potential sponsors for 2023 conference. Regular meeting time: April 28, 2022 		<ol style="list-style-type: none"> 1. ICMA accepted eight affiliate session proposals <ul style="list-style-type: none"> • Mental health services and new ways to provide public safety response, LGHN lead • Policing in 2022 and how communities are delivering positive outcomes, I-NAPA lead • Intersection of Sustainability and DEI, LGHN lead • Institutionalizing diversity, equity, and inclusion into the culture of your organization, NACA lead • Fostering civility effectively during dynamic times with appointed and elected officials, LGHN lead • Conversation with ICMA Affiliate Leaders, ICMA lead • Great resignation – Women’s Lunch, NACA lead 2. The committee is seeking members to begin meeting monthly to plan the conference beginning in July 2022. The conference will remain at the Caribe Royale in

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 7/6/22
		<p>Orlando, FL, and span 11/1/23 – 11/4/23 (Wednesday through Saturday)</p> <p><u>Themes</u> Connect, collaborate, ...succeed!</p> <p><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</p> <p>Grow your community culture Community engagement Civility and crucial community conversations (ethics) What’s stopping YOU? Cultivating your organization’s talent: succession planning Promote Hispanic Heritage in your community and organization Building community inclusivity</p> <p>Innovate and reinvent! Sustainability IBTS, AECOM (transport drones) Affordable housing – new approaches (LIFT/purpose-built communities in Orlando – <i>site visit</i>) SMART cities (panel)</p>

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 7/6/22
		3. New dates for the Annual Membership Meeting and Board Retreat: November 4-5, 2022, in Chicago, IL
<p>C. Career Development Committee Chair (and Vice President for Career Development) – Gricelda Estrada – Staff support from Christine</p> <ol style="list-style-type: none"> 1. Kick off revised Madrinas/Padrinos coaching program. Upcoming check-ins March 1, May 24, and celebration this summer 2. Create strategy for youth/student engagement 3. Outreach to executive search firms for assistance with interview skills, resume writing, etc. 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 <p>• Regular meeting time: Every other week September through June</p>	<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 (and Matt, Noel, Victor, and Carlos volunteered to assist) • Create similar structured program for youth through 2022. Set up meeting with youth and universities to build a pipeline of new professionals 	<ol style="list-style-type: none"> 1. Madrinas y Padrinos met on May 24 9:00 am PT/Noon ET led by SGR in a discussion of participant DiSC assessment results 2. Program Celebration scheduled on July 26 9 am PT. 3. Program evaluation and results to follow this Fall.
<p>D. Membership Committee Chair and Vice Chair – Bob Harrison and Marcus Steele – Staff support from Karen</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 	<p><u>Formation Targeted in 2022</u></p> <ol style="list-style-type: none"> 1. Florida Chapter: Raoul Lavin agreed to chair the new chapter. Board to be designated by August. Finalize admin support by August.

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 7/6/22
<p>b. Target membership outreach to state associations to establish partnerships</p> <ol style="list-style-type: none"> 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 2022 (See tools on the LGHN website.) <ul style="list-style-type: none"> • Regular meeting time: Second Friday of the month at 8:30 am PT <ol style="list-style-type: none"> 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: Quarterly on the third Friday at 8:30 am PT 	<p>method to build membership (and NACA)</p> <ul style="list-style-type: none"> • 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 	<p>Anticipate LGHN affiliation by end of third quarter.</p> <ol style="list-style-type: none"> 2. Bexar County/San Antonio, TX Chapter: Have blueprint for establishing Bexar County regional chapter. Exploring admin support – may provide though San Antonio Library Department for first year. Will also explore partnering with Austin region for regional chapter. Expect affiliation by end of 2022. 3. Austin, TX Chapter: reorganizing to set up a regional chapter. Scheduling a meeting with leadership in early July. May have a discussion with Bexar County/San Antonio regarding a combine regional chapter. 4. Colorado Chapter: Finalize volunteer board by August. Kick-off mixer tentatively in Sept. with first prof. dev. Event in the spring. Adams County, CO may serve as administrative lead; also exploring CCCMA and Latino Leadership Institute. Affiliate status in by end of third quarter. 5. Washington Chapter: Finalize bylaws and supporting documents

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 7/6/22
		<p>in July/August. Committee meeting in late July and again in August statewide conference to recruit members. Florida state affiliate agreement in the fourth quarter.</p> <p>6. Illinois Chapter: Following four meetings in June, ILCMA has agreed to serve as LGHN’s administrative lead. Next meeting scheduled 7/7. Finalize bylaws and board appointments in July 2022. ILCMA proposed that IL-LGHN request affiliate status at the state level in the fall.</p> <p>7. Western Michigan Chapter: In addition to Grand Rapids, members plan to increase the number of jurisdictions participating in the chapter. Jane Bias DiSessa (Lansing) assisting. First phase of expansion should be complete by end of 2022.</p> <p><u>Target Formation in 2023</u></p> <ol style="list-style-type: none"> 1. New Mexico Chapter: Spring 2. Potential Washington, DC Metro Chapter 3. California Chapter(s): Considering multiple chapters. First chapter to

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 7/6/22
<p>E. Marketing and Communications Committee Co-Chairs – Samantha Tavares – Staff support from Christine and Senior Management Analyst</p> <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: Fourth Thursday of the month at 10 am PT/1 pm ET 	<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 	<p>focus on NorCal in both the East Bay and South Bay.</p> <ol style="list-style-type: none"> 1. New website live on June 14, 2022 2. Orientation video prepared for members by Samantha Tavares. 3. Staff navigated several job posting issues, and all resolved in June.
<p>F. Scholarships and Fund Development Committee Chair - Rolando Fernandez – Staff support from Karen and Christine as needed</p> <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 3. Update sponsor packet with sponsorship options (options include voting membership, review affiliate practices, programming, conference presentations) 	<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) • Consider creating an endowment policy and/or benchmark • Reach out to state associations to grow the endowment/fund 	<ol style="list-style-type: none"> 1. Corporate campaign underway and spanning the summer 2022. 2. In late June, sponsor requests emailed to: <ul style="list-style-type: none"> • Ernst and Young • Payments • Segal • Loop Capital Markets LLC • Ameresco • AECOM • Open Gov • Bob Murray and Associates

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 7/6/22
<ol style="list-style-type: none"> 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"> • Members include Frances Gonzales, Matt Rivera, Noel Bernal, Ray Gonzales, Orlando Cruz, and United Health Care Representative • Regular meeting time: TBD 	<p>development/marketing (Noel – TCM, Rolando – Austin)</p> <ul style="list-style-type: none"> • Board commitments include donating to the LGHN scholarship fund 	<ul style="list-style-type: none"> • Teri Black and Associates • Ralph Andersen • Julia Novak • Peckham and Associates • CPS Consulting <ol style="list-style-type: none"> 3. Meeting with Mission Square on 7/5 – agreed to signature level sponsorship for 2023.
<p>G. International Committee Chair - Noel Bernal – <i>Staff support from Karen transition to Christine summer 2022</i></p> <ol style="list-style-type: none"> 1. Develop structure for training programs 2. Adapt training materials from ICMA credentialing program (adapt program to meet the needs of early to mid-career development professionals) 3. Short-term: Use PowerPoint format to adapt and translate training modules 4. Long-term: Complete translations of the ICMA materials that were identified for Puerto Rico 5. Invite LGHN members to create case studies in line with the training structure 6. Market the training opportunities <ol style="list-style-type: none"> a. Outreach to potential trainers from LGHN membership and survey 	<ul style="list-style-type: none"> • Programming will kick off with Puerto Rico in partnership with ICMA • LGHN members will be surveyed to participate and must speak Spanish • April 2022 Puerto Rico Conference will include two LGHN Board members and included in 2022 budget 	<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. New collaboration discussions underway with IBTS to grow the LGHN network and shape training and development of local government professionals in Spanish speaking countries. 3. Continuing to collaborate with ICMA international global training program as a long-term solution. However, LGHN will proceed independently now to develop programming that meets new member/chapter needs.

LGHN Committee Work Plans for 2022 and 2023	Board Discussion 1/8/22	Updated 7/6/22
<p>administered in 2022 (<i>must be Spanish speakers</i>)</p> <p>b. Market to Puerto Rican jurisdictions</p> <p>7. Administer/conduct training</p> <p>8. Finalize “certification” process</p> <ul style="list-style-type: none"> • Regular meeting time: First Wednesday of the month at noon PT 		
<p>F. Nominations Committee – Chair and committee appointed by the President - Staff support from Karen and Christine</p> <p>1. Email members regarding interest in serving and recommendations – 30 days required (<i>May/June</i>)</p> <p>2. Close member submittals – <i>June</i></p> <p>3. Review submittals and conduct interviews (<i>June/July</i>)</p> <p>4. Board approval at the <i>July or August</i> board meeting</p> <p>5. Issue ballots – 15 days minimum for voting, at least 30 days before the annual meeting (<i>August</i>)</p> <p>6. Close ballots – typically 30 days (<i>September</i>)</p> <p>7. Annual membership meeting (<i>October</i>)</p> <ul style="list-style-type: none"> • Meeting times determined by bylaws and date of annual membership meeting 	<ul style="list-style-type: none"> • Include on the April Board meeting agenda 	

From: Wally Bobkiewicz <wallyb@issaquahwa.gov>
Sent: Sunday, July 3, 2022 9:17 AM
To: Wally Bobkiewicz
Subject: Local Government 2030 National Convening - Final Delegate Application Totals, Next Steps

Local Government 2030 Organizing Committee, Sponsor Contacts and Super Delegates:

We received 148 delegate applications. See breakdown below.

So now the process begins to select 7-8 delegates for each of the seven local government discipline areas. I am going to send packets of applications today/tomorrow by group to the following members of the organizing committee, sponsor contacts and Super Delegates. If you are not listed and would like to be included in reviewing any of the application groups, please let me know. My thanks in advance to those listed for your assistance. If you can't review applications, no problem, just let me know.

General Administration: Kimberly Richardson, Craig Owens, Tanya Ange, Julia Novak, Ben Kittleson, Amber Snowden, Tad McGalliard

Finance: Chris Morrill, Talia Lomax-O'dneal, Mike Mucha, Shayne Kavanaugh

Public Works: Phyllis Muder, Jonathan Gano, Bill Stogsdill, Paula Macilwaine

Community Services: Ramiro Salazar, Doug Crane

Public Safety: Trisha Wolford, Chris Hsuing, Kevin McGee, Preet Bassi

Planning and Economic Development: Sue Schwartz, Joel Albizo, Matt Mullin, David Swindell

We are still finalizing the Administrative Services Super Delegates, so waiting on sending those applications out. We could use a few folks especially in this category to review applications.

For those groups with over 20 applications, I would ask you individually to rank a top 15 choices for your group. For groups with under 20 applications, a top ten. It would be great if you could do your rankings and return to me by Friday July 15.

Criteria is really up to you. Some applicants are very detailed in why they want to participate. The total pool of applicants is very diverse by some measures and less so in others. We are ultimately looking for 50 delegates that really want to be there as well as a diverse group of folks by race, gender and geography. Once we get the initial rankings back, I'll get together each group by video or just email to sort out where we are at.

The goal is to have a draft final list of 50 delegates (along with several alternates) for consideration by the Convening Organizing Committee at its August 4 meeting. I will copy Super Delegates and Sponsor Contacts with final draft list as well.

Thanks again for your help and participation in all this. Please let me know if you have any questions.

Breakdown of Applicants:

Women - 89

Men – 58
Non Binary - 1

Cities – 127
Counties – 16
Regional Councils - 3
Special District – 1
Other – 1

General Administration - 34
Finance - 31
Transportation/Public Works/Water - 24
Administrative Services (IT, HR, Communications, Equity) - 28
Community Services (Library, Parks and Rec., Arts) - 10
Police, Fire, Housing, Human Services - 9
Planning/Economic Development - 12

White – 99
African American – 24
Latino – 16
Asian – 5
LGBTQ+ -9

West Coast – 25
Midwest – 28
Northeast – 14
Mountain Plains – 46
Southeast – 35

Wally Bobkiewicz, (He/Him/His)
City Administrator
City of Issaquah
425-837-3020



**CITY/COUNTY MANAGER ASSOCIATIONS OF
SANTA CLARA AND SAN MATEO COUNTIES PRESENT:**



TOMORROW'S DEPARTMENT HEAD FORUM

**THURSDAY, OCTOBER 20, 2022
10 AM - 4 PM**

LUCIE STERN COMMUNITY CENTER
1305 MIDDLEFIELD RD, PALO ALTO

WHY ATTEND?

Tomorrow's Department Head Forum brings together City Managers, current Department Heads, and an Executive Recruiter to learn what it takes to move to the next level. Individuals in Santa Clara and San Mateo Counties who aspire to hold Department Director positions within the next two years should attend.

APPLY ONLINE AT:

www.mmanc.org/2022TDHF

APPLICATION DEADLINE

SEPTEMBER 2, 2022

REGISTRATION: \$75

QUESTIONS?

Laurel Prevetti
manager@losgatosca.gov
(408) 354-6832

AGENDA

1. WELCOME & INTRODUCTIONS
2. WHAT TO EXPECT DURING A RECRUITMENT AND HOW TO PREPARE
3. EXPERIENCES OF NEWLY APPOINTED DEPARTMENT HEADS
4. BREAK OUT SESSIONS
 - a. Developing successful working relationships with the community, Council, City Manager, and other Department Heads
 - b. Discussion on the core competencies at the Department Head level, what makes great Department Heads, and the common elements of successful careers
 - c. Leadership during the Great Resignation
5. LUNCH AND HEAD SHOTS
6. SPEED COACHING
7. RESOURCES
8. RECEPTION/NETWORKING



EVENT PARTNERS:



PM Magazine LGHN Article July 2022

Local Government Hispanic Network: Strengthening Communities, Growing Leaders

In memory of Joel D. Valdez, a founder of LGHN, former City Manager in Tucson, AZ and former ICMA board member.

Since 1980, the Hispanic population of the U.S. has quadrupled to more than 62 million people, and the rate of growth is faster in regions not traditionally home to many Hispanics, such as the Upper Midwest and the South. That demographic growth is changing everything from workplaces and housing to schools and marketing. It is also changing local government, where Hispanics remain underrepresented and daily decisions impact Hispanic residents and businesses.

Hispanic Heritage Month begins September 15, marking an opportunity for local governments to evaluate their efforts to support Hispanic employees and community members. The Local Government Hispanic Network (LGHN) was founded with a mission to grow future local government leaders and increase the Hispanic cultural literacy of host communities. LGHN has grown alongside the country's Hispanic population, from roughly 200 members in 2013 to around 1,000 in 2022, and is currently expanding its chapters across the U.S.

"There's a little secret formula to a successful LGHN chapter, and it's not hard," says LGHN board member Marcus Steele, finance manager for Mesa's Arts & Culture Department and an LGHN board member. "You get city manager buy-in and a half-dozen people willing to do the work. That's it, and once it's built, people flock to it."

As chapters are founded and grow, they are taking on a range of issues related to LGHN's mission. Here are stories from three existing and developing LGHN chapters and their efforts to raise the profiles of Hispanics in local government.

Mesa, Arizona: Growing Hispanic Leadership

In 2018, the City of Mesa, Arizona reviewed internal and external demographics and found that while the City was roughly one-third Hispanic, only about 15 percent of city employees were, and the number dipped to about five percent in the city's pool of managers. That same year the city manager, Chris Brady, encouraged employees to start an affinity group for Hispanic employees, and the city's chapter of the Local Government Hispanic Network (then known as the International Hispanic Network) was born.

One signature activity of the Mesa chapter is a lunch-and-learn series that brings in internal and external speakers to inspire employees. Speakers include local leaders such as former Maricopa County Recorder Adrian Fontes and Dr. Maria Harper-Marinick, former chancellor of the Maricopa County Community College District. Equally popular are speakers who speak to the region's Hispanic culture, such as James Beard award-winning chef Silvana Salcido Esparza and members of a local low-rider club. There's an annual event celebrating civil-rights leader Cesar Chavez and events to commemorate Hispanic Heritage Month.

"We engage employees around professional development because LGHN is focused on recruiting and retaining Hispanic leaders, but the way you draw people in is through the cultural stuff," says Steele.

An employee named Isaias Garcia Romero, with the help of LGHN, created a professional development apprenticeship program focused on helping field staff develop the skills to move into management. Romero, an Air Force veteran, moved from a temporary equipment operator to lead operator, then foreman, then Council assistant, and now serves as the city's solid waste business and programs administrator. He understood both the leadership potential of many field staff and how to build the specific skills they need to get there.

"You do professional development, a lot of people who are desk jockeys flock to that sort of thing, but what we're finding is we need to go out and reach our field staff – they're so time-constrained," Steele says.

The program enlists about 25 "folks in steel-toed boots" a year to learn how to use computer programs, the basics of human resources, and other skills needed for supervisory roles. The program has graduated about 70 people so far, with roughly half of them moving into management within a year of graduation.

"LGHN leverages the people in middle management to get involved and make an impact," Steele says. "It's a group of people that are truly the embodiment of public servants, not only to the residents, leaders and businesses of Mesa but also to each other."

Evanston, Illinois: Building Bridges to Employees and Residents

The city of Evanston, Illinois is just north of Chicago, which is home to the country's fifth-largest Hispanic population, numbering nearly 820,000. As elsewhere, the Chicago region's Hispanic population is spreading outward, from the city to the suburbs. In the city of Chicago, the Hispanic population grew 3% from 2000 to 2010 and another 5% from 2010 to 2020, while Evanston's Hispanic population nearly doubled between 2000 and 2020 – albeit with significantly smaller numbers than the big city to the south.

With the growth in Evanston's Hispanic population comes greater visibility and a corresponding need to provide services to Hispanic residents, businesses and city employees. The city last year elected its first Hispanic official, City Clerk Stephanie Mendoza. And its Hispanic Heritage Month celebrations include a block party with food trucks, entertainment and a chance for city officials to meet with residents.

As the city of Evanston's LGHN chapter establishes itself, members are looking for how best to help both Hispanic employees and residents flourish in the city. A prime example is within the city's library system, where LGHN board member Mariana Bojorquez serves as Latino Engagement Librarian for the Evanston Public Library. In the branch library located in the Robert Crown Community Center, for example, there is an emphasis on hiring bilingual speakers.

"From the moment (the library) opened, we have had a lot of bilingual visitors who came specifically because there are bilingual staff members there," Bojorquez says.

Of course that requires intentional work to accommodate and support both visitors and employees. Evanston can't compete with Chicago when it comes to translating city documents into Spanish, since nearly everything in Chicago is routinely translated for the city's hundreds of thousands of Hispanic residents. Because producing translated documents is expensive and time-consuming, Evanston officials must decide where to focus their translation efforts, which are expanding alongside the city's growing Spanish-speaking population.

The city of Evanston's Hispanic workforce has kept pace with the city's overall Hispanic population. Hispanics make up roughly 10.4% of the city workforce, closely mirroring the city's overall Hispanic population of 11.2%. In a time of great turnover throughout local government, retaining and promoting those employees is a priority for the local LGHN members.

That means ensuring the city is open to candidates with different backgrounds and experiences who can do a job well despite a lack of traditional qualifications. For instance, there aren't many Spanish speakers with master's degrees in library and information sciences, so hiring managers need to consider candidates who may lack an advanced degree but can contribute in other important ways – and then ensure they are supported throughout each stage of their careers.

"As we hire new Latino employees into the city, they're faced with huge problems that they don't know how to handle because of systemic issues," Bojorquez says. "If the city supports this group and looks for solutions, they will be better able to respond to residents' needs."

San Antonio, Texas: Mentoring Future Leaders

San Antonio is a natural place for organizations like LGHN to flourish. As the 7th-largest city in the U.S., with nearly two-thirds of its residents Hispanic, San Antonio is the largest American city with a majority Hispanic population. While the San Antonio area is in the process of creating a regional LGHN chapter, the roots of the organization are deep there: in 2018, San Antonio hosted the first meeting of the ICMA Hispanic Network at the annual ICMA convention, with city and county managers from across the U.S. gathering to explore how to promote Hispanics within their local governments.

Former San Antonio City Manager Alex Briseno was a champion of the initiative, along with former assistant city managers Rolando Bono and Frances Gonzalez. Current City Manager Erik Walsh supports the plan to bring LGHN to local government throughout the region – Bexar County and smaller municipalities as well as San Antonio.

"From my perspective, LGHN is a proven organization that provides a platform for Latinos to pursue professional development and career opportunities," says Ramiro Salazar, Library Director for the San Antonio Public Library, who is working on the effort to launch the regional LGHN chapter.

For now that effort includes webinars, mini-conferences, networking opportunities, and the initiative that Salazar is perhaps most excited about: the Padrinos/Madrinas mentoring program. In some Hispanic cultures, padrinos and madrinas are godparents who provide wisdom and guidance; in the LGHN program, aspiring managers and others interested in career advancement are paired with seasoned, established leaders. The ensuing relationship allows for the passage of wisdom and the cultivation of skills that benefit both mentor and mentee. Salazar points to other mentoring programs as a model LGHN needs to follow.

"I'm very passionate about mentoring," Salazar says. "I experience it and I practice it. There is a need to provide opportunities like these to people of color. In my profession I've had a lot of mentors, not necessarily people of color, but I understand the importance of it."

Sidebar

Membership in a LGHN regional chapter is an affordable option for local governments to grow your team and offer high-quality professional development experiences to more employees. Regional chapters offer unlimited membership to participating jurisdictions. Current and forming LGHN chapters include Phoenix, Mesa and Glendale, AZ; Austin and Bexar County/San Antonio, TX; Oregon, Florida, Illinois, Washington, Washington DC and California. For more information, go to [LGHN chapters webpage](#) or email info@LGHN.org. There are LGHN-affiliated events planned for the 2022 ICMA Annual Conference in Columbus as well as an LGHN Membership Meeting scheduled for November 4, 2022 in Chicago.

LGHN is an affiliate of ICMA and a conduit to ICMA resources and programs as well as professional development offerings. develops and supports public-sector leaders who reflect the communities they serve. In addition to ICMA, LGHN maintains comparable affiliate relationships with a number of other local government membership organizations, including:

- National Forum for Black Public Administrators (NFBPA)
- International Network of Asian Administrators (I-NAPA)
- National Association of County Administrators (NACA)
- Government Finance Officers Association (GFOA)