



Advancing Excellence and Inclusiveness in Local Government

Agenda
October 13, 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

A. Call to Order/Roll Call/Welcome

B. APPROVAL: Consent Agenda – Receive and Approve

1. Board Meeting Summary September 8, 2023*
2. Board Meeting Attendance Report for 2023/2022*
3. Financial Reports End of Early October 2023*

C. DISCUSSION/APPROVAL:

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

D. Discussion:

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

*Supporting documents included

Board Liaisons

Jorge Gonzalez

ICMA Liaison

Gabe Rodriguez

NACA Liaison

Ines Guerrero

MissionSquare

Retirement Liaison

c. NACA – **Gabe Rodriguez**

E. Informational Items

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

F. Future Board Meeting Agenda Items

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

G. Future Meeting Dates and LGHN 2023 Events

1. October 13, 2023 - LGHN Board Meeting
2. *October 24, 2023 - Central Texas Chapter Webinar: Affordable Housing Strategies and Case Studies from San Antonio and Austin 9:00 am PT*
3. November 3, 2023 – LGHN Board Meeting
4. *November 9, 2023 – MissionSquare Webinar: Reimagining Recruitment and Retention Webinar 9:00 am PT/Noon ET*
5. *November 14, 2023 – LGHN and Affiliates Webinar: Managing Multigenerational Teams – Matt Rivera 9:30 am PT/12:30 pm ET*
6. *November 28, 2023 – Madrinas y Padrinos Check-in: Dealing with Burnout Part II 9:00 am PT/Noon ET*
7. December 1, 2023 - LGHN Board Meeting
8. *December 2023 – International Committee Webinar: Economic Development and Public Improvements in the US and Central America*
9. January 5, 2024 - LGHN Board Meeting
10. *January 17, 18 and 19 – LGHN 2023/24 Biennial Conference, City of Mesa, AZ*
11. January 20 – LGHN Board of Directors Annual Retreat, City of Scottsdale, AZ
12. February 2, 2024 - LGHN Board Meeting

H. Adjournment



Board Meeting Summary of September 8, 2023

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

Board Members Absent: Raymond Gonzales, Ramiro Inguanzo, Raoul Lavin, Ramon Perez-Goizueta and Gricelda Estrada

Board Liaisons in Attendance: Victor Cardenas, Gabe Rodriguez and Ines Guerrero

LGHN Staff: Christine Butterfield

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 August 4, 2022
- b. Board Meeting Attendance Report for 2023/2022
- c. Financial Reports End of August 2023

Motion to approve by Carlos Baia

Seconded by Ramiro Salazar

Unanimously approved

3) DISCUSSION/APPROVAL:

- a. Review and Approve the LGHN Board of Directors Election Results for 2023 through 2025

Motion to approve by Hazel Wetherford

Seconded by Matt Rivera

Unanimously approved

- b. Discuss and Approve Increases to LGHN Affiliate Membership Rates

Samantha Tavares reviewed the boards' discussion of dues increases at the July and August board meetings. Samantha asked staff to review the proposed increases along with the timing of the increases.

Noel Bernal suggested that the board approve the rates but delay implementing the change until January 2025. Matt Rivera suggested the board consider two sets of rates; one for current members and an increases rate for new members. Marcus Steele noted that rate increases need action as LGHN has never increased membership dues and the services by LGHN have grown significantly.

Alex Lopez proposed a motion to increase the membership rates and implement the rate changes in January 2025.

Seconded by Carols Baia

Unanimously approved

4) DISCUSSION

- a. Discuss Hispanic Heritage Month Activities
 - 1) Review the PM magazine article
 - 2) Discuss chapters' celebrations
 - 3) Other
- b. Review LGHN Activities at the 2023 ICMA Conference, Austin, TX – **Christine Butterfield**
 - 1) Itinerary at ICMA*
 - 2) Review Annual Dinner Registration
 - 3) Discuss and Volunteer to Staff the Exhibit Hall LGHN Booth
 - Set up 10:00 am Saturday (Central Texas Chapter assisting)*
 - from 3:30 to 6:30 pm Sunday*
 - from 11:30 to 4:00 pm Monday*
 - from 11:30 to 3:00 pm Tuesday*
 - Pack up 3:00 pm Tuesday (Central Texas Chapter assisting)*
- c. LGHN Committee Update* – **Board Chairs**
 - 1) Debrief August 6 and 7, 2023 – Experiencia Puerto Rico [Experiencia Puerto Rico](#) (LGHN booth/promotions and Noel Bernal keynote presenter) – **Noel Bernal**
- d. Biennial Conference Planning and Sponsorship Update – **Samantha Tavares**
- e. LGHN Board Liaison Reports
 - 1) ICMA Board and ICMA International Committee – **Victor Cardenas**
 - 2) MissionSquare – **Ines Guerrero**
 - 3) NACA – **Gabe Rodriguez**

5) Informational Items

- a. Discuss Chapters' Meeting Agenda for September 15, 2023 – **Marcus Steele**
 - 1) Updated "Now you are a chapter, what's next?" guide
 - 2) Spanish language community engagement tools and practices discussion
- b. Discuss New ICMA Affiliate Agreement Terms and Renewal Process – **Christine Butterfield**

6) Future Board Meeting Agenda Items

- a. Review and Approve the Biennial Conference Rates and Program – *TBD*
- b. Affiliate Agreement with the Illinois LGHN Chapter – *TBD 2023*
- c. Budget Update, Fees Review and Baker Tilly Performance Review – *TBD*
- d. Discuss chapters' promotional items and distribution plan
- e. Review and Discuss Board Member Meetings with Potential Corporate Sponsors – *Ongoing*

7) Future Meeting Dates and LGHN 2023 Events

- a. September 8, 2023 - LGHN Board Meeting
- b. *September 14, 2023 – ICMA Conference presentations due*
- c. October 1-4, 2023 – ICMA Annual Conference, Austin, TX
- d. October 13, 2023 - LGHN Board Meeting
- e. November 3, 2023 – LGHN Board Meeting
- f. December 1, 2023 - LGHN Board Meeting
- g. January 5, 2024 - LGHN Board Meeting
- h. January 17, 18 and 19 – LGHN 2023/24 Biennial Conference, City of Mesa, AZ
- i. January 20 – LGHN Board of Directors Annual Retreat, City of Scottsdale, AZ
- j. February 2, 2024 - LGHN Board Meeting

8) Adjournment

Samantha Tavares adjourned the meeting at 9:58 am PT

Board of Directors' Meeting Attendance 2023 and 2024

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

Updated October 10, 2023

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

	<u>Jan - Dec 23</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
43400 · Direct Public Support		
43450 · Individual Support	40.58	
43455 · Corporate Support	65,000.00	55,000.00
43457 · Scholarship	5,989.28	4,000.00
Total 43400 · Direct Public Support	<u>71,029.86</u>	<u>59,000.00</u>
46400 · Other Types of Income		
46410 · Advertising Sales	152,350.00	191,250.00
46430 · Miscellaneous Revenue	1,659.14	500.00
Total 46400 · Other Types of Income	<u>154,009.14</u>	<u>191,750.00</u>
47200 · Program Income		
47209 · Annual Meeting Sponsorship	2,000.00	
47230 · Membership Dues		
47231 · Chapters	11,000.00	40,000.00
47232 · Corporate	0.00	0.00
47233 · Individual	9,169.17	3,000.00
47234 · Local Government	16,850.00	7,500.00
47237 · Regional Chapter Florida-LG	4,882.29	
47238 · Regional Chapter Florida-SM	2,858.79	
47239 · Regional Chapter Illinois	3,750.00	
47240 · Regional Chapter Central Texas	2,833.33	
47241 · Regional Chapter Colorado	8,416.66	
Total 47230 · Membership Dues	<u>59,760.24</u>	<u>50,500.00</u>
47270 · LGHN Dinner Registrations	11,525.00	16,000.00
47271 · LGHN Dinner Sponsorships	0.00	0.00
Total 47200 · Program Income	<u>73,285.24</u>	<u>66,500.00</u>
49000 · Special Events Income		
49010 · Special Events Contributions	4,000.00	5,000.00
Total 49000 · Special Events Income	<u>4,000.00</u>	<u>5,000.00</u>
Total Income	<u>302,324.24</u>	<u>322,250.00</u>
Gross Profit	302,324.24	322,250.00
Expense		
60900 · Business Expenses		
60920 · Business Registration Fees	90.00	120.00
60960 · Merchant Services Fees	7,561.06	9,000.00
Total 60900 · Business Expenses	<u>7,651.06</u>	<u>9,120.00</u>
62100 · Contract Services		
62110 · Accounting Fees	1,000.00	1,200.00
62150 · Outside Contract Services	116,257.14	185,000.00
Total 62100 · Contract Services	<u>117,257.14</u>	<u>186,200.00</u>
65000 · Operations		
65009 · Computer Software	892.18	1,600.00
65020 · Postage, Mailing Service	763.63	1,000.00
65030 · Printing and Copying	0.00	500.00
65040 · Supplies	27.51	10.00
65050 · Telephone, Telecommunications	1,618.24	2,000.00
65060 · Website	8,553.82	12,000.00
Total 65000 · Operations	<u>11,855.38</u>	<u>17,110.00</u>

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

	Jan - Dec 23	Budget
65100 · Other Types of Expenses		
Board of Directors Retreat	0.00	1,500.00
65110 · Advertising/Marketing Expenses	2,512.43	4,000.00
65120 · Insurance - Liability, D and O	905.00	1,000.00
65140 · Contributions	1,500.00	1,500.00
65160 · Other Costs	51.35	500.00
65170 · Scholarships Awarded	0.00	1,600.00
65180 · Special Events	4,902.21	7,000.00
65185 · Program Activities		
Catering	4,745.50	12,000.00
Entertainment	940.00	1,500.00
Event Insurance	126.00	
Facility Rental	9,423.49	
Other Costs	16,887.50	1,200.00
Postage/Shipping	0.00	500.00
Printing/Copy/Mktg	464.78	500.00
Stipends and Speaker Fees	0.00	1,600.00
Total 65185 · Program Activities	32,587.27	17,300.00
65190 · Special Projects, Chap Support	0.00	5,000.00
Total 65100 · Other Types of Expenses	42,458.26	39,400.00
68300 · Travel and Meetings		
68310 · Conf, Conv, Meeting-Nat'l	573.24	5,000.00
68320 · Meeting Travel-Reg'l	0.00	1,000.00
Total 68300 · Travel and Meetings	573.24	6,000.00
Total Expense	179,795.08	257,830.00
Net Income	122,529.16	64,420.00

ICMA Conference		
Reception Revenue (NFBPA, I-NAPA, NACA)	4,000.00	
Expenses		
Reception catering	-4,902.21	
LGHN's contribution to Reception	-902.21	
Misc - shipping to Austin	-133.81	
Total expenses	-1,036.02	

Annual Dinner		
Revenue	11,525.00	
Expenses		
Catering - deposit	-4,745.50	
Balance to pay	-4,800.00	
Entertainment	-940.00	
Proceeds	1,039.50	

Local Government Hispanic Network Account Listing

October 10, 2023

<u>Account</u>	<u>Balance Total</u>	<u>Description</u>
10000 · US Bank - checking	177,376.91	
10000 · US Bank - checking:Frances Gonzalez Scholarshi	20,310.04	
10000 · US Bank - checking:Joel Valdez	428.03	
10000 · US Bank - checking:LGHN Conference	0.00	
10000 · US Bank - checking:Operating Cash	133,293.49	
10000 · US Bank - checking:Operating Reserves	23,345.35	
25001 · Florida Chapter Payable	1,799.10	LGHN owes to the LFLG chapter
25003 · Illinois Chapter Payable	17.87	LGHN owes to the IL-LGHN chapter
25004 · Colorado Chapter Payable	3,948.39	LGHN owes to the Jutos Colorado chapter
25005 · Central TX Chapter Payable	1,838.95	LGHN owes to the CTX Chapter.
Actual Operating	125,689.18	



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

Developed at the Board Workshop on January 8, 2022

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)	Updated 10/10/23
<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)
	<ul style="list-style-type: none"> • The Executive committee will begin meeting regularly to review and recommend financial policies to the full board later in 2023.

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)		Updated 10/10/23
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 		
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. 	Biennial Conference - Mesa Convention Center from 1/17 – 1/29 <u>Themes</u> Connect, collaborate, ...succeed!	1. Arizona chapters joined the conference planning committee meetings effective 6/29. 2. Committee meeting every other Thursday. 3. Sponsorship brochure updated and Samantha Tavares leading corporate engagement. 4. Partnership postcards distributed at ICMA and through the Arizona Hispanic Chamber of Commerce
C. Career Advancement Committee Chair (and Vice President for Career Development) – Gricelda Estrada 1. Kick off the revised Madrinas y Padrinos coaching program. COMPLETE/UNDERWAY	<ul style="list-style-type: none"> • Successful launch of new structured mentorship program.. Likely grow the toolbox to support the program. • Consider offering professional assessment tools through the Madrinas y Padrinos program 	1. Program kickoff June 2023 and meeting through February 2024. 2. GFOA members will join the program in 2023/2024. 3. Third check-in scheduled 9/26 and led by SRG

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)		Updated 10/10/23
<ol style="list-style-type: none"> 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"> • Create a similar structured program for youth. Set up meeting with youth and universities to build a pipeline of new professionals 	<ol style="list-style-type: none"> 4. Fourth check-in scheduled November/December
<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 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.) 	<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 method to build membership (and NACA) • Building regional chapters where we have advocates 	<p><u>Formation Targeted in 2023</u></p> <ol style="list-style-type: none"> a. <i>Illinois Chapter:</i> Leaders conducted strategic planning session in early January. Bylaws pending submission to the LGHN board. Ana Elizarraga b. <i>Washington Chapter:</i> Yakima staff invited to present at WCCMA conference in August. Karen to provide PowerPoint for the session. Will recruit volunteer startup board at the conference. Bob Harrison c. <i>Michigan Chapter:</i> Formation meeting in progress in August 2023.

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)		Updated 10/10/23
<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> d. California Chapter(s): Hazel Wetherford assisted by MMANC. Considering multiple chapters. Staff attending MMANC on 10/27-29/ e. Minnesota Chapter: Maria Solano and other contacts in the region. First discussion planned for November 2023. ICMA board member engaged and other MN city managers.
<p>E. Marketing and Communications Committee Co-Chairs – Hazel Wetherford</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: 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 first issue released on March 27, 2023. Next issues are scheduled for 7/10 and 8/14. 2. Committee (Hazel, Sam and staff) to reconvene on the first Thursday of the month beginning in November.
<p>F. Scholarships and Fund Development Committee Chair – Samantha Tavares and Raoul Lavin (Carolina LaMonica with MissionSquare)</p>	<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, 	<ol style="list-style-type: none"> 1. Sustaining corporate membership campaign underway summer 2023.

2022 and 2023 Committee Work Plans for (Board to Reconsider at 1/20/24 Retreat)		Updated 10/10/23
<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) 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 	<p>conference/programming, marketing/social media, etc.)</p> <ul style="list-style-type: none"> • 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 development/marketing • Board commitments include donating to the LGHN scholarship fund 	<ol style="list-style-type: none"> 2. Follow-up emails and meetings underway with Cigna, Gallagher, Holman Capital, GFOA and ICMA referral sponsors’ list.
<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 		<ol style="list-style-type: none"> 1. The committee met in April and prepared a work plan. 2. In July, the Committee met and discussed attendance and collaboration with the Puerto Rico conference scheduled August 6-7, 2023. The topic is good governance. 3. Working with ICMA to develop cobranded programming. 4. Webinar planned December 2023 in English and Spanish

2022 and 2023

Updated 10/10/23

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

<p>administered in 2022 (<i>must be Spanish speakers</i>) COMPLETE</p> <p>b. Market to Puerto Rican jurisdictions</p> <p>5. Administer/conduct training.</p> <p>6. Finalize “certification” process.</p> <ul style="list-style-type: none">• Regular meeting time: Last Monday of every month at 9 am PT/noon ET		
<p>F. Nominations Committee – Chair and committee appointed by the President</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	