



INSTITUTE FOR LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

ILG Board Minutes August 20, 2021

The meeting was called to order at 9:32 a.m.

I. Roll Call

After the general welcome, Erica called the roll.

Present: Rod Gould, Teresa Acosta, Michele Beal-Bagneris, Virginia Bass, Stanley Caldwell, Brett Channing, Mark Gaughan, Graham Knaus, Randi Johl, Jim Keene, Paolo Kespradit, Pat Martel, Neil McCormick, Richard Montgomery, Sue Novasel, Lydia Romero, and Hilary Straus. Staff included Erica Manuel, Karalee Browne, Randi Kay Stephens, Melissa Kuehne, Julia Salinas, Hanna Stelmakhovych, Nikita Sinha, and Kristy Jensen.

Guests: Jennifer Whiting (representing Carolyn Coleman with Cal Cities) and Manuel Rivas (representing CSAC).

Absent: Carolyn Coleman, Hal Conklin, Monica Davis, Dallin Kimble, and Nat Rojanasathira.

II. Consent Calendar

There were no corrections to the May draft minutes and Rod called for a motion to accept the May minutes.

Motion to accept: Teresa Acosta

Seconded: Jim Keene. All in favor. Motion passed.

III. Operational & Administrative Updates

The Board took a moment to reflect and support the individuals who had suffered the loss of loved ones over the past few weeks. The board acknowledged Kim Danko's mother and reflected on the passing of Hal Conklin and the many contributions he made to ILG over the 25 years he was a board member.

Erica briefed the board on the current ILG initiatives. Most are progressing on schedule and are on tract, but a few are delayed or moving slowly. The following initiatives are on hold:

- Fundraising consultant RFP



INSTITUTE FOR LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

- Anniversary event
- Summer's communications analytics

ILG staff is awaiting details from Cal Cities about the official plan for a return to the office. With the constantly changing health guidance, there is no official date set, but January 1, 2022 has been flagged as a target date.

IV. Financial Update

Neil reviewed the activities and discussion from the finance committee meeting as well as the financial reports that were in the board agenda packet (mid-year and July).

The 2020 audit has been completed and there were no issues. As soon as the board approves the draft report and the management letter, the auditor will send out the final audit letter.

The board had no questions about the July financials or audit draft.

Motion to receive and file the July financials: Pat Martel
Seconded: Graham Knaus. All in favor. Motion passed.

Motion to approve the 2020 Audit: Michele Beal Bagneris
Seconded: Teresa Acosta. All in favor. Motion passed.

V. Program Updates

Staff provided verbal updates and an overview of the program materials included in the agenda packet.

The board had questions regarding the free webinars and upcoming TIERS training. They specifically asked about the registrants and projected income. Staff responded that registrants are primarily local government leaders, mainly cities, but there are also county and special district attendees. Some private companies and state agencies also register. The free webinars target decision makers at all levels but are marketed to those connected to local government in some way.

Mark asked how well we track private companies that register for the webinars and Michele asked if it was an opportunity to seek partnerships. Erica responded that it's a possibility.

Staff is tasked with reviewing the webinar registrants and identifying the private companies for partner outreach.



INSTITUTE FOR LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

Jim asked about the cost of staffing “office hours” for TIERS. Erica shared that the current TIERS model has drastically reduced office hours in order to minimize cost. The new model offers group office hours rather than individual consultation, so the program is expected to meet its budget goals.

Michele asked how ILG will market the events. Staff responded that ILG will use newsletters, social media, affiliates, specialized emails, direct advertising and cross promotion by MMASC and MMANC.

The Chair called a five-minute break.

VI. Committee Reports

Governance Committee. Brett provided a summary of the Governance committee meeting. He alerted the board that Rod Gould and Mark Gaughan have indicated their intent to retire from the board when their current term is finished at the end of December. The committee will contact the other three board members whose terms are ending to find out if they intend on staying on the board. So far, the board has four vacancies, but the committee will wait to fill those positions until after the Equity subcommittee has discussed board composition, size and diversity and makes a recommendation to the board.

Equity Subcommittee. Michele referenced the presentation that was included in the agenda packet. She reported that the committee recommends seeking external funding to expand equity resources. She also directed staff to focus on leveraging existing resources and partners to ensure quality and capacity. Julia stressed that it is ILG’s goal to incorporate equity concepts across ILG pillars and across sectors.

The board began a conversation that included discussion about not overlapping or conflicting with affiliate funding goals. The question arose as to how ILG would reach agencies that don’t have funding to hire equity professionals. Could ILG’s role be as the convener? A connection for tools and resources. It was suggested GARE might be of some assistance, but it was determined ILG was not a member and had no access to its’ resources, though introductory meetings had been scheduled.

Erica encouraged the board members to send her any additional ideas or suggestions.

VII. Board Administration Updates

Erica asked the board to discuss the upcoming November meeting and decide whether it should be in person or virtual. Rod asked the board for comments.



INSTITUTE FOR LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

After discussion, Rod summarized that the board would like to meet in person if possible, recognizing that the health situation is evolving and changing frequently. Even though it's more cumbersome and expensive, the board would like to plan for a hybrid meeting in November.

The discussion moved on to meeting dates. Erica asked if the board still wanted to have its annual two-day style retreat in November or one single but, longer day. After much discussion the board asked **staff to create and send a Doodle Poll to the board for scheduling. Staff would focus on coordinating a hybrid meeting held at a public venue.**

VIII. Executive Session

The board excused the staff and met in closed session.

The board meeting adjourned at 11:55 a.m. and many staff and board members transitioned to a virtual brown bag lunch meeting with ILG partners.

Approved November 22, 2021