



State of Texas  
County of Hidalgo  
Edinburg, Texas

Hidalgo County Head Start Program  
**WEDNESDAY, DECEMBER 20, 2023**  
6:00 p.m. – Meeting

**HIDALGO COUNTY HEAD START PROGRAM  
POLICY COUNCIL REGULAR AGENDA  
WEDNESDAY, DECEMBER 20, 2023  
6:00 P.M.**

**NOTICE** is hereby given in accordance with Chapter 551, Texas Government Code, that a **REGULAR MEETING** of the Policy Council Hidalgo County Head Start Program will be held **WEDNESDAY, DECEMBER 20, 2023**, at 6:00 P.M in the LBJ Head Start Administration Building Conference Room 2<sup>nd</sup> Floor located at 1901 West State Highway 107, McAllen, Hidalgo County, Texas.

In accordance with Section 551.127, NOTICE is hereby given that a physical quorum, including the presiding officer/member, will be present at the specified meeting location. Some members of the governing body and/or government officials may participate via videoconference.

Discussion and possible action relating to the following business will be transacted:

- |      |                                                                                                                                                                                                                     |                             |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| I.   | Call Meeting to Order, Roll Call, Establish Quorum                                                                                                                                                                  | <i>Rosa Perez</i>           |
| II.  | Prayer/Pledge of Allegiance                                                                                                                                                                                         | <i>Avelina Pena Segovia</i> |
| III. | Approval of Consent Agenda                                                                                                                                                                                          | <i>Rosa Perez</i>           |
| IV.  | Public Comments                                                                                                                                                                                                     | <i>Rosa Perez</i>           |
| V.   | Executive Director's Report                                                                                                                                                                                         | <i>Irma E. Pena</i>         |
|      | 1. Retirees: Edmundo Garcia, Elvira Segura, Hermelinda Corona                                                                                                                                                       |                             |
|      | 2. Under Enrollment Notification                                                                                                                                                                                    |                             |
|      | 2. Focus Area I Review, Tuesday, January 16, 2024                                                                                                                                                                   |                             |
| VI.  | Program Operations                                                                                                                                                                                                  | <i>Rosa Perez</i>           |
|      | A. Administration                                                                                                                                                                                                   | <i>Irma E. Pena</i>         |
|      | 1. Discussion/Approval of Proposed Changes to 2024 Budgeted Positions                                                                                                                                               |                             |
|      | 2. Discussion/Approval of Annual Stipend and Sign on Bonus                                                                                                                                                          |                             |
|      | 3. Discussion/Approval of One Time Funding Application                                                                                                                                                              | <i>Elma Carrera</i>         |
|      | 4. Discussion/Approval of Revision to the HCHSP Organizational Chart                                                                                                                                                | <i>Irma E. Pena</i>         |
|      | B. Procurement                                                                                                                                                                                                      | <i>Ambrosio Tovar</i>       |
|      | 1. Discussion/Approval of Request to Donate the Progreso Head Start Modular Facility to the Holy Spirit Catholic Church in Progreso and the Sullivan City Head Start Modular Facility to Hidalgo County Precinct #3 |                             |

2. Discussion/Approval for Hidalgo County Head Start Program to Enter Into a Memorandum of Understanding for a Two (2) Year Term with Hidalgo County Precinct #2
3. Discussion/Approval of Bid Award and Contract of the Best and Lowest Bidder Meeting all Specifications for Bid #1822101: Hidalgo County Head Start Program Outdoor Learning Environment and Discovery Classrooms
4. Discussion/Approval on Request to Purchase Cabling Installation to Support Security Camera Systems through the Hidalgo County's Membership/ Participation with the Department of Information Resources (DIR) Awarded Vendor (Contract DIR-TSO-4343), Insight Public Sector

C. Field Operations

Dr. Nereyda Cantu

1. Discussion/Approval to Declare Obsolete and Auction the Attached List of Items and Transfer Items to the County's Approved Bond and Bond Auction Company, for Proper Disposition

VII. Programmatic Services – No Items Listed

Rosa Perez

VIII. Closed Session: Policy Council may go into Closed Session Pursuant to Chapter 551, Texas Government Code, Sections 551.071, 551.072 and 551.074-to discuss the following:

Rosa Perez

1. Personnel - New Hires, Resignations, Terminations
2. Vacancies Report
3. Employment Recommendations for:
  - a. Accounts Payable Bookkeeper
  - b. Education Coordinator
  - c. Teacher
4. Job Descriptions Revisions:
  - a. Chief Executive Secretary (Revision of Reporting Relationship, Revision of Job Responsibilities)
  - b. Custodian (Administration) (Revision of Department, Revision of Reporting Relationship)
  - c. Procurement/Warehouse Director (Revision of Position Title, Revision of Reporting Relationship, Revision of Job Responsibilities)
  - d. Warehouse Courier (Revision of Department, Revision of Reporting Relationship)
  - e. Field Operations Director (Revision of Reporting Relationship)
  - f. Transportation Coordinator (Revision of Job Requirements)
  - g. Mental Health/Disability Director (Revision of Position Title, Revision of Department, Revision of Reporting Relationship, Revision of Job Responsibilities)
  - h. Disability Coordinator (Revision of Job Title, Revision of Department, Revision of Reporting Relationship)
  - i. Mental Health Coordinator (New Position) (Revision of Department, Revision of Reporting Relationship, Revision of Job Responsibilities)
5. 1302.102(d)(1)(ii) – ID#:350212 and ID#:325472

- IX. Open Session: Action on Items Discussed in Closed Session *Rosa Perez*  
1. Personnel - New Hires, Resignations, Terminations *Marissa Reyes*  
2. Vacancies Report  
3. Employment Recommendations for:  
a. Accounts Payable Bookkeeper  
b. Education Coordinator  
c. Teacher  
4. Job Descriptions Revisions:  
a. Chief Executive Secretary (Revision of Reporting Relationship, Revision of Job Responsibilities)  
b. Custodian (Administration) (Revision of Department, Revision of Reporting Relationship)  
c. Procurement/Warehouse Director (Revision of Position Title, Revision of Reporting Relationship, Revision of Job Responsibilities)  
d. Warehouse Courier (Revision of Department, Revision of Reporting Relationship)  
e. Field Operations Director (Revision of Reporting Relationship)  
f. Transportation Coordinator (Revision of Job Requirements)  
g. Mental Health/Disability Director (Revision of Position Title, Revision of Department, Revision of Reporting Relationship, Revision of Job Responsibilities)  
h. Disability Coordinator (Revision of Job Title, Revision of Department, Revision of Reporting Relationship)  
i. Mental Health Coordinator (New Position) (Revision of Department, Revision of Reporting Relationship, Revision of Job Responsibilities)  
5. 1302.102(d)(1)(ii) – ID#:350212 and ID#:325472
- X. Policy Council *Rosa Perez*  
1. Next Policy Council Meeting Date
- XI. Other Business *Rosa Perez*
- XII. Adjournment *Rosa Perez*

  
\_\_\_\_\_  
Rosa Perez  
Chairperson

*12/15/23*  
\_\_\_\_\_  
Date



State of Texas  
County of Hidalgo  
Edinburg, Texas

Hidalgo County Head Start Program  
WEDNESDAY, DECEMBER 20, 2023  
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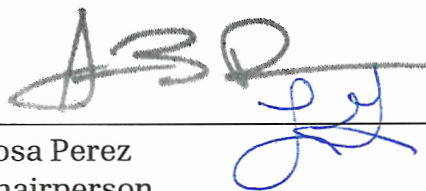
**HIDALGO COUNTY HEAD START PROGRAM  
POLICY COUNCIL CONSENT AGENDA  
WEDNESDAY, DECEMBER 20, 2023  
6:00 P.M.**


NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a REGULAR MEETING of the Policy Council of the Hidalgo County Head Start Program will be held WEDNESDAY, DECEMBER 20, 2023 at 6:00 p.m. in the LBJ Head Start Administration Building Conference Room located at 1901 West State Highway 107, McAllen, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

**NOTICE TO THE PUBLIC  
CONSENT AGENDA**

The following items are of a routine or administrative nature. The Policy Council Members have been furnished with background and support on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Policy Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

- I. Minutes: November 15, 2023
- II. Approval of Monthly Reports: November 2023
  - 1. Program Information Summary (PIS)
  - 2. Financial and Credit Card Log
  - 3. Enrollment – Average Daily Attendance (ADA)
  - 4. Texas Department of Agriculture Meals/Snacks

  
\_\_\_\_\_  
Rosa Perez  
Chairperson

 12/15/23  
\_\_\_\_\_  
Date