



HIDALGO COUNTY HEAD START PROGRAM
 POLICY COUNCIL REGULAR MEETING AGENDA
 WEDNESDAY, FEBRUARY 15, 2023
 6:00 P.M.

FILED AT 3:35 O'CLOCK P. M.
 FEB 10 2023
 ARTURO GUAJARDO, JR., COUNTY CLERK
 HIDALGO CO. TEXAS
 DEPUTY

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, FEBRUARY 15, 2023 at 6:00 P.M. in the LBJ Head Start Administration Building Conference Room 2nd Floor located at 1901 West State Highway 107, McAllen, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted.

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.

- I. Call Meeting to Order, Roll Call, Establish Quorum *Avelina Pena Segovia*
- II. Prayer/Pledge of Allegiance *Vanessa Reyna*
- III. Approval of Consent Agenda *Avelina Pena Segovia*
- IV. Public Comments *Avelina Pena Segovia*
- V. Discussion/Approval of the Resignation of Lupita Rodriguez, Parent Representative, Area III
 Replacement: Vanessa Reyna, Parent Representative, 2nd Alternate, Area 3
- VI. Executive Director's Report *Irma Pena*
 - 1. Flyer for the 21st Annual Fatherhood/Family Wellness Conference
 - 2. Reports on the Outdoor Learning Environments & Discovery Classrooms Project by Crystal Chavez, Project Manager, The Warren Group Architects and David Rivera, Senior Project Manager, B2Z Engineering
 - 3. Report on Fund Balance for the Outdoor Learning Environments and Discovery Classrooms Project
- VII. Program Operations *Irma Pena*
 - A. Administration
 - 1. Discussion/Approval of Budget Amendment for Head Start Sign
 - 2. Discussion/Approval of Disposition of Modular Head Start Facilities
 - 3. Discussion/Approval of Priority Guidelines for Selection and Enrollment
 - 4. Discussion/Approval to Transfer of Two (2) Positions from the Texas Department of Agriculture Budget to the Head Start Budget

5. Discussion/Approval of Revisions to the Following Job Descriptions
 - a. Teacher
 - b. Assistant Teacher
 - c. Center Manager Job Description (Add to Qualifications: TEA Certification Preferred)
 - d. Support Services Assistant
(Title Change to Family Services Worker and Job Description Revisions)
 - e. Administrator for Education (Title Change to Chief Early Education Officer)
 - f. Administrator for Human Resources (Title Change to Chief Human Resources Officer)
 - g. Assistant Administrator for Human Resources (Title Change to Assistant HR Officer)

B. Field Operations

1. Discussion/Approval of to Declare Obsolete the Attached List of Items and Transfer Items to the County Approved Auctioneer, ATM Auction Company, for Disposition Auction *Oscar Palacios*

C. Procurement

1. Discussion/Approval on Request to Purchase Technology Solutions Products and Services through the Hidalgo County's Membership/Participation with The Interlocal Purchasing System (TIPS) Awarded Vendor Edlio (Contract #220105) *Ambrosio Tovar*
2. Requesting Approval of Application and Certificate for Payment for Invoice #T103880 in the Amount of \$10,000.00 for Professional Services Submitted by Terracon Engineering, Geotechnical Engineer, through Contract C-21-006-11-02-AS for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classrooms
3. Discussion/Approval on Request to Purchase a LED Message Unit Through the Hidalgo County's Membership/Participation with the Interlocal Purchasing System (TIPS) Awarded Vendor Golden Rule Signs (Contract #200201)
4. Approval to Enter into the Best and Final Negotiated Contract with STRADA Engineering and Consulting, LLC in the Amount of \$38,356.10 for Mechanical, Electrical and Plumbing Engineering Services (MEP) for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classroom Project
5. Discussion/Approval on Request to Purchase Eight (8) Newline Multi Media Players and Eight (8) Newline Visual Communication Solution With a Five (5) Year License through the Hidalgo County's Membership/Participation with OMNIA Partners, Public Sector Awarded Vendor CDW-G (Contract #R210401)

6. Discussion/Approval of Request to Enter into a Five (5) Year Memorandum of Understanding (MOU) for Disability Services between Hidalgo County Head Start Program and the following Local Education Districts

Local Education School Districts				
Donna ISD	Edinburg CISD	McAllen ISD	Mission ISD	PSJA ISD
Edcouch-Elsa ISD	La Joya ISD	Mercedes ISD	PSJA ISD	

VIII. Programmatic Services - No Items Listed

Avelina Pena Segovia

IX. 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:

Avelina Pena Segovia

1. Personnel - New Hires, Resignations, Terminations
2. Vacancies Report
3. Recommendation for Termination
 - a. Employee I.D.#:005647
4. Recommendations for Demotion:
 - a. Employee I.D.#:002910
 - b. Employee I.D.#:004678
5. Employment Recommendation:
 - a. Data and Compliance Manager

X. Open Session: Action on Items Discussed in Closed Session

Avelina Pena Segovia

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XI. Policy Council

Avelina Pena Segovia

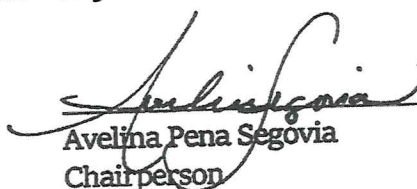
1. Next Policy Council Meeting Date

XII. Other Business

Avelina Pena Segovia

XIII. Adjournment

Avelina Pena Segovia

 2/10/23
 Avelina Pena Segovia Date
 Chairperson



State of Texas
 County of Hidalgo
 Edinburg, Texas

Hidalgo County Head Start Program
 WEDNESDAY, FEBRUARY 15, 2023
 6:00 P.M.

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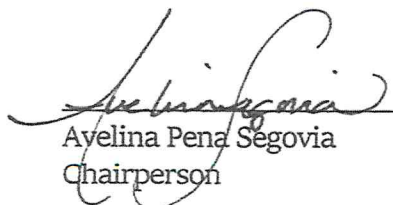
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NOTICE TO THE PUBLIC
 CONSENT AGENDA

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. Approval of Minutes: January 18, 2023
- II. Approval of Monthly Reports for January 2023
 - 1. Program Information Summary (PIS) Report
 - 2. Financial Report and Credit Card Log Report
 - 3. Enrollment - Average Daily Attendance (ADA) Report
 - 4. Texas Department of Agriculture Meals/Snacks Report
 - 5. CLI Reports: English and Spanish Wave 1 and 2


 Ayelina Pena Segovia
 Chairperson

2/10/23
Date