



HIDALGO COUNTY HEAD START PROGRAM  
POLICY COUNCIL REGULAR MEETING AGENDA  
WEDNESDAY, JANUARY 18, 2023  
6:00 P.M.

AT	11:30	FILED	O'CLOCK	A	M
JAN 12 2023					
ARTURO GUAJARDO, JR., COUNTY CLERK HIDALGO CO. TEXAS					
BY					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, JANUARY 18, 2023 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. 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 *Lynette Botello*
- III. Approval of Consent Agenda *Avelina Pena Segovia*
- IV. Public Comments *Avelina Pena Segovia*
- V. Executive Director's Report *Irma Pena*
  - 1. Update on Edinburg V Head Start Center
- VI. Program Operations *Irma Pena*
  - A. Administration
    - 1. Discussion/Approval of Revision of Two (2) Job Descriptions:
      - a. Special Services Director
      - b. Custodian
  - B. Procurement *Ambrosio Tovar*
    - 1. Discussion/Approval on Request to Purchase a LED Message Unit through the Hidalgo County's Membership/Participation with the Interlocal Purchasing Systems (TIPS) Awarded Vendor Golden Rule Signs (Contract #300301)
    - 2. Requesting Approval of Application and Certification for Payment for Invoice #20353 in the Amount of \$1,798.41 and Invoice #20356 in the Amount of \$834.71 for Professional Services Submitted by B2Z Engineering, Construction Management Engineer, through Contract C-21-004-09-21-AS for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classrooms

VII. Programmatic Services

*Irma Pena*

1. Discussion/ Approval of One (1) Employee Requesting a Leave of Absence for Professional Development

Employee's Name	Head Start Center	Employee's Position	Reason for Request	Length of Time Requested
Britney Escamilla	Hidalgo	Support Services Assistant	Internship	01.17.2023-04.03.2023

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:

*Avelina Pena Segovia*

1. Personnel - New Hires, Resignations, Terminations
2. Vacancies Report
3. Employee I.D.#:005528
4. Employment Recommendation for the following Three (3) Positions:
  - a. Assistant Administrator for Human Resources
  - b. Procurement Manager
  - c. Data and Compliance Manager

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

*Avelina Pena Segovia*

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X. Policy Council

*Avelina Pena Segovia*

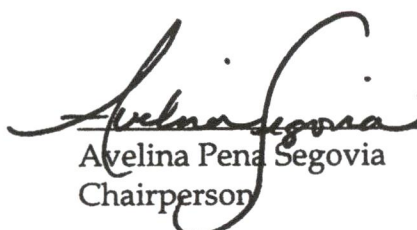
1. Next Policy Council Meeting Date

XI. Other Business

*Avelina Pena Segovia*

XII. Adjournment

*Avelina Pena Segovia*

  
Avelina Pena Segovia  
Chairperson

01/11/23  
Date



State of Texas  
 County of Hidalgo  
 Edinburg, Texas

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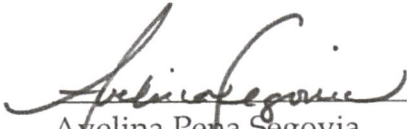
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**NOTICE TO THE PUBLIC  
 CONSENT AGENDA**

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: November 16, 2022
- II. Approval of Monthly Reports for November 2022 and December 2022
  - 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

  
 Avelina Pena Segovia  
 Chairperson

01/11/23  
 Date