



State of Texas  
County of Hidalgo  
Edinburg, Texas

AT 3:45 FILED O'CLOCK P. M.  
FEB 16 2024  
ARTURO GUAJARDO, JR., COUNTY CLERK  
HIDALGO CO. TEXAS  
BY [Signature] DEPUTY

Hidalgo County Head Start Program  
WEDNESDAY, FEBRUARY 21, 2024  
5:00 P.M.-Meal/5:30 P.M.-Meeting

**POLICY COUNCIL REGULAR MEETING AGENDA  
WEDNESDAY, FEBRUARY 21, 2024  
5:30 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, FEBRUARY 21, 2024, at 5:30 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   | Rosa Perez                     |
| II. Prayer/Pledge of Allegiance   | Marienma V. Martinez           |
| III. Approval of Consent Agenda   | Rosa Perez                     |
| IV. Public Comments   | Rosa Perez                     |
| V. Executive Director's Report  | Irma Pena                      |
| 1. E-mail Notification from the Administration for Children and Families, Office of Head Start Monitoring Review Results – 100% Compliance  |                                |
| 2. Invite to the 22 <sup>nd</sup> Annual Fatherhood/Family Wellness Conference Thursday, February 22, 2024, at the Double Tree Suites by Hilton in McAllen  |                                |
| 3. Groundbreaking Ceremony for the Head Start Outdoor Learning Center, Wednesday, February 21, 2024, 4:00 p.m. – 5:00 p.m.  |                                |
| 4. Ribbon Cutting Ceremony for the San Carlos Campus Playground Thursday, February 29, 2024, at 10:00 a.m., 134 N. 86 <sup>th</sup> St., San Carlos, Tx   |                                |
| 5. Rio Grante Valley Hispanic Chamber of Commerce, Women of Distinction Awards Dommer & Expo, Wednesday, March 16, 2024, 6:00 – 8:30 pm Mission Event Center, 200 N. Shary Rd., Mission, Tx   |                                |
| VI. Program Operations  |                                |
| A. Administration   |                                |
| 1. Discussion/Approval of Updating Policy Council Bylaws - Changing Policy Council Meeting Time to 6:15 p.m.  | Irma Pena                      |
| 2. Discussion/Approval of Program Year 2024-25 Income and Priority Guidelines for Selection and Enrollment  | Elma Carrera<br>Sonia Balderas |
| 3. Discussion/Approval of Proposed Changes to 2024 Budgeted Positions   | Elma Carrera                   |
| B. Procurement  | Ambrosio Tovar                 |
| 1. Discussion/Approval on Request to Approve Application and Certification for Payment for Invoice #20410 in the Amount of \$4,914.37 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 |                                |

Procurement – Continuation from Page 1

*Ambrosio Tovar*

2. Discussion/Approval on Request to Approve Application and Certificate for Payment for Invoice #D210242TX.00-01 in the Amount of \$10,000.00 for Professional Services Submitted by CONSOR Engineers, LLC, through Contract C-22-002-04-05-AS for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classrooms
3. Discussion/Approval on Request to Approve Application and Certification for Payment for Invoice #1822101-04 in the Amount of \$5,444.36 for Professional Services Submitted by Laura Warren, Project Architect, Inc., through Contract C-21-0683-08-24 for the Hidalgo County Head Start Program Outdoor Learning Environments and Discovery Classrooms
4. Discussion/Approval on Request for Gate Exit System Repairs & Gate Entry Video Intercom Installed through the Hidalgo County's Membership/ Participation with the Texas Association of School Board (TASB) Buyboard's Awarded Vendor, Superior Alarms, (Contract #654-21), for the Term of the TASB Contract Expiring on 11/30/2024
5. Discussion/Approval to Advertise and Approval of Statement of Qualifications, Requirements and Scope of Services for the Following:
  - 1) Medical and Dental Providers
  - 2) Mental Health Providers

VIII. Programmatic Services – No Items Listed

*Rosa Perez*

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:

*Rosa Perez*

1. Personnel - New Hires, Resignations, Terminations
2. Recommendation for Termination
  - a. Employee I.D.#:005704
3. Vacancies Report
4. Recommendations for Employment
  - a. Campus Director(s)
  - b. Registered Nurse
  - c. Transportation Coordinator
5. Discussion/Approval for the Following
  - a. Delete One (1) Payroll Bookkeeper
  - b. Add One (1) Senior Payroll Bookkeeper
6. Discussion/Approval for the Following
  - a. Senior Payroll Bookkeeper Job Description
7. Civil Service Complaint
  - a. Employee ID #:005704
8. 1302.102(d)(1)(ii) – ID#:344044 and ID#:346476

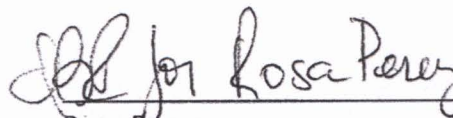
- X. Open Session: Action on Items Discussed in Closed Session
  - 1. Personnel - New Hires, Resignations, Terminations
  - 2. Recommendation for Termination
    - a. Employee I.D.#:005704
  - 3. Vacancies Report
  - 4. Recommendations for Employment
    - a. Campus Director(s)
    - b. Registered Nurse
    - c. Transportation Coordinator
  - 5. Discussion/Approval for the Following
    - a. Delete One (1) Payroll Bookkeeper
    - b. Add One (1) Senior Payroll Bookkeeper
  - 6. Discussion/Approval for the Following:
    - a. Senior Payroll Bookkeeper Job Description
  - 7. Civil Service Complaint
    - a. Employee ID #:005704
  - 8. 1302.102(d)(1)(ii) – ID#: 344044 and ID#: 346476
  
- XI. Policy Council
  - 1. Next Policy Council Meeting Date/Time
  
- XII. Other Business
  
- XIII. Adjournment

*Rosa Perez*  
*Marissa Reyes*

*Rosa Perez*

*Rosa Perez*

*Rosa Perez*

 2/16/2024

Rosa Perez

Date

Policy Council Chairperson



State of Texas  
County of Hidalgo  
Edinburg, Texas

Hidalgo County Head Start Program  
WEDNESDAY, FEBRUARY 21, 2024  
5:30 P.M.

POLICY COUNCIL REGULAR MEETING CONSENT AGENDA  
WEDNESDAY, FEBRUARY 21, 2024  
5:30 P.M.

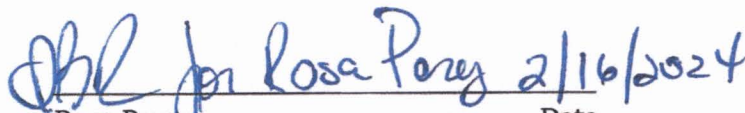
NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a REGULAR MEETING of the Policy Council of the Hidalgo County Head Start Program will be held in the LBJ Head Start Administration Building Conference Room located at 1901 West State Highway 107, McAllen, Hidalgo County, 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.

Approval of Minutes: January 17, 2024

- II. Approval of Monthly Reports for January 2024
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

  
Rosa Perez Date

Policy Council Chairperson