





15. In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of Buyer under this Agreement, Buyer may terminate this Agreement upon ninety (90) days written notice to Seller. Buyer agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of Buyer pursuant to the provisions of Tex. Loc. Govt. Code Ann. § 271.903 (Vernon Supp. 1996).

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

WITNESS our hands in duplicate originals this \_\_\_\_\_ day of 2009.

COUNTY OF HIDALGO

By: \_\_\_\_\_  
Juan D. Salinas III, County Judge

ATTEST:

\_\_\_\_\_  
Arturo Guajardo Jr., County Clerk

COMPANY:

\_\_\_\_\_

Approved on Commissioners' Court: \_\_\_\_\_

APPROVED AS TO FORM;  
Atlas & Hall, L.L.P.

By: \_\_\_\_\_  
Stephen L. Crain

# EXHIBIT "A"

## SCOPE OF SERVICES



## **Proposal for Precinct One-Hidalgo County**

### **Scope of Service**

1. Develop an approved HR Departmental Vision and Mission Statement.
  
  2. Develop an approved HR Departmental Action Plan with Short-term Goals and Long-Term Goals.
  
  3. Develop an approved individualized Professional Development Plan for HR Manager and others who have HR responsibilities.
  
  4. Create personnel files for each employee to reflect updated information such as:
    - a) Completed employment application with documentation of education, reference checks and required signatures.
  
    - b) Signed Employee Forms such as:
      - i) Employee Handbook Acknowledgment, Confidentiality Forms, Code of Ethics, HIPPA forms for all supervisors, individual development plans (IDP) ,OSHA/Disaster and Safety Plans, Appraisal forms reflecting next appraisal dates, job title with job description, salary history, background release, random drug testing release, emergency contact information etc.
  
  5. Provide Training to HR Manager and supervisors on protocols.
  
  6. Develop HR Departmental Protocols in the following areas:
    - a) Recruitment (i.e. requirements for advertising print media or electronic
  
    - b) Selection of staff (i.e. criteria for each position and interview evaluation form
  
    - c) Requirement for Promotions
-

- d) Due Process (i.e. verbal, written, suspension, termination forms)
- e) Exit Interview protocol and form
- f) Protocol for absenteeism (Employee responsibilities and supervisor responsibilities)
- g) Protocol for communication with Commissioner, Chief of Staff, employees, media, and County HR Manager

7. Develop/Order list of required federal and state posters that must be displayed throughout Precinct One.

8. Develop protocol to collect EEO data and other federally-required data (i.e. OSHA) for Precinct One.

9. Develop training program for all employees to communicate updated federal and state laws as well as County and Precinct One protocols (i.e. FMLA, Harassment, Employee Handbook etc)

10. Develop HR Budget and incorporate plan to purchase or develop HRIS (Human Resource Information System) for appraisals and collection of employee data.

11. Develop Affirmative Action Plan

12. Compile quantitative data to determine turnover rate and ROI on HR Department efficacy.

13. Analyze employee pay structure within Precinct One, as well as job descriptions to determine equity and potential redundancy.

14. Design and Distribute Quarterly Precinct Newsletter (hard-copy and electronic copy) to employees to reflect Precinct One goals, activities, and organizational and individual accomplishments.

15. Communicate, Coordinate and Collaborate with County-wide Department Heads to ensure a proper and seamless infusion of protocols that can serve as a model infrastructure for Human Capital success.

# EXHIBIT "B" FEE SCHEDULE

*[The content of this table is extremely faint and illegible due to low contrast and scan quality. It appears to be a multi-column table with several rows of text.]*

## Proposed Timeline and Fee Schedule (Appendix A)

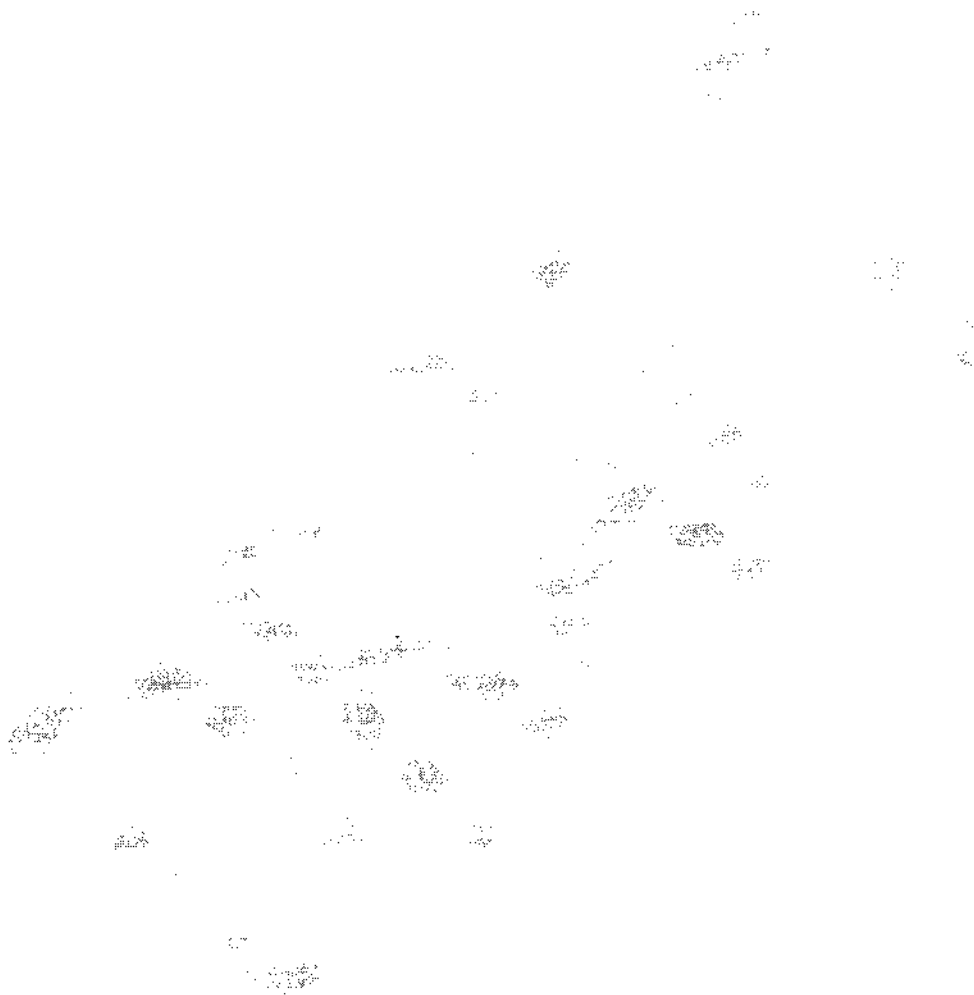
Weekly Fee: \$1,500.00

Time Frame: 8 - 10 weeks  
Beginning September 2009

Methods of Evaluation: Weekly Reports submitted to  
Commissioner Sylvia Handy and  
Chief Administrator, Joseph  
Palacios

Methods for Documenting Time Worked: Dr. Ochoa will  
utilize the required time and effort  
method used by the County.  
Electronic/Actual Time cards will be  
submitted in the required manner.

**EXHIBIT "C"**  
**CERTIFICATE OF INSURANCE**



# QUALIFICATIONS AND CREDENTIALS



September 2, 2009

The Honorable Sylvia Handy  
Precinct One  
Hidalgo County

Dear Commissioner Handy:

The purpose of this proposal is to offer my professional services in the design, upgrade, and implementation of a quality Human Resource Department that will be held accountable and serve as a critical partner in ensuring that Precinct One provides the highest level of service while meeting the needs of its employees.

The proposed activities are divided into steps and are numbered for ease in communicating the individual activities. Each step is critical in operating a functional and productive Human Resource Department that is in compliance with federal and state regulations. However, together we can determine which activity should receive priority over the other activities.

My consulting fees are \$1,500 a week to reflect a minimum 40 hour-pay period. Also included in the fee is any time worked after the 40-hour week, as well as evenings and weekends. Appendix A reflects the Time and Fee Schedule. Should you have any questions, please contact me at 956.655.0547. Thank you for your consideration.

Sincerely,

Lorie Ochoa, Ed. D., PHR

## **Lorie Ochoa, Ed. D., PHR**

Lorie\_Ochoa@Yahoo.Com

956.655.0547

### **Professional Qualifications in Human Resources**

- Certified Mediator
- Experience in EEOC Investigations
- Experience in Screening, Interviewing, Recruiting, Hiring
- Experience in Negotiating Salary/Compensation
- Experience with Designing HR Metrics
- Experience with Federal Employment Law
- Experience with Texas Employment Law
- Experienced with Exempt/Non-Exempt practices
- Experience in Health and Safety Issues
- Experience in Design, Development and Enhancement of Employee Policies and Procedures
- Versed in FMLA, Worker's Compensation, USERRA, FLSA, and HIPPA Regulations
- Experience in Strategic Planning and Developing HR Scorecards
- Experience in Quantitative and Qualitative Evaluation

### **Professional Qualifications in Training and Development**

- Experience in Instructional Design, Research, and Implementation
- Experience in Corporate Training
- Experience in Designing and Teaching On-line Classes
- Experience in designing schedules for comprehensive training calendars

### **Experience in Talent Acquisition**

- Designed and Developed recruiting strategies to fill current and prospective vacancies
- Designed and Developed retention strategies to retain quality employees
- Excellent communication skills with prospective employees regarding the Company's culture, benefits

### **Design and Development of Protocols, Policies and Best Practices**

- Experience in updating Employee Handbook to reflect current laws and best practices
- Experience in developing electronic forms and processes to address employee needs i.e. employees request for vacation, exceptions to company policy, questions on insurance benefits, payroll, appraisals, etc.
- Experience in develop HR Budget, Yearly Action Plan, Appraisal protocol
- Design, Develop, and Implement training for new and experienced supervisors

### **Maintain HR Knowledge Base**

- Maintain knowledge of the broad range of relationships that may impact an employee, employer, or applicant
- Maintain knowledge of federal and state laws, company policies, practices and ethical obligations to investigate, evaluate, and recommend an appropriate resolution to an employee regarding a labor relations' complaint
- Maintain knowledge on performance management principles, including tools, methods and practices used to link the relationship between business goals and individual performance objectives, competencies, skills and knowledge
- Employment Law: Knowledge of regulatory laws that affect employment. This includes an understanding of ADA, FMLA, and Title VII/Civil Rights Act

### **Communication with Current Employees**

- Update and maintain Company policies and procedures
- Counsel and advise managers of appropriate interventions to address employee relation issues (e.g., performance improvement process)
- Educate managers and employees on HR policies, plans, programs, practices, processes, and tools to enhance organizational capability related to the management and development of people and consistent delivery (e.g., compensation, benefits, development projects, EEO)
- Plan and implement HR processes, plans, programs, and tools with business leader(s) to build and enhance organizational capability
- Manage employee relations, benefits and record-keeping programs
- Coach managers and employees on planning, tracking, reviewing and enhancing performance as well as career planning and development

### **Academic Qualifications:**

Post Doctorate - Harvard School of Education, Cambridge, Massachusetts 1997

Doctorate in Educational Leadership/Curriculum - Texas A&M University-College Station, Texas 1993

Master of Science in Educational Administration-Texas A&M University Kingsville, Texas 1988

Bachelor of Science - Speech Communication with a Minor in English-Texas State University 1986

### **Executive Trainings:**

- Leadership America, Washington D.C.
- Leadership Texas, Austin, Texas
- Dupont Leadership Training, Austin, Texas
- Governor's Management Program, Austin, Texas
- Stephen Covey's Leadership Training-Seven Habits of Highly Effective People, Texas Education Agency, Austin, Texas
- Mediation Certification, Austin, Texas

## **Employment**

HR Consultant –  
2008 -Present

Contracts with Energy Companies, Corporations and, Municipalities. Assist with recruitment (screening and interviewing), compliance audits, overall HR protocol audits. Provide training on Sexual Harassment, Basic, and Advance Supervision, Conflict Resolution, Mediation, Drug Testing in the Workplace, Telephone Etiquette, Design Organizational and Individual Development Plans, Design Curriculum, Provide Training in areas specific to company needs and Conduct surveys to assess employee/employer relationship, strengths, and challenges.

South Texas College

June 2008-August 2009

**Department Chair/Professor**-Human Resource Management Program Design the curriculum and course outcomes to address the standards and practices of the Human Resource industry; Incorporate international and national metrics into the HR program to ensure a global and comprehensive HR program; Recruit students into the program; Serve as the Program Liaison to various private and public entities

Lone Star National Bank

2006-2008

**Senior Vice President for Human Resources and Training and Development**-Provided leadership to a staff of twelve in administering the HR and Training and Development Departments; Design course of instruction to complement the Individual Development Plans and Succession Plans; Align training metrics to ensure fundamental and advanced benchmarks are incorporated into daily deliverables.

Hidalgo County

2003-2006

**Chief of Staff- (3,000 FTE's)**- Provided the leadership and management for the Office of the County Judge; Responsible for overseeing the administration of sixty-two departments, a county budget of \$105 Million and a departmental budget of \$125,000; Serve as Liaison to the SEIU, employee Union, facilitate Commissioner Court agendas to reflect items of discussion with the Union and Management; Responsible for the screening, recruitment, interviewing, and hiring of 12 department staff members; Communicated with federal, state, and local elected officials and addressed constituent and management concerns on a daily basis.

City of San Antonio

2000-2002

**Social Services Manager**-Responsible for the executive management of the Department of Labor's Youth Opportunity Program; Responsible for meeting the program measures of recruiting and serving young adults who were categorized as At-Risk; Collaborated with St. Phillip's Community College to offer instructional and technical programs; Developed the screening, recruitment, and interviewing protocols of approximately 600 applicants for the ultimate hiring of approximately 200 staff members;

Negotiated salaries and contracts; negotiated leases, purchased capital outlay and supplies for two facilities; Responsible for the negotiation with vendors and ensured the program delivered the Department of Labor's expected outcomes to meet the \$12 million annual budget.

The University of Texas-Austin  
1998- 2000

**State Director** - Center for Reading and Language Arts– Provided the leadership and management for the recruitment, interviewing, negotiating and staffing of 20 employees within the Center; Responsible for the development and implementation of the Center's professional development modules statewide initiatives; Collaborated with the Governor's Office and the White House on educational initiatives; Designed curriculum to address the state's literacy needs; and provided professional development to professors and teachers throughout the state on current initiatives.

The University of Texas Pan American  
1996-1998

**Assistant Professor**- - Responsible for teaching graduate courses in the Department of Educational Leadership. Designed curriculum based on research and best practice on Supervision, Management, Personnel Recruitment, Retention and Evaluation, Leadership, Administration, and Curriculum and Instruction.

Texas Education Agency  
1993-1996

**State Director**-Centers for Professional Development and Technology - Provided the leadership and management for the State's \$32 million dollar budget to restructure university preparation programs which emphasized the use of technology; Designed an evaluation instrument to audit the state's ROI for this initiative; Responsible for the screening, interviewing and hiring of regional directors throughout the state; Organized regional and statewide conferences to discuss collaborative ideas and research on the development, hiring and retaining of highly qualified educators; Presented at various state-wide conferences on integrating technology and research into curriculum; Collaborated with 75% of Texas universities on the conversion of the newly-designed performance-based system.

Texas Education Agency  
1991-1993

**Education Specialist**-Department of Accreditation; Conducted state-wide audits of Texas independent school districts; reviewed curriculum and programmatic initiatives; analyzed budgetary expenses; reviewed student assessment data.

### **Human Resource Professional Development Opportunities**

September 2008	Professional Mediator Training
February 2008	Developing Drug Testing/Whistle Blower Policies
March 2008	HR Policies and Procedures
April 2008	Preparing for the Avian Flu and Staph Pandemic: What HR Must Do Now.
April 2008	First 90 Days-Keeping Your New Hires Effective
January 2007	Common Workplace Policies-Why they are Illegal
May 2007	How to Classify Properly (Exempt/Non-Exempt, Labor Contract)
July 2007	Affirmative Action-Managing the Process
July 2007	Dealing with Workplace Romance
August 2007	10 Things to Do Before you Discipline/Discharge Employees
August 2007	75 <sup>th</sup> National Annual Operations and Human Resource Conference
August 2007	Top 20 Security Mistakes that A Smart Institution Never Makes
September 2007	Cutting Worker's Compensation Costs: How to Avoid Premium Traps
September 2007	Getting Along in the Workplace-Intergenerational
October 2007	Building a Recognition Culture
December 2007	Successfully Returning Telephone Calls
January 2006	Email and IM Rules-How to Avoid Legal Trouble
September 2006	Appraiser Training
October 2006	Fraud Prevention and Frontline Personnel
December 2006	Security Training

### **Professional Development Opportunities**

2009	Society of Human Resource Management-Global Conference
2007	Society of Human Resource Management Executive Course: Analyzing Financial Metrics within the HR Department
2007	Human Resources-Employee or Independent Contractor-How to classify properly and stay out of legal trouble-Davis Wright Tremaine LLP
2007	Human Resources-Federal requirements regarding Background Checks-Smith Publishers
2007	Human Resources-Legal Overview-Cox, Smith, and Mathews Law Firm
2006	Banking Operations-Texas Bankers Association
2004	Leadership Conference, Washington D.C.,-Senator Ruben Hinojosa-Sponsor

# TEXAS LIABILITY INSURANCE CARD



FARMERS



LORIE OCHOA  
2204 N H ST  
MCALLEN, TX 78501-5683

Policy Number: 41871715  
Effective Date: 09/04/2009  
Expiration Date: 04/07/2010  
NAIC Number: 24392

Year	Make	Model	VIN
2009	CHEVROLET	C1500 SILVERADO	1GCEC19089Z145608

1-800-225-0011

This policy provides at least the minimum amounts of liability insurance required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicle and named insureds and may provide coverage for other persons and other vehicles as provided by the insurance policy.

Agent Name: Bernardo Ramirez III  
Phone No: (956)783-5000

2-09 A1662301

## Texas Liability Insurance Card

### Keep This Card

**IMPORTANT:** This card or a copy of your insurance policy must be shown when you apply for or renew your:

- motor vehicle registration
- driver's license
- motor vehicle safety inspection sticker.

You also may be asked to show this card or your policy if you have an accident or if a peace officer asks to see it.

All drivers in Texas must carry liability insurance on their vehicles or otherwise meet legal requirements for financial responsibility. Failure to do so could result in fines up to \$1,000, suspension of your driver's license and motor vehicle registration, and impoundment of your vehicle for up to 180 days (at a cost of \$15 per day).

## Tarjeta de Seguro de Responsabilidad de Texas

### Guarde esta tarjeta.

**IMPORTANTE:** Esta tarjeta o una copia de su póliza de seguro debe ser mostrada cuando usted solicite o renueve su:

- registro de vehículo de motor
- licencia para conducir
- etiqueta de inspección de seguridad para su vehículo.

Puede que usted tenga también que mostrar esta tarjeta o su póliza de seguro si tiene un accidente o si un oficial de la paz se la pide.

Todos los conductores en Texas deben de tener seguro de responsabilidad para sus vehículos, o de otra manera llenar los requisitos legales de responsabilidad civil. Fallo en llenar este requisito pudiera resultar en multas de hasta \$1,000, suspensión de su licencia para conducir y su registro de vehículo de motor, y la retención de su vehículo por un periodo de hasta 180 días (a un costo de \$15 por día).

A1662302