

August 11, 2021

The Honorable Judge Richard F. Cortez
100 E. Cano St.
Second Floor
Edinburg, TX 78539

Dear Judge Cortez,

Please accept this letter as notice of our intent to bring a recommendation forward to fill the County Extension Agent – 4-H Youth Development position vacated by Romeo Ozuna. Our process requires us to follow EEO guidelines and approved HR procedures for the Texas A&M System in filling all vacancies but also provides for additional procedures in our partnership with County Government in Texas. As such, following our process for advertising, interviewing, and considering all applications for a position, we have arrived at a sole finalist that will serve as our recommendation to the court. This applicant has been offered a conditional offer of employment subject to approval by Commissioners Court. Employment is not finalized or official until/unless the Court approves.

Our recommendation to fill this position will be Katarina Rodriguez. We kindly ask that you inform court members of this request and take all necessary steps to place this on the agenda scheduled for August 24th. The effective date of this action would be September 15, 2021. This letter also serves to verify the county's share of salary at \$17,711.

Please advise of any additional information you may require or any questions you might have related to this item.

Sincerely,



Ruben J. Saldaña, Ed.D.
District Extension Administrator