

April 26, 2024

The Honorable Richard F. Cortez  
Hidalgo County Judge  
100 E. Cano St  
Edinburg, TX 78539  
Phone: 956-318-2600  
Email:

Dear Judge Cortez,

Please accept this letter as notice of our intent to bring a recommendation forward to fill the County Extension Agent – 4H & Youth Development position. 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 with our partners in County Government in Texas.

As such, following our process for advertising, interviewing, and considering all applicants 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 the Commissioners Court. Employment is not finalized or official until/unless the Court approves.

Our recommendation to fill this position is Brianna Gutierrez. We kindly ask that you inform court members of this request and take all necessary steps to place this on the agenda scheduled for **May 28, 2024**. The effective date of this action would be **June 3, 2024**. For the first 30 days, she would be training and fully on state payroll. Following the training period, she may be added to county payroll effective **July 3, 2024**, when she fully reports to the county. This letter also serves to verify the county's share of salary at \$17,711.00

Please advise me 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