

July 28, 2025

The Honorable Richard Cortez  
Hidalgo County Judge  
100 E. Cano St. 2<sup>nd</sup> Floor  
Edinburg, Texas 78539  
Email: [countyjudge@co.hidalgo.tx.us](mailto:countyjudge@co.hidalgo.tx.us)  
Phone #: 956.318.2600

Dear Judge Cortez,

Please accept this letter as notice of our intent to bring a recommendation forward to fill the County Extension Agent – Family & Community Health 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 Karen Cantu. We kindly ask that you inform court members of this request and take all necessary steps to place this on the agenda scheduled for **Tuesday, August 19<sup>th</sup>, 2025**. The effective date of this action would be **September 1, 2025**.

This letter also serves to verify the county's share of salary at \$18,597.

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