



CREDIT UNION COMMISSION
Commissioner Evaluation Committee Meeting
Serving as the
Commissioner Search Committee
Credit Union Department Building
914 East Anderson Lane
Austin, Texas

Monday, October 1, 2018
9:00 a.m.

* * * **AGENDA** * * *

The Committee may discuss and take action regarding any item on this agenda

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Adjournment

Note: This is a meeting of the Commissioner Evaluation Committee of the Credit Union Commission. Because a quorum of the Credit Union Commission may attend this meeting of the Commissioner Evaluation Committee, it is being posted, simultaneously, as a meeting of the entire Commission.

Executive Session: The Committee may go into executive session (close its meeting to the public) on any agenda item if appropriate and authorized by the Open Meetings Act, Texas Government Code, Chapter 551.

Meeting Recess: In the event the Commission does not finish deliberation of an item on the first day for which it was posted, the Commission might recess the meeting until the following day at the time and place announced at the time of recess.

Meeting Accessibility: Under the Americans with Disabilities Act, the Credit Union Commission will accommodate special needs. Those requesting auxiliary aids or services should notify Michelle Archie, Texas Credit Union Department, 914 East Anderson Lane, Austin, Texas 78752--(512) 837-9236, as far in advance of the meeting as possible.

A

CALL TO ORDER

TEXAS CREDIT UNION COMMISSION

**COMMISSIONER EVALUATION COMMITTEE
(Serving as the Commissioner Search Committee)**

- ***Beckie Stockstill Cobb, Chair***
- ***Sherri Merket, Vice Chair***
- ***Liz Bayless***
- ***Jim Minge***
- ***Allyson “Missy” Morrow, Ex-officio***

Legal Counsel

- ***Melissa Juarez***

Staff

- ***Harold E. Feeney***
- ***Isabel Velasquez***

B

COMMISSIONER EVALUATION COMMITTEE
MEETING MINUTES

A draft copy of the minutes of the Committee's meeting held on September 14, 2018, is located under **Tab B**.

RECOMMENDED ACTION: The Department requests that the Commission approve the minutes as presented.

RECOMMENDED MOTION: I move that the minutes of the Committee's September 14, 2018, meeting be approved as presented.

**CREDIT UNION COMMISSION
COMMISSIONER EVALUATION COMMITTEE
(SERVING AS THE COMMISSIONER SEARCH COMMITTEE)
MEETING MINUTES
September 14, 2018**

A. CALL TO ORDER – ASCERTAIN A QUORUM – Chair Beckie Stockstill Cobb called the meeting to order at 11:03 a.m. in the conference room of the Credit Union Department Building - Austin, Texas, pursuant to Chapter 551 of the Government Code and declared that a quorum was present. The other members present were Sherri Merket, Liz Bayless, James L. Minge and Commission Chair Allyson “Missy” Morrow, ex-officio. Representing the Department staff were Harold E. Feeney, Commissioner; and Isabel Velasquez, Executive Assistant. Mrs. Cobb appointed Isabel Velasquez as recording secretary. The Chair also inquired, and the Commissioner confirmed that the notice of the meeting was properly posted (September 4, 2018, TRD#2018007731).

B. APPROVAL OF MINUTES OF PRIOR MEETING (July 12, 2018). Mr. Minge moved to approve the minutes of the July 12, 2018 meeting as presented. Mrs. Merket seconded the motion, and the motion was unanimously adopted.

C. NEW BUSINESS

(a) Review the Process of Selecting a New Credit Union Commissioner.

Commissioner Feeney encouraged the Committee to broaden its reading of the Committee’s charge with respect to the succession process. He expressed the

opinion that the Committee should assume responsibility for designing a roadmap that will take the Commission through the entire process up to and including the swearing in of the next commissioner. After a brief discussion, the committee reviewed the commissioner succession plan and there were no further questions or comments.

(b) Committee's Action Plan. Commissioner Feeney noted after the Committee's July meeting an informal action plan was drafted to reflect the Committee's initial discussions. He suggested that the Committee may want to also address in its Plan other items such as: conducting background checks of the applicants; the proposed length of the initial interviews; and the projected start date of the new commissioner. A brief discussion ensued, and it was the consensus that the Committee would hold the initial interviews in early October and allocate one hour for each interview. In addition, it was determined that background checks should be accomplished prior to the recommended final candidates interview with the Commission.

Commission Chair Missy Morrow advised the Committee that she had concerns with postponing the final interviews with the full Commission until the Commission's next regularly scheduled meeting on November 2. It was suggested that moving the Commission meeting date to October 15 might facilitate a smoother transition and allow the new commissioner to begin employment on or about December 4, 2018.

After further discussion, Mr. Minge made a motion to formally approve the draft action plan incorporating the new dates and actions agreed upon during the

discussion. Mrs. Bayless seconded the motion and the motion was unanimously adopted.

(c) Candidate Specifications for Credit Union Commissioner.

Commissioner Feeney reported that the purpose of the draft document was to not only memorialize the traits the Committee finds desirable in an ideal candidate, such as education and previous work experience, but also communicates the Committee's preferences and expectations. After a short discussion, Mrs. Merket made a motion to adopt the candidate specifications as presented. Mrs. Bayless seconded the motion and the motion was unanimously adopted.

(d) Employment Application Screening Worksheet for the Credit Union Commissioner Position. Commissioner Feeney explained that the purpose of the scoring worksheet is to assist the Committee in ranking the applications that meet the minimum qualifications and who have the most relevant job experience. After a brief discussion, Mrs. Merket moved to formally adopt the worksheet as presented. Mrs. Bayless seconded the motion and the motion was unanimously adopted.

(e) Discussion and Review of Potential Interview Questions and Scoring. Commissioner Feeney indicated that interviewing and selecting applicants can be a difficult part of the job selection process. He suggested that it might be

useful for the Committee to agree on the initial interview questions and adopt an interview scoring form to add structure to the interview and expedite the process. It was the consensus that Committee Members should develop questions they would like to ask during the initial interview and provide them to the Commissioner for compilation and legal review.

After a further discussion, Mr. Minge moved to approve the interview scoring form as presented. Mrs. Merket seconded the motion and the motion was unanimously adopted.

(f) Applications Received for Credit Union Commissioner. The Chair announced that pursuant to Section 551.074 of the Government Code, the Committee would go into closed session to discuss the next agenda item related to reviewing applications received for the credit union commissioner position. The committee entered into executive session at 12:11 pm.

The committee reconvened in open session at 1:04 pm. No formal action was taken by the Committee during the closed session.

(g) Select Applicants to be Invited for an Initial Interview with the Committee. Mrs. Merket moved that Applicants #7, #10, and #11 be invited for an initial interview with the Committee. Mr. Minge seconded the motion and the motion was unanimously adopted.

(h) **Discussion and Consideration of a Tentative Date for Next Committee Meeting to Conduct Initial Interviews.** Mrs. Bayless moved that next meeting be on Monday, October 1st starting at 9:00 am, for the purpose of conducting the initial interview with the selected applicants. Mrs. Merket seconded the motion and the motion was unanimously adopted.

There being no other business to come before the committee, Mrs. Cobb adjourned the meeting at 1:07 p.m.

Beckie Stockstill Cobb
Chair

Isabel Velasquez
Recording Secretary

Distribution:

Legislative Reference Library

C

UNFINISHED BUSINESS

C. Format of and Questions for the Selected Applicant Initial Interviews.

BACKGROUND: The Committee has reviewed the applications, filtered out those which do not meet the requirements, and is left with three applicants with the necessary background and the potential to excel in the position. The Committee will now enter the next phase of the job selection process – the initial interview.

Meeting the applicants face-to-face, assessing their skills and getting a general feel for each person's fit with the agency is the next task before the Committee. It is important for the Committee to avoid the mistake, at this phase, of acting as though the Committee is making the final hiring decision. After the initial interview, the goal is to compare the duties of the commissioner position to each applicant's strengths and determine which of the applicants are a "suitable match" for the job and should be referred to the Commission.

This agenda item has been included to allow the Committee a final opportunity to discuss the format of and the questions to be used at the initial interviews.

RECOMMENDED MOTION: I move that the Committee ask each applicant Questions Number _____ during the initial interview.

D

NEW MATTERS

D. (a) Interview Invited Applicants for the Credit Union Commissioner Position.

BACKGROUND: It is anticipated that pursuant to Section 551.074 of the Government Code, the Committee will close its meeting and go into Executive Session to conduct initial interviews of the selected applicants for the commissioner position.

RECOMMENDED MOTION: No formal action will be taken by the Committee during the Executive Session.

CANDIDATE INTERVIEW EVALUATION FORM

Candidate's Name: _____

Scoring	
<p>Candidate evaluation forms should be completed by each member of the Committee to rank the candidates overall qualifications for the commissioner position. Under each heading the members should give the candidate a numerical rate and write specific job-related comments in the space provided. The numerical rating system is based on the following:</p> <p style="text-align: center;">5--Exceptional 4--Above Average 3--Average 2--Satisfactory 1--Unsatisfactory</p>	
Educational Background –Does the candidate have the appropriate educational qualifications or training for the position?	Rating: 5 4 3 2 1
Comments:	
Prior Work Experience —Has the candidate acquired necessary skills or qualifications through past work experience?	Rating: 5 4 3 2 1
Comments:	
Technical Qualifications/Experience —Does the candidate have the technical skills necessary for this position?	Rating: 5 4 3 2 1
Comments:	
Administrative & Budget Experience —Does the candidate demonstrate the knowledge in areas such as financial planning, staff supervision, management resources for this position?	Rating: 5 4 3 2 1
Comments:	
Leadership Ability —Did the candidate demonstrate the leadership skills necessary for this position?	Rating: 5 4 3 2 1
Comments:	

Public Relations Skills —Did the candidate demonstrate the knowledge and skills to create a positive credit union experience/interaction necessary for this position?	Rating: 5 4 3 2 1
Comments:	
Communication Skills —How were the candidate's communication skills during the interview?	Rating: 5 4 3 2 1
Comments:	
Candidate Enthusiasm —How much interest did the candidate show in the position?	Rating: 5 4 3 2 1
Comments	
Knowledge of Department —Did the candidate research the Department prior to the interview?	Rating: 5 4 3 2 1
Comments:	
Salary Expectations —What were the candidate's salary expectations? Were they within the range for the position?	Rating: 5 4 3 2 1
Comments:	
Overall Impression and Recommendation —Final comments and recommendations for proceeding with the candidate.	Rating: 5 4 3 2 1
Comments:	
What factors, in addition to those above, support the hiring of this candidate?	
What factors, in addition to those above, do not support the hiring of this candidate?	

NEW MATTERS

D. (b) Select Candidates for the Commissioner Position to be Recommended for an Interview with the Full Commission.

BACKGROUND: After reconvening in Open Session, the Committee will formally take action, based upon the results of its initial interviews, to formally select one or more candidates that will be recommended to the Commission.

RECOMMENDED MOTION: I move that the Committee recommend that the Commission interview Applicant # _____ and Applicant # _____ for the Commissioner position on October 15, 2018.

NEW MATTERS

D. (c) Establish Date for Next Committee Meeting.

BACKGROUND: The Commission's policies manual calls for an annual performance review of the commissioner. Accordingly, the Commission will be looking for a recommendation from the Committee with respect to creating the commissioner's performance objectives and goals for the review period. Accordingly, the Committee should establish the date for its next meeting to develop potential performance objectives and goals for the new commissioner.

RECOMMENDED MOTION: I move that the Committee tentatively establish _____ as its next meeting date to discuss the commissioner's performance objectives and goals.

ADJOURNMENT