

**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. Commission Chair Allyson “Missy” Morrow, was in attendance, as well. 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 that 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