



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

Thursday, July 11, 2019
2:00 p.m.

* * * **AGENDA** * * *

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

<u>TAB</u>	<u>PAGE</u>
A. Call to Order (2:00 p.m.) - Chair Beckie Stockstill Cobb	3
a. Ascertain Quorum	
b. Appoint Recording Secretary	
c. Acknowledge Guests	
B. Minutes of the Committee Meeting on October 1, 2018	5
C. New Business	
a. Commissioner's FY 2020 Performance Objectives and Goals	10
b. Commissioner Succession Plan	22
c. Tentative Date for Next Committee Meeting (October 31, 2019)	

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 Credit Union Commission 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 Cheli Castro, 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

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

Legal Counsel

- ***Melissa Juarez***

Staff

- ***John J. Kolhoff***
- ***Isabel Velasquez***

B

COMMISSIONER EVALUATION COMMITTEE
MEETING MINUTES

A draft copy of the minutes of the Committee's meeting held on October 1, 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 October 1, 2018, meeting be approved as presented.

**CREDIT UNION COMMISSION
COMMISSIONER EVALUATION COMMITTEE
(SERVING AS THE COMMISSIONER SEARCH COMMITTEE)
MEETING MINUTES
October 1, 2018**

A. CALL TO ORDER – ASCERTAIN A QUORUM – Chair Beckie

Stockstill Cobb called the meeting to order at 9:00 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 21, 2018, TRD#2018008141).

B. APPROVAL OF MINUTES OF PRIOR MEETING (September 14, 2018). Mr. Minge moved to approve the minutes of the September 14, 2018 meeting as presented. Mrs. Merket seconded the motion, and the motion was unanimously adopted.

C. UNFINISHED BUSINESS

Format of and Questions for the Initial Interviews of Invited Applicants.

The Committee reviewed the list of potential questions submitted by the Committee members and compiled by staff. After a brief discussion, Mrs. Merket made a

motion that the committee ask each applicant a total of seventeen (17) questions during the initial interview. Mrs. Bayless seconded the motion and the motion was unanimously adopted.

D. New Matters

(a) Interview Invited Applicants for the Credit Union Commissioner Position. The Chair announced that pursuant to Section 551.074 of the Government Code, the Committee would go into closed session to conduct initial interviews of the selected applicants for the commissioner position. The committee entered into Executive Session at 9:14 a.m.

The committee reconvened in open session at 2:40 p.m. No action was taken by the Committee during the closed session.

(b) Select Candidates for the Commissioner Position to be Recommended for an Interview with the Full Commission. Mr. Minge moved that the Committee refer for interview by the full Commission on October 15, 2018, Applicants #7 and #10, for the commissioner position. Mrs. Merket seconded the motion and the motion was carried unanimously.

(c) Establish Date for Next Committee Meeting – March 7, 2019. Chair Cobb informed the committee that the next regular meeting of the Commissioner Evaluation Committee has been tentatively scheduled for March 7, 2019. Mrs. Merket moved that the committee meeting be scheduled for that date, at which time

the goals and objectives for the new commissioner will be considered. Mrs. Bayless 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 2:54 p.m.

Beckie Stockstill Cobb
Chair

Isabel Velasquez
Recording Secretary

Distribution:

Legislative Reference Library

C

NEW MATTERS

C. (a) Discussion, Consideration and Possible Vote to Recommend that the Credit Union Commission Take Action to Approve the Commissioner's FY 2020 Performance Objectives and Goals.

BACKGROUND: The Commission previously has indicated that it is important to create the commissioner's performance objectives for the new plan period before the end of the current plan period. Therefore, current protocols recommend that the performance objectives and goals for the next plan period be established in the last quarter of the current plan period.

RECOMMENDED MOTION: I move that the Committee recommend that the Commission approve the proposed FY 2020 performance objectives and goals for the commissioner.

Performance Review

Texas Credit Union Commissioner

Instructions

The Commissioner review is a management-by-objectives program. The overall objective of this program is to align organizational goals and objectives with performance review and compensation.

Part I - Board Assessment

The Commission's Assessment is designed primarily to provide feedback to the Commissioner from each Commission member about his/her perception of the Commissioner's effectiveness.

Part I is totally subjective. As such, the weight assigned to this part of the review **should not exceed** 25% of the total review.

Each Commission member is asked to complete the Assessment Form annually and return it to the Chairman of the evaluation committee approximately one month prior to the scheduled review with the Commissioner. Data from each Commission member is compiled onto one form and shared with the Commissioner during the review.

Part II - Performance Objectives

The performance objectives section is a critical part of the Commissioner's performance review. Performance objectives are developed from the Department's strategic business plan and the plan year budget. These objectives are measurable/observable indicators that bridge the philosophy of the Texas Credit Union Department with measurable results.

Goals set for the objectives should be achievable. The best way to set goals is to look at absolute and relative measures. An absolute measure would be one in which the goal is established based on the Department's actual results. For example, if the goal is to have all state chartered credit unions examined within 18 months of the effective date of the last exam, and the result of that goal is usually 95%, a relative goal would be to have 100% of all credit unions examined within an 18 month period.

Part II is objective, in that achievement of results is verifiable, preferably measurable. This section of the review should be assigned the most weight.

Part III – Special Projects

The Special Projects section incorporates key, non-measurable strategies from the Department's strategic plan and annual operating plan & budget. Major projects and plans would be indicative of special project goals.

Individual Commission members are to evaluate results for each of the key strategies and submit their evaluations to the Chairman of the evaluation committee. **The Commissioner will provide Commission members with periodic updates regarding progress on each of the strategies throughout the plan**

year, as well as written documentation on the final results shortly after the conclusion of the plan year. Each Commission member's evaluation is compiled onto one form and incorporated into the overall review.

The sum of the weights assigned to Parts I, II, and III should equal 1.00.

Monitoring Results

We encourage everyone to track and review results throughout the year. Often during the course of a year, changes in the environment that are outside the control of the Commissioner may make it necessary to modify a goal. By reviewing the goals and progress toward meeting them on a quarterly basis, you can identify these situations and take action to modify them before the end of the plan period.

Final Review

The Chairman of the evaluation committee or his/her designate is responsible for distributing, collecting and compiling Assessment Forms (Parts I & III) from each Commission member. Normally, this process will begin approximately two months prior to the scheduled review date.

The Commissioner is responsible for reporting results from the Performance Objectives section of the plan. Since many of the results will be dependent on final financial reports, results should be provided to the Board within 15 days after the end of the plan period. The completed review will be given to the Commissioner during a formal performance review process when all data is known and calculated. The Chairman of the evaluation committee (and/or one of his/her designates) will meet with the Commissioner to give the formal review.

Time Table

The performance review should cover a Fiscal Year (September 1 through August 31). Each Commission member will receive electronic copies of both the Evaluation Form and a memorandum from the Commissioner outlining the Department's plan period accomplishments by September 15th.

It is important to create performance objectives for the new plan period before the end of the current plan. It is recommended that the performance objectives and goals for the next plan period be established in the last quarter of the current plan period.

Commissioner Compensation

The Commission has undertaken a market-based compensation strategy for the position of commissioner with an end objective of hiring and retaining a highly qualified commissioner to effectively and professionally discharge the duties of the agency.

The position of commissioner is the only position at the agency that is exempt from the State's Position Classification Plan. As the executive officer of the agency, the guidelines for the position's salary range are detailed in the Schedule of Exempt Positions, Article IX, Section 3.04,

General Appropriations Act (85th Legislature). The exact salary group for the position and the compensation paid to the incumbent is determined by the Commission after review of performance and salary comparisons through reports such as the State Auditor's Office August 2014 Report on Executive Compensation at State Agencies (Report No. 14-705) and comparable salary information of selected positions at state and federal regulatory agencies with similar responsibilities.



**CREDIT UNION DEPARTMENT
COMMISSIONER EVALUATION FORM
FY _____**

Name: _____

Date Employed _____ Date of Last Evaluation _____

I. 20__ Commission Assessment

Average results from the Commission Assessment Tally Sheet (Part I Attached) are:

$$\frac{\text{Average Points (Part I Average)}}{\text{Average Points (Part I Average)}} \times \frac{25\%}{\text{Weight}} = \frac{\text{Part I Score}}{\text{Part I Score}}$$

II. 20__ Performance Objectives

Average results from the Texas Credit Union Department Performance Grid (Part II Attached) are:

$$\frac{\text{Average Points (Part II Average)}}{\text{Average Points (Part II Average)}} \times \frac{75\%}{\text{Weight}} = \frac{\text{Part II Score}}{\text{Part II Score}}$$

III. 20__ Special Projects

Average results from the Texas Credit Union Department Performance Grid (Part III Attached) are:

$$\frac{\text{Average Points (Part III Average)}}{\text{Average Points (Part III Average)}} \times \frac{0\%}{\text{Weight}} = \frac{\text{Part III Score}}{\text{Part III Score}}$$

IV. Final Evaluation Score:

Final Evaluation Score

*** The total of the weights must equal 100%**

BASE PAY ADJUSTMENT

A base pay adjustment earned for a performance level achieved is strictly at the discretion of the Commission.

Current Base Pay:		\$	_____
Pay Adjustment:	_____ %	\$	_____
New Base Pay:		\$	_____
Effective Date:	_____		

Additional Comments: _____

Commissioner Comments: _____

Commissioner Signature & Date

Evaluation Chair Signature & Date

Part I
Credit Union Department
Commission Member Assessment Form

Commission Member: _____

Below are comments attributed to the Credit Union Commissioner. Please indicate your agreement or disagreement with the statement as follows:

Strongly Disagree Agree Strongly Agree

| 1-----2-----3-----4-----5 |

1. The Commissioner is effective at identifying strategic long-term needs of the Department and developing and implementing plans that result in achievement of these needs. Able to execute independent action and starts working without supervision.

Rating: _____

Comments:

2. I am satisfied with the level, quality and timeliness of information and communications provided to me by the Commissioner. This includes issues that may arise between Commission meetings of which the Commission should be aware.

Rating: _____

Comments:

3. The level to which the Commissioner directs or influences the operations, activities and performance of all subordinates. Demonstrates an atmosphere of teamwork and ability to motivate others to accomplish their goals. Ensures that the most efficient use is being made of all resources, including staff.

Rating: _____

Comments:

4. The Commissioner provides adequate focus on maintaining effective relationships with the governor's office, legislators and Credit Union leaders to ensure the continued safety and soundness of the credit union industry. Works well with NCUA to coordinate efforts for compliance and NASCUS for continued accreditation.

Rating: _____

Comments:

5. The Commissioner has the technical knowledge necessary to complete the job. Has the capability to hire the necessary personnel to move the department forward to save time and money, while still ensuring the safety of the information that is necessary to examiners to complete their assignments.

Rating: _____

Comments:

6. The Commissioner maintains a professional image at all times while representing the Department. The necessary leadership skills are present to command attention and respect, while displaying confidence in their ability.

Rating: _____

Comments:

Other Comments on the Commissioner's performance this past period:

SUM OF RATINGS: _____

AVERAGE POINTS: _____

II. PERFORMANCE OBJECTIVES

For each performance category, assign a rating from 1 to 5 based on the performance rating definitions described at the bottom of the form. Next, multiply the rating assigned by the weight shown and enter the result in the "weight x rating" box (i.e. $25\% \times 5 = 1.25$).

PERFORMANCE OBJECTIVES	ACHIEVEMENT	W E I G H T	R A T I N G	W R E A T H N
1. Production		25%		
2. Administration		25%		
3. Budgetary		15%		
4. Legislative		25%		
5. Industry		10%		
Total Score				

PERFORMANCE RATINGS: The annual review will be classified in one of the following areas.

- 1. UNSATISFACTORY:** Employee is not performing the minimum requirements of the responsibility area in a satisfactory manner. Performance meets few or none of the key goals/standards. Improved performance is required for continuation in the position.
- 2. BELOW REQUIREMENTS:** Employee is not consistently performing all the requirements of the responsibility area. Performance is below expectations showing consistent weakness. Improved performance is necessary. Requires more than expected supervision.
- 3. MEETS REQUIREMENTS:** Employee is performing all requirements of the responsibility area. Performance is standard, although some requirements are performed above expectations and occasionally below. Performance meets most key goals/standards. Fully competent performer.
- 4. EXCEEDS REQUIREMENTS:** Employee is performing most requirements of the responsibility area consistently above expectations and significantly exceeds some requirements. Requires less supervision than expected.
- 5. SIGNIFICANTLY EXCEEDS REQUIREMENTS:** Employee is consistently performing all requirements of the responsibility area significantly above expectations. There are no weaknesses on key goals/standards. Makes significant contributions well beyond job demands.

Part II. Performance Objectives

1. Production

- Intervals between the effective dates of CU examinations shall not exceed 18 months.
- E-Time ratio shall not be less than 65% of available work time.
- 98% of reports of examination should be mailed within 21 days of last date on site.
- 100% applications submitted will be approved/denied not later than the 60th day after the date notice is published in the *Texas Register*.
- 95% of complaints will be responded to within 30 days.
- 100% of rule changes will be provided to credit unions within 60 days of adoption.
- Meet or exceed 90% of the Operating Plan's production targets within +/- 5% of the projected target.

2. Administration

- Attain and maintain at least 95% staffing level with continued.
- Participate in no less than 2 job fair events within the plan period.
- Post job vacancies within 7 days of notice of upcoming vacancy.
- Non-retirement turnover not to exceed 15% for plan period.
- Continue in the implementation and assimilation technology changes to increase efficiency.
- Conduct an annual examiner conference to ensure examiners receive adequate training to perform their duties.

3. Budgetary

- Ensure agency expenditures are necessary, prudent, and within budgetary constraints.
- Present quarterly financial statements to Commission and post on agency website
- Ensure compliance with all regulatory requirements for a SDSI agency
- Ensure revenues collected are adequate to cover expenditures and provide a cash reserve that complies with Commission policies.

4. Legislative

- Submit SDSI biennial and annual report filings in a timely manner.
- Prepare materials for the Legislature as requested or required.
- Respond timely to new legislative issues or requests for information or testimony.
- Remain active and involved at the national level on supervisory issues affecting credit unions.
- Attend at least one conference or training meeting during the plan period.
- Monitor and modify Texas Administrative Code rules as necessary.

5. Industry

- Continue to develop effective communication with credit unions and interested department stakeholders.
- Maintain an ongoing awareness of credit union risk profiles and the condition of the economy.
- Maintain continued accreditation from the National Association of State Credit Union Supervisors
- Publish a monthly newsletter for the industry
- Issue Interpretations and opinions within 30 days of request
- Share monthly accomplishment report with Commission Members
- Share periodic report as needed with Commission Members

Part III
Special Projects/ Other Non-Quantifiable Objectives

Commission Member:						
Objectives	Weight	(1) Low Achievement	(2)	(3) Medium Achievement	(4)	(5) High Achievement
		()	()	()	()	()

COMMISSIONER'S PERFORMANCE REVIEW

The Commission's Policies Manual calls for an annual performance review of the Commissioner by an evaluation committee. The review is to be completed during the last Commission meeting of the calendar year. (The FY 2019 evaluation form was approved by the Commission during its July 12, 2019 meeting.)

Each Commission member will be required to complete an evaluation form. After the completed forms have been submitted, the Commissioner Evaluation Committee will review the appraisals, gather any other necessary information, and prepare a proposed evaluation. The proposed evaluation will be reviewed in Executive Session and may be edited or revised by the Commission prior to presenting it to the Commissioner. The final evaluation will be presented to the Commissioner.

The performance evaluation of the Commissioner is intended to accomplish the following:

- Clarify the Commissioner's leadership and management role as viewed by the Commission.
- Maintain a harmonious working relationship between the Commission and the Commissioner.
- Assure the Commission that the Department is being effectively administered by the Commissioner.

PROPOSED PROCEDURES

1. Each Commission member will receive electronic copies of both the Evaluation Form and a memorandum from the Commissioner outlining the Department's FY 2019 accomplishments by **September 13, 2019**.
2. Each Commission member will be asked to provide the Chair of the Commissioner Evaluation Committee with a copy of their completed evaluation form by **October 11, 2019**.
3. The Commissioner Evaluation Committee will meet on **October 31, 2019** to gather any pertinent information and prepare a proposed evaluation.
4. During the Executive Session of the Commission meeting on **November 1, 2019**, the Commission will have the opportunity to review, comment on and/or revise the proposed evaluation.

NEW MATTERS

C. (b) Discussion, Consideration and Possible Vote to Recommend Changes to the Commissioner's Succession Plan.

BACKGROUND: Commission policy provides that in the event of a planned or unplanned departure of the commissioner, the Commissioner Evaluation Committee assumes responsibility for the succession process and serves as the Commission's search committee for purposes of carrying out the Plan.

Commission policy directs that the Committee to review the Plan periodically in the context of current affairs within and outside of the Department. Policy further prescribes that the review of the Plan should include a review of the most recent position description for the commissioner. Further, the Committee is directed to make recommendations to the full Commission for any amendments to the Plan or to the commissioner position description.

The last formal review of the Plan took place in 2014.

RECOMMENDED MOTION: *(Should the Committee determine that changes are necessary or advisable.)* I move that the Committee recommend that the Commission take action to approve the proposed modification to the Commissioner's Succession Plan and/or position description.

**CREDIT UNION DEPARTMENT, STATE OF TEXAS
COMMISSIONER SUCCESSION PLAN**

Purpose. The purpose of this succession plan ("the Plan") is to have a process for choosing a Commissioner in the event of a planned or unplanned departure of the incumbent.

Definitions.

A *planned departure* is a voluntary retirement or resignation, or a resignation requested by the Commission with an effective date of thirty days or more.

An *unplanned departure* is one that results by reason of death, an immediate termination of an incumbent Commissioner by the Commission, or the inability of the Commissioner to discharge the duties of the office. An unplanned departure may also be deemed to occur in the event of the Commissioner's resignation or retirement with an effective date of less than 30 days.

Inability of the Commissioner to discharge the duties of the office can be signified upon either:

1. A written declaration of the Commissioner that he or she is unable to discharge the duties and responsibilities of the office of Commissioner; or
2. Receipt by the Commission of information, which leads the Commission to conclude, in its sole judgment, that the Commissioner is unable to discharge the duties and responsibilities of the office of Commissioner.

Implementation. When this Plan becomes operative, the Commissioner Evaluation Committee ("the Committee") shall immediately assume responsibility for the succession process. The Committee will also serve as the Commission's search committee for purposes of carrying out the Plan. As soon as possible, the Chair of the Committee shall call for a meeting of the Committee to consider its action plan. This action plan should address, at least, the following matters:

1. If the incumbent Commissioner will continue in office, the effective date of the retirement or resignation. The date should be acceptable to the Commission and the Commissioner, should provide a reasonable time to search for a successor, and should be sufficiently in the future to permit orientation of the new Commissioner and an orderly transition.
2. If the incumbent Commissioner continues in office, whether there should be a change in the authority, duties, and responsibilities of the office.
3. The extent to which the Committee wishes to call upon the incumbent Commissioner and other staff members to assist the Committee during the transition to an interim or permanent Commissioner.

4. Whether an interim Commissioner will be required and, if so, the date upon which the person should assume office.
5. The identification of possible candidates for interim Commissioner and procedures for the selection of an interim Commissioner. The job description of the Deputy Commissioner specifies that he or she may exercise the powers and prerogatives of the Commissioner during the Commissioner's absence or inability to act.
6. Whether a search should be undertaken and, if so, how broad the search should be.
7. If a search is to be undertaken, whether to engage a consultant or search firm to assist the Committee with the search, and, if so, engaging the consultant or firm in accordance with State procurement requirements.
8. The Committee should also determine the specifics of the application process such as the deadline for applications, the confidentiality of its proceedings, procedures for identifying and interviewing candidates, whether to do background checks, procedures for narrowing the list of candidates, for checking references and for final interviews, whether final interviews should be conducted by the full Commission, and procedures for making an offer of employment.

Interim Commissioner. If the Committee determines that the appointment of an Interim Commissioner is necessary or advisable, the Chair of the Commission shall call for a meeting of the Commission to consider the matter. Any person appointed by the Commission as Interim Commissioner shall have the full authority for decision-making and independent action as the incumbent Commissioner. The Interim Commissioner shall receive a temporary salary increase to the entry-level salary of the Commissioner position or to 5% above his or her current salary, whichever is greater. In no event, however, may the interim Commissioner salary exceed the amount indicated in the Appropriation Act for Department's "Schedule of Exempt Positions".

Transition Planning. In the case of any planned or unplanned departure of the incumbent Commissioner, the Chair of the Commission, the Chair of the Committee, and the incumbent or interim Commissioner shall meet as often as necessary to plan, among other matters, the following:

1. The availability of funds for the transition, including the potential compensation package to be offered to a Commissioner candidate.
2. The orderly transition of the duties and responsibilities of the office of Commissioner to any successor; and
3. The manner in which succession events (concerns with confidentiality, departure, selection process, press releases) are to be announced, including the notification of key interested persons.

Attributes. Candidates should have the requisite personal attributes for the office of Commissioner, including:

- Sufficient experience, stature, and reputation in the credit union movement, regulation, or professional life to command respect as Credit Union Commissioner.
- Professional and business management skills, preferably gained in a credit union or regulatory agency.
- Experience of relationships at Board level in one or more major bodies.
- Intellectual strength, sound business acumen, integrity, and an ability to consider and discuss issues laterally and strategically.
- Awareness of political, regulatory, market, and consumer issues together with an understanding about not-for-profit cooperative financial institutions.
- Sound interpersonal skills and an ability to make good judgments of people.

Plan Review. The Committee shall review the Plan annually in the context of current affairs within and outside of the Department. The annual review of the Plan should include a review of the most recent position description for the Commissioner. It should also include recommendations to the full Commission for any amendments to the Plan or to the Commissioner position description. In addition, after each use of the Plan, the Committee shall meet to discuss how the Plan worked and shall make recommendations for modifications to the Plan based on its experience with the Plan.

JOB DESCRIPTION

TITLE: Credit Union Commissioner
AGENCY: Credit Union Department -- State of Texas
GROUP: 5 (Exempt Position)
FLSA: Executive Exempt
REPORTS TO: Credit Union Commission

GENERAL DESCRIPTION

The Credit Union Commissioner serves as the Chief Executive and Administrative Officer of the Department in accordance with both legislative mandates and policies established by the Credit Union Commission. The Commissioner ensures that the Department carries out its mission cost-effectively and in compliance with all applicable laws. The Commissioner is responsible for regulating and supervising state-chartered credit unions to ensure a safe, sound, and competitive credit union system that supports the citizens, communities, and economy of Texas. Other responsibilities include representing the Department with the Legislature, other state officials, the federal government and its agencies, regulated credit unions, regulators from other states, and the public; developing rule and internal procedures; managing employee recruitment, performance, and career development; and overseeing development of the annual budget. The Credit Union Commissioner is appointed by, reports to, and serves at the will of the Credit Union Commission.

DUTIES AND RESPONSIBILITIES

1. Responsible for the chartering, monitoring, regulation, supervision, and examination of state-chartered credit unions, and enforcement of the laws and regulations applicable to them.
2. Responsible for evaluating and proposing statutory and rule changes to promote the safety, competitiveness and viability of state-chartered credit union that are part of the dynamic Texas financial environment.
3. Ultimately accountable for the performance of the Department by being responsible for the direct supervision of the Deputy Commissioner and the Director of Information Technology in the effective management/supervision of all employees of the Department. This includes hiring, promoting, organizing, terminating, restructuring, recruiting, training, counseling, staffing, and career development programs for its employees.
4. Serves as Chief Executive and Administrative Officer of the Department.
5. Responsible for ensuring that the Department carries out all legislated mandates and meets all performance measures.
6. Responsible for testifying before various House and Senate Legislative Committees regarding the Department and legislative issues, as well as a resource on other matters as requested.

7. Responsible for representing the Department and communicating with the credit union industry, the media, the public, and other regulatory agencies regarding matters under jurisdiction of the Department.
8. Directly responsible for the decisions involving the closing, merging, chartering, and formal and informal administrative actions of credit unions.
9. Responsible for upholding the laws and their interpretations in all credit unions.
10. Responsible for the development, communication, and revision of internal and external policies regarding the Department.
11. Responsible for ensuring fiscal responsibility in revenue collections and expenditures.
12. Responsible for the preparation of the Department's Strategic Plan and other state mandated reports.
13. Prepares and administers the Department's budget and related funding requests for the Department.
14. Directs the Department's response to consumer complaints regarding regulated credit unions.
15. Actively participates in regional and national meetings with federal regulators and in regulatory associations such as NASCUS.
16. Serves as the Credit Union liaison with the Department.
17. Appoints, with approval of the Commission, the Deputy Commissioner, who serves at the pleasure of the Commissioner.
18. Performs related work as assigned by the Commission and may be required to include special projects.

GENERAL QUALIFICATIONS

The minimum qualifications for the Credit Union Commissioner are in Texas Finance Code, Section 15.302.

- A minimum of 5 years practical experience in the operation of credit unions within 10 years immediately preceding the appointment.
- The practical experience required may consist of experience:
 - in exercising the powers and duties of a director, officer, or committee member of a credit union; or
 - in the employment of a credit union regulatory agency.

A person may not be appointed commissioner if:

- the person is an officer, employee, or paid consultant of a Texas trade association in the financial institutions field; or
- the person's spouse is an officer, manager, or paid consultant of the Texas trade association in the financial institutions field.

PREFERRED QUALIFICATIONS

- Knowledge of Texas and its state government is desirable.

- Experience in policy administration and management work is desirable.
- Five years progressively responsible experience in regulation and analysis of credit unions is preferred.

ACADEMIC REQUIREMENTS

Graduate of an accredited four-year college or university with degree in a business, public administration or directly related field is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of both state and federal statutory frameworks, laws and regulations applicable to credit unions.
- Intimate knowledge of the credit union industry.
- Working knowledge of related business laws, state open records, and administrative procedures statutes, and the Texas Credit Union Act.
- Working understanding of both credit and interest rate risk prevalent in lending and investment activities, and related asset/liability management problems and techniques.
- Solid management and administrative skills needed to manage a state agency, including an understanding of financial management.
- Ability to develop a close working relationship with other state and federal regulators, particularly the National Credit Union Administration.
- Ability to gain the respect of others, be persuasive and motivate others to a desired objective in difficult circumstances. This is particularly important in dealing with credit unions in situations of informal regulatory supervision and enforcement.
- Proficient with personal computers.

SPECIAL REQUIREMENTS

- May not be directly or indirectly indebted to, any credit union under the Department's jurisdiction, or any affiliate of such credit union.
- Must cease any outside employment with a state chartered credit union.
- Must demonstrate strong personal financial responsibility and integrity.
- Must maintain a valid Texas driver's license.
- Satisfy a criminal activity background check.
- Individuals selected for this position are subject to an employment eligibility check through e-verify.

NEW MATTERS

C. (c) Discussion and Consideration of a Tentative Date for Next Committee Meeting (October 31, 2019).

BACKGROUND: The next regular meeting of the Committee has been tentatively scheduled for October 31, 2019.

ADJOURNMENT