



# **CREDIT UNION COMMISSION**

## **Commissioner Evaluation Committee Meeting**

*Credit Union Department Building  
914 East Anderson Lane  
Austin, Texas*

**Friday, August 5, 2022  
9:00 a.m.**

**\* \* \* AGENDA \* \* \***

This meeting of the Texas Credit Union Commission will be held at the Credit Union Department Building at 914 E. Anderson Ln., Austin, Texas 78752 and is open to the public. Only onsite testimony will be allowed; however, the meeting will be transmitted live through a link on the Department's webpage at [www.cud.texas.gov](http://www.cud.texas.gov) on the day of the meeting, August 5, 2022 at 9:00 a.m.

An electronic copy of the agenda is now available at [www.cud.texas.gov](http://www.cud.texas.gov) under Credit Union Commission, Commission Meetings, along with a copy of the meeting materials. A recording of the meeting will be available after August 19, 2022. To obtain a recording, please contact Isabel Velasquez at 512-837-9236.

*Public comment on any agenda item or issue under the jurisdiction of the Credit Union Commission is allowed. Unless authorized by a majority vote of the meeting quorum, the comments of any persons wishing to address the Commission will be limited to no more than ten (10) minutes.*

**The Committee may discuss and/or take action regarding any item on this agenda.**

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<b>A.</b> Call to Order (9:00 a.m.) – Committee Chair Karyn Brownlee	<b>4</b>
a. Ascertain Quorum	
b. Appoint Recording Secretary	
c. Acknowledge Guests	
d. Invitation for Public Input	
<b>B.</b> Approve Minutes of the Last Committee Meeting (June 10, 2022)	<b>6</b>
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**Adjournment**  
**Commissioner Evaluation Committee Meeting Agenda**  
**August 5, 2022**  
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**Executive Session:** This Committee of 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 this Committee of the Credit Union 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 Joel Arevalo, 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)**

- ***Karyn Brownlee, Chair***
- ***Sherri Merket, Vice Chair***
- ***Kay Swan***
- ***David Shurtz***
- ***Jim Minge, Ex-officio***

**Legal Counsel**

- ***Nancy Elmilady***

**Staff**

- ***Robert W. Etheridge***
- ***Isabel Velasquez***

B

**COMMISSIONER EVALUATION COMMITTEE**  
**MEETING MINUTES**

A draft copy of the minutes of the Committee's meeting held on June 10, 2022, 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 June 10, 2022 meeting be approved as presented.

**CREDIT UNION COMMISSION  
COMMISSIONER EVALUATION COMMITTEE  
MEETING MINUTES  
Credit Union Department Building  
914 East Anderson Lane, Austin, Texas**

**June 10, 2022**

**A. CALL TO ORDER – ASCERTAIN A QUORUM** – Chair Karyn Brownlee called the meeting to order at 8:33 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, David Shurtz, Kay Swan and Commission Chair Jim Minge, ex-officio. Nancy Elmilady, General Counsel was in attendance to serve as legal counsel. Representing the Department staff were John J. Kolhoff, Commissioner; and Isabel Velasquez, Executive Assistant. The Chair welcomed Melodie Durst, Executive Director, Credit Union Coalition of Texas. Mrs. Brownlee appointed Isabel Velasquez as recording secretary. The Chair also inquired regarding notice, and the Commissioner confirmed that the notice of the meeting was properly posted (June 2, 2022 TRD#2022003309).

➤ **INVITATION FOR PUBLIC INPUT** – Chair Brownlee invited public input. There was none.

**B. APPROVAL OF MINUTES OF PRIOR MEETING (January 27, 2022).**

Mr. Shurtz moved to approve the minutes of January 27, 2022, as presented. Ms. Merket seconded the motion, and the motion was unanimously adopted.

**C. Commissioner Succession Plan** – Mrs. Brownlee stated that the Committee would be entering into Executive Session as provided under Section 551.074 of the Government Code for the purpose to deliberate personnel matters. The Committee entered Executive Session at 8:35 a.m.

At 8:51 a.m., the committee returned to open session. Chair Brownlee inquired if there were any members who wished to bring forth any motion related to the committee's discussion in executive session. Ms. Merket moved to recommend Robert W. Etheridge be appointed as Interim Commissioner effective July 16, 2022. Mr. Shurtz seconded the motion, and the motion was unanimously adopted.

At 8:52 a.m., Chair Brownlee announced the committee would be going into recess and will reconvene following the regular commission meeting, which is to begin at 9:00 a.m.

At 11:45 a.m., Chair Brownlee announced the committee was reconvening from previous recess.



At 11:46 a.m., Chair Brownlee announced the committee would enter executive session to continue discussions under item C. Commissioner Succession Plan.

At 12:32 p.m., the committee returned to open session. Chair Brownlee inquired if there were any members who wished to bring forth any motion related to the committee's discussion in executive session. Hearing none, Ms. Merket moved that we post the job opening position by the end of next week (Friday, June 17, 2022) with a proposed timeline of the applications being due in by July 29, 2022 with possible room for extension, should we need it. Mr. Shurtz seconded the motion, and the motion was unanimously adopted. Chair Brownlee inquired if there was another motion. Mr. Shurtz moved that the commissioner's salary state position classification be changed from a 5 to a 6. Mrs. Swan seconded the motion, and the motion was unanimously adopted.

**D. Future Meeting Date (Next Tentative Scheduled Committee Meeting – August 5, 2022).** Chair Brownlee announced the next meeting of the Committee has been tentatively scheduled for August 5, 2022, at 9:00 a.m.

There being no other business to come before the committee, Ms. Merket made a motion to adjourn the meeting at 12:36 p.m. Mr. Shurtz seconded the motion and the motion carried.

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Karyn Brownlee  
Chair

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Isabel Velasquez  
Recording Secretary

**Distribution:**

Legislative Reference Library

DRAFT

C

## **COMMISSIONER SUCCESSION PLAN**

### **C. Commissioner Succession Plan Implementation.**

#### **(a) Action Plan**

**BACKGROUND:** Given the recent resignation of the commissioner, the Commissioner Evaluation Committee (“CEC”) assumes responsibility for the process associated with choosing the next commissioner. The CEC also serves as the Commission’s search committee for purposes of carrying out the Commissioner Succession Plan (Plan), in accordance with Credit Union Commission Policies.

When the Plan becomes operative, the CEC assumes responsibility to serve as the Commission’s search committee. In addition, the Plan prescribes that the CEC will develop an action plan for carrying out its responsibilities. At the June 10, 2022 CEC meeting, the CEC had discussions but did not formally adopt an action plan. Based upon those discussions, however, a proposed action plan has been created. This agenda item provides the Committee with an opportunity to formally adopt a succession action plan.

**RECOMMENDED MOTION:** I move that the Committee ratify the proposed action plan as presented [*amended*].

**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 (Schedule Exempt Position Salary Rates Group 5) or to 5% above his or her current salary, whichever is greater.

**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 majorbodies.
- 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 periodically in the context of current affairs within and outside of the Department. The 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.

## **CREDIT UNION DEPARTMENT – STATE OF TEXAS COMMISSIONER SUCCESSION ACTION PLAN June 2022**

At the Friday, June 10, 2022 meeting of the Commissioner Evaluation Committee (CEC), Mr. John Kolhoff, Commissioner of the Credit Union Department, State of Texas, announced his resignation effective July 15, 2022. At that meeting, the CEC discussed various actions that would need to be taken to initiate the Commissioner Succession Plan.

Actions/Items which are part of this action plan include, but may not be limited, to the following:

1. Mr. Kolhoff will remain in office with no reduction in authority, duties or responsibilities of his office until July 15, 2022.
2. The Chair of the CEC, Karyn Brownlee, in consultation of the Commission Chair will work with Commissioner Kolhoff, Executive Assistant to the Commissioner Isabel Velasquez, and General Counsel Nancy Elmilady for posting of the position for applicants.
3. The CEC agreed that the search for the new Commissioner would be handled internally by posting the job description/responsibilities in various credit union publications and websites in the State of Texas and nationally. Prior to posting the job on June 27, 2022, the CEC Chair, the Commissioner and General Counsel worked diligently to develop the final Job Announcement.
  - a. The job description was increased from a Group 5 to 6 exempt position.
  - b. The minimum qualifications for the Credit Union Commissioner are in the Texas Finance Code, Section 15.302.
    - i. A minimum of 5 years practical experience in the operation of the credit unions within 10 years immediately preceding the appointment.
    - ii. The practical experience required may consist of experience:
      1. In exercising the powers and duties of a director, officer or committee member of a credit union; or
      2. In the employment of a credit union regulatory agency.
  - c. A person may NOT be appointed commissioner if:
    - i. The person is an officer, employee or paid consultant of a Texas trade association in the financial institution field; or
    - ii. The person's spouse is an officer, manager or paid consultant of the Texas trade association in the financial institution field.
4. At its June 10, 2022 meeting, the CEC moved and adopted a motion to post the Commissioner position by June 17, 2022 through July 29, 2022 (with the possibility of extending the posting). At the same meeting, the CEC moved and adopted a motion to recommend the Deputy Commissioner, Robert W. Etheridge, to be appointed as Interim Commissioner\* effective July 16, 2022. \*The commission approved this appointment at its meeting on the same date.
5. At its June 10, 2022 meeting, the Commission approved a budget for the Commissioner search process in the amount of \$50,000.
6. Travel expenses of any applicants will be paid by the Credit Union Department (CUD). Reimbursement of moving expenses is not allowed by law/statute.



7. Applications shall be received by the CUD, to be reviewed and scored by the CEC and Department staff if the CEC delegates this action.
8. The full CEC shall interview their chosen applicants to determine which should be recommended to the full commission.
9. Depending on the circumstances, the top candidate(s) will be present to the full Commission for consideration and a potential offer of the position.

## **NEW MATTERS**

### **C. Commissioner Succession Plan Implementation.**

#### **(b) Candidate Specifications for Credit Union Commissioner.**

**BACKGROUND:** Based on the Committee's discussions at its June 10, 2022 meeting, staff has drafted potential candidate specifications for the credit union commissioner position. The candidate specifications are the essential and desirable criteria needed to do the job. The purpose of the document is to communicate the traits the Committee finds desirable in the ideal candidates; such as education, previous work experience, and any extra traits that may be needed. The Committee should review and formally ratify the proposed specification.

**RECOMMENDED MOTION:** I move that the Committee ratify the proposed candidate specifications as presented [*amended*].

## **CANDIDATE SPECIFICATION**

### **Commissioner, Credit Union Department, State of Texas Austin, Texas**

#### **Agency**

The Credit Union Department, headquartered in Austin, has, in general terms, a mission to ensure that credit unions chartered or authorized to do business in this State operate as sound and responsible cooperative financial institutions that enhance the financial well-being of citizens of Texas.

With 33 employees and an annual budget of approximately \$5 million, the Department is responsible for chartering, examination, regulation, and supervision of 174 state-chartered credit unions.

The Department is overseen by the Credit Union Commission, who nine members are appointed to staggered terms by the Governor. Four represent the industry and five represent the public. The presiding officer of the Commission is appointed by the Governor.

#### **Position summary**

The Commissioner serves as CEO of and manages the Credit Union Department in accordance with both legislative mandates and policies established by the Credit Union Commission. He/she ensures that the Department carries out its mission cost-effectively and in compliance with all applicable laws. Other responsibilities include representing the Department with the Legislature, other state agencies, the federal government and its agencies, regulated credit unions, credit union regulators from other states, and the public developing internal rules and procedures managing employee recruitment, performance, and career development; and overseeing development of the annual budget and the strategic plan.

The Commissioner is selected by and reports to the Credit Union Commission which serves as the rule-making body for the Department. The Deputy Commissioner, the General Counsel, the Director of Information Technology, and an Executive Assistant report to the Commissioner.

The upcoming vacancy will be created by the resignation of the current Commissioner.

#### **Primary responsibilities**

Direct the regulation, supervision, and examination of all regulated credit unions, and enforce the laws and regulations applicable to them.

Ensure that the Department carries out legislated mandates and complies with state laws and reporting requirements applicable to state agencies.

Promote the goal of maintaining a strong dual chartering system.

Review and act upon credit union applications.

Serve as the liaison between the Department and the Credit Union Commission, bringing all appropriate matters to the Credit Union Commission for review and action.

Manage the development, revision, and communication of policies of the Department.

Direct the preparation of the agency's Strategic Plan and annual budget.

Evaluate and propose necessary statutory changes to meet the dynamic Texas financial services environment.

Oversee the administration of the operating budget.

Develop and maintain appropriate working relationships with the Legislature, other state officials, credit union regulators from other states, and appropriate federal government personnel.

Represent the Department to the credit union industry it works with, other regulatory agencies, the media, and the public.

Ensure that the Department has an effective recruitment, training, and career development program for its employees.

Actively participates in regional and national meetings with federal and state regulators and in regulatory professional associations such as NASCUS.

**Position priorities (to be accomplished during the first six months)**

Review the Department's current staffing; develop plans to maintain full staffing levels and to improve retention of experienced staff members to enable the agency to carry out its responsibilities effectively.

Evaluate the safety and soundness of the Department's portfolio of regulated credit unions.

Build effective working relationships with legislators, state officials, credit unions, and relevant outside organizations.

Monitor and participate appropriately in 88<sup>th</sup> Regular Session of the Legislature.

Monitor and participate as necessary in developments related to proposed federal legislation affecting credit unions in Texas.

Review plans and ensure preparedness to convert many of the Department's records and work products from paper to electronic documentation.

Review plans and monitor the progress of the Department's database conversion.

### **Ideal experience**

Education: Bachelor's degree in relevant field (public/business administration, business law, finance, etc.) is desirable.

Experience: (required by statute as set forth in Texas Finance Code Section 15.302): At least five years' practical experience in the operations of credit unions during the ten years preceding the application. The required practical experience may consist of experience as an employee of a credit union regulatory agency.

Background: Extensive knowledge of the credit union business and its regulation is essential. Knowledge of Texas and its state government is desirable but is not required.

Skills: Demonstrated ability to effectively manage professional staff, lead strategic projects, and develop and adhere to an annual budget. Excellent communication skills, both oral and written, and proven effectiveness in making presentations. Broad knowledge of relevant automated information resources.

### **Ideal personal profile**

A senior executive who can work effectively with the Credit Union Commission, legislators, other agency officials, credit unions, and Department staff.

An individual who is both a strong leader and a negotiator who can build consensus (when working with individuals or groups with differing philosophies or views) while maintaining focus on the Department's mission.

An individual with broad knowledge of and experience in the credit union industry who can be an effective and efficient regulator.

A person who understands the operations of and can work effectively with state and federal legislators and government agencies.

A skilled communicator who can successfully represent the Department to its regulated credit unions, the credit union community, the state and federal governments, the media, and the public.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 695 (H.B. 2735), Sec. 6, eff. September 1, 2009.

Sec. 15.211. SUIT FOR OFFICIAL ACT OR OMISSION. (a) The attorney general shall defend an action brought against a commission member or an officer or employee of the commission because of the person's official act or omission regardless of whether the individual is a member, officer, or employee of the commission at the time the action is initiated.

(b) A suit against the commission or its officers or employees may be brought only in Travis County.

Acts 1997, 75th Leg., ch. 1008, Sec. 1, eff. Sept. 1, 1997.

Sec. 15.212. SUNSET PROVISION. The Credit Union Department and the Credit Union Commission are subject to Chapter 325, Government Code (Texas Sunset Act). Unless continued in existence as provided by that chapter, the department and commission are abolished September 1, 2033.

Acts 1997, 75th Leg., ch. 1008, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 62, Sec. 7.04(b), eff. Sept. 1, 1999.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 695 (H.B. 2735), Sec. 7, eff. September 1, 2009.

Acts 2021, 87th Leg., R.S., Ch. 300 (S.B. 707), Sec. 3, eff. September 1, 2021.

#### SUBCHAPTER D. COMMISSIONER AND OTHER EMPLOYEES OF COMMISSION

Sec. 15.301. COMMISSIONER. (a) The commission shall appoint a commissioner by affirmative vote of two-thirds of the membership of the commission.

(b) The commissioner serves at the will of the commission.

(c) The commissioner is an employee of the commission and is subject to the commission's orders and directions.

Acts 1997, 75th Leg., ch. 1008, Sec. 1, eff. Sept. 1, 1997.

Sec. 15.302. QUALIFICATIONS OF COMMISSIONER. (a) The commissioner must have at least five years' practical experience in the operation of credit unions during the 10 years preceding the commissioner's appointment.

(b) The experience required by this section may consist of experience:

(1) in exercising the powers and duties of a director, officer, or committee member of a credit union; or

(2) in the employment of a credit union regulatory agency.

(c) A person may not be appointed commissioner if:

(1) the person is an officer, employee, or paid consultant of a Texas trade association in the financial institutions field; or

(2) the person's spouse is an officer, manager, or paid consultant of a Texas trade association in the financial institutions field.

Acts 1997, 75th Leg., ch. 1008, Sec. 1, eff. Sept. 1, 1997.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 695 (H.B. 2735), Sec. 8, eff. September 1, 2009.

Sec. 15.303. DEPUTY COMMISSIONER. (a) Subject to the commission's approval, the commissioner may appoint a deputy commissioner, who must have the qualifications required of the commissioner.

(b) The deputy commissioner serves at the will of the commissioner and, at the commissioner's direction, may exercise the powers and prerogatives of the commissioner.

(c) The deputy commissioner is an employee of the commission and is subject to the commission's orders and directions.

(d) During the commissioner's absence or inability to act, the deputy commissioner shall perform the commissioner's duties.

Acts 1997, 75th Leg., ch. 1008, Sec. 1, eff. Sept. 1, 1997.

Sec. 15.304. EXAMINERS. (a) The commissioner shall appoint a sufficient number of credit union examiners to perform fully the duties imposed by the laws of this state.

(b) Appointment of an examiner is subject to recruitment specifications and qualifications approved by the commission.

(c) An examiner is an employee of the commission and is subject to the commission's orders and directions.

Acts 1997, 75th Leg., ch. 1008, Sec. 1, eff. Sept. 1, 1997.

## **NEW MATTERS**

### **C. Commissioner Succession Plan Implementation.**

#### **(c) Employment Application Screening Worksheet for the Credit Union Commissioner Position.**

**BACKGROUND:** The implementation of a scoring system to rank job applications in the pre-interview phase is a best practice. The purpose of the scoring system is to identify candidates from the applicant pool who best meet the required and desired criteria for the position, and who the Committee wants to move forward to the next step of the process. Based upon the candidate specifications, staff has developed a proposed screening worksheet for the applications received for the Commissioner position. The Committee should review and formally ratify the proposed screening worksheet.

It is important to keep in mind that while the Committee will use its judgment to rate each applicant, the Committee's system of screening/scoring a job application is not confidential and is subject to open records requests.

**RECOMMENDED MOTION:** I move that the Committee ratify the proposed candidate specifications as presented [*amended*].



<b>Employment Application Screening</b> <b>Commissioner</b> Job Posting # 22-06	
Applicant:	
Does the applicant meet all of the job requirements? <i>(TEX. FIN. CODE §15.302)</i>	
1. At least 5 years' practical experience in the operations of credit unions during the 10 years preceding the application. [Yes or No]	
2. Is the practical experience 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? [Yes or No]	
3. Is the person an officer, employee, or paid consultant of a Texas trade association in the financial institutions field? [Yes or No]	
If response to either #1 or #2 above is "NO" – Applicant does not meet minimum qualifications	
Years of practical experience	
• 10 or more years [5 pts.]; 7 but less than 10 [3 pts.]; 5 but less than 7 [1 pt.]	
Educational Preference (in related field)	
• Post Graduate Degree [3 pts.]; Bachelor Degree [2 pts.]; Associate Degree [1 pt.]	
Managerial experience (strategic planning, mission, budget development...)	
• 5 or more years [3 pts.]; 2 but less than 5 [1 pt.];	
Supervisory experience (subordinate training, skills assessment, appraisals...)	
• 5 or more years [3 pts.]; 2 but less than 5 [1 pt.]	
Experience working in the Executive or Legislative Branch of Government	
• Texas State Government [3 pts.]; Federal or Other State Government [1 pt.]	
Veterans Preference	
• Veteran [3 pts.]; Not a Veteran [0 pts.]	
Total Score	

\*A credit union **officer** is an employee of a credit union endowed with the legal capacity to agree to and sign documents on behalf of the institution. Executives and others holding titles such as "Vice President" are considered officers of the credit union for purposes of this requirement.

## **NEW MATTERS**

### **C. Commissioner Succession Plan Implementation.**

#### **(d) Discuss Potential Interview Questions and Scoring.**

**BACKGROUND:** Interviewing and selecting applicants can be a difficult part of the job selection process. However, developing useful job interview questions and scoring protocols can make a difference in identifying promising candidates as well as adding some structure to expedite the process.

This agenda item has been included to allow the Committee the opportunity to discuss and begin preparation for the applicant interviews.

## CANDIDATE INTERVIEW EVALUATION FORM

**Candidate's Name:**

<b>Scoring</b>	
<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;"><b>5--Exceptional   4--Above Average   3--Average   2--Satisfactory   1--Unsatisfactory</b></p>	
<b>Educational Background</b> –Does the candidate have the appropriate educational qualifications or training for the position?	Rating:   5   4   3   2   1
Comments:	
<b>Prior Work Experience</b> —Has the candidate acquired necessary skills or qualifications through past work experience?	Rating:   5   4   3   2   1
Comments:	
<b>Technical Qualifications/Experience</b> —Does the candidate have the technical skills necessary for this position?	Rating:   5   4   3   2   1
Comments:	
<b>Administrative &amp; Budget Experience</b> —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:	
<b>Leadership Ability</b> —Did the candidate demonstrate the leadership skills necessary for this position?	Rating:   5   4   3   2   1
Comments:	

<b>Public Relations Skills</b> —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:	
<b>Communication Skills</b> —How were the candidate's communication skills during the interview?	Rating: 5 4 3 2 1
Comments:	
<b>Candidate Enthusiasm</b> —How much interest did the candidate show in the position?	Rating: 5 4 3 2 1
Comments:	
<b>Knowledge of Department</b> —Did the candidate research the Department prior to the interview?	Rating: 5 4 3 2 1
Comments:	
<b>Salary Expectations</b> —What were the candidate's salary expectations? Were they within the range for the position?	Rating: 5 4 3 2 1
Comments:	
<b>Overall Impression and Recommendation</b> —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?	

D

## **NEW MATTERS**

### **D. Commissioner Applicants and Hiring Process.**

#### **(a) Applications Received for Credit Union Commissioner.**

**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 screen the applications received for the credit union commissioner position.

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

## **NEW MATTERS**

### **D. Commissioner Applicants and Hiring Process.**

#### **(b) Discuss Hiring Process.**

**BACKGROUND:** The committee may discuss the processes and specific timeline(s) to be utilized for selection of candidates for interviews with the committee, the review and selection of interview questions, the selection of candidates for interviews with the Commission, when an offer may be extended, and other pertinent details relating to the hiring process.

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

**All applications received will be provided at  
the Committee Meeting.**



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## **FUTURE COMMITTEE MEETING DATES**

### **E. Discussion and Consideration of a Tentative Date for Future Committee Meeting Dates.**

**BACKGROUND:** The Committee must establish the date for its next meeting to potentially conduct in-person interviews with the candidates selected.

### **ADJOURNMENT**