



CREDIT UNION COMMISSION
Commissioner Evaluation Committee Meeting

Credit Union Department Building
914 East Anderson Lane
Austin, Texas

Thursday, September 15, 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 on the day of the meeting, September 15, 2022 at 9:00 a.m.

An electronic copy of the agenda is now available at 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 September 29, 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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Adjournment

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 S. 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 August 5, 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 August 5, 2022, meeting be approved as presented.

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

August 5, 2022

A. CALL TO ORDER – ASCERTAIN A QUORUM – Chair Karyn Brownlee called the meeting to order at 9:06 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, and Kay Swan. Commission Chair Jim Minge, ex-officio was in attendance via videoconference. Due to a death in the family, David Shurtz was absent. Nancy Elmilady, General Counsel was in attendance to serve as legal counsel. Representing the Department staff were Robert W. Etheridge, Interim 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 Interim Commissioner confirmed that the notice of the meeting was properly posted (**July 18, 2022 TRD#2022004234**).

➤ RECEIVED REQUESTS AND MOTIONS FOR EXCUSED ABSENCES –

Chair Brownlee inquired if there were any requests or motions to excuse an absence. Mrs. Swan moved to excuse Committee Member David Shurtz from the

Commissioner Evaluation Committee meeting on August 5, 2022. Ms. Merket seconded the motion, and the motion was unanimously adopted.

➤ **GENERAL PUBLIC COMMENT** – Chair Brownlee invited public input on matters that were not scheduled items on the agenda for possible future consideration by the Commission. No public comments were received.

B. APPROVAL OF MINUTES OF PRIOR MEETING (June 10, 2022). Ms. Merket moved to approve the minutes of June 10, 2022, as presented. Mrs. Swan 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 9:20 a.m.

At 11:05 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 correct a typo under agenda item C [ref. packet C (a)], Action Plan, #3 posting date from June 27, to June 17. Mrs. Swan seconded the motion, and the motion was unanimously adopted.

Mrs. Swan moved to recommend to table agenda item C [ref. packet C (b)], Candidate Specifications to a future meeting. Ms. Merket seconded the motion, and the motion was unanimously adopted. Chair Brownlee inquired if there were any other motions. Ms. Merket moved to recommend agenda item C [ref. packet C (c)] to adopt the employment application screening worksheet. Mrs. Swan seconded the motion, and the motion was unanimously adopted.

D. Commissioner Applicants and Hiring Process - Chair Brownlee stated that the Committee would be entering into Executive Session as provided under Section 551.074 of the Government Code to discuss agenda item D [ref. packet D (a)], applications received for credit union commissioner. The Committee entered Executive Session at 11:09 a.m.

At 12:36 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. Ms. Merket moved that we move forward with the three qualified applicants identified in the executive session. Mrs. Swan seconded the motion, and the motion was unanimously adopted.

E. Future Meeting Date (Next Tentative Scheduled Committee Meeting – September 15, 2022). Chair Brownlee announced the next meeting of the Committee has been tentatively scheduled for September 15, 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 12:37 p.m. Mrs. Swan seconded the motion and the motion carried.

Karyn Brownlee
Chair

Isabel Velasquez
Recording Secretary

Distribution:

Legislative Reference Library

C

UNFINISHED BUSINESS

C. Format of and Questions for Selected Applicants Initial and Final Interviews.

BACKGROUND: The Committee will meet to discuss and finalize interview questions for the position of Commissioner for the final candidates selected for job interview.

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 and at the September 16, 2022, Commission meeting.

RECOMMENDED MOTION: I move that the Committee ask each applicant _____ number of questions during the initial interview with the allowance of asking relevant follow-up questions.

D

NEW MATTERS

D. (1) Interview Invited Applicants for the Credit Union Commissioner Position.

BACKGROUND: The Committee has reviewed the applications, filtered out those which do not meet the requirements, and is left with two 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 before making a recommendation to the Commission. After the initial review, 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.

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

NEW MATTERS

D. (2) Select Candidates for the Commissioner Position to be Recommended for an Interview with the Full Commission.

BACKGROUND: After the Committee interviews the respective candidates for the Commissioner's position, the Committee will meet under this agenda item for purposes of making a recommendation to the full Commission on the September 16, 2022, meeting.

RECOMMENDED MOTION: I move that the Committee invite the Commissioner candidates as discussed in Executive Session for a final interview with the full Commission on September 16, 2022.

E

FUTURE COMMITTEE MEETING DATES

E. 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