

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

November 3, 2022

A. CALL TO ORDER – ASCERTAIN A QUORUM – Chair Karyn Brownlee called the meeting to order at 3:10 p.m., in the conference room of the Credit Union Department Building, Austin, Texas pursuant to Chapter 551 of the Texas Government Code and declared that a quorum was present. Other members present were Sherri Merket, Kay Swan, David Shurtz, and Commission Chairman Jim Minge, ex-officio member. Nancy Elmilady, General Counsel, was in attendance to serve as legal counsel. Representing the Department staff were Michael S. Riepen, Commissioner and Isabel Velasquez, Executive Assistant. The Chair welcomed Melodie Durst, Executive Director, Credit Union Coalition of Texas, who was in attendance. Chair 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 (**October 17, 2022 TRD#2022006263**).

➤ **GENERAL PUBLIC COMMENT** – Chair Brownlee invited comment and no public comments were received.

B. APPROVAL OF MINUTES OF PRIOR MEETING (September 15, 2022). Mrs. Swan moved to approve the minutes of September 15, 2022, as

presented. Ms. Merket seconded the motion, and the motion was unanimously adopted.

C. FY 2023 Commissioner Performance Evaluation Process and Plan - Chair

Brownlee stated that it is the Committee's responsibility to develop, establish, and review the policies and forms used to carry out the Commissioner's annual performance review. It is also the Committee's responsibility to make recommendations to the Commission with respect to the establishment of performance standards for the coming fiscal year, because this work relates to the evaluation and continued employment of our Commissioner. At this time the Committee would be entering into Executive Session as provided under Section 551.074 of the Texas Government Code for personnel matters to discuss this agenda item. The Committee entered Executive Session at 3:15 p.m.

At 4:39 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. Chair Brownlee inquired if there were additional motions the Committee would like to make at this time.

Vice Chair Merket moved that the Committee approve the revisions to the FY 2023 Commissioner Evaluation Performance Evaluation Process and Plan as discussed in executive session. Mr. Shurtz seconded the motion, and the motion was unanimously adopted.

Mr. Shurtz moved that the Committee approve and recommend to the full commission the performance standards included in the FY 2023 Commissioner Performance Evaluation Process and Plan at the upcoming commission meeting. Mrs. Swan seconded the motion, and the motion was unanimously adopted.

There being no other business to come before the committee, the meeting adjourned at 4:42 p.m.

Karyn Brownlee
Chair

Isabel Velasquez
Recording Secretary

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