

**CREDIT UNION COMMISSION
COMMISSIONER EVALUATION COMMITTEE
MEETING MINUTES**

November 2, 2023

A. CALL TO ORDER – ASCERTAIN A QUORUM – Chair Karyn Brownlee called the meeting to order at 1:01 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 Kay Swan, and David Shurtz. Staff member in attendance was Michael S. Riepen, Commissioner. Chair Brownlee appointed Isabel Velasquez as recording secretary. Chair Brownlee introduced Karen L. Miller, General Counsel for the Department, who will serve as legal counsel for the committee at this meeting. The Chair inquired and the Commissioner confirmed that the notice of the meeting was properly posted (**October 17, 2023, TRD#2023005981**).

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

B. APPROVAL OF MINUTES OF PRIOR MEETING (November 3, 2022).

Mrs. Swan moved to approve the minutes of November 3, 2023, as presented. Mr. Shurtz seconded the motion, and the motion was unanimously adopted.

C. FY 2023 Commissioner Performance Evaluation and FY 2024 Remuneration for the Commissioner - 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 1:04 p.m.

At 3:39 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.

Mr. Shurtz moved that the Committee recommend that the Commission take action to approve the proposed FY 2023 performance evaluation and FY 2024 remuneration for the commissioner. Mrs. Swan seconded the motion, and the motion was unanimously adopted.

D. FY 2024 Commissioner Performance Goals and Evaluation Process - Chair Brownlee inquired if there were additional motions the Committee would like to make at this time.

Mrs. Swan moved that the Committee approve and recommend the performance standards included in the FY 2024 performance evaluation process and plan at the upcoming commission meeting. Mr. Shurtz seconded the motion, and the motion was unanimously adopted.

E. Future Meeting Date (Next Tentative Scheduled Committee Meeting) –

Chair Brownlee announced the next meeting of the Committee has been tentatively scheduled for October 31, 2024.

There being no other business to come before the committee, the meeting adjourned at 3:42 p.m.

Karyn Brownlee
Chair

Isabel Velasquez
Recording Secretary

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