

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

November 7, 2024

A. CALL TO ORDER – ASCERTAIN A QUORUM – Chair Karyn Brownlee called the meeting to order at 1:00 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. Committee member Kay Swan and Ex-officio member, Jim Minge were present. As a result of the confusion related to the Chairman’s appointments, the third member of the committee was not present. Staff members in attendance were Michael S. Riepen, Commissioner and Joel Arevalo, Director of Information and Technology. 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 28, 2024, TRD#2024006298**).

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

B. APPROVAL OF MINUTES OF PRIOR MEETING (November 2, 2023).

Mrs. Swan moved to approve the minutes of November 2, 2023, as presented. Mrs. Brownlee seconded the motion, and the motion was unanimously adopted.

Chair Brownlee stated moving to agenda items C and D beginning on page 11 of the meeting packet, which deals with the FY 2024 Commissioner's Performance Evaluation Process and Plan. At the same time, the committee will concurrently address agenda item D beginning on page 26 of the meeting packet, which deals with the FY 2025 Performance Goals for the Commissioner. Furthermore, Mrs. Brownlee emphasized the committee's responsibility to develop, establish and review the policies, procedures and forms used to carry out the Commissioner's Annual Performance Review. It is also the committee's responsibility to make the recommendations to the full Commission with respect to the establishment of the Performance Standards for the coming fiscal year. She also conveyed to the committee that this work relates to the evaluation and continued employment of our Commissioner, so we will move into Executive Session at 1:03 p.m., for this portion of the agenda as provided for under the Texas Open Meetings Act, Texas Government Code, Section 551.074 for the Performance Evaluation, and FY 2025 Renumeration and the FY 2025 Goals and Process of Evaluation on Agenda Items C and D.

At 3:40 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.

For the record, Chair Brownlee entertained four motions:

1. To approve the FY 2024 Performance Evaluation for the Commissioner.
2. To recommend to the Commission the proposed salary adjustment for the Commissioner for FY 2025 as discussed in Executive Session.
3. To recommend to the Commission the proposed FY 2025 Performance Standards and Leadership Goals for the Commissioner as discussed in Executive Session.
4. To recommend to the Commission the Proposed FY 2025 updates to the Commissioner Evaluation Process document as discussed in Executive Session.

Mrs. Brownlee moved that the Committee recommend that the Commission take action to approve the FY 2024 Performance Evaluation for the Commissioner and recommend to the Commission the proposed salary adjustment for the Commissioner for FY 2025 as discussed in Executive Session. Mrs. Swan seconded the motion, and the motion was unanimously adopted.

Mrs. Swan moved that the Committee recommend to the Commission the proposed FY 2025 Performance Standards and Leadership Goals for the Commissioner as discussed in Executive Session. Mrs. Brownlee seconded the motion, and the motion was unanimously adopted.

Mrs. Swan moved that the Committee recommend to the Commission the proposed FY 2025 Updates to the Commissioner Evaluation Process document as discussed in Executive Session. Mrs. Brownlee 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 November 6, 2025.

There being no other business to come before the committee, the meeting adjourned at 3:43 p.m.

Karyn Brownlee
Chair

Isabel Velasquez
Recording Secretary

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