

**CREDIT UNION COMMISSION
COMMISSIONER'S EVALUATION SEARCH COMMITTEE
MEETING MINUTES**

MARCH 20, 2025

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. Committee members Kay Swan and David Shurtz were present. Ex-officio member, Jim Minge was in attendance via videoconference. Staff members in attendance were Michael S. Riepen, Commissioner, and Joel Arevalo, Director of Information and Technology. Chair Brownlee introduced Brenda Medina, Executive Assistant and Biancaja Sugars, Staff Services Officer, who will serve as the Department's liaison in the Commissioner selection process. 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 (**March 7, 2025, TRD#2025001364**).

The Chair officially announced that under Section 551.074 of the Texas Government Code, the Committee may enter Executive Session this afternoon for the purposes of discussing personnel matters relating to the Commissioner's succession plan or applicants.

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

B. APPROVAL OF MINUTES OF PRIOR MEETING (November 7, 2024).
Mrs. Swan moved to approve the minutes of November 7, 2024, as presented. Mr. Shurtz seconded the motion, and the motion was unanimously adopted.

C. COMMISSIONER SUCCESSION PLAN IMPLEMENTATION – Chair Brownlee explained that given the planned retirement of the Commissioner, the Commissioner Evaluation Committee assumes responsibility for the process associated with choosing the next Commissioner. The Committee also serves as the Commission’s search committee for the purpose of carrying out the Commissioner succession plan.

After a brief discussion, the Committee took no action.

D. Commissioner Applicants and Hiring Process – Chair Brownlee reported that the Commissioner Succession Plan provides, when such Plan becomes operative, that the Commissioner Evaluation Committee assumes responsibility to serve as the Commission’s search committee. In addition, the Succession Plan prescribes that the Committee will develop an action plan for carrying out its responsibilities. Mrs. Brownlee explained to the Committee that staff had created a proposed Hiring Plan & Selection Process for the Commissioner. She explained that the goal is to hire the best candidate based on objective, measurable criteria, and the transparent process.

After a lengthy discussion, Mrs. Swan moved that the Committee adopt this plan as amended. Mr. Shurtz seconded the motion, and the motion was unanimously adopted.

Chair Brownlee announced that because we have one applicant and would like to discuss the process for additional applicants, spending a little time discussing this in Executive Session would be beneficial. Mrs. Brownlee officially announced that under the Texas Open Meetings Act, Texas Government Code, Section 551.074, the Committee will now enter Executive Session to deliberate on personnel matters. The session is closed to the public. The Committee entered Executive Session 1:35 p.m.

At 2:22 p.m., the Committee returned to open session and no motions to entertain. Chair Brownlee informed staff and the public of some of the Committee's decisions by assigning Biancaja Sugars as the HR Specialist Staff Services Officer. Ms. Sugars will be posting the job by Friday, March 28, 2025, and run through Friday, May 16, 2025, on the following portals, at a minimum:

- Agency's Website
- CAPPs Recruit Portal
- HHS Career Center
- Indeed
- LinkedIn
- WorkinTexas
- USA Jobs
- NASCUS
- Credit Union Today

Furthermore, it was discussed to obtain three proposals from recruitment firms that would include a nationwide search.

E. Future Meeting Date (Next Tentative Scheduled Committee Meeting) – Chair Brownlee announced the next meeting of the Committee has been tentatively scheduled for June 6, 2025, at 1:00 p.m.

There being no other business to come before the committee, the meeting adjourned at 2:32 p.m.

Karyn Brownlee
Chair

Isabel Velasquez
Recording Secretary

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