



CREDIT UNION COMMISSION

Commissioner Evaluation / Search Committee Meeting

*Credit Union Department Building
914 East Anderson Lane
Austin, Texas 78752*

**Thursday, August 12, 2025
9:00 a.m.**

*** * * AGENDA * * ***

This meeting of the Texas Credit Union Commission’s Commissioner Evaluation Committee Meeting 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, August 12, 2025 at 9:00 a.m.

An electronic copy of the agenda is now available at www.cud.texas.gov under Credit Union Commission Meetings, along with a copy of the meeting materials. A recording of the meeting will be available after August 12, 2025. To obtain a recording, please contact Joel Arevalo at 512-837-9236.

Public comment on any agenda item or issue under the jurisdiction of the Credit Union Commission Commissioner Evaluation Committee 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.

<u>TAB</u>		<u>PAGE</u>
A.	Call to Order (9:00 a.m.) – Chair, Karyn Brownlee	4
	(1) Ascertain Quorum	
	(2) Appoint Recording Secretary	
	(3) Invitation for Public Input	
	(4) Acknowledge Guests	
B.	Approve Minutes of the July 17, 2025 Commissioner Evaluation / Search Committee Meeting	6
C.	CUD Hiring Plan & Selection Process for Credit Union Department Commissioner - Implementation	10

Commissioner Evaluation / Search Committee Meeting Agenda

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D. Future Committee Meeting Dates

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Adjournment

Note: This is a meeting of the Commissioner Evaluation Committee (Committee) of the Texas Credit Union Commission (Commission); however, there may be other members of the Commission attending this meeting. Since there might be a quorum of the Commission, it is being posted as a meeting of the entire Commission.

Executive Session: The Committee 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 the Committee does not finish deliberation of an item on the first day for which it was posted, the Committee 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 Texas 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.

A. CALL TO ORDER

TEXAS CREDIT UNION COMMISSION

**COMMISSIONER EVALUATION / SEARCH
COMMITTEE MEETING**

Committee Members

- *Karyn Brownlee, Chair*
- *David Shurtz*
- *Kay Rankin Swan*
- *Jim Minge, Ex-officio*

Credit Union Department Staff

- *Michael S. Riepen*
- *Robert W. Etheridge*
- *Joel Arevalo*
- *Brenda Medina*
- *Isabel Velasquez*

B.

**B. APPROVE MINUTES OF THE JULY 17, 2025
COMMISSIONER EVALUATION / SEARCH
COMMITTEE MEETING**

A draft copy of the minutes for the July 17, 2025 Committee meeting is located under **Tab B**.

RECOMMENDED ACTION: The Department requests that the Committee approve the minutes as presented.

RECOMMENDED MOTION: I move that the minutes of the Committee's July 17, 2025 meeting be approved as presented.

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

July 17, 2025

A. CALL TO ORDER – Chair Karyn Brownlee called the meeting to order at 3:01 p.m. 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 also in attendance. Staff members in attendance were Michael S. Riepen, Commissioner, Karen L. Miller, General Counsel, Joel Arevalo, Director of Information Technology, and Brenda Medina, Executive Assistant. The Chair appointed Brenda Medina as Recording Secretary. The Chair inquired and the Commissioner confirmed that the notice of the meeting was properly posted with the Secretary of State (**July 7, 2025, TRD#: 2025003872**).

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

B. APPROVE MINUTES OF THE LAST COMMITTEE MEETING (JUNE 30, 2025) – Mrs. Swan moved to approve the minutes of the June 30, 2025 meeting, as presented. Mr. Shurtz seconded the motion, and the motion was unanimously adopted.

C. CUD HIRING PLAN & SELECTION PROCESS FOR CREDIT UNION DEPARTMENT COMMISSIONER – IMPLEMENTATION – Chair Brownlee announced that under the Texas Open Meetings Act, Texas Government Code, Section 551.074, the Committee would enter Executive Session to continue its work described in the Credit Union Department Hiring Plan & Selection Process for the

role of Commissioner. The Committee entered Executive Session at 3:04 p.m. The Committee returned to open session at 4:09 p.m.

Chair Brownlee entertained a motion to request the Commission’s approval of up to \$90K for the use of a search firm, and for authorization for the Committee to enter into a contract if the Committee deems it is necessary. Mrs. Swan moved to approve the motion, as presented. Mr. Shurtz seconded the motion, and the motion was unanimously adopted.

D. FUTURE COMMITTEE MEETING DATES – Chair Brownlee announced the next meeting of the Committee has been tentatively scheduled for August 12, 2025.

There being no further business, Chair Brownlee adjourned the meeting at 4:11 p.m.

Karyn Brownlee
Chair

Brenda Medina
Recording Secretary

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C.

C. CUD HIRING PLAN & SELECTION PROCESS FOR CREDIT UNION DEPARTMENT COMMISSIONER - IMPLEMENTATION

BACKGROUND: The Committee will continue implementation of the CUD hiring plan and selection process for the Credit Union Department Commissioner.



CUD Hiring Plan & Selection Process for Credit Union Department Commissioner

GOAL: To hire the most qualified candidate based on objective and measurable criteria in a transparent process.

1. **Define the Role and Requirements:**

- **Job Description:** Develop a clear and concise job description outlining the Commissioner's responsibilities, required qualifications, and key competencies.
- **Selection Criteria:** Establish objective and measurable criteria for evaluating candidates, ensuring equal treatment in the selection process.
- **Timeline:** Set a clear timeline for each stage of the selection process, from posting the position to announcing the selection.

2. **Recruitment and Application:**

- **Public Announcement:** Make a public announcement of the Commissioner position vacancy, specifying the application requirements and timeline.
 - Posting in at least 3 places - CUD Website, CU Today, and NASCUS.
 - Determine whether the use of a professional recruitment services firm(s) is warranted.
- **Application Form:** Provide a user-friendly application form with all necessary fields and instructions.
- **Open Application Period:** Maintain an open application period for a reasonable duration to allow diverse candidates to apply.
- **Online Application:** Facilitate online application to reach a wider audience and improve efficiency.

3. **Screening and Shortlisting:**

- **Screening:** The Commissioner Evaluation Committee will review the applications, ensuring a consistent approach to filtering candidates based on the established objective and measurable criteria.
- **Shortlist:** Develop a short list of qualified candidates for further evaluation.

4. **Evaluation and Interview:**

- **Evaluation:** The Commissioner Evaluation Committee will conduct evaluations of candidates taking into consideration the established objective and measurable criteria.
- **Interview Process:** The Committee will conduct interviews using standardized questions based on established objective and measurable criteria.
- **Background Check:** The Committee will ensure background checks are conducted on shortlisted candidates to ensure requirements for the position have been met.

5. **Selection and Announcement:**

- **Recommendation - Commissioner Evaluation Committee:** The Committee will make a recommendation to the Commission.
- **Decision:** The Commission will make any Commissioner selection.
- **Offer Letter:** The Commission will send the applicant a formal offer letter to be signed and returned.
- **Public Announcement:** The Commission will ask the Department to make a public announcement of the selected Commissioner, observing any legal and regulatory procedures.

6. **Onboarding:**

- **Welcome Letter:** The Commission will ensure staff sends a welcome letter to the newly selected Commissioner and include job responsibilities and onboarding requirements.
- **Training:** The Department will provide the required training and orientation to ensure the Commissioner is well prepared for his or her role.

7. **Key Considerations:**

- **Transparency:** Maintain transparency throughout the selection process to ensure public confidence and trust.
- **Efficiency:** Optimize the process to minimize delays and ensure timely selection and onboarding.
- **Accessibility:** Make the application process accessible to all applicants, including individuals with disabilities.

D.

D. FUTURE COMMITTEE MEETING DATES

BACKGROUND: The committee meets on an “as needed” or “subject to the call of the chair” schedule. If a meeting is necessary, it would normally be held the day before a regularly scheduled commission meeting.

Next Committee Meeting – The next regular meeting of the Committee will be scheduled during the August 12, 2025 meeting.

ADJOURNMENT