

**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 at 9:00 a.m.

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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