



CREDIT UNION COMMISSION
Commissioner Evaluation Committee Meeting
Credit Union Department Building
914 East Anderson Lane
Austin, Texas

Thursday, October 16, 2014
2:00 p.m.

* * * AGENDA * * *

<u>TAB</u>		<u>PAGE</u>
A.	Call to Order (2:00 p.m.) - Chair Allyson Morrow	3
	a. Ascertain Quorum	
	b. Appoint Recording Secretary	
	c. Acknowledge Guests	
	d. Announce Executive Session	
B.	Approve Minutes of October 18, 2013 Meeting	5
C.	Executive Session (closed to public) -- Discussion of Certain Personnel Issues Related to Finalizing the Proposed Annual Performance Evaluation for the Commissioner (Note: The Committee may go into Executive Session [close its meeting to the public] on this Agenda Item if Appropriate and Authorized by Section 551.074 of the Government Code).	10
D.	New Business	
	a. Discussion, Consideration and Possible Vote to Recommend that the Credit Union Commission Approve the Proposed FY 2015 Performance Targets, Evaluation Form, and Remuneration for the Commissioner	13
	b. Discussion and Consideration of a Tentative Date for Next Committee Meeting (October 16, 2015)	13

Adjournment

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.

Persons with disabilities may request reasonable accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Request for special accommodations must be made 72 hours prior to the designated time set for the meeting by contacting Linda Clevlen by mail, telephone, or email.

A

CALL TO ORDER

**TEXAS CREDIT UNION COMMISSION
COMMISSIONER EVALUATION COMMITTEE**

Members

- *Allyson “Missy” Morrow, Chair*
- *Rob Kyker*
- *Sherri Merket*
- *Gary Tuma*
- *Vik Vad*
- *Manuel “Manny” Cavazos, Ex-officio*

Legal Counsel

- *Nancy S. Fuller*

Staff

- *Harold E. Feeney*
- *Isabel Velasquez*

B

COMMISSIONER EVALUATION COMMITTEE
MEETING MINUTES

A draft copy of the minutes of the Committee's meeting held on October 17, 2013, is located under **Tab B**.

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

RECOMMENDED MOTION: I move that the minutes of the Committee's October 17, 2013, meeting be approved as presented.

**COMMISSIONER EVALUATION
COMMITTEE MINUTES
OCTOBER 17, 2013**

I. CALL TO ORDER – ASCERTAIN A QUORUM – Chair Allyson Morrow called the meeting to order at 3:05 p.m. in the conference room of the Credit Union Department - Austin, Texas, and declared that a quorum was present. The other members present were Sherri Merket, Gary Tuma, Vik Vad and Commission Chairman Manny Cavazos, ex-officio member. Rob Kyker was absent due to a schedule conflict. Assistant Attorney General Nancy S. Fuller was in attendance to serve as legal counsel. Representing the Department staff were Harold E. Feeney, Commissioner; and Isabel Velasquez, Executive Assistant. Mrs. Morrow appointed Isabel Velasquez as recording secretary and announced that under Chapter 551.074 of the Government Code the Committee would enter into executive session to discuss personnel issues related to the Commissioner's Annual Performance Review.

II. APPROVAL OF MINUTES OF PRIOR MEETING (November 1, 2012). Mrs. Merket moved to approve the minutes of November 1, 2012 as presented. Mr. Tuma seconded the motion, and the motion was unanimously adopted.

III. EXECUTIVE SESSION – PERSONNEL ISSUES – Mrs. Morrow stated that the Committee would be entering into Executive Session as provided under Section 551.074 of the Government Code for the purpose of discussing personnel issues related to finalizing the proposed annual performance evaluation for the commissioner. The Committee entered into Executive Session at 3:07 p.m., and reconvened in open session at 3:46 p.m.

After a short discussion, Mrs. Merket made a motion that the Committee recommend to the Commission that the commissioner's salary be increased to \$165,000 per annum. Mr. Vad seconded the motion and the motion was unanimously adopted.

III. NEW BUSINESS

Discussion, Consideration and Possible Vote to Recommend that the Credit Union Commission Approve Proposed Changes to the FY 2014 Performance Targets, Evaluation Form, and Remuneration for the Commissioner. After a short discussion, Mrs. Merket moved to recommend to the Commission that no changes be made to either the commissioner's performance targets or the evaluation form for FY 2014. Mr. Tuma seconded the motion and the motion was unanimously adopted.

ADJOURNMENT – There being no other business to come before the committee, Ms. Morrow reminded everyone that our next Committee meeting is tentatively scheduled for October 16, 2014. The meeting was adjourned at 3:50 p.m.

Allyson Morrow
Chair

Isabel Velasquez
Recording Secretary

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C

EXECUTIVE SESSION
(Closed to Public)

C. As provided for under Chapter 551 of the Government Code, the Committee will enter into Executive Session to discuss personnel issues related to the Commissioner's FY 2014 Performance Review.

COMMISSIONER'S PERFORMANCE REVIEW

The Commission's Policies Manual calls for an annual performance review of the Commissioner by an evaluation committee. The review is to be completed during the last Commission meeting of the calendar year. (The FY 2014 evaluation form was approved by the Commission during its October 18, 2013 meeting.)

Each Commission member will be required to complete an evaluation form. After the completed forms have been submitted, the Commissioner Evaluation Committee will review the appraisals, gather any other necessary information, and prepare a proposed evaluation. The proposed evaluation will be reviewed in Executive Session and may be edited or revised by the Commission prior to presenting it to the Commissioner. The final evaluation will be presented to the Commissioner and performance standards for the upcoming fiscal year will be established and agreed upon.

The performance evaluation of the Commissioner is intended to accomplish the following:

- Clarify the Commissioner's leadership and management role as viewed by the Commission.
- Maintain a harmonious working relationship between the Commission and the Commissioner.
- Assure the Commission that the Department is being effectively administered by the Commissioner.

PROPOSED PROCEDURES

1. Each Commission member will receive electronic copies of both the Evaluation Form and a memorandum from the Commissioner outlining the Department's FY 2014 accomplishments by **September 15, 2014**.
2. Each Commission member will be asked to provide the Chair of the Commissioner Evaluation Committee with a copy of their completed evaluation form by **October 1, 2014**.
3. The Commissioner Evaluation Committee will meet on **October 16, 2014** to gather any pertinent information and prepare a proposed evaluation. In addition, the Committee will develop any proposed changes to the evaluation form and the corresponding performance measures for FY 2015.
4. During the Executive Session of the Commission meeting on **October 17, 2014**, the Commission will have the opportunity to review, comment on and/or revise the proposed evaluation, and formulate thoughts on goals for FY 2015.

D

NEW BUSINESS

D. (a) Discussion, Consideration and Possible Vote to Recommend that the Credit Union Commission Approve Proposed Changes to the FY 2015 Performance Targets, Evaluation Form, and Remuneration for the Commissioner.

BACKGROUND: Commission policy requires that the evaluation form and performance targets to be used for the commissioner's evaluation must be approved annually by the Commission. Accordingly, the Commission will be looking for a recommendation from the Committee with respect to FY 2015 Performance Targets Evaluation Form, and Remuneration of the Commissioner.

D. (b) Discussion of a Tentative Date for the Next Committee meeting.

BACKGROUND: The next regular meeting of the Committee has been tentatively scheduled for October 16, 2015 at 3:00 p.m.

ADJOURNMENT



**CREDIT UNION DEPARTMENT
COMMISSIONER EVALUATION FORM
FY 2014**

Name _____

Date Employed _____ Date of Last Evaluation _____

RATING SUMMARY

To determine the Overall Rating, enter the Total Results Achievement and Skills Evaluation scores below, multiply the individual scores by the weights placed on each section as indicated, and add the results together.

I. Results Achievement

_____ x 0.75 = _____
(Total Score from Pg. 2)

II. Skills Evaluation

_____ x 0.25 = _____
(Total Score from Pg. 3)

Overall Rating (Sum of I and II) _____

GENERAL OBSERVATIONS:

RECOMMENDATIONS:

GENERAL:

SALARY:

Chair, Commissioner Evaluation Committee

Date

I. JOB RESPONSIBILITIES AND PERFORMANCE CRITERIA

For each job responsibility/performance category, assign a rating from 1 to 5 based on the performance rating definitions described at the bottom of the form. Next, multiply the rating assigned by the weight shown and enter the result in the "weight x rating" box (i.e. 25% x 5 = 1.25).

JOB RESPONSIBILITIES AND PERFORMANCE CRITERIA (Responsibility statements from the job description or established criteria)	ACHIEVEMENT	W E I G H T	R A T I N G	W E I G H T	R A T I N G
1. Examination Program	Intervals between CU Exams shall not exceed 18 months Examiner's E-time will be 60% of worktime available 85% of Exam reports will be mailed within 20 days	25%			
2. Supervision	CAMEL composition ratings Supervisory action analysis	25%			
3. Administrative Practices	Office Administration/Budget Complaints 92% of complaints will be resolved within 30 days Complaint Resolution will average 23 days or less	25%			
4. Communication	85% of CUs will indicate quality service from TCUD Legislative responsiveness for department	15%			
5. Commission Interaction	10 days before Commission meeting agenda packets will be mailed 8 periodic reports will be mailed to Commission members	10%			
I. Total Score (Sum of numbers shown in the "weight x rating" boxes. [Score must not be less than 1 nor greater than 5]. Enter this score in Results Achievement Section on page 1.)					

PERFORMANCE RATINGS: The annual review will be classified in one of the following areas.

1. **UNSATISFACTORY:** Employee is not performing the minimum requirements of the responsibility area in a satisfactory manner. Performance meets few or none of the key goals/standards. Improved performance is required for continuation in the position.
2. **BELOW REQUIREMENTS:** Employee is not consistently performing all the requirements of the responsibility area. Performance is below expectations showing consistent weakness. Improved performance is necessary. Requires more than expected supervision.
3. **MEETS REQUIREMENTS:** Employee is performing all requirements of the responsibility area. Performance is standard, although some requirements are performed above expectations and occasionally below. Performance meets most key goals/standards. Fully competent performer.
4. **EXCEEDS REQUIREMENTS:** Employee is performing most requirements of the responsibility area consistently above expectations and significantly exceeds some requirements. Requires less supervision than expected.
5. **SIGNIFICANTLY EXCEEDS REQUIREMENTS:** Employee is consistently performing all requirements of the responsibility area significantly above expectations. There are no weaknesses on key goals/standards. Makes significant contributions well beyond job demands.

II. SKILLS EVALUATION

For each skill, circle the performance rating (as defined on page 2) which most accurately describes the commissioner's performance.

- 1. **Initiative** -- The ability to execute independent action and begin working without supervision; sets own goals and direction; self-starter.
 1 2 3 4 5

- 2. **Technical Knowledge** -- The familiarity with and understanding of specific information related to the job. Capacity and ability to perform assigned responsibilities with current knowledge.
 1 2 3 4 5

- 3. **Creativity/Innovation** -- The ability to conceive and introduce original ideas, methods and programs through imaginative thinking.
 1 2 3 4 5

- 4. **Decisiveness/Judgment** -- Shows willingness to accept risk and act with available data. Chooses best course of action from several alternatives in timely manner. The ability to weigh relevant data and draw sound conclusions. Considers variety of factors, places them in proper perspective to reach logical conclusions based on evidence at hand.
 1 2 3 4 5

- 5. **Planning/Organization** -- Establishes short and long-range objectives, an appropriate course of action to accomplish them, who is to do them, and the timing for completion. Arranges work in systematic manner to promote efficiency; assigns work in proper priorities; establishes clear relationships of responsibility and priorities, and prevents duplications of effort.
 1 2 3 4 5

- 6. **Leadership** -- To direct or influence the operations, activities, and performance of a group. To demonstrate the capacity to inspire teamwork and motivate others to accomplish objectives. To command attention and respect and to display a genuine air of confidence.
 1 2 3 4 5

- 7. **Professional Image**
 1 2 3 4 5

COMMENTS

I. Total Score: _____
 (Add all circled numbers above and divide by seven. [Score must not be less than 1 nor greater than 5]. Enter this score in Skills Evaluation section on page 1.)