

HOUSTON FIRST CORPORATION

MINUTES OF THE BENEFITS AND COMPENSATION COMMITTEE MARCH 2, 2017

The Benefits and Compensation Committee of Houston First Corporation (the "Corporation"), a Texas non-profit corporation created and organized by the City of Houston as a local government corporation pursuant to TEX.TRANS.P.CODE ANN. §431.101 et seq. and TEX.LOC.GOV'T.CODE ANN §394.001 et seq., held a meeting in the Partnership Tower, 2nd floor, Conference Room 2, 701 Avenida de las Americas, Houston, Harris County, Texas 77010, on Thursday, March 2, 2017, commencing at 10:00 A.M. Written notice of the meeting including the date, hour, place and agenda for the meeting, was posted in accordance with the Texas Open Meetings Act. The following members participated in the meeting: Irma Diaz-Gonzalez, Ryan Guillion, David Mincberg, Kevin O'Brien, Bobby Singh and Dawn Ullrich.

Chairperson Diaz-Gonzalez called the meeting to order at approximately 10:00 A.M. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.** Following a motion duly seconded, the minutes of the December 8, 2016 meeting were approved as presented.
3. **Presentations.** None.
4. **Updates.**

Employee Volunteer Program - John Rolfe, Chief Administrative Officer, John Rolfe informed the Committee that the proposed volunteer program would be launched the week of April 23rd. This program will allow up to eight hours of company paid time per year for employee volunteering opportunities. A Volunteer Committee will be established to identify up to ten organizations for employees to choose from that align with Houston First's mission. It is anticipated that this program will enhance employee morale, provide opportunities for teambuilding and support involvement in community outreach.

Internship Program – Mr. Rolfe explained that this will be Houston First's third year to participate in the internship program. In 2017, Houston First will provide 20 internship opportunities to high school and college age students from June 19 through August 4. Communication has been distributed to garner interest and availability in each working group area.

Super Bowl – Brenda Bazan lauded the efforts of all Houston First employees for a job well done during Super Bowl.

5. **Executive (closed) session pursuant to Texas Government Code Section 551.071 for the purpose of consultation with its attorneys regarding pending litigation.** The Committee went into Executive Session at 10:35 A.M. and came out of Executive Session at 11:40 A.M. No action was taken during Executive Session.

The meeting adjourned at approximately 11:40 A.M.

/s/_____

Pamela Walko, Secretary