## **HOUSTON FIRST CORPORATION**

## MINUTES OF THE BENEFITS AND COMPENSATION COMMITTEE DECEMBER 8, 2016

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.TRANSP.CODE ANN. §431.101 et seq. and TEX.LOC.GOV'T.CODE ANN §394.001 et seq., held a meeting in the Partnership Tower, 2<sup>nd</sup> floor boardroom, 701 Avenida de las Americas, Houston, Harris County, Texas 77010, on Thursday, December 8, 2016, commencing at 2:00 P.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, Paul Puente, Ryan Guillion, and Dawn Ullrich. David Mincberg and Devin O'Brien were absent.

Chairperson Diaz-Gonzalez called the meeting to order at approximately 2:06 P.M. and a quorum was established.

- 1. Public Comments. None.
- 2. <u>Approval of Minutes.</u> Following a motion duly seconded, the minutes of the July 19, 2016 meeting were approved as presented.
- 3. **Presentations**. None.
- 4. Executive (closed) session pursuant to Texas Local Government Code Section 551.071 for the purpose of consultation with its attorneys regarding pending litigation. The Committee went into Executive Session at 2:07 P.M. and came out of Executive Session at 2:39 P.M.

## 5. **Updates.**

- a. Benefits: Annette Goldberg, Vice President of Human Resources, gave a presentation to the Committee on the 2017 benefit package and explained that it was a critical tool for recruiting purposes as well as provides a snapshot of an employee's total compensation. Ms. Goldberg also provided information related to open enrollment, historical health benefits, historical cost ratio and benefits summary.
- b. Corporate Culture: Ms. Goldberg continued with an update on HFC's new Corporate Culture division. An employee working group will define the culture, create a credo and define a motto.
- c. Employee Statistics: Ms. Goldberg provided turnover rate comparison between Houston First Corporation and the southern region of the hospitality leisure industry from 2012-2016. In 2016, Houston First had a turnover rate of .15% compared to 6.2% in October from the hospitality leisure industry. She also gave a report on workforce diversity as of November 30, 2016.

- d. Team Bonus: Ms. Goldberg provided information related to the 2016 employee team bonus program that included percentages of bonus goals completed, bonus goals less than 100% and ineligible employees.
- e. Employee Volunteer Program: John Rolfe, Chief Administrative Officer, explained that the Community Relations and Corporate Culture divisions were working together to develop a robust employee volunteer program that will enhance employee morale, provide an opportunity for teambuilding and support involvement in community outreach.
- f. Employee Events: Shane Hughes presented the highlights from the 2016 employee events as well as a summary of the employee survey. He also covered 2017 employee event planning.
- g. Employee Communication: Paul Beckman provided information related to employee communications its purpose and the ideal method of employee communications. He discussed enhancements to the intranet website during 2016 and what employees can expect in 2017.
- h. Hilton Top Workplace: Jacques d'Rovencourt advised the Committee that Hilton was voted #52 out of 100 in the Houston Chronicle's "Top 100 Companies to Work For" contest.

The meeting adjourned at approximately 3:57 P.M.

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Pamela Walko, Secretary