

HOUSTON FIRST CORPORATION
MINUTES OF HOUSTON FIRST CORPORATION BOARD OF DIRECTORS
MARCH 22, 2017 – 1:00 P.M.

The Board of Directors 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.CODE ANN. §431.101 et seq. and TEX.LOC.GOV'T.CODE ANN §394.001 et seq., held a meeting at the Partnership Tower, 701 Avenida de las Americas, Houston, Texas, Wednesday, March 22, 2017, commencing at 12:00 noon. Written notice of the meeting, including the date, hour, place and agenda, was posted in accordance with the Texas Open Meetings Act. The following members participated in the meeting: David Minberg, Phyllis Bailey, Fernando Cuellar, Desrye Morgan, Irma Diaz-Gonzalez, Bobby Singh and Gerald Womack. Alex Brennan-Martin, Harry Greenblatt, Paul Puente, Council Member Dave Martin and Council Member David Robinson were absent.

The meeting began at 1:05 p.m.

1. **Public Comments.** None
2. **Procurement and Diversity Program Overview.** Mitch Miskowski provided a procurement process overview that detailed the new B2GNow software currently being used by Houston First. He also explained how the software is used for reporting and the procurement processes for general operations and capital projects.

Roger Harris provided detail on NASA codes and their use in B2GNow. He also advised that Houston First received ten responses from the janitorial solicitation from local firms as well as from Dallas and Chicago. He continued with a ethnic breakdown of the food and beverage solicitation and a list of papers used to advertise the solicitation. He concluded his presentation with the HFC supplier diversity objectives and the diversity spend report. Chairman Minberg requested a breakdown on the diversity spend.

The meeting adjourned at approximately 2:15 p.m.

/s/

Donald Brown on behalf of Pamela Walko, Secretary