

HOUSTON FIRST CORPORATION
MINUTES OF THE
BENEFITS AND COMPENSATION COMMITTEE

NOVEMBER 8, 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.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, 2nd floor, Conference Room One, 701 Avenida de las Americas, Houston, Harris County, Texas 77010, on Wednesday, November 8, 2017, commencing at 1:00 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: Alex Brennan Martin, Bobby Singh, Elizabeth Brock, Ryan Gullion, Council Member Dave Martin, Kevin O'Brien, Paul Puente and Dawn Ullrich.

Chairperson Brennan-Martin called the meeting to order at approximately 1:02 p.m. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.** Following a motion duly seconded, the minutes of the October 12, 2017 meeting were approved as presented. Elizabeth Brock and Council Member Martin were not in attendance at the time of the vote.
3. **Presentations.**
 - a. **Health Benefits Follow-Up.** This item was pulled from the agenda.
4. **Committee Business.**
 - a. **Consideration and possible endorsement of the remaining 2017 bonus payments.** Annette Goldberg provided estimates for the remaining 2017 bonus payments in Sales, Sponsorship, Membership and non-executive team bonus programs. Following discussion on this item, a motion was made and duly seconded to endorse the remaining bonus payments for 2017.
5. **Updates.**
 - a. **Hurricane Harvey Paid Time Off Proposal.** Annette Goldberg provided a memo that responded to Vice Chair Singh's question regarding the value of the time worked by HFC exempt (salaried) employees during the Hurricane Harvey disaster period. Further mentioned was that the cost was a non-cash expense and, therefore, would not affect HFC's bottom line. Elizabeth Brock stated that Houston First's position on this item aligned with other organizations.
 - b. **Houston Chronicle Best Places to Work.** Brenda Bazan stated that Houston First placed 42 out of 81 mid-sized companies surveyed in the mid-size company category. 2017 was the highest ranking of the three years that Houston First has been named a Top Workplace.

6. **Executive (closed) session pursuant to Texas Government Code Section 551.04 for the purpose of deliberations regarding compensation, evaluation and/or duties for specific individual employees.** The Committee went into executive (closed) session at 1:20 p.m. and returned at approximately 2:04 p.m. No action was taken during executive session.

The meeting adjourned at approximately 2:04 p.m.

/s/ _____

Pamela Walko, Secretary