

HOUSTON FIRST CORPORATION
MINUTES OF THE
BENEFITS AND COMPENSATION COMMITTEE

October 16, 2015

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.TRANSF.CODE ANN. §431.101 et seq. and TEX.LOC.GOV'T.CODE ANN §394.001 et seq., held a meeting in the George R. Brown, 3rd Floor Executive Board Room, 1001 Avenida de las Americas, Houston, Harris County, Texas 77010, on Friday, October 16, 2015 commencing at 9:30 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, Ric Campo, C. C. Conner, Jr., Ryan Guillion, Kevin O'Brien and Dawn Ullrich.

Chairperson Diaz-Gonzalez called the meeting to order at approximately 9:34 A.M. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.** Following a motion duly seconded, the minutes of the May 18, 2015 meeting were approved. Mr. Guillion and Mr. O'Brien abstained.
3. **Presentations.** None.
4. **Updates.**
 - a. **Employee Communications.** Carolyn Campbell provided a handout and updated the Committee on recent initiatives related to employee communications, such as emergency hotline numbers card, improved employee website, weekly employee electronic newsletter, and Houston First News videos. Ms. Campbell also introduced Paul Beckman who has taken responsibility for keeping employee communications fresh and current.
 - b. **Employee Events.** Terry Beutler shared the results of the first year which, according to employee surveys, earned a 92% excellent rating. She briefed the Committee on 2015 employee events, such as chair massages, cooking classes, art and architecture tours, and Astro games. Further, she provided a sneak peek into what's in store for employees for the remainder of the year.
 - c. **Internship Program.** John Rolfe provided an update on the successful 2015 internship program, which provided opportunities for six interns for nine weeks. He anticipates six to eight interns for 2016.
 - d. **Online Benefits Enrollment.** Annette Goldberg advised the Committee that a contractor had been hired to review the online enrollment process, which will allow employees to enroll from their homes or offices. The goal is to create a paperless process.

- e. Total Compensation Statement. Ms. Goldberg also advised the Committee that Houston First will be providing total compensation statements on an annual basis. Mr. Campo asked about the 401(k) participation rate. Ms. Goldberg responded that Houston First currently has a 95% participation rate. Further, she advised that the Human Resources department met individually with those who opted not to participate to ensure that it was the intent of the employee not to participate.
 - f. Updated Values and Mission. Dawn Ullrich presented the recently modified Mission and Vision and went over the Values.
5. **Consideration and review of the proposed 2016 Convention & Cultural Services, Inc. Employee Benefit Package.** Annette Goldberg provided a handout to the Committee members that outlined the proposed Convention & Cultural Services, Inc. 2015-2016 Employee Benefit Package. Her review provided historical data related to loss ratios and employee impact, base plan analysis (70% of the population) and buy-up plan (30% of the population). After providing historical data for health insurance, she continued with recommendations for all of the 2015-2016 employee benefits, which included dental, vision, HRA, etc. Following a thorough review and discussion on this item, a motion was made and duly seconded to recommend the Convention & Cultural Services, Inc. 2015-2016 Employee Benefit Package as presented.
6. **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 approximately 10:30 A.M. and reopened the meeting at approximately 10:45 A.M.

The meeting adjourned at approximately 10:46 A.M.



Pamela Walko, Secretary