

HOUSTON FIRST CORPORATION
MINUTES OF THE
BENEFITS AND COMPENSATION COMMITTEE

JULY 19, 2016 – 2:00 P.M.

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 George R. Brown, 3rd Floor Executive Boardroom, 1001 Avenida de las Americas, Houston, Harris County, Texas 77010, on Tuesday, July 19, 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, Ryan Gullion, Kevin O’Brien, and Dawn Ullrich. Ric Campo and C.C. Conner, Jr. were absent.

Chairperson Diaz-Gonzalez called the meeting to order at approximately 2:01 P.M. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.** Following a motion duly seconded, the minutes of the May 17, 2016 meeting were approved as presented.
3. **Presentations.** None.
4. **Updates.**
 - a. Merit Results: Annette Goldberg, Vice President of Human Resources, briefed the Committee on the results of the 2016 merit results and reported that 7% were rated exceptional, 56% were rated as high contributors, and 25% were rated as consistent contributors. Affected employees would see merit increases on their July 22nd checks.
 - b. Telework Policy: Ms. Goldberg advised that a working group had been identified to research nationwide trends responding to ways companies were addressing work-life balance issues for the workforce. She committed to submit a draft telework policy to the Committee by the end of 2016.
 - c. Parental Leave: Ms. Goldberg reported that two people had utilized the parental leave policy adopted in March of 2016.
 - d. Market Study: HFC conducted a market study in 2012 which found that 67% of employees were at or above market; and a similar study in 2015, found that 42% of former GHCVB employees were at or above market. The next study will begin in late 2016 with the goal of updating the market for all HFC employees below the executive level. This project will also establish one consistent point in time from which to move forward for future studies.

- e. Terry Beutler: Ms. Goldberg described the shock and sadness felt throughout the Houston First team at the unexpected death of Terry Beutler. She advised the Committee of the steps that were taken by the Corporation to assist Ms. Beutler's family as well as the Houston First family, followed by a discussion of alternatives by which Houston First could honor her memory.
 - f. Employee Events: Dawn Ullrich introduced Paul Casso, interim manager of the Destination Services team, who provided an update on employee events. Mr. Casso gave an overview of the 2016 events to date and expounded upon future opportunities to enhance the employee program.
 - g. Internships: John Rolfe provided details related to the success of the summer internship program.
5. **Consideration and authorization on the approach to the 2017 Budget as it relates to the employee benefit programs.** Ms. Goldberg distributed a handout that summarized the current benefit plans and the recommended assumptions to be used for 2017. She the provided background information on each of the programs. Following discussion on this item, a motion was made and duly seconded to authorize the employee benefit plan assumptions for the 2017 Budget as recommended.
6. **Executive (closed) session pursuant to Texas Government Code Section 551.074 for the purpose of deliberation for an individual at the executive level.** The Committee went into Executive Session at 2:37 P.M. and came out of Executive Session at 2:45 P.M.

The meeting adjourned at approximately 2:48 P.M.

/s/ _____

Pamela Walko, Secretary