

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.TRANS.P.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 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 Minberg 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. **Approval of Minutes.** 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.

