

**HOUSTON FIRST CORPORATION**  
**MINUTES OF THE**  
**BENEFITS AND COMPENSATION COMMITTEE**

**January 28, 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.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 Board Room, 1001 Avenida de las Americas, Houston, Harris County, Texas 77010, on Thursday, January 28, 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, Ric Campo, C. C. Conner, Jr., Ryan Guillion, and Dawn Ullrich. Kevin O'Brien was absent.

Chairperson Diaz-Gonzalez called the meeting to order at approximately 2:00 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 16, 2015 meeting were approved.
3. **Presentations.** None.
4. **Updates.**
  - a. **Employee Survey.** Annette Goldberg provided an update on the employee survey planned to go out in February. Further, she briefed the committee on the results from the previous survey. She described some of the sources of the questions and committed to bring the survey results back to the committee. Ric Campo suggested that employees should receive the survey results as well as considering doing departmental surveys.
  - b. **401(k) Audit.** Ms. Goldberg provided the results of the 401(k) audit performed by Weaver and Tidwell, which determined that there were no significant deficiencies or misstatements. Ric Campo asked whether a focus was placed on fees and that we should determine how to pay the lowest fees.
  - c. **Online Open Enrollment.** Ms. Goldberg shared the success of the first online enrollment handled through Benefit Connect.

5. **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 2:21 P.M. and reopened the meeting at approximately 2:36 P.M.
6. **Executive (closed) session pursuant to Texas Government Code Section 551.074 for the purpose of reviewing compensation for specific individual employees.** The Committee went into Executive Session at approximately 2:36 P.M. and reopened the meeting at approximately 3:23 P.M.

The meeting adjourned at approximately 3:25 P.M.

*Pamela Walko*

Pamela Walko, Secretary