

HOUSTON FIRST CORPORATION
MINUTES OF THE
BENEFITS AND COMPENSATION COMMITTEE
October 26, 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 2nd floor at the Partnership Tower, 701 Avenida de las Americas, Houston, Harris County, Texas 77010, on Thursday, October 26, 2017 commencing at 3:30 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 Martin, Kevin O'Brien, Paul Puente, and Dawn Ullrich.

A quorum was established and a motion was made and duly seconded to call the meeting to order at approximately 3:31 p.m.

1. **Public Comments.** None.
2. **Approval of Minutes.** Minutes from October 12, 2017 will be reviewed for approval at the next committee meeting.
3. **Presentations**
 - A. **Health Benefits.** Jason Ellis with Alliant Employee Benefits presented recommendations for health benefits for 2017-2018 coverage.
4. **Committee Business.**
 - A. **Consideration and possible recommendation of the 2018 Compensation Philosophy.** Following the presentation by Dawn Ullrich and discussion on this item, a motion was made and duly seconded to recommend the 2018 Compensation Philosophy to the Houston First Corporation's Board of Directors for review and approval.
 - B. **Consideration and possible recommendation of the 2018 Personnel Budget.** Following the presentation by Brenda Bazan and discussion on this item, a motion was made and duly seconded to recommend the 2018 Personnel Budget to the Houston First Corporation's Board of Directors for review and approval.
5. **Updates**
 - A. **2017 Bonus Programs.** Annette Goldberg discussed several bonus programs. The programs relate to the Sales and Sponsorship (Enterprise Development) departments, as well as Non-Executive and C-Suite staff members.

- B. COO Cultural Facilities and Services Job Posting. Dawn Ullrich provided the job description for the COO of Cultural Facilities and Services. The position became available when Mario Ariza retired.
 - C. Top Places to Work Award. Annette Goldberg announced that Houston First Corporation had been named one of the Top Places to Work for 2017 by the Houston Chronicle. The committee was invited to attend the Top Workplaces 2017 Awards Dinner scheduled for November 1, 2017 at the Royal Sonesta Houston Galleria.
 - D. Houston First Aid Status. Annette provided a status update on Houston First Aid. The fund collected \$56,000. There are approximately 15 employees impacted by Hurricane Harvey.
 - E. PTO Policy. Dawn gave an update on the PTO policy during Hurricane Harvey. The goal of the policy proposal is to recognize the dedication of HFC employees who went above and beyond their job duties and to express the company's appreciation for that work that served the City of Houston so well.
6. **Executive (closed) session pursuant to Texas Government Code Section 551.074 for the purpose of deliberations regarding compensation, evaluation and/or duties for specific individual employees.** The Committee went into Executive Session at approximately 4:50 p.m. and reopened the meeting at approximately 5:37 p.m.

After a motion duly seconded, the meeting adjourned at approximately 5:38 p.m.

_____/s/_____

Diana D. Muñoz on behalf of Pamela Walko, Secretary