

HOUSTON FIRST CORPORATION
MINUTES OF THE
BENEFITS AND COMPENSATION COMMITTEE

JUNE 7, 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.TRANSF.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 Wednesday, June 7, 2016, commencing at 1:30 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: Irma Diaz-Gonzalez, David Mincberg, Ryan Guillion, Council Member Dave Martin, Bobby Singh and Dawn Ullrich. Kevin O'Brien was absent.

Chairperson Diaz-Gonzalez called the meeting to order at approximately 1:35 P.M. and a quorum was established.

1. **Public Comments.** None.
2. **Approval of Minutes.** Following a motion duly seconded, the minutes of the March 22, 2017 meeting were approved as presented. David Mincberg and Dawn Ullrich were not in attendance at the time of the vote.
3. **Presentations.**
 - a. **ChaseSource.** Andy Soles, President of ChaseSource, was in attendance at the meeting as a resource only. He did not give a presentation.
 - b. **Workforce Diversity.** Katrina Grider, a labor and employment law attorney for 30 years, gave a presentation on diversity in the workplace. She stated that baby boomers (those born between the mid-1940's through mid-1960's) make up the largest part of the workforce. Approximately 53% of America's workforce is over the age of 40, while 68% of Houston First's workforce fall into that category. She stated that the workforce of HFC closely tracked with Houston's Metropolitan Statistical Area (MSA).
4. **Updates.**
 - a. **Intern Program:** John Rolfe provided a short overview of the 2017 summer internship program. He stated that this will be the third year of HFC's participation with the Mayor's internship program. Fifteen interns started on June 7 and would be working 32 hours per week until mid-August. Mr. Rolfe then highlighted some success stories of previous interns who are now employed full-time at HFC.

- b. Human Resources Broker Procurement. Brenda Bazan stated that best practices indicate that it is prudent to periodically test the market. Alliant has been HFC's broker since 2011, so a Request for Proposal (RFP) has been issued. Responses to the RFP are due on June 22. Roger Harris then briefed the committee on various outreach methods being used to advertise.
- c. President's Report. Dawn Ullrich stated that the August Benefits & Compensation Committee would review the Compensation Philosophy currently in effect. In addition, the committee would be provided with a briefing on the 2018 budget.
- d. Benefits & Compensation Chair Report. Irma Diaz-Gonzalez asked the committee to review the Compensation Philosophy policy and send her any comments or questions they have. Further, she stated that over the next couple of months, she would be working closely with Andy Soles, Brenda Bazan and the rest of the committee on the Compensation Philosophy as well as a review of the merit and bonus policies.

The meeting adjourned at approximately 2:20 P.M.

Pamela Walko, Secretary