

SUSTAINABLE ENERGY FUND

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November 12, 2013

Ms. Rosemary Chiavetta
Secretary
PA Public Utility Commission
400 North Street, Keystone Building
Harrisburg, PA 17105-3265

Re: Board of Directors Replacement – Docket # M-00031715 F0003

Dear Ms. Chiavetta:

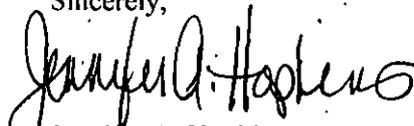
The Board of Directors of Sustainable Energy Fund (SEF) has approved Ms. Jean Black as a Director to fill the seat vacated by Ms. Pam Polacek. Ms. Black's resume is attached.

The recruitment process was according to the Pa Sustainable Energy Board Best Practice for Nomination, Election and Approval of Directors. The initial pool presented to the Nominating Committee included 8 candidates who were interviewed by Ms. Martha Phelps from Executive Service Corps of Lehigh Valley. The candidates' credentials were reviewed by the Nomination Committee and narrowed down to three that were brought in for Board interviews. Ms. Black was approved by the Board.

In addition to Ms. Black's resume, I have enclosed the Candidate Matrix, the methodology, and a copy of the Board minutes approving Ms. Black to the SEF Board.

Thank you for your continued support and consideration.

Sincerely,


Jennifer A. Hopkins
President

cc: Andrew Stein, Board Chairman
Scott Gebhardt, PUC

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SECRETARY'S BUREAU

JEAN C. BLACK, MBA

71 ROTH ROAD
KEMPTON, PA 19529

PHONE: (484) 426-4879, (610) 756-6304
EMAIL: jblackies@hotmail.com

SUMMARY OF QUALIFICATIONS AND PROFESSIONAL SKILLS

Licensed Master electrician, City of Allentown and Borough of Pottstown - Supervised electricians' safe, NFPA/NEC compliant installations for (50) PPL commercial facilities (2002-2011), and Pottstown public schools (2012). Conducted third-party code review for 2012 generator installation for an assisted living facility.

Certified Lighting designer (LC) – Designed lighting energy conservation measures (ECMs) for energy services companies (ESCOs) – including Federal / GSA, county and municipal, state university, and public school buildings as large as 6-million square feet. The survey /audit, and lighting retrofits resulted in >750kW actual load reductions (2012). Improved energy efficiency per ASHRAE/IESNA 90.1 Standards.

Energy Services Project Development Team Manager Managed and coordinated project development team resources - including assignments for lighting design engineers and field audit (survey) specialists. Supervised daily task schedules of (5) lighting auditors. Trained newly hired and temporary employees. Improved internal energy audit processes and procedures to streamline, standardize, and assure the quality of services.

Project Manager - Successfully managed the installation of redundant 80kW Uninterruptible Power Systems (UPS) and a 265kW Optional-Standby-Generator for business continuity at (2) major PPL facilities (2010). Managed costs within established capital budgets, scheduled on-time commissioning, and assured that the stakeholder expectations and functional needs were met.

Planning and Work Organization / Management - Managed electrical expense and capital contracts with values up to \$750,000 – with delegation of (approval) authority up to \$50,000. Optimized project efficiency & resource management by coordinating over (700) tasks of the complex construction of (5) PPL Transmission and Distribution system operator areas – each with detailed predecessor relationships and critical time constraints (using MSProject).

Technical / professional knowledge - Applied electrical design, construction and management skills for over (40) projects in a 20-month period.

- Designed the power upgrade of (6) 25-50HP DC high-rise building & (3) 15-20HP AC elevator motors on new, 480V required stand-by power systems. Planned and supervised the sequentially phased, electrical construction – including demolition of old power distribution equipment to assure fire and electrical safety.
- Engineered the Life Safety systems and power distribution for 480V, 100HP electrical fire pump.
- Performed trouble-shooting of power quality problems –for vital power distribution systems. Upgraded UPS power distribution sources for radio equipment vital to Homeland Security.

EPA Certified “Green Lights” surveyor – Mentored a PPL intern using ‘Global Climate Change’ grant incentives. Assessed and justified the value added, LED life-cycle cost for exterior lighting, for multiple 24/7 emergency/egress lighting systems, and for task lighting at (1000+) corporate workstations.

Information Technology specialist – Collaborated with corporate IT business continuity committee on managing alternate IT assets for critical functions. Documented NERC critical cyber assets for Critical Infrastructure Protection (CIP). Improved IT asset management using AutoCAD drawings, SharePoint and CMS as website administrator.

VALUE BEHAVIORS

Safety and Integrity – Received a \$2,500 PPL “Exceptional Contribution Award” for OSHA/NFPA Compliant Electrical Arc-Flash Safety Initiative. Developed “PPL Standard Electrical Practices”. Trained PPL and Albarell electricians on safe work practices per those standards and NFPA 70E/NEC Arc Flash.

Customer Focus - By customizing solutions to meet their expectations, applied full breadth of construction experience through design integration of all building trades and systems – architectural, structural, mechanical, furniture and office equipment – for PPL TW15 & TW16 Executive conference rooms.

Corporate Citizenship – Mentored with Community Services for Children and volunteered with the IES.

Execution Excellence - Received an Enterprise Technology Services (ETS) Award for resolving a thermal / cooling engineering deficiency. Applied prudent decision-making to mitigate total loss of business functionality to the PPL main

data center. Prevented subsequent, potential damages in the range of tens of millions of dollars to PPL infrastructure.

JEAN C. BLACK

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PRIOR WORK EXPERIENCE

ATLANTIC ENERGY CONCEPTS

2011- 2013

Senior Lighting Designer / Project Manager, Project Development Team Manager

PPL SERVICES CORPORATION

2002- 2011

Senior Technical Assistant – Electrical / Rotational Supervisor Design & Support

GRENALD WALDRON & ASSOCIATES

2001

Senior Lighting Designer

- Designed “Green” lighting upgrades for national retailers, international retail / hotel complex at AAFES, and high-end residences. Received performance bonus for productivity.

BRINJAC ENGINEERING, Harrisburg, PA

1999 – 2001

Senior Electrical Designer / Project Manager

- Developed Project Managers’ Manual and professional loss-prevention improvement assessment – “Communication Quantification for Improving Information Exchange” – that resulted in 10% reduction of professional liability insurance premiums.
- Applied thorough knowledge of life-safety, building and electrical codes for Quality Assurance. Administered PA Department of General Services (DGS) contracts valued over \$10 million.
- Provided extensive design and specification including interior and exterior lighting, electrical power distribution, high voltage distribution, life-safety systems, generators, and telecommunications and security systems for projects with electrical budgets of \$1 to \$4 million.
- Performed project management and construction administration for complex, government projects with demanding schedules and highly critical historic preservation requirements. Led and coordinated (12) twelve independent professional consultants - including management of sub-consultants’ designs.

WALLACE & WATSON – ASSOCIATES, Allentown, PA

1994 – 1999

Senior Electrical Designer / Lighting Specialist

- Designed and specified electrical systems for new construction and renovation projects - spanning educational, healthcare, museum, library, commercial, industrial, police, municipal and church buildings. Created lighting designs for integrated architectural features. Engineered power distribution systems and developed one-line diagrams. Calculated building power loads, voltage drop, short circuit and illumination values.

SPILLMAN FARMER GEIGER – CE, Bethlehem, PA

1988 – 1994

Electrical Designer / Lighting Specialist

- Designed electrical and lighting systems - power distribution one-line diagrams, NEC compliant circuitry, BOCA & ADAAG compliant life-safety systems. Conducted field survey, coordinated with electric utilities.

PANDICK TECHNOLOGIES, Boston, MA

1987 – 1988

Site Manager / Production Coordinator

XEROX CORPORATION, Houston, TX

1985 – 1987

Electronic Publishing / Production Control Coordinator

EDUCATION AND PROFESSIONAL DEVELOPMENT

M.B.A., LeBow College of Business, Drexel University, 2006, cumulative GPA 3.89

B.F.A. Industrial Design, Carnegie-Mellon University, 1985

CERTIFICATIONS

- Licensed Master Electrician – City of Allentown / 2003 to present
 - Lighting Certified (LC)-National Council for Qualification of Lighting Professionals/'03-present
 - United States EPA Green Lights Surveyor Ally Certification / 1995
 - Certificate of Technical Knowledge, IESNA / 1994
 - IEEE – Certificates - Power Quality; Electrical Specification; Telecommunications
- Engineer in Training Review Course Certificate, Penn State University

AWARDS

International Illumination Design Awards (IIDA): Awards of Merit (Top 10%)

- Crayola Factory, and Canal Museum at Two Rivers Landing, Easton, PA / 1997
- First Presbyterian Church Kirk Center, Bethlehem, PA / 1995
- First Presbyterian Church Education Center, Bethlehem, PA / 1995

VOLUNTEER EXPERIENCE

Illuminating Engineering Society of North America (IES)

- International Board of Directors - elected Director, 2002-2005
- RVP Director, 1998-1999 - Represented all Regional Vice Presidents as a full voting member on the IES Board of Directors. International position - peer nominated and selected.
- East Central Region - RVP, 1997-1999 Elected position – Regional Secretary, 1995-1997
- International Energy Management Lighting Controls committee advisory member - 2011/present, LEM-7 contributor
- International Distinguished Service Award Committee chair – 2007/08
- International Illumination Design Awards committee member – 2005-2008
- International Membership Committee, Chair 2001-2003 Secretary, 1999-2001

Drexel University LeBow strategic planning committee and alumni council – 2006-2010

DOE / EPA solid state lighting CaliPER guidance committee – 2008-2010

Engineers Week Joint Planning Council – Engineer Your Future Chairperson 1995-97

Community Services for Children, Child & Family Mentoring – Mentor, 2002-2005 ongoing

Habitat for Humanity – Construction Committee member 2003

CRITERIA➤

CANDIDATE NAMES

	Professional Background	Possesses Needed Skill Sets	Leadership	Overall Match	Interview	Expertise	Team	Board Experience	Mission	Ability/Desire to be active	Opinion Maker	Non-Profit	Deal Flow	Community	TOTAL
Glen Ebersole	2	3	1	2	1	2	1	1	2	1	2	1	1	1	21.0
Robert Goehler	2	1.5	1	1	1.5	2	1.5	1	2	1.5	3	1	2	1.5	22.5
Leonard Navitsky	2	1	1	1	1	1	1	5	1	1	1	5	1.5	1.5	24.0
Michelle Bitner	1	1	2	1	2	2	2	4	2	2	3	1	3	3	29.0
Jean Black	3	3	2	2	2	1.5	1.5	1.5	2	2	3	2	2	2	29.5
Jeffrey Schramm	2	3	2	2	1	2	2	4	2	2	3	3	3	3	34.0
Raymond Aubert	1.5	1.5	1.5	1.5	1.5	2	3	5	2	1.5	4	5	3	5	38.0
Joseph Ronco	3	4	4	4	2	4	3	5	2	1	4	5	4	4	49.0
															0
															0
															0
Marysue Bulcavage,	Withdrew candidacy.														0
Scott Hunsicker	Did not meet residency requirement.														0
Dave Keppler	Bank executive with whom I've left a message (9/9), but not yet heard back.														0
Bruce G. Kilroy	Insufficient availability. Did not wish to be considered an active candidate.														0
Bruce Lawrence	Did not meet residency requirement.														0
Stacy Morse	Did not meet residency requirement.														0
															0
Ranking 1-5 with 1 being the highest															

Methodology

After approval of the advertising copy, a multi-faceted recruitment effort by SEF ensued including regional newspapers and business journals from throughout the PPL-service area, the PA Institute of Certified Public Accountants, the PA Society of Public Accountants, and the PA Bankers Association. Resumes of applicants for Board membership were forwarded to the consultant. Consultant contacted applicants to schedule at their convenience a telephone interview approximately 30 minutes in length. Each applicant was evaluated according to SEF stated priorities, based on the interview, their resume and cover letter (if applicable). A supplemental outreach was conducted by the consultant focusing on the banking industry. This resulted in two additional individuals for consideration.

The project was completed in three phases as follows:

Phase 1: INTRODUCTORY

- Contact applicants and schedule interviews.
- Greetings, introductions and overview of SEF.
- Determine continued interest of candidate.
- Confirm residency/workplace requirement (PPL service area).
- Ascertain how candidate learned of opening--**most frequently mentioned were their region's newspaper or "Business Journal"**.

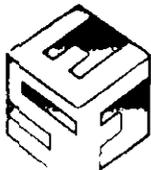
Phase 2: QUESTIONS, RESPONSES AND WRAP-UP

- Pose twelve broad questions paralleling the thirteen (13) categories in SEF's two (2) Priority Areas—Accounting and Banking/Finance.
- Intersperse targeted and followup questions with broad ones to clarify and elaborate.
- Give candidate opportunity to provide additional information or ask questions.
- Wrap-up interview with verbal commitment that applicant will be provided closure in one of the following forms:
 - a. Applicant called for interview.
 - b. Applicant not called for interview, thanked for interest, and notified to apply for future openings if desired.
 - c. Applicant not to be interviewed at this time, but may be considered at a later date. Application remains active for one year.

Phase 3: INFORMATION PROCESSING AND PRESENTATION

- Complete written highlights of interview.
- Complete TELEPHONE INTERVIEW scoring matrix which mirrors SEF Board Interview Scoring Matrix.
- Submit all to SEF President/CEO.

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**SUSTAINABLE
ENERGY FUND**
of Central Eastern Pennsylvania

Board of Directors Meeting

SEF Board

Thursday, November 7, 2013

8:30 a.m. – 2:00 p.m.

Present:

Andrew Stein, Board Chairman

Daniel Griffiths

Kenneth Mickens

Alan Roman

Robert Thomson

Bernard Zavatone

Also Present:

Jennifer Hopkins, President

The meeting was called to order by Mr. Stein.

The purpose of the meeting is to review a PRI loan modification for Community Energy, Inc. (CEI). In May, 2010 CEI borrowed \$750,000. Payment terms were 6 months only interest followed by 3 years of amortized payments based on a 5 year amortization schedule. The current loan has a balloon payment of \$341,098.53 due November 7, 2013. CEI has requested that SEF amortize the balloon payment for 3 additional years. This request requires Board approval as the aggregate amount outstanding, on all CEI loans, exceeds \$1M.

The current loan and all other loans have been paid timely with no collection issues. CEI has met all the terms and conditions of the original loan, and they meet or exceed all of SEF minimum standards. SEF will continue to have security interest on their Account Receivables. Net Profit and cash flow remain strong.

Reasons for Recommendation

1. Strong DSCR at 2.16 with SEF minimum of 1.20X required
2. Strong leverage ratio at .85 with SEF standards of 4.0X or less
3. Community Energy, Inc. has a long term relationship with SEF with sound payment history.
4. Corporate Guarantor with Community Energy Holding, Inc.

There was a discussion on the loan request.

A motion (Zavatone, Roman)

RESOLVED to approve the PRI loan request to modify the current loan with Community Energy, Inc. by amortizing the balloon payment of \$341,098.53 that is due on November 7, 2013 for term for an additional 3 years. All other terms and conditions remain the same.

Passed by voice vote (5-0-1) Mr. Stein abstained

Mr. Roman left the meeting.

The meeting was adjourned to be continued at a later time.

Mr. Stein reopened the Board meeting.

The purpose of the continued meeting was to discuss the nomination of Jean Black as a new SEF Board of Directors member. She was interviewed and vetted by the Board members on November 7, 2013.

A motion (Griffiths, Mickens)

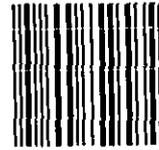
RESOLVED *to approve the nomination of Jean Black as a new SEF Board of Directors member.*

Passed by voice vote (5-0-0).

The meeting was adjourned.



SUSTAINABLE ENERGY FUND
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Allentown, PA 18106



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Ms. Rosemary Chiavetta, Secretary
PA Public Utility Commission
400 North Street, Keystone Bldg
Harrisburg PA 17105-3265

