

PHILADELPHIA ENERGY AUTHORITY

**Minutes of the Special Meeting of the Board of Directors of
The Philadelphia Energy Authority**

September 12, 2013

A special meeting (the “Meeting”) of the Board of Directors (the “Board”) of The Philadelphia Energy Authority (the “Authority”) was held on September 12, 2013, beginning at 5:00 PM, in the Municipal Services Building, 1401 JFK Blvd., Room 1450, Philadelphia, Pennsylvania.

The following members of the Authority were present at the meeting:

Barbara Adams
Christopher A. Lewis
Emily Schapira

The following members of the Authority were teleconferenced into the meeting:

Kenneth Ogawa
E. Mitchell Swann

Present at the Meeting were Andrew Stober, Chief of Staff of the Mayor’s Office of Transportation and Utilities, Albert A. Childs, Chief Administrative Officer, and Lorna Gallman for the Philadelphia Municipal Authority.

Call to Order

Mr. Lewis called the Meeting to order and asked Ms. Gallman to serve as the secretary of the Meeting for the purpose of taking the minutes of the Meeting. Mr. Lewis determined that a quorum was present and that the Meeting was properly advertised.

To Consider Approval of the Executive Director

Mr. Ogawa provided an overview of the Request For Proposal to select the Executive Director for the Philadelphia Energy Authority. Mr. Ogawa stated that, the R.F.P. was posted on the website on August 1, 2013. In addition to the website, the R.F.P. was posted on other social media outlets. He informed the Board that there were eleven (11) participants; however, only

eight (8) R.F.P.s were submitted. The R.F.P.s were short listed to four (4). The four (4) candidates were interviewed on August 22, 2013 and August 23, 2013. Based upon those interviews, Mr. Ogawa made the recommendation to the Board to select Jill Diane Kowalski.

Upon motion duly made and seconded, Jill Diane Kowalski for Executive Director was unanimously approved by the Board.

Mr. Lewis will sign the Consultant agreement today.

Ms. Schapira informed the Board that, she would notify the other candidates of the selection.

Unfinished Business

The members of the Authority then briefly discussed the details of what the Executive Director will be doing, what will be her start date, and the establishment of an office. Mr. Lewis commented that, with respect to the personnel matter a meeting should be held to discuss and answer those questions before the members of the Authority meet with Ms. Kowalski.

In addition, there was a brief discussion about the funding for Fiscal Year 2014. Mr. Stober agreed to look into this and report back to the Authority at the next meeting.

Public Comment

Mr. Lewis asked for comments from the public. There were none.

Adjournment

There being no further business to come before the Board, on motion duly made and seconded the Meeting adjourned until the next meeting of the Board, scheduled for October 3, 2013.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "E. Mitchell". The signature is fluid and cursive, with a large loop at the end.

Secretary to the Board of Directors