



Ray O'Connell, Mayor
City of Allentown
435 Hamilton St, 5th Floor
Allentown, PA 18101-1699
Office 610.437.7546
Fax 610.437.8730
Ray.OConnell@allentownpa.gov

TO: Michael Hanlon
City Clerk

FROM: Ray O'Connell *ROC*
Interim Mayor

DATE: February 3, 2020

SUBJECT: Authorities, Boards, Commissions Appointments

Mayor O'Connell has approved the following appointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Sharon A. Fraser	Human Relations Commission	12/31/2020

Ms. Fraser is fulfilling the unexpired term of Hollis Perry who resigned from the commission. Her resume is attached for your review.

ROC/kal

Attachments

RECEIVED

OCT 21 2019

REQUEST FOR APPOINTMENT

DATE

10/11/2019

MAYOR'S OFFICE

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT

TO: The HUMAN RELATION Commission of Allentown.

NAME: Sharon Angela Fraser

HOME

ADDRESS: 25 N 11 Street Allentown PA 18101

BUSINESS

ADDRESS: SAME

TELEPHONE NO. (RESIDENCE) 610 393 2489 BUSINESS

EMAIL: SATCPAW@MSN.COM

PRESENTLY EMPLOYED

BY: Eatwell Consulting

JOB

TITLE: Owner - CEO

EMPLOYMENT

(Prior): PPH

EDUCATION:

HIGH SCHOOL GRADUATE:

COLLEGE OR UNIVERSITY GRADUATE

DEGREE/FIELD OF STUDY

☒ YES

☐ NO

☒ YES

☐ NO

Accounting - Health Coaching

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

Chair - Martin Luther & Coretta Scott King Memorial Project;

Board member - Resurrectional Community Development Corp.

Board member - Promise Neighborhood of the Lehigh Valley.

Steering Committee - Allentown 2030 Development Plan.

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD:

Chair of Allentown Redevelopment Corp.
Board Member Business Women Council of the
Chamber of Commerce Lehigh Valley.

DO YOU LIVE IN THE CITY OF ALLENTOWN: ☒ YES ☐ NO

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

I own and operate Eat Well Consulting. A Health Consulting Corporation.

ARE YOU A REGISTERED VOTER: ☒ YES ☐ NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

As a member of this Allentown Community, I am deeply committed to equity, equal opportunity and continuing to make Allentown a first class city where we all can prosper. This appointment is another way for me to give back to the community. I will add value to the position with my experience, my understanding and appreciation of the ordinances to afford others equity and justice and my willingness to do the work of the commission to address the concerns of citizens who come before the commission.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: ☐ YES ☒ NO

IF YES, EXPLAIN:

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED N/A AND THE YEAR YOU WERE FIRST APPOINTED N/A.

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.

Shirley A. Lauer
Signature

10/11/2019
Date

Please forward this request for appointment, along with a resume to:

**Mayor's Office
City Hall
435 Hamilton Street
Allentown, PA 18101**

SHARON A. FRASER
Eatwell Consulting
A Health & Wellness Company
Email satcpa@msn.com

RECEIVED

OCT 21 2019

MAYOR'S OFFICE

25 N 11 Street.
Allentown, PA 18101
Phone 610-393-2489
eatwellconsulting.com

OBJECTIVE:

To radically change health outcomes using the effective tools of coaching, clean food, clean water, exercise, mindfulness, and transformational habit change: Creating a ripple effect of good health for you, your family, your block, your neighborhood, your community, your country and the world.

WORK HISTORY

2016 – Present, CEO - Eatwell Consulting. A Health & Wellness Company.

- Apply evidence-based coaching skills, assisted with problem solving and setting health related goals in the areas of nutrition, exercise and stress management and collaborated with Client/family to develop and implement effective strategies to reach those goals.
- Create custom health programs for individuals to address their current health needs.
- Monitored progress and revised plans as needed.
- Motivated and maintained accountability with clients.
- Lead discussions on topics relevant to the patients' education process during their individualized nutrition programs.
- Provided patients with new knowledge about specific health needs and helped increase self-efficacy.
- Wellness workshops
- Community based monthly workshop on Type 2 Diabetes reversal.

August 2009 – March 2016-PPL Electric Utilities Customer Program Energy Conservation Specialist.

- Develop, implement and communicate demand side management and energy conservation programs for PPL Electric Utilities that meet the need of customers and the company.
- The programs developed were consistent with applicable regulations PA Code ACT 125.
- Programs provide value to customers by reducing energy consumption, were costs, cost effectiveness, contribute a return on investment for the company, comply with state and federal regulatory requirements and meet program objectives.
- Programs enhanced company's reputation with residential, commercial and industrial customers, regulators, and other key public constituents.
- Manage a \$20,000,000.00 operating budget.
- Collaborate with colleagues, including internal and outside counsel, partner companies, ethics and contractors to ensure that request for proposals are
-

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- **Written in compliance with applicable law, as well as numeric calculations for energy and savings and cost per Kwh saved are accurate and reasonable.**
- **Research, evaluate and recommend for hire support companies to manage energy conservation projects.**

March 2009- August 2009

- **On Rotation as a Customer Program Specialist to support PPL Electric Utilities Energy Conservation Program Act 129.**
- **Create energy conservation program to support energy reduction that are consistent with PPL Electric Utilities philosophy while assisting customer to reduce cost.**

2004- March 2009 Business Specialist: Leader Sarbanes Oxley Compliance PPL Electric Utilities.

- **Provide leadership to the Electric Utilities Revenue and Receivables Sarbanes Oxley 404 team.(SOX)**
- **Facilitate and monitor the completion of SOX 404 task as well as coordinate walkthrough meetings and client assistance packages between the revenue team and external auditors.**
- **Report to management the status and resolution of issues related to key controls testing results.**
- **Liaison between the SOX control office and EU revenue Team for interpreting and implementing changes from new laws and regulation that impact the organization.**
- **Monitor changes in the business environment to proactively assess their potential effect on internal controls over financial reporting.**
- **Prepare monthly metrics and analysis of testing results.**
- **Update process maps and controls as necessary.**
- **Project Manager for PPL Electric Utilities e-mail and hard copy records cleanup to be in compliance with Corporate Policy CP 407 & CP 408.**
- **Monitor and approve request for spending authority for PPL Electric and PPL Gas.**

2001-2004 Analyst - PPL Services Cash Operation

- **Analyze production data to develop statistical analysis to support management decisions.**
- **Develop and implement controls around cash processing.**
- **Trending process workflow to improve efficiencies around cash flow.**
- **Complete process maps and control documentation.**
- **Produce monthly operator production metrics.**
- **Contact for communicating with both internal and external auditors.**

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1997-2001 Director of Fiscal Management, Alliance for Building Communities

- **Manage and direct the total operation of a not for profit housing development corporation with an annual budget of over 2 million dollars.**
- **Interviewed, hired, trained, developed, supervise, evaluated and terminated on site personnel.**
- **Represented the organization in meetings with individual resident groups, public officials and the media**
- **Communicate with owners and board of directors on achieving investment objectives, improving profitability and developing new business opportunities.**
- **Handle the transfer of the accounting function of the entire portfolio from the management agents back to the owner.**
- **Established all accounting policies and procedures: Authorize and approve expenditures.**
- **Create annual fiscal budgets, project budgets and capital improvement budgets and schedules.**
- **Prepare all financial statements for internal and external clients.**
- **Prepare variance reports and cash flow analysis for the board and other clients.**
- **Oversee cash receipt, accounts payable collections, payroll, and interface them with the general ledger.**
- **Submit external corporate to HUD and oversee any corrective actions.**

Education:

Certified Health Coach- Integrative Nutrition
Certified Transformational Method Coach- Holistic MBA
Master Transformational Method Coach - The Health Coach School.
Masters of Business Administration - DeSales University Center Valley, PA
Bachelor of Science Accounting- Allentown College of Saint Francis DeSales
Certified Control Assessor Certification from the Institute of Internal Auditors
Certified Asset Manager
Certification Non-Profit Financial Manager

COMPUTERS

Proficient in the use of Microsoft suite of application tools.
Visio, Quick Books and Tax preparation software.

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HONORS:

Delta Sigma Theta - Distinguished Woman of the Lehigh Valley 2018

AFFILIATIONS:

Resurrected Community Development Corp- Board Member
Martin Luther & Coretta Scott King - Chair- Person
Promise Neighborhood Lehigh Valley Board Member
Allentown 2030 Community Plan Steering Committee Member
LV Chambers Of Commerce Women Business Council - Board Member

Lehigh University STAR program- Past Board Member
Redevelopment Authority City of Allentown - Past-Chair
Community of Volunteers - Mentor
Volunteer Junior Achievement
Graduate Project Blueprint

Member Institute of Internal Auditors

REFERENCES

References are available on request