

**Administrative Board  
September 13, 2024**

**Minutes**

**Call to Order:** The meeting was called to order at 2:02 p.m.

**Attendance:**

Board Members: Adam Thiel, Managing Director; and Rob Dubow, Director of Finance

Non-Board Members: Tiffany Thurman; Tara Mohr; Camille Duchaussee; Danielle Gardner-Wright; Kate McGlinchey; Lisa Swiatek; Cat Lamb; Brian Clinton; and Heather Fay

**New Business:** The following agenda items were reviewed, properly moved and seconded.

**Agenda Item No. 1**

Approval of Minutes from the August 9, 2024 Meeting.

**Agenda Item No. 2**

Request for authorization to provide employee relocation reimbursement in an amount not to exceed \$2,500 for the Service Design Strategist position in the Office of the Chief Administrative Officer.

**Agenda Item No. 3**

Request for authorization to provide employee relocation reimbursement in an amount not to exceed \$12,500 for the Chief Strategy Officer position in the Philadelphia Airport.

**NOTE: This agenda item was tabled during the September 13, 2024 meeting as further information is needed.**

**Agenda Item No. 4**

Request for DROP extension for Beverly Woods in the Office of Transportation and Infrastructure Systems (OTIS) per Administrative Board Rule 49. This would extend the retirement date to October 23, 2025.

**NOTE: Amended during the September 13, 2024 Administrative Board meeting. The request for a DROP extension for Beverly Woods was amended to 2 months.**

**Agenda Item No. 5**

Classification and pay actions and Civil Service Regulations which were approved by the Civil Service Commission at its meeting on August 21, 2024 and submitted for the approval of the Administrative Board.

**Additional New/Old Business**

**Adjournment:** The Administrative Board meeting was adjourned at 2:04 p.m.

*Heather Fay-Stewart*  
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Heather Fay-Stewart