

**Administrative Board
October 11, 2024**

Minutes

Call to Order: The meeting was called to order at 2:25 p.m.

Attendance:

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

Non-Board Members: Michael Resnick; Lisa Swiatek; Janine LaBletta; LaShawnda Thomkins; Catherine Twigg; Curtis Bronson; Krystle Baker; Tara Mohr; Kate McGlinchey; and Heather Fay

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

Agenda Item No. 1

Approval of Minutes from the September 13, 2024 Meeting.

Agenda Item No. 2

Request for authorization to provide employee relocation reimbursement in an amount not to exceed \$3,000 for Jordanna Coutinho, Service Design Strategist in the Office of the Chief Administrative Officer.

Agenda Item No. 3

Request for a one-year waiver of residency extension pursuant to Administrative Board Rule 45, for LaShawnda Tompkins, Acting Procurement Commissioner. This waiver would be for the time period November 19, 2024 through November 19, 2025.

Agenda Item No. 4

Request to approve reappointment of Debra Ann Perks effective August 26, 2024. Ms. Perks retired on January 2, 2015 under the Deferred Retirement Option Plan (DROP). Pursuant to city policy, such reappointment must be approved by the Administrative Board.

Agenda Item No. 5

Request for authorization to provide additional employee relocation reimbursement in an amount not to exceed \$406.90 for Tonya McClary, Executive Director of the Police Oversight Commission.

Agenda Item No. 6

Classification and pay actions and Civil Service Regulations which were approved by the Civil Service Commission at its meeting on September 18, 2024 and submitted for the approval of the Administrative Board.

Agenda Item No. 7

Request for authorization to provide employee relocation reimbursement in an amount of \$1,500 for Zion Diggs, Fiscal and Grants Analyst position in the Managing Director's Office.

Agenda Item No. 8

Request for a permanent waiver of residency pursuant to Administrative Board Rule 45 for Jeremy Nash, for the Deputy Commissioner of Operations position in the Philadelphia Department of Prisons.

Additional New/Old Business

Adjournment: The Administrative Board meeting was adjourned at 2:27 p.m.

Heather Fay-Stewart

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