

**Administrative Board  
November 8, 2024**

**Minutes**

**Call to Order:** The meeting was called to order at 2:01 p.m.

**Attendance:**

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

Non-Board Members: Michael Resnick; Lisa Swiatek; Janine LaBletta; Danielle Gardner-Wright; James Aros Jr.; Camille Duchaussee; and Heather Fay

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

**Agenda Item No. 1**

Approval of Minutes from the October 11, 2024 Meeting.

**Agenda Item No. 2**

Request for a 12-month extension of the Deferred Retirement Option Program (DROP) for Donna Dirscherl, Real Property Evaluation Supervisor at the Office of Property Assessment.

**Agenda Item No. 3**

Request for authorization to provide employee relocation reimbursement in an amount not to exceed \$14,000 for Morgen Jaco, Deputy Commissioner of Restorative and Transitional Services (RTS) in the Department of Prisons.

**Agenda Item No. 4**

Approval of amendment to Administrative Board Rule 11.

**Agenda Item No. 5**

Classification and pay actions and Civil Service Regulations which were approved by the Civil Service Commission at its meeting on October 16, 2024 and submitted for approval of the Administrative Board.

**Agenda Item No. 6**

Request for authorization to provide employee relocation reimbursement in an amount not to exceed \$10,000 for Damon Chaplin, Commissioner for the Philadelphia Department of Public Health.

**Additional New/Old Business**

**Adjournment:** The Administrative Board meeting was adjourned at 2:02 p.m.

*Heather Fay-Stewart*  

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Heather Fay-Stewart