

**Administrative Board
January 17, 2024**

Minutes

Call to Order: The meeting was called to order at 2:05 p.m.

Attendance:

Board Members: Cherelle L. Parker, Mayor; Adam Thiel, Managing Director; and Rob Dubow, Director of Finance

Non-Board Members: Krystle Baker; Danielle Gardner-Wright; Kate McGlinchey; Tara Mohr; Tiffany Thurman; Matthew Fulmer; Steve Furtek; Lisa Swiatek; Catherine Lamb; Eric Kurtz; William Dobbins; Camille Duchaussee; Stephanie Gradel; Janine LaBletta; Candi Jones; Vanessa Garrett-Harley; and Heather Fay

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

Agenda Item No. 1

Approval of Minutes from the December 13, 2024 meeting.

Agenda Item No. 2

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

Agenda Item No. 3

Request to provide additional compensation to FLSA exempt employees during heat and cold emergencies per Administrative Board Rule 11 (C)(2)(c)(i).

Agenda Item No. 4

Request for 6-month extension of the Deferred Retirement Option Program (DROP) for Steve Furtek, Water Engineering Manager, and Michael Lavery, Water Engineering Assistant Manager in the Philadelphia Water Department.

Agenda Item No. 5

Request for a 12-month extension of the Deferred Retirement Option Program (DROP) for AnneMarie Dunne, Deputy Commissioner for Programs in the Philadelphia Parks and Recreation Department.

Agenda Item No. 6

Request for 12-month extension of the Deferred Retirement Option Program (DROP) for Michael Flanagan, Airport Assistant Facilities Manager and Charles Fuller, Security Officer at the Philadelphia International Airport.

Agenda Item No. 7

Request for authorization to provide additional compensation to exempt employees working snow duty in the Streets Department per Administrative Board Rule 11 (C)(2)(C)(i).

Agenda Item No. 8

Request for a 12-month extension of the Deferred Retirement Option Program (DROP) for Michael Zaccagni, former Chief Human Resources Officer in the Office of Human Resources.

Agenda Item No. 9

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

Additional New/Old Business

Adjournment: The Administrative Board meeting was adjourned at 2:13 p.m.

Heather Fay-Stewart