

**Administrative Board  
March 13, 2026**

**Minutes**

**Call to Order:**           The meeting was called to order at 2:00 p.m.

**Attendance:**

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

Non-Board Members: Lisa Swiatek; Tiffany Thurman; Camille Duchaussee; Janine LaBletta; Emily Kauffman; Rose Smith-DiFrancesco; Billy Collins; Krystle Baker; and Heather Fay

**New Business**

**Agenda Item No. 1**

Approval of Minutes of the February 13, 2026 meeting.

**Agenda Item No. 2**

Request for a 6-month extension of the Deferred Retirement Option Program (DROP) for Curtis Frasier, Water Transport System Operator in the Philadelphia Water Department.  
**This request was approved. A motion to approve this request passed with two votes.**

**Agenda Item No. 3**

Request for an extension of the Deferred Retirement Option Program (DROP) for Jazelle Jones, City Representative and Director of Special Events through September 20, 2025, along with approval to rehire Jazelle Jones effective September 21, 2025.  
**This request was approved. A motion to approve this request passed with two votes.**

**Agenda Item No. 4**

Classification and pay actions and Civil Service Regulations which were approved by the Civil Service Commission at its meeting on February 18, 2026 and submitted for the approval of the Administrative Board.  
**This request was approved. A motion to approve this request passed with two votes.**

**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