

**Administrative Board
March 14, 2025**

Minutes

Call to Order: The meeting was called to order at 2:03 p.m.

Attendance:

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

Non-Board Members: Krystle Baker; Danielle Gardner-Wright; Kate McGlinchey; Catherine Lamb; Camille Duchaussee; Frank Wehr; Janine LaBletta; Candi Jones; Rose Smith-DiFrancesco; and Heather Fay

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

Agenda Item No. 1

Approval of Minutes from the February 21, 2025 meeting.

Agenda Item No. 2

Request for authorization to provide employee relocation reimbursement in an amount not to exceed \$3,000.00 for Mavis Cao, Service Designer in the Office of the Chief Administrative Officer.

Agenda Item No. 3

Request for approval of cash overtime for an hour-to-hour basis for all exempt employees completing election work in accordance with Administrative Board Rule 11 for the time period beginning April 7, 2025 through the final certification of the 2025 Primary Election.

Agenda Item No. 4

Request for an extension of the Deferred Retirement Option Program (DROP) beginning July 1st, 2025 for Police Department sworn employees.

Agenda Item No. 5

Classification and pay actions and Civil Service Regulations which were approved by the Civil Service Commission at its meeting on February 19, 2025 and submitted for the approval of the Administrative Board.

Additional New/Old Business

Adjournment: The Administrative Board meeting was adjourned at 2:05 p.m.

Heather Fay Stewart

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