

Administrative Board
August 27, 2025

Minutes

Call to Order: The meeting was called to order at 10:01 a.m.

Attendance:

Board Members: Cherelle L. Parker, Mayor; Rob Dubow, Director of Finance;
Michael Carroll, Acting Managing Director

Non-Board Members: Kate McGlinchey; Janine LaBletta; Emily Kauffman; Rose
Smith-DiFrancesco; Samuel Ritterman; Candi Jones; and Heather Fay

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

Agenda Item No. 1

Approval of Minutes of the July 16, 2025 meeting.

Agenda Item No. 2

Request for authorization to provide employee relocation reimbursement in the amount of
\$684.54 for Jo Elaine Smoot, Certified Registered Nurse Practitioner at the Department
of Public Health.

Agenda Item No. 3

Request for an extension of the Deferred Retirement Option Program (DROP) for Police
Department sworn employees.

Agenda Item No. 4

Classification and pay actions and Civil Service Regulations which were approved by the
Civil Service Commission at its meeting on July 16, 2025 and submitted for the approval
of the Administrative Board.

Additional New/Old Business

Adjournment: The Administrative Board meeting was adjourned at 10:04 a.m.

Heather Fay-Stewart

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