

**Administrative Board
September 12, 2025**

Minutes

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

Attendance:

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

Non-Board Members: Kate McGlinchey; Lisa Swiatek; Krystle Baker; Camille
 Duchaussee; Danielle Garnder-Wright; Catherine Lamb; Tara Mohr; Janine
 LaBletta; Emily Kauffman; Rose Smith-DiFrancesco; Samuel Ritterman; Candi
 Jones; and Heather Fay

New Business

Agenda Item No. 1

Approval of Minutes of the August 27, 2025 meeting.

Agenda Item No. 2

Request to provide additional compensation for Philadelphia Department of Labor employees working outside of regular working hours per Administrative Board Rule 11(C)(2)(C)(i).

This request was approved. A motion to approve this request passed with three votes.

Agenda Item No. 3

Request for a 12-month extension of the Deferred Retirement Option Program (DROP) for Princess-Cenceræ Ray, Human Resources Director in the Philadelphia Fire Department.

This request was not approved. A motion to deny this request passed with three votes.

Agenda Item No. 4

Request for a 6-month extension of the Deferred Retirement Option Program (DROP) for Jeremiah Laster, Fire Paramedic Deputy Chief in the Philadelphia Fire Department.

This request was approved. A motion to approve this request passed with three votes.

Agenda Item No. 5

Requests for DROP extensions for employees in the Philadelphia Department of Prisons.

This request was approved. A motion to approve this request passed with three votes.

Agenda Item No. 6

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 October 13, 2025 through final certification of the 2025 General Election. **This request was approved. A motion to approve this request passed with three votes.**

Agenda Item No. 7

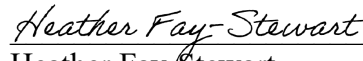
Request for an indefinite waiver of residency extension pursuant to Administrative Board Rule 45, for LaShawnda Tompkins, Deputy Procurement Commissioner. **This request was not approved. A motion to deny this request passed with three votes.**

Agenda Item No. 8

Classification and pay actions and Civil Service Regulations which were approved by the Civil Service Commission at its meeting on August 20, 2025 and submitted for the approval of the Administrative Board. **This request was approved. A motion to approve this request passed with three votes.**

Additional New/Old Business

Adjournment: The Administrative Board meeting was adjourned at 2:07 a.m.



Heather Fay-Stewart