

**Administrative Board
December 12, 2025**

Minutes

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

Attendance:

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

Non-Board Members: Tiffany Thurman; Kate McGlinchey; Lisa Swiatek; Krystle Baker; Danielle Garnder-Wright; Janine LaBletta; Emily Kauffman; Casey Jeronimo; Catherine Lamb; Samuel Ritterman; John Mondlak; Rose Smith-DiFrancesco; Tara Mohr; and Heather Fay

New Business

Agenda Item No. 1

Approval of Minutes of the November 14, 2025 meeting.

Agenda Item No. 2

Request to provide additional compensation to FLSA exempt employees in the Office of the City Representative (OCR) and the Office of Special Events (OSE) 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

Approval of amendment to Administrative Board Rule 11 to increase Administrative Leave from four (4) days to five (5) days and to update the terminology from “funeral leave” to “bereavement leave”.

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

Agenda Item No. 4

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. 5

Request for a 3-month waiver of residency extension pursuant to Administrative Board Rule 45, for Calvin Jackson, Grants Manager in the Philadelphia Department of Planning and Development.

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

Agenda Item No. 6

Classification and pay actions and Civil Service Regulations which were approved by the Civil Service Commission at its meeting on November 19, 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 2:03 p.m.

Heather Fay-Stewart

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