

**Administrative Board
January 9, 2026**

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

Non-Board Members: Tiffany Thurman; Charles Ederachil; Camille Duchausee; Lisa Swiatek; Krystle Baker; Samuel Ritterman; Rose Smith-DiFrancesco; Candi Jones; and Heather Fay

New Business

Agenda Item No. 1

Approval of Minutes of the December 12, 2025 meeting.

Agenda Item No. 2

Request for a 6-month extension of the Deferred Retirement Option Program (DROP) for Eugene Aversa, Construction Trades Inspector in the Capital Program Office.

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

Agenda Item No. 3

Request for a 12-month extension of the Deferred Retirement Option Program (DROP) for Steven Mitchell, Prison Maintenance Group Leader 2 in the Philadelphia Department of Prisons.

The request for DROP extension for Steven Mitchell was amended by the board to 6-months. This would extend the retirement date to January 10, 2027. A motion to approve this request passed with two votes.

Agenda Item No. 4

Request to provide additional compensation to FLSA exempt employees during heat and cold emergencies per Administrative Board rule 11(C)(2)(c)(i).

This request was tabled pending the receipt of additional information.

Agenda Item No. 5

Request from Vanessa Garrett-Harley, Deputy Mayor for a waiver to allow non-city employees to be present in her City vehicle with her.

This request was approved. A motion to approve this request passed with two 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 December 17, 2025 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 2:04 p.m.

Heather Fay-Stewart

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