

**Administrative Board  
February 21, 2025**

**Minutes**

**Call to Order:**        The meeting was called to order at 2:01 p.m.

**Attendance:**

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

Non-Board Members: Krystle Baker; Danielle Gardner-Wright; Kate McGlinchey; Tara Mohr; Tiffany Thurman; Sinceré Harris; Demetruis Coachman; Lisa Swiatek; Catherine Lamb; Camille Duchaussee; Janine LaBletta; Candi Jones; Vanessa Garrett-Harley; Rose Smith-DiFrancesco; Casey Jeronimo; and Heather Fay

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

**Agenda Item No. 1**

Approval of Minutes from the January 17, 2025 meeting.

**Agenda Item No. 2**

Request for authorization to provide employee relocation reimbursement in an amount not to exceed \$11,000.00 for Angela D. Brooks, Chief Housing and Urban Development Officer in the Mayor's Office.

**Agenda Item No. 3**

Request for authorization to provide employee relocation reimbursement in an amount not to exceed \$3,000.00 for Radhika Dhanak, Senior Service Design Strategist in the Office of the Chief Administrative Officer.

**Agenda Item No. 4**

Request for authorization to provide employee relocation reimbursement in an amount not to exceed \$1600.00 for Shane Dubiel, Fiscal and Grants Analyst in the Office of the Managing Director.

**Agenda Item No. 5**

Request to provide additional compensation to exempt employees for Emergency Operations Center (EOC) work per Administrative Board Rule 11(C)(2)(C)(i).

**Agenda Item No. 6**

Classification and pay actions and Civil Service Regulations which were approved by the Civil Service Commission at its meeting on January 15, 2025 and submitted for the approval of the Administrative Board.

**Agenda Item No. 7**

Request to provide additional compensation to FLSA exempt employees during recovery operations per Administrative Board Rule 11(C)(2)(C)(i).

**Agenda Item No. 8**

Request to provide additional compensation to FLSA exempt employees for the Office of Emergency Management per Administrative Board Rule 11(C)(2)(C)(i). These employees participate in work related to various emergencies throughout the City.

**Additional New/Old Business**

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

*Heather Fay-Stewart*  
Heather Fay-Stewart