

**City of Davenport**  
**Civil Service Commission**  
**Wednesday, December 7, 2022; 9:00 am**  
**City Hall | 226 West Fourth Street | Council Chambers**  
**Minutes**

Commissioners Present: Michael Schertz, Jerry Thomas, Toby Paone, Patricia Zamora, and Barbara Robinson-Lagarde  
Ex-Officio Member Present:

Staff Present: Alison Fleming (Director of Human Resources), Scott VanDeWoestyne (Talent & Inclusion Administrator), Gina Lechvar (Management Analyst II), Andrea Maas (HR Assistant), and Allison Zurcher (Benefits & Wellness Manager)

- I. The meeting was called to order by Chair Schertz at 9:00 AM.
- II. Agenda: Commissioner Paone moved to approve the agenda; it was seconded by Commissioner Thomas. All were in favor.
- III. Minutes: Commissioner Thomas moved to approve the minutes for the November 9, 2022 meeting; it was seconded by Commissioner Paone. All were in favor.
- IV. New Business: A discussion was held amongst the Commission regarding the below items. Commissioner Zamora moved to approve all items; it was seconded by Commissioner Thomas. All were in favor.
  - a. Maintenance Mechanic | Update to Minimum Qualifications  
Management Analyst II Lechvar proposed revising the education and Commercial Driver's License requirements, along with language clean-up.
  - b. Mechanic | Update to Minimum Qualifications  
Management Analyst II Lechvar proposed revising the education, training, and experience requirements.
  - c. Police Officer Corporal & Police Sergeant | Establish Recruitment Process  
Talent & Inclusion Administrator VanDeWoestyne presented a recruitment process that would include a Written Examination (45%), Practical Assessment (45%), and Interview (10%).
- V. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Thomas moved to approve all lists; it was seconded by Commissioner Zamora. All were in favor.
  - a. Police Officer
  - b. Plant Maintenance Supervisor

- c. Sewer Equipment Operator
- d. Senior Mechanic

VI. Adjournment: Commissioner Paone moved to adjourn the meeting; it was seconded by Commissioner Zamora. All were in favor. Meeting was adjourned at 9:21 AM.

Respectfully submitted,

  
Alison Fleming, Clerk of the Commission