

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

WEDNESDAY, OCTOBER 09, 2019; 9:00 AM

CITY HALL | 226 WEST FOURTH STREET

MINUTES

Commissioners Present: Ralph Kelly, Karen Guest, Patt Zamora, Paul Bollinger, and Michael Schertz

Ex-Officio Member Present: Latrice Lacey

Staff Present: Mallory Merritt (HR Director), Christina Mondanaro-Murphy (Assistant HR Director), Courtney Jones (Talent Acquisition & Program Manager), and Kari Thoren (HR Administrative Assistant)

- I. The meeting was called to order by Chair Kelly at 9:00 am.
- II. Agenda: Commissioner Guest moved to approve the agenda, it was seconded by Commissioner Zamora. All were in favor.
- III. Minutes: Commissioner Zamora moved to approve the minutes for the August 14, 2019 meeting, it was seconded by Commissioner Guest. All were in favor.
- IV. New Business:
 - a. Park Manager Job Description & Qualifications Update: Courtney Jones explained the proposed updates to the Park Manager job description and qualifications to the Commission. Commissioner Zamora moved to accept the updates, it was seconded by Commissioner Bollinger. All were in favor.
 - b. Rules and Regulations: Director Merritt proposed the updated Section 3 and 4 of the Rules and Regulations. Commissioners are to review the updates and reach out to Director Merritt with any comments or edits.
 - c. Quarterly Training: Director Merritt gave the Commission a brief review of their role. Assistant City Attorney Brian Heyer reviewed the structure of an appeal hearing with the Commission.
- V. Old Business:
 - a. Civil Service Rules and Regulations Update (Sections I and II): Commissioner Bollinger moved to approve Sections I and II of the Civil Service Rules and Regulations, it was seconded by Commissioner Zamora. All were in favor.
- VI. Certified Lists: A discussion was held amongst the Commission regarding the below list. Commissioner Guest moved to approve the list, it was seconded by Commissioner Zamora. All were in favor.
 - i. Maintenance Mechanic
- VII. Adjournment: Meeting adjourned at 9:30 am.