

CITY OF DAVENPORT

CIVIL SERVICE COMMISSION

Wednesday, January 9th, 2019

MINUTES

Commissioners Present: Ralph Kelly, Cassandra Erwin, Karen Guest, Pat Zamora and Paul Bollinger.
Ex-Officio Member Present: Civil Rights Director Lacey

Staff Present: Mallory Merritt, Christina Mondanaro-Murphy, Courtney Jones, Scott VanDeWoestyne

- I. The meeting was called to order by Chair Kelly at 9:00 a.m.
- II. HR Director Mallory Merritt asked for approval from the Commission to add the Principal Accounting Clerk certified list under item number VI. The list was completed and returned prior to its original expected return date. Commissioner Zamora moved to authorize the addition. Commissioner Guest seconded the motion. All in favor.
- III. Minutes: Chair Kelly asked for a motion to approve the November 14th, 2018 meeting minutes. Commissioner Erwin moved to approve the minutes. Commissioner Guest seconded the motion. All in favor.

Chair Kelly asked for a motion to approve the December 12th, 2018 meeting minutes. Discussion was held on the content of the Full Civil Service Commission Rules Update portion. HR Director Mallory Merritt clarified that there were no updates to the rules to review, that any rule amendments/ updates would be brought forward in the future. Commissioner Erwin motioned to approve the minutes. Commissioner Guest seconded the motion. All in favor.

- IV. New Business:
 - A. Inclusion and Equity Administrator Scott Vandewoestyne presented to the Commission the Police Officer Recruitment process. Inclusion and Equity Administrator Scott Vandewoestyne provided a process overview, advising that the scoring metrics and dates would be provided to the Commission prior to the February meeting for review and approval. Inclusion and Equity Administrator Scott Vandewoestyne stated that goal role out of the above mentioned process is March 1, 2019. Discussion was held amongst the Commission, specifically on the education requirement. HR Director Merritt advised that staff would return at the February meeting with additional updates on this topic.
- V. Old Business:
 - A. Civil Service Commission Rule 2.2 Vote. HR Director Mallory Merritt advised that the key item in this area is to update the blanket testing process. This includes the 1 test component, 2 test component, and anything outside of the two options listed above would be brought forward for individual approval from the commission. HR Director Mallory Merritt advised the Commission that this will allow HR to move forward efficiently

and effectively. There was discussion held amongst the Commission. Chair Kelly requested a motion to move the vote. Commissioner Erwin moved the motion. Commissioner Guest seconded. All in favor.

- B. Full Commission Rule Review. HR Director Mallory Merritt advised that the first set for review will be proposed at the February meeting, to propose for approval in March.

VI. Certified Lists: A discussion was held amongst the Commission regarding the below lists and all were approved:

- a. Mechanic Diesel and Car
- b. Lead Plant Operator
- c. Street Heavy Equipment Operator
- d. Principal Accounting Clerk

VII. Adjournment: Meeting adjourned at 9:48 am.