

City of Davenport
Civil Service Commission
Wednesday, January 8, 2025; 9:00 AM
City Hall | 226 West Fourth Street | Council Chambers
Minutes

Commissioners Present: Michael Schertz, Jerald Thomas, Rachel Pitchford, and Darius Sykes
Ex-Officio Member Present:

Staff Present: Alison Fleming, Human Resources Director; Gina Lechvar, Recruitment Coordinator; Andrea Maas, Human Resources Specialist; Sarah Bradley, Human Resources Manager

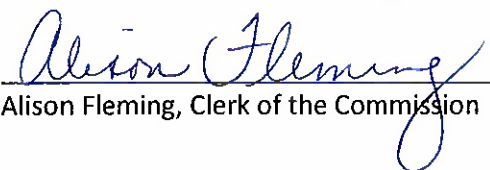
- I. The meeting was called to order by Chair Schertz at 9:00 AM.
- II. Agenda: Commissioner Thomas moved to approve the agenda; it was seconded by Commissioner Pitchford. All were in favor.
- III. Minutes: Commissioner Pitchford moved to approve the minutes for the December 11, 2024 meeting; it was seconded by Commissioner Sykes. All were in favor.
- IV. New Business:
 - a. Appoint Civil Service Clerk
Commissioner Thomas moved to reappoint Alison Fleming, Director of Human Resources, as Civil Service Clerk; it was seconded by Commissioner Sykes. All were in favor.
 - b. Appoint Commission Chair and Vice Chair
Commissioner Thomas moved to reappoint Michael Schertz as Chairperson; it was seconded by Commissioner Pitchford. All were in favor. Commissioner Pitchford moved to reappoint Jerald Thomas as Vice Chairperson; it was seconded by Commissioner Sykes. All were in favor.
 - c. Horticultural Technician | Update Minimum Qualifications
Coordinator Lechvar proposed revising the education, experience, driver's license, and physical examination requirements along with language clean-up. Commissioner Pitchford moved to approve all updates; it was seconded by Commissioner Thomas. All were in favor.

V. Certified Lists: A discussion was held amongst the Commission regarding the below lists. Commissioner Sykes moved to approve the lists; it was seconded by Commissioner Pitchford. All were in favor.

- a. Code Enforcement Officer I
- b. Housing Coordinator
- c. Lead Horticultural Technician
- d. Mechanic
- e. Systems and Security Engineer II

VI. Adjournment: Commissioner Pitchford moved to adjourn the meeting; it was seconded by Commissioner Sykes. All were in favor. Meeting was adjourned at 9:12 AM.

Respectfully submitted,


Alison Fleming, Clerk of the Commission