

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

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

Staff Present: Alison Fleming, Human Resources Director; Samuel Huff, Corporation Counsel; Gina Lechvar, Recruitment Coordinator; Scott VanDeWoestyne, Talent Acquisition Administrator; 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 June 11, 2025 meeting; it was seconded by Commissioner Lee. All were in favor.
- IV. New Business
 - a. Civil Service Rules and Regulations | Proposed Update Section 1
Director Fleming proposed an update to Section 1 of the Rules and Regulations. Commissioners are to review the updates and reach out to Director Fleming with any comments or edits. Director Fleming also shared that proposed updates in response to recent legislation would be forthcoming at the August meeting and would require suspension of the rules to align with the legislation's effective date.
 - b. Andrew Camper | Set Civil Service Appeal Hearing
Director Fleming requested the Commission schedule an Appeal Hearing for employee Andrew Camper. Thomas moved to schedule the hearing for Friday, August 1, 2025, beginning at 9:15 AM in Council Chambers, it was seconded by Commissioner Sykes. All were in favor.
 - c. John Kiss | Set Civil Service Appeal Hearing
Director Fleming requested the Commission schedule an Appeal Hearing for employee John Kiss. Commissioner Pitchford moved to schedule the hearing for Friday, July 25, 2025, beginning at 9:15 AM in Council Chambers, it was seconded by Commissioner Lee. All were in favor.

d. Plant Operator I | Updated Certification List

Coordinator Lechvar requested approval to update the current Plant Operator I certification list due to two employees' requests for voluntary demotion as outlined in Iowa Code Chapter 400 and Davenport Civil Service Commission Rule 2.1.

Commissioner Pitchford moved to approve the updated list, it was seconded by Commissioner Thomas. All were in favor.

e. Senior Accountant | Update to Minimum Qualifications


Coordinator Lechvar proposed revising the certification, education, and driver's license requirements. Commissioner Lee moved to approve the updates, it was seconded by Commissioner Sykes. All were in favor.

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

- a. Police Officer
- b. Police Major
- c. Accounts Payable Technician
- d. Chemist

VI. Adjournment: Commissioner Thomas moved to adjourn the meeting; it was seconded by Commissioner Pitchford. All were in favor. Meeting was adjourned at 9:33 AM.

Respectfully submitted,



Alison Fleming, Clerk of the Commission