

**City of Davenport**  
**Civil Service Commission**  
**Wednesday, August 13, 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; Andrea Maas, Human Resources Specialist; Gina Lechvar, Recruitment Coordinator; Sarah Bradley, Human Resources Manager; Allison Zurcher, Benefits & Occupational Health 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 July 9, 2025 regular meeting and the August 1, 2025 Camper appeal hearing; it was seconded by Commissioner Sykes. All were in favor.

IV. New Business

- a. Civil Service Rules and Regulations | Proposed Updates Sections 3 and 4  
Director Fleming, Specialist Maas, and Counsel Huff presented proposed updates to Sections 3 and 4 of the Rules and Regulations in response to recent legislation and other general updates.

Commissioner Pitchford moved to suspend Rule 1.5 to vote on the proposed updates; it was seconded by Commissioner Lee. All were in favor.

Commissioner Pitchford moved to approve the proposed updates to Davenport Service Commission Rules 3.3, 3.4, 3.5, 3.6, 3.8, 4.1, and 4.2 with an effective date of Saturday, August 16, 2025; it was seconded by Commissioner Sykes. All were in favor.

- b. Updates to Minimum Qualifications  
Commissioner Thomas moved to approve the below updates to minimum qualifications, it was seconded by Commissioner Lee. All were in favor.

- i. Rehabilitation Specialist  
Coordinator Lechvar proposed revising the certification, education, and driver's license requirements, along with language clean-up.
- ii. Sewer TV Technician  
Coordinator Lechvar proposed revising the certification and physical requirements, along with language clean-up.
- iii. Street Heavy Maintenance Worker  
Coordinator Lechvar proposed revising the experience requirements, along with language clean-up.

V. Old Business

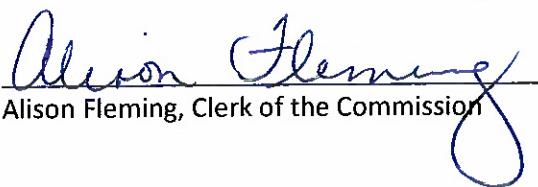
- a. Civil Service Rules and Regulations | Proposed Update Section 1  
Commissioner Lee moved to approve the proposed updates to Davenport Service Commission Rule 1.2; it was seconded by Commissioner Thomas. All were in favor.

VI. 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 Thomas. All were in favor.

- a. Code Enforcement Officer II
- b. Lead Plant Operator
- c. Park Supervisor

VII. Adjournment: Commissioner Sykes moved to adjourn the meeting; it was seconded by Commissioner Pitchford. All were in favor. Meeting was adjourned at 9:46 AM.

Respectfully submitted,

  
Alison Fleming, Clerk of the Commission