

**City of Davenport**  
**Civil Service Commission**  
**Wednesday, November 12, 2025; 9:00 AM**  
**City Hall | 226 West Fourth Street | Council Chambers**

**Minutes**

Commissioners Present: Michael Schertz, Jerald Thomas, Rachel Pitchford, and Cynthia Lee

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

- 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 October 8, 2025 meeting; it was seconded by Commissioner Lee. All were in favor.
- IV. New Business: Commissioner Thomas moved to approve all new business; it was seconded by Commissioner Pitchford. All were in favor.
  - a. Civilian Crime Analysis Unit Supervisor | Establish Minimum Qualifications  
Administrator VanDeWoestyne requested to establish minimum qualifications for a new position within the Police Department.
  - b. Civilian Digital Forensics Unit Supervisor | Establish Minimum Qualifications  
Administrator VanDeWoestyne requested to establish minimum qualifications for a new position within the Police Department.
  - c. Lead Police Services Generalist | Update Minimum Qualifications  
Administrator VanDeWoestyne proposed revising the education, certifications, and driver's license requirements, along with language clean-up.
  - d. Legal Projects Coordinator | Establish Minimum Qualifications  
Coordinator Lechvar requested to establish minimum qualifications for a new position within the Legal Department.

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

- a. Police Officer
- b. Mechanic
- c. Park Technician
- d. Sewer Equipment Operator
- e. Sewer Maintenance Worker
- f. Street Equipment Operator
- g. Welder

VI. Adjournment: Commissioner Pitchford moved to adjourn the meeting; it was seconded by Commissioner Lee. All were in favor. Meeting was adjourned at 9:32 AM.

Respectfully submitted,

  
Alison Fleming, Clerk of the Commission