

City of Davenport
Civil Service Commission
Wednesday, March 11, 2026; 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; Gina Lechvar, Recruitment Coordinator; Scott VanDeWoestyne, Talent Acquisition Administrator; 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 February 11, 2026 meeting; it was seconded by Commissioner Lee. All were in favor.

IV. New Business:

- a. Police Chief | Establish Recruitment Process
Director Fleming presented a recruitment process that would include an Education, Experience, and Skills Matrix, Virtual Interview, and Interview. Commissioner Thomas moved to approve the process as presented; it was seconded by Commissioner Pitchford. All were in favor.
- b. Police Chief | Update to Minimum Qualifications
Director Fleming proposed revising the residency and background investigation requirements, along with language clean-up. Commissioner Lee moved to approve all updates; it was seconded by Commissioner Thomas. All were in favor.

V. Old Business:


- a. Civil Service Rules and Regulations | Proposed Update Section 2
Coordinator Lechvar requested approval to update Civil Service Commission Rule 2.2 as presented previously to the Commission. This update adds the Quad Cities Consortium and the National Testing Network as recommendation options for exam transfers for CPAT, along with language clean-up. Commissioner Thomas moved to approve the proposed rule change; it was seconded by Commissioner Pitchford. 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 Lee. All were in favor.

- a. Police Officer
- b. Civilian Digital Forensic Technician
- c. Police Services Generalist
- d. Construction Inspector
- e. Custodian
- f. Enterprise Process Analyst
- g. Laborer

VII. Adjournment: Commissioner Thomas moved to adjourn the meeting; it was seconded by Commissioner Pitchford. All were in favor. Meeting was adjourned at 9:31 AM.

Respectfully submitted,


Alison Fleming, Clerk of the Commission