

## MINUTES

**Government Body:** CITY OF DUBUQUE CIVIL SERVICE COMMISSION  
**Date:** October 21, 2022  
**Time:** 3:45 PM  
**Place of Meeting:** City Hall – Conference Room A – 50 W 13<sup>th</sup> St.

Present: Commissioners Carla Heathcote (attended virtually), Dan White  
Also present: Adrienne Breitfelder, Kecia Dougherty (attended virtually), Jeremy Jensen (attended virtually)

Commissioner Heathcote called the meeting to order at 3:52 p.m.

1. Approval of minutes from the September 7, 2022 meeting. Motion by Heathcote to approve the minutes as submitted. Seconded by White. Motion carried 2-0.
2. Request to schedule an entrance examination for the position of Police Officer. Motion by White to set the date of November 27, 2022 as recommended by Chief of Police Jensen. Seconded by Heathcote. Discussion was held regarding the availability of a commissioner to proctor the examination as the examination is over a holiday weekend. Commissioner White stated that he will not be available, and Commissioner Heathcote is unsure of her availability. Permit Clerk McCarron confirmed that she is available to proctor the exam if a commissioner is unavailable. Discussion was also held regarding the scheduling of test dates and the timing of when the examination will be scheduled. City Clerk Breitfelder provided the guidelines for compliance with the provisions of the Iowa Open Meetings Law. Motion carried 2-0.
3. Adjournment. Motion by Heathcote to adjourn at 4:11 p.m. Seconded by White. Motion carried 2-0.

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Civil Service Commission

Submitted by Pamela McCarron, Permit Clerk