

P.O. Box 113
Canton, MS 39046-0113

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Kay Pace
Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
Ridgeland: 601-856-4472
Toll Free: 800-428-0584

August 10, 2016

Mr. Trey Baxter, President
Madison County Board of Supervisors
P. O. Box 404
Canton, MS 39046


Dear Mr. Baxter and Board Members,

I am requesting a budget amendment to our personal services. The request is attached to this letter. My Staff works long, hard hours face to face with the people of Madison County, most of my office for many years. All of them work diligently to help each tax payer. Each Staff member is conscientious, courteous, professional and loyal to their position as Deputy Collectors.

Please give this amendment your most earnest consideration. My Office needs additional personal and I have included additional funds for that purpose.

Madison County possesses the most outstanding, knowledgeable and professional Tax Collector Offices in existence. Please help me maintain this standard by honoring my request.

Very truly yours,



Kay Pace, Tax Collector
Madison County

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August 10, 2016

List of employees

Sally Baldwin	\$83.33 per mo.	\$1,000.00 per yr.
Lori Butler	\$83.33 per mo.	\$1,000.00 per yr.
Leslie Burchfield	\$250.00 per mo.	\$3,000.00 per yr.
Gene Cobb	\$250.00 per mo.	\$3,000.00 per yr.
Lisa DuVall	\$250.00 per mo.	\$3,000.00 per yr.
LaJuana Johnson	\$250.00 per mo.	\$3,000.00 per yr.
Rosemarie Jones	\$250.00 per mo.	\$3,000.00 per yr.
Brenda McKenzie	\$250.00 per mo.	\$3,000.00 per yr.
Debra Nason	\$250.00 per mo.	\$3,000.00 per yr.
Katherine Squires	\$250.00 per mo.	\$3,000.00 per yr.
Laura Sullivan	\$250.00 per mo.	\$3,000.00 per yr.
Brenda Winn	\$250.00 per mo.	\$3,000.00 per yr.
Shelia Woodard	\$250.00 per mo.	\$3,000.00 per yr.
Myrtle Rayburn	\$333.33 per mo.	\$4,000.00 per yr.

Total Monthly	\$3,249.99
Total Yearly	\$39,000.00

New Employee	\$30,000.00
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Total with new employee added \$69,000.00 yearly



MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Sally Baird
Job title MADISON OFFICE MGR Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement it so, whom? _____
Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: _____
Rate of Pay \$ _____ Rate of Pay \$ 53,700.04

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8-10-10

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Leslie B Burchfield
Job title Deputy Collector Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement it so, whom? _____
Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
Rate of Pay \$ _____ Rate of Pay \$ 34000.08

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Ray Pace Signature [Signature] Date 8-10-16

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Lori Butler
Job title Bookkeeper Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____
Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Bookkeeper
Rate of Pay \$ _____ Rate of Pay \$ 53,000.08

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8-10-14

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Gene P Cobb
Job title Deputy Collector Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____
Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
Rate of Pay \$ _____ Rate of Pay \$ 38,500.08

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8-10-14

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Lisa Duffell
Job title Deputy Collector Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?
Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
Rate of Pay \$ _____ Rate of Pay \$ 47,000.04

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8/10/16

Forward to Administration for Paperwork Processing

Administrative paperwork

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Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name LaJuana Johnson
Job title Deputy Collector Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried

Position: _____ new position or replacement if so, whom? _____

Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
Rate of Pay \$ _____ Rate of Pay \$ 39,000.00

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8-10-16

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

**MADISON COUNTY
PERSONNEL ACTION**

Department Tax Collector Employee Name Rosemarie Jones
 Job title Deputy Collector Employee SS # _____
 Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____

Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
 Rate of Pay \$ _____ Rate of Pay \$ 34,000.00

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8-10-16

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Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Brenda McKenzie
Job title Deputy Collector Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried

Position: _____ new position or replacement if so, whom? _____

Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
Rate of Pay \$ _____ Rate of Pay \$ 34,000.00

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8/10/16

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Debra Nason
Job title Deputy Collector Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____
Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
Rate of Pay \$ _____ Rate of Pay \$ 38,000.00

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8-10-16

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Myrtle Rayburn
Job title Chief Deputy Collector Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?
Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Chief Deputy
Rate of Pay \$ _____ Rate of Pay \$ 56,000.05

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Key Pace Signature [Signature] Date 8-10-16

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Katherine Squires
Job title Deputy Collector Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?
Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
Rate of Pay \$ _____ Rate of Pay \$ 37,000.08

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Ray Pace Signature [Signature] Date 8-10-16

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Laura Sullivan
Job title Deputy Collector Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____
Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
Rate of Pay \$ _____ Rate of Pay \$ 41,000.04

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Key Pace Signature [Signature] Date 8-10-16

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Brenda Winn
Job title Deputy Collector Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?
Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
Rate of Pay \$ _____ Rate of Pay \$ 32,000.08

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Key Pace Signature [Signature] Date 8/16

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Shelia Woodard
Job title Deputy Collector Employee SS # _____
Effective Date _____

Hire

Full-time Part-time Temporary Hourly Salaried

Position: _____ new position or replacement if so, whom? _____

Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
Rate of Pay \$ _____ Rate of Pay \$ 41,000.04

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8-10-16

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name New Employee
Job title Deputy Collector Employee SS # _____
Effective Date 8-1-16

Hire

Full-time Part-time Temporary Hourly Salaried

Position: _____ new position or replacement if so, whom?

Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: _____ To Position: Deputy Collector
Rate of Pay \$ _____ Rate of Pay \$ 30,000.00

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8-10-16

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____