

MADISON COUNTY  
PERSONNEL ACTION

Department MCPC Employee Name Margueta Williams  
Job title D/O Employee SS # \_\_\_\_\_  
Effective Date 10-3-16

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: \_\_\_\_\_ new position or replacement  if so, whom? Gortney Hurvey  
Rate of Pay \$14.00

- 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 \$ \_\_\_\_\_

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Chuck McNeal Signature [Signature] Date 9-26-16

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 MCDC Employee Name Dwan Harris  
Job title D/O Employee SS # \_\_\_\_\_  
Effective Date 10-3-16

**Hire**  
Full-time  Part-time  Temporary  Hourly  Salaried   
Position: \_\_\_\_\_ new position or replacement  if so, whom? Mary Steward  
Rate of Pay \$ 14.00

- 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 \$ \_\_\_\_\_

**Termination**  
 Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

**Approval of Elected Official or Department Head**  
Printed Name Chuck McNeal Signature [Signature] Date 9-26-16

Forward to Administration for Paperwork Processing

Administrative paperwork	Initials	Date
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MADISON COUNTY  
PERSONNEL ACTION

Department MCDC Employee Name Brandon Davis  
Job title D10 Employee SS # \_\_\_\_\_  
Effective Date 10-3-16

**Hire**  
Full-time  Part-time  Temporary  Hourly  Salaried   
Position: \_\_\_\_\_ new position or replacement  if so, whom? Johnny Mangum  
Rate of Pay \$ 1400

- 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 \$ \_\_\_\_\_

**Termination**  
 Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

**Approval of Elected Official or Department Head**  
Printed Name Chuck McNeal Signature [Signature] Date \_\_\_\_\_

Forward to Administration for Paperwork Processing

**Administrative paperwork**

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Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

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

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October 10, 2016

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

Dear Mr. Baxter and Board Members.

I have four Deputy Collector who have completed the Collector of Revenue I School and passed. They are Brooke Burchfield, Rose Jones, Brenda McKenzie and Kathy Squires. The school was February 29-March 4, 2016.

I am requesting that each of my Deputy Collectors be given their increase in pay as stated by the attached letter.

With regards,



Kay Pace  
Tax Collector, Madison County

MADISON COUNTY  
PERSONNEL ACTION

Department Tax Collector Employee Name Kathy 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 \$ 34,000 Rate of Pay \$ 36,000  
Collector of Revenue School I

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

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

**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 Brooke Burenfield  
Job title Deputy Collector Employee SS # \_\_\_\_\_  
Effective Date 10-1-10

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: \_\_\_\_\_ new position  if so, whom?   
or replacement   
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 \$ 31,000 Rate of Pay \$ 33,000  
Collector of Revenue School I

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

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

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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Copy to HR	_____	_____
Copy to Comptroller	_____	_____
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MADISON COUNTY  
PERSONNEL ACTION

Department Tax Collector Employee Name Rose Jones  
Job title Deputy Collector Employee SS # \_\_\_\_\_  
Effective Date 10-1-16

**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 \$ 31,000 Rate of Pay \$ 33,000  
Collector of Revenue School I

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Kay Pace Signature [Signature] Date 10-1-16

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MADISON COUNTY  
PERSONNEL ACTION

Department Tax Collector Employee Name Brenda McKenzie  
Job title Deputy Collector Employee SS # \_\_\_\_\_  
Effective Date 10-1-16

**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 \$31,000 Rate of Pay \$33,000  
Collector of Revenue School I

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

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

Forward to Administration for Paperwork Processing

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**MADISON COUNTY  
PERSONNEL ACTION**

Department Tax Assessor Employee Name Leslie LaCour  
 Job title Deputy Employee SS # \_\_\_\_\_  
 Effective Date 10/1/2016

**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: Administrative Assistant To Position: Office Administrator  
 Rate of Pay \$ 24.04 Rate of Pay \$ 26.44

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Norman A. Cannady, Jr. Signature *Norman A. Cannady Jr.* Date \_\_\_\_\_

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

	Initials	Date
Copy to Payroll	_____	_____
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**MADISON COUNTY  
PERSONNEL ACTION**

Department Tax Assessor Employee Name Lesly Barthel  
 Job title Deputy Employee SS # \_\_\_\_\_  
 Effective Date 10/1/2016

**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: Homestead Information Officer To Position: Personal Property Appraiser  
 Rate of Pay \$ 18.30 Rate of Pay \$ 20.19

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Norman A. Cannady, Jr. Signature *Norman A. Cannady Jr.* Date \_\_\_\_\_

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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

**MADISON COUNTY  
PERSONNEL ACTION**

Department Tax Assessor Employee Name Staci Powell  
 Job title Deputy Employee SS # \_\_\_\_\_  
 Effective Date 10/1/2016

**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: Part-time Homestead Clerk To Position: Full-time Homestead Information Officer  
 Rate of Pay \$ 15.00 Rate of Pay \$ 17.00

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Norman A. Cannady, Jr. Signature *Norman A. Cannady, Jr.* Date \_\_\_\_\_

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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MADISON COUNTY  
PERSONNEL ACTION

Department Planning & Zoning  
Job title Director  
Effective Date Nov. 1 2016

Employee Name Carl F. Allen  
Employee SS # \_\_\_\_\_

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried

Position: DIRECTOR new position or replacement  if so, whom? \_\_\_\_\_

Rate of Pay \$ 75,000/yr.

- 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 \$ \_\_\_\_\_

**Termination**

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name TONY GREEN Signature [Signature] Date 10/14/14

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

Copy to Payroll	Initials <u>TO</u>	Date <u>10/14/14</u>
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	Initials <u>TO</u>	Date <u>10/14/16</u>

MADISON COUNTY  
PERSONNEL ACTION

Department MCDE Employee Name Brandon Davis  
Job title D10 Employee SS # \_\_\_\_\_  
Effective Date 10-3-16

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried

Position: \_\_\_\_\_ new position or replacement  if so, whom? Johany Mangum

Rate of Pay \$ 1400

- 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 \$ \_\_\_\_\_

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Chuck McNeal Signature [Signature] Date \_\_\_\_\_

Forward to Administration for Paperwork Processing

**Administrative paperwork**

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