

MADISON COUNTY  
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Diane Gilmore  
Job title Detention Officer Employee # \_\_\_\_\_  
Effective Date August 30, 2018

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

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

Promotion  
From Position: Detention Officer To Position: 1 Year raise  
Rate of Pay \$ 14.50 Rate of Pay \$ 15.50

Termination  
 Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

Approval of Elected Official or Department Head  
Printed Name Major Chuck McNeal Signature Chuck McNeal Date 08/14/2018

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY  
PERSONNEL ACTION

Madison County  
Detention Center

Department: Detention Center Employee Name: Michael Spann  
Job title: Detention Officer Employee #:  
Effective Date: August 20, 2018

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: Detention Officer To Position: 1 year raise  
Rate of Pay: \$ 14.50 Rate of Pay: \$ 15.50

Termination  
 Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

Approval of Elected Official or Department Head  
Printed Name: Major Chuck McNeal Signature: [Signature] Date: 08/14/18

Forward to Administration for Paperwork Processing

Administrators paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy to SOS Agency	_____	_____

MADISON COUNTY  
PERSONNEL ACTION

Department: Madison County Detention Center Employee Name: M. Williams  
 Job title: Detention Officer Employee #: \_\_\_\_\_  
 Effective Date: Next Pay Period

Hire: Full-time  Part-time  Temporary  Hourly   
 Position: \_\_\_\_\_ Salaried   
 Rate of Pay: \_\_\_\_\_ If so, whom?   
 \_\_\_\_\_ new position or replacement

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

Promotion  
 From Position: Detention Center To Position: Master Sergeant  
 Rate of Pay: \$ 15.50 Rate of Pay: \$ 16.25

Termination  
 Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

Approval of Elected Official or Department Head  
 Printed Name: Major Chuck McNeal Signature: [Signature] Date: 08/15/2018

Forward to Administration for Paperwork Processing

Administrative Paperwork

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



**OFFICE OF THE DISTRICT ATTORNEY**

**MICHAEL GUEST**  
DISTRICT ATTORNEY

TWENTIETH JUDICIAL DISTRICT  
RANKIN, MADISON COUNTIES

June 12, 2018

Madison County Board of Supervisors  
Attn: Shelton Vance, County Administrator  
Post Office Box 608  
Canton, MS 39046-0608

**RE: Madison County Employee CHRISTOPHER TODD McALPIN**  
**Position: Assistant District Attorney**

Dear Shelton:

In connection with the above referenced employee, effective July 01, 2018, we will increase his annual salary to \$107,015. Our office will reimburse Madison County for this increase.

If you have any questions regarding same, please feel free to contact me. Additionally, if there are any forms required by Madison County to effectuate this salary increase, please let us know that, as well.

Sincerely,

A handwritten signature in blue ink that reads "Michael Guest". The signature is written in a cursive style with a large initial "M".

Michael Guest, *District Attorney*

c: Loretta Phillips, *Human Resources Director*  
Myrtis Hawkins, *Assistant Comptroller*