



October 2, 2018

MEMORANDUM

TO: Board Presidents , Chancery Clerks, Purchase Clerks, Receiving Clerks, and Inventory Control Clerks

FROM: Sumner Davis Sumner Davis  
Center Head

SUBJECT: 2018 Certification Training for County Purchase Clerks, Receiving Clerks, and Inventory Control Clerks-- November 7<sup>th</sup>--Audit Department's Conference Room on the 8<sup>th</sup> floor of the Woolfolk Office Building in Jackson.

Ladies and gentlemen, the 2018 certification program for all county purchase clerks, receiving clerks, and inventory control clerks ***not yet certified*** in their positions will be held on Wednesday, November 7<sup>th</sup>, in the Audit Department's Conference Room on the 8<sup>th</sup> floor of the Woolfolk Office Building in Jackson.

Enclosed is a registration form for the training session. Officially designated clerks needing certification should complete the registration form and return it to me by November 2<sup>nd</sup>.

The "County Government Reorganization Act of 1988" specifies that all county centralized purchasing officials--the purchase clerk, the receiving clerk, and the inventory control clerk--must be certified in their positions at the beginning of a new term of office or within one year of their appointment. Certification requires attendance at this seminar and successful completion of an examination covering the material taught during the seminar.

Registration will begin at 8:30 a.m. and the concurrent educational seminars will begin promptly at 9:00 a.m. Note that the purchase clerk workshop usually lasts an hour or so longer than the workshops for receiving and inventory control clerks. If you ride with a purchase clerk, make plans as to how you will spend a couple of extra hours while he or she completes the purchase clerk workshop.

All clerks not yet certified in their positions must attend this seminar. Deputy clerks, assistants, and others are welcome to attend, but they will not take the examination for certification. If you have questions concerning the details of the certification program or the training session, please contact me.

sd

Enclosure

c: Mr. Tom Chain, State Department of Audit, Technical Assistance Division

Mississippi State University Extension Service

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We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**REGISTRATION FORM**

**2018 CERTIFICATION PROGRAM SEMINAR  
COUNTY PURCHASE, RECEIVING, AND INVENTORY CONTROL CLERKS**

November 7, 2018

Audit Department's Conference Room on the 8<sup>th</sup> floor of the Woolfolk Office Building in Jackson

All officially-designated purchase clerks, receiving clerks, and inventory control clerks **not yet certified in their position** must attend the certification training. Others are welcome but will not be able to take the examination for certification. Please return a registration form for each person attending the certification program on or before **Friday, November 2, 2018**. Fax your registration form to me at 662-325-8954 or mail it to me at the following address: Sumner Davis, GCD/MSU-ES, Box 9643, Mississippi State, MS 39762.

NAME: Jay Hilliard

POSITION: Inventory Control Clerk

COUNTY: Madison County

ADDRESS: 125 West North Street  
Canton, ms 39046

TELEPHONE: 601-855-5581

**REQUIRED CERTIFICATION  
FOR OFFICIALLY-DESIGNATED CLERKS**

The individual named above has been officially designated by the Board of Supervisors in our county as the Inventory Control Clerk  
(Purchase Clerk, Receiving Clerk, or Inventory Control Clerk) and must be certified in that position by the State Auditor.

Date of Appointment November 21, 2016

\_\_\_\_\_  
President, Board of Supervisors

\_\_\_\_\_  
Date

***In re: Approval of Consent Agenda Items***

WHEREAS, the Board President did explain that any Supervisor could, in advance of the call of the question, request that any item be removed from the Consent Agenda, and

WHEREAS, Supervisor Griffin requested Consent Item No. 5, Approve Justice Court Wedding Reports/June 24 - November 9, 2016, be pulled for separate consideration, and

Therefore, Mr. Steen did offer and Mr. Griffin did second a motion to take the following actions on the Consent Agenda:

2. **Approve Jay Hilliard as Inventory Control Clerk effective immediately.**
3. **Approve FY18 Mississippi Office of Highway Safety (DUI) Grant Application and Authorize the Board President to execute same.**  
(Attached hereto as Exhibit A.)
4. **Approve insurance premium refund to Laura Leathers in the amount of \$491.13 from the Self-Insurance fund.**  
(Attached hereto as Exhibit B.)
6. **Approve Madison County School District 16<sup>th</sup> Section Lease Contracts.**  
(Found in the Miscellaneous Appendix to these Minutes.)
7. **Approve End of Year September 30, 2016 Inventory Report.**  
(Attached hereto as Exhibit C.)
8. **Acknowledge Department of Revenue Order approving the 2016 Real and Personal Rolls.**  
(Attached hereto as Exhibit D.)
9. **Approve new customer account application form and Authorize the Board President to execute same - Terex Services.**  
(Found in the Miscellaneous Appendix to these Minutes.)
10. **Acknowledge Clerk of the Board Report.**  
(Found in the Miscellaneous Appendix to these Minutes.)
11. **Approve the Justice Assistance Grant (JAG) Subgrant Application and Authorize the Board President to execute same.**  
(Found in the Miscellaneous Appendix to these Minutes.)
12. **Approve Void 2016 Tax Sale - Parcel No. 072I-30D-068/00.00 being assessed to J M Brunson, Sr. due to an erroneous sale.**  
(Found in the Miscellaneous Appendix to these Minutes.)
13. **Approve Utility Permits submitted by AT&T for placement of utilities along Raytown Road and Loring Road and Authorize the Board President to execute same.**  
(Found in the Miscellaneous Appendix to these Minutes.)
14. **Acknowledge Legal Holidays -Thursday and Friday, November 24-25, 2016, Thanksgiving Day; Monday, December 26, 2016, Christmas Day; and Monday, January 2, 2017, New Year's Day. All county offices and courthouses are authorized to close on said dates.**