

Kay Pace

Tax Collector

Canton Fax: 601-859-0522
Ridgeland Fax: 601-898-0731

Madison County

Office

Tax Collector

Employee Name

Kristin Austin

Job title

Deputy Collector

Employee SS #

Effective Date

10-17-2022

Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$ 16.50

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

Kay Pace

Signature

[Signature]

Date

10-3-2022

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 Road Department Employee Name Terrance Evans
Job title Truck Driver Employee SS # _____
Effective Date October 19, 2022

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?
Rate of Pay \$ 16.00 per hour

- 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 Cornelius Bacon Signature  Date 10-5-22

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

JOHN K. BRAMLETT, JR.

DISTRICT ATTORNEY

TWENTIETH JUDICIAL DISTRICT

RANKIN, MADISON COUNTIES

October 5, 2022

Via Electronic Mail @ Greg.Higginbotham@Madison-Co.com

Madison County Board of Supervisors
Greg Higginbotham, County Administrator

Re: **Employee: JERRI THOMPSON**
Effective Date: October 16, 2022

Dear Greg:

In connection with the above employee whose present salary of \$41,600/annually is currently partially funded by both the Madison County Board of Supervisors (in the amount of \$37,003) and my office (in the amount of \$4,596).

We would like to offer Ms. Thompson a \$5,000/year salary increase, effective October 16, 2022, making her annual salary \$46,600. Per our FY 2023 budget, it is my understanding that the Madison County Board of Supervisors has agreed to fund 100% of same—including the portion that has been previously reimbursed by my office.

Thank you and the Board very much. If you have any questions regarding same, please feel free to contact me.

Sincerely,

John K. Bramlett, Jr., District Attorney

Enclosure (Madison County Personnel Recommendation)

c w/Enc: Na'Son White, *Comptroller*

Loretta Phillips, *Human Resources Director*

Myrtis Hawkins, *Assistant Comptroller*

MADISON COUNTY
PERSONNEL ACTION

Department DISTRICT ATTY'S OFFICE Employee Name JERRI THOMPSON
Job Title OFFICE ADMINISTRATION Employee SS # xxx-xx- 3955
Effective Date OCTOBER 16, 2022

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)

PAY INCREASE

From Position: _____ To Position: _____

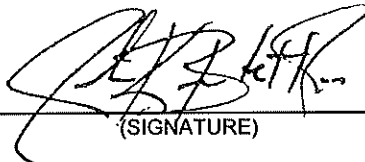
INCREASE: FROM \$41,600/YEAR TO \$46,600/YEAR (to be funded 100% by BOS)

TERMINATION

- DEATH
 DISMISSED
 RESIGNED
 RETIRED
 DOCUMENTATION ATTACHED

APPROVAL OF ELECTED OFFICIAL OR DEPARTMENT HEAD

JOHN K. BRAMLETT, JR.
(PRINTED NAME)


(SIGNATURE)

DATE: 10-5-22

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

JOHN K. BRAMLETT, JR.
DISTRICT ATTORNEY

TWENTIETH JUDICIAL DISTRICT
RANKIN, MADISON COUNTIES

October 5, 2022

Via Electronic Mail @ Greg.Higginbotham@Madison-Co.com

Madison County Board of Supervisors
Greg Higginbotham, County Administrator

Re: Hire for DISTRICT ATTORNEY'S OFFICE/MADISON COUNTY
Position: Investigator
Name: **JOHN CHALK**
Effective Date: October 16, 2022

Dear Greg:

As you are aware, the Madison County Board of Supervisors previously fully funded an investigative slot for our office (for Barrick Fortune), at a salary of \$59,500/annually. And as you are also aware, the Madison County BOS has agreed to continue to fund this position for the upcoming Fiscal Year 23.

Per my budget memo dated June 22, 2022, I advised the Board that I would like to reassign one of my Rankin County investigators, **John Chalk**, to my Madison County office in Mr. Fortune's position as Mr. Fortune is likewise being reassigned to my Rankin County office.

I am attaching the personnel recommendation for Mr. Chalk. Additionally, he will need to personally meet with Ms. Loretta Phillips at her convenience in order to complete necessary paperwork required by Madison County.

Thank you and the Board of Supervisors very much for your ongoing assistance.

Sincerely,

John K. Bramlett, Jr., District Attorney

Enclosures (Madison County Personnel Recommendation)
c w/Enc: Na'Son White, *Comptroller*
Loretta Phillips, *Human Resources Director*
Myrtis Hawkins, *Assistant Comptroller*

**MADISON COUNTY
PERSONNEL ACTION**

Department **DISTRICT ATTORNEY'S OFFICE** Employee Name **CHALK, John**
20TH DISTRICT

Job Title **INVESTIGATOR** Employee SS # xxxx-xx-3412

Effective Date **October 16, 2022**

HIRE

Full-time Part-time Temporary Hourly Salaried

Position: **INVESTIGATOR** new position

Or replacement If so, whom: BARRICK FORTUNE

RATE OF PAY **\$59,500 ANNUALLY**

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: _____

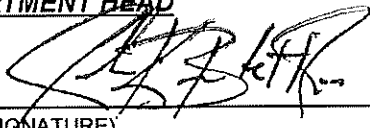
TERMINATION

- DEATH
- DISMISSED
- RESIGNED
- RETIRED

DOCUMENTATION ATTACHED

APPROVAL OF ELECTED OFFICIAL OR DEPARTMENT HEAD

JOHN K BRAMLETT, JR
(PRINTED NAME) JOHN K. BRAMLETT, JR.


(SIGNATURE)

DATE: 10-5-22

FORWARD TO ADMINISTRATION FOR PAPERWORK PROCESSING

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Copy to Comptroller		
Copy for BOS Agenda		



OFFICE OF THE DISTRICT ATTORNEY

JOHN K. BRAMLETT, JR.

DISTRICT ATTORNEY

TWENTIETH JUDICIAL DISTRICT

RANKIN, MADISON COUNTIES

October 5, 2022

Via Electronic Mail @ Greg.Higginbotham@Madison-Co.com

Madison County Board of Supervisors
Greg Higginbotham, County Administrator

Re: **Employee: JASON F. RUDD**
Effective Date: October 16, 2022

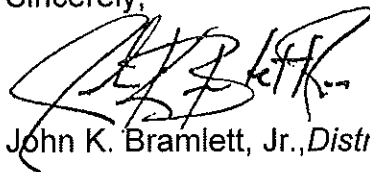
Dear Greg:

In connection with the above employee (whose salary is currently funded through the Mississippi Department of Finance & Administration), we would like to offer Mr. Rudd a \$5,000 salary supplement, effective October 16, 2022. It is my understanding that the Madison County Board of Supervisors has agreed to fund this supplement.

Additionally, it is our understanding that Mr. Rudd will need to meet with Loretta Phillips in order to complete the necessary paperwork required by Madison County in order to effectuate this salary supplement.

Thank you and the Board very much. If you have any questions regarding same, please feel free to contact me.

Sincerely,



John K. Bramlett, Jr., *District Attorney*

Enclosure (Madison County Personnel Recommendation)

c w/Enc: Na'Son White, *Comptroller*

Loretta Phillips, *Human Resources Director*

Myrtis Hawkins, *Assistant Comptroller*

**MADISON COUNTY
PERSONNEL ACTION**

Department **DISTRICT ATTORNEY'S OFFICE** Employee Name **RUDD, Jason F.**
 20TH DISTRICT

Job Title **Investigator** Employee SS # **xxxx-xx-1704**

Effective Date **OCTOBER 16, 2022**

HIRE

Full-time Part-time Temporary Hourly Salaried

Position: _____ new position

Or replacement If so, whom: _____

RATE OF PAY

- \$5,000 ANNUAL SUPPLEMENT (TO BE PAID AT \$416.66/mo), FUNDED BY THE MADISON COUNTY BOARD OF SUPV**
- 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

JOHN K. BRAMLETT, JR _____ DATE: 10-5-22
 (PRINTED NAME) JOHN K. BRAMLETT, JR. (SIGNATURE)

FORWARD TO ADMINISTRATION FOR PAPERWORK PROCESSING

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	initials	date
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OFFICE OF THE DISTRICT ATTORNEY

JOHN K. BRAMLETT, JR.

DISTRICT ATTORNEY

TWENTIETH JUDICIAL DISTRICT

RANKIN, MADISON COUNTIES

October 5, 2022

Via Electronic Mail @ Greg.Higginbotham@Madison-Co.com

Madison County Board of Supervisors
Greg Higginbotham, County Administrator

Re: Employee: SAMUEL GOODMAN
Effective Date: October 16, 2022

Dear Greg:

In connection with the above employee (whose present salary of \$37,000/annually is currently funded by the Madison County Board of Supervisors), we would like to offer Mr. Goodman a \$15,000/year salary increase, effective October 16, 2022. Per our FY 2023 budget, it is my understanding that the Madison County Board of Supervisors has agreed to fund same.

Thank you and the Board very much. If you have any questions regarding same, please feel free to contact me.

Sincerely,

John K. Bramlett, Jr., *District Attorney*

Enclosure (Madison County Personnel Recommendation)

c w/Enc: Na'Son White, *Comptroller*

Loretta Phillips, *Human Resources Director*

Myrtis Hawkins, *Assistant Comptroller*

**MADISON COUNTY
PERSONNEL ACTION**

Department DISTRICT ATTORNEY'S OFFICE Employee Name GOODMAN, Samuel
20TH DISTRICT

Job Title Investigative Assistant (to Investigator) Employee SS # xxxx-xx-6795

Effective Date OCTOBER 16, 2022

HIRE - n/a

Full-time Part-time Temporary Hourly Salaried

Position: _____ new position

Or replacement If so, whom: _____

RATE OF PAY **\$52,000 ANNUALLY (pay increase of \$15,000/annually)**

JOB REFERENCES CHECKED (if applicable)

BACKGROUND CHECKED (if applicable)

DRIVING RECORD CHECKED (if applicable)

PROMOTION

From Position: Investigative Assistant To Position: Investigator

Rate of Pay: \$37,000/annually Rate of Pay: \$52,000/annually

TERMINATION

- DEATH
- DISMISSED
- RESIGNED
- RETIRED
- DOCUMENTATION ATTACHED

APPROVAL OF ELECTED OFFICIAL OR DEPARTMENT HEAD

JOHN K. BRAMLETT JR  DATE: 10-5-22
 (PRINTED NAME) JOHN K. BRAMLETT, JR. (SIGNATURE)

FORWARD TO ADMINISTRATION FOR PAPERWORK PROCESSING

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