

**MADISON COUNTY  
PERSONNEL ACTION**

Department Youth Court - Drug Courts Employee Name Steven Stafford  
 Job title Case Manager /Counselor Employee SS # \_\_\_\_\_  
 Effective Date July 1, 2024

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried

Position: Case Manager/Counselor new position   
 or replacement  if so, whom? \_\_\_\_\_

Jenny Chhabra for Family Drug Court

Rate of Pay \$ 33.33/hr. 40 Hrs/week

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

*All Grant funding  
 75% from #190-172-402  
 25% from #186-163-402*

**Promotion**

From Position: Case Manager/Counselor Juvenile only To Position: Case Manager/Counselor Family and Juvenile

Rate of Pay \$ 33.33/hr (30 hrs) Rate of Pay \$ 33.33/hr (40 Hrs)

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Staci O'Neal Signature *Staci O'Neal* Date 5/22/24

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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Copy to Payroll	_____	_____
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MADISON COUNTY  
PERSONNEL ACTION

Department Youth Court #001-163-402 Employee Name Jennifer Chhabra  
Job title Intake Officer /Case Manager Employee SS # \_\_\_\_\_  
Effective Date July 1, 2024

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: Case Manager/Counselor new position or replacement  if so, whom? \_\_\_\_\_  
Rate of Pay \$ 20/hr. 30 Hrs/week

Job references checked ( if applicable) *100% from fund # 001-163-402*  
 Background checked ( if applicable)  
 Driving Record checked ( if applicable)

**Promotion**

From Position: Case Manager/Counselor To Position: Intake Officer / Case Mgr.  
Rate of Pay \$ 20/hr (40 hrs) Rate of Pay \$ 20/hr (30Hrs)

**Termination**

Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Staci O'Neal Signature *Staci O'Neal* Date 5/22/24

**Forward to Administration for Paperwork Processing**

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MAY 22 2024

ANITA WRAY, CIRCUIT CLERK

IN RE: YOUTH COURT ATTORNEYS AND PERSONNEL IN RESPONSE TO SB 2792 BECOMING EFFECTIVE JULY 1, 2024. WS D.C.

ORDER REGARDING YOUTH COURT PERSONNEL

Due to recent changes in legislation, the Youth Court of Madison County finds it necessary to make several adjustments in duties and related compensation to the youth court attorneys and staff in order to comply with current Mississippi law and efficiently carry out the professional, clerical, and other work of the youth court. The following changes shall take effect as of **JULY 1, 2024**:

1. Pursuant to Miss. Code Ann. § 43-21-351, the Intake Officer is responsible for the accurate and timely entering of all intake and case information into the Mississippi Youth Court Information Delivery System (MYCIDS) for the Department of Human Services--Division of Youth Services, truancy matters, and the Department of Child Protection Services. The intake volume has increased significantly in recent years and staffing adjustments are necessary at this time. **Anya Rucker** is hereby appointed to serve as Senior Intake Officer for all delinquency and CPS matters. Her salary was recently raised to \$52, 416 with the most recent countywide salary adjustments. Her compensation may be raised by further order of this Court, or future raises given by the Board of Supervisors as part of a countywide pay raise.

2. Pursuant to Miss. Code Ann. § 43-21-353, the youth court intake unit shall, after receiving a report, “promptly make a preliminary inquiry to determine whether the interest of the child, other children in the same environment or the public requires the youth court to take further action.” The youth court intake unit shall recommend to the youth court: (a) That the youth court take no action; (b) That an informal adjustment be made; (c) That the Department of

Child Protection Services monitor the child, family and other children in the same environment; (d) That the child is warned or counseled informally; (e) That the child be referred to the youth court intervention court; or (f) That a petition be filed.

The Intake Unit shall consist of the following people currently holding positions within the Madison County Youth Court:

The Youth Court Prosecutor, **Lindsey Herr, Esq.**  
Senior Intake Officer, **Anya Rucker**  
Intake Officer and Youth Court Case Manager, **Jenny Chhabra**  
Youth Court Family Intervention Court Coordinator, **Jamie Ballard, Esq.**

3. Pursuant to SB 2792 the youth court will now be required to conduct permanency hearings for foster children on a more frequent rotation requiring additional hearings on a monthly basis. Previous statutory requirements required a permanency hearing once every six (6) months. The additional hearings will increase the workload of our current attorneys serving in youth court by at least 96 hours of in-court time annually. As such, each of their salaries are hereby *increased* \$10,000 annually from fund no. 001-163-402. Said attorneys affected by this increase are Daniel Spivey, Esq., LaTonya Allen, Esq., Guilia McQuirter, Esq. Their salaries may be raised in the future by further order of this Court, or future raises given by the Board of Supervisors as part of a countywide pay raise.

4. The Youth Court Prosecutor, Lindsey Herr, Esq. has increased duties with both the increase in Referrals, Intake Responsibilities, and additional required permanency hearings. She has also been appointed by this Court to sit as a part of the multi-disciplinary team reviewing all felony child abuse allegations reported as part of the intake process. Her extra duties require her to be available to this Court Monday-Friday and occasionally on weekends. As such, her salary is hereby increased by \$20,000 from fund 001-163-405. Her salary may be raised in the



future by order of this Court, or future raises given by the Board of Supervisors as part of a countywide pay raise.

5. Jenny Chhabra's job description is hereby amended to include intake officer and intake unit duties, truancy administrator and other probation responsibilities as needed. Steven Stafford, L.P.C. will replace her as the Family Drug Court Case Manager/Counselor. As such, Chhabra's hours are reduced to 30 hours per month with her current hourly rate remaining the same at \$20/hr. paid from fund 001-163-402.

SO ORDERED this 22nd day of May, 2024.

  
COUNTY COURT JUDGE

  
COUNTY COURT JUDGE

MADISON COUNTY  
PERSONNEL ACTION

Department Tax Collector Employee Name Kelly Thompson  
Job title Deputy Collector Employee SS # \_\_\_\_\_  
Effective Date June 3, 2024

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: Deputy Collector new position or replacement  if so, whom?  
Allison Humphreys  
Rate of Pay \$20 / 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 CJ Garavelli Signature [Signature] Date 5/28/2024

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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

Department MCDC Employee Name J'nia Britton  
 Job title D/O Employee SS # \_\_\_\_\_  
 Effective Date 6/3/24

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
 Position: D/O new position or replacement  if so, whom? \_\_\_\_\_  
 Rate of Pay \$ 17.56

- 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 Jeff Hurst Signature [Signature] Date 5-24-24

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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Copy to HR	_____	_____
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MADISON COUNTY  
PERSONNEL ACTION

Department MCDC Employee Name Brian *Norden*  
Job title D/O Employee SS # \_\_\_\_\_  
Effective Date 6/3/24

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: D/O new position or replacement  if so, whom? \_\_\_\_\_  
Rate of Pay \$ 17.56

- 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 Jeff Husted Signature *Jeff Husted* Date 5-21-24

**Forward to Administration for Paperwork Processing**

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MADISON COUNTY  
PERSONNEL ACTION

Department

Justice Court

Employee Name

Kly Shamor Jones

Job title

Clerk

Employee SS #

xxv-xv-7393

Effective Date

June 3, 2024

**Hire**

Full-time

Part-time

Temporary

Hourly

Salaried

Position:

clerical

new position  
or replacement

if so, whom?

Rate of Pay

\$ 10.00

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

Cheryl Horn

Signature

Cheryl Horn

Date

May 28, 24

Forward to Administration for Paperwork Processing

**Administrative paperwork**

Copy to Payroll

Initials

Date

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Copy to HR

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Copy to Comptroller

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Copy for BOS Agenda

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MADISON COUNTY  
PERSONNEL ACTION

Department Sheriff's Dept. Employee Name Kevin Stacy  
Job title Dispatcher Employee SSN 520 4770 Rehite  
Effective Date 6/12/24

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: Dispatcher new position or replacement  if so, whom? Margaret Ely  
Rate of Pay \$ 20.12.

- 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 Jeremy Williams Signature [Signature] Date 5-28-24

Forward to Administration for Paperwork Processing

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**MADISON COUNTY  
PERSONNEL ACTION**

Department MCDC Employee Name Keon Sims  
 Job title D/O Employee SS # \_\_\_\_\_  
 Effective Date 6/2/24

**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: D/O To Position: MSgt.  
 Rate of Pay \$ 17.56 Rate of Pay \$ 18.69

**Termination**

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Jeffrey B. HUSTED Signature [Signature] Date 5/29/24

**Forward to Administration for Paperwork Processing**

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**MADISON COUNTY  
PERSONNEL ACTION**

Department MCDC Employee Name Robert Gillion  
 Job title MSgt. Employee SS # \_\_\_\_\_  
 Effective Date 6/2/24

**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**

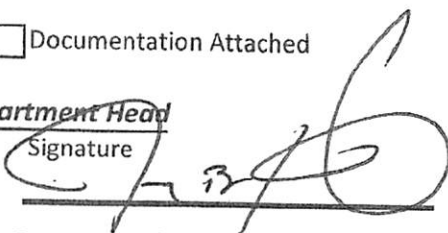
From Position: MSgt. To Position: Lt.  
 Rate of Pay \$ 18.69 Rate of Pay \$ 20.68

**Termination**

Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Jeffrey B. Husted

Signature 

Date 5/29/24

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MADISON COUNTY  
PERSONNEL ACTION

Department FMA Employee Name Caitlyn Reed  
Job title Clerical Employee SS # \_\_\_\_\_  
Effective Date 6/4/2024

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried

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

Rate of Pay \$ 10.00

- 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 Albert Jones III Signature [Signature] Date 5/28/2024

Forward to Administration for Paperwork Processing

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MADISON COUNTY  
PERSONNEL ACTION

Department EMA Employee Name Jordan Hollens  
Job title Clerical Employee SS # \_\_\_\_\_  
Effective Date 6/4/2024

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried

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

Rate of Pay \$ 10.00

- 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 Alfred Jones Jr Signature [Signature] Date 5/28/2024

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MADISON COUNTY  
PERSONNEL ACTION

Department EMA Employee Name Jaden Smith  
Job title Clerical Employee SS # \_\_\_\_\_  
Effective Date 6/4/2024

**Hire**  
Full-time  Part-time  Temporary  Hourly  Salaried   
Position: \_\_\_\_\_ new position  if so, whom? \_\_\_\_\_  
Rate of Pay \$ 10.00

- 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 Albert Jones III Signature [Signature] Date 5/28/2024

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MADISON COUNTY  
PERSONNEL ACTION

Department MOSQUITO CONTROL Employee Name QUANTAE WALKER  
Job title DRIVER/SPRAYER Employee SS # \_\_\_\_\_  
Effective Date 6/3/2024

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: DRIVER SPRAYER new position or replacement  if so, whom? \_\_\_\_\_  
Rate of Pay \$ 10.00

- 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 MINOR NORMAN Signature  Date 5/22/2024

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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