

MADISON COUNTY  
PERSONNEL ACTION

Department Administration Employee Name Latiker, Clara  
Job title Asst. Inventory Clerk Employee SS # ID # 2871  
Effective Date 12/1/2013

**Hire**  
Full-time  Part-time  Temporary  Hourly  Salaried   
Position: \_\_\_\_\_ new position or replacement  if so, whom? \_\_\_\_\_

Rate of Pay \$ 1,125.00

- 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 Arthur Johnston Signature \_\_\_\_\_ Date 11/11/13


**Forward to Administration for Paperwork Processing**

<u>Administrative paperwork</u>	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

**ARTHUR JOHNSTON**  
MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Arthur Johnston, Ch. C. 

DATE: November 11, 2013

RE: Appointment of Clara Latiker as Assistant Inventory Clerk

Gentlemen:

We budgeted for Ms. Clara Latiker to become a part-time county employee (Assistant Inventory Clerk) as well as a Deputy Chancery Clerk beginning in January 2013. However, it would greatly aid in the transition between myself and Ms. Parker if this appointment could be made effective December 1, 2013. The attached form reflects this change and will allow one-half of Ms. Latiker's salary to be paid from the county general fund.

Thank you.

MADISON COUNTY  
PERSONNEL ACTION

Department

Administration

Employee Name

Parker, Cynthia

Job title

Asst. Purchase Clerk

Employee SS #

ID # 29

Effective Date

Current - for clarification  
and continuing

**Hire**

Full-time

Part-time

Temporary

Hourly

Salaried

Position:

Asst. Purchase Clerk

new position  
or replacement

if so, whom?

Rate of Pay

\$ 2,237.28 per month

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

Arthur Johnston

Signature

[Signature]

Date

11/14/13

**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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**ARTHUR JOHNSTON**  
MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Arthur Johnston, Ch. C. 

DATE: November 11, 2013

RE: Clarification of Cynthia Parker as Assistant Purchase Clerk

Gentlemen:

At least since 2004, Cynthia Parker has served as both Board Secretary and Assistant Purchase Clerk. As a result, the county has paid a portion of her salary, and I have paid a portion (since she has also been a Deputy Chancery Clerk).

Based on your actions of last month in accepting my resignation, I thought the Board should clarify that Ms. Parker will continue to keep her positions as Board Secretary and Assistant Purchase Clerk, but will be compensated for her services as Assistant Purchase Clerk only as set forth on the attached form in the current manner and in the current amount. This represents no budgetary change. It is simple clarification.

Thank you.

MADISON COUNTY  
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Faith Stewart  
Job title Detention Officer Employee S# 4938  
Effective Date 11-12-2013

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: Detention Officer new position or replacement  if so, whom? IRIS BROOKINGS  
Rate of Pay \$ 11.96

- 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 Major Chuck McNeal Signature Charles A McNeal Jr. Date 11-12-13

Forward to Administration for Paperwork Processing

**Administrative paperwork**

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MADISON COUNTY  
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Carl Adkins  
Job title Detention Officer Employee # 500  
Effective Date 11-12-13

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: \_\_\_\_\_ new position or replacement  if so, whom? Derrick Johnson  
Rate of Pay \$11.96

- 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 Major Chuck McNeal Signature Charles A McNeal Jr. Date 11-12-13

Forward to Administration for Paperwork Processing

**Administrative paperwork**

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MADISON COUNTY  
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Dominique Webster  
Job title Detention Center Employee # 39  
Effective Date 11-12-13

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried

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

Rate of Pay \$ 11.96

- 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 Major Chuck McNeal Signature Charles A McNeal Jr. Date 11-12-13

**Forward to Administration for Paperwork Processing**

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MADISON COUNTY  
PERSONNEL ACTION

Department Tax Collector Employee Name Laura Sullivan  
Job title Deputy Collector Employee SS # 4964  
Effective Date 11-1-2013

**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** Change of Rate  
From Position: Deputy Collector To Position: Deputy Collector  
Rate of Pay \$ 23,947.56/yr Rate of Pay \$ 25,500.00/yr

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**  
Printed Name Ray Pace Signature [Signature] Date 11-14-13

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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



**MADISON COUNTY  
PERSONNEL ACTION**

Department Tax Collector Employee Name Kimberly Kennedy  
 Job title Deputy Collector Employee SS # 2830  
 Effective Date 11-1-2013

**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** Change of Rate  
 From Position: Deputy Collector To Position: Deputy Collector  
 Rate of Pay \$ 25,853.<sup>00</sup>/yr Rate of Pay \$ 27,276.16/yr

**Termination**

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

**Approval of Elected Official or Department Head**  
 Printed Name Ray Pace Signature [Signature] Date 11-14-13

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

**MADISON COUNTY  
PERSONNEL ACTION**

Department Tax Collector Employee Name LaJuana Johnson  
 Job title Deputy Collector Employee SS # 2672  
 Effective Date 11-1-2013

**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** Change of Rate  
 From Position: Deputy Collector To Position: Deputy Collector  
 Rate of Pay \$ 25,080.<sup>00</sup>/yr Rate of Pay \$ 26,397.36/yr

**Termination**

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

**Approval of Elected Official or Department Head**  
 Printed Name Kay Pace Signature [Signature] Date 11-14-13

**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 Tax Collector Employee Name Debra Nason  
 Job title Deputy Collector Employee SS # 2257  
 Effective Date 11-1-2013

**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** Change of Rate  
 From Position: Deputy Collector To Position: Deputy Collector  
 Rate of Pay \$ 25,027.56/yr Rate of Pay \$ 26,344.92 /yr

**Termination**

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name KAY PACE Signature [Signature] Date 11-14-13

**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 Tax Collector Employee Name Jo Ann Tootle  
 Job title Deputy Collector Employee SS # 5032  
 Effective Date 11-1-2013

**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** Change of Rate  
 From Position: Deputy Collector To Position: Deputy Collector  
 Rate of Pay \$ 25,080.<sup>00</sup>/yr Rate of Pay \$ 26,397.36 /yr

**Termination**

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Kay Pace Signature [Signature] Date 11-14-13

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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

Department Tax Collector Employee Name Brenda Winn  
 Job title Deputy Collector Employee SS # 5327  
 Effective Date 11-1-2013

**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**

Change of Rate  
 From Position: Deputy Collector To Position: Deputy Collector  
 Rate of Pay \$ 26,008.04 / yr Rate of Pay \$ 27,248.40 / yr

**Termination**

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Kay Pace Signature [Signature] Date 11-14-13

**Forward to Administration for Paperwork Processing**

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