

# Memo

**To:** Board of Supervisors  
**From:** Shelton Vance  
Comptroller  
**CC:**  
**Date:** January 7, 2013  
**Re:** Election Commissioner's Per Diem

---

Please authorize Chancery Clerk Arthur S. Johnston III to issue pay warrants to any duly elected Election Commissioner for \$84 per day as authorized by MCA 23-15-153 upon certification of service by the election commissioner.

# Memo

**To:** Board of Supervisors  
**From:** Shelton Vance  
Comptroller  
**CC:**  
**Date:** January 7, 2013  
**Re:** Constable Bailiff's Pay and Failed Case Fee

---

Please authorize Chancery Clerk Arthur S. Johnston III to issue pay warrants to any duly elected Constable as follows:

1. Criminal Court Bailiff - \$55 per day (as authorized by MCA 19-19-8 and 19-25-31) upon certification of service as a bailiff by the appropriate court clerk
2. Civil Court Bailiff - \$40 per day (as authorized by MCA 25-7-27(e) and 25-3-69) upon certification of service as a bailiff by the appropriate court clerk
3. Failed Case Fee - \$1,800 per year (as authorized by MCA 25-7-27(f) to be paid in December of each year.

# Memo

**To:** Board of Supervisors

**From:** Shelton Vance  
Comptroller

**CC:**

**Date:** January 7, 2013

**Re:** Pay Adjustments

---

Based on the resolution passed in September and the budget plan that was put in place on September 26, 2012, I have calculated the pay adjustment for each person that ends one year of county service in January. The pay adjustment is 3% for the county's portion of the person's pay, unless restricted because of state law.

The listing of changes is attached to this memo and presented for your approval so that the payroll can be processed in advance of presentation on a claims docket.

Emp Number	Employee Name	Department Name	Basis of Pay	Pay Frequency	Hire Date	Current Pay Rate	Revised Pay Rate	Effective Date
2409	GREEN, JESSICA	DETENTION CENTER / JAIL	Hourly	Bi-Weekly	8/8/2011	\$11.95	\$12.31	10/1/2012
3184	LUCKETT, LARRY	WELFARE ADMINISTRATION	Hourly	Monthly	1/20/2012	\$10.82	\$11.14	1/1/2013
4937	VANCE, SHELTON N	COMPTROLLER	Salary	Monthly	1/23/2012	\$7,166.67	\$7,381.67	1/1/2013
5092	THOMPSON, JERRI H	DISTRICT ATTORNEY	Salary	Monthly	1/30/2012	\$2,458.34	\$2,532.09	1/1/2013

MADISON COUNTY  
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Gary Thompson  
Job title Detention Center Employee # 5072  
Effective Date 12-10-2012

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried

Position: \_\_\_\_\_ new position or replacement  if so, whom? Tony Stewart  
Rate of Pay \$ 12.31

- 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 [Signature] Date 12-10-12

**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 Madison County Detention Center Employee Name Jeffrey Bailey  
Job title Detention Officer Employee # \_\_\_\_\_  
Effective Date 12-10-2012

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: Detention Officer new position  or replacement  if so, whom? \_\_\_\_\_  
Rate of Pay \$ 11.07

- 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 [Signature] Date 12-10-12

**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 Chancery Court Employee Name James Walker  
Job title Law Librarian Employee SS # \_\_\_\_\_  
Effective Date 1-1-13

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: Law Librarian new position  or replacement  if so, whom? \_\_\_\_\_  
Rate of Pay \$ 200.00 / 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 David Osoby Signature [Signature] Date 1-2-13

**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 Sheriff's Dept. Employee Name James Corey Mangum  
Job title Deputy Sheriff Employee SS # \_\_\_\_\_  
Effective Date 1-13-2013

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried

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

Rate of Pay \$16.48 An 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 Jeremy Williams Signature [Signature] Date 12-27-12

**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 Sheriff's Dept. Employee Name James Knight  
Job title deputy sheriff Employee <sup>eid</sup>SS# 2730  
Effective Date 1-20-13

**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: deputy sheriff To Position: Sgt. / Investigations  
Rate of Pay \$ 17.56 An hour Rate of Pay \$ 18.29 An hour

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Jeremy Williams Signature [Signature] Date 12-27-12

**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 Justice Court Employee Name Renata Carr-  
Job title Deputy Clerk Employee SS # \_\_\_\_\_  
Effective Date 1/15/2013

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: Deputy Clerk - new position or replacement  if so, whom? Korea Davis  
Requested Rate of Pay \$ 27,000<sup>00</sup>

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

Initials	Date
_____	_____
_____	_____
_____	_____

**Promotion**

From Position: \_\_\_\_\_ To Position: \_\_\_\_\_  
Rate of Pay \$ \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_

**Termination**

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Initials	Date
_____	_____
_____	_____
_____	_____

**Approval of Elected Official or Department Head**

Printed Name Susan McCarty Signature S McCarty Date 12/27/12

**Forward to HR**

Approved or Acknowledged by Board of Supervisors   
Exempt  Non-Exempt

**Administrative Approval**

	Signature	Date
Comptroller - budgeted	_____	_____
Administrator	_____	_____
HR Director	_____	_____

Forwarded to Payroll

MADISON COUNTY  
PERSONNEL ACTION

Department ADMINISTRATION/HR Employee Name VICKIE MILLER  
Job title ADMIN ASST./ BENEFITS COORDINATOR Employee SS # \_\_\_\_\_  
Effective Date \* 01/08/2013

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: \_\_\_\_\_ new position or replacement  if so, whom? MOLLY HUMPHRIES  
Rate of Pay \$ 32,500.00

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

\* WILL WORK ONE OR TWO DAYS WEEK OF JAN 8 FOR TRAINING + TRANSITION, AND THEN BEGIN FULL TIME ON 01/22/2013

**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 David Overby Signature [Signature] Date 1-7-13

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

**SAMPLE FORM**

Department TAX COLLECTOR Employee Name JOHNNY SIMMS  
Job title PROCESS SERVER Employee SS # \_\_\_\_\_  
Effective Date JANUARY 7, 2013

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
replacement  new position

Rate of Pay \$ 1855.00

- 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 Kay Pace Signature Kay Pace By: Debra Gillman DC Date 12-21-12

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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