

Harrison County

To: Ms. Pam Ulrich, County Administrator
Ms. Lenora Melton, Personnel Director, Harrison County

From:  Sheran R. Watkins
MSU County Coordinator – Harrison

Date: July 31, 2017

RE: Assistance Securing Board Order

As of Tuesday, July 25, 2017, Donna Fields, County Office Associate, tendered her resignation to be effective Thursday, July 27, 2017, with the Harrison County Extension. She is relocating to Jackson, MS to a job that doubled her current salary.

I would appreciate your assistance in securing a board order that would allow us to initiate the process to employ an individual to fill the position.

Attached is a copy of the board order that needs the signature of the Board of Supervisor showing the county's support will be maintained at \$6,260.80 that is in the current fiscal budget for this position. Additionally you will find a copy of Ms. Fields letter of resignation.

If you have any questions, please do not hesitate to contact me at (228)865-4227, or email me at s.watkins@msstate.edu. Thank you again for your assistance.


RECEIVED
JUL 31 2017
COUNTY ADMINISTRATOR

Cooperative Extension Service • Mississippi State University
P.O. Drawer Z • Gulfport, MS 39502-0045 • Phone (228) 865-4227 • Fax (228) 868-1470

Mississippi State University, United States Department of Agriculture, Counties Cooperating
Discrimination based upon race, color, religion, sex, national origin, age, disability, or veteran status
is a violation of federal and state law and MSU policy and will not be tolerated. Discrimination based upon
sexual orientation or group affiliation is a violation of MSU policy and will not be tolerated.

Pro-Forma Order

The Harrison County Board of Supervisors authorized the Mississippi State University Extension Service to initiate the process (under the policies and procedures of Mississippi State University Extension Service and Mississippi State University) to employ an individual in Harrison County according to the following terms and conditions:

The position is titled County Secretary.

The Board will provide \$6,260.80 in support of salary for this position.

Prior to concurring in the employment of the individual selected by MSUES, the Board will require the following re-employment tests and/or examination and has (check one of the following) ___ previously provided, or ___ attached hereto, the written policies and procedures for such requirements (check all that apply):

___ General Physical Examination

___ Tests for (indicate all that apply)

___ Alcohol

___ Illegal drugs and/or substances

___ Prescription drugs

___ Other (describe):

___ Any other condition/term of employment (describe):

SO ORDERED, this the _____ day of _____, 2007.

President
Harrison County Board of Supervisors

July 25, 2017

Dear Mrs. Sheran Watkins,

Please accept this as my formal notice of resignation from Mississippi State University as an Office Associate. My last day of employment will be July 27, 2017. Sorry I am giving such a short notice but I just got offered a position in Jackson starting on August 14, 2017 and I have to relocate.

I appreciate your support during my tenure here and take with me the valuable experiences I have gained over the last two years. It has been a pleasure working with you and everyone here at Mississippi State University Harrison County Extension.

Please let me know how I can help during this transition. I wish you all the best as the company continues to grow.

Best regards,

A handwritten signature in blue ink, consisting of a large, stylized 'D' followed by a horizontal line and a flourish.

Donna Fields