

Adrena Gilbert

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April 1, 2022

Commissioner's Court

County Judge Sydney Murphy
Commissioner Guylene Robertson, Pct#1
Commissioner Ronnie Vincent, Pct#2
Commissioner Milton Purvis, Pct. #3
Commissioner Tommy Overstreet, Pct. #4

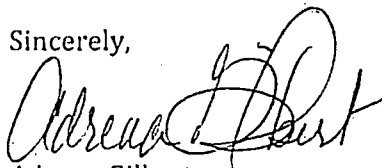
RE: Proposed Contract Agreement between Adrena Gilbert and Polk County in relation to Human Resources Consulting/Training Services

Dear Judge Murphy and Commissioners,

As you are all aware I have submitted my resignation as the Human Resources Director for Polk County. It was not a decision taken lightly. I would like to propose the following agreement to assist in the training/consulting of the new Human Resources Director. The new director could benefit by the training and knowledge I have obtained to assist in the daily operations of the Human Resources Department. In addition this proposal will assist in the upcoming months for assistance with monthly benefit reports, quarterly reports, end of year operations and other duties that come up occasionally. I would be available via cell phone Monday-Friday 8:00 am to 5:00 pm for \$20.00/hour to answer general questions. I could train in person as needed and when available for the same hourly rate. I am proposing a 9 month period, May 2022-January 2023 and then a month to month basis as needed thereafter.

This opportunity would provide the new director with the necessary knowledge and guidance to advance in this position comfortably. I would love to be provided the opportunity to continuing serving the Human Resources department and Polk County if approved. Thank you for your consideration in this matter. If you have any questions please do not hesitate to contact me.

Sincerely,

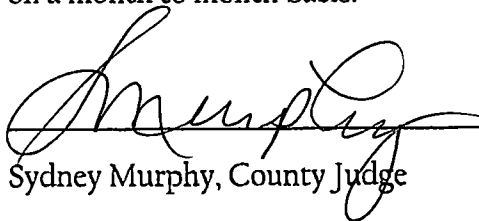


Adrena Gilbert


Contractual Agreement between Polk County and Adrena Gilbert

As approved in Commissioner's Court on April 12, 2022 Adrena Gilbert will perform Human Resources Consultation/Training for Polk County. Ms. Gilbert will be responsible for being available for Human Resources Consulting/Training via cell phone Monday through Friday from 8:00 am to 5:00 pm at the rate of \$20.00/hour. Additional services, in office training, as needed and when available. The rate will be the hourly rate for those services between the hours of 11:00 am and 1:00 pm or after 5:00 pm.

This contract would begin on April 30, 2022 and be for a nine month period ending January 31, 2023. If services are needed after that time, the same rate would apply on a month to month basis.



Sydney Murphy, County Judge



Adrena Gilbert

April 12, 2022

Date signed

04/12/2022

Date signed