

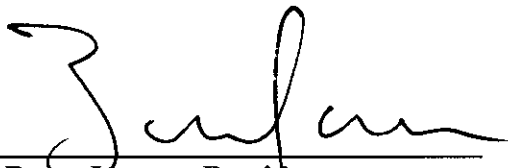
ORDER: APPROVE EMPLOYMENT OF KATE VICTOR AS COUNTY ADMINISTRATOR, PURCHASING CLERK AND INVENTORY CLERK WITH A SALARY OF \$150,000.00, EFFECTIVE MARCH 18, 2024 REPLACING COUNTY ADMINISTRATOR, LISA CARWYLE UPON HER RETIREMENT

Motion was made by Greg Bynum, duly seconded by Tim Gordon, to approve employment of Kate Victor as County Administrator, Purchasing Clerk and Inventory Clerk with a salary of \$150,000.00 effective March 18, 2024 replacing County Administrator, Lisa Carwyle upon her retirement.


The vote on the motion was as follows:

Supervisor Brent Larson, voted yes
Supervisor John Morgan, voted yes
Supervisor Tim Gordon, voted yes
Supervisor Scott Allen, voted yes
Supervisor Greg Bynum, voted yes

After the vote, President Larson, declared the motion carried, this the 18th day of March, 2024.



**Brent Larson, President
Board of Supervisors**



Mike Roberts, Chancery Clerk



Lafayette County

MISSISSIPPI

New Hire/Change in Position Form

Department: Co. Admin

Employee Name: Kate Victor

New Employee Existing

Full Time Part Time

Current Salary: —

Current Position: —

New Salary: \$150,000.00

New Position: County Administrator, Purchase Clerk, Inventory Clerk

Effective Date of Hire: 3/18/24

Signature of Department Head: Lisa Amy

Date Board approved: 3/18/24

KATHERINE BISHOP VICTOR

3614 Lyles Drive | Oxford, MS 38655 | 662-801-0259 | katedbishop@gmail.com

PROFESSIONAL EXPERIENCE

Panola County Administrator

Panola County, Batesville, MS

Jan 2017 – PRESENT

Preparing budgets for fiscal year and working with all departments to ensure they remain within budget guidelines; calculate tax levies; administer state grants; administer FEMA grants; administer personnel policies; supervision of Solid Waste Department, including collection of fees and accounts due Solid Waste Department; secure and administer health insurance program for employees; secure and administer liability and hazard insurance for County buildings and vehicles; supervise maintenance of County buildings; maintain financial records for audits by CPA designees or State Department of Audit; prepare board meeting agendas and meeting information packets for Supervisors prior to meetings; preparing board orders; keep the Board of Supervisors informed as to federal and state laws and regulations which affect the Board of Supervisors and the County and advise the Board of possible availability of federal or state grant grants and assistance for which the County may be eligible and assist in applying and acquiring the grants; work with Airport Board and airport management to operate and maintain Panola County Airport; legal research in county government issues to assist the Board of Supervisors.

Solo Practitioner

Law Offices of Katherine D. Bishop, PLLC

Batesville, MS

March 2010 – Jan 2017

Provide legal counsel to clients in areas including civil and criminal litigation. Practice ranges from areas including criminal defense, personal injury, wills and estate planning, and family law. Certified Guardian Ad Litem conducting allegations of child abuse and neglect, reporting and making recommendations to the Courts. Criminal defense work includes sexual battery, domestic violence, simple assault, aggravated assault and various drug related charges. Litigation experience in both Circuit and Chancery Court, as well as, justice and municipal courts. Participate and conduct jury trials, bench trials, hearings, and depositions, in addition to, drafting and answering discovery, motions and briefs.

Associate

Hickman, Goza & Spragins, PLLC

Oxford, MS

May 2004 – March 2010

Provide legal counsel to business and commercial clients in areas including corporate matters, commercial and civil litigation. Practice ranges from areas including insurance, premises liability defense, personal injury defense, bad faith defense, subrogation and medical malpractice defense. Participate and conduct trials, hearings, and depositions, in addition to, drafting and answering discovery, drafting motions and research memorandums.

EDUCATION

- | | | |
|-------------|--|------------|
| 2000 - 2003 | University of Mississippi School of Law | Oxford, MS |
| | ▪ <i>Juris Doctor</i> | |
| 1996 - 2000 | University of Mississippi | Oxford, MS |
| | ▪ <i>Bachelor of Accounting</i> | |

PROFESSIONAL MEMBERSHIPS AND COMMITTEES

- Board Attorney for MS "Magnolia" Chapter of SWANA (Solid Waste Association of North America)
- County Liason for Panola Partnership (Economic Development Board)
- Mississippi Association of County Administrators and Comptrollers
- Mississippi Association of Board Attorneys
- Mississippi Bar Association

REFERENCES

Provided upon request