


CITY OF WOODRUFF

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MEMORANDUM

TO: File

FROM: Stephen Steese 

SUBJECT: Beverly Maddox Termination

DATE: August 13, 2009

On Monday August 10, 2009, the auditors for the City of Woodruff, Greene, Finney, and Horton, notified me that there were some issues related to Beverly Maddox's salary. They had determined that she made over \$20,000 more in salary than she should have made for FY 08-09. Upon further inspection of the payroll, they located the incidents where additional payments were made through direct deposit and via checks. (See the attached letter addressing the incidents and amounts) Beverly was brought in around 1:30 on August 10, 2009, and showed the payments in question. She was then asked to explain them and provide back-up documentation to justify the payments. She then stated that she ran into some financial problems at the end of last year and cashed in some vacation and comp time. She also stated that she didn't think that she had done anything wrong. Beverly was given until around 4:00 to provide documentation. At this time no documentation showing approval of these payments or justifying the number of hours paid was provided. At 4:30, I brought Beverly into my office and informed her that she was to go home and take unpaid administrative leave while we looked into this issue further. I told her that I would be calling a Council Meeting to discuss this issue and that I would bring her back in after the meeting to inform her of my decision. Beverly stated that she was sorry and that she had made a mistake. I told her that I would be in touch after the Council Meeting. Over the next two days the similar payment issues were discovered for FY 07-08 and FY 06-07. The City has asked the auditors to review her payroll for these years in detail to provide documentation like the attached letter referencing FY 08-09. The determination was made at this point to terminate her employment with the City of Woodruff for failure to perform the job she was hired for.

A Special Called Council Meeting was held on August 12, 2009 to address the above stated issues with Council. Council was also informed of the decision to terminate Beverly, and that all information founded would be turned over to the South Carolina Law Enforcement Division for them to perform an independent investigation.

On August 12, 2009, I received a call from Brenda Casey, Beverly's sister, concerning Beverly around 3:20. She stated that what her sister had done was out of the ordinary for her and asked if there was anyway that they could repay it. She stated that she knew that I had to do a job, but wanted the City to allow Beverly to repay the money. I informed her that I could not discuss this issue with her. I then called Beverly at 3:30 to ask her to come in on August 13, 2009 at 1:30 to discuss this issue and the my decision. She asked me if we were going to press charges and that she could pay it back. I told her to come in at 1:30 tomorrow and I would discuss it with her.

She asked me if she needed to have an attorney at the meeting, and I informed her that was her decision. She then asked if we were going to press charges and if there was any way she could just pay it back. I told her again to come in at 1:30 and that we would discuss everything. She finally said that she would come in at 1:30.

I will complete another memo on the meeting and any subsequent actions that occur.