

MARSHALL COUNTY PERSONNEL BOARD MEETING MINUTES

Tuesday, December 9, 2025

The regular monthly meeting of the Marshall County Personnel Board was held on Tuesday, December 9, 2025, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama.

Board member(s) present: Charles Whisenant, Chairman
Penni Windsor, Vice Chairman
Tim White, Secretary
Michael Clay, Board Member
Tim Howard, Board Member

Also present were Attorney Mallory Brown-Nabors, Personnel Administrator Christy Pierce and Personnel Specialist Terri Brown.

I. CALL TO ORDER

Chairman Charles Whisenant called the meeting to order.

Chairman Charles Whisenant asked everyone to stand for prayer and the Pledge of Allegiance.

II. INVOCATION

Vice Chairman Penni Windsor offered the invocation.

III. PLEDGE OF ALLEGIANCE

Secretary Time White led the Pledge of Allegiance.

IV. AMEND THE AGENDA

Charles Whisenant asked for a motion to amend the agenda to include the following changes.

1. **Personnel Board** – Request a County wide pay study.
2. **District #2** – Commissioner Rick Watson request a change in the Equipment Operator III to an Equipment Operator I

V. APPROVE THE AMENDED AGENDA

Chairman Charles Whisenant asked for a motion to approve the amended agenda. A motion was made by Vice Chairman Penni Windsor, duly seconded by Board Member Tim Howard. The motion was carried by voice vote with no “nay” votes being cast.

VI. APPROVAL OF MINUTES

Chairman Charles Whisenant asked for a motion to approve the minutes of the Regular Board meeting held on Monday November 10, 2025. A motion was made by Secretary Michael Clay, duly seconded by Board Member Tim Howard. The motion was carried by voice vote with no "nay" votes being cast.

VII. PUBLIC COMMENTS

Chairman Charles Whisenant asked for Public Comments.

None

VIII. OLD BUSINESS

1. **Personnel Board** - Chairman Charles Whisenant asked for a motion to table the approval to create a sick leave bank/donation policy or consider short-term disability policy for employees. A motion was made by Board Member Tim Howard; duly seconded by Board Member Michael Clay. The motion was carried by voice vote with no "nay" votes being cast.

IX. NEW BUSINESS –

1. **Sheriff** - Chairman Charles Whisenant asked for a motion to consider an approval request from Sheriff Sims to add Field Training Officer Certification as a minimum requirement to the Deputy Sergeant job description. A motion was made by Board Member Tim Howard; the motion was duly seconded by Secretary Tim White. The motion was carried by voice vote with four "yay" votes being cast.
2. **Commission** - Chairman Charles Whisenant asked for a motion to table request from Chairman John Young on the following:
 1. Place the current Animal Control Enforcement Officer (Supervisor) position (Grade 108) under the Sheriff's Office as an Animal Control Investigator position (Grade 110)
 2. Create an Animal Control Manager position (Grade 108).
 3. Create an Animal Control Enforcement Assistant position (Grade 105).
 4. Add a part-time Shelter Technician position (Grade 105).

A motion was made by Secretary Tim White; the motion was duly seconded by Board Member Tim Howard. The motion was carried by voice vote with four "yay" votes being cast.

3. **District #2** - Chairman Charles Whisenant asked for a motion to consider approval of request from Commissioner Rick Watson to change Equipment Operator III (Grade 107) to Equipment Operator I (Grade 105). A motion was made by Secretary Tim White, duly seconded by Board Member Michael Clay. The motion was carried by voice vote with no "nay" votes being cast.

4. **Personnel Board** - Vice Chairman Penni Windsor request a motion that we do a Resolution and/or Request for County Commission to fund a Pay Study, duly seconded by Board Member Tim Howard. The motion was carried by voice vote with no "nay" votes being cast.

X. LEGAL UPDATE

Board Attorney – Attorney Mallory Brown-Nabors submitted a response to supplement for commission filing, also filed a motion for hearing .The judge that has been appointed to the case will be retiring next month not sure how that will affect the case.

Vice Chairman Penni Windsor request that Attorney Mallory Brown-Nabors type up a Resolution for a new pay study and get E-Signatures from the Personnel Board. She would like it to on the Agenda for the Commission meeting in January.

IX. STAFF REPORT

Personnel Administrator - Christy Pierce

Personnel Update –thru December 5th,2025

December 9th, 2025 – Board Meeting

New Hires

| Name | Position | Hire Date | Step Hired At |
|---------------|---------------------|------------|---------------|
| James Ferrara | Corrections Officer | 10/13/2025 | 106-2 *Rehire |
| | | | |
| | | | |

Terminations

| Name | Position | Termination Date |
|------------------|-----------------------------|------------------|
| Nickie Walker | Parks Manager – Retired | 11/31/2025 |
| Michele Chastain | Appraiser I – Real Property | 12/03/2025 |

Promotions, Demotions & Transfers

Effective 11/15/2025: Sheriff's – Shawn Nicholson was promoted from a Deputy position to a Deputy Sergeant position.

Effective 11/15/2025: Jail – Annabella Ortiz was promoted from a Sr. Corrections Officer position to a Commissary Store Manager position.

Effective 12/04/2025: Jail – Nancy Elrod was promoted from a Corrections Officer position to a Sr. Corrections Officer position.

Employee Appreciation Lunch!

We had a great turn out for the Employee Appreciation Lunch that was held on December 4th. Awards were given to employees who had completed 5, 10, 15, 20, 25 and even 30 years with the County! A wonderful meal was provided by the Charburger at the Courthouse Grill.

I. ADJOURNMENT

Chairman Charles Whisenant asked for a motion to adjourn the Personnel Board meeting. A motion was made by Board Member Tim Howard duly seconded by Vice Chairman Penni Windsor. The motion was carried by voice vote with no "nay" votes being cast.


Secretary Tim White

Marshall County Personnel Board
Meeting Date: December 9, 2025

1-12-26
Date