

Minutes of Personnel Committee Initial Meeting of July 21, 2025

The initial meeting of the Personnel Committee (hereafter, “the committee”), assembled at the request of Mayor John C. Metz, met for the first time in the Board of Mayor and Aldermen Boardroom at City Hall on Monday, July 21, 2025 at 6:30pm. The committee was created by resolution passed at the July 8, 2025 meeting of the Board of Mayor and Aldermen (hereafter, “BMA” or “the board”). Mayor Metz conducted this first meeting. The purposes of the initial meeting were for the new members of the committee to meet one another, to elect a committee chair, vice-chair, and secretary, and to begin establishment of the committee’s goals and guidelines.

Those who are to sit on the committee and who attended the first meeting include:

- Todd Biggs (alderman)
- Danny Brooks (alderman)
- Jackie Charles (citizen)
- Robbie Helton (citizen)
- Donnal Sharp (citizen)
- Patrick Shipwash (citizen)
- John Metz (mayor) – ex-officio member
- Glenn Hutchens (recorder) – ex-officio member

Others in attendance:

- Jim Bible (citizen)
- Andrew Poe (alderman)
- Charlie Gibson (alderman)
- Beth Metz (citizen)
- Tommy Wilmoth (citizen)
- Cindy Andies (deputy recorder)

Mayor Metz described his intent in assembling the committee, which was to for the committee to examine structures, practices, and policies utilized by the Town of Rogersville (hereafter, “the town”) to deal with matters involving the town’s employees and applicants for vacancies in the town’s staff, and then report the committee’s findings and conclusions to the Board of Mayor and Aldermen (hereafter, “the board” or “BMA”).

Alderman Biggs was elected as the committee’s chair. Alderman Brooks was elected as the committee’s vice-chair. Mr. Shipwash was elected as the committee’s secretary.

In subsequent discussions by the committee, it was agreed that as a first step in the review of the structures, practices, and policies used by the town, Mr. Shipwash would review documents and interview the heads of the town's departments. Mr. Shipwash agreed to this task and further agreed to inform the committee, through Alderman Biggs, of his initial findings. Mr. Shipwash agreed to brief the committee at its next meeting.

The committee agreed to meet monthly, and to meet again August 21, 2025 at 10:00am.

The committee adjourned at 7:45pm.

A handwritten signature in black ink, appearing to read "Mr. Shipwash". The signature is stylized with a large, looped initial "S" and a cursive "Shipwash".