

**Executive Committee**  
**Thursday, September 28, 2006**  
**Minutes**

**I. Call to Order and Roll Call**

Chair Wayne Flippen called the meeting to order at 8:30 a.m.

In attendance: **Wayne Flippen**, chair; **Joyce Kessinger**, vice chair; **Bill Jones**, secretary;  
**Rob Glenn**, former chair, Board of Directors; **Paul Paradzinski**, Youth  
Council chair

Absent: **Beth Doughty**, treasurer

Staff present: **Doloris Vest**, president; **Glenda Aker**, administrative assistant

A quorum was present.

**II. Approval of Minutes**

**Ms. Kessinger moved to accept the minutes of the July 20, 2006 meeting; Mr. Paradzinski seconded the motion. The motion passed unanimously.**

**III. Staff Report**

Ms. Vest reported on the following:

**Annual compliance:** WWWDB received the state report with only one item of concern. The cost allocation procedure used in the administrative office was not a formal Board-approved policy. Approval by the committee was granted to present **Policy No. 06-124 Cost Allocation** to the Board at the next meeting.

**Youth Council nominees:** Cindy Goldstein with Roanoke City Schools and Barbara Humphries with Franklin County Schools were nominated to the Youth Council. Mr. Paradzinski motioned to accepted and Ms. Kessinger seconded the motion. The motion passed unanimously.

**Workforce System Coordinator:** Melanie Younger has been named as Workforce System Coordinator, working with all three local workforce centers. She will be attending the next Board of Directors meeting Oct. 6, 2006.

**Training Provider:** Ms. Vest recommended approval of Roanoke County Public Schools in Welding I and ECPI in Medical Assisting be certified as training providers. Seconded by Mr. Glenn. The motion passed unanimously.

**IV. New Business**

**Budget Alignment:** After much discussion, Ms. Vest will rework the budget alignment and circulate to the committee members before the Board of Directors meeting on Oct. 6, 2006. A motion was made by Mr. Jones to accept and seconded by Ms. Kessinger. The motion passed unanimously.

**V. Announcements**

Next meeting: Thursday, November 21, at 8:30 a.m. in Roanoke Higher Education Center.

**VI. Adjournment**

The meeting adjourned at 10:16 a.m.

Glenda Aker

Administrative Assistant

10/4/06

Date