**Northwest Louisiana Human Services District (NLHSD) – Region 7**

Minutes of the Subcommittee Meeting of September 20, 2012 @ 5:30 p. m.

1525 Fairfield Avenue; 5th Floor Conference Room – Shreveport, LA

The Committee meeting was moved from the Fairfield Office building to Burger King on Line Avenue due to the conference room being locked.

The Executive Director Search Committee meeting of the Board of Directors of the NLHSD was held for the purpose of developing the Executive Director Job Posting and revision of the 1st level screening matrix.

**Roll Call in Attendance**: Fred Jones, Chris Nolen, Dee Fowler, and Margaret Lowery. Absent: Barbara Marshall

The committee finalized the Job Posting. Committee members took responsibility to identify costs of posting the job description on the sites the Board decided to use. The committee also reviewed the 1st Level Screening Matrix and made revisions to meet the needs of this Board. The screening document will be presented to the full board for approval.

Respectfully Submitted,

Chris Nolen