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

Minutes of the Subcommittee Meeting of October 5, 2012 @ 10:00 a. m.

Hamilton Branch Library on Bert Kouns and Baird Road – Shreveport, LA

The Executive Director Search Committee meeting of the Board of Directors of the NLHSD was held for the purpose of completing the Executive Director interview questions and the development of form letters to be used in the notification of applicants.

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

The committee completed the task of developing interview questions to be used in the interview process for Executive Director. The form letters were completed for each stage of the application process. The completed documents will be presented at the next board meeting for review, revision as needed and approval by the full board.

Respectfully Submitted,

Chris Nolen