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

Minutes of the Meeting of **Friday, November 23, 2012 @ 5:30 p.m.**

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

The meeting of the Board of Directors of the NLHSD regularly scheduled to be held on **Monday, November 19, 2012 at 5:30 pm**. was rescheduled due to lack of quorum and held on **Friday, November 23, 2012 at 4:00 p.m.** The meeting was called to order by Marcelle Slaughter at 4:18 p.m.

Invocation was offered by Fred Jones. Pledge of Allegiance was recited by all.

**Roll Call In Attendance**: Njeri Camara, Margaret Lowery, Fred Jones, Marcelle Slaughter, Ora Rice, Dee Fowler, Chris Nolen and Barbara Marshall. Absent: Jennifer Partain, Morgan Johnson, Roland Pippin and Wanda Brock. DHH Staff: Russell Semon. Members of the Public: Aaron Long.

**Additions/Deletions to the Agenda.** None

**Adoption of the Agenda**. Moved by Nolen, 2nd by Jones. Unanimously Approved.

**Guest and Public Comments:** None.

**Approval of the Minutes of September 17, 2012**, moved by Nolen, 2nd by Jones. Unanimously approved.

**Approval of the Minutes of October 15, 2012**. Moved by Jones, 2nd by Rice. Unanimously approved.

**Approval of Minutes of Special Minutes of November 7, 2012**. Moved by Jones, 2nd by Lowery. Unanimously approved.

Minutes of the Executive Director Search Committee meetings to be added for adoption on the December meeting agenda.

**Old Business**

**Agenda Items for Discussion/Action:**

1. **Agency Head Report related to Code of Ethics R.S. 1121 A(2)**. Letter has not been written, however, Chair Slaughter will write letter to the Ethics Board and have a report at the December meeting.
2. **Signing of Conflict of Interest** – Member Fowler explained the purpose of this document was for each board member to make disclosure of whether they have personal knowledge of or relationship with any applicant for the ED position and to that end, the member would not participate in discussion of that applicant.
3. **Committee Update/Executive Director/Selection Process** – Member Lowery explained the process of completing the First Level Matrix for all 58 applicants, further indicating that quite a number of the applicants did not possess the minimum requirements.
4. **Approval of the letters to candidates** – Moved by Nolen, 2nd by Jones to approve the letters to be sent to the applicants.
5. **Applications Review** - Members participated in a thorough review and discussion of 58 applicants. In review of the matrix, 19 applicants made the first round selection; and in follow-up review of the 19, 11 applicants were selected for interviews. 41 applicants will get the did not make the first cut letter and Dee Fowler will complete and mail out those letters. Margaret Lowery will write letters to the 8 that made the first cut, but were not selected for interviews, as well as the letters to the 11 that in fact were selected for interviews. Njeri Camara will forward the letterhead to both Fowler and Lowery by early Saturday morning, November 24. The board agreed to allow “Skype for face to face interviews and accommodate applicants via telephone where necessary. The Interview dates were selected as: December 4 for the local/regional applicants and December 11 and 12 for the out-of-state applicants. That would be four scheduled on Dec 4; three scheduled on Dec 11; and four scheduled on Dec 12.
6. **Interview Questions** – Moved by Nolen, seconded by Jones to accept the interview questions previously provided to the board. Unanimously approved.

**New Business - None**

**Comments/Observations** – None

**Next Meeting Date** - **Monday, December 17, 2012 @ 5:30 p.m**.

**Moved by Jones, seconded by Rice to adjourn at 7:30 p.m.**

Respectfully submitted, Njeri Camara, Secretary