

Sub-committee: Hiring
Land Access and Opportunity Board
June 13th, 2023, 9:30 – 10:30a.m.
Meeting Facilitator: Natanya Vanderlaan

Attendee	Present	Not Present
Board	<ul style="list-style-type: none"> ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) ● Samantha Langevin, Vermont RELEAF Collective 	
Board Alternates		
Guests & Public	<u>Public:</u>	<u>Guests:</u> None

Agenda & Notes

1. Meeting Convened by Facilitator, Natanya Vanderlaan @ 9:31 AM	
2. Introductions	<ul style="list-style-type: none"> ● Name, Nominating Organization ● Prompt: Land Affirmation - What's something you love about the rain?
3. Mission, Vision, and Ideas for this Committee	<ul style="list-style-type: none"> ● Samantha - likes to prepare for things - sees this as an opportunity to maximize board capacity in this hiring process. ● Timeline and decision points to bring back to the board at large ● Dan - Establishing decision points and criteria ● Samantha - Sunrise report (director and full time administrator) what is the hiring committees role ● Dan - Answers to those questions based on positions - ED role - makes sense to give them space to do that ● Samantha - organizational structure (even though it's a state entity) speaks to the value of the organization

<p>4. Timeline & Goal Setting</p>	<ul style="list-style-type: none"> ● Process <p>Dan - Springboard off VHCB's process</p> <p>Samantha- Can we leverage VHCB staffing expertise?</p> <p>Samantha - VHCB - could flag someone for their tema to give us another perspective as he knows about the workings of state government and could lend a different perspective. Could it be Francis? Gus?</p> <p>Samantha - Could also increase our capacity.</p>
<p>5. Gathering next steps and projects</p>	<p>Samantha - If the LAOB hires a remote position do we want to consider paying for home internet use? Guidance around organizational structures that interface with state govt.</p> <p>Samantha - happy to reach out to Francis & Xusana around question above</p> <p>Action Item - Samantha reaching out to Francis and Xusana</p> <p>NEXT Steps</p> <ul style="list-style-type: none"> ● Completing VHCB Hiring Process Steps - June 20th ● Discuss Organizational Structure Decide upon 3 suggestions to Bring to LAOB ● Working on Job Timeline <p>NEXT MEETING</p> <ul style="list-style-type: none"> ● June 20th
<p>6. Meeting Adjourned at 10:26 am</p>	

Steps/detail	Responsibility	Reviewers	Approval Needed	Notes
<p>Discussion to create position with VHCB HR, Program</p> <p>Hiring LAOB Hiring Sub- Committee</p> <p>Director/Supervisor, Program director or Supervisor, and exiting employee (if applicable)</p>	Supervisor/Program Director, LAOB Hiiring Sub COmmitte and Larger Board	LAOB SC VHCB HR	LAOB (Board)	Conversation should consider any changes in role and needs of organization when refilling
Candidates selected for interview by LAOB HC with input from LAOB HC and Interview Team	LAOB HC	VHCB HR Full Board	Board at large	Duties and Salary have affect on budget, and needs discussion at time of position development
LAOB HC Requests a salary range form VHCB including their HR and CFO	LAOB HC	VHCB	LAOB (Board)	LAOB should be award of salary to make sure agrees with budget, or reason that it differs.
HR Director requests Salary range from CFO	LAOB HC	VHCB HR	LAOB (Board)	LAOB should be aware of salary to make sure agrees with budget, or reason that it differs.
Position Description finalized and saved	LAOB HC	VHCB HR	LAOB (Board)	Editable versions for updating are saved in VHCB HR

				files; PDF for staff access saved in Admin files
~Discussion with VHCB IT, facilities people to determine space and necessary hardware/software ~Request made to CFO if there are expenses associated with position	LAOB HC	VHCB HR	LAOB (Board)	Further conversation needed with VHCB HR and IT Component
Notifications sent to necessary parties: ~Network Administrator, CFO, Communication Director, Office Manager and LAOB	LAOB HC	N/A	N/A	