

Sub-committee: Hiring
Land Access and Opportunity Board

June 20th, 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 ● Ashley Devereaux, NASW 	
Board Alternates		
Guests & Public	<u>Public</u> :	<u>Guests</u> : None

Agenda & Notes

1. Meeting Convened by Facilitator, Natanya Vanderlaan @ 9:32 AM	
2. Introductions	<ul style="list-style-type: none"> ● Name, Nominating Organization ● Prompt: Check in - Juneteenth Reflection
3. Updates From Action Items	<p>Samantha - Check in with Gus and Francis - No current reimbursement policies</p> <p>Samantha - Check in with Xusana and Francis per state entities with non traditional organizational structures - In progress</p>
4. Timeline & Goal Setting	<ul style="list-style-type: none"> ● Building LAOB hiring process ● Completed LAOB hiring process draft (see below)

Meeting Adjourned at 10:30 am

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>	<p>Supervisor/Program Director, LAOB Hiring Sub Committee and Larger Board</p>	<p>LAOB SC VHCB HR</p>	<p>LAOB (Board)</p>	<p>Conversation should consider any changes in role and needs of organization when refilling</p>
<p>Candidates selected for interview by LAOB HC with input from LAOB HC and Interview Team</p>	<p>LAOB HC</p>	<p>VHCB HR Full Board</p>	<p>Board at large</p>	<p>Duties and Salary have affect on budget, and needs discussion at time of position development</p>
<p>LAOB HC Requests a salary range form VHCB including their HR and CFO</p>	<p>LAOB HC</p>	<p>VHCB</p>	<p>LAOB (Board)</p>	<p>LAOB should be award of salary to make sure agrees with budget, or reason that it differs.</p>
<p>HR Director requests Salary range from CFO</p>	<p>LAOB HC</p>	<p>VHCB HR</p>	<p>LAOB (Board)</p>	<p>LAOB should be aware of salary to make sure</p>

				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	
Recruitment				
~Determine whether position posted internally, externally, or both, and for period of time	LAOB HC	HR Director		if posting internally first, length of posting should be determined. Further guidance in employee handbook.
~VHCB HR Director creates abbreviated advertising position description/	HR Director	VHCB HR and Hiring Committee		

~HR Director and Communications Director create advertising plan, with input from Program Staff	HR Director; Communications Director	VHCB HR and Hiring Committee LAOB (Board)	LAOB (Board)	HR Director will lead recruitment planning, coordinate communication, and support Comm Director with advertising, with weekly check-ins
~Position is posted to VHCB and LAOB website	Comm Director LAOB HC			
Position is posted internally to VHCB and LAOB	HR Director			Internal postings are shared via email
Post Externally ~Communications Director creates advertising content and post to print outlets ~HR Director post to additional online resources VHCB HR Provides copy of job ad to LAOB members for further promotion	HR Director/ Communications Director			Posted at conclusion of Internal posting period. Post position internally at same time as external if not posting internally first (i.e. always post internally)
HR Director and Communications Director coordinate continued advertising needs	HR Director	VHCB HR and Hiring Committee	LAOB (Board)	
~Applications will be collected by Office Manager and/or HR Director and saved in designated folders ~HR Director/Office Manager respond to applicants confirming receipt	HR Director/Office Manager			LAOB Hiring committee has access to applications in designated folders
First Interview				
Interview team assembled	Hiring Committee	VHCB HR Director Hiring Committee LAOB		Select VHCB staff will be included
Candidates selected for interview by hiring committee with input from HR Director and Interview Team	Hiring Committee	VHCB HR Director		
Interview questions developed by Supervisor/Program Director with input from interview team and HR	Hiring Committee	VHCB HR Director		Template for Interview Questions will be provided

Director				
Interviews scheduled	Facilitators/VHCB HR	Hiring Committee		Full position description shared with candidate
Interviews conducted	Hiring Committee HR Director			HR Director will participate in all first interviews and provide benefits overview.
First Interview Review: ~Interview team will review first round of interviewees ~Team will recommend which applicants to advance to 2nd interview	Interview Team, Hiring Committee	HR Director	LAOB Hiring Committee	~If first interviews reveal a clear front-runner, second interviews may be waived with approval from HR and the larger board (An update will be given to the full board - in executive session)
Second interview				
Second Interview Team assembled by Supervisor/Program Director with HR input	Hiring Committee	Hiring Committee		
Second Interview questions drafted by Supervisor/Program Director	Hiring Committee	Hiring Committee		Some second interview questions may be repetitive from first interview
Second Interviews scheduled by Supervisor or HR Director	Facilitators/VHCB HR	Facilitators/VHCB HR		Benefits Overview and employee handbook attached when scheduling second interviews.
Interview team reviews candidates and ranks top candidates, or decides to continue with recruitment effort.	Interview Team Hiring Committee	Hiring Committee	LAOB	
Phone references are conducted on top candidate(s).	HR Director	HR Director		One person should do all reference checks for position; at least 2 conducted, 3-4 preferred
Hiring committee select candidate to offer job with input from interview team	Hiring Committee	HR Director	LAOB	
Content of offer decided including	Hiring Committee	HR Director, LAOB	LAOB	Needs to include internal

salary, benefits, and timing				discussion of what we're willing to do if candidate requests more favorable offer. Start date preferably aligns with start of payperiod
Hiring Committee calls candidate to offer position (HR can do in absence)	Hiring Committee			
Negotiations are reviewed and met if possible, or countered with alternative offer	Hiring Committee	HR Director, LAOB	LAOB	
If offer is rejected, assess next steps	Hiring Committee	HR Director		Possible next steps may include moving on to next candidate, reopening application process, or other.
Letter of hire is provided to candidate and saved to personnel file	HR Director	Hiring Committee		
LAOB staff are notified of new hire	Hiring Committee			
Update VHCB Systems: ~Organizational Chart ~Staff roster/phone list ~Website (if applicable) ~LAOB email list	Hiring Team, Facilitator team VHCB IT	LAOB		
Pre-enrollment Forms sent to new Employee	VHCB HR Director, Hiring Committee			

