

**Sub-committee: Hiring**  
***Land Access and Opportunity Board***

**July 26, 2023, 9:30 – 10:30a.m.**

Meeting Facilitator: Natanya Vanderlaan

<b>Attendee</b>	<b>Present</b>	<b>Not Present</b>
<b>Board</b>	<ul style="list-style-type: none"> <li>● Samantha Langevin, Vermont RELEAF Collective</li> <li>● Dan Coutu, VT Commission on Native American Affairs (VCNAA)</li> </ul>	<ul style="list-style-type: none"> <li>● Brian Cina, National Association of Social Workers (NASW)</li> <li>● Raheemah Madany, Pride Center of Vermont</li> <li>● Pastor Arnold Thomas, Vermont Racial Justice Alliance (VRJA)</li> <li>● Pasifique Nsengiyumva, US Committee for Refugees and Immigrants (USCRI)</li> <li>● Shingai Kagunda, Vermont Every Town Project</li> <li>● Britaney Watson, NAACP</li> <li>● Vermont Psychiatric Survivors (no active board member)</li> <li>● Dan Coutu, VT Commission on Native American Affairs (VCNAA)</li> <li>● Xusana Davis, Office of Racial Equity</li> <li>● Kirsten Murphy, Vermont Developmental Disabilities Council</li> </ul>
<b>Board Alternates</b>	<ul style="list-style-type: none"> <li>● Rev. Mark Hughes, VRJA</li> </ul>	<ul style="list-style-type: none"> <li>● Jennifer Morton-Dow, Vermont Releaf Collective</li> <li>● Rich Holschuh, VCNAA</li> <li>● Ashley Devereaux, NASW</li> <li>● Kenya Lazuli, Vermont Every Town Project</li> </ul>
<b>Guests &amp; Public</b>	<u>Public</u> :	<u>Guests</u> : None

**Agenda & Notes**

● <b>Meeting Convened</b> by Facilitator, Natanya Vanderlaan @ 10:00 AM	
● <b>Introductions</b>	<ul style="list-style-type: none"> <li>● Name, Nominating Organization</li> <li>● Prompt: Check in</li> </ul>
● <b>Updates From Action Items</b>	<ul style="list-style-type: none"> <li>● Continued editing process of Manager role</li> </ul>

<ul style="list-style-type: none"> <li>● <b>Timeline &amp; Goal Setting</b></li> </ul>	<ul style="list-style-type: none"> <li>● Sharable draft for review in preparation for next Board meeting 8/7</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Gathering Next Steps</b></li> </ul>	Continued work on draft
<b>Meeting Adjourned at 11:02 am</b>	

### **LAOB Manager Position Job Description**

The Land Access Opportunity Board has launched a search for its first staff person. In this role, the Manager will be responsible for supporting internal community building and network collaboration as well as planning and execution of plans made by the LAOB. This would involve collaboration with other state agencies and committees, as well as non-profits and other appropriate organizations to be identified within the state of Vermont. This role will serve as the backbone to the LAOB's internal processes.

The LAOB was created to address systemic barriers to Housing and Land Access and uses an intersectional lens to operate as an equitable and inclusive instrumentality of the state. The LAOB was formed in May 2022 with the passage of Act 22 and is currently comprised of representatives of 11 different agencies and organizations who directly represent historically marginalized communities in Vermont. Because the LAOB is newly formed, there are a number of administrative duties that we anticipate being delegated to staff as they are hired. Keeping this in mind we anticipate candidates that are flexible and creative.

Manager's Duties will include:

- Directing the Board's programs
- Establishment of staff
- Representing the Board in external affairs as well as serving as a liaison with VHCB
- Facilitating Board meetings
- Program implementation
- Administration, budgeting and accounting
- Communicate network updates and community happenings.

This position is expected to seek board participation and to support organizations assisting individuals, families and collectives from traditionally marginalized and disadvantaged communities to navigate housing and land access. Programs should incorporate not only the board's perspectives, but also information gleaned from community outreach and the current landscape of agencies working within the field.

This is a full-time position (40 hours/week), reporting to the LAOB directors. There is some flexibility in actual working hours.

Access to reliable personal transportation is required for this role (mileage reimbursement available). This position is primarily remote with regular in-person meetings and in-state travel required. Office space at the Vermont Housing and Conservation Board can be arranged.

Ideal candidates will be willing and able to work occasional evenings, specifically to support the LAOB during evening meetings and to participate in committee meetings.

The compensation range is \_\_\_\_\_ depending on experience and qualifications, and benefits include: paid time off, health and dental insurance, and retirement matching funds. This is a permanent position, contingent on Legislative funding.

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The LAOB is committed to building an inclusive organizational culture and encourages people from all backgrounds to apply.

We are an equal opportunity employer that is committed to diversity, equity, inclusion and a strong sense of belonging in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Land Access and Opportunity Board makes hiring decisions based solely on qualifications, merit, and business needs at the time and will invite hired staff to engage in commitment to building the culture of this work.

## **Manager Roles and Responsibilities**

### **1. LAOB Network (Collaboration and Advocacy)**

- Work with the LAOB to develop strategies and goals for advocacy and representation
- Serve as the LAOB Representative (at meetings, gatherings, etc) of the LAOB
- Participate in state and regional networks, including Farm to Plate and the regional Agricultural Viability Alliance, a network of agricultural service providers in northern New England and New York. Whereby the manager would write up recommendations for advisory actions.
- Coordinate to plan outreach and communication to peer agencies, legislators, committees, etc
- Through their own work and through the supervision of staff and consultants
  - Evaluate baseline data gathered through the activities of the manager and the LAOB as a whole.

- Identify opportunities for collaboration, outreach and funding, and establish priorities for action under the statutory powers of the LAOB
- Bring to the Board recommendations for action and statutory advisement

## **2. Engagement (Partnership and Community)**

- Field inquiries to the LAOB and make referrals to other programs when necessary.
- Work with Outreach & Partnerships
- Provide education about the LAOB's programs to potential applicants and stakeholders.
- Building networks to collaborate with stakeholders and community members
- Creating partnerships
- Work with LAOB and VHCB network to identify gaps in existing offerings. (queue sunrise report i.e sunrise report); identifying gaps as well as overlaps as places for collaborations and partnerships.
- Work with the LAOB to strategize and implement goals in multifaceted partnerships
- Collaboration with organization and agency partners

## **3. Program Development & Management**

- Manage and maintain an inventory of government and nonprofit programs and resources intended to facilitate equitable access to housing, land access and land-based enterprise.
- Maintain up-to-date guidelines, policies, and procedures for fulfilling and maintaining LAOB programs.
- Direct consultant contracts with technical assistance providers, including housing and land access navigators and translator services, who match the qualifications, and who are able to provide the services called for, under 10 V.S.A. Sections 325u(f)(2)-(3)
- Management and promotion of educational resources related to the goals of the LAOB.
- Outreach to community members from historically marginalized and disadvantaged communities in conjunction with the board
- Supervise the creation and administration of an organizational grant program,

## **4. Fiscal Management**

- Budgeting - Work with VHCB and LAOB for creation and management of Annual Budget
- Oversight of the financial reporting and management systems with VHCB

## **5. Board Management**

- Set agendas for regular meetings of the board, and develop supporting materials for policy development, service guidelines, program review, and other issues for consideration.

## 6. Other tasks and special projects:

- Serve as the LAOB Representative (at meetings, gatherings, etc) of the LAOB
- Participate in state and regional networks, including Farm to Plate and the regional Agricultural Viability Alliance, a network of agricultural service providers in northern New England and New York. Whereby the manager would write up recommendations for advisory actions.
- We would expect this position to have a hand in legislature reporting. (end of 2024) Alt language - Aid in the creation of legislative reports
- Active work consultants and contractors and with our legal counsel - Serve as a conduit with legal counsel, including Exploration of reparatory
- grant programming
- Manage maintenance of data to track progress towards goals

## Qualifications

- Demonstrated history of creating and sustaining inclusive work culture
- Ability to manage multiple projects and stakeholders while keeping the long arc of this work in mind
- Strong understanding of equitable program and policy implementation
- *Preferred*
  - Professional Experience in areas related to the board's work (land access and land use policy and programs, housing and homeownership programs, and equity)
  - Experience working with and for stakeholders and people with marginalized identities backgrounds
- *Helpful*
  - Experience working for or with state stakeholders
  - Familiarity with policy and programmatic legal contracts
- Physical Demands
  - Work involves movement for brief periods, including but not limited to bending, filing, giving presentations, but performs most duties from a seated or standing position.
  - There is potential for eyestrain from reading detailed materials and computer screens. Work requires finger dexterity and eye-hand coordination to operate computer keyboards at a high skill level.
  - Deadlines, workloads during peak periods, and changing priorities may cause increased stress levels.

## Application Process

### Notes: Information around board structure?

Perhaps a proposal of staffing scenarios

Do we want to leave staffing allocation for facilitation?

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This position will....

- including seeking board participation, to support organizations assisting individuals, families and collectives from traditionally marginalized and disadvantaged communities to navigate housing and land access. This grant program should incorporate not only the board's perspectives, but also information gleaned from community outreach and the current landscape of agencies working within the field.

Next steps:

- Next draft
- What do we want the board to engage with?
- Condensed version
- Jess Drafting Salary/staffing scenarios
- Look at staffing scenarios
- Sending hiring process/LAOB