

Land Access and Opportunity Board - Hiring Committee

October 10th, 2023, 5:00 – 6:00p.m.

Meeting Facilitator: Jessica Laporte

| Attendee | Present | Not Present |
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| Board | <ul style="list-style-type: none"> ● Pacifique Nsengiyumva, US Committee for Refugees and Immigrants (USCRI) ● Susan Aranoff, Vermont DDC ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) | <ul style="list-style-type: none"> ● Jennifer Morton-Dow, Vermont Releaf Collective ● Samantha Langevin, Vermont RELEAF Collective |
| Guests & Public | <u>Public:</u> None | <u>Guests:</u> Francis Sharpstene, VHCB |

Agenda & Notes

| Meeting Convened by Facilitator, Jess Laporte 5:00 PM | |
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| 1. Introductions & Agenda Check-in a. Name, Nominating Organization & Check-in | |
| 2. Recruitment Update | <ul style="list-style-type: none"> ● We've got applicants! <ul style="list-style-type: none"> ○ 10 Program Development ○ 11 Advocacy & Engagement ○ Some applicants applied without a cover letter and VHCB requested <ul style="list-style-type: none"> ■ Should VHCB send these? ■ Is there a clear deadline for those additional materials? ■ Dan - For those that are incomplete, I think we should give them a chance to submit a complete application. Suggestion - make the deadline EOD Thursday ● Decision-making Question - Should we close the application period on the planned deadline, Wed EOD? <ul style="list-style-type: none"> ○ Susan - What are VHCB's practices? ○ Francis - pre-pandemic we were more strict/clean on the deadlines, however, since 2020 it's been harder to fill positions and have become softer deadlines/rolling. Recently <ul style="list-style-type: none"> ■ Suggestion - Often have deadline and change wording to 'open until filled' ● Decision-making Question - Do we want to use this suggestion from VHCB? Close applications and post 'open until filled' if we asses we need a broader applicant pool. <ul style="list-style-type: none"> ○ Dan - In the 1st 8 PD applicants most seemed qualified - one lacking experience, but the rest looked solid and would be a significant pool. If AE is the same then lets keep deadline. |

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| | <ul style="list-style-type: none"> ○ Susan - Yes, this is the best of both worlds. Prefer closing application period and revisiting once we've reviewed so we can move forward on the interviews. <p><u>Instructions for Francis:</u></p> <ul style="list-style-type: none"> ● Close at EOD Wed but the time wasn't clear and some may think midnight so will send first thing Thursday ● Tell those missing materials EOD Thurs by 5pm ● Send over all complete applications before Hiring Committee Meeting on Friday 11-1pm ● Inform LAOB of additional applicants (before de-identifying) <p><u>Follow-up for scheduling first interviews</u></p> <ul style="list-style-type: none"> ● Hiring Committee to send slate ready to schedule to Francis (minimum 6 and max 12-15) ● Francis - re-identify applicants and circulate for conflict of interest <ul style="list-style-type: none"> ■ Note - Busy 3-5pm Friday but can do if received by 2pm or attend to Saturday to be ready for Monday <ol style="list-style-type: none"> 1. Conflict of Interest Check = Family Members or <i>if you feel you should not interview the person (close relationship)</i> <ul style="list-style-type: none"> ■ Susan - In addition to COI, I would like to still know if members of our committee (and the board) have experience (positive/negative/insights) with candidates ■ Jess to create template for fold to fill in on Friday with each applicant chosen for 1st interviews and a column for COI and Disclosure = inform one another of those we know well - worked with, friends, etc. 2. Hiring Committee respond to note any conflict of interest 3. Francis to send out options to applicants 4. Once applicants decide on a time Francis will send calendar invites |
| <p>3. Review of Process documents</p> | <p><u>DOCUMENT REVIEW</u></p> <p>C - Application & First round interview Evaluation Rubrics and Explanations in word</p> <p>Review Changes / Simplifying Edits (Jess)</p> <ul style="list-style-type: none"> ● Proficiency and adaptability columns removed for initial application evaluation ● Adaptability moved into rubric under co-leadership ● We suggest using the First Round Evaluation Rubric. We added a column on adaptability and pulled short answer questions back in ● Doc moved into Excel for recording scores, creating totals and averages ● "Lived Experience" changed to "Approach to Equity" <p><u>Discussion</u></p> <ul style="list-style-type: none"> ● Dan - How do these documents relate? The Excel is the same as the Word doc |

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| | <ul style="list-style-type: none"> ○ Jess - Yes, the Word is the easier place to review the changes together, but we will ● 1. Application Evaluation <ul style="list-style-type: none"> ○ Pacific - is 'Technical / Software Skills' this a key criteria? <ul style="list-style-type: none"> ■ Jess - identified so we want to rate it but we can factor it into decision-making differently ○ Jess - Address questions to the whole group as you need help understanding ○ All - understand the changes ● 2. First Round Interview Evaluation <ul style="list-style-type: none"> ○ Changed wording on 'Lived Experience' → focus on their approach of <ul style="list-style-type: none"> ■ Susan - like that wording of this and it captures it well ■ All - understand the changes <p>C - Application & First round interview Evaluation Rubrics - Excel version for entering ratings</p> <ul style="list-style-type: none"> ● Review - PD Template together ● All - understand the changes ● For Friday complete '1. Application Evaluation' for all applicants |
| <p>4. Expectations - Timeline & Scheduling</p> | <ul style="list-style-type: none"> ● First Interview Guide Here <ul style="list-style-type: none"> ○ VHCB will have a representative (Francis likely) - taking notes <ul style="list-style-type: none"> ■ Add VHCB Intro ● Scheduling <ul style="list-style-type: none"> ○ Time Table with availability for Francis to use to schedule interviews ○ Do we want time Wednesday or Thursday evening (10/11) to start viewing applications? <ul style="list-style-type: none"> ■ <i>Pacific after 6pm 10/12</i> ○ Potential Meeting time 10/16 for further evaluation/decisions for interviews |
| <p>Meeting Adjourned at 6:10 pm</p> | |