

Land Access and Opportunity Board: Hiring Committee
October 17, 2023, 5:00 – 6:00p.m.

Meeting Facilitator: Natanya Vanderlaan & Jess Laporte

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

Agenda & Notes

● Meeting Convened by Facilitator, Natanya Vanderlaan @ 5:00 PM	
1. Introductions & Check-in	<ul style="list-style-type: none"> ● Name, Nominating Organization, Check-in
Executive Session	<p>Dan Coutu made a motion for the board to enter into executive session in order to discuss 1st Interview Offers for the Advocacy & Engagement Director and Program Development Director roles at 5:10 PM; Susan seconded the motion.</p> <p>The Board came out of executive session at 6:00 PM</p> <p>The Hiring Committee agreed on a total of 7 additional candidates to interview - 2 Program Development Director candidates and 5 total Advocacy & Engagement candidates. Note - one applied for both</p>
3. Process Check-in & Next Steps (Jess)	<p>Conflict of Interest Check - 2. First Round Interview - Conflict Of Interest & Disclosure Form</p> <p>https://docs.google.com/document/d/1jM7oJkQIFrJSqQR-VKYkM2VDjZHDHzBO0mEOeCaXNuc/edit</p> <ul style="list-style-type: none"> ● Will send new interviewees in the doc and Francis will add names ● Board members need to respond quickly for scheduling <p>First interview Guide -</p> <p>https://docs.google.com/document/d/1VnOh9FyedkVEYFBPrhXJE1TX9xoSPn_aZQ71Cf3NuW/edit</p> <ul style="list-style-type: none"> ● Francis Zoom link will open 10 mins early ● Touch base on leading calls and process: <ul style="list-style-type: none"> ○ Who's asking questions and leading? - split up ahead of each interview ○ Who's taking notes - Francis

- Who's doing tech support - Francis
- Identify additional questions you may want to ask (eg. dual candidate)
- Confirmed where interview guide and ranking sheets are
- **Scheduling Check-in**
 - 3 Interviews scheduled this week - everyone confirmed they had received interviews,etc.
 - Unlikely to have any scheduled Wed AM or PM due to timing but keep all other holds available for quick scheduling
 - Overall we will have 10 interviews scheduled between now and Tues 10/24
 - 1st Interview Review Meeting 10/16 6-8pm - all confirmed availability
 - Have entered rankings for each candidate you reviewed before we get on the call - each person will only rank candidates they interviewed so it won't be 100% filled in.

Meeting Adjourned at 6:15 PM