

***Land Access and Opportunity Board: Hiring Committee***  
**November 1st, 2023, 5:00 – 6:00p.m.**

Meeting Facilitator: Natanya Vanderlaan & Jess Laporte

Attendee	Present
<b>Board</b>	<ul style="list-style-type: none"> <li>● Dan Coutu, VT Commission on Native American Affairs (VCNAA)</li> <li>● Susan Aranoff, Vermont DDC</li> <li>● Jennifer Morton-Dow, Vermont Releaf Collective</li> <li>● Pacifique Nsengiyumva, US Committee for Refugees and Immigrants (USCRI)</li> </ul>
<b>Guests &amp; Public</b>	Francis Sharpstene, VHCB

## Agenda

Meeting Convened by Facilitator, Natanya Vanderlaan @ 5:00 PM	
<b>1. Introductions &amp; Check-in</b>	<ul style="list-style-type: none"> <li>● Name, Nominating Organization, Check-in</li> </ul>
<b>2. VHCB Involvement in 2nd Round</b>	<ul style="list-style-type: none"> <li>● <b>Francis preset VHCB’s request</b> - Briefly describe VHCB (structure and type of entity we are), the types of support and services we’re able to offer, and some key elements in the developing MOU, with an invitation for any questions or discussion from the candidate that both VHCB rep and Board Members can respond to. <ul style="list-style-type: none"> <li>○ Francis at Thurs &amp; Fri 11/2 &amp; 11/3</li> <li>○ Trey or Gus at 11/6</li> </ul> </li> <li>● <u>Discussion:</u> <ul style="list-style-type: none"> <li>○ <b>Susan</b> - It’s great if someone from VHCB could be there to answer questions to things we don’t have access/information to like, what the office is like, internet, conference room, etc. Given these LAOB staff will be VHCB staff members it’s helpful to have them present. If I was in this position I would also want to ask those questions.</li> <li>○ <b>Francis</b> - THis is a new process for us so sometimes communication was clunky. A part of a this request was a personal concern around availability but also <ul style="list-style-type: none"> <li>■ Time is always of the essence, but meeting to discuss isn’t always feasible as email moves faster but not as thoroughly</li> <li>■ Yes they will be staff of VHCB that is focused on LAOB</li> <li>■ Purpose is to share details like... <ul style="list-style-type: none"> <li>● VHCB is a government entity though we are not a state department</li> <li>● We are not a non-profit</li> <li>● Curiosity - What is the right support the new staff would need.</li> </ul> </li> </ul> </li> </ul> </li> <li>● <u>Scheduling</u> - PD014’s interview 11/3 at 3pm <ul style="list-style-type: none"> <li>○ <b>Francis</b> - shared all availability and let candidates choose 1st come 1st serve</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Susan and Dan available 3:30 -4:30 tomorrow Nov 2, 2023 - calendar hold sent</li> <li>○ Susan and Dan also available 5-7 on Monday Nov 6, 2023</li> <li>● Reference Check - Francis has gotten through 1 fully <ul style="list-style-type: none"> <li>○ Emma - glowing thus far</li> <li>○ Will dig into more tomorrow</li> <li>○ Will send them over as they are complete.</li> </ul> </li> </ul>
<p><b>4. Update &amp; Personalize 2nd Round Interview Guide</b></p>	<ul style="list-style-type: none"> <li>● <b>WORK SESSION: 2nd Round Interview Guide -</b>  <a href="https://docs.google.com/document/d/1Q3pDWihoQ5WzD4M_qSqC9IFwfyg6CZoSwkrWWEcQunQ/edit">https://docs.google.com/document/d/1Q3pDWihoQ5WzD4M_qSqC9IFwfyg6CZoSwkrWWEcQunQ/edit</a> (10 minutes individual work) <ul style="list-style-type: none"> <li>○ Reviewed General (for both positions) then questions specific to the position</li> <li>○ Discussed</li> <li>○ Decided to not have candidate specific questions</li> </ul> </li> <li>● <b>Note:</b> Questions would be inserted into a document like the 1st Round Interview Guide  <a href="https://docs.google.com/document/d/1VnOh9FyedkVEYFBPnrhXJE1TX9xoSPn_aZQ71Cf3Nuw/edit">https://docs.google.com/document/d/1VnOh9FyedkVEYFBPnrhXJE1TX9xoSPn_aZQ71Cf3Nuw/edit</a> </li> </ul>
<p><b>4. Process Check-in &amp; Next Steps</b></p>	<ul style="list-style-type: none"> <li>● <b>Next Meeting 11/7</b></li> <li>● Update to the Board - 11/7 for vote 11/13</li> <li>● <b>Drafting Offer - VHCB HR</b></li> </ul>
<p><b>Meeting Adjourned at 6:00 PM</b></p>	