

**Land Access and Opportunity Board: Hiring Committee**  
**November 14, 2023, 6:00 – 7:00p.m.**  
**Meeting Facilitator:** Natanya Vanderlaan & Jess Laporte

	Present	Not Present
<b>Board</b>	<ul style="list-style-type: none"> <li>● Jennifer Morton-Dow, Vermont Releaf Collective</li> <li>● Dan Coutu, VT Commission on Native American Affairs (VCNAA)</li> <li>● Pasifique Nsengiyumva, US Committee for Refugees and Immigrants (USCRI)</li> <li>● Susan Aranoff, Vermont DDC</li> </ul>	
<b>Guests &amp; Public</b>	Francis	

### Agenda & Notes

● Meeting Convened by Facilitator, Natanya Vanderlaan @ 6:00 PM	
<b>1. Introductions &amp; Check-in - 15 mins</b>	<ul style="list-style-type: none"> <li>● Hello, Check-in</li> <li>● Overview of Schedule</li> <li>● Gratitudes!</li> </ul>
<b>2. Check in and VHCB Process - 15 mins</b>	<p><b>11/13 Board Decision Check in - Relief! Excitement!</b></p> <p><b>VHCB Process Decisions (see below)</b></p> <ul style="list-style-type: none"> <li>● Draft Offer Letters <ul style="list-style-type: none"> <li>○ Advocacy and Engagement - AE017  <a href="https://docs.google.com/document/d/1K-f1wB5j2sRbOrJbBdKU4iDj_bkRXLAc6/edit">https://docs.google.com/document/d/1K-f1wB5j2sRbOrJbBdKU4iDj_bkRXLAc6/edit</a></li> <li>○ Program Development - PD014  <a href="https://docs.google.com/document/d/1gKew41YgrQUSd17yquTGtLqDL0VmS99d/edit">https://docs.google.com/document/d/1gKew41YgrQUSd17yquTGtLqDL0VmS99d/edit</a></li> </ul> </li> <li>● <b>Francis - Salary Offer (from the range)</b> - decision based on the skills, experience, etc. and also need to be prepared to negotiate <ul style="list-style-type: none"> <li>○ <b>Does the LAOB want to offer equal salaries?</b></li> <li>○ <b>Dan</b> - Inclined to offer the same salary to both of them. Thinking ahead, if you start at the top of the available range there is no room for growth. \$80-85K offers opportunities for raises, etc. <ul style="list-style-type: none"> <li>● <b>Jess</b> - Yes and the FY25 Budget includes a 3% raise on the upper end of the salary range. Francis, what's your recommendation?</li> <li>● Francis - 3% is actually low given inflation is so high. VHCB is 6% the lowest I remember in the pandemic is 4.5%. Inflation aside 3% is a good standard.</li> </ul> </li> <li>○ <b>Dan</b> - Comparison against job descriptions. In neither case did we find someone to do it all - how does this person compare given the broad goals.</li> </ul> </li> </ul>

- **Jennifer** - Agree in having them equally compensated and give room for growth
- **Francis** - Reached out to Financial Officer in the Fiscal Management
  - 3% is low for an annual salary increase due to inflation
  - Last year VHCB was a 6% raise a gross and then did other adjustments based on equity.
  - Lowest in pandemic was 4.5%
- **Pacifique** - keep in mind cap marks. What is the trajectory in light of our upcoming limitations.
- **Jessica** - Rather than budgeting this out for the next few years Lets focus on this year. If we are comfortable with offering equal salaries we could discuss, same salaries offered. Can we do a quick round robin?
- **Dan** - This feels arbitrary. I've done this before but in fields I understood.
- **Susan** - I like equal salaries and mid-range, I think we should give to negotiating.
- **Jess** - How does negotiating work with maintaining same salary? If one negotiated higher we would then go back to the other hiree and offer more?
  - **Susan** - did negotiate myself and some groups have standard delineated levels and it feels arbitrary but if we start in the mid-lower level we have room to negotiate
  - Proposal \$84,000 - **Dan, Jennifer, Susan and Pacifique**
- **Negotiations: If the candidates ask to negotiate the offers, how would LAOB like to handle this?**
  - **Jess** - are we ok with making this full 80-90 range as a committee? Are we ok with Francis navigating that conversation? All in favor
  - Open with candidate contacting board for negotiations?
    - **Dan** - why not?
    - **Susan** - have been a part of negotiation though not for long and would do it.
  - **How and Who Francis can collaborate with LAOB** →
    - On-boarding Committee: Susan, Dan, Samantha (Natanya)
    - meetings 9:30-10:30 Wednesdays 11/22, 11/29, 12/6, 12/12, etc
- **4. Who would like to make the offer?** We do this by phone; then the letter captures the agreed upon offer. I'm happy to do it if helpful, and equally happy for a Board Member(s) to do this, and I would help get your prepared for this.
  - Who should make the offer? Francis how does this work?
  - Typically offer is made by phone, usually by the direct supervision.
  - Francis is willing to do it, and my sense is that it would be great to come from one of you. This is an LAOB process and you're the ones who made the decision. I think it would be great.
  - **Jennifer** - I'd be happy to call PD014
  - **Committee** - Great!
  - **Jess** - who would like to tell AE017?
  - **Susan** - I would be very happy to call AE017

	<ul style="list-style-type: none"> <li>○ <b>Jess</b> - should we name their counterpart?</li> <li>○ <b>Francis</b> - yes, naming that you are making an offer to ____ I will send numbers and information with a few tips around what is usually said. Please be prepared for candidates not to say yes right away</li> <li>○ <b>Jess</b> - proposes Tuesday Nov 21, 2023 as a deadline for a decision. <ul style="list-style-type: none"> <li>■ They will respond via email to Francis</li> </ul> </li> <li>● <b>5. start date</b> <ul style="list-style-type: none"> <li>○ <b>Jess</b> - can we propose a window?</li> <li>○ <b>Susan</b> - we asked if candidates would be able to overlap December 8 -15. Everyone said they would be available by the end of January. And I think it was AE017 who requested more time. All were interested in a longer lead in time - AE017 may have been the longest timeframe.</li> <li>○ <u>Proposal</u>- no earlier than Dec 8 no later than January 21</li> <li>○ <b>Francis</b> - Introductory period. Not probationary period but rather a reflection period.</li> </ul> </li> <li>● <b>Conflict of Interest</b> <ul style="list-style-type: none"> <li>○ Jennifer - with PD014 becoming an employee of the LAOB, she is on our board and Samantha responds directly to her. Is this a conflict of interest?</li> <li>○ Francis - I don't think so, but i will think about it and give back written feedback. Where it would be an issue is if there is funding provided.</li> <li>○ Releaf Board Member of organization that nominates a board position (right now that is board/staff role reversal)</li> <li>○ Noting both AE017 and PD014 are other Releaf Members</li> <li>○ Question of relations of the board</li> <li>○ <b>Susan</b> - People were concerned of an appearance of double dealing. Brian spoke very strongly to the appearance of that.</li> <li>○ <b>Francis</b> - Appearance of conflict is also something to consider.</li> <li>○ <b>Jennifer</b> - The way Samantha and I report to the board is that they approve our time sheets - also this intersection is going to happen alot and we're all involved in the same things.</li> <li>○ <b>Natanya</b> - The board requested PD014 step down from the board on accepting this role.</li> <li>○ <b>Jennifer</b> - clarification would probably be really helpful as PD014 was presented as Samantha's boss where she is not.</li> </ul> </li> </ul>
<p><b>3. Prepare LAOB Offer</b> - 15 mins</p>	<p><b>Draft LAOB portion of offer Letter</b> - <a href="https://docs.google.com/document/d/1mCrXKKnv5G-3-w5YtHN-88DR17s0puxH9j2mCc5udi0/edit">https://docs.google.com/document/d/1mCrXKKnv5G-3-w5YtHN-88DR17s0puxH9j2mCc5udi0/edit</a></p> <ul style="list-style-type: none"> <li>● 3 Minutes for reflection and writing notes for the prompt</li> <li>● Direct editing in the</li> <li>● Group Decision on what to highlight</li> </ul>
<p><b>4. Process Check-in &amp; Next Steps (Jess)</b> - 10 mins</p>	<ul style="list-style-type: none"> <li>● Natanya to finalize and send LAOB Note for the VHCB Offer</li> <li>● Caretaking - take 5 minutes to delete all copies of documents, notes, etc relevant to the Hiring Process. If you want to keep items move them to the</li> </ul>

	Hiring Committee folder - <a href="https://drive.google.com/drive/folders/1i-vNTkDkbGM1mHojKR07fJ_Lwnh_P2WU?usp=drive_link">https://drive.google.com/drive/folders/1i-vNTkDkbGM1mHojKR07fJ_Lwnh_P2WU?usp=drive_link</a>
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**Meeting Adjourned at 7:00 PM**