

**Land Access and Opportunity Board: Onboarding Committee**  
**November 29th, 2023, 9:30 – 10:30a.m.**

Meeting Facilitator: Jess Laporte

Present	Not Present
<ul style="list-style-type: none"> <li>● Dan Coutu, VT Commission on Native American Affairs (VCNAA)</li> <li>● Susan Aranoff, Vermont DDC</li> </ul>	<ul style="list-style-type: none"> <li>● Samantha Langevin, Vermont RELEAF Collective</li> <li>●</li> </ul>
<b>Guests &amp; Public:</b> Francis Sharpstene, VHCB	

## Agenda

Meeting Convened by Facilitator, Natanya Vanderlaan @ 9:30 AM	
<b>1. Introductions &amp; Check-in</b>	<ul style="list-style-type: none"> <li>● Name, Nominating Organization, Check-in               <ul style="list-style-type: none"> <li>○ <i>Note - Francis will come on for the last 10-15 minutes of meetings for follow up and any questions answered/support needed.</i></li> <li>○ <i>Note - Dan leaves early at 10am</i></li> </ul> </li> </ul>
<b>2. Hiring Process Updates/ Onboarding timeline</b>	<ul style="list-style-type: none"> <li>● <b>Updates</b> <ul style="list-style-type: none"> <li>○ Follow Up from 11/27 Board meeting - Confirm and make clear</li> <li>○ What do we need to finalize with each candidate? 1) Adjusted Salary Offer &amp; Start Dates → will discuss when Francis joins at end of meeting</li> </ul> </li> </ul>
<b>3. Work Session on Welcome letter</b>	<ul style="list-style-type: none"> <li>● Take time to work on Welcome letter (if they haven't already) - <a href="https://docs.google.com/document/d/1wttOpC0TTggndnmWHcH0o1fm6x7O9Cfs4jIt8Wk17BA/edit">https://docs.google.com/document/d/1wttOpC0TTggndnmWHcH0o1fm6x7O9Cfs4jIt8Wk17BA/edit</a> <ul style="list-style-type: none"> <li>○ Reviewed by Dan and Susan - <i>Ready except for Start Dates</i></li> </ul> </li> </ul>
<b>4. Work Session on Detailed On-boarding Plan</b>	<ul style="list-style-type: none"> <li>● Populate Detailed onboarding plan from Releaf template. <b>Onboarding Plan Draft</b> - <a href="https://docs.google.com/document/d/1wxnY4CckNaDOKkvMDQ8obmM2tzYOFwUQfrHsINtsBUw/edit">https://docs.google.com/document/d/1wxnY4CckNaDOKkvMDQ8obmM2tzYOFwUQfrHsINtsBUw/edit</a> <ul style="list-style-type: none"> <li>○ <i>Revisions made directly in the document</i></li> </ul> </li> <li>● <b>Notes</b> <ul style="list-style-type: none"> <li>○ Send updated timeline to AE017 &amp; PD014 with next steps</li> <li>○ (including) invitation to hirees at Dec &amp; Jan board meetings and sub-committees</li> <li>○ Identify Point people for various parts of LAOB work for each Director               <ul style="list-style-type: none"> <li>■ Send emails to the point people identified for each new staff and request if in January they could be their point of contact.</li> </ul> </li> </ul> </li> </ul>
<b>4. Check-in with Francis, VHCB</b>	<ul style="list-style-type: none"> <li>● <b>Salary Negotiation:</b> 11/22 committee agreed to offer \$90,000 and Francis sent updated salary negotiation</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Start Dates</b> - Francis will confirm and get back to On-Boarding Committee <ul style="list-style-type: none"> <li>○ AE017 has flexibility and there is less programming -1/8 could work to align with PD014's original start date. However, PD014 came back requesting 1/22 start date <ul style="list-style-type: none"> <li>■ Inform AE017 of PD014's start date but its a win/win either way.</li> <li>■ Is they starts early they can take on more of the Facilitation handoff and can also do some training/support for Media and be available earlier in the session.</li> <li>■ If they aligns with PD014 we'll do what we can to get them ready to facilitate the board and respect the Facilitation Team's</li> </ul> </li> <li>○ Part-time work priorities</li> <li>○ December - both available for limited meetings</li> <li>○ PD014 available more part-time on 1/8</li> </ul> </li> <li>● <b>Compensation for work time before full-time start date</b> - Francis has communicated this <ul style="list-style-type: none"> <li>○ \$90,000 equates to Hourly wage - they track hours and will be compensated by hour.</li> <li>○ Benefits don't start until the 1st day of the month following their start date. 1/8/24 or 1/22/24 then benefits don't start until 2/1/24.</li> </ul> </li> <li>● <b>Public Announcement</b> - after VHCB sends the Letter of Hire and they confirm receipt and start date. This has been confirmed - they have both accepted <ul style="list-style-type: none"> <li>○ Inform them that we will discuss the hire publicly on Monday 12/11 meeting</li> </ul> </li> <li>● Follow up conversation around PD014 and other board role <ul style="list-style-type: none"> <li>○ From Francis' follow up email 11/22 - <i>As for Conflict of Interest, they had pondered if her role on Releaf's Board would be a conflict already. While they is not immediately planning on stepping off the board, is open to stepping off to avoid an COI, in a way that is thoughtful and supportive of Releaf's needs.</i></li> <li>○ Francis will email the board to convey his opinion that this is not a COI</li> </ul> </li> </ul>
<p><b>4. Process Check-in &amp; Next Steps</b></p>	<ul style="list-style-type: none"> <li>● <b>Next Steps</b> - Continue to populate detailed onboarding plan <ul style="list-style-type: none"> <li>○ Send updated timeline to AE017 &amp; PD014 with next steps as follow up from welcome letter <ol style="list-style-type: none"> <li>i. Invite PD014 &amp; AE017 to 12/11 LAOB meeting to introduce them - Susan</li> <li>ii. Reach out about working on a PRes Release collaboratively - both content and timeline</li> </ol> </li> <li>○ Outreach to Brian &amp; Xusana about legislative contacts</li> </ul> </li> <li>● <b>Next Meetings</b> <ul style="list-style-type: none"> <li>○ 12/6, 12/13, <del>12/20</del> then 1/10 and 1/17</li> <li>○ At 12/6 draft/prepare emails to the potential point people identified for each new staff and request if in January they could be their point of contact.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>● <b>Updates for the board on 12/11</b><ul style="list-style-type: none"><li>○ Request Points of Contact for various LAOB activities/groups</li></ul></li></ul>
<b>Meeting Adjourned at 10:30 AM</b>	