

Land Access and Opportunity Board: Onboarding Committee
December 6th, 2023, 9:30 – 10:30p.m.

Meeting Facilitator: Natanya Vanderlaan

	Present
Board	<ul style="list-style-type: none"> ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) ● Samantha Langevin, Vermont RELEAF Collective ● Susan Aranoff, Vermont DDC
Guests & Public	Francis, VHCB

Agenda

Meeting Convened by Facilitator, Natanya Vanderlaan @ 9:30 AM	
1. Introductions & Check-in	<ul style="list-style-type: none"> ● Name, Nominating Organization, Check-in
2. Updates	<ul style="list-style-type: none"> ● Topics to hit <ul style="list-style-type: none"> ○ Reach out about working on a Press Release collaboratively - both content and timeline ○ Outreach to Brian & Xusana about legislative contacts ● Updates from Francis <ul style="list-style-type: none"> ○ Reach out to the board about extending Facilitation Contract ○ Follow-up on Conflict of Interest for PD014 ○ Official Start Dates <ul style="list-style-type: none"> ■ AE017 Jan 8th ■ PD014 Jan 22nd ■ Both available for part-time hours for training and settling in - part-time temp employees until then ■ Emails are available and will go out today - similar to portal that LAOB Facilitators use ■ Pre-employment forms going out ■ Susan - do you know of Professional Development resources for communications, social media, etc. I think the state might have something in their 'Learning Labs'

	<ul style="list-style-type: none"> ● Francis - State Resource exists but not sure what's available and VHCB is not making use of it. However, we're able to connect with Cara, Communications and Polly, Policy. Wil also think about other resources ● Updates on outreach to candidates <ul style="list-style-type: none"> ○ Susan send invite to 12/11 ○ Jess reached out for facilitation on-boarding ○ <u>Point People - Natanya</u> <ul style="list-style-type: none"> ■ Reached out to Pastor Arnold, Brian and Ana for support with Program Development <ul style="list-style-type: none"> ● Ana responded ■ Reached out to Trey, Xusana and Kirsten about support with Advocacy & Engagement <ul style="list-style-type: none"> ● Trey is available in January
<p>3. Hiring Process Updates / Onboarding timeline</p>	<p>Continue to populate detailed onboarding plan - https://docs.google.com/document/d/1wxnY4CckNaDOKkvMDQ8obmM2tzYOFwUQfrHsINtsBUw/edit</p> <ul style="list-style-type: none"> ● <u>VHCB resources</u> <ul style="list-style-type: none"> ○ Samantha - Who to touch base with at VHCB about the 1st day or 1st week activities. <ul style="list-style-type: none"> ■ Francis - yes, I'm the best contact and I drafted an on-boarding plan around what's needed. <ul style="list-style-type: none"> ● In 1st couple days need 1hr for paperwork and benefits ● 3-4hr orientation in the office and deep dive into policy and ensure questions are answered - can be flexible, not all has to be at once or in person ● Still triangulating who will be a direct supervisor to sign off on timesheets - MOU says designee ■ Samantha - As we map out the 1st day, are there spaces we can use for them to meet with LAOB members, other contacts - variety of spaces. <ul style="list-style-type: none"> ● Francis - will resend the details sent before to circulate to this group. ● <u>Point People Outreach</u> <ul style="list-style-type: none"> ○ Samantha - add Kirsten ○ Natanya - Yes, she was reached out to with ○ Samantha - Original suggestion was to have a point person on the board that we meet with regularly with questions, discussion and support in lieu of a supervisor. That might include some specific on-boarding tasks, but it would be in addition to any topics we want to cover during on-boarding. ○ Jess - I can imagine confusion in not having a single point person in who to reach out to in regards to what. <ul style="list-style-type: none"> ■ Also this is a long term commitment can we express a clear need for availability and capacity. ■ Last week we discussed a point of contact for specific work ○ Susan/Samantha - I think this is a both and (both a directory of contacts to reach out to around topics and a point person)

- **Jess** - we can use the onboarding table for such reference.
 - **Samantha** - We are going to have staff in this weird liminal space and a point person will be helpful in anchoring them and supporting their process of working together.
 - **Dan** - This looks sensible to me. Hard to predict what they're going to need in the future and this sets up a helpful enough structure to get started and refine as we go.
 - **Susan** - Samantha, at Releaf is having multiple point people effective?
 - **Samantha** - Yes
 - Let's bring the onboarding document to potential point people/board. Once it's all laid out, they can take a look at the whole picture and review.
 - **Jess** - I'm seeing a third thing. A Skill oriented table - Headings such as Policy, Disabilities, Advocacy etc. content support-esque,
 - **Susan** - who could be a good pipeline/entry point every culture is so specific want that entree to be as smooth as possible
 - **Dan** - suggest we rotate the table items 90degrees, making Ornella and Jean a column each.
 - **Samantha** - whats susan describing - could it be put into the onboarding table as task lists/ conversations to seek out.
 - **Dan** - Why not do both? The list is reference material
 - **Jess** - What's Prescribed vs. Whats Recommended. We can make suggestions in the onboarding process, but want to keep space for them to still navigate their own on boarding process. So let's build this content to give them a bit of a map.. But the actual action item may vary (have a 1/1 or 2/2 conversation)
 - **Samantha** - We have to give them some structure so they don't feel thrown in. I think it's valuable to list/create a set of tasks or suggestions. If we map it out then we can leave it to them to
 - **Dan** - We're hiring these folks because they are competent at what they do. And we need to give them space to do those things
 - **Jess** - sharing example from onboarding document
- Follow-up with LAOB Support & Supervisions for each staff
 - **Samantha** - prioritize reaching out related to the A. LAOB Support & Supervision role then request B. Points of Contact roles in sub-committees
 - **Susan** -
 - **Susan** - Is the Support & Supervision role stipenable work?
 - **Samantha** - wouldn't want it to be public record
 - **Susan** - We're lucky as DDC that our board work throughout roles, but not sure how it works for other members

**4. Process
Check-in &
Next Steps**

- **Next Steps**
 - Jess to follow-up on stipends for Support and Supervisor roles
 - Outreach for Support & Supervision role with the actual description
 - i. Susan - Brian
 - ii. Samantha - Arnold
 - iii. Dan - Ana
- **Next Meeting**
 - Focus on Calendar of Activities
 - Review information from Francis → provide dates & times for VHCB activities (separate)
 - Send updated timeline to AE017 & PD014 with next steps as follow up from welcome letter
 - Outside work or hold for 1/10
 - i. Press Release drafting
 - ii. Content - gather documents to read

Meeting Adjourned at 10:35 AM