

**Sub-committee: Hiring**  
***Land Access and Opportunity Board***

**August 22, 2023, 9:30 – 10:30am**

Meeting Facilitator: Jess Laporte and Mindy Blank

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

**Agenda & Notes**

1. Meeting Convened by Facilitator, Jess Laporte @ 9:30 AM	
<b>3. Welcome and Updates From 8/21 meeting</b>	<p>Jess - summary of meeting last night and questions raised about the hiring process. Feeling the gap between where the Hiring Committee is and how informed the Board is (or is not) around the job descriptions and the hiring process.</p> <p>Dan - folks wanted to be sure about the broad area of coverage of the advertising of positions so that we could get some really good candidates. It sounded like if we limit ourselves to who's already in VT, it might be hard to find people with the qualifications we're looking for. The qualifications we're looking for do have some limitations because we're looking for specific professional and lived experience. We may have to create a place for staff to learn these skills. Balancing the need for in-state knowledge (which is specific to this place) and the need for a specific skill set.</p> <p>Jess - wanting to get a sense of the question raised at the meeting: do you think staff needs to be residential in VT once they start?</p>

	<p>Dan - I think so. Being completely remote won't work given the nature of what we're looking for them to do and the collaborations they'll be holding.</p> <p>Samantha - it's one thing if they don't live here when they apply, but once hired, they need to be here. Knowing how Vermont works, you have to be here. All of the small interactions, running into people, seeing people in person.</p> <p>Jess - we might be limited by our fiscal sponsor (VHCB) also. I don't think they have out of state employees.</p> <p>Samantha - Gus has mentioned that it was new for in the pandemic to have remote working, and they don't have remote worker packages.</p>	
<p><b>3. Agenda Check-in (Jess)</b></p>	<ul style="list-style-type: none"> <li>● <b>Overarching</b> - <i>How to get and keep the full LAOB up to date on the hiring process for informed involvement and decision-making</i></li> <li>● <b>Email from Francis with updates</b> (see below)</li> <li>● <b>Job descriptions</b> - Review revisions to job descriptions and clarify that this position is intended to be in VT for duties</li> <li>● <b>Hiring Process</b> - likely to wait for 8/28 but what parts do we want to discuss with the board on 8/28 <ul style="list-style-type: none"> <li>○ <b>decision-making puzzle</b> - how to know if we've had a successful application process and can move into evaluation criteria but considering these factors; <ul style="list-style-type: none"> <li>■ We want the whole Board's approval for each step.</li> <li>■ We have a tight timeline because of the dates of meetings coming up and can't do Board approval by email in this process. 8/28, 9/18 and 10/2</li> <li>■ We want to lay it out enough to get approval beforehand so that we don't get stalled in getting the job postings out there.</li> </ul> </li> <li>○ Samantha - how much power does this group have to make decisions? If it needs to be a long process, that's fine, but lack of clarity around the process is challenging right now. I'm adding a comment to the job descriptions about positions needing to be located in Vermont.</li> </ul> </li> </ul>	
<p><b>4. Updates from Francis / VHCB</b></p>	<p><b>Update from Francis (email)</b></p> <ol style="list-style-type: none"> <li>1. Does VHCB typically use a fixed application period or rolling applications (open till filled)? We think a fixed</li> </ol>	<p><b>Response to Francis</b></p> <ul style="list-style-type: none"> <li>● Hiring process says "Communications Director creates advertising content and post to print outlets and HR Director</li> </ul>

period may be easier to do an equitable analysis of the pool before offering interviews.

Francis: Our preference is to use an application deadline, but our policies/practice don't require it and we can be adaptable to meet the needs of the position. We've used 'open until filled' somewhat more recently, especially for more difficult to fill positions, but there won't be any issues to do a fixed applicant process for LAOB staff.

**LAOB HC: LAOB will start with a fixed application period - may need to be flexible or extend based on applications received.**

2. How will applications be shared with the LAOB Hiring Sub-committee since they do not have access to the VHCB portal?

Francis: We'll store the applications within our network for official records, but can set up a drive that all involved in the hiring process can access. We can discuss which platform would make sense when we meet. I believe you've been sharing documents using a shared Google Drive folder, and that could be used here if you're finding success with that.

**LAOB HC: Yes, we prefer Google Drive if possible to keep things consistent. The drive is owned by CROs (facilitators) as there is not an LAOB shared folder yet.**

3. We are interested in having the applications anonymized for the initial review, is this something the HR manager could do?

Francis: Sure thing. Again, when we meet we can discuss to what level you'd like them anonymized (i.e. just name; name and contact info; any identifying information in the cover letter and resume, etc.).

post to additional online resources”  
**Can you send a list of the common places to post? What are your typical print outlets or online resources? What are the costs?**

- **Can VHCB hire out of state employees? People with different work status?**

**Other notes:**

- **Ask Xusana about how her office manages anonymizing applications and potential conflicts of interest.**
- Details make a difference in the equity of the hiring process. We want to explain why we're anonymizing some details of applicants and why we want to add their names back in before interviews - being able to have a sense for conflict of interest. How to keep things rolling in tandem, and we need to be explicit about what we document this so that VHCB can replicate this process in the future.

**LAOB HC: What we'd like anonymized - name, gender, educational institutions, and address [made in-state or out of state]. This is just for application review and then we'll add the name back in ahead of interviews (for scheduling and prep) to review conflict of interest on the hiring sub-committee and board.**

**NOTE:** Details make a difference in the equity of the hiring process. We want to explain why we're anonymizing some details of applicants and why we want to add their names back in before interviews - being able to have a sense for conflict of interest. How to keep things rolling in tandem, and we need to be explicit about what we document this so that VHCBC can replicate this process in the future.

4. What documentation of the hiring process is needed to comply with HR records policies if the sub-committee is doing some of the work/process without the HR Manager?

Francis: The most important things would be: 1) Documentation/notes from the interviews; 2) documentation of reference checks; and 3) documentation of the metrics/guidelines used for making a hiring decision.

**LAOB HC: LAOB will use Google Drive for our process and then share back docs at the end. Samantha added to the Hiring Process doc.**

5. Does VHCBC use a scheduling platform to schedule interviews? If so, can LAOB use it? If not, is the VHCBC HR Manager able to support in scheduling interviews? (soliciting availability from sub-committee to schedule with candidates against?)

Francis: We don't use a platform, but we can certainly support scheduling interviews. Normally what we do is: 1) find openings in

	<p>the calendars of the interview team and put a hold on them; I schedule the interviews based on the held timeslots with the selected candidates; then update calendars and prepared materials. This can easily be adapted, so again, we can discuss in a meeting.</p> <p><b>LAOB HC: LAOB would like VHCB’s support in scheduling. LAOB members will have to share availability and HOLD times - then HR Manager sends out options for applicants.</b></p>	
<p><b>4. Review Job Descriptions</b></p>	<p><a href="#">LAOB Advocacy and Engagement Director</a> Job Description  <a href="#">LAOB Program Development Director</a> Job Description</p> <ul style="list-style-type: none"> <li>● <b>Bring printouts of job descriptions to 8/28 meeting for people to review</b></li> <li>● <u>Advocacy &amp; Engagement job description:</u> <ul style="list-style-type: none"> <li>○ group conversation parsing out what falls under advocacy and what falls under engagement and communications. Thinking through comments on qualifications and making sure they don’t disqualify folks from out of state.</li> </ul> </li> <li>● <u>Program Development Director job description:</u> <ul style="list-style-type: none"> <li>○ program evaluation falls under the LAOB’s purview and isn’t a small role to add. Conversation about how to include program evaluation in this job description. For instance, adding language about program evaluation in collaboration with the Board. Ex: “Work with the LAOB and consultants...”</li> <li>○ Results-based accountability - <b>ask Ana for materials and more information about this suggestion.</b> In the job description, we’ll give less specificity about what accountability mechanism[s] will be used in program evaluation.</li> </ul> </li> </ul>	
<p><b>5. Recruitment &amp; Interview Process</b></p>	<p>Working on this <a href="#">detailed process and timeline doc</a>  Need to finalize 1) Recruitment plan and 2) thresholds</p> <ul style="list-style-type: none"> <li>● Samantha - the Hiring Committee would ideally have 4 LAOB members working on the interview process. Minimum 2 people, ideally 3 or 4, present at each interview.</li> <li>● Jess - I still have a few questions for VHCB. 1) What are the common places you post job descriptions and what are the costs? 2) Does VHCB hire out of state employees? On the topic of places to advertise, we did get some answers in the outreach spreadsheet. I don’t necessarily want to take time on this today but wanted to share that we have more ideas gathered, and I want to hear from VHCB. We can also share with other Boards who have hired for similar positions (and ask them to share our job descriptions within</li> </ul>	

	<p>their networks) and organizations that have traditionally served marginalized communities. Ex: National Young Farmers Alliance, FRISAN, etc. - organizations related to land access and a lot of equity-based network building. Can we fill in this spreadsheet more outside of meeting time?</p>
<p><b>6. Gathering Next Steps</b></p>	<p><b>8/28 Hiring Process Update</b></p> <ul style="list-style-type: none"> <li>● Level of responsibility and decision-making power of hiring committee - <b>Led by Samantha</b> <ul style="list-style-type: none"> <li>○ What level of information does the LAOB want as the process progresses? Ex: “This week, we talked to...” - some granularity and regularity of info. Making sure we’re not just doing things in an isolated way but sharing back. Wanting to establish confidence with the Board.</li> <li>○ Will Might Won’t’s for slides <ul style="list-style-type: none"> <li>■ will: discuss the level of autonomy and ability HC will have; discuss the points and ways that the LAOB wants to be informed and involved in some key steps in the hiring process, introduce the need for additional members of the HC</li> <li>■ might: get commitments for additional members of hiring committee/process</li> <li>■ won't: wordsmith document</li> </ul> </li> </ul> </li> <li>● Laying out the pivot points in the process - evaluating applicants for interviews, for second interviews, making offers using the LAOB <a href="#">Hiring Process</a> (adapted from VHCB): look at this to determine the key pivot points and outline when info needs to be shared from Committee to Board and when the Committee needs approval and input from the Board - <b>Led by Dan</b> <ul style="list-style-type: none"> <li>○ Samantha - the scaffolding may be the timeline we created, adapted from VHCB hiring processes. There are key points in there when we need more input from the Board.</li> </ul> </li> <li>● Need more Hiring Committee members to move through this process (at least 4 members) - <b>Led by Samantha</b></li> </ul>
<p><b>7. Meeting Adjourned at 10:45 am</b></p>	