

Sub-committee: Hiring Process
Land Access and Opportunity Board

August 15, 2023, 9:30 – 10:30a.m.

Meeting Facilitator: Jess Laporte

Attendee	Present
Board	<ul style="list-style-type: none"> ● Samantha Langevin, Vermont RELEAF Collective ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) ● Pasifique Nsengiyumva, US Committee for Refugees and Immigrants (USCRI)
Guests & Public	None

Agenda & Notes

Meeting Convened by Facilitator, Jess Laporte 9:30 AM	
1. Introductions	<ul style="list-style-type: none"> ● Samantha - Timely to be working on hiring and recruitment with LAOB ● Dan - Hiring process is going to also be useful for the NAAC recruitment now that the commission has a budget ● Jess - At VCRD conference to be on a panel representing LAOB - one of
2. Updates From Action Items	<p>Update from Jess</p> <ul style="list-style-type: none"> ● JDs <ul style="list-style-type: none"> ○ Sent to board - no feedback ○ Sent to Francis at VHCB - will format when ready, no red flags ○ Next Step - wordsmithing before VHCB formats for outreach <ul style="list-style-type: none"> ■ Samantha - Can we have a working session to ■ Jess - yes, but we already meet weekly so would have to be an additional meeting as we only have 2 meetings before the end of August when we want to get this advertised (once MOU is in place) <ul style="list-style-type: none"> ● Samantha - Preference for meeting time set aside ● Dan - Can be flexible ● <u>Next projects to work on</u> <ul style="list-style-type: none"> ○ Recruitment & Interview Process

	<ul style="list-style-type: none"> ○ Hiring Evaluation/Criteria
<p>3. Recruitment & Interview Process</p>	<p>Working on this detailed process and timeline doc</p> <ul style="list-style-type: none"> ● Samantha - Do we need to build in some ● Pacificque - We should determined an ideal timeline before we build exceptions <ul style="list-style-type: none"> ○ Advertisement channels can also determine quality vs. quantity ● Jess - Proposal: Build a timeline that builds in buffer for hurdles and then identify goals/thresholds that would cause us to divert <ul style="list-style-type: none"> ○ Samantha - yes build structure but with flexibility in approach and in mind ● Samantha - Should we set those thresholds for decision-making throughout so we know when we're ready to move to the next step or when we do need to wait to move on? <ul style="list-style-type: none"> ○ <i>Examples discussed throughout the meeting</i> <ul style="list-style-type: none"> ■ # Applicants before closing application threshold or deciding to extend application window ■ # Applicants to begin interviews ■ # Applicants interviewed before making a decision ○ Dan - what is the overall timeline when we need to have staff in place? ● Samantha - Concerns with rolling interviews is bias coming from last interviews, which can be mitigated with rigorous criteria/evaluation rubrics <ul style="list-style-type: none"> ○ Dan - That can also elongate the interviewing and decision process for the interviewee when we talk to someone in week 2 and then take new interviews in week 5 before making a decision - a tighter timeline is preferred. ● Samantha - We should tap the experience of folks on previous hiring committees, like Xusana, who lead in the Facilitator Recruitment process, to build the steps and evaluation plan <ul style="list-style-type: none"> ○ Jess - yes, do we want that feedback discussed with the whole board, send an inquiry to Xusana or ask for her feedback specifically when we're ready to share? → likely to send to her specifically for feedback ● Samantha - Are we assuming the HR Manager at VHCB is overseeing this process vs. LAOB Facilitators <ul style="list-style-type: none"> ○ A way to decide on the process is to think about which is more work and which is preferred/used by VHCB and which the leaders of the process have capacity for? ● Jess - Looking to balance the volume of content and questions we bring to the board and determine what of their feedback is 'nice to have' vs. 'need to have' - email sharing vs. discussion time vs. decision-vote
<p>4. Timeline & Goal Setting</p>	<p><u>Timeline for next steps</u></p> <ul style="list-style-type: none"> ● Post 8/15 Meeting

- **Jess** to email **Francis** about information sharing and structure questions for the hiring process (formal recruitment channels, who will lead in sorting and distributing applications as well as scheduling)
- **Jess** to integrate overview LAOB Hiring Process Doc the detailed steps
- **8/21 Board Meeting**
 - Do Board members know other FORMAL recruitment channels? Add to [this doc](#)
 - If adding another recruitment channel is paid, is the board willing to pay for that?
 - Crowdsourcing formal and informal channels - using [this doc](#)
- **8/22 Sub-committee Meeting** - continue to develop [Hiring Process details](#) doc
 - Finalize Formal & Informal Contact List
 - **Samantha** - Scheduling Idea - Since we're meeting weekly, could we do every-other week we do an evening time
 - **Jess** - outside of the facilitator capacity to manage two times and integrate process/feedback across different groups of people
- **DRAFT 8/28 Board Meeting questions (to continue)**
 - Do we want to interview after the application period or rolling basis? Proposal: Begin interviews once we receive 6 applications or when the application period ends

Meeting Adjourned at 10:30 am