Sub-committee: Hiring Process  
*Land Access and Opportunity Board*  
August 15, 2023, 9:30 – 10:30a.m.

**Meeting Facilitator:** Jess Laporte

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Present</th>
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| **Board**      | ● 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                                                                                                                                 |

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**Agenda & Notes**

**Meeting Convened** by Facilitator, Jess Laporte 9:30 AM

1. **Introductions**
   - 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**
   - **Update from Jess**
     - JDs
       - 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
         - **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)
           - **Samantha** - Preference for meeting time set aside
           - **Dan** - Can be flexible
     - **Next projects to work on**
       - Recruitment & Interview Process
| 3. Recruitment & Interview Process | Working on this [detailed process and timeline doc](#).  
- **Samantha** - Do we need to build in some  
- **Pacificque** - We should determined an ideal timeline before we build exceptions  
  ○ 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  
  ○ **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?  
  ○ *Examples discussed throughout the meeting*  
    - # 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  
  ○ **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  
  ○ **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  
  ○ 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 |
| --- | --- |
| 4. Timeline & Goal Setting | Timeline for next steps  
- **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