

Sub-committee: Hiring
Land Access and Opportunity Board
August 29, 2023, 9:30 – 10:30a.m.
Meeting Facilitator: Jess Laporte

Attendee	Present	Not Present
Board	<ul style="list-style-type: none"> ● Samantha Langevin, Vermont RELEAF Collective ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) 	<ul style="list-style-type: none"> ● Brian Cina, National Association of Social Workers (NASW) ● Raheemah Madany, Pride Center of Vermont ● Pastor Arnold Thomas, Vermont Racial Justice Alliance (VRJA) ● Pasifique Nsengiyumva, US Committee for Refugees and Immigrants (USCRI) ● Shingai Kagunda, Vermont Every Town Project ● Britaney Watson, NAACP ● Vermont Psychiatric Survivors (no active board member) ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) ● Xusana Davis, Office of Racial Equity ● Kirsten Murphy, Vermont Developmental Disabilities Council
Board Alternates	<ul style="list-style-type: none"> ● Jennifer Morton-Dow, Vermont Releaf Collective 	<ul style="list-style-type: none"> ● Rich Holschuh, VCNAA ● Ashley Devereaux, NASW ● Rev. Mark Hughes, VRJA ● Kenya Lazuli, Vermont Every Town Project
Guests & Public	<u>Public:</u>	<u>Guests:</u> None

Agenda & Notes

● Meeting Convened by Facilitator, Jess Laporte @ 10:00 AM	
<ul style="list-style-type: none"> ● Introductions <ul style="list-style-type: none"> ○ Name, Nominating Organization ○ Prompt: Check in 	

<ul style="list-style-type: none"> ● Agenda 	<ul style="list-style-type: none"> ● Committee Share Out
<ul style="list-style-type: none"> ● Details to Hiring Process 	<p>Reviewing the LAOB Hiring Process</p> <ul style="list-style-type: none"> ● Jess - Focus integrating more detail and Working through a timeline ● Samantha - Really helpful to start thinking about dates especially in working alongside VHCB Francis <p>Also can we look at the hiring process 1 more time through an equity access lens</p> <ul style="list-style-type: none"> ● Jess - Today let's tackle details and timeline and comb through specifics of approach in our next meeting ● To provide perspective on what needs to coordinate <p>Hiring Committee Working on Timeline</p> <ul style="list-style-type: none"> ● Rolling cut off ● Meetings in September to be used to prep for hiring process ● Hiring committee stepping in first week of October (progression from hiring process committee) ● Samantha - 3 weeks to 1 month to gather quality pool of applicants ● Jess - looking at the applicant pool with an equitable lens - Do we do a second interview? Work example? ● Dan - Difficult to ask for work example as it calls for soft skills ● Samantha - 1st interview a time to get to know applicants, 2nd interview and opportunity for applicants to get to know LAOB ● Dan - Interviews are always a two way street ● Jess - What does that look like in terms of a work plan? We need to have a question guide ready and invite more board members to the second interview ● Adjusting timeline to what we know now. dates schedules etc. ● 5-8 interviews in a given week will be hard to evaluate by the end of the week ● Our timelines need to mesh with when the board is meeting ● Timeline may need modification. Let's stay flexible but hold a tentative timeline. ● We don't want to lose candidates for stretching out the hiring process too far. ● Minimum of 5 interviews for 1st round - aiming for 5-8 ● At what point do we interview candidates who applied jointly? ● Is this a question for Francis? What experience has he had with joint applicants ● Should second interviews invite the larger board in? ● We will need a scoring rubric ● We will need time and flexibility to design the second round

	<ul style="list-style-type: none"> ● Let's make sure we are giving ourselves enough time and flexibility to thoroughly evaluate ● Adding in timeline design of second round interviews, update to the board and present the second round in the bridge week between October and November ● Probably not presenting anything to the board on the 30th Do we share electronically so the board is prepared to vote on the 13th or call a special meeting? ● Thinking that decision should be presented to the board at that point ● We also need space for references - 2nd interviews ● Feedback form for references ● Potential start date is possibly December or later ● Samantha - Should we consider a board meeting in December with an in person board meeting option? ● Let's get out some key dates to the hiring committee and board so we can prep our team and also Francis. ● Jess - Might have time this week to present timeline to Francis next week. ● Jess - thinking about this timeline and the many places hiring for the two different roles should diverge - let's get a temperature check for the hiring process being done jointly. ● There's no way to know right now. We need to stay flexible ● How are we going to advertise the possibility of applicants hiring together? ● We need to maintain flexibility for the two different complementary roles ● Jess - email asking for availability the week of September 11th ● Week of Sept 18th Dan will be in Seattle at HQ
<ul style="list-style-type: none"> ● Gathering Next Steps 	<ul style="list-style-type: none"> ● 9/5 Meeting - Comb through process for equity steps <ul style="list-style-type: none"> ○ Example: Provide questions before interview → needs to be same week as
<p>Meeting Adjourned at 10:30 am</p>	

