

Sub-committee: Hiring
Land Access and Opportunity Board
September 12, 2023, 9:30 – 10:30a.m.

Attendee	Present	Not Present
Board	<ul style="list-style-type: none"> ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) ● Samantha Langevin, Vermont RELEAF Collective 	<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 ● Samantha Langevin, Vermont RELEAF Collective ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) ● Vermont Psychiatric Survivors (no active board member) ● 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"> ● Jennifer Morton-Dow, Vermont Releaf Collective ● 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

Meeting Facilitator: Natanya Vanderlaan

Agenda & Notes

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

<ul style="list-style-type: none"> ● Updates From Action Items 	<ul style="list-style-type: none"> ● Confirm Friday Meeting time with Francis ● Review upcoming deadlines and capacity 	<p>Notes - Availability for Friday with Francis: Dan - no, Jennifer - yes, Samantha - no</p> <p>Natanya will follow up with core questions and email</p> <p>Questions:</p> <ul style="list-style-type: none"> ● What can HR do in light of the hiring process? ● How does this speak to capacity ● What is VHCB's position on work status and location ● Are there requirements for eligibility that VHCB has? ● HR director access top choices for conflict of interest? ● Does VHCB have standardized evaluation or interview questions that are standard operating practice <p>This process will establish much of our relationship for VHCB going forward. State intention / clear intention and protocol</p>
<ul style="list-style-type: none"> ● Timeline & Goal Setting 	<ul style="list-style-type: none"> ● Review updates pertaining to current deliverables and tasks 	
<ul style="list-style-type: none"> ● Work session 	<ul style="list-style-type: none"> ● Revisit drafts on the 1st 3 tools needed in the Hiring Process. 	<p>Application Evaluation Template notes</p> <p>Dan - Pulling from program developer job description Gaps? Refinement - needs to be a bit more of a checklist Less descriptive writing. (Dan will work on this week)</p> <p>Space for noting unique markers of candidates</p> <p>Samantha -1- 6 Facilitator hiring/vs skill rating Differentiating skills vs qualifications rating</p>

		<p>First round interview questions template notes</p> <p>Providing for a range of experiences in housing Seeking specificity and personal experience</p> <p>Gaps - position specific questions based on skills and qualifications Open question space available</p> <p>Reflect on Failure questions How do you interact in conflict How do you learn? Learning style/ how does this person organize themselves and operate What other accommodations might they need?</p> <p>How do you manage other ppl? Leadership style These may be first or second round interviews</p> <p>Xusana - What are we not asking that you'd like us to ask you? Gaps</p> <p>First Round interview Evaluation Template notes</p> <p>How do we want to structure this? Matrix with numbers or notes? Interview evaluations - taking notes and having conversations Dans questions could fit into a matrix style evaluation Others we might want to discuss</p> <p>Differentiating the two in structure</p>
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		<p>Dan - best done by getting the interviewers talking to ea other as we are now to create synergy you dont get in writing</p> <p>Samantha - group conversation reduces bias</p> <p>Adopt a rating scale similar to the 1-6 in doc 1</p> <p>Rate the candidate initially without talking conversation</p> <p>Descriptive</p>
<ul style="list-style-type: none"> ● Gathering Next Steps 	<ul style="list-style-type: none"> ● Prep for board meeting 	<p>Samantha will share update and next steps with board</p> <p>Natanya will share follow up from conversation with Francis</p>
Meeting Adjourned at 11:00 am		