

Sub-committee: Hiring

Land Access and Opportunity Board

September 19, 2023, 9:30 – 10:30a.m.

Meeting Facilitator: Natanya Vanderlaan

Attendee	Present	Not Present
Board	<ul style="list-style-type: none">Jennifer Morton-Dow, Vermont Releaf Collective	<ul style="list-style-type: none">Samantha Langevin, Vermont RELEAF CollectiveDan Coutu, VT Commission on Native American Affairs (VCNAA)Vermont Psychiatric Survivors (no active board member)Pasifique Nsengiyumva, US Committee for Refugees and Immigrants (USCRI)Rev. Mark Hughes, VRJA
Guests & Public	<u>Public</u> : None	<u>Guests</u> : None

Agenda & Notes

Meeting Convened by Facilitator, Natanya Vanderlaan @ 9:30 AM

1. Introductions

- Name, Nominating Organization
- Prompt: Check in

2. Updates From Action Items

- Check in on meeting with Francis

- Notes from 9/15 Meeting with VHCB - Francis - https://docs.google.com/document/d/1n4oyexd8lFyUmNtQQSGts-jLT7MjnCOPNEK_vPeksyI/edit
- Commitment from Francis to be ready to go once MOU is ready
 - Job Descriptions ready to post - JL has shared to Francis already
 - Confirm Recruitment channels - Discuss today
 - Confirm Anonymization process - Discuss 9/26?

4. Work session

- 1. Application Evaluation Template <https://docs.google.com/document/d/1Li39ZEUZqiDy3KMcX9NX6dpjJ9jt041i7tcuQwCYNx4/edit>
 - Reviewed and added revisions directly in doc

<p>a. Revisit drafts on the 1st 3 tools needed in the Hiring Process.</p>	<ul style="list-style-type: none"> ○ Decided to add in the open response questions to the end to gather broader feedback in writing to save meeting time ○ Note for follow-up: move tables to excel format to add up scores ● 2. First Round Interview Guide https://docs.google.com/document/d/1VnOh9FyedkVEYFBPnrhXJE1TX9xoSPn_aZO71Cf3Nuw/edit <ul style="list-style-type: none"> ○ Reviewed and added revisions directly in doc ○ Added question about specific experience/ideas ● 3. First Round Interview Evaluations https://docs.google.com/document/d/1gh4lqtrH7Q9DyPtuxDarXkw8tK7fJPO2vjjF-pD4FCs/edit <ul style="list-style-type: none"> ○ Reviewed and added revisions directly in doc ○ Clarified ● Move notes on 2nd Round Interviews in separate document <ul style="list-style-type: none"> ○ 4. Second Round Interview Guide - https://docs.google.com/document/d/1Q3pDWihoQ5WzD4M_qSqC9lFwfyq6CZoSwkrWWECqunQ/edit?usp=drive_link
<p>3. Timeline & Goal Setting</p> <p>a. Review updates from board meeting</p> <p>b. Timeline check in</p>	<ul style="list-style-type: none"> ● Need to get date for Hiring Committee to launch and get up to speed on process/docs - emailing today ● Given the timeline push back, Samantha could be more available
<p>Meeting Adjourned at 11:00 am</p>	