

**Sub-committee: Hiring**  
***Land Access and Opportunity Board***  
**September 21, 2023, 5:00 – 6:00p.m.**

Meeting Facilitator: Natanya Vanderlaan & Jessica Laporte

Attendee	Present	Not Present
<b>Board</b>	<ul style="list-style-type: none"> <li>● Jennifer Morton-Dow, Vermont Releaf Collective</li> <li>● Pacifique Nsengiyumva, US Committee for Refugees and Immigrants (USCRI)</li> <li>● Susan Aranoff, Vermont DDC</li> </ul>	<ul style="list-style-type: none"> <li>● Dan Coutu, VT Commission on Native American Affairs (VCNAA)</li> <li>● Samantha Langevin, Vermont RELEAF Collective</li> </ul>
<b>Guests &amp; Public</b>	<u>Public:</u> None	<u>Guests:</u> None

### Agenda & Notes

Meeting Convened by Facilitator, Natanya Vanderlaan @ 9:30 AM	
<b>1. Introductions</b> a. Name, Nominating Organization b. Prompt: Check in	
<b>2. Expectations - Timeline &amp; Scheduling</b>	<ul style="list-style-type: none"> <li>● Timeline - <a href="https://docs.google.com/document/d/1VssPhqBD1nJj0w_SlmgvQYkGdWDL10WV8a2RtLffwa4/edit">https://docs.google.com/document/d/1VssPhqBD1nJj0w_SlmgvQYkGdWDL10WV8a2RtLffwa4/edit</a></li> <li>● Scheduling               <ul style="list-style-type: none"> <li>○ Meeting #2 / Regular meeting time</li> <li>○ Holding Interview times week of 10/16-10/21</li> </ul> </li> </ul>
<b>4. Overview of Process documents</b>	<ul style="list-style-type: none"> <li>● Jess - We are sharing out the process docs we've created just to get us all up to speed.</li> <li>● Jess - We will do a decent amount of scheduling. If you could have your calendar open.</li> </ul>

a. Revisit drafts on the 1st 3 tools needed in the Hiring Process.

- Hoping this group can use our ongoing meeting time for interviews possible as some additional time slots.
- We still do not have a posting date for the job positions but are hopeful that they will be posted next week.
- (Shared timeline) We are hoping the application process will fill a 3 week period toll 11 october-ish
- Trying to build this timeline out with midweek deadlines for spaciousness
- To process, we can receive applications as they come in, and then have a hiring team meeting afterwards
- We need to have availability as a team the week of October 16th
- Pacifique - available for Saturday meetings.
- Tuesdays from 5-6 seems to work for most (Jess will put a weekly reminder)
- Trying to keep Tuesday meetings to decision point and having an additional time committee might be compensated for reviewing applicants
- Wanting to wrap up interviews by Wednesday October 25th
- Pacifique - Are interviews going to be group interviews?
- Jess - We will talk about this next week in detail, but we had discussed a minimum of two hiring committee members per interview.
- We will go into executive session for discussion of candidates and decision making.
- Lets get some holds for the week of the 16th -the 21st.
- Interested in holding a working session Friday the 13th for reviewing applicants from (11-1)?
  - Pacifique available (12-1)
  - Susan available (11-1)
  - Jennifer available (11-1)

- (scheduling cont)

Notes on availability

- 10/17 Susan available after 11 and 5:30 -7 for meeting with Francis
- 10/17 Pacifique available 5:30 -7 for meeting with Francis
- 10/18 Susan 8-12 AM and after 5:30
- 10/18 Jennifer available after noon on

- 10/18 5:30-7:30 works for Pacifique, Jennifer and Susan
- 10/19 Susan and Jennifer open 12-2
- 10/19 Jennifer available in the morning before 2
- 10/19 Susan available after 12 also 5:30 - 7:30
- 10/19 Pacifique available 5:30 -7
- Friday 10/20 Jennifer available 11:30 on
- Friday 10/20 Susan and Pacifique available all day
  - **Jess holding 11-5 for interviews**
- Saturday 10/21 10-1 Jennifer
- Saturday 10/21 10-1 Pacifique
- Monday 10/23 Jennifer free all day also 5-7
- Monday 10/23 Susan free after 1 - 7
- Monday 10/23 Pacifique 12-1 or 5-7
- Tuesday 10/24 Jennifer free after 3
- Tuesday 10/24 Susan 3-5, 5-7
- Tuesday 10/24 Pacifique 5-7

Jess - if we assume we are getting our interviews done the 23rd-27th, Could we prepare a meeting time Thursday or Friday for second round interviews

- Thursday 10/26 Jennifer available Thursday pm
- Thursday 10/26 Susan also available
- Thursday 10/26 Pacifique 6-8 (available for Susan and Jennifer as well)

<b>Date</b>	<b>Pacifique</b>	<b>Jennifer</b>	<b>Susan</b>
<b>Oct 13, 2023 - Hiring Committee Meeting</b>	<b>12:00-1:00</b>	<b>11:00 -1:00</b>	<b>11:00 -1:00</b>

<b>Oct 17, 2023</b> Interview Hold	<b>5:30-7:30</b>		<b>5:30-7:30</b>
<b>Oct 18, 2023</b> Interview Hold	<b>5:30-7:30</b>	<b>12:00 on 5:30-7:30</b>	<b>8:00 - 12:00 and after 5:30 and 7:30</b>
<b>Oct 19, 2023</b> Interview Hold	<b>5:30 - 7:30</b>	<b>12:00 - 2:00</b>	<b>12:00 - 2:00 5:30 - 7:30</b>
<b>Oct 20, 2023</b> Interview Hold	<b>All Day 11:00-:5:00</b>	<b>11:30 -5:00</b>	<b>All Day 11:00-:5:00</b>
<b>Oct 21, 2023</b> Interview Hold	<b>10:00 - 1:00</b>	<b>10:00 - 1:00</b>	
<b>Oct 23, 2023</b> Interview	<b>12:00 - 1:00 or 5:00 - 7:00</b>	<b>Free all Day 5:00 - 7:00</b>	<b>free after 1:00. 5:00 -</b>

<b>Hold</b>			<b>7:00</b>
<b>Oct 24, 2023</b> <b>Interview</b> <b>Hold</b>	<b>5:00 - 7:00</b>	<b>5:00 - 7:00</b>	<b>3:00 - 5:00,</b> <b>5:00 - 7:00</b>
<b>Oct 26, 2023</b> <b>Interview</b> <b>Hold</b>	<b>6:00 - 8:00</b>	<b>6:00 - 8:00</b> <b>Also available</b> <b>after 12:00</b>	<b>6:00 - 8:00</b> <b>Also available</b> <b>after 12:00</b>

- 1. Application Evaluation Template  
<https://docs.google.com/document/d/1Li39ZEUZqiDy3KMcX9NX6dpjJ9jt041i7tcuQwCYNx4/edit>
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- 2. First Round Interview Guide  
[https://docs.google.com/document/d/1VnOh9FyedkVEYFBPnrhXJE1TX9xoSPn\\_aZQ71Cf3Nuw/edit](https://docs.google.com/document/d/1VnOh9FyedkVEYFBPnrhXJE1TX9xoSPn_aZQ71Cf3Nuw/edit)
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- 3. First Round Interview Evaluations
  - <https://docs.google.com/document/d/1gh4lqtrH7Q9DyPtuxDarXkw8tK7fJPO2vjjF-pD4FCs/edit>
- 4. Second Round Interview Guide -
  - [https://docs.google.com/document/d/1Q3pDWihoQ5WzD4M\\_qSqC9IFwfyq6CZoSwkrWWECqunQ/edit?usp=drive\\_link](https://docs.google.com/document/d/1Q3pDWihoQ5WzD4M_qSqC9IFwfyq6CZoSwkrWWECqunQ/edit?usp=drive_link)

**Meeting Adjourned at 11:00 am**