

Sub-committee: Hiring
Land Access and Opportunity Board
September 26, 2023, 5:00 – 6:00 p.m.

Meeting Facilitator: Natanya Vanderlaan & Jess Laporte

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

Agenda & Notes

Meeting Convened by Facilitator, Natanya Vanderlaan @ 5:00 PM	
1. Introductions	<ul style="list-style-type: none"> ● Name, Nominating Organization ● Prompt: Check in
2. Updates From Action Items	<ul style="list-style-type: none"> ● Hiring Process is LIVE (almost) <ul style="list-style-type: none"> ○ Samantha’s question about posting to VT Releaf Collective - 3 additional questions ○ We can also start sharing the posting
3. Timeline & Scheduling	<ul style="list-style-type: none"> ● Review documents as a committee <p>1. Application Evaluation Template https://docs.google.com/document/d/1Li39ZEUZqiDy3KMcX9NX6dpjJ9jt041i7tcuQwCYNx4/edit</p>

- **Comment from Samantha** - “perhaps this was in the meeting I missed, but can we really gauge this from an application? Feels like it would be easier to determine after an interview. Rating each responsibility from the job description also feels too exhaustive - I am hard pressed to see how any candidate could hit them all in a cover letter.”
 - **Dan** - this column does seem difficult from written application and this may have been added more thinking about post 1st interview and belong in doc 3 - 1st interview review
 - **Susan** - agreed, maybe a different column that just looks at experience because both proficiency and adaptability would be difficult to evaluate
 - **Dan** - Switch this full template to just evaluate experience in notes but not a scale
 - **Natanya** -
 - **Dan** - Combine docs #1 and 3 and fill out when reviewing applications then add in post interview
 - **Jess** - We can combine and fill out consecutively. Formatting wise we will combine into excel sheets and can include a comment column but caution away from removing the scale completely because we will need a system to sort applicants - don't consider those who are consistently bottom quartile
 - **Dan** - Yes, combine the two formats, keep the detail from #1, then include the general from #3
 - Multiple
 - **Natanya** - is this too detailed and/or big of a lift for our time constraints or a large hiring pool
 - **Dan** - #1 could be a quick post interview checkbox/scale vs. #3 would be filled out during the interview
- **Susan** - Appreciating reading these, seeing the different criteria and noting there aren't common ones like 'education level' that makes people feel disqualified from the start.
- **Natanya will work on merging for review next week**

2. First Round Interview Guide

https://docs.google.com/document/d/1VnOh9FyedkVEYFBPnrhXJE1TX9xoSPn_aZQ71Cf3Nuw/edit

- **Dan** - grammatical revisions to the guide will make it more user friendly
- **All** - looks good
- **Jess** - main question/concern is whether these questions allow us actually evaluate everything in our application and 1st interview or should we drop some of the criteria reviewed in the templates
- **Susan** - Let's start there next week and we can all review and consider if they're covered in round 1
- **Once Natanya provides the next review/evaluation templates then Board members should review them before 10/3 meeting**

	<p>3. First Round Interview Evaluations https://docs.google.com/document/d/1gh4lqtrH7Q9DyPtuxDarXkw8tK7fJPO2vjjF-pD4FCs/edit</p> <ul style="list-style-type: none"> ● <i>See notes above</i> <p><u>Hold space for questions</u></p> <ul style="list-style-type: none"> ○ Susan - Question - if someone wants an office, can they have office space at VHCB? <ul style="list-style-type: none"> ■ Natanya - Yes, VHCB can provide office space, it would for a fee ■ Jess - Available but the focus on remote comes from 1) VHCB is in hybrid flux and 2) this is a VHCB staff but LAOB wanted to have a boundary around this staff getting deeply <ul style="list-style-type: none"> ● Jess will confirm office space available and conference room
<p>4. Next Steps</p>	<ul style="list-style-type: none"> ● Jess will confirm office space available and conference room ● Natanya will work on merging for review next week ● Once Natanya provides the next review/evaluation templates then Board members should review them before 10/3 meeting ● <u>Recruitment</u>: We need to be actively recruiting once VHCB posts them! <ul style="list-style-type: none"> ○ Please follow-up on the Recruitment Outreach Contact List
<p>Meeting Adjourned at 6:00 PM</p>	

Other Active Documents

- DRAFT Second Round Interview Guide - https://docs.google.com/document/d/1Q3pDWihoQ5WzD4M_qSqC9IFwfyq6CZoSwkrWWECqunQ/edit?usp=drive_link
- Advocacy and Engagement Director Job Description - <https://docs.google.com/document/d/1YwUCFXeES029g3jdsZW4lOl24CQSDD-ctL7EYLIONqE/edit>
- Program Development Director Job Description - <https://docs.google.com/document/d/13jpXosjC9Qh8H719CYkWeBcIZIXjDeQPDDsVGJcyAt8/edit>