

Sub-committee: Hiring
Land Access and Opportunity Board
September 5, 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 ● 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"> ● Rev. Mark Hughes, VRJA ● Jennifer Morton-Dow, Vermont Releaf Collective 	Rich Holschuh, VCNAA <ul style="list-style-type: none"> ● Ashley Devereaux, NASW ● Kenya Lazuli, Vermont Every Town Project
Guests & Public	<u>Public:</u>	<u>Guests:</u> None

Meeting Facilitator: Jessica Laporte

Agenda & Notes

● Meeting Convened by Facilitator, Jess Laporte @ 9:30 AM	
● Introductions	<ul style="list-style-type: none"> ● Name, Nominating Organization ● Check in

<p>1. Work Session</p> <ul style="list-style-type: none"> ● Brainstorming ideas on the 1st 3 tools needed in the Hiring Process. 	<ul style="list-style-type: none"> ● <u>Activity</u>: Each board member spends 5 minutes in Blank Docs <ul style="list-style-type: none"> ○ First round interview questions template ○ Application evaluation template ○ First round interview evaluation <p>Notes -</p> <p>Samantha - helpful to work on these documents in the future/alongside the job description</p> <p>Jess - with a couple more meetings / similar work sessions we can make those linkages in that process</p>
<ul style="list-style-type: none"> ● Updates From Action Items ● Confirm Meeting time with Francis ● Review consolidated timeline and checklist 	<ul style="list-style-type: none"> ● Jess - Can folks fill in the Doodle for meeting with Francis? We'd like to aim for a time with Francis for next week. Intention of meeting to follow up on questions/vhcb best practices on evaluation process, what they might add, etc. and interview timeline ● Jess - Let's look at process doc first, simplifying timeline and keeping details of timeline in process doc. We can continue to identify details in process but lets turn our attention to the timeline. ● Let's paint a clear picture for the next tow months - intention to begin to communicate more what we will be doing on a step by step basis/ as opposed to the overall process ● Question: in the first 3 weeks period are you wanting to receive each individual application? Or batches? ● Samantha - Do we want to consider scheduling regular office hours to process this information? ● Yes, let's set a weekly time for hiring committee to review with actual discussions beginning after initial reception of applications ends. ● Question - How much office time calls for per diem - navigating schedules. As long as you come on the line for a period fo time you're good ● First review discussion of applications week of 9/25 ● Office hours preferred toward middle to end of week likely in evenings (after 4pm) ● Process work of the first round happening week of 9/25 brunt of work in the first week of October.

	<ul style="list-style-type: none"> ● Length of interview - 30 min but lets set aside a 45 min block with 15 min block to debrief at the end of the interview. Total interview 45 min to 1 hr ● To consider - scheduling tools to navigate availability in this process ● Samantha considering - are there support roles in this process for scheduling ● Do we get a core group established for moving this process along? ● Realistically 2 week timeframe for processing interviews. Is anyone available for weekend times? Is that something we might offer to applicants? ● Dan and Samantha possibly available for Saturday sessions
<ul style="list-style-type: none"> ● Timeline & Goal Setting 	<ul style="list-style-type: none"> ● Review updates pertaining to timeline
<ul style="list-style-type: none"> ● Gathering Next Steps 	<ul style="list-style-type: none"> ● Natanya to transition into hiring process facilitator and Jess secondary ● Outreach to incoming hiring committee members and board around upcoming hiring process dates and availability
<p>Meeting Adjourned at 11:02 am</p>	