Land Access and Opportunity Board: Hearth Tending Committee
January 28, 2026 9:30AM – 10:30AM

Meeting Facilitator: Jean Hamilton

Notetaker: Arealles Ortiz

Attendees	**Not Present:**
Board: • Susan Aranoff, Vermont DDC • Kirsten Murphy, Vermont DDC • Samantha Langevin, Liberation Ecosystem Inc. • Dan Coutu, VT Commission on Native American Affairs • Mark Hughes, Vermont Racial Justice Alliance **Staff:** Ornella Matta-Figueroa, Arealles Ortiz, Jean Hamilton	● Brian Cina, (VASW – VT Chapter) ● Jaada Longmore, VRJA
Guests & Public:	

Meeting Convened by Facilitator at 9:30AM	
1. Introductions & Check-in	● Name, Nominating Organization ● <u>Check-in:</u> Pick a color on how you feel today? ● <u>Agenda:</u> - Review 1.7.26 & 1.21.26 Minutes - Discussion of storage of Eval Committee materials - Eval Committee Update/Next Steps - Case Study on 12/16 House Appropriations Testimony
2.Discussion/ Updates	<u>Review 1.7.26 & 1.21.26 Minutes:</u> <u>1.7.26 Minutes:</u> Dan Coutu makes a motion to approve minutes as presented Samantha Langevin seconds that motion

	Samatha Langevin & Kirsten Murphy Abstain due to absence All in favor <u>1.21.26 Minutes:</u> Susan Aranoff makes a motion to approve minutes as presented Dan Coutu seconds that motion Mark Hughes and Kirsten Murphy Abstain due to absence All in favor <u>Discussion of storage of Eval Committee materials:</u> Contacted Francis and let him know where Evaluation Committee materials are currently stored, in a LEI Google Drive with limited access to only members of the Evaluation Committee. I asked, do you prefer they live with VHCB? What are the best practices? Francis said he needs documentation that the process happened and a general sense of what we did. Typically, any information lives in a very secure place with only HR having access. He trusts LEI administrative processes and said materials can live there but he would need documentation of the process. Francis also offered we can store materials with VHCB, and he can send us a secure link for access. Ultimately, it's up to us to decide where to store Eval Committee materials. Proposed Next Steps: - Sensitive materials live in a secure place with VHCB. - All of our processing materials around documentation such as templates and notes can continue to live in LEI Google Drive so we can access them in real time. Another thing we let Francis know was that we took our final eval conversations with Jean and Ornella and made a PDF summary to send along. We want positive evaluations to live with VHCB. Question: Can we document where the Evaluation materials live in Policy Binder? Also, can we make a note that LEI is holding special files and that there is some process to transfer materials? Question: Can we mention to the board at next meeting where the Evaluation docs are currently living?

	Question: Do we still feel good about Dan writing up our process to send to Francis and Samantha can edit? Dan agreed to still write up the Evaluation Process. <u>Where is the Evaluation Committee at with creating a plan for processing incident with the Board:</u> At next, Hearth Tending meeting we can go into executive session to continue the conversation, for fact finding with staff. We want to offer a learning workshop at a future board meeting as well. <u>Case Study Testimony:</u> Samantha Langevin makes a motion to move into the executive session to discuss personnel matters Dan Coutu seconds that motion Susan Aranoff makes a motion to exit executive session Marks Hughes seconds that motion
3. Process Check-in, Next Steps	● Reflections ● Next Steps: - At next, Hearth Tending meeting we can go into executive session to continue the conversation, for fact finding with staff. We want to offer a learning workshop at a future board meeting as well. -Send an email to VHCB about the case study -Update on grants -Draft a brief memo to send to VHCB ● Gratitudes
Meeting Adjourned at 11:05 AM	

Submitted By: Arealles Ortiz