

Racial Equity Advisory Panel Meeting Minutes

November 16, 2018 1:00 p.m. to 2:30 p.m. (first meeting of this Advisory Panel, created by Act 9 2018)
133 State Street, Room 410, Montpelier

Meeting called to order: 1:07 p.m.

- I. Approval of proposed agenda
- II. Introduction of panel members, support staff from DHR, and visitors
 - a) Members Present: Karen Richards, Andrea Brett, Stephanie Seguino
 - b) Members on conference call: Clarence Davis, Nancy Waples
 - c) DHR staff: Commissioner Beth Fastiggi, HR Business Partner Margaret Loftus, General Counsel Tom Waldman, Executive Assistant Catherine Russell
 - d) There were 6 members of the public in attendance, including: Theresa Lay-Sleeper (SOV-DCF employee), Erika Johnson (Vermont Legal Aid), and Tuipate F. Mubiay (Howard Center), Aditeei Lagu (SOV employee)
- III. Orientation
 - a) Panel expense reimbursement (per diem rate/mileage)
 - b) email addresses-agreed to set up with **@partner.vermont.gov** addresses.
 - c) Review of Public Records/open meeting law (Open vs Executive session/public warning) – Karen Richards/Tom Waldman
 - d) Meeting postings: Dept. of Libraries and Dept. of Human Resources websites; agreed to set up a Racial Equity Advisory Panel webpage linked from Gov. Scott's 'Boards and Commissions' page.
- IV. Election of the panel Chair: Andrea Brett unanimously elected (Motion-S. Seguino, Second Motion-K. Richards).
- V. Discussion of the hiring process of the Executive Director of Racial Equity-State of Vermont exempt position
 - a) Timeline: job description posting (Clean draft back to committee by Nov. 20; Committee's list of professional organizations/websites for recruitment posting to DHR by early part of week of Nov. 26; application deadline *Jan. 7*; panel to meet Jan. 15 to review resumes and to set up interviews for the following week. List of recommended candidates to Governor no later than *Jan. 30, 2019*. Panel requested very basic pre-screening of applications by DHR...to assure minimal qualifications are met. DHR will provide a new draft of job description for panel to work up per their own recommendations, to include desired "Change Management" experience.
 - b) Budget: Comm. Fastiggi reported ~\$75k for remainder of FY2019. More information will be forthcoming.
- VI. Next meeting: January 15, 2019 1:00-3:00 in Burlington, VT (location To Be Determined). Main agenda item will be reviewing applications for Executive Director position, which will be done in executive session.
- VII. Motion to adjourn-K. Richards, Second S. Seguino. Vote 5-0. Adjournment: 2:41 p.m.