

# Land Use Review Board Nominating Committee Meeting

## Meeting Notes

**Date:** August 1, 2024

**Time:** 8:00 – 9:30 am

**Invited:** Wendy Harrison, Seth Bongartz, Amy Sheldon, Anne Watson, Brittney Wilson, Beth Fastiggi

**Attendees:** Wendy Harrison, Seth Bongartz, Amy Sheldon, Anne Watson, Brittney Wilson, Beth Fastiggi, Catherine Russell, Stephanie Brackin, Sabina Haskell

### Agenda:

1. Introductions
2. Elect a Chair
3. Establish/discuss Committee processes and procedures
4. Discuss Work Plan and Timeline:
  - Job Description/drafting and review
  - Posting/Advertisement
  - Applicant Review Process
5. Next steps

### Meeting Notes:

Introductions and announcements.

*Rep. Seth Bongartz* – Recommended to elect chair and establish next meeting.

*Beth Fastiggi* offered to act as committee chair. *Rep. Amy Sheldon* recommended the committee chair should be a legislator and offered to chair the committee. *Sen. Wendy Harrison* seconded the nomination.

Rep. Sheldon was elected chair of the Land Use Review Board Nominating Committee.

Rep. Sheldon lead a discussion about committee process and procedures that included which platform should be used for future meetings and the need for administrative support. The committee decided on the state providing administrative support and hosting committee information on a state website, either NRB or ANR. Further committee discussion determined that some meetings may be held in-person, some

meetings online via Teams, and some work may be completed through email communication.

Rep. Sheldon, using the meeting agenda, began reviewing the committee timeline document.

The first topic addressed was the timeline was job descriptions. Commissioner Fastiggi advised that state classified job announcements are open at a minimum of two weeks, however recommends for a new position like this, recommends the posting be open for four weeks.

Reviewing the timeline, Rep. Sheldon recommended adding Senate approval for January 2025 in the process.

A discussion ensued to select the next meeting date in late August. The committee agreed to review the job specifications offline, but collaboratively by Aug. 12. The committee will tentatively meet on Aug. 22 to discuss and approve interview questions.

Sen. Anne Watson dropped off the call.

Conversation continued about job specifications. The committee will use the first few weeks of August to review the draft job specs. Brittney Wilson advised that state teams have begun drafting job specs based on state formats and legislation.

Rep. Harrison lead questions about identifying candidate parameters and establishing a process to determine what the committee is looking for. Mentions about the county representatives, different categories, scoring rubrics, and diversity were mentioned.

Rep. Sheldon advised that these parameters can be discussed at the Aug. 22 meeting.

Rep. Sheldon confirmed an in-person on August 22.

Brittney W. commented that DHR can do an initial scan of applicants if there is a high-volume. And asked if the committee could have weekly updates to the number of applicants. Commissioner Fastiggi advised that DHR could alert the committee on amount and quality of applicants. Brittney W. suggested that advertising could be adjusted based on applicant numbers.

Rep. Sheldon asked about the typical job posting process. Commissioner Fastiggi advised: the job is posted on the DHR website. The job is scraped (and posted) by Indeed, Circ (Diversity Jobs.com), and other job boards. An applicants submit resumes online. Commissioner Fastiggi also mentioned paid advertising is also possible: POC color network and Seven Days.

Brittney W. recommended a press release to help get the word out.

Rep. Sheldon recommended September 26 to review candidate applications.

The discussion continued regarding virtual vs. in-person interviews and one or two rounds of interviews. It was determined that these decisions may be based on the number of applications received.

Sen. Harrison mentioned that November 4 and 5 may not be ideal for meetings or deadlines as it is the election days. Rep. Sheldon penciled in Nov. 6 or 7 to finalize the candidate list for the Governor.

Commissioner Fastiggi confirmed the executive branch will finalize the draft of the job description and then share with the committee. The committee discussed how to coordinate edits, tracked changes. A few technical issues may need to be sorted out before sharing the draft job specifications. Rep. Sheldon recommended an internal deadline for job specification review as Aug. 8.

Adjourned at 9:16 am