



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING AGENDA
OCTOBER 13, 2020, 5:30 – 7:00 P.M.
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The City of Fairbanks recognizes that our community is a diverse one, with a wide variety of ethnic backgrounds, cultures, beliefs and orientations and recognizes this diversity as an asset and resource for our community. The establishment of a Fairbanks Diversity Council can provide the City Council and Fairbanks North Star Borough Assembly with advice and recommendations to promote equal opportunity for all members of the public.

1. CALL TO ORDER & READING OF THE FDC MISSION STATEMENT
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS (Limited to 3 Minutes)
6. MAYOR & CITY STAFF REPORTS
 - a) FNSBSD Update, Cari Jacoby
 - b) Staff Reports Include HR, FPD, Housing/Homeless, and FFD
7. CALENDAR OF EVENTS
8. APPROVAL OF PREVIOUS MINUTES
 - a) Regular Meeting Minutes of September 8, 2020
9. DIVERSITY TOPIC OF THE MONTH
 - a) Fairbanks Black Caucus Report, Wendy Dominique
10. UNFINISHED BUSINESS
 - a) Refresher on Diversity Action Plan Review Process
 - b) Community Listening Session
11. NEW BUSINESS
12. FDC MEMBERS' COMMENTS
13. MEETING DATES
 - a) Next Regular Meeting Date, November 10, 2020 [FDC Workshop to Review DAP]
14. ADJOURNMENT



FAIRBANKS DIVERSITY COUNCIL
 REGULAR MEETING MINUTES
 SEPTEMBER 8, 2020, 5:30 – 7:00 P.M.



HELD VIA ZOOM WEBINAR AND AT CITY COUNCIL CHAMBERS
 800 CUSHMAN STREET, FAIRBANKS, ALASKA

The **Fairbanks Diversity Council** (FDC) convened at 5:30 p.m. on the above date to conduct a Regular Meeting via Zoom Webinar and at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Mayor Jim Matherly presiding (remotely) and with the following members in attendance [Z = Zoom; P = In Person]:

Members Present: (Z) Kennita Williams, Seat A (Z) Kelvin Lee, Seat I
 (Z) Robert Dorton, Seat B (Z) Doug Toelle, Seat J (joined @ 5:41)
 (Z) Jose Martinez II, Seat C (joined @ 5:41) (Z) Sara Harriger, Seat K (left @ 6:27)
 (Z) Juanita Webb, Seat D (Z) Angela Foster-Snow, HR Dir.
 (Z) Shelissa Thomas, Seat E (Z) June Rogers, Councilmember
 (Z) Andrew Aquino, Seat G (joined @ 5:45)

Members Absent: Rita Davis, Seat F Vacant, Seat H

Also Present: (P) Mike Meeks, Chief of Staff (left @ 6:10) (P) Danyielle Snider, City Clerk
 (Z) Mike Sanders, H&H Coord. (left @ 6:05) (P) Ron Dupee, FPD Lieutenant
 (P) Richard Sweet, Acting Police Chief

CALL TO ORDER & READING OF THE FDC MISSION STATEMENT

Chair Matherly called the meeting to order and read the FDC Mission Statement.

PLEDGE OF ALLEGIANCE

Chair Matherly led everyone in the Pledge of Allegiance.

CITIZENS' COMMENTS (Limited to 3 Minutes)

There were no citizens' comments.

MAYOR & CITY STAFF REPORT

Chair Matherly stated that he needs to leave the meeting early, so he provided his comments to the FDC right away. He stated that Ms. Foster-Snow would chair the remainder of the meeting. He shared his excitement that the City's CARES funding program is now in phase two, and he commended the City Finance Department, Executive Assistant Teal Soden, and the CARES funding committee for their hard work. **Chair Matherly** stated that the election is coming up quickly, and he reminded everyone to vote. He encouraged everyone to mask-up, and he spoke to his efforts in getting businesses to promoting mask wearing. He spoke briefly to the resignation of the Police Chief and stated that officer training will continue. **Chair Matherly** excused himself from the meeting at 5:43 p.m.

Ms. Foster-Snow shared that the City hired six new firefighters, and three of them are paramedics. She stated that the Fire Department is having more success with recruitment than the Police Department.

Mr. Aquino, seconded by **Ms. Harriger**, moved to hear New Business right away since some people need to leave early. There was no objection.

NEW BUSINESS

a) Nomination/Election of New Second Vice Chair

Clerk Snider explained the process according to the Fairbanks General Code.

Mr. Dorton, seconded by **Ms. Thomas**, nominated Ms. Williams to the position of Second Vice Chair. **Ms. Williams** accepted the nomination.

Ms. Foster-Snow called for objection to the appointment of Ms. Williams as the new Second Vice Chair, and, hearing none, so ORDERED.

b) Hiring of City Police Chief

Ms. Foster-Snow shared that the City will follow the same hiring process as the last time a Chief of Police was hired. She stated that the position may not be posted for some time as there are some items the Administration is working through with the Police Department. She stated that when it is time to post the position, it will be posted internally first, then it may be opened to the public. She stated a selection committee would be selected, and she listed several community members who were a part of the last process. **Ms. Foster-Snow** spoke in detail to the candidate screening and selection process and stated that finalists will participate in a public forum like the last time. She explained that the FDC plays an important role in the process, and the Mayor takes recommendations before making a final selection.

Ms. Harriger asked whether the City plans to have the same selection committee. **Ms. Foster-Snow** replied that it will be up to the Mayor.

Mr. Martinez asked what the reason would be for delaying the hiring process. **Ms. Foster-Snow** replied that there are some things internally, including training, that are addressed before a new Chief comes on board.

APPROVAL OF THE AGENDA

Mr. Toelle, seconded by **Mr. Martinez**, moved to APPROVE the Agenda.

Hearing no objection, the Agenda was APPROVED.

Ms. Foster-Snow asked Mike Sanders, City Housing and Homeless Coordinator, to provide a report to the FDC.

Mr. Sanders discussed what the Homeless Coalition has been doing to help those experiencing homelessness in the community during the pandemic. He commended No Limits for providing housing for COVID-positive individuals. He shared information about activities and staffing in the Housing and Homeless Coordinator office.

Ms. Foster-Snow asked Acting Police Chief Sweet and Lt. Dupee to provide a report to the FDC.

AC Sweet introduced himself and provided some information about his background. He stated that Lt. Dupee is currently acting as Deputy Chief. He stated they are working on backfilling positions until a new Chief of Police is selected. He stated that Mayor Matherly and Chief of Staff Meeks have given the department an action plan, and the department is working on developing a training plan to fill in gaps in officer training. AC Sweet reported that he and the lieutenants have come up with an 18-month training plan for the department, and he listed several of the trainings that entails. He spoke in detail to verbal judo and CIT training and stated the importance of communication-type training. He stated that two officers went through the “train the trainer” CIT program to help facilitate future training. AC Sweet stated they have looked into implicit bias training, but the pandemic has prevented it from happening. He stated that instead they found an online training that will be required for officers to complete. He spoke about what is involved with de-escalation and use of force training, and he stated that they are looking into updating the program they have used in the past. He stated he met recently with the NAACP and the Native movement to discuss some of the department’s plans. AC Sweet spoke to some of FPD’s efforts to update equipment such as bodycams and tasers.

Lt. Dupee added that the 18-month training calendar is important for FPD to help maintain adequate officer training.

AC Sweet stated the department is putting efforts toward reinvigorating community outreach, and he listed several goals he has for FPD.

Lt. Dupee stated that if FDC members have events that they would like an officer to attend, to reach out to the department. He stated they would be happy to attend if their schedules will allow.

AC Sweet offered to meet with FDC members individually upon request.

Ms. Thomas asked whether FPD has looked into software that would store bodycam footage in the cloud. AC Sweet stated that they are looking to transition to cloud-based storage. Ms. Thomas asked whether AC Sweet has reached out to the Black Caucus in Fairbanks; AC Sweet replied that he has not yet, but he will.

Ms. Webb thanked AC Sweet for the report. She asked whether there would be an in-person CIT training course offered after the officers participate in the 2-hour online CIT training. AC Sweet stated that the CIT training is a 40-hour course, and they have trained officers to facilitate the follow-up training. He stated the implicit bias training is the 2-hour course.

CALENDAR OF EVENTS

City Clerk Snider shared that absentee and early voting for the October 6 Municipal Election would begin on September 21.

APPROVAL OF PREVIOUS MINUTES

- a) Regular Meeting Minutes of July 14, 2020

Ms. Thomas, seconded by **Mr. Toelle**, moved to APPROVE the Regular Meeting Minutes of July 14, 2020.

Hearing no objection, the minutes were APPROVED.

- b) Regular Meeting Minutes of August 18, 2020

Ms. Thomas, seconded by **Mr. Aquino**, moved to APPROVE the Regular Meeting Minutes of February 11, 2020.

Hearing no objection, the minutes were APPROVED.

DIVERSITY TOPIC OF THE MONTH

- a) Community Listening Session

Ms. Foster-Snow stated that the outcome of the recent meeting with the NAACP and the Native movement is that there may be value in a community listening session in partnership with the FDC. She stated that the two groups are willing to participate, and perhaps other groups may want to join or have ideas for the listening session.

AC Sweet stated it was a good meeting. He spoke in support of a listening session and stated it is all about perception. He indicated that he would like the session to focus on both the positive and the negative. He commented that the challenge is bringing a police solution to a mental health issue and how to gain access to counselors. AC Sweet stated there was some discussion on defunding, and he spoke to the low staffing levels at FPD. He stated that many times a mental health crisis is masked by what appears to be criminal behavior. He indicated that it would be nice to have a mental health professional available to officers in such cases to step in after officers have the situation under control. He stated it can be frustrating to officers when they do not have enough time for follow-up with an individual after an incident.

Mr. Dorton suggested peer support showing up on scene to assist police. He stated it would be a nice partnership with the police.

Ms. Thomas asked whether officers would deem a situation safe before asking peer support to step in. AC Sweet replied affirmatively. **Ms. Thomas** asked whether officers could give

individuals a phone number on the spot to call for peer support. She stated that the outpatient detox program begins October 1, but it is only an outpatient, day service. AC Sweet spoke to community resources for such situations; he stated he would like to see a positive hand-off from an officer to peer support or a person with mental health expertise.

Ms. Foster-Snow asked whether the FDC would like to host or schedule a community listening session. **Ms. Thomas** stated it is something the FDC can work on. **Ms. Foster-Snow** asked the FDC whether they would like to have the listening session in place of or outside of a regular meeting. Members supported the idea of holding a session outside of a regular meeting. **Ms. Foster-Snow** stated that the chairs can discuss and iron out the details.

FDC MEMBERS' COMMENTS

Ms. Williams stated she cannot wait until everyone can meet together again. She stated she is excited to see what she can do to help in her new role as Second Vice Chair.

Mr. Dorton stated it seems the FDC should meet more often than once a month. He stated there are many goals to work towards.

Mr. Lee stated he misses everyone, and he looks forward to seeing everyone again. He commended Ms. Foster-Snow for how well she ran the meeting.

Mr. Martinez stated he looks forward to continuing to learn more about the impact the FDC can have on the community.

Mr. Aquino stated he hopes to receive a list of FDC committees and members. Clerk Snider stated that the committees have been dormant in 2020; she stated she can send out a list of where everything was prior to that. She stated that committees may be addressed in upcoming discussions about the Diversity Action Plan (DAP).

Ms. Webb thanked Ms. Williams for stepping up as Second Vice Chair. She thanked City staff who provided updates at the meeting and thanked others for their support of the FDC.

Ms. Rogers thanked everyone for the meeting and the information presented. She stated that AC Sweet's comments were very positive, and his report was exceptional.

Ms. Foster-Snow asked Ms. Jacoby from the Fairbanks North Star Borough School District (FNSBSD) if she wanted to provide any comments. Ms. Jacoby stated that the School Board continues to meet and discuss school closures. She stated she would be happy to take questions from the FDC back to the FNSBSD.

Ms. Foster-Snow encouraged everyone to take precautions due to the pandemic. She stated she is still out of town, but she is available to FDC members.

Ms. Thomas thanked everyone for their time and input at the meeting. She stated it is good to hear that FPD's training is continuing. She expressed hope that everyone stays safe.

MEETING DATES

The next Regular Meeting of the FDC will be held on October 13, 2020. Members briefly discussed review of the DAP and supported the idea of a reintroduction to the Plan before diving back into a full review.

ADJOURNMENT

Ms. Thomas, seconded by **Ms. Williams**, moved to ADJOURN the meeting.

Hearing no objection, **Ms. Foster-Snow** declared the meeting
ADJOURNED at 7:01 p.m.

Jim Matherly, Mayor/Chair

D. Danyielle Snider, MMC, City Clerk

Transcribed by: DS

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

Goal	Tasks	Desired Results	Responsibility	By When?
1. Internal City Processes. Review internal City processes such as hiring, promotions and recruiting. Provide guidance and training to senior staff on how to improve workforce diversity and ultimately, hire and promote a qualified and diverse workforce that benefits all City stakeholders.	Required – Develop 5-year Diversity Action Plan (DAP) as directed by City Ordinance 5939.	DAP will: 1. Increase the capacity of the City to perform key primary mission, and 2. Provide EEO and diversity related guidance to the Fairbanks City Council and Fairbanks North Star Borough Assembly, and 3. Create a workforce reflective of the community we serve.	Mayor’s Office	Complete
	Conduct and review City of Fairbanks employee EEO survey and demographics data. Suggest benchmark EEO and diversity goals. Continue increased efforts to encourage diversity in the applicant pool. Annually results will be reflected in the data collected, specifically in the areas of recruitment and retention.	Thorough analysis of the City's current EEO and diversity composition and recommendations of EEO and diversity performance goals that reflect the Fairbanks community.	Diversity Council Mayor’s Office	End of the Year Data Ongoing
	FDC members will be invited to participate in key (public safety and supervisory) City of Fairbanks employment interviews.	Community stakeholders to ensure hiring managers are aware of and engaged in diversity related issues before hiring decision is made.	Diversity Council Human Resources	Ongoing
	Review City of Fairbanks recruitment and promotion practices, to include application forms, recruiting sites, interview practices, applicant screening and all internal processes related to recruitment and promotion of City Staff. Prepare report and suggested changes.	Tangible suggestions to improve and overcome barriers to the City's recruiting, hiring and promotion practices as they relate to a more diverse workforce.	Diversity Council Human Resources	A presentation will be scheduled for a complete overview
	Work with Human Resources to develop a City-wide diversity employment plan and a training curriculum for awareness of the importance and inclusion of diverse groups in our community. Periodically review training given to all employees.	Improve workforce diversity through hiring and promotion of qualified and diverse employees	Diversity Council Human Resources	Ongoing

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

Goal	Tasks	Desired Results	Responsibility	By When?
2. Financial Resources. Ensure sufficient resources are available to implement DAP	Seek out and engage community partners who can provide expertise and resources	Ensure facilities and staff resources are available to implement DAP	Mayor's Office FDC Members	In progress
	Create a proposed budget for expenses related to promotions and outreach activities; funds to be identified through grants and community fund raising.	FDC activities are supported as funding is made available.	Mayor's Office	Ongoing 2015 funds were approved in the annual City Budget

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

Goal	Tasks	Desired Results	Responsibility	By When?
3. Internal City Policies and Procedures. City of Fairbanks Internal Policies and Procedures will work to create greater diversity among the workforce. Monitor changes to City Policies and Procedures that are relevant to achieving greater diversity and consistent with the DAP.	Establish workgroup or committee to review internal City policies and procedures and identify barriers to achieving greater diversity and consistent with the DAP. Work with the Chief of Staff to review the current policies.	Ensure City of Fairbanks internal policies and procedures are equitable. Chief of Staff is currently updating and accounting for all City Policies. These documents will be collected in a City Policy Manual.	Policy & Procedure Committee Mayor's Office	Ongoing Committee formed and reviewing hiring procedures
	Review City of Fairbanks Affirmative Action Plan. Offer recommended changes as needed and integrate into internal City of Fairbanks operations related to recruitment, promotion and retention of staff	Assess diversity progress at the City of Fairbanks.	Diversity Council Mayor's Office	Summer 2016 – HR will present the approved plan to the FDC

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

Goal	Tasks	Desired Results	Responsibility	By When?
4. Education and Training. Provide multi-tiered and on-going strategic and collaborative education and outreach to the City of Fairbanks leaders, staff and residents.	Required – Review State, Local, National Diversity Council Work as directed by City Ordinance 5939.	Educate FDC on ways other communities have implemented DAPs, to include efforts toward continuous and comprehensive diversity education.	Mayor's Office	Complete
	Required – Provide Reports and Recommendations to City Council as directed by City Ordinance 5939. City staff will provide initial training and education to FDC members on methods of governance and communication to the Fairbanks City Council.	Ensure FDC can effectively and efficiently communicate observations and recommendations to the City Council for consideration of adoption.	Edu/Outreach/Media /Communications Committee Mayor's Office	Ongoing
	Required – Assist with Accessibility Issues as directed by City Ordinance 5939. Form committee to assess and examine common barriers to equal accessibility, examine public policy and practice issues that lead to inequities in accessibility, and provide recommendations to City leaders and staff.	Ensure continuous improvement and awareness of accessibility and access barriers.	Accessibility Committee City Engineer's Office City Building Department	Ongoing Committee Formed, ongoing meetings
	Implement current events discussions and calendar and declare a 'diversity topic of the month for FDC meetings	Continuous and comprehensive education on diversity.	Edu/Outreach/Media /Communications Committee	Ongoing
	Develop and maintain collaborative partnerships with other groups and jointly conduct recurring diversity awareness training and discussion for City Council members and City staff.	Ensure staff at all levels of the organization understands principles of diversity leadership and are considerate of EEO principles, biases and discrimination.	Human Resources FDC Committees	Ongoing
	Provide periodic updates to the Fairbanks City Council and Borough Assembly	Strengthen communications and provide and receive direction	Diversity Council	Ongoing

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

Goal	Tasks	Desired Results	Responsibility	By When?
5. Community Outreach. Raise the profile and awareness of diversity in the Fairbanks Community in order to foster a safe and trusted voice and venue for the Fairbanks community.	Required – Plan, develop & implement Public Awareness Plans as directed by City Ordinance 5939. Create a procedure on how committee will handle public input.	Procedure: Verbal concerns, feedback or written concerns shared with DC members and direct public input/concerns submitted to the city clerk will be distributed by clerk to all DC members	Policy & Procedure Committee City Clerk All FDC Members	Procedure Complete Process Ongoing
	Required - Provide citizen forum as directed by City Ordinance 5939. The FDC will provide two public comment periods at FDC meetings. Increase public awareness of meetings and FDC.	A safe and trusted voice and venue for the community.	FDC Members City Clerk	Ongoing
	The FDC will develop active and continuously monitored communications aimed at interconnecting different groups. Possible media tools to be used are: TV, radio, social media, web pages and email.	Raise community awareness of the importance of acceptance and inclusion of diverse groups in our community	Edu/Outreach/Media /Communications Committee & City PIO	Ongoing
	Survey public to find most effective outreach communication methods.	Raise community awareness of diversity issues.	Edu/Outreach/Media /Communications Committee & City PIO	Not started
	FDC will identify key community leaders and extend invitations to speak at FDC and Fairbanks City Council meetings and other community events on topics of interest.	Diversity issues are shared in deliberate manner with community leaders, youth and stakeholders. Encourage leaders to spread message(s) in their organizations and circle of influence.	Edu/Outreach/Media /Communications Committee Mayor’s Office	Ongoing
	FDC representation at local events and activities	Presence at local events such as but not limited to: Juneteenth, WEIO, Intertribal PowWow, Golden Days, International Friendship Day, AFN, MLK, Festival of Native Arts	FDC Members	Ongoing
	Identify and utilize FDC member liaisons with diverse community groups	Increase communication and awareness between FDC and diverse community groups	FDC Members	Ongoing
	Periodically hold moderated Courageous Conversations and other public forums	Gauge public concerns	Diversity Council	Ongoing
	Encourage interested community members to apply for appointment to the FDC	Maintain full, active membership on the FDC	FDC and Mayor	Ongoing

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

Goal	Tasks	Desired Results	Responsibility	By When?
6. Diversity Promotion. Promote diversity related activities in the Fairbanks community in order to increase cross-cultural community involvement.	Actively support Fairbanks Police Department's community oriented policing (COP) initiative by being present at COP events and endorsing the COP initiative at every opportunity. FDC will submit Resolution of support to the Fairbanks City Council.	FDC demonstrates support and implementation of Community Oriented Policing effort.	Diversity Council Police Chief	Ongoing support Resolution approved 9/13/16
	Identify opportunities to promote FDC message and talking points at open venues such as City Council and Assembly meetings, School Board Meetings and Corporate Share Holder Meetings.	FDC issues and priorities are shared in deliberate manner with community stakeholders. Promote diversity messages and current initiatives to wider, cross-cultural audience.	Edu/Outreach/Media /Communications Committee & City PIO	In progress
	Develop partnerships with external agencies in order to motivate people of different and diverse backgrounds to apply for positions at the City of Fairbanks.	The City of Fairbanks will reach a more diverse pool of prospective applicants who are interested in public service. City workforce diversity will be more reflective of the community. Monthly HR updates	Mayor's Office Human Resources	Ongoing
	Implement or promote a Fairbanks-wide diversity day celebration.	Improve public awareness of diversity and diversity related issues.	Edu/Outreach/Media /Communications Committee	Ongoing
	Plan and host a community wide diversity forum event/Courageous Conversations	Improve public awareness of diversity and diversity related issues.	Edu/Outreach/Media /Communications Committee	Ongoing
	Recognize local work places that promote diversity. Recognition will be based on objective criteria. Recognition will come from nominations by other organizations and work places and will be reviewed by a committee of the FDC.	Improve public awareness of diversity and diversity related issues.	Diversity Council	Not started Ongoing
	FDC members will be invited to participate in key (public safety and supervisory) City of Fairbanks employment interviews.	Increased diverse pool of employees and/or employees having greater awareness of diversity issues	FDC members Human Resources	Ongoing

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

FDC Committees:

Education & Outreach / Media & Communications Committee [Angela & Mayor-Co-Chairs, Sara]

Objectives: Build awareness of Diversity Council activities and concerns with community, employees and City Council; Develop communications plan and work with FDC committees to communicate key messages to all City stakeholders

Policy & Procedure Committee [No Current Chair, Rita, Doug, June, Kelvin, Juanita, (Mike & Angela to assist)]

Objectives: Review City-wide policies and procedures and pending legislation to ensure welcoming and inclusive language. Review City of Fairbanks Ordinances and Resolutions while in legislative process and provide comment and guidance regarding diversity related issues to the City Council and City staff.

Accessibility Committee [Doug-Chair, Rita, Juanita]

Objectives: Develop continuous improvement and awareness of accessibility and access barriers in the City.