



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING AGENDA
MARCH 9, 2021, 5:30 – 7:00 P.M.
HELD VIA ZOOM WEBINAR 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) Honoring International Women's Day and Women Working at the City
7. APPROVAL OF PREVIOUS MINUTES
 - a) Regular Meeting Minutes of January 12, 2021
8. UNFINISHED BUSINESS
 - a) Diversity Action Plan (DAP) Work Session Scheduling
9. NEW BUSINESS
10. FDC MEMBERS' COMMENTS
11. MEETING DATES
 - a) Next Regular Meeting Date, April 13, 2021
12. ADJOURNMENT

RESOLUTION NO. 4959

A RESOLUTION RECOGNIZING INTERNATIONAL WOMEN’S DAY

WHEREAS, March 8th is International Women’s Day (IWD); and

WHEREAS, the seeds for IWD were planted in 1908 when 15,000 women marched through New York City demanding shorter working hours, better pay, and the right to vote; and

WHEREAS, in 1910, Clara Zetkin proposed an international day to honor women at an International Conference of Working Women in Copenhagen. Zetkin’s suggestion was unanimously approved by the 100 women, from 17 countries, in attendance; and

WHEREAS, the day was first celebrated in 1911 and made official internationally in 1975 when the United Nations recognized IWD; and

WHEREAS, the IWD theme for 2021 is “Choose to Challenge”; and

WHEREAS, in the United States, IWD coincides with Women’s History Month (March), and a presidential proclamation is issued every year honoring the achievements of American women.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the City of Fairbanks recognizes International Women’s Day and honors the achievements of women in Fairbanks and around the world.

PASSED and APPROVED this 8th day of March 2021.

Jim Matherly, City Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Paul J. Ewers, City Attorney



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 12, 2021, 5:30 – 7:00 P.M.
HELD VIA TELECONFERENCE AND AT
FAIRBANKS 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 **Vice Chair Shelissa Thomas** (Seat E) presiding (via Zoom) and with the following members in attendance [Z = Zoom; P = In Person]:

Members Present: (Z) Kennita Williams, Seat A (Z) Sara Harriger, Seat K
(Z) Juanita Webb, Seat D (P) Angela Foster-Snow, HR Dir.
(Z) Andrew Aquino, Seat G (Z) June Rogers, Councilmember
(Z) Doug Toelle, Seat J

Members Absent: Robert Dorton, Seat B Vacant, Seat H
Jose Martinez II, Seat C Kelvin Lee, Seat I
Rita Davis, Seat F

Also Present: (P) Rick Sweet, Acting Police Chief (P) D. Danyielle Snider, City Clerk
(Z) Ron Dupee, Acting Deputy Chief (P) Paul Ewers, City Attorney

CALL TO ORDER & READING OF THE FDC MISSION STATEMENT

Vice Chair Thomas called the meeting to order, and Clerk Snider read the FDC Mission Statement into the record.

PLEDGE OF ALLEGIANCE

FDC members cited the Pledge of Allegiance.

APPROVAL OF AGENDA

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

Hearing no objection, the Agenda was APPROVED.

CITIZENS' COMMENTS (Limited to 3 Minutes)

Clerk Snider stated that there are no citizens in the Council Chambers. An opportunity was provided for citizens to comment via Zoom, and no citizens wished to provide comments.

MAYOR & CITY STAFF REPORTS

a) Update on Police Chief Hiring Process

Ms. Foster-Snow provided an update to the FDC on the hiring process. She reported that Mayor Matherly decided to open the position externally on January 5, although there were two qualified

internal applicants. She stated the City has received multiple applications from across the country since the position opened the week prior. **Ms. Foster-Snow** reported that she and the Mayor will review applications for minimum qualifications on January 19. She stated that the Mayor has seated all the panelists for the selection committee, but the names of the nine members have not yet been released. She shared that the committee will gather for the first time the week of January 25. She stated that two content area experts, Juneau Police Chief Ed Mercer and Greg Russell with the Alaska Municipal League (AML), will help give guidance to the Mayor, but they will not serve on the committee. **Ms. Foster-Snow** stated she is excited that FDC member Andrew Aquino has agreed to be a part of the committee.

Acting Police Chief Rick Sweet provided an update on training at Fairbanks Police Department (FPD). He shared that the department completed the 3-hour de-escalation, intervention, and force mitigation training, following completion of the implicit bias training. He stated that FPD has begun the 3-hour “Duty to Intervene” class. He shared that the department has taken a step forward with a more local focus on diversity and cultural awareness by contacting Rodney Gaskins about a class on equity and inclusion. AC Sweet stated he also contacted Shirley Lee to ask for assistance in local training and partnerships. He reported that he is including other local law enforcement agencies in his efforts.

Ms. Harriger asked AC Sweet whether the efforts to create partnerships between police and the community was still in the early stages or whether there were some steps in place already. AC Sweet replied that there is a current focus on linking citizens with mental health resources by way of programs such as Crisis Now and Suicide Prevention. He stated that those efforts are in collaboration with the Fairbanks Fire Department and the Fairbanks Emergency Communications Center (FECC). He stated that some of those efforts will depend on funding and availability of resources.

APPROVAL OF PREVIOUS MINUTES

- a) Regular Meeting Minutes of December 8, 2020

Mr. Aquino, seconded by **Mr. Toelle**, moved to APPROVE the meeting minutes.

Hearing no objections or proposed changes, the minutes were APPROVED.

NEW BUSINESS

- a) Open Meetings Act (OMA) Overview

City Attorney Paul Ewers gave a PowerPoint Presentation to the FDC on the OMA which covered:

- Purpose and goal of the OMA
- Who is covered under the OMA
- Requirements of the OMA
- Definition of a meeting under the OMA
- Reasonable public notice of meetings
- Serial meetings
- Social gatherings
- Social media

Ms. Rogers emphasized the importance of the OMA and suggested that a presentation on it be given to the FDC no less than once per year.

FDC MEMBERS' COMMENTS

Mr. Aquino reminded everyone that the following Monday is Martin Luther King Day, and he mentioned Alaska Civil Rights Day. He stated that there is much progress to be proud of, and efforts will continue into the future. He stated there are tough times currently, but something to celebrate is everyone at the meeting.

Mr. Toelle stated that he runs a tourist business, and he is amazed that he still has tourists during the pandemic. He stated many of them are locals exploring the community. He thanked staff for the presentations given and agreed that the OMA presentation should be given to the FDC every year.

Ms. Harriger thanked staff for the presentations and agreed that the OMA presentation should occur each year. She referenced the FDC's prior work on the Diversity Action Plan (DAP) and stated she looks forward to getting back to work on the Plan. She stated that she would like the FDC to discuss the possibility of using the City's Facebook page on occasion.

MEETING DATES

a) Next Regular Meeting Date, February 9, 2021

ADJOURNMENT

Ms. Harriger, seconded by **Mr. Aquino**, moved to ADJOURN the meeting.

Hearing no objection, **Vice Chair Thomas** declared the meeting
ADJOURNED at 6:25 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?
<p>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.</p>	<p>Required – Develop 5-year Diversity Action Plan (DAP) as directed by City Ordinance 5939.</p>	<p>DAP will:</p> <ol style="list-style-type: none"> 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. 	<p>Mayor’s Office</p>	<p>Complete</p>
	<p>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.</p>	<p>Thorough analysis of the City's current EEO and diversity composition and recommendations of EEO and diversity performance goals that reflect the Fairbanks community.</p>	<p>Diversity Council Mayor’s Office</p>	<p>End of the Year Data Ongoing</p>
	<p>FDC members will be invited to participate in key (public safety and supervisory) City of Fairbanks employment interviews.</p>	<p>Community stakeholders to ensure hiring managers are aware of and engaged in diversity related issues before hiring decision is made.</p>	<p>Diversity Council Human Resources</p>	<p>Ongoing</p>
	<p>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.</p>	<p>Tangible suggestions to improve and overcome barriers to the City's recruiting, hiring and promotion practices as they relate to a more diverse workforce.</p>	<p>Diversity Council Human Resources</p>	<p>A presentation will be scheduled for a complete overview</p>
	<p>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.</p>	<p>Improve workforce diversity through hiring and promotion of qualified and diverse employees</p>	<p>Diversity Council Human Resources</p>	<p>Ongoing</p>

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?
<p>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.</p>	<p>Required – Review State, Local, National Diversity Council Work as directed by City Ordinance 5939.</p>	<p>Educate FDC on ways other communities have implemented DAPs, to include efforts toward continuous and comprehensive diversity education.</p>	<p>Mayor’s Office</p>	<p>Complete</p>
	<p>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.</p>	<p>Ensure FDC can effectively and efficiently communicate observations and recommendations to the City Council for consideration of adoption.</p>	<p>Edu/Outreach/Media /Communications Committee Mayor’s Office</p>	<p>Ongoing</p>
	<p>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.</p>	<p>Ensure continuous improvement and awareness of accessibility and access barriers.</p>	<p>Accessibility Committee City Engineer’s Office City Building Department</p>	<p>Ongoing Committee Formed, ongoing meetings</p>
	<p>Implement current events discussions and calendar and declare a 'diversity topic of the month for FDC meetings</p>	<p>Continuous and comprehensive education on diversity.</p>	<p>Edu/Outreach/Media /Communications Committee</p>	<p>Ongoing</p>
	<p>Develop and maintain collaborative partnerships with other groups and jointly conduct recurring diversity awareness training and discussion for City Council members and City staff.</p>	<p>Ensure staff at all levels of the organization understands principles of diversity leadership and are considerate of EEO principles, biases and discrimination.</p>	<p>Human Resources FDC Committees</p>	<p>Ongoing</p>
	<p>Provide periodic updates to the Fairbanks City Council and Borough Assembly</p>	<p>Strengthen communications and provide and receive direction</p>	<p>Diversity Council</p>	<p>Ongoing</p>

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.