



FAIRBANKS DIVERSITY COUNCIL
WORK SESSION AGENDA
MAY 11, 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.

WORK SESSION
on Diversity Action Plan (DAP)

1. ROLL CALL
2. INTRODUCTION TO THE DAP (Fairbanks General Code, purpose)
3. TIMELINE FOR COMPLETED RECOMMENDATION TO THE CITY COUNCIL
4. DAP REVIEW
 - a) Format
 - b) Content
5. MEETING DATES
 - a) Next Regular Meeting Date, June 8, 2021
6. ADJOURNMENT

Sec. 2-235. - Diversity action plan—Guiding principles.

- (a) The purpose of the diversity action plan is to increase the capacity of the city to succeed in its mission of serving all of the people of Fairbanks. The diversity action plan will provide guidance to the city council and employees of the city to become culturally competent and inclusive. The following guiding principles shall apply to the diversity action plan:
 - (1) The diversity action plan is a business necessity, crucial to the continuing success of the city. The focus of the city's diversity development strategy is the creation of an organizational culture that values diversity and supports cultural competency in its workforce. Diversity is one of the foundations upon which the city's goals for organizational development, workforce development, service design and service delivery will be built.
 - (2) Everyone associated with the city is a stakeholder in diversity development. The city will provide its employees with methods to recognize, support and reward diversity development efforts and accomplishments. The city will include community partners in planning for diversity development.
 - (3) All City employees are professionally and personally accountable to assess how their beliefs, attitudes and knowledge affect the city's capacity to serve our multicultural community. This includes seeking self-understanding, gaining knowledge of other cultures, developing cross-cultural communication skills, providing leadership and supporting appropriate cultural change within the city.
 - (4) Equal Employment Opportunity, the Americans with Disabilities Act, along with other civil rights legislation, rules and policies are viewed as a set of tools that provides the foundation for diversity development. Compliance with these laws, rules and policies establishes direction and provides guidelines for organizational change within the city. They support the increase of diversity and cultural competency, and the reduction of bias in our workforce. They provide a framework for creating an environment of inclusion in the city.
- (b) After adoption by the city council, the diversity action plan shall be amended as necessary and with a full review performed at least every five years after initial adoption.

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>

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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

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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

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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

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Goal	Tasks	Desired Results	Responsibility	By When?
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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 workplaces that promote diversity. Recognition will be based on objective criteria. Recognition will come from nominations by other organizations and workplaces 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.

Diversity Action Plan Tasks

Priority Ranking
(1=high, 2=medium,
3=low)

1.1 *REQUIRED* Develop a 5-year Diversity Action Plan as directed by City Ordinance No. 5939. 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

1.2 recruitment and retention.

FDC members will be invited to participate in key (public safety and supervisory) City of Fairbanks

1.3 employment interviews.

Review City of Fairbanks recruitment and promotion practices, to include application forms, recruiting sites, interview practices, applicant screening and all internal processes related to

1.4 recruitment and promotion of City Staff. Prepare report and suggested changes.

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.

1.5 Periodically review training given to all employees.

2.1 Seek out and engage community partners who can provide expertise and resources.

Create a proposed budget for expenses related to promotions and outreach activities; funds to be

2.2 identified through grants and community fundraising.

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

3.1 review the current policies.

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

3.2 retention of staff.

REQUIRED Review State, Local, National Diversity Council Work as directed by City Ordinance 4.1 5939.

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

4.2 governance and communication to the Fairbanks City Council.

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

4.3 staff.

Implement current events discussions and calendar and declare a 'diversity topic of the month for

4.4 FDC meetings.

Develop and maintain collaborative partnerships with other groups and jointly conduct recurring

4.5 diversity awareness training and discussion for City Council members and City staff.

4.6 Provide periodic updates to the Fairbanks City Council and Borough Assembly.

REQUIRED Plan, develop & implement Public Awareness Plans as directed by City Ordinance 5.1 5939. Create a procedure on how committee will handle public input.

- *REQUIRED* Provide citizen forum as directed by City Ordinance 5939. The FDC will provide two
- 5.2 public comment periods at FDC meetings. Increase public awareness of meetings and FDC.
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
 - 5.3 pages and email.
 - 5.4 Survey public to find most effective outreach communication methods.
FDC will identify key community leaders and extend invitations to speak at FDC and Fairbanks City
 - 5.5 Council meetings and other community events on topics of interest.
 - 5.6 FDC representation at local events and activities.
 - 5.7 Identify and utilize FDC member liaisons with diverse community groups.
 - 5.8 Periodically hold moderated Courageous Conversations and other public forums.
 - 5.9 Encourage interested community members to apply for appointment to the FDC.

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- 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
- 6.1 submit Resolution of support to the Fairbanks City Council.

- Identify opportunities to promote FDC message and talking points at open venues such as City
- 6.2 Council and Assembly meetings, School Board Meetings and Corporate Share Holder Meetings.
Develop partnerships with external agencies in order to motivate people of different and diverse
 - 6.3 backgrounds to apply for positions at the City of Fairbanks.
 - 6.4 Implement or promote a Fairbanks-wide diversity day celebration.
 - 6.5 Plan and host a community wide diversity forum event/Courageous Conversations.
Recognize local workplaces that promote diversity. Recognition will be based on objective criteria.
Recognition will come from nominations by other organizations and workplaces and will be
 - 6.6 reviewed by a committee of the FDC.
FDC members will be invited to participate in key (public safety and supervisory) City of Fairbanks
 - 6.7 employment interviews.