



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING AGENDA
OCTOBER 12, 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. REPORT FROM THE CHAIR
7. APPROVAL OF PREVIOUS MINUTES
 - a) Regular Meeting Minutes of April 13, 2021
 - b) Work Session Meeting Minutes of May 11, 2021
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - a) Resolution No. 4981, Reading of Land Acknowledgement at City Council Meetings
 - b) Appointment of Vice Chair
 - c) Review of FDC Policies & Procedures
 - i) Discussion on Sub-Committees
 - d) Presentation Request from Fairbanks Chamber of Commerce Jackie Lundberg
 - e) Discussion on Letters of Support by the FDC
10. FDC MEMBERS' COMMENTS
11. MEETING DATES
 - a) Next Regular Meeting Date, November 9, 2021
12. ADJOURNMENT



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING MINUTES
APRIL 13, 2021, 5:30 – 7:00 P.M.
HELD VIA ZOOM WEBINAR 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 **Mayor Jim Matherly** presiding (via Zoom, left at 5:39 p.m.) and with the following members in attendance [Z = Zoom; P = In Person]:

Members Present: (Z) Kennita Williams, Seat A (Z) Doug Toelle, Seat J
(Z) Robert Dorton, Seat B (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

Members Absent: Jose Martinez II, Seat C Vacant, Seat H
Shelissa Thomas, Seat E (excused) Kelvin Lee, Seat I
Rita Davis, Seat F

Also Present: (P) Ron Dupee, Police Chief (P) D. Danyielle Snider, City Clerk
(P) Rick Sweet, Deputy Police Chief (P) Mike Meeks, Chief of Staff
(Z) Kristi Merideth, Dispatch Mgr. (Z) Tim Zinza, Engineer III
(Z) Myrlene Wheelock, Lead Operator (Z) Kirsten Loaiza, Engineer II
(Z) Jill Copeland, FPD Officer (Z) Amy Davis, FPD Lieutenant

CALL TO ORDER & READING OF THE FDC MISSION STATEMENT

At the direction of Chair Matherly, Clerk Snider read the mission statement and called the roll.

Chair Matherly stated that the plan at the last meeting was to honor women working at the City in roles filled traditionally by males, but there was no quorum at the meeting. He stated he will need to leave the meeting to fulfill another obligation, so Second Vice Chair Williams, Clerk Snider, and Ms. Foster-Snow will guide the meeting. He introduced several City staff attending via Zoom who would be presenting to the FDC later in the meeting. **Chair Matherly** stated that the City has a strong presence of diversity, and City staff recently participated in diversity training. **Chair Matherly** excused himself from the meeting.

PLEDGE OF ALLEGIANCE

FDC members recited the Pledge of Allegiance together.

APPROVAL OF AGENDA

Mr. Aquino, seconded by **Ms. Webb**, moved to APPROVE the Agenda.

There being no objection or proposed changes, the Agenda was APPROVED.

CITIZENS' COMMENTS (Limited to 3 Minutes)

Clerk Snider stated that there were 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) Introduction of Chief of Police Ron Dupee and Deputy Chief Rick Sweet

Ms. Foster-Snow introduced everyone to the newly confirmed Chief of Police, Ron Dupee, and Deputy Police Chief, Rick Sweet. She stated that the hiring and selection process was daunting, and she spoke highly of both Dupee and Sweet. She shared that Mr. Aquino was a part of the hiring committee. She turned the floor over to Chief Dupee.

Chief Dupee stated he is excited to be present to support Ofc. Jill Copeland and Lt. Amy Davis for their presentations later in the meeting. He stated he is glad to have DC Sweet at his side, and he stated that they are excited to work with the FDC to achieve goals for the City of Fairbanks.

DC Sweet stated that he and Chief Dupee are committed to following through with the plan they shared with the FDC a few months ago. He stated that the Fairbanks Police Department (FPD) is working with the Administration to get training on local diversity awareness.

Ms. Foster-Snow stated that when she began at the City six years ago, there was only one female police officer at the FPD, and now there are four.

Second Vice Chair Williams congratulated both Chief Dupee and DC Sweet.

b) Honoring Women Working at the City

Ms. Foster-Snow introduced each of the following City employees before they spoke to the FDC:

Amy Davis, Investigations Lieutenant, FPD – Lt. Davis stated she has been with the FPD for nearly a year. She stated she spent 10 years of her career in Bethel, and she feels fortunate to have not experienced challenges in her career with being a female in a field typically dominated by males. She stated she looks forward to working with the Fairbanks community, as she served on various boards in Bethel. Lt. Davis stated she has specialized in sexual assault and domestic violence cases as well as homelessness.

Jill Copeland, Police Officer, FPD – Ofc. Copeland indicated that her family recently relocated to Fairbanks, so she got to experience -30 degrees pretty quickly. She stated she has been with the FPD since the beginning of February, but she spent about 10 years as a police officer in San Diego and another year-and-a-half as a police officer in Daytona Beach. She stated that she has been impressed with her peers and supervisors at the FPD, and she feels that she has been treated with a lot of respect. Ofc. Copeland stated she has also been fortunate in her career to have been embraced

within her field, and she feels that competence and dependability help a person gain respect. She thanked the FDC for having her.

Kirsten Loiza, Engineer II, Engineering Department – Ms. Loiza stated she has been with the Engineering Department for nearly four years, and she is primarily involved in the design and construction for capital improvement projects, which includes the reconstruction of roads, sidewalks, and utilities. She stated that the City of Fairbanks has a diverse environment, and she has felt supported by her supervisors and coworkers. Ms. Loiza stated that her supervisor, Robert Pristash, has pushed her to gain engineering experience and expand her role and responsibilities. She stated she loves math and science and solving problems, and she knew that engineering was the career path for her. She stated that she hopes other women who pursue engineering as a career are as rewarded as she has been in her choice of career.

Myrlene Wheelock, Lead Operator, Public Works Department – Ms. Wheelock stated she has worked at the City of Fairbanks for 18 years, the first 6 years as a temp. She stated she is from a farm in Minnesota, so she has been around equipment her whole life. She shared that working at the City has been awesome but being a woman in her career field has been a challenge. Ms. Wheelock stated that it has taken years for her to gain the respect of her peers.

Ms. Foster-Snow thanked all those who shared with the FDC. She stated that Clerk Snider will share her screen to highlight more female Public Works employees at the City. **Ms. Foster-Snow** recognized each the following Public Works employees: Courtney Sheen, Dispatcher Clerk; Jayla Gentry-Conley, Operator; Myrlene Wheelock, Lead Operator; Lynette Baugher, Night Lead Operator; Kyla Durham, City Plumber; Misty Buckles, Heavy Duty Mechanic; Lillibeth Lantz, Custodian; Tracy Morphis, Dispatcher; Carolyn Barker, Warehouse/Records Coordinator; and Candace Cullen, Temp Laborer.

Ms. Rogers applauded the women. She stated that it is good to hear the satisfaction that ran through all the comments, and it is heartening to hear.

Ms. Webb thanked those who presented. She stated that the work the women are doing makes her granddaughters' lives better and that people should never become complacent.

Mr. Aquino echoed the comments of others and thanked all those who shared with the FDC. He stated that grit and resilience result from barriers that have existed, and he commended Ms. Wheelock for her resilience. He expressed hope that the presentation could be shared with a broader audience and stated that successes should be counted. He indicated that future generations will see that the various industries are accessible.

Mr. Dorton stated he is proud to be a part of the Golden Heart City, and it is good to show the rest of the state how we treat our own.

Second Vice Chair Williams echoed the comments of others. She stated she is proud of all the women representing the City and the hard work that they do. She stated that representation is very important, and she would love for others to be able to see the presentation. She stated she

understands the challenges of working in a career where you are different than others. She thanked all those who presented for representing women well.

Mr. Toelle stated it is great to see faces to some of the numbers that are reported to the FDC. He stated that the information is something to be celebrated.

Ms. Harriger thanked all those who presented and congratulated them on their careers. She stated that she was delighted to hear of their satisfaction in working at the City of Fairbanks.

Ms. Foster-Snow thanked staff for attending and stated she hopes to get the information presented out to the community.

Ms. Rogers requested that when Ms. Foster-Snow contacts the News Miner, she ask that Kris Capps write about it in the “Our Town” section.

APPROVAL OF PREVIOUS MINUTES

- a) Regular Meeting Minutes of January 12, 2021

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

There being no objection or proposed changes, the minutes were APPROVED.

UNFINISHED BUSINESS

- a) Diversity Action Plan (DAP) Work Session Scheduling

Clerk Snider stated that the FDC could hold the work session in place of a regular meeting, or they could schedule another date to hold the work session. Members briefly discussed dates and agreed to hold the work session on Tuesday, May 11 at 5:30 p.m. in place of the regular meeting.

FDC MEMBERS’ COMMENTS

Ms. Rogers stated that she has been a member of the FDC since its first meeting. She stated she is pleased to see both the Chief and the Deputy Chief at the meeting, and she spoke about the history of the FDC encouraging the hiring of a Cold Case Detective at FPD. She stated that the City Council approved a position, but she has not heard regular reports on cold cases in quite a while. She requested that FPD provide regular reports the FDC on the City’s cold cases.

Ms. Webb thanked all those attending and those who presented.

Mr. Aquino suggested posting the photos and the quotes from the presentation to social media as a way to share the information with the community. He stated that it has been a smiling meeting.

Mr. Dorton congratulated Chief Dupee and DC Sweet, and he stated that he has a lot of respect for them. He commented that it is great to be a part of the process. He expressed excitement for

all the new things happening in the community, such as the Crisis Now project, and stated that he is happy to be a part of it.

Second Vice Chair Williams stated that it is good to see everyone. She congratulated Chief Dupee and DC Sweet and thanked them for all their hard work. She echoed Mr. Aquino's comments about the presentation.

Mr. Toelle thanked all those who presented or wrote down their thoughts about working for the City. He agreed that it was a "smiling meeting."

Ms. Harriger echoed other members' thanks and stated that it was a pleasant, informative meeting.

Ms. Foster-Snow stated that she had no comments.

MEETING DATES

a) Next Regular Meeting Date, May 11, 2021

It was decided earlier that the FDC would hold a work session on the DAP in place of the May regular meeting.

ADJOURNMENT

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

Hearing no objection, **Second Vice Chair Williams** declared the meeting ADJOURNED at 6:19 p.m.

Jim Matherly, Mayor/Chair

D. Danyielle Snider, MMC, City Clerk

Transcribed by: DS



FAIRBANKS DIVERSITY COUNCIL
WORK SESSION MINUTES
MAY 11, 2021, 5:30 P.M.
HELD VIA ZOOM WEBINAR 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 Work Session on the Diversity Action Plan 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: (P) Robert Dorton, Seat B (Z) Doug Toelle, Seat J
(Z) Jose Martinez II, Seat C (at 5:38 p.m.) (Z) Sara Harriger, Seat K
(Z) Shelissa Thomas, Seat E (Z) Angela Foster-Snow, HR Dir.
(Z) Andrew Aquino, Seat G (Z) June Rogers, Councilmember
(P) Kelvin Lee, Seat I

Members Absent: Kennita Williams, Seat A Rita Davis, Seat F
Juanita Webb, Seat D Vacant, Seat H

Also Present: (P) D. Danyielle Snider, City Clerk

Chair Matherly welcomed everyone to the Work Session and asked the Clerk to provide an introduction to the Diversity Action Plan (DAP).

INTRODUCTION TO THE DAP (Fairbanks General Code, purpose)

Clerk Snider stated that Fairbanks General Code Sec. 2-235 is included in the agenda packet, and she read the purpose of the DAP. She also read the City of Fairbanks Mission Statement. She stated that the FDC is tasked with reviewing the plan every five years, and it was last reviewed in 2016-2017.

TIMELINE FOR COMPLETED RECOMMENDATION TO THE CITY COUNCIL

Chair Matherly spoke briefly about the “Sleeves Up for Summer” campaign to encourage COVID-19 vaccines in the community. He thanked Ms. Harriger for her work on the DAP; he stated that the FDC had begun working on the DAP but stopped when the pandemic hit in 2020. He stated that he would like each member to volunteer to take a section of the DAP to review its format and content before the June meeting. **Chair Matherly** stated that the FDC could set aside 20-30 minutes of its next few regular meetings to work on the DAP with the goal of having it ready to present to the City Council by the end of 2021.

DAP REVIEW

a) Format

Chair Matherly stated that he is open to member suggestions on the format of the DAP.

b) Content

Chair Matherly stated that he would like members to bring suggestions for each section they are assigned back to the whole group for review.

Chair Matherly shared that the appointment of a new Second Vice Chair will occur in July. He asked members to think about whether they are interested in serving in that role. He stated also that there are several FDC members whose terms will be expiring soon, and he asked for the group's help in getting word out about the upcoming vacancies. **Chair Matherly** asked FDC members to indicate which section(s) of the DAP they would be willing to review. Members volunteered to review the DAP as follows:

- Goals 1 and 3 – Mr. Aquino and Ms. Harriger
- Goals 2 and 5 – Mr. Dorton and Mr. Lee
- Goal 4 – Mr. Toelle
- Goal 6 – Mr. Martinez

Chair Matherly stated that the Clerk will send out the DAP assignments to the entire group. He asked everyone to review their respective sections and bring recommendations back to the group at the next meeting. He stated the FDC could dedicate time to work on the DAP at each of the next three meetings.

Mr. Aquino asked whether there are any areas or groups lacking representation on the FDC. **Chair Matherly** responded that everyone brings something different to the table, but he spoke in favor of military or student/youth representation. **Mr. Dorton** suggested getting someone to serve on the FDC who is involved with Crisis Now. **Chair Matherly** agreed that that is a good suggestion and stated he would talk to Mike Sanders to see if there is anyone he might recommend. **Ms. Rogers** stated that there is a large population of Asian people in Fairbanks and suggested more representation in that area. **Chair Matherly** stated that members could invite potential applicants to next month's meeting to observe.

MEETING DATES

- a) Next Regular Meeting Date, June 8, 2021

ADJOURNMENT

Chair Matherly declared the Work Session ADJOURNED at 5:55 p.m.

Jim Matherly, Mayor/Chair

D. Danyielle Snider, MMC, City Clerk

Transcribed by: DS

RESOLUTION NO. 4981

**A RESOLUTION APPROVING THE READING OF A LAND
ACKNOWLEDGEMENT AT THE BEGINNING OF REGULAR CITY
COUNCIL MEETINGS**

WHEREAS, the esteemed Denakkanaaga Elders have crafted and approved of the Land Acknowledgement set out below to be used in various publications, on appropriate signage, prior to meetings and conferences, as well as other suitable uses; and

WHEREAS, a Land Acknowledgement can function as a living celebration of Indigenous communities; and

WHEREAS, a Land Acknowledgement, by itself, is a small gesture, but it becomes meaningful when coupled with authentic relationships and informed action.

NOW, THEREFORE, BE IT RESOLVED that the Fairbanks City Council directs that the following Land Acknowledgement be read at the beginning of Regular City Council meetings:

We respectfully acknowledge the Dena people upon whose traditional lands we reside. We honor the Dena who have been the stewards of Interior lands and waters for centuries, the Elders who lived here before, the Dena people of today, and future generations to come. We also recognize that Alaskan Native people would traditionally gather here and harvest Native foods.

PASSED and APPROVED this 23rd day of August 2021.

Jim Matherly, Mayor

AYES:
NAYS:
ABSENT:
APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Paul Ewers, City Attorney

Fairbanks General Code Sec. 2-233. Chairperson; committees; quorum; meetings.

(a) The city mayor shall serve as the non-voting chairperson of the FDC. The mayor may appoint a chairperson from the membership of the FDC. If the mayor appoints a chairperson, the person chosen will remain a voting member of the FDC and will serve a one-year term as chairperson. The FDC will choose a vice chairperson from among its members. The person so chosen will serve a one-year term as vice chairperson. When the term of the chairperson expires, the vice chairperson will become the chairperson, and the FDC will choose a new vice chairperson from among its members. If the mayor chooses to serve as the chairperson, the vice chairperson will not progress to the chairperson position. The mayor will remain a non-voting member of the FDC even if not serving as chairperson.

b) The FDC may organize committees and adopt administrative rules and procedures to accomplish its purposes.

(c) A quorum shall be necessary to conduct a meeting. A quorum shall consist of six public voting members of the FDC. The business of the FDC shall be transacted by a majority vote of voting members present after a quorum is established.

(d) All meetings shall be held, and notices and agendas shall be posted, in compliance with the Alaska Open Meetings Act. Minutes of FDC proceedings shall be kept and filed in accordance with applicable laws dealing with public records. In all matters of parliamentary procedure not covered by rules and procedures adopted under subsection (b) above, the current version of Robert's Rules of Order will govern.

(e) The FDC shall keep permanent records or minutes of all meetings. The minutes shall promptly be filed in the office of the city clerk and shall be open to public inspection. The city clerk shall supply the FDC with administrative support.

Fairbanks Diversity Council (FDC)

Fairbanks General Code (FGC) and Rules of Procedure

FGC on Composition, Terms, Meetings (summarized):

- FDC is composed of 15 voting members (12 appointed by City, 3 appointed by Borough) and 3 non-voting members (City Mayor, HR Director and City Council Member).
- Voting members' terms are for three years ending on June 30.
- City Mayor serves as Chair; Vice Chair is appointed by the Mayor from the membership and is approved by the FDC.
- FDC may form committees and adopt administrative rules and procedures to accomplish its purpose.
- FDC holds quarterly meetings plus special meetings as deemed necessary.
- A quorum is necessary to conduct a meeting and is defined as eight voting members.
- Business is transacted by a majority vote of members present.
- Members are expected to attend all scheduled meetings unless excused.
- Members may be removed by the City Council or Borough Assembly (whichever applies).
- When a member has a conflict of interest the member must announce the conflict and refrain from participation on the issue entirely if a majority of the quorum so decides.
- Meetings are held and noticed in compliance with the Open Meetings Act (OMA). In parliamentary procedure matters not covered by FDC rules and procedures, Robert's Rules of Order governs.
- FDC keeps permanent minutes of all meetings which are open to the public. The City Clerk gives the FDC administrative support.

FGC on Duties and Rules (summarized):

- FDC may recommend adoption of a Diversity Action Plan (DAP) to the City and Borough.
- FDC will assist the City on accessibility issues.
- FDC will plan, develop and implement recognition and public awareness programs.
- FDC will develop working relationships with the following community sectors:
 - Business and industry,
 - Educational institutions,
 - Governmental bodies and agencies,
 - Healthcare service providers,
 - Youth, parent and senior citizen groups and people protected by the ADA,
 - Public and private agencies involved in diversity issues and employment, and
 - People of any socio economic status.
- FDC will provide reports to the public with general recommendations, will submit special reports at the request of the City or the Borough, and will submit annual reports by December 1 each year.
- FDC will not become involved in employee discipline issues or in matters outside the jurisdiction of the City or Borough.
- FDC will amend the DAP as necessary and will perform a full review every five years after initial adoption.

Fairbanks Diversity Council (FDC)

Fairbanks General Code (FGC) and Rules of Procedure

Rules & Procedures Adopted by the FDC:

- FDC meetings begin at 5:30 pm on the second Tuesday of every month (established on 06/09/15).
- Meetings are recorded and action minutes are taken (established on 12/09/14).
- Formation of FDC Committees (established on 06/09/15):
 - Education & Outreach / Media & Communications Committee (combined on 12/05/15)
 - Policies & Procedures Committee
 - Accessibility Committee
- Committee Reports section added to regular agendas (established on 06/09/15).
- Reading of the FDC mission statement added to regular agenda (12/05/15).
- FDC offered support for Town Hall Meetings titled “Courageous Conversations” (02/09/16).
- “Diversity Topic of the Month” added to regular agendas (established on 06/14/16).
- “Unexcused” absences are defined as no communication with the Clerk prior to the meeting (established on 01/10/17).
- A member who reaches three unexcused absences in a calendar year will be contacted by the Chair or Vice Chair (established on 01/10/17).
- A member who misses three consecutive meetings and is unexcused will be removed from the FDC (established on 01/10/17).

From: [Jackie Lundberg](#)
To: [Diversity Council](#)
Subject: Presentation Request: Fairbanks Chamber of Commerce Diversity and Inclusion Series
Date: Wednesday, June 16, 2021 9:39:18 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

My name is Jackie and I am the Events and Programs Coordinator for the Fairbanks Chamber of Commerce. This year we started a monthly series to discuss and bring awareness to diversity and inclusion in the workplace. I was wondering if someone from your council would be interested in giving a presentation about the work you guys do. Our next presentation in the series is next Tuesday June 22nd from 12-1pm via zoom. Let me know if this is something you guys would be interested in doing!

Thanks,
Jackie

JACKIE LUNDBERG (she/her)

Events & Programs Coordinator

907.452.1105

jackie@fairbankschamber.org



907.452.1105 • fairbankschamber.org

100 Cushman St. Suite 102 Fairbanks, AK 99701

ADVOCATE. PROMOTE. DEVELOP.

