



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING AGENDA
NOVEMBER 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. REPORT FROM THE CHAIR
7. APPROVAL OF PREVIOUS MINUTES
 - a) Regular Meeting Minutes of October 12, 2021
8. UNFINISHED BUSINESS
 - a) Resolution No. 4981, Reading of Land Acknowledgement at City Council Meetings
 - b) Appointment of Vice Chair
9. NEW BUSINESS – None
10. FDC MEMBERS' COMMENTS
11. MEETING DATES
 - a) Next Regular Meeting Date, December 14, 2021
12. ADJOURNMENT

WORK SESSION
(to follow Regular Meeting)

Discussion Items:

- a) Review of FDC Policies and Procedures
- b) Diversity Action Plan (DAP) Review



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING MINUTES
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 **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 Chair Andrew Aquino (Seat G) presiding (Z) and with the following members in attendance [Z = Zoom; P = In Person]:

Members Present: (Z) Timothy Ledna, Seat A (Z) Dorothy Shockley, Seat F
(P) Robert Dorton, Seat B (Z) Abigail North, Seat K
(Z) Jose Martinez II, Seat C (Z) June Rogers, Councilmember
(Z) Juanita Webb, Seat D (P) Angela Foster-Snow, HR Director
(Z) Shelissa Thomas, Seat E

Members Absent: Vacant, Seat H Cheyenna Kuplack, Seat J
Kelvin Lee, Seat I Jim Matherly, Mayor

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

CALL TO ORDER & READING OF THE FDC MISSION STATEMENT

Chair Aquino called the meeting to order and read the FDC mission statement.

PLEDGE OF ALLEGIANCE

Chair Aquino led the FDC in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Ledna, seconded by **Mr. Dorton**, moved to APPROVE the Agenda.

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

CITIZENS' COMMENTS (Limited to 3 Minutes)

There were no Citizens' Comments.

REPORT FROM THE CHAIR

Chair Aquino recognized that the day prior was Indigenous Peoples Day. He stated that Fairbanksans work, play, and reside in the traditional lands of Indigenous Peoples, and it should be acknowledged, especially in light of all the bodies of the boarding school children found across

North America. He stated that the FDC is a place where people can talk about difficult things. He stated that October is also Breast Cancer Awareness month, Sober October, Domestic Violence Awareness month, and Global Diversity Awareness month. He stated that studies show that marginalized groups are at higher risk of being victims of domestic violence and substance abuse.

Ms. Rogers stated that she reminded everyone in September that it was Suicide Prevention and Awareness month. She stated that it is an issue that people should be reminded of every month.

Chair Aquino stated that Suicide Prevention and Awareness and Sober October are two things that are near to his heart. He stated that the FDC has not had a meeting since April, and he is excited to dig into the Diversity Action Plan (DAP). He stated it will be good to start being proactive instead of reactive. He shared that he was invited in mid-September to join a hiring panel at the Fairbanks Police Department (FPD). He stated that he participated in three interviews, and he feels confident in those candidates who were put forward. He stated he will follow up with Chief Dupee to see which candidates moved forward.

Ms. Rogers asked whether it would be possible for the FDC to invite all new hires – especially at the FPD – to introduce themselves to the FDC. **Ms. Foster-Snow** replied affirmatively; she stated that she can invite them, but she cannot guarantee attendance. She shared that the three candidates Mr. Aquino referred to in his report have all been onboarded at the City. **Ms. Rogers** stated it is a positive thing for them to understand that the FDC is a support group for their efforts. **Chair Aquino** stated that the FDC can rework the way meetings are done, and he mentioned all the fresh faces. He encouraged the FDC to make meetings exciting to attend, and he stated that City employees are welcome to attend.

APPROVAL OF PREVIOUS MINUTES

- a) Regular Meeting Minutes of April 13, 2021
- b) Work Session Meeting Minutes of May 11, 2021

Ms. Thomas, seconded by **Ms. North**, moved to APPROVE both sets of previous minutes.

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

NEW BUSINESS

- a) Resolution No. 4981, Reading of Land Acknowledgement at City Council Meetings

Chair Aquino asked Ms. Rogers to provide a report on Resolution No. 4981. **Ms. Rogers** stated that Council Member Kun has been reading a land acknowledgement at City Council meetings in her own comments. She stated that there are many in the community who are reading a land acknowledgement as part of their meeting. She explained that Resolution No. 4981 would make the reading of a land acknowledgement part of regular City Council meetings. She stated that the City Council thought it best to have the FDC's input before voting on the resolution.

Chair Aquino read aloud the land acknowledgement proposed by the resolution.

Mr. Martinez and Ms. Shockley joined the meeting at 5:42 p.m.

Chair Aquino stated that he feels comfortable knowing that the acknowledgement has been vetted and approved by Elders. He stated that he does not believe he is the best person to provide input on changes since he is not Indigenous.

Ms. Shockley stated that she did not receive the agenda packet. Clerk Snider stated that she would try to resend the email to Ms. Shockley. **Ms. Shockley** stated that she has not received many FDC communications since she was appointed. She stated this is her first meeting to attend where there is a quorum. Clerk Snider stated that she will try to resolve the email issue.

Chair Aquino stated that the City Council delayed the resolution in hopes of gaining input from the FDC.

Mr. Ledna wondered whether the FDC could provide some rationale as to why there should be a land acknowledgement. He suggested the rationale is equally as important as the content of the acknowledgement.

Ms. Shockley stated that earlier this year someone who works with language sent her a land acknowledgement which recognizes the original inhabitants of the land. She suggested that the original inhabitants should be recognized, and she would like to see a stronger-worded resolution. She stated she appreciates the gesture, but the resolution is generic.

Ms. Rogers stated that she is happy to hear Ms. Shockley's comments, which shows why it is important for the issue to come before the FDC. She suggested that the item could be carried over to the next FDC meeting if need be.

Chair Aquino stated that some groups may provide a land acknowledgement without an understanding of why they do it. He emphasized the importance of the "why." He expressed support for taking more time to review the resolution.

Ms. Shockley stated that people want to acknowledge Indigenous People, but it is important that the traditional inhabitants are acknowledged. She stated that she would like to consult with some language scholars to make sure the correct tribe is acknowledged. **Chair Aquino** asked Ms. Shockley whether she would like support from the FDC in her efforts. **Ms. Shockley** stated that she would.

Mr. Dorton stated that he knows Sonny Luke who knows all the stories about Fairbanks; he stated he was taught by Chief Howard Luke. He suggested reaching out to Sonny Luke and offered to introduce him. He spoke briefly about his own family line.

Chair Aquino suggested that Ms. Shockley and Mr. Dorton form a subcommittee to study the land acknowledgement and put some ideas and options together before the next FDC meeting. He asked Ms. Shockley to introduce herself to the group.

Ms. Shockley stated that she grew up in Manley Hot Springs and gave a little information about her parents. She stated that she is Upper Koyukon Athabascan of the Caribou Clan. She shared that she resides in Fairbanks and has three grown children. She provided some professional background information and stated that she appreciates the opportunity to serve on the FDC.

Chair Aquino called upon Mr. Ledna to introduce himself, but Mr. Ledna was unavailable. **Chair Aquino** stated that Mr. Ledna has showed up to the last few meetings when there was not a quorum. He stated that Mr. Ledna works for the Fairbanks Reentry Coalition, a nonprofit organization. He asked Ms. North to introduce herself.

Ms. North stated she teaches high school science and has lived in Fairbanks (mostly) since 2001. She stated that she relocated to Fairbanks to attend the University of Alaska Fairbanks (UAF) and did not want to leave. She stated she is originally from Georgia, and she lives in Fairbanks with her wife, dog, five chickens, and one fish.

Chair Aquino stated that Ms. Shockley and Mr. Dorton will work together to bring something back to the FDC regarding the land acknowledgement resolution. Clerk Snider pointed out that the City Council had postponed the resolution only until November 8, but that Ms. Rogers could recommend postponing it further, until the FDC could provide a recommendation.

b) Appointment of Vice Chair

Chair Aquino provided some background on the recent changes made to the chair and vice chair positions of the FDC. He invited anyone interested in co-chairing to come forward next meeting. Clerk Snider clarified that the chair and vice chair positions are for a one-year term, and the vice chair position is confirmed by the FDC.

Ms. Shockley expressed interest in serving as the vice chair. **Ms. Thomas** nominated Mr. Dorton to serve as vice chair; **Mr. Dorton** declined to accept the nomination, stating that he is currently too busy. **Chair Aquino** asked whether any other members were interested.

Clerk Snider noted that Mr. Lee and Ms. Kuplack were not present. She noted also that Mr. Martinez and Mr. Ledna were no longer on the Zoom meeting.

Chair Aquino stated that he nominates Ms. Shockley to serve as vice chair. He directed that the vice chair appointment would be placed on the next meeting agenda.

c) Review of FDC Policies & Procedures

Chair Aquino spoke about the struggles of the FDC over the past year. He stated he would like to discuss meeting structure and frequency and take the opportunity for the FDC to re-center itself.

i) Discussion on Sub-Committees

Chair Aquino stated that the FDC is required to meet quarterly, and he is favorable to that with the formation of subcommittees to help with action items. He spoke to creating subcommittees

for policies and procedures and the DAP, along with an ad hoc committee to work on the land acknowledgement.

Chair Aquino stated he has sensed that monthly attendance has felt obligatory instead of feeling empowering, and he commented that he wants everyone to be excited to attend meetings. He stated that if meeting every month is too much, the group can adjust. **Chair Aquino** asked Ms. Rogers, a long-standing member of the FDC, whether she has ever seen attendance this poor. **Ms. Rogers** indicated that she has not and that there has been a definite change in demeanor. She spoke against moving to quarterly meetings and explained how subcommittee meetings were set up in the past. She stated that there have been a variety of things that have brought the FDC to this point of poor attendance. She stated that people who can make a commitment to attendance should be sought out. **Ms. Rogers** stated that the FDC has made many moves forward, and she does not want to see the group continue to slide away.

Ms. Webb agreed with Ms. Rogers. She suggested that members each take a personal inventory to determine whether they are the right fit for the FDC. She stated that some may find themselves too involved with other things, and maybe they would like to give others an opportunity to serve.

Ms. Thomas expressed agreement with Chair Aquino's suggestion about moving to quarterly meetings. She stated that attendance became a problem before the pandemic, and the Mayor reduced the membership of the FDC to try to help the body make quorum. She stated that she embraces the idea of quarterly meetings with subcommittees that are active in the meantime. She stated that subcommittees would help keep members connected, and people may feel more excited about attending meetings if they were quarterly.

Ms. Shockley stated she feels the FDC is very important, and she would not like to move to quarterly meetings. She suggested putting out a survey to FDC members requesting input on meeting frequency and time. She stated she supports monthly meetings.

Ms. North commented that meeting every other month would be amenable. She supported the idea of seeing whether a different meeting time may work better for members and commented that some folks may have a hard time getting to the meeting by 5:30 p.m.

Chair Aquino asked City staff whether changing the meeting time would be possible. Clerk Snider stated that the meeting time is up to the FDC. She cautioned only that the FDC work with City staff in the process of any meeting time and date changes to ensure there are not other meetings happening at the same time. **Chair Aquino** stated that he could put together a poll to FDC members so that everyone could weigh in about meeting frequency and time.

Mr. Dorton suggested having everyone renew their commitment by confirming that they will attend the next meeting. He stated that he will be at the next meeting, and he thanked everyone for attending the present meeting. **Chair Aquino** stated that is something that could be added to closing statements on the agenda.

Ms. Shockley suggested adding an opportunity for input on the poll regarding barriers to attendance.

Chair Aquino asked for members' input on forming subcommittees, each made up of up to three members. He proposed a governance committee, which he volunteered to be a part of. He stated he would also like to have a subcommittee to look at the DAP with fresh eyes, and he suggested that Mr. Ledna and Ms. North work on that.

Ms. Shockley stated that it should not take too much time to work on the land acknowledgement. She stated that, being new to the FDC, she does not know a lot about it but that she sees great potential. She stated that there is so much work to be done, and she would like to see the FDC be more visible in the community. **Chair Aquino** stated that Ms. Shockley touched on all the items in the DAP; he stated he would like Ms. Shockley to serve on that subcommittee as well. He briefly explained the format of the DAP and stated that it needs to be further developed and refined. He stated that he has found that identifying a baseline, then identifying measurable progress is helpful with these types of projects.

Ms. Rogers reminded everyone of the potluck the FDC held just before the pandemic began. She asked whether that is something the FDC should return to and use as a starting point. **Chair Aquino** supported the idea and stated that he would like the subcommittee to bring their ideas forward for the entire group to review together. **Ms. Foster-Snow** stated that there is currently a ban on food-sharing at City Hall due to COVID-19; she stated that the only exception is for food that is individually wrapped. She stated that everyone would have to bring their own food, but she commented that she does not know the rules about meeting offsite. She highlighted several objectives and projects that the FDC has had success with and commented that having a goal in mind has helped the group achieve success. She stated that she is excited that the City Council is pushing more things to the FDC.

Chair Aquino suggested holding a work session in place of the next regular meeting, and no members objected.

d) Presentation Request from Fairbanks Chamber of Commerce Jackie Lundberg

Chair Aquino stated that the Chamber had requested a presentation from the FDC some time ago. He stated there was not much to present on at that time, but he foresees similar invitations to the FDC in the future. He asked members for input on how the FDC should respond to those requests. He asked whether one member could represent the body by doing a presentation and how much lead time would be needed. He stated that he responded to the Chamber's request by stating that the FDC currently had nothing to report but would like to have the opportunity in the future. He asked members whether they would allow him to present in the first or second quarter of the new year on behalf of the FDC. **Ms. Shockley** offered her support of the idea and mentioned other local agencies and organizations that might be interested in that type of partnership with the FDC. **Chair Aquino** asked, "What is the Diversity Council?" He stated that it might be helpful to have a pamphlet or flyer that serves as an "FDC 101." No other members commented on this item or spoke in opposition to Chair Aquino's question.

e) Discussion on Letters of Support by the FDC

Chair Aquino stated that the FDC gets asked to sign letters of support for different causes, and he would like to have a process by which to address such requests. He stated he feels that since the

Mayor is no longer the chair, the FDC may have more flexibility to sign letters of support that promote diversity, equity, and inclusion. He asked the Clerk whether there was ever a process by which the FDC could offer letters of support. Clerk Snider stated that there are several letters of support, resolutions, and position statements by the FDC on the City website. She stated the FDC must follow the code under which it was created, and the FDC was created to advise and provide recommendations to the City Council. She explained that if the FDC took a position on a bill in the state legislature, for example, it would not be appropriate without first going through the City Council. She stated that there are ways to have an impact on the community, but she advised caution when making statements on behalf of the City. **Chair Aquino** asked what the best process would be when an organization or agency contacts the FDC and requests its support for a certain item. He asked whether it would be appropriate for the FDC to put forth a recommendation to the City Council so that the City Council could act on the item. Clerk Snider confirmed that would be the appropriate process. **Ms. Rogers** spoke about past recommendations the FDC has made to the City Council. She asked the Clerk how many times the FDC has made such recommendations. Clerk Snider replied that there are four resolutions, one recommendation, one official statement, and one addendum to a resolution. **Ms. Rogers** stated that there has been a lot of work done and accomplishments made by the FDC.

FDC MEMBERS' COMMENTS

Chair Aquino asked whether any members had comments to share.

Ms. Rogers stated she would like the FDC to consider holding talking circles; she stated that format helps people get to know each other, and it promotes trust. **Ms. Foster-Snow** spoke in support of the talking circle format and commented that she believes it brought the group closer together. She stated it helped people understand the individual goals of one another, and it was a good way to build relationships. She stated that it may be especially helpful during a transitional time such as now. **Chair Aquino** asked whether those meetings were recorded or streamed. Clerk Snider she recalls the meeting was more like an informal-type of work session. She stated the meeting was still advertised, but no minutes or recording was taken. **Chair Aquino** stated that there are already two strong agenda items for the November meeting: the DAP and the talking circle.

Ms. Foster-Snow stated that Wendy Tisland is present and will hopefully be the new Borough appointee to the FDC. She wanted to recognize Ms. Tisland's presence and pointed out that she has been present at the last few meetings. **Ms. Foster-Snow** shared that the City Council approved an ordinance on October 11 to provide up to four weeks of paid medical maternity leave, up to two weeks of paid parental leave, and up to three days of paid funeral leave to City employees. She stated the City is struggling to retain quality employees, and better benefits is one of the things that employees brought forward as a reason to stay at the City. She stated that the City Council listened, and now the City is the only government agency in the community that offers paid leave outside of disability or insurance. She stated she is grateful that the City Council approved the ordinance. **Ms. Foster-Snow** reported that turnover at the City has been higher than she would like it to be. She commented that the FDC can help the City recruit and help keep the City's workforce diverse and equitable. She encouraged FDC members to thank City Council members for their vote on the ordinance.

Ms. Shockley stated that she is excited to be a part of the FDC. She stated she looks forward to making a positive difference for the community.

Ms. North thanked everyone and stated that she is happy the FDC has finally achieved a quorum. She stated it is nice to have a meeting.

Ms. Thomas stated that she was out of state five months for medical reasons for a family member. She stated she is glad to be back in Fairbanks, and she is happy to see the snow.

Mr. Dorton stated that in the month of September there was an awareness walk for overdoses. He stated that many from the recovery community walked from Morris Thompson Cultural and Visitors Center to Pioneer Park, and the Fairbanks Reentry Coalition flew in some performers from Anchorage for the event. He stated that Roscoe and Kelvin with No Limits fed everyone, and many people from Fairbanks Native Association (FNA) showed up. He stated it was cool to see Fairbanks turning into the recovery town that he envisioned. He stated that nearly 100 people walked to raise overdose awareness. **Mr. Dorton** commented on Mr. Ledna's affiliation with the Crisis Now program. He stated that he is pleased to be a part of the FDC and to represent the Alaska Native community as well as the recovery community. He stated he is also pleased to see some of his own goals being met.

Ms. Rogers stated that she attends the Crisis Now meetings, and she spoke highly of the program. She stated that a group from Deschutes, OR did a presentation at the last Crisis Now meeting on their program. She stated that the presenter spoke about many things, but one of the things the presenter said was, "Don't let perfect be in the way of good." **Ms. Rogers** stated people should celebrate the good and continue to move forward, understanding that perfection is never going to be achieved.

MEETING DATES

Chair Aquino stated that the next regular meeting is scheduled for Tuesday, November 9, 2021. He stated it will be a work session where members can bring their own bagged dinner.

ADJOURNMENT

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

Hearing no objection, **Chair Aquino** declared the meeting
ADJOURNED at 7:15 p.m.

Andrew Aquino, 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.

11/09/2021
WORK
SESSION
MATERIAL

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).

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>

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

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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

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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>

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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?
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