



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING AGENDA
NOVEMBER 8, 2022, 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. APPROVAL OF PREVIOUS MINUTES
 - a) Regular Meeting Minutes of July 12, 2022
 - b) Regular Meeting Minutes of August 9, 2022
 - c) Regular Meeting Minutes of September 13, 2022
 - d) Regular Meeting Minutes of October 11, 2022
6. CITIZENS' COMMENTS (Limited to 3 Minutes)
7. REPORT FROM THE CHAIR
8. UNFINISHED BUSINESS
 - a) Diversity Action Plan (DAP) Final Review & Recommendation to City Council (Referred back to subcommittee to complete "responsibility" column in Goal 3)
 - b) FDC Resolution No. 2022-01 Approving the Reading of a Land Acknowledgement
 - c) Subcommittee Recommendation on NAACP's "7 Points for a Safer Fairbanks"
9. NEW BUSINESS
 - a) Nomination and Appointment of Vice Chair
 - b) FDC Purpose and Policies
10. FDC MEMBERS' COMMENTS
11. MEETING DATES
 - a) Next Regular Meeting Date, December 13, 2022
12. ADJOURNMENT



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING MINUTES
JULY 12, 2022, 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 5:32 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 Dorothy Shockley (Seat F) presiding (Z) and with the following members in attendance [Z = Zoom; P = In Person]:

Members Present: (Z) Timothy Ledna, Seat A (Z) Rachael Kvapil, Seat K
(Z) Juanita Webb, Seat D (Z) June Rogers, Council Member
(Z) Shelissa Thomas, Seat E (P) Angela Foster-Snow, HR Director
(P) Wendy Tisland, Seat H

Members Absent: Vacant, Seat B Kelvin Lee, Seat I
Vacant, Seat C Cheyenna Kuplack, Seat J
Andrew Aquino, Seat G (excused) Jim Matherly, Mayor

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

CALL TO ORDER

Vice Chair Shockley called the meeting to order.

PLEDGE OF ALLEGIANCE

The FDC recited the Pledge of Allegiance.

INTRODUCTION OF MEMBERS

Vice Chair Shockley stated she broke her kneecap in March, and she has been out of the loop for a while. She shared that at the end of April her son became ill with a rare infection, and he passed away. She stated that it has been a rough few months, and she thanked FDC members for having patience with her during that difficult time. **Vice Chair Shockley** asked each FDC member to introduce themselves and answer the following question: *Why do you serve on the Fairbanks Diversity Council?*

A. Foster-Snow stated that she serves because of her position at the City of Fairbanks. She stated that she began serving under the administration of Mayor John Eberhart.

R. Kvapil stated that she came from a low socio-economic class, and everyone gave her excuses as to why she would not succeed. She stated that those around her bought into it, but she never accepted it. She stated that is why she serves.

W. Tisland stated that she is officially filling the Borough-appointed position on the FDC. She stated that she has been working in human resources for about 35 years. She stated that equal

opportunity has always been a part of her work, and treating people fairly is ingrained in her. She stated that she serves to create an inclusive environment where people are treated fairly.

S. Thomas stated that she works with an underserved and marginalized population. She stated that she serves because she wants to be a voice and a part of a body that cares about the situations brought forward by those in the community.

J. Webb stated that she serves to make a difference in the community and to help educate about and advocate for people of diverse cultures. She stated that one of her goals is to make groups like the FDC not needed.

T. Ledna stated that he has been in Fairbanks for less than three years. He stated that he has always been active in the community where he lives. He stated he values the mission of the FDC, and he continues to serve for that reason. He commented that another reason he serves on the FDC is to be in the presence of J. Rogers.

J. Rogers thanked T. Ledna for his kind words. She stated that she has been doing advocacy work through arts and culture in Fairbanks for 45-50 years. She stated that she and R. Kvapil worked together for many years, and she spoke highly of R. Kvapil and her accomplishments. She stated that she was appointed to the FDC originally by Mayor Eberhart in 2014, and she feels compelled to be a part of activities that brings people together in such a platform.

When called upon by **Vice Chair Shockley** to respond to the question presented, Clerk Snider stated that she is not a member of the FDC but is assigned to serve the body administratively.

Vice Chair Shockley stated she serves on the FDC to embrace diversity. She stated that when the FDC first formed, she believes her daughter was serving on the City Council. She stated that she would like to see the City reflect the community's diverse population in offices, employment, governing bodies, and organizations. She stated she would like to work more towards that goal.

APPROVAL OF AGENDA

W. Tisland, seconded by **T. Ledna**, moved to APPROVE the Agenda.

Vice Chair Shockley called for a voice vote; she declared that the motion passed.

APPROVAL OF PREVIOUS MINUTES

a) Regular Meeting Minutes of June 14, 2022

W. Tisland, seconded by **T. Ledna**, moved to APPROVE the meeting minutes as presented.

Vice Chair Shockley called for a voice vote, then declared that the motion passed.

CITIZENS' COMMENTS (Limited to 3 Minutes)

There were no citizens' comments.

REPORT FROM THE CHAIR

- a) Update from HR Director A. Foster Snow

A. Foster-Snow shared that the City is actively recruiting for three upper-level positions. She stated that the Administration interviewed an out-of-state candidate earlier in the day for the Assistant Fire Chief position, and she is hopeful that the position will be filled. She stated that the City's Environmental Engineer position has also recently vacated as well as the City Building Inspector position. She mentioned other vacancies in the Fairbanks Police Department and in the Fairbanks Emergency Communications Center (FECC).

UNFINISHED BUSINESS

- a) Diversity Action Plan (DAP) Final Review & Recommendation to the City Council

T. Ledna explained that the FDC had requested a clean copy be provided for members' review prior to voting on whether to recommend the revised document to the City Council for approval.

Clerk Snider stated that the version before the FDC contains all the amendments to date. She questioned whether it was the FDC's intent to keep the subcommittees in the "Responsibility" column of the document, since those subcommittees have not been in place for some time.

W. Tisland, seconded by **R. Kvapil**, moved to AMEND the DAP working document by replacing the subcommittees listed in Goals 3 and 4 with "Diversity Council."

Vice Chair Shockley called for a voice vote on the motion to amend; she declared that the motion passed.

T. Ledna, seconded by **J. Webb**, moved to AMEND the DAP working document by adding "Diversity Council" to each blank cell under the column "Responsibility" in Goal 3.

Members discussed whether filling in the blanks with "Diversity Council" would be appropriate. **W. Tisland** pointed out that some of the items under Goal 3 do not appear to be under the responsibility or role of the FDC.

Vice Chair Shockley called for a voice vote on the motion to amend; she declared that the motion failed.

W. Tisland, seconded by **S. Thomas**, moved to REFER Goal 3 back to the subcommittee who originally worked on the proposed edits to complete the "Responsibility" column.

Vice Chair Shockley called for a voice vote on the motion to refer; she declared that the motion passed.

- b) FDC Resolution No. 2022-01 Approving the Reading of a Land Acknowledgement

Vice Chair Shockley read the full title of the resolution into the record.

Clerk Snider provided a staff report; she stated that Chair Aquino had reached out to the Denakkanaaga Elders but had not received a response yet. **Vice Chair Shockley** reported that one of the Elders was currently out of town; she added that Chair Aquino had wanted to invite the Elders to attend an FDC meeting.

S. Thomas had informed the group at the start of the meeting that she would need to leave by 6:30 p.m. S. Thomas left the meeting at 6:28 p.m. The remaining agenda items were not addressed due to the loss of a quorum, and Clerk Snider stated that the unaddressed items would be rolled to the next regular meeting agenda.

- c) Subcommittee Recommendation on NAACP’s “7 Points for a Safer Fairbanks”

NEW BUSINESS

- a) Nomination and Appointment of Vice Chair

MEETING DATES

- a) Next Regular Meeting Date, August 9, 2022

ADJOURNMENT

Vice Chair Shockley declared the meeting adjourned at 6:30 p.m.

Dorothy Shockley, Chair

D. Danyielle Snider, MMC, City Clerk

Transcribed by: DS



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 9, 2022, 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 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 Dorothy Shockley (Seat F) presiding (Z) and with the following members in attendance [Z = Zoom; P = In Person]:

Members Present: (P) Timothy Ledna, Seat A (Z) Cheyenna Kuplack, Seat J left @ 5:43
(Z) Juanita Webb, Seat D (Z) June Rogers, Council Member
(Z) Andrew Aquino, Seat G (Z) Angela Foster-Snow, HR Director
(P) Wendy Tisland, Seat H

Members Absent: Vacant, Seat B Kelvin Lee, Seat I
Vacant, Seat C Rachael Kvapil, Seat K (excused)
Shelissa Thomas, Seat E (excused) Jim Matherly, Mayor

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

CALL TO ORDER & READING OF THE FDC MISSION STATEMENT

Chair Shockley called the meeting to order at 5:36 p.m. and asked the Clerk to read the mission statement; Clerk Snider read the mission statement.

PLEDGE OF ALLEGIANCE

Chair Shockley asked T. Ledna to lead the group in the Pledge of Allegiance.

INTRODUCTION OF MEMBERS

Chair Shockley asked each member to answer the following question: Considering the DAP key priority areas, which one action can you commit to completing this year? Why?

J. Rogers stated that since she is a non-voting member, perhaps others should go first.

A. Aquino stated that he works in the President's Office at the University. He shared that he would choose, under priority #3, the task of considering diverse representation when appointing seats on councils. He stated that he would incorporate that into his work by ensuring there are solid expectations of hiring committees in his workplace. He stated that he would like to see diverse representation in the recruitment process from application through onboarding.

W. Tisland stated she was not prepared to answer the question.

T. Ledna stated that the most attractive goals to him were the ones that have been eliminated by the DAP: community outreach and diversity promotion. He shared that under goal #4, education and training, the portion about developing and maintaining collaborative partnerships with other groups is what most closely aligns with his work. He stated that he will keep in my mind how his work on the FDC can help maintain partnerships and make people aware of the FDC's mission statement. He added that he would be willing to provide updates to the local governing bodies.

J. Webb stated that she would choose the priority of education and training, especially with regard to the disabled population.

C. Kuplack left the meeting at 5:43 p.m., and a quorum was lost. All action items on the agenda were not addressed due to the loss of a quorum. The unaddressed agenda items will be rolled to the next regular meeting.

Chair Shockley stated that she is a member of the Upper Koyukukan Athabaskan tribe in the Interior. She stated she is currently unemployed, although she owns her own business. She commented that it is difficult to zero in on one area of the DAP. However, she expressed interest in Goal 3, internal City policies and procedures. She expressed that she would like to ensure a more diverse employment pool and maybe review City affirmative action plan (AAP) and offer recommendations as needed. She stated she would be willing to review the AAP and offer changes, as needed.

Chair Shockley asked if anything else could be done at the meeting since there was no quorum. Clerk Snider stated that no action could be taken by the FDC.

A. Aquino reminded members to toss in their hat if they are interested in serving as Vice Chair.

Chair Shockley stated that she has some questions; she asked who provides updates from the FDC to the Borough. **J. Rogers** stated that she does when she is serving as the City representative at Borough Assembly meetings. **W. Tisland** stated that she is appointed by Borough Mayor Ward, and she reports regularly to him about the FDC. **A. Aquino** asked whether Mayor Ward get to see the applicant pool for the FDC. Clerk Snider stated that the City shares applicant information with the Borough. **J. Rogers** asked Clerk Snider to share about what she has offered to the City Council in regard to reports to the Borough Assembly. Clerk Snider stated that she has offered, whenever asked, to provide a summary report to City Council members to share with the Borough Assembly when it is their turn to represent the City.

Chair Shockley asked whether there are any regulations for the FDC. She asked if the FDC is guaranteed to continue if there was to be a new Mayor who did not want the FDC. **J. Rogers** stated that the FDC was brought about by former Mayor Eberhart, and it began with the Mayor serving as the Chair. She stated that changes have been made since that time, and changes can be made. She stated that what keeps the FDC going is vitality and productivity. Clerk Snider stated that the FDC does have a policies and procedures outline, but it needs to be updated. She stated that perhaps once the items currently before the FDC are taken care of, the group can review and update the policies and procedures. Clerk Snider continued by stating that the only way for the FDC to be eliminated is by City ordinance. She clarified that the Mayor or a City Council member

would have to introduce an ordinance, and the ordinance would need two readings, a public hearing, and a majority vote to pass.

Chair Shockley expressed that she would like to have a gathering of the FDC so that members could meet each other. **W. Tisland** stated she recalls a time when snacks were shared at an FDC meeting and suggested something like that. She acknowledged that hybrid meetings (in person and Zoom) came about during COVID and asked whether the FDC intends to continue with hybrid meetings. **A. Aquino** stated that hybrid FDC meetings did come about because of COVID; he stated that is an issue the Chair could bring up at a future meeting. **Chair Shockley** stated that perhaps an in person gathering is something that could be done on a quarterly basis. She suggested also that the FDC review the regular meeting start time.

J. Rogers stated that the FDC has existed since 2014, but the group continues to struggle to meet a quorum. She stated that the DAP is a complex plan that is difficult for an advisory body like the FDC to carry out. She clarified that the FDC has no budget, and it was never intended to. She stated that if or when the FDC needs funds for something such as a banner, they can request it of the Mayor and he may provide it out of his budget. She stated she has two years left to serve on the City Council, but she would be willing to continue serving as a member of the FDC beyond those two years.

Chair Shockley stated that she was very excited when the FDC was first created. She commented that she is glad to serve on the FDC but she agreed that the limitations of the FDC make it difficult. She questioned whether FDC meetings are advertised and stated that a majority of community members are not aware that the FDC exists.

J. Rogers asked A. Foster-Snow to provide a brief overview of how City hiring practices have improved since the FDC was created. **A. Foster-Snow** stated that there have been many things, but the biggest thing is the participation of FDC members in the hiring process. She mentioned some current and past members who have served on hiring panels and stated that serving in that way gives a member the opportunity to see that the City is trying to attract diverse applicants. **A. Foster-Snow** stated that the City cannot control who applies for jobs. She stated that the City has struggled with diversity, but she has seen significant growth in that area. She commented that it is helpful when FDC members are active in the hiring process. She spoke of a past FDC member, Doug Toelle, who helped the City a great deal by reviewing and making recommendations for the City's Accessibility Policy. She shared that the HR department is small, but she is committed to having a diverse workforce at the City. **J. Rogers** asked how many other current FDC members have served on a hiring panel at the City. **A. Foster-Snow** stated that besides J. Rogers, only A. Aquino had served in that way. **J. Rogers** encouraged others to participate in the process. **A. Aquino** spoke to his experience in serving on City hiring panels and discussed the importance in ensuring equity in that process; he stated the experience was rewarding. **Chair Shockley** asked how often opportunities to participate come around and how FDC members would be notified. **A. Foster-Snow** stated that she maintains a list of FDC members for the Police and Fire departments to call upon, but she would be willing to reach out to specific members who she knows would be available and willing to participate. She stated that FDC members are to participate in hiring panels for supervisory positions in public safety departments, and the City has extended that participation to hiring panels for police officer positions.

Clerk Snider shared that there are two City-appointed vacancies on the FDC. She clarified, based on Chair Shockley’s earlier question regarding advertising, that the City advertises the date, time, and location of every FDC meeting, but not the agenda. In response to T. Ledna’s earlier comments about providing an updated DAP on the City website, Clerk Snider stated that the document would not be updated until it was approved by the City Council.

APPROVAL OF PREVIOUS MINUTES

- a) Regular Meeting Minutes of July 12, 2022

This item was not addressed due to lack of a quorum.

CITIZENS’ COMMENTS (Limited to 3 Minutes)

There were no citizens’ comments.

UNFINISHED BUSINESS – *Unfinished Business was not addressed due to lack of a quorum.*

- a) Diversity Action Plan (DAP) Final Review & Recommendation to City Council
(Referred back to subcommittee to complete “responsibility” column in Goal 3)
- b) FDC Resolution No. 2022-01 Approving the Reading of a Land Acknowledgement
- c) Subcommittee Recommendation on NAACP’s “7 Points for a Safer Fairbanks”

NEW BUSINESS – *New Business was not addressed due to lack of a quorum.*

- a) Nomination and Appointment of Vice Chair

MEETING DATES

- a) Next Regular Meeting Date, September 13, 2022

ADJOURNMENT

The meeting adjourned at 6:19 p.m.

Dorothy Shockley, Chair

D. Danyielle Snider, MMC, City Clerk

Transcribed by: DS



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING MINUTES
SEPTEMBER 13, 2022, 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 Dorothy Shockley (Seat F) presiding (P) and with the following members in attendance [Z = Zoom; P = In Person]:

Members Present: (Z) Andrew Aquino, Seat G (Z) Rachel Kvapil, Seat K
(Z) Wendy Tisland, Seat H (Z) June Rogers, Council Member
(Z) Cheyenna Kuplack, Seat J (P) Angela Foster-Snow, HR Director

Members Absent: Timothy Ledna, Seat A Shelissa Thomas, Seat E
Vacant, Seat B Kelvin Lee, Seat I
Vacant, Seat C Jim Matherly, Mayor
Juanita Webb, Seat D

Also Present: (P) Rochelle Rodak, Deputy City Clerk
(P) Valerie Therrien, Council Member

Chair Shockley stated that six voting members are required for a quorum, and there was not a quorum present to conduct business.

At 5:46 p.m., **Chair Shockley** dismissed the FDC as there was still no quorum present.

Dorothy Shockley, Chair

D. Danyielle Snider, MMC, City Clerk

Transcribed by: RR



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING MINUTES
OCTOBER 11, 2022, 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 Vice Chair Andrew Aquino (Seat G) presiding (Z) and with the following members in attendance [Z = Zoom; P = In Person]:

Members Present: (Z) Juanita Webb, Seat D (Z) Rachel Kvapil, Seat K
(Z) Wendy Tisland, Seat H (Z) June Rogers, Council Member
(Z) Cheyenna Kuplack, Seat J (P) Angela Foster-Snow, HR Director

Members Absent: Timothy Ledna, Seat A Dorothy Shockley, Seat F
Vacant, Seat B Kelvin Lee, Seat I
Vacant, Seat C Jim Matherly, Mayor
Shelissa Thomas, Seat E

Also Present: (P) Rochelle Rodak, Deputy City Clerk

Vice Chair Aquino stated that six voting members are required for a quorum, and there was not a quorum present to conduct business.

At 5:45 p.m., **Vice Chair Aquino** dismissed the FDC as there was still no quorum present.

Dorothy Shockley, Chair

D. Danyielle Snider, MMC, City Clerk

Transcribed by: RR

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(with proposed changes to Goal 3 from committee; proposed changes are in **bold/underline**)

Goal	Tasks	Desired Result(s)	Responsibility	By When?
1. Internal City Processes. Review internal City processes such as hiring, promotions and recruiting. Provide guidance and training to senior staff on how to improve workforce diversity and ultimately, hire and promote a qualified and diverse workforce that benefits all City stakeholders.	Recruitment: Work with HR to help identify organizations, websites, and other methods of recruiting minority applicants.	Ensure the broadest advertising of positions to help develop more diverse applicant pools.	Human Resources Diversity Council	
	Data Review: Conduct and review City of Fairbanks employee EEO survey and demographics data. Suggest benchmark EEO and diversity goals.	Thorough analysis of the City's current EEO and diversity composition and recommendations of EEO and diversity performance goals that reflect the Fairbanks community.	Human Resources Diversity Council Mayor's Office	Ongoing – End of the Year Data reported annually to the FDC
	Interviews: FDC members will be invited to participate in key (public safety and supervisory) City of Fairbanks employment interviews. FDC will provide HR with 2-3 volunteers each month to assist in interviews.	Community stakeholders to ensure hiring managers are aware of and engaged in diversity related issues before hiring decision is made.	Diversity Council Human Resources	Ongoing – End-of-year data reported annually to FDC
	Recruitment and Promotion Practices: Review City of Fairbanks internal processes related to recruitment and promotion of City Staff.	Share with FDC recruitment and promotion processes outlined in the City's union agreements.	Diversity Council Human Resources	A presentation will be scheduled for a complete overview
	Selection and Hiring: Develop and utilize new systems to streamline and speed up the screening, interview, and background check processes.	Reduced turnaround time in filling vacancies.	Human Resources	Ongoing – HR's efforts reported annually to FDC
	Employee Training: Work with Human Resources to develop a City-wide diversity training curriculum to ensure awareness of the importance of inclusion and understanding of diverse groups in our community. Periodically review training given to all employees.	Improve workforce awareness and understanding of diversity issues in the community.	Diversity Council Human Resources	Ongoing

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(with proposed changes to Goal 3 from committee; proposed changes are in **bold/underline**)

Goal	Tasks	Desired Result(s)	Responsibility	By When?
2. Financial Resources. Ensure sufficient resources are available to implement DAP	Identify outreach activities for the year and corresponding funding requirements.	A calendar of events FDC plans to participate in annually and an estimate of required funding budgeting purposes.	FDC Members	Annually in January

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(with proposed changes to Goal 3 from committee; proposed changes are in **bold/underline**)

Goal	Tasks	Desired Result(s)	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.	Mayor's Office Diversity Council	Annually
	Review City of Fairbanks Affirmative Action Plan. Offer recommended changes as needed.	Assess diversity progress at the City of Fairbanks.	Diversity Council	Annually, Fall 2022_HR will present the approved plan to the FDC
	Integrate FDC's proposed changes to Affirmative Action Plan into internal City of Fairbanks operations related to recruitment, promotion, and retention of staff.		Mayor's Office	Review annually for any updates/changes
	Address characteristics/needs of underrepresented groups when establishing culturally relevant and inclusive programs, services, policies, and procedures	Increase City support of City departments and groups that serve underrepresented populations.	<u>Mayor's Office</u>	Ongoing
	Encourage and highlight collective/independent commitment to diversity, equity, and inclusion in internal- and external-facing communities.	Examine and revise policies across all departments to be culturally safe and inclusive of all perspectives.	<u>Mayor's Office/ Diversity Council</u>	Ongoing
	Consider diverse representation when appointing seats on all City councils, boards, and committees.	Establish culturally competent, high-level decision making.	<u>Mayor's Office/ Diversity Council</u>	Ongoing

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(with proposed changes to Goal 3 from committee; proposed changes are in **bold/underline**)

Goal	Tasks	Desired Result(s)	Responsibility	By When?
	Provide guidance to all departments on developing localized land acknowledgements.	Recruit and retain a staff reflective of Alaska Native/American Indian peoples.	<u>Diversity Council</u>	Immediate
	Include diversity, equity, and inclusion learning objectives and outcomes in performance reviews.	Strive to create a safe and inclusive environment for those who experience marginalization.	<u>Mayor's Office</u>	6 months – 1 year
	Establish official City support and funding for recognizing holidays, such as Indigenous Peoples' Day, Juneteenth, MLK Day, etc.	Increase support and visibility for events/holidays/programs that reflect our diverse community.	<u>Mayor's Office</u>	Ongoing

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(with proposed changes to Goal 3 from committee; proposed changes are in **bold/underline**)

Goal	Tasks	Desired Results	Responsibility	By When?
4. Education and Training. Provide multi-tiered and on-going strategic and collaborative education and outreach to the City of Fairbanks leaders, staff and residents.	Required – Review State, Local, National Diversity Council Work as directed by City Ordinance 5939.	FDC and City to gain competencies in: <ul style="list-style-type: none"> • Seeing opportunities to be proactive in advancing diversity work • Identifying instances of internal/external inequity • Confidence to engage in tough conversations • Having and/or knowing where to find resources • Deepening understanding of how to be an advocate and ally 	Diversity Council	Ongoing
	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. FDC will request of City to provide focused measures to monitor and publish annually; report baselines, measures, and progress to Fairbanks City Council.	Mayor’s Office Diversity Council	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. FDC to develop accessibility comment/concerns form; form will be published on FDC website; FDC to provide report to City.	Diversity Council City Engineer’s Office City Building Department	Ongoing

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(with proposed changes to Goal 3 from committee; proposed changes are in **bold/underline**)

Goal	Tasks	Desired Results	Responsibility	By When?
	Required – Recommend at least one annual training for all City employees.	City to gain competencies in: <ul style="list-style-type: none"> • Seeing opportunities to be proactive in advancing diversity work • Identifying instances of internal/external inequity • Confidence to engage in tough conversations • Having and/or knowing where to find resources • Deepening understanding of how to be an advocate and ally 	Diversity Council	Ongoing
	Implement current events discussions and calendar and declare a “diversity topic of the month” for FDC meetings	Continuous and comprehensive education on diversity.	Assigned to a different FDC member each month	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. Gain awareness of Fairbanks’ history and current-day context of racial/social equity, as related to City and departments. Empower City staff to develop increased sense of agency when addressing racial/social equity with internal and external audiences.	Human Resources Diversity Council	Ongoing

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(with proposed changes to Goal 3 from committee; proposed changes are in **bold/underline**)

Goal	Tasks	Desired Results	Responsibility	By When?
	Provide periodic updates to the Fairbanks City Council and Borough Assembly.	<p>Strengthen communications and provide and receive direction.</p> <p>Create standardized report requirements (template); ask City Council and Borough Assembly what is important for them to have monitored.</p> <p>Create focused, quantifiable set of 5-year goals/targets for community and City Council groups to be accountable to.</p>	<p>Diversity Council</p> <p>City Council</p> <p>Borough Assembly</p>	Ongoing, Annual
	Grow partnership with the University of Alaska Fairbanks to share resources and complement existing efforts.	Communicate with multiple audiences; practice community building through inclusivity.	<p>Diversity Council</p> <p>City Council</p>	Ongoing
	Grow partnerships with local Alaska Native corporations and tribal entities to engage in Indigenous cultural safety training/education.	Through intentional action, communicate the importance and relevance of local diversity and responsiveness.	<p>Diversity Council</p> <p>City Council</p>	Ongoing



Introduced by: Andrew Aquino, Seat G

Fairbanks Diversity Council

800 Cushman Street, Fairbanks, Alaska 99701

RESOLUTION NO. 2022-01

**A RESOLUTION APPROVING THE READING OF A LAND
ACKNOWLEDGEMENT AT THE BEGINNING OF FAIRBANKS DIVERSITY
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 Diversity Council directs that the following Land Acknowledgement be read at the beginning of Fairbanks Diversity 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 8th day of November 2022 by the Fairbanks Diversity Council.

Signed:

Dorothy Shockley, Fairbanks Diversity Council Chair

Attest:

D. Danyielle Snider, MMC, City Clerk

Seven Points for a **Safer Fairbanks**



1 Expand **Bias, Diversity, Equity and Inclusion (DEI) training** for the Fairbanks Police Department and City of Fairbanks.

2 Accelerate efforts toward solving cases involving missing and murdered Indigenous women and girls, LGBTQ+, 2 spirit and BIPOC individuals, as well as **cold cases**.

3 Create a **Police Civilian Review Board (CRB)**.

A Civilian Review Board would:

- Review FPD policies and procedures and report findings to City Council and to the public,
- Hear police complaint cases filed by the public and suggest actions to remedy complaints, and
- Promote trust and accountability between FPD and the community.

5 Develop a training protocol to support the **Crisis Now team**.

6 Develop a **Community Policing Program**.

7 Work with the public to create a clear policy regarding access to **Body Worn Camera (BWC) recordings**.

4 Enact the following safeguards:

- **Ban chokeholds.**
- Adopt and employ a **Use of Force Continuum.**
- **Require an oral warning** before discharging a weapon to kill or injure.
- **Ban shooting at and from moving vehicles.**
- Require that all reasonable alternatives be exhausted before shooting.
- **Require comprehensive reporting for use of force.**

These recommendations align with national NAACP and 8 Can't Wait Program promoted as public safety standards. Much of the Fairbanks policy is very close to meeting these standards. See Background Information for details.

The Fairbanks Branch of the NAACP is eager to work with the City of Fairbanks and the Fairbanks Police Department to address these recommendations. We acknowledge the work that the Fairbanks Police Department has done so far, and look forward to engaging City and FPD decision makers in quarterly meetings to improve interactions between law enforcement professionals and the public to ensure a safer, more equitable community for all.

PART II - CODE OF ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE III. - BOARDS AND COMMISSIONS
DIVISION 3. FAIRBANKS DIVERSITY COUNCIL

Sec. 2-231. Fairbanks Diversity Council (hereafter FDC)—Creation; purpose.

In order to provide a citizens' forum, serve as a diversity advisory board and recommend adoption of a diversity action plan, the FDC is hereby created. The FDC shall be composed of volunteer citizens who shall be residents or employees of the City of Fairbanks or Fairbanks North Star Borough, plus, as non-voting members, the city mayor, a city council member and the city human resources director.

(Ord. No. 5939, § 1, 3-15-2014)

Sec. 2-232. FDC—Composition; term of office.

- (a) The FDC shall include 11 public voting members broadly selected to represent the diverse people of Fairbanks. Ten community members shall be appointed by the city mayor subject to the approval of the city council. One community member shall be appointed by the Fairbanks North Star Borough Mayor, subject to the approval of the Fairbanks North Star Borough Assembly. Preference for city-appointed positions shall be given to residents of the City of Fairbanks. All appointments of the public members shall be for three-year terms, without compensation. The term of members shall be until June 30 of the third year from appointment.
- (b) In the event of the death, resignation, removal or disqualification of any member of the FDC, the city mayor or Fairbanks North Star Borough Mayor, as the case may be, shall appoint to the FDC, subject to confirmation by the city council or borough assembly, as the case may be, a member who shall serve for the unexpired term vacated.
- (c) The city attorney or designee shall be made available upon request to provide information, not to act as legal counsel, to the FDC.

(Ord. No. 5939, § 1, 3-15-2014 ; Ord. No. 6045 , § 1, 4-29-2017; Ord. No. 6114 , § 1, 11-2-2019)

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.

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- (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.

(Ord. No. 5939, § 1, 3-15-2014 ; Ord. No. 6064 , § 1, 11-11-2017; Ord. No. 6114 , § 1, 11-2-2019; Ord. No. 6176 , § 1, 8-14-2021)

Sec. 2-234. FDC—Duties; rules.

The FDC is an advisory body with the following duties:

- (1) Members are expected to attend all scheduled meetings, unless excused by the membership.
- (2) Except for the city mayor, members of the FDC may be removed by the city council or Fairbanks North Star Borough Assembly, as the case may be, on motion adopted by the affirmative vote of four of the members of the city council, or six of the members of the Fairbanks North Star Borough Assembly.
- (3) When a member has a conflict of interest on an issue, the member shall announce such conflict and refrain from discussing, voting or participating in any manner on the issue if a majority of the quorum so decides.
- (4) The chairperson, or vice-chairperson in the absence of the chairperson, shall preside at all meetings, decide all points of order or procedure and perform any duties required by law, ordinance or these rules. The chairperson shall have the power to call regular or special meetings. Upon request of eight members to the chairperson, a special meeting will be held.
- (5) FDC meetings may include written reports, presentations or other necessary types of activities to provide information to its members and allow the FDC to discharge its duties. Meetings are open to the public to receive public comment in the same manner as done by the city council.
- (6) The FDC may recommend a diversity action plan after review of local, regional and national diversity programs and recommend to the administrations of the City of Fairbanks and Fairbanks North Star Borough a diversity action plan found to be lawful and worthy of implementation.
- (7) Assist the city on accessibility issues.
- (8) Plan, develop and implement recognition and public awareness programs.
- (9) Develop a constructive working relationship with the following sectors of the community:
 - a. Business and industry,
 - b. Schools and educational institutions,
 - c. Governmental bodies and agencies, to include military services,
 - d. Healthcare and service providers,
 - e. Youth, parent and senior citizen groups and organizations, and persons protected by the American Disability Act, and
 - f. Public and private agencies involved in diversity issues and employment, and
 - g. Persons of all and any socio economic status.

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- (10) Hold quarterly meetings, plus special meetings as deemed necessary by the chairperson or membership, to address concerns in the areas of employment, public accommodations, police policies, transportation, housing, public awareness and sensitivity, and other such subjects as may be deemed appropriate by the city mayor, city council, Fairbanks North Star Borough Mayor, Fairbanks North Star Borough Assembly or the FDC itself.
 - (11) Provide written reports to the public with general recommendations, submit special reports at the request of the city mayor or city council or Fairbanks North Star Borough Mayor or Fairbanks North Star Borough Assembly, and submit an annual report of its activities by December 1 of each year.
 - (12) The FDC shall not become involved in employee discipline issues or in matters outside the jurisdiction of the City of Fairbanks or the Fairbanks North Star Borough.

(Ord. No. 5939, § 1, 3-15-2014)

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.

(Ord. No. 5939, § 1, 3-15-2014)

Secs. 2-236—2-255. Reserved.

Fairbanks Diversity Council (FDC)

Fairbanks General Code (FGC) and Rules of Procedure

FGC on Composition, Terms, Meetings (summarized):

- FDC is composed of 11 voting members (10 appointed by City, 1 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 non-voting Chair unless he appoints a Chair from the membership (appointed Chair will remain a voting member). Vice Chair is selected from the membership and confirmed by the membership. Chair will serve one year as Chair, then Vice Chair will move to the Chair position.
- 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 6 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 provides the FDC with 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).
- A presentation on the Open Meetings Act (OMA) will be given to the FDC each year (recommended on 01/12/21).

Activities highlighted above are not currently being practiced by the FDC.