



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING AGENDA
APRIL 11, 2023, 5:30 – 7:00 P.M.
HELD VIA [ZOOM WEBINAR](#) AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



FDC MISSION STATEMENT: 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.

LAND ACKNOWLEDGEMENT: 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.

1. CALL TO ORDER (Reading of Mission Statement and Land Acknowledgement)
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. APPROVAL OF PREVIOUS MINUTES
 - a) Regular Meeting Minutes of January 10, 2023
6. CITIZENS' COMMENTS (Limited to 3 Minutes)
7. REPORT FROM THE CHAIR
8. UNFINISHED BUSINESS
 - a) Update on City Council Action Regarding Resolution No. 5037, DAP
 - b) FDC Calendar of Events
9. NEW BUSINESS
 - a) FDC Brochure and Other Materials
 - b) Diversity Training Ideas
10. FDC MEMBERS' COMMENTS
11. MEETING DATES
 - a) Next Regular Meeting Date, May 9, 2023
12. ADJOURNMENT



FAIRBANKS DIVERSITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 10, 2023, 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 5:34 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) Sonja Kokrine, Seat C (P) Rachael Kvapil, Seat K
(Z) Juanita Webb, Seat D (Z) June Rogers, Council Member
(Z) Andrew Aquino, Seat G (P) Angela Foster-Snow, HR Director
(Z) Cheyenna Kuplack, Seat J (at 5:40) (P) David Pruhs, Mayor
(Z) Wendy Tisland, Seat H

Members Absent: Timothy Ledna, Seat A Shelissa Thomas, Seat E
Vacant, Seat B *Vacant*, Seat I

Also Present: (P) D. Danyielle Snider City Clerk Lonny Marney, City Council Member

CALL TO ORDER (Reading of Mission Statement and Land Acknowledgement)

Chair Shockley called the meeting to order and asked **R. Kvapil** to read the FDC mission statement and land acknowledgement.

PLEDGE OF ALLEGIANCE

Chair Shockley led everyone in the Pledge of Allegiance.

APPROVAL OF AGENDA

Chair Shockley called for objection to the APPROVAL of the Agenda and, hearing none, so ORDERED.

APPROVAL OF PREVIOUS MINUTES

a) Regular Meeting Minutes of December 13, 2022

Chair Shockley pointed out a date error in the minutes; Clerk Snider stated she would correct it.

A. Aquino, seconded by **J. Webb**, moved to APPROVE the meeting minutes as corrected.

Chair Shockley called for objection to the APPROVAL of the meeting minutes as corrected and, hearing none, so ORDERED.

REPORT FROM THE CHAIR

Chair Shockley stated that she attended the City Council Work Session on December 19. She stated they discussed training and networking in the community. **Chair Shockley** suggested that the FDC be represented at different functions and events in the community; she also suggested that they create a brochure and have materials to hand out.

OPEN MEETINGS ACT PRESENTATION BY CITY ATTORNEY AND CLERK

City Attorney Paul Ewers spoke about the purpose of the Open Meetings Act (OMA) and talked about who is covered by the OMA and what it requires. He explained the definition of a meeting according to the OMA and covered other aspects such as reasonable public notice, serial meetings, social gatherings, and social media.

UNFINISHED BUSINESS

- a) FDC Purpose & Policies (includes poll results on meeting date, time, and frequency)

Chair Shockley asked Clerk Snider to read the poll results. Clerk Snider stated that only eight members responded to the survey regarding meeting date, time, and frequency, and a majority indicated that they would like to change the meeting frequency to every other month.

Chair Shockley raised the issue of the FDC's difficulty in obtaining a quorum and questioned whether the membership makeup should be changed or whether the group should meet only every other month. **A. Aquino** spoke in favor of shrinking the FDC membership to help with a quorum. **J. Webb** expressed concern with shrinking the FDC, as that may not allow for proper representation of the community, and she spoke in favor of maintaining monthly meetings. She stated that if there is an attendance problem, it is likely an indicator of another issue.

W. Tisland agreed with J. Webb's comments concerning regarding meeting frequency and membership. She referenced the FDC's rules about unexcused absences and asked whether those absences are being addressed. Clerk Snider stated that, currently, they are not being actively addressed, although absences are easy to track. **W. Tisland** asked who would make contact with members when the absence issue was being addressed. Clerk Snider replied that the Mayor would contact members in regard to absences.

Chair Shockley spoke about challenges with member dedication and recruitment and talked about the thoughtfulness recruiting new members requires. **R. Kvapil** stated that developing materials about the FDC would be a good first step towards helping with recruitment. She stated it will help people better understand the FDC's purpose and structure.

J. Rogers stated that a few years ago there was some really concentrated sessions of the FDC to define the activities, scope, and purpose of the group. She asked A. Aquino to expound on that. **A. Aquino** stated that the pandemic interrupted those earlier conversations of the FDC. He

suggested that the FDC hold an action meeting every other month, with a more relaxed conversation-type meeting every other month.

J. Rogers asked A. Foster-Snow to speak about the progress made by the FDC. **A. Foster-Snow** stated there has definitely been progress. She stated that the FDC has tried to identify things like what part of the community is not represented on the body and recruit accordingly. She stated that the goal is to have a body that represents the diversity of the Fairbanks community.

R. Kvapil commented that it is important for the FDC to create a safe space, and she spoke to the challenges in accomplishing that while serving as a public body.

Chair Shockley stated that she liked A. Aquino's idea of holding action meetings every other month. She spoke also to the option of virtual meetings versus in-person meetings and suggested that the FDC could aim to meet in person every other month and share food. She suggested also writing into the FDC's policies the community representation required for makeup of the body. Clerk Snider explained that when the FDC was created in 2014, the City's application process included a demographics section. She stated that the City Council did away with the demographics section since. **A. Foster-Snow** suggested getting some Census data to better understand the community's demographics and trying to recruit in those areas not represented on the FDC. Members further discussed ways to reach out to different groups in the community.

Chair Shockley stated she would like the FDC to take a group photo, and she would like to see the FDC host tables at various events, such as the upcoming Festival of Native Arts.

J. Rogers stated that representation is a larger and more difficult topic than people imagine. She reminded everyone that there needs to be a continued flow of new purpose, people, and ideas and that diversity is important. She commented that having a smaller group moves away from the idea of gaining new people, but she expressed appreciation for the discussion.

W. Tisland asked whether the FDC could turn a meeting into a work session if it did not have a quorum. **A. Aquino** stated that it should be fine if there was a Diversity Topic of the Month that was not action-related and the group just held a "courageous conversation." Clerk Snider stated that A. Aquino is correct, but it would be important for the Chair to facilitate the discussion and keep the group on track. **W. Tisland** stated it would be helpful to have a list of topics for discussion and use that time for planning, then actionable items could be brought before the body at a regular meeting.

J. Rogers suggested having Kris Capps do an article on the FDC. Clerk Snider wondered whether a member of the FDC would volunteer to design a brochure. **R. Kvapil** stated that she has design skills, but she is booked until February. **Chair Shockley** stated that a brochure could contain some pictures, the FDC purpose and mission statement, and some history about the work of the FDC. **S. Kokrine** suggested a rack card format because they are easy to read. **C. Kuplack** agreed with S. Kokrine, and she volunteered to work on a draft to bring back to the group. **Chair Shockley** recommended that anyone with ideas about the brochure get in contact with C. Kuplack. She stated that in the meantime, she would like to schedule a time for a group photo of the FDC. Clerk Snider stated that she could send a poll out to identify the best time for a group photo. She stated

that once a brochure is designed and ready for printing, the FDC could request funding from the Mayor's Office.

Chair Shockley asked whether the group wanted to take a vote on changing the meeting frequency and time, or on whether to recommend changing the number of members. She asked if there were any volunteers to gather Census data. Seeing no volunteers, **Chair Shockley** volunteered. Clerk Snider stated that the best way to go about making a change to the FDC policies is by a motion.

R. Kvapil asked about the history of the town hall meetings. Clerk Snider stated that those meetings have not been held in some years and that the FDC removed the reference to those meetings from the draft Diversity Action Plan (DAP) that it forwarded to the City Council. She explained that the meetings were held in Council Chambers with chairs in a circle, and they were informal and not recorded. She stated that sometimes people would speak about sensitive issues in the community, and that is why the FDC called them "courageous conversations." **Chair Shockley** stated that she attended some of those meetings, and she recalled that meetings were triggered by something happening in the community.

Chair Shockley asked for direction from the group regarding the rules of attendance. **S. Kokrine** stated she has been in groups before where attendance was taken pretty seriously, but she questioned whether it would be best to enforce the removal of members due to unexcused absences because it would create more vacancies. **Chair Shockley** stated that putting more thought behind recruitment would help. **R. Kvapil** stated that when the purpose of a group is clearly defined, it lends to dedication by its members. She stated that she takes attendance rules seriously. **J. Webb** echoed R. Kvapil's comments; she stated that when expectations are set and followed, there will likely be more interest in the FDC. Clerk Snider stated that she could go over absences with the Chair and Vice Chair at the pre-meeting each month. **J. Rogers** stated that showing up to meetings is about respect and consideration for others.

There were no motions made to change any of the FDC policies.

NEW BUSINESS

a) Update on City Council Action Regarding Resolution No. 5037, DAP

Clerk Snider reported that the City Council postponed the resolution from its November meeting in order to hold a work session with the FDC. She stated that the City Council made one amendment to the DAP at its regular meeting on January 9, a change to the language in Goal 3, desired result 5. She reported that the City Council discussed the FDC's purpose as well as the FDC's role in City employee recruitment. Clerk Snider stated that she asked City Council members to contact her if they had ideas about events they would like to see the FDC participate in. She stated that the City Council voted to postpone the resolution to January 23 because they would like City departments to review the DAP and submit comments back to the City Council. **J. Rogers** stated that there were some questions about the work of the FDC, and she invited fellow City Council members to attend FDC meetings. She stated she was glad to see Council Member Marney present at the meeting.

b) 2023 Calendar of Events for Potential FDC Participation (per Goal 2 of DAP)

Chair Shockley mentioned that the Festival of Native Arts will take place February 24 and 25 at the University of Alaska Fairbanks (UAF) Great Hall. **C. Kuplack** shared that the Doyon annual meeting will take place on March 17, the Tanana Chiefs Conference (TCC) annual convention will be March 13 – 16. **S. Kokrine** clarified that the TCC convention has not yet been confirmed. **Chair Shockley** asked S. Kokrine if she could find out if tables were available at the convention. **J. Webb** shared that July 28 – August 6 will be the Tanana Valley State Fair (TVSF), which would be a great place to have a table. **Chair Shockley** mentioned other events, such as Juneteenth, Summer Solstice, and the World Eskimo-Indian Olympics (WEIO). Members also mentioned International Friendship Day. Clerk Snider stated that she will send FDC members a list of events, and she suggested that the FDC decide which events they would like to participate in.

FDC MEMBERS’ COMMENTS

A. Aquino stated that the Fairbanks Police Department (FPD) is looking for FDC participation for oral boards on Friday, January 13, from 8 – 10 a.m., and he asked anyone interested to contact Judy Binkley at FPD. **R. Kvapil** indicated she would be interested. **J. Rogers** encouraged all FDC members to participate in the hiring process at FPD at some point. **C. Kuplack** shared that she is married to an FPD officer, and she is unsure whether that would prevent her from participating in FPD oral boards. **J. Rogers** directed C. Kuplack to contact A. Foster-Snow to discuss the potential conflict.

MEETING DATES

a) Next Regular Meeting Date, February 14, 2023

ADJOURNMENT

The meeting adjourned at 7:50 p.m.

Dorothy Shockley, Chair

D. Danyielle Snider, MMC, City Clerk

Transcribed by: DS

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Updated February 13, 2023)

Goal	Tasks	Desired Result(s)	Responsibility	By When?
1. Internal City Processes. Review internal City processes when requested by Mayor or City Council. Offer 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.	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 will provide interview panelists when requested by the mayor or city council.	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
	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

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

(Updated February 13, 2023)

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.	Establish workgroup or committee to review internal City policies and procedures and identify barriers to achieving greater diversity and consistent with the DAP. When requested by the mayor, the Diversity Council will work with the Policy Committee to review 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.	Mayor's Office	Ongoing
	Encourage and highlight collective/independent commitment to diversity, equity, and inclusion in internal- and external-facing communities.	Examine and recommend revisions to policies across all departments to be culturally safe and inclusive of all perspectives.	Mayor's Office/ Diversity Council	Ongoing
	Consider diverse representation when appointing seats on all City councils, boards, and committees.	Establish culturally competent, high-level decision making.	Mayor's Office/ Diversity Council	Ongoing
	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.	Mayor's Office	6 months – 1 year

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Updated February 13, 2023)

Goal	Tasks	Desired Result(s)	Responsibility	By When?
	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.	Mayor’s Office	Ongoing

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	Ensure continuous improvement and awareness of accessibility and access barriers. FDC to develop accessibility comment/concerns form; form will be	City Engineer’s Office City Building Department	Ongoing

CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Updated February 13, 2023)

Goal	Tasks	Desired Results	Responsibility	By When?
	recommendations to City leaders and staff.	published on FDC website; FDC to provide report to City.		
	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

(Updated February 13, 2023)

Goal	Tasks	Desired Results	Responsibility	By When?
	Provide periodic updates to the Fairbanks City Council.	<p>Strengthen communications and provide and receive direction.</p> <p>Create standardized report requirements (template); ask City Council 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.	City Staff City Council	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.	City Staff City Council	Ongoing

February	March	June	July & August	October
Festival of Native Arts February 24 & 25	Doyon Annual Meeting March 17	Juneteenth, June 19	WEIO, July 12 - 15	International Friendship Day August 6
	TCC Annual Convention (tentative) March 13 – 16	Midnight Sun Festival June 24	Golden Days Events Week of July 17	
			Tanana Valley State Fair July 28 – August 6	

About the Fairbanks Diversity Council



ADDRESSES CONCERNS

Serves to advise the City Council and the Borough Assembly and to address concerns in the areas of employment, public accommodations, police policies, transportation, housing, public awareness and sensitivity, and other subjects deemed appropriate by the mayors or governing bodies.



VOLUNTEER COMMITTEE

Composed of 11 volunteer citizens of the City of Fairbanks and the Fairbanks North Star Borough, the City Mayor, a City Council Member, and the City Human Resources director.



MEETS MONTHLY

Second Tuesday of each month at 5:30 p.m. in the City Council Chambers, 800 Cushman Street, Fairbanks.

These meetings are open to the general public, and citizens are given an opportunity to address the FDC at each meeting.

Contact Information

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