

# Fairbanks Diversity Council: Strategic Re-Launch Session

**Date:** Saturday, February 21, 2026

**Time:** 11:00 AM - 3:00 PM

**Meeting Outcomes:** By the end of our session, we will have:

1. Gotten to **know each other better** on a personal and professional level.
2. Co-created a foundational **Shared Values Statement** and a **Group Norms Statement** to guide our future work.
3. Provided direct, actionable **input on the existing Strategic Action Plan** to inform its implementation.

## **11:00 AM - 11:30 AM: Welcome & Grounding Our Work (30 mins)**

We'll begin by setting the tone for a fresh start and renewed partnership between the Council and the City. To ground ourselves, we'll invite everyone to embrace three guiding values: **Be adaptable**—come ready to be changed and open to new possibilities; **Invite with abundance**—know you belong and extend that sense of welcome to others; and **Steward the future**—recognize that what we do today creates ripple effects for tomorrow. Bring your curiosity, collaboration, and optimism.

## **11:30 AM - 12:45 PM: Working Lunch (45 mins)**

We'll share a meal and Mayor O'Neall will update the Council on the implementation of the Diversity Action Plan.

## **12:45 PM - 1:45 PM: Building Our Foundation (60 mins)**

We'll continue by defining roles of the Council and co-creating 3–5 group norms to ensure a safe, respectful, and productive space for our conversations. Next, we'll define our shared values through individual reflection, pair sharing, and a group harvest to create a collective “values cloud” that will guide our work moving forward.

## **1:15 PM - 2:30 PM: Honoring the Past & Gathering Input for the Future (75 mins)**

We'll review the current Action Plan to identify what stays, what needs updating, and what should be removed. Using color-coded sticky notes—green for vital, yellow for reframing, and red for removal—participants will reflect individually, then share 1–2 key insights with the group to guide our next steps.

## **2:30 PM - 3:00 PM: Closing Circle & Our Commitment (30 mins)**

We'll close by reflecting on the day and our outcomes, celebrate the progress we've made and outline what's next.

### Fairbanks Diversity Council Member Roster

<b>Name</b>	<b>Dais Seat</b>
Lonny Marney	Ex-officio
Jake Merritt	Ex-officio
Mindy O'Neall	Ex-officio
Erica Dillard	Seat A
<i>Vacant</i>	Seat B
June Rogers	Seat C
Juanita Webb	Seat D
Terry Norman	Seat E
Dorothy Shockley	Seat F
<i>Vacant</i>	Seat G
Mary Jo Skaggs	Seat H
Karen Blackburn	Seat I
Herb Butler	Seat J
Deirdre Hamilton	Seat K

### *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.

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- (c) A quorum shall be necessary to conduct a meeting. A quorum shall consist of a majority of the appointed 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.

(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; Ord. No. 6247, § 1, 6-17-2023)

### **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

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- f. Public and private agencies involved in diversity issues and employment, and
  - g. Persons of all and any socio economic status.
- (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)

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**Secs. 2-236—2-255. Reserved.**

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# **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).
- 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).
- Reading of a Land Acknowledgement will be done at the beginning of each meeting (established on 11/08/22).

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

# CITY OF FAIRBANKS DIVERSITY ACTION PLAN

(Updated February 13, 2023)

Goal	Tasks	Desired Result(s)	Responsibility	By When?
<b>1. Internal City Processes.</b> 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?
<b>2. Financial Resources.</b> 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?
<b>3. Internal City Policies and Procedures.</b> 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?
<b>4. Education and Training.</b> Provide multi-tiered and on-going strategic and collaborative education and outreach to the City of Fairbanks leaders, staff and residents.	<b>Required – Review State, Local, National Diversity Council Work</b> as directed by City Ordinance 5939.	FDC and City to gain competencies in: <ul style="list-style-type: none"> <li>• Seeing opportunities to be proactive in advancing diversity work</li> <li>• Identifying instances of internal/external inequity</li> <li>• Confidence to engage in tough conversations</li> <li>• Having and/or knowing where to find resources</li> <li>• Deepening understanding of how to be an advocate and ally</li> </ul>	Diversity Council	Ongoing
	<b>Required – Provide Reports and Recommendations to City Council</b> 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
	<b>Required – Assist with Accessibility Issues</b> 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"> <li>• Seeing opportunities to be proactive in advancing diversity work</li> <li>• Identifying instances of internal/external inequity</li> <li>• Confidence to engage in tough conversations</li> <li>• Having and/or knowing where to find resources</li> <li>• Deepening understanding of how to be an advocate and ally</li> </ul>	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



**List of 230 Personal Core Values**

Acceptance	Courage	Genius	Optimism	Smart
Accomplishment	Courtesy	Giving	Order	Solitude
Accountability	Creation	Goodness	Organization	Spirit
Accuracy	Creativity	Grace	Originality	Spirituality
Achievement	Credibility	Gratitude	Passion	Spontaneous
Adaptability	Curiosity	Greatness	Patience	Stability
Alertness	Decisive	Growth	Peace	Status
Altruism	Decisiveness	Happiness	Performance	Stewardship
Ambition	Dedication	Hard work	Persistence	Strength
Amusement	Dependability	Harmony	Playfulness	Structure
Assertiveness	Determination	Health	Poise	Success
Attentive	Development	Honesty	Potential	Support
Awareness	Devotion	Honor	Power	Surprise
Balance	Dignity	Hope	Present	Sustainability
Beauty	Discipline	Humility	Productivity	Talent
Boldness	Discovery	Imagination	Professionalism	Teamwork
Bravery	Drive	Improvement	Prosperity	Temperance
Brilliance	Effectiveness	Independence	Purpose	Thankful
Calm	Efficiency	Individuality	Quality	Thorough
Candor	Empathy	Innovation	Realistic	Thoughtful
Capable	Empower	Inquisitive	Reason	Timeliness
Careful	Endurance	Insightful	Recognition	Tolerance
Certainty	Energy	Inspiring	Recreation	Toughness
Challenge	Enjoyment	Integrity	Reflective	Traditional
Charity	Enthusiasm	Intelligence	Respect	Tranquility
Cleanliness	Equality	Intensity	Responsibility	Transparency
Clear	Ethical	Intuitive	Restraint	Trust
Clever	Excellence	Irreverent	Results-oriented	Trustworthy
Comfort	Experience	Joy	Reverence	Truth
Commitment	Exploration	Justice	Rigor	Understanding
Common sense	Expressive	Kindness	Risk	Uniqueness
Communication	Fairness	Knowledge	Satisfaction	Unity
Community	Family	Lawful	Security	Valor
Compassion	Famous	Leadership	Self-reliance	Victory
Competence	Fearless	Learning	Selfless	Vigor
Concentration	Feelings	Liberty	Sensitivity	Vision
Confidence	Ferocious	Logic	Serenity	Vitality
Connection	Fidelity	Love	Service	Wealth
Consciousness	Focus	Loyalty	Sharing	Welcoming
Consistency	Foresight	Mastery	Significance	Winning
Contentment	Fortitude	Maturity	Silence	Wisdom
Contribution	Freedom	Meaning	Simplicity	Wonder
Control	Friendship	Moderation	Sincerity	
Conviction	Fun	Motivation	Skill	
Cooperation	Generosity	Openness	Skillfulness	