

DRAFT

NOTICE AND AGENDA

COMMISSION ON DIVERSITY AWARENESS
WEDNESDAY
SEPTEMBER 24, 2025

VIRTUAL TEAMS MEETING
211 WEST ASPEN AVENUE
1:30 P.M.

To participate in the meeting virtually use the following link:

[Join the Meeting Online](#)

The public can join the meeting to provide public comment. Please notify Chris Rhode at chris.rhode@flagstaffaz.gov if you need any assistance joining the meeting.

1. Call to Order

The meeting was called to order at 1:32 PM. Given that the commission did not have an elected chairperson or vice-chairperson, Commissioner Hernandez moved to appoint himself the ad hoc chairperson until the commission could vote on a permanent chairperson. Commissioner Sanchez seconded. The motion was approved by a voice vote.

2. Roll Call

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

CARMENLINA CHIEF
SANDRA DARLING
MANNY HERNANDEZ
JUSTIN MALLET

SILINA MARTINEZ
ANGELICA SANCHEZ

<VACANT>

Present	Absent
Sandra Darling Manny Hernandez Justin Mallett Silina Martinez Angelica Sanchez	Carmenlita Chief

As the roster was called, each present member of the commission gave a short introduction.

3. Mission Statement and Land Acknowledgment

MISSION STATEMENT

A commission to foster support, respect, awareness and appreciation of diversity among all citizens of Flagstaff.

LAND ACKNOWLEDGEMENT

The Commission on Diversity Awareness humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will

forever know this place as home.

Chairperson Hernandez read the mission statement and Commissioner Martinez read the land acknowledgment.

4. **Upcoming Opportunities and Announcements**

Chairperson Hernandez shared that Aspen Ave will be shut down for Halloween and that there will be many businesses open giving out candy. There will also be live music and decorated municipal vehicles to celebrate the holiday. He also shared that he accepted the proclamation for Hispanic Heritage Month.

Commissioner Darling shared that the Community Assistance Team (CAT) will have a pop-up care village on October 19 from 11:00 to 3:00 PM to provide food and resources to unhoused people in Flagstaff.

Commissioner Sanchez shared that the Literacy Center will have a fundraiser on October 19 called "Read between the Wines."

5. **Open Call to the Public**

The Commission cannot act upon items presented during the Public Participation portion of the Agenda. Individual Commission members may ask questions of the public but are prohibited by the Open Meeting Law from discussion or considering the item among themselves until the item is officially placed on the Agenda. Each public comment or presentation will be limited to five (5) minutes.

There was no public present wishing to participate.

6. **Approval of Minutes**

A. Apprival of minutes - 8/20/2025 CODA Meeting

Chairperson Hernandez moved to approve the minutes. Commissioner Sanchez seconded. The minutes were approved on a voice vote.

7. **Action Items**

A. Election of Chairperson and Vice Chairperson for terms lasting through September 1, 2026.

Mr. Rhode gave a short background on the responsibilities of the chairperson and the vice chairperson. He explained that the chairperson does not have any additional power or influence but helps to set the agenda for CODA and to run the meeting.

Commissioner Darling nominated Commissioner Hernandez to serve as the chairperson. Commissioner Sanchez seconded. There were no other nominations. The question was called and Commissioner Hernandez was elected to the position of chairperson on a voice vote.

Chairperson Hernandez nominated Commissioner Darling to serve as the Vice Chairperson. There were no other nominations. Commissioner Martinez moved to approve Commissioner Darling as the vice chairperson. Commissioner Sanchez seconded. The question was called and Commissioner Darling was elected to serve as the vice chairperson.

B. Discussion and action setting meeting day and times for future CODA meetings

Mr. Rhode reviewed the results of an informal poll that he sent out to the commission calling out times that everyone who responded was available. It was determined that the best available times for the group collectively are Mondays at 10:00 and Friday between 1:00 and 2:00 PM. He said that

he would bring these options to Commissioner Chief to confirm her availability at these times.

Mr. Rhode also asked the commission if they want to add an in-person option for the meeting. Commissioner Darling suggested that the commission meet in-person occasionally. Commissioner Martinez and Chairperson Hernandez expressed support for meeting in-person quarterly. Councilwoman House advised that the commission consider how many members will attend to ensure that it justifies the work required to facilitate an in-person meeting. It was determined that most members would be able to attend meetings in-person at least most of the time.

Commissioner Darling moved to meet in-person quarterly beginning in December of 2025. Commissioner Martinez seconded. The motion passed on a voice vote.

Finally, Mr. Rhode asked the commission whether they would like to schedule any breaks throughout the year. Commissioner Darling expressed support for taking a month off during summer. Commissioner Martinez concurred. Mr. Rhode suggested June and November for months to take off as there are many events in June and possible conflicts with Thanksgiving. Councilwoman House expressed support for taking off July or August as it is after all the events and right before school resumes. Chairperson Hernandez expressed support for taking off November and July. Commissioner Martinez moved to schedule breaks for CODA in July and November. Commissioner Darling seconded. The motion was approved on a voice vote.

8. Reports/Discussion Items

A. Review of Open Meeting Requirements and Procedural expectations for commission members

Mr. Rhode shared that he and other Staff Liaisons had a training recently where they went over procedures and rules for commissions that he wanted to share with the commission. He shared a cheat sheet on Roberts Rules of Orders published by the Arizona League of Cities and Towns. He briefly explained the procedure on motions, seconds, and votes on motions. He also went over points of order, information, inquiry, and public information. He explained what each type of point means and how it should be addressed.

Mr. Rhode also shared the Rules Operation Manual for commissions. He specified that the quorum for the commission is always 4 people because there are 7 members on the commission. He shared that there are no proxies allowed and that commissioners cannot abstain from a vote unless there is a conflict of interest. He shared a distinction between public comment - that pertains to a specific agenda item - and an open call to the public, which is not tied to any specific agenda item. Mr. Rhode recommended that the commission establish a rule on open call to the public that defines how long a comment may be. He also recommended that the commission members read through the section on conflicts of interest on their own time.

Finally, he shared that all communication during or about a committee meeting is a public records. He asked the commission to be careful not to accidentally "Reply All" to any e-mails and not to meet in any way where a quorum not present without notice.

B. Updates from Working Groups

Commissioner Sanchez shared that the library working group has located someone to help with the bilingual story time in American Sign Language in addition to Spanish. She said that they are still looking for someone to do it in Navajo. Mr. Rhode offered to put her in touch with the City's Indigenous Coordinator.

Commissioner Darling reported that the rainbow crosswalk group has been quiet but is looking to hold a community happy hour to facilitate a conversation with artists that have done similar projects and with donors to fund it.

C. Review and discussion of recent, current and future commission priorities

Mr. Rhode pulled up the commission's parking lot and gave a short overview of the projects that the commission has addressed over the last year. He also reviewed a few items that the commission

has a stated interest in discussing in the future.

D. Updates from Council Liaison

Councilwoman House gave her thanks to the commission for providing the proclamation for Hispanic Heritage Month. She also congratulated Chairperson Hernandez and Vice Chairperson Darling on their elections to leadership positions on the commission. Finally, she mentioned that she has a desire to discuss supporting MLK Day festivities for 2026. Dr. Mallett said that they are beginning to plan that event and that he would like to discuss it in October if possible.

E. Updates from Staff Liaison

Mr. Rhode reported that he submitted the City's annual report to the Human Rights Campaign for the Municipal equality index. He said that the city expects to receive the final score sometime around Thanksgiving.

9. Agenda for Future Meeting(s)

Chairperson Hernandez shared that he is concerned about the lack of a budget for CODA as it is a significant barrier to getting anything done. Mr. Rhode added it to the parking lot as a future agenda item.

Mr. Rhode confirmed that the discussion on MLK Day would take place in October since the commission will not meet in November.

10. Adjournment

Commissioner Darling moved to adjourn. Commissioner Martinez seconded. The motion passed and the meeting was adjourned at 2:54 PM.

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this _____ day of _____, 2025.

Chris Rhode, Special Programs Manager