

ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM

**DATE:** February 12, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director's Report as of January 31, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 8 cases in January 2020. Investigators met their goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES							
	2013	2014	2015	2016	2017	2018	Jan. 2020
Total Determinations and Case Closures	92	105	97	107	126	126	8

**EEOC Contract.** AERC was awarded 84 case closures for its EEOC contract for FFY 2019 and received an upward modification of 11 additional cases. AERC closed these additional cases in EEOC's database and has received payment. AERC has requested an extension of its workshare agreement with EEOC for FFY 2020 and is currently awaiting the finalized FFY 2020 contract.

**Inquiries and New Complaints.** AERC staff fielded 57 inquiries and filed 6 new complaints in January 2020. 10.5% of our inquiries were converted into perfected complaints, just below our goal of 12%.

INQUIRIES AND NEW COMPLAINTS							
	2013	2014	2015	2016	2017	2018	Jan. 2020
INQUIRIES	441	406	431	442	523	498	57
NEW COMPLAINTS	96	107	99	111	134	119	6
% OF PERFECTED COMPLAINTS	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	10.5%

**Pending Cases.** As of December 31, 2019, we have 93 open cases pending.

PENDING CASES							
	2013	2014	2015	2016	2017	2018	Jan. 2020
Total Cases Under Investigation	63	66	69	70	80	71	93

**Cases Over 240 Days Old.** As of January 31, 2019, 25 cases are over 240 days old, which is 26.88% of the agency's caseload and over our goal percentage of less than 20%. There are 6 cases open over 400 days old, which is 6.45% of our caseload.

## II. Budget:

The current 2020 Budget to Actuals report is set out below:

### AERC YTD 2020 Budget to Actuals

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
Labor	\$747,880.00	\$0.00	\$47,802.37	\$700,077.63	6.39
Non-Labor	\$27,596.00	\$192.53	\$883.07	\$26,520.40	3.90
IGC	\$198,640.00	\$0.00	\$74.31	\$198,565.69	0.04
Expense Accounts	\$974,116.00	\$192.53	\$48,759.75	\$925,163.72	5.03
Balance	\$914,116.00	\$192.53	\$48,759.75	\$865,163.72	5.36

## III. Other Office Updates

### Staff Meetings.

AERC held a staff meeting on January 29th where we discussed: (1) staffing for 2020; (2) case goals; (3) updates on conciliation and appeals cases; (4) Commission Retreat; (5) Title 5 changes; (6) transferring documents to the Anchorage Community Police Relations Task Force; (7) Language Access Plan; (8) PR and Outreach Plans; (9) topics for quarterly “Legal Lunches” where the executive director and staff will review case law, guidance, and new trends on a predetermined legal issue of particular concern to the Commission’s work.

**AERC Staffing.** AERC is currently staffed with 5 full-time positions. The vacant Investigator III position was posted on December 30, 2019 and interviews concluded on February 6, 2020.

## IV. Outreach Report – January 2020

### **Staff Outreach:**

**ACPRTF Meeting:** On January 10<sup>th</sup>, Investigator Joshua Blalock attended the Anchorage Community Police Relations Task Force Meeting from 12:00 p.m. - 1:00 p.m. at the Fairview Recreational Center.

**Diversity Community Health Awareness Day:** On January 11<sup>th</sup>, Investigator Joshua Blalock helped staff the AERC table at the 5th Annual Diversity Community Health Awareness Day event. Commissioners and Staff provided information to the public regarding AERC services. This event was held at the Loussac Library Atrium from 12:00 p.m. – 4:00 p.m.

**Employment Law Presentation:** On January 15<sup>th</sup>, Executive Director Mitzi Anderson gave a presentation to the Employment Law Section of the Alaska Bar together with Rob Corbisier, Executive Director of the Alaska State Commission for Human Rights. The meeting was held at David Wright Tremaine, LLC and both Directors discussed ideas for the future of each agency, as well as potential ways to collaborate to advance our common goals.

**Women Lawyers Meeting:** On January 16<sup>th</sup>, Executive Director Mitzi Anderson participated in a meeting of the Anchorage Association of Women Lawyers held at Perkins Coie from 12:00 p.m. – 1:00 p.m.

**AERC Commission Meeting:** On January 16<sup>th</sup>, Executive Director Mitzi Anderson and Investigator Joshua Blalock staffed the regularly scheduled Commissioner Meeting. This meeting was from 6:00 p.m. – 7:00 p.m. at the Mayor’s Conference Room.

**Commissioner Outreach:**

**Diversity Health Fair:** Commissioner Hess assisted with outreach for the AERC and Ombudsman’s Office at the 5th Annual Diversity Community Health Awareness Day event and health fair in the Loussac Library Atrium on Saturday, January 11<sup>th</sup>, from 12:00 p.m. - 4:00 p.m.

**Census Convening Planning Meeting:** Commissioner Hess attended a planning meeting for the February 3rd Anchorage Census Convening public meeting. This event was held at the Anchorage School District Education Center on Monday, January 13<sup>th</sup>, from 12:00 p.m. – 4:00 p.m.

**AERC Commission Meeting:** AERC Commissioners attended the regular AERC Commission meeting. This meeting was held in the Mayor’s Conference room, Thursday, January 16<sup>th</sup>, 6:00 p.m. – 7:30 p.m.

**Women’s March:** Commissioner Hess and Commissioner Minaei participated in the 2020 Anchorage Women’s March, which featured multiple speakers, booths hosted by community groups, and voter registration. This event was held at the Cuddy Park & the Loussac Library, on Saturday, January 18<sup>th</sup>, from 11:00 a.m. – 2:00 p.m.

**Tradition Tuesday:** Commissioner Minaei attended the Tradition Tuesday country of Colombia event which featured Colombian culture and traditions. This event was held at the Loussac Library on Tuesday, January 18<sup>th</sup>, from 5:00 p.m. - 7:00 p.m.

**2020 Citywide Martin Luther King Jr. Commemoration:** Commissioner Minaei attended the 2020 Citywide MLK Commemoration. This event was held in the West High School Auditorium on Sunday, January 19<sup>th</sup>, 3:00 p.m. - 6:00 p.m.

**Anchorage Youth Empowerment Luncheon:** Commissioner Hess attended Alaska Spirit of Youth’s Anchorage Youth Empowerment Luncheon and facilitated a table conversation. This event was held at BP Energy Center on Monday, January 20<sup>th</sup>, from 12:00 p.m. - 1:00 p.m.

**Project Homeless Connect:** Commissioner Hess supervised the check-out section at the 2020 Anchorage Project Homeless Connect, where over 60 providers and 120 volunteers assisted 800 individuals who are experiencing homelessness or are in danger of becoming homeless. This event was held at the Egan Convention Center on Tuesday, January 22<sup>nd</sup>, from 8:00a.m. - 4:00 p.m.

**Las Cafeteras:** Commissioner Olmos gathered together with a Los Angeles based band, Las Cafeteras, UAA students and teachers to speak about the challenges and rewards of being a

Hispanic band in the US. This event was held at UAA, Room ARTS 116 on Thursday, January 23<sup>rd</sup>, from 1:00 p.m. - 2:00 p.m.

**Pachanga with Las Cafeteras:** Commissioner Olmos attended Pachanga with Las Cafeteras, a concert and community event. This concert/event was held at former Cyrano's building, at 411 D Street on Thursday, January 23<sup>rd</sup>, 7:00 p.m. - 9:00 p.m.

**Keys to Life's Storytelling Festival:** Commissioner Olmos and Commissioner Hess attended the Keys to Life's Storytelling Festival, where members of different cultural communities shared their stories, while others learned how to tell their stories. This event featured stories of courage, strength, and inspiration from Anchorage's diverse community. Commissioner Olmos also gave a workshop at the event. This event was held at the BP Energy Center on Saturday, January 25<sup>th</sup>, from 8:00 a.m. - 2:30 p.m.

**Identity Board Meeting:** Commissioner Hess attended the monthly Board Meeting of Identity, Inc. This meeting was held at Identity's Conference Room, Tuesday, January 28<sup>th</sup>, from 5:30 p.m. - 7:00 p.m.

**Community Conversation:** Commissioner Olmos attended a Community conversation with Libby Bakalar, on the First Amendment, which has launched the Tundra Vision's Series. This event was held at the Loussac Library on Thursday, January 30<sup>th</sup>, from 6:00 p.m. - 8:00 p.m.

**The Alaska Marine Science Symposium:** Commissioner Minaei attended The Alaska Marine Science Symposium. The Alaska Marine Science Symposium has been bringing together scientists, educators, resource managers, students, and interested public for over twenty years to discuss the latest marine research being conducted in Alaskan waters. Over 700 people attend this 4-day long conference. Each day of the conference highlights important Alaskan marine ecosystems such as the Gulf of Alaska, the Bering Sea & Aleutian Islands, and the Arctic. Research topics discussed range from ocean physics, fishes and invertebrates, seabirds, marine mammals, to local traditional knowledge. This Symposium was a an all day, multi-day conference, held at the Egan Convention Center, from January 27-31.

#### **Staff Collaboration:**

**Alaska Legal Services Corporation:** AERC renewed its commitment and support of ALSC's Private Enforcement Initiative – Multi-Year Funding Component application under the Fair Housing Initiatives Program. In support of ALSC's efforts, AERC will provide \$12,000 worth of in-kind support over a 36-month period in the form of referrals, outreach and education, trainings and presentations, and other fair housing activities.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** March 10, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of February 29, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 9 cases in February 2020. Investigators exceeded their goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2013	2014	2015	2016	2017	2018	Feb. 2020	
Total Determinations and Case Closures	92	105	97	107	126	126	17	

**EEOC Contract.** AERC has requested an extension of its workshare agreement with EEOC for FFY 2020 and is currently awaiting the finalized FFY 2020 contract. We anticipate to receive the contract sometime in April or May.

**Inquiries and New Complaints.** AERC staff fielded 41 inquiries and filed 13 new complaints in February 2020. 31.7% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2013	2014	2015	2016	2017	2018	Feb. 2020	
INQUIRIES	441	406	431	442	523	498	98	
NEW COMPLAINTS	96	107	99	111	134	119	19	
% OF PERFECTED COMPLAINTS	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	19.38%	

**Pending Cases.** As of February 29,2020, we have 97 open cases pending.

PENDING CASES								
	2013	2014	2015	2016	2017	2018	Feb. 2020	
Total Cases Under Investigation	63	66	69	70	80	71	97	

**Cases Over 240 Days Old.** As of February 29, 2020, 35 cases are over 240 days old, which is 36.08% of the agency’s caseload and over our goal percentage of less than 20%. There are 3 cases open over 400 days old, which is 3.09% of our caseload.

## II. Budget:

The current 2020 Budget to Actuals report is set out below:

### AERC YTD 2020 Budget to Actuals

	<b>Current Budget</b>	<b>Encumbrance</b>	<b>Actuals</b>	<b>Difference</b>	<b>% Util</b>
<b>Revenue</b>	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
<b>Labor</b>	\$747,880.00	\$0.00	\$92,306.64	\$655,573.36	12.34
<b>Non-Labor</b>	\$27,596.00	\$192.53	\$1,080.86	\$26,322.61	4.61
<b>IGC</b>	\$198,640.00	\$0.00	\$154.69	\$198,485.31	0.08
<b>Expense Accounts</b>	\$974,116.00	\$192.53	\$93,542.19	\$880,381.28	9.62
<b>Balance</b>	<b>\$914,116.00</b>	<b>\$192.53</b>	<b>\$93,542.19</b>	<b>\$820,381.28</b>	<b>10.25</b>

## III. Other Office Updates

### Staff Meetings.

AERC held a staff meeting on February 27<sup>th</sup> where we discussed: (1) start date for new investigator, Marie Husa, and case reassignment strategy; (2) work flow, investigators receiving feedback from senior investigator, Stephanie Jedlicka, prior to review by executive director; (3) disability discrimination training for staff scheduled for March 24<sup>th</sup>; (4) Commission Retreat postponement and Commission appointments; (5) PR and Outreach Plans; and (6) Legal update.

**AERC Staffing.** AERC is currently staffed with 5 full-time positions. The vacant Investigator III position has been filled and the new investigator will begin working at AERC on March 9, 2020.

## IV. Outreach Report – February 2020

### **Staff Outreach:**

**Inter-Agency ADA Committee Meeting:** On February 26<sup>th</sup>, Executive Director Mitzi Anderson attended an Inter-Agency ADA Committee Meeting. This committee allows for the exchange of information, ideas, questions and concerns within the Municipality concerning the ADA and individuals with disabilities that we employ and serve. This meeting was held in the Mayor's Conference room from 9:30 a.m. – 10:30 a.m.

**Women Lawyers event:** On February 12<sup>th</sup>, Executive Director Mitzi Anderson attended Anchorage Association of Women Lawyers Mentorship Kickoff Event at 49th State Brewery from 5:00 p.m. – 7:00 p.m.

**Supervisory Training:** On February 14<sup>th</sup>, Executive Director Mitzi Anderson attended a Supervisor's Sign and Symptoms Training at the Loussac Library from 9:00 a.m. – 12:00 p.m.

**Meet the World:** On February 29<sup>th</sup>, Investigator Joshua Blalock and Investigator Donna Nass from the Alaska State Commission for Human Rights helped staff a table at the Meet the World event. This event gives community members the opportunity to learn more about other cultures within the Anchorage community. Commissioners and Staff provided information to the public

G:\Equal Rights\Admin\Reports\Commission Reports\Previous years\2020\Executive Director Report 20200229.docx

regarding AERC services. This event was from 11:30 a.m. – 4:30 p.m. at the at Egan Civic & Convention Center.

### **Commissioner Outreach:**

**World Hijab Day 2020:** Commissioner Hess attended the World Hijab Day 2020 at the Loussac Library, hosted by local Muslim women who wear hijab. The purpose of the event was to dispel misconceptions and stereotypes about women who wear hijab, and to educate the public regarding the history of women’s rights and Islam. This event was held in the Loussac Library Atrium on Saturday, February 1<sup>st</sup>, from 1:00 p.m. - 2:00 p.m.

**5th Annual Alaska Black Business Expo:** Commissioner Hess attended the annual Alaska Black Business Expo, which highlights African American entrepreneurship in Alaska, and provides resources for businesses and opportunities to network and connect. This meeting was held at the Egan Center on Saturday, February 8<sup>th</sup>, 1:00 p.m. – 2:20 p.m.

**SCF 23rd Annual Gathering:** Commissioner Hess attended South Central Foundation’s 23rd Annual Gathering. The event is focused on providing Alaska Natives with information regarding healthy lifestyles and health care. Dozens of community partners hosted booths to provide information and resources to attendees. This event was held at the Dena’ina Center on Saturday, February 8<sup>th</sup>, from 2:30 p.m. – 3:30 p.m.

**Elizabeth Peratrovich Day:** Commissioner Hess attended the 2020 Elizabeth Peratrovich Day Celebration at Alaska Pacific University. This year’s theme was empowerment through voting. The event honored the legacy of Elizabeth Peratrovich and was a call to action. This event was held at the Alaska Pacific University on Monday, February 17<sup>th</sup>, from 11:30 a.m. – 1:00 p.m.

**Day of Remembrance:** Commissioner Hess attended the 2020 Japanese American Day of Remembrance commemoration in the Wilda Marston Theatre. The event marked the February 19, 1942 issuance of Executive Order 9066 by President Franklin Roosevelt. The order allowed for the internment of over 100,000 Japanese Americans, the majority of whom were American citizens. The documentary “And Then They Came for Us” was screened at the event, followed by a panel discussion. This event was held at the Wilda Marston Theatre on Wednesday, February 19<sup>th</sup>, from 5:30 p.m. – 7:00 p.m.

**The HistoryMakers:** Commissioner Hess attended the HistoryMakers: A Celebration of Alaska’s Black History. The HistoryMakers is a national project to film interviews with African American history makers, and is the largest repository of its type. This year the group has designated their third class of Alaskan HistoryMakers. Call Williams and Ed Wesley spoke about African American history, and attendees were given free copies of Dr. Ian Hartman’s new book “Black History on the Last Frontier”, courtesy of the National Park Service. This event was held in the Anchorage Museum Auditorium on Thursday, February 20<sup>th</sup>, 7:00 p.m. – 8:30 p.m.

**Meet the World:** Commissioner Hess staffed the Welcoming Anchorage/Ombudsman table and Commissioner Minaei helped staff the AERC table at the 2020 Bridge Builders Meet the World event. Dozens of community and cultural groups and organizations set up tables, and multiple community groups shared their cultures, history, song and dance. This event was held at the Egan Center on Saturday, February 29<sup>th</sup>, from 1:00 p.m. – 4:00 p.m.

**Identity Board Meeting:** Commissioner Hess attended the monthly Board Meeting of Identity, Inc. This meeting was held in Identity's Conference Room, Tuesday, February 25<sup>th</sup>, from 5:30 p.m. - 7:00 p.m.

**Staff Collaboration:**

**Alaska State Commission for Human Rights:** AERC is continuing to strengthen its relationship with the Alaska State Commission for Human Rights by participating in outreach events together, as well as an upcoming training.



**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** April 15, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of March 31, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 6 cases in March 2020. Investigators were unable to meet the goal of 8 closures per month in March, in large part due to the COVID-19 disruptions.

DETERMINATIONS AND CASE CLOSURES							
	2013	2014	2015	2016	2017	2018	Mar. 2020
Total Determinations and Case Closures	92	105	97	107	126	126	23

**EEOC Contract.** AERC has requested an extension of its workshare agreement with EEOC for FFY 2020 and is currently awaiting the finalized FFY 2020 contract. We anticipate receiving the contract sometime in May or June.

**Inquiries and New Complaints.** AERC staff fielded 25 inquiries and filed 4 new complaints in March 2020. 16% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS							
	2013	2014	2015	2016	2017	2018	Mar. 2020
INQUIRIES	441	406	431	442	523	498	123
NEW COMPLAINTS	96	107	99	111	134	119	23
% OF PERFECTED COMPLAINTS	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	18.69%

**Pending Cases.** As of March 31, 2020, we have 96 open cases pending.

PENDING CASES							
	2013	2014	2015	2016	2017	2018	Mar. 2020
Total Cases Under Investigation	63	66	69	70	80	71	96

**Cases Over 240 Days Old.** As of March 31, 2020, 41 cases are over 240 days old, which is 42.7% of the agency’s caseload and over our goal percentage of less than 20%. There are 5 cases open over 400 days old, which is 5.2% of our caseload.

## II. Budget:

The current 2020 Budget to Actuals report is set out below:

### AERC YTD 2020 Budget to Actuals

	<b>Current Budget</b>	<b>Encumbrance</b>	<b>Actuals</b>	<b>Difference</b>	<b>% Util</b>
<b>Revenue</b>	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
<b>Labor</b>	\$747,880.00	\$0.00	\$141,859.26	\$606,020.74	18.97
<b>Non-Labor</b>	\$27,596.00	\$192.53	\$1,478.87	\$24,606.66	10.83
<b>IGC</b>	\$198,640.00	\$0.00	\$245.47	\$198,394.53	0.12
<b>Expense Accounts</b>	\$974,116.00	\$192.53	\$143,583.60	\$829,021.93	14.89
<b>Balance</b>	<b>\$914,116.00</b>	<b>\$192.53</b>	<b>\$143,583.60</b>	<b>\$769,021.93</b>	<b>15.87</b>

## III. Other Office Updates

### Staff Meetings.

AERC held a staff meeting on March 16<sup>th</sup> where we decided, due to concerns over COVID-19, to close the office to the public, while maintaining phone lines staffed during work hours. On March 31<sup>st</sup>, AERC held a virtual staff meeting over Microsoft Teams where we shared tips for working remotely, as well as ideas for self-care, and discussed expectations and goals during this challenging time.

**AERC Staffing.** AERC is fully staffed with 6 full-time positions. Marie Husa, Investigator III, joined the AERC team on March 9, 2020.

## IV. Outreach Report – March 2020

Due to social distancing guidelines to help stop the spread of COVID-19, staff and commissioners refrained from engaging in outreach activities during March.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** May 10, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of April 30, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 8 cases in April 2020. Investigators met their goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES							
	2013	2014	2015	2016	2017	2018	Apr. 2020
Total Determinations and Case Closures	92	105	97	107	126	126	31

**EEOC Contract.** AERC has requested an extension of its workshare agreement with EEOC for FFY 2020. The EEOC notified AERC that contracts will be sent via email by the end of May and have been awarded at 85% of the requested number of cases. AERC expects to exceed this amount of cases and will request an upward modification at the appropriate time.

**Inquiries and New Complaints.** AERC staff fielded 37 inquiries and filed 6 new complaints in April 2020. 16% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS							
	2013	2014	2015	2016	2017	2018	Apr. 2020
INQUIRIES	441	406	431	442	523	498	160
NEW COMPLAINTS	96	107	99	111	134	119	29
% OF PERFECTED COMPLAINTS	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	18.12%

**Pending Cases.** As of April 30, 2020, we have 94 open cases pending.

PENDING CASES							
	2013	2014	2015	2016	2017	2018	Apr. 2020
Total Cases Under Investigation	63	66	69	70	80	71	94

**Cases Over 240 Days Old.** As of April 30, 2020, 37 cases are over 240 days old, which is 39.36% of the agency’s caseload and over our goal percentage of less than 20%. There are 4 cases open over 400 days old, which is 4.25% of our caseload.

## II. Budget:

The current 2020 Budget to Actuals report is set out below:

### AERC YTD 2020 Budget to Actuals

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
Labor	\$729,558.00	\$0.00	\$196,343.22	\$533,214.78	26.91
Non-Labor	\$17,996.00	\$192.53	\$1,523.87	\$14,961.66	16.86
IGC	\$203,094.00	\$0.00	\$346.39	\$202,747.61	0.17
Expense Accounts	\$950,648.00	\$192.53	\$198,213.48	\$750,924.05	21.01
Balance	<b>\$890,648.00</b>	<b>\$192.53</b>	<b>\$198,213.48</b>	<b>\$690,924.05</b>	<b>22.42</b>

\*The AERC received a budget reduction of about \$25,000 during the 1Q revisions.

## III. Other Office Updates

### Staff Meetings.

AERC held staff meetings on April 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup> via Microsoft Teams. These weekly staff meetings help keep us connected while working remotely and allow us to troubleshoot any new concerns. We discuss logistical issues arising from remote work, as well as new jurisdictional issues arising from the Covid-19 pandemic, such as rights of employees required to return to work, requirements for public accommodations, and housing concerns.

AERC Staffing. AERC is fully staffed with 6 full-time positions.

## IV. Outreach Report – April 2020

### Staff Outreach:

**Leadership Training:** On April 7<sup>th</sup>, Executive Director Mitzi Anderson participated in “Leading in a Crisis” training conducted by Harvard Extension School Professional Development Programs, via Zoom from 8:00 a.m. – 9:00 a.m.

**Community Development Training:** On April 16<sup>th</sup>, Executive Director Mitzi Anderson presented a "Discrimination in Employment" training in conjunction with ASCHR for Zender Group's Rural Alaska Community Environmental Job Training Program (RACEJT), via Zoom from 10:00 a.m. – 11:00 a.m.

**Equity Task Force Meeting:** On April 20<sup>th</sup>, Executive Director Mitzi Anderson attended the Emergency Operations Center Equity Task Force Meeting, discussing equity issues arising from the pandemic and its response, including evictions, public transportation, job security, and access to resources, via Teams from 1:00 p.m. – 2:00 p.m.

**Supervisory Development/Updates Training:** On April 23<sup>rd</sup>, Executive Director Mitzi Anderson participated in the ADA National Network’s "Learning Session: COVID19, Healthcare, and the ADA" training, via Zoom from 10:30 a.m. -11:30 a.m.

G:\Equal Rights\Admin\Executive Director\Commission Reports\2020\Executive Director Report 20200430.docx

**Equity Task Force Meeting:** On April 27<sup>th</sup>, Executive Director Mitzi Anderson attended the Emergency Operations Center Equity Task Force Meeting, via Teams from 1:00 p.m. – 2:00 p.m.

**Commissioner Outreach:**

**Community Video Project:** Multiple Commissioners and Staff participated in the development of a “Words of Encouragement” Facebook video to provide support to Anchorage communities in the midst of the Covid-19 pandemic. The video was created in an effort to help give people hope and peace as we all go through the Covid-19 crisis together.

**Community Assistance:** Commissioner Minaei provided support to UAA foreign students by helping students find housing while dormitories have been shut down during the Covid-19 crisis.

**Staff Collaboration:**

**Alaska State Commission for Human Rights:** This month, AERC collaborated with ASCHR for the Zender Group training described above and we continue to plan future events and trainings together.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** June 10, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of May 31, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 6 cases in May 2020. Investigators were unable to meet their goal of 8 closures per month, in large part because of disruptions to investigations caused by the COVID-19 pandemic.

DETERMINATIONS AND CASE CLOSURES							
	2013	2014	2015	2016	2017	2018	May 2020
Total Determinations and Case Closures	92	105	97	107	126	126	37

**EEOC Contract.** AERC signed its workshare agreement with EEOC for FFY 2020 on June 5th. The contract was awarded at 85% of our requested number of cases. AERC expects to exceed this amount and will request an upward modification at the appropriate time.

**Inquiries and New Complaints.** AERC staff fielded 27 inquiries and filed 8 new complaints in May 2020. 29% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In May 2020, AERC received 5 COVID-19-related inquiries and filed 3 COVID-19-related complaints. To date, AERC has received a total of 13 COVID-19-related inquiries and filed 4 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS							
	2013	2014	2015	2016	2017	2018	May 2020
INQUIRIES	441	406	431	442	523	498	187
NEW COMPLAINTS	96	107	99	111	134	119	37
% OF PERFECTED COMPLAINTS	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	19.79%

**Pending Cases.** As of May 31, 2020, we have 96 open cases pending.

PENDING CASES							
	2013	2014	2015	2016	2017	2018	May 2020
Total Cases Under Investigation	63	66	69	70	80	71	96

**Cases Over 240 Days Old.** As of May 31, 2020, 40 cases are over 240 days old, which is 41.67% of the agency’s caseload and over our goal percentage of less than 20%. There are 6 cases open over 400 days old, which is 6.25% of our caseload.

**II. Budget:**

The current 2020 Budget to Actuals report is set out below:

AERC YTD 2020 Budget to Actuals

	<b>Current Budget</b>	<b>Encumbrance</b>	<b>Actuals</b>	<b>Difference</b>	<b>% Util</b>
<b>Revenue</b>	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
<b>Labor</b>	\$729,558.00	\$0.00	\$247,009.01	\$482,548.99	33.86
<b>Non-Labor</b>	\$17,996.00	\$0.00	\$1,819.78	\$14,858.28	17.44
<b>IGC</b>	\$203,094.00	\$0.00	\$447.31	\$202,646.69	0.22
<b>Expense Accounts</b>	\$950,648.00	\$0.00	\$249,276.10	\$700,053.96	26.36
<b>Balance</b>	<b>\$890,648.00</b>	<b>\$0.00</b>	<b>\$249,276.10</b>	<b>\$640,053.96</b>	<b>28.14</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on May 8<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> via Microsoft Teams. These virtual staff meetings help keep us connected while working remotely and allow us to troubleshoot any new concerns. A major topic of our May 29<sup>th</sup> staff meeting was the reopening of City Hall and associated safety protocols. We discussed: (1) non-reps continuing to telework when possible, (2) maintaining a shared calendar of when employees will be in the office, (3) face-covering requirement for staff and visitors, (4) in-person assistance by appointment, (5) disinfecting high touch areas, (6) providing hand sanitizer to each employee, and (7) mandatory self-reporting of symptoms and travel.

**AERC Staffing.** AERC is fully staffed with 6 full-time positions.

**IV. Outreach Report – May 2020**

**Staff Outreach/Training:**

On May 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>, 1:00 p.m. – 2:00 p.m., Executive Director Mitzi Anderson participated in the MOA Emergency Operations Center’s Equity Task Force meeting via Teams. The group is charged with evaluating the MOA’s COVID-19 responses and making recommendations to ensure that the MOA is responding in an equitable manner to the current pandemic.

On May 27<sup>th</sup>, 10:00 a.m. – 11:00 a.m., Executive Director Mitzi Anderson participated in a live webinar hosted by the Alaska Bar Association titled “COVID-19 and a Troubled Economy: How to Maintain Lawyer Wellness.”

On May 28<sup>th</sup>, 10:30 a.m. – 12:00p.m., Executive Director Mitzi Anderson participated in a live webinar hosted by the Pacific ADA Center titled “ADA National Network Learning Session: Who Let the Dogs (and Miniature Horses) In? Service Animals in Health Care Facilities.”

On May 29<sup>th</sup>, 1:00 p.m. – 2:00 p.m., Executive Director Mitzi Anderson presented information regarding AERC’s 2019 statistics, updated Strategic Plan, and recent litigation to the Anchorage Assembly, Continuing Education Worksession.

On May 29<sup>th</sup>, 2:00 p.m. – 3:00 p.m., Investigator Marie Husa attended the Economic Resiliency Task Force (ERTF), Equity and Inclusion Subcommittee meeting. The ERTF is a coalition convened by Mayor Berkowitz of business, non-profit, and community leaders to help navigate the economic impacts of COVID-19.

**Commissioner Outreach:**

On May 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>, 1:00 p.m. – 2:00 p.m., Commissioner Hess participated in the MOA Emergency Operations Center’s Equity Task Force meeting.

On May 5<sup>th</sup> and May 12<sup>th</sup>, 1:30 p.m. – 3:00 p.m., Commissioner Hess participated in the Workforce Tactics Committee Meeting. The group was formed by the Mayor and is charged with making recommendations on how the MOA can respond to the needs of Anchorage’s Workforce during the current COVID-19 pandemic.

On May 26<sup>th</sup>, 5:30 p.m. – 6:30 p.m., Commissioner Hess participated in the Identity, Inc. May Board Meeting. Identity is Alaska’s oldest (1077) and largest LGBTQ education and advocacy organization.

On May 30<sup>th</sup>, 11:00 a.m. – 12:00 p.m., Commissioner Hess participated in the Black Lives Matter Rally at Town Square in downtown Anchorage, organized by Markus, a 16-year old student from East High School. Approximately 200-300 persons attended the rally.

On May 30<sup>th</sup>, 2:00 p.m. – 3:30 p.m., Commissioner Hess participated in the Icantbreathe Social Distance Rally at the Midtown Mall parking lot. Over 1,200 persons attended. The rally was organized by Anchorage activist Jasmin Smith.



**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** July 10, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of June 30, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 5 cases in June 2020. Investigators were unable to meet their goal of 8 closures per month, in large part because of disruptions to investigations caused by the COVID-19 pandemic.

DETERMINATIONS AND CASE CLOSURES								
	2013	2014	2015	2016	2017	2018	2019	June 2020
Total Determinations and Case Closures	92	105	97	107	126	126	108	42

**EEOC Contract.** AERC signed its workshare agreement with EEOC for FFY 2020 on June 5th. The contract was awarded at 85% of our requested number of cases. AERC expects to exceed this amount and will request an upward modification at the appropriate time.

**Inquiries and New Complaints.** AERC staff fielded 40 inquiries and filed 6 new complaints in June 2020. 15% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In June 2020, AERC received 3 COVID-19-related inquiries and did not file any COVID-19-related complaints. To date, AERC has received a total of 16 COVID-19-related inquiries and filed 4 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2013	2014	2015	2016	2017	2018	2019	June 2020
Inquiries	441	406	431	442	523	498	516	228
New Complaints	96	107	99	111	134	119	130	43
% of Perfected Complaints	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	18.85%

**Pending Cases.** As of June 30, 2020, we have 97 open cases pending.

PENDING CASES								
	2013	2014	2015	2016	2017	2018	2019	June 2020
Total Cases Under Investigation	63	66	69	70	80	71	95	97

**Cases Over 240 Days Old.** As of June 30, 2020, 50 cases are over 240 days old, which is 51.5% of the agency’s caseload and over our goal percentage of less than 20%. There are 8 cases open over 400 days old, which is 8.2% of our caseload.

**II. Budget:**

The current 2020 Budget to Actuals report is set out below:

AERC YTD 2020 Budget to Actuals

	<b>Current Budget</b>	<b>Encumbrance</b>	<b>Actuals</b>	<b>Difference</b>	<b>% Util</b>
<b>Revenue</b>	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
<b>Labor</b>	\$729,558.00	\$0.00	\$328,702.06	\$400,855.94	45.06
<b>Non-Labor</b>	\$17,996.00	\$1,638.39	\$1,961.13	\$13,078.54	27.33
<b>IGC</b>	\$203,094.00	\$0.00	\$43,759.64	\$159,334.36	21.55
<b>Expense Accounts</b>	\$950,648.00	\$1,638.39	\$374,422.83	\$573,268.84	39.70
<b>Balance</b>	<b>\$890,648.00</b>	<b>\$1,638.39</b>	<b>\$374,422.83</b>	<b>\$513,268.84</b>	<b>42.37</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on June 9<sup>th</sup> and 24<sup>th</sup> via Microsoft Teams. These virtual staff meetings help keep us connected while working remotely and allow us to troubleshoot any new concerns. We also had a “Staff Refresher” on June 12<sup>th</sup> where we discussed disability discrimination laws, specifically reasonable accommodation requested, “treated as” disables, and association with an individual with a disability, using examples from our current cases.

**AERC Staffing.** AERC is fully staffed with 6 full-time positions.

**IV. Outreach Report – June 2020**

**Staff Outreach/Training:**

**Leadership and Engagement Training:** On June 3<sup>rd</sup>, Executive Director Mitzi Anderson attended “Difficult Conversations During a Time of Unrest Across America,” which shared ways to have healthy discussions about polarizing topics without damaging important relationships training, via Webinar from 11:00 a.m. – 12:00 p.m.

**Community Conversation:** On June 5<sup>th</sup>, Executive Director Mitzi Anderson was a panelist on "The State of Childcare: A Community Conversation" via Zoom from 11:30 a.m. – 1:00 p.m. This conversation was a discussion of the state of childcare in Alaska and what we can do as guardians, providers, elected officials, policymakers and more to ensure the children of our state have the care they need to thrive while their guardians safely return to their businesses or places of employment.

**Equity Task Force Meeting:** On June 4<sup>th</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>, Executive Director Mitzi Anderson attended the Emergency Operations Center Equity Task Force (Equity Cabinet)

meeting via Teams from 1:00 p.m. – 2:00 p.m., discussing equity issues arising from the pandemic and other community concerns, including racial equity and police relations.

**Courageous Conversations About Race:** On June 8<sup>th</sup>, Executive Director Mitzi Anderson attended "Courageous Conversations About Race," a women-led conversation focusing on silence as consent, via Zoom from 4:30 p.m. – 6:00 p.m.

**“Where We Are” Discussion:** On June 9<sup>th</sup>, Executive Director Mitzi Anderson attended "Part One: Where We Are – Race, Protest, and the Role of Lawyers," discussing the current state of systemic racism in our country, constitutional law, police authority at protests, and how lawyers fit into this system. This discussion was organized by Florida International University College of Law and held via Zoom from 8:00 a.m. – 9:00 a.m.

**AERC Staff Training:** On June 12<sup>th</sup>, Executive Director Mitzi Anderson conducted staff training in regard to “Disability Discrimination: Reasonable Accommodations, Treated as, and Association,” via Teams from 10:00 a.m. – 12:00 p.m.

**“What We Might Do” Discussion:** On June 16<sup>th</sup>, Executive Director Mitzi Anderson attended "Part Two: What We Might Do - Allegiances, Alliances and Allies," discussing concrete steps that white individuals, and specifically attorneys, can take in furtherance of an anti-racist society. This discussion was organized by Florida International University College of Law and held via Zoom from 8:00 a.m. – 9:00 a.m.

**“Systemic Racism in Outdoor and Urban Spaces” Discussion:** On June 17<sup>th</sup>, Executive Director Mitzi Anderson attended "Systemic Racism in Outdoor and Urban Spaces," discussing the experience of individuals of color in the outdoors and in outdoor sport communities, including marketing strategies of outdoor retail companies. This discussion was hosted by Oregon Wild and held via Zoom from 5:00 p.m. – 6:30 p.m.

**Equity and Inclusion Subcommittee Meeting:** On June 19<sup>th</sup>, Investigator Marie Husa attended the Economic Resiliency Task Force (ERTF) Equity and Inclusion Subcommittee meeting via Teams from 1:00 p.m. – 2:00 p.m. The ERTF is a coalition convened by Mayor Berkowitz of business, non-profit, and community leaders to help navigate the economic impacts of COVID-19.

**“The Role of FIU: Alumni in the Current Crisis” Discussion:** On June 23<sup>rd</sup>, Executive Director Mitzi Anderson attended "Part Three: The Role of FIU: Alumni in the Current Crisis," via Zoom from 8:00 a.m. – 9:00 a.m., discussing the role of race in criminal justice, the role of attorneys in the system, and how, as attorneys, we can do better.

**“Just Mercy and Access to Justice” Discussion:** On June 26<sup>th</sup>, Executive Director Mitzi Anderson attended “Just Mercy and Access to Justice: Illuminating Bias, Confronting Systemic Racism, and Doing the Hard Work that Needs to be Done”, discussing the documentary "Just Mercy" and the battle for justice on behalf of innocent people wrongfully convicted. Participants received 2 Ethics CLE credits. This discussion was hosted by Reel Time and held via Zoom from 8:30 a.m. – 10:30 a.m.

**IAOHRA Townhall Meeting:** On June 26<sup>th</sup>, Investigator Stephanie Jedlicka attended the IAOHRA Townhall “Human Rights in the Era of Uprisings and the Pandemic,” via webinar from 9:00 a.m. – 11:00 a.m.

**Anchorage Assembly Worksession:** On June 26<sup>th</sup>, Investigator Stephanie Jedlicka shared her experience staffing the Anchorage Community Police Relations Task Force (ACPRTF) with the Assembly. The worksession was held via Teams from 3:00 p.m. – 4:00 p.m.

**Commissioner Outreach:**

**Bridge Builders Meeting:** Commissioner Minaei attended a Bridge Builders Meeting via Zoom on Tuesday, June 2, 2020, from 6:00 p.m. – 8:00 p.m.

**Juneteenth Anchorage Citywide Celebration:** Commissioner McKenna attended the Juneteenth Citywide Celebration Celebrating Freedom event “Never Forget.” The event featured words of empowerment, vendors, and entertainment. The event was held on Saturday, June 13<sup>th</sup> at the Northway Mall, from 12:00 p.m. – 5:00 p.m.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** August 11, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of July 31, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 9 cases in July 2020. Investigators exceeded their goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2013	2014	2015	2016	2017	2018	2019	July 2020
Total Determinations and Case Closures	92	105	97	107	126	126	108	51

**EEOC Contract.** AERC signed its workshare agreement with EEOC for FFY 2020 on June 5th. The contract awarded AERC 85 of the 100 requested cases. AERC expects to exceed this amount and has requested an upward modification of +5. We are currently waiting for approval of the upward modification.

**Inquiries and New Complaints.** AERC staff fielded 41 inquiries and filed 11 new complaints in July 2020. 26.82% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In July 2020, AERC received 5 COVID-19-related inquiries and 3 COVID-19-related complaints. To date, AERC has received a total of 21 COVID-19-related inquiries and filed 8 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2013	2014	2015	2016	2017	2018	2019	July 2020
Inquiries	441	406	431	442	523	498	516	269
New Complaints	96	107	99	111	134	119	130	54
% of Perfected Complaints	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.07%

**Pending Cases.** As of July 31, 2020, we have 99 open cases pending.

PENDING CASES								
	2013	2014	2015	2016	2017	2018	2019	July 2020
Total Cases Under Investigation	63	66	69	70	80	71	95	99

**Cases Over 240 Days Old.** As of July 31, 2020, 53 cases are over 240 days old, which is 53.5% of the agency’s caseload and over our goal percentage of less than 20%. There are 18 cases open over 400 days old, which is 18.2% of our caseload.

**II. Budget:**

The current 2020 Budget to Actuals report is set out below:

AERC YTD 2020 Budget to Actuals

	<b>Current Budget</b>	<b>Encumbrance</b>	<b>Actuals</b>	<b>Difference</b>	<b>% Util</b>
<b>Revenue</b>	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
<b>Labor</b>	\$729,558.00	\$0.00	\$383,429.92	\$346,128.08	52.56
<b>Non-Labor</b>	\$17,996.00	\$65.00	\$3,624.32	\$12,988.74	27.82
<b>IGC</b>	\$203,094.00	\$0.00	\$76,583.10	\$126,510.90	37.71
<b>Expense Accounts</b>	\$950,648.00	\$65.00	\$463,637.34	\$485,627.72	48.92
<b>Balance</b>	<b>\$890,648.00</b>	<b>\$65.00</b>	<b>\$463,637.34</b>	<b>\$425,627.72</b>	<b>52.21</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held a staff meeting on July 14<sup>th</sup> via Microsoft Teams where we discussed several current cases where Respondents have gone out of business, as well as many of the over-240 cases. We also discussed an interesting Covid-related inquiry that was determined to be non-jurisdictional. AERC held an additional staff meeting on July 17<sup>th</sup> to discuss personnel changes and case reassignments.

**AERC Staffing.** AERC has a newly vacant Investigator I position. AERC submitted a budget proposal to reclassify the Investigator I to an Investigator III. With investigator vacancies through much of 2019 and 2020, we have accumulated a backlog of cases and are hoping to get an experienced investigator on staff to help clear this backlog as quickly as possible. The Investigator III caseload is about 30 cases, whereas the Investigator I is about 10 cases. Carrying a larger caseload and decreased training time are two of the main benefits of the reclassification.

**IV. Outreach Report – July 2020**

**Staff Outreach/Training:**

**Equity Cabinet Meeting:** On July 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>, Executive Director Mitzi Anderson attended the Equity Task Force (Equity Cabinet) meeting via Teams from 1:00 p.m. – 2:00 p.m., discussing equity issues arising from the pandemic and relief efforts, as well as other equity-related community concerns.

**Racism in Alaska Panel Discussion:** On July 9<sup>th</sup>, Executive Director Mitzi Anderson attended the Alaskans Unite: Racism in Alaska panel discussion via Zoom, hosted by Alaska Institute for Justice, from 6:00 p.m. – 8:00 p.m.

**Human Trafficking Working Group:** On July 15<sup>th</sup>, Executive Director Mitzi Anderson attended the Human Trafficking Working Group Meeting via Teams from 11:30 a.m. – 1:00 p.m. This group had taken a short break, but is now meeting regularly once again. The AERC is looking into training conducted by the FBI that would help investigators spot potential trafficking issues raised by callers.

**Equity and Inclusion Subcommittee Meeting:** On July 17<sup>th</sup>, 24<sup>th</sup>, 29<sup>th</sup>, and 31<sup>st</sup>, Investigator Marie Husa attended the Economic Resiliency Task Force (ERTF) Equity and Inclusion Subcommittee meeting via Teams from 1:00 p.m. – 2:00 p.m. The ERTF is a coalition convened by Mayor Berkowitz of business, non-profit, and community leaders to help navigate the economic impacts of COVID-19.

**Alaska Black Caucus Virtual Town Hall:** On July 19<sup>th</sup>, Executive Director Mitzi Anderson attended the Alaska Black Caucus Virtual Town Hall: APD and People of Color conversation via Zoom, from 7:00 p.m. – 8:00 p.m.

**How to Be an Antiracist:** On July 20<sup>th</sup>, Executive Director Mitzi Anderson attended a discussion featuring renowned author Ibram X. Kendi, hosted via Zoom by the Prince George’s County Memorial Library System in Maryland, from 3:00 p.m. – 4:00 p.m. The discussion centered around the Black Lives Matter movement as the human rights issue of our time and how to engage in the uncomfortable conversations that it will take to ensure that our work and personal lives reflect our commitment to equity.

**Just Mercy:** On July 22<sup>nd</sup>, Executive Director Mitzi Anderson attended a discussion on the movie *Just Mercy*, hosted by Florida International University College of Law via Zoom, from 1:30 p.m. – 3:00 p.m. The panel included a Florida death row exoneree who bravely shared his personal experience, as well as advocates for criminal justice reform. The conversation centered mainly on capital punishment in different states and how attorneys can volunteer their time and expertise to create a more just system.

**Regulating Protests:** On July 23<sup>rd</sup>, Executive Director Mitzi Anderson attended the Regulating Protests: Balancing State Power against First Amendment Rights and Values discussion, hosted by Lewis & Clark Law School via Zoom, from 11:00 a.m. – 12:00 p.m. The panel included a professor, a journalist, and an attorney who discussed first amendment issues related to protests and curfews. The discussion concluded with the notion that even if policymakers can constitutionally impose certain limitations on protests, that doesn’t necessarily mean they should impose those limitations.

**Skills for Inclusive Conversations:** On July 29<sup>th</sup>, Executive Director Mitzi Anderson attended the Skills for Inclusive Conversations workshop via LinkedIn Learning (accredited by the Society for Human Resource Management (SHRM)) from 11:00 a.m. – 12:00 p.m. The workshop focused on helping managers and team leaders develop the skills to conduct meaningful conversations on potentially polarizing topics. We took an in-depth look at curiosity, empathy, effective engagement, and reflection. A key takeaway was to focus on the impact of our words and actions more than our intent.

**Commissioner Outreach:**

**Equity Cabinet Meeting:** On July 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>, Commissioner Darrel Hess attended the Equity Task Force (Equity Cabinet) meeting via Teams from 1:00 p.m. – 2:00 p.m., discussing equity issues arising from the pandemic and other community concerns, including racial equity and police relations.

**Bridge Builders Meeting:** Commissioner Minaei attended a Bridge Builders Meeting via Zoom on July 7, 2020, from 6:00 p.m. – 8:00 p.m.

**ACLU Meeting:** Commissioner Minaei attended an ACLU Meeting via Zoom on July 25<sup>th</sup>, from 9:00 a.m. – 1:30 p.m.



**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** September 14, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of August 31, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 8 cases in August 2020. Investigators met their goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2013	2014	2015	2016	2017	2018	2019	Aug 2020
Total Determinations and Case Closures	92	105	97	107	126	126	108	59

**EEOC Contract.** AERC signed its workshare agreement with EEOC for FFY 2020 on June 5th. The contract awarded AERC 86 of the 100 requested cases. AERC requested and was granted an upward modification of +5. We have currently closed 88 of our 91 contracted cases for FFY 2020.

**Inquiries and New Complaints.** AERC staff fielded 39 inquiries and filed 4 new complaints in July 2020. 10.25% of our inquiries were converted into perfected complaints, nearly to our goal of 12%.

\*In August 2020, AERC received 7 COVID-19-related inquiries and 1 COVID-19-related complaint. To date, AERC has received a total of 28 COVID-19-related inquiries and filed 9 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2013	2014	2015	2016	2017	2018	2019	Aug 2020
Inquiries	441	406	431	442	523	498	516	308
New Complaints	96	107	99	111	134	119	130	58
% of Perfected Complaints	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	18.83%

**Pending Cases.** As of August 31, 2020, we have 95 open cases pending.

PENDING CASES								
	2013	2014	2015	2016	2017	2018	2019	Aug 2020
Total Cases Under Investigation	63	66	69	70	80	71	95	95

**Cases Over 240 Days Old.** As of August 31, 2020, 53 cases are over 240 days old, which is 55.8% of the agency’s caseload and over our goal percentage of less than 20%. There are 22 cases open over 400 days old, which is 23.2% of our caseload.

**II. Budget:**

The current 2020 Budget to Actuals report is set out below:

AERC YTD 2020 Budget to Actuals

	<b>Current Budget</b>	<b>Encumbrance</b>	<b>Actuals</b>	<b>Difference</b>	<b>% Util</b>
<b>Revenue</b>	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
<b>Labor</b>	\$729,558.00	\$0.00	\$429,851.49	\$299,706.51	58.92
<b>Non-Labor</b>	\$17,996.00	\$0.00	\$4,763.62	\$12,257.61	31.89
<b>IGC</b>	\$203,094.00	\$0.00	\$109,568.61	\$93,525.39	53.95
<b>Expense Accounts</b>	\$950,648.00	\$0.00	\$544,183.72	\$405,489.51	57.35
<b>Balance</b>	<b>\$890,648.00</b>	<b>\$0.00</b>	<b>\$544,183.72</b>	<b>\$345,489.51</b>	<b>61.21</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on August 7<sup>th</sup> and August 21<sup>st</sup> via Microsoft Teams. The August 7<sup>th</sup> meeting focused on case updates from investigators, particularly the status of our over 240 and over 400 cases, as well as feedback on Title 5 recommendations. The August 21<sup>st</sup> meeting focused on the upcoming EEOC conference, as well as our 2021 budget proposal.

**AERC Staffing.** AERC has a newly vacant Investigator I position. AERC submitted a budget proposal to reclassify the Investigator I to an Investigator III. With investigator vacancies through much of 2019 and 2020, we have accumulated a backlog of cases and are hoping to get an experienced investigator on staff to help clear this backlog as quickly as possible. The Investigator III caseload is about 30 cases, whereas the caseload for an Investigator I is about 10 cases. Carrying a larger caseload and decreased training time are two of the main benefits of the reclassification.

**IV. Outreach Report – July 2020**

**Staff Outreach/Training:**

**Equity Cabinet Meeting:** On August 3<sup>rd</sup>, 10<sup>th</sup>, 18<sup>th</sup>, 24<sup>th</sup>, and 31<sup>st</sup>, Executive Director Mitzi Anderson attended the Equity Task Force (Equity Cabinet) meeting via Teams from 1:00 p.m. – 2:00 p.m., discussing equity issues arising from the pandemic and relief efforts, as well as other equity-related community concerns.

**Childcare in Alaska Panel Discussion:** On August 3<sup>rd</sup>, Executive Director Mitzi Anderson attended the Childcare Roundtable: Part 2 panel discussion, from 11:30 a.m. – 1:00 p.m., where childcare providers shared their perspective on the childcare crisis in Alaska. Panelists shared thoughts around why early childhood education is devalued and why birth through pre-k educators, who are often women of color, are not placed on the same level as elementary school educators. Panelists also discussed access to quality care for all families.

**Practicing Law in Alaska Amidst the COVID-19 Pandemic:** On August 5<sup>th</sup>, Executive Director Mitzi Anderson a webinar on practicing law during a pandemic, hosted by the Alaska Bar Association, from 10:00 a.m. – 11:00a.m. The webinar focused on compliance with local and State of Alaska public health mandates and advisements, changes in compliance with and enforcement of employment and privacy laws and regulations, confidentiality concerns surrounding remote access, and the development and enforcement of office mitigation plans and safety and sanitation protocols.

**Equity and Inclusion Subcommittee Meeting:** On August 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 26<sup>th</sup>, Investigator Marie Husa attended the Economic Resiliency Task Force (ERTF) Equity and Inclusion Subcommittee meeting via Teams from 1:00p.m. – 2:00p.m. The ERTF is a coalition convened by Mayor Berkowitz of business, non-profit, and community leaders to help navigate the economic impacts of COVID-19.

**Colorlines Panel:** On August 13<sup>th</sup>, Executive Director Mitzi Anderson attended the Colorlines: 2020 Black Vote discussion from 3:00p.m. – 4:00p.m., via Instagram Live, where Nina Turner, former Ohio State Senator, and Candace Hollingsworth, National Co-Chair of Our Black Party and Mayor of Hyattsville, MD, discussed black political power, the infamous '94 crime bill, voter suppression, and other equity issues.

**Alaska Black Caucus:** On August 16<sup>th</sup>, Executive Director Mitzi Anderson attended the Alaska Black Caucus Community Conversation: Segregation and the Church, from 7:00 p.m. – 8:00 p.m., via Zoom. Religious officials from Alaska and the lower 48 discussed the role the church has historically played in race relations, as well as the role it continues to play.

**Courageous Conversations:** On August 17<sup>th</sup>, Executive Director Mitzi Anderson attended Part 2 of “Courageous Conversations About Race,” hosted by the Women’s Power League of Alaska, from 4:30p.m. – 6:00p.m., via Facebook Live. This was a women-led conversation on systemic racism and our role in ending it.

**Alaska Black Caucus:** On August 23<sup>rd</sup>, Executive Director Mitzi Anderson attended the Alaska Black Caucus Community Conversation: Cultural Responsiveness in the Era of Black Lives Matter, from 7:00 p.m. – 8:00 p.m., via Zoom. The speakers discussed solutions for creating culturally responsive learning and work environments for Black, Indigenous and all People of Color, as well as for sharing and teaching a more inclusive American History. The conversation was so compelling it went over time and ABC will schedule a part 2!

**Fair Housing Film Festival:** On August 24<sup>th</sup>, Executive Director Mitzi Anderson attended a webinar discussion on the history of the Fair Housing Act, as part of the Baltimore City Office of Equity and Civil Rights Fair Housing Film Festival, from 3:00 – 4:00. Panelists discussed how housing discrimination has changed since 1968, as well as the ways in which housing discrimination has stayed the same.

**Fair Housing Film Festival:** On August 28<sup>th</sup>, Executive Director Mitzi Anderson attended a web discussion titled “From Redline to Reality,” as part of the Baltimore City Office of Equity and Civil Rights Fair Housing Film Festival, from 10:00 a.m. – 11:00 a.m. This panel discussed how health, education, and wealth outcomes are tied to systemic discrimination in housing, including

redlining and racially restrictive covenants. Panelists shared historical maps that tied together the history of different neighborhoods with modern day outcomes.

**Commissioner Outreach:**

**Equity Cabinet Meeting:** On August 3<sup>rd</sup>, 10<sup>th</sup>, 18<sup>th</sup>, 24<sup>th</sup>, and 31<sup>st</sup>, Commissioner Darrel Hess attended the Equity Task Force (Equity Cabinet) meeting via Teams from 1:00 p.m. – 2:00 p.m., discussing equity issues arising from the pandemic and other community concerns, including racial equity and police relations.

**Identity, Inc.:** On August 25<sup>th</sup>, Commissioner Darrel Hess attended the Identity, Inc. virtual Board meeting, from 5:30 p.m. – 6:30 p.m. Identity, Inc. is Alaska's oldest LGBTQ+ education and advocacy organization.

**Census Commission:** On August 26<sup>th</sup>, Commissioner Darrel Hess attended a virtual meeting of the Municipality's Complete Counts Census Commission.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** October 14, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of September 30, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 5 cases in September 2020, shy of their goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2013	2014	2015	2016	2017	2018	2019	Sept 2020
Total Determinations and Case Closures	92	105	97	107	126	126	108	64

**EEOC Contract.** AERC met its contractual workshare obligation with the EEOC for FY2020, closing 91 cases (86 original contract cases + 5 additional cases from an upward modification request) on September 30<sup>th</sup>. AERC submitted a contract request for FY2021 of 101 cases.

**Inquiries and New Complaints.** AERC staff fielded 29 inquiries and filed 10 new complaints in September 2020. 34.48% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In September 2020, AERC received 2 COVID-19-related inquiries and 1 COVID-19-related complaint. To date, AERC has received a total of 30 COVID-19-related inquiries and filed 10 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2013	2014	2015	2016	2017	2018	2019	Sept 2020
Inquiries	441	406	431	442	523	498	516	337
New Complaints	96	107	99	111	134	119	130	68
% of Perfected Complaints	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.18%

**Pending Cases.** As of September 30, 2020, we have 99 open cases pending.

PENDING CASES								
	2013	2014	2015	2016	2017	2018	2019	Sept 2020
Total Cases Under Investigation	63	66	69	70	80	71	95	99

**Cases Over 240 Days Old.** As of September 30, 2020, 53 cases are over 240 days old, which is 53.5% of the agency’s caseload and over our goal percentage of less than 20%. There are 22 cases open over 400 days old, which is 22.2% of our caseload.

**II. Budget:**

The current 2020 Budget to Actuals report is set out below:

AERC YTD 2020 Budget to Actuals

	<b>Current Budget</b>	<b>Encumbrance</b>	<b>Actuals</b>	<b>Difference</b>	<b>% Util</b>
<b>Revenue</b>	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
<b>Labor</b>	\$729,558.00	\$0.00	\$476,273.07	\$253,284.93	65.28
<b>Non-Labor</b>	\$17,996.00	\$0.00	\$4,813.22	\$12,208.01	32.16
<b>IGC</b>	\$203,094.00	\$0.00	\$121,459.75	\$81,634.25	59.80
<b>Expense Accounts</b>	\$950,648.00	\$0.00	\$602,546.04	\$347,127.19	63.49
<b>Balance</b>	<b>\$890,648.00</b>	<b>\$0.00</b>	<b>\$602,546.04</b>	<b>\$287,127.19</b>	<b>67.76</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on September 3<sup>rd</sup> and 23<sup>rd</sup> via Microsoft Teams, and on September 16<sup>th</sup> in person, while maintaining physical distance. On September 3<sup>rd</sup>, we debriefed the EEOC conference that took place earlier that week, focusing on ADA updates and an extremely helpful training by Dr. Hammond on microaggressions. On September 16<sup>th</sup>, we had a staff breakfast at Valley of the Moon park, sponsored by the Employee Incentive Committee. On September 23<sup>rd</sup>, we had our regular staff meeting to discuss case closures (EEOC FY2020 ended September 30<sup>th</sup>), as well as our over 240 cases.

**AERC Staffing.** AERC has a vacant Investigator I position. AERC submitted a budget proposal to reclassify the Investigator I to an Investigator III. With investigator vacancies through much of 2019 and 2020, we have accumulated a backlog of cases and are hoping to get an experienced investigator on staff to help clear this backlog as quickly as possible. The Investigator III caseload is about 30 cases, whereas the caseload for an Investigator I is about 10 cases. Carrying a larger caseload and decreased training time are two of the main benefits of the reclassification.

**IV. Outreach Report – September 2020**

**Staff Outreach/Training:**

**EEOC-FEPA Virtual Conference:** On September 1<sup>st</sup> and 2<sup>nd</sup>, Executive Director Mitzi Anderson and Investigators Marie Husa, Gita Franklin, and Stephanie Jedlicka participated in the EEOC-FEPA Virtual Conference, covering topics such as an ADA caselaw update, Title VII caselaw update, and Microaggressions in the Workplace. Natalie Day also participated in the Technology Update segment covering IMS Modernization.

**Small Business Relief Grant:** On September 9<sup>th</sup>, Investigator Marie Husa participated in an outreach meeting with Cook Inlet Lending Corporation (CILC) regarding the MOA Small Business Relief Grants they are disbursing. The purpose of this meeting was to share outreach ideas on how to best reach underrepresented communities in Anchorage.

**Allyship & Action:** On September 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>, Executive Director Mitzi Anderson participated in a series of trainings sponsored by The Alaska Center and Native Peoples Action, via Zoom from 5:00 – 8:00p.m. This training series, titled “Allyship & Action,” focused on ways to strengthen our advocacy for racial justice and sustainability, covering topics such as Power and Privilege, Decolonization, and White Supremacy.

**Doerr Center for Social Justice Annual Lecture:** On September 10<sup>th</sup>, Executive Director Mitzi Anderson attended a lecture by Dr. Ibram X. Kendi via Zoom, from 3:00 – 4:00p.m. Dr. Kendi discussed how intersectional theories are at the heart of being anti-racist, i.e., it is impossible to be anti-racist without also challenging homophobia, ableism, transphobia, and other bigotries. He also discussed “racial capitalism” and the intermixing of race, poverty, and wealth.

**Equity Cabinet Meeting:** On September 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>, Executive Director Mitzi Anderson attended the Equity Task Force (Equity Cabinet) meeting via Teams from 1:00 p.m. – 2:00 p.m., discussing equity issues arising from the pandemic and relief efforts, as well as other equity-related community concerns.

**Equity and Inclusion Subcommittee Meeting:** On September 15<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>, and 30<sup>th</sup>, Investigator Marie Husa attended the Economic Resiliency Task Force (ERTF) Equity and Inclusion Subcommittee meeting via Teams from 1:00p.m. – 2:00p.m. The ERTF is a coalition convened by Mayor Berkowitz of business, non-profit, and community leaders to help navigate the economic impacts of COVID-19.

**GARE Monthly Membership Connection:** On September 28<sup>th</sup>, Mitzi Anderson participated in the GARE monthly membership call via Zoom from 11:00a.m. – 12:30p.m. This call featured a GARE member from Albuquerque who discussed what the city is doing with their newly formed Community Safety Department, which will divert mental health and substance abuse calls away from police and fire and to a newly hired team of social workers, diversion program experts, and homelessness coordinators.

#### **Commissioner Outreach:**

**Bridge Builders:** On September 1<sup>st</sup>, Commissioner Mino Minaei attended the Bridge Builders of Anchorage board meeting via Zoom from 6:00 – 8:00p.m.

**March on Alaska:** On September 7<sup>th</sup>, Commissioner Darrel Hess attended the March on Alaska at Town Square Park from 1:00 – 4:00p.m., commemorating the anniversary of the 1963 March on Washington. The event also focused on the Black Lives Matter movement.

**AERC Founding Committee Review Panel:** On September 10<sup>th</sup>, Commissioners Mino Minaei, Darrel Hess, and Joshua Vo participated in a Zoom meeting from 4:00 – 5:00p.m. to review Founding Committee applications. The selected applicants will guide the community

conversations around establishing a community-police relations board. The panel recommended names of applicants to the full Commission.

**Equity Cabinet Meeting:** On September 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>, Commissioner Darrel Hess attended the Equity Task Force (Equity Cabinet) meeting via Teams from 1:00 p.m. – 2:00 p.m., discussing equity issues arising from the pandemic and relief efforts, as well as other equity-related community concerns.

**RAIS Farmer’s Market:** On September 17<sup>th</sup>, Commissioner Darrel Hess attended the RAIS Farmer’s Market at Grow North Farm from 2:30 – 5:45p.m. to help staff the Welcoming Anchorage outreach table. The event was in support of Welcoming Week and was hosted by RAIS and the Anchorage Community Land Trust.

**Identity, Inc.:** On September 22<sup>nd</sup>, Commissioner Darrel Hess attended the Identity, Inc. virtual Board meeting, from 5:30 p.m. – 6:30 p.m. Identity, Inc. is Alaska's oldest LGBTQ+ education and advocacy organization.

**Staff Collaboration:**

**Identity, Inc.:** On September 30<sup>th</sup>, Investigator Marie Husa met with a representative from Identity, Inc. to discuss potential collaboration projects, including an AERC/Identity educational video project.



**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** November 12, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of October 31, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 5 cases in October 2020, shy of their goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2013	2014	2015	2016	2017	2018	2019	Oct 2020
Total Determinations and Case Closures	92	105	97	107	126	126	108	69

**EEOC Contract.** AERC met its contractual workshare obligation with the EEOC for FY2020, closing 91 cases (86 original contract cases + 5 additional cases from an upward modification request) on September 30<sup>th</sup>. AERC submitted a contract request for FY2021 of 101 cases.

**Inquiries and New Complaints.** AERC staff fielded 23 inquiries and filed 3 new complaints in October 2020. 13.04% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In October 2020, AERC received 1 COVID-19-related inquiries and 0 COVID-19-related complaint. To date, AERC has received a total of 31 COVID-19-related inquiries and filed 9 COVID-19-related complaints (+1 unperfected = 10).

INQUIRIES AND NEW COMPLAINTS								
	2013	2014	2015	2016	2017	2018	2019	Oct 2020
Inquiries	441	406	431	442	523	498	516	360
New Complaints	96	107	99	111	134	119	130	71
% of Perfected Complaints	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	19.72%

**Pending Cases.** As of October 31, 2020, we have 98 open cases pending.

PENDING CASES								
	2013	2014	2015	2016	2017	2018	2019	Oct 2020
Total Cases Under Investigation	63	66	69	70	80	71	95	98

**Cases Over 240 Days Old.** As of September 30, 2020, 60 cases are over 240 days old, which is 61.22% of the agency’s caseload and over our goal percentage of less than 20%. There are 26 cases open over 400 days old, which is 26.5% of our caseload.

**II. Budget:**

The current 2020 Budget to Actuals report is set out below:

AERC YTD 2020 Budget to Actuals

	<b>Current Budget</b>	<b>Encumbrance</b>	<b>Actuals</b>	<b>Difference</b>	<b>% Util</b>
<b>Revenue</b>	-\$60,000.00	-\$56,800.00	\$0.00	-\$3,200.00	94.67
<b>Labor</b>	\$729,558.00	\$0.00	\$520,056.49	\$209,501.51	71.28
<b>Non-Labor</b>	\$17,996.00	\$1,000.00	\$6,614.36	\$9,708.29	46.05
<b>IGC</b>	\$203,094.00	\$0.00	\$141,372.51	\$61,721.49	69.61
<b>Expense Accounts</b>	\$950,648.00	\$1,000.00	\$668,043.36	\$280,931.29	70.45
<b>Balance</b>	<b>\$890,648.00</b>	<b>-\$55,800.00</b>	<b>\$668,043.36</b>	<b>\$277,731.29</b>	<b>68.82</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on October 2<sup>nd</sup>, 13<sup>th</sup>, and 26<sup>th</sup> via Microsoft Teams. On October 2<sup>nd</sup>, we debriefed after Executive Director, Mitzi Anderson met with the Office of Management and Budget to discuss our budget proposals and the upcoming worksession with the Assembly. On October 13<sup>th</sup>, we held our regular staff meeting to go over case questions, our over-240 case strategy, and to allow staff to connect and reinforce our mission amidst changes in the administration. On October 26<sup>th</sup>, we met to debrief the Legal Department’s comments on AERC Resolution 2020-2 and discuss next steps, as well as to discuss the investigator vacancy and distribution of tasks until the position is filled.

**AERC Staffing.** AERC has a vacant Investigator I position. AERC submitted a budget proposal to reclassify the Investigator I to an Investigator III. AERC’s budget proposal was denied and we expect to move forward hiring an Investigator I by January 2021. Effective October 5<sup>th</sup>, AERC’s Senior Office Associate position is reclassified to an Executive Assistant I. Congratulations, Natalie!

**IV. Outreach Report – September 2020**

**Staff Outreach/Training:**

**Equity and Inclusion Subcommittee Meeting:** On October 2<sup>nd</sup>, Investigator Marie Husa attended the Economic Resiliency Task Force (ERTF) Equity and Inclusion Subcommittee meeting via Zoom from 1:00p.m. – 2:00p.m. The ERTF is a coalition convened by Mayor Berkowitz of business, non-profit, and community leaders to help navigate the economic impacts of COVID-19.

**Pacific Northwest Annual EEO Training:** On October 6<sup>th</sup>, Investigators Stephanie Jedlicka and Marie Husa participated virtually in the Pacific Northwest Annual EEO Training from 7:30 a.m. – 11:30 a.m. Among the topics presented were ADA and Covid 19, the #BlackLivesMatter movement, Addressing Racism in the Workplace, and Beyond the Binary, which discussed issues relating to the LGBTQ community.

**Cybersecurity Training:** On October 8<sup>th</sup>, Investigator Stephanie Jedlicka completed the KnowB4 Training, an annual requirement for all MOA employees.

**Presentation to Peer Leader Navigators:** On October 8<sup>th</sup>, Investigator Marie Husa attended a meeting of newly trained Peer Leader Navigators with Alaska Literacy Project, where she presented information on AERC's role and mandate. Peer Leader Navigators are community leaders from Anchorage's various cultural communities who work to provide information regarding resources and services.

**Equity Cabinet Meeting:** On October 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>, Executive Director Mitzi Anderson attended the Equity Task Force (Equity Cabinet) meeting via Teams from 1:00 p.m. – 2:00 p.m., discussing equity issues arising from the pandemic and relief efforts, as well as other equity-related community concerns.

**Anchorage Association of Women Lawyers:** On October 13<sup>th</sup>, Executive Director Mitzi Anderson attended the AAWL Annual Meeting via Zoom from 5:15 p.m. – 6:15 p.m. We heard from Judge Elaine Andrews and Heather Arnett on judicial retention and selection in Alaska.

**Responding Locally to Rising Hate and Conflict:** On October 15<sup>th</sup>, Investigator Stephanie Jedlicka and Executive Director Mitzi Anderson participated virtually in a presentation by Not in Our Town (NIOT) from 12:00 p.m. – 1:30 p.m, focused on how communities can address the threat of hate, violence and division around the upcoming election. According to a report released by the Department of Homeland Security in October 2020, violent white supremacy is the most persistent and lethal domestic threat. This presentation discussed how we can be proactive in our local communities in the face of escalating conflict.

**IT Coordinator's Meeting:** On October 22<sup>nd</sup>, Investigator Stephanie Jedlicka attended the IT Coordinator's Meeting from 2:00 p.m. – 3:00 p.m.

**Poverty, Race, and Consciousness:** On October 22<sup>nd</sup>, from 9:30 a.m. – 1:30 p.m., Executive Director Mitzi Anderson attended the Poverty, Race, and Consciousness discussion with Dr. Shariff Abdullah and Dr. Donna M. Beegle, sponsored by the United States Ombudsman Association. The presentation focused on how people living in the crisis of poverty continue to be punished for poverty conditions, the intersection of race and class, and how people can be more conscious of racism and poverty. It also challenged viewers to reflect on their own state of consciousness regarding poverty and race, the language we use, the assumptions we make, and how we can break some of those negative patterns.

**Facilitation of Dialogue:** On October 29<sup>th</sup>, Executive Director Mitzi Anderson participated in a Facilitation of Dialogue training by the US Department of Justice, Community Relations Service. This training was organized for the Founding Committee established by the AERC.

## **Commissioner Outreach:**

**Equity Cabinet Meeting:** On October 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>, Commissioner Darrel Hess attended the Equity Task Force (Equity Cabinet) meeting via Teams from 1:00 p.m. – 2:00 p.m., discussing equity issues arising from the pandemic and relief efforts, as well as other equity-related community concerns.

**Founding Committee:** On October 14<sup>th</sup>, from 11:00 a.m. – 1:00 p.m., Commissioner Darrel Hess attended the initial meeting of the Founding Committee members that the AERC selected. The Committee, facilitated by the Department of Justice, Community Relations Service, will lead the community conversations that will result in the establishment of a new Community-Police Relations Advisory Council.

**Poverty, Race, and Consciousness:** On October 22<sup>nd</sup>, from 9:30 a.m. – 1:30 p.m., Commissioner Darrel Hell attended the Poverty, Race, and Consciousness discussion with Dr. Shariff Abdullah and Dr. Donna M. Beegle, sponsored by the United States Ombudsman Association. The webinar discussed the intersections of poverty, race and consciousness in our society, and how not understanding the language of poverty can inhibit the efforts of government agencies.

**All In – The Shift Towards Inclusive Emergency Management:** On October 29<sup>th</sup>, Commissioner Darrel Hess participated in “All In: The Shift Towards Inclusive Emergency Management,” a webinar hosted by Welcoming America and I-DIEM (Institute for Diversity and Inclusion in Emergency Management). The webinar discussed the historically less robust emergency responses to areas and neighborhoods that are predominately populated by persons of color. The webinar highlighted approaches that empower communities and operationalize equity to improve outcomes and preparedness among underserved populations.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** December 14, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of November 30, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 6 cases in November 2020, shy of their goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2013	2014	2015	2016	2017	2018	2019	Nov 2020
Total Determinations and Case Closures	92	105	97	107	126	126	108	75

**EEOC Contract.** AERC met its contractual workshare obligation with the EEOC for FY2020, closing 91 cases (86 original contract cases + 5 additional cases from an upward modification request) on September 30<sup>th</sup>. AERC submitted a contract request for FY2021 of 101 cases.

**Inquiries and New Complaints.** AERC staff fielded 27 inquiries and filed 6 new complaints in November 2020. 22.22% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In November 2020, AERC received 7 COVID-19-related inquiries and 1 COVID-19-related complaint. To date, AERC has received a total of 38 COVID-19-related inquiries and filed 10 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2013	2014	2015	2016	2017	2018	2019	Nov 2020
Inquiries	441	406	431	442	523	498	516	387
New Complaints	96	107	99	111	134	119	130	77
% of Perfected Complaints	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	19.89%

**Pending Cases.** As of November 30, 2020, we have 98 open cases pending.

PENDING CASES								
	2013	2014	2015	2016	2017	2018	2019	Nov 2020
Total Cases Under Investigation	63	66	69	70	80	71	95	98

**Cases Over 240 Days Old.** As of November 30, 2020, 59 cases are over 240 days old, which is 60.2% of the agency’s caseload and over our goal percentage of less than 20%. There are 32 cases open over 400 days old, which is 32.65% of our caseload.

**II. Budget:**

The current 2020 Budget to Actuals report is set out below:

AERC YTD 2020 Budget to Actuals

	<b>Current Budget</b>	<b>Encumbrance</b>	<b>Actuals</b>	<b>Difference</b>	<b>% Util</b>
<b>Revenue</b>	-\$60,000.00	\$0.00	-\$73,800.00	\$13,800.00	123.00
<b>Labor</b>	\$729,558.00	\$0.00	\$590,060.11	\$139,497.89	80.88
<b>Non-Labor</b>	\$17,996.00	\$39.41	\$12,500.24	\$4,783.00	73.42
<b>IGC</b>	\$203,094.00	\$0.00	\$156,943.66	\$46,150.34	77.28
<b>Expense Accounts</b>	\$950,648.00	\$39.41	\$759,504.01	\$190,431.23	79.97
<b>Balance</b>	<b>\$890,648.00</b>	<b>\$39.41</b>	<b>\$685,704.01</b>	<b>\$204,231.23</b>	<b>77.07</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on November 10<sup>th</sup> and 24<sup>th</sup> via Microsoft Teams. During these staff meetings we discuss case-specific questions, our over-240 case strategy, and our outreach efforts. These meetings also allow staff time to connect while working remotely.

**AERC Staffing.** AERC has a vacant Investigator I position, which is expected to be posted by the end of the year.

**IV. Outreach Report – September 2020**

**Staff Outreach/Training:**

**Equity and Inclusion Subcommittee Meeting:** On November 6<sup>th</sup> and 20<sup>th</sup>, Investigator Marie Husa attended the Economic Resiliency Task Force (ERTF) Equity and Inclusion Subcommittee meeting via Zoom from 1:00p.m. – 2:00p.m. The ERTF is a coalition convened by Mayor Berkowitz of business, non-profit, and community leaders to help navigate the economic impacts of COVID-19.

**Equity Cabinet Meeting:** On November 6<sup>th</sup>, 13<sup>th</sup>, and 20<sup>th</sup>, Executive Director Mitzi Anderson attended the Equity Task Force (Equity Cabinet) meeting via Teams from 11:00 a.m. – 12:00 p.m., discussing equity issues arising from the pandemic and relief efforts, as well as other equity-related community concerns.

**COVID 19 and the ADA:** On November 9<sup>th</sup>, from 9:00 a.m. to 11:30 a.m., All AERC Investigators participated virtually in the Pacific Northwest EEO Training focused on COVID-related issues and the Americans with Disabilities Act.

**Facing Race:** On November 9<sup>th</sup>, from 10:00 a.m. – 12:00 p.m., Executive Director Mitzi Anderson attended the Facing Race Pre-Conference Racial Affinity Caucus for Latinx attendees via Zoom.

**Facing Race:** On November 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>, from 9:00 a.m. – 1:30 p.m., Executive Director Mitzi Anderson attended Facing Race: A National Virtual Conference, presented by Race Forward, a national non-profit working to advance racial justice in our policies, institutions, and culture. The conference offered a unique collaborative space for racial justice movement making, as one of the largest multiracial, inter-generational gatherings for organizers, educators, creatives, and other leaders, with many breakout sessions for both government and private sector.

**Decolonizing Justice:** On November 16<sup>th</sup> from 9:00 a.m. – 12:30 p.m., Executive Director Mitzi Anderson attended “Decolonizing Justice: Advancing Community-Grown Justice Solutions,” a series of online conversations, panels and interactive workshops centered on legal empowerment and community-based justice strategies in the US. The two conversations attended were “Beyond Legal Aid: Legal Empowerment and Community-Based Justice” and “Transforming Legal Aid to Achieve People-Centered Justice.”

**Equity and Inclusion Presentations for MOA Employees:** On November 17<sup>th</sup> from 9:30 a.m. – 11:30 a.m., Investigators Marie Husa, Stephanie Jedlicka, and Gita Franklin, and Executive Director Mitzi Anderson attended presentations by Dr. EJ R David and Dr. Kevin Nadal on anti-racism and microaggressions held via Teams. These presentations were co-sponsored by the AERC, Anchorage Library, Office of Equal Opportunity, and Ombudsman’s Office to provide MOA employees, partners, and collaborators an opportunity to better understand equity and inclusion issues in our workplace and community. The presentations were attended by 125 MOA employees and invited community partners.

**Equity Presentation Debrief:** On November 19<sup>th</sup> from 12:00 p.m. – 1:00 p.m., Investigator Marie Husa and Executive Director Mitzi Anderson hosted a debrief session for MOA employees to discuss the presentations attended on the 17<sup>th</sup>. The debrief was attended by approximately 30 employees and we expect to hold similar debriefs in the future.

**First Alaskans Institute:** On November 19<sup>th</sup> from 1:30 p.m. – 4:30 p.m., Executive Director Mitzi Anderson attended an Anti-Racism/Racial Equity Training with the Anchorage Assembly via Teams, hosted by First Alaskans Institute. This deeply reflective session focused on our own personal histories and will be followed by two additional sessions in December and January.

**Training on Disability Discrimination:** On November 24<sup>th</sup>, from 9:00 a.m. – 10:00 a.m., Investigator Stephanie Jedlicka facilitated a virtual disability discrimination training for a local small business.

**Alaska Black Caucus:** On November 29<sup>th</sup> from 7:00 p.m. – 8:00 p.m., Executive Director Mitzi Anderson attended the ABC Community Conversation on Police Relations with BIPOC Communities in Alaska via Facebook Live.

## **Commissioner Outreach:**

**Facilitator Training:** On November 4th, from 3:00 p.m. – 5:00 p.m., Commissioner Darrel Hess attended the online Facilitator Training for the Founding Committee that was established to guide the community conversation around creating a community-police relations board. The training was facilitated by Knight Sor, with the US Department of Justice, Community Relations Service.

**Equity Cabinet Meeting:** On November 6<sup>th</sup>, from 11:00 a.m. – 12:00 p.m., Commissioner Darrel Hess attended the Equity Task Force (Equity Cabinet) meeting via Teams discussing equity issues arising from the pandemic and relief efforts, as well as other equity-related community concerns.

**Building Racial Equity:** On November 9th, from 9:00 a.m. – 1:30 p.m., Commissioner Darrel Hess attended the online preconference training for the Facing Race 2020 National Conference. The preconference focused on building racial equity.

**Facing Race:** On November 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>, from 9:00 a.m. – 1:30 p.m., Commissioners Darrel Hess, Heather Barbour, and Minoos Minaei attended Facing Race: A National Virtual Conference, presented by Race Forward, a national non-profit working to advance racial justice in our policies, institutions, and culture. The conference offered a unique collaborative space for racial justice movement making, as one of the largest multiracial, inter-generational gatherings for organizers, educators, creatives, and other leaders, with many breakout sessions for both government and private sector.

**First Alaskans Institute:** On November 19<sup>th</sup> from 1:30 p.m. – 4:30 p.m., Commissioner Darrel Hess attended an Anti-Racism/Racial Equity Training with the Anchorage Assembly via Teams, hosted by First Alaskans Institute. This deeply reflective session focused on our own personal histories and will be followed by two additional sessions in December and January.

**Identity Board:** On November 24<sup>th</sup>, from 5:30 p.m. – 7:00 p.m., Commissioner Darrel Hess attended, via Zoom, the November Board meeting of Identity, Inc., Alaska's largest and oldest (1977) LGBTQ+ advocacy and education organization.



**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** January 10, 2020  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of December 31, 2020

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 8 cases in December 2020, meeting our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2013	2014	2015	2016	2017	2018	2019	Dec 2020
Total Determinations and Case Closures	92	105	97	107	126	126	108	83

**EEOC Contract.** AERC met its contractual workshare obligation with the EEOC for FY2020, closing 91 cases (86 original contract cases + 5 additional cases from an upward modification request) on September 30<sup>th</sup>. AERC submitted a contract request for FY2021 of 101 cases.

**Inquiries and New Complaints.** AERC staff fielded 21 inquiries and filed 5 new complaints in December 2020. 23.8% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In December 2020, AERC received 4 COVID-19-related inquiries and 1 COVID-19-related complaint. To date, AERC has received a total of 42 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2013	2014	2015	2016	2017	2018	2019	Dec 2020
Inquiries	441	406	431	442	523	498	516	408
New Complaints	96	107	99	111	134	119	130	82
% of Perfected Complaints	21.77%	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%

**Pending Cases.** As of December 31, 2020, we have 95 open cases pending.

PENDING CASES								
	2013	2014	2015	2016	2017	2018	2019	Dec 2020
Total Cases Under Investigation	63	66	69	70	80	71	95	95

**Cases Over 240 Days Old.** As of December 31, 2020, 57 cases are over 240 days old, which is 60% of the agency’s caseload and over our goal percentage of less than 20%. There are 36 cases open over 400 days old, which is 37.89% of our caseload.

**II. Budget:**

The current 2020 Budget to Actuals report is set out below:

AERC YTD 2020 Budget to Actuals

	<b>Current Budget</b>	<b>Encumbrance</b>	<b>Actuals</b>	<b>Difference</b>	<b>% Util</b>
<b>Revenue</b>	-\$60,000.00	\$0.00	-\$73,800.00	\$13,800.00	123.00
<b>Labor</b>	\$729,558.00	\$0.00	\$613,419.22	\$116,138.78	84.08
<b>Non-Labor</b>	\$17,996.00	\$0.00	\$12,539.65	\$4,783.00	73.42
<b>IGC</b>	\$203,094.00	\$0.00	\$157,031.13	\$46,062.87	77.32
<b>Expense Accounts</b>	\$950,648.00	\$0.00	\$782,990.00	\$166,984.65	82.43
<b>Balance</b>	<b>\$890,648.00</b>	<b>\$0.00</b>	<b>\$709,190.00</b>	<b>\$180,784.65</b>	<b>79.70</b>

AERC 2021 Budget

	<b>Current Budget</b>	<b>Encumbrance</b>	<b>Actuals</b>	<b>Difference</b>	<b>% Util</b>
<b>Revenue</b>	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
<b>Labor</b>	\$735,580.00	\$0.00	\$0.00	\$735,580.00	0.00
<b>Non-Labor</b>	\$27,596.00	\$0.00	\$0.00	\$27,596.00	0.00
<b>IGC</b>	\$212,980.00	\$0.00	\$0.00	\$212,980.00	0.00
<b>Expense Accounts</b>	\$976,156.00	\$0.00	\$0.00	\$976,156.00	0.00
<b>Balance</b>	<b>\$916,156.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$916,156.00</b>	<b>0.00</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on December 11<sup>th</sup> and December 30<sup>th</sup> via Microsoft Teams. During these staff meetings we discuss case-specific questions, our over-240 case strategy, and our outreach efforts. These meetings also allow staff time to connect while working remotely. This month we held an investigator’s meeting on December 18<sup>th</sup> to discuss the overlap and differences between the Family Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA), specifically in the context of retaliation allegations.

**AERC Staffing.** AERC has a vacant Investigator I position and is currently seeking applications. The application period closes on January 19, 2021.

## IV. Outreach Report

### Staff Outreach/Training:

**Equity Cabinet Meeting:** On December 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>, Executive Director Mitzi Anderson and Investigator Marie Husa attended the Equity Task Force (Equity Cabinet) meeting via Teams from 11:00 a.m. – 12:00 p.m., discussing equity issues arising from the pandemic and relief efforts, as well as other equity-related community and staff concerns.

**Equity & Inclusion:** On December 9<sup>th</sup>, from 11:30 a.m. – 12:00 p.m., Commissioner Darrel Hess, Executive Director Mitzi Anderson, and Investigator Marie Husa participated in a virtual meeting between the Equity Cabinet and the Acting Mayor and her Chief of Staff to discuss equity and inclusion efforts by and within the Municipality.

**IAOHRA Human Rights Day:** On December 10<sup>th</sup>, from 9:00a.m. – 10:00 a.m., Investigator Stephanie Jedlicka participated in the International Association of Official Human Rights Agencies Human Rights Celebration via webinar.

**Equity and Inclusion Presentations for MOA Employees:** On December 15<sup>th</sup> and December 22<sup>nd</sup>, from 11:00 a.m. – 12:15 p.m., Investigator Marie Husa and Executive Director Mitzi Anderson hosted replays of presentations by Dr. EJ R David and Dr. Kevin Nadal on anti-racism and microaggressions, followed by debrief sessions, via Teams.

**Anti-Racism Training:** On December 16<sup>th</sup> from 1:30 p.m. – 4:30 p.m., Executive Director Mitzi Anderson attended an Anti-Racism/Racial Equity Training with the Anchorage Assembly via Teams, hosted by Sonya Hunte of the Anchorage School District. This deeply reflective session built on last month's session and toward the third and final session to be held in January 2021.

**Founding Committee:** On December 17<sup>th</sup> from 12:00 p.m. – 2:00 p.m., Executive Director Mitzi Anderson attended a meeting of the Founding Committee hosted by the DOJ Community Relations Service to discuss ways to better mold the Founding Committee's process to the Anchorage community and next steps forward.

### Commissioner Outreach:

**Equity Cabinet Meeting:** On December 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>, from 11:00 a.m. – 12:00 p.m., Commissioner Darrel Hess attended the Equity Task Force (Equity Cabinet) meeting via Teams discussing equity issues arising from the pandemic and relief efforts, as well as other equity-related community concerns.

**Equity & Inclusion:** On December 9<sup>th</sup>, from 11:30 a.m. – 12:00 p.m., Commissioner Darrel Hess, Executive Director Mitzi Anderson, and Investigator Marie Husa participated in the virtual meeting between the Equity Cabinet and the Acting Mayor and her Chief of Staff to discuss equity and inclusion efforts by and within the Municipality.

**Anti-Racism Training:** On December 16<sup>th</sup> from 1:30 p.m. – 4:30 p.m., Commissioner Darrel Hess attended an Anti-Racism/Racial Equity Training for the Assembly Department and members of the Anchorage Assembly, hosted by Sonya Hunte with the Anchorage School District.

**NAACP Anchorage:** On December 21<sup>st</sup>, from 6:00 p.m. – 8:30 p.m., Commissioner Darrel Hess attended the virtual December membership meeting for NAACP Anchorage Unit 1000.

**Microaggressions, Bias & the Fight for Equity:** On December 22<sup>nd</sup>, from 11:00 a.m. – 12:15 p.m., Commissioner Darrel Hess attended a replay of Dr. Kevin Nadal’s presentation on Microaggressions. The replay was open to MOA employees and was followed by a brief Q&A session.