

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** February 16, 2021  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of January 31, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 6 cases in January 2021, shy of our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	Jan 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	6

**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. Contracts are usually signed in June.

**Inquiries and New Complaints.** AERC staff fielded 30 inquiries and filed 8 new complaints in January 2021. 26.67% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In January 2021, AERC received 3 COVID-19-related inquiries and no COVID-19-related complaint. To date, AERC has received a total of 45 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	Jan 2021
Inquiries	406	431	442	523	498	516	408	30
New Complaints	107	99	111	134	119	130	82	8
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	26.67%

**Pending Cases.** As of January 31, 2021, we have 97 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	Jan 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	97

**Cases Over 240 Days Old.** As of January 31, 2021, 59 cases are over 240 days old, which is 60.82% 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 37.11% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 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	-	-\$60,000.00	-
<b>Labor</b>	\$735,580.00	\$0.00	\$40,100.92	\$695,479.08	5.45
<b>Non-Labor</b>	\$27,596.00	\$0.00	\$1,226.28	\$25,696.37	6.88
<b>IGC</b>	\$212,980.00	\$0.00	\$90.44	\$212,889.56	0.04
<b>Expense Accounts</b>	\$976,156.00	\$0.00	\$41,417.64	\$934,065.01	4.31
<b>Balance</b>	<b>\$916,156.00</b>	<b>\$0.00</b>	<b>\$41,417.64</b>	<b>\$874,065.01</b>	<b>4.59</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on January 13<sup>th</sup> and 28<sup>th</sup> via Microsoft Teams. During these staff meetings we discussed 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 Intake and Outreach Coordinator / Investigator I position. The application period closed on January 19, 2021 and we are currently on our second round of interviews.

**IV. Outreach Report**

**Staff Outreach/Training:**

**Anchorage Public Library – Equity, Diversity, and Inclusion Project:** On January 8<sup>th</sup> from 3:00 p.m. – 4:00 p.m., Investigator Marie Husa participated in a meeting via MS Teams with the APL Executive Director and APL Branch Manager about the Library's EDI Project on which the AERC is assisting.

**LGBTQ+ Video Project:** On January 11<sup>th</sup> from 10:00 a.m. – 11:00 a.m., Investigator Marie Husa attended a meeting with video project partners See Stories, Bitanga Productions, and Identity, Inc. to discuss topics and audience for our upcoming video project.

**National Day of Racial Healing:** On January 19<sup>th</sup>, Executive Director Mitzi Anderson participated in several events honoring the Tuesday after Martin Luther King, Jr. Day as the National Day of Racial Healing:

- 11:00 a.m. – 12:00 p.m., hosted by the W.K. Kellogg Foundation, a conversation around truth-telling and understanding our neighbors’ stories;

- 12:00 p.m. – 1:00 p.m., hosted by the Alaska Black Caucus, local leaders (Walter Furnace, Cal Williams, Margo Bellamy, Rex Butler, and Celeste Hodge Growden) discussed the perils of colorblindness and policies to eliminate barriers;
- 3:00 p.m. – 4:30 p.m., Truth, Racial Healing, and Transformation Tribute Coffeetime hosted by First Alaskans Institute, media makers shared how they create space for truths to be told (Mark Trahant, Indian Country Today; Princess Johnson and Vera Starbard, Molly of Denali; John Gourley, Portugal. The Man.);
- 7:00 p.m. – 9:00 p.m., hosted by First Alaskans Institute, local leaders (George Martinez, Dr. EJ Ramos David, Neisha Jones, and Indra Arriaga) discuss what a path towards racial healing looks like. “We need more people to get their hands dirty, to do the work, but we don’t need saviors either. Sometimes the best way for people to help, is to get out of the way.” – Dr. David

**Equity and Inclusion Subcommittee Meeting:** On January 22<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.

**Human Trafficking:** On January 27<sup>th</sup> from 1:30 p.m. – 2:30 p.m., Executive Director Mitzi Anderson attending “Human Trafficking: Finding Solutions” via Zoom, hosted by the University of Miami Alumni Association and covering strategies to spot the signs of human trafficking and take preventive steps.

**Anti-Racism Training:** On January 29<sup>th</sup> from 9:00 a.m. – 5:00 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 and Ayyu Qassataq of First Alaskans Institute. This was the last of three deeply reflective sessions where we discussed antiracism solutions in our personal and professional roles.

### **Commissioner Outreach:**

**Anchorage Public Library:** On January 5<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>, 4:00 p.m. – 5:00 p.m., Commissioner Minaei met with Anchorage Public Library staff and discussed a book club around "Stamped from the Beginning" by Ibram X. Kendi.

**Bridge Builders of Anchorage:** On January 5<sup>th</sup>, 6:00 p.m. – 8:00 p.m., Commissioner Minaei attended a Bridge Builders board meeting, and on January 31<sup>st</sup>, 1:00 p.m. – 2:00 p.m., Commissioner Minaei attended a Bridge Builders executive board meeting.

**NAACP Election Supervisory Committee:** On January 5<sup>th</sup>, 7:30 p.m. – 9:00 p.m., January 13<sup>th</sup>, 9:00 a.m. – 10:00 a.m., and January 14<sup>th</sup>, 7:30 p.m. – 9:00 p.m., Commissioner Hess attended virtual meetings of the NAACP Election Supervisory Committee that is tasked with overseeing the NAACP Anchorage’s biennial election of officers.

**Anchorage Alliance for Violence Prevention:** On January 6<sup>th</sup>, 12:30 p.m. – 1:30 p.m., Commissioner Minaei attended this organization's virtual monthly meeting.

**Extra Tough: Woman of the North:** On January 13<sup>th</sup>, Commissioner Minaei attended the opening of this exhibit at the Anchorage Museum.

**Alaska Black Caucus:** On January 18<sup>th</sup>, 12:00 p.m. – 1:00 p.m., Commissioner Minaei attended this organization's meeting.

**Moms Demand Action:** On January 21<sup>st</sup>, 6:00 p.m. – 8:00 p.m., Commissioner Minaei attended a meeting for this grassroots organization advocating for creation and enactment of policies to prevent gun violence.

**NAACP Membership Meeting:** On January 25<sup>th</sup>, 5:30 p.m. – 8:00 p.m., Commissioner Hess attended the January membership meeting of the NAACP, Anchorage Unit 1000.

**Identity, Inc. Governance Committee:** On January 27<sup>th</sup>, 2:00 p.m. – 3:00 p.m., Commissioner Hess attended a meeting of the Governance Committee of Identity, Inc., Alaska oldest (1977) and largest LGBTQ+ advocacy and education organization.

**Multicultural Education Concerns Advisory Committee (MECAC):** On January 28<sup>th</sup>, 6:00 p.m. – 8:00 p.m., Commissioner Minaei attended this committee's regular meeting.

**Bridge Builders of Anchorage:** On January 31<sup>st</sup>, 10:00 a.m. – 11:00 a.m., Commissioner Minaei attended a discussion of the book "Stamped from the Beginning" by Ibram X. Kendi hosted by Bridge Builders.

**Anti-Racism Training:** On January 29<sup>th</sup> from 9:00 a.m. – 5:00 p.m., Commissioner Hess attended an Anti-Racism/Racial Equity Training with the Anchorage Assembly via Teams, hosted by Sonya Hunte of the Anchorage School District and Ayyu Qassataq of First Alaskans Institute. This was the last of three deeply reflective sessions where we discussed antiracism solutions in our personal and professional roles.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** March 10, 2021  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of February 28, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 5 cases in February 2021, shy of our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	Feb 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	5

**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. Contracts are usually signed in June.

**Inquiries and New Complaints.** AERC staff fielded 25 inquiries and filed 3 new complaints in February 2021. 12% of our inquiries were converted into perfected complaints, meeting our goal of 12%.

\*In February 2021, AERC received 2 COVID-19-related inquiries and no COVID-19-related complaints. To date, AERC has received a total of 47 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	Feb 2021
Inquiries	406	431	442	523	498	516	408	55
New Complaints	107	99	111	134	119	130	82	11
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	20%

**Pending Cases.** As of February 28, 2021, we have 95 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	Feb 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	95

**Cases Over 240 Days Old.** As of February 28, 2021, 59 cases are over 240 days old, which is 62.1% of the agency’s caseload and over our goal percentage of less than 20%. There are 35 cases open over 400 days old, which is 36.84% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 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	-\$2,000.00	-	-\$58,000.00	3.33
<b>Labor</b>	\$735,580.00	\$0.00	\$86,891.04	\$648,688.96	11.81
<b>Non-Labor</b>	\$27,596.00	\$0.00	\$1,732.97	\$25,775.03	6.60
<b>IGC</b>	\$212,980.00	\$0.00	\$182.24	\$212,797.76	0.09
<b>Expense Accounts</b>	\$976,156.00	\$0.00	\$88,806.25	\$887,261.75	9.11
<b>Balance</b>	<b>\$916,156.00</b>	<b>-\$2,000.00</b>	<b>\$88,806.25</b>	<b>\$829,261.75</b>	<b>9.48</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on February 10<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup> via Microsoft Teams. The focus of these meetings was to collaboratively discuss details of the Intake and Outreach Coordinator position, including office needs, training plans, and candidate reviews.

**AERC Staffing.** AERC’s newly hired Intake and Outreach Coordinator / Investigator I will begin on March 22, 2021. We are thrilled to welcome Megan Moffitt to the team.

**IV. Outreach Report**

**Staff Outreach/Training:**

**Meeting with Alaska Literacy Project:** On February 2<sup>nd</sup>, from 1:00 p.m. to 2:00 p.m., Investigator Marie Husa met with Lori Pickett, Executive Director of Alaska Literacy Project (ALP), and Heather MacAlpine, MOA Equal Opportunity Director and Co-Chair of the Economic Resiliency Task Force (ERTF) Equity and Inclusion Subcommittee, via Teams to discuss possibilities for collaborating with the ALP’s Peer Leader Navigators on pandemic-related relief programs.

**Fireside chat with Justice Alan Page:** On February 4<sup>th</sup>, from 9:00 a.m. – 10:00 a.m., Executive Director Mitzi Anderson attended a virtual conversation with Justice Alan Page discussing how some Covid-related changes in the courtroom, such as virtual hearings, have helped in the movement for criminal justice reform.

**Equity and Inclusion Subcommittee Meeting:** On February 5<sup>th</sup> and 19<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.

**COVID-19 Rent Relief Outreach Meeting:** On February 10<sup>th</sup>, Investigator Marie Husa attended a meeting with the members of the Economic Resiliency Task Force (ERTF) Equity and Inclusion Subcommittee and staff from the Mayor’s Office via Teams from 2:00 p.m. to 3:00 p.m. to discuss outreach ideas for the upcoming pandemic-related rent relief program.

**Access to Justice:** On February 11<sup>th</sup>, from 11:30 a.m. – 1:00 p.m., Executive Director Mitzi Anderson attended the Access to Justice steering committee meeting and housing/eviction subcommittee meeting, discussing the Alaska Court System’s Access to Justice and Legal Navigator plans, specifically focusing on ways other agencies can assist the community in accessing resources related to housing and eviction.

**Equity Cabinet Meeting:** On February 12<sup>th</sup>, from 11:00 a.m. – 12:00 p.m., Executive Director Mitzi Anderson and Investigator Marie Husa 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 and staff concerns. Executive Director Mitzi Anderson also attended the group’s February 26<sup>th</sup> meeting.

**See Stories:** On February 16<sup>th</sup>, from 1:00 p.m. – 2:00 p.m., Executive Director Mitzi Anderson and Investigator Marie Husa met with representatives from See Stories and Identity, Inc. for a brainstorm session on an outreach video collaboration project.

**Welcoming America:** On February 17<sup>th</sup>, from 10:00 a.m. – 11:00 a.m., Executive Director Mitzi Anderson attended a webinar sponsored by Welcoming America discussing how advocates can overcome COVID vaccine hesitancy in immigrant communities.

#### **Commissioner Outreach:**

**Equity Cabinet Meeting:** On February 12<sup>th</sup> and 26<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. The group is also compiling a list of issues and opportunities for the new Chief Equity Officer, who will be appointed in the coming weeks.

**Access to Justice:** Virtual meeting, Thursday, February 11<sup>th</sup>, 11:30 a.m. to 1:00 p.m., Commissioner Hess attended a virtual meeting with the Alaska Court Systems Access to Justice Steering Committee. The committee’s purposed is to increase access to justice – related services and information, for marginalized individuals and communities.

**Climate, Care, and Community:** On Friday, February 26<sup>th</sup>, Commissioner Hess attended a presentation from 1:00 p.m. to 2:30 p.m., Climate, Care, and Community: Black Talk, Cultivating Black Leadership in Alaska. The event highlighted BIPOC voices, perspectives, and leadership in Alaska, and discussed how to actually cultivate and invest in the BIPOC representation and leadership we need to see in Alaska.

**UAA Center for Community Engagement & Learning:** On Friday, February 26<sup>th</sup>, Commissioner Hess attended a virtual meeting from 2:30 p.m. to 4:00 p.m. with the UAA Center for Community Engagement & Learning's Advisory Council. The group is focused on connecting UAA faculty and staff with groups in need of assistance with community projects.

**Anchorage Reads:** On February 2<sup>nd</sup>, 9<sup>th</sup>, and 23<sup>rd</sup>, Commissioner Minaei participated virtually in this program by the Anchorage Public Library's virtual meeting.

**Bridge Builders of Anchorage:** On February 2<sup>nd</sup>, Commissioner Minaei attended a Board meeting; and on February 4<sup>th</sup>, a Grant Writing meeting and a retreat on February 20<sup>th</sup>.

**Anchorage Alliance for Violence Prevention:** On February 3<sup>rd</sup>, Commissioner Minaei attended the group's meeting.

**ACLU Governance Committee:** On February 4<sup>th</sup>, 11<sup>th</sup>, and 13<sup>th</sup>, Commissioner Minaei attended the committee's meeting.

**Extra Tough Women of the North:** On February 12<sup>th</sup> and 17<sup>th</sup>, Commissioner Minaei attended a meeting with the Anchorage Museum's Executive Director, Julie Decker.

**Overcoming COVID Vaccine Hesitancy:** On February 17<sup>th</sup>, Commissioner Minaei attended this virtual presentation.

**Voting Rights:** On February 25<sup>th</sup>, Commissioner Minaei participated in this virtual conversation with Fair Fight Action founder Stacey Abram and U.S. Senators Mazie Hirono, Elizabeth Warren, and Cory Booker

**MECAC Multicultural Education Concerns Advisory Committee:** On February 25<sup>th</sup>, Commissioner Minaei, attended the committee's meeting.

**Alaska Black Caucus Community Conversation:** On February 28<sup>th</sup>, Commissioner Minaei attended this virtual conversation featuring an Anchorage School Board Candidate Forum.

**Intersectionality in Judicial Systems: Claiming Your Space:** On February 26<sup>th</sup>, Commissioner Robertson-Barbour attended this event via Facebook organized by the UAA Native Student Services to discuss how to hold space in places that may not have been "built" for BIPOC women by discussing the guest speakers paths to the bench.



**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** April 12, 2021  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of March 31, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 6 cases in March 2021, shy of our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	March 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	17

**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. Contracts are usually signed in June.

**Inquiries and New Complaints.** AERC staff fielded 24 inquiries and filed 5 new complaints in March 2021, converting 20.83% of our inquiries into perfected complaints and meeting our goal of 12%.

\*In March 2021, AERC received 0 COVID-19-related inquiries and no COVID-19-related complaints. To date, AERC has received a total of 47 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	March 2021
Inquiries	406	431	442	523	498	516	408	79
New Complaints	107	99	111	134	119	130	82	16
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	20.25%

**Pending Cases.** As of March 31, 2021, we have 94 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	March 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	94

**Cases Over 240 Days Old.** As of March 31, 2021, 63 cases are over 240 days old, which is 67% of the agency’s caseload and over our goal percentage of less than 20%. There are 41 cases open over 400 days old, which is 43.61% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 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	-\$2,000.00	-\$58,000.00	3.33
<b>Labor</b>	\$735,580.00	\$0.00	\$135,822.09	\$599,757.91	18.46
<b>Non-Labor</b>	\$27,596.00	\$0.00	\$2,020.84	\$25,487.16	7.64
<b>IGC</b>	\$212,980.00	\$0.00	\$274.04	\$212,705.96	0.13
<b>Expense Accounts</b>	\$976,156.00	\$0.00	\$138,116.97	\$837,951.03	14.16
<b>Balance</b>	<b>\$916,156.00</b>	<b>\$0.00</b>	<b>\$136,116.97</b>	<b>\$779,951.03</b>	<b>14.87</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on March 9<sup>th</sup>, 23<sup>rd</sup>, and 31<sup>st</sup> via Microsoft Teams. At these meetings we discussed lower numbers of intakes and our strategy for resolving aging cases. We also participated in a team-building activity with our new team member, Megan.

**AERC Staffing.** AERC welcomed Megan Moffitt as the Intake and Outreach Coordinator / Investigator I on March 22, 2021. Welcome to the team, Megan! AERC is now fully staffed.

**IV. Outreach Report**

**Staff Outreach/Training:**

**Founding Committee:** On March 8<sup>th</sup>, from 2:00 – 3:00 p.m., Executive Director Mitzi Anderson attended a Founding Committee debrief facilitated by Knight Sor. The Founding Committee continues to gather information from the community in order to decide the best path forward for a Community-Police Relations Board.

**Sexual Misconduct in the Workplace:** On March 10<sup>th</sup>, from 5:00 – 6:30 p.m., Executive Director Mitzi Anderson and Investigator Marie Husa attended the Sexual Misconduct in the Workplace presentation sponsored by Women’s Power League of Alaska.

**Equity Cabinet Meeting:** On March 12<sup>th</sup> and 26<sup>th</sup>, from 11:00 a.m. – 12:00 p.m., Executive Director Mitzi Anderson 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 and staff concerns. On the 12<sup>th</sup>, we met with a representative from APD to discuss the Academy’s cultural training program.

**Anchorage Association of Women Lawyers:** On March 16<sup>th</sup>, from 5:00 – 6:30 p.m., Executive Director Mitzi Anderson attended the Diversity & Inclusion: Valuing the African-American Woman Lawyer’s Experience panel hosted by the Anchorage Association of Women Lawyers. Justice Dana Fabe and Judge Pamela Washington co-moderated the panel discussion, which featured African American female lawyers in Alaska with varied backgrounds. Of 2,289 active Alaska Bar members, only 19 identify as African American.

**Anti-Defamation League:** On March 18<sup>th</sup>, from 10:30 – 11:30 a.m., Executive Director Mitzi Anderson attended the Fighting Hate from Home - A Broken System: Immigration and the American Dream panel, with a discussion on the federal American Dream and Promise Act and the urgent need to strengthen the fight against xenophobia, racism, and harmful immigration policy that all feed into systemic inequality and discrimination.

**Allyship in Action:** On March 24<sup>th</sup>, from 11:00 a.m. – 12:00 p.m., Executive Director Mitzi Anderson attended an interactive allyship training for communities across the Northwest, in response to the March 16<sup>th</sup> tragedy in Atlanta. The event was hosted by the Pacific Northwest Chapter of the Anti-Defamation League and the AERC co-sponsored this event.

**Community Connects:** On March 24<sup>th</sup>, from 7:00 – 8:00 p.m., Executive Director Mitzi Anderson attended Resilience: Our Identity, where community members shared about resilience in LGBTQ+ communities during the pandemic, including how connections made in the last year via virtual platforms can continue growing and how resilience is more than an individual trait, but a community trait, as individuals can rely on each other.

**New Staff Training:** On March 24<sup>th</sup> and 25<sup>th</sup>, Executive Assistant Natalie Day provided trainings on TimeMatters and AERC partners for new employee, Megan Moffitt. From March 23<sup>rd</sup>-26<sup>th</sup>, Investigator Stephanie Jedlicka provided several trainings about AERC policies for Megan Moffitt.

### **Commissioner Outreach/Training:**

**Bridge Builders of Anchorage:** On March 2<sup>nd</sup>, Commissioner Minaei attended a board meeting.

**Welcoming America and the Institute for Diversity & Inclusion in Emergency Management:** On March 4<sup>th</sup>, Commissioner Hess attended a webinar conversation and panel discussion called “Maintaining Inclusive Emergency Management with Immigrant and Refugee Populations.”

**Anchorage Public Library:** On March 7<sup>th</sup> and 21<sup>st</sup>, Commissioner Minaei attended the Anchorage Read BBA Book Club Meeting about *Stamped from the Beginning*.

**FEMA Region II & IX:** On March 10<sup>th</sup>, Commissioner Hess attended a webinar called “Creating a Culture of Preparedness in Diverse Populations” focused on innovative and culturally inclusive programs that help prepare and train non-English speaking community members in disaster preparedness.

**Civil Rights Memorial Center:** On March 11<sup>th</sup>, Commissioner Hess attended a webinar called “Women of the Movement” for a panel discussion that explored and celebrated generations of African American women who led, acted, inspired, and advocated for a better present and future for all generations of Americans.

**ACLU:** On March 11<sup>th</sup>, Commissioner Minaei attended a meeting.

**Equity Cabinet Meeting:** On March 12<sup>th</sup>, Commissioner Hess participated in a meeting with APD to discuss the APD Academy's cultural training updates.

**Leadership Anchorage:** On March 13<sup>th</sup>, Commissioner Hess served as a speaker in a virtual conversation called "What Are the Limits of Representation" to discuss the limits of representation in our community.

**Re-Imagining Migration, Indiana Historical Bureau, and the Immigrant Learning Center's Public Education Institute:** On March 16<sup>th</sup>, Commissioner Hess attended a webinar called "Immigration and 1920s KKK: Teaching with Primary Source Document" about how in the 1920s, the Indiana Ku Klux Klan, a hate group, marketed themselves as a mainstream, All-American, God-fearing group.

**Anchorage Museum:** On March 16<sup>th</sup>, Commissioner Minaei attended a Woman Refugee and Immigrant program meeting.

**Multicultural Education Concerns Advisory Committee (MECAC):** On March 17<sup>th</sup>, Commissioner Minaei attended an antiracism meeting.

**Anti-Defamation League:** On March 18<sup>th</sup>, Commissioner Hess attended a webinar called "Fighting Hate from Home: A Broken System: Immigration and the American Dream" that discussed the urgent need to strengthen the fight against xenophobia, racism and harmful immigration policy and legislation that all feed into systemic inequality and discrimination against immigrants, refugees and asylum seekers. On March 24<sup>th</sup>, Commissioner Hess attended a virtual training called "Allyship in Action" to educate communities across the Northwest, particularly in regard to recent anti-Asian incidents.

**Alaska Black Caucus:** On March 19<sup>th</sup>, Commissioner Minaei attended an Allies for Change bi-weekly group meeting. On March 28<sup>th</sup>, she attended a voter suppression town hall meeting.

**Anchorage School District:** On March 25<sup>th</sup>, Commissioner Minaei attended the ASD Town Hall Meeting with an interactive question and answer panel.

**Korean American Community Center:** On March 26<sup>th</sup>, Commissioner Minaei attended the mayor candidates meeting.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** May 10, 2021  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of April 30, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 8 cases in April 2021, meeting our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	Apr 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	25

**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>. Because of our lower closure rate this fiscal year, AERC submitted a contract request for FY2021 of 70 cases. Contracts are usually signed in June.

**Inquiries and New Complaints.** AERC staff fielded 41 inquiries and filed 5 new complaints in April 2021. 12.19% of our inquiries were converted into perfected complaints, meeting our goal of 12%.

\*In April 2021, AERC received 1 COVID-19-related inquiry and no COVID-19-related complaints. To date, AERC has received a total of 48 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	Apr 2021
Inquiries	406	431	442	523	498	516	408	120
New Complaints	107	99	111	134	119	130	82	21
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	17.5%

**Pending Cases.** As of April 30, 2021, we have 91 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	Apr 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	91

**Cases Over 240 Days Old.** As of April 30, 2021, 60 cases are over 240 days old, which is 65.93% of the agency’s caseload and over our goal percentage of less than 20%. There are 39 cases open over 400 days old, which is 42.86% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 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	-2,000.00	-\$58,000.00	3.33
<b>Labor</b>	\$732,783.00	\$0.00	\$187,580.02	\$545,202.98	25.60
<b>Non-Labor</b>	\$27,596.00	\$67.50	\$2,507.24	\$24,933.26	9.65
<b>IGC</b>	\$203,425.00	\$0.00	\$378.43	\$203,046.57	0.19
<b>Expense Accounts</b>	\$963,804.00	\$67.50	\$190,465.69	\$773,182.81	19.78
<b>Balance</b>	<b>\$903,804.00</b>	<b>\$67.50</b>	<b>\$188,465.69</b>	<b>\$715,182.81</b>	<b>20.87</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on April 7<sup>th</sup>, 17<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, EEOC contract numbers, and our outreach efforts. These meetings also allow staff time to connect while working remotely.

**AERC Staffing.** AERC is fully staffed.

**IV. Outreach Report**

**Staff Outreach/Training:**

**Anti-Blackness in the Latinx Community:** On April 1<sup>st</sup>, 2:00 – 4:00 p.m., Executive Director Mitzi Anderson attended Part 2 in the Anti-Blackness in the Latinx Community Series, a workshop focusing on the “myth of mestizaje” and the present-day impacts of the racial caste system in Latin America. This series is a partnership between Oregon State University's Centro Cultural César Chávez & University of Florida's Office of Hispanic-Latinx Affairs.

**Equity and Inclusion Subcommittee Meeting:** On April 5<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 of business, non-profit, and community leaders to help navigate the economic impacts of COVID-19.

**Alaska Bar Association:** On April 7<sup>th</sup>, 12:00p.m. – 1:00 p.m., Executive Director Mitzi Anderson attended the Alaska Bar Association Employment Law Section meeting. This month’s meeting featured a round-table discussion on employer-mandated vaccinations and employer incentives for vaccinations, including EEOC’s most recent guidance.

**Equity Cabinet Meeting:** On April 9th, 11:00 a.m. – 12:00 p.m., and April 23rd, 12:00 p.m. – 1:00 p.m., Executive Director Mitzi Anderson 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 and staff concerns.

**Anti-Discrimination Training:** April 14<sup>th</sup>, 10:00 a.m. – 11:00 a.m., Executive Director Mitzi Anderson presented a Discrimination in the Workplace Training together with Mark Loper, Investigator at ASCHR, for Zender Group’s Rural Alaska Community Environmental Job Training Program (RACEJT). The purpose of the RACEJT program is to provide environmental training and employment for unemployed residents in rural communities impacted by environmental health issues.

**Access to Justice:** On April 15<sup>th</sup>, 10:00 a.m. – 11:00 a.m., Executive Director Mitzi Anderson attended Access to justice: A story of redemption with Shon Hopwood, Associate Professor of Law at Georgetown University Law Center, discussing criminal justice and prison reform, including how to improve outcomes in America’s prison system.

**EEOC:** On April 19<sup>th</sup>, Investigators Stephanie Jedlicka and Megan Moffitt attended “The Leave Maze” virtual training hosted by the EEOC.

**YWCA:** On April 22<sup>nd</sup>, 11:00 a.m. – 12:00 p.m., Executive Director Mitzi Anderson attended the YWCA Stand Against Racism Virtual Town Hall addressing racism as a public health crisis. Panelists discussed the connections between racism and public health outcomes, how to implement public health practices to effectively identify and address racial injustice in our communities, and community engagement and public policy strategies to advance racial equity through a public health lens.

**Alaska Children’s Trust:** On April 27<sup>th</sup> from 12:00 – 1:00 p.m., Executive Director Mitzi Anderson attended “Racism, Sexism, and Prejudice: A conversation on talking to your kids about equity with Celeste Hodge, Eva Gregg, and Polly Carr,” discussing the importance of speaking with children about equity and discrimination.

### **Commissioner Outreach:**

**Annual Federal Inter-Agency Holocaust Remembrance Program:** On April 7<sup>th</sup>, Commissioner Hess virtually attended “A Chance to Survive”, which featured two Holocaust survivors, Alfred Munzer, and Max Glaben, who shared their experiences, and how they were able to survive the Holocaust.

**Alaska Bar Association:** On April 7<sup>th</sup>, 12:00p.m. – 1:00 p.m., Commissioner Lea McKenna attended the Alaska Bar Association Employment Law Section meeting. This month’s meeting featured a round-table discussion on employer-mandated vaccinations and employer incentives for vaccinations, including EEOC’s most recent guidance.

**“Talking about the Holocaust in Today’s Poland”:** On April 11<sup>th</sup>, Commissioner Hess attended a virtual discussion about how the Holocaust is viewed and discussed in Poland today, under the current nationalist government.

**“International Jewish Humanitarianism in the Age of the Great War”:** On April 12<sup>th</sup>, Commissioner Hess participated in a virtual discussion with Dr. Jaclyn Granick, Lecturer in Modern Jewish History at Cardiff University, Wales, about her new book.

**“We Rise Together: Stopping Anti-Asian Hate”:** On April 13<sup>th</sup>, Commissioner Hess participated in a virtual event regarding anti-Asian hate speech and attacks. The event featured a panel moderated by Juju Chang (ABC News Nightline). The panel included Jonathan A. Greenblatt, CEO and National Director, ADL Ambassador Gary Locke, Chairman-Elect, Committee of 100 Derrick Johnson, President and CEO, NAACP The Honorable Alex Padilla, United States Senator, California The Honorable Grace Meng, United States Representative, New York.

**International Coalition of Sites of Conscience:** On April 15<sup>th</sup>, Commissioner Hess attended the virtual event “Last In Line: Racism and the History of Public Health,” which examined the history of racism in public health and public health crisis responses in the United States.

**National Association of Urban Debate Leagues:** On April 22<sup>nd</sup>, Commissioner Hess virtually participated in “I Resolve: Tulsa,” where students, scholars, and activists explored the best options for reparations as we approach the centennial of the tragic Tulsa Race Massacre.

**Anti-Defamation League:** On April 27<sup>th</sup>, Commissioner Hess participated in the virtual event, Fighting Hate from Home, that reviewed the ADL’s annual Audit of Antisemitic Incidents. The Audit’s year-in-review assessment shows another near-historic surge in antisemitic incidents in 2020 despite-pandemic related shifts. The report reviews and identifies other important trends from the past year, such as a wave of Zoom-bombing incidents targeting Jewish institutions as schools and synagogues moved to remote learning.



**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** June 11, 2021  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of May 31, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 10 cases in May 2021, exceeding our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	May 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	35

**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>. Because of our lower closure rate this fiscal year, AERC submitted a contract request for FY2021 of 70 cases. Contracts are usually signed in late June.

**Inquiries and New Complaints.** AERC staff fielded 33 inquiries and filed 7 new complaints in May 2021. 21.21% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In May 2021, AERC received no COVID-19-related inquiries and no COVID-19-related complaints. To date, AERC has received a total of 48 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	May 2021
Inquiries	406	431	442	523	498	516	408	153
New Complaints	107	99	111	134	119	130	82	28
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.3%

**Pending Cases.** As of May 31, 2021, we have 88 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	May 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	88

**Cases Over 240 Days Old.** As of May 31, 2021, 56 cases are over 240 days old, which is 63.63% of the agency’s caseload and over our goal percentage of less than 20%. There are 35 cases open over 400 days old, which is 39.77% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 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	-2,000.00	-\$58,000.00	3.33
<b>Labor</b>	\$732,783.00	\$0.00	\$242,233.80	\$490,549.20	33.06
<b>Non-Labor</b>	\$27,596.00	\$0.00	\$3,735.38	\$23,772.62	13.85
<b>IGC</b>	\$203,425.00	\$0.00	\$482.99	\$202,942.01	0.24
<b>Expense Accounts</b>	\$963,804.00	\$0.00	\$246,452.17	\$717,263.83	25.58
<b>Balance</b>	<b>\$903,804.00</b>	<b>\$0.00</b>	<b>\$244,452.17</b>	<b>\$659,263.83</b>	<b>27.06</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on May 12<sup>th</sup> and 19<sup>th</sup> via Microsoft Teams. During these staff meetings we discuss case-specific questions, our over-240 case strategy, EEOC contract numbers, and our outreach efforts. These meetings also allow staff time to connect while working remotely. This month we also worked on our plan for returning to in-person services.

**AERC Staffing.** AERC is fully staffed.

**IV. Outreach Report**

**Staff Outreach/Training:**

**EEOC:** On May 5<sup>th</sup>, Investigators Marie Husa and Megan Moffitt virtually attended “COVID-19, Vaccines and Safety: What Employers Need to Know Now.” Top officials from EEOC, OSHA, and the Job Accommodation Network discussed the unique challenges of reopening.

**Equity Cabinet Meeting:** On May 7<sup>th</sup> and 21<sup>st</sup>, 11:00 a.m. – 12:00 p.m., Executive Director Mitzi Anderson 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 and staff concerns.

**Anchorage Assembly:** On May 14<sup>th</sup> and 21<sup>st</sup>, from 9:50 a.m. – 10:50 a.m., Executive Director Mitzi Anderson conducted worksessions with the Anchorage Assembly to review the Commission’s proposed changes to Title 5.

**Small Business Administration:** On May 20<sup>th</sup>, from 12:00 p.m. – 1:00 p.m., Executive Director Mitzi Anderson presented at the Small Business Administration’s Biz Power Hour together with the Alaska State Commission for Human Rights. We covered the Americans with Disabilities Act, focusing on what small businesses should know when receiving requests for accommodations by employees or patrons. The presentation was recorded and remains available to SBA members.

**EEOC:** On May 25<sup>th</sup>, Investigators Marie Husa and Megan Moffitt virtually attended “Moving Forward: Race and National Origin in the Workplace.” Business and community leaders discussed moving forward from a year marked by a global pandemic, national racial unrest, a polarizing election, and a wave of harassment and violence against the Asian American Pacific Islander communities.

**Outreach Team:** On May 27<sup>th</sup>, from 11:00 a.m. – 12:00 a.m., AERC’s outreach team met to discuss current and future projects, including distribution of AERC’s Pride Month videos, a potential partnership with the school district for a new AERC tagline, Juneteenth, and the Korean Friendship Day event.

**FBI:** On May 28<sup>th</sup>, Investigator Marie Husa facilitated an introductory meeting between the Filipino American community leaders and FBI Public Relations Officer Chloe Martin.

**Equity and Inclusion Subcommittee Meeting:** On May 28<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 of business, non-profit, and community leaders to help navigate the economic impacts of COVID-19.

#### **Commissioner Outreach:**

**Welcoming America:** On May 4<sup>th</sup>, Commissioner Hess virtually attended the kick-off meeting for the Welcoming America Community of Practice cohort. Commissioner Hess has been selected as one of 42 community leaders across the nation to participate in the eight-month training that focuses on how to increase diversity and inclusion on boards and commissions.

**Alaska Dept. of Public Safety:** On May 14<sup>th</sup>, Commissioner Hess attended the Alaska Police Memorial Ceremony at the Alaska Crime Lab to recognize Alaska peace officers who have died in the line of duty.

**NAACP:** On May 18<sup>th</sup>, Commissioner Hess virtually attended “Policing the Police - Policy, Politics, and Reform” that focused on the politics and policies around implementing police reforms.

**Hollaback:** On May 20<sup>th</sup>, Commissioner Hess virtually attended “Bystander Intervention to Stop Anti-Asian American and Xenophobic Harassment.”

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** July 12, 2021  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of June 30, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 6 cases in June 2021, shy of our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	June 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	41

**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>. Because of our lower closure rate this fiscal year, AERC submitted a contract request for FY2021 of 70 cases. As of July 12, the contract is with the administration for signature.

**Inquiries and New Complaints.** AERC staff fielded 35 inquiries and filed 10 new complaints in June 2021. 28.57% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In June 2021, AERC received 3 COVID-19-related inquiries and no COVID-19-related complaints. To date, AERC has received a total of 51 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	June 2021
Inquiries	406	431	442	523	498	516	408	189
New Complaints	107	99	111	134	119	130	82	38
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	20.11%

**Pending Cases.** As of June 30, 2021, we have 91 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	June 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	91

**Cases Over 240 Days Old.** As of June 30, 2021, 51 cases are over 240 days old, which is 56.04% of the agency’s caseload and over our goal percentage of less than 20%. There are 33 cases open over 400 days old, which is 36.26% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 Budget to Actuals

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	-2,000.00	-\$58,000.00	3.33
Labor	\$732,783.00	\$0.00	\$324,691.74	\$408,091.26	44.31
Non-Labor	\$27,596.00	\$0.00	\$5,054.04	\$22,453.96	18.63
IGC	\$203,425.00	\$0.00	\$19,483.03	\$183,941.97	9.58
Expense Accounts	\$963,804.00	\$0.00	\$349,228.81	\$614,487.19	36.24
Balance	<b>\$903,804.00</b>	<b>\$0.00</b>	<b>\$347,228.81</b>	<b>\$556,487.19</b>	<b>38.43</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on June 14<sup>th</sup> and 29<sup>th</sup> and an investigator meeting on June 22<sup>nd</sup> via Microsoft Teams. During these staff meetings we discuss case-specific questions, our over-240 case strategy, EEOC contract numbers, and our outreach efforts. At the investigator meeting we discussed a specific case and how the law applied to that case.

**AERC Staffing.** AERC is fully staffed.

**IV. Outreach Report**

**Staff Outreach/Training:**

**Pride Month:** Throughout the month, the AERC promoted new outreach videos that highlighted information about the LGBTQIA+ experience and AERC services.

**Equity Cabinet Meeting:** On June 4<sup>th</sup> and 18<sup>th</sup>, 11:00 a.m. – 12:00 p.m., Executive Director Mitzi Bolaños Anderson attended the Equity Cabinet meetings via Teams, where issues related to equity in the provision of Municipal services were discussed.

**Alaska Bar Association:** On June 9<sup>th</sup>, 9:00 – 11:00, Executive Director Mitzi Bolaños Anderson attended "I Think, Therefore I am... Biased - How Implicit Biases Manifest in the Legal Profession," sponsored by the Alaska Bar Association. Legal humorist Sean Carter showed the audience just how easy it is to form biases, how they manifest themselves in the way we treat clients, colleagues and opposing parties, and most importantly, how we can reduce the effect of these biases by recognizing and compensating for them.

**Bystander Intervention Training:** On June 10<sup>th</sup>, 9:00 – 10:00, Executive Director Mitzi Bolaños Anderson attended Hollaback’s Bystander Intervention Training to stop harassment toward the LGBTQIA+ community. This presentation discussed harassment from microaggressions to direct violence and 5 strategies for intervention: distract, delegate, document, delay, and direct.

**Municipality of Anchorage:** On June 16<sup>th</sup>, Investigator Stephanie Jedlicka attended the webinar “Leading Organizational Change.”

**Grow North Farm:** On June 17<sup>th</sup>, Investigator Megan Moffitt attended the World Refugee Celebration at Grow North Farm to honor and learn about the refugee community within Anchorage.

**Juneteenth Celebration:** On June 19<sup>th</sup>, Investigators Gita Franklin and Megan Moffitt and Executive Director Mitzi Bolaños Anderson staffed the AERC’s outreach booth at the Anchorage Juneteenth Celebration at Northway Mall.

**Pride Flag Raising Ceremony:** On June 21<sup>st</sup>, Executive Director Mitzi Bolaños Anderson, Investigators Gita Franklin and Megan Moffitt, and Executive Assistant Natalie Day attended the flag raising at City Hall in honor of Pride Month.

**Korea – Alaska Friendship Day:** On June 26<sup>th</sup>, Investigators Gita Franklin and Megan Moffitt and Executive Director Mitzi Bolaños Anderson attended the community celebration at Dimond Mall.

**EEOC:** On June 30<sup>th</sup>, 9:30 – 10:30, Executive Director Mitzi Bolaños Anderson attended the EEOC webinar “AANHPI + Pride: Intersecting Identities at Work and Beyond.” This event was held on the one-year anniversary of *Bostock* (the Supreme Court ruling that LGBT employment discrimination is illegal under sex discrimination) and asked panelists about their path to leadership, showing up within multiple communities, and building allies.

#### **Commissioner Outreach:**

**Equity Cabinet:** On June 4<sup>th</sup> and 18<sup>th</sup>, Commissioner Hess attended virtual meetings of the Municipality’s Equity Cabinet, where issues related to equity in the provision of Municipal services were discussed.

**Community of Practice:** On June 9<sup>th</sup>, Commissioner Hess attended a virtual meeting of the Welcoming America Community of Practice cohort. The cohort is a group of 42 community leaders from across the nation, who are participating in an 8-month conversation around how to make community and government boards and commission more diverse and inclusive.

**Lavender Leaders:** On June 9<sup>th</sup>, Commissioner Hess attended the Lavender Leaders virtual panel, hosted by the University of Alaska, as part of Pride Month. The panel featured local LGBTQ+ community leaders, including Felix Rivera and Christopher Constant.

**Hollaback:** On June 10<sup>th</sup>, Commissioner Hess attended a virtual training on bystander intervention to stop harassment toward the LGBTQIA+ community.

**Juneteenth Celebration:** On June 19<sup>th</sup>, Commissioner Hess helped at the AERC's outreach booth at the Anchorage Juneteenth Celebration at Northway Mall.

**Pride Flag Raising Ceremony:** On June 21<sup>st</sup>, Commissioner Hess acted as MC when the Pride Flag was raised on the flagpole at City Hall, in honor of Pride Month. Mayor Quinn-Davidson, Assembly Members Rivera, Constant Dunbar, and Senator Gray-Jackson offered comments.

**Korea – Alaska Friendship Day:** On June 26<sup>th</sup>, Commissioner Hess distributed AERC brochures (in English and Korean) at the Bridge Builders/Welcoming Anchorage booth at the Korea – Alaska Friendship Day community celebration at Dimond Mall.

**Memorial for Jaclyn Welcome:** On June 27<sup>th</sup>, Commissioner Hess attended the memorial vigil at Delaney Park Strip for Jackie Welcome, a homeless member of our community who was recently murdered on the streets of Anchorage. Our community came together to share the message that everyone has worth, that everyone matters.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** August 12, 2021  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of July 31, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 10 cases in July 2021, exceeding our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	July 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	51

**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>. Because of our lower closure rate this fiscal year, AERC submitted a contract request for FY2021 of 70 cases. The contract was signed by the administration on July 15.

**Inquiries and New Complaints.** AERC staff fielded 35 inquiries and filed 8 new complaints in July 2021. 22.85% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In July 2021, AERC received 1 COVID-19-related inquiry and filed no COVID-19-related complaints. To date, AERC has received a total of 52 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	July 2021
Inquiries	406	431	442	523	498	516	408	224
New Complaints	107	99	111	134	119	130	82	46
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	20.53%

**Pending Cases.** As of July 31, 2021, we have 90 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	July 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	90



**Cases Over 240 Days Old.** As of July 31, 2021, 49 cases are over 240 days old, which is 54.44% 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 35.55% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 Budget to Actuals

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	-2,000.00	-\$58,000.00	3.33
Labor	\$732,783.00	\$0.00	\$380,046.45	\$352,736.55	51.86
Non-Labor	\$27,596.00	\$0.00	\$5,529.00	\$21,979.00	20.35
IGC	\$203,425.00	\$0.00	\$58,786.64	\$144,638.36	28.90
Expense Accounts	\$963,804.00	\$0.00	\$444,362.09	\$519,353.91	46.11
Balance	<b>\$903,804.00</b>	<b>\$0.00</b>	<b>\$442,362.09</b>	<b>\$461,353.91</b>	<b>48.95</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on July 16<sup>th</sup> and 21<sup>st</sup>. These were mixed in-person and Teams meetings. We also had a staff team building event on July 19<sup>th</sup>. During our staff meetings, we discuss case-specific questions, our over-240 case strategy, EEOC contract numbers, and our outreach efforts.

**AERC Staffing.** AERC is fully staffed.

**IV. Outreach Report**

**Staff Outreach/Training:**

**FBI:** On July 2<sup>nd</sup>, Executive Director Mitzi Bolaños Anderson attended an in-person meeting with an FBI representative to discuss possible collaborations between agencies, particularly regarding hate crimes.

**AERC Outreach:** On July 13<sup>th</sup>, Executive Director Mitzi Bolaños Anderson and Investigators Marie Husa and Megan Moffitt virtually met to discuss the AERC’s ongoing outreach efforts.

**EEOC-FEPA Conference:** From July 19<sup>th</sup> – 21<sup>st</sup>, Executive Director Mitzi Bolaños Anderson and all investigators virtually attended the annual conference, which covered a wide array of topics, including settlement negotiations and interviewing techniques. Executive Assistant Natalie Day also participated in an EEOC software update and provided feedback on new programs.

**Alaska Literacy Program:** On July 22<sup>nd</sup>, Investigator Megan Moffitt hosted a virtual presentation for community members about the AERC as part of the “Understanding Municipal Government

Community Series” hosted by Alaska Literacy Program, Catholic Social Services, and the Anchorage Public Library.

**Community Civics Fair:** On July 26<sup>th</sup>, Investigator Megan Moffitt assisted at the AERC/Ombudsman/Welcoming Anchorage table at the Community Civics Fair hosted by the Alaska Literacy Project at Grow North Farm.

**Welcoming Anchorage:** On July 28<sup>th</sup>, Executive Director Mitzi Bolaños Anderson attended the in-person meeting to discuss the future of the initiative and ways the AERC can help carry the initiative forward.

**MOA Human Resources:** On July 30<sup>th</sup>, Executive Director Mitzi Bolaños Anderson attended the virtual training “Leading Organizational Change” to discuss why change is important, how to lead teams through change, and how to work through resistance to change.

**Commissioner Outreach/Training:**

**Fourth of July Parade:** On July 4<sup>th</sup>, Commissioner Hess marched with Bridge Builders and Welcoming Anchorage in the holiday parade in downtown Anchorage.

**Welcoming America:** On July 14<sup>th</sup>, Commissioner Hess participated in a virtual meeting for Community of Practice, a cohort of 42 community leaders across the nation, facilitated by Welcoming America. The cohort is focused on strategizing how to improve the diversity and inclusion of boards and commission in our communities.

**U.S. Ombudsman Association:** On July 14<sup>th</sup>, Commissioner Hess participated in a virtual workshop, “Diversity, Equity, & Inclusion”. On July 28<sup>th</sup>, Commissioner Hess participated in the “Break the Bias Habit” virtual workshop, facilitated by William T.L. Cox, Ph.D.

**AERC:** On July 15<sup>th</sup>, Commissioners attended the regularly scheduled virtual Commission meeting.

**Community Civics Fair:** On July 26<sup>th</sup>, Commissioner Hess assisted at the AERC/Ombudsman/Welcoming Anchorage table at the Community Civics Fair, hosted by the Alaska Literacy Program at the Grow North Farm in Mountain View.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** September 13, 2021  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of August 31, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 12 cases in August 2021, exceeding our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	Aug 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	63

**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>. Because of our lower closure rate this fiscal year, AERC submitted a contract request for FY2021 of 70 cases. The contract was signed by the administration on July 15 and finalized by the EEOC on August 30.

**Inquiries and New Complaints.** AERC staff fielded 36 inquiries and filed 5 new complaints in August 2021. 13.88% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In August 2021, AERC received 3 COVID-19-related inquiry and filed no COVID-19-related complaints. To date, AERC has received a total of 55 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	Aug 2021
Inquiries	406	431	442	523	498	516	408	260
New Complaints	107	99	111	134	119	130	82	51
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	19.62%

**Pending Cases.** As of August 31, 2021, we have 84 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	Aug 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	84

**Cases Over 240 Days Old.** As of August 31, 2021, 46 cases are over 240 days old (down by 3), which is 54.76% of the agency’s caseload and over our goal percentage of less than 20%. There are 35 cases open over 400 days old, which is 41.67% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 Budget to Actuals

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	-2,000.00	-\$58,000.00	3.33
Labor	\$732,783.00	\$0.00	\$435,401.16	\$297,381.84	59.42
Non-Labor	\$27,596.00	\$6,500.00	\$9,852.61	\$11,155.39	59.58
IGC	\$203,425.00	\$0.00	\$93,385.53	\$110,039.47	45.91
Expense Accounts	\$963,804.00	\$6,500.00	\$538,639.30	\$418,576.70	56.57
Balance	<b>\$903,804.00</b>	<b>\$6,500.00</b>	<b>\$536,639.30</b>	<b>\$360,576.70</b>	<b>60.10</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on August 10<sup>th</sup> and 25<sup>th</sup>. These were mixed in-person and Teams meetings. During our staff meetings, we discuss case-specific questions, our over-240 case strategy, EEOC contract numbers, and our outreach efforts. We also held our bimonthly investigator meetings on August 4<sup>th</sup> and 18<sup>th</sup>, where we pick one substantive topic for in-depth discussion and analysis.

**AERC Staffing.** AERC is fully staffed.

**IV. Outreach Report**

**Staff Outreach/Training:**

**EEOC:** On August 11<sup>th</sup>, Executive Director Mitzi Bolaños Anderson attended the monthly FEPA director’s meeting hosted by our EEOC district office. These meetings provide an opportunity for directors in different jurisdictions to discuss trends and emerging areas of EEO law.

**Welcoming Anchorage:** On August 11<sup>th</sup>, Executive Director Mitzi Bolaños Anderson attended a meeting of core group members to discuss the future path of the Welcoming Anchorage initiative.

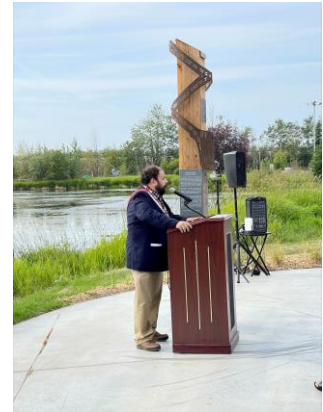
**Equity Cabinet:** On August 13<sup>th</sup> and 27<sup>th</sup>, Executive Director Mitzi Bolaños Anderson attended the Equity Cabinet meeting where members discuss current equity and inclusion issues in the Municipality, concerning both employees and the public.

**EEOC:** From August 16<sup>th</sup> to August 27<sup>th</sup>, Investigator Megan Moffitt attended the all-day EEOC virtual conference for new investigators, which covered a wide range of topics, including theories of discrimination, interview techniques, and EEOC procedures.

**EEOC:** On August 24<sup>th</sup>, Investigators Marie Husa, Stephanie Jedlicka, and Gita Franklin attended the virtual workshop “Diversity Equity and Inclusion: Understanding Unconscious Bias in the Workplace.”

**Commissioner Outreach/Training:**

**Dena’ina Place Making Project:** On August 3<sup>rd</sup>, Commissioner Darrel Hess attended the opening ceremony for the Dena’ina Place Making Project at Westchester Lagoon, which involves implementing Dena’ina place making art installations in approximately 30 locations in Anchorage.



**Community Celebration & Prayer:** On August 4<sup>th</sup>, Commissioner Hess attended the community gathering and prayer on the Anchorage Museum Lawn celebrating the appointment of Chief Ken McCoy, the first African American chief in the 100-year history of the Anchorage Police Department.

**Ceremonial Swearing-In for Chief McCoy:** On August 5<sup>th</sup>, Commissioner Hess attended the ceremonial swearing-in for APD Chief Ken McCoy, which was held in the auditorium of Chief McCoy’s alma mater, Bartlett High School.



**Wassmuth Center for Human Rights:** On August 11<sup>th</sup>, Commissioner Hess participated in the virtual conversation “A Mask is Not a Yellow Star,” which focused on the recent comparisons between mask mandates and Jews being required to wear a yellow star during the holocaust.

**Anti-Defamation League:** On August 19<sup>th</sup>, Commissioner Hess participated in the virtual event “Fighting Hate from Home; The Power of Education to Fight Antisemitism and Hate.” With acts of antisemitism and other forms of bias alarmingly high, the event focused on how education can be the key that unlocks our minds and inspires our souls to challenge bias in ourselves, others and society, ultimately creating a more just and equitable world.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** October 11, 2021  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of September 30, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 8 cases in September 2021, meeting our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	Sept 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	71

**EEOC Contract.** AERC met its contractual workshare obligation with the EEOC for FY2021, closing 70 cases by September 30<sup>th</sup>. AERC will begin negotiations for its FY2022 contract soon.

**Inquiries and New Complaints.** AERC staff fielded 35 inquiries and filed 2 new complaints in September 2021. 5.7% of our inquiries were converted into perfected complaints, below our goal of 12%.

\*In September 2021, AERC received 1 COVID-19-related inquiry and filed no COVID-19-related complaints. To date, AERC has received a total of 56 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	Sept 2021
Inquiries	406	431	442	523	498	516	408	295
New Complaints	107	99	111	134	119	130	82	53
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	17.97%

**Pending Cases.** As of September 30, 2021, we have 78 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	Sept 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	78

**Cases Over 240 Days Old.** As of September 30, 2021, 48 cases are over 240 days old, which is 61.54% of the agency’s caseload and over our goal percentage of less than 20%. There are 35 cases open over 400 days old, which is 44.87% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 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	-2,000.00	-\$58,000.00	3.33
<b>Labor</b>	\$732,783.00	\$0.00	\$491,244.11	\$241,538.89	67.04
<b>Non-Labor</b>	\$27,596.00	\$7,236.15	\$10,439.53	\$9,832.32	64.37
<b>IGC</b>	\$203,425.00	\$0.00	\$125,561.83	\$77,863.17	61.72
<b>Expense Accounts</b>	\$963,804.00	\$7,236.15	\$627,245.47	\$329,234.38	65.84
<b>Balance</b>	<b>\$903,804.00</b>	<b>\$7,236.15</b>	<b>\$625,245.47</b>	<b>\$271,234.38</b>	<b>69.99</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on September 14<sup>th</sup> and 22<sup>nd</sup>. These were mixed in-person and Teams meetings. During our staff meetings, we discuss case-specific questions, our over-240 case strategy, EEOC contract numbers, and our outreach efforts. We also held our bimonthly investigator meetings on September 1<sup>st</sup>, 15<sup>th</sup>, and 29<sup>th</sup>, where we pick one substantive topic for in-depth discussion and analysis.

**AERC Staffing.** AERC is fully staffed.

**IV. Outreach Report**

**Staff Outreach/Training:**

**EEOC:** On September 2<sup>nd</sup> and 9<sup>th</sup>, Executive Assistant Natalie Day attended the virtual Agency Records Center Roadshow to learn about the new EEOC records system.

**AERC Outreach Team:** On September 7<sup>th</sup>, Executive Director Mitzi Bolaños Anderson, Investigator Marie Husa, and Investigator Megan Moffitt gathered virtually to discuss the status of AERC outreach projects.

**EEOC:** On September 7<sup>th</sup>, 10<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 20<sup>th</sup>, and 30<sup>th</sup>, Executive Assistant Natalie Day participated in the Agency Records Center’s User Assessment Testing for the new records system and gave valuable feedback for FEPA users.

**Joint Base Elmendorf-Richardson:** On September 10<sup>th</sup>, Investigator Gita Franklin shared a dance performance and networked with other community members at the JBER Cultural Festival.

**Equity Cabinet:** On September 10<sup>th</sup> and 24<sup>th</sup>, Executive Director Mitzi Bolaños Anderson attended the Equity Cabinet meeting where members discuss current equity and inclusion issues in the Municipality, concerning both employees and the public.

**Municipality of Anchorage:** On September 17<sup>th</sup>, 23<sup>rd</sup>, and 29<sup>th</sup>, Investigator Megan Moffitt held virtual meetings to plan for implicit bias trainings with the MOA Prosecutors Office

**Municipality of Anchorage:** On September 24<sup>th</sup>, Investigator Megan Moffitt coordinated a virtual implicit bias training in partnership with the MOA Prosecutors Office.

**The Well Spirituality Center:** On September 24<sup>th</sup> and 25<sup>th</sup>, Investigator Megan Moffitt virtually attended the “Bridging the Divides, Tending the Gap Conference,” which offered sessions to discuss different strategies for building connections in fractured communities.

**FBI:** On September 28<sup>th</sup>, Executive Director Mitzi Bolaños Anderson attended the FBI Citizens Academy.

**Civil Space:** On September 30<sup>th</sup>, Executive Director Mitzi Bolaños Anderson attended a webinar titled Practicing Inclusive Engagement, hosted by Civic Plus and Civil Space, discussing the challenges and benefits of decision-making that involves a group of citizens that better represents the whole community.

### **Commissioner Outreach/Training:**

**Welcoming America:** On September 8<sup>th</sup>, Commissioner Darrel Hess participated in the monthly virtual session of Welcoming America’s Community of Practice cohort. The cohort consists of 42 community leaders from across the nation, who are strategizing how to increase the diversity and inclusiveness of nonprofit and government boards and commissions.

**Equity Cabinet:** On September 10<sup>th</sup> and 24<sup>th</sup>, Commissioner Hess participated in a meeting of the MOA’s ad-hoc Equity Cabinet, which strategizes regarding increasing equity and inclusion in Municipal practices, policies, codes, and programs.

**God & Country – Alaska’s 9/11 Commemoration:** On September 11<sup>th</sup>, Commissioner Hess participated in an event commemorating the 20<sup>th</sup> Anniversary of 9/11/01 held at the Church of Jesus Christ of Latter-Day Saints on Brayton Drive. Persons with different perspectives were paired off to read patriotic, inspirational, and historic quotes.

**Anchorage Equal Rights Commission:** On September 16<sup>th</sup>, Commissioners participated in the regularly scheduled virtual Commission meeting.

**Civil Space:** On September 30<sup>th</sup>, Commissioner Hess participated in the virtual event, Practicing Inclusive Engagement, facilitated by Civil Space, which provided some best practices for inclusive community engagement.



**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** November 9, 2021  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of October 31, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 8 cases in October 2021, meeting our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	Oct 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	79

**EEOC Contract.** AERC met its contractual workshare obligation with the EEOC for FY2021, closing 70 cases by September 30<sup>th</sup>. AERC will begin negotiations for its FY2022 contract soon.

**Inquiries and New Complaints.** AERC staff fielded 42 inquiries and filed 4 new complaints in October 2021. 9.5% of our inquiries were converted into perfected complaints, below our goal of 12%.

\*In October 2021, AERC received 0 COVID-19-related inquiry and filed no COVID-19-related complaints. To date, AERC has received a total of 56 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	Oct 2021
Inquiries	406	431	442	523	498	516	408	338
New Complaints	107	99	111	134	119	130	82	57
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	16.86%

**Pending Cases.** As of October 31, 2021, we have 75 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	Oct 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	75

**Cases Over 240 Days Old.** As of October 31, 2021, 45 cases are over 240 days old (down 3 cases from September), which is 60% of the agency’s caseload and over our goal percentage of less than 20%. There are 28 cases open over 400 days old (down 7 cases from September), which is 37.33% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 Budget to Actuals

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	-2,000.00	-\$58,000.00	3.33
Labor	\$732,783.00	\$0.00	\$542,963.86	\$189,819.14	74.10
Non-Labor	\$27,596.00	\$736.15	\$17,561.62	\$9,210.23	66.62
IGC	\$203,425.00	\$0.00	\$141,339.40	\$62,085.60	69.48
Expense Accounts	\$963,804.00	\$736.15	\$701,864.88	\$261,114.97	72.91
Balance	<b>\$903,804.00</b>	<b>\$736.15</b>	<b>\$699,864.88</b>	<b>\$203,114.97</b>	<b>77.53</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on October 13<sup>th</sup> and 28<sup>th</sup>. During our staff meetings, we discuss case-specific questions, our over-240 case strategy, EEOC contract numbers, and our outreach efforts. We also regularly pick one substantive topic for in-depth discussion and analysis.

**AERC Staffing.** AERC is fully staffed.

**IV. Outreach Report**

**Staff Outreach/Training:**

**Implicit Bias Training:** On October 1<sup>st</sup>, Investigator Marie Husa coordinated the virtual Implicit Bias Training led by Prof. Sara Redfield for the MOA Prosecutors Office.

**EEOC:** On October 5<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, 20<sup>th</sup>, 22<sup>nd</sup>, and 27<sup>th</sup>, Executive Assistant Natalie Day participated in the Agency Records Center’s User Assessment Testing for the new records system and gave valuable feedback for FEPA users.

**FBI:** On October 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>, Executive Director Mitzi Bolaños Anderson attended the FBI Citizens Academy.

**Alaska Bar Association:** On October 6<sup>th</sup>, Executive Director Mitzi Bolaños Anderson shared updates and answered questions regarding the AERC at the Alaska Bar’s Employment Section monthly meeting. We were also joined by the Alaska State Commission for Human Rights.

**Equity Cabinet:** On October 8<sup>th</sup> and 22<sup>nd</sup>, Executive Director Mitzi Bolaños Anderson attended the Equity Cabinet meeting where members discuss current equity and inclusion issues in the Municipality, concerning both employees and the public.

**Bettye Davis Youth Leadership Summit:** On October 22<sup>nd</sup>, Executive Director Mitzi Bolaños Anderson shared 2 presentations with young leaders regarding anti-discrimination laws at Bettye Davis East Anchorage High School.

**Bettye Davis African American COVID – 19 Summit:** On October 23<sup>rd</sup>, Investigators Marie Husa and Megan Moffitt volunteered at the AERC outreach table at Betty Davis East Anchorage High School.

**Implicit Bias Training:** On October 26<sup>th</sup>, all AERC staff members attended the virtual Implicit Bias Training led by Prof. Sara Redfield for AERC staff.

**Commissioner Outreach/Training:**

**Hollaback:** On October 4<sup>th</sup>, Commissioner Hess attended the virtual Bystander Training to Support the Latinx Community in Public Spaces.

**United States Holocaust Museum:** On October 11<sup>th</sup>, Commissioner Hess attended a virtual educator workshop that focused on Nazi racism and the Holocaust.

**Welcoming America:** On October 13<sup>th</sup>, Commissioner Hess participated in Community of Practice, a cohort of 42 community leaders from across the nation, facilitated my Welcoming America. The cohort is meeting for eight monthly sessions to strategize how to improve equity and inclusion for boards and commissions, government and private sector. On October 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>, Commissioner Hess participated in webinars covering topics on both interpersonal and structural othering and belonging.

**Bettye Davis African American COVID – 19 Summit:** On October 23<sup>rd</sup>, Commissioner Hess volunteered at the AERC outreach table at Betty Davis East Anchorage High School.

**Anchorage Equal Rights Commission:** On October 26<sup>th</sup>, Commissioner Hess attended the virtual Implicit Bias Training led by Prof. Sarah Redfield for AERC staff.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** December 13, 2021  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of November 30, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 8 cases in November 2021, meeting our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	Nov 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	87

**EEOC Contract.** AERC met its contractual workshare obligation with the EEOC for FY2021, closing 70 cases by September 30<sup>th</sup>. AERC will begin negotiations for its FY2022 contract soon.

**Inquiries and New Complaints.** AERC staff fielded 29 inquiries and filed 10 new complaints in November 2021. 34.48% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In November 2021, AERC received 0 COVID-19-related inquiry and filed no COVID-19-related complaints. To date, AERC has received a total of 56 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	Nov 2021
Inquiries	406	431	442	523	498	516	408	367
New Complaints	107	99	111	134	119	130	82	69
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.80%

**Pending Cases.** As of November 30, 2021, we have 77 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	Nov 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	77

**Cases Over 240 Days Old.** As of November 30, 2021, 42 cases are over 240 days old, which is 54.54% of the agency’s caseload and over our goal percentage of less than 20%. There are 28 cases open over 400 days old, which is 36.36% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 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	-2,000.00	-\$58,000.00	3.33
<b>Labor</b>	\$732,783.00	\$0.00	\$598,578.55	\$134,204.45	81.69
<b>Non-Labor</b>	\$27,596.00	\$133.48	\$20,163.07	\$7,211.45	73.87
<b>IGC</b>	\$203,425.00	\$0.00	\$155,059.37	\$48,365.63	76.22
<b>Expense Accounts</b>	\$963,804.00	\$133.48	\$773,800.99	\$189,781.53	80.31
<b>Balance</b>	<b>\$903,804.00</b>	<b>\$133.48</b>	<b>\$771,800.99</b>	<b>\$131,781.53</b>	<b>85.42</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on November 1<sup>st</sup> and 23<sup>rd</sup>. During our staff meetings, we discuss case-specific questions, our over-240 case strategy, EEOC contract numbers, and our outreach efforts. We also regularly pick one substantive topic for in-depth discussion and analysis.

**AERC Staffing.** AERC is fully staffed.

**IV. Outreach Report**

**Staff Outreach/Training:**

**Leadership:** On November 2<sup>nd</sup>, Executive Director Mitzi Bolaños Anderson participated in “Leadership Skills for Success,” a Masterclass led by Diane Garza, Executive Coach and Georgetown University leadership instructor.

**FBI:** On November 2<sup>nd</sup>, 9<sup>th</sup>, and 16<sup>th</sup>, Executive Director Mitzi Bolaños Anderson participated in the FBI Citizens Academy.

**EEOC:** On November 2<sup>nd</sup>, 5<sup>th</sup>, 12<sup>th</sup>, 17<sup>th</sup>, and 23<sup>rd</sup>, Executive Assistant Natalie Day participated in the Agency Records Center’s User Assessment Testing for the EEOC’s new records system and gave valuable feedback related to FEPA users.

**Labor Law:** On November 3<sup>rd</sup>, Executive Director Mitzi Bolaños Anderson attended “Women Leaders in Labor Law,” a panel hosted by Cornell University.

**Women’s Forum:** On November 9<sup>th</sup>, Executive Director Mitzi Bolaños Anderson attended The 49<sup>th</sup> State Women’s Forum: Resilience, hosted by the Women’s Power League of Alaska.

**Equity Cabinet:** On November 5<sup>th</sup>, Executive Director Mitzi Bolaños Anderson attended the Equity Cabinet meeting where members discuss current equity and inclusion issues in the Municipality, concerning both employees and the public.

**Commissioner Outreach/Training:**

**Empowering People to Break the Bias Habit:** On November 3<sup>rd</sup>, Commissioner Hess attended a webinar facilitated by Dr. William T.L. Cox who focused on evidence-based methods to reduce bias, create inclusion, and promote equity.

**Welcoming America:** On November 10<sup>th</sup>, Commissioner Hess participated in the monthly meeting of the Community of Practice cohort, a group of 42 community leaders from across the nation, who are collaborating regarding how to increase diversity and inclusion on boards and commissions.

**University of Virginia:** On November 11<sup>th</sup>, Commissioner Hess attended a webinar where three experts explored the evolution of the Black Lives Matter movement, while setting it within the broader historical context of African American political activism.

**OutWords:** On November 18<sup>th</sup>, Commissioner Hess attended a virtual event panel, “Remembrance, Resistance, and Resilience,” to honor Transgender Day of Remembrance.

**Anchorage Equal Rights Commission:** On November 18<sup>th</sup>, the commissioners attended the virtual bimonthly Commission meeting.

**ANCHORAGE EQUAL RIGHTS COMMISSION  
MEMORANDUM**

**DATE:** January 10, 2022  
**TO:** AERC Commissioners  
**FROM:** Mitzi Bolaños Anderson, Executive Director  
**SUBJECT:** Executive Director’s Report as of December 31, 2021

**I. Case Status:**

**Case Closures.** AERC investigators issued determinations or otherwise closed 10 cases in December 2021, exceeding our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2014	2015	2016	2017	2018	2019	2020	Dec 2021
Total Determinations and Case Closures	105	97	107	126	126	108	83	97

**EEOC Contract.** AERC met its contractual workshare obligation with the EEOC for FY2021, closing 70 cases by September 30<sup>th</sup>. AERC will begin negotiations for its FY2022 contract soon.

**Inquiries and New Complaints.** AERC staff fielded 18 inquiries and filed 3 new complaints in December 2021. 16.66% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

\*In December 2021, AERC received 1 COVID-19-related inquiry and filed no COVID-19-related complaints. To date, AERC has received a total of 57 COVID-19-related inquiries and filed 11 COVID-19-related complaints.

INQUIRIES AND NEW COMPLAINTS								
	2014	2015	2016	2017	2018	2019	2020	Dec 2021
Inquiries	406	431	442	523	498	516	408	385
New Complaints	107	99	111	134	119	130	82	72
% of Perfected Complaints	26.35%	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%

**Pending Cases.** As of December 31, 2021, we have 70 open cases pending.

PENDING CASES								
	2014	2015	2016	2017	2018	2019	2020	Dec 2021
Total Cases Under Investigation	66	69	70	80	71	95	95	70

**Cases Over 240 Days Old.** As of December 31, 2021, 38 cases are over 240 days old, which is 54.28% of the agency’s caseload and over our goal percentage of less than 20%. There are 22 (down from 28) cases open over 400 days old, which is 31.42% of our caseload.

**II. Budget:**

The current 2021 Budget to Actuals report is set out below:

AERC YTD 2021 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	\$-59,869.49	-\$130.51	99.78
<b>Labor</b>	\$732,783.00	\$0.00	\$681,970.11	\$50,812.89	93.07
<b>Non-Labor</b>	\$27,596.00	\$0.00	\$20,724.61	\$6,783.39	75.42
<b>IGC</b>	\$203,425.00	\$0.00	\$164,649.31	\$38,775.69	80.94
<b>Expense Accounts</b>	\$963,804.00	\$0.00	\$867,344.03	\$96,371.97	90.00
<b>Balance</b>	<b>\$903,804.00</b>	<b>\$0.00</b>	<b>\$807,474.54</b>	<b>\$96,241.46</b>	<b>89.35</b>

AERC 2022 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>	\$747,125.00	\$0.00	\$0.00	\$747,125.00	0.00
<b>Non-Labor</b>	\$21,675.00	\$0.00	\$0.00	\$21,675.00	0.00
<b>IGC</b>	\$202,531.00	\$0.00	\$0.00	\$202,531.00	0.00
<b>Expense Accounts</b>	\$971,331.00	\$0.00	\$0.00	\$971,331.00	0.00
<b>Balance</b>	<b>\$911,331.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$911,331.00</b>	<b>0.00</b>

**III. Other Office Updates**

**Staff Meetings.**

AERC held staff meetings on December 9<sup>th</sup> and 21<sup>st</sup>. During our staff meetings, we discuss case-specific questions, our over-240 case strategy, EEOC contract numbers, and our outreach efforts. We also regularly pick one substantive topic for in-depth discussion and analysis.

**AERC Staffing.** AERC is fully staffed.

**IV. Outreach Report**

**Staff Outreach/Training:**

**Supervisor Training Academy:** On December 1<sup>st</sup>, Executive Director Mitzi Bolaños Anderson participated in “Civility, Communication, and Avoiding Conflict in the Workplace,” hosted by the Municipality of Anchorage HR Department.



**IAOHRA:** On December 7<sup>th</sup> and 8<sup>th</sup>, Executive Director Mitzi Bolaños Anderson participated in annual conference of the International Association of Official Human Rights Agencies (IAOHRA). Mitzi was elected the Western Region Representative for IAOHRA. On December 10<sup>th</sup>, Mitzi attended the IAOHRA Board of Directors meeting.

**ASCHR:** On December 8<sup>th</sup>, Investigator Stephanie Jedlicka gave a presentation to the Alaska State Commission for Human Rights about the AERC's process for Fact Finding Conferences.

**EEOC:** On December 9<sup>th</sup> and 17<sup>th</sup>, Executive Assistant Natalie Day participated in the EEOC's User Assessment Testing meetings for a new records system called Agency Records Center ("ARC") and gave valuable feedback for FEPA users.

**MOA:** On December 14<sup>th</sup>, Investigator Megan Moffitt shared AERC's mission with students from Clark Middle School who were participating in a tour of City Hall

### **Commissioner Outreach/Training:**

**Defining Democracy:** On December 1<sup>st</sup>, Commissioner Darrel Hess attended a virtual lecture by Cornell University literary historian and author Derrick Spire. The lecture explored the oft-neglected written record of African American intellectual history, New York state activism, and Black material culture, demonstrating the vibrancy and centrality of Black print culture — and its importance to understanding citizenship and democracy in America's 19<sup>th</sup> century as well as its 21<sup>st</sup>.

**Welcoming America:** On December 8<sup>th</sup>, Commissioner Darrel Hess participated in the virtual monthly meeting of Welcoming America's Community of Practice Cohort. The cohort explored and discussed how to make both governmental and private boards and commission more equitable and inclusive.

**Race Forward:** On December 9<sup>th</sup>, Commissioner Darrel Hess participated in the latest virtual Race Forward Coffee Chat, HEAL (Honest Education and Leadership) Together. The H.E.A.L. Together Initiative was formed to aid in deepening a commitment for honest and high-quality education among school districts.

**Alaska Humanities Forum:** Commissioner Heather Barbour participated in the monthly meeting and book club for Leadership Anchorage, a community leadership program.