

**ANCHORAGE EQUAL RIGHTS COMMISSION
MEMORANDUM**

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

I. Case Status:

Case Closures. AERC investigators issued determinations or otherwise closed 8 cases in January 2022, meeting our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	Jan 2022
Total Closures	97	107	126	126	108	83	97	8

EEOC Contract. AERC met its contractual workshare obligation with the EEOC for FY2021, closing 70 cases by September 30th. AERC will begin negotiations for its FY2022 contract later this spring.

Inquiries and New Complaints. AERC staff fielded 20 inquiries and filed 7 new complaints in January 2022. 35% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	Jan 2022
Inquiries	431	442	523	498	516	408	385	20
New Complaints	99	111	134	119	130	82	72	7
% of Perfected Complaints	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	35.0%

Pending Cases. As of January 31, 2022, we have 70 open cases pending.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	Jan 2022
Total Cases Under Investigation	69	70	80	71	95	95	70	70

Cases Over 240 Days Old. As of January 31, 2022, 36 (down from 38) cases are over 240 days old, which is 51.43% of the agency’s caseload and over our goal percentage of less than 20%. There are 18 (down from 22) cases open over 400 days old, which is 25.71% of our caseload.

II. Budget:

The current 2022 Budget to Actuals report is set out below:

<u>AERC 2022 Budget</u>					
	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
Labor	\$747,125.00	\$0.00	\$45,896.87	\$701,228.13	6.14
Non-Labor	\$21,675.00	\$0.00	\$763.75	\$20,911.25	3.52
IGC	\$202,531.00	\$0.00	\$106.70	\$202,424.30	0.05
Expense Accounts	\$971,331.00	\$0.00	\$46,767.32	\$924,563.68	4.81
Balance	\$911,331.00	\$0.00	\$46,767.32	\$864,563.68	5.13

III. Other Office Updates

Staff Meetings.

AERC held staff meetings on January 6th and 12th. 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:

EEOC: On January 5th, Executive Director Mitzi Bolaños Anderson and Investigator Megan Moffitt participated in the EEOC's FEPA Directors Meeting, where we discussed joint outreach possibilities with the EEOC and how other FEPAs can collaborate to advance their outreach goals.

EEOC: On January 6th and 11th, Investigator Megan Moffitt participated in the Agency Records Center training and feedback session.

Center for Understanding in Conflict: On January 10th, Executive Director Mitzi Bolaños Anderson participated in the Positive Neutrality webinar hosted by the Center for Understanding in Conflict, where we discussed being able to express positive neutrality instead of merely objectivity when acting as an impartial mediator or investigator.

EEOC: On January 12th and 24th, Executive Assistant Natalie Day participated in the Agency Records Center's User Assessment Testing for the new records system.

Welcoming Anchorage: On January 12th, Executive Director Mitzi Bolaños Anderson participated in a meeting of Welcoming Anchorage.

IAOHRA: On January 14th, Executive Director Mitzi Bolaños Anderson participated in the International Association of Official Human Rights Agencies (IAOHRA) Board of Directors

meeting, representing the Western Region. On January 27th, Executive Director Mitzi Bolaños Anderson and Investigator Megan Moffitt hosted the quarterly IAOHRA Western Region meeting.

Perkins Coie: On January 18th, Executive Director Mitzi Bolaños Anderson participated in the online discussion of Promoting and Fostering Inclusive Cultures in Remote and Hybrid Workplaces - A Conversation with Manar Morales, sponsored by Perkins Coie.

Anchorage School District: On January 25th, the AERC awarded certificates and prizes to two Tudor Elementary 6th graders who won the Anchorage Equal Rights Commission Values Artwork Contest.

Commissioner Outreach/Training:

Implicit Bias Training for Law Enforcement: On January 19th, Commissioner Darrel Hess participated in a webinar facilitated by Dr. Lorie Fridell to report on the current state of implicit bias training within the law enforcement arena.

University of Virginia: On January 20th, Commissioner Darrel Hess attended a webinar that addressed the lessons of struggles over memory and demands for redress for the atrocities in Tulsa and other cities confronting past atrocities or histories of injustice, such as Greensboro, North Carolina, or Charlottesville, Virginia. This conversation was co-sponsored by the Jefferson School African American Heritage Center and was part of the University of Virginia's Martin Luther King Day commemoration.

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

AERC: On January 20th, the AERC Commissioners participated in the bimonthly Commission meeting.

**ANCHORAGE EQUAL RIGHTS COMMISSION
MEMORANDUM**

DATE: March 7, 2022
TO: AERC Commissioners
FROM: Mitzi Bolaños Anderson, Executive Director
SUBJECT: Executive Director’s Report as of February 28, 2022

I. Case Status:

Case Closures. AERC investigators issued determinations or otherwise closed 2 cases in February 2022, short of our goal of 8 closures per month. AERC also issued 3 Substantial Evidence determinations in February.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	Feb 2022
Total Closures	97	107	126	126	108	83	97	10

EEOC Contract. AERC met its contractual workshare obligation with the EEOC for FY2021, closing 70 cases by September 30th. AERC will begin negotiations for its FY2022 contract later this spring.

Inquiries and New Complaints. AERC staff fielded 28 inquiries and filed 5 new complaints in February 2022. 17.85% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	Feb 2022
Inquiries	431	442	523	498	516	408	385	48
New Complaints	99	111	134	119	130	82	72	12
% of Perfected Complaints	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	25.0%

Pending Cases. As of February 28, 2022, we have 69 open cases pending.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	Feb 2022
Total Cases Under Investigation	69	70	80	71	95	95	70	69

Cases Over 240 Days Old. As of February 28, 2022, 35 cases are over 240 days old, which is 50.72% of the agency’s caseload and over our goal percentage of less than 20%. There are 21 cases open over 400 days old, which is 30.43% of our caseload.

II. Budget:

The current 2022 Budget to Actuals report is set out below:

<u>AERC 2022 Budget</u>					
	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
Labor	\$747,125.00	\$0.00	\$104,915.55	\$642,209.45	14.04
Non-Labor	\$21,675.00	\$0.00	\$1,140.44	\$20,534.56	5.26
IGC	\$202,531.00	\$0.00	\$221.19	\$202,309.81	0.11
Expense Accounts	\$971,331.00	\$0.00	\$106,277.18	\$865,053.82	10.94
Balance	\$911,331.00	\$0.00	\$106,277.18	\$805,053.82	11.66

III. Other Office Updates

Staff Meetings.

AERC held staff meetings on February 3rd, 17th, and 25th. 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:

EEOC: On February 2nd, all AERC investigators attended a virtual EEOC training to learn about updates on the EEOC’s COVID guidance, including ADA and the definition of “disability” as it relates to COVID and Title VII religious accommodations and vaccinations.

EEOC: On February 2nd, 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.

AERC: On February 8th, Investigators Marie Husa and Megan Moffitt met virtually to brainstorm AERC outreach ideas.

Municipality of Anchorage: On February 8th, Executive Director Mitzi Bolaños Anderson attended the Signs and Symptoms for Supervisors training class, required every two years by the Municipality. This training helps supervisors spot signs of drugs and alcohol in the workplace and reviews requirements for sending employees for testing.

US Dept of Labor: On February 9th, Executive Director Mitzi Bolaños Anderson watched a recording of the US Department of Labor’s Roundtable Conversation, *Labor Trafficking in the Agriculture Industry*. The conversation took place on January 31, 2022.

IAOHRA: On Friday, February 11th, Executive Director Mitzi Bolaños Anderson participated in the International Association of Official Human Rights Agencies (IAOHRA) Board of Directors meeting, representing the Western Region.

The Alaska Center: On February 16th, Investigator Megan Moffitt attended the virtual screening and discussion of *For the Rights of All: Ending Jim Crow in Alaska* in honor of Elizbeth Peratrovich Day.

Community Council: On February 17th, Investigator Marie Husa virtually attended the Northeast Community Council meeting and gave a presentation on the AERC’s jurisdiction and services.

Community Council: On February 17th, Investigator Megan Moffitt virtually attended the Government Hill Community Council meeting and gave a presentation on the AERC’s jurisdiction and services.

EEOC: On February 24th, Investigator Megan Moffitt attended a virtual EEOC training about preventing employer retaliation in the workplace.

Community Council: On February 24th, Investigator Megan Moffitt virtually attended the South Addition Community Council meeting and gave a presentation on the AERC’s jurisdiction and services.

Commissioner Outreach/Training:

Alaska Humanities Forum: Commissioner Heather Barbour participated in the monthly Leadership Anchorage workshop, which featured guest speaker Harold Napoleon, who authored *Yuuruaq: The Way of the Human Being*.

7th Annual Alaska Black Business Expo: On February 5th, Commissioner Darrel Hess attended the 2022 Alaska Black Business Expo in the Atrium of the Anchorage Museum. The Expo highlighted many local businesses owned by African Americans.

Anchorage Museum: On February 5th, Commissioner Darrel Hess attended the Anchorage Museum performance arts presentation, “The How and Why the Alaska NAACP Was Formed” by Cal Williams. The performance told the story of Alvin Campbell, whose dream house in Rogers Park was burned before he and his family could move in. This incident sparked the establishment of the NAACP Anchorage Branch 1000.

Smart Growth Network: On February 18th, Commissioner Darrel Hess attended the National Models & Methods for Achieving Equitable Development presentation. The webinar focused on national models and methods to improve the quality of life in underserved neighborhoods, while also building the capacity of community nonprofits and measuring the social impacts of their work.

UAA CCEL Advisory Council: On February 25th, Commissioner Darrel Hess attended a virtual meeting of the University of Alaska Anchorage, Center for Community Engagement & Learning, Advisory Council. The Council focuses on building community engagement between UAA students, community groups, and especially nonprofits. The Council helps facilitate student and faculty community engagement projects.

**ANCHORAGE EQUAL RIGHTS COMMISSION
MEMORANDUM**

DATE: April 11, 2022
TO: AERC Commissioners
FROM: Mitzi Bolaños Anderson, Executive Director
SUBJECT: Executive Director’s Report as of March 31, 2022

I. Case Status:

Case Closures. AERC investigators issued determinations or otherwise closed 8 cases in March 2022, meeting our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	Mar 2022
Total Closures	97	107	126	126	108	83	97	18

EEOC Contract. AERC met its contractual workshare obligation with the EEOC for FY2021, closing 70 cases by September 30th. AERC will begin negotiations for its FY2022 contract later this spring.

Inquiries and New Complaints. AERC staff fielded 44 inquiries and filed 5 new complaints in March 2022. 11.36% of our inquiries were converted into perfected complaints, just below our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	Mar 2022
Inquiries	431	442	523	498	516	408	385	92
New Complaints	99	111	134	119	130	82	72	17
% of Perfected Complaints	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	18.47%

Pending Cases. As of March 31, 2022, we have 63 open cases pending.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	Mar 2022
Total Cases Under Investigation	69	70	80	71	95	95	70	63

Cases Over 240 Days Old. As of March 31, 2022, 36 cases are over 240 days old, which is 57.14% 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 34.92% of our caseload.

II. Budget:

The current 2022 Budget to Actuals report is set out below:

	<u>AERC 2022 Budget</u>				
	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
Labor	\$747,125.00	\$0.00	\$160,927.63	\$586,197.37	21.54
Non-Labor	\$21,675.00	\$0.00	\$2,617.80	\$19,057.20	12.08
IGC	\$202,531.00	\$0.00	\$336.86	\$202,194.14	0.17
Expense Accounts	\$971,331.00	\$0.00	\$163,882.29	\$807,448.71	16.87
Balance	\$911,331.00	\$0.00	\$163,882.29	\$747,448.71	17.98

III. Other Office Updates

Staff Meetings.

AERC held staff meetings on March 16th and 31st. 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:

Community Council: On March 2nd, Investigator Megan Moffitt virtually attended the Downtown Community Council meeting and gave a presentation about AERC jurisdiction and services.

Community Council: On March 3rd, Investigator Megan Moffitt virtually attended the South Fork Community Council meeting and gave a presentation about AERC jurisdiction and services.

Access Alaska: On March 9th, Executive Director Mitzi Bolaños Anderson and Investigator Marie Husa attended “Tea Talk” with Access Alaska, where an FBI representative discussed civil rights and hate crimes, specifically against individuals who experience disabilities.

Community Council: On March 9th, Investigator Megan Moffitt virtually attended the Eagle River Valley Community Council meeting and gave a presentation about AERC jurisdiction and services.

Community Council: On March 9th, Investigator Marie Husa virtually attended the Mountain View Community Council meeting and gave a presentation about AERC jurisdiction and services.

Community Council: On March 14th, Investigator Megan Moffitt attended the in-person Sand Lake Community Council meeting and gave a presentation about AERC jurisdiction and services.

AAWL: On March 16th, Executive Director Mitzi Bolaños Anderson participated in “A Conversation with the Alaska Bar Association Diversity Commission,” hosted by the Anchorage Association of Women Lawyers.

Alaska Bar: On March 18th, Executive Director Mitzi Bolaños Anderson attended the Alaska Bar CLE “Dealing with Difficult People,” presented by Amy Wood, PsyD.

Commissioner Outreach/Training:

Alaska Humanities Forum: Commissioner Heather Barbour participated in the monthly Leadership Anchorage workshop, which featured guest speaker Yaari Toolie-Walker.

Catholic Social Services: Commissioner Heather Barbour helped organize a welcoming potluck for refugees from Afghanistan in partnership with Catholic Social Services and the Islamic Community Center of Anchorage, Alaska (ICCAA).

Archdiocese of Anchorage: On March 12th, Commissioner Darrel Hess assisted in planning and facilitating a Synod conversation with members of Anchorage’s LGBTQ+ community, and family and allies.

AERC: On March 17th, AERC commissioners attended the regularly scheduled virtual meeting.

New York Times: As part of a March 29th publication, Commissioner Heather Barbour was interviewed for an article in the New York Times titled “Where Breaking the Ramadan Fast Includes Caribou.”

**ANCHORAGE EQUAL RIGHTS COMMISSION
MEMORANDUM**

DATE: May 6, 2022
TO: AERC Commissioners
FROM: Marie Husa, Acting Executive Director
SUBJECT: Executive Director’s Report as of April 30, 2022

I. Case Status:

Case Closures. AERC investigators issued determinations or otherwise closed 8 cases in April 2022, meeting our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Closures	97	107	126	126	108	83	97	26

EEOC Contract. AERC met its contractual workshare obligation with the EEOC for FY2021, closing 70 cases by September 30th. AERC will begin negotiations for its FY2022 contract later this spring.

Inquiries and New Complaints. AERC staff fielded 39 inquiries and filed 7 new complaints in March 2022. 17.94% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Inquiries	431	442	523	498	516	408	385	130
New Complaints	99	111	134	119	130	82	72	24
% of Perfected Complaints	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	18.46%

Pending Cases. As of April 30, 2022, we have 67 open cases pending.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	Mar 2022
Total Cases Under Investigation	69	70	80	71	95	95	70	67

Cases Over 240 Days Old. As of April 30, 2022, 34 cases are over 240 days old, which is 50.75% 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 32.83% of our caseload.

II. Budget:

The current 2022 Budget to Actuals report is set out below:

<u>AERC 2022 Budget</u>					
	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
Labor	\$775,966.00	\$0.00	\$217,488.16	\$558,477.84	28.02
Non-Labor	\$21,675.00	\$0.00	\$4,571.95	\$17,103.05	21.09
IGC	\$202,892.00	\$0.00	\$464.42	\$202,427.58	0.22
Expense Accounts	\$971,331.00	\$0.00	\$163,882.29	\$807,448.71	16.87
Balance	\$940,533.00	\$0.00	\$222,524.53	\$718,008.47	23.65

III. Other Office Updates

Staff Meetings.

AERC held staff meetings on April 8th and April 21st and discussed issues relating to the upcoming Executive Director vacancy. On April 25th, we discussed questions related to a specific case; and on April 28th, held our bimonthly Investigators' Meeting where we discuss case specific questions and 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's Executive Director position is vacant. The vacancy is advertised with Indeed, the Alaska Bar Association, the International Association of Official Human Rights Agencies, and the AERC's Facebook page.

IV. Outreach Report

Staff Outreach/Training:

Relay Alaska: On April 6th, the AERC staff organized and attended a virtual presentation about assistive technology services offered by the State of Alaska.

Zender Group: On April 6th, Investigator Stephanie Jedlicka partnered with ASCHR to lead a virtual presentation about hostile work environment, disability, and retaliation.

YWCA: On April 6th, Investigator Marie Husa attended a virtual implicit bias training hosted by the YWCA.

Community Council: On April 6th, Investigator Megan Moffitt virtually attended the Spenard Community Council meeting and gave a presentation about AERC jurisdiction and services.

Community Council: On April 6th, Investigator Marie Husa virtually attended the University Area Community Council meeting and gave a presentation about AERC jurisdiction and services.

Community Council: On April 7th, Investigator Megan Moffitt virtually attended the Turnagain Community Council meeting and gave a presentation about AERC jurisdiction and services.

MOA: On April 13th, Investigator Marie Husa virtually attended an MOA Employee Incentive Committee meeting to plan for the upcoming Annual Employee Awards.

Community Council: On April 13th, Investigator Megan Moffitt virtually attended the North Star Community Council meeting and gave a presentation about AERC jurisdiction and services.

Community Council: On April 13th, Investigator Marie Husa virtually attended the Russian Jack Community Council meeting and gave a presentation about AERC jurisdiction and services.

EEOC: On April 14th, Investigator Megan Moffitt attended a virtual training for the EEOC's Agency Records Center.

Alaska Public Media: On April 15th, Investigator Megan Moffitt coordinated a meeting with Alaska Public Media to discuss possible outreach collaborations.

MOA: On April 19th, Investigator Megan Moffitt attended the Municipality Planning Department's Parliamentary Procedure training to learn more about effective meeting policies

MOA: On April 21st and 26th, Investigator Megan Moffitt attended virtual trainings about the Municipal website, including editing, accessibility, and outreach.

Community Council: On April 21st, Investigator Megan Moffitt virtually attended the Airport Heights Community Council meeting and gave a presentation about AERC jurisdiction and services.

Community Council: On April 21st, Investigator Marie Husa virtually attended the Huffman/O'Malley Community Council meeting and gave a presentation about AERC jurisdiction and services.

I Am Anchorage: On April 27th, Investigators Marie Husa and Megan Moffitt attended a community leaders meet-and-greet with Anchorage Police Chief Michael Kerle in the Anchorage Senior Center.

Alaska Common Ground: On April 27th, Investigator Megan Moffitt attended a virtual training about the upcoming ranked-choice election process and accessibility.

International Association of Official Human Rights Agencies: On April 28th, Investigator Megan Moffitt led the IAOHRA Western Region Quarterly Meeting as the interim regional representative.

EEOC: In April, 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 during four sessions.

Commissioner Outreach/Training:

Alaska Humanities Forum: Commissioner Heather Barbour participated in the monthly Leadership Anchorage workshop.

AERC: On April 12th, AERC commissioners attended a specially scheduled virtual meeting.

National Immigration Forum: On April 27th, Commissioner Darrel Hess participated in a webinar with author Ali Noorani, CEO of the National Immigration Forum, about his newest book, “Crossing Borders: The Reconciliation of a Nation of Immigrants.” The webinar also featured Cornell immigration law expert Stephen Yale-Loehr and Wall Street Journal reporter Michelle Hackman.

I Am Anchorage: On April 27th, Commissioner Darrel Hess helped organize a community leaders meet-and-greet with Anchorage Police Chief Michael Kerle in the Anchorage Senior Center.

**ANCHORAGE EQUAL RIGHTS COMMISSION
MEMORANDUM**

DATE: July 2, 2022
TO: AERC Commissioners
FROM: Marie Husa, Acting Executive Director
SUBJECT: Executive Director's Report as of *May 31, 2022*

I. Case Status:

Case Closures. AERC investigators issued determinations or otherwise closed 3 cases in May 2022, 5 cases short of our goal of 8 closures per month. This shortage was expected due to staff shortage and scheduled staff vacations.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Closures	97	107	126	126	108	83	97	29

EEOC Contract. AERC proposed a contract amount of 70 cases to EEOC, same as our approved contract for FY2021. EEOC states that it expects to decide on contract awards in mid- to late July.

Inquiries and New Complaints. AERC staff fielded 31 inquiries and filed 7 new complaints in May 2022. 22.6% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Inquiries	431	442	523	498	516	408	385	161
New Complaints	99	111	134	119	130	82	72	31
% of Perfected Complaints	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	19.25%

Pending Cases. As of May 31, 2022, we have 74 open cases pending.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	May 2022
Total Cases Under Investigation	69	70	80	71	95	95	70	74

Cases Over 240 Days Old. As of May 31, 2022, 34 cases are over 240 days old, which is 50.75% 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 32.83% of our caseload.

II. Budget:

The current 2022 Budget to Actuals report is set out below.

AERC 2022 Budget

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	-\$59,869.49	-\$59,869.49	99.78
Labor	\$732,783.00	\$0.00	\$688,471.09	\$44,311.91	93.95
Non-Labor	\$27,596.00	\$0.00	\$20,724.61	\$6,871.39	75.10
IGC	\$203,425.00	\$0.00	\$191,503.42	\$11,921.58	94.14
Expense Accounts	\$963,804.00	\$0.00	\$900,699.12	\$63,104.88	93.45
Balance	\$903,804.00	\$0.00	\$840,829.63	\$62,974.37	93.03

III. Other Office Updates

Staff Meetings.

AERC held staff meeting on May 3rd and discussed updates on the Executive Director vacancy and the search for a contract attorney.

AERC Staffing. AERC's Executive Director position is vacant. The vacancy is advertised with Indeed.com, the Alaska Bar Association, the International Association of Official Human Rights Agencies, and the AERC's Facebook page.

IV. Outreach Report

Staff Outreach/Training:

EEOC: On May 4th, Acting Executive Director Marie Husa attended the monthly FEPA meeting to discuss EEOC updates with EEOC representatives and other regional FEPA agencies.

Asian American and Pacific Islander Heritage Month: On May 6th, 17th, 28th, and 31st, Investigator Gita Franklin danced with the Simorgh Dance Collective at various events in Anchorage and JBER in honor of Asian American and Pacific Islander Heritage Month.

EEOC: On May 10th, Investigator Megan Moffitt attended the EEOC webinar "Young Worker Job Safety," which highlighted structural vulnerabilities and preventative and educational safety measures for teenagers and young adults.

Community Council: On May 16th, Investigator Megan Moffitt virtually attended the Hillside Community Council meeting and gave a presentation about AERC jurisdiction and services.

Alaska Legal Services Corporation: On May 24th, Investigator Megan Moffitt attended a virtual meeting with representatives from Alaska Legal Services to discuss future opportunities for collaboration and outreach.

Commissioner Outreach/Training:

Anchorage School District: On May 11th, Commissioner Darrel Hess served as a member of the planning committee for the dedication of Dr. Etheldra Davis Fairview Elementary School. Commissioner Hess was one of the featured speakers at the event to honor Dr. Davis as the first African American teacher, vice-principal, and principal in the Anchorage School District.

Anchorage School District: On May 11th, Commissioner Darrel Hess and Andrea Antonoin spoke to elementary students about the life and legacy of Dr. Etheldra Davis.

AERC: On May 19th, AERC commissioners attended a regularly scheduled virtual Commission meeting.

Pacific Island Cultural Flag Day: On May 28th, Commissioner Darrel Hess attended the community celebration of Pacific Island Cultural Flag Day and Asian American & Pacific Islander Heritage Month on Delaney Park Strip.

Memorial Day: On May 30th, Commissioner Darrel Hess attended the 2022 Anchorage Memorial Day Ceremony at the Alaska Veterans Memorial on Delaney Park Strip.

Alaska Native Blanket Exercise: Commissioner Heather Barbour participated in an educational outreach event on Native Alaska history and participated in break-out talking circles.

Alaska Humanities Forum: Commissioner Heather Barbour participated in the monthly Leadership Anchorage meeting and graduated from the program.

**ANCHORAGE EQUAL RIGHTS COMMISSION
MEMORANDUM**

DATE: July 22, 2022
TO: AERC Commissioners
FROM: Marie Husa, Acting Executive Director
SUBJECT: Executive Director’s Report as of *June 30, 2022*

I. Case Status:

Case Closures. AERC investigators issued determinations or otherwise closed 5 cases in June 2022, 3 cases short of our goal of 8 closures per month. This shortage was expected due to staff shortage and scheduled staff vacations.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Closures	97	107	126	126	108	83	97	34

EEOC Contract. AERC proposed a contract amount of 70 cases to EEOC, same as our approved contract for FY2021. EEOC states that it expects to decide on contract awards in mid- to late July.

Inquiries and New Complaints. AERC staff fielded 33 inquiries and filed 7 new complaints in June 2022. 21.2% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Inquiries	431	442	523	498	516	408	385	194
New Complaints	99	111	134	119	130	82	72	38
% of Perfected Complaints	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	32.99 %

Pending Cases. As of June 30, 2022, we have 74 open cases pending.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	June 2022
Total Cases Under Investigation	69	70	80	71	95	95	70	74

Cases Over 240 Days Old. As of June 30, 2022, 34 cases are over 240 days old, which is 50.75% 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 32.83% of our caseload.

II. Budget:

The current 2022 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	-\$59,869.49	-\$59,869.49	99.78
Labor	\$732,783.00	\$0.00	\$688,471.09	\$44,311.91	93.95
Non-Labor	\$27,596.00	\$0.00	\$20,724.61	\$6,871.39	75.10
IGC	\$203,425.00	\$0.00	\$191,503.42	\$11,921.58	94.14
Expense Accounts	\$963,804.00	\$0.00	\$900,699.12	\$63,104.88	93.45
Balance	\$903,804.00	\$0.00	\$840,829.63	\$62,974.37	93.03

III. Other Office Updates

Staff Meetings.

AERC held staff meeting on June 14th and discussed updates on the Executive Director vacancy and the search for a contract attorney.

AERC Staffing. AERC's Executive Director position is vacant. The vacancy is advertised with Indeed.com, the Alaska Bar Association, the International Association of Official Human Rights Agencies, and the AERC's Facebook page.

IV. Outreach Report

Staff Outreach/Training:

EEOC: On June 1st, Investigators Gita Franklin and Marie Husa participated in a webinar, "LGBTQIA+ Cultural Competency in the Workplace," that was organized by the EEOC.

JBER: On June 16th, Investigators Gita Franklin and Megan Moffitt attended the Army Heritage Cultural Festival at JBER and distributed information about AERC services and jurisdiction.

Catholic Social Services: On June 17th, Investigators Gita Franklin, Marie Husa, and Megan Moffitt participated in the World Refugee Day Celebration at Grow North Farm in Mountain View. Investigator Gita Franklin received an award in honor of her exceptional volunteer efforts with the refugee community.

Catholic Social Services: On June 21st, Investigator Marie Husa attended a Lunch & Learn hosted by the refugee resettlement agency within Catholic Social Services. The director provided a briefing regarding the current state of refugee support locally, nationally, and internationally.

Korean American Community of Anchorage: On June 25th, Investigator Gita Franklin attended the Korean-Alaska Friendship Day celebration.

Public Relations Society of Alaska: On June 28th, Investigators Stephanie Jedlicka and Marie Husa participated in a virtual workshop titled "Gravity: Keeping Employees Engaged and Connected in a Distributed Workforce."

Commissioner Outreach/Training:

D Street Pride Block Party: On June 3rd, Commissioner Darrel Hess attended the 2022 D Street Pride Block Party and distributed AERC brochures and Pride pins and stickers.

Pride Memorial Service: On June 5th, Commissioner Darrel Hess helped facilitate the annual Anchorage Pride Memorial Service to remember and honor members of the local LGBTQ+ community who have passed on.

Pride Artist & Maker Pop-Up Market: On June 9th, Commissioner Darrel Hess attended the Pride Pop-Up Market at Grow North Farm, and he distributed AERC brochures and Pride pins and stickers.

RAIS: On June 21st, Commissioner Darrel Hess attended a Lunch & Learn hosted by the refugee resettlement agency within Catholic Social Services. The director provided a briefing regarding the current state of refugee support locally, nationally, and internationally.

AERC: On June 23rd, Commissioners attended a specially scheduled virtual Commission meeting.

Alaska Native Blanket Exercise: Commissioner Heather Barbour participated in an educational outreach event on Native Alaska history and participated in break-out talking circles.

**ANCHORAGE EQUAL RIGHTS COMMISSION
MEMORANDUM**

DATE: August 8, 2022
TO: AERC Commissioners
FROM: Marie Husa, Acting Executive Director
SUBJECT: Executive Director’s Report as of July 31, 2022

I. Case Status

Case Closures: AERC investigators issued determinations or otherwise closed 6 cases in July 2022, 2 cases short of our goal of 8 closures per month. This shortage was due to staff shortage and scheduled staff vacations.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Closures	97	107	126	126	108	83	97	40

EEOC Contract: AERC was awarded its requested amount of 70 cases to EEOC, same as our approved contract for FY2021. EEOC will accept an upward or downward modification until mid-August. To meet the contract, we will need to close 30 cases by mid-September. AERC will most likely request a downward modification, but a decision will be deferred until our new Executive Director has had an opportunity to weigh in.

Inquiries and New Complaints: AERC staff fielded 27 inquiries and filed 5 new complaints in July 2022. 18.5% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Inquiries	431	442	523	498	516	408	385	223
New Complaints	99	111	134	119	130	82	72	43
% of Perfected Complaints	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	19.28%

Pending Cases: As of July 31, 2022, we have 73 open cases pending.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	June 2022
Total Cases Under Investigation	69	70	80	71	95	95	70	73

Cases Over 240 Days Old: As of July 31, 2022, 38 cases are over 240 days old, which is 52.05% of the agency’s caseload and over our goal percentage of less than 20%. There are 24 cases open over 400 days old, which is 32.88% of our caseload.

II. Budget

The current 2022 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
Labor	\$775,966.00	\$0.00	\$379,588.09	\$396,377.91	48.92
Non-Labor	\$21,675.00	\$0.00	\$7,772.73	\$13,902.27	35.86
IGC	\$202,892.00	\$0.00	\$89,244.09	\$113,647.91	43.99
Expense Accounts	\$978,858.00	\$0.00	\$468,832.18	\$807,448.71	16.87
Balance	\$940,533.00	\$0.00	\$476,604.91	\$463,928.09	50.67

III. Other Office Updates

Staff Meetings: AERC held staff meeting on July 14th and discussed strategy for meeting our case contract amount of 70 as awarded by EEOC.

AERC Staffing: AERC’s newly hired Executive Director will begin the position in early August 2022.

IV. Outreach Report

Staff Outreach/Training:

EEOC: From July 19th to July 21st, Investigators Stephanie Jedlicka, Marie Husa, Gita Franklin, and Megan Moffitt virtually attended the annual EEOC Investigator Conference. The conference provided training sessions about developments in the law and efforts to prevent discrimination.

Anchorage Senior Center: On July 6th, Investigator Megan Moffitt gave a presentation to over fifty participants at the Anchorage Senior Center during their regularly scheduled social hour.

JBER Equal Opportunity Office: On July 14th, Investigators Gita Franklin and Megan Moffitt gathered with representatives of the JBER EEO to learn more about each other’s work and discuss collaboration on future projects.

IAOHRA: On July 28th, Investigator Megan Moffitt organized and attended the quarterly Western Region IAOHRA meeting. Participants discussed current challenges and the upcoming annual conference.

Commissioner Outreach/Training:

Fairview Block Party: On July 23rd, Commissioner Darrel Hess attended the Fairview Block Party and handed out AERC and Ombudsman Office brochures to attendees.

**ANCHORAGE EQUAL RIGHTS COMMISSION
EXECUTIVE DIRECTOR'S REPORT**

DATE: September 2, 2022
TO: AERC Commissioners
FROM: Keoki Kim, Executive Director
SUBJECT: August

I. Case Status

Case Closures: AERC investigators issued determinations or otherwise closed 6 cases in August 2022, 2 cases short of our goal of 8 closures per month. This shortage was due to a lack of a permanent Executive Director.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Closures	97	107	126	126	108	83	97	46

EEOC Contract: AERC was awarded its requested amount of 70 cases to EEOC. We requested a downward modification to 60 cases to accommodate the absence of a permanent Executive Director from April 18 until August 8.

Inquiries and New Complaints: AERC staff fielded 21 inquiries and filed 5 new complaints in August 2022. 23.8% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Inquiries	431	442	523	498	516	408	385	245
New Complaints	99	111	134	119	130	82	72	48
% of Perfected Complaints	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	19.59%

Pending Cases: As of August 31, 2022, we have 72 open cases pending.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	2022
Total Cases Under Investigation	69	70	80	71	95	95	70	72

Cases Over 240 Days Old: As of August 31, 2022, 38 cases are over 240 days old, which is 52.77% 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 36.11% of our caseload.

II. Budget

The current 2022 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
Labor	\$752,966.00	\$0.00	\$433,138.81	\$319,827.19	57.52
Non-Labor	\$44,675.00	\$0.00	\$7,772.73	\$36,902.27	17.40
IGC	\$202,892.00	\$0.00	\$89,351.79	\$113,540.21	44.04
Expense Accounts	\$1,000,533.00	\$0.00	\$530,263.33	\$470,269.67	53
Balance	\$940,533.00	\$0.00	\$530,263.33	\$410,269.67	56.38

III. Other Office Updates

Staff Meetings: AERC held a staff meeting on August 22. We discussed the strategy for meeting our case downward modified contract amount of 60 as awarded by EEOC.

AERC Staffing: AERC’s newly hired Executive Director started on August 8, 2022. He presented his proposed budget to the Mayor within 8 days. He met with Kristine Jensen of EEOC regarding the annual contract within 12 days. He met with the director of IT within 5 days. Together they determined what equipment was needed to bring the office computers, monitors, printers, scanners and conference room equipment to current standards. Said equipment has been ordered. He also ordered cell phones for the investigators so that they can continue to conduct AERC business in the field and during office closures. He also met with Legal within 18 days. He approved settlement of the Hope Center second lawsuit. He also met with OMB within 4 days to determine how to pay the settlement amount out of the current budget.

IV. Outreach Report

Staff Outreach/Training:

Anchorage Community Land Trust (ACLT): On August 3rd, Investigator Megan Moffitt attended ACLT’s Neighborhood Hero Awards Celebration, which honored entrepreneurs and supporters in the local community.

Municipality of Anchorage: On August 5th, Investigators Stephanie Jedlicka and Marie Husa attended an online course, Coaching Counseling, and the Disciplinary Process, hosted by the Municipality’s Supervisor Training Academy.

International Association of Office Human Rights Agencies (IAOHRA): From August 14th to August 18th, Investigator Megan Moffitt attended the annual IAOHRA conference, which offers a wide variety of sessions about a range of equal rights issues and legal developments.

Commissioner Outreach/Training:

Catholic Social Services: On August 12th, Commissioner Darrel Hess attended a pop-up luncheon hosted by Catholic Social Services Refugee Assistance & Immigration Services (RAIS) and prepared by Afghani refugees who have relocated to Anchorage. During the luncheon, RAIS staff presented on the current state of refugee resettlement in Alaska, the United States, and globally.

Dr. Etheldra Davis Fairview Elementary: On August 17th, Commissioner Darrel Hess attended the Back-To-School Family BBQ and Ribbon Cutting for Dr. Etheldra Davis Fairview Elementary, following the installation of the new signs for the school, which in 2021 was named for Anchorage's first African American teacher, vice-principal, and principal, Dr. Etheldra Davis.

Legislative Citation for Rev. Dr. Denise Sudbeck: On August 17th, Commissioner Darrel Hess attended the in-person presentation of a Legislative Citation to Rev. Dr. Denise Sudbeck, a leader in the local transgender community.

Hmong Alaska New Year Celebration: On August 20th, Commissioner Darrel Hess attended the Alaska Hmong New Year Celebration in Downtown Anchorage – the first 2023 Hmong New Year event in the United States. Commissioner Hess interacted with multiple elected officials, community leaders, and community organizations, and passed out some AERC brochures.

Anchorage Community Police Relations Task Force: On August 25th, Commissioner Darrel Hess attended a presentation at the Fairview Community Recreation Center. The presentation featured the U.S. Department of Justice, Community Relations Service (DOJ CRS) and was hosted by the Anchorage Community Police Relations Task Force. The DOJ CRS outlined the services and support that they can and cannot cover in the community and state.

**ANCHORAGE EQUAL RIGHTS COMMISSION
EXECUTIVE DIRECTOR'S REPORT**

DATE: October 6, 2022
TO: AERC Commissioners
FROM: Keoki Kim, Executive Director
SUBJECT: September

I. Case Status

Case Closures: AERC investigators issued determinations or otherwise closed 9 cases in September 2022, 1 case over our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Closures	97	107	126	126	108	83	97	55

EEOC Contract: AERC is submitting the 2023 EEOC contract for approval.

Inquiries and New Complaints: AERC staff fielded 22 inquiries and filed 5 new complaints in September 2022. 22.7% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Inquiries	431	442	523	498	516	408	385	267
New Complaints	99	111	134	119	130	82	72	53
% of Perfected Complaints	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	19.85%

Pending Cases: As of September 30, 2022, we have 68 open cases pending.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Cases Under Investigation	69	70	80	71	95	95	70	68

Cases Over 240 Days Old: As of September 30, 2022, 36 cases are over 240 days old, which is 52.94% of the agency's caseload and over our goal percentage of less than 20%. There are 23 cases open over 400 days old, which is 33.82% of our caseload.

II. Budget

The current 2022 Budget to Actuals report is set out below.

III. Budget

The current 2022 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
Labor	\$713,966.00	\$0.00	\$487,950.61	\$226,015.39	68.34
Non-Labor	\$83,675.00.00	\$0.00	\$54,214.18	\$14,091.89	69.90
IGC	\$202,892.00	\$0.00	\$106,529.17	\$96,362.83	52.51
Expense Accounts	\$940,533.00	\$0.00	\$530,263.33	\$470,269.67	50.00
Balance	\$940,533.00	\$0.00	\$648,693.96	\$276,470.11	70.61

IV. Other Office Updates

Staff Meetings: AERC held a staff meeting on September 29th. We discussed intake procedures, reaching out to ASCHR regarding duplicate filings, and focusing on reducing the number of cases older than 240 days.

AERC Staffing: The Executive Assistant is focusing on fully transitioning the office to paperless and clearing out old and unnecessary office equipment. The Investigators are focused on closing old cases. The Executive Director has begun outreach.

IV. Outreach Report

Staff Outreach/Training:

Federal Bureau of Investigation: On September 13th, 20th, and 27th, Investigator Megan Moffitt attended sessions of the FBI's Citizen Academy, which connects local organizations and shares information about the FBI's efforts in the community.

Center for Understanding in Conflict: Between September 14th and September 23rd, Investigator Megan Moffitt attended a virtual certification course for facilitating communication between parties in conflict.

Society for Human Resource Management: On September 14th, Investigator Stephanie Jedlicka attended a SHRM webinar titled "The Pillars of a Productive Remote Work Environment."

Anchorage Assembly: On September 16th, Executive Director Keoki Kim and Investigator Marie Husa presented the AERC's 2021 Annual Report to Anchorage Assemblymembers during a work session. They provided a summary of the AERC's efforts in the past year and answered questions about the agency. The Assembly approved the AERC's 2021 Annual Report on September 13th.

EEOC: The AERC submitted and received approval for the annual EEOC outreach proposal.

Commissioner Outreach/Training:

Emergency Shelter Task Force: On September 12th, 14th, and 19th, Commissioner Darrel Hess participated in virtual meetings of the Emergency Shelter Task Force, which developed recommendations regarding the establishment of emergency winter shelter in Anchorage.

Welcoming Week Community Celebration: On September 15th, Commissioner Darrel Hess staffed the Welcoming Anchorage table at the 2022 Anchorage Welcoming Week Community Celebration at Grow North Farm in Mountain View. The event featured booths hosted by various community and government agencies and organizations, as well as refugee farmers selling fresh vegetables and foodstuffs. Commissioner Hess distributed AERC brochures during the event. The purpose of the event was to highlight Anchorage as a welcoming community.

AERC: On September 15th, commissioners participated in the bimonthly Commission meeting.

NAACP Anchorage: On September 19th, Commissioner Darrel Hess attended the September Membership Meeting of NAACP Anchorage Unit 1000. During the virtual meeting, Commissioner Hess was elected to serve on the Unit's 2022 Election Nominating Committee.

I Am Anchorage: On September 28th, Commissioner Darrel Hess attended the I Am Anchorage Fall Festival, hosted by the Anchorage Senior Activity Center. The event featured song and dance performances from several ethnic communities and a potluck of ethnic foods. The purposed of the event was to build community equity and inclusion.

**ANCHORAGE EQUAL RIGHTS COMMISSION
EXECUTIVE DIRECTOR'S REPORT**

DATE: November 1, 2022
TO: AERC Commissioners
FROM: Keoki Kim, Executive Director
SUBJECT: October

I. Case Status

Case Closures: AERC investigators issued determinations or otherwise closed 4 cases in October 2022, 4 cases under our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Closures	97	107	126	126	108	83	97	59

EEOC Contract: AERC has submitted the FY2023 EEOC contract for approval.

Inquiries and New Complaints: AERC staff fielded 34 inquiries and filed 13 new complaints in October 2022. 38.24% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Inquiries	431	442	523	498	516	408	385	302
New Complaints	99	111	134	119	130	82	72	66
% of Perfected Complaints	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	21.85%

Pending Cases: As of October 31, 2022, we have 78 open cases pending.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Cases Under Investigation	69	70	80	71	95	95	70	78

Cases Over 240 Days Old: As of October 31, 2022, 38 cases are over 240 days old, which is 48.72% of the agency's caseload and over our goal percentage of less than 20%. There are 24 cases open over 400 days old, which is 30.77% of our caseload.

II. Budget

The current 2022 Budget to Actuals report is set out below.

III. Budget

The current 2022 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
Labor	\$713,966.00	\$0.00	\$547,645.00	\$166,321.00	76.70
Non-Labor	\$83,675.00	\$13,031.27	\$55,982.41	\$14,661.32	82.48
IGC	\$202,892.00	\$0.00	\$132,050.90	\$70,841.10	65.08
Expense Accounts	\$1,000,533.00	\$13,031.27	\$735,678.31	\$251,823.42	74.83
Balance	\$940,533.00	\$13,031.27	\$735,678.31	\$191,823.42	79.60

IV. Other Office Updates

Staff Meetings: AERC did not hold a staff meeting in October.

AERC Staffing: We are currently fully staffed and continue focusing on closing cases.

IV. Outreach Report

Staff Outreach/Training:

Federal Bureau of Investigation: On October 4th, 11th, and 25th, Investigator Megan Moffitt attended sessions of the FBI's Citizen Academy, which connects local organizations and shares information about the FBI's efforts in the community.

Municipality of Anchorage: On October 10th, Executive Director Keoki Kim met with the MOA Director of Human Resources and requested that AERC be allowed to provide antidiscrimination information to new municipal employees during the onboarding process. The Director of Human Resources was open to the idea and stated that he would discuss with staff.

Municipality of Anchorage: On October 12th, Investigator Marie Husa attended the virtual Employee Incentive Committee Meeting to discuss opportunities and projects for their mission.

Anti-Defamation League: On October 21st, Investigator Gita Franklin attended an in-person presentation that addressed the methods for reporting and combating hate crimes, which was co-hosted by the Bering Straits Native Corporation during the Alaska Federation of Natives annual convention.

Society for Human Resource Management: On October 25th, Investigator Stephanie Jedlicka attended a webinar titled “Workplace Culture Crossroads: DEI and Mental Health.”

International Association of Official Human Rights Agencies (IAOHRA): On October 27th, Investigator Megan Moffitt organized the virtual IAOHRA Western Region quarterly meeting. The meeting featured a speaker from the FBI who provided information about identifying and combating human trafficking in communities. Investigators Stephanie Jedlicka and Gita Franklin also attended the meeting.

U.S. Senate: On October 31st, Investigator Gita Franklin joined a group that met with representatives from Senator Lisa Murkowski’s office to discuss the current protests and violence in Iran and the need to support international human rights.

Commissioner Outreach/Training:

NAACP Anchorage: On October 17th, Commissioner Darrel Hess attended the virtual monthly membership meeting. During the meeting, Commission Hess was elected to the Unit’s Election Supervisory Committee, which will oversee the Unit’s biennial election of officers.

Alaska Women’s Hall of Fame: On October 18th, Commissioner Darrel Hess attended the Alaska Women’s Hall of Fame Class of 2022 induction ceremony. Commissioner Hess was a nominator for inductee Dr. Etheldra Davis.

Anti-Defamation League: On October 21st, Commissioner Darrel Hess participated in a roundtable discussion of community leaders, “The Impact of Hate in our Communities”, facilitated by the Anti-Defamation League (ADL) and Bering Straits Native Corporation. The roundtable addressed how to identify and respond to hate crimes and incidents in the community.

Anti-Defamation League: On October 21st, Commissioner Darrel Hess attended an in-person presentation that addressed the methods for reporting and combating hate crimes, which was co-hosted by the Bering Straits Native Corporation.

**ANCHORAGE EQUAL RIGHTS COMMISSION
EXECUTIVE DIRECTOR'S REPORT**

DATE: December 1, 2022
TO: AERC Commissioners
FROM: Keoki Kim, Executive Director
SUBJECT: November

I. Case Status

Inquiries and New Complaints: AERC staff fielded 31 inquiries and filed 4 new complaints in November 2022. 12.90% of our inquiries were converted into perfected complaints, exceeding our goal of 12%.

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Inquiries	431	442	523	498	516	408	385	335
New Complaints	99	111	134	119	130	82	72	70
% of Perfected Complaints	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	20.89%

Pending Cases: As of November 30, 2022, we have 72 open cases pending.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Cases Under Investigation	69	70	80	71	95	95	70	72

Pending Cases Per Investigator: As of November 30, 2022, we have 72 open cases, of which 34 cases are over 240 days old, which is 47.22% of the agency's caseload. It is over our goal percentage of less than 20%.

PENDING CASES PER INVESTIGATOR					
INVESTIGATOR	Cases Over 240 Days Old	Cases Filed in 2019	Cases Filed in 2020	Cases Filed in 2021	Cases Filed in 2022
All Investigators	34	4	8	14	8
Gita Franklin	4	0	1	2	1
Marie Husa	13	4	2	5	2
Stephanie Jedlicka	10	0	5	4	1
Megan Moffitt	7	0	0	3	4

Case Closures: AERC investigators issued determinations or otherwise closed 9 cases in November 2022, exceeding our goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Closures	97	107	126	126	108	83	97	68

Closed Case Age Per Investigator: As of November 30, 2022, the average age of closed cases was 320 days. Of those, 19 cases were between 0-100 days old, 9 cases were between 101-239 days old, 15 cases were between 240-400 days old, 15 cases were between 401-600 days old, and 10 were 601plus days old.

INVESTIGATOR	Number of Cases Closed and Average Age 2019	Number of Cases Closed and Average Age 2020	Number of Cases Closed and Average Age 2021	Number of Cases Closed and Average Age 2022
Investigators Executive Director	108 Cases 242 Days	83 Cases 288 Days	97 Cases 393 Days	68 Cases 320 Days
Joshua Blalock	20 Cases 182 Days	11 Cases 314 Days	No Longer an Investigator	No Longer an Investigator
Gita Franklin	36 Cases 293 Days	25 Cases 278 Days	37 Cases 304 Days	20 Cases 304 Days
Marie Husa	Not Yet an Investigator	9 Cases 332 Days	25 Cases 466 Days	16 Cases 316 Days
Stephanie Jedlicka	27 Cases 190 Days	37 Cases 248 Days	28 Cases 456 Days	15 Cases 442 Days
Megan Moffitt	Not Yet an Investigator	Not Yet an Investigator	7 Cases 347 Days	17 Cases 234 Days
Andrew Sundboom	25 Cases 271 Days	No Longer an Investigator	No Longer an Investigator	No Longer an Investigator
Conciliation Case(s) ED Mitzi Anderson	N/A	1 Case 1313 Days	N/A	N/A

The Executor Director is working with each investigator to determine each case over 400 days which needs to be completed and when it can be completed. At this time, the Executive Director has set a goal that all cases over 400 days should be closed by March 31, 2023.

Alaska State Commission for Human Rights: The Executive Director met with the Executive Director of ASCHR, and we are working on a workshare agreement.

EEOC Contract: AERC has submitted the FY2023 EEOC contract for approval.

II. Budget

The current 2022 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Revenue	-\$60,000.00	\$0.00	\$0.00	-\$60,000.00	0.00
Labor	\$713,966.00	\$0.00	\$607,636.45	\$106,329.55	85.11
Non-Labor	\$83,675.00	\$7,693.86	\$72,688.13	\$3,313.01	96.04
IGC	\$202,892.00	\$0.00	\$154,058.96	\$48,833.04	75.93
Expense Accounts	\$1,000,533.00	\$7,693.86	\$834,363.54	\$158,475.60	84.16
Balance	\$940,533.00	\$7,693.86	\$834,363.54	\$98,475.60	89.53

III. Other Office Updates

Staff Meetings: AERC did not hold a staff meeting in November.

AERC Staffing: We are currently fully staffed and continue focusing on closing cases.

Technology Update:

1. AERC obtained MOA cellphones for free by agreeing to pay \$40.00 per month phoneline. All cellphones are now in the office, activated and helping staff work despite weather or Covid situations.
2. AERC obtained business notebook computers to allow staff to utilize the office Case Management software TimeMatters and conduct business despite weather or other office closures.
3. AERC obtained noise cancelling headphones to allow staff to preserve privacy and confidentiality when investigating cases or doing AERC business.
4. AERC obtained six new desktop monitors to replace old, failing monitors.
5. AERC obtained three higher performance desk printers to replace the outdated oversized office printer. This also eliminates the need for the annual maintenance plan of at least \$1230.00 a year.
6. AERC obtained 3 desktop scanners, as well as an 85" LED screen and audio conference system for our conference room.

All the newly obtained office technology will allow staff to work in a more efficient and comfortable manner.

IV. Outreach Report

Staff Outreach/Training:

Federal Bureau of Investigation: On November 1st, Investigator Megan Moffitt attended a session of the FBI Citizen Academy, which connects local organizations and shares information about the FBI's efforts in the community.

U.S. Senate: On November 3rd, Investigator Gita Franklin and other community members met with representatives from Senator Lisa Murkowski's office to learn about their efforts regarding international human rights.

International Association of Official Human Rights Agencies: On November 21st, Investigator Megan Moffitt attended an IAOHRA meeting to learn about current updates and challenges affecting human rights agencies.

JBER: On November 30th, Investigator Gita Franklin hosted an AERC informational table at the Religious Diversity Celebration hosted by JBER.

Commissioner Outreach/Training:

YWCA Alaska: On November 17th, Commissioner Darrel Hess attended the 32nd Annual YWCA Alaska Women of Achievement induction ceremony. Commissioner Hess had nominated one of the honorees, Rev. Dr. Denise Sudbeck.

AERC: On November 17th, Commissioners gathered for their regularly scheduled bimonthly meeting and met in-person for the first time since 2020.

NAACP Anchorage: On November 21st, Commissioner Darrel Hess attended the monthly membership meeting of NAACP Anchorage Unit 100.

**ANCHORAGE EQUAL RIGHTS COMMISSION
EXECUTIVE DIRECTOR'S REPORT**

DATE: January 5, 2023
TO: AERC Commissioners
FROM: Keoki Kim, Executive Director
SUBJECT: December

I. Case Status

Inquiries and New Complaints:

AERC fielded 28 inquiries and filed 3 new complaints in December 2022. 10.71% of our inquiries were converted into perfected complaints (our goal is 12%).

INQUIRIES AND NEW COMPLAINTS								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Inquiries	431	442	523	498	516	408	385	363
New Complaints	99	111	134	119	130	82	72	73
Perfected Complaints Percentage	22.97%	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	20.11%

Pending Cases:

As of December 31, 2022, AERC has 71 open cases.

PENDING CASES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Cases	69	70	80	71	95	95	70	71

Pending Cases Per Investigator:

As of December 31, 2022, 38 cases of the 71 open cases are older than 240 days. Thus, 53.52% of AERC's caseload is past the Title 5 deadline. The historical agency goal has been to have no more than 20% past the deadline.

PENDING CASES PER INVESTIGATOR					
INVESTIGATOR	Cases Over 240 Days Old	Cases Filed in 2019	Cases Filed in 2020	Cases Filed in 2021	Cases Filed in 2022
All Investigators	38	4	8	14	12
Gita Franklin	7	0	1	2	4
Marie Husa	13	4	2	5	2
Stephanie Jedlicka	12	0	5	4	3
Megan Moffitt	6	0	0	3	3

Case Closures:

In December 2022 AERC issued 1 determination, 1 case was settled and 1 case was withdrawn with benefits by complainant. AERC failed to meet its goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2015	2016	2017	2018	2019	2020	2021	YTD 2022
Total Closures	97	107	126	126	108	83	97	71

Closed Case Age Per Investigator:

Of the 71 cases AERC closed in 2022, 30 were closed within the Title 5 deadline of 240 days. 16 were closed within 400 days old. 15 were closed within 600 days. 10 were closed after more than 600 days. Except in rare instances, AERC should close all cases within 240 days.

INVESTIGATOR	2019	2020	2021	2022
# of Cases Closed	108	83	97	71
Average Age	242 Days	288 Days	393 Days	313 Days
Joshua Blalock	20 Cases 182 Days	11 Cases 314 Days		
Gita Franklin	36 Cases 293 Days	25 Cases 278 Days	37 Cases 304 Days	22 Cases 283 Days
Marie Husa		9 Cases 332 Days	25 Cases 466 Days	16 Cases 316 Days
Stephanie Jedlicka	27 Cases 190 Days	37 Cases 248 Days	28 Cases 456 Days	15 Cases 442 Days
Megan Moffitt			7 Cases 347 Days	18 Cases 238 Days
Andrew Sundboom	25 Cases 271 Days			

The Executor Director will check in with each investigator several times a week to get updates on the progress of closing old cases.

The Executive Director has asked each investigator to provide written updates every two weeks regarding old cases.

The Executive Director continues to remind the Investigators that all cases over 400 days should be closed by March 31, 2023.

The Executive Assistant is providing the Executive Director with TimeMatters reports every Friday detailing the status and current age of all AERC cases.

II. Budget

The current 2022 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Labor	\$710,966.00	\$0.00	\$697,700.07	\$13,265.93	98.13
Non-Labor	\$86,675.00	\$713.53	\$82,540.37	\$3,421.10	96.05
Total	\$797,641.00	\$713.53	\$780,240.44	\$16,687.03	97.91

III. Other Office Updates

Staff Meetings:

In lieu of a December staff meeting, we held a staff holiday potluck on December 7, 2022. Everyone enjoyed Gita's homemade Iranian food and Natalie's special Cranberry Balsamic meatballs.

Outreach:

The Executive Director met with Rob Corbusier, Executive Director of ASCHR, and Zachary Florent (EEOC) regarding joint outreach opportunities in February/March.

The Executive Director met with Rob Corbusier, Executive Director of ASCHR, and discussed more details regarding a work sharing agreement between the agencies.

The Executive Director met with the Mayor's Deputy Chief of Staff regarding commission appointments. Two new applicants have been forwarded to the assembly for approval.

The Executive Director and the Executive Assistant have been brainstorming extensively about outreach and administrative projects, which will be discussed in more detail at the Commission Meeting.

EEOC Contract:

AERC has submitted the FY2023 EEOC contract for approval.

V. Outreach Report

Staff Outreach/Training:

International Association of Official Human Rights Agencies: On December 7th, Investigator Megan Moffitt attended the webinar "Moving the Needles Towards a Human Rights Framework" in honor of International Human Rights Day.

Commissioner Outreach/Training:

None to report.