

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

DATE: February 1, 2023
TO: AERC Commissioners
FROM: Keoki Kim, Executive Director
SUBJECT: January

I. Case Status

Inquiries and New Complaints:

AERC fielded 32 inquiries and filed 4 new complaints in January 2023. 12.50% of our inquiries were converted into perfected complaints (our goal is 12%).

INQUIRIES AND NEW COMPLAINTS								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Inquiries	442	523	498	516	408	385	363	32
New Complaints	111	134	119	130	82	72	73	4
Perfected Complaints Percentage	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	20.11%	12.50%

Pending Cases:

As of January 31, 2023, AERC has 67 open cases.

PENDING CASES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Cases	70	80	71	95	95	70	71	67

Pending Cases Per Investigator:

As of January 31, 2023, 35 cases of the 67 open cases are older than 240 days. 52.23% of AERC's caseload is past the Title 5 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	35	2	8	12	13
Gita Franklin	4	0	1	1	2
Marie Husa	12	2	2	5	3
Stephanie Jedlicka	12	0	5	3	4
Megan Moffitt	7	0	0	3	4

Case Closures:

In January 2023 AERC issued 3 determinations, 1 case was withdrawn with benefits by complainant and 4 cases were closed administratively. AERC met its goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Closures	107	126	126	108	83	97	71	8

Closed Case Age Per Investigator:

Of the 8 cases AERC closed in 2023, 2 were closed within the Title 5 deadline of 240 days. 4 were closed within 400 days old. 2 were closed after more than 600 days

INVESTIGATOR	2020	2021	2022	2023
# of Cases Closed	83	97	71	8
Average Age	288 Days	393 Days	313 Days	508 Days
Joshua Blalock	11 Cases 314 Days			
Gita Franklin	25 Cases 278 Days	37 Cases 304 Days	22 Cases 283 Days	5 Cases 267 Days
Marie Husa	9 Cases 332 Days	25 Cases 466 Days	16 Cases 316 Days	1 Case 204 Days
Stephanie Jedlicka	37 Cases 248 Days	28 Cases 456 Days	15 Cases 442 Days	
Megan Moffitt		7 Cases 347 Days	18 Cases 238 Days	

The Executive Director met telephonically with Marieke Beck of the Montana Human Rights Group, Ben Earwicker of Idaho Human Rights Commission, James Yao of the EEOC, and Rob Corbusier of ASCHR, regarding case management strategy.

The Executive Director reached out to Leila Wall of Oregon Labor and Industry, Derrick Wheeler-Smith of Seattle Office for Civil Rights, Andreta Armstrong of City of Tacoma Human Rights, Cheryl Strobert of Washington State Human Rights, Kara Jenkins of Nevada Equal Rights and Tia Welch of WV Human Rights. He left messages requesting a teleconference about case management strategy.

The Executive Director is drafting Case Management materials to assist the Investigators complete their cases within the Municipal Code deadline of 240 days.

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

The Executive Director has again 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 continues to provide the Executive Director with TimeMatters reports every Friday detailing the status and current age of all AERC cases. This helps the Executive Director keep current on the age of all cases within the office.

II. Budget

The current 2023 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Labor	\$814,893.00	\$4,740.00	\$60,641.03	\$749,511.97	8.02
Non-Labor	\$21,675.00	\$0.00	\$970.39	\$20,704.61	4.48
Total	\$836,568.00	\$4,740.00	\$61,611.42	\$770,216.58	7.36

III. Other Office Updates

Administrative:

The Executive Director met with Barbara Jones the former ED of AERC for 12 years before she became Municipal Clerk. The discussion focused on enforcement strategy and legal research.

The Executive Director met with Anna Plant, Sr. Records Management Specialist regarding the status of AERC's records retention policy. This policy is required to be updated annually. AERC has not updated it since 2011. Accordingly, the Executive Director is working closely with the Executive Assistant and Records Management to immediately become current. The Executive Director is also working to ensure that AERC stays current hereafter.

The Executive Director and the Executive Assistant continue to draft an Office Manual, an Executive Director manual and Investigator Guidelines and case management tools.

The Executive Director reached out about Commission Chair Hess' request for an AERC audit. He was advised that an audit was completed in 2016. The Executive Director is reviewing the 2016 audit. The MOA Auditing Department currently has a long waiting list. The Executive Director will continue an internal audit of AERC policies, procedures, and manuals.

The Executive Director met with EEOC Director Mabry and other FEPA directors regarding Director training.

Outreach:

The Executive Director had meetings with various small employers and employees regarding AERC and Title 5.

The Executive Director requested that Investigator Megan Moffitt contact the Anchorage School District about an equal rights drawing contest so that AERC can produce a calendar with children's art for outreach purposes.

The Executive Director is strategizing with the Executive Assistant about AERC's outreach merchandise: Is it effective? Are there other types of merchandise that will help spread knowledge of our mission?

The Executive Director is working with Reprographics and other designers about the AERC Logo and whether it can be improved to more effectively spread information about our mission.

The Executive Director has enrolled in the Employment Law Section of the Alaska Bar Association per Former Commission Chair Lea McKenna's request.

V. Outreach Report

Staff Outreach/Training:

Anchorage Chamber of Commerce: On January 4th, Investigator Megan Moffitt attended the Anchorage Chamber of Commerce's Diversity Committee meeting to share information about the AERC and its services.

International Association of Official Human Rights Agencies: On January 26th, Investigator Megan Moffitt organized the quarterly IAOHRA Western Region meeting. The recently elected IAOHRA president attended to share her vision for the organization in the coming year.

Alaska Public Media: On January 26th, Investigator Megan Moffitt met with a representative from Alaska Public Media to discuss radio advertisements for the AERC, which will be funded by EEOC outreach funds.

Commissioner Outreach/Training:

AERC: On January 19th, Commissioners gathered in the AERC office for a regularly scheduled Commission meeting.

Identity: On January 28th, Commissioner Darrel Hess attended a fundraising gala organized by Identify, Inc., Alaska's oldest and largest LGBTQ+ education and advocacy organization.

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

DATE: March 7, 2023
TO: AERC Commissioners
FROM: Keoki Kim, Executive Director
SUBJECT: February

I. Case Status

Inquiries and New Complaints:

AERC fielded 42 inquiries and filed 13 new complaints in February 2023. 22.97% of our inquiries were converted into perfected complaints (our goal is 12%).

INQUIRIES AND NEW COMPLAINTS								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Inquiries	442	523	498	516	408	385	363	74
New Complaints	111	134	119	130	82	72	73	17
Perfected Complaints Percentage	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	20.11%	22.97%

Pending Cases:

As of February 28, 2023, AERC has 81 open cases.

PENDING CASES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Cases	70	80	71	95	95	70	71	81

Pending Cases Per Investigator:

As of February 28, 2023, 38 cases of the 81 open cases are older than 240 days. 46.91% of AERC's caseload is past the Title 5 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	2	7	12	17
Gita Franklin	8	0	1	2	5
Marie Husa	14	2	2	6	4
Stephanie Jedlicka	16	0	4	4	8

Case Closures:

In February 2023, three cases were closed. Of these, one case was withdrawn with benefits by complainant and 2 cases were settled by the parties. AERC did not meet its goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Closures	107	126	126	108	83	97	71	11

Closed Case Age Per Investigator:

Of the 3 cases AERC closed in February 2023, 2 were closed within the Title 5 deadline of 240 days. 1 was closed after more than 600 days.

INVESTIGATOR	2020	2021	2022	2023
# of Cases Closed	83	97	71	8
Average Age	288 Days	393 Days	313 Days	508 Days
Joshua Blalock	11 Cases 314 Days			
Gita Franklin	25 Cases 278 Days	37 Cases 304 Days	22 Cases 283 Days	6 Cases 237 Days
Marie Husa	9 Cases 332 Days	25 Cases 466 Days	16 Cases 316 Days	1 Case 204 Days
Stephanie Jedlicka	37 Cases 248 Days	28 Cases 456 Days	15 Cases 442 Days	1 Case 984 Days
Megan Moffitt		7 Cases 347 Days	18 Cases 238 Days	1 Case 44 Days

The Executive Director developed a Case Management Spreadsheet, Guidelines to fill out the Spreadsheet and Team Expectations.

The Executive Director met with the two Investigators and explained how to use the spreadsheet and reviewed the Guidelines and Expectations.

The Executive Director followed up with an email summarizing the meeting and inviting questions and clarifications about the documents.

The Executive Director set a 1-week deadline to fill out the spreadsheet for each investigator. One Investigator filled out the Spreadsheet. The Executive Director scheduled a follow up meeting to review it. The investigator is taking the next step in each case.

One Investigator did not fill out the Spreadsheet correctly. The Executive Director filled it out instead and requested the Investigator review it for accuracy. The Investigator did not respond. The Executive Director then sent a detailed email regarding the next step that should be taken in each case. The Investigator has not responded yet.

The Executive Director met with Zachary Florent, EEOC Field Outreach, Elizabeth Cannon, EEOC, Seattle Office, and Nancy Sienko, EEOC District Director. The Executive Director shared his Spreadsheet, Guidelines and Expectations. They confirmed that it is absolutely necessary to track all cases from Day 1 until the final deadline. It is necessary to set deadlines and goals for each step of the Investigation. It is necessary for the Executive Director to receive regular updates and status reports from each Investigator. It is necessary for all investigators to work all cases simultaneously.

The Executive Director participated in a monthly FEPA workshop meeting. He confirmed with the seven other Executive Directors of the FEPA’s in our district that they all use similar methods to track cases. He also confirmed that their Investigators carry a minimum of 50 cases at a time and are expected to close 7-10 cases per month.

For the Anchorage Equal Rights Commission the Executive Director has set an expectation that Investigators shall carry a caseload of 48 cases and close at least 3 per month.

II. Budget

The current 2023 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Labor	\$814,893.00	\$0.00	\$117,809.96	\$697,083.04	14.46
Non-Labor	\$21,675.00	\$0.00	\$3,776.15	\$17,898.85	17.42
Total	\$836,568.00	\$0.00	\$121,586.11	\$714,981.89	14.53

III. Other Office Updates

Administrative:

The Lead Investigator, Stephanie Jedlicka has given notice that after ten years with the Equal Rights Commission she is moving to a different organization.

The Executive Director met with HR and has begun the process to hire another investigator.

The Executive Director has appointed Investigator, Gita Franklin, to take over Outreach for the agency.

The Executive Director has had additional meetings with Anna Plant, Sr. Records Management Specialist regarding the status of AERC’s records retention policy. The Executive Director has instructed the Investigators that all the notes and documents received in their cases must, per MOA policy, be stored in the MOA database within a day or two. They cannot be stored on personal computers or at home or in notebooks. It is important that the agency have access to all notes and records at all times.

The Executive has signed up for training in Washington, DC on March 26, 27 and 28 with the International Organization of Human Rights Agencies.

Outreach:

The Executive Director joined the EEOC in outreach activities with the Chamber of Commerce, Hope Community Resources, The Disability Law Center, the Arc of Anchorage and the NAACP. The meetings were all very positive except for one. Everyone was very happy to establish a relationship with the Equal Rights Commission and learn about training opportunities and support ending discrimination in Anchorage. They were also happy to share training materials and knowledge of their efforts to prevent discrimination in their workplaces.

One organization was very direct that they did not consider the Equal Rights Commission as an effective resource for their community because cases took too long to get resolved and not enough information was provided about the process. The Executive Director acknowledged that too many cases were not resolved within the 240 day deadline and shared what steps he was taking to eliminate that issue.

The Executive Director discussed collaborating with the ARC of Anchorage art program to have their residents create paintings regarding equal rights for display in our lobby.

The ASD responded to our request for a children's Equal Rights art contest and said to reach out to them later this year about putting it on the calendar for the next year. We have added it to our calendar.

The Executive Director has designed a new logo that prominently says Equal Rights Commission to replace the former AERC logo. Too many people complained that they don't know what AERC means. It is an acronym that is too obscure to advertise our agency. Equal Rights Commission is more easily understood. Accordingly, the Executive Assistant has been updating the office letterhead and signage as well as outreach merchandise.

At one outreach event, a local organizations suggested changing our logo because our reputation was so bad. She felt that it would be better to get on top of caseload before we even did outreach. She also felt like it would help convince her community that we are a changed agency if we had a new logo. The Executive Director was able to show her the new logo. She stated she hopes we follow up with closing out over due cases and being more efficient with new cases.

V. Outreach Report

Staff Outreach/Training:

Alaska Public Media: On March 3rd, Investigator Gita Franklin met with a representative from Alaska Public Media to discuss radio advertisements for the AERC, which will be funded by EEOC outreach funds.

Commissioner Outreach/Training:

AERC: On February 28th, Commissioners met with the EEOC to learn about the relationship between the EEOC and the Equal Rights Commission.



Municipality of Anchorage

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Dave Bronson, Mayor

Anchorage Equal Rights Commission

EXECUTIVE DIRECTOR'S REPORT

DATE: April 10, 2023
TO: Commissioners
FROM: Keoki Kim, Executive Director
SUBJECT: March

I. Case Status

Inquiries and New Complaints:

The agency fielded 35 inquiries and filed 8 new complaints in March 2023. 22.98% of our inquiries were converted into perfected complaints.

INQUIRIES AND NEW COMPLAINTS								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Inquiries	442	523	498	516	408	385	363	109
New Complaints	111	134	119	130	82	72	73	26
Perfected Complaints Percentage	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	20.11%	23.85%

Pending Cases:

As of March 31, 2023, the agency has 78 open cases.

PENDING CASES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Cases	70	80	71	95	95	70	71	78

Pending Cases Per Investigator:

As of March 31, 2023, 37 cases are older than 240 days. This is 47.43% of the caseload.

Case Closures:

In March 2023, 8 cases were closed. Of these, 4 cases were withdrawn with benefits by complainant, 2 cases were withdrawn without benefits by complainant, and 2 cases were settled by the parties. The agency met its goal of 8 closures per month.

DETERMINATIONS AND CASE CLOSURES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Closures	107	126	126	108	83	97	71	20

The Executive Director participated in a three-day board meeting in Washington, DC for the International Association of Official Human Rights Agencies. He also met with the Alexandria Human Rights Agency. He verified with the other Directors how essential it is to track cases and obtain status reports from investigators to keep cases on track. He also obtained strategic advice on managing cases and ensuring thorough investigations.

II. Budget

The current 2023 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Labor	\$814,893.00	\$0.00	\$197,356.29	\$587,536.71	25.14
Non-Labor	\$21,675.00	\$0.00	\$5,041.64	\$46,633.36	9.76
Total	\$836,568.00	\$0.00	\$202,397.93	\$634,170.07	24.19

III. Other Office Updates

Administrative:

The Level 3 Investigator, Marie Husa submitted her resignation and left the agency on March 29, 2023.

The Executive Director has already posted an ad for a new investigator through HR.

The Executive Director has obtained clearance from OMB to build a security entrance separating the inner office from the lobby and conference room. Security has been a concern for staff for several years. It is a great relief that it has finally been authorized. Construction began on April 3, 2023.

V. Outreach Report

International Association of Official Human Rights Agencies:

The Executive Director participated in a board meeting as the Western Rep. The Board meeting was an excellent education in how to develop different strategies to promote equal rights. During the meeting, the Executive Director personally met the Director of the EEOC, HUD, the League of Cities, the Civil Rights Commission, the DOJ Civil Rights Section, the NAACP, the NCAPA

and others. The primary focus of meeting with these organizations was to develop a personal relationship with their directors so that they can be utilized to support our agency.

New York Human Rights Agency:

The Executive Director reached an agreement to meet with them in June regarding their recently executed Sexual Harassment Campaign so that we do not need to develop our campaign from scratch. Instead, we can utilize the materials and knowledge that the much larger and better funded NY agency has already developed. We will also meet regarding a youth campaign that they are launching this year.

Senator Murkowski, Senator Sullivan and Representative Peltola:

The Executive Director visited each of their offices and shared how we can assist their constituents and what our mission and concerns are. All three offices were eager to work with us and provide their constituents with our information.

National Council of Asian Pacific Americans:

The Executive Director met with the Director of the National Council of Asian Pacific Americans and formed a tentative plan to work together to help the Alaska communities including Alaska Native peoples become better represented on the national level and have access to additional resources and opportunities. There was a very strong interest in assisting Alaska communities that because of distance do have the same connections and information available to those in the continental US.

HUD:

The Executive Director met with the Director of HUD (Housing and Urban Development) about certifying the Anchorage Equal Rights Commission to receive cases and funding from HUD. The HUD director is willing to personally assist our agency meet the certification requirements.

Alaska Public Media:

Investigator Gita Franklin has finalized radio ads with Alaska Public Media.

Commissioner Outreach/Training:

EXECUTIVE DIRECTOR’S REPORT

DATE: May 3, 2023
TO: Commissioners
FROM: Keoki Kim, Executive Director
SUBJECT: April

I. Case Status

Inquiries and New Complaints:

The agency fielded 23 inquiries and filed 2 new complaints in April 2023. 8.69% of our inquiries were converted into perfected complaints.

INQUIRIES AND NEW COMPLAINTS								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Inquiries	442	523	498	516	408	385	363	134
New Complaints	111	134	119	130	82	72	73	28
Perfected Complaints Percentage	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	20.11%	20.89%

Pending Cases:

As of April 30, 2023, the agency has 72 open cases.

PENDING CASES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Cases	70	80	71	95	95	70	71	72

Pending Cases Per Investigator:

As of April 30, 2023, 35 cases are older than 240 days. This is 48.61% of the caseload.

Case Closures:

In April 2023, 8 cases were closed. Of these, 1 case was withdrawn with benefits by complainant, 2 cases were withdrawn without benefits by complainant, and 5 cases were closed administratively. The agency met its goal of 8 closures per month. Investigator Gita Franklin was responsible for closing all these cases herself. As of April 30, 2023, Ms. Franklin has closed 23 cases. The three former investigators closed 5 cases.

DETERMINATIONS AND CASE CLOSURES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Closures	107	126	126	108	83	97	71	28

II. Budget

The current 2023 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Labor	\$799,227.00	\$0.00	\$228,076.51	\$541,150.49	29.65
Non-Labor	\$51,675.00	\$427.49	\$8,086.55	\$43,160.96	16.48
Total	\$820,902.00	\$427.49	\$236,136.06	\$584,311.45	28.82

III. Other Office Updates

Administrative:

The Executive Director hired Spenser P. Rose as the new Level II Investigator. Mr. Rose starts work on May 8, 2023. He appears to be a very intelligent and capable individual. We all have high hopes and are eager to add him to the team.

The Executive Assistant has prepared his office, computer, email and cell phone so that everything will be ready for him on his first day.

The Level III Investigator, Gita Franklin, has prepared an extensive and intense training regimen so that Mr. Rose can quickly begin assisting Anchorage taxpayers with their cases.

The Executive Director has posted an ad for a Level III investigator and a Level IV investigator.

The new security entrance is complete. We have ordered new two new desks to replace older ones that are falling apart. The desks have the ability to adjust to standing desks so that staff can stay alert and focused throughout the day.

The Executive Director set up a Commission Retreat per Commission Chair, Darrel Hess' directive to welcome new members and allow more time for the Commission to discuss projects and goals.

The Anchorage Assembly has approved two new commissioners: Tim Kaderman and Mike Maberry.

V. Outreach Report

International Association of Official Human Rights Agencies:

The Executive Director participates in a weekly board meeting that is planning the national conference. The Executive Director is specifically interested in learning how to host the annual conference so that we can bring education and outreach activities to Anchorage.

The Executive Director and Investigator Franklin participated in the Rural Alaska Community Environmental Job Training Conference in Anchorage.

Commissioner Outreach/Training:

EXECUTIVE DIRECTOR’S REPORT

DATE: 7/17/2023
TO: Commissioners
FROM: Keoki Kim, Executive Director
SUBJECT: May

I. Case Status

Inquiries and New Complaints:

The agency filed 30 inquiries and filed 6 new complaints in May 2023. 20% of our inquiries were converted into perfected complaints.

INQUIRIES AND NEW COMPLAINTS								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Inquiries	442	523	498	516	408	385	363	164
New Complaints	111	134	119	130	82	72	73	36
Perfected Complaints Percentage	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	20.11%	21.95%

Pending Cases:

As of May 31, 2023, the agency has 70 open cases.

PENDING CASES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Cases	70	80	71	95	95	70	71	70

Pending Cases Per Investigator:

As of May 31, 2023, 44 cases are older than 240 days. This is 62.85% of the caseload.

Case Closures:

In May 2023, 6 cases were closed. Of these, 2 case was withdrawn without benefits by complainant, 4 cases were closed administratively. The agency did not meet its goal of 8 closures per month. Investigator Gita Franklin was responsible for training new Investigator, Spenser Rose, and closing 5 cases herself. As of May 31, 2023, Ms. Franklin has closed 28 cases. Mr. Rose closed 1 case. The three former investigators closed 5 cases.

DETERMINATIONS AND CASE CLOSURES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Closures	107	126	126	108	83	97	71	34

II. Budget

The current 2023 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Labor	\$799,227.00	\$0.00	\$228,076.51	\$541,150.49	29.65
Non-Labor	\$51,675.00	\$427.49	\$8,086.55	\$43,160.96	16.48
Total	\$820,902.00	\$427.49	\$236,136.06	\$584,311.45	28.82

III. Other Office Updates

Administrative:

Spenser P. Rose started work on May 8, 2023, as a Level II Investigator. Mr. Rose is very intelligent and capable individual. We all have high hopes and welcomed him to the team.

The Level III Investigator, Gita Franklin, has prepared an extensive and intense training regimen so that Mr. Rose can quickly begin assisting Anchorage taxpayers with their cases.

The Executive Director posted an ad for a Level III investigator and a Level IV investigator.

We have ordered new two new desks to replace older ones that are falling apart. The desks have the ability to adjust to standing desks so that staff can stay alert and focused throughout the day.

The Executive Assistant resigned from her position on May 31, 2023.

On May 6, 2023, the Executive Director held a Commission Retreat per Commission Chair, Darrel Hess' directive & welcomed new members and discussed projects and goals.

The Commission welcomed two new commissioners: Tim Kaderman and Mike Maberry.

V. Outreach Report

International Association of Official Human Rights Agencies:

The Executive Director participates in a weekly board meeting that is planning the national conference. The Executive Director is specifically interested in learning how to host the annual conference so that we can bring education and outreach activities to Anchorage.

The Executive Director participated in:

HUD Fair Housing and Equal Opportunity & Alaska Legal Services Event.

Alaska Native Justice Center (meet & greet)

Monthly FEPA meeting

Weekly FEPA Forum

Stellar Designs

NorthStar Elementary

Commissioner Outreach/Training:

EXECUTIVE DIRECTOR’S REPORT

DATE: July 17, 2023
TO: Commissioners
FROM: Keoki Kim, Executive Director
SUBJECT: June

I. Case Status

Inquiries and New Complaints:

The agency filed 41 inquiries and filed 5 new complaints in June 2023. 12.2% of our inquiries were converted into perfected complaints.

INQUIRIES AND NEW COMPLAINTS								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Inquiries	442	523	498	516	408	385	363	205
New Complaints	111	134	119	130	82	72	73	41
Perfected Complaints Percentage	24.11%	25.62%	25.27%	25.19%	20.09%	18.70%	20.11%	20.0%

Pending Cases:

As of June 30, 2023, the agency has 70 open cases.

PENDING CASES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Cases	70	80	71	95	95	70	71	70

Pending Cases Per Investigator:

As of June, 2023, 44 cases are older than 240 days. This is 62.85% of the caseload.

Case Closures:

In June 2023, 6 cases were closed. Of these, 4 case was withdrawn without benefits by complainant, 1 case was closed administratively, 1 case was closed No Cause. The agency did not meet its goal of 8 closures per month. Investigator Gita Franklin was responsible for training new Investigators, Spenser Rose, Darrin Williams and closing 5 cases herself. As of June 30, 2023, Ms. Franklin has closed 32 cases. Mr. Rose closed 3 cases. The three former investigators closed 5 cases.

DETERMINATIONS AND CASE CLOSURES								
	2016	2017	2018	2019	2020	2021	2022	YTD 2023
Total Closures	107	126	126	108	83	97	71	40

II. Budget

The current 2023 Budget to Actuals report is set out below.

	Current Budget	Encumbrance	Actuals	Difference	% Util
Labor	\$799,227.00	\$0.00	\$228,076.51	\$541,150.49	29.65
Non-Labor	\$51,675.00	\$427.49	\$8,086.55	\$43,160.96	16.48
Total	\$820,902.00	\$427.49	\$236,136.06	\$584,311.45	28.82

III. Other Office Updates

Administrative:

The Level III Investigator, Gita Franklin, continues to train Level II Investigator, Spenser Rose. Mr. Rose is a quick learner and has been performing exceptionally.

The Level III Investigator, Gita Franklin was promoted to a Level IV investigator on June 12, 2023.

We hired a Level III investigator, Darrin Williams who started work on June 26, 2023. Mr. Williams has years of experience working in similar fields. He is a great addition to the team.

The Executive Director posted an ad for a Level III investigator and an Executive Assistant position.

We have ordered new two new desks to replace older ones that are falling apart. The desks have the ability to adjust to standing desks so that staff can stay alert and focused throughout the day. We also have ordered 3 large monitors for the rest of the team.

V. Outreach Report

International Association of Official Human Rights Agencies:

The Executive Director participates in a weekly board meeting that is planning the national conference. The Executive Director is specifically interested in learning how to host the annual conference so that we can bring education and outreach activities to Anchorage.

The Executive Director participated in:

- Supervisor Training Academy _ Leading Organizational Change
- Work session about AERC
- Supervisor Training Academy- An Adaptive Work Model
- Monthly FEPA meeting
- Weekly FEPA Forum

The Executive Director continues to work with Stellar Design on merchandise for a Sexual Harassment Campaign, an Alaska Civil Rights Campaign featuring Elizabeth Peratrovich, a Discrimination Campaign featuring children's artwork and a Agency Awareness Campaign. It is very important to use the funds made available from employee departures to build up our outreach abilities. If the funds are not used by the end of the year they will return to the MOA and not be accessible by the agency.

The Executive Director is also preparing for future events by obtaining a new table throw, a tent, camp chairs and banners. It is important as we go to events in the future to be prepared for rain, etc. The Executive Director has scheduled a meeting with the Alaska Native Brotherhood and The Alaska Native Sisterhood who are very eager to assist in developing educational materials for children about the history of civil rights in Alaska.

Commissioner Outreach/Training:



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Dave Bronson, Mayor

Anchorage Equal Rights Commission

Executive Director's Report, July 2023

I. Case Status

Inquiries and New Complaints

The agency filed 30 inquiries and filed 4 new complaints in July 2023. 6.7% of our inquiries were converted into perfected complaints.

Inquiries and New Complaints

	2016	2017	2018	2019	2020	2021	2022	YTD
Inquiries	442	523	498	516	408	385	363	235
New Complaints	111	134	119	130	82	72	73	45
Perfected Complaints	24.1%	25.6%	25.3%	25.2%	20.1%	18.7%	20.1%	19.1%

Pending Cases

As of July 31, 2023, the agency has 70 open cases.

Pending Cases

	2016	2017	2018	2019	2020	2021	2022	YTD
Total Cases	70	80	71	95	95	70	71	70

Pending Cases Per Investigator

As of July 2023, 44 cases are older than 240 days. This is 62.9% of the caseload.

Case Closures

In July 2023, 5 cases were closed. Of these, 2 cases were withdrawn by complainant with benefits, 2 cases were closed administratively, and 1 case was withdrawn by complainant without benefits. The agency did not meet its goal of 8 closures per month. Investigator Gita Franklin was responsible for training new investigators Spenser Rose and Darrin Williams and closing 2 cases herself. As of July 31, 2023, Ms. Franklin has closed 32 cases, Mr. Rose has closed 5 cases, and Mr. Williams has closed 1 case. The three former investigators closed 5 cases.



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Dave Bronson, Mayor

Anchorage Equal Rights Commission

Determinations and Case Closures

	2016	2017	2018	2019	2020	2021	2022	YTD
Total Closures	107	126	126	108	83	97	71	45

II. Budget

The current 2023 Budget to Actuals report is set out below.

2023 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 741,227.00	\$ -	\$ 364,058.25	\$ 377,168.75	49.1%
Non-labor	\$ 79,675.00	\$ 841.67	\$ 27,827.80	\$ 51,005.53	36.0%
IG Charges	\$ 216,006.00	\$ -	\$ 754.98	\$ 215,251.02	0.4%
Revenue	\$ (49,800.00)	\$ (631.75)	\$ -	\$ (49,168.25)	1.3%
Total	\$ 987,108.00	\$ 209.92	\$ 391,886.05	\$ 614,311.45	39.8%

III. Administration

The Executive Director hired a new Executive Assistant: Raleigh Alexander, who started on July 24, 2023. Mr. Alexander has extensive experience as an Executive Assistant. He has immediately started learning the MOA systems. He has already begun problem solving and organizing the office.

The Executive Director met with OMB regarding the Mayor's request for a 4% reduction in the budget for all departments including Equal Rights. The Executive Director has devised a plan to leave the Inv. 2 position unstaffed on a temporary basis to free up funding for the 4% reduction.

The Executive Director and Investigator Spenser Rose are working with IT to see if we can use an AI program to make Equal Rights more efficient. We are researching hardware and software solutions.

The Executive Director discussed with OMB the possibility of obtaining grants to fund some of our educational and outreach programs. OMB stated that we do have access to an MOA service that assists with Grant Writing. We will continue to pursue this avenue.

IV. Outreach

The Executive Director participated in:

- Monthly FEPA meeting
- Weekly IAOHRA Board Meeting



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Anchorage Equal Rights Commission

The Executive Director continues to work with Stellar Design on merchandise for educational and outreach projects. The Executive Director and the Executive Assistant are discussing other sources of educational and outreach materials.

The Executive Director met with Marvin Adams of the Alaska Native Brotherhood. Mr. Adams is interested in doing an Alaska Civil Rights Conference in October with the Equal Rights Commission. Mr. Adams stated that he would reach out to Southcentral Foundation, Ahtna, RuralCAP and other Alaska Native Organizations.

Signed,

Keoki Kim
Executive Director
Anchorage Equal Rights Commission





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Anchorage Equal Rights Commission

Executive Director's Report, August 2023

I. Case Status

Inquiries and New Complaints

The agency received 29 inquiries and perfected 2 new complaints in August 2023.

Inquiries and New Complaints

	2016	2017	2018	2019	2020	2021	2022	YTD
Inquiries	442	523	498	516	408	385	363	264
New Complaints	111	134	119	130	82	72	73	47

Pending Cases

As of August 31, 2023, the agency has 71 open cases. Of those cases, 44 are older than 240 days; this is 62% of the caseload.

Case Closures

In August 2023, 5 cases were closed. Of these, 2 cases were closed by conciliation, 1 case was withdrawn by complainant with benefits, 1 case was withdrawn by complainant without benefits, and 1 case was closed administratively. The agency did not meet its goal of 8 closures per month.

Determinations and Case Closures

	2016	2017	2018	2019	2020	2021	2022	YTD
Total Closures	107	126	126	108	83	97	71	50

II. Budget

The current 2023 Budget vs Actuals report is set out below.



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Anchorage Equal Rights Commission

2023 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 724,023.00	\$ -	\$ 417,281.08	\$ 306,741.92	57.6%
Non-labor	\$ 96,879.00	\$ 29,601.74	\$ 66,135.51	\$ 1,141.75	98.8%
IG Charges	\$ 216,006.00	\$ -	\$ 850.10	\$ 215,155.90	0.4%
Revenue	\$ (49,800.00)	\$ (631.75)	\$ -	\$ (49,168.25)	1.3%
Total	\$ 987,108.00	\$ 28,969.99	\$ 391,886.05	\$ 614,311.45	39.8%

III. Administration

Investigator, Darrin Williams, resigned due to a family situation with his aging parents. He unfortunately had to move back to Utah. He will be greatly missed. We hope he continues his work with Equal Rights at another agency. During his time here, he wrote excellent Investigative Memorandums. He did contribute to our efforts to eliminate our backlog.

The Executive Director met with the Mayor, the Municipal Manager, the Director of OMB and the Chief of Staff. At this time, the Mayor is not reducing our budget. However, he continues to emphasize that people who have filed cases with our agency deserve to have their cases completed in a thorough and timely fashion. He requested we provide a date that our backlog would be caught up. The Executive Director stated we would catch up by the end of October. The Executive Director has asked all staff to work overtime to achieve this goal.

The Executive Director and Investigator Spenser Rose continue to work with IT to see if we can use an AI program to make Equal Rights more efficient. We are researching hardware and software solutions.

The Executive Director and Lead Investigator, Gita Franklin, are working with IT and interviewing different software vendors to replace our expensive and ineffective case management system, Time Matters.

The Executive Director has hired a new Investigator who will start September 11, 2023 in the position of Investigator 2.

IV. Outreach

The Executive Director attended the 74th annual International Association of Official Human Rights Agencies in Bethesda, MD from August 13 – August 17. It was a fantastic opportunity to learn how to organize events. It was also a great opportunity to learn from National Experts in equal rights and other



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Anchorage Equal Rights Commission

directors. Primarily, to bring that knowledge back to Alaska for the benefit of our citizens.

The Executive Director is working with the Alaska Native Brotherhood, The Alaska State Commission for Human Rights, RurAL CAP, the Alaska Nations Reentry Group, and the Alaska Native Justice Center to host the first annual Alaska Civil Rights Day on October 14, 2023.

The Executive Director participated in:

- Monthly FEPA meeting
- Weekly IAOHRA Board Meeting

The Executive Director has finalized most of the outreach and educational materials he has been designing with Stellar Design. Merchandise is now in the production phase. All the Commissioners are encouraged to stop by as the merchandise arrives.

Signed,

Keoki Kim
Executive Director
Anchorage Equal Rights Commission



Executive Director's Report, September & October 2023

I. Case Status

Inquiries and New Complaints

The agency received 33 inquiries and perfected 5 new complaints in September & October 2023.

Inquiries and New Complaints

	2016	2017	2018	2019	2020	2021	2022	YTD
Inquiries	442	523	498	516	408	385	363	300
New Complaints	111	134	119	130	82	72	73	52

Pending Cases

As of October 27, 2023, the agency has 66 open cases. Of those cases, 41 are older than 240 days; this is 62% of the caseload.

Case Closures

In September & October 2023, 8 cases were closed. Of these, 0 cases were closed by conciliation, 1 case was withdrawn by complainant with benefits, 4 cases were withdrawn by complainant without benefits, 1 case was closed for no cause, and 2 cases were closed for failure to cooperate. No cases were closed administratively.

Determinations and Case Closures

	2016	2017	2018	2019	2020	2021	2022	YTD
Total Closures	107	126	126	108	83	97	71	60

II. Budget

The current 2023 Budget vs Actuals report is set out below.

2023 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 714,023.00	\$ -	\$ 499,179.32	\$ 214,843.00	73.33%
Non-labor	\$ 106,879.00	\$ 28,760.07	\$ 73,999.61	\$ 4,119.32	96.15%
IG Charges	\$ 216,006.00	\$ -	\$ 1,011.99	\$ 214,994.01	0.5%
Revenue	\$ (49,800.00)	\$ -	\$ (631.75)	\$ (49,168.25)	1.3%
Total	\$ 987,108.00	\$ 28,969.99	\$ 573,599.17	\$ 384,788.76	61.02%

III. Administration

New Investigator, Rick Busch III, is getting up to speed quickly. He is focused on keeping new cases on track and processing the older cases. The entire team has set a deadline of December 31, 2023 to process the over deadline cases for 2019, 2020, and 2021. The team is working overtime hours utilizing funding from unstaffed positions.

The new Commissioner Lucy Bauer graciously agreed to assist Investigator Spenser Rose continue learning Chinese. The hope is that we can increase the translation abilities of the office and reduce the need for paid translation services. overtime to achieve this goal.

The Executive Director and Investigator Spenser Rose were denied permission from IT to incorporate an AI program to make Equal Rights more efficient. However, they did agree to meet with us in the first quarter of 2024 to review the decision. The hope is that an in-person meeting will assist IT in understanding our request better and how it will NOT pose a security issue to the MOA.

The Executive Director and Lead Investigator, Gita Franklin, continue to working with IT, interviewing different software vendors to replace our expensive and ineffective case management system, Time Matters.

The Executive Director solved the Federal Funding registration problem with EEOC and MOA Finance so that we can and will receive our EEOC funds.

IV. Outreach

The Executive Director co-hosted the First Annual Alaska Civil Rights Conference with the Alaska Native Brotherhood, The Alaska Native Sisterhood, The Alaska State Commission for Human Rights, RurAL CAP, and the Alaska Nations Reentry Group on October 14, 2023. The Mayor and the Lt. Governor gave speeches. The Executive Director ordered additional outreach merchandise to spread our agency name at the conference. The conference was a huge success. Everyone is enthusiastic about continuing it next year. Planning will start in November.

The Executive Director is researching the possibility of bidding to host the National IAOHRA Human Rights Conference in 2024.

The Sexual Harassment campaign merchandise, the Children's Rights Campaign merchandise and the Unity Campaign merchandise has been surprisingly popular. The children's sizes were gone in 1 day.

The Executive Director is meeting with three high school students about being Equal Rights Representatives at their schools. All three are eager to learn how they can spread awareness of equal rights in their schools.

The Executive Director participated in:

- Monthly FEPA meetings
- Monthly IAOHRA Board Meetings

Executive Director's Report, November 2023

Case Status

Inquiries and New Complaints

The agency received 15 inquiries and perfected 1 new complaint in November 2023.

Inquiries and New Complaints

	2016	2017	2018	2019	2020	2021	2022	YTD
Inquiries	442	523	498	516	408	385	363	317
New Complaints	111	134	119	130	82	72	73	54

Pending Cases

As of December 1, 2023, the agency has 59 open cases.

Case Closures

In November 2023, 9 cases were closed. All 9 cases were closed for no cause.

Case Closures

	2016	2017	2018	2019	2020	2021	2022	YTD
Total Closures	107	126	126	108	83	97	71	69

Backlog Cases

The agency has processed all the 2019 backlog cases. Two of the 2020 backlog cases remain to be processed. Six of the 2021 backlog cases remain to be processed. 22 of the 2022 backlog cases remain to be processed. Nine of the 2023 backlog cases remain to be processed.

The agency anticipates processing the 2020 and 2021 backlog cases in December.

The agency anticipates processing the 2022 and 2023 backlog cases by March 2024

By April 2024 the agency anticipates that all backlog cases shall be completely processed.

Budget Status

2023 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 704,023.00	\$ -	\$ 518,168.63	\$ 185,854.37	73.60%
Non-labor	\$ 116,879.00	\$ -	\$ 87,711.05	\$ 27,890.58	76.14%
IG Charges	\$ 216,006.00	\$ -	\$ 1,045.78	\$ 214,960.22	00.48%
Revenue	\$ (49,800.00)	\$ -	\$ (631.75)	\$ (49,168.25)	01.27%
Total	\$ 987,108.00	\$ -	\$ 606,293.71	\$ 379,536.92	61.55%

Administration

Executive Director Kim hired a new Executive Assistant: Jessica Taylor who will start work on December 12. We are very excited to have her on the team.

The Executive Director and Investigator Spenser Rose continued to push for an AI program to assist with automation so that the Investigators can focus on analytical work. The new strategy of reaching out to a different section of IT appears to be bearing fruit. Although nothing is official yet, we believe we may be granted permission to develop an AI program in our department in 2024.

The Executive Director and Lead Investigator, Gita Franklin, continue to work with IT. We have met with additional software vendors and demoed their programs. Unfortunately, most of the vendors are completely out of our price range. Wingswept is \$23,000 per year, CityView is \$67,000.00 the first year and \$13,000 per year after that. CaseLegal is \$15,000.00 the first year and approximately \$9,500.00 per year after that. We are currently working with Microsoft to see if there is an off the shelf, affordable program. We are also researching developing in house a local database for our cases and a spreadsheet system to track our numbers.

The Executive Director received approval from OMB and the Muni Manager to transfer unspent labor funds from the labor budget due to understaffing to the non-labor budget for outreach projects, case management software, computer equipment and office furniture.

The office continues to have a problem with threatening behavior and harassment from a few outside individuals. The Executive Director worked with Security and Legal to devise a solution that will hopefully minimize it.

Outreach

The Executive Director met with three high school students and their parents about developing an Equal Rights Youth Ambassador program. All were enthusiastic about participating. One student is interested in reaching out to the other Anchorage High Schools, another is interested in developing outreach merchandise geared toward youth, another is interested in starting an Equal Rights Club at her school.

The Sexual Harassment campaign merchandise, the Children's Rights Campaign merchandise and the Unity Campaign merchandise has been reordered. The campaigns have also been expanded into additional merchandise lines.

The Executive Director is working with Alaska Nations Reentry Group to develop outreach merchandise to promote equality for this group of our fellow Anchorage citizens.

The Executive Director continued reaching out to local businesses and employees on an informal ad-hoc basis to spread awareness of our agency and what we do.



Dave Bronson, Mayor

Municipality of Anchorage

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Anchorage Equal Rights Commission

Executive Director's Report, December 2024

Case Status

Inquiries and New Complaints

The agency received 16 inquiries and perfected 1 new complaint in December 2023.

Inquiries and New Complaints

	2016	2017	2018	2019	2020	2021	2022	YTD
Inquiries	442	523	498	516	408	385	363	333
New Complaints	111	134	119	130	82	72	73	55

Pending Cases

As of December 31, 2023, the agency has 45 open cases.

Case Closures

In December 2023, 16 cases were closed. One case was closed by settlement. Fifteen cases were closed for no cause.

Case Closures

	2016	2017	2018	2019	2020	2021	2022	YTD
Total Closures	107	126	126	108	83	97	71	85

Backlog Cases

The agency has processed all the 2020 backlog cases. 1 of the 2021 backlog cases remains to be processed. 16 of the 2022 backlog cases remain to be processed. 11 of the 2023 backlog cases remain to be processed. In December of 2023, the agency processed 16 of the backlogged cases starting with the oldest. Now that we have a new Executive Assistant and new Investigators that have had appropriate training, the backlogged cases are getting completed much more quickly. They are also getting completed in an extremely thorough and professional manner.

The agency anticipates processing the 2021, 2022 and 2023 backlog cases through March 2024.



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Dave Bronson, Mayor

Anchorage Equal Rights Commission

By April 2024 the agency anticipates that all backlog cases shall be completely processed.

Budget Status

2023 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 644,023.00	\$ -	\$ 609,733.89	\$ 34,289.11	94.68%
Non-labor	\$ 176,879.00	\$ -	\$ 176,879.00	\$ 27,890.58	90.26%
IG Charges	\$ 216,006.00	\$ -	\$ 45,274.27	\$ 170,731.73	20.96%
Revenue	\$ (49,800.00)	\$ -	\$ (631.75)	\$ (49,168.25)	01.27%
Total	\$ 987,108.00	\$ -	\$ 831,255.41	\$ 189,743.17	84.21%

Administration

The new Executive Assistant Jessica Taylor has started work. She has taken over administrative duties from the Executive Director and the Lead Investigator. She is currently in the process of learning all the different municipal systems required to keep the Equal Rights Commission on track.

The Executive Director and Investigator Spenser Rose were given permission to purchase a new desktop computer that will have the capability needed for advanced data base management. We are hopeful that in 2024 IT will finalize their recommendations for allowing AI programs to be used.

The Executive Director and Lead Investigator, Gita Franklin, in conjunction with MOA IT chose a new case management program. It is part of the Microsoft Platform and can be customized in house for our department. The great news is that it is significantly more affordable than everything else we have been looking at. It costs approximately \$20.00 per user per month. This is a total of approximately \$1,200.00 per year. In addition, there is no installation fee. When compared to Wingswept at \$23,000 per year, CityView at \$67,000.00 the first year and \$13,000 per year after that, CaseLegal at \$15,000.00 the first year and approximately \$9,500.00, this is a significant savings.

The Executive Director used the transferred labor funds to restock the outreach and education merchandise and finish the furniture and equipment orders. Unfortunately, some of the funds were not able to be utilized because we simply ran out of time. With a new Executive Assistant on board we should be able to plan our budget better and utilize funds earlier so that we do not run of time like we did this year. It takes time to transfer the funds, and then make the orders and receive them before the end of the year. Thus, the sooner the Executive Director has an accurate picture of available funds the sooner he can start the process.

Director's Report



Municipality of Anchorage

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Dave Bronson, Mayor

Anchorage Equal Rights Commission

The Executive Director met with the Muni Manager and the deputy Chief of Staff regarding the threatening behavior staff have been subjected to. Both approved the solution that was worked out with Legal and Security.

Outreach

The Executive Director has a meeting scheduled for January 12 with three high school students and their parents about developing an Equal Rights Youth Ambassador program. One of the students is reaching out to the other high schools for a representative. The others are reaching out to their art departments about an equal rights contest.

The Sexual Harassment campaign merchandise, the Children's Rights Campaign merchandise and the Unity Campaign merchandise have been restocked.

The Alaska Nations Reentry Group collaboration project merchandise has been received. |

