

Executive Director's Report

Case Status

Inquiries and New Complaints

The agency received 23 inquiries and perfected 0 new complaint in January 2024.

<i>Inquiries and New Complaints</i>	2016	2017	2018	2019	2020	2021	2022	2023
Inquiries	442	523	498	516	408	385	363	333
New Complaints	111	134	119	130	82	72	73	55

Pending Cases

As of January 26, 2024, the agency has 39 open cases.

Case Closures

In January 2024, 9 cases were closed. One case was closed by Withdrawal/W/O benefit requested by Complainant. Eight cases were closed for no cause.

<i>Case Closures</i>	2016	2017	2018	2019	2020	2021	2022	2023
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. 9 of the 2022 backlog cases remain to be processed. 11 of the 2023 backlog cases remain to be processed. In January 2024, the agency processed 9 of the backlogged cases starting with the oldest. The agency anticipates processing the 2021, 2022 and 2023 backlog cases through March 2024. By April 2024 the agency anticipates that all backlog cases shall be completely processed.

Budget Status

2024 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 846,020.00	\$ -	\$ 50,133.85	\$ 795,886.15	5.93%
Non-labor	\$ 21,675.00	\$ -	\$ 5,136.49	\$ 16,538.51	23.70%
IG Charges	\$ 218,813.00	\$ -	\$ 89.72	\$ 218,723.28	0.04%
Revenue	\$ (49,800.00)	\$ -	\$ (0.00)	\$ (49,800.00)	00.00%
Total	\$ 1,036,708.00	\$ -	\$ 55,360.06	\$ 981,347.94	5.34%

Administration

Executive Assistant Jessica Taylor is working on updating our asset inventory. It appears that it has not been done since in over ten years. She is also working on updating our records retention policy which has not been done since 2011. In general, as she learns her duties, she will ensure everything is updated and put on a schedule to remain in compliance with MOA regulations.

The Executive Director and Assistant are obtaining a quote from maintenance regarding expanding the file room.

The Executive Director and the Investigators have agreed to look into expanding our hours of operation after we catch up the backlog. Currently, our hours are 8 – 5. However, these are the hours most people work. Thus, we hope to expand our hours into the evening so that we are more accessible. We hope to do this by staggering the workday. Some investigators shall work 8 – 5. Others shall work 10 – 8. We will develop the plan as we work on clearing out the backlog.

Sharon Gibbons has been appointed to the Commission. Executive Director will set up a meet and greet and arrange for Commission Chair Hess to swear her in.

Outreach

The Executive Director had a Youth Ambassador Meeting on January 12. The Alaska Nations Reentry Group addressed the meeting. The Alaska State Commission for Human Rights did so as well. The youth ambassadors asked detailed questions and shared very enlightening thoughts on the issues. They also agreed to assist Equal Rights in staffing tables at their High Schools for Elizabeth Peratrovich Day on February 16, 2024.

Commissioner Kaderman and the Executive Director have set up an outreach event celebrating Elizabeth Peratrovich Day at North Star Elementary on February 16, 2024. We will meeting with the 4th, 5th and 6th graders.

Another Service HS student submitted artwork to assist us with our outreach efforts. We will be making calendars, posters, postcards, and flyers with the artwork.

The Executive Director has reached out to the principals of Service HS and South HS. South has responded positively to an Elizabeth Peratrovich outreach event. We hope to hear from Service soon.

Some of the Outreach merchandise is so popular that at least 5 people have asked to purchase it. We explained that if they will simply spread the word that the Equal Rights Commission assists with discrimination and sexual harassment issues, the merchandise is free.

The Executive Director and the Investigators have agreed that after the backlog is current, the Investigators will begin routinely working at a table in a public location such as a neighborhood library on two afternoons each week. They will set up their laptop computers and have our cell phones. They will place a little display on the table so that they are available to answer questions. The locations will change regularly so that we are available to as many communities in Anchorage as possible.



**Executive Director’s Report
FEBRUARY**

Case Status

Inquiries and New Complaints

The agency received 24 inquiries and perfected 6 new complaints in February 2024.

Inquiries and New Complaints

	2017	2018	2019	2020	2021	2022	2023	2024
Inquiries	523	498	516	408	385	363	333	55
New Complaints	134	119	130	82	72	73	55	6

Pending Cases

As of February 29, 2024, the agency has 37 open cases.

Case Closures

This month, 7 cases were closed. 2 cases were closed by Withdrawal/W/O benefit requested by Complainant. 5 cases were closed for no cause.

Case Closures

	2017	2018	2019	2020	2021	2022	2023	2024
Total Closures	127	126	108	83	97	71	85	16

Backlog Cases

The agency has one 2021 backlog case. The agency has four 2022 backlog cases. The agency has nine 2023 backlog cases. This month, the agency processed five of the backlog cases. The agency anticipates completing all backlog cases by April 15, 2024.

Budget Status

2024 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 846,020.00	\$ -	\$ 76,298.75	\$ 769,721.25	9.02%
Non-labor	\$ 21,675.00	\$ 3,567.00	\$ 6,172.74	\$ 11,935.26	44.94%
IG Charges	\$ 218,813.00	\$ -	\$ 137.02	\$ 218,675.98	0.06%

Revenue	\$ (49,800.00)	\$	\$ (0.00)	-	\$ (49,800.00)	00.00%
Total	\$ 1,036,708.00	\$	3,567.00	\$ 82,608.51	\$ 950,352.49	8.31%

Administration

On February 5, 2024, a pipe in the office froze and flooded the Level 2 Investigator office, the Executive Directors Office, the Conference Room and the Main Office. The office was closed that week while repairs and clean up were done. Everyone used their laptop computers and cellphones off site so that there was no interruption in service to Anchorage residents.

New Commissioner Sharon Gibbons visited the office. Chairman Hess swore her in. The Executive Director updated her on the current status of the agency. She is helping to arrange an outreach event with Clark Middle School.

The Executive Director has contacted EEOC Seattle, Seattle Civil Rights, Washington Human Rights and Tacoma Human Rights and arranged meetings in Seattle on April 18, 19, and 20th so that he can compare and contrast how they conduct investigations and outreach. Case Manager Franklin will attend and focus on improving our Investigation methods.

The Executive Director contacted Nebraska Human Rights and Nevada Human Rights to learn about their new web based complaint application system.

The Executive Director’s request to EEOC Director, Cheryl Marbry, for training for trainers was acted upon. She set up nationwide training in March. Investigators, Rick and Spenser, will participate and become EEOC trainers.

The Executive Director is participating in EEOC Director training. They have introduced a new program that is very helpful in running an equal rights agency as efficiently as possible.

The Executive Director requested that IT order a portable printer and scanner so that if we need to print at a commission meeting, we now have that ability. IT is currently evaluating models for compatibility and security. They stated they will provide options soon.

Outreach

The Executive Director is collaborating with the Alaska Nations Reentry Group to distribute our Owl Totem hoodies throughout the community.

The Executive Director is collaborating with Robert Churchill to set up a meeting with Erika Ninoyu, Senior Advisor, White House Initiative on Asian Americans, Native Hawaiians and Pacific Islanders to learn what resources are available to Anchorage residents.

The Executive Director is collaborating with Marcus Wilson of the Anchorage School District to develop the Youth Ambassador Program.

The Executive Director met with April McCoy of Rual Alaska Community Job Training about opportunities to participate in more of their job training sessions.

The Executive Assistant set up a booth at the February 13, 2024, Anchorage Assembly Meeting celebrating Elizabeth Peratrovich to distribute our Elizabeth Peratrovich Adult and Children's hoodies. All outreach items were distributed in a very short time. We are now receiving visits from Anchorage residents inquiring about materials. We will be ordering more in the near future. We are having great success letting our community know who we are and what we do.

The Executive Assistant is developing Black History Month Posters celebrating Black Alaska Civil Rights Leaders for next year so that we will be prepared for Black History month 2025.

Commissioner Kaderman and the Executive Director put on an Elizabeth Peratrovich Day presentation at North Star Elementary on February 16, 2024. They met with the 4th, 5th and 6th graders and handed our Elizabeth Peratrovich T-shirts. The teachers and students said they loved it. The Executive Director is moving forward with setting up presentations at other schools.

The Executive Director reached out to the principals of Service HS and South HS. South has responded positively. We hope to hear from Service soon.



**Executive Director's Report
MARCH**

Case Status

Inquiries and New Complaints

The agency received 20 inquiries and perfected 4 new complaints in March 2024.

Inquiries and New Complaints

	2017	2018	2019	2020	2021	2022	2023	2024
Inquiries	523	498	516	408	385	363	333	75
New Complaints	134	119	130	82	72	73	55	11

Pending Cases

As of March 31, 2024, the agency has 33 open cases.

Case Closures

This month 11 cases were closed. 3 cases were closed by Withdrawal/W/O benefit requested by Complainant. 1 case was closed Administratively. 7 cases were closed for No Cause.

Case Closures

	2017	2018	2019	2020	2021	2022	2023	2024
Total Closures	127	126	108	83	97	71	85	27

Backlog Cases

The agency has two 2022 backlog cases. The agency has eleven 2023 backlog cases. This month, the agency processed eight of the backlog cases. The agency anticipates completing all backlog cases by April 15, 2024.

Budget Status

2024 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 831,020.00	\$ (15,000.00)	\$ 141,757.87	\$ 689,262.13	17.06%
Non-labor	\$ 36,675.00	\$ 15,000.00	\$ 19,449.55	\$ 17,225.45	53.03%

IG Charges	\$ 218,813.00	\$ -	\$ 280.82	\$ 218,532.18	0.13%
Revenue	\$ (49,800.00)	\$ -	\$ (0.00)	\$ (49,800.00)	00.00%
Total	\$ 1,036,708.00	\$ 15,000.00	\$ 161,488.24	\$ 875,219.76	15.58%

Administration

New Commissioners, Stephen Settle, Doreen Brown, and Mary Moreno were affirmed by the assembly and attended their first Commission Meeting. They filled out the economic interest form. They still need to be sworn in by the City Clerk. Executive Assistant, Jessica Taylor, can help with this if they call the office.

Investigators, Spenser Rose and Rick Busch, completed the Train-the-Trainers program provided by the EEOC.

IT has approved our request for a portable printer and scanner so that we will have printing and scanning capabilities at Commission Meetings and other off-site events. The Executive Assistant is currently learning how to use the CDW ordering system so that she can purchase these items immediately.

Commissioner Roley, Director Kim and Legal Advisor Ervasti have begun reviewing Title 5. All commissioners are welcome to participate if they are interested.

Outreach

The Municipality celebrated International Women’s Day. Jessica set up a outreach table which was extremely successful. We distributed an incredible amount of our outreach merchandise. It is finally out in the community.

The Executive Director gave a presentation to the Rual Alaska Community Job Training and is setting up future presentation at every training session.

Commissioner Moreno set up an outreach table at two events that she was attending. We greatly appreciate all her help.

The Executive Director is working with the Director of Equity and Justice to the first Anchorage Multicultural Festival. This will be an annual event. It is being held on July 27 in the downtown square. 5th and 6th Avenue will be shut down as well as F Street for the day.

The Executive Director participated in FEPA and EEOC meetings and training.

The Executive Director participated in the International Association of Official Human Rights Agencies Board Meeting. The 2024 Conference will be held in St. Louis Missouri on August 19 – 22.

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The Executive Director met with Youth Ambassador Gracie Lee regarding programs she might be interested in working on. Commissioner Gibbons has set up a presentation for the Executive Director at Clark Middle School.



Executive Director's Report APRIL 2024

Case Status

Inquiries and New Complaints

The agency received 29 inquiries and perfected 6 new complaints in April 2024.

Inquiries and New Complaints

	2017	2018	2019	2020	2021	2022	2023	2024
Inquiries	523	498	516	408	385	363	333	106
New Complaints	134	119	130	82	72	73	55	17

Pending Cases

As of April 30, 2024, the agency has 23 open cases.

Case Closures

This month, 16 cases were closed. 1 case was closed for cause. 3 cases were closed Administratively. 12 cases were closed for No Cause.

Case Closures

	2017	2018	2019	2020	2021	2022	2023	2024
Total Closures	127	126	108	83	97	71	85	43

Backlog Cases

The agency has one 2022 backlog cases. The agency has one 2023 backlog cases. This month, the agency processed thirteen of the backlog cases.

Budget Status

2024 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 831,020.00	\$ (15,000.00)	\$ 194,216.77	\$ 636,803.23	23.37%
Non-labor	\$ 36,675.00	\$ 15,000.00	\$ 28,792.24	\$ 7,882.76	78.51%
IG Charges	\$ 218,813.00	\$ -	\$ 375.90	\$ 218,437.10	0.17%
Revenue	\$ (49,800.00)	\$ -	\$ (0.00)	\$ (49,800.00)	00.00%
Total	\$ 1,036,708.00	\$ 15,000.00	\$ 223,384.91	\$ 813,323.09	21.55%

Administration

The office has expanded its hours from Monday through Friday 8:00 - 5:00 pm to Monday through Friday 8:00 - 6:30 pm.

Investigators, Spenser Rose and Rick Busch, completed the EEOC ARC training. ARC is the EEOC Case Management System that we use in conjunction with EEOC to receive payment for our co-filed cases. In the past only the Executive Assistant was trained on this system. However, the Executive Director has requested all investigators as well as the Executive Assistant learn this system. This ensures that we have back up in case the Executive Assistant is unavailable. Case Manager, Gita Franklin, has already completed the training.

The Executive Assistant has ordered our portable scanner and portable printer. She has also continued getting trained in additional MOA procedures and processes necessary for the efficient administration of the Equal Rights Commission.

Commissioner Roley, Director Kim and Legal Advisor Ervasti have completed their review of Title 5. Suggested changes will be presented to the Commission.

The Executive Director visited the EEOC Seattle Field Office. He met with Director, Elizabeth Cannon, Outreach Coordinator Zach Florent, and sat in on an Investigation Team Meeting. The meetings were very helpful in learning how EEOC processes their cases and conducts outreach. As a result of the meeting, the Case Manager will train the Executive Assistant on Intake Procedures so that she can assist with determining which calls should be forward to the Intake Investigator. The EEOC finds this a very efficient method for processing Inquiries instead of automatically forwarding all calls to intake.

The Executive Director visited the Seattle Office of Civil Rights and met with Mike Chin, Enforcement Manager, Seattle Office of Civil Rights, Nancy Shattuck, Equity Programs Consultant Principal, Tacoma Office of Human Rights, and Jerry Lee, Operations Manager, Washington State Human Rights Commission. This meeting focused on policies and procedures. Mike Chin provided a copy of their Investigation Manual which should save Anchorage Equal Rights approximately 4 months of time creating one from scratch. All agreed that this round table discussion was helpful and will continue in the future. The next meeting will be at the Tacoma Office of Human Rights.

Outreach

The Executive Director met with numerous small businesses and individuals to spread knowledge of the Commission's purpose.

The Executive Director and Commissioner Gibbons did a presentation with The Alaska State Commission for Human Rights and the MOA Office of Equity and Justice to Clark Middle School.

The Executive Director participated in the International Association of Official Human Rights Agencies' Convention Planning Board meeting. The Board agreed to allow him to invite Erika Nonoyu, Senior Advisor, White House Initiative on Asian Americans, Native Hawaiians and Pacific Islanders (who is originally from Anchorage) to give a presentation at the National Conference. The board also allowed the Executive Director to invite the Alaska Native Brotherhood to give a presentation at the National Conference. Marvin Adams of ANB Camp 87 has agreed to do so.

The Executive Director has begun meeting with ANB regarding the 2nd Annual Alaska Civil Rights Conference.

The Executive Director has continued meeting the MOA Equity and Justice Office about the First Annual We are Anchorage Multicultural Festival on July 27.

The Executive Assistant set up an outreach table at the Anchorage Job Fair and spread word of our mission to MOA job applicants.

The Case Manager, Gita Franklin and Investigator, Spenser Rose participated in a disability discrimination panel hosted by the Alaska State Commission for Human Rights.

The Executive Director participated in FEPA and EEOC meetings and training.



Executive Director's Report May 2024

Case Status

Inquiries and New Complaints

The agency received 20 inquiries and perfected 5 new complaints in May 2024.

<i>Inquiries and New Complaints</i>	2017	2018	2019	2020	2021	2022	2023	2024
Inquiries	523	498	516	408	385	363	333	130
New Complaints	134	119	130	82	72	73	55	23

Pending Cases

As of May 31, 2024, the agency has 25 open cases.

Case Closures

This month, 5 cases were closed. 1 case was Settled, 1 case was closed Administratively. 3 cases were closed for No Cause.

<i>Case Closures</i>	2017	2018	2019	2020	2021	2022	2023	2024
Total Closures	127	126	108	83	97	71	85	48

Backlog Cases

The agency has one 2023 backlog case. This month, the agency processed 1 of the backlog cases.

Budget Status

2024 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 750,337.00	\$ (55,000.00)	\$ 252,223.34	\$ 498,103.66	33.62%
Non-labor	\$ 68,175.00	\$ 55,000.00	\$ 29,512.45	\$ 38,662.55	43.29%
IG Charges	\$ 218,912.00	\$ -	\$ 470.83	\$ 218,441.17	0.22%
Revenue	\$ (49,800.00)	\$	\$ (0.00) -	\$ (49,800.00)	00.00%
Total	\$ 996,124.00	\$ 55,000.00	\$ 284,458.63	\$ 711,665.37	28.56%

Administration

Investigators, Spenser Rose and Rick Busch, are signing up for additional EEOC investigation training. A longer program was offered last year that Rick completed in person. A shorter program is being offered this year in an online format.

Commissioner Roley, Director Kim and Legal Advisor Ervasti have completed their review of Title 5. Muni legal has reviewed it. Director Kim and Legal Advisor Ervasti will follow up. After that the proposed changes should be ready for discussion by the Commission.

A new mayor has been elected who will take office July 1, 2024. Accordingly, Director Kim has prepared a transition report.

Outreach

The Executive Director met with numerous small businesses and individuals to spread knowledge of the Commission's purpose.

The Executive Director continues to participate in the International Association of Official Human Rights Agencies' Convention Planning Board meetings.

The Executive Director has begun meeting with ANB regarding the 2nd Annual Alaska Civil Rights Conference. It will be held on October 11 – 12. We have secured the Sheraton Hotel as our conference site.

The Executive Director continues to meet with the MOA Equity and Justice Office about the First Annual Anchorage Strong Multicultural Festival on July 27.

The Executive Director attended the Polynesian Festival. He met with a Latino advocacy group, an Asian Teen group, and the Alaska Youth Academy about developing projects with their organizations.

The Executive Director participated in FEPA and EEOC meetings and training.

The investigators are developing their own outreach programs and education materials now that the case backlog has been cleared.



Executive Director's Report June 2024

Case Status

Inquiries and New Complaints

The agency received 21 inquiries and perfected 1 new complaint in June 2024.

Inquiries and New Complaints

	2017	2018	2019	2020	2021	2022	2023	2024
Inquiries	523	498	516	408	385	363	333	154
New Complaints	134	119	130	82	72	73	55	25

Pending Cases

As of June 30, 2024, the agency has 20 open cases.

Case Closures

This month, 5 cases were closed. 1 case was Settled, 1 case was closed Administratively. 3 cases were closed for No Cause.

Case Closures

	2017	2018	2019	2020	2021	2022	2023	2024
Total Closures	127	126	108	83	97	71	85	53

Backlog Cases

The agency has two 2023 backlog cases.

Budget Status

2024 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 750,337.00	\$ (55,000.00)	\$ 305,325.31	\$ 445,011.69	40.69%
Non-labor	\$ 68,175.00	\$ 55,000.00	\$ 63,218.20	\$ 4,956.80	92.73%
Travel	\$ 8,500.00	\$	\$ 3,565.26	\$ 4,934.74	41.94%
IG Charges	\$ 218,912.00	\$ -	\$ 567.38	\$ 218,344.62	0.26%
Revenue	\$ (49,800.00)	\$	\$ (0.00) -	\$ (49,800.00)	00.00%
Total	\$ 996,124.00	\$	\$ 372,676.15	\$ 623,447.85	37.41%

Administration

Executive Director, Keoki Kim, has agreed to pay \$25,000.00 of the Alaska Statewide Discrimination Survey in collaboration with the Alaska State Commission for Human Rights. This will allow our agency to track progress in eliminating discrimination. It will also allow us to target specific types of discrimination in specific areas and more effectively use our resources.

The Executive Director visited the Idaho Human Rights Commission in Boise Idaho. He conducted a detailed comparison of their investigation and outreach programs. They are a very stable, efficient and effective agency that has helped us improve our intake procedure and outreach presentations. The trip also highlighted the need for a better webpage and internet presence.

The Executive Director renewed the agency EEOC contract and requested an upward modification of 52 cases. Now that we are caught up on our backlog, we have the capacity to take on more EEOC cases.

Outreach

The Executive Director reviewed the development of the first test set of Alaska Civil Rights Heroes trading cards.

The Executive Director reviewed the second story board for the Alaska Civil Rights Graphic Novel.

The Executive Director reserved four conference rooms at the Sheraton for the 2nd Annual Alaska Civil Rights Commission.

Commissioner, Mary Moreno, handed out T-shirts and Totes at Celebration.

Commissioner, Stephen Settle, flew the Anchorage Equal Rights Commission – Purpose, Hope Community Banner on the top of Mount Kilimanjaro.

The Executive Director continued to participate in the International Association of

Official Human Rights Agencies' Convention Planning Board meetings.

The Executive Director continues to meet with the MOA Equity and Justice Office about the First Annual Anchorage Strong Multicultural Festival on July 27.

The Executive Director participated in FEPA and EEOC meetings and training.

The Executive Assistant attended the 3 Barons Renaissance Fair in her capacity as the assistant director for one of the guilds and director of the Information Booth. During Tech Week she promoted the commission and handed out promotional materials to actors, tech crew and the security guards. She also donated some of our branded power banks to the Box Office to help with the front gate's technology needs, which ensured a "thank you" on all of the guest maps/schedules for patrons coming into the venue and on the official website. The event had roughly 22,000 patrons this year.

The Executive Assistant shared a booth with ASCHR at Juneteenth on the Delaney Park Strip and handed out promotional merchandise. All merchandise was handed out at the event. Our merchandise is popular and ensures that residents will spread the word about our agency and services.

The Executive Director and the Executive Assistant shared a booth with the Alaska State Commission for Human Rights at Anchorage Pride: Northern Rights. The Executive Director met with multiple organizations about doing presentations. The Executive Assistant handed out promotional merchandise and supported the event by escorting 4 groups of roughly 100 people on the Pride Parade route. All merchandise was handed out at the event and was so popular that it was restocked early in the day.

Investigators, Rick Busch and Spenser Rose, chaired a panel on discrimination in the workplace with the Alaska State Commission for Human Rights.



**Executive Director's Report
July 2024**

Case Status

Inquiries and New Complaints

The agency received 25 inquiries and perfected 4 new complaints in July 2024.

Inquiries and New Complaints

	2017	2018	2019	2020	2021	2022	2023	2024
Inquiries	523	498	516	408	385	363	333	179
New Complaints	134	119	130	82	72	73	55	30

Pending Cases

As of July 30, 2024, the agency has 23 open cases.

Case Closures

This month, 2 cases were closed. 1 case was closed Administratively. 1 case was closed for No Cause.

Case Closures

	2017	2018	2019	2020	2021	2022	2023	2024
Total Closures	127	126	108	83	97	71	85	55

Backlog Cases

The agency has two 2023 backlog cases.

Budget Status

2024 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 700,337.00	\$	\$ 383,903.26	\$ 316,433.74	54.82%
Non-labor	\$ 118,175.00	\$	\$ 99,307.06	\$ 18,867.94	84.03%
Travel	\$ 8,500.00	\$	\$ 3,590.91	\$ 4,909.09	42.25%
IG Charges	\$ 218,912.00	\$ -	\$ 709.83	\$ 218,202.17	0.32%
Revenue	\$ (49,800.00)	\$	\$ (0.00) -	\$ (49,800.00)	00.00%
Total	\$ 996,124.00	\$	\$ 487,511.06	\$ 508,612.94	48.94%

Administration

Executive Director, Keoki Kim, has paid our \$25,000.00 share of the \$95,000.00 cost for the Alaska Statewide Discrimination Survey. The Alaska State Commission for Human Rights will be paying the remaining \$70,000.00.

The Executive Director met the Fire Chief and his Deputy Fire Chiefs. He has agreed to incorporate us in their training so their front line Firemen can refer people to us if needed. He has also agreed to let us participate in Fire station outreach events so we have another avenue into different communities in Anchorage.

The Executive Director met with the Police Chief. He has agreed to participate in the 2nd Annual Alaska Civil Rights Conference. He has also agreed to allow us to participate in officer training so that front line police officers can refer people to us if needed.

Outreach

The Executive Director met with the Director of Identity, Tom Pittman, and shared the fact that we can assist their transgender clients who are struggling with discrimination in health insurance. We've agreed to meet and discuss outreach opportunities.

The Executive Director met with the Alaska Coalition for Justice and agreed to participate in their monthly meetings and discuss ways to support other civil rights organizations.

The Executive Director reviewed the third story board for the Alaska Civil Rights Graphic Novel.

The Executive Director continues to participate in planning meetings for the 2nd Annual Alaska Civil Rights Commission.

The Executive Director continued to participate in the International Association of Official Human Rights Agencies' Convention Planning Board meetings.

The Executive Director and the Executive Assistant attended the Anchorage Multicultural

Festival.

The Executive Director participated in FEPA and EEOC meetings and training.



Executive Director's Report August 2024

Case Status

Inquiries and New Complaints

The agency received 34 inquiries and perfected 5 new complaints in August 2024.

<i>Inquiries and New Complaints</i>	2017	2018	2019	2020	2021	2022	2023	2024
Inquiries	523	498	516	408	385	363	333	215
New Complaints	134	119	130	82	72	73	55	35

Pending Cases

As of August 31, 2024, the agency has 25 open cases.

Case Closures

This month, 3 cases were closed. 2 cases were closed Withdrawal W/Benefits. 1 case was closed for No Cause.

<i>Case Closures</i>	2017	2018	2019	2020	2021	2022	2023	2024
Total Closures	127	126	108	83	97	71	85	58

Backlog Cases

The agency has two 2023 backlog cases.

Budget Status

2024 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 700,337.00	\$	\$ 383,903.26	\$ 316,433.74	54.82%
Non-labor	\$ 118,175.00	\$	\$ 99,307.06	\$ 18,867.94	84.03%
Travel	\$ 8,500.00	\$	\$ 3,590.91	\$ 4,909.09	42.25%
IG Charges	\$ 218,912.00	\$ -	\$ 709.83	\$ 218,202.17	0.32%
Revenue	\$ (49,800.00)	\$	\$ (0.00) -	\$ (49,800.00)	00.00%
Total	\$ 996,124.00	\$	\$ 487,511.06	\$ 508,612.94	48.94%

Administration

Executive Director, Keoki Kim, has the agency budget meeting with Mayor LaFrance, Deputy Chief of Staff, Barb Jones, Constituent Relations Director, Marie Husa, CAO, Bill Fallsey, OMB Director, Ona Bourse, and Deputy OMB Director, Marilyn Bahnzoff. I described our projects over the past year. I asked for our three investigators to be raised to Level 4 so that we would have the ability to retain them longer. I asked that our non-labor budget be increased \$60,000.00 so that we could continue our outreach projects since we are almost fully staffed and will have no excess labor funds to use.

The Executive Director also had a work session with the assembly and in addition to the info and requests made to the mayor also requested more regular meetings with the Assembly to get them updated and receive feedback more than once per year.

At 4:57 pm on Friday, September 6, 2024, which is the day of the Assembly meeting, the Director received a letter from the Mayor and the Assembly stating that the Director was not allowed to spend any money on outreach, travel or furniture. Also, he would now report to the Chief of Staff and Deputy Chief of Staff instead of the Municipal Manager for transaction approvals. Also, he would retake the Purchase Card Training.

On September 12, 2024, the Director was called to a meeting with the Deputy Chief of Staff for the Mayor of Anchorage, Barb Jones and CAO, Bill Fallsey. The CAO asked about the history of staff resignations. I explained to him what events transpired prior to their resignations.

The Deputy Chief of Staff for the Mayor of Anchorage stated that I needed to admit and own my mistakes. I agreed that it is important for transparency and accountability to do so. I asked what mistakes I have made. She stated that she's not going to tell me that I need to do that. I stated I do not know what mistakes I have made but want them brought to my attention so that I can learn. She again refused.

I stated that I would like to get approval from her before I make any purchases. She stated that she has a job and she's not going to do my job. That I need to do my job. I responded that I think it would make more sense for me to get approval before I make purchases rather than after I do so. She again indicated that I need to do my job.

When the CAO stepped out for a phone call, she questioned me about how long I had practiced law, where I had practiced law, what areas of law I had practiced, how many staff I had in private practice and what their positions were and what the name of my law firm was. I answered her questions although I was not certain of their relevance at a budget meeting. However, she is the Deputy Chief of Staff for the Mayor of Anchorage and the person who approves my leave and any purchases I make so I did not feel comfortable refusing to answer her questions.

At the end of the meeting, CAO, Bill Fallsey stated that the expenses approved by the Bronson administration were in the past, but it is important to understand and follow the spending goals of the new mayor. I stated that I found the CAO to be an excellent communicator with a deep knowledge of how the MOA works and I hoped he could mentor me or be available for advice on how to assist the new administration. I found him to be extremely professional during the meeting. I stated that I support Mayor LaFrance's policies of transparency, accountability and wise use of MOA resources. I stated that I understand the mayor's position on spending and will follow it. I stated that I and the agency would like work with the mayor's office as a team to improve Anchorage. I stated that I welcome feedback, advice, and direction. I stated that I am the Director of the agency and report to the Commission. I stated that I will continue to direct the agency.

Later that day in an email exchange, the Deputy Chief of Staff for the Mayor of Anchorage, Barb Jones told me that I cannot use Reprographics to print any outreach materials because although they do not charge us, they are incurring an expense for the MOA. She specifically stated I cannot make our trading cards because that is an outreach project. Thus, I had to cancel our trading card project, our graphic novel project, and all other projects having anything to do with outreach. I also informed the 2nd annual Alaska Civil Rights Conference that we cannot provide any financial support for their conference. I also canceled our contract with a graphic designer to improve our outreach designs.

On September 13, 2024, I hired Krystal Fermoye as our new Executive Assistant. She will start work on September 30. We look forward to her joining the team!

Outreach

The Executive Director, the Commission Chair, Sharon Gibbons and Commissioner Mary Moreno attended the National Human Rights Conference hosted by the International Association of Official Human Rights Agencies held in St. Louis, MO. It was a very educational experience for all. I believe we all learned a lot about how to benefit the citizens of Anchorage as a Director and Commissioners. We discussed hosting the Conference in Anchorage in 2026. However, I had to recently inform IAOHRA that that is no longer a possibility since I have no ability to spend funds on outreach.

The Executive Director met with Director Jessie Lavoie of the YWCA and discussed future opportunities to support women's rights in the Anchorage community.

The Executive Director met with Police Chief Sean Case about hosting a panel at the 2nd annual Alaska Civil Rights Conference to discuss Hate Crimes and Hate Incidents and legislation he is hoping to pass since Anchorage currently has no laws regarding hate crimes.

The Executive Director and the newly hired Investigator 2/Outreach Coordinator, Lanette Harley (who goes by the nickname Harley) attended the Hmong cultural festival.

The Outreach Coordinator met with the Alaska Women's Aviation Group who were greatly surprised and pleased to learn that there is an MOA agency that fights sexual harassment and discrimination against women which they have all experienced in multiple ways. They invited Harley to address their annual convention.

The Fire Department has asked Harley to attend their Training Class in October and do a presentation to incoming fire fighters.



Executive Director's Report September 2024

Case Status

Inquiries and New Complaints

The agency received 32 inquiries and perfected 4 new complaints in September 2024.

<i>Inquiries and New Complaints</i>	2017	2018	2019	2020	2021	2022	2023	2024
Inquiries	523	498	516	408	385	363	333	247
New Complaints	134	119	130	82	72	73	55	39

Pending Cases

As of September 30, 2024, the agency has 25 open cases.

Case Closures

This month, 4 cases were closed. 3 cases were closed Administratively. 1 case was closed for No Cause.

<i>Case Closures</i>	2017	2018	2019	2020	2021	2022	2023	2024
Total Closures	127	126	108	83	97	71	85	62

Backlog Cases

The agency has two 2023 backlog cases.

Budget Status

2024 Budget vs Actuals (This is not current. New EA is learning how to do this)

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 700,337.00	\$	\$ 383,903.26	\$ 316,433.74	54.82%
Non-labor	\$ 118,175.00	\$	\$ 99,307.06	\$ 18,867.94	84.03%
Travel	\$ 8,500.00	\$	\$ 3,590.91	\$ 4,909.09	42.25%
IG Charges	\$ 218,912.00	\$ -	\$ 709.83	\$ 218,202.17	0.32%
Revenue	\$ (49,800.00)	\$	\$ (0.00) -	\$ (49,800.00)	00.00%
Total	\$ 996,124.00	\$	\$ 487,511.06	\$ 508,612.94	48.94%

Administration

Executive Assistant, Krystal Fermoye, started work on September 30, 2024. We greatly look forward to her joining the Equal Rights Team.

Executive Director, Keoki Kim, continued finishing the budget, accounts payable, records destruction and furniture surplus projects left by the former Executive Assistant. It has been a great learning experience.

Outreach

The Outreach Coordinator, Lanette Harley has been very busy setting up presentations for the coming months and exploring opportunities to collaborate with other agencies.

The Executive Director, Keoki Kim, has continued working on the Anchorage Equal Rights Commission panels at the 2nd Annual Alaska Civil Rights Conference that will be held on October 11 and 12. The Mayor has agreed to open the conference. Assembly members Chris Constant and Anna Brawley have agreed to appear on the homelessness panel. Commission Chair, Sharon Gibbons is moderating a panel. As is, Commissioners, Doreen Brown and Mary Soots.



Executive Director's Report October 2024

Case Status

Inquiries and New Complaints

The agency received 24 inquiries and perfected 2 new complaints in October 2024.

Inquiries and New Complaints

	2017	2018	2019	2020	2021	2022	2023	2024
Inquiries	523	498	516	408	385	363	333	272
New Complaints	134	119	130	82	72	73	55	41

Pending Cases

As of October 30, 2024, the agency has 20 open cases.

Case Closures

This month, 7 cases were closed. 1 case was closed for Substantial Evidence, 1 case was closed Administratively. 2 cases were Settled, 3 cases were closed for No Cause.

Case Closures

	2017	2018	2019	2020	2021	2022	2023	2024
Total Closures	127	126	108	83	97	71	85	69

Backlog Cases

The agency has one 2024 backlog case. *Complainant requested until mid-November to collect evidence to support his allegations and it was approved.*

Budget Status

2024 Budget vs Actuals (This is not current. New EA is learning how to do this)

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 700,337.00	\$	\$ 383,903.26	\$ 316,433.74	54.82%
Non-labor	\$ 118,175.00	\$	\$ 99,307.06	\$ 18,867.94	84.03%
Travel	\$ 8,500.00	\$	\$ 3,590.91	\$ 4,909.09	42.25%
IG Charges	\$ 218,912.00	\$ -	\$ 709.83	\$ 218,202.17	0.32%
Revenue	\$ (49,800.00)	\$	\$ (0.00) -	\$ (49,800.00)	00.00%
Total	\$ 996,124.00	\$	\$ 487,511.06	\$ 508,612.94	48.94%

Administration

The Commission asked Director Kim to send an email to the Mayor's Deputy Chief of Staff, Barb Jones, requesting permission to use Reprographics for specific projects. Accordingly, Director Kim sent an email requesting permission to print letterhead and brochures. Deputy Chief of Staff, Barb Jones, responded that she would have a meeting with Director Kim about it. No meeting has been scheduled yet.

Executive Assistant, Krystal Fermoye, has been doing an amazing job. She is quickly figuring out the different MOA systems that are necessary for her position. She is always punctual and communicative. Everyone enjoys working with her. Currently, she is doing her first reconsideration.

Executive Director, Keoki Kim, and EA, Krystal, are continuing to get the agency current with Records Retention Policy, and Asset and Inventory policy. This includes shredding old documents and logging all the equipment the agency currently possesses.

The Executive Director, Keoki Kim, participated in a work session with the Anchorage Assembly regarding the 2025 budget. It does not appear that there will be any budget changes for Investigator pay increases or expanding the outreach budget.

Investigator 3, Rick Busch, has resigned. He will be leaving on November 11, 2024. His reason for resignation was a desire to move to a higher paying position. This information was passed on to the Assembly at the work session.

The mayor did not renew the Commission appointments for Sharon Gibbons, Mary Moreno or Doreen Brown. This is a setback for the agency since these three commissioners were especially involved in outreach.

The mayor has appointed two new commissioners: May Ramirez-Xiong and Antavia Hamilton. We look forward to working with them!

Outreach

The Executive Director, Keoki Kim, was a panelist at the Alaska Civil Rights Conference. Director Kim addressed the failure of the agency to timely investigate its cases for the last 24 years despite having ample staff and low caseloads. He explained that most agencies have 120 – 150 cases per investigator and stay current. Whereas, Equal Rights has rarely had more than 120 cases, total, divided among 4 investigators and did not keep current for the last 24 years. He stated that after he instituted standards and adequate supervision the agency processed its 4-year backlog with 1 experienced investigator and two brand new investigators in less than one year. Thus, it shows that 4 experienced investigators should have been able to stay current. He stated in his opinion, the failure is based upon a lack of supervision and standards.

Director Kim also stated that he believes it is a serious failure of the agency that most taxpayers do not know the agency exists. The agency has been in existence for 50 years. 50 years of competent outreach should result in taxpayers knowing the agency exists. The audience was predictably disappointed. Director Kim informed the audience that all his outreach programs have all been canceled by the Mayor and the Assembly. The audience was disappointed that the agency is not allowed to print the trading cards or the graphic novel.

Director Kim appeared on a panel at the Asian American Pacific Islander Youth Summit at UAA to discuss culture and education.

Director Kim attended the Korean Consulate Foundation Event.

Outreach Coordinator, Lanette Harley, did two presentations for the Anchorage Fire Department and one for the FBI. She also arranged for the Alzheimer's Resource of Alaska and the Alaska Commission on Aging to do an immersive, dementia experience at our office during AFN. All the staff participated. It was quite eye-opening to experience the world through the constraints of someone disabled with dementia.



Executive Director's Report November 2024

Case Status

Inquiries and New Complaints

The agency received 27 inquiries and perfected 1 new complaint in November 2024.

<i>Inquiries and New Complaints</i>	2017	2018	2019	2020	2021	2022	2023	2024
Inquiries	523	498	516	408	385	363	333	299
New Complaints	134	119	130	82	72	73	55	42

Pending Cases

As of November 30, 2024, the agency has 21 open cases.

Case Closures

This month, 2 cases were closed, 1 case was closed for withdrawal with benefit. 1 Case was closed for withdrawal without benefit.

<i>Case Closures</i>	2017	2018	2019	2020	2021	2022	2023	2024
Total Closures	127	126	108	83	97	71	85	71

Backlog Cases

The agency has one 2024 backlog case. The Complainant requested extra time to submit documents. This was granted in the interest of allowing all relevant information to be considered in the investigation.

Budget Status

2024 Budget vs Actuals (This is not current. New EA is learning how to do this)

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 805,337.00	\$	\$ 641,466.86	\$ 58,870.14	91.59%
Non-labor	\$ 13,175.00	\$	\$ 109,300.20	\$ 3,664.93	96.90%
Travel	\$ 8,500.00	\$	\$ 8,289.72	\$ 210.28	97.53%
IG Charges	\$ 218,912.00	\$ -	\$ 1,206.43	\$ 217,705.54	0.55%
Revenue	\$ (498,000.00)	\$	\$ (78,380.00)	\$ 28,580.00	157.39%
Total	\$ 996,124.00	\$	\$ 681,883.24	\$ 309,030.89	68.98%

Administration

The Commission asked Director Kim to send an email to the Mayor's Deputy Chief of Staff, Barb Jones, requesting permission to use Reprographics for specific projects. We have received permission to print letterhead and brochures. We have received permission to purchase office supplies.

Executive Director Kim posted former Investigator III Rick Busch's position. Investigator II Lanette Harley applied for the position and has been promoted to Investigator III.

Doreen Brown was appointed as Commissioner. Accordingly, all Commission seats are now filled. Doreen has been one of our most active commissioners involved with Outreach. It is great news that she has been appointed again.

Executive Director Kim is not posting the Investigator II position. The Mayor and the Assembly has chosen to cut the Equal Rights Commission budget by \$100,000.00 eliminating the Investigator II position. Director Kim had no knowledge of this until after the fact. CAO Bill Falsey stated this this was a floor amendment and the Administration had no notice either.

Director Kim was sick on the day the November 21 Commission Meeting was held. This highlighted the need for a way to record and zoom the meeting by someone other than Director Kim. Vice-Chair Elan Aqua is looking in to how the Commission itself can do this.

Director Kim was advised by Ombudsman, Darrel Hess, that the Commission Meeting have not been publicly noticed since May of 2023. Executive Assistant Krystal Fermoyle has contacted the Municipal Clerk's Office to learn how to do this.

Director Kim entered into a workshare agreement the Alaska State Human Rights Commission. This agreement was originally in place prior to the year 2000. Pam Basler withdrew the Anchorage Equal Rights Commission from this agreement during her tenure as the Executive Director for the Anchorage Equal Rights Commission. Director

Kim renewed this agreement because it provides additional opportunities for constituents experiencing discrimination or sexual harassment assistance. It also provides feedback to the Anchorage Equal Rights Commission regarding the thoroughness and timeliness that we are completing our investigations. Transparency and accountability assist the agency in maintaining high standards.

Investigator IV Gita Franklin has resigned. Investigator III Spenser Rose has resigned. Executive Assistant Krystal Fermoye has resigned. I have immediately posted their positions for recruitment. It is a great loss to the agency. Gita and Spenser have requested that I attach their resignations.

Outreach

Executive Director Kim has conducted almost daily informal outreach by meeting and greeting ordinary constituents at various locations around Anchorage.

Executive Director Kim was awarded a Service Award by the Polynesian Association of Alaska at their annual gala.



Executive Director's Report December 2024

Case Status

Inquiries and New Complaints

The agency received 25 inquiries and perfected 6 new complaint in December 2024.

Inquiries and New Complaints

	2017	2018	2019	2020	2021	2022	2023	2024
Inquiries	523	498	516	408	385	363	333	324
New Complaints	134	119	130	82	72	73	55	48

Pending Cases

As of December 31, 2024, the agency has 19 open cases.

Case Closures

This month 8 cases were closed. 1 case was closed for withdrawal without benefit.

Case Closures

	2017	2018	2019	2020	2021	2022	2023	2024
Total Closures	127	126	108	83	97	71	85	79

Backlog Cases

The agency has one 2024 backlog case. The Complainant requested extra time to review a settlement agreement proposed Respondent. This was granted in the interest of allowing Complainant to achieve a satisfactory outcome for his case.

Budget Status

2024 Budget vs Actuals

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 805,337.00	\$	\$ 695,949.54	\$ 4,387.46	99.37%
Non-labor	\$ 13,175.00	\$	\$ 113,766.59	\$ 3,131.04	97.35%
Travel	\$ 8,500.00	\$	\$ 8,289.72	\$ 210.28	97.53%
IG Charges	\$ 218,912.00	\$ -	\$ 1,315.65	\$ 217,596.35	0.60%
Revenue	\$ (49,800.00)	\$	\$ (78,380.00)	\$ 28,580.00	157.39%
Total	\$ 996,124.00	\$	\$ 740,941.50	\$ 253,905.13	74.51%

Administration

Investigator IV Gita Franklin left the agency on December 20, 2024. Investigator III Spenser Rose left the agency on January 10, 2025. Executive Assistant Krystal Fermoye left the agency on December 24, 2024. The departures were extremely unexpected. Because 3 out of 4 staff members left at once, there was an extreme need to fill those positions as soon as possible and retain as much institutional knowledge as possible. It was a very busy month trying to accomplish this.

Executive Director Kim immediately posted the Investigator IV position, the Investigator III positions, and the Executive Assistant position. Lanette Harley will start as Investigator IV on January 13, 2025. Maya Amor will start as Executive Assistant on January 13, 2025. James Griffin will start as Investigator III on January 13, 2025. Tumaini Cade will start as Investigator III on January 20, 2025. All three new staffers already work with the MOA in other departments. All three have some experience with our MOA software. This will allow the agency to not lose momentum. Executive Director Kim has arranged for the new investigators to participate in EEOC training. Investigator IV Harley focused on obtaining as much training as possible from departing staff.

To more efficiently use our manpower and provide cross training, Investigator IV Harley will train the new Executive Assistant on intake. In the EEOC and many state agencies, administrative staff perform intake so that investigators can focus on investigations. They have found that this results in high case closure results in shorter time periods.

Executive Director Kim met with IT Executive Director Sioux-z Marshall. She confirmed that they are working on a replacement solution for our failing case management software.

As can be seen from the above budget numbers, the agency only used 75% of its allotted budget. We were able to transfer \$100,591.59 from unspent labor to non-labor and invest in outreach, travel and training. For the first time in over 26 years, the agency has invested significant monies solving training and outreach issues. The goal was to not leave money on the table but utilize all of our funds as much as possible. It's important for the agency to invest in outreach and training. It is a major problem that no one knows

we exist. We cannot help Anchorage residents if they do not know about our services. After 50 years of existence, it is time for the Anchorage Equal Rights Commission to fix this. It is just as important as not having a backlog for the first time in at least 26 years.

The most important administrative news is that the agency concluded 2024 with no backlogged cases, except one Complainant who wants more time to consider a settlement offer. It is a cause for celebration that for the first time in at least 26 years, the Anchorage Equal Rights Commission has completed all its cases on time.

Outreach

Executive Director Kim is developing a new plan for outreach. The plan is to focus on resources that people experiencing discrimination and sexual harassment turn to for assistance: Police, Attorneys, Counselors and Religious Leaders. In 2025, the Executive Director and each Investigator will set up individual meetings and presentations with every attorney in Anchorage, every counselor and every religious leader. We have already arranged regular presentations with APD, AFD and the FBI. Each investigator will also continue to do presentations to the school system and local organizations and businesses.

The Executive Director and each Investigator is reaching out to the other 251 FEPA agencies to review their outreach strategies and policy and procedure manuals so that as we develop our own, we can meet and exceed national standards.