



**Executive Director's Report**  
February 4, 2025

**Case Status**

**Inquiries and New Complaints**

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

*Inquiries and New Complaints*

	2018	2019	2020	2021	2022	2023	2024	2025
Inquiries	498	516	408	385	363	333	324	37
New Complaints	119	130	82	72	73	55	48	5

**Pending Cases**

As of January 31, 2025, the agency has 19 open cases.

**Case Closures**

This month 2 cases were closed. 1 case was closed by settlement between the parties. 1 was closed for a finding of no substantial evidence.

*Case Closures*

	2018	2019	2020	2021	2022	2023	2024	2025
Total Closures	126	108	83	97	71	85	79	2

**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**

### *2025 Budget vs Actuals*

	Current Budget	Encumbrance	Actuals	Difference	Utilization
Labor	\$ 720,580.00	\$	\$ 33,631.39	\$ 686,948.61	4.67%
Non-labor	\$ 13,175.00	\$	\$ 246.57	\$ 12,928.43	1.87%
Travel	\$ 8,500.00	\$	\$ 0.00	\$ 8,500.00	0.00%
IG Charges	\$ 225,172.00	\$ -	\$ 108.38	\$ 225,063.62	0.05%
Revenue	\$ (49,800.00)	\$	\$ (0.00)	\$ (49,800.00)	0.00%
Total	\$ 917,627.00	\$	\$ 33,986.34	\$ 883,640.66	3.70%

## **Administration**

Executive Director, Keoki Kim's last day is today, February 4, 2025. He has moved on to a higher paying position with the State of Alaska. The Mayor has appointed Paul Ervasti as interim Director. Director Kim has provided his personal phone number and email in case Paul has any questions. At the suggestion of HR, Lanette Harley was assigned interim director of Payroll approval. Paul can leave that in place or take over the additional duty. HR's main concern was that payroll continue without pause after my departure.

Lanette Harley started as Case Manager, Investigator 4 on January 13, 2025. James Griffin started as Investigator 3 on January 13, 2025. Maya Amor started as Executive Assistant on January 13, 2025. Tumaini Cade started as Investigator 3 on January 21, 2025. Harley has been conducting exhaustive hands-on-training with the new investigators. They are doing excellent work so far. They are very quick and self-directed. Harley has also been training Maya on Intake. Maya is doing an excellent job learning the Executive Assistant duties. She is very fast and capable. Maya is currently working on bringing us in compliance with records retention and with asset management. The investigators have EEOC training on 2/21/25. The training is on East Coast time. They have very graciously agreed to start work at 4 am every day for training. Harley has been incurring a small amount of overtime because she runs out of time because most of her day is spent training new staff.

James is working with IT to develop an alternative to Time Matters which continues to fail on us.

Cade has already started reaching out to local universities about outreach and education presentations.

Internal Audit is auditing the Equal Rights Commission. Outgoing Director Kim has provided his personal phone number and email in case they have questions after his departure. Director Kim worked with legal to obtain full access for Internal Audit of all parts of the agency. Director Kim has worked to give Internal Audit as much information as possible before his departure. It is so important for the agency to get feedback like this

to ensure the agency is an effective, useful agency for Anchorage residents.

### **Outreach**

Harley has scheduled a presentation with the Alaska Aviation Conference about our agency. She has brought in the Alaska State Human Rights Commission to assist in the presentation. Now that the case load is current and procedures are in place to keep in current, the next Executive Director can focus on outreach and how to let Anchorage residents know what we do.