

# ANCHORAGE EQUAL RIGHTS COMMISSION



REGULAR MEETING  
THURSDAY, January 16, 2025, 6:00 P.M  
Z.J. LOUSSAC LIBRARY, MOOSE ROOM

## **MINUTES**

### **1. Call to Order**

The meeting was called to order at 6:00 p.m. by Commissioner Elan Aqua.

### **2. Roll Call and Introduction of Public**

Members Present: Elan Aqua  
Kevin Klump  
Ryan Roley  
Tim Baranov-Kadennan  
May Ramirez-Xiong  
(Teams)  
Michael Maberry  
Doreen Brown  
Stephen Settle  
(Teams)  
Antavia Hamilton

Members Absent:

Approved Absent:

Public Present:

Staff Present: Keoki Kim, Executive Director  
Maya Amor, Executive Assistant  
James Griffin, Professional Investigator  
Paul Ervasti, Legal Advisor

### **3. Land Acknowledgment**

Commissioner Elan Aqua read the Land Acknowledgement.

The Anchorage Equal Rights Commission acknowledges, with respect and gratitude, that we are meeting today on the traditional unceded lands of the Dena'ina Peoples. We recognize and celebrate the strength, resilience, and historical knowledge of the Dena'ina Peoples, who have stewarded these lands for thousands of years, and who continue to do so. As we meet here today, we honor the contributions and perspectives of the Dena'ina Peoples.

#### **4. Approval of Agenda: Motion to approve agenda**

Maker: Elan Aqua

Adopted: Unanimous

#### **5. Approval of Previous Minutes**

The last meeting was unofficial, there are no notes from the previous one.

#### **6. New Business**

- a. Review open positions and hold a vote to fill.
  - The Chair position was open. Elan ran for chair. Motion to vote was made and approved.
  - Vice Chair position was open. Doreen ran for Vice Chair, motion to vote was made and unanimously approved.
- b. Open discussion on current state of Commission and Office regarding education and knowledge of position.
  - Review recommendation for a special meeting retreat for the Municipality of Anchorage support staff to present to AERC their purpose and capability.
    - Found a welcome packet for commissioners. Maya will distribute.
    - Maya to coordinate the retreat with everybody. This includes publicly noticing. Schedule a 1.5 hour meeting in the conference room.
  - Review Title 5 and Charter. Paul can present regarding title V, code of ethics, and open meetings act.
- c. Discuss the process of forming Committee's to achieve goals between meetings.
  - Discussion of Open Meetings Act. Types of permissible communication outside of meetings.
    - Substantive decisions and debates must be made during meetings.
    - Administrative conversations are permissible.
    - 3 or more commissioners having a conversation is bordering on an official meeting.
- d. Commissioner Hamilton requested to use an office and be on-site once a week – review purpose and possibility.
  - Commissioner Hamilton requested we have an informal meeting instead of being on-site on a regular basis.
  - Keoki encouraged people to coordinate a time to see the office and discuss how the agency works.
- e. Commissioner Hamilton's Request to be on site on Tuesday's from 11-2.
  - Rescinded.

#### **7. Unfinished Business**

No unfinished business

#### **8. Executive Director's Report**

- a. Executive Director Keoki Kim explained the special report regarding the status of our cases with respect to the 240-day timeline requirement set in Title V.
  - Compared the average time it takes to work a case to the caseload and backlog.
  - Explained how the backlog was almost cleared in 2024 by instituting a tracking system and setting timeliness expectations within the investigative process.
  - Acknowledged the slower pace in our investigation closeouts in 2023 due to employee turnover.

- b. Keoki brought attention to the budget printouts for 2024 and 2025.

## **9. Staff Attorney's Report**

- a. The Executive Director briefed the Commissioner on current legal cases.

## **10. Public Comments**

None

## **11. Announcements**

## **12. Future Agenda Items**

- a. Discuss if and how we can record events that Commissioners attend while acting as Commissioner for ERC.
- b. How to track open cases in more detail (60 day – 120 days – 240 and their closing time). Simplify the process.
- c. Get a look at turnover in the last 5 years. Who left, where they went, why.
- d. Discuss our capabilities as commission. Commission meeting frequency and expected duration of our meetings.
- e. 5-year plan to discuss budget and efforts.
- f. Make the Annual Report for the Mayor available via pdf rather than through a link.
- g. Social Media Campaign.
- h. Make a concise summary of the Director's report – specifically the clearing of our backlog and the new outreach efforts.

## **13. Adjournment - Motion**

Maker: Elan Aqua

2nd: Kevin Klump

Adopted: Unanimous

The meeting was adjourned at 7:00 p.m.