



## **ANCHORAGE EQUAL RIGHTS COMMISSION**

REGULAR MEETING  
THURSDAY, MARCH 20, 2024  
6:00 P.M. to 8:00 P.M.

Z.J. LOUSSAC LIBRARY - MOOSE MEETING ROOM (2<sup>ND</sup> FLOOR)

### **Meeting Minutes**

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

#### **2. Roll Call**

Members Present :

Elan Aqua	Present
Kevin Klump	Absent
Ryan Roley	Absent
Tim Baranov-Kaderman	Present
May Ramirez-Xiong	Present
Michael Maberry	Present
Doreen Brown	Present
Stephen Settle	Present
Antavia Hamilton	Present

#### **3. Approval of Agenda**

- a. **Motion to Approve made by Elan. Seconded by Tim Baranov-Kaderman.**

#### **4. Land Acknowledgment**

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.

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

- a. Regular Meeting on January 16, 2025.
  - i. Motion to Approve made by Elan. Stephen Settle Seconded the motion.

#### **6. Unfinished Business - None**

#### **7. New Business**

- a. Training presentation on Code of Ethics, Title 5, Open Meetings Act and Reconsideration Panels
  - i. Code of Ethics Slideshow main points: Use of Muni Resources, Political or Partisan Activity, Gifts, Conflicts of Interest, Required Disclosures.
  - ii. Open Meetings Act: Meeting to discuss matters within the commission's purview, or more than 3 commissioners meeting without public notice is in conflict with the Open Meetings Act. Email chains of more than 3 commissioners can violate the Open Meetings Act.
    - Exceptions: Reconsideration panels and executive sessions are closed to the public. Matters which may prejudice the reputation of any person are an example of when we would move to an executive session.
  - iii. Title 5.10.040: defining the roles of Commissioners per this section.
  - iv. Reconsideration Training: Reconsideration can be requested after a case is closed. Reconsideration can be granted if there is a mistake in the case or determination. It can result in staff being instructed to investigate further or reconsider the determination.
- b. Update from Interim Executive Director
  - i. Executive Director's report
    - Mentioned EEOC training and certification for staff.
    - Gave recognition to staff for their efforts while finding a full time director.
    - Explained status on backlogged cases.
    - Explained purchases made by staff – routine expenses, EEOC training, laptop repair.
  - ii. Update on hiring process for new Executive Director and request for commissioner participation on hiring panel, interview questions, etc.
    - The position description is being finalized.
    - Hiring panel will have Muni reps because the mayor has to approve the Commission's choice.
  - iii. Status of case file review
    - Some closed cases may not have been given adequate effort. Harley is in the process of auditing cases and determining if investigation was properly conducted.
    - AMC 5.80.070 states the commission can reopen the proceedings and conduct further investigations.
    - Elan asked for the criteria that we are auditing against – what it means for a proper investigation to be conducted.
    - Doreen asked how cases were closed with insufficient investigation. What is the internal process to ensure this does not happen and who is responsible for reviewing investigations? Is this outline in the employees' job descriptions?
  - iv. Update on software and case management system
    - We need to replace our case management system or pay to renew our current one.
  - v. Onboarding and information for new commissioners
- c. Chair discussion: meeting attendance and time commitments
  - i. Monthly meeting schedule for future meetings

- We will begin meeting each month, with teams and in-person meetings available.
- d. Department Status and Personnel Support.
  - i. Some of these concerns were addressed in the ED report.
  - ii. Affirmed that personnel are being compensated for overtime.
- e. Emails for Commissioners
  - i. Elan encouraged commissioners to have their own emails, pursuant to Title IV. He specifically mentioned the possibility of a public records requests – somebody can request the contents of your email. Opening an email account dedicated to commission activity may be beneficial.
- f. Executive Session
  - i. Continued to next month's schedule so both parties may be present for discussion.

## **8. Requests for Future Agenda Items**

- a. Doreen asked how cases were closed with insufficient investigation. What is the internal process to ensure this does not happen and who is responsible for reviewing investigations?
- b. Discuss Outreach Opportunities
- c. Discuss Commissioner Positions
- d. Copy of all employee Job Descriptions.
- e. What is the performance evaluation schedule?

## **9. Other Commissioner Comments**

- a. Who takes meeting minutes without the secretary present?
  - i. The Executive Assistant is responsible for meeting minutes.

## **10. Public Comments and Audience Participation**

- a. No public present.

## **11. Date for Next Meeting**

- a. April 17, 2025.

## **12. Adjournment**

- a. Motion to Adjourn made by Elan Aqua. Seconded by Stephen Settle.