



## **ANCHORAGE EQUAL RIGHTS COMMISSION**

REGULAR MEETING  
THURSDAY, APRIL 17, 2025  
6:00 P.M. to 8:00 P.M.  
EQUAL RIGHTS COMMISSION CONF. ROOM (1<sup>ST</sup> FLOOR OF CITY HALL)  
AND VIA MICROSOFT TEAMS  
632 W. 6<sup>TH</sup> AVE. STE 110

### **Minutes**

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

- a. Called to Order by Elan Aqua at 6:00 PM.

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

##### **a. Members Present**

Elan Aqua  
Kevin Klump  
Ryan Roley  
May Ramirez-Xiong  
Michael Maberry  
Doreen Brown  
Stephen Settle  
Antavia Hamilton

##### **b. Members Absent**

Tim Baranov-Kaderman

##### **c. Staff Present**

Paul Ervasti  
Maya Amor  
Lanette Harley  
Tumaini Cade

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

Motion: to approve the agenda  
Maker: May Ramirez-Xiong.  
2<sup>nd</sup>: Michael Maberry.

#### **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.

- i. Acknowledgement by Doreen Brown.

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

- a. Regular Meeting on March 20, 2025  
Motion to approve the Previous Meeting's Minutes  
Maker: Doreen Brown  
2<sup>nd</sup>: May Ramirez-Xiong.

## **6. Unfinished Business**

- a. Request to reopen case (CONFIDENTIAL – requires motion to enter executive session to consider this item).
  - i. May Ramirez-Xiong recused herself from this executive session.
  - ii. Motion to enter Executive session made by Elan Aqua. Seconded by Doreen Brown.
  - iii. Case was discussed by commission.
  - iv. Motion to close executive session made by Elan Aqua.
  - v. Motion: to approve request to reopen proceedings made by Elan Aqua.
    - 2<sup>nd</sup>: Doreen Brown.
    - May Ramirez-Xiong has recused herself from the vote.
    - Motion has been unanimously approved by attending Commissioners.
  - vi. Kevin Klump left the meeting.

## **7. New Business**

- a. Update from Interim Executive Director
  - i. Executive Director Position has been posted.
    - Paul provided an explanation of the hiring panel process, which will include two commissioners and one representative from the mayor's office and one from the assembly.
    - Position opening is continuous and the timeline to hire a new Executive Director depends on the number of applicants.
  - ii. Executive Director's report
  - iii. Update on EEOC Contract by Paul Ervasti.
    - We are contracted to close 49 cases before October 1, 2025. Staff identified our current caseload and the number of closures so far, so we agreed to modify our contract from 49 case closures to 45 case closures.
    - Defined closing a case as cases that have been perfected and have had a determination, settlement, or withdrawal.
    - We currently have 19 cases closed. One case is pending credit acceptance due to the complaint being based on discrimination against a complainant's gender identity, which the EEOC may or may not have jurisdiction over.

- b. Internal Audit Update and Tasking
  - i. The commission reviewed a draft internal audit report, which is considered confidential under AMC 3.90.040.L until the final version is approved and delivered to the mayor and assembly.
  - ii. Commissioner Elan Aqua formed a special committee to create a response to the audit draft. Ryan Roley, May Ramirez-Xiong, and Antavia Hamilton elected to serve on this committee.
- c. Position Descriptions for Agency Staff
  - i. Discussion of Sufficient Investigation and Internal Process for Properly Closing Cases
    - Overviewed position descriptions.
    - Lanette Harley, ERC Investigator, explained that the position “Investigator IV” has not been updated since 2010, and she is working with HR to modify this position.
    - Doreen Brown mentioned we may want to form a subcommittee for this position revision. Elan Aqua agreed and added that we should wait until we have a new director.
    - Doreen Brown specified to Maya Amor, ERC Executive Assistant, that position descriptions of staff should be included in the welcome packet to new commissioners. This will provide an overview of the department’s responsibilities.
- d. Director Hiring Panel/Interview Questions
  - i. We need to select Commissioners to be on the panel, and all commissioners are welcome to create questions for applicants. Elan Aqua agreed to serve on the panel. Ryan Roley agreed to serve on the panel.
  - ii. Paul Ervasti stated commissioners can send their interview questions and what they are looking for in a candidate to Elan Aqua or Ryan Roley.
- e. Commission discussion and vote on Secretary Position
  - i. Our Charter does not define the Secretary Position.
  - ii. Kevin Klump is currently our secretary. Kevin is not present anymore. May Ramirez-Xiong made a motion to table this until the next meeting so we can speak with him. Doreen Brown Seconded the motion.
- f. Discussion of outreach strategies
  - i. Commissioners can track outreach activities with our Executive Assistant. This includes social media activity/internet outreach.
  - ii. We internally track how people heard about our office when they make an inquiry.
  - iii. We internally track outreach activities in a Microsoft Excel sheet.
  - iv. Any outreach merch should provide a means to contact us.
  - v. We can provide brochures for our office at future outreach events. May Ramirez-Xiong mentioned pens are typically popular at events. Antavia

Hamilton stressed the importance of giving our time.

- vi. May Ramirez-Xiong has a table at the Bridge Festival and can bring AERC flyers or merch. She will also be at the Pena Park Market for the opening day and the Commission can staff a table there.
- vii. We prefer Commissioners do not pay out of pocket to have tables at events.

g. Performance Evaluation Schedule

- i. Performance Evaluation is done after the Employee's probationary period ends. There is no evaluation schedule after that, and it is up to the Executive Director to set one.
- ii. If an evaluation is not done, it typically means the employee is performing satisfactorily.

**8. Requests for Future Agenda Items and Commissioner Comments**

- a. Commission discussion regarding Secretary Position.

**9. Public Comments and Audience Participation**

- a. No Public Present.
- b. Lanette Harley requested to discuss commissioners' questions regarding cases being closed after insufficient investigation, what our internal process is to ensure cases are thoroughly worked, and whose responsibility that is.
  - i. Elan requested an email to summarize this topic, and to add this to the agenda for the next meeting.

**10. Date for Next Meeting** (also include discussion of meeting location options)

- a. We will host Commission Meetings in the AERC Conference room from now on.
- b. Next meeting will be May 15, 2025.

**11. Adjournment**

Motion: To adjourn

Maker: Elan Aqua.

2<sup>nd</sup>: May Ramirez-Xiong Seconded that motion.