



Suzanne LaFrance,
Mayor

Municipality of Anchorage

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<http://www.muni.org/aerc>



Anchorage Equal Rights Commission

To: Anchorage Equal Rights Commissioners
From: Jennifer Booz, Executive Director
Date: June 29, 2026
Subject: Executive Director’s Monthly Report covering April and May 2026

Key Highlights

- 2nd largest AERC settlement - \$95,500! (April)
- New employee- Scott McKinnie, Investigator

I. Cases

1. AERC Case Management KPIs – Monthly and YTD 2026

KPI Category	Jan	Feb	March	April	May	June	July	Aug	(YTD)	Notes
Inquiries Received	39	71	41	40	34				225	Includes all initial contacts
24-hour response	100%	99%	100%	100%	100%				99.8%	Response in 24 hours
Complaints Filed	3	8	7	7	6				31	Formal complaints initiated
Perfected Percentage	7.69%	11.27%	17.07%	17.5%	17.6%				13.78%	(Complaints ÷ Inquiries) × 100
Open Cases	34	40	43	39	39				39	Active investigations in progress
Closed Cases	8	5	4	11	6				34	Cases resolved or dismissed
Cases Over 240 Days	6	6	6	7	10				--	With documented good cause
Conciliation				5	4				--	

2. YTD Settlement Dollars- \$123,276

II. Finances

1. ERC Operating Funds KPI



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Category Current Budget (\$) Actuals (\$) Percentage Utilization (%)

Non-Labor	70, 213	10,978.31	15.64 through the year (under budget)
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2. Monthly Expenditures (YTD)

Amount to be checked against payment bud	Text	Posting Date
1,277.37	LG 35BN75CN-B-LED Monitor-Curved-35"-HDR	08/09/2023
6,255.00	Time Matters for AERC 2026 (For 4 users)	01/09/2026
309	December ADA Advisory Commission ASL Translator Se	01/31/2026
467.38	Color Toner for Executive Director and Assistant p	01/31/2026
6,255.00	Invoice AERC TM Upgrade 2026	02/26/2026
300	Translation services for ADA Advisory Commission m	02/28/2026
54	Office supplies - usb cable, tape, sign holder	02/28/2026
412	Translation services for the ADA Advisory Commission	03/31/2026
61.14	Picture Frames ordered for ED Booz.	03/31/2026
623.71	Employee Parking Q1 2026	04/01/2026
412	Interpreting services for ADA Advisory Commission	04/30/2026
35	Dues and fees for networking/outreach opportunity	04/30/2026
40	Notary Bond Fee for Investigator Scott McKinnie	05/27/2026
453.2	Translation services for ADA Advisory Commission	05/31/2026
16.5	New employee nametag	05/31/2026
143	Diagnostic and shipping fee to repair out of warranty	
175.62	Phone Bill for staff cellphones	
260	Membership for Investigator training	
250	International Association of Human Rights Agencies	



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189	Registration fee for training: Legal Lowdown: ASHRM	
35	Registration - "Make it Monday" forum for ED	
50	YWCA International Women's Day Celebration event	
74.24	Partial Delivery - Kleenex and Plastic dividers	
181.26	ATT Phone Bill for January services	
181.26	ATT Phone Bill for staff phones	
10,978.31		TOTAL

III. Outreach

1. Key Performance Indicators

Number of Outreach and Education events and social media	YTD
In-person	48
Social media	44

2. Outreach and Education Highlights (April and May)

- Anchorage Chamber Youth Summit volunteering (April)
- MOA Health Department AERC Presentation (April)
- MOA Older Americans Month Celebration (May)
- Anchorage Chamber Diversity Committee (May)
- Anchorage Travel Expo (May)
- Social media post highlights: Fair Housing Month, Trans Day of Visibility, Neurodivergent Accommodations, ALSC Legal Clinics, Hmong Veteran's Day Event, Multicultural Festival.

VI. Additional Items for Commission Consideration

1. Strategic planning