



Suzanne LaFrance,
Mayor

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Anchorage Equal Rights Commission

To: Anchorage Equal Rights Commissioners
From: Jennifer Booz, Executive Director
Date: July 17, 2025
Subject: Executive Director's Monthly Report June 2025

Executive Summary

The new Executive Director, Jennifer Booz, started June 23, 2025. Paul Ervasti, outgoing Interim Executive Director will continue with the AERC providing legal guidance. The [Municipal Audit Committee](#) met July 2nd to discuss the AERC Internal Audit Report. There were no additional findings. There may be a follow-up audit in 2026. Staff are currently focused on addressing the audit findings as strategic objectives.

Strategic Objectives

1. **Cases.** 100% of case determinations within 240 days after filing of the complaint.
2. **Finances.** Develop financial oversight plan by August 31, 2025.
3. **Records.** Maintain up-to-date information and record keeping by August 31, 2025.
4. **Outreach.** Develop an Outreach and Education plan by November 30, 2025.
5. **Procedures.** Develop a policy and procedure manual by November 30, 2025.

Cases

I. Key Performance Indicators

A. Cases YTD

Inquiries	184
Complaints	32
Open	43
Closed	11
240+	3

B. Percentage of inquiries responded to within 24 hours-YTD 97.83%

II. Case Management Highlights: Inquiries.

III. Case Management: "What Makes a Good Investigation"

Finances

I. Key Performance Indicators

A. Budget 2025

Supplies	1,200
Non-Labor Expenses	11,975

B. June Expenditures

International Association of Human Rights Agencies (IAOHRA)	Annual Membership Renewal	250.00
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Records

- I. Evaluating replacement of Time Matters. Completed RFP with [HighQ](#), soliciting 2 additional RFPs. Cost is a concern.
- II. Marketing materials inventory tracking in place
- III. Outreach and Education tracking

Outreach

- I. Key Performance Indicators

Number of Outreach and Education events	YTD 15
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- II. Outreach and Education Plan in development

Procedures

- I. Collecting policies and procedures for Administrative Procedure Manual.
- II. Exit Interview

Additional Items for Commission Consideration

- I. Municipal [quarterly report](#) submitted to Office of Budget and Management (OBM)
- II. Audit recommendations: Case Management Plan, Financial Plan and Record Keeping Plan shared at next Commission meeting.
- III. Commission Retreat
- IV. Commission Strategic Plan (expires 2025)
- V. 50th Anniversary of AERC-December 30th (adopted)