



MEMORANDUM

TO: Marijuana Control Board

DATE: September 8, 2022

FROM: Carrie Craig, Records and Licensing
Supervisor

RE: Licensing Report

Staff Changes

Marijuana examiner, Oliva Frank, submitted her resignation on August 2nd. The position had been posted and it closed at 5:00 pm September 15th. We anticipate interviewing candidates after these board meetings and our goal is to have two new examiners onboarded no later than the end of October, which is perfect timing to begin learning the alcohol renewal processes.

Amid the growing backlog of applications, and a massive amount of renewal intake to process with the expiration deadline looming over us, staff unanimously declared “all hands on deck”. Nathan Hall, Maya Ali and even the director sacrificed a few Saturdays to complete the renewal intake ahead of the deadline. Maya and her assistant Christel Brito, processed all the renewal payments. Audrey Saylor scanned all the physical paperwork that had been submitted into the appropriate folders. Nathan, myself and the director focused on logging the information into the tracking queue and database.

Additionally, Acting Program Coordinator, Jane Sawyer, began cross-training the other examiners, along with myself and the director, on the process of the reviewing of various marijuana applications. One of AMCO’s goals is to have every examiner knowledgeable in all statutes, regulations and the processing of alcohol and marijuana documents.

I know I said this at our last meeting, but it bears repeating: big thanks to the Licensing and Admin staff for their hard work, dedication and excellent sense of humor over the last few months.

Renewals

Out of the 464 licenses to be renewed this year, 12 licensees were issued an expiration letter mid-September. The letter included options for the licensees to either apply for a new license or to request a reinstatement of the expired license if they wish to seek authority from the board to operate. Last year only 6 licenses were expired. In addition, there are 11 licenses that were voluntarily surrendered or notified this office they were not renewing. Last year there were 12.

License Type	# Expired	# Surrendered/ Notified
Limited Cultivation	4	8
Standard Cultivation	4	3
Retail Store	3	0
Product Manufacturing	1	0
Total:	12	11

Bits and Pieces

Enforcement has now taken on the review process for MJ-14's which are the licensed premises diagram change forms, as well as the alcohol equivalent.

If an applicant or licensee has significant questions or requires detailed assistance regarding their application documents, I strongly urge them to call or email our Anchorage office and schedule a one-on-one appointment with an examiner. Staff is always ready to assist walk-ins with quick questions; however, they will not be able to deem an application complete at that moment – that happens later after a thorough review and the applicant will be notified.

In case licensees were not aware, our office will accept digital signatures and notaries.

Reminders

AMCO staff continues to work diligently to keep wait times as short as possible, but please keep in mind that applicants may experience a longer waiting period due to the current backlog.

Licensing questions/concerns/applications may be submitted via email to marijuana.licensing@alaska.gov except for fingerprints and payments, or you may call 907-269-0350 and follow the necessary prompts.