



## MEMORANDUM

TO: Robert Klein, Chair  
and Members of the ABC Board

DATE: January 31, 2016

FROM: Cynthia Franklin, Director

RE: Director's Report

### Licensing Section

The Licensing Section has continued to process renewals since the board last met. All licensing examiners are working at full speed and our newer examiners continue to learn Title 4 and the alcohol regulations at a breakneck pace. The licensing examiners have been assigned investigators in order to ensure that communications between the two sections flow smoothly.

### Enforcement Section

James Hoelscher was appointed as Enforcement Supervisor beginning December 21, 2015. He has continued his efforts to achieve consistent responses to questions posed to the enforcement unit and is currently working on developing an FAQ bank for questions and answers.

The entire enforcement team met in Anchorage in December and continued the effort to update the enforcement section of the policy manual. Completion of the new manual is expected in the first quarter of 2016.

The enforcement team changed to an alternate work week schedule in order to be able to visit liquor licensed establishments later in the afternoon and early evening. James is keeping enforcement statistics in a spreadsheet that reflects all enforcement activities in one place. The spreadsheet updated through January 15, 2016, is attached to this report.

Governor Walker's Chief of Staff approved the continued recruitment of our only two open positions, an enforcement officer in Anchorage and an enforcement officer in Fairbanks. James is managing the recruitment and we expect to have the positions filled before the board's next meeting in April.



### **Administration Section**

We have a new Administrative Assistant since the board last met. Please welcome Naomi Johnston to the AMCO team. Naomi brings years of administrative experience to the table and she is fitting in well with our outstanding team of administrative professionals. The admin team has been working on the website, and Naomi developed a spreadsheet that is now on the website to provide transparency to the public on municipal refunds of licensing fees.

### **Travel Ban and Hiring Freeze**

Governor Walker has enacted a travel ban on state employees and boards and commissions, as well as a hiring freeze for cost savings in the state fiscal crisis. The board will meet in person today but all other meetings will be sited in the four districts as usual with all but the board member living in that district and the director attending the meeting remotely. I am working with DCCED to get newer technology for distance meetings. It is my hope that we will have new solution in place before the July meeting at the latest.

### **Additional Activities**

On January 25, 2016, I traveled to Juneau and appeared at a Legislative “Lunch and Learn” with Chair Klein and Jeff Jesse of the Alaska Mental Health Trust. We spoke to the attendees about the Title 4 Stakeholders Group and the current iteration of SB 99.

Sarah Oates, our Records and Licensing Supervisor, and I have attended several Title 4 Steering Committee meetings since the board last met. There is a separate agenda item to update the board regarding the status of SB 99 and the stakeholders work.