



MEMORANDUM

TO: Board Chair and Members of the ABC Board DATE: December 17, 2018

FROM: Mikal Milton, Records and Licensing Supervisor RE: Licensing Report

Staff Updates and Workloads

We have added two new team members to fill out our licensing staff. Jennifer Dufresne joined us as our Administrative Assistant (AAI) on November 5th and is currently processing permit applications while Campbell Anderson is still assisting with intake of license applications during her training. Our other team member is John Church who has filled the Occupational Licensing Examiner (OLE) position. He is currently processing the alcohol renewal applications that we have received while Carrie Craig is working on new and transfer applications.

Alcohol License Renewal Applications

Since our office sent out renewal applications, we have received approximately 440 applications, approximately 48% of the licenses due to renew this year. There have been 324 renewals deemed complete to be considered on this agenda which is approximately 36% of the licenses due to renew.

As a reminder, I strongly encourage licensees – in the best interests of all – to submit their renewal applications as soon as possible, in order to provide examiners adequate time to review applications and licensees adequate time to submit any necessary corrections.

Any licensees whose license expires in 2018 who has not received their renewal application should contact the AMCO office as soon as possible so that we may provide an additional copy of the application.

Any licensee who provides a contact email address should monitor that email inbox and junk folder, in case an incomplete letter is sent by a licensing examiner that requests corrections to the application. A licensee will be required to submit all corrections to complete an application by the deadline provided in an incomplete letter, in order to avoid potential late penalties or license expiration for failure to renew in a timely manner.