



## MEMORANDUM

**TO:** Alcohol Control Board

**DATE:** June 1, 2020

**FROM:** Glen Klinkhart, Interim Director

**RE:** Director's Report

### OPERATIONS:

As the scope and urgency of the COVID-19 virus issue became more dire and widespread the plans we created at AMCO for remote working and social distancing were implemented. As COVID-19 related statewide health mandates have been changing, AMCO has begun to create new contingency plans, these more gear towards what the "new normal" will look like for AMCO and for the licensees we work with. Even within the office, there will not likely be a "one size fits all" solution. I am working with AMCO admin, licensing, and enforcement to see what procedures and processes we can create for the different teams to maintain acceptable levels of support and enforcement while keeping the AMCO staff safe.

Since the last board meeting in late March, AMCO staff has done a tremendous job of adapting to the changes inside and outside the office. Besides quickly putting together four (4) emergency ABC board meetings staff also had to support and respond to five (5) emergency MCB board meetings as well. This does not include all the additional work requests produced from these important COVID-19 related meetings. Although the staff may not always be physically in the same office at the same time, they have been working together to support this board and the licensees, and always with a good attitude. The past two months of this crisis has been difficult on everyone and despite a lot of hard work by the staff we need to continue to look for ways to increase our productivity and communication with each other, the board, and the licensees.

I would like to specifically ask the board to know that the following members of the ABC/MBC team have been especially hard working and diligent in helping the mission of AMCO. Jennifer Dufrene, Administrative Assistant, and Jason Davies, Criminal Justice Technician II, have been the glue which has helped keep the entire AMCO office, and by association the board, functioning during these difficult times. When AMCO needed one or more people to stay in the AMCO headquarters to coordinate anything and everything we might need during this pandemic, both Jennifer and Jason volunteered to come into the AMCO offices every work day. While working alone in separate parts of the office, there has been no job that has been too large or too small for them to tackle and they have done so without question or complaint. Being flexible and

willing to perform functions outside of their normal role has made these two staff members the key to allowing the rest of their coworkers to be able to function remotely and safely. I simply cannot thank them enough for all they have been doing for AMCO.

And last, but not least, I wish for the board to recognize all the very detailed and very arduous work accomplished by your legal advisor during these extremely difficult times, Assistant Attorney General Joan Wilson. AMCO would not have been able to provide the kind of support that this board and the licensees desire without her legal insight.

**BOARD CONSIDERATION:**

At the time of this director's report, there is reason to believe that several ABC applications to AMCO were submitted before the turn-in deadline, however due to challenges with incorrect applications, incomplete forms, and/or limited staff resources due to the COVID emergency, some files were not ready for this meeting. I ask the ABC board to consider a special short emergency meeting in mid-July to review and consider these special applications.

**NEXT MEETING:**

The next ABC Board meeting is scheduled for August 18, 2020 potentially in Nome, Alaska or, depending on the ongoing COVID-19 situation, telephonically.

*Glen Klinkhart*  
Interim Director  
Alcohol & Marijuana Control Board  
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