



MEMORANDUM

TO: Alcoholic Beverage Control Board

DATE: June 1, 2020

FROM: Carrie Craig, Records and Licensing
Supervisor

RE: Licensing Report

Staff Changes

The vacant Occupational Licensing Examiner position was posted May 21, 2020 and closed June 1, 2020. When this report was drafted it was unknown how many applicants are in the pool.

Due to the Covid-19 outbreak our small licensing staff, who are relatively new to the transfer and new license application process, are currently working remotely. This makes any "hands-on" training challenging as we adjust from a hard copy, paper-based process to being completely digital. The unfortunate outcome to this crisis is applicants are experiencing a longer than usual review period, however I can assure you that the licensing staff has remained diligent and just as hard working as they have been in the past.

I want to specifically give a special shout out to Jennifer Dufresne, our Administrative Assistant. She has continued to faithfully come into the office every day to provide her support to staff and has taken it upon herself to learn additional licensing procedures to ease some of the burden. Jennifer is an extraordinary asset to AMCO and it my hope to further her education in licensing.

Alcohol Application Statistics

There are 13 new applications, 15 transfer applications and 26 renewal applications to be considered on this agenda.

Permit Application Statistics & Information

Considering the recent Covid-19 crisis, many events have been cancelled and we have noticed a lessor amount of permit applications being submitted. For example, since April 1, 2020, there have been approximately 15 permit applications submitted and all of those permits were approved and issued.

I would like to remind licensees that licensing questions and applications may be submitted via email to alcohol.licensing@alaska.gov, except for fingerprints and payments. Permit questions and applications may be sent to amco.permits@alaska.gov.

As a reminder, do NOT send your credit card information via email. Instead, if you wish to pay via credit card please either provide a phone number at which AMCO staff can call for payment or provide a mailed copy of form AB-31 Credit Card Payment Form. As always, if there are questions regarding the renewal or any other licensing process, please contact the above email or call 907-269-0350 and follow the alcohol licensing prompts