



## MEMORANDUM

TO: Marijuana Control Board

DATE: August 4, 2021

FROM: Carrie Craig, Records and Licensing  
Supervisor

RE: Licensing Report

### **Staff Changes**

On July 12<sup>th</sup>, our two new licensing examiners, Colleen Button and Lee Bulaong-Guinto, joined the Licensing team. They have both quickly picked up our processes and are currently reviewing new and transfer alcohol licensing applications. Kristina Serezhenkov continues to excel in her review of alcohol applications.

Olivia Frank and Nathan Hall have fully transitioned to processing marijuana renewal applications and continue their training with Jacqlene Drulis, Local Government Specialist and seasoned marijuana licensing examiner.

Jennifer Dufresne continues to operate our front desk and processes all permit applications. She makes our jobs much easier.

It is awesome to have our Licensing team fully staffed! That said, I need to point out that even though we are fully staffed, application processing times for both alcohol and marijuana will remain to be slow while four of the five examiners are in training. Barring any unexpected circumstances, management anticipates that by the end of this year we should be up to speed and knocking out applications for both industries.

### **MJ-15d Update**

At the June MCB meeting, the board motioned to adopt the regulations project on raising the THC content limit for edibles. Staff is in the process of creating a short form for licensees to notify our office of their pre-approved products that will have increased THC. This form will be made available on our website when the regulations goes into effect in the next thirty days.

### **Applications**

#### **Renewals**

The renewal process for marijuana is more streamlined than it is for alcohol. In alcohol, everything is paper-based and every renewal application needs to be presented to the ABC board for consideration per statute. Marijuana is fortunate in that the process is in digital form and unless a renewal needs special consideration from the MCB board, AMCO staff has been delegated the authority by the board to approve and issue the renewed licenses.

Out of the 436 licenses to be renewed this year, we have received approximately 404 renewal applications for processing.

To date we have been notified that there are 8 licenses that will not be renewing. Our tracking spreadsheet shows that there are about 30 license renewals that have not yet been submitted to our office. The Expiration Warning letter was emailed to those licensees on August 6th.

However, out of the 404 applications that have been submitted, 77 of those have been reviewed and deemed complete. There are 327 in the queue waiting for review by an Examiner. Nathan and Olivia are solely tasked with processing these renewal applications.

Beginning the week of August 23, 2021 AMCO staff will be sending a letter which will authorize the continued operation for sixty days to the licensees who have submitted and paid for their renewal application while we complete the review process and await responses from local governing bodies. We have previously used this successful process for both the alcohol and marijuana renewal cycles.

As a reminder to licensees, any marijuana establishment that fails to submit a complete license renewal application on or before August 31, 2021, for any reason, including failure to pay any required fees or submit accurate and complete copies of any required supplemental documents, will have its corresponding license expire at 12:00 midnight on August 31, 2021.

#### New/Transfer/Other Applications

Since January 1, 2021, AMCO has received and placed approximately 165 various marijuana applications in the queue and 44 of those have been deemed complete to date. At this time, the "to be reviewed" queue has approximately 110 various marijuana applications waiting for processing by an Examiner, all of which were received from March to present.

After this meeting there will be seven weeks for staff to review and process applications until the deadline for the October meeting. During this time, Jacqlene will be focusing her attention primarily on processing applications in the master queue while training and auditing the other examiner's work.

#### **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](mailto:marijuana.licensing@alaska.gov), except for fingerprints and payments, or you may call 907-269-0350 and follow the necessary prompts.