



AA

## MEMORANDUM

TO: Marijuana Control Board

DATE: June 21, 2022

FROM: Carrie Craig, Records and Licensing  
Supervisor

RE: Licensing Report

As you know, I had the honor to serve as AMCO's Acting Director in the interim after former Director Klinkhart resigned and Director Wilson came onboard. The experience was challenging, as I expected it to be, and I was way outside of my comfort zone, but I love a good challenge and a chance to gain more knowledge and skills. I am deeply grateful for the trust that was given to me by the governor, my supervisors/peers and by members of the alcohol and marijuana industries. Thank you for the opportunity and thank you to staff for assisting me and putting up with all my questions.

### Staff Changes

AMCO is fully staffed. In addition, the office's Local Government Specialist has fully trained the three marijuana licensing examiners and will be fully turning to the requirements of this position. While not directly relevant to the Marijuana Control Board, the passage of the Title 4 alcohol rewrite will lead to additional changes in the office. AMCO Licensing will gain a new examiner position in the next fiscal year which will give us three alcohol examiners and three marijuana examiners. This will be important so that services to the marijuana licensees will not be impacted.

We are aware of a continuing backlog in processing marijuana licenses. As such, we are looking at bringing on a long-term, non-permanent position for a four to six month period to handle application intake. Intake is different than the thorough review and processing an examiner completes. Performing intake consists of processing fees, creating files, data entry, a quick review of the application documents to verify the bare minimum requirements have been met and so forth. Staff can attest that managing intake is a full-time task which strips away valuable time that the examiners could be utilizing to process applications that have already secured their place in the queue.

Again, big thanks to the Licensing and Admin staff for their hard work, dedication and excellent sense of humor over the last few months. It has been busy and will only get busier for all AMCO staff in the coming months with Senate Bill 9 coming into fruition.

### Renewals

The formal renewal notification was emailed to all Active-Operating licensees on April 28, 2022. This renewal cycle, there are 460 licenses to be renewed. To date, we have received 283 applications. Last year at our June meeting, I reported our office had received only 80 renewals.

There had been some confusion regarding who was required to submit fingerprints for a background check with this year's renewal cycle. On May 5<sup>th</sup>, we sent an email to the licensees with an attached spreadsheet of individuals who were not required to provide a fingerprint card and the fee with their application. However, it came to our attention that the attachment seemed to be missing names of individuals that completed their investigations in 2018. As we were researching this error, we found that the background tracking spreadsheet was missing valuable information from 2018. When this was discovered, Jason Davies, our Criminal Justice Tech, immediately began recreating that information in the spreadsheet by pulling banker boxes of physical copies of those background reports and manually inputting them back

into the spreadsheet. If any licensee has any questions regarding this requirement, please reach out to us and we will happily assist you.

That said, I just want to give a shout out to Jason – he is undoubtedly one of the hardest working people at AMCO and, speaking for myself, I would not know what to do without him.

For the benefit of this Board and all licensees, any application that is submitted after June 30, 2022 is delinquent and will be assessed an additional non-refundable \$1,000 late renewal application fee under 3 AAC 306.100(b).

Any marijuana establishment that fails to submit a complete license renewal application on or before August 31, 2022, 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, 2022. The only exception is if the license qualifies for license reinstatement. We expect these regulations to be effective August 1, 2022.

### **New/Transfer/Other Applications**

At this time, the “to be reviewed” queue has 75 various marijuana applications waiting for processing by an examiner. From January 1<sup>st</sup>, 2022 staff has deemed 106 marijuana applications complete. For comparison, in 2021 staff had deemed 112 applications complete during the same timeframe.

<b>LICENSE APPLICATION QUEUE BREAKDOWN</b>		
<b>APPLICATION TYPE</b>	<b># OF APPS</b>	<b>ADDITIONAL INFO</b>
New Applications	18	
Transfer Applications	17	
Conversion	1	
MJ-13 Name Change	3	
MJ-14 Premises Diagram Change	11	3 w/ a MJ-15
MJ-15 Operating Plan Change	13	1 w/ a MJ-16
MJ-16 New Products	5	some w/ multiple products
MJ-17 Ownership Change	5	
Onsite Consumption Endorsement	2	
<b>TOTAL</b>	<b>75</b>	

As described in Director Wilson’s report, AMCO will also schedule a meeting with licensees and their legal counsel to identify ways to address the backlog in the queue, including reorganizing review based on industry interest and board consent.

### **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.