



## MEMORANDUM

TO: Board Chair and Members of the ABC Board      DATE: March 27, 2018  
FROM: Sarah D. Oates, Program Coordinator      RE: Licensing Report

### **Staff Updates and Workloads**

The licensing unit currently has two vacant positions. We conducted interviews of numerous excellent candidates for an Occupational Licensing Examiner (OLE) on March 15, and we hope to have hiring approval for one by this meeting.

The second position has been vacant since July, as we have been working to get the position reclassified to a Records & Licensing Supervisor (RLS). We recently received notice that the reclassification is complete, and we hope to have the recruitment posted by this meeting. Under my supervision, the RLS will be responsible for a number of my current duties for the licensing unit, including supervision and training of OLEs and the licensing Administrative Assistant, preparing Board meeting agendas and materials, and updating forms. The addition of this new position will require a substantial amount of training and assistance from me, but it will enable me to better assist Director McConnell by devoting more time to complicated projects.

OLE Jane Sawyer began training Jacqlene Drulis on processing of marijuana license applications shortly after the last Board meeting. Meanwhile, TJ Zielinski and Carrie Craig made it through their first liquor license renewal season, having processed nearly all of the received applications. They have been learning to process new and transfer license applications since the last meeting. Campbell Anderson started as the licensing team's Administrative Assistant on February 16, and the support that he has added to the team, from processing all permit applications to acting as the first point of contact for the office, has been invaluable.

### **License Renewal Applications**

On February 12, reminder notices were mailed out to 248 licensees (almost 26%), including those who had yet to submit corrections to complete their renewal applications, and to licensees who had not submitted applications at all. These letters seemed to be helpful, as we ultimately had over 92% of the 966 licenses that were due to renew this season submit complete applications and fees on time.

On March 10, we sent 82 expiration letters via certified mail to licensees who failed to submit complete applications and fees for 2018/2019 license renewal by February 28.

Marijuana license renewal applications will be sent out later this month.