



MEMORANDUM

TO: Board Chair and Members of the ABC Board DATE: June 12, 2018

FROM: Sarah Oates, Program Coordinator RE: Licensing & Education Report

Staff Updates and Workloads

Our newest Occupational Licensing Examiner, Mikal Milton, joined our team on April 16th from the Anchorage School District. She has been processing alcohol license applications and is already proving to be a valuable addition to the team.

The licensing unit currently has one vacant position. We plan to conduct interviews for the Records & Licensing Supervisor position next week and hope to have all positions filled by early next month.

Marijuana License Renewal Applications

Last month, we sent out marijuana license renewal applications. So far this season, we have over 215 licenses that are renewing. Throughout the marijuana renewal season, examiners Carrie Craig and Mikal will continue processing alcohol license applications, while Administrative Assistant Campbell Anderson continues with permit applications.

Education

Local Government Specialist Jed Smith and I have been working on a short-term training plan to help local governments have a better understanding of alcohol and marijuana laws, licensing and enforcement procedures, and expectations requirements of the local governing bodies.

Over the next couple of months, we will be establishing a more-comprehensive training plan, that will include outreach and education to stakeholder groups, production and updating of instructions and guidance materials, and strategies to improve communication with stakeholders and the public.