



## MEMORANDUM

TO: Peter Mlynarik, Chair, and Members of the Marijuana Control Board      DATE: September 5, 2017

FROM: Sarah Oates, Program Coordinator      RE: Licensing Report

**Total Applications Received as of September 5, 2017** **863**

1) Applications by the Numbers	
a. Voided	122
b. New Status	76
c. Initiated Status	352
d. Under Review Status	45
e. Incomplete Status	6
f. Complete Status	23
i. Determined Complete by August 25	23
g. Active – Pending Inspection Status	46
h. Active – Operating	128
i. Delegated Status	40
j. Tabled Status	5
k. Rescinded Status	15
l. Denied Status	3
2) Applications by License Type	
a. Cultivation Facility applications	521
b. Testing Facility applications	12
c. Retail Marijuana Store applications	211
d. Product Manufacturing Facility applications	119

### **Agenda Closing Date**

In order to be on the November, 2017 meeting agenda, applicants who have received incomplete letters must submit all corrections and complete documents by close of business **October 27, 2017**. Any other persons who wish to have documents included in the Board packet must also have them submitted by this deadline. Applications on this agenda were completed by August 25, and comments included in the Board packet were submitted by that date.



### **Staff Updates and Workloads**

As Director McConnell has already mentioned, our office has been operating with a skeleton crew. As of today's date, we have six vacant staff positions, four of which are licensing positions. I returned from my maternity leave on August 7. During the majority of the two months that I was gone, the licensing team had only one examiner whose time was solely dedicated to processing marijuana license applications. I have been processing liquor license applications with my team to help work through some of the backlog.

### **Email Notifications**

In response to the ABC Board's request to have increased communication with licensees and members of the public regarding proposed regulations projects, application deadlines, and Board meeting dates, I have been working with department staff to have a new online sign-up created for persons who wish to receive these types of notifications. We will be sending out an email to those who signed up for email notifications from the [PSUInfo@alaska.gov](mailto:PSUInfo@alaska.gov) address, with an option to "unsubscribe". Although the sign-up isn't yet live, we hope to have this and running by the November Board meeting.

### **Renewal Applications**

I am very happy to announce that all 113 licenses that were set to expire on August 31, 2017 had complete renewal applications submitted on time, so no licenses had to be expired. As requested, we have brought to the Board for consideration any renewal applications for licenses that received notices of violation, protests from local governments, or objections.

### **Transfer Applications**

Our team is continuing to work with IT staff on getting the online transfer applications functional, but we still do not have any reasonable expected timeframe in which that will be available. As a result, and because of the increasing need and demand to have a transfer application available, the following three new forms have been included in your Board packet for consideration and approval:

- Form MJ-17b: License Transfer Application Checklist
- Form MJ-17c: License Transfer Application
- Form MJ-19: Creditors Affidavit

Upon Board approval of the forms, we will make them available on our website and begin accepting ownership transfer applications immediately. Additionally, we will send out notifications that transfer applications are available and must be completed, to all licensees who have submitted copies of Form MJ-17a: Temporary Ownership Change Report – Transfer Required (the placeholder for a transfer application).