



MEMORANDUM

TO: Board Chair and Members of the Marijuana Control Board DATE: January 22, 2018
FROM: Sarah Oates, Program Coordinator RE: Licensing Report

Total Applications Received as of January 22, 2018 **1002**

1) Applications by Status	
a. Void	156
b. New	86
c. Initiated	372
d. Under Review	61
e. Incomplete	8
f. Complete	22
i. Determined Complete by January 5	22
g. Active – Pending Inspection	50
h. Active – Operating	166
i. Delegated	43
j. Tabled	4
k. Rescinded	20
l. Failed to Complete	5
m. Denied	7
n. Surrendered	1
o. Revoked	1
p. Transfer Applications	12
2) Applications by License Type	
a. Cultivation Facility applications	599
b. Testing Facility applications	14
c. Retail Marijuana Store applications	243
d. Product Manufacturing Facility applications	146



Staff Updates and Workloads

Our Occupational Licensing Examiner, Mark Bailey, will be leaving AMCO for outside employment. He has been fluctuating between processing alcohol and marijuana license applications, and his last day with us will be Friday, February 9th. Examiner Jacqlene Drulis will begin processing marijuana license applications next week.

New examiners TJ Zielinski and Carrie Craig started with us on November 16th and have been responsible for processing the majority of all license renewal and permit applications that have been submitted to the office since then. They are quickly learning liquor licensing laws and procedures, and they will begin processing new and transfer liquor license applications at the beginning of February.

We conducted interviews last week for a new Administrative Assistant I position that will serve as licensing support. This position will be responsible for many time-consuming administrative duties of the licensing unit, including permit application processing, intake and finalizing of license applications, and organizing received correspondence. We hope to receive hiring approval and have the incumbent start as soon as possible, so that we may improve our customer service while increasing efficiency of the licensing team.

The job posting for the examiner position currently held by Mr. Bailey closes at 4:30pm today; we will conduct interviews of qualifying applicants as soon as possible.

Liquor License Renewal Applications

On October 31, 2017, we mailed out 964 license renewal applications to all licensees who hold 2016/2017 liquor licenses. Over half of those applications were submitted to us within a two-week period, so the licensing staff has been working diligently to ensure that all statutory deadlines are met.

Marijuana Transfer Applications

As of today's date, we have received ownership transfer applications from all marijuana licensees who were sent notices on November 2, 2017, that the transfer application was available. All of the applications are being reviewed by examiner Jane Sawyer, and applicants appear to be working toward getting corrections submitted within 90-day deadlines provided in incomplete letters.

Updated Forms on Website

The new marijuana license application forms have been posted to our website, along with a notice that any documents submitted on or after February 1, 2018, must be on the revised forms, as agreed to by the Board at the November 29th meeting.