



MEMORANDUM

TO: Board Chair and Members of the Marijuana Control Board DATE: March 28, 2018

FROM: Sarah D. Oates, Program Coordinator RE: Licensing Briefing

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 alcohol permit applications to acting as the first point of contact for the office, has been invaluable.

License Renewal Applications

Marijuana license renewal application forms and instructions will be sent out on or before May 1. A list of all licenses that are required to be renewed, along with renewal instructions and forms, will be made available on our website at that time. The list will be updated weekly through June 30, 2018, as any establishment that is in Active – Operating status on or before that date must renew the license during this renewal period, as required by 3 AAC 306.035.



<u>Total Applications Received as of March 28, 2018</u>	<u>1074</u>
A. Applications by Status	
1. Void	156
2. New	41
3. Initiated	260
4. Under-Review Queue	74
5. Incomplete	13
6. Complete	29
a. Determined Complete by March 16	29
7. Active – Pending Inspection	42
8. Active – Operating	189
9. Delegated	46
10. Tabled	2
11. Rescinded	23
12. Failed to Complete	199
13. Denied	9
14. Surrendered	1
15. Revoked	2
B. Applications by License Type	
1. Cultivation Facility applications	626
2. Testing Facility applications	14
3. Retail Marijuana Store applications	266
4. Product Manufacturing Facility applications	168