



MEMORANDUM

TO: Marijuana Control Board

DATE: April 5, 2022

FROM: Carrie Craig, Records and Licensing
Supervisor

RE: Licensing Report

Staff Changes

On February 7, 2022 Colleen Button submitted her resignation as an Occupational Licensing Examiner. Her last day was March 1st and we miss her dedication and sense of humor.

After a successful recruitment, Audrey Saylor became our new licensing examiner on April 4, 2022. She joins us from the Department of Administration as an Accounting Technician and is working closely with the other alcohol examiners, learning how to review alcohol renewal applications. A big thank you to Kristina and Regina for assisting with her training.

Training related to completing and reviewing marijuana applications continues. It is a long and complicated process, but the team has been successful especially when working remotely. I am extremely proud of the entire licensing staff.

Updated Marijuana Forms

As Director Klinkhart mentioned in his report, we have removed the notary requirement from most of the application forms. These forms have also been made as fillable as possible, hopefully to be publicly available on our website as soon we can. As requested by the board, the MJ-05 and the MJ-16 forms, regarding products, have an added a separate box for flavors and a request that the applicant provides the SOA Department of Agriculture's registration number for hemp/CBD ingredients.

Through trial and error, we discovered that the updated forms appear best on certain browsers such as Google Chrome or Firefox. If anyone is having problems with the forms online please contact our office and we will send the correct form.

Renewals

On or before May 1, 2022, AMCO is required by 3 AAC 306.035 to email a notice that a marijuana establishment with a license in active and operating status must file a renewal application not later than June 30, 2022. The notice will include a hyperlink for the licensee to access the electronic renewal application.

New/Transfer/Other Applications

Since January 1, 2022, to the date of this report, AMCO staff has received 36 various applications and placed those in the queue. This year, staff has deemed 66 marijuana applications complete. For comparison, in 2021 staff had received 74 applications and deemed 60 applications complete during the same timeframe.

At this time, the "to be reviewed" queue has 51 various marijuana applications waiting for processing by an examiner.

Splitting the Queue

The request to split the queue was brought to us by industry members at the January meeting. The board agreed this could potentially decrease the processing times for applications and I said I would consider the practicality of the request with the licensing staff. At our meeting, it was apparent no one was opposed to splitting the queue. However, the issue is timing, staff, training and workloads. I am not saying it is never going to happen. What I am saying is that it will happen, but just not right now.

Delegated Authority/Streamlining Processes

You may recall in January's licensing report, I spoke about a streamlining discussion and the results of that conversation I had with the licensing staff. It became clear that there was some confusion regarding the expanse of the board's delegation of authority to the Director/AMCO staff. Working together, we came up with a delegated authority spreadsheet for both marijuana and alcohol boards (Tab 10). I would like to keep this a "living" document and bring it to both boards once a year for review.

Also in previous report, I suggested a possible regulation project to revise 3 AAC 306.035(b)(4), which states that a renewal application must report, for each licensee any convicted criminal charges and any civil violation of AS 04, AS 17.38 or in AAC 306 in the previous two calendar years. Licensees satisfies this requirement by completing the MJ-20. We believe by requiring just one licensee to complete the MJ-20, the processing time will be shorter.

We also asked the board for a regulation project to remove the requirement for licensees to submit copies of their proof of possession of premises when it has not changed and entity documents with every renewal application – 3 AAC 306.035(b). This will become a certification during renewal that these documents have not changed.

I respectfully ask the board to discuss and consider these two regulation projects.

Reminders

AMCO staff continues to work diligently to keep wait times as short as possible, but please keep in mind that applicants may experience a longer waiting period due to the current backlog.

Licensing questions/concerns/applications may be submitted via email to marijuana.licensing@alaska.gov except for fingerprints and payments, or you may call 907-269-0350 and follow the necessary prompts.