



Commonwealth of Massachusetts

CANNABIS CONTROL COMMISSION

ONE ASHBURTON PLACE, ROOM 313
BOSTON, MASSACHUSETTS 02108
TELEPHONE (617) 878-9853

STEVEN J. HOFFMAN
CHAIRMAN

CANNABIS CONTROL COMMISSION PUBLIC MEETING MINUTES

September 26, 2017 10:30 a.m.

One Ashburton Place,
Ashburton Café Meeting Room
Boston, MA 02108

COMMISSION MEMBERS IN ATTENDANCE

Chairman Steven Hoffman
Commissioner Kay Doyle
Commissioner Jen Flanagan
Commissioner Britte McBride
Commissioner Shaleen Title

COMMISSIONER MEMBERS ABSENT: None

DOCUMENTS DISTRIBUTED

1. Open Meeting Powerpoint
2. Draft Executive Director Job Posting
3. Draft Mission Statement

Chairman called the meeting to order at 10.30 a.m.

Chairman discussed the meeting room and thanks for the Comptroller's office for their assistance in securing meeting space.

Chairman stated that documents reviewed today would be posted on the website as soon as possible.

Chairman comments on the work done by the Commissioners and the work plan, outreach, building timelines and schedule. Chairman discusses plan to have weekly meetings.

Chairman discussed communications with the Commission. He identifies reaching the Commissioner by telephone, email and regular mail. He also proposes a protocol under which press inquiries would go to Chandra Allard via contact information provided on the website. He mentions that the only employment being solicited is the Executive Director, but other resumes would be received and kept on file. The Chairman proposes a calendar of events. Regarding inquiries about licensing and timelines, the deadlines for finishing the regulations is March 15, 2018 and applications cannot be accepted until 2018.

All general inquiries can go to CannabisCommission@state.ma.us.

The Chairman stated that there will be a time at the end of the meeting next week for public comments and questions. He notes that there may be meetings where there is not an opportunity for comments and questions because the agenda is full, but the intent is to have comment and question time regularly.

The Chairman calls for review and approval of the minutes from the September 11, 2017. Commissioner Doyle distributes minutes. Commissioner McBride proposed to accept the minutes. Commissioner Doyle seconded. 5 Commissioners voted in favor, unanimous.

The Chairman opened a discussion regarding the Executive Director position. He explains that the preliminary screening process will not be public, but the final interviews will be public. The Chairman thanked Commissioner McBride for her leadership in the designing of the hiring process, which will be open and expeditious. The Chairman is appointing a subcommittee to handle the hiring process and the subcommittee is the Chairman and Commissioner McBride, with Commissioner McBride serving as chairman. The job position will be posted on the website on September 27, 2017 and the applicants must get their information in by October 3, 2017. On October 6, 2017, there will be a public subcommittee meeting, but it will be opened to go immediately into executive session to discuss resumes and decide on candidates for first round interviews. On October 11 and 12, 2017, there will be public subcommittee meetings again, to go straight into executive session to conduct first round interviews and decide on finalists. On Tuesday October 17, 2016, there will be a public meeting to discuss the final candidates. If anyone is interested in the position must be willing and able to interview in public on that day. On October 19, 2017, there will be a public meeting to discuss and decide which candidate to hire.

The Chairman opened discussion of approval of job description. Commissioner McBride states that the job description was pulled from different Executive Director positions from other agencies and invites other Commissioner's perspectives. The job description states that the Executive Director reports to the Chairman, but Chairman is acting on behalf of the Commission as a whole. The job description is divided into sections: purpose, essential functions and responsibilities, other duties and responsibilities, supervisory responsibilities, experience and skills. Commissioner McBride asked for discussion on each section in turn. Commissioner Title asked if we could include the Executive Director's chairing of the Cannabis Advisory Board in the purpose. The other Commissioners agreed. Commissioner Doyle comments on essential functions and responsibilities, that the Executive Director will also serve on the Special Commission on Driving Under the Influence and the Working Group on Environmental and Energy Standards. Commissioner Title asks that technology personnel be added to the bullet point addressing staffing. Commissioner Title asked that monthly staff meetings be changed to weekly. The Chairman commented that it should be left to the discretion of the Executive Director and changed to regular, to which the other Commissioners agreed. Commissioner McBride asked for discussion on the minimum numbers of years. After discussion, the Commissioners agreed on 5 years. Motion taken on job description and approved by 5 Commissioners, unanimous.

The Chairman opened discussion on remote participation. The Chairman stated that he was referring to the Attorney General's guidelines pursuant to 940 CMR 29.10 on remote participation and circulating them to the Commissioners. Motion taken to adopt remote participation. All 5 Commissioners vote in favor of adoption, unanimous.

The Chairman opened discussion on the mission statement. The Chairman commented that he drafted the mission statement, but has not discussed it with the other Commissioners, and proposes to reiterate on the drafts until the Commissioners are comfortable with the mission statement. The Chairman related a business school case regarding cyanide-laced Tylenol and the results of the contamination, including the first nationwide recall and the taking of preventative measures, including tamper-proof packaging. The Chief Executive Officer was recognized for the rapid response to the tragedy, and explained that the employees understood the mission statement and carried it through. The purpose of the mission statement is to give guideposts to Cannabis Control Commission

employees as they carry out their duties. The Chairman invited comments from other Commissioners. Commissioner Doyle asked if “all concerned constituencies” includes legislators, state agencies, and municipalities. The Chairman agrees it does. Commissioner Flanagan suggested that it states that “partners” be added to “all concerned constituencies.” Commissioner Title further suggested that “citizens” be added to that sentence. Commissioner Title suggested that the second paragraph, last sentence, regarding encouraging participation by communities that have been disproportionately impacted by marijuana prohibition and enforcement, and add that the Commission will develop policies and procedures to encourage participation. Commissioner Title suggested on the first two bullet points, suggests adding that we will use a variety of media and use modern techniques. Commissioner Title further suggested a goal of becoming a national model for states following Massachusetts. Commissioner Flanagan asked to include public education in the health and safety portion, including the health effects. Commissioner McBride requested to add “enhance and ensure” regarding public safety and health. The Chairman thanked the Commissioners for their comments and he will return to the next regularly scheduled meeting with a revised draft.

The Chairman opened discussion on the public listening sessions. Commissioner Doyle announced the public listening period from October 1 to October 31, 2017 and announces the following dates:

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| October 4, 2017
10:00 a.m. | Holyoke Community College
Kittredge Center, Rm 301/303
303 Homestead Avenue
Holyoke, MA 01040 |
| October 5, 2017
10:30 a.m. | Barnstable Town Hall
367 Main Street
Hyannis, MA 02601 |
| October 6, 2017
8:30 a.m. | Bruce C. Bolling Municipal Building
2300 Washington Street
School Committee Chamber, 2nd floor
Roxbury, MA 02119 |
| October 10, 2017
10.30 a.m. | West Tisbury Public Library
1042 State Road
Vineyard Haven, MA 02568 |
| October 11, 2017
10:00 a.m. | Worcester Public Library, Saxe Room
3 Salem Square
Worcester, MA 01608 |
| October 12, 2017
9:00 a.m. | One Ashburton Place, 21 st Floor
Boston, MA 02108 |
| October 13, 2017
1:00 p.m. | Berkshire Community College
K111 Lecture Hall
1350 West Street
Pittsfield, MA 01201 |

Commissioner Doyle cautioned that dates and locations are subject to change, but that information would be posted on the website. She also stated that the Commissioners would not be answering questions, as the purpose of the listening sessions is to hear from the public regarding future regulations. In addition to the public listening sessions, there will be an invitee session for organizations with a known interest in future regulations. The invitee session will be at the Statehouse on October 2, 2017. If an organization has not been invited to the invitee session, they may attend a public listening session. Commissioner Doyle identified the email address and mailing address for submission of written comments. Commissioner McBride asked when the invitations were sent to the invitees. Commissioner Title clarified that they had been sent on September 25, 2017. Commissioner McBride asked if the invitee session would be public and Commissioner Doyle confirmed that it would be. Commissioner Title commented that she recommended that those presenting at sessions familiarize themselves with the law, so that they can tailor comments and not make requests that are already addressed in the law.

The Chairman repeated the information regarding the general email address for the Commission.

The Chairman provided an update as Interim Executive Director. First, finding a permanent Executive Director. Second, looking for office and meeting space. The Chairman expressed gratitude for the temporary space and equipment the Commission is currently using, but acknowledges that it is not optimal and that he is working with the Division of Capital Asset Management (DCAM) to secure interim and permanent space. DCAM has informed the Chairman that it will take between 12-15 months to get permanent space, so the Commission will need interim space, which will be in Boston. The Commission does not yet know where the permanent space will be. Third, he is making short-term emergency hires, including an Executive Assistant, a contractor to assist in technological project management, and a contractor to handle communications. The Chairman recognized the contribution of the Treasurer's director of communications, Chandra Allard. The Chairman plans to announce the results of these hires at the next regular meeting of the Commission. The Chairman announced the first meeting of the Cannabis Advisory Board on October 3, 2017 at 1 pm on the 21st Floor. The Chairman described the role of the Cannabis Advisory Board and its four subcommittees to make recommendations on regulations to the Commission.

The Chairman announced that he has no new business.

The Chairman announced a Commission meeting on Tuesday, October 3, 2017 at 10:30 a.m., but that he did not have a location yet, so it will be posted when that is determined, at least 48 hours in advance.

The meeting is adjourned at 11.20 am