



CANNABIS CONTROL COMMISSION PUBLIC MEETING MINUTES

March 27, 2018 10:30 a.m.

Gaming Commission Meeting Room

101 Federal Street, 12th Floor

Boston, MA

COMMISSION MEMBERS IN ATTENDANCE

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

COMMISSIONER MEMBERS ABSENT: None

LIST OF DOCUMENTS:

1. [Presentation](#)
2. [Meeting Minutes from February 20, 2018](#)
3. [Meeting Minutes from March 15, 2018](#)

Chairman Hoffman called the meeting to order at 10:30 a.m. and advised the meeting that it was being recorded. He noted that the Commission anticipated being able to accept applications for priority certification next week and acknowledged the work of Commission staff getting to that point. He welcomed Director of Government Affairs David Lakeman. Mr. Collins described David Lakeman's professional background and experience.

Chairman Hoffman acknowledged the role of the Executive Director for his integral role in all of the Commission's accomplishments.

There are two sets of minutes for February 20, 2018 and March 15, 2018. Chairman Hoffman asked if there were any questions or comments. There were none. Commissioner Doyle, Commissioner Flanagan seconded. The Commission unanimously voted to approve the minutes for February 20, 2018.

Chairman Hoffman asked if there were any questions or comments. Commissioner Flanagan moved, Commissioner Doyle seconded. The Commission unanimously voted to approve the minutes from March 15, 2018. The Chairman thanked Maryalice Gill for her work on the minutes.

The Executive Director presented his report. Mr. Collins said that he planned to present information next week or a future week to discuss long term facilities and an RFP for long term facilities, as well as, at a later meeting, an RFP for a satellite office. DCAMM drives the RFP process, but he is working on it. Chairman Hoffman asked when the commission needed to have an RFP approved for when the current lease expired in May, 2019. Mr. Collins answered mid to late April. Mr. Collins is optimistic about the ability to meet the deadline as the search area and criteria for the space is narrowed.

Mr. Collins identified four open positions. The Fiscal Specialist and Digital Director positions were originally planned to close this week, but he is extended the time to April 6, 2018, because they were not posted on MassCareers website. The other positions will be posted on MassCareers and our website will also close on April 6. Two positions closed last week: Community Outreach Director and Constituent Services Director. He said there had been a high volume of applications.

Mr. Collins discussed the workflow for applications processing. He referred to the slide entitled "Certification Process for Priority Applicants." It provides an example of steps necessary for an applicant to apply for certification. There are two different flows shown, but there are similar in terms of process. For an RMD to apply for certification, if the box is not colored in, it is an optional step. If it is filled in with a green color, it is a required field. For example, although the Commission wants to know a company's name, some are in the process of converting corporate forms, so any identifying information, such as from the Secretary of State or Tax ID number, will work, and who is the primary contact person. The Commission also would like key people identified, status with DPH and disclosure of any conflicts of interest with the Commission. Once that is completed, they submit. It is intentionally simple. The Commission will work with DPH to verify information.

With the economic empowerment applicants, the Commission will be trying to capture the same information: the company name, if there is one, or identifying information, key people, eligibility for the criteria in the regulations, and conflicts of interest. Applicants need to meet three of the six criteria, but the Commission is asking applicant to complete information for all six criteria fields, even if it is only to say that a criteria field is not applicable. The reason for that is that the Commission is taking an affirmative step to encourage participation and if someone fills in as eligible for four criteria fields, it makes it more likely that the applicant will meet at least three of the criteria. Mr. Collins read the six possible criteria. Chairman Hoffman asked what kind of documentation the Commission would be requiring for each. Mr. Collins said some would not require documentation, but others would, and it may be something like an affidavit, an organizational chart or staffing plan to show who your employees are or evidence of residency in an area of disproportionate impact. The instructions specify what kind of documents for some and is more open-ended for others. The Commission needs to be mindful of public records issues. The Commission does not want confidential information, such as Criminal Offender Record Information to be uploaded.

Chairman Hoffman asked about the licensing technology. Mr. Collins said he remains confident the system will go live on Monday. The certification process will start April 2, 2018 and application process for certified priority applicants will start April 17, 2018, because April 16, 2018 is Patriots Day. Mr. Collins will make sure the May 1 and June 1 dates do not fall on weekends. The Commission will put out more information about that process. The Commission also plans to put out guidance and screenshots. People should check the website for these documents. Mr. Collins said on April 2, he intends to open the system not at 9 a.m., but instead at noon, to make sure the Commission is equipped and ready.

Commissioner McBride asked Mr. Collins to discuss the timeline for review. Mr. Collins said that the Commission has received questions on this issue. The applications will be taken on a rolling basis, and if an application is submitted on April 15, 2017, it will be processed. Mr. Collins noted that the Commission had a small team, but they will make sure the application is complete and then make sure the information is accurate. The team will then make a recommendation to the Commission. The economic empowerment applicants may take more work to verify information by the staff. Mr. Collins also wants to make sure the verification process with DPH is efficient. Chairman Hoffman asked for the certification process and the application process starting on April 17, that the Executive Director and General Counsel

consider how the Commissioners can help out with the workload on the staff, because Commissioners are happy to pitch in. Mr. Collins said he would be happy to take the Commissioners up on that offer.

Mr. Collins said if an applicant applies for Priority Certification between April 1 and 15, and becomes certified, that priority certification will be honored whenever the applicant files its application. The applicant will be asked for a priority certification number that identifies it as a priority applicant. The applicant does not have to be certified as priority by April 17, to apply on that date, as long as they applied for certification. Commissioner McBride commented that it would benefit applicants to get their applications in on the earlier side. Commissioner McBride asked if the priority certification number would apply regardless of if the applicant would file on April 17 or October 17. Mr. Collins agreed that it would. Commissioner McBride asked how the Commission would let people know that they have been certified. Mr. Collins responded that once the Commission has approved the certification, the applicant would receive an email and a letter. The applicants do not need to know what type of license they are applying for, although the Commission would like that information. Commissioner McBride asked what happens if there is a decision not to certify someone—is there an appeal? Mr. Collins said that there was an appeal to the Commission, but the Commission staff will reach out and ask applicants to supplement information to demonstrate eligibility before eligibility. Commissioner McBride commented on the thoughtfulness of the process and commended the Executive Director, General Counsel and Maryalice Gill on their work on a short period of time.

Commissioner Doyle echoed Commissioner McBride's commendation. She asked about the conflicts of interest field being optional rather than required. Mr. Collins explained that there may not be a disclosure, so the applicant can leave the field empty. Commissioner Doyle clarified that there is an expectation that if there is a conflict, it must be disclosed. Mr. Collins added that there was a required attestation that the information submitted in the application was true.

Commissioner McBride clarified that the operational v. required steps for the certification process will turn to required for the actual application process. Chairman Hoffman asked if there would be a flowchart for the application process. Mr. Collins agreed that there would be. Chairman Hoffman asked when and Mr. Collins said in two weeks.

Commissioner Title asked if an economic empowerment applicant met more than 3 criteria, it did not receive more priority. Mr. Collins agreed that there were not bonus points and there were not higher certification ranking. Commissioner Title also asked about verification of information where there was no requirement to provide supporting information in the certification application. Mr. Collins agreed that the Commission reserves the right to verify information in an application, but it may occur after certification. Commissioner Title asked about alternating basis of review for priority applicants. Mr. Collins responded that in the application process, the Commission would alternate between a priority RMD application, then an economic empowerment application, but if they run out of one kind of applicant, they will continue to review applications until an application for the other kind of priority applications comes in, and then alternating would resume. Chairman Hoffman asked about the pace and timing of Commission meetings and batch processing, in terms of staff recommendations to the Commission. Mr. Collins said it would be based on volume and bandwidth. Chairman Hoffman commented that due to the lack of meeting space, the Commission may need lead time to schedule. Mr. Collins said he would collaborate with the Commission on that. Chairman Hoffman commended the Executive Director and Commission staff in getting the Commission to this point. The Executive Director acknowledged the hard work of the team.

Chairman Hoffman said he was not aware of any other agenda items and adjourned the meeting as of 11.05 a.m. The next meeting would be next week, same time and same place.

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