



CANNABIS CONTROL COMMISSION

PUBLIC MEETING MINUTES

April 10, 2018 10:30 a.m.

Massachusetts Gaming Commission
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: <https://mass-cannabis-control.com/document/presentation-4-10-18-commission-meeting/>
2. Associate General Counsel job description: <https://mass-cannabis-control.com/document/job-description-associate-general-counsel/>
3. Research Analyst job description: <https://mass-cannabis-control.com/wp-content/uploads/2018/04/Research-Analyst.pdf>
4. RMD Priority Applicants Approvals list April 10, 2018: <https://mass-cannabis-control.com/document/priority-certification-decisions-04-10-2018/>

The Chairman opened the meeting at 10.31 a.m.

Chairman Hoffman warned that the meeting was being recorded. The Chairman described what was being done for the application process. The Chairman welcomed Yaw Gyebi as the Chief of Investigations and Enforcement. Mr. Collins described his professional background.

The Chairman announced that review of one set of minutes, February 27, 2018, would be postponed to next week. There were no other minutes to review.

The Chairman asked the Executive Director to discuss two additional job postings. Mr. Collins said that there were two job descriptions for approval. The first is the Research Analyst, which will report to the Research Director, and support in developing the research agenda and executing the mission of the research department and Commission overall. The Chairman asked if there were any comments. Mr.

Collins added that it was in the budget. Commissioner McBride moved to approve, Commissioner Flanagan seconded. The Commission unanimously approved the job description.

Mr. Collins described the position of Associate General Counsel, which is intended to support a variety of legal and operational needs of the Commission. The position is within the budget. The Chairman asked if there were any comments. Commissioner Doyle moved to approve, Commissioner Flanagan seconded. The Commission unanimously approved the job description. The Chairman thanked the Executive Director for his work building the team.

The Chairman asked the Executive Director to give a status report on the applications process. Mr. Collins referred to a slide entitled Priority Applications April 9, 2018. Mr. Collins presented the information on the slide regarding the applications: pending, withdrawn and incomplete. He noted that there has been a steady rise that both the system and the staff has been able to keep up with. The Commission has received feedback that the system was easy to use. The Chairman complimented the team on their work regarding tutorials and guidance on the website. Commissioner McBride asked Mr. Collins about applications that were incomplete and when they would need to be completed to be considered for Priority Certification. Mr. Collins responded that applications that were incomplete needed to be submitted by midnight on April 15th, 2018. Further information may be requested by the Commission and that would not be counted against an applicant if it occurred after April 15, 2018. Commissioner McBride asked about whether the team would be able to get through the applications efficiently. Mr. Collins said it would. The staff has devoted significant energy and times to economic empowerment applications and have parsed out the work so that there is a consistency in review. They also developed a good system for communication with the applicants and reopening applications that are incomplete. Resubmissions must be done within 5 business days. Commissioner Title complimented the staff on taking an approach that balances providing the applicants to submit a complete application but making sure the Commission is efficient.

Mr. Collins next referred to the Licensing Process Overview slide. Executive Director described the slide, which shows the materials that the Commission will see from applicants starting April 17, 2018. Applicants will be able to input information and save it as they go through. He noted that there is a statutory restriction that prevents the Commission from collecting information from RMDs that has already been collected by the Department of Public Health. The application will not be complete until all three packets and payment are submitted and determined to be complete. The Chairman asked if information would be available prior to April 17, 2018 so people can start thinking about what they need to be prepare. The application will be available as of April 17, 2018, guidance will be available this week, including a checklist for applications and tutorials will be available. It will look and feel similar to the certification process. Someone who creates a user ID in the Mass CIP portal will be able to see applications on April 17 and start working on them, but unless they have been certified as a priority applicant, they will not be able to submit them. Only those that have been certified as a priority applicant will be able to submit as of April 17, 2018. They will be notified of their status. Mr. Collins noted that because you can fill out the packets in any order, some of the general information asked may be duplicative. The Chairman asked about methods of payment. Mr. Collins said they would be able to accept a cashier's check and the Commission was actively working on a way to accept electronic payment, with the assistance of the Treasurer's and Comptroller's Office. The Chairman expressed his thanks to the Treasurer's and Comptroller's Office. Commissioner McBride asked about the guidance and when it would be available. Mr. Collins said it will be up today or tomorrow. Communications Director Sinclair added that the Guidance was already up and the checklist should be up later today. Mr. Collins said the Commission would be regularly posting updates to our social media accounts. The

Chairman thanked the communications team. The Chairman asked for other questions or comments. There were none.

The Chairman opened discussion on staff recommendations on Priority Certifications. He noted that the Commissioners have not been involved in the substantive review of the applications. The batch being reviewed today were only RMD applicants, because they were easier to complete faster because they are a straightforward review of confirming whether or not they had a provisional or final certificate of registration and were in good standing. The Chairman thanked the Department of Public Health for their cooperation in the review. He noted that the economic empowerment applications were more involved and more complex. By the end of the process, both RMD applicants and economic empowerment applications would be reflected. The Chairman noted that some of the certified applicants may be in towns or cities that have moratoria in place and clarified that certification simply takes them to the front of the queue, once they are ready to apply. Mr. Collins said the list of applicants eligible for certification is growing by the day, but there were 20 ready for a vote today. He noted that the information reflected in the list was provided by the applicant, in terms of business address and primary contact, and they may have multiple PCRs, but this was the information that was provided. The applicants were reviewed by Commission and DPH staff. Mr. Collins noted that there were 26 or 27 economic empowerment applicants that put significant efforts into providing information demonstrating their eligibility and the Commission staff was taking appropriate time to review that information. He wanted to make sure he could provide the Commission with the appropriate information. The Chairman clarified that there was no benefit to being approved today as opposed to later. Mr. Collins agreed, as the Commission was unable to issue a license prior to June 1. The Chairman noted that it was safe to assume the list next week would be longer. Mr. Collins agreed, and more than one meeting may be necessary.

Mr. Collins recommended the list of applicants provided to the Commission be approved for Priority RMD certification. Commissioner McBride asked Mr. Collins to further discuss the review process. Mr. Collins explained that the application was reviewed for completeness first. Once reviewed for completeness, it is moved forward in the queue for completeness and whether a PCR or FCR was provided and could it be reconciled with DPH's records. He noted that it was an administrative task for DPH and the Commission was trying to make it as easy as possible. DPH returns the information to the Commission. Business information such as certificates of good standing with the Secretary of State and Department of Revenue, Business IDs and tax IDs are also checked. The Chairman asked if there were any other questions. There were none. Commissioner Title noted that she would abstain from the vote, because a former client was on the list. Commissioner McBride asked if the list could be read aloud. The Chairman said the list would be posted on the website later in the day. The Chairman asked for a motion to approve the list as a priority RMD applicants. Commissioner Doyle moved to approve, Commissioner Flanagan seconded. The Chairman took a roll call vote, as there was an abstention: Commissioner McBride, Aye, Commissioner Doyle, Aye, Chairman Hoffman, aye, Commissioner Flanagan, aye, Commissioner Title, abstained. The motion passed.

Mr. Collins said the next step would be notifying the applicants through the Mass CIP portal that they have been certified. The Chairman added that the list would be posted on the website either today or tomorrow.

The Chairman announced that there was no further business. He anticipated that the next meeting would be Tuesday, April 17, 2018 at 10:30 a.m. at the Gaming Commission's office, but further information would be provided about the meeting sequence next week. He adjourned the meeting as of 11.06 a.m.