



CANNABIS CONTROL COMMISSION

PUBLIC MEETING MINUTES

May 8, 2018 10:30 a.m.

Mass. 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

COMMISSION MEMBERS ABSENT: None

LIST OF DOCUMENTS

1. [Presentation](#)
2. [RMD Priority Approvals](#)
3. [EEA Priority Approvals](#)
4. [Prior Approval Reconsideration](#)
5. [Prior Denial Reconsideration](#)

Chairman Hoffman called the Cannabis Control Commission meeting to order at 10:30am on May 8, 2018. The Chairman stated this meeting is being recorded. The Chairman reviewed the meeting's agenda.

Executive Director Shawn Collins introduced two new employees. First, Mr. Collins welcomed Kyle Potvin, the new director of licensing, and discussed his professional background. Next, Mr. Collins introduced Martine Russell, the new digital director, and discussed her professional background. Mr. Collins announced the promotion of Maryalice Gill, who is the new Press Secretary.

Chairman Hoffman turned to meeting minutes that needed to be approved. Chairman Hoffman first discussed the April 24, 2018 minutes. Commissioner Title stated she had some edits. Executive Director Shawn Collins stated he received Commissioner Title's edits, which were to give clarity around her previous comments. Mr. Collins read the proposed edits. Chairman Hoffman asked if the commissioners needed a week to review the edits, all the commissioners were comfortable voting now. Commissioner Doyle made a motion to approve the minutes with the edits, seconded by Commissioner Flanagan. The minutes were unanimously approved by the Commission.

Chairman Hoffman turned to the meeting minutes from April 27, 2018. Mr. Collins read Commissioner Title's proposed edits. Commissioner McBride made a motion to approve, seconded by Commissioner Doyle. The minutes were unanimously approved by the Commissioner.

Chairman Hoffman turned to the meeting minutes from May 1, 2018 and asked if there were any edits. Mr. Collins said no. Commissioner McBride made a motion to approve, seconded by Commissioner Doyle. The minutes were unanimously approved by the Commissioner. Chairman Hoffman thanked Commissioner Doyle and the staff for their work on getting this done.

Chairman Hoffman asked Mr. Collins for his report. Mr. Collins sought the Commission's approval for new job descriptions. Mr. Collins discussed the job description for Human Resources Generalist. Chairman Hoffman asked if it was in the budget. Mr. Collins stated the position was not originally anticipated in the organization's chart, however resources have been found for this position. Commissioner McBride made a motion to approve, seconded by Commissioner Flanagan. The motion was unanimously approved by the Commissioner.

Mr. Collins discussed the job description for the Investigator position. He stated that Investigations will be a large division within the agency and it was important to bring people on to support that endeavor. The Investigator title was a general title and the Commission would look for people with several areas of expertise. Chairman Hoffman asked if forensic accounting is one of the areas of expertise. Mr. Collins stated yes. Commissioner Title thanked Mr. Collins for the thoughtful job description. Commissioner Title thought that the description should include experience with seed to sale tracking systems. Mr. Collins added language about the ability to learn this software, since the software was not presently in the Commonwealth. Commissioner Title also thought experience with labor laws and worker protections should be included as another area of expertise. Mr. Collins agreed. Commissioner Flanagan asked if this was a full-time position, Mr. Collins said yes. The job description also included language regarding a Worcester headquarters, as well as that investigators will be in the field often. Chairman Hoffman asked if these multiple positions are in the budget. Mr. Collins said yes. Commissioner McBride asked how many investigators the Commission are planning on hiring. Mr. Collins stated that it depends on the pace of hiring, but the budget is for 11. DPH already has investigators, and the Commission's objective is to find the right individuals and

bring them on as quickly as possible. Commissioner McBride asked about the ability to grow as licenses increase. Mr. Collins stated it was important to have adequate staff, giving the volume of licenses. Commissioner McBride asked if the Commission will cross train investigators or is it specific skillsets. Mr. Collins said any opportunity to cross train is in the best interest. Commissioner Doyle made a motion to approve, seconded by Commissioner McBride. The motion was unanimously approved by the Commission. Mr. Collins hoped to post this week but will work with the Chief People Officer.

Chairman Hoffman turned to priority certification applications. Mr. Collins noted there have been 813 applications, and staff has reviewed 99%. Mr. Collins discussed the incomplete, pending, and withdrawn applications. Chairman Hoffman thanked the staff for all their hard work. Next, Mr. Collins turned to licensing, the next phase of the process. He stated that there were people working on applications, who have not submitted a full packet. Mr. Collins noted that there are 3 packets, and the 4th is the payment. Commissioner McBride asked what packet have most applicants completed? Mr. Collins stated he is getting the sense that folks are starting with the application of intent. Commissioner McBride asked what the Commission is getting calls about. Mr. Collins said most people are asking about forms. The staff is looking to put those forms in a prominent location on the website.

Chairman Hoffman asked if the Commission was ready to go with background checks. Mr. Collins confirmed that is the case. Chairman Hoffman noted that with the new Director of Licensing in place, the Commission can begin in take review, make sure the information is complete.

Chairman Hoffman turned to four batches for priority certification. Mr. Collins said there are 27 Economic Empowerment applicants recommended by staff for approval. Chairman Hoffman asked for comments or questions. Commissioner Flanagan made a motion to approve, seconded by Commissioner Doyle. The motion was unanimously approved by the Commission.

Chairman Hoffman turned to the batch of RMD priority certification applicants recommended by staff for approval. Mr. Collins stated there are 2 RMD applicants, which has been confirmed with DPH. Chairman Hoffman asked for comments or questions. Commissioner Doyle made a motion to approve, seconded by Commissioner Flanagan. The motion was unanimously approved by the Commission.

Chairman Hoffman turned to the next batch. Mr. Collins stated there are two batches he is seeking the Commission's reconsideration on. Mr. Collins stated that the Commission previously denied applications that were submitted after the April 15, 2018 deadline. However, the Commission published a press release that said the period was open until April 16th. There is no evidence that anyone relied on this information, but he would like to reconsider these applications for staff review. Chairman Hoffman stated that the proposal is to have the 11 applications submitted on April 16th reconsidered for staff review and come back next week with a recommendation. Chairman Hoffman asked for comments or questions. Commissioner

McBride made a motion to approve, seconded by Commissioner Title. The motion was unanimously approved by the Commission.

Mr. Collins noted for the next batch that a transcription error lead to several applicants to be included on a recommended approval list, however the staff had recommended denial. Chairman Hoffman asked Mr. Collins to describe the process that lead to the transcription error, and how it was rectified. Mr. Collins stated that while the staff had recommended these applicants for denial, when placed on a master spreadsheet, they were placed in the approval column. The staff now recommends reconsideration of these applicants before the Commission. The staff will be in touch with the applicants to let them know this error occurred. Chairman Hoffman asked if the Commission has gone back and reviewed the previous approval/denial recommendation lists to ensure this was a onetime error. Mr. Collins stated he was confident that the error was limited. Staff identified this error. Commissioner McBride stated that she was never comfortable when mistakes are identified, but appreciated the staff going back and reviewing. The Commission has a responsibility to run well and correct something that went amiss. Going forward, she asked Mr. Collins how the Commission could make sure it is making the right recommendations, and how to make sure the license process is secure. Mr. Collins stated that this has been a good exercise for the Commission staff to spend time in the system and get experience. Moving forward to licensing, the applications pool will get smaller. The Director of Licensing and Chief of Enforcement will spend a lot of time in the applications. Chairman Hoffman said that the staff reviewed the applications and made the right recommendation, but what happened was the recommendation was placed in the wrong column on the master list. When issuing licenses, the Commission will review individually, not by batches. The Commission will aspire to zero defect, but that is an aspiration, not a reality. Commissioner Title feels awful for those candidates, but this is the right decision because the Commission must be fair to everyone. If the Commission were running a private business, Commission would go to them and see how to make it right. Commissioner Title told the staff that she is proud that they caught the error, brought it to the Commission's attention and worked to rectify it. Mr. Collins recommended ten applications previously reviewed to be restored to pending status, to be before the Commission next week. Commissioner Doyle made a motion to approve, seconded by Commissioner Flanagan. The motion was unanimously approved by the Commission. Mr. Collins noted that none of the ten priority status applicants had begun the license application process.

Chairman Hoffman noted there was no further business and adjourned the meeting at 11:10am on May 8, 2018.