

## **Public Commission Meeting**

June 5, 2018  
10:30 AM

Health Policy Commission Conference Room  
50 Milk Street, 8th Floor  
Boston, MA

## Agenda

- 1) Call to Order
- 2) Chairman's Comments & Updates
- 3) Approval of Minutes from Previous Meetings
- 4) Executive Director Report
  - a) Staffing
  - b) Weekly Update:
    - License Applications Status
    - Process for Background Checks and Suitability Determination
- 5) Policy Discussions and Votes:
  - Seed-to-Sale Tracking Guidance
  - Business Guidance
  - Payment for Background Checks
- 6) New Business that the Chairman did not anticipate at time of posting
- 7) Next Meeting date (if known)

## Minutes from Previous Meetings

- March 6, 2018
- May 29, 2018

**TO: Cannabis Control Commission**  
**FROM: Shawn Collins, Executive Director**  
**RE: Framework for Application Review**  
**DATE: June 5, 2018**

This memo is intended to address the review of license applications generally, and specifically identify the methods by which staff will ensure a consistent and fair evaluation of background check materials.

Standard Operating Procedures

In order to ensure a consistent and fair review process, the following procedures are in the process of being developed or implemented:

- Applications, and any materials related to applications, will be reviewed by a limited number of specific staff;
- Any administrative action recommended on applications, including advancing to suitability review, will be conducted based upon a consistent, documented, procedure;
  - The Suitability Review Committee will consist of members appointed by the Executive Director, pursuant to 935 CMR 500.800;
  - As a practice, and in an effort to avoid bias, the composition of the Suitability Review Committee will represent diverse perspectives and expertise.
- On an ongoing basis, the Commission will conduct training for all staff in a myriad of subject areas, which will include implicit bias training; and
- The Commission, working collaboratively with vendors, will identify the sources of any information that is gathered. These procedures will be revisited on an ongoing basis to preserve the consistency and fairness of our review process.

#### Documentation

As it pertains to the Suitability Review Committee, the following steps will be taken to ensure that recommendations are documented for the Commission's enduring review:

- Each Suitability Review Committee will issue a formal recommendation to the Commission, providing sufficient reasons for any adverse suitability determination;
- The Commission will maintain a record of each Suitability Review Committee determination; and
- In maintaining such a record, the Commission will establish procedures to periodically review and evaluate decisions to identify any trends relative to favorable, adverse recommendations

#### Confidentiality

In retaining information relative to applications, including the results of any background checks or suitability review, the security of information is paramount. In order to protect this information, the Commission will take steps including, but not limited to:

- Data security measures and policies;
- Limiting access to certain information and records;
- Identifying the contents of such data files as highly sensitive and confidential.

In order to receive access to certain information, including CORI and fingerprint results, certain data security policies and protocols are required. This requires policies for accessing, storing (when necessary/appropriate), and deleting results.

### Accountability

As indicated, these policies and procedures will be revisited for their efficacy and consistency routinely and periodically. We will also solicit and welcome feedback from a variety of sources, including, but not limited to:

- The Commission;
- Commission staff;
- Commission vendors;
- Applicants;
- Cannabis Advisory Board; and
- Citizens Review Committee.

## Licensing Applications | June 5, 2018

- 1002 Total Applications
  - 108 Pending (At least 1 Part of Application)
  - 61 Withdrawn
  - 833 Incomplete

The totals below are distinct license numbers that have submitted at least one of the packets related to getting a license (App of Intent, Background, Management/Ops, Payment)

Type	#
Craft Marijuana Cooperative	1
Marijuana Cultivator	30
Marijuana Establishment Agent	22
Marijuana Microbusiness	7
Marijuana Product Manufacturer	14
Marijuana Research Facility	3
Marijuana Retailer	30
Marijuana Transporter with Other Existing ME License	1
<b>Total</b>	<b>108</b>

## Licensing Applications | June 5, 2018

- 51 Applications Under Review

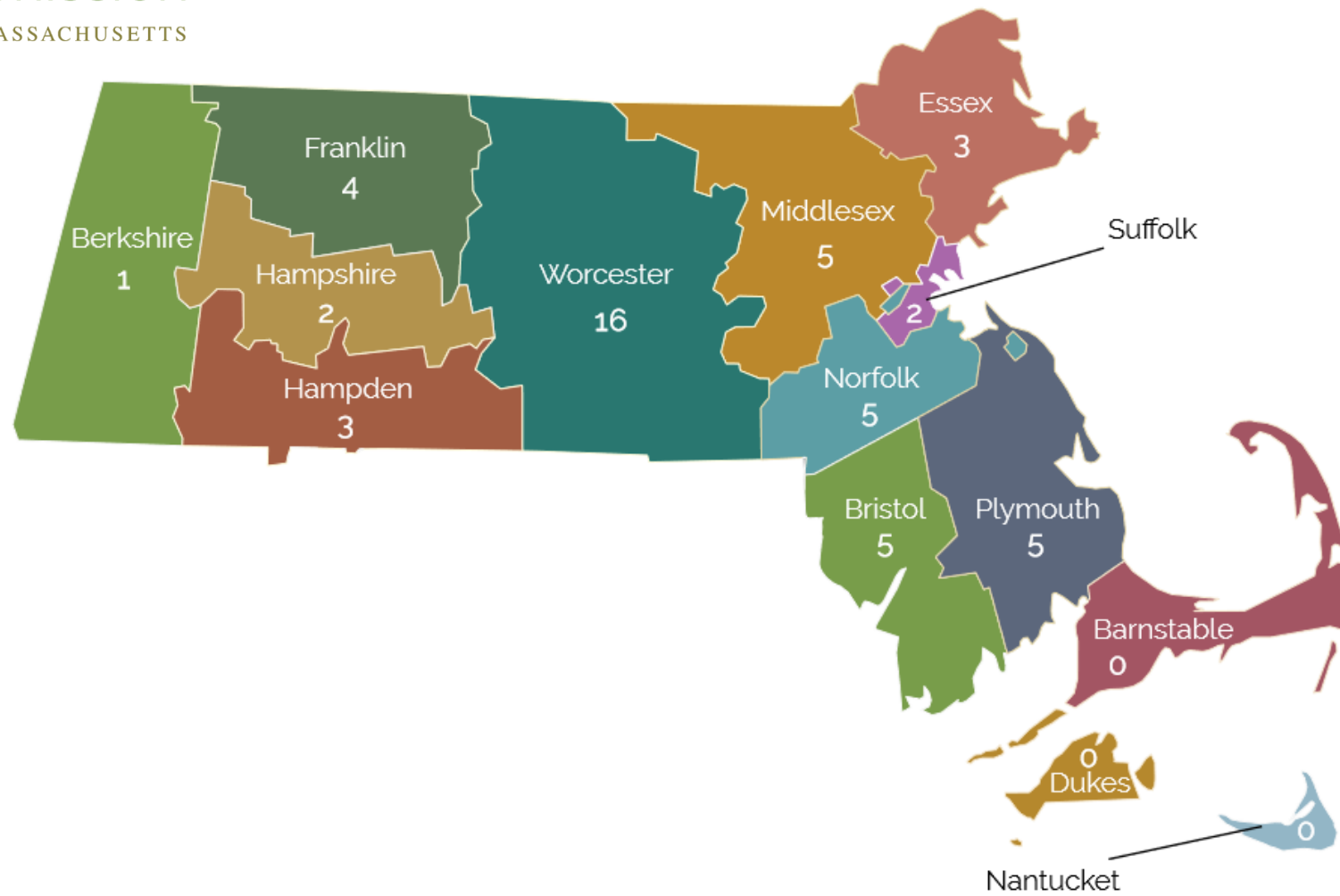
The totals below are distinct license numbers that have submitted all required packets.

Type	#
Craft Marijuana Cooperative	0
Marijuana Cultivator	18
Marijuana Microbusiness	2
Marijuana Product Manufacturer	12
Marijuana Research Facility	3
Marijuana Retailer	15
Marijuana Transporter with Other Existing ME License	1
<b>Total</b>	<b>51</b>

These 51 applications represent 28 different entities



## Licensing Applications | June 5, 2018



## **Next Public Commission Meeting**

Thursday, June 14, 2018  
10:30 AM

TBD