



CANNABIS CONTROL COMMISSION

PUBLIC MEETING MINUTES

June 5, 2018 10:30 a.m.
Health Policy Commission
50 Milk St, 8th 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. [Map](#)

Chairman Hoffman called the Cannabis Control Commission to order at 10:30am on June 5, 2018. Chairman Hoffman put the public on notice that the meeting is being recorded. Chairman Hoffman noted the next meeting will be on June 14, 2018.

Chairman Hoffman reviewed the meeting agenda. Chairman Hoffman opened discussion on the minutes from the March 6, 2018 meeting. Commissioner Flanagan made a motion to approve, seconded by Commissioner Doyle. The minutes from March 6, 2018 were unanimously approved by the Commission. Next, the Chairman turned to the May 29, 2018 meeting minutes. Commissioner Doyle made a motion to approve, seconded by Commissioner Flanagan. The minutes were unanimously approved by the Commission.

Next, Executive Director Shawn Collins introduced two new staff members. First, Matt Giancola, Director of Constituent Services, and discussed his professional background. Second, May Nguyen, Fiscal Specialist, and discussed her professional background. Mr. Collins discussed the open positions of licensing specialist, director of investigations, and investigators. Commissioner Title asked how many investigators would be hired. Mr. Collins said the Commission may hire up to ten, but it depends on how the application process goes.

Mr. Collins discussed pending license applications. All application types are available on the website. There are 51 applications in which all four packets have been submitted, however it does not necessarily mean that they are complete. Chairman Hoffman asked when the staff would bring recommendations for approval or denials to the Commission. Mr. Collins stated that the staff is waiting on information from third parties, including the background check vendor CSI and municipalities. Commissioner Title asked how the Commission staff handles applications that are missing information? Mr. Collins said that the staff is developing templates to notify the applicants and identify what information the staff is seeking. Commissioner Title asked if the applications coming in have an executed host community agreement. Mr. Collins noted that many do, and that the staff has been reaching out to cities and towns.

Mr. Collins discussed the breakdown of license applications by county. Chairman Hoffman thanked the staff for the map, and said it is early in the process and would likely look different as the market matures. Commissioner McBride asked what happens if a host community agreement is missing from the application filed. Mr. Collins said we will let the applicant know what information is missing and reopen the application. Mr. Collins noted that because the application process is rolling, there is no time constraints on reopening applications. Commissioner McBride asked how the Commission will deal with any anticipated bottlenecks. Mr. Collins said the priority is to go through applications that are deemed complete. Mr. Collins said a periodic check of reopened applications would be useful.

Chairman Hoffman turned to the Executive Director's memo on Background Checks and Suitability Determination. Mr. Collins discussed the process in which staff evaluate the background check information the Commission receives. Mr. Collins said that he and the staff will strive for coming up with best practices, and make changes as needed. Commissioner Title wanted to thank the staff for the important policy measures the agency is producing. Commissioner Title asked how records for suitability will be kept, and whether they will be searchable. Mr. Collins said that is the intention, and it must be done in a secure way.

Chairman Hoffman turned to the policy discussions and votes. First, the Seed to Sale tracking guidance. Commissioner Doyle asked for clarification on what was being voted. Mr. Collins said that the staff has been working with the Commission's vendor, Metrc in testing the tracking system. Basic questions have been boiled down into the guidance which incorporates Metrc's FAQs. This guidance contains policy, so Mr. Collins sought a vote before the Commission. Commissioner Doyle asked about the total package weight that can be transferred at 10lbs. Mr. Collins said this is for package tagging, so we can identify packages that are moving, with one tag. Commissioner Doyle asked if this is within the software, not the real world? Mr. Collins said yes, but we can add clarifying language. Commissioner Title asked who provides technical support with a POS system, the Commission or Metrc? Mr. Collins said the public is always welcome to contact the Commission, however the Commission will be working with Metrc to get people familiar with the software. Mr. Collins said there will be upcoming meetings with Metrc that are open to the public. Commissioner Doyle asked that the vote be subject to style and grammatical changes. Commissioner McBride asked once we have provisional licenses, what is the process of making the software and tags available? Mr. Collins said anyone who is

licensed will be in Metrc and will receive trainings. Chairman Hoffman asked for a motion to approve the Seed to Sale tracking guidance, subject to language clarification. Commissioner Title made a motion to approve, seconded by Commissioner McBride. The motion is unanimously approved by the Commission.

Chairman Hoffman turned to Business Guidance policy discussion. Mr. Collins said this is an attempt to condense the questions that the Commission have been getting and place it in one document. Chairman Hoffman said the Commission will get to this next week.

Chairman Hoffman turned to the payment of background checks policy. Mr. Collins said the payment of an application fee does not cover the cost of conducting a background check. Mr. Collins said the proposal is for the Commission to pay for the background check for the entity, but not for individuals. Commissioner Title wanted to thank the staff, Yaw and Kyle in particular. She is very proud of the low fees, but the Commission has to make sure that it explains the background check fee in guidance documents. Mr. Collins said there will be a hardship waiver, which applies to all license types. Commissioner McBride appreciated the work that went into putting this together. Commissioner Flanagan made a motion to approve the background check policy, subject to the request of Commissioner Title to update the guidance documents. The motion was seconded by Commissioner McBride. The motion was unanimously approved by the Commission.

Commissioner Title would like to request guidance on the topic of the automatic exclusion under state law of those convicted of a felony from licensure ownership. Leave it up to staff to determine what the process should be, but maybe examine underlying elements of the conviction in another state and compare it to the equivalent under Mass. Law. Mr. Collins stated the staff will begin to pull together materials, with the help of the Commission's vendor, to examine any offenses under the background check.

With no further business before the Commission, Chairman Hoffman adjourned the meeting at 11:24am. The next Commission meeting will be June 14, 2018.