



Cannabis Control Commission January Policy Public Meeting

2 Washington Sq. Worcester MA



Meeting Book - Cannabis Control Commission January Policy Public Meeting

Table of Contents

Call to Order & Commissioners' Comments/Updates

MEETING AGENDA 01.23.2025 (1).pdf

Commission Discussion & Votes

HR EE Relations Manager JD 12.2024.pdf

Next Meeting Date & Adjournment

20250123.pdf



January 21, 2025

In accordance with Sections 18-25 of Chapter 30A of the Massachusetts General Laws and Chapter 2 of the Acts of 2023, notice is hereby given of a meeting of the Cannabis Control Commission. The meeting will take place as noted below.

CANNABIS CONTROL COMMISSION

**January 23, 2025
10:00 AM**

In-Person and Remote via [Microsoft Teams Live](#)*

PUBLIC MEETING AGENDA

- I. Call to Order
- II. Commissioners' Comments & Updates
- III. Public Listening Session: Marijuana Transporter Licensees
- IV. Commission Discussion and Votes
 1. Marijuana Establishment Agent Badging Discussion *Acting Chair Bruce Stebbins*
 2. Delivery to No-Towns *Commissioner Nurys Camargo*
 3. Job Description: Employee Relations Manager *Debra Hilton-Creek, Acting Executive Director and Chief People Officer (Vote)*
 4. Legal Interventions Discussion *Commissioner Kimberly Roy, General Counsel Kajal Chattopadhyay (Vote)*
- V. Executive Session
 1. *Closed executive session under G. L. c. 30A, § 21(a)(3) to discuss strategy with respect to collective bargaining or litigation because the open meeting may have a detrimental effect on the bargaining or litigating position of the public body.*
- VI. New Business Not Anticipated at the Time of Posting
- VII. Next Meeting Date
- VIII. Adjournment

*Closed captioning available



If you need reasonable accommodations in order to participate in the meeting, contact the ADA Coordinator Debra Hilton-Creek in advance of the meeting. While the Commission will do its best to accommodate you, certain accommodations may not be available if requested immediately before the meeting.





HUMAN RESOURCES
EMPLOYEE RELATIONS MANAGER
Job Description

Department: Human Resources

Reports To: Chief People Officer

Job Title: Employee Relations Manager

FLSA Status: Exempt/Salaried

Job Summary

The Human Resources Employee Relations Manager collaborates with CCC managers and supervisors to foster a positive work environment by managing employee relations, addressing workplace issues, and ensuring compliance with employment laws, and CCC HR policies and procedures. The Employee Relations Manager works closely with the HR Manager, DEI Director, and CPO, and plays a key role in the development of strategies to promote employee and organizational development, resolve conflicts and grievances, and improve morale. The HR Employee Relations Manager supports organizational and people growth, by striving to maintain a healthy workplace environment and build a sustainable culture of respect, collaboration, and cooperation among all teams. This role requires the HR EE Relations Manager to exercise a high degree of discretion, integrity, and confidentiality.

Key Responsibilities

Employee Relations:

- Acts as the primary point of contact for employee relations matters, including conflict resolution, grievances, and disciplinary actions.
- Conducts thorough investigations into workplace complaints such as harassment, discrimination, and other policy violations, ensuring prompt and fair resolutions.
- Collaborates with management and employees to resolve interpersonal and work-related conflicts while maintaining confidentiality.
- Works closely with the DEI Director to facilitate employee engagement initiatives and promote a positive workplace culture.
- Serves as a member of and supports the CCC Union Negotiation Team.

Policy and Compliance:

- Ensures compliance with federal, state, and local employment laws, as well as Commission policies and procedures.
- Works closely with CPO and HR Manager to reviews and update HR policies, employee handbook, and applicable guidelines to reflect legal changes and best practices on a quarterly basis.

- Works closely with the HR Manager to advise managers and employees on interpretation and adherence to HR policies, employment laws, and ethical conduct and expectations.
- Works closely with the CPO to coordinate and oversee the implementation of disciplinary measures, including terminations, in a legal and consistent manner, and in accordance with CCC's HR disciplinary policy and other applicable and related policies.

Performance Management:

- Support the development and execution of performance management programs to foster employee growth and address underperformance.
- Works with managers on strategies for coaching, mentoring, and developing team members.
- Advises and supports managers and supervisors on best practices and strategies for managing conflict and grievances.
- Assist the CPO with development and delivery of HR mandatory trainings such as conflict resolution, team building, legal training for managers and supervisors and other required trainings.
- Works closely with managers and supervisors to ensure all required CCC and Mass CIP trainings are completed in a timely manner.
- Works closely with managers and supervisors to address unacceptable conduct and other disciplinary issues and assist with performance improvement plans as necessary.

Employee Engagement and Retention:

- Works closely with the HR team to develop strategies to improve employee engagement, morale, and retention by utilizing employee satisfaction surveys, facilitation of focus groups, and feedback initiatives.
- Develop strategies for employee recognition and career development to ensure job satisfaction and reduce turnover.
- Manage exit interviews, analyze trends, and recommend actions to address recurring issues or concerns.

Collaboration and Communication:

- Works closely with the DEI Director and Chief People officer to develop an internal communications plan and establish a consistent cadence for communicating to staff across all spectrums.
- Works closely with the DEI Director to liaison between employees and management, by facilitating open communication and discussions to resolve issues and/or avoid potential conflict.
- Provide guidance and support to managers on how to handle sensitive and confidential employee relations issues.
- Collaborate with other HR functions such as talent acquisition, compensation, and benefits to ensure alignment of employee-related policies and practices.

Qualifications

Bachelor's degree and 3 to 5 years human resources experience.

Knowledge, Skills, and Abilities:

- Strong knowledge of employment laws and regulations (e.g., FMLA/PFMLA, FLSA, Wage and Hour, ADAA (and Amendments, Title VII).
- Excellent conflict resolution, negotiation, and mediation skills.
- Exceptional interpersonal and communication skills, with the ability to interact effectively at all organizational levels.
- Strong problem-solving abilities and decision-making skills.
- Strong collaboration and investigation skills with an ability to formulate reports, document outcomes, and make recommendations.
- High degree of discretion, confidentiality, and professionalism.
- Ability to work independently, manage multiple projects simultaneously, and establish priorities.

Salary Range

\$86,000-\$108,000

Benefits Package

- The Commission is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based on position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.
- This position is non-civil service. This position is an exempt position.
- The overall benefits available include paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance, and optional pre-tax Health Savings Account plans.
- In addition, the Commission provides employees the opportunity to elect life insurance, long term disability insurance, deferred compensation savings, tuition remission and pre-tax commuter account plans, along with other programs.
- The Commission employees also participate in the Commonwealth's State Retirement Plan, which can become a defined benefit plan for those that both vest and subsequently retire from State service. Follow this link for additional retirement information:
<http://www.mass.gov/treasury/retirement/state-board-of-retire/>.

Commitment to Diversity

- The Commission is committed to building a diverse staff across its entire agency and at all levels. The Commission is an equal opportunity/affirmative action employer.

Notice of Required Background Check – Including Tax Compliance

- The Commission requires a background check on all prospective employees as a condition of employment. Candidates should be aware of this requirement but should also know that such background check is not initiated until:

1. A candidate is invited to a second or subsequent interview, and
 2. The candidate has signed the Background Check Authorization Form and related releases.
- This background check includes a Criminal Offender Record Information (CORI) check, Federal IRS, and Department of Revenue state tax compliance on all prospective employees as a condition of their employment.
 - Candidates with advanced degrees and professional licenses may have these credentials verified. Individuals other than those references provided by a candidate may be contacted while completing a full background and qualification check.
 - Those candidates invited to interview will be contacted by the Commission. Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.



Cannabis Control Commission

Public Meeting

January 23, 2025 at 10:00 a.m.

In Person and Remote Via Microsoft Teams



Agenda

1. Call to Order
2. Commissioners' Comments & Updates
3. Public Listening Session: Marijuana Transporter Licenses
4. Commission Discussion and Votes
5. Executive Session
6. New Business Not Anticipated at the Time of Posting
7. Next Meeting Date
8. Adjournment



Public Listening Session

Marijuana Transporter Licenses

Rules of Conduct

- Speakers will be given 3 minutes to provide testimony.
- The Commission asks that speakers use respectful language.
- If you would like to submit additional comments, please email Commission@cccmass.com with the subject line “Marijuana Transporter Licenses” by Today, January 23, 2025 at 5 pm.





Rules of Conduct

- Speakers will be given 3 minutes to provide testimony.
- The Commission asks that speakers use respectful language.
- If you would like to submit additional comments, please email Commission@cccmass.com with the subject line “Marijuana Transporter Licenses” by Today, January 23, 2025 at 5 pm.



Rules of Conduct

- Speakers will be given 3 minutes to provide testimony.
- The Commission asks that speakers use respectful language.
- If you would like to submit additional comments, please email Commission@cccmass.com with the subject line “Marijuana Transporter Licenses” by Today, January 23, 2025 at 5 pm.



Commission Discussion & Votes

Commission Discussion & Votes

1. Marijuana Establishment Agent Badging Discussion





Marijuana Establishment Agent Registration “Badging”

Background

- Regulations around Marijuana Establishment Agent Registration are found in 500.030: Registration of Marijuana Establishment Agents
- Key provisions include:
 - (1) A Marijuana Establishment shall apply for registration for all its employees, Owners, Executives and volunteers who are associated with that Marijuana Establishment.
 - (5) An Agent Registration Card shall be valid for one year from the date of issue and may be renewed thereafter on a triennial basis on a determination by the Commission that the applicant for renewal continues to be suitable for registration.



Background

(8) A Marijuana Establishment Agent affiliated with multiple Marijuana Establishments shall be registered as a Marijuana Establishment Agent by each Marijuana Establishment and shall be issued an Agent Registration Card for each establishment.

- Marijuana Establishment (ME) means a Marijuana Cultivator (Indoor or Outdoor), Craft Marijuana Cooperative, Marijuana Product Manufacturer, Marijuana Microbusiness, Independent Testing Laboratory, Marijuana Retailer, Marijuana Transporter, Delivery Licensee, Marijuana Research Facility Licensee (as defined in 935 CMR 500.002: Marijuana Research Facility Licensee) Social Consumption Establishment (as defined in 935 CMR 500.002: Social Consumption Establishment) or any other type of licensed Marijuana-related business, except a Medical Marijuana Treatment Center (MTC).



Fees and Costs

- 500.005: Fees

- (2) Registration Card Holder Fees.

- (a) An applicant for a Registration Card as a Marijuana Establishment Agent, a Laboratory Agent, or any other position designated as an agent by the Commission shall pay a nonrefundable application fee of \$115 with any such application.

- (b) An applicant for a renewal of a Registration Card as a Marijuana Establishment Agent, a Laboratory Agent, or any other position designated as an agent by the Commission shall pay a fee of \$115.



Fees and Costs

- Section 14. Marijuana Regulation Fund

(a) There shall be established and set up on the books of the commonwealth a separate fund, to be known as the Marijuana Regulation Fund. It shall, subject to appropriation, consist of all monies received on account of the commonwealth as a result of applications for and licensing of marijuana establishments, all civil penalties received for violations of this chapter,...



Costs to the Cannabis Control Commission

- The CCC pays \$7 to produce each ME agent badge. Over the past three fiscal years, we have spent the following:

Year	Agent-Only Badging Costs
FY22	\$129,508
FY23	\$140,318
FY24	\$140,319
Total:	\$410,145



Licensing Status

Badged Agents	Number of Agents
Number of Badged Agents	28,084 6,050 MTC Agents 22,069 Adult-use Agents
Number of Badged Agents Holding Multiple Badges	6,483
Number of Agents currently on a 3-year renewal schedule	17,750 4,386 MTC Agents 13,364 Adult-Use Agents



Possible Innovation Opportunity

Know the team is exploring a possible transition for the Commission from a physical badge to an electronic version.



Issues with the Current System

Issue #1

Licensed Marijuana Agents are required to have a badge for each Marijuana Establishment licensee regardless of whether the licenses are held by the same company. Can we change our regulations to allow for one badge per employee per company?

Issue #2

If an agent is laid off, how do they quickly find an opportunity to work for a new licensee without the regulatory delay of applying for a new license?

Issue #3

Can we find an opportunity for a Licensed Marijuana Agent to work for another licensee for a brief period of time to help with outdoor cultivation, for example? Temporary license?





Questions and Next Steps

Commission Discussion & Votes

2. Delivery to No-Towns



Commission Discussion & Votes

3. Job Description: Employee Relations Manager



Commission Discussion & Votes

4. Legal Interventions Discussion





Commission is in Executive Session

Closed executive session under G. L. c. 30A, § 21(a)(3) to discuss strategy with respect to collective bargaining or litigation because the open meeting may have a detrimental effect on the bargaining or litigating position of the public body.



New Business Not Anticipated at Time of Posting



Upcoming Meetings & Adjournment

Upcoming Meetings and Important Dates

Public Meeting dates are tentative and subject to change

Next Meeting Date

February 13, 2025

Monthly Public Meeting
Hybrid via Teams
10:00am

2025 Public Meetings*	
February 27	August 14
March 13	September 11
March 27	September 23
April 10	October 9
May 8	October 23
May 22	November 13
June 12	December 11
July 10	





**The Commission is in recess
until 00:00**