



## MEMORANDUM

TO: Alcoholic Beverage Control Board                      DATE: December 6, 2022  
FROM: Carrie Craig, Records and Licensing Supervisor      RE: Licensing Report

### Introductions & Shout Outs

Before going into detail regarding staffing changes, I would like to take some time to introduce some very important people at AMCO.

Nathan Hall: Nate has been with AMCO since the summer of 2020 and is our marijuana licensing go-to examiner as well as being our resident tech genius. He has spearheaded this year's marijuana renewal processing and spent time with other examiners showing them some of the complicated application processes.

Kristina Serezhenkov: She has been with AMCO since early 2021 and has become the alcohol licensing go-to examiner. She has also begun to attend our stakeholder meetings regarding the Title 4 rewrite. I must point out that with the exception of one or two applications, every application (definitely renewals) you see on this agenda was processed by Kristina.

Regina Cruz: Regina has been with us for a year this month. Happy anniversary! She initially was trained on all forms of alcohol licensing and has recently been focused on the processing of a variety of marijuana applications, but since switched gears and began assisting Nathan with the renewals also managing her alcohol "caseload" which is not an easy task.

Audrey Saylor: Audrey started with us this past spring and jumped right into learning and processing alcohol new, transfers and change documents. She is inquisitive and does not hesitate to ask questions. Within the last few months, she has begun learning and processing marijuana new and transfer applications while, like Regina, managing her alcohol licensing "caseload".

Christel Brito: Christel has been with AMCO since late summer 2021 as a treasured Administrative Assistant, but as of mid-October she is one of our newest examiners. She has had some licensing training since however she splits her time between licensing and administrative duties. By the time the board meetings are concluded she will be spending 100% of her time in licensing.

Samuel Carrell: Sam is our latest new hire – he started with us in November and comes to us from the marijuana industry. He came in on day one as Licensing's new Administrative Assistant and has been killing it ever since. He is always willing to take on additional duties and learn something new every day. He has already learning most of the administrative duties in our office such as daily deposits and other financial items as well as issuing marijuana handler permits, alcohol event permits, phones and walk – ins.

This is honestly just the tip of the ice burg. All staff has been fully committed to working tirelessly, including some overtime, to bring these applications to both boards. I am personally grateful for each of these people because I couldn't do my job without them.

### Staff Changes

Other than the changes outlined above, our office is interviewing some talented individuals this week for the last vacant examiner position. I expect to have made a selection by the time we are meeting.

Jennifer Dufresne resigned her Administrative Assistant position for an opportunity to continue growing within the state. And now with Christel leaving her Administrative Assistant position with Ms. Ali, we needed to fill the two assistant positions as soon as possible. As mentioned earlier, we hired Samuel Carrell as the Licensing Administrative Assistant. Ms. AnnaRuth Wood, who will be reporting to Maya Ali, has accepted the other assistant position and will begin at AMCO on December 22<sup>nd</sup>.

### **Alcohol License Application Statistics**

#### **Renewals**

As promised, 907 renewal applications were sent out the first week of October and to date, we have placed a total of 380+ into the review queue and 203 have been deemed complete and are on this agenda, which is a major accomplishment that one person processed them all.

But that still leaves us with 527 renewals not yet submitted and fully paid for and it's mid – December. This concerns me, therefore on December 1<sup>st</sup>, I emailed the expiration reminder letter and received some positive feedback from some licensees. I anticipate getting the bulk of these applications in the coming weeks. After the meetings, Christel and/or myself will be jumping in to assist Kristina with the processing.

Reminder for licensees: if your application and full payment is not postmarked or in our office December 31, 2022 or earlier, you will be subject to a \$500.00 late fee.

#### **New/Transfer Applications**

Since January 1, 2022 to the date of this report, we have received a total of 215 new and transfer applications. At our previous meeting, I reported 168 had been received. For comparison, in 2021 AMCO received 192 new and transfers within the same timeframe. Currently there are less than 10 of these applications in the queue waiting for review by an examiner.

On today's agenda, you will see there are approximately 28 new and transfer applications for the board's consideration.

### **Permit Application Statistics**

In addition to learning the processes to manage the front desk, marijuana handler permits, phones and walk-ins, Sam has continued to be very busy with permit applications. Since our last board meeting in September to the date of this report, AMCO received 278 permit applications and out of that total, issued approximately 261 permits.

In 2019, pre-pandemic and during the same timeframe as above, we had received 320 applications and issued 315 permits.

#### **Reminders**

Licensing questions/concerns/applications may be submitted via email to [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov), except for fingerprints and payments, or you may call 907-269-0350 and follow the necessary prompts.

Permit questions/concerns/applications may be sent to [amco.permits@alaska.gov](mailto:amco.permits@alaska.gov) or you may call 907-269-0350 and follow the necessary prompts.

AMCO staff continues to work diligently to keep wait times as short as possible.