



MEMORANDUM

TO: Alcoholic Beverage Control Board

DATE: May 24, 2023

FROM: Carrie Craig, Records and Licensing Supervisor

RE: Licensing Report

Staff Changes

We are fully staffed! The last few months have been challenging for this team regarding staffing as Director Wilson mentioned in her report. We have had talented employees move onwards to greater opportunities to continue to grow professionally and we are happy for them. I am grateful for everyone at AMCO for their leadership, initiative, and patience. Special shout outs to Kristina, Janyce and Mary for their tireless assistance.

Another special shout out goes Audrey for volunteering to review some alcohol new and transfer applications for this meeting, while working on her own marijuana workload.

Bryce Johnson is our new Administrative Assistant, who is processing alcohol event permits and alcohol application intake as well as handling all things related to the front desk including walk ins as and phone calls. When he came onboard in late April, he got a crash course in permit applications as they came in like a tidal wave. Below you will see that since January 1st, 2023, to the date of this report we have received 432 permit applications. During my previous briefing in March, I reported we had received 165 applications. Doing the math, that is 267 applications in three months.

Trishia Gilliland, one of our new alcohol examiners, started just a few weeks ago. We had some tech hiccups in getting her all logged in and permissions, but she is now plugged in and has been shadowing Donovan, who has been showing her the renewal process.

This morning, May 24th, Sonya Irwin joined our alcohol examiner team and we are lucky to have her on board. Until after the board meetings, she will also shadow Donovan and work with Trishia as they dip their toes in the renewal process together.

After these board meetings this week, my number one priority is to begin in-depth training for Bryce, Donovan, Trishia and Sonya in all thing's alcohol and set them loose. I am very excited for this team's future!

Alcohol License Application Statistics

Renewals

For those licensees who had submitted their renewal paperwork and paid the required fees, the second round of temporary extension letters were mailed on or about May 15th for approximately 312 licenses. These letters should be posted next to their 2021/2022 license and will expire after 90 days, which is May 29, 2023. If you have not received one, please contact our office.

2023/2024 Renewal Stats as of 5/24/23

Received	Not Received	Received/ Incomplete	Received/ Complete	Received/ To Be Reviewed	March Agenda	May Agenda
869	18	32	588	248	174	212

New/Transfer Applications

2023 Master Queue Stats as of 5/24/23						
Received	Reviewed, Incomplete	Reviewed, Complete	To Be Reviewed	March Agenda	May Agenda	Withdrew
86	9	40	36	18	23	1

Permit Application Statistics

2023 Permit Queue Stats as of 5/24/23					
Received	Time Extension Requests	Issued	Withdrew	Denied	Pending
432	0	407	9	0	13

Reminders

Licensing questions/concerns/applications may be submitted via email to 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 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.