



CANNABIS CONTROL APPEALS PANEL

AUGUST 21, 2019
PANEL MEETING

Open Session
Materials



MEETING AGENDA

Wednesday, August 21, 2019
10:00 a.m. to 11:00 a.m.
(or conclusion of business)

MEMBERS OF THE PANEL

Diandra Bremond – Chairperson, Los Angeles County
Sharon-Frances Moore – Member, San Diego County
Vacant – Governor Appointee
Vacant – Governor Appointee
Vacant – Speaker of the Assembly Appointee

Los Angeles Teleconference Location

Crete Academy
6103 Crenshaw Boulevard
Los Angeles, CA 90043

San Diego Teleconference Location

United Domestic Workers of America
4855 Seminole Drive
San Diego, CA 92115

1. Call to Order and Establishment of Quorum

Dr. Diandra Bremond, Chairperson

2. Approval of the June 19, 2019 Meeting Minutes

Dr. Diandra Bremond, Chairperson

3. Executive Summary Report

Anne Hawley, Executive Director

4. Informational Presentation: Draft Mission, Vision, Value Statements

Anne Hawley, Executive Director

Elizabeth Coronel, Strategic Business Analyst and Facilitator, SOLID Training and Planning Solutions, Department of Consumer Affairs

5. Public Comments on Items Not on the Agenda

The Panel may not discuss or act on any matter raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting.
[Government Code Sections 11125, 11125.7(a)]

6. Future Agenda Items

7. Closed Session

Dr. Diandra Bremond, Chairperson

- a. Annual Review of the Executive Director [Government Code section 11126(a)(1)]
Pursuant to the *Cannabis Control Appeals Panel Member Handbook*, the Executive Director shall be evaluated by the Panel on an annual basis during a closed session.

8. Adjournment

NOTICE TO THE PUBLIC

The public may provide appropriate comment on any issue before the panel at the time the item is discussed. If public comment is not specifically requested, members of the public should feel free to request an opportunity to comment. Total time allocated for public comment may be limited.

All times are approximate and subject to change. The meeting may be cancelled without notice. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. Action may be taken on any item on the agenda. Time limitations for discussion and comment will be determined by the Chair.

This panel meeting is open to the public and is accessible to the physically disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting Christopher Phillips at (916) 322-6870. Providing your request at least five business days before the meeting will help to ensure availability of the requested accommodation.

If you wish to participate, please plan to attend at the physical location. Seating for all attendees cannot, however, be guaranteed in the event the room reaches capacity. Interested parties should access the Panel's website for the meeting agenda and more information at <http://www.ccap.ca.gov/>. Requests for further information should be directed to Christopher Phillips at (916) 322-6870 or in writing to: Cannabis Control Appeals Panel, 801 Capitol Mall, 6th Floor, Sacramento, CA 95814.

AGENDA ITEM 1

**THERE ARE NO
MEETING MATERIALS**

AGENDA ITEM 2

**APPROVAL OF
JUNE 19,2019
MINUTES**



Open Session Meeting Minutes

Wednesday, June 19, 2019
10:00 am – 11:00 am

State Personnel Board Building
801 Capitol Mall, Sacramento, CA 95814

Members present:

- Sabrina Ashjian, Chair
- Diandra Bremond
- Adrian Carpenter
- Sharon-Frances Moore

Staff present:

- Anne Hawley, Executive Director, Cannabis Control Appeals Panel
- Christopher Phillips, Chief Counsel, Cannabis Control Appeals Panel
- Sarah M. Smith, Senior Staff Attorney, Cannabis Control Appeals Panel
- Brian Hwang, Staff Attorney, Cannabis Control Appeals Panel
- Melita Sagar, Administrative and Business Services Coordinator, Cannabis Control Appeals Panel

Public present

- Alexis Podesta, Secretary, Business, Consumer Services and Housing Agency
- Anna Pozdyn, Administrative Operations, Business, Consumer Services and Housing Agency
- Alexander Nieves, Cannabis Policy Reporter, Politico California

Summary:

1. Call to Order and Establishment of Quorum.

Chair Sabrina Ashjian called the meeting to order at 10:01 am. Melita Sagar took roll call. Panel Members Sabrina Ashjian, Diandra Bremond, Adrian Carpenter, and Sharon-Francis Moore were present. A quorum was established.

2. Approval of Meeting Minutes for April 29, 2019.

Chair Ashjian asked the Panel Members if there were any additions or corrections to the minutes of the April 29, 2019 meeting. There were no additions or corrections.

Motion (Bremond): Approve the minutes of the April 29, 2019 Panel meeting as submitted. Seconded (Moore).

Executive Director Anne Hawley noted a typographical error in the second agenda item. The date of the approved minutes should read November 28, 2019, not 2018.

Motion passed 4-0 with typographical correction.

3. Executive Summary Report.

Executive Director Hawley presented the Executive Staff Report.

Hawley reminded Panel members to submit expense forms to Sagar by the deadline.

Hawley expressed personal gratitude to Chair Ashjian and Panel Member Carpenter for their service to the Panel. Hawley offered Ashjian and Carpenter each a bouquet of flowers as a token of appreciation.

CCAP is on track to move into its new office location on November 1, 2019. A bill moving through the legislature should eliminate the delays associated with state fire marshal approvals.

CCAP had anticipated receiving staff cell phones at the end of May. However, due to the sales representative's absence, processing was delayed. Hawley now anticipates receiving the phones by Friday, June 21, and will update Panel members accordingly.

Currently, there are no pending hearings filed by annual cannabis license holders before the Office of Administrative Hearings. Staff is monitoring for potential appeals.

The budget-to-actuals report for 2018-2019 shows a savings due to vacancies on the Panel and CCAP staff. There is a remaining balance of \$1.203 million. The balance will go down following the purchase of computer and other equipment. The balance is current as of May 31, 2019.

Hawley addressed the rollover funds question raised at the April meeting. In order to retain rollover funds, CCAP must secure a contract within the current fiscal year. If the funds are encumbered, CCAP will have access through 2021.

In July, CCAP staff will engage in a strategic planning session led by the Department of Consumer Affairs (DCA). DCA staff will first meet with CCAP staff. Later, DCA will meet with the Panel for input and to sign off on the plan. The Panel portion of the DCA meeting will take place in August or September.

On July 30-31, CCAP staff will participate in LEAN Methodology Training to refine internal work processes. The training will focus on identifying and streamlining processes so that they operate efficiently once CCAP begins receiving appeals.

Chief Counsel Christopher Phillips and Senior Staff Attorney Sarah M. Smith will attend a meeting of WomenGrow Santa Ana Chapter on June 27, 2019, where they will offer a presentation on the CCAP appeals process. The presentation has also been accepted for the National Cannabis Industry Association's California Cannabis Business Conference in October. CCAP will continue to do outreach and welcomes ideas or information about potential events.

Panel Member Moore asked if outreach includes out-of-state events—specifically the District of Columbia.

Hawley explained that out-of-state travel must be mission critical. CCAP would need to show that the travel is relevant to the work.

Panel Member Bremond asked if CCAP can look at other states with agencies like CCAP and potentially model itself on those who have succeeded.

Hawley says that's possible and noted CCAP is willing to talk about ideas.

Hawley also noted after speaking with Sagar that California has banned business travel to certain states.

Panel Member Moore asked what the reasoning was.

Hawley explained that the list of banned states is short and includes states that do not share California's values.

Hawley noted that circulation of internal policies and procedures was delayed following the previous meeting as the policies required labor union approval, and approval is on a

30-day timeframe. However, the bargaining units have now approved the policies, which will be uploaded for Panel member access. Panel members will need to review these new policies and sign the acknowledgement sheet.

Senior Staff Attorney Smith discussed pending legislation, including Assembly Bill 545 and the budget trailer bill. AB-545 would subject CCAP, along with the Bureau of Cannabis Control, to sunset review. The trailer bill language would allow CCAP to deliberate in closed session. The trailer bill also adds significant fines—up to \$30,000 per day—for non-licensees who violate cannabis laws, with limited appeal rights.

Panel Member Bremond asked if CCAP has done anything to oppose sunset review.

Smith explained that CCAP has submitted a bill analysis and provided input whenever possible. CCAP staff will update the Panel as necessary.

Smith added that the trailer bill language would also bring CCAP under the Business, Consumer Services and Housing Agency.

4. Authorization of Procurement – Case Management System.

Executive Director Hawley explained that CCAP originally proceeded with Prolaw. However, the Department of Business Oversight (DBO) informed CCAP that they were looking instead at Salesforce and LegalStratus. CCAP staff later discovered that the Department of Transportation was considering these options as well. Accordingly, CCAP requested information from Prolaw, LegalStratus, and Salesforce. After receiving and reviewing responses, Hawley and CCAP staff believe LegalStratus is a superior product.

Chief Counsel Phillips directed the Panel to a point-by-point comparison sheet of the three systems. Salesforce allows customization via “widgets.” LegalStratus is prebuilt out of the Salesforce building blocks and is geared specifically toward legal offices.

Compared with Prolaw, LegalStratus and Salesforce are intuitive, while Prolaw is powerful but less user-friendly. Both Salesforce and LegalStratus feature superior data reporting capabilities. LegalStratus and Salesforce are also browser based, while Prolaw is loaded onto the office PC and would require a VPN. LegalStratus and Salesforce feature website portals, potentially allowing appellants to complete and submit appeal forms online. Salesforce and LegalStratus would better facilitate a searchable, seamless case database. Finally, LegalStratus and Salesforce offer superior mobile apps.

Phillips noted that the costs for Salesforce and LegalStratus differ, but that is because LegalStratus comes prebuilt. CCAP staff recommends LegalStratus because it is already designed for the legal industry, making it much easier to implement.

Panel Member Bremond asked if there is an additional cost for adding users.

Phillips explained that there would be an additional cost per license.

Hawley explained that the quote included 13 licenses. LegalStratus and Salesforce are subscriptions, while Prolaw is an outright license purchase.

Bremond asked if Panel members would have access.

Phillips explained that yes, Panel members may access case files and all documents, including any prepared by staff. It would eliminate the need to FedEx documents.

Bremond asked what training Panel members would receive.

Phillips said LegalStratus training for Panel members would be an hour or two at most. With Prolaw, it is not clear that Panel members would be accessing the Prolaw system, but if so, the training would be longer.

Phillips explained that while staff recommends LegalStratus, it would alternatively prefer Salesforce over Prolaw.

Phillips noted that Panel members have received draft proposed delegations of authority for the purchase of LegalStratus and Salesforce. The Panel has already approved purchase of Prolaw, so if either of the proposed delegations passes, it will override the Prolaw delegation.

Motion (Bremond): Approve Delegation Resolution 19-02 authorizing procurement of the LegalStratus case management system. Seconded (Moore).

No comments from Panel members or the public.

Panel Chair Ashjian abstained. Motion passed 3-0.

5. Authorization of Contracts for Fiscal Year 2019-20.

Executive Directory Hawley suggested moving on to Agenda Item 6, Election of the Chair, due to the arrival of BCSH Secretary Podesta.

Chair Ashjian agreed.

6. Election of the Chair.

Chief Counsel Phillips explained that election of the chair is necessary because by operation of law, two Panel members—including Chair Ashjian—will fall off the Panel in July. The election of a new Chair is necessary to continue CCAP business.

Panel Members must first indicate they are willing to serve as Chair. Panel members must then be nominated for the position and cannot self-nominate. Once the nominations are in, the candidates may make a statement. After that, the Panel members will vote. If there is a tie, Secretary Podesta will cast the deciding vote.

Phillips asked if any Panel members are willing to serve as Chair.

Panel Members Bremond and Moore stated they are willing to serve.

Phillips requested nominations. Panel Member Carpenter nominated Bremond.

Phillips asked if Bremond wished to make a statement. Bremond did not.

Motion (Carpenter): Elect Diandra Bremond Chair of the Cannabis Control Appeals Panel. Seconded (Bremond).

No comments from Panel members or the public.

Chair Ashjian and Panel Member Moore abstained. Motion passed 2-0.

5. Authorization of Contracts for Fiscal Year 2019-20, Continued.

Executive Director Hawley explained that CCAP requires interagency contracts to function.

The first is a three-year, \$60,000 contract with DBO for IT goods and services. The second is a one-year contract with the Department of General Services for \$30,802.50 for human resource services. The third is a two-year contract with DCA, which breaks down into \$3,080.50 for administrative services, including strategic planning and translation, and an estimated \$40,000 for IT services.

CCAP is also seeking delegation for the purchase of Microsoft Surface Pro notebooks to replace computer equipment currently on loan from DBO, at a cost of \$30,582.

Hawley asked if Panel had any questions. The Panel had none.

Chief Counsel Phillips explained that we already have contracts for DBO and DGS, so staff is recommending approval of those contracts. CCAP does not yet have a contract with DCA but has an idea of the terms. The final delegation is for computer purchase identical to previous purchase delegations before the Panel.

No motion or second was taken on approval of contract for fiscal year 2019-20.

Chair Ashjian abstained. Motion passed 3-0.

Motion (Bremond): Approve purchase of computer hardware. Seconded (Moore).

No comments from Panel members or the public.

Chair Ashjian abstained. Motion passed 3-0.

7. Public Comment on Items Not on the Agenda.

Chair Ashjian warned any comment should not involve pending or future appeals. No comments from public.

Secretary Podesta extended her gratitude to Ashjian and Panel Member Carpenter for their service on the Panel, and for being trailblazers in unknown territory. Podesta presented Ashjian and Carpenter with letters of thanks.

Ashjian and Carpenter thanked Governor Brown, BCSH, their Panel colleagues, Executive Director Hawley, Chief Counsel Phillips, and the rest of the CCAP staff.

8. Future Agenda Items.

No comments from Panel Members or the public.

9. Adjournment.

Motion (Bremond): Adjourn the meeting. Seconded (Carpenter). Meeting adjourned at 10:53 am.

9. Reconvene: Authorization of Contracts for Fiscal Year 2019-20, Continued.

Chair Ashjian explained that CCAP staff had concerns about the procedure leading up to the vote on the fiscal year contracts. The Panel reconvened to remedy the procedure.

Motion (Moore): Approve contracts for fiscal year 2019-20. Seconded (Carpenter).

Ashjian abstained. Motion approved 3-0.

Meeting adjourned at 10:58 am.

AGENDA ITEM 3

EXECUTIVE SUMMARY REPORT

CANNABIS CONTROL APPEALS PANEL

EXECUTIVE SUMMARY REPORT

REGULAR PANEL MEETING

AUGUST 21, 2019

TIMING OF APPEALS

As of today, no appeals have been filed by an annual license holder at the Office of Administrative Hearing. CCAP staff continue to monitor this closely and do not expect to receive cases until the Spring of 2020.

CONTINUOUS APPROPRIATION REQUEST

The Cannabis Control Appeals Panel was established by the passage of Proposition 64 in November 2016, and amended by Senate Bill 94 of 2017, the cannabis trailer bill. During fiscal year 2017-18, the Legislature issued a 3-year, limited term for expenditures and positions. The Panel will no longer have authorization for positions or expenditures as of July 1, 2020.

Therefore, CCAP staff will request continuous appropriation from the Legislature through a statutory expenditure authorization which will exist from year to year without further legislative action. The justification and request will be submitted to the Business Consumer Services and Housing Agency for review to begin this appropriation request process.

LEGISLATION

Budget Trailer Bill – Assembly Bill 97

This bill went into effect on July 1, 2019. The Cannabis Control Appeals Panel is now established in the Business, Consumer Services, and Housing Agency. Additionally, it created an exception to a Bagley-Keene requirement by allowing the Panel to hold a closed session for the purpose of holding a deliberative conference, as specified in Business and Professions Code section 11126(c)(6).

Assembly Bill 545

This bill would subject the Bureau of Cannabis Control and the Cannabis Control Appeals Panel to legislative oversight in the form of sunset review. The purpose of this bill is to provide appropriate legislative policy committees with a periodical review of the Bureau and Panel to assess their effectiveness and performance. It is anticipated that CCAP will be removed from AB 545 after next week's suspense hearing. The Panel Members will be updated on the final determination of this bill.

END-OF-THE YEAR REPORT, FISCAL YEAR 2018/19

One-page summary will be provided at 8/21 meeting.

PROPOSED BUDGET FOR FISCAL YEAR 2019/20

One-page summary will be provided at 8/21 meeting.

TRAINING – LEAN PROCESS IMPROVEMENT

Staff participated in a 2-day training session on Lean methodology presented by the California Lean Academy, a unit within the California Department of Human Resources. Lean is a continuous improvement methodology based on five key principles to eliminate waste and increase value designed to improve processes and quality from the point of view of the customer.

On the first day, the class provided an overview of the fundamental concepts of Lean and the tools and techniques used to identify value-added activities and eliminate waste to improve outcomes and results.

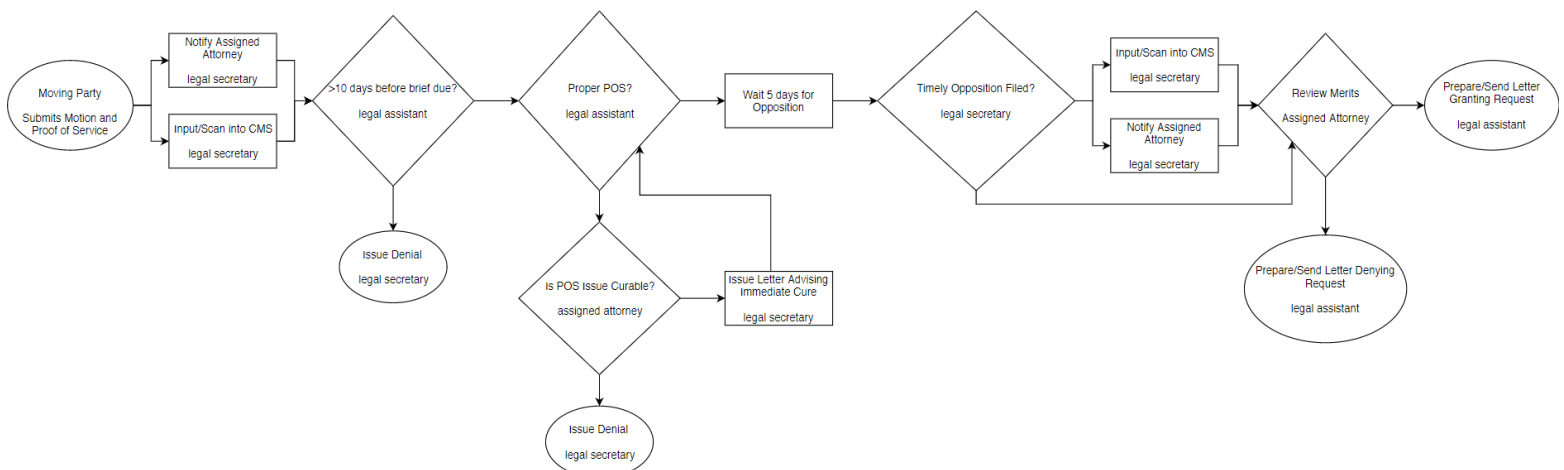
On the second day, CCAP staff and a Lean Academy facilitator discussed in detail some of CCAP's workflow processes. This training was extremely helpful in thinking through not only work flow but designating the roles and responsibilities for the various tasks identified. (See below for an example of a workflow process map.

CASE MANAGEMENT SYSTEM IMPLEMENTATION – LegalStratus / Salesforce

Staff will meet on August 26 – 28 with the implementation team from Sophus Consulting to gather work process requirements for the Panel. This will allow the implementation team to design LegalStratus to meet CCAP's unique case workflow, tracking and reporting requirements.

In preparation of this meeting, legal staff have developed 14 diagrams identifying various workflow processes. Below is an example of a work process for a “motion to waive page limits” for filing of briefs by the appellant (licensee) and/or respondent (state agency). Staff will continue to update the Panel on milestones for the implementation of CCAP's case management system.

Motion to Waive Page Limits



WEBSITE UPDATE

Accessibility Certification: On July 1, 2019, the Panel's website received its accessibility certification and is compliant with California Government Code Sections 7405 and 11135, and the Web Content Accessibility Guidelines 2.0. By complying with these guidelines, CCAP's website is now accessible to a wider range of people with disabilities, including blindness and low vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity and combinations of these.

New Pages & Content: The Department of Consumer Affairs (DCA), who provides maintenance for CCAP's website, is working on adding new pages and content to ensure that the general public, appellants, and respondents are provided essential information on the Panel's review process. Panel members will be provided a link to the updated website before it goes live for your review. DCA is providing a timeline for the project's completion and will be shared with Panel Members as soon as it becomes available. A summary of the new content is as follows:

- **Add Landing Pages:** New pages located at the top of the website for 1) Panel Meetings; 2) File an Appeal; 3) FAQs & Glossary; and 4) Forms
- **Educational Videos:** Additionally, CCAP staff are producing educational videos, 3 to 5 minutes in length, for appellants who may have questions or need additional assistance. Topics include:
 - Can I appeal?
 - How to initiate an appeal: form 6003 notice of appeal
 - How to initiate an appeal: form 6005
 - How to initiate an appeal: administrative record
 - Briefs: general info, format, deadlines
 - Motions: circumstances, how to file
 - Can I present evidence?
 - Preliminary decision
 - Oral Argument: format, location, scheduling
 - Final Decision: effect, recourse
- **Translations:** The following content was translated into Spanish, Mandarin Chinese (simplified & traditional), and Tagalog and will be uploaded to the website.
 - Appeals Process Chart with timeline
 - CCAP Appeals Checklist
 - CCAP Frequently Asked Questions (FAQs)
 - CCAP Form 6003_Notice of Appeal
 - CCAP Form 6005_Email Certification
 - CCAP Glossary of legal terminology

OUTREACH

*WomenGrow, Santa Ana, CA
June 27, 2019*

Chief Counsel Christopher Phillips and Senior Staff Attorney Sarah Smith presented a step-by-step overview of the appeal process for annual licenses, including deadlines and filing requirements. The WomenGrow organization serves as a catalyst for women to succeed in the cannabis industry. The group was appreciative of the information provided by CCAP.

National Cannabis Industry Association's, CA Cannabis Business Conference, Long Beach Convention Center

October 8, 2019, 9:00 a.m. – 10:00 a.m., Seaside Ballroom B

Like the WomenGrow presentation, Chief Counsel Phillips and Senior Staff Attorney Smith will present an overview of the appeals process for annual-licensee holders.

NEW OFFICE – 400 R STREET

- June 13 – Kick-off meeting with the construction team.
- June 25 - Staff met with representatives from Campbell Keller, the furniture dealer who has the State of California purchasing contract for modular and freestanding furniture. The meeting's purpose was to review the project's scope of work and begin the planning process for the furniture plan.
- Weekly construction meetings include representatives from the building owner; MarketOne Builders, Inc. (contractor); Department of General Services (DGS), Real Estate Services Division (State's project manager); Department of Business Oversight (DBO) (IT/data); Department of Consumer Affairs (DCA) (phones); North State Electric Contractor (AV consultant).
- August 19 – Conference call with the AV consultant, DBO and DCA and other construction team members to wrap-up scope and planning for the livestreaming of panel hearings, both at 400 R street, and at other locations throughout the state. Video of open-session panel hearings will be posted after each meeting.
- Below is a summary of the construction schedule:
 - 7/25 – 8/21 Mechanical / electrical / plumbing buildout
 - 9/23 – 9/25 Paint first coat
 - 9/27 – 10/2 Install doors / window frames
 - 10/16 – 10/18 Paint final coat
 - 10/21 – 10/24 Install carpet and flooring
 - 10/30 – 10/31 Install modular systems furniture
 - 11/6 – 11/7 Final inspections with City of Sacramento
 - 11/12 – 11/15 Install remaining free-standing furniture
 - 11/18 – 11/26 Target move in date

STAFF CONTACT:

Anne Hawley, Executive Director
Cannabis Control Appeals Panel
916-322-6870

AGENDA ITEM 4

INFORMATIONAL
PRESENTATION:

DRAFT MISSION, VISION, VALUE
STATEMENTS



Cannabis Control Appeals Panel 2019 Strategic Plan Schedule & 360 Review Schedule

Task		Due Date
Preliminary Meeting	SOLID meets with Executive Director to gather information about CCAP and discuss the strategic planning methodology.	6/11/2019
Draft Manager 360/annual review survey	SOLID will put together a draft of the Executive Director's annual review/manager 360 survey for review and edits	7/10/2019
MVV & Goal determination	SOLID will facilitate a Mission, Vision, Values session with CCAP Executive Director and all Panel staff. We will determine goal areas of focus for the strategic planning session along with descriptions at this meeting. Suggested Goal Areas: Appeals & Services, Regulations, Organizational Effectiveness, Outreach & Education, Technology	7/17/2019
Manager 360	SOLID will open the survey for the annual review/manager 360 for the Executive Director and present CCAP staff and Panel Members with the survey link.	7/17/2019
Survey Closed	SOLID will close the manager 360/annual review survey and compile results	7/22/2019
Compile Results for Review	SOLID will prepare the draft results and send to Chair & Chief Counsel for review and preparation of briefing materials for 8/21 agenda.	7/26/2019
Panel Member MVV discussion	SOLID to review Mission, Vision, and Values and goal areas with Panel Members and allow for review and edits.	8/21/2019
Manager 360	SOLID will present results of the manager 360 to Executive Director and Panel Members.	8/21/2019
Conduct ED & Panel Member & Staff Member Interviews	SOLID will schedule and conduct individual interviews with the Executive Director and each Panel Member. These interviews are 45 minutes to 1 hour in length and will cover the climate of CCAP's goal areas as well as their views on external environment which might be influential to CCAP.	TBD
Compile Results for Review	Upon completion of interviews and surveys, SOLID will compile and analyze the data and produce an environmental scan document to use during strategic planning. The environmental scan will be provided to the Executive Director for review and approval. The final document will be discussed during the strategic planning session.	TBD
ED sends scan to Panel Members and Legal	Environmental Scan and objective-building worksheets will be emailed by the Executive Director to Panel Members for strategic planning preparation (SOLID facilitator to be included in the email).	TBD
Pre-Session Meeting with Executive Director	This meeting, usually held at least 1 week before the planning session, is designed for the facilitator and Executive Director to discuss the proposed agenda for the strategic planning session. The Executive Director will also review all planned materials and PowerPoint.	TBD
Strategic Planning Session	SOLID will facilitate the strategic plan development session with Panel Members. If elected to do so, we will also revisit/revise the Panel's Mission, Vision, and/or Values.	TBD ¹
Draft Strategic Plan	SOLID will use information gathered at planning session to create the Panel's strategic plan. A comprehensive draft will be sent to the Executive Director for review by target due date.	TBD

¹ Dependent on the date of appointment of additional panel members (for quorum purposes).

Present Strategic Plan	Strategic plan is reviewed, edited, and adopted by entire Panel. The Panel may decide to work with DCA's Publications, Design, and Editing (PDE) team to have the plan professionally designed.	TBD
Action Planning Session	SOLID will facilitate a meeting with Panel staff to create an action plan to guide completion of strategic objectives by establishing due dates, identifying major tasks, and assigning responsible parties.	TBD

Cannabis Control Appeals Panel

Mission, Vision and Values

Mission

The Cannabis Control Appeals Panel provides fair, accessible, and timely quasi-judicial resolution of appeals from cannabis licensing decisions.

Vision

Cultivating a transparent and respectful forum for budding cannabis businesses within all California communities.

Values

- Efficiency
- Fairness
- Professionalism
- Respect
- Transparency

Cannabis Control Appeals Panel

Strategic Goals

Decision Making

Ensuring appeals from licensing agency decisions are resolved in a fair and timely fashion.

Outreach and Education

To provide transparency and education on the appeals process for cannabis stakeholders.

Organizational Effectiveness

To develop an effective and collaborative work environment while maximizing resources.

AGENDA ITEM 5

**THERE ARE NO
MEETING MATERIALS**

AGENDA ITEM 6

**THERE ARE NO
MEETING MATERIALS**

AGENDA ITEM 7

**MATERIALS FOR
CLOSED SESSION**

PANEL MEMBERS ONLY

AGENDA ITEM 8

**THERE ARE NO
MEETING MATERIALS**