



CANNABIS CONTROL APPEALS PANEL

Open Session Meeting Minutes

Monday, April 29, 2019

1:30 – 2:05 pm

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

Members present:

- Sabrina Ashjian, Chair (in Tarzana)
- Diandra Bremond (Los Angeles)
- Adrian Carpenter (in Sacramento)
- Sharon-Frances Moore (in San Diego)

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:

- Unidentified

Summary:

1. Call to Order and Establishment of Quorum.

Chair Sabrina Ashjian called the teleconference meeting to order at 1:30 pm. Melita Sagar called the roll. Panel Members Sabrina Ashjian, Diandra Bremond, Adrian Carpenter, and Sharon-Frances Moore were present. A quorum was established.



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2. Approval of November 28, 2018 Meeting Minutes.

Chair Ashjian asked the Panel Members if there were any additions or corrections to the minutes of the November 28, 2018 meeting. There were no additions or corrections.

Motion (Moore): Approve the minutes of the November 28, 2019 Panel meeting as submitted. Seconded (Carpenter). Motion passed 4-0.

3. Executive Summary Report.

Executive Director Anne Hawley presented the Executive Staff Report.

Hawley will reach out to members after the Panel meeting to schedule the May meeting date. The June meeting is still scheduled for June 19.

CCAP staff have made outreach efforts, including submitting a speaker proposal for the Cannabis Business Conference. They have also reached out to several organizations to see if there is any interest in CCAP attorneys presenting to their groups. Hawley will let Panel know if there is any response.

Hawley thanked the legal team for their efforts on the regulations. CCAP's new regulations will be effective July 1.

CCAP has been added to a CalHR regulation that will allow Panel Members to receive payouts for unused leave time. Panel Members will need to complete timesheets. Panel Member Bremond asked whether leave accrual will be prorated. Hawley said the change is not retroactive, but is effective April 10. Chief Counsel Phillips said April will be prorated, but Panel Members will receive full credit for future months.

CCAP has received purchasing authority. Hawley anticipates acquiring cell phones by the end of May.

CCAP anticipates completing its staffing toward the end of the year. Phillips said he spoke with the Department of Justice and there are no appeals forthcoming. He does not anticipate receiving appeals anytime soon.



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CCAP has revised and updated its policies. Panel Members will receive a PDF copy of the revised policies and will need to sign an acknowledgement sheet.

Hawley said CCAP will know in late May when construction will begin on CCAP's new office space. The move-in date is still September, but she will advise the Panel of any changes.

Hawley described CCAP's budget-to-actuals report. CCAP's fiscal health is still very good. The biggest expense is "personal services," or CCAP personnel. Hawley noted that the numbers in "budget" area of spreadsheet are flexible. The submitted budget includes anticipated ProLaw costs.

Panel Member Bremond asked if any remaining budget balance will roll over to the following year. Hawley said she believes it will, but she will check and report back. No questions from the Panel. No questions from the audience.

4. Authorization of Procurement – ProLaw Software.

Chief Counsel Phillips presented Delegation Resolution 19-01, authorizing acquisition of the ProLaw case management system.

Phillips explained that ProLaw is a case management software system already in use at other state agencies. It will streamline many office functions. CCAP staff has submitted Delegation Resolution 19-01 because the one-time acquisition costs will exceed \$10k authority and there will be additional recurring costs. The costs cited are maximums. The maximum one-time cost is \$116,790.40, with about \$66,000 annual cost. These totals include hourly training; existing legal staff already trained should reduce the costs. CCAP does not have much data to incorporate, which will further reduce configuration costs. Chair Ashjian asked if other systems were considered. Phillips said staff brainstormed similar systems, but based on staff experience, ProLaw was the best fit. Bidding was unnecessary because ProLaw is a proprietary software.

Executive Directory Hawley added that other agencies use ProLaw.

Panel Member Carpenter added that she is familiar with ProLaw and that it is the preferred case-management system in the state.



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Motion (Bremond): Approve Delegation Resolution 19-01. Seconded (Carpenter). No comments from Panel Members or the public. Motion passed 4-0.

5. Authorization of Commercial Lease.

Executive Director Hawley discussed the proposed commercial lease. CCAP's current lease expires April 30. Completion of CCAP's new office space at 400 R Street is delayed until at least September 2019. The Department of General Services (DGS) has offered a new lease for the current office space through October 31, with favorable terms.

Chief Counsel Phillips confirmed that the proposed commercial lease offers excellent terms and flexibility.

Panel Member Bremond asked if the future office space will allow for televised meetings. Hawley said she is unsure, but will check. Phillips said he believes the build-out will include such capability, but CCAP will need to purchase equipment. Hawley said she will review the architectural revolving fund balance and the cost of such equipment. Phillips noted that the new commercial lease exceeds the \$10,000 purchase delegation and therefore requires Panel approval.

Motion (Moore): Approve proposed commercial lease. Seconded (Carpenter). No comments from Panel Members or the public. Motion passed 4-0.

6. Public Comments on Items Not on the Agenda.

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

7. Future Agenda Items.

No comments from Panel Members or the public.



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8. Adjournment.

Motion (Bremond): Adjourn the meeting. Seconded (Carpenter). Meeting adjourned at 2:05 p.m.