

Open Session Meeting Minutes

Wednesday, August 21, 2019
10:00 am – 10:35 am

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

Members present:

- Diandra Bremond, Chairperson (in Los Angeles)
- 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

Presenters:

- Elizabeth Coronel, Department of Consumer Affairs
- Trisha St. Clair, Department of Consumer Affairs
- Suzanne Mayes, Department of Consumer Affairs

Public present:

- None present

Summary:

1. Call to Order and Establishment of Quorum.

Chairperson Dr. Diandra Bremond called the teleconference meeting to order at 9:59 am. Melita Sagar called the roll. Panel Members Dr. Diandra Bremond and Sharon-Frances Moore were present. A quorum was unable to be established. The rest of the meeting proceeded through the agenda items with no vote or action taken on those items.

2. Approval of June 19, 2019 Meeting Minutes.

Chairperson Bremond asked the Panel if there were any additions or corrections to the minutes of the June 19, 2019 meeting. There were no additions or corrections.

A vote on the approval of the minutes will be postponed until the next Panel meeting with an established quorum.

3. Executive Summary Report.

Executive Director Anne Hawley presented the Executive Staff Report.

Hawley reported there were currently no appeals filed by annual cannabis license holders or administrative hearings scheduled at the Office of Administrative Hearings. CCAP will probably not receive cases before early spring.

Hawley re-iterated that CCAP is an entity established by Proposition 64, later amended by trailer bills in 2017. Typically, new agencies, such as CCAP, get a three-year limited term funding. As of July 2020, CCAP will no longer have authorization for hiring or expenditures. Therefore, the Panel was informed CCAP will be preparing a Budget Change Proposal (BCP) to ensure continuing funding. The BCP will be submitted to the Business, Consumer Services and Housing Agency (Agency) in September. Hawley will provide an update at a future Panel meeting.

Hawley provided an update on recent legislation. Budget Trailer Bill 97 went into effect as of July 1, 2019, establishing the Panel under Agency as well as creating an exception to the Bagley-Keene Act for closed sessions. It is anticipated that CCAP will be removed from Assembly Bill 545 following next week's suspense hearing. This bill would have provided for sunset review of CCAP. Hawley will provide update at a future meeting.

Hawley discussed the End of the Year Report for the 2018-19 Fiscal Year. CCAP had expenditures of \$1.355 million, cost savings of \$844,896, and a balance of \$558,000. At a previous Panel meeting, there were questions about whether the funds could roll over. Hawley clarified that while the funds can be encumbered, they cannot be rolled over into the new fiscal year. CCAP has closed out the books for last fiscal year and is in compliance.

Hawley then discussed the Proposed Budget for the 2019-20 Fiscal year. The proposed budget provided for 13 positions, including 5 Panel Members and 8 CCAP staff members. CCAP's total appropriation is \$2.646 million, which includes salaries and benefits. As CCAP is still gathering information, a more detailed budget report will be provided at a future meeting.

Hawley updated the Panel on CCAP's progress in the LEAN Process Improvement program, presented by California LEAN Academy. LEAN is a continuous improvement methodology program focusing on eliminating waste, streamlining processes, as well as increasing value and services to the customer. CCAP staff met with the academy facilitator and discussed CCAP's workflow processes. Through these discussions, the facilitator and CCAP staff were able to diagram work processes and assign clear roles for CCAP attorneys and support staff. This training was valuable considering the importance of workflow process in building out LegalStratus/Salesforce, CCAP's case management software.

CCAP staff will meet with Sophus Consulting later this month, from August 26 to 28, regarding LegalStratus/Salesforce implementation. CCAP staff prepared 14 diagrams of various workflow processes. Staff will work with Sophus to build out and adapt LegalStratus/Salesforce to suit CCAP's particular needs. Hawley thanked the legal team for their efforts on preparing the workflow diagrams.

CCAP's website received accessibility certification on July 1. CCAP is in compliance with web accessibility guidelines and its website shall be accessible to a wider range of disabled individuals. CCAP will be working with the Department of Consumer Affairs (DCA) to add new pages and content to its website to make it more helpful to potential appellants and the general public. A draft version of the updated website should be completed by August 30, and will be forwarded to the Panel for review and feedback. The updates will include adding FAQs, Glossary, and Forms. It will also include adding instructional videos to help members of the public navigate the appeal process. There will be eight to ten total videos with each video being around 3 to 5 minutes in length. Finally, the website will be translated into Spanish, Mandarin, and Tagalog. Translations will be uploaded to the website.

Chief Counsel Christopher Phillips and Senior Staff Attorney Sarah Smith reported on CCAP's recent outreach efforts. On June 27, 2019, Phillips and Smith made a presentation at WomenGrow in Santa Ana, California. WomenGrow attendees were very appreciative of CCAP's presentation. The next outreach opportunity is the National Cannabis Industry Association's (NCIA) California Cannabis Business Conference on October 8, 2019. Phillips and Smith will present on the appeal process for annual license holders.

CCAP has been holding meetings regarding its new office at 400 R Street. A meeting took place on June 25 with Campbell Keller, who will be providing the furniture. CCAP has also been holding weekly construction meetings with various agencies and consultants. CCAP held a conference call on August 19 with an Audio/Video (AV) consultant and other partners regarding the livestreaming of Panel meetings. AV would also allow for videos of open sessions to be uploaded to CCAP's website after the conclusion of meetings. Currently, the target move-in date is November 18, 2019. The Panel will be notified if the date changes.

Panel Member Moore asked where the NCIA conference will be held. Hawley answered that it will be held at the Long Beach Convention Center and can provide more information if needed. Phillips offered to send Panel Member Moore more information on the conference.

No additional comments from the Panel. No comments from the public.

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

Hawley explained it was important to provide draft statements of CCAP's mission, vision, and values for the Panel's review and input. Hawley emphasized the importance of CCAP members understanding the reason behind their work. Once the draft statements are approved by the

Panel, it will help CCAP focus on its mission, which is serving the people of California. Hawley expressed that CCAP staff looks forward to Panel feedback.

Hawley introduced Elizabeth Coronel, Strategic Business Analyst and Facilitator, SOLID Training and Planning Solutions, DCA, to the Panel. CCAP reached out to Coronel in June because of their deep experience working with over 30 boards and bureaus housed within the DCA. Coronel reviewed the strategic planning schedule and the draft statements of CCAP's mission, vision, and values.

Coronel explained she collaborated with CCAP in a workshop to create draft statements of CCAP's mission, visions, and values. The draft statements were sent out for feedback through a survey, which elicited three responses. Recommendations from the survey included simplifying the vision statement generally. Regarding the value statement, it was recommended that "accountability" be added and "respect" removed. The discussion then shifted to CCAP's strategic goals, specifically where the Panel's efforts should focus on. It was suggested that a different term other than "transparency" be used for the goal area of outreach and education. It was also suggested that "collaboration" and "seeks continuous improvement" should both be added as values under the goal area of organizational effectiveness. Hawley noted that some of the feedback on the draft statements came from outside CCAP.

No comments from the Panel. No comments from the public.

A vote on the approval of the draft statements will be postponed until the next Panel meeting with an established quorum.

5. Public Comments on Items Not on the Agenda.

Chairperson Bremond warned any comment should not involve pending or future appeals. No comments from the public.

6. Future Agenda Items.

A vote on the foregoing agenda items will be postponed until the next Panel meeting with an established quorum. No comments from the Panel. No comments from the public.

7. Closed Session.

Open session suspended at 10:26 am for the Annual Review of the Executive Director in closed session, under the authority of Government Code section 11126(a)(1).

Open session resumed at 10:32 am.

8. Adjournment.

Motion (Moore). Adjourn the meeting. Seconded (Bremond). Meeting adjourned at 10:35 am.