



CCA Board Meeting  
Via Conference Call  
January 18, 2019  
**MINUTES**

**January 18, 2019**

President Fennell called the meeting to order at 11:00 a.m.

**1. Roll Call.**

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| <u>  X  </u> | Estelle Fennell, Humboldt County, CCA President                                      |
| <u>  X  </u> | Mary Zeeb, Treasurer-Tax Collector, Monterey County, CCA Secretary                   |
| <u>  X  </u> | Jim Hamilton, TT Collector/ Auditor Controller, SLO, CCA Treasurer, CCA Board Member |
| <u>  X  </u> | Shari Schapmire, Treasurer-Tax Collector, County of Mendocino, CCA Board Member      |
| <u>  X  </u> | Supervisor Don Saylor, Yolo County, CCA Board Member                                 |
| <u>  X  </u> | Alisha McMurtie, Treasurer-Tax Collector, Inyo County, CCA Board Member              |

Others: Cara Martinson, Adam Crabtree, Alan Fernandes, Greg Turner, Justin Cooley, John Bartholomew, Humboldt County Treasurer Tax Collector, CCA Alternate, Ed Burnham, Yolo County Accounting Manager.

- 2. ACTION ITEM: Appointment of CCA Treasurer.** Approved. Motion: Mary Zeeb; Second: Shari Schapmire. SLO County Treasurer Tax Collector Jim Hamilton was elected as the new Treasurer for CCA, filling the open slot left by the former SLO County Treasurer Tax Collector Jim Erb.
- 3. UPDATE on Internal Operations & Membership.** CCA has retained the firm of Clifton, Larson & Allen to help satisfy the State Controller's fiscal transaction report requirement for the JPA's 2017-2018 budget and finances. The firm is a Sacramento-based firm that the county of San Luis Obispo recommended. Staff indicated that they have outreached to Contra Costa, Alameda and Lassen County about joining the JPA and set up following meetings with county staff to talk more about the organization. CCA has also signed Vendor agreements with several more Third Party Vendors, including Trellis, Grow Flow and LeafOps. Staff also reported that they are working to develop a marketing and social media outreach plan. CCA staff reported that they are working with the CSAC Communications team, and will be working together to develop communication tools and potentially video to help promote CCA. Staff will also be developing a Facebook presence. Staff has already linked a Twitter page to the CCA website.
- 4. Form 700 Requirements.** Greg Turner, CCA Counsel reported to the Board that he is working with the FPPC to determine what type of Form 700 requirements the Board falls under. It is staff's understanding that disclosure requirements, if not already covered by Board Member's existing Form 700s, are narrow in scope and only relate to the reporting of interests in cannabis businesses. Counsel is seeking clarification and will report back to the Board.

- 5. Monterey County Status Update.** Monterey County also gave notice to their cannabis businesses in December that they must connect with CCA by January 15<sup>th</sup>. They gave their cannabis operators approximately six weeks to connect with CCA. CCA Board Member Mary Zeeb reported that the onboarding process is going well and both CCA staff and county staff are fielding calls and emails from businesses. NCS will also be conducting in-person training in Monterey in the coming month. CCA staff also noted that the outreach they did in the previous months with the Industry Association groups was helpful in providing operators with a better understanding of CCA is and what we are doing.
- 6. Other Items & Next Meeting.** The Board set the next call for February 15<sup>th</sup> at 11am, and directed staff to develop a schedule of meetings for the year to be reviewed by the Board. Once the meeting schedule is finalized, staff will send out calendar invites for Board Members.