

NOTICE OF MEETING & AGENDA

Friday, December 15, 2023

11 a.m. – 12:00 p.m.

**1100 K Street, Suite 101
Sacramento, CA 95814**

REMOTE LOCATIONS

Yolo County
625 Court St., Room 103
Woodland, CA 95695

Humboldt County
825 5th Street
Eureka, CA 95501
Room 111

San Luis Obispo County
Auditor-Controller-Treasurer-Tax Collector
1055 Monterey St. Rm D-290
San Luis Obispo, CA 93408

Santa Barbara County Admin building
105 E Anapamu Street
Santa Barbara, CA 93101
4th floor – Room 413

Inyo County
Office of the Treasurer-Tax Collector
168 N. Edwards Street
Independence, CA93526

Zoom Access

<https://zoom.us/j/8267160176>

Meeting ID: 826 716 0176

Call in Number: +1 (669) 900-9128 Code: 8267160176#

PUBLIC COMMENT:

The Board welcomes and encourages public participation in its meetings. The public may take appropriate opportunities to comment on any issue before the Board. If public comment is not specifically requested, members of the public should feel free to request an opportunity to comment. Each speaker is limited to two minutes. If you are addressing the Board on a non-agenda item, the Board may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the Board's general policy is to refer items to staff for attention, or have a matter placed on a future Board agenda for a more comprehensive action or report.

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AGENDA

- I. 11:00 am Opening Remarks & Roll Call
Tom Haynes, President

- II. 11:05 am Approval of Minutes (See Attached)
Tom Haynes, President

- III. 11:10 am Organizational Update
Greg Turner, Executive Director / Counsel CCA
 - A. FY 23-24 Budget Update (See Attached)
 - B. Work Plan Update (See Attached)

- IV. 11:30 am Legislative Update
Greg Turner, Executive Director / Counsel CCA
Cara Martinson, Public House Consulting

- V. 11:40 am Platform Update
Adam Crabtree, NCS Analytics

- VI. 11:50 am Public Comment

- VII. 12:00 pm Adjourn

Except where noticed for a time certain, all times are approximate and subject to change. The meeting may be canceled or changed without notice. For verification, please contact gturner@cca.ca.gov. Action may be taken on any item on the agenda. Items may be taken out of order, tabled or held over to a subsequent meeting, to accommodate speakers, or to maintain a quorum



CCA Board Meeting
Via Video / Teleconference Call/In-Person
September 22, 2023
MINUTES

September 22, 2023 via Video / Teleconference Call/In Person - Meeting called to order at 11:03am

1. Roll Call

- X Rex Bohn , Supervisor Humboldt County
- X Jim Hamilton, Treasurer-Tax Collector, San Luis Obispo County, CCA Treasurer
- X Tom Haynes, Assistant Chief Financial Officer, Yolo County
Alisha McMurtrie, Treasurer-Tax Collector, Inyo County
- X Brittany Odermann, Deputy CEO Santa Barbara County

Others: Greg Turner, Adam Crabtree, Christy Higgins, Tim Townsend, Cara Martinson, Supervisor Michael Green, Amy Christensen, Lara Gates

2. Approval of Minutes

June and August minutes reviewed. Notes will be added to closed session regarding action taken in June's minutes. John Cooley changed to Justin Cooley in August minutes. Motion to approve with these changes by Jim Hamilton with second by Brittany Odermann.

3. Legislative Update – Cara Martinson, Public House Consulting

CCA's contract lobbyist Cara Martinson provided update and discussion of relevant bills.

4. Organizational Update – Greg Turner

- A. FY 23-24 Budget reviewed and discussed. Motion to approve budget by Jim Hamilton with second by Tom Haynes.
- B. 2023 -24 Work plan reviewed and discussed.

5. Platform Update – Adam Crabtree

NCS continues to provide performance improvements, new alerts and speed stability. They will be hosting user groups with counties in the near future to determine how to make the platform better.

6. Public Comment - None

7. Closed Session – Meeting moved to closed session at 12:05

The Board held closed session to consider contracts for the Executive Director and Legal Counsel. The Board reported out of closed session having approved those contracts.



Budget Update

	FY 2021-22 Actual	F/YE 2022-23 Actual	Qtr 1 FY 23-24	Qtr 2 - 4 FY 23-24	FY 23-24 TOTAL	
Sources:						
BEGINNING YEAR FUND BALANCE AVAILABLE	96,524	171,284	206,751	216,218	206,751	
Adjustments for Timing on A/R and A/P			54,704			
CASH AVAILABLE			261,455			
REVENUES:						
Base Membership Dues		168,000	35,000	133,000	168,000	
Platform Usage Charges		759,500	82,625	330,500	413,125	
Total From Membership Fees	967,755	927,500	117,625	463,500	581,125	
Other Funding (Grants / FC)						
Interest	843	3,007	350	850	1,200	
TOTAL SOURCES	968,598	930,507	117,975	464,350	582,325	
Uses:						
EXPENDITURES:						
	Codes					
Professional Services	5050340	135,800	242,405	58,950	144,000	202,950
Outside Legal Services	5050320	96,000	96,000	24,000	72,000	96,000
Insurance	5050160	-	4,853	-	2,500	2,500
Audit	5050030	-	24,250	1,800	8,500	10,300
Program Marketing	5050010	5,000	123	1,100	2,500	3,600
Website Management	5050100	4,744	5,412	1,500	4,000	5,500
Sponsorship Fees (Misc Exp)	5050270	675	1,000	-	-	-
Data Platform Fees (Data Communications)	5050100	638,091	513,359	74,363	223,088	297,450
Board Travel	5050450	-	359	-	4,500	4,500
Telephone / Telecommunications	5050440	-	-	-	-	-
Board Meetings	5050125	5,622	1,097	-	768	768
Credit Card Fees	5050095	835	695	-	-	-
Office Expenses	5050280	2,690	5,487	1,500	5,500	7,000
TOTAL EXPENDITURES:						
Fixed Costs		250,691	381,681	88,850	244,268	333,118
Variable Costs		638,766	513,359	74,363	223,088	297,450
		889,457	895,040	163,213	467,355	630,568
Exigencies		79,141	35,467	(45,238)	(3,005)	(48,243)
TOTAL USES		968,598	930,507	117,975	464,350	582,325

FY 23-24 Work Plan

Funding

- **Fall of 2023:** We have a unique capability to provide local governments meaningful insights into commercial cannabis activity in their jurisdictions. Seeking additional resources through grants and other venues will be a priority.
- **Fall of 2023:** We have existing contracts with NCS and CSAC Finance Corp. that need to be revisited.
- **Fall / Winter 2023-24:** Working with Finance Corp and our contract partners to review our existing revenue structure for possible revisions.
- **Winter/Spring 2023:** Though our budget will be set for 2023-24, there will be planning for 2024-25 and beyond.

Organizational Structure

- **December 2023:** Revisit the JPA structure with an eye toward possibly revising the Membership / Participant model both from a legal structure and financial one. Possibly propose revisions to the JPA.
- **Spring 2024:** Strategic planning for fiscal and organizational goals for 2024-25 and beyond.

Public Policy

- **Fall 2023:** Convene stakeholder groups to discuss policy endeavors for the second half of the 2023-24 legislative session and possible administrative actions.
- **Fall/Winter 2023:** Work with our local government partners to chart a path CCA engagement in relevant policy initiatives.
- **Winter/Spring 2024:** Identify and pursue legislative / administrative action identified as a priority to CCA Members.
- Be a voice for counties and local government generally within DCC to advance changes to track and trace data inputs to serve local purposes (e.g., add wholesale pricing data, etc.)

Service Delivery

- **Beginning November 2023:** Host a quarterly meeting with CCA Member staff to discuss the Platform, how it is used, how it can be used more efficiently and effectively, how it might be modified or updated to address the needs of users and a price point that makes its integration into local regulatory and/or tax administration viable.
- **Fall/Winter 2023:** Restarting quarterly committee discussion with specific topics and work plans.

Outreach

- **Ongoing:** Continue to expand our communications tools (newsletters, surveys, etc.) and opportunities to engage with state and local cannabis stakeholders.
- **November, 2023:** CSAC Annual Conference (Oakland)
- **Fall 2023:** Revise marketing materials and strategy to bring attention to CCA's work with CPPC; specifically, as it relates to retail access programs and grant writing.