

**Cannabis Control Authority
Board of Directors Meeting
MINUTES
May 8, 2024
1:00-3:00 PM**

**Virginia Workers' Compensation Commission
Commissioner's Conference Room (Basement)
333 E. Franklin Street / Richmond, VA 23219**

MEMBERS PRESENT: John Keohane, Chair
 Neil Amin, Vice Chair
 Bette Brand
 Michael J. Massie
 Anthony Williams

LEGAL COUNSEL: James Flaherty, Office of the Attorney General

PRESENTERS: Robin Hollenbeck, Cannabis Control Authority
 Jered Benoit, Cannabis Control Authority
 Shawn Casey, Cannabis Control Authority
 Jake Shuford, Cannabis Control Authority
 Jamie Patten, Cannabis Control Authority

1. CALL TO ORDER

Mr. Keohane called the meeting to order at 1:00 pm.

2. DETERMINATION OF A QUORUM

Mr. Keohane determined the Board has a quorum with all five members present in person.

3. APPROVAL OF THE AGENDA

Upon motion by Ms. Brand and duly seconded by Mr. Amin, the members voted to approve the meeting's agenda.

4. APPROVAL OF THE PREVIOUS MEETING'S MINUTES

Upon motion by Mr. Williams and duly seconded by Ms. Brand, the members voted to approve the draft minutes from the March 20, 2024, Board meeting.

5. CCA NEW STAFF INTRODUCTIONS

Ms. Hollenback introduced four new staff members:

- Joy Payne, Human Resources Administrator
- Sean Pope, Compliance and Enforcement Inspector
- Elizabeth Schultz, Appointed by the Governor as Confidential Assistant/Senior Advisor to the Chief Executive Officer, and
- Caitlin Dana, IT Administrator.

6. **INFORMATION TECHNOLOGY POLICIES**

Mr. Benoit presented drafts of four formal IT policies for the Board's review:

- Acceptable Use of Computing Resources Policy;
- Information Security Policy;
- Unified Data Policy; and
- Change Management Policy.

After Mr. Benoit responded to Board questions, Mr. Williams made a motion to approve these policies, which Ms. Brand seconded. The policies were approved and adopted by the Board.

7. **MEDICAL CANNABIS PROGRAM UPDATE**

Ms. Casey provided updates on the Medical Cannabis Program. The CCA received 40 applications in response to the Notice of Open Applications (NOA) for HSA 1. She discussed the tentative timeline for the review and approval process.

Ms. Casey also addressed the possible rescheduling of marijuana at the federal level. While the CCA will continue to monitor the potential change, any rescheduling will be subject to a formal rulemaking process at the federal level and may be stalled by litigation or other hurdles.

Ms. Casey responded to questions from Mr. Massie about the applicants and the review process.

8. **LEGISLATIVE UPDATE**

Mr. Shuford updated the Board on the final status of all legislation from the 2024 legislative session.

9. **BUDGET AND FINANCE UPDATE**

Ms. Patten provided a budget and finance update for the CCA. The CCA has used \$3.2 million of the allotted budget for the current fiscal year. She noted expenditures will continue to increase as the CCA adds staff and approaches being fully staffed. The Authority is also anticipating several large expenditures in May and June, though it will remain within budget.

Ms. Patten also updated the Board on the 2024 budget bill, which at the time of the meeting was still being negotiated.

Mr. Amin asked whether there is a procedure for informing the Board whenever the CCA may exceed expenditures on a specific element of the budget. Ms. Patten indicated the CCA does not currently have a process accounting for that possibility given the Authority's relatively low spending levels so far. She and Mr. Amin agreed that it would be "best practice" to develop a process providing for such Board review as the Authority continues growing.

10. PUBLIC COMMENT PERIOD

Mr. Keohane invited comments from the public. No members of the public gave a comment.

11. CLOSED SESSION

At 1:33 PM, upon motion of Mr. Amin, and duly seconded by Ms. Brand, the members voted to enter closed session under the Virginia Freedom of Information Act to discuss matters lawfully exempted from the open meeting requirements under Virginia Code section 2.2-3711(A)(3), (A)(8), and (A)(29). In addition to the Board members, Mr. Preiss, Ms. Patten, Ms. Casey, and Mr. Flaherty attended the closed session.

At the Board's return from closed session, upon motion of Mr. Amin, and duly seconded by Ms. Brand, the members voted to certify that to the best of each member's knowledge only matters falling under Virginia Code section 2.2-3711(A)(8), (A)(3), and (A)(29) were discussed in the closed session.

12. ADJOURNMENT

The Board adjourned at 2:20 PM.