

**SOCIAL
EQUITY
COUNCIL**

**GINNE-RAE CLAY
EXECUTIVE DIRECTOR
(INTERIM)**

**FEBRUARY
REPORT**



Requests from the Executive Director

REQUEST	COMMENTS
Contract with 3rd Party Accounting Firm State Master Contract	Scope of Work Provided Urgent Need Contract estimated: \$125,000 – will increase
Contract with 3rd Party PR/Marketing Firm State Master Contract	Scope of Work Provided Contract estimated: \$500,000
Reposting of SEA Criteria to SEC Website	
Legislative Recommendations Extension	Authorization to Sign and Send
DECD/SEC MOU	Authorization to Sign
Work Plan	Comments or Questions from Council
Application Timeline	Comments or Questions from Council

TECHNICAL ASSISTANCE SEC WEBINAR SERIES

WEBINAR	DATE
Kickoff and Overview of the Program and Process	February 3rd @ 12:30 pm
Financing your Cannabis Business	February 3rd @5:30 pm & 8th @ 12:30)
License Types	February 10th @12:30pm
Application Process	February 16th (tentative)
Required Documents for Application	February 17th (tentative)
Accounting and Taxes	w/o February 21st
Lottery	Planning
Real Estate	Planning
Local Zoning	Planning
Post-License Operations	Planning
Security	Planning
Office Hours (Subject Matter Experts)	Proposed 3 x per week (1hr)

STAFFING PLAN - FY 22

Executive Director - Ginne-Rae Clay	August 2021
Program Manager - Jennifer Edwards	January 2022
Staff Attorney - Offer Pending	February 2022
Administrative Assistant - Reposted (closed-1/27)	February 2022
Comm & Legislative Manager - Interviews 2/7 & 8	February 2022
Associate Accountant - Position Approved	April 2022
Fiscal Administrative Officer - Request being processed	April 2022
Brand Director - Request being processed	April 2022

***Executive Session Required for Staff Attorney 2 Offer Pending (Feb 1, 22)**

Finance

SEC FY 22 BUDGET - ADJUSTMENT	\$385,960 increased to \$2,811,469
SEC FY 23 BUDGET - PROPOSED	\$5, 679,752

Legal

SEC ROLES AND RESPONSIBILITIES	CHRISTINE JEAN-LOUIS, AAG
SEC POLICES, PROCEDURES BY LAWS	PENDING Staff Attorney Hire

Legislative

LEGISLATIVE EXTENSION LETTER	REQUEST COUNCIL APPROVAL
DRAFT LEGISLATIVE AGENDA	<ul style="list-style-type: none">EJV - Venture Stand up TimeframeNo SEA for certain Licenses TypesResults of the Cannabis Study