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Location	Sunrise Room, Department of Commerce Building
Purpose	Calendar of Events – Updates to the Calendar; Web Traffic Report, Liquor and Cannabis Board – Agency Update; 2015 SBLT Annual Report; 2016 Planning – What's next for SBLT in 2016; and SBLT Member's Roundtable
Attendees	<ul style="list-style-type: none">• Linda Alongi • Jeff Baughman • Doug Cheney • Lawrence Coleman • Kari Gilje •• Rose Gundersen • Scott Hitchcock • Kim Johnson • Edmon Lee •• Rachael Lindstedt • Margeret Musser • Servando Patlan • Grant Pfeifer •• Patrick Reed • Nancy Skewis • Una Wiley • Brittany Wilson • Dennis Worrell •

Agenda Highlights

- **Welcome and Agenda Overview:** Scott Hitchcock
- **Calendar of Events – Updates to the Calendar:** Rachael Lindstedt
- **Web Traffic Report:** Margeret Musser
- **Liquor and Cannabis Board – Agency Updates:** Edmon Lee
- **2015 SBLT Annual Report:** Margeret Musser
- **2016 Planning – What's Next for SBLT in 2016:** Scott Hitchcock
- **SBLT Member's Roundtable:** All Members

Welcome and Agenda Overview

Scott Hitchcock, Office for Regulatory Innovation and Assistance

- ORIA received an email from Mike Brennan with the Workforce Board regarding the *Make it in Washington* program, in which they partner with several state agencies and colleges to provide education and training to manufacturing companies and their employees to encourage growth in Washington. For more information, visit: [Make it in Washington](#)¹.

Calendar of Events – Updates to the calendar

Rachael Lindstedt, Office for Regulatory Innovation and Assistance

- There are currently three events listed on the calendar for this year: two from Department of Enterprise Services (DES) and one from the Internal Revenue Service (IRS).
- **Reminder:** The events listed on this calendar should only be public events for small businesses to allow SBLT members to better coordinate their outreach efforts. Please visit the [Small Business Events Calendar](#)² to review any upcoming events and let ORIA

know (send to help@oria.wa.gov) if there are any missing events or if your agency is attending an event not currently listed as an attendee.

Web Traffic Report

Margaret Musser, Office for Regulatory Innovation and Assistance

- Presented the web traffic report³ for Quarter 4 of 2015 (Oct 1 – Dec 31):
 - Small Business HTML;
 - Small Business Guide PDF downloads; and
 - Calendar of Events
- The time customers spent visiting each site is not captured as the information is unreliable.
- A quarterly web traffic report will be presented to the Small Business Liaison Team each month; next month's report will include data from Nov 1, 2015 to Jan 31, 2016.

Liquor and Cannabis Board – Agency Updates

Edmon Lee, Liquor and Cannabis Board

- Last year agency name changed from Liquor Control Board to the current Liquor and Cannabis Board (LCB) as part of SB 5052.
- SB 5052 - Creates one singular system (both medical and recreational marijuana); LCB recently increased the retail licenses cap from 334 to 556
- Current counts of Marijuana licenses issued: 232 Retail; 145 Producer; 593 Producer/Processor; and 87 Processor (only); over 1,000 licenses issued overall (mostly small businesses). Visit: [LCB Weekly Marijuana Report](#)⁴ for continuous updates.
- Liquor licensing is growing at 5% a year with around over 16,500 current liquor licensees throughout the state.
- Liquor license processing time target has been reduced from 90 days to 60 days:
 - Lean Activities – actively searched for ways to speed up the licensing process
 - Switched from mail to electronic notices to local authorities (reduced time by 4-6 days)
 - Switched from 100+ page Power Point presentation to a 15 minute training video for new licensed businesses.
 - Standard Cost Model (SCM) – focusing on initial process of applying for liquor licenses to identify areas to improve – identified number of license types (200+) as a possible area to improve
- There are currently 50-60 pieces of legislation on marijuana and liquor, James Paribello who was unable to attend identified 3 of interest:

- HB2364 – Affects out of state investors and LLC (Marijuana)
- HB2584 – Adds exemptions to the Public Disclosure of businesses (Marijuana)
- HB2522 / HB2562 – Adds sanctions to minors in possession (Marijuana – currently penalties fall to the retail store)
- LCB participates in Results WA Goal 4 and Goal 5: Key Changes –Goal 5 metrics are being communicated with all state agencies
- They recently updated their strategic plan – one of the major priorities is agency's data system which will be focusing on for the next two years to replace the legacy database system
- They recently finished and posted their [FY 2015 Annual Report](#)⁵. Also a [Marijuana Know the Facts](#)⁶ risk card was distributed to the SBLT members.

2015 SBLT Annual Report

Margeret Musser, Office for Regulatory Innovation and Assistance

- Based on the feedback received from the Small Business Liaison Team (SBLT), we developed the 2015 SBLT Annual Report. Please send comments/suggestions for improvement to help@oria.wa.gov.
 - Section 1 – Executive Summary
 - Currently the charter lists HB 1818 (RCW 43.330.440); in reading through the RCW, it appears to relate specifically to streamlining projects involving ORIA and Commerce *not* necessarily SBLT. Should it therefore be removed?
 - ❖ **History:** in 2010 SBLT was focused on public outreach and the life cycle of businesses, it transitioned over the years to focus more on policy in part because of HB 1818
 - ❖ **Recommendation:** Keep in annual report/charter, but update verbiage to be less specific to types of streamlining projects (i.e. remove *manufacturing industry*) to keep with the spirit of the law
 - **Recommendation:** Instead of including the Executive Orders / RCW establishing the SBLT, maybe include examples of what SBLT has accomplished over the years since it was established
 - **Recommendation:** Update verbiage in the *2015 SBLT Accomplishments - Small Business Guide* section, specifically: "The SBG was accessed from the ORIA website approximately 170,000 times in 2015..."
 - Section 2 – Background
 - **Recommendation:** Review mission statement to determine if still applicable

- **Recommendation:** Remove specific references to the Executive Orders and RCW in the numbered list and update verbiage of number 7 to be less specific to types of streamlining projects
- **Recommendation:** Add/list previous accomplishments by the SBLT over the years since it was established
- For the next couple of weeks, ORIA will maintain contact with SBLT members to finalize and post the 2015 Annual Report.

2016 Planning – What's next for SBLT in 2016

Scott Hitchcock, Office for Regulatory Innovation and Assistance

- Presented [power point presentation](#)⁷ listing current ideas with a focus on updating and increasing the outreach of the Small Business Guide (SBG) and continuing state agency and small business advisor presentations.
 - Subject Matter Expert (SME): instead of having agencies review the entire SBG each time, recommend they have a subject matter expert focus on the section(s) which apply to their agencies
 - Good Idea; however, there is a concern regarding staff availability
- SBLT members had a few suggestions:
 - More outreach/assistance with small construction companies
 - Choose metrics to track to determine how the SBLT can more effectively outreach to small businesses – where SBLT should focus its attention
 - Add number of customers served throughout the year by SBLT members and/or outreach events to SBLT Annual report
- Discussion to be continued during the February meeting

SBLT Members' Roundtable

All SBLT Members

- The Washington State Department of Transportation (WSDOT) distributed flyers to the team and would like to present next month
- Secretary of State: Lots of changes to their processes/laws – will be providing update either next month or the following

Referenced Hyperlinks

- ¹ *Make it in Washington:* https://www.ezview.wa.gov/Portals/_1729/Documents/Presentations/Legislative%20handout%20FINAL.pdf
- ² *Small Business Events Calendar:* <http://www.oria.wa.gov/BizEvents>
- ³ *Web traffic report:* [https://www.ezview.wa.gov/Portals/_1729/Documents/Presentations/SBLT%20Quarterly%20Reports%20\(Oct-Dec%202015\).pdf](https://www.ezview.wa.gov/Portals/_1729/Documents/Presentations/SBLT%20Quarterly%20Reports%20(Oct-Dec%202015).pdf)
- ⁴ *LCB Weekly Marijuana Report:* <http://lcb.wa.gov/marijuana/dashboardReport>
- ⁵ *FY 2015 Annual Report:* http://lcb.wa.gov/publications/annual_report/2015-annual-report-final-web.pdf
- ⁶ *Marijuana Know the Facts:* <http://lcb.wa.gov/publications/publications/MJ-know-the-facts-web.pdf>
- ⁷ *Power point presentation:* https://www.ezview.wa.gov/Portals/_1729/Documents/Presentations/SBLT%202016%20Work%20Plan.pdf