



Executive Management Team Meeting

Wednesday, June 11, 2025, 1:30 pm

This meeting was held in a hybrid environment

Meeting Minutes

EMT ATTENDEES

Chair Jim Vollendroff
Member Ollie Garrett
Member Pete Holmes
Will Lukela, Agency Director
Toni Hood, Deputy Director
Marc Webster, Director of Legislative Relations
Becky Smith, Licensing & Regulation Director
Larry Grant, Director of Enforcement & Education
Julie Graham, Communications Consultant
Sarah Okey, Research Programs Manager
Gretchen Frost, Executive Assistant to the Board
Gloria Hong, Special Assistant to the Director

APPROVAL OF MEETING MINUTES

Member Garrett made a motion to approve the May 14, 2025 EMT minutes; May 20, 2025 Caucus minutes; June 3, 2025 Caucus minutes; and June 4, 2025 Board meeting minutes. Member Holmes seconded. The motion was approved.

LEGISLATIVE UPDATE – MARC

Marc has been working with Jessica Dang and Mallori Hays to update the Legislative Implementation Tracker, and there are a lot of updates to make. Another big project is soliciting for internal ideas for agency request legislation.

LICENSING UPDATE – BECKY

Becky noted that Customer Service has been very busy assisting customers as they navigate the new portal, receiving nearly double the volume of calls than they received prior to the Licensing Education, Enforcement and Administrative Data System (LEEADS) going live.

However they have processed Special Occasion Applications in nearly half the time it had been taking, averaging 16 days. The legislature voted in a fee increase that the IT, Finance and Licensing divisions are working on implementing.

COMMUNICATIONS AND MEDIA UPDATE – JULIE

Julie updated on recent media requests, and working on a framework for implementing House Bill 1515 for a communications and outreach plan. This is a complex, integrated project that crosses the agency & has multiple audiences that need to be engaged. The primary goal for the Communications outreach is that all affected parties stay informed, that LCB is everyone's primary source of information, and that the information is easily accessible.

POLICY UPDATE – SARAH

Sarah highlighted some Research team activities as well as what will be coming up from the Rules team.

ENFORCEMENT & EDUCATION UPDATE – LARRY

Larry attended the Washington CannaBusiness Association meeting and appreciated the feedback he received. The team has finished visiting all the cannabis labs and there were no major issues resulting from those educational visits. Larry then provided some results of the expansion of the education team.

GENERAL AGENCY UPDATE – TONI

Toni noted that on July 1 a new budget goes into effect, and because of the financial times, each division is being more specific about each line item. The LEEADS project has been taking up a lot of time as the team works diligently to troubleshoot and get it stabilized with fixes for various issues.

DIRECTOR'S COMMENTS – WILL

Will acknowledged all the staff working hard on the LEEADS project and noted that it is replacing a system that was in place for 40 years, so it is a large and vital project. He has been spending a lot of time in meetings with the governor's office on many topics

Meeting adjourned at 2:33 pm.

Minutes approved this 18th day of June 2025



Jim Vollendroff
Board Chair



Ollie Garrett
Board Member



Peter Holmes
Board Member

Minutes Prepared by: Deborah Soper, Administrative Assistant to the Board

<p>LCB Mission - Promote public safety, public health, and trust through fair administration, education, and enforcement of liquor, cannabis, tobacco, and vapor laws.</p>
