



**COUNTY OF MENDOCINO
CANNABIS DEPARTMENT**

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DATE: August 26, 2024
TO: Cannabis Department Staff
FROM: Steve Dunicliff, Interim Cannabis Director
RE: LJAGP Time Tracking and Webapps Timecode Clarification

PREVIOUS PROCEDURE

Verbal direction consistent with this written procedure was given to staff in March 2024.

PURPOSE

To promote consistency with employee time tracking related specifically to time spent working on the Local Jurisdiction Assistance Grant Program (“LJAGP”) and related activities.

DEFINITIONS

Annual License - means a non-provisional license issued by the Department of Cannabis Control (“DCC”) pursuant to Section 26050 of the Business and Professions Code

Direct time – refers to tasks and efforts that are directly involved in assisting applicants transition from provisional licensure to annual licensure

Indirect time – refers to tasks and efforts that support the overall grant process but are not directly related to assisting applicants transition from provisional licensure to annual licensure

Provisional License - means a provisional license issued by the Department of Cannabis Control, or its legacy commercial cannabis licensing authorities (the California Department of Food and Agriculture, the California Department of Public Health, or the Bureau of Cannabis Control) pursuant to Section 26050.2 of the Business and Professions Code, to engage in cultivation, manufacturing, distribution, testing, or retail activities

Webapps timesheets – Mendocino County’s established time tracking system that is designed to record and manage the time spent of various tasks, projects, or activities

SCOPE

The Department and any authorized County staff performing work on behalf of the Department shall be responsible for adhering to this procedure.

POLICY/PROCEDURE

LJAGP funding is intended to support Mendocino County in aiding provisional license holders to meet all necessary requirements to obtain an annual state license. Direct and indirect staff time must be accurately documented and must include timecard notes to show how the time was used to support the grant program.

LJAGP Time Tracking and Webapps Timecode Clarification

Direct time should be recorded by using the Webapps timesheets code CN-14-01. This code is used specifically for time spent on local Cannabis Cultivation Business License (“CCBL”) review, certification of application requirements, and any applicant technical support for provisional license holders only. Time spent on CCBL application review and technical assistance for annual license holders or CCBL applications without a DCC provisional license cannot be recorded under this code.

Indirect time should be recorded by using the Webapps timesheets code CN-14-02. This code is used for administrative support such as meetings related to the overall goal of the LJAGP grant, maintaining records, managing correspondence related to the grant, activities related to ensuring the grant requirements are being followed, including audits and reporting, offering training or resources to staff involved in grant management or implementation, offering technical support or expertise that helps ensure the success of the grant project, developing strategies, coordinating between departments or organizations, administering the direct grant program, including direct grant agreement contract creation and review, and other activities that indirectly support the overall grant objectives of assisting provisional license holders transition to annual licensure.


Staff must accurately log all hours in their Mendocino County Webapps Timesheet by using the designated time codes provided in this procedure. Work activities must be categorized properly, ensuring all grant-related work is tracked in accordance with this procedure. Staff should record time daily to ensure accuracy. At the end of each week, staff should review their time entries for accuracy and completeness.

RESPONSIBILITY

Any Department staff or authorized contractors performing any functions described in the scope are responsible for ensuring compliance with this procedure and all subsequent revisions of this procedure.

AUTHORITY

Policy Approved:



Steve Dunnicliff, Interim Cannabis Director

Date: 8/26/24