

## **Liquor Enforcement Division Colorado Liquor Clerks Working Group**

**Meeting of May 27, 2015  
1:00 p.m.**

**1144 Sherman Street  
Denver, CO 80203**

### Working Group Members Present:

Patrick Maroney - LED	Donia Amick - LED
Jennifer Higgs – LED	Cathy Dunne - LED
Aimee Jensen – Ft. Collins	Susan Phillips – Greenwood Village
Mishawn Cook – Boulder (City)	Lucille Miller – Thornton
Cheryl Aragon – Greeley	Angela Myers – Larimer County (via phone)
Lori Mitchell – Chaffee County	Carla Gomez – Saguache County
Jacqueline Allred – El Paso County	Suzanne Leclercq – Woodland Park
Laura Bauer – Commerce City	Judy Steele - Denver

### Welcome and Introductions

Patrick Maroney welcomed all the working group members to the first liquor clerks working group. Upon the suggestion from Patrick Maroney, the group will add 4-5 new clerks. It was suggested and agreed to add three for the cities and two for the counties (western and eastern Colorado). The LED will send an email to the clerks and solicit additional participants. Telephone conferencing will be available.

### Working Group Objectives, Expectations, Guidelines and Outcomes

The working group main goal is to build collaborative working relationships between the Colorado Liquor Enforcement Division (LED) and local licensing clerks. The initial main objectives are:

- Streamline licensing processes
- Provide training for clerks
- Improve communications

Patrick Maroney discussed the process of how the working group would review, prioritize and provide recommendations for changes to current practices in order to better facilitate a more efficient licensing process.

Prior to the meeting, the working group members and LED staff submitted items to be discussed during the working group meeting. Patrick Maroney led the discussion and many issues were presented for review. The working group decided to develop four subgroups:

1. Forms
2. Communication
3. Training
4. Streamlining

All of the issues were reviewed and put into one of the four subgroup categories for further review. A list of those items will be posted on the Division's website. Some of the submitted issues were discussed but it was decided not to address them as they did not affect the objectives of the working group. Working group members volunteered to chair the subgroups and will be responsible for setting a meeting date and taking notes at their subgroups, which will then be presented to the main working group. The four chairpersons are:

Forms – Susan Phillips  
Communication – Cheryl Aragon  
Training – Judy Steele  
Streamlining – Aimee Jensen

The next Liquor Clerks Working Group meeting will be held at the Colorado Municipal League Office, 1144 Sherman Street, Denver, CO on July 7, 2015, at 1 p.m.

Meeting adjourned.

*NOTE: Recordings of the meeting will be available on the LED website at [ww.colorado.gov/enforcement/liquor](http://ww.colorado.gov/enforcement/liquor)*