

PROJECT SUNLIGHT

Project Sunlight, an important component of the Public Integrity Reform Act of 2011, is an online database that provides the public with an opportunity to see what entities and individuals are playing a role in government decision making. Under Project Sunlight, certain interactions with State Liquor Authority staff that are meant to influence agency decisions will be reported in the data base. Only the persons involved, and not the substance of any communication, are reported. Following is a list if the interactions that will, and will not be subject to reporting under Project Sunlight. Any questions and/or issues should be directed to the Authority's Special Counsel in Albany, who is the agency's liaison for Project Sunlight.

Interactions excluded from reporting regardless of the nature of the contact

The following interactions with the State Liquor Authority, regardless of the subject matter, will not be reported under Project Sunlight.

- 1) Any written communication, such as letters, faxes and emails.
- 2) Any appearance at a Full Board meeting of the Members of the Authority.
- 3) Any meeting, telephone conversation or video conference between any of the following persons and an agency employee: a representative of a state or local agency or authority; a representative of the federal government; a representative of a tribal government; an elected official; executive or legislative employees; judges or employees of the judiciary; a representative of the media; and a person under the age of 18.
- 4) Any meeting, telephone conversation, or video conference between any person and any agency employee with respect to: requests for information; guidance in the submission of forms and other documents; scheduling meetings; identifying or describing a law, regulation or agency policy; issuing a refund for the unused portion of the term of a license; the performance of any other ministerial function.
- 5) Litigation before any court.

Interactions that will or will not be reported depending upon the nature of the contact

	Will be Covered by Project Sunlight	Will not be Covered by Project Sunlight
Licensing Matters	<ol style="list-style-type: none"> 1) Any meeting, telephone conversation or video conference regarding a pending application between an applicant or any other person and a Commissioner of the Authority regarding a pending application. 2) Any meeting, telephone conversation or video conference between any person, other than the applicant or its representative of record, and General Counsel, Special Counsel, or a member of the Licensing Board regarding a pending application. 3) Any appearance by an applicant, its representative of record, or any other person (other than a witness called by the licensee or the Authority) at a quasi-judicial proceeding conducted by the Authority regarding a license application, other than a "500 Foot Hearing." 	<ol style="list-style-type: none"> 1) Any appearance at "500 Foot Hearings" (which are open to the public and announced on the agency's website), to determine if issuing a full on premises liquor license, where three or more licensees have been issued to premises within 500 feet of the proposed location, would be in the public interest. 2) Any meeting, telephone conversation or video conference between an applicant or its representative of record, and an agency employee, other than a Commissioner of the Authority regarding a pending application. 3) Any meeting, telephone conversation or video conference between any person other than an applicant or its representative of record, and an agency employee, other than a Commissioner of the Authority, General Counsel, Special Counsel or member of the Licensing Board with respect to a pending application.

Interactions that will or will not be reported depending upon the nature of the contact

	Will be Covered by Project Sunlight	Will not be Covered by Project Sunlight
Enforcement Matters	<ol style="list-style-type: none"> 1) Any meeting, telephone conversation or video conference between any licensee or any other person and a Commissioner of the Authority with respect to a potential or pending investigation or disciplinary proceeding, or a stay of any penalty imposed by the Authority. 2) Any meeting, telephone conversation or video conference between any person, other than the licensee or its representative of record, and General Counsel or Special Counsel with respect to a potential or pending investigation or disciplinary proceeding, or a stay of any penalty imposed by the Authority. 3) Any meeting, telephone conversation or video conference between any person, other than a licensee or its representative of record, and the Secretary to the Authority with respect to a stay of any penalty imposed by the Authority. 4) Any appearance by a licensee, its representative of record, or any other person (other than a witness called by the licensee or the Authority) at a quasi-judicial proceeding conducted by the Authority with respect to charges brought by the Authority against the licensee. 	<ol style="list-style-type: none"> 1) Any meeting, telephone conversation or video conference between a licensee, or its representative of record, and any agency employee, other than a Commissioner of the Authority with respect to a pending or potential investigation or disciplinary proceeding. 2) Any meeting, telephone conversation, or video conference between any person other than the licensee or its representative of record, and an agency employee, other than a Commissioner of the Authority, General Counsel, or Special Counsel with respect to a potential or pending investigation or disciplinary matter.

Interactions that will or will not be reported depending upon the nature of the contact

	Will be Covered by Project Sunlight	Will not be Covered by Project Sunlight
Rulemaking, Policy-making, and Other Regulatory Matters	<p>1) Any meeting, telephone conversation or video conference between any person and a Commissioner of the Authority, General Counsel, Special Counsel, or Wholesale Bureau staff member with respect to: the repeal, adoption or amendment of a regulation, advisory, bulletin or divisional order issued by the Authority; or modifying a regulatory policy not promulgated in the aforementioned categories of documents.</p> <p>2) Any meeting, telephone conversation or video conference between any person and a Commissioner of the Authority, General Counsel, Special Counsel, or a member of the Authority's Wholesale Bureau, regarding a request that the agency take action, or refrain from taking action, with respect to the exercise of the Authority's powers involving price posting, terms of sale, or other trade practice issues.</p>	<p>1) Any meeting conducted by the Authority to discuss general licensing, disciplinary, compliance, regulatory or trade practice issues provided that the meeting is open to the public and notice of the meeting is announced on the agency's public website.</p>