



DRAFT MINUTES

Regional License and Permit Program Oversight Group Special Meeting October 6, 2016

City of Reno
One East First Street
7th Floor Caucus Room
Reno, NV 89501

Oversight Committee

Reno Acting City Manager – Bill Thomas
Sparks City Manager – Steve Driscoll
Washoe County Manager – John Slaughter
District Health Officer – Kevin Dick

Steve Driscoll, Sparks City Manager, chaired the meeting with a call to order.

A. Roll Call

Attendee Name	Title	Status	Arrived
Bill Thomas	Reno Acting City Manager	Present	
PROXY – Amber Drlik	Management Analyst		
Kevin Dick	District Health Officer	Present	
Steve Driscoll	Sparks City Manager	Present	
John Slaughter	Washoe County Manager	Present	

B. Public Comment

NONE.

C. Approval of the Agenda – October 6, 2016 (For Possible Action).

Proposed Motion: Approval so moved.

Mover: John Slaughter, Washoe County Manager

Second: Amber Drlik, City of Reno

Result: Approved [Unanimous]

AYES: [Unanimous]

D. Approval of Minutes

1. August 15, 2016 Oversight Group Special Meeting (For Possible Action).

Proposed Motion: Approval so moved.

Mover: Kevin Dick, District Health Officer

Second: Amber Drlik, City of Reno

Result: Approved [Unanimous]

AYES: [Unanimous]

2. August 29, 2016 Oversight Group Special Meeting (For Possible Action).

Proposed Motion: Approval so moved.

Mover: John Slaughter, Washoe County Manager

Second: Kevin Dick, District Health Officer

Result: Approved [Unanimous]

AYES: [Unanimous]

E. Presentation, discussion, and possible direction to staff regarding status on Accela Regional Business License and Permit Platform go live date of October 31, 2016 (For Possible Action).

Lori Piccinini, Washoe County, gave an update on the status of the Accela Regional Business License and Permit Platform go live date of October 31, 2016.

Steve Driscoll, Sparks City Manager, requested additional information about the nature of issues found during the citizen review. Ms. Piccinini responded that most of the issues were regarding the font size and that some of the screens within the process were redundant.

Mr. Driscoll questioned whether one agency having limited access to one of the key components of the system will cause any issues for any of the other agencies systems. Ms. Piccinini responded that this will create no issues for any of the other agencies as the key component referred to is a stand-alone function.

Mr. Driscoll asked if information had been received from the State of Nevada regarding the potential changes to SilverFlume and how this will affect the work already done towards an interface. Ms. Piccinini stated that nothing additional had been received from the State and that there is the potential that some pieces of the interface which have already been completed will need to be rewritten. Bob Webb, Washoe County, also added that Accela Regional Coordinating (ARC) Team has been focusing on the go live date. The ARC Team plans to reconnect with the State after the go live date to attempt to resolve these issues.

Mr. Driscoll asked if the linking of ACA customers with their renewal or previous accounts was a functionality which was originally part of the Statement of Work. Ms. Piccinini stated that this was originally believed to be an existing feature through Accela, but as the project progressed this was proven to not be the case.

John Slaughter, Washoe County Manager asked if Accela and True Point are ready for the October 31st go live date. Peri Halliwell, Accela, and Keith Hobday, TruePoint, each stated that their organizations are both ready for the go live date.

Proposed Motion: Motion to accept the status on the Accela Regional Business License and Permit Platform go live date of October 31, 2016.

Mover: Kevin Dick, District Health Officer

Second: John Slaughter, Washoe County Manager

Result: Approved [Unanimous]

AYES: [Unanimous]

F. Announcements/Reports/Updates

Amber Drlik, City of Reno, on behalf of Bill Thomas, sincerely thanked all of the partners for all of their work in order to be able to go live on October 31st.

G. Identification of future agenda items for the quarterly meeting of the Oversight Group on December 6, 2016 (For Possible Action).

1. Presentation of the Accela Regional Business License and Permit Platform FY17/18 Budget.

Lori Piccinini, Washoe County, stated that the time for the meeting scheduled for December 6, 2016, has been changed from 1:00 pm to 3:00 pm to 3:00 pm to 5:00 pm.

Ms. Piccinini stated that the budget for FY 17/18 for Accela is already on the agenda for the December 6th meeting.

John Slaughter, Washoe County Manager, requested an agenda item on all future agendas for a report regarding the feedback from the customers and staff.

Steve Driscoll, Sparks City Manager, requested an agenda item for the status report of functionality, including if additional functionality has been added.

Proposed Motion: Motion to approve these future agenda items.

Mover: John Slaughter, Washoe County Manager

Second: Kevin Dick, District Health Officer

Result: Approved [Unanimous]

AYES: [Unanimous]

H. Public Comment

NONE

I. Adjournment (For Possible Action)

Proposed Motion: Motion to adjourn.

Mover: John Slaughter, Washoe County Manager

Second: Kevin Dick, District Health Officer

Result: Approved [Unanimous]

AYES: [Unanimous]

Meeting was adjourned at 3:28 p.m.