



Regional Business License and Permits Program

****Draft Meeting Minutes****

Regional Business License and Permits Program Oversight Group Quarterly Meeting

**Tuesday, September 7, 2021, 2:00 p.m.
Washoe County, NV**

This meeting was held via teleconference.

Oversight Group Members

Oversight Group

City of Reno – Jackie Bryant
City of Sparks – Alyson McCormick – Lisa Hunderman
Washoe County – Behzad Zamanian
District Health – Kevin Dick
Douglas County – Tom Dallaire

Agenda Items

A. Call to Order, Roll Call (Non-action Item)

The meeting was called to order at 2:03 p.m.

Present

- | | |
|---------------------------------|-----------------|
| • City of Reno | Jackie Bryant |
| • City of Sparks | Lisa Hunderman |
| • Washoe County | Behzad Zamanian |
| • Douglas County | Tom Dallaire |
| • Washoe County District Health | Kevin Dick |

Washoe County Deputy District Attorney Trent Ross was also present.

B. Public Comment (Non-action item) – Comments heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the agenda. Each person addressing the Oversight Group shall give his name and shall limit the time of their presentation to three (3) minutes per NRS 241.020(3)(d)(7).

There was no response to the call for public comment; no emails had been submitted prior to the meeting.



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C. Approval of September 7, 2021, Agenda (For Possible Action)

Tom Dallaire, Douglas County, moved to approve the agenda as written. Jackie Bryant, City of Reno, provided the second. There was no response to the call for Committee or public comment. Upon a call for the vote, the motion carried unanimously.

D. Approval of the June 1, 2021, Minutes (For Possible Action) – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Tom Dallaire, Douglas County, moved to approve the March 2, 2021, minutes with the correction noted. Lisa Hunderman, City of Sparks, provided the second. There was no response to the call for Committee or public comment. Upon a call for the vote, the motion carried unanimously.

E. Comptroller's Financial Report; Confirmation on subscription payments made and new licenses purchased. (For Discussion Only)

Joyce Garrett, Washoe County Comptroller's Office, introduced the item. Sara DeLozier, Washoe County Technology Services, shared the Financial Report had been revamped to focus on current year expenditures including the annual subscription, new licenses and the Enhanced Reporting Database. She welcomed input and feedback on the changes. Invoices for the newly acquired items would be targeted to be sent to the respective agencies after each quarterly meeting.

In response to a question about the Subscription Credits, Lori Piccinini, Washoe County Technology Services, indicated credits are received for anything less than 99.9% uptime. When there is downtime, a request for credit needs to be turned in to Accela within 30 days. Due to the timing of the most recent credit, it was applied to the annual subscription. The agencies will have the opportunity to decide either to have future downtime credits refunded or applied to the next year's subscription amount.

F. Review, revise and/or approve the Accela Regional Data Sharing Agreement; between all the agencies and departments utilizing Accela and the Enhanced Reporting Database approved at June 1, 2021, Oversight meeting; to guarantee or restrict certain access for proper use of each agency's data. (For Possible Action)

Lori Piccinini, Washoe County Technology Services, reviewed her presentation (slide four), noting at the June 2021 meeting of the Committee it had been decided to move forward with adding the Enhanced Reporting Database tool. This item is to review the proposed agreement to provide the framework to guarantee and restrict proper use of each agency's data. Following this Committee's review and approval, the document will be circulated to each participating agency's governing body; Douglas County is not using the Enhanced Reporting Database. There was discussion of the draft language with the following amendments being proposed:

1. Change the type of agreement from a Memorandum of Understanding to an Interlocal Agreement to better reflect the indemnification and liability clauses
2. Modify the parties to replace Washoe County departments with Washoe County (BCC)

3. Amend Restricted Usage B5 to include the bolded language “The following data is deemed confidential and shall not be permitted for any other Party to **review, use, prepare, or** report against as specified herein:”
4. Amend the initial clause and the language in the “Term” clause to include production data in addition to the replicated data
5. Modify the signature block for Health to be “Health District” rather than “District Health”

No opposition to or concern with the changes was shared. It was clarified that all previously granted Assessor use for reporting under NRS would remain unchanged (A7).

Jackie Bryant, City of Reno, moved to approve the Accela Regional Data Sharing Agreement as amended to include all the above noted changes 1-5. Lisa Hunderman, City of Sparks, provided the second. There was no response to the call for further Committee or public comment. Upon a call for a vote, the motion carried four in favor, none opposed with Tom Dallaire, Douglas County abstaining.

G. Interlocal Cooperative Agreement Establishing the Regional Business License and Permits Program. Review, discussion, and possible action to identify potential changes to the current interlocal agreement and direct legal staff to draft proposed amendments. (For Review, Discussion and Possible Action)

Lori Piccinini, Washoe County Technology Services, reviewed her presentation (slide five). Members of the Oversight Committee and the Accela Regional Coordinating Team have in the past noted concerns with the language in the current interlocal which is geared around the implementation of the platform in 2014.

Issues have arisen around the ability to add new agencies while protecting voting rights of original members. Additional topics to consider are the membership structure of the Committee, the frequency of the meetings, and the licenses and true-up process. Ms. Piccinini noted the true-up process is largely a function of the Accela contract which is valid through the end of June 2025.

Kevin Dick, Washoe County Health District, spoke in favor of equal representation for original members and shared he would support new members with the ability for the Committee to evaluate the voting ability for each, possibly based on the number of licenses for example. He spoke in support of evaluating the responsibilities that could be shifted to the Accela Regional Coordinating Team (ARC) to maximize what can be accomplished without triggering the need for an Open Meeting Law format, which may also allow for fewer meetings. Lisa Hunderman, City of Sparks, noted agreement with Mr. Dick especially with regard to membership and meeting frequency sharing confidence in the ARC’s ability to make decisions knowing there is consultation with upper management. Jack Bryant, City of Reno, echoed her agreement. With that direction, staff was asked to return to this Committee with proposed amendment language.

H. Announcements/Reports/Updates - Oversight Group member announcements/reports/updates from members concerning the regional business license and permits project. Requests for information and any ideas and suggestions for the

regional business license and permits project. (For Discussion Only)

Lori Piccinini, Washoe County Technology Services, reviewed her presentation (slide six).

1. Recognition of the Washoe County Health District Crumbine Award Food Safety program

Amber English, Washoe County Health District, shared the District had been awarded this year's award as a local health district for the Washoe Eats App which helps to prioritize inspections based on violation; they've been invited to present the app to other agencies. Kevin Dick, Washoe County Health District, noted this award is only awarded to one agency and only in years when a program presents itself notable.

2. Update on COVID Testing Module in Accela

Amber English, Washoe County Health District, shared the new module is live and now provides for 100,00 tests per day with a lab interface updated four times per day. The team is reviewing other aspects that may benefit from automated interfaces.

3. Annual Accela Virtual Conference and training October 4-6, 2021

This year's conference is available to agency leads for training and workshops; there will also be information shared on future releases and features.

4. Recorders AB 3 Electronic Mapping update

Recent Nevada Legislative action has provided for a move from mylar to all electronic recording of tentative and final maps. A Project Charter has been created, staff has reached out to Las Vegas agencies on their plans, and local agencies have begun to meet to discuss and flow-out the process. There is still work being done to ensure the security of the surveyor's seal and maintain alignment of standards with neighboring jurisdictions.

Tom Dallaire, Douglas County, inquired about NDEP (Nevada Division of Environmental Protection Agency) mapping leads for the review of water lines and water systems. Kevin Dick, Washoe County Health District, spoke to it being available for subdivisions but not commercial septic which is done internally though it would be helpful to collaborate.

5. Quarterly Accela Admin call

The Team has been working with Accela to review existing issues and CRC cases in order to best identify any in need of escalation. The Citizen Site Global Search has been fixed which will drastically improve and enhance searching for citizen.

I. Identification of Oversight Group future agenda items – No discussion among Committee members will take place on this item. The next regular meeting is scheduled for Tuesday, December 7, 2021, at 2:00 p.m.; meetings may be scheduled as needed. (Non-action item)

- Workflow alignment with the two Cities and Health
 - Preliminary FY23 budget
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- Oversight meeting responsibilities – clarify what are the appropriate agenda items

J. Public Comment (Non-action Item) – Comments heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the agenda. Each person addressing the Oversight Group shall give his name and shall limit the time of their presentation to three (3) minutes per NRS 241.020(3)(d)(7).

There was no response to the call for public comment.

K. Adjournment (Non-action Item)

The meeting adjourned at 2:57 p.m.

Draft