



## Regional Business License and Permits Program

**\*\*Meeting Minutes\*\***

### Regional Business License and Permits Program Oversight Group

**Tuesday, March 8, 2022, 2:00 p.m.  
Washoe County, NV**

**Meeting was held via teleconference**

#### **Oversight Group Members**

##### **Oversight Group**

City of Reno – Jackie Bryant  
City of Sparks – Alyson McCormick  
Washoe County – Chad Giesinger  
Washoe County Health District – Kevin Dick  
Douglas County – Tom Dallaire

### **Agenda Items**

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

The meeting was called to order at 2:00 p.m.

##### **Present**

- |                                 |                     |
|---------------------------------|---------------------|
| • City of Reno                  | Kannaiah Vadlakunta |
| • City of Sparks                | Lisa Hunderman      |
| • Douglas County                | Ann Damian          |
| • Washoe County                 | Chad Giesinger      |
| • Washoe County Health District | Kevin Dick          |

##### **Absent**

Washoe County Deputy District Attorney Trenton 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; none was submitted prior to the meeting.



**C. Approval of March 8, 2022, Agenda** (For Possible Action)

Ann Damian, Douglas County, moved to approve the March 8, 2022, agenda. Lisa Hunderman, City of Sparks, provided the second. There was no response to the call for Committee discussion or public comment. Upon a call for a vote, the motion carried unanimously.

**D. Approval of the December 7, 2021, Minutes** (For Possible Action) – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Ann Damian, Douglas County, moved to approve the December 7, 2021, minutes as written. Lisa Hunderman, City of Sparks, provided the second. There was no response to the call for Committee discussion or public comment. Upon a call for a vote, the motion carried unanimously.

**E. Financial Summary** – Review of subscription payments made, new licenses purchased, downtime credits and FY23 budget summary. (For Discussion Only)

Sara DeLozier, Washoe County Technology Services, reviewed the Financial Summary providing updates on the FY22 Subscription amounts, FY22 new licenses added, credits received and a breakout of the FY23 budget amounts approved at the December 2021 meeting. She noted she believed the contingency amount provided in the “other” column was meant to provide a buffer amount for each agency to purchase additional licenses, if needed.

**F. Proposed Amendment to the Interlocal Cooperative Agreement Establishing the Regional Business License and Permits Program** (For Possible Action) – A review, discussion and possible action to make a recommendation to the governing body of each participating entity to amend the Interlocal Cooperative Agreement Establishing the Regional Business License and Permits Program, dated June 17, 2014, Section 13.1 to establish a threshold for voting membership.

Washoe County Deputy District Attorney Trenton Ross reviewed the proposed draft language:

Proposed Interlocal Amendment to Section 13.1

Section 13.1 As PLATFORM capacity permits, the OVERSIGHT GROUP may approve other public agencies joining the PROGRAM on a case by case basis. An approved additional agency shall have all right, privileges, and liabilities as current ENTITIES pursuant to the Agreement, **with the exception of voting rights. Entities with less than 50 licenses will not receive voting rights.**

Kannaiah Vadlakunta, City of Reno, questioned if it was necessary to distinguish between the type of licenses. Chad Giesinger, Washoe County, shared the draft language seemed to reflect previous Committee discussions and that he found either license type to be acceptable. He moved to recommend that the governing body of each participating entity adopt the proposed amendment to the Interlocal Cooperative

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Agreement. Lisa Hunderman, City of Sparks, provided the second. There was no further response to the call for Committee comment or the call for public comment. Upon a call for a vote, the motion carried unanimously. DDA Ross indicated he would update the document with the necessary signature blocks and circulate to member agencies.

**G. Process for adding new licenses and associated fees** (For Discussion Only) – A review and discussion of the process for adding new licenses, the costs associated with the licenses and the process for payment and agency invoicing.

Sharmin Kamal, Washoe County Technology Services, reviewed her presentation Slide Four outlining the following steps:

- Agencies will email Accela Account Rep at [azuro@accela.com](mailto:azuro@accela.com) and [TS-AccountsPayable@washoecounty.gov](mailto:TS-AccountsPayable@washoecounty.gov) with new license requests
- Accela will send Order form to Washoe to sign. Once signed, Washoe will receive invoice from Accela.
- Agencies will then receive invoice from Washoe to reimburse Washoe.

**H. Announcements/Reports/Updates** (For Discussion Only) – 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.

1. **ACA Improvements; Open Cities demo and next steps**
2. **Status of Health Subprocess Workflow Alignment**
3. **Recorders AB 3 Electronic Mapping update**

Sharmin Kamal, Washoe County Technology Services, reviewed her presentation Slide Five.

▪ **Any Announcements/Reports/Updates?**

- ACA Improvements; Open Cities demo and next steps.
  - Open Cities demo Feb 1, 2022. ARC members felt demo was good to guide Citizens to specific Applications but doesn't address ACA issues. ARC members agreed to have Agencies go back to identify ACA issues and determine if the issues are regional versus Agency specific. Group will meet back to consolidate list and then reach out to vendors for future demos.
- Status of Health Subprocess Workflow Alignment
  - Workflow changes are in Washoe Support. Health staff has begun testing.
- Recorders AB 3 Electronic Mapping update
  - Reached out to Recorders Office. Recorders verified this is no longer Accela related and are looking at an inhouse existing service.

Kevin Dick, Washoe County Health District, indicated he would still like to receive updates on the Electronic Mapping process even if it's not directly going to impact the Accela platform.

Chad Giesinger, Washoe County, asked if any ACA issues had yet been gathered. Sharmin Kamal, Washoe County Technology Services, shared the ARC group would be meeting the next week to identify and discuss those.

**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, June 7, 2022, at 2:00 p.m.; meetings may be scheduled as needed. (Non-action item)

- Meeting Frequency (discussion and action item)

**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 2:19 p.m.

Approved as written in session June 7, 2022.

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