



Regional Business License and Permits Program

****Meeting Minutes****

Regional Business License and Permits Program Oversight Group

**Tuesday, June 7, 2022, 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
Washoe County – Chad Giesinger
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 2:00 p.m.

Present

- | | |
|---------------------------------|----------------------------------|
| • City of Reno | Daniela Monteiro |
| • City of Sparks | Alyson McCormick |
| • Douglas County | Tom Dallaire (arrived 2:02 p.m.) |
| • Washoe County | Chad Giesinger |
| • Washoe County Health District | Erin Dixon |

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 June 7, 2022, Agenda (For Possible Action)

Alyson McCormick, City of Sparks, moved to approve the June 7, 2022, agenda. Erin Dixon, Washoe County Health District, 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 March 8, 2022, Minutes (For Possible Action) – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Alyson McCormick, City of Sparks, moved to approve the March 8, 2022, minutes as written. Tom Dallaire, Douglas County, 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 Invoice Status Report 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. Invoices for newly purchased licenses will be sent once the Accela invoices are received.

F. 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 – ARA and ARC identified 29 regional issues that are being looked at by Accela to resolve

A meeting is being setup with Accela to identify a plan to resolve the issues identified.

2. Status of Health Subprocess Workflow Alignment – Health staff has begun testing new changes in Support.

Health and Technology Services staff have been testing in the support environment; once that is complete, scripts and workflow changes will be shared with the City of Reno and City of Sparks.

In response to a question about possible issues with the use of Accela in support of COVID-19 testing, it was shared that testing scheduling may have been reduced to symptomatic or non-travel related requests.

G. Proposed Amendment to Future Oversight Group Meeting Frequency (For Possible Action) – A review, discussion and possible action to modify currently established meeting schedule of quarterly (1st Tuesday March, June, September, December). Committee may elect to change the frequency or number of meetings or rely on ARC to identify when meetings are necessary.

Chad Giesinger, Washoe County, shared previous suggestions have been to consider possibly bi-annual meetings, noting the need to have one meeting each December for budget planning. Options were discussed for a new meeting schedule and the ability to rely on the ARC members to help identify when a special meeting may be necessary. There was general agreement that planning for two meetings a year (June and December) seemed sufficient.

Daniela Monteiro, City of Reno, moved to reduce the number of regularly scheduled meetings to two per year in June and December and as needed based on ARC/ARA member recommendations. Tom Dallaire, Douglas County, seconded the motion. There was no further Committee discussion or response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

- H. 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, September 6, 2022, at 2:00 p.m.; meetings may be scheduled as needed. (Non-action item)

None

- I. 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.

- J. Adjournment** (Non-action Item)

The meeting adjourned at 2:16 p.m.

Committee website:

https://www.washoecounty.gov/technology/board_committees/regional_license/index.php

Approved as written in session September 13, 2022.