



## Regional Business License and Permits Program Oversight Group

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

**Tuesday, December 19, 2023, 2:00 p.m.**

**Reno, Nevada**

This meeting was held virtually with a teleconference option.

### **Oversight Group Members**

City of Reno – Jackie Bryant

City of Sparks – Alyson McCormick

Washoe County – Chad Giesinger

Northern Nevada Public Health – Kevin Dick

Douglas County – Tom Dallaire

Committee website: [Regional Business License and Permits Program Oversight Group \(Accela\)](https://www.washoecounty.gov/technology/board_committees/regional_license/index.php)  
([washoecounty.gov](https://www.washoecounty.gov/technology/board_committees/regional_license/index.php))  
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### **AGENDA**

#### **1. Call to Order and Determination of a Quorum [Non-Action Item]**

The meeting was called to order at 2:01 p.m.

#### **Present**

- |                                 |                             |
|---------------------------------|-----------------------------|
| • City of Reno                  | Daniela Monteiro            |
| • City of Sparks                | Michelle Harper             |
| • Douglas County                | Ann Reno (joined 2:12 p.m.) |
| • Washoe County                 | Chad Giesinger              |
| • Northern Nevada Public Health | Kevin Dick                  |

Washoe County Deputy District Attorney Brandon Price was present.



QUALITY  
PUBLIC SERVICE



INTEGRITY



EFFECTIVE  
COMMUNICATION

2. **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. However, action may not be taken on any matter raised during this comment period until the matter is specifically listed on an agenda as an action item. Each person addressing the Oversight Group shall give their first and last name. Comments are to be made to the Oversight Group as a whole.

There was no response to the call for public comment; none was submitted prior to the meeting.

3. **Approval of December 19, 2023, Agenda** [For Possible Action]

Deputy District Attorney Price indicated Item 5 of the agenda would need to be tabled until all members were in attendance to review and take action on the budget item. Chad Giesinger, Washoe County, moved to approve the agenda with that modification. Michelle Harper, City of Sparks, provided the second. There was no Committee discussion or response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

4. **Approval of the February 10, 2023, Minutes** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Chad Giesinger, Washoe County, moved to approve the February 10, 2023, minutes as written. Michelle Harper, 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.

[Item 5 was moved to the end of the agenda. Items 6 and 7 were heard before Item 5. Ann Reno, Douglas County, joined the meeting at 2:12 p.m.]

5. **Fiscal Year 2024-2025 Budget** [For Possible Action] – Presentation, discussion, and possible action to recommend that the FY24-25 Budget for Accela Automation, Mobile and Citizen Access Annual Subscription fees, licenses, Enhanced Reporting Database (Washoe County, Washoe County Assessor's Office, Health District, City of Sparks, City of Reno), and Gray Quarter (Washoe County, Health District) be apportioned per participating agency as noted below. *Sharmin Kamal, Washoe County Technology Services*

- a.) Douglas County not to exceed amount of \$94,000;
- b.) Health District not to exceed the amount of \$142,000;
- c.) City of Reno not to exceed amount of \$340,000;
- d.) City of Sparks not to exceed amount of \$150,000; and
- e.) Washoe County not to exceed the amount of \$214,000.

Sharmin Kamal, Washoe County Technology Services, reviewed the [presentation](#) for this item (slide two) and responded to Committee questions sharing the current contract is set to renew in June 2025, and includes a three percent per year increase. Additionally, the budget amounts provided include a contingency amount to allow for license increases and a ten percent contingency amount.

Ann Reno, Douglas County, moved to approve the budget as presented. Chad Giesinger, Washoe County, provided the second. There was no further Committee discussion or the response to the

call for public comment. Upon a call for a vote, the motion carried unanimously.

[Items 6 and 7 were heard before Item 5.]

- 6. Health Workflow Subprocess Regional Alignment [Non-Action Item]** – A review, update and possible discussion on the progress to streamline and simplify Health Workflow Subprocess for Plan Review for Building Permits (Washoe County Technology Services, Northern Nevada Public Health). Currently Health inspectors review and approve plans for building permits for City of Reno, City of Sparks and Washoe County. The health subprocess for each agency is vastly different and causes confusion and delays for Health inspectors. Aligning the workflows for allow for more consistency and efficiency to health plan reviews. The health workflow subprocess is currently in testing under the Washoe Agency. Once complete, configuration will be shared with City of Reno and City of Sparks for implementation. *Sharmin Kamal, Washoe County Technology Services*

Sharmin Kamal, Washoe County Technology Services, reviewed the [presentation](#) for this item (slide three) pointing out the current workflows are vastly different. Kevin Dick, Northern Nevada Public Health, expressed appreciation for the efforts to streamline the workflows.

- 7. Accela ACA (Accela Citizen Access) Improvements [Non-Action Item]** – A review, update and possible discussion of Accela Citizen Access (ACA) improvements and possible impacts to ACA wrapper. Accela is planning on a two-year roadmap for ACA improvements for easier application submittal for citizens as well as preventing any future errors or disruptions during product updates. Accela will be meeting with the Accela Regional Committee in January to review the roadmap. *Sharmin Kamal, Washoe County Technology Services*

Sharmin Kamal, Washoe County Technology Services, reviewed the [presentation](#) for this item (slide four) pointing out the agencies paid for the customer wrapper for the super agency and want to ensure future changes and efficiencies don't negatively impact it.

- 8. 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. However, action may not be taken on any matter raised during this comment period until the matter is specifically listed on an agenda as an action item. Each person addressing the Oversight Group shall give their first and last names. Comments are to be made to the Oversight Group as a whole.

There was a request to add an agenda item to future agendas to provide for Committee updates and requests.

- 9. Adjournment [Non-Action Item]**

The meeting adjourned at 2:17 p.m.

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