



Regional Business License and Permits Program Oversight Group

NOTICE OF SPECIAL MEETING and AGENDA

Tuesday, June 30, 2026, 1:00 p.m.
Reno, Nevada

- **Virtual Teams Meeting – via one of the teleconference options noted below**

Oversight Group Members

City of Reno – Jackie Bryant

City of Sparks – Alyson McCormick

Washoe County – Chad Giesinger

Northern Nevada Public Health – Chad Kingsley

Douglas County – Tom Dallaire

This meeting will be held remotely via this [Teams Meeting link](#) (Meeting ID: : 258 367 334 492 195; Passcode: 2Mt3Jx32), or by telephone by dialing 775-325-0620 and entering Conference ID: 514 475 081#

Please note: The Teams Meeting link option will require a computer or phone with internet access or the Microsoft Office product “Teams” application and with audio capabilities. Committee website: https://www.washoecounty.gov/technology/board_committees/regional_license/index.php

AGENDA

1. **Call to Order and Determination of a Quorum** [Non-Action Item]
2. **Instructions for Providing Public Comment via Teams/Telephone** [Non-Action Item]. *Jennifer Gustafson, Deputy District Attorney*
3. **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.
4. **Approval of the December 9, 2025, Minutes** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.



5. **Accela Workshops Update** [Non-Action Item] – An update on the collaborative meetings with Accela and regional partners to identify, document, and evaluate issues that agencies are encountering with the Accela platform, assess the status of previously identified items, review completed actions, and discuss any new or ongoing concerns.
6. **Accela Contract Obligations Update** [Non-Action Item] – An update on Accela Citizen Access (ACA) improvements, including a discussion of the status of fixing reset password ability in ACA and user interface in ACA for users attempting to access their associated contact information.
7. **Possible Request for Information for New Permitting Software System** [For Possible Action] – Review, discussion and potential action to recommend issuing a Request for Information (RFI) to aid in exploring a new permitting software system. An RFI provides an opportunity to gather information on users preferred and required resources, best practices in permitting software systems, available products and resources, and may also support future exploratory discussions with vendors. The information obtained through an RFI would help the County develop a well-defined scope of work to be incorporated in a potential future Request for Proposal (RFP).
9. **Regional Business License and Permits Program Oversight Group Members and/or Staff announcement, requests for information and selection of topics for future agendas** [Non-Action Item]. The next meeting of the Oversight Group is expected to take place in December, 2026.
10. **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.
11. **Adjournment** [Non-Action Item]

Posting of Agenda: Pursuant to NRS 241.020(4)(a)-(b), this agenda has been physically posted at the Washoe County Administrative Office, 1001 E. Ninth Street, Reno, NV 89512. In addition, this agenda has been electronically posted at <https://notice.nv.gov> and https://www.washoecounty.gov/technology/board_committees/regional_license/index.php; <https://www.reno.gov/government/city-events-list>; https://www.cityofsparks.us/your_government/public_meetings/meeting_notices.php.

Special Accommodations: Persons with disabilities who require special assistance (e.g., sign language, interpreters, or assisted listening devices to participate in the meeting should contact Washoe County Technology Services, Sharon Neville or Chelsea Houston, by emailing ts-meetings@washoecounty.gov or by leaving a message at 775-328-2350 at least 48 hours before the meeting so that accommodations can be made.

How to Get Copies of the Agenda and Supporting Materials: Copies of this agenda and the supporting

materials for the items on the agenda are available to members of the public by contacting Washoe County's Technology Services department by emailing ts-meetings@washoecounty.gov to reach Sharon Neville (230 Edison Way, Reno, Nevada 89502) or Chelsea Houston (1001 E. Ninth Street, Building C, Suite C220, Reno, NV 89512); and are also posted on the County's website at:

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

Possible Changes to Agenda and Timing: The Oversight Group may consider items on this agenda out of order, may combine two or more items for consideration, may remove an item from the agenda, or may delay discussion of an item on the agenda at any time.

Public Comment: Public comments are welcomed during the Public Comment periods at the beginning and end of the meeting for all matters, whether listed on the agenda or not. Additionally, with the exception of approval of the minutes, public comment specific to an action item being considered will be heard during individual action items on the agenda. Public comments are limited to three (3) minutes per person per comment period. Persons may not allocate unused time to other speakers. Members of the public may submit public comment by logging into the Teams Meeting at the above link and utilizing the "Raise Hand" feature during any public comment period. Alternatively, members of the public who are attending the meeting by telephone may submit public comment by pressing *5 to "Raise Hand" and *6 to mute/unmute. Additionally, persons are invited to submit comments in writing by emailing Sharon Neville or Chelsea Houston at ts-meetings@washoecounty.gov. Washoe County will make reasonable efforts to send all email comments received by 4:00 p.m. on the business day prior to the meeting, to the Oversight Group members prior to the meeting.

Responses to Public Comments: The Oversight Group can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. The Open Meeting Law does not expressly prohibit responses to public comments by the Oversight Group. However, responses from members to unlisted public comment topics could become deliberation on a matter without notice to the public. To avoid this situation and to ensure the public has notice of all matters the Oversight Group will consider, members may choose not to respond to public comments, except to correct factual inaccuracies, ask for Washoe County staff action, or to ask that a matter be listed on a future Oversight Group meeting agenda.

Forum Restrictions and Orderly Conduct of Business: The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient, or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place, and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.