



Regional Business License and Permits Program Oversight Group

****Draft Meeting Minutes****

**Tuesday, December 9, 2025, 1:00 p.m.
Reno, Nevada**

This meeting was held virtually.

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

Committee website: [Regional Business License and Permits Program Oversight Group \(Accela\)
\(washoecounty.gov\)](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 1:00 p.m.

Present

- | | |
|---------------------------------|------------------|
| • City of Reno | Daniela Monteiro |
| • City of Sparks | Lisa Hunderman |
| • Douglas County | Tom Dallaire |
| • Northern Nevada Public Health | Erin Dixon |
| • Washoe County | Chad Giesinger |

Washoe County Deputy District Attorney Wade Carner was also present.

2. Instructions for Providing Public Comment via Teams/Telephone [Non-Action Item]. *Wade Carner, Deputy District Attorney*

Wade Carner, Washoe County Deputy District Attorney, reviewed the instructions for providing public comment. This meeting was being 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#.

- 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.

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

4. Approval of December 9th, 2025, Agenda [For Possible Action]

Chad Giesinger, Washoe County, moved to approve the agenda. Lisa Hunderman, 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.

- 5. Approval of the June 3rd, 2025, 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 June 3rd, 2025, minutes as written. Chad Giesinger, Washoe 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.

- 6. Fiscal Year 2026-2027 Budget [For Possible Action]** – Presentation, discussion and possible action to recommend that the FY26-27 Budget for Accela Automation Annual Subscription fees, licenses, Enhanced Reporting Database (Washoe County, Washoe County, Northern Nevada Public Health, City of Sparks, City of Reno) be apportioned per participating agency as follows:

- a.) Northern Nevada Public Health not to exceed the amount of \$140,000;
- b.) City of Reno not to exceed amount of \$360,000;
- c.) City of Sparks not to exceed amount of \$146,000;
- d.) Washoe County not to exceed the amount of \$313,000;

Sharmin Kamal, Washoe County Technology Services presented the proposed Fiscal Year 2026-2027 Budget. Chad Giesinger, Washoe County asked if this included contingency fees of 10% and Ms. Kamal confirmed that it does.

Chad Giesinger, Washoe County, moved to approve the Fiscal Year 2026-2027 Budget as presented. Lisa Hunderman, 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.

7. Accela Workshops Update [Non-Action Item].

Sharmin Kamal, Washoe County Technology Services, reported that monthly Accela workshops are being held to address 42 outstanding platform issues, with 17 actively being worked on, 7 resolved, 4 duplicates, and 14 items still needing review. Erin Dixon, Northern Nevada Public Health, inquired how responsive Accela has been in responding to the issues. Ms. Kamal explained that progress has been slow, with recurring issues discussed each month, and Accela has been warned to resolve all issues by June 2026.

Of the 42 issues, only 7 have been resolved and closed out. If all are not resolved by that deadline, the second year increase will not apply, and the rate will revert to the first year rate. In response to Chad Giesinger's questions, Ms. Kamal distinguished between "Closed" and "Closed Resolved", with "Closed" being for issues that have no resolution. She identified ACA functionality and regional standardization as top priorities for resolution.



Accela Workshops Update

- Monthly Accela workshops were established to address long outstanding issues with the Accela platform that have not been addressed or resolved by Accela Customer Support.
 - ONE ACA ADA Compliance being addressed by Accela.
 - 42 issues listed on issues spreadsheet

Status	# of Issues
Actively Working On	17
Closed	1
Duplicate	4
Closed Resolved	6
Needs Review	14
Total Issues	42

8. Douglas County update move to Oracle from Accela [Non-Action Item].

Tom Dallaire, Douglas County, provided a comprehensive update on Douglas County's transition from Accela to Oracle, describing development progress, testing delays, data migration challenges, and revised go-live timelines, while also detailing the status of code enforcement and licensing modules. Tom explained that software development has been ongoing for ten months, with recent delays in testing due to unresolved issues and holiday schedules, pushing the full product testing to January and the go-live date to March or April. The Code Enforcement Module has gone live, transitioning from Citizen Serve. There are some programming issues that are expected to be addressed in February 2026.

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].

Chad Giesinger, Washoe County, informed the group about ongoing meetings with the State regarding a major overhaul of their business license system, including initiatives like NICs codes, and proposed a future presentation once more information is available.

Erin Dixon, Northern Nevada Public Health, requested regular updates on the SLO workgroup's progress, and Ms. Kamal explained that Oversight Group meetings are traditionally held in June and December, with the next renewal due around July 1st.

Daniela Monteiro, City of Reno, proposed June 2nd for the next oversight meeting, which was agreed upon by the group, with Ms. Kamal confirming monthly meetings with Accela should provide sufficient progress updates by then.

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.

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

11. Adjournment [Non-Action Item]

The meeting adjourned at 1:21 p.m.

DRAFT