



## Regional Business License and Permits Program

### Notice and Agenda of Meeting Regional Business License and Permits Program Oversight Group Quarterly Meeting

Tuesday, September 7, 2021, 2:00 p.m.  
Washoe County, NV

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

#### Oversight Group Members

##### Oversight Group

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

**This meeting will be available remotely via this [Teams Meeting link](#) or by calling 775-325-0620 using Conference ID: 264 839 647#.** 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. Members of the public may provide public comment by participating in the teleconference **via this [Teams Meeting link](#) or by calling 775-325-0620 using Conference ID: 264 839 647#.** Public comment may also be submitted ahead of time by emailing [sdelozier@washoecounty.us](mailto:sdelozier@washoecounty.us). Please try to provide emailed comments by 4 p.m. on September 3, 2021.

#### **Public Notice:**

This agenda has been physically posted in compliance with NRS 241.020(3) (notice of meetings) at Reno City Hall, One East 1st Street, Reno, NV; Washoe County Administrative Office, 1001 E. Ninth Street, Reno, NV; Washoe County Health District, 1001 E. Ninth Street, Reno, NV; Sparks City Hall, 431 Prater Way, Sparks, NV; US Post Office-Minden, 1640 U.S. Hwy. 395, Minden, NV. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) and NRS 232.2175 at <https://notice.nv.gov> and Regional Licensing ([washoecounty.us](http://washoecounty.us)); [www.reno.gov](http://www.reno.gov); [www.cityofsparks.us](http://www.cityofsparks.us); [www.douglasnv.us](http://www.douglasnv.us).

#### **Accommodations:**

Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please contact the Washoe County Technology Services Department by emailing [sdelozier@washoecounty.us](mailto:sdelozier@washoecounty.us) or by leaving a message at 775-328-2350 in advance so that arrangements can be made.



1001 E. 9<sup>th</sup> Street, Reno, Nevada 89512  
[WWW.WASHOECOUNTY.US](http://WWW.WASHOECOUNTY.US)

**Supporting Material:**

Support materials are posted on the respective websites when they are provided to the governing body; or, if provided during a meeting, support materials will be posted on the websites within 24 hours after the conclusion of the meeting. Support materials are available only on the following websites:

[www.washoecounty.us/technology](http://www.washoecounty.us/technology); [www.reno.gov](http://www.reno.gov); [www.cityofsparks.us](http://www.cityofsparks.us); [www.douglasnv.us](http://www.douglasnv.us). Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the Oversight Group.

**Order of Business:**

Discussion may be delayed on any item on this agenda, and items on this agenda may be taken out of order, combined with other items and discussed as a block, or removed from the agenda. Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

**Public Comment:**

Public comment, whether on action items or general public comment, is limited to three (3) minutes per person. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken. As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by logging into the teams meeting link above. NOTE: This option will require a computer with audio and video capabilities.

The presiding officer may order the removal of any person who is willfully disruptive of the meeting by being repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks which antagonize or incite others or interfering with the rights of other speakers. Any person making willfully disruptive remarks or engaging in disruptive conduct while addressing the Oversight Group or while attending the Oversight Group meeting may be removed from the room by the presiding officer, and the person may be barred from further audience before the Oversight Group during that session of the Oversight Group meeting. See NRS 241.030(4)(a); RMC §§8.12.024, 8.12.027; Nevada Attorney OMLO 2001-22/AG File No. 00-047. (April 27, 2001); Nevada Open Meeting Law Manual, §7.06. Warnings against disruptive conduct may or may not be given before removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Examples of disruptive conduct include, without limitation, yelling, stamping of feet, whistles, applause, heckling, name calling, use of profanity, personal attacks, physical intimidation, threatening use of physical force, assault, battery, or any other acts intended to impede the meeting or infringe on the rights of the Oversight Group, staff, or meeting participants.

---

## Agenda Items

- A. **Call to Order, Roll Call** (Non-action Item)
  - 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).
  - C. **Approval of September 7, 2021, Agenda** (For Possible Action)
  - D. **Approval of the June 1, 2021, Minutes** (For Possible Action) – Committee members may identify any additions or corrections to the draft minutes as transcribed.
  - E. **Comptroller’s Financial Report; Confirmation on subscription payments made and new licenses purchased.** (For Discussion Only)
  - F. **Review, revise and/or approve the Accela Regional Data Sharing Agreement; between all the agencies and departments utilizing Accela and the Enhanced Reporting Database approved at June 1, 2021, Oversight meeting; to guarantee or restrict certain access for proper use of each agency’s data.** (For Possible Action)
  - G. **Interlocal Cooperative Agreement Establishing the Regional Business License and Permits Program.** Review, discussion, and possible action to identify potential changes to the current interlocal agreement and direct legal staff to draft proposed amendments. (For Review, Discussion and Possible Action)
  - H. **Announcements/Reports/Updates** - 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. (For Discussion Only)
    - 1. **Recognition of the Washoe County Health District Crumbine Award Food Safety program**
    - 2. **Update on COVID Testing Module in Accela**
    - 3. **Annual Accela Virtual Conference and training October 4-6, 2021**
    - 4. **Recorders AB 3 Electronic Mapping update**
    - 5. **Quarterly Accela Admin call**
  - 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, December 7, 2021, at 2:00 p.m.; meetings may be scheduled as needed. (Non-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).
  - K. **Adjournment** (Non-action Item)
-