



## Regional Business License and Permits Program Oversight Group

### NOTICE OF MEETING and AGENDA

Tuesday, December 19, 2023, 2:00 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  
District Health – Kevin Dick  
Douglas County – Tom Dallaire

**This meeting will be held remotely via this [Teams Meeting link \(Meeting ID: 290 127 916 74; Passcode: DR5v2R\)](#), or by telephone by dialing 775-325-0620 and entering Conference ID: 385 980 591#. 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: [Regional Business License and Permits Program Oversight Group \(Accela\) \(washoecounty.gov\)](#)  
[https://www.washoecounty.gov/technology/board\\_committees/regional\\_license/index.php](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. **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.
3. **Approval of December 19, 2023, Agenda** [For Possible Action]
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.



QUALITY  
PUBLIC SERVICE



INTEGRITY



EFFECTIVE  
COMMUNICATION

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

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**Posting of Agenda:** Pursuant to NRS 241.020(4)(a)-(b), this agenda has been physically posted at Reno City Hall, One East 1st Street, Reno, NV; Washoe County Administrative Office, 1001 E. Ninth Street, Reno, NV; US Post Office-Minden, 1640 U.S. Hwy. 395, Minden, NV. 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.washoecounty.gov/technology/board_committees/regional_license/index.php); <https://www.reno.gov/government/city-events-list>;

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[https://www.cityofsparks.us/your\\_government/public\\_meetings/meeting\\_notices.php](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, Sara DeLozier, by emailing [sdelozier@washoecounty.gov](mailto:sdelozier@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 Sara DeLozier, [sdelozier@washoecounty.gov](mailto:sdelozier@washoecounty.gov) (1001 E. 9<sup>th</sup> Street, Building C, Reno, Nevada 89512); and are also posted on the Oversight Group's website at: [Regional Business License and Permits Program Oversight Group \(Accela\) \(washoecounty.gov\)](https://www.washoecounty.gov/technology/board_committees/regional_license/index.php) [https://www.washoecounty.gov/technology/board\\_committees/regional\\_license/index.php](https://www.washoecounty.gov/technology/board_committees/regional_license/index.php). If supporting materials are provided to the Oversight Group during a meeting, the supporting materials will be posted on the above website within 24 hours after the conclusion of the meeting pursuant to NRS 241.020(9).

**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. 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 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, public comment specific to the 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. NOTE: This option will require a computer with audio and video capabilities. 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 Sara DeLozier at [sdelozier@washoecounty.gov](mailto:sdelozier@washoecounty.gov). Washoe County will make reasonable efforts to send all email comments received by 4:00 p.m. on December 18, 2023, 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. Other examples of disruptive conduct include, without limitation, yelling, stamping of feet, whistles, applause, heckling, name calling, use of profanity, threatening use of physical force, or any other acts intended to impede the meeting or infringe on the rights of the Oversight Group, staff, or meeting participants.

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