

Proposed Amendment to Establish the Nevada Office of Shared Services

Section 1. Short Title

This Act may be cited as the “Nevada Shared Services Modernization Act.”

Section 2. Purpose

The purpose of this Act is to preserve the autonomy and individual identity of Nevada’s professional and occupational boards and commissions while facilitating voluntary participation in shared administrative and operational services that enhance efficiency, transparency, and affordability.

Section 3. Establishment of the Nevada Office of Shared Services (OSS)

1. There is hereby created the Nevada Office of Shared Services (hereinafter, OSS) within the Department of Administration.
2. The Office shall serve as a centralized administrative body to provide optional shared services to boards and commissions that choose to opt-in.
3. Participation in the services offered by OSS shall be entirely voluntary and shall not compromise the independence, licensing authority, or rulemaking autonomy of any board or commission.

Section 4. Functions and Responsibilities of OSS

OSS shall coordinate and facilitate the following shared services, as requested by participating boards and commissions:

- **Information Technology (IT):**
 - Website development and standardization.
 - Technical support and IT infrastructure management.
- **Accounting Services:**
 - Financial administration.
 - Budget and audit support.
 - Procurement services and contract management
- **Administration Support and Human Resources (HR):**
 - Recruitment, hiring, onboarding, and retention support.
 - Board member recruitment, training and support.
- **Application Standardization:**
 - Development and maintenance of shared databases.

- Implementation of a shared licensing software infrastructure.
- **Facility Management:**
 - Oversight and administration of physical office operations.
 - Contracting for facilities-related services.
- **Meeting Support**
 - Facilitate posting meeting agendas and supporting materials
 - Assist with coordinating necessary technology for meetings, contested cases, and rulemakings
 - Assist with file maintenance related to contested cases and rulemakings

Section 5. Funding and Cost Allocation

1. OSS may assess fees to participating boards and commissions to fund services on a cost-recovery basis.
2. Fees shall be structured based on the scope of services rendered and board size, and shall be approved annually by the Nevada Department of Administration established under Section 6.
3. OSS is authorized to apply for and administer grants or appropriations for technology modernization and administrative capacity-building.

Section 5A. Cost Allocation to Chapter 54 Boards for Establishment of the Nevada Office of Shared Services (OSS)

1. **Initial Funding Contribution:**
 - To support the establishment of the OSS, each professional and occupational licensing board governed under NRS Title 54 that opts into OSS services shall contribute an initial funding amount.
 - The contribution amount for each participating board shall be determined based on a formula that considers:
 - The board's annual operating budget.
 - The number of licensees regulated by the board.
 - The scope and extent of services the board intends to utilize from OSS.
2. **Annual Cost Allocation:**

- Following the initial establishment phase, OSS shall implement an annual cost allocation plan to recover operational costs from participating boards.
- The annual cost allocation shall:
 - Be based on the actual usage of OSS services by each board.
 - Reflect the proportionate share of resources consumed.
 - Be reviewed and adjusted annually to ensure fairness and transparency.

3. Billing and Payment Procedures:

- OSS shall issue detailed invoices to each participating board on a quarterly basis, outlining the services provided and associated costs.
- Payments shall be due within 30 days of invoice receipt.
- Late payments may be subject to interest charges as determined by OSS policies.

4. Transparency and Accountability:

- OSS shall maintain comprehensive records of all cost allocations, billing, and payments.
- An annual financial report detailing the cost allocation methodology, revenue collected, and expenditures shall be published and made available to all participating boards and the public.

5. Review and Adjustment Mechanism:

- A Cost Allocation Review Committee, comprising representatives from participating boards and the Department of Administration, shall be established to:
 - Review and provide input on the cost allocation methodology.
 - Address concerns or disputes related to cost allocations.
 - Recommend adjustments to ensure equity and efficiency.

6. Non-Participation Clause:

- Boards that choose not to participate in OSS services shall not be subject to the cost allocation provisions outlined in this section.
- However, should a non-participating board later opt into OSS services, it shall be subject to the initial funding contribution and subsequent annual cost allocations as described above.

Section 6. Account for the Office of Shared Services

1. **Creation of Account.**

The Account for the Office of Shared Services is hereby created in the State General Fund, to be administered by the Director of the Office of Shared Services.

2. **Purpose of the Account.**

Money in the Account must be used solely for the **establishment, operation, and administration** of the Office of Shared Services, including but not limited to:

- Hiring of staff,
- Procurement of systems and infrastructure,
- Development of shared service platforms,
- Issuance of contracts through requests for proposals,
- General overhead and implementation costs.

3. **Funding of the Account.**

(a) Any board or commission that elects to participate in the shared services model pursuant to this chapter may contribute to the Account for the purpose of funding the establishment and operation of the Office.

(b) Participating boards and commissions are **authorized to utilize reserve funds** in their control to make such contributions.

(c) The Director of the Office of Shared Services shall determine a **base funding amount** and **cost-sharing formula** for initial contributions from participating boards and commissions, subject to approval by the Shared Services Governance Board.

4. **Use of Funds.**

All expenditures from the Account must be approved by the Director of the Office of Shared Services in accordance with policies established by OSS. Money in the Account must **not revert** to the State General Fund at the end of any fiscal year and must remain available for expenditure for the purposes of this section.

5. **Transparency and Reporting.**

The Director shall submit an **annual report** to the Interim Finance Committee detailing:

- Total deposits and expenditures,
- Services provided through the Office,
- A financial plan for sustainability,
- Performance metrics and outcomes.

Section 7. Procurement and Transparency

1. The Office shall conduct consolidated Requests for Proposals (RFPs) and contracts on behalf of participating boards to secure cost-effective, large-scale service providers.
2. All RFPs, contracts, and governance documents shall be published on a centralized public portal to promote transparency.
3. Participating boards retain oversight and control over implementation decisions affecting their specific regulatory operations.

Section 8. Reporting and Compliance

1. The Office shall periodically conduct a review of each Title 54 regulatory body in this State within the Executive Department to determine whether the regulatory body is complying with state laws and regulations generally applicable to regulatory bodies and any requirements specific to the individual body under review.
2. A review conducted pursuant to subsection 1 must include, without limitation, an evaluation of the:
 - (1) financial management and reporting of the body.
 - (2) time it takes to issue a license or permit to a qualified applicant.
 - (3) adequacy of the public meeting schedule of the body.
 - (4) ability of the body to perform its duties and obligations under the law, including whether the number of licensees and license fee revenue is adequate to support the continued operation of the body.
3. A board, commission, council or similar body shall cooperate with the Office in the conducting of a review pursuant to subsection 1 and shall submit to the Office, upon request, any information the Office deems necessary for the conducting of the review.
4. The office shall provide a report of its findings on the review of each regulatory body to the Governor and the Legislative Commission on or before July 1 of each even numbered year

Section 9. Implementation Timeline

1. The Office shall begin formal operations on or before July 1, 2026.
2. A strategic implementation plan shall be developed and submitted to the Legislature by January 1, 2027, outlining initial service offerings and estimated budget impact.

Section 10. Repeal of NRS 232.8413 and 232.8415

Strike NRS 232.8413 and NRS 232.8415