

**EXECUTIVE AGENCY
FISCAL NOTE**

AGENCY'S ESTIMATES

Date Prepared: February 28, 2019

Agency Submitting: Private Investigator's Licensing Board

Items of Revenue or Expense, or Both	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Effect on Future Biennia
Database Enhancement (Expense)		\$39,375		
1 Additional Staff (Expense)		\$46,504	\$50,294	\$96,798
Regulation Development (Expense)		\$2,000		
Total	0	\$87,879	\$50,294	\$96,798

Explanation

(Use Additional Sheets of Attachments, if required)

To ensure the Private Investigators Licensing Board has the ability to identify and track new training requirements, psychological exams and alcohol and drug testing, database enhancements are required. The addition of a full time administrative assistant 1 will be required to monitor, maintain files, upload documents, conduct audits and communicate with license holders and staff. There will be approximately 41,800 records affected by AB184. Regulation development costs include Deputy Attorney General fees of approximately \$300, the costs of board member participation for two board meetings of \$1,500 and approximately \$200 in staff development time.

Name Kevin Ingram

Title Executive Director

GOVERNOR'S OFFICE OF FINANCE COMMENTS

The board's response appears reasonable.

Date Wednesday, February 27, 2019

Name Laura E. Freed

Title Executive Branch Budget Officer

I FTE to monitor and follow up on training and certification requirements.

ADMINISTRATIVE ASSISTANT I PCN 014	\$30,484.80
Group Insurance	\$8,891.04
Retired Employees Group	\$713.34
Payroll Assessment	\$83.04
Personnel Assessment	\$265.69
Medicare	\$442.03
Retirement	\$4,420.30
Unemployment Compensation	\$42.68
Worker's Compensation	\$722.49
Employee Bond Insurance	\$1.50
Tort	\$97.07
EITS Infrastructure Assessment	\$211.57
EITS Security Assessment	\$128.66
	\$46,504.21

OnBase System Enhancements

State of Nevada Private Investigators Licensing Board (PILB)

Project Definition/Cost Document

Prepared By: Justin Long
Date of Publication: 02/26/2019

Revision History

Version	Date	Author(s)	Revision Notes
1.0	02/26/2019	Justin Long	OnBase System Setup/Migration

Project Objectives

Database enhancement for tracking training requirements, psychological exams and alcohol and drug testing

Hi-Level Project Scope/Tasks

- Create tracking for:
 - Psychological Exam
 - Alcohol and Drug testing
 - If PASS for both allows applicant to attend firearm training (If passed Criminal Background)
- Create tracking in for:
 - Baton
 - Chemical Agent
 - Electronic Device
 - Handcuff
- Create tracking for:
 - Continuing Education (Must allow for different timeframes for certification requirements set by the certification authority)
 - Firearms
 - Baton/ASPs
 - Chemical Agents
 - Electronic Devices
 - Handcuffs
- Create tracking for:
 - Unarmed guards 8 hour comprehensive training
- Set up access for trainers to enter training information into the database
- Create a process to send email reminders to Qualifying Agents and employees requiring recertification and/or continuing education
- Create process to automatically change status if recertification or CE's are not completed
 - Notifications sent to
 - QA's
 - Employees
- QR Codes activated to accurately reflect status of each certification

