

NEVADA STATE BOARD OF FUNERAL  
& CEMETARY SERVICES  
PMB 186  
4894 W. Lone Mountain Road  
Las Vegas, Nevada 89130  
702-290-5366  
[nvfuneralboard@sbcglobal.net](mailto:nvfuneralboard@sbcglobal.net)

AGENDA AND NOTICE OF MEETING

January 7, 2014

9:00 AM

555 East Washington Street  
Las Vegas, Nevada 89101  
Room 4401

PLEASE NOTE: The Board reserves the right to: (1) take agenda items out of order to accommodate persons appearing before the Board or to aid the efficiency or effectiveness of the meeting; (2) combine items for consideration by the public body; (3) pull or remove items from the agenda at any time. The Board may convene in closed session to consider the character, alleged misconduct, professional competence, or physical or mental health of a person. *See* NRS 241.030. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the Board may refuse to consider public comment. *See* NRS 233B.126.

Public comment is welcomed by the Board, and at the discretion of the Chair may be limited to three minutes per person. The Chair may allow additional time to be given a speaker as time allows and in her/her sole discretion.

1. Call meeting to order and introduction of Board Member Lisa Franqui
2. Roll call to determine the presence of a quorum

3. Public Comment (Discussion Only)

Note: no vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). Comments based on viewpoint are welcome.

4. Discussion and possible action on the approval/ additions/corrections of the minutes of November 5, 2013.

5. Discussion and possible action on Executive Director position, including:

1. Job description including hours, salary and benefits
2. Review, description and posting of vacancy

6. Discussion and possible action on the inspector/investigator position including:

1. Job description including hours, salary and benefits
2. Review, description and posting of vacancy

7. Discussion and possible action to hire a Human Resources consultant to build job descriptions with the recommendation to hire Connie Johnson.

8. Discussion and possible action on obtaining office space, phones and equipment.

9. Discussion and possible action on the implementation and execution of the ten dollar regulatory fee including disciplinary action.

10. Discussion and possible action on the establishment of minimum qualifications for attorneys, clerical personnel and other professional consultants.

11. Discussion and possible action on the procedures for licensing, renewal notices, billing, issuance and report on current practices.

12. Board Member comments. (Discussion Only)

13. Treasurer's report. (Discussion Only)

1. Status of board funds
2. Status of ten dollar regulatory fee

14. Executive Director's report. (Discussion Only)
  1. Status of Board
  2. Report on complaints

15. Attorney General's report. (Discussion Only)
  1. Disciplinary action report
  2. Open Meeting law review

16. Public Comment (Discussion Only)

Note: no vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). Comments based on viewpoint are welcome.

17. Next meeting information.

18. Adjournment.

If you have a disability and need special assistance please contact Diane Shaffer at 702-290-5366.

Pursuant to NRS 241.020(2) you may contact Diane Shaffer at 702-290-5366 to request supporting materials for the public body or you may download the supporting materials for the public body from the Board's website at <http://funeral.nv.gov>

Persons/facilities who want to be on the mailing list must submit a written request every six (6) months to the Nevada State Board of Funeral & Cemetery Services at the address listed above.

This notice is posted at the following locations on December 30, 2013:  
Grant Sawyer 555 East Washington St. Las Vegas, Nevada 89101  
Green Valley Public Library 2797 N. Green Valley Parkway, Henderson  
Nevada 89014  
Washoe County Library 301 S. Center Street Reno, Nevada 89501  
Legislative Building 401 S. Carson Street Carson City, Nevada 89701  
On our website at <http://funeral.nv.gov>.