

DRAFT Item # 5

NV Funeral Board	Texas	Arizona	Washington	BELTCA
<p>(Submitted by Diane Shaffer)</p> <p>Now for the job as it is right now.</p> <p>1. Answer phones-this takes up a large portion of the day. For example: one phone call on Wednesday took 26 min. This was to listen to a complaint and explain the complaint process. About 5 minutes later the same person called back for another 10 min.</p> <p>I would say that this is the major action each day. This is our first line of defense in protecting the public.</p> <p>2. Read, digest and answer correspondence both written and electronic</p> <p>3. Interface with The Conference re: testing and applicants, verifying applicant status for testing and collecting testing fees, and respond to correspondence that is generated by other Boards through The Conference usually responses to laws and how the are applied in each state</p> <p>4. Intake applications for licenses, verify the number of college credits for apprentices, run background checks, make sure all apps have complete information are notarized and all fees are paid, answer all types of questions that applicants may have</p> <p>5. Listen to and intake complaints that are verbal(unofficial) some of which are resolved by a simple phone call(again unofficial) to a funeral home, intake formal, written and notarized complaints that are on our official forms, investigate the complaint as to violation of statute and if there are documented violations forward them to the DAG for further consultation.</p> <p>6. Prepare agendas, complete all arrangements for Board meetings including meeting dates and times, meeting scheduling, prepare packets for Board Members, notice the meeting in public places, forward agendas to members of the general public that have made that request, assist the Chairperson at the meeting and any other time it is required</p> <p>7 Intake conv and deposits</p>	<p>Executive Director:</p> <ul style="list-style-type: none"> The Executive Director (E.D.) is selected by and serves at the will of the Texas Funeral Service Commission (TFSC). The E. D. is the chief executive and administrative officer of the agency, and is responsible to the Commission for all agency operations. The E.D. recommends and participates in the Commission's formulation of its mission, strategic plan, appropriation requests, policies and rules. Within that framework, the E.D. plans, organizes, coordinates, controls, directs, and evaluates programs activities and agency staff. The E.D. is responsible to the Commission for implementing statutes, rules, and regulations that govern the Texas death care industry <p>ESSENTIAL JOB FUNCTIONS</p> <ul style="list-style-type: none"> Develops and implements agency policies as required by statute and rules as established by the Commission. Effectively communicates with Commission members, federal, state, and local governmental agencies, and individuals regulated by the Commission. Develops and executes the agency's operating budget and effectively coordinates the process with oversight agencies and appropriate legislative committees. Prepares and submits reports, communicates agency functions, and testifies before the Texas Legislature. Effectively plans, directs and coordinates programs and resources of the agency. Plans, coordinates and completes other duties as assigned by the Commission. <p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> Degree from an accredited college. Experience in local, state or federal government, public communications, or business management may be substituted for college degree. Proven public speaking experience. Demonstrated leadership in the areas of organization and financial management. Excellent written and oral communication skills. <p>PREFERRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> Knowledge and understanding of the Texas Legislative process. Texas state agency organizational and budget preparation and planning. Texas state agency rule promulgation process. Working knowledge of Texas Government Code, Texas Occupational Code, Texas Administrative Code. 	<p>State Funeral Board Executive Director</p> <p>Description:</p> <ul style="list-style-type: none"> Administers and oversees the daily operation of the Arizona State Board of Funeral Directors, Embalmers which includes but is not limited to the following categories: <p>I. Compliance/Regulation</p> <ul style="list-style-type: none"> Receives information from the public and encourages direct communication from the Responsible Funeral Director, while working to facilitate resolution for consumers prior to entering the formal complaint process. Responsible for ensuring complaints are processed and investigated in a timely fashion This may include documentation of interviews and review of facts required so Board members may make fair and impartial decisions on matters which come before the Board for final disposition. Review to identify potential violations of statutes and rules to alleged violations. Responsible for presenting investigative results to the Board. Ensures all applicant for licensing meet statutory requirements. Advise Board on any information received which could impact on the final disposition of applicant request for license.. Initiates Board complaints when information of activity is received to protect consumers and licensees. Refer when appropriate, complaints related to criminal violations with the Office of the Attorney General for criminal prosecution Attendance may be required at legislative hearings on funeral matters.. Responsible for investigative preparation of cases scheduled for formal hearings. Reviews and monitors the licensing and regulation of the funeral industry in Arizona as mandated by AZ Revised Statutes, Administrative Code and Board policies. <p>II. Public/Industry:</p> <ul style="list-style-type: none"> Maintains and reproduces a consumer pamphlet issued to consumers upon inquiring about funeral services and provides pamphlets to licensed establishments for compliance with FTC guidelines. Distributes memorandums, annual reports and pamphlets to the public and industry in an effort to keep licensees and public readily informed. The Director may make presentations before various civic groups, universities, local and state entities regarding the funeral industry. Responds in writing or verbally to questions from the public, media, industry representatives and elected officials relative to laws, rules and 	<p>Administrator Design, Funeral and Cemetery Section:</p> <p>Organizational Structure:</p> <ul style="list-style-type: none"> This position administers all aspects of the Design, Funeral and Cemetery section. This manager oversees the licensing of Architects, Landscape Architects, Funeral Directors, Cemeteries and Geologists. This position works with four regulatory boards. <p>Position Objective:</p> <ul style="list-style-type: none"> This position is responsible for formulating, implementing and administering statewide police for the program which it oversees. This position is also responsible for all administrative functions of the programs which includes: licensing, examinations, complaint processing, investigations, auditing, and administrative action. Develops strategic plans, program direction and performance standards. Evaluates the impact of legislative proposals, implements the laws passed and works to accomplish the legislatures objectives. May also research, draft and requests legislative changes to existing laws. Represents programs to professional organizations, national committees, the legislature, stakeholder groups and the Governors office. <p>Primary Responsibilities:</p> <p>The final point of responsibility for all administrative function of the Board programs including critical areas of:</p> <ul style="list-style-type: none"> Application and integration of national and international licensing practices into the program Researching, drafting, evaluating, editing and negotiation on terms and content of legislative proposals impacting Board programs. Liaison between Board member and the executive management of the agency Providing guidance and serving as the subject 	<p>Board of Examiners for Long Term Care Administrators ; Executive Secretary:</p> <p>Duties include but are not limited to the following:</p> <ul style="list-style-type: none"> All accounting including A/R (including collections), C/D and payroll Answer phones Mail Responsible for enforcing Board Regulations which includes license renewals, the issuing of secondary licenses and new license applications. Create and maintain accurate data bases and other forms to accomplish this goal. Maintain the BELTCA website Receive and track all disciplinary actions Make all arrangements for Board Meetings including notices, Board packages and room reservations. Board Meeting minutes Special projects as assigned by the Board

<p>8. Complete all governmental and industry surveys as well as surveys from mortuary schools and students</p> <p>9. Prepare fiscal notes- this requires reading and digesting the legal description and determining how it will impact the Board or the public that we protect. This could but is not limited to financials and matters of protection. I need to determine how it would impact our budget both now and in the future.</p> <p>10. Prepare the information that goes into the quarterly discipline and numbers reports for the state web site. Input this information into the website</p> <p>11. Keep track of all receipts and audit information for the audit that is due yearly on or before December 1. Ours has been completed and submitted on September 30, 2013. Hire auditors for this each year and negotiate prices.</p> <p>12. Currently working on entering data on Silverflume for Nevada's Business Portal</p> <p>13. Working to assist Board Members</p>	<p>procedural interpretation.</p> <p><u>III. Board:</u></p> <ul style="list-style-type: none"> • Reports to the President of the Board and handles requests from other Board members in an expeditious and timely manner. Ensures all Board members receive proper orientation and training. • May make recommendation regarding policies to the Board and present legislative matters to the Board. • Ensures the accurate preparation of Board meeting agendas and statutory compliance of time frames with required notifications. • Prepares staff reports and studies for the Board when necessary. • Advises Board of any pertinent information received from other State entities. <p><u>IV. Interagency Liaison:</u></p> <ul style="list-style-type: none"> • Maintains State and Agency Disaster plan and coordinates with the Stated Disaster Preparedness officials • Prepares reports required by the State of Arizona in a complete and timely manner. • Maintains liaison with various City, State, County and Federal agencies in matters related to the industry and profession. <p><u>V. Staff/Internal:</u></p> <ul style="list-style-type: none"> • Reviews and analyzes systems and makes modifications to improve the efficiency of this office. • Responsible for the maintenance of a computerized data base and web site which contains information relative to the licensing of funeral homes, crematories, funeral directors, embalmers, interns, cremationists, embalmer assistants, and pre-need sales persons. • Utilizes data from previous operational expenses and forecasts future costs for biannual budget needs of the Board through preparation of a budget proposal. • Supervises staff to ensure all licensees and regulations are in compliance and oversees personnel and payroll issues. • Prepares bi-annual budget for agency and oversees expenditures necessary for obtaining agency goals and objectives. • Determines salary increase for staff as well as completion of performance pay evaluations • Ensures staff is kept informed of State policies as well as information and procedures necessary to achieve optimum efficiency in providing services to licensees and consumers alike. • Performs request and assignment for the Board as necessary 	<p>matter expert when interpretive decisions have had and critical impact to licensees, other state agencies, other state and provincial licensing authorities and the public.</p> <ul style="list-style-type: none"> • Managing and guiding overall facilitation of Board meetings, workshops and conferences. • Managing and directing all aspects of the program operations, setting and implementing strategies, goals and objectives for optimum work performance • Policy formulation and recommendations • Implementing new programs and other work assigned • Applying balance, effective and fair procedures for implementation of processes involving: collection of revenue, quality control of application processes, state-issued certification and licensing, records auditing, trust fund auditing, facilities inspection and investigation activities. • Testifying on behalf of Boards and department before legislative committees <p><u>Education, Experience and Competencies:</u></p> <ul style="list-style-type: none"> • Eight or more years experience in progressively responsible management positions • Two years or more experience managing a regulatory program • Two years or more managing budget and determine revenue needs. • Excellent oral and written communication skills • BA degree 	

DRAFT

Item # 5

Item # 8

Executive Suite in Bank of Nevada Building at 95 and Lake Mead

Contact Person is Geri 702-562-4002

\$650 a month all inclusive except phone and internet which would be an additional \$149 per month through their system.

Would include use of conference room when available.

Kitchen use for breaks.

This would be for an internal unit. A window would be \$200.00 more.

This would be a turn key furnished move in immediately facility. There is one unit available.

A two month deposit is required and is refundable.

Item # 8

[Property Line](#) [List It.](#) [Market It.](#) [Close It.](#)

Rancho Gowan

Business Park

3620 N Rancho

Las Vegas, NV 89130

For Lease *\$1.00 sf/m*

Status *6 Avail*



Rancho Gowan Front
Photo 1 of 1

Available Spaces

Floor / Suite	Space Available	Min. Divisible	Max. Contiguous	Lease Rate	Date Available	Sublease / Expired	More Info
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Suite 107	1,480	-	-	\$1.00 sf/m	Immediately	- / -	
Suite 116	820	-	-	\$1.00 sf/m	Immediately	No / -	
117	920	-	-	\$1.00 sf/m	January 1, 2014	No / -	
Suite 105	1,568	-	-	\$1.00 sf/m	Immediately	No / -	
Suite 111 & 112	2,326	-	-	\$1.00 sf/m	Immediately	No / -	
Suite 118	920	-	-	\$1.00 sf/m	Immediately	No / -	

Property Overview

Per Month	\$1.00 sf/m
Per Year	\$12.00 sf/y
Zoning	C-2
Parcel Number	-
T, R, S	Las V, -, -
Built Yet	Yes
Land SF	71,438.400 sf
Land Acres	1.640 acres
Building SF	22,183
# of Buildings	1
# of Units	14
# of Stories	1
Railroad	-
Sprinklers	-
Cranes	No

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Property Description

Nice single story office building located in the Northwest. Easy freeway access. Great low lease rate. NO CAM's.

Area Description

Property is located in the Rancho Gowan Business Park. It has easy access to 95 freeway as well as the North Las Vegas Airport.

Property Features

1. Single Level Garden Style Building
2. Adajent Parking

Attachments

1. 61915133.pdf (38.16 kb) [Floor plan #113 & 114](#)
2. 61916436.pdf (41.63 kb) [Floorplan Suite 107](#)
3. 61916464.pdf (37.61 kb) [Floorplan Suite 103](#)
4. 61916465.pdf (38.41 kb) [Floorplan Suite 104](#)
5. 61916466.pdf (37.08 kb) [Floorplan Suite 116](#)
6. 67041007.pdf (50.89 kb) [Floor plan #111 2,326 sf](#)
7. 67041008.pdf (49.12 kb) [Floor plan #118](#)
8. 68497237.pdf (3.66 mb) [Flyer/ Brochure](#)

Financial Overview

Per Month	\$1.00 sf/m
Per Year	\$12.00 sf/y

Tenant Information

Gas	-
Electric	Yes
Water	-

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General Property Information

Building SF	22,183
Land SF	71,438.400 sf
Land Acres	1.640 acres
# of Buildings	1
# of Units	14
# of Stories	1
Free Standing	Yes
Year Built	1999
Built Yet	Yes
Building Class	B
# Dock High Doors	-
# Grade Dock Doors	-
Clearance Height	-
Lighting Description	-
Cooling Description	-
Heating Description	-
Power Description	-
Cranes	No
Railroad	-
Broadband	Yes
Sprinklers	-

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[How do I get listings on my website?](#)

Item # 8

216 N Pratt #2

216 N Pratt #2, Carson City, NV 89701

Presented by

Nevada Premier Properties



Total Space Available: **562 SF**
Rental Rate: **\$0.98/sf/year**
\$0.08/sf/month
\$45.90 per month
Min. Divisible: 562 SF
Max. Contiguous: 562 SF
Listing Type: For Lease
Property Type: Office
Lot Size: 0.16 AC
Date Available: Immediately
Listing ID: NP18432305

Space Available

1	Space Available:	562 SF
	Rental Rate:	\$45.90 /Month
	Lease Type:	Modified Gross
	Min. Divisible:	562 SF
	Max. Contiguous:	562 SF

Description

Separate one-story rear building recently remodeled. Front building is 1,640 SF on two levels. Rear 562 SF has two offices, kitchenette, full restroom with shower and front yard with deck and patio. Zoned for residential and office.

Building Details