

NEVADA STATE BOARD OF FUNERAL &  
CEMETERY SERVICES

PMB 186

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Minutes

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 of 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 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 his/her sole discretion.

1. Call meeting to order and introduction of Board Member Lisa Franqui- Meeting was called to order at 9:11 AM by Lisa Franqui acting as Chair
2. Roll call to determine the presence of a quorum- Present: Lisa Franqui, Bart Burton, R. Todd Noecker, physically present. Wayne Fazzino, Tammy

Dermody and Wendy Simons present via tele-conference. Absent: Lorretta Gauzzini Sophia Long Deputy Attorney General was also present

3. Public Comment- None heard

4. Discussion and possible action on the approval/additions/corrections of the minutes of November 5, 2013. Bart Burton moved to approve the minutes of the meeting of November 5, 2013. Lisa Franqui 2<sup>nd</sup>. MOTION CARRIED

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

Item number 5 was combined with item #7 to aid in the efficiency of the meeting.

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

Consultation on item #7 as follows- Sophia Long DAG stated that the Board should see all resumes. Tammy Dermody asked if all applications have to be reviewed in an open meeting and what was the cost for the services of Connie Johnson. Wendy Simons stated that Connie Johnson receives \$35.00 per hour. Wendy Simons said she thinks it won't be more than \$500.

Wendy stated that she would pay for the initial work that was completed.

Todd Noecker made a motion to have Connie Johnson create the job description. Lisa Franqui 2<sup>nd</sup>. Wayne Fazzino questioned if we were putting a limit on her hours. Bart Burton suggested an \$800.00 cap. Todd amended his motion to reflect the \$800.00 cap. Lisa Franqui 2<sup>nd</sup> MOTION CARRIED

Sophia Long said the job description needs to be put before the Board for approval. Wendy found the description in her emails and emailed it to the Board members for consideration.

As to item #5 after reading the job description it was determined to take out the part about creating a pamphlet. The rest will stand. (see attached) Todd Noecker moved to have a salary range of \$50,000 to \$60,000 depending on experience for a 40 hour work week. Benefits to be determined. He moved that the approval date by the Board be 1/7/2014 and that the job be posted by 1/10/2014. The job posting will close on 1/24/2014. Tammy Dermody 2<sup>nd</sup> MOTION CARRIED

Resumes will be forwarded to all Board Members with no discussion. The Board will have a conference call to determine the last three candidates. The

final three candidates will come before the full Board for the interview process after which a determination will be made.

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

Bart Burton moved that the inspector would get a flat rate of \$75.00 per inspection. This would be a part time position. When the individual chosen for this position is doing an investigation they would receive an hourly wage depending on experience. Todd Noecker 2<sup>nd</sup> MOTION CARRIED

8. Discussion and possible action on obtaining office space, phones and equipment- tabled until it will be determined if the office will be in Carson City or Las Vegas. Sophia Long stated that all leases have to be approved by the State Leasing office.

9. Discussion and possible action on the implementation and execution of the ten dollar regulatory fee including disciplinary action. Executive Director Shaffer reported that there were funeral homes that have not paid the regulatory fee. Sophia Long DAG recommended that Diane call these funeral homes to see why they haven't paid yet. Diane can send non-paying funeral homes to Sophia Long in the form of a complaint and she will determine discipline. Sophia stated that this would not be cause to revoke a license. Todd Noecker moved that they be sent a certified letter stating that after two months in arrears they have fifteen days to pay or they will be turned over to the Attorney General's office. Sophia and Wayne will review these matters. Wendy Simons 2<sup>nd</sup> MOTION CARRIED Wendy would like a list of who has paid and who has not.

10. Discussion and possible action on the establishment of minimum qualifications for attorneys, clerical personnel and other professional consultants- Bart Burton moved to table Wendy Simons 2<sup>nd</sup> MOTION CARRIED

11. Discussion and possible action on the procedures for licensing, renewal notices, billing, issuance and report on current practices- Director Shaffer brought the computer with the licensing software for demonstration for the Board. She showed how primitive the system is and explained at the time that was all the Board could afford. She suggested that the Board pursue

information on having online renewals where a licensee could go online, pay with a credit card and instantly print out their license. Bart Burton will check with The Conference about their system and Director Shaffer will check with Enterprise IT to see if it could be incorporated into our website. This item will be placed on the next agenda.

12. Board Member comments (discussion only)- Tammy Dermody questioned about the closing of Washoe Memorial Funeral Home. Director Shaffer reported that the matter was being addressed and resolved.

13. Treasurer's report (discussion only)

1. Status of Board Funds

2. Status of ten dollar regulatory fee to date this fee has generated \$25,180.

Treasurer was absent but sent a report (see attached)

The Board has requested that the treasurer do a quarterly review

14. Executive Director's report (discussion only)

1. Status of the Board

2. Report on complaints

See attached report

The Board requested a breakdown of complaints not sent to Sophia Long DAG. They would like an action item report within three days

15. Attorney General's report (discussion only)

1. Disciplinary action report- reported that she is working on five complaints with Mr. Burton. One complaint is regarding unauthorized cremation others are on financial issues and one is on business practices and steering

2. Open Meeting law review

It was determined that the training would take place after adjournment

16. Public comment (discussion only)- Wendy Simons asked if delinquent account could be turned over to the comptroller.

To put website on next agenda.

17. Next meeting – April 8, 2014 9:00AM in Carson City

18. Adjournment- Bart Burton moved to adjourn the meeting at 11:06 AM  
Wayne Fazzino 2<sup>nd</sup> MOTION CARRIED

