

NEVADA FUNERAL AND CEMETERY SERVICES BOARD

AGENDA AND NOTICE OF PUBLIC MEETING

Thursday, August 7, 2014, at 9:00a.m.

Video-Conference Locations:

Legislative Building
401 South Carson Street, Room 3137
Carson City, Nevada
And
Grant Sawyer Building
555 E. Washington Avenue, Room 4412E
Las Vegas, Nevada

Please Note: The Board may 1) address agenda items out of sequence 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; and 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. (NRS 241.030)

Public comment is welcomed by the Board, but at the discretion of the chair, may be limited to five minutes per person. A public comment time will be available before any action items are heard by the public body and then once again prior to adjournment of the meeting. The Chair may allow additional time to be given a speaker as time allows and in his/her sole discretion. Once all items on the agenda are completed the meeting will adjourn. Prior to the commencement and conclusions 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.

Action by the Board on an item may be to approve, deny, amend, or table.

1. Call to order, roll call, establish quorum

2. Public comment

<p>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)</p>
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3. Discussion, recommendation, and possible action regarding review and approval of June 12, 2014 meeting minutes (For possible action)
4. Presentation from Caleb Cage, Director of Military and Veterans Policy, Governor Sandoval's Office on veteran's and military licensing issues.
5. Discussion, recommendation, and possible action regarding request from The Hardy Consulting Group LLC for the Board to distribute annual list of licensees (For possible action)
6. Discussion, recommendation, and possible action regarding Board approved transport containers as authorized by NAC 642.160 (For possible action)
7. Discussion, recommendation, and possible action regarding designation of Board authority under NRS 642.557 to Board staff and Board counsel (For possible action)
8. Discussion, recommendation, and possible action regarding clarification on process for reactivation of inactive licenses as referenced in NRS 642.115 and NRS 642.455 (For possible action)
9. Discussion, recommendation, and possible action regarding clarification of regulatory fee collection (For possible action)
10. Overview of complaint process and current complaint status
11. Discussion, recommendation, and possible action regarding approval of Board personnel policies and procedures (For possible action)
12. Discussion, recommendation, and possible action regarding hiring of investigator (For possible action)
13. Discussion, recommendation, and possible action regarding recommendations for legislative changes from Legislative Subcommittee for inclusion in the report to the Sunset Subcommittee (For possible action)
14. Discussion, recommendation, and possible action regarding approval of FY2015 Board budget (For possible action)
15. Discussion, recommendation, and possible action regarding approval of audit services for the Board (For possible action)
16. Discussion, recommendation, and possible action regarding approval of additional Board member being added to existing and future banking accounts (For possible action)

17. Discussion, recommendation, and possible action regarding approval of request for Board credit card (For possible action)
18. Discussion, recommendation, and possible action regarding prior gift purchase by the Board (For possible action)
19. Discussion, recommendation, and possible action regarding approval of up to two days' compensation per month to Board Treasurer for financial duties (For possible action)
20. Report from Board Treasurer
 - Status of Board funds
 - Status of regulatory fee collection to date
21. Report from Executive Director, Jennifer Kandt
22. Report from Senior Deputy Attorney General
23. Board member comments
24. Discussion regarding future agenda items and future meeting dates
25. Public comment

<p>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)</p>
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26. Adjournment (For possible action)

Anyone desiring additional information including meeting materials may contact Jennifer Kandt at 775-825-5535. Meeting materials are also available for download from the Board website at <http://funeral.nv.gov> or can be picked up at the following location: 501 Hammill Lane, Reno, NV. The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Jennifer Kandt at 775-825-5535, no later than 48 hours prior to the meeting. Requests for special arrangements made after this time frame cannot be guaranteed. This agenda has been sent to all members of the Board and other interested persons who have requested an agenda from the Board. Persons who wish to continue to receive an agenda and notice of meetings must request so in writing every six months.

**THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED
IN THE FOLLOWING LOCATIONS:**

Reno City Hall One E. First Street Reno, NV 89501	Office of the Attorney General 100 N Carson Street Carson City, NV 89701	Grant Sawyer State Office Building 555 E. Washington Ave. Las Vegas, NV 89101
	Legislative Building 401 S Carson Street Carson City, NV 89701	



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

PMB 186, 4894 Lone Mountain Road, Las Vegas, Nevada, 89130
Phone (775) 825-5535 * Email nvfuneralboard@outlook.com

AGENDA ITEM 3: Approval of Minutes

Approval of June 12, 2014 Minutes requested.
Attachment: Draft Minutes

NEVADA FUNERAL AND CEMETERY SERVICES BOARD

MINUTES OF PUBLIC MEETING

Thursday, June 12, 2014, at 9:00a.m.

Meeting Location:

Legislative Building
401 South Carson Street, Room 3137
Carson City, Nevada 89701

1. Call to order, roll call, establish quorum

Meeting was called to order by chairman Wayne Fazzino at 9:10 a.m.

Members Present

Wayne Fazzino, Chair
Todd Noecker
Tammy Dermody
Lorretta Gauzzini

Board Staff Present

Jennifer Kandt, Executive Director
Henna Rasul, Senior Deputy Attorney General

Members Absent

Bart Burton
Lisa Franqui
Wendy Simons

Public

John Lawrence
Walt Hartley
Gerald Hitchcock
Monica Giese
Kevin Stiles
Diane Shaffer

2. Public comment

Loretta Gauzzini stated she had received a letter regarding an audit from the Division of Insurance and the letter indicated that she would be responsible for the costs of the audit. Todd stated that he thought they have the authority to charge for the audit. Henna stated that this would be better discussed under Board member comments if there were additional comments needing to be made on this matter.

<p>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)</p>
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3. Discussion, recommendation, and possible action regarding review and approval of May 6, 2014 meeting minutes (For possible action)

Tammy Dermody moved to approve the minutes. The motion was seconded by Todd Noecker and carried unanimously.

4. Discussion, recommendation, and possible action to issue a Funeral Establishment Permit to Janus Nevada, Inc. DBA Sonoma Funeral Home located at 47 West First Street, Winnemucca, Nevada 89445 and to tie Jamie McIntosh's Funeral Director license #230 to the establishment (For possible action)

There was discussion and information from Kevin Stiles that the escrow paperwork was not yet finalized and there were questions on whether a temporary permit should be issued or whether the permit should be granted effective upon closing.

Todd Noecker moved to approve the permit effective upon escrow closing with paperwork provided to the Board. The motion was seconded by Loretta Gauzzini and carried unanimously.

5. Discussion, recommendation, and possible action to issue an Apprentice Embalmer Certificate to Monica Kay Giese (For possible action)

There was discussion on whether a background check had been completed, and Jennifer indicated that this application had been received prior to her being hired, but that the previous Executive Director indicated that a background check had been completed.

Todd Noecker moved to approve the application. The motion was seconded by Loretta Gauzzini. Motion carried unanimously with Tammy Dermody abstaining.

6. Discussion, recommendation, and possible action regarding request from The Hardy Consulting Group LLC for the Board to issue an annual list of funeral establishments and distribute the list (For possible action)

Jennifer stated that there had been a request from The Hardy Consulting Group for the Board to issue an annual list of funeral establishments and to distribute the list to various entities throughout the State. She stated that she did not see any issues with the Board issuing this annual list as an annual list of all licensees is required to be sent to the State Library and Archives.

There was discussion and general consensus that the list be added to the website, but that there was no duty for the Board to distribute the list.

Tammy Dermody moved to approve adding a list of funeral establishments to the Board website. The motion was seconded by Todd Noecker and was carried unanimously.

7. Discussion, recommendation, and possible action regarding request from the Governor's Office to send a letter to all licensed funeral directors regarding Assembly Bill 124 (For possible action)

Jennifer stated that the request from the Governor's Office was to send out a letter reminding funeral directors and establishments of Assembly Bill 124 regarding unclaimed remains of veterans and their obligations under the new requirements.

Tammy Dermody stated that she had already seen that letter and perhaps the Governor's Office had already sent it out. She questioned some of the other Board members and public attendees as to whether they had received that letter and some indicated that they had not received such letter. Tammy stated that there would be a cost to send this out, so she recommended that it be added to the Board website.

Todd Noecker moved to post the letter to the Board website. The motion was seconded by Lorretta Gauzzini and carried unanimously.

Henna Rasul recommended that the Board reconsider this item, as the Governor's Office had requested that the letter be sent out and posting to the website would not fulfill the request, and she recommended that the Board consider emailing the letter which would be a method of sending out without incurring costs.

Todd Noecker amended the motion to send the letter to licensees by email and post to the Board website. Lorretta Gauzzini seconded the amended motion and it carried unanimously.

8. Discussion, recommendation, and possible action regarding request from Diane Shaffer for back pay (For possible action)

Diane Shaffer requested back pay in the amount of \$15,300. The amount was calculated at \$900 per month for the period of August 2012 until November 2013.

Todd Noecker moved to approve the request and it was seconded by Lorretta Gauzzini. The motion was carried unanimously.

9. Discussion, recommendation, and possible action regarding hiring/contracting with an Investigator/Inspector. This item may include discussion of qualifications, draft solicitation, and timeline (For possible action)

Jennifer stated that the solicitation that she had drafted and which was included in the packet was written for the investigator to be a contractor. She stated that she felt that should be changed to an employee due to how the legislation was worded. She recommended that the solicitation be rewritten for the position to be an employee with 10-20 hours per week at a rate of \$25 to \$30 per hour depending upon experience.

There was discussion on whether the Board should hire an investigator in the north and in the south. Jennifer recommended that the Board hire one investigator initially and see how things proceed. She stated that the travel budget would be created according to where the investigator was located in the State.

Gerald Hitchcock commented that he did not see why the Board was discussing rate of pay and number of hours when it wasn't established what the investigator would do.

Jennifer stated that the solicitation defined the duties to be the required inspections of agencies and investigation of complaints. Additionally, she stated that the solicitation defined minimum qualifications and necessary skills.

Tammy Dermody questioned how many establishments were currently licensed and Jennifer indicated that there were approximately sixty. Tammy stated that an inspection would probably only take about two hours, so she wondered if 10-20 hours would be too many. Jennifer stated that the investigator would also be utilized for investigation of complaints, and they would need to complete investigative reports and testify at any hearings.

Tammy questioned whether the Board would have to participate in interviews and Jennifer stated that she would complete the interviews and bring the final recommended candidate to the Board for their final approval.

Todd stated that he thought it may be more cost effective to have just one investigator and he requested that the position include inspection of crematories and cemeteries. He moved to approve the solicitation as an employee for 10 to 20 hours per week covering both north and south and to post the solicitation on the State website. The motion was seconded by Loretta Gauzzini and carried unanimously.

10. Discussion, recommendation, and possible action regarding creation of a legislative subcommittee to review existing laws and suggest changes (For possible action)

Wayne Fazzino stated that Bart Burton was interested in leading the legislative subcommittee to review existing laws and suggest changes. There was general consensus that the subcommittee include 5 people with 3 members of the Board and 2 other industry individuals. Tammy Dermody and Todd Noecker agreed to join Bart Burton on the subcommittee. John Lawrence stated that he would be interested in serving on the subcommittee. There was general consensus that the remaining member be selected from the south.

Loretta Gauzzini moved to establish the subcommittee with Bart Burton, Todd Noecker, Tammy Dermody, John Lawrence and one additional member to be selected from the south. The motion was seconded by Tammy Dermody and carried unanimously.

11. Discussion, recommendation, and possible action regarding approval to proceed with GL Simple for online licensing (For possible action)

Jennifer stated that she had participated in a meeting with GL Suites personnel and Diane Shaffer regarding new licensing software that would eventually allow for online licensing and collection of regulatory fees. Jennifer stated that the current system for tracking licensees was extremely outdated and that this would be a beneficial system for the Board and for licensees. She stated that there was a cost of \$1301 to begin setting up and then there would be \$1301 per month in subscription fees once the system was up and running.

Todd Noecker moved to approve proceeding with GL Simple. The motion was seconded by Loretta Gauzzini and carried unanimously.

12. Discussion, recommendation, and possible action regarding Board approval of furniture and equipment purchases for the new Board office location in Reno (For possible action)

Jennifer stated that she was requesting approval to purchase up to \$5,000 of Board equipment and furnishings for the new Board office space to be located in Reno. Lorretta Gauzzini moved to approve purchasing furnishings and equipment for the new office location. The motion was seconded by Tammy Dermody and carried unanimously.

Gerald Hitchcock said that the motion should include the requested amount.

Henna Rasul stated that the Board could amend the motion to add the requested amount.

Lorretta Gauzzini amended her motion to state that the furnishings and equipment purchases could not exceed \$5,000. Tammy Dermody seconded the amended motion and it carried unanimously.

13. Discussion, recommendation, and possible action regarding compensatory time off and vacation time structure for incoming Executive Director (For possible action)

Jennifer stated that in her offer letter for the position, the Board had agreed to three weeks of vacation, but that she would not be eligible for any time for the first six months. She stated that she would like to request the ability to take up to one week within the first six months. Additionally, she stated that she was requesting three days compensatory time for the time spent on Board duties prior to June 1st. She said she had attended various meetings with the Chair, legal counsel, and GL Suites personnel, and that she had spent considerable time viewing leasing options for Board office space.

Lorretta Gauzzini moved to approve up to one week vacation for the Executive Director in the first six months at her discretion. The motion was seconded by Tammy Dermody and carried unanimously.

14. Discussion, recommendation, and possible action regarding Board policies and procedures (For possible action)

Jennifer stated that the document contained in the packet detailed the current policies and procedures that were provided and that she would be working on a new policies and procedures manual for the Board for approval at an upcoming meeting.

Tammy Dermody moved to approve proceeding with updating the policies and procedures manual. The motion was seconded by Lorretta Gauzzini and carried unanimously.

15. Discussion, recommendation, and possible action regarding approval of FY2015 Board budget (For possible action)

Jennifer stated that she would request that the Board not approve the FY2015 budget at this point as it needed revisions to address the investigator travel and employee status.

16. Discussion, recommendation, and possible action regarding approval of audit services for the Board (For possible action)

Lorretta Gauzzini reported that the audit group she had contacted had not responded so there had not been any work completed toward the audit. Jennifer stated that she would get a recommendation and subsequent proposal for the next Board meeting. Tammy Dermody stated that the Board could not utilize the CFO Group as she was related to the owner.

17. Report from Board Treasurer

- **Status of Board funds**
- **Status of regulatory fee collection to date**

Lorretta reported that there was \$132,000 currently in the account and that the regulatory fee had brought in \$85,020 to date.

18. Report from Executive Director, Jennifer Kandt

Jennifer stated that she had filled out the paperwork for requesting an office location with Buildings and Grounds Leasing Services, but was told the process could take 90 to 120 days. She said that she had established a new Board phone number which was a call forwarding number going to her cell phone until the Board could get office space. Additionally, she stated she was working on getting a State issued email address.

Jennifer reported that the current Board forms did not appear to comply with current State laws and that she would be working toward form revisions and a comprehensive policy and procedures manual.

19. Report from Senior Deputy Attorney General

Henna reported that she had spent considerable time reviewing Board statutes and various materials and was becoming acquainted with various Board issues.

20. Board member comments

Tammy Dermody requested that the regulatory fee reporting form be added to the Board website.

21. Discussion regarding future agenda items and future meeting dates

The next Board meeting was tentatively scheduled for August 5th dependent upon Board member availability and meeting space availability.

22. Public comment

Gerald Hitchcock stated that he felt that if the Board ends up with considerable funds from the collection of the regulatory fee that they should consider lowering licensing fees. Additionally, he stated that just because the Board has funds they shouldn't spend them, but save them for a rainy day.

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23. Adjournment (For possible action)

Loretta moved to adjourn the meeting. The motion was seconded by Tammy and carried unanimously.



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AGENDA ITEM 4: Veteran's Licensure Issues

Presentation by Mr. Caleb Cage, Director of Military and Veteran's Policy, Office of the Governor will be presenting.

Attachment: Veteran's Licensure Reciprocity and Data Efforts

BRIAN SANDOVAL
GOVERNOR



CALEB S. CAGE
DIRECTOR OF MILITARY AND VETERANS POLICY
TELEPHONE: 775-684-7130
FAX: 775-684-5683

STATE OF NEVADA
OFFICE OF GOVERNOR BRIAN SANDOVAL
One Hundred One North Carson Street
Carson City, Nevada 89701

MEMORANDUM

DATE: May 28, 2014
TO: Nevada's Licensure Boards
FROM: Caleb S. Cage, Director of Military and Veterans Policy
RE: Veterans Licensure Reciprocity and Data efforts

I. BACKGROUND

- On January 6, 2014, Governor Sandoval proclaimed 2014 to be the "Year of the Veteran" in Nevada. The goals of this proclamation were to focus as many services and service providers in the state as possible on the challenges facing veterans, to develop and implement best practices for addressing those challenges, and, by the end of the year, to make Nevada the most veteran- and military-friendly state in the country. Because of the anticipated end of deployments to Afghanistan, and the coming military drawdown, 2014 is a crucial year for Nevada to meet these goals.
- The "Year of the Veteran" concept is built upon several years of work towards marshalling all available resources to service members, veterans, and their families under the Green Zone Initiative (GZI). The GZI is a statewide strategic plan focused on the three areas of Wellness, Education, and Employment, and it is also a collaboration architecture aimed at building local coalitions and coordinating them throughout the state.

II. CURRENT SITUATION

- Within the Employment focus area of the GZI, the Governor has developed several efforts, one of which is an effort to reduce barriers to entry for service members, veterans, and their families. These efforts are based on the fact that many service members and veterans have considerable skills, talents, and extensive training, much of which can be recognized as official experience and training with respect to transition into civilian licensure and employment.
- The Governor's first major action toward this goal was signing Executive Order 2012-11, which provided for reciprocity for military spouses seeking licensure within Nevada.
- In 2013, the Office of the Governor received a Policy Academy grant from the National Governor's Association to help reduce veteran unemployment through increasing licensure reciprocity opportunities for veterans, either through bridge programs, challenge opportunities, or other forms of reciprocity. The grant is focused on developing opportunities in the fields of Emergency Medical Services, Licensed Practical Nurses, and Law Enforcement.

- In May of 2014, Governor Sandoval signed Executive Order 2014-11, requiring the professional licensing bodies in each of these fields to establish reciprocity opportunities that made sense within their field. The order also requires each to develop appropriate questions to add to renewal and licensure applications to better capture the number of service members and veterans holding license or seeking licensure in Nevada and to report that information in aggregate to the Nevada Department of Veterans Services.

III. **GOING FORWARD**

- Following the completion of the Policy Academy grant from the National Governor's Association, there is a clear desire to extend these opportunities to other licensed fields as well.
- In their May 2014 report to Governor Sandoval, the Interagency Council on Veterans Affairs made several recommendations regarding licensure reciprocity to be considered ahead of the next Legislative Session. First, that the state should pass legislation that would "provide a general requirement for state licensing boards and bodies to develop licensure reciprocity opportunities for service members, veterans, and their families holding federal licenses that are not currently recognized by the State of Nevada." Second, that the state should pass legislation that would require licensing bodies in Nevada to capture and share aggregate data regarding the number of veterans seeking and/or receiving licensure or renewal and share that information with the Nevada Department of Veterans Services and the Interagency Council on Veterans Affairs on an annual basis.



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AGENDA ITEM 5: Request from The Hardy Consulting Group

Request was made by Mr. Warren Hardy to be on this agenda as a follow-up to the decision made by the Board at the June 12, 2014 meeting.



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AGENDA ITEM 6: Approval of Transport Containers Authorized by NAC 642.160

Pursuant to NAC 642.160 referenced below, the Board may approve containers for transportation of a dead human body that is not embalmed. As a matter of policy, there is a request to have the Board specify the approved containers.

NAC 642.160 Transportation of dead human bodies. ([NRS 451.640](#), [642.063](#))

1. A licensed funeral director, or a person who holds a license to conduct direct cremations or immediate burials, may transport a dead human body if it is embalmed and prepared by a licensed embalmer.
 2. A licensed funeral director may transport a dead human body that is not embalmed if the body is:
 - (a) Sealed in a container that is approved by the Board; and
 - (b) Transported in a properly licensed motor vehicle or aircraft owned, operated, chartered or leased by a licensed funeral director or mortuary.
 3. This section does not apply to the immediate transportation of a dead human body to the care of a funeral establishment.
- (Added to NAC by Funeral Bd. by R021-04, eff. 10-31-2005)



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AGENDA ITEM 7: Designation of Board Authority under NRS 642.557

Pursuant to NRS 642.557 referenced below, the Board may issue an order requiring person to desist or refrain from engaging in certain conduct. The request would be to designate Board authority under this statute to Board staff and Board counsel as this could be an immediate way to advise a licensee to immediately desist from certain conduct. For instance, if an establishment was inappropriately holding remains, Board counsel could issue an immediate order to release the remains. Because the Board only meets quarterly, this is a method for immediate resolution in some instances.

NRS 642.557 Orders requiring person to desist or refrain from engaging in certain conduct.
Notwithstanding the provisions of [chapter 622A](#) of NRS:

1. If the Board has reasonable cause to believe that any person is violating or is threatening to or intends to violate any provision of this chapter or [chapter 451](#) or [452](#) of NRS, any regulation adopted by the Board pursuant thereto or any order of the Board, the Board may enter an order requiring the person to desist or refrain from engaging in the violation.
2. The provisions of [NRS 241.034](#) do not apply to any action that is taken by the Board pursuant to this section.
(Added to NRS by [2003, 1266](#); A [2005, 799](#))



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AGENDA ITEM 8: Clarification Regarding Process for Reactivation of Inactive License

The Executive Director is requesting clarification of process for reactivation of inactive licenses as referenced in NRS 642.115 and NRS 642.455 as referenced below. Currently, the Board approves new applications during public meetings and Board staff approves renewal applications without any formal Board approval. Does the Board prefer to review Reactivation of Inactive licenses during Board meetings or designate Board staff to process?

NRS 642.115 License: Inactive status; reactivation.

1. Upon written request to the Board and payment of the fee prescribed in NRS 642.0696, a person who is licensed to practice the profession of embalming in this State and who is a licensee in good standing may have his or her license placed on inactive status. A licensee whose license has been placed on inactive status shall not engage in the practice of the profession of embalming during the period in which the license is inactive.

2. If a licensee wishes to resume the practice of the profession of embalming, the Board shall reactivate the license upon the:

- (a) Demonstration, if deemed necessary by the Board, that the licensee is qualified and competent to practice;
- (b) Completion of an application; and
- (c) Payment of the fee for the renewal of the license and any other fees related to the reactivation of the license.

3. A licensee is not required to pay the fee for the renewal of his or her license or any fees or penalties related to the renewal of the license for any year during the period in which the license was inactive.

(Added to NRS by 1997, 2577; A 2003, 1270)

NRS 642.455 Placement of license on inactive status; reactivation.

1. Upon written request to the Board and payment of the fee prescribed in NRS 642.0696, a person who holds a funeral director's license or a license to conduct direct cremations or immediate burials and who is a licensee in good standing may have the license placed on inactive status. A licensee whose license has been placed on inactive status shall not engage in the business of funeral directing or conducting direct cremations or immediate burials during the period in which the license is inactive.

2. If a licensee wishes to resume the business of funeral directing or conducting direct cremations or immediate burials, the Board shall reactivate the license upon the:

- (a) Demonstration, if deemed necessary by the Board, that the licensee is qualified and competent to practice;
- (b) Completion of an application; and
- (c) Payment of the fee for the renewal of the license and any other fees related to the reactivation of the license.

3. A licensee is not required to pay the fee for the renewal of his or her license or any fees or penalties related to the renewal of the license for any year during the period in which the license was inactive.

(Added to NRS by 1997, 2577; A 2003, 1276)



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AGENDA ITEM 9: Clarification Regarding Regulatory Fee Collection

There was a request from a member of the public quoted below to clarify regulatory fee as defined in NRS 642.0696. Executive Director is aware that the Board discussed not charging for social services cases, but does not know if any of the below have been previously discussed or addressed.

"So if a body passes in another state is sent in for burial in Nevada do we charge the \$10 fee? If some one comes in to just purchase an urn or headstone for their loved one do I charge the \$10 fee? If you do a disinterment from this state do you charge the \$10 fee?"

NRS 642.0696 Other fees.

1. In addition to the fees that the Board is authorized or required to collect pursuant to the provisions of a specific statute, the Board shall charge and collect the following fees:

Application for a license, certificate or permit.....	\$375
Examination for a license, certificate or permit.....	375
Renewal of a license, certificate or permit.....	200
Late renewal of a license, certificate or permit.....	275
Placement of a license on inactive status.....	175
Reactivation of a license to active status.....	175
Reinstatement of a lapsed license.....	300
Transfer of a license, certificate or permit to another location.....	225
Issuance of a duplicate license, certificate or permit.....	75
Provision of an administrative service.....	75
Regulatory fee, per written and signed agreement for funeral services to be furnished in this State	10

2. The regulatory fee of \$10 prescribed in subsection 1 may only be charged once with respect to the remains of a deceased person and only at such time as an agreement for funeral services is fully executed, regardless of:

- (a) The number of funeral services furnished;
- (b) Whether such funeral services are furnished by more than one holder of a license, certificate or permit issued by the Board; or
- (c) Whether a subsequent agreement for funeral services is executed.

3. As used in this section, "funeral services" means those services performed normally by funeral directors or funeral or mortuary parlors, including, without limitation, crematory and embalming services.

(Added to NRS by [2003, 1266](#); A [2013, 1812](#))



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AGENDA ITEM 10: Overview of Complaint Process and Current Complaint Status

Once a complaint is received, Board staff will send an acknowledgment letter to the complainant within 14 days and designate a complaint number for reference. Board staff will then review complaint with legal counsel to determine potential violations. If potential violations are identified, an investigation will be commenced and the respondent will be a letter with a summary of the violations in accordance with NRS 233B. After all the facts have been obtained and if it is determined that the actions may constitute a violation of law, the matter will be further reviewed with counsel to determine whether sufficient evidence exists for the Board to file a formal complaint. If it is determined that no potential violations exist or there is insufficient evidence to file a formal complaint, the accusation may be dismissed. If a formal complaint is filed, the matter will be set for a disciplinary hearing. At any time during this process, the respondent may choose to resolve the matter by entering into a consent decree. A consent decree is a written agreement between the parties in which the person charged admits to certain violations and agrees to a particular disciplinary action. A consent decree requires Board approval during a public meeting, but only the facts as agreed to in the consent decree are public (the complaint and investigative reports remain confidential). Only if the matter proceeds to a formal hearing does the Board review the complaint and investigative reports. Additionally, those documents are only reviewed at the hearing and not at any time prior.

Attachments:

Revised Complaint Form

Complaint Status Summary

Complaint Status - Funeral and Cemetery Service Board

Updated July 29, 2014

Complaint Acknowledgement				
Complaint Number	Date Received	Letter Sent	233B Letter Sent	Status
FB14-01	5/30/13	unknown	1/17/14	Under Investigation
FB14-02	4/28/14	6/24/14	In process	Under Investigation
FB14-03	5/5/14	6/24/14		Under Investigation
FB14-04	5/17/14	6/24/14		Under Investigation
FB14-05	3/20/14	6/24/14		Wtihdrawn by Complainant
FB14-06	6/16/14	6/24/14		Under Investigation
FB14-07	7/12/14	7/19/14		Under Investigation
FB14-08	7/12/14	7/19/14		Under Investigation
FB14-09	7/17/14	7/24/14		Under Investigation

State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD



PMB 186, 4894 Lone Mountain Road, Las Vegas, Nevada, 89130
Phone (775) 825-5535

INFORMAL COMPLAINT FORM

Informal Complaint Instructions and Information

Chapter 642 of the Nevada Revised Statutes authorizes the Nevada Funeral and Cemetery Services Board (Board) to investigate accusations against persons licensed or issued permits by the Board. A notarized Informal Complaint Form must be received in the office before the Board can take any action. Please complete the Informal Complaint Form and mail to the office with any pertinent information and supporting documents that may substantiate any violations of under the purview of the Board. In order for disciplinary action to be taken, an accusation must fall within the provisions set forth in the statutes or in the regulations promulgated by the Board.

All accusations are carefully reviewed for potential violations. If potential violations are identified, an investigation will be commenced. After all the facts have been obtained and if it is determined that the actions may constitute a violation of law, the matter will be submitted for an evaluation to determine whether sufficient evidence exists for the Board to file a formal complaint. If it is determined that no potential violation exists or there is insufficient evidence to file a formal complaint, the accusation may be dismissed. You will be notified of the outcome of this review.

If a formal complaint is filed, the matter will be set for a disciplinary hearing and you may be asked to testify. At any time during this process, the respondent may choose to resolve the matter by entering into a consent decree. A consent decree is a written agreement between the parties in which the person charged admits to certain violations and agrees to a particular disciplinary action.

Person Filing Complaint (Complainant)

Your Name: _____

Address: _____
Street / P.O. Box City State Zip

Email Address: _____

Phone #: _____ Fax #: _____

Complaint Filed Against (Respondent)

Name of Funeral Establishment

Cemetery or Crematory: _____

Address: _____
Street / P.O. Box City State Zip

Phone #: _____ Fax #: _____

Name of Funeral Director (if known): _____

Informal Complaint Narrative

Please provide a narrative description of the complaint, explaining in detail the alleged activity you witnessed or of which you have direct and personal knowledge. Do not forget to include dates, times, places, and the names of any other people who might have witnessed the alleged activity. Use additional sheets if necessary, and provide copies of all supporting documents.

Contact Address/Phone Number:

If no, please explain why:

Are you willing to testify at a public administrative hearing? Yes No
(Please note that even if you are unwilling to testify, this form may still be used as evidence).

For Board Use Only: Case Number



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

PMB 186, 4894 Lone Mountain Road, Las Vegas, Nevada, 89130
Phone (775) 825-5535 * Email nvfuneralboard@outlook.com

AGENDA ITEM 11: Personnel Policies and Procedures

Request to approve personnel policies and procedures manual.

Attachment:

Draft Personnel Policies and Procedures Manual



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

**PERSONNEL POLICIES
AND PROCEDURES**

Funeral and Cemetery Services Personnel Policies and Procedures

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Funeral and Cemetery Services Personnel Policies and Procedures

010 PURPOSE

The purpose of the Nevada Funeral and Cemetery Services Board (Board) Personnel Policies and Procedures are:

- A. To provide a standardized system of position classification and corresponding rate of compensation based on the complexity and responsibilities of the principal tasks involved.
- B. To provide the Board with qualified and competent employees through the use of documented and standardized processes.
- C. To increase the efficiency and economy by the improvement of personnel methods.
- D. To provide equal employment opportunities to all applicants and employees, without discrimination because of gender, age, race, color, creed, religion, national origin, disability, sexual orientation or veteran's status, or on the basis of any other classification protected under state or federal law.

Individuals hired by the Board are not employees of the State of Nevada (State) for purposes of personnel administration and benefits. The State shall have no obligation with respect to: (1) participation in any group insurance plans available to employees of the State; (2) participation or contributions by either the employee or the State to the Public Employees Retirement System; or (3) any other rights or benefits provided by the State to their employees.

Employees of the Board will be governed solely by the Board pursuant to the authority of NRS 642.

020 GENERAL POLICIES AND PROCEDURES

These Policies and Procedures are designed to provide an outline of the personnel policies and practices of the Board and shall be uniformly interpreted with the intention of obtaining and retaining the best-qualified personnel.

The language contained herein is not intended to create a covenant between employer and employee, contractual or implied, and may be subject to modification or change upon written notice. Employment and compensation are not guaranteed for a fixed term. If any provision contained herein should become inoperative by law or otherwise by decision of Federal, State, or local government agency, the remainder shall not be invalidated.

Copies of these Policies and Procedures will be issued to each Board employee. Each employee shall be given a copy of subsequent modifications, or augmentation information. The Executive Director will be responsible for their proper maintenance and control and shall ensure they are accessible and available to all employees.

The Board shall approve revisions, corrections, additions, or deletions prior to implementation.

The Executive Director of the Board shall be responsible for the administration and application of these policies and procedures.

Funeral and Cemetery Services Personnel Policies and Procedures

Appeal of disputes relating to these policies shall be filed with the Board through the Executive Director pursuant to the procedures set forth herein.

030 DISCRIMINATION AND HARASSMENT PROHIBITED

The Board shall actively promote equal opportunity in all aspects of employment, including recruitment, hiring, training, compensation, benefits, working condition and all other matters of employment. Equality of opportunity shall be based solely on job related skills, knowledge, and performance.

The Board does not condone and will not tolerate any discriminatory action on the part of any employee and prohibits harassment of any individual because of gender, age, race, color, creed, religion, national origin, disability, sexual orientation or veteran's status, or on the basis of any other classification protected under state or federal law.

Harassment includes, but is not limited to epithets, derogatory comments, slurs, assault, derogatory posters, cartoons, or drawings, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, name calling, suggestive comments, or lewd talks or jokes.

If any employee believes that he or she is the victim of harassment, that employee shall immediately report the incident to the Executive Director. If the Executive Director is involved in the reported conduct or, if for some reason the employee feels uncomfortable about making a report to the Executive Director, the report shall be made to the Chair of the Board.

The Board will investigate any such report of harassment and take whatever corrective action is deemed necessary, including disciplining or discharging any individual who has violated this harassment policy

040 DEFINITIONS

The words and phrases as used in the policies and procedures shall have the following meaning respectively ascribed to them:

- ✦ **ANNIVERSARY DATE** means one (1) year from the date of hire.
- ✦ **APPOINTING AUTHORITY** is the Executive Director. The Board is the appointing authority for the Executive Director who serves solely at the discretion of the Board.
- ✦ **CLASSIFICATION PLAN** means all job positions that have been established for the Board.
- ✦ **POSITION SPECIFICATION** means a written description of a position consisting of a title, a definition, examples of duties and minimum qualifications required.
- ✦ **COMPENSATION PLAN** means the schedule of minimum and maximum rates of pay for each position.
- ✦ **DAY** means calendar day unless otherwise specified.
- ✦ **EMERGENCY APPOINTMENT** means the immediate appointment by the Board of any person deemed qualified in the case of emergencies involving the necessity to carry on the business of the Board, or to protect the Board's interests.

Funeral and Cemetery Services Personnel Policies and Procedures

- ✦ **EMPLOYEE** means any person holding a position authorized by the Board.
- ✦ **EXEMPT** means a position that is ineligible for overtime and holiday pay at time and one-half compensation. The Executive Director position is an exempt position.
- ✦ **FLSA** means Federal Labor Standards Act.
- ✦ **GRATUITY** means a gift such as money for a service. A gratuity is anything you cannot eat or drink in one setting by one employee or several employees. The Board does not allow the acceptance of money for any service by an employee, unless required by the job.
- ✦ **HANDICAPPED** means any physical disability, mental or emotional disorder.
- ✦ **HIRE DATE** means the date of employment. New hire date would occur if there is a break in service.
- ✦ **INCUMBENT** means a person currently occupying a specific position.
- ✦ **INTRODUCTORY PERIOD** means a minimum of 6 months after an employee's initial hire date during which the appointing authority evaluates his or her suitability for the position.
- ✦ **OVERTIME** means any time worked in excess of forty (40) hours in a week for hourly employees (per FLSA Guidelines).
- ✦ **OVERTIME PAY** means compensation for overtime worked.
- ✦ **REGULAR EMPLOYEE** means an employee who has satisfactorily completed the introductory period.
- ✦ **PART-TIME EMPLOYEE** means an employee who works less than twenty (20) hours a week.
- ✦ **SALARY ADVANCEMENT** means a salary increase given to an employee within the limits of a salary range.
- ✦ **SALARY RANGE** means a minimum rate and a maximum rate assigned to be the compensation for a position.
- ✦ **TEMPORARY EMPLOYEE** means an employee in a position established to accomplish a special purpose, project or objective. No commitment is implied or made as to the continuance of the position.
- ✦ **THIRD DEGREE OF CONSANGUINITY** means relationship through and including child, grandparent, brother, sister, grandchild, great grandchild, uncle, aunt, nephew, niece, great grandparent, and step relatives through great grandchildren. (NRS 281.210)
- ✦ **TIME-OFF** means authorized absence from work either with or without compensation.

Funeral and Cemetery Services Personnel Policies and Procedures

- ✦ **UNCLASSIFIED POSITION** means an executive position appointed by the Board which may be filled by independent contract, employment contract or other means. The compensation level and terms of service are established by the Board. The Executive Director position is unclassified.
- ✦ **WORK WEEK** means Monday through the following Sunday.

050 RECRUITMENT PROCESS

The Board will make efforts to reasonably accommodate candidates with disabilities in the employment process.

Board positions shall be filled through open, competitive announcement, whenever possible, with the exception of emergency appointments.

Announcements shall briefly specify the title of a position, the nature of the work to be performed, necessary qualifications, the date, time, place, and manner of submitting resumes and/or applications, and other pertinent information.

060 APPLICATION PROCESS

Screening of potential applicants may be conducted through solicitation of resumes submitted as a result of an announcement of a position opening. The resume review may be utilized to measure whether the individuals meet the minimum requirements for the position and are qualified to compete for the position opening.

Qualified applicants MAY be required to complete an Application for Employment. Applications may be submitted through electronic transmission, FAX or other means.

Resumes and applications may be used to develop a list of qualified candidates and used to refill a position, without additional recruitment, for up to one (1) year after the initial recruitment for the same position.

070 SELECTION PROCESS

Applicants who pass the initial screening standards regarding experience, education, skills, abilities, and fitness requirements may be included in additional selection procedures. Selection procedures may include more comprehensive application reviews, written tests, oral tests, and individual interviews to assess the degree to which an applicant meets employment standards.

Interviewing of applicants will be carried out in an organized, systematic, and non-discriminatory manner. The same general questions will be asked of all candidates. Questions will be related to the job and not infringe upon personal information.

Screening devices may include reference checks and appropriate written or performance tests. An applicant's request not to contact his/her present employer will be honored.

Funeral and Cemetery Services Personnel Policies and Procedures

Notification of employment selection will be made in person, in writing, e-mail or by telephone. Once an employment offer has been accepted, unsuccessful applicants will be notified in writing that the position has been filled.

All recruitment responses and documentation will be retained for one (1) year.

080 EMPLOYMENT REQUIREMENTS

An applicant who accepts employment shall provide documentation of eligibility to work in the United States and a valid Nevada motor vehicle driver's license.

090 INTRODUCTORY PERIOD

All employees who are initially appointed shall serve an introductory period of at least six (6) months.

Employees may be dismissed during the introductory period for any reason, at any time. The employee shall be advised in writing of the reason(s) for termination.

It shall be the duty of the appointing authority at any time during the introductory period to terminate an employee if his or her conduct or work performance is found to be unsatisfactory.

Upon successful completion of the designated introductory period, the introductory employee will attain the status of a regular employee. An employee will not be eligible for a salary increase until he or she assumes regular status with a satisfactory performance rating.

Funeral and Cemetery Services Personnel Policies and Procedures

100 PERFORMANCE EVALUATIONS

All Board staff shall receive performance evaluations for the purpose of determining progress toward better job performance and personal development. The intent of performance evaluations is to enhance the efficiency and quality of Board services.

Employees shall receive a performance evaluation at least once per year during the month prior to an employee's anniversary date.

The performance evaluation shall be provided in written and oral communication format. The intent of the performance evaluation is to further enhance work progress and performance.

Each employee shall be given a copy of his/her written performance evaluation and a copy shall be placed in the employee's personnel file.

An employee may appeal in writing a performance evaluation pursuant to the Appeal procedures contained herein.

110 CLASSIFICATION AND COMPENSATION PLAN

The Board classification and compensation plan shall consist of all positions which have been established to accomplish the business of the Board, the current specifications describing those positions and the schedule of compensation ranges, approved by the Board.

All positions shall be identified in the classification plan. The allocation of positions shall be governed by duties, responsibilities, and job requirements.

In establishing salary ranges the Board shall consider prevailing rates of pay for comparable work in other public and private organizations, changes in costs of living, the Board's financial condition, and such other sources of information that the Board deems necessary.

Adoption of the Plan: The Classification and Compensation Plan shall be submitted to the Board for approval. No position shall be assigned a higher pay rate or a lower pay rate than designated by the compensation range assigned in the plan. The Board must approve any exceptions to the authorized salary ranges.

Revision of the Compensation Plan: When a position specification no longer adequately describes the job assignments and requirements, the Executive Director will prepare and submit updated information and documents for consideration by the Board. The information will include any recommended changes in salary range commensurate with the classification change. The Classification and Compensation plan will be modified as approved by the Board.

120 CLASSIFICATION OF EXISTING AND NEW POSITIONS

Whenever the Executive Director proposes the establishment of a new position or makes significant changes in the duties and responsibilities of an existing position, the facts shall be reported to the Board in a manner, format, and form adequate to make an appropriate determination of a proposed change or establishment of a new position.

Funeral and Cemetery Services Personnel Policies and Procedures

Classification investigations may include any or all of the following factors:

- a. The nature and variety of the assigned duties;
- b. The complexity of the assigned duties;
- c. The variety and degree of knowledge, skills, education and experience required;
- d. The extent of responsibility for actions taken;
- e. Other factors which may be deemed important;

The Executive Director will evaluate the above factors by comparison with positions of similar duties, levels of responsibilities within the Board and agencies with similar levels of service and specifications for the position. The Executive Director will then assign the position an appropriate classification and compensation level.

Establishment of a new position or abolishment of an existing position must be approved by the Board.

130 INTERPRETATION OF POSITION SPECIFICATION

The position specifications are intended to describe the job. The list of duties is not restrictive to the job as there may be others not mentioned which are related to the job. The use of a particular expression or illustration of duties shall not be interpreted to exclude others not mentioned which are similar in kind or quantity.

The position specification shall be considered as a whole, and in relation to others, in the classification plan. Consideration shall be given to the duties, responsibilities, qualifications, knowledge and abilities required in relation to those of other classes.

The statement of qualifications required for a particular position is intended as a standard for the evaluation of applicants.

140 GENERAL SALARY ADJUSTMENT

The Board shall approve any general salary adjustment or change to the Compensation Plan.

150 COMPENSATION

The Executive Director may authorize advancements within an established pay range. Salary advancement may be authorized up to and including the maximum rate. All new hires pay rates are established by the Executive Director.

Salary advancements shall not be automatic; it will be based on job performance, increased service value of the employee, and authority as provided in the budget.

Earning Overtime: The Board shall adhere to the current requirements of the Federal Fair Labor Standards Act. The Executive Director position is exempt from accruing overtime pay; all other positions shall earn overtime at the rate of time and one-half.

Funeral and Cemetery Services Personnel Policies and Procedures

Overtime is to be kept to the absolute minimum consistent with the necessity to maintain the basic functions and purposes of the Board. Overtime work must be approved in advance. In any event, use of overtime shall remain within spending authority as provided in the budget.

Overtime Pay: Employees working overtime hours shall be paid for overtime hours on the next regular payroll check.

160 REGULAR EMPLOYMENT

All appointments are for the purpose of providing adequate staff support for the Board to accomplish its mission, and insure that the duties and responsibilities of the Board are performed. The appointments may be full-time or part-time.

170 TEMPORARY EMPLOYMENT

Temporary employment is a position established to accomplish a special purpose, project or objective. No commitment is implied or made as to the continuance of the position. Temporary employment positions are in addition to regular employment requirements.

180 TRAINING

The appointing authority shall be responsible for the provision of job orientation, induction, on-the-job training and for the continuing development of the employees.

Training in New Processes: Whenever the duties of a position are to be materially changed by the introduction of new processing requiring different skills and knowledge, any employee affected by the change shall be given reasonable opportunity, at the expense of the Board, to learn and perform the new duties.

Specialized Training: In order to meet the needs for scientific, technical, professional and management skills that cannot be provided through available in-service training, The Board may arrange for the administering of such training through recognized educational or training facilities.

190 NEPOTISM

It is unlawful for an employing authority of any state or local board, agency or commission, elected or appointed to employ in any capacity any relative of such individual or of any member of such board, agency or commission, within the third degree of consanguinity or affinity.

200 PROHIBITIONS, PENALTIES AND POLITICAL ACTIVITIES

Employees shall not accept gifts, tips, or other special consideration because of services rendered as a Board employee. Employees shall not use the influence or prestige of his or her positions for private or personal gain.

An employee shall not own or hold a financial interest in or be substantially involved with a business that contracts with the Board to sell products or provide direct services for financial gain. The Board will not enter into a contract with an employee for any purpose other than a normal employer-employee or administrative relationship.

Funeral and Cemetery Services Personnel Policies and Procedures

Employees shall not engage in any employment, activity, or enterprise, which is inconsistent, incompatible, or in conflict with his or her duties as Board employees.

Employees shall have the right to vote as he or she choose and express political opinions on all subjects without retribution. Employees shall not solicit other Board employees for any political purpose.

Employees shall not use Board time, facilities, equipment, and supplies for private or personal gain or advantage.

The Board may determine and describe in writing additional specific activities, which will be considered to conflict with an employee's performance of duties.

210 BENEFITS

Education Assistance: It is the policy of the Board to assist employees wishing to improve job skills and knowledge in areas that will either improve the employee's ability to perform the responsibilities of his/her current position, or assist an employee in maintaining work proficiency due to technological or academic changes in his or her current area of work.

Education assistance will be available contingent upon budgetary authority and approval of the Executive Director. All employees will be given equal opportunity to access education assistance.

220 HOLIDAYS

Employees working at least 5 days and (25) hours per week are eligible for paid Holiday leave. Part-time and temporary employees are not eligible for paid Holiday leave.

The Board currently recognizes the following days as paid holidays:

- ◆ New Year's Day (January 1st)
- ◆ Martin Luther King's Birthday (Third Monday in January)
- ◆ Presidents Day (Third Monday in February)
- ◆ Memorial Day (Last Monday in May)
- ◆ Independence Day (July 4th)
- ◆ Labor Day (First Monday in September)
- ◆ Nevada Day (Last Friday in October)
- ◆ Veteran's Day (November 11th)
- ◆ Thanksgiving Day (Fourth Thursday in November)
- ◆ Family Day (Friday Following Thanksgiving Day)
- ◆ Christmas Day (December 25th)
- ◆ Any day specially designated as a public holiday by the President of the United States or the Governor of Nevada.
- ◆ Any day, or part of a day, designated by the Board.

If the January 1, July 4, November 11, or December 25 holiday falls upon a Sunday, the immediately following Monday shall be observed as a legal holiday.

Funeral and Cemetery Services Personnel Policies and Procedures

If the January 1, July 4, November 11, or December 25 holiday falls upon a Saturday, the immediately preceding Friday shall be observed as a legal holiday.

230 PERSONAL LEAVE

Personal and or vacation leave time may be established upon hiring for full-time employees.

Personal Leave When Receiving Industrial Insurance or Occupational Disease Benefits: If an employee is eligible for benefits under Chapter 616 or 617 of Nevada Industrial Insurance and Occupational Disease Acts (NRS), the employee shall not be required to use personal leave for the period during which NRS benefits are being received.

240 OTHER LEAVE BENEFITS

Administrative Leave: The Executive Director may authorize Administrative Leave, with or without pay, and maintain an employee's usual employment status during the stipulated time period of the administrative leave.

Family Medical Leave: The Board will grant family medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). The Board policy will remain flexible in support of staff needs to meet overall program requirements and the effect of such leave on other staff.

Jury Duty and Court Witness: An administrative leave of absence with pay up to five (5) days may be granted to an employee who is called for jury duty or employment related court duty as a witness for the Federal Government, State of Nevada, or a political subdivision thereof. If jury or court duty exceeds five (5) days, additional administrative leave without pay may be granted.

Administrative leave without pay may be granted upon request to an employee who has received a summons and/or subpoena for court duty for personal business not directly related to employment with the Board if the employee has exhausted his/her available personal leave.

Military Leave: Any employee who is an active member of the United States Army Reserve, the United States Air Force Reserve, the United States Navy Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Public Health Service Reserve, or the Nevada National Guard shall be relieved from his/her duties to serve under orders on active or training duty without loss of his/her regular compensation for a period not to exceed fifteen (15) days per calendar year. Any such absence shall not be deemed to be the employee's personal leave.

If an employee is called to active duty for more than (15) days, compensation shall cease upon the sixteenth (16th) day.

Voting Time Off: Reasonable leave of absence with pay may be granted by the Board to allow employees time-off to vote, pursuant to NRS 293.463.

250 SICK LEAVE

Sick leave may be established upon hiring for full-time employees.

Funeral and Cemetery Services Personnel Policies and Procedures

260 LEAVE RECORD KEEPING

The Executive Director shall provide for the accurate maintenance of employee leave records.

270 DISCIPLINARY ACTIONS

Disciplinary action is corrective action taken by management toward an employee who violates basic employment principles established by the Board. Examples of misconduct warranting disciplinary action include, but are not limited to:

- ◆ Deliberate destruction or theft of property;
- ◆ Falsification, misrepresentation, or unauthorized release of material information;
- ◆ Personal conduct, which violates or interferes with the rights of others;
- ◆ Personal conduct, which can be, construed as impairing productivity and the quality of work;
- ◆ Less than satisfactory attendance, punctuality, or attentiveness to the job;
- ◆ Failure to follow reasonable instructions, insubordination, or general disregard for reasonable authority;
- ◆ Violation of common sense, safety, health, or sanitation practices;
- ◆ Unlawful discrimination, including harassment, on the basis of race, color, national origin, sex, religion, age, disability, or political affiliation or belief, directed against the public, clients, or other Board employees.

Disciplinary Action: If the seriousness of an employee's initial misconduct warrants, a Written Reprimand will be issued to an employee. The Written Reprimand will specifically describe the conduct or deficiency warranting disciplinary action and the action necessary to remedy the deficiency.

Discharge: The Executive Director may discharge an employee if the seriousness of a work deficiency or inappropriate conduct raises substantially doubts about the employee's ability to continue his/her employment with the Board.

280 SEPARATION FROM EMPLOYMENT

Voluntary Separations: When an employee announces intention to resign, steps will be taken to determine the reason, and when desirable, retain the employee. A letter of resignation will be requested.

Involuntary Separations: The Board and the Executive Director have the authority to terminate the employment of any employee without cause. The continuance of any position is contingent upon budgetary authority.

If an employee is terminated for cause, a termination report shall be prepared documenting the reasons for termination of employment, to include any disciplinary actions taken during the term of employment.

Termination Pay: Termination pay shall be calculated to include all hours worked. It shall be reduced by any required legal deductions and outstanding travel advances, if any, and shall be issued on the next regularly scheduled payday. Termination pay will not include unused personal leave time.

Funeral and Cemetery Services Personnel Policies and Procedures

At the time of termination, and before payment is disbursed, all Board property in the possession of an employee must be returned.

290 APPEALS, COMPLAINTS AND GRIEVANCES

It is the policy of the Board to resolve appeals, complaints, and grievances as quickly as possible and seek solutions, which meet the requirements of all concerned parties. Preferably, appeals, complaints, and grievances will be resolved informally. Employees and others will not be discriminated against for exercising his or her rights to Appeal or Grievance procedures.

300 EMPLOYEE APPEAL OF PERSONNEL ACTIONS

Upon receipt of proper notice of a disciplinary action or discharge from employment, an employee may file an Appeal provided that the employee responds within seven (7) calendar days, in writing.

Appeals shall be submitted in writing to the Executive Director and Board Chair. The written request shall include a history of previous efforts to resolve the issues, a specific description of the issues, and a clear description of the type of relief or solution being sought.

The Board Chair and Executive Director will review the employee appeal. The Board Chair shall render a final decision on the matter.

310 GRIEVANCES/COMPLAINTS BASED ON DISCRIMINATION

The Board expressly prohibits discrimination on the basis of gender, age, race, color, creed, religion, national origin, disability, sexual orientation, veteran's status, or on the basis of any other classification protected under state or federal law. No person filing a grievance/complaint shall be the victim of harassment, reprisal, coercion, or any form of discrimination. Any grievance/complaint alleging discrimination must be filed within one hundred eighty (180) days of the date of the alleged discrimination. It shall be filed directly with the United States Directorate of Civil Rights (DCR).

320 SAFETY

It is the policy of the Board to promote a safe work environment and safe work practices by Board employees. Commitment to "Safety First" may be a factor in determining work performance and wage advancement.

Safety and Work Injury Claims: Board employees must not have knowingly violated sound work safety procedures and practices in order to receive compensation for work related injuries. Any filing for work related injury compensation must include certification that the claimant was following prescribed safety procedures and practices. Work related injuries must be reported to the Board as soon as possible.

330 DRUG AND ALCOHOL ABUSE

The Board has an obligation to its members, employees and the public to take reasonable steps to provide an alcohol and drug free work place and to conduct business in a safe manner. The following acts are strictly prohibited and shall constitute cause for disciplinary action up to and including termination. Discipline may be

Funeral and Cemetery Services Personnel Policies and Procedures

imposed regardless of whether an employee is charged with and/or convicted of any criminal act relating to any violation of this policy.

- ✦ Reporting or working under the influence of alcohol or illegal drugs;
- ✦ The use or attempted use, possession, transfer, purchase or sale, of alcohol or drugs in any manner during working hours, including rest breaks, or while on Board premises;
- ✦ Using Board property or premises to manufacture alcohol or drugs.

Alcohol: Any beverage that has an alcoholic content in excess of (0.5%) by volume.

Illegal Drug: Any drug which is illegal under Federal, State, or local law to use, sell, transfer, possess, manufacture, or consume.

Board Premises: All buildings, parking lots, lunch rooms, break areas, rest rooms, work sites, or any other sites where employees perform services for the Board regardless of ownership or control of the property.

Prescribed Drug: Any drug or medication lawfully prescribed for use by an employee by a licensed medical practitioner.

Under The Influence: Behavior modified by alcohol or drugs, resulting in substandard or modified job performance; diminished motor reflexes, impairment of coordination, speech, or mental concentration; or other conduct that poses a safety hazard to the employee, co-worker, or others.

Pre-Employment Tests: Applicants for employment may be required to take a pre-employment physical examination which may include alcohol and/or drug tests.

Inspections to Administer and Enforce Policy: The Board expressly reserves the right to inspect Board owned or controlled desks, vehicles, packages, containers, and other articles within a work area. If the Executive Director has reason to believe that alcohol or drugs are present in a work area in violation of this policy, the appropriate law enforcement agency may be contacted and asked to conduct a search of the work area.

Reporting Drug and Alcohol Convictions: Employees as a condition of employment must report any conviction under a criminal drug statute for violations occurring on or off Board premises while working for the Board. A report of conviction must be made within five days after the conviction.

340 PAYROLL CYCLE

Payroll cycle may be negotiated with the employee for bi-weekly or monthly payments.

Funeral and Cemetery Services Personnel Policies and Procedures



State of Nevada

FUNERAL AND CEMETERY SERVICES BOARD

CLASSIFICATION AND COMPENSATION PLAN

Position	Classification Title		Wage Range
1	Executive Director		Unclassified
2	Investigator/Inspector		\$21.82 to \$32.42

Funeral and Cemetery Services Personnel Policies and Procedures

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I received the ***Funeral and Cemetery Services Personnel Policies and Procedures***.

I understand that it is my responsibility to read/review and request clarification if necessary.

Date: _____

Print Name: _____

Signature: _____



State of Nevada Funeral and Cemetery Services Board

Position Specification

EXECUTIVE DIRECTOR

DESCRIPTION: The Executive Director is the chief administrative officer for the Funeral and Cemetery Services Board. The Executive Director position is unclassified and is appointed by the Board.

DUTIES AND RESPONSIBILITIES: The position is responsible for the overall management of the Board's office, activities and functions. Responsibilities include, but are not limited to:

- Preparation and administration of the Board's annual budget;
- Promoting the Board's functions through written publications; maintaining the Board website; coordinating Board sponsored activities; and presenting at meetings, workshops, and other educational settings;
- Facilitate Board meetings, prepare agendas, supporting documents, and minutes in accordance with the Nevada Open Meeting law NRS 241; initiate action on Board directives;
- Serve as Board liaison with individuals and other agencies, including, but not limited to, the Governor's office, state agencies, professional organization, applicants, licensees, and the public;
- Oversee all aspects of the licensing, monitoring and compliance functions including but not limited to maintenance of the Board licensing and regulatory data collection system;
- Manage the Board complaint and disciplinary action process to include, but not limited to, receipt and review of initial complaints, conduct of informal investigations, initial determination of merit and recommendations for hearing; negotiate consent decrees with Board counsel, facilitate disciplinary hearings;
- Assist with NRS law and NAC regulation revisions, conduct research and make recommendations, conduct public workshops and hearings. Review and respond to legislative actions, bills and requests for information; represent the Board during legislative sessions at hearings and meetings as directed by the Board.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited College or University with a major in public administration, or related field preferred. A minimum of six years' experience in a closely related field or an appropriate combination of education and experience that would provide the necessary knowledge and expertise necessary to perform the functions of the Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of governmental processes and available technology.

- Ability to read, analyze and interpret governmental regulations and statutes;
- Ability to write reports, business correspondence, and operational procedures and materials;
- Ability to effectively communicate ideas, principles, and information to groups, agencies and various governmental entities;
- Ability to form and maintain professional and positive working relationships.

WORK ENVIRONMENT: Work is performed in a typical office setting. Travel and use of personal vehicle may be required.

Executive Director



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

Position Specification

Compliance Inspector/Investigator

DESCRIPTION: The Compliance Inspector/Investigator supports the investigation and inspection functions of the Board and reports directly to the Executive Director.

DUTIES AND RESPONSIBILITIES: The position is responsible for the initial review and processing of Applications and documentation required to obtain or retain licensure in Nevada. The position provides general administrative support to the Executive Director.

Licensing duties include, but are not limited to, processing applications for licensure and renewals, verifying completeness, creating licensee records in the GL Suite system, processing supporting documentation as received, preparing correspondence, answering general licensing questions; updating the licensee database for employment, supervision, name changes, preparing license verifications, responding to mailing list requests and scanning and uploading documents into the GL Suite system.

General administrative duties include, but are not limited to, answering telephones, processing mail, filing, preparing general correspondence and other duties as directed.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in Criminal Justice, Political Science, Business Administration, Health Science or closely related field and four years of investigative, law enforcement, and/or compliance experience where standard investigative and enforcement techniques were utilized to make program compliance determinations, enforcement of state and federal law, and preparation of detailed reports for the purpose of justifying administrative actions, penalties or criminal prosecution. Experience may be obtained in law enforcement, investigations, regulatory agencies, government program or comparable setting. An equivalent combination of education and experience may be considered (applicants without a Bachelor's degree must have six years of related experience.)

KNOWLEDGE, SKILLS AND ABILITIES: Skills necessary to make determinations based on evidence collected, apply laws, rules or regulations and complete thorough analysis and verification of data. Must be familiar with Rules of Evidence, rights of citizens, general law enforcement, state and federal laws that pertain to investigative, compliance and enforcement activities. Must be familiar with Microsoft Word, Excel, Outlook, and general office technology.

WORK ENVIRONMENT: Work is performed in a field setting and requires ability to travel statewide. Use of personal vehicle may be required.



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 12: Hiring of Board Investigator/Inspector

Executive Director will introduce proposed candidate.

Executive Director has negotiated the following terms with applicant:

Hourly pay rate of \$28 per hour for 10 to 20 hours per week.

Additionally Board will provide a \$50 per month cell phone stipend, use of a laptop and all necessary office supplies.

Board will reimburse approved travel at standard GSA rates.



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AGENDA ITEM 13: Legislative Change Topics to Provide to Sunset Subcommittee

The Legislative Subcommittee of the Board met to discuss proposed areas of change to NRS 643, NRS 451, and NRS 452. Items approved by the Board will be sent to the Sunset Subcommittee for inclusion in the final report. If the Legislature deems appropriate, they may issue a Bill Draft Request for the changes. If not, the Board will need to work with a legislator to carry the bill.

Board may approve all or some of the included recommendations. The Legislative Subcommittee will continue to meet to discuss other legislative items that may potentially be addressed in a future legislative session.

Attachment:
Legislative Topic Changes

Topic	Relevant NRS References	Considerations
1) Addition of Continuing Education Requirements for Funeral Directors and Embalmers	NRS 642.120 NRS 642.430	
2) Certification for operators of crematory equipment	NRS 451.635	Add language to require licensed operator (owner) ensure that each person who physically operates the crematory has completed a certification course. The Board may verify certifications during inspections.
3) Request authority for Board to conduct FBI fingerprint based background checks.	New section within 642	
4) Change grounds for disciplinary action to include crematories and cemeteries	NRS 642.470 NRS 642.480	
5) Clean up various sections dealing with duties of treasurer and secretary as many of these duties are completed by Board staff, as opposed to secretary of Board. Additionally, secretary should not need to furnish lists of embalmers to railroads and transportation companies. Lastly, there are references to Board Chair and other references to President – should be consistent.	NRS 642.040 NRS 642.070 NRS 642.140 NRS 642.210 NRS 642.230 NRS 642.240 NRS 642.290	
6) Change of language to state that the Attorney General shall “recommend” various outcomes pertaining to investigation of alleged violations	NRS 642.0677	
7) Change definition of “funeral establishment” to state that they <u>must have access to</u> necessary instruments and supplies... and maintained at all times in a sanitary and professional manner. Nothing prohibits embalming at a central location.	NRS 642.016	
8) Eliminate “limited license” – license to conduct direct cremations and immediate burials	NRS 642.355	What would the Board do to address the licenses which have already been issued under this category? By eliminating the license, could it be interpreted that this activity is no longer regulated by the Board?



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FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 14: Approval of Board Budget

Request to approve FY2015 Board budget. Any expenditures in excess of the budgeted amounts by more than 10% require Board approval and modification of budget. Executive Director notes that no prior Board budgets could be identified.

STATE OF NEVADA
Funeral and Cemetery Services Board



Fiscal Year 2015
July 1, 2014 – June 30, 2015

BUDGET

Revenue

Establishment Permit Renewals	\$ 12,000.00
Funeral Director Renewals	\$ 19,000.00
Crematory Renewals	\$ 5,400.00
Cemetery Renewals	\$ 4,000.00
Embalmer Renewals	\$ 12,600.00
Administrative Service Fee (Inspection Fee)	\$ 4,500.00
Initial Licensing, Examination, and Misc. Fees	\$ 7,500.00
Regulatory Fee	\$186,000.00
Interest Income	\$
Transfer from Reserves	\$ -

Total Income	\$251,000.00
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Operating Expenditures

Attorney General – Legal Fees	\$ 20,000.00
Audit Expenses	\$ 6,500.00
Board Member Compensation	\$ 3,900.00
Conference/Training Registrations	\$ 2,900.00
Equipment and Furnishings	\$ 5,000.00
Insurance (General Liability – AG's Office)	\$ 1000.00
Licensing Software Subscriptions (GL Suites)	\$ 11,709.00
Meeting Expenses	\$ 500.00
Office Supplies	\$ 2,400.00
Office Lease	\$ 9,900.00
Personnel	\$ 89,307.00
Postage	\$ 1,800.00
Printing and Reproduction	\$ 2,500.00
Technical Support/Website/EITS	\$ 3,200.00
Telephone (including cell phone stipend for investigator)	\$ 1,200.00
Travel – In State	\$ 16,400.00
Travel – Out of State	\$ 12,000.00

Total Operating Expenditures	\$190,216.00
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State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD



Fiscal Year 2015
July 1, 2014 – June 30, 2015

LINE ITEM BUDGET

Revenue

<u>Revenue Sources</u>	<u>#Licensees</u>	<u>Fee</u>	<u>Total</u>
Establishment Permit Renewals	60	\$200	\$ 12,000.00
Funeral Director Renewals	95	\$200	\$ 19,000.00
Crematory Renewals	27	\$200	\$ 5,400.00
Cemetery Renewals	20	\$200	\$ 4,000.00
Embalmer Renewals	63	\$200	\$ 12,600.00
Administrative Fee (Inspection Fee)	60	\$ 75	\$ 4,500.00
Initial Licensing, Examination, and Misc. Fees			\$ 7,500.00
Regulatory Fee	\$15,500 x 12 months		\$186,000.00
Interest Income			\$
Transfer from Reserves			\$ -

Total Projected Revenue \$251,000.00

Operating Expenditures

Attorney General – Legal Fees		\$ 20,000.00
Audit Expenses		\$ 6,500.00
Board Member Compensation		\$ 3,900.00
Conference/Training Registrations		\$ 2,900.00
Executive Director FARB Registration	\$ 800.00	
Executive Director and 6 Members- Conference 7x\$300	\$2100.00	
Equipment and Furnishings		\$ 5,000.00
Licensing Software Subscription-GL Suites (\$1301 x 9 months)		\$ 11,709.00
Meeting Expenses		\$ 500.00
Office Supplies		\$ 2,400.00
Office Lease (\$900 x 11 months)		\$ 9,900.00

Personnel		\$ 89,307.00
Executive Director Salary	\$60,000.00	
Executive Director FICA	\$ 4,590.00	
Investigator Wages	\$22,960.00	
Investigator FICA	\$ 1,757.00	
Postage		\$ 1,800.00
Printing and Reproduction		\$ 2,500.00
Technical Support/Website/EITS (Arrears +\$225 x 12 months)		\$ 3,200.00
Telephone, fax, conference calls, cell phone stipend		\$ 1,200.00
Travel – In State		\$ 16,400.00
In State ED Travel	\$3,200.00	
In State Board Member Travel	\$3,500.00	
In State Investigator Travel	\$9,700.00	
Travel – Out of State		\$ 12,000.00
Conference – ED and 6 Members 7 x \$1500	\$10,500.00	
FARB – ED	\$ 1,500.00	

Total Projected Operating Expenditures	\$190,216.00
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State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 15: Audit Services

Request for approval of audit proposal as attached and give authority for Executive Director to enter into contract with auditor in accordance with any applicable State laws.

Attachment:
Audit Proposal

Kohn & Company



July 16, 2014

To the Board of Directors
Nevada State Funeral Board
PMB 186
4894 Lone Mountain Road
Las Vegas, Nevada 89130

Kohn & Company LLP is pleased to submit a proposal to perform an audit of the financial statements for Nevada State Funeral Board (Board) as of and for the year ended June 30, 2014. The audit will be performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*.

PROFILE OF OUR FIRM

Kohn & Company LLP is a local CPA firm. My partners, Beth Kohn-Cole, Beth Farley and I share over 60 years of combined public accounting experience and recognize the profession's need for refined attestation and accounting services. We will bring to the Board a combination of proven and innovative accounting and management advice. Because of our experience with regulatory boards similar to yours, we have an in-depth knowledge of the unique accounting and regulatory issues facing local governmental entities and our experience allows us to perform quality engagements at competitive fees.

Audit and review services are the distinctive attestation services of a public accounting firm and the primary services performed at our firm. In addition to regulatory Boards, we provide attestation services for nonprofit organizations, other governmental entities, health care, retail operations, homeowners associations, and entertainment/recreational facilities. We also provide other accounting services such as monthly bookkeeping services, compilation and tax preparation services for various industries.

One of the distinguishing characteristics of Kohn & Company is that our professional staff, including the partners, actively rather than passively works with clients to address their needs. We will personally visit you to answer questions and offer advice regarding accounting and management issues. For the sake of our clients and our profession, we believe it is essential to be proactive in dealing with accounting issues, so we are continually enhancing our accounting practices and application of business technologies. We will not be more than a phone call away from providing information that is based on our long-standing accounting and advisory experience.

SUMMARY OF OUR FIRM'S QUALIFICATIONS

Beth, Beth and I manage more than 40 audits of governmental and nonprofit organizations annually. Accordingly, we are very knowledgeable about the accounting issues, rules, and regulations that apply to federal and state programs, as well as governmental financial statement presentation. As part of our firm's commitment to technical excellence, the professional staff attends at least 80 hours of continuing professional education (CPE) every two years, of which 24 hours relates specifically to governmental and nonprofit accounting and audit, to ensure that we are well versed in the current standards and trends that effect your financial reporting. Please feel free to contact the following organizations as references if you wish to acquire more information regarding the quality of our accounting and auditing services. Additional references are available upon request.

Nevada State Board of Professional Engineers
and Land Surveyors
Noni Johnson - 775-688-1231

Nevada State Board of Accountancy
Viki Windfeldt - 775-786-0231

Nevada State Board for Medical Examiners
Donya Jenkins - 775-688-2559

WORK PLAN

Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*. Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of bank balances and certain other assets and liabilities by correspondence with selected funding sources, members, and financial institutions as deemed necessary. We will obtain an understanding of the Board's internal control system to support our risk assessments and determine the scope of our testing.

Prior to the issuance of the audit, we will hold an exit conference in which we will review a draft of the audit and any other reports issued in connection with the audit with management and representatives of the Board of Directors.

Our philosophy on staffing is to provide on-going continuity every year on the engagement. We will do the best we can to staff with the same personnel unless unforeseen circumstances occur such as illness or termination of employment.

FEES

Based upon the information provided and our discussions, we expect the fee for the audit services for the year ended June 30, 2014 to be between \$6,500 and \$7,500. This fee estimate is inclusive of travel and other out of pocket expenses. Please note that if our fees at our per diem rates and out of pocket expenses are less than the amounts quoted above we will only bill our actual costs incurred. These fees are based on the assumption that unexpected circumstances will not be encountered during the engagement. If significant unexpected circumstances arise, such as the determination of fraud or illegal acts, and considerable additional time is necessary, we will discuss it with you and arrive at a new fee estimate before our firm incurs the additional costs. Our fees are billed semi-monthly as work progresses and are payable upon presentation.

Please do not hesitate to contact me if you have any questions or concerns. We thank you for your consideration of our firm and look forward to the opportunity to work with you.

Sincerely,

KOHN & COMPANY LLP



Connie Christiansen, CPA, CGMA





State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

PMB 186, 4894 Lone Mountain Road, Las Vegas, Nevada, 89130
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AGENDA ITEM 16: Request to Add Another Board Member to Bank Accounts

Request is to designate an additional Board member to have access to existing account and any future accounts. This minimizes any appearance of collusion, and allows another individual to review expenditures from account. Additionally, should the current ED or Board Treasurer resign, it eliminates there only being person on the account at any given time. Financial policies and procedures will be addressed at a future meeting and possibly after consultation with auditing firm.



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 17: Request for Board Credit Card for Executive Director

Prior Executive Director utilized a debit card for purchases from account. This type of card is not generally allowable for public funds. Current Executive Director is requesting a credit card to use for Board travel and any necessary Board expenditures. Any charges to account will require proper back-up documentation prior to payment by Treasurer.



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 18: Prior Gift Purchase by the Board

Loretta previously paid for a gift for the outgoing Executive Director in the amount of \$245.61 with the intention of being reimbursed through Board funds.

Pursuant to the State Administrative Manual (SAM), such purchases are not allowable. Board chair requests the Board discuss potential resolution of this matter.

Attachment:

Details for gift purchases from SAM



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 19: Board Member Compensation

Pursuant to NRS 642.030 as referenced below allows Board members to obtain compensation while engaged in Board business. Board Treasurer spends significant time utilizing Quickbooks for Board financials, reviewing invoices approved and submitted by Executive Director and now has added payroll considerations. Request is to allow up to two days compensation to Board Treasurer for financial duties of the Board.

NRS 642.030 Oaths of members; compensation of members and employees.

1. Before entering upon their duties, the members of the Board shall respectively take and subscribe to the oath required of other state officers. The Secretary of State is authorized to administer the oath, and each oath must be filed in the Office of the Secretary of State.
2. The members of the Board are entitled to receive:
 - (a) A salary of not more than \$150 per day, as fixed by the Board, while engaged in the business of the Board; and
 - (b) A per diem allowance and travel expenses at a rate fixed by the Board, while engaged in the business of the Board. The rate must not exceed the rate provided for state officers and employees generally.
3. While engaged in the business of the Board, each employee of the Board is entitled to receive a per diem allowance and travel expenses at a rate fixed by the Board. The rate must not exceed the rate provided for state officers and employees generally.

[Part 2:28:1909; RL § 4446; NCL § 2666]—(NRS A 1963, 158; 1975, 306; 1981, 1994; [1989, 1703](#); [2007, 2956](#))



State of Nevada FUNERAL AND CEMETERY SERVICES BOARD

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Executive Director Report – August 7, 2014

Office Space

The State of Nevada Division of Buildings and Grounds has negotiated terms with building owner for an Executive Suite at 501 Hammill Lane, Reno, Nevada 89511 at a cost of \$900 per month inclusive of furnishings, internet, cleaning service, conference rooms, reception. This was not the location originally chosen, but is in the same general area. A month to month lease began August 1st, and the one year lease is set to be on the September Board of Examiners meeting agenda with an effective date of October 1st.

GL Suite Licensing

Data has been sent to GL Suites through an FTP transmission and five meetings have taken place regarding installation. GL Suites and Executive Director have scheduled 3 meetings per week until the "go live" date in November. Executive Director will utilize the software for the upcoming renewal period in 2015 for data collection and tracking, but licensees will not be able to utilize the online function until the following renewal period in 2016.

Forms

Various new forms have been created and added to the website in pdf fillable format. Some of the forms include:

- *Regulatory Fee Reporting Form
- *Apprentice Embalmer Reporting Form
- *Form to Request Reactivation of Inactive License
- *Application for Funeral Director Licensure
- *Application for Embalmer Licensure
- *Testing Authorization and Information Form

Forms for permitting establishments and direct cremations and immediate burials are in progress.

Note that these forms will probably need editing as time goes by to address anything that may have been left out, or any general issues with the formatting, etc.

List of Licensees

Lists of licensees including funeral directors, embalmers, and establishments have been added to the website. There are issues with data consistency within the current database and ongoing changes to those lists will be necessary.

Regulatory Fee Compliance

Letters were sent to licensees who appeared to be missing some or all regulatory fee payments to the Board. It was requested that agencies comply within 30 days. Follow-up letters on non-compliance will include reference to possible future disciplinary action.

Payroll Issues

Board did not have an established employer ID number or EFTPS account for submission of withholding taxes. Those accounts are being created. Documents are being filed with Nevada Employment Security regarding exemption from unemployment insurance and exemption from Modified Business Taxes. Researching with Risk Management regarding Workers' Compensation requirements.

Miscellaneous Administrative Items

Staples account was set up under the State contract so that the Board can order office supplies at reduced rate and not pay sales tax.

Fedex account was set up under the State contract so that the Board can be eligible for discounted state rates

Work continues on general policies and procedures and a draft should be ready for next meeting

Continue to review documents, files, boxes provided by previous ED. NOTE: Current ED did not have any input into extensive document shredding conducted by previous ED