

NEVADA FUNERAL AND CEMETERY SERVICES BOARD

MINUTES

Monday, November 24, 2014, at 10:00a.m.

Via Teleconference with Public Access:

Funeral and Cemetery Services Board Office
501 Hammill Lane
Reno, NV 89511

1. Call to order, roll call, establish quorum

Members Present

Wayne Fazzino, Chair
Todd Noecker
Wendy Simons
Bart Burton
Tammy Dermody
Loretta Guazzini

Board Staff Present

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

Public

Connie Christiansen
Felicia Koha
Warren Hardy
Ryan Bowen
David Walters

Members Absent

Lisa Franqui

2. Public comment

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)

3. Discussion, recommendation, and possible action regarding review and approval of October 14, 2014 meeting minutes (For possible action)

Wendy moved to approve the minutes. The motion was seconded by Bart and carried unanimously.

4. Discussion, recommendation, and possible action regarding audit report prepared by Kohn & Company (For possible action)

Connie Christiansen of Kohn & Company presented the audit report prepared for the Nevada Funeral and Cemetery Services Board. Ms. Christiansen stated that the audit was an unmodified opinion and reviewed the findings presented in the report.

Jennifer stated that she wanted to make it clear that the audit was for a period of time that Jennifer was not employed by the Board and that significant changes had been made to various procedures since the date she was hired.

Motion: Wendy to moved to accept the audit report with further explanation in the responses that there was a completely new Board which was addressing some previous disappointing accountability issues. The motion was seconded by Loretta and carried unanimously.

5. Discussion, recommendation, and possible action regarding financial policies and procedures including possible contract for bookkeeping services (For possible action)

Jennifer stated that she was requesting the Board give her authority to put processes into place to address audit deficiencies and she stated that based on the audit findings she was recommending that the Board enter into a contract for bookkeeping services to put an additional layer of oversight on the Board finances. She stated that she had contacted other boards using bookkeeping services and believed that the services could be obtained for under \$2,000 per year and would include completion of all quickbooks entries, bank reconciliations, preparation of financial reports, preparation of 1099's and W-2's and all payroll functions.

There was discussion and general consensus that this would be beneficial for the Board.

Jennifer also stated that she would like for the Board to require two signatures on all checks, and that since Tammy was on the account and nearby, it would probably be easier for Tammy to be the second signer.

Wendy moved to give the Executive Director authority to make whatever changes necessary to address concerns in the audit and to contract for bookkeeping services not to exceed \$3,000 per year. The motion was seconded by Loretta and carried unanimously.

6. Discussion, recommendation, and possible action regarding recommendations for legislative changes to NRS 642 and NRS 451. This item may include updates and comments from members of the Legislative Subcommittee (For possible action)

Jennifer reviewed the various proposed changes.

There was discussion concerning ex-parte orders and how often and easily they are obtained. There was discussion on what happens when someone gets an ex-parte order and then a spouse shows up claiming to have authority. There was discussion that some establishments then require the spouse to go get an ex-parte.

There was discussion on the proposed section regarding the authorizing agent being unavailable and general consensus that the length of time be extended from 15 days to 30 days.

Jennifer stated that the section regarding requirements for the one year internship for funeral directors take effect January 1, 2016 and not 2015.

Warren Hardy asked for information concerning the number of states requiring that the individuals operating the crematory equipment obtain training or be certified. Jennifer stated that she did not have that information available. Loretta stated that she did not feel it was relevant how many states require it, as this Board felt it was beneficial. There was further discussion that the training is only 6 to 8 hours and valid for five years. Wendy stated that it would still be beneficial to have the information in the event the legislature requests the details.

There was clarification that the Board needed these changes to NRS, but would still have significant amount of work to do in regulation, and that the legislative subcommittee would need to continue their work.

Wendy moved to approve the preliminary draft to be submitted to Senator Brower for consideration. The motion was seconded by Tammy and carried unanimously.

7. Board member comments

Bart thanked all of the subcommittee members and members of the public who had been attending meetings for their input and hard work in moving forward with the necessary changes.

Wayne and Wendy also thanked everyone for their hard work and stated that they were impressed with how much had been accomplished in such a short period of time.

8. Discussion regarding future agenda items and future meeting dates

Next meeting date had already been set for January 20, 2015.

9. Public comment

Warren Hardy thanked the Board for allowing public comment during discussion of the actual legislative items and thanked everyone for their time.

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)

10. Adjournment (For possible action)

Meeting adjourned at 11:30 a.m.