

NEVADA FUNERAL AND CEMETERY SERVICES BOARD

AGENDA AND NOTICE OF PUBLIC MEETING

Tuesday, October 13, 2015, at 9:00a.m.

Video-Conference Locations:

Division of Employment Training and Rehabilitation
3405 S. Maryland Parkway, Main Conference Room
Las Vegas, Nevada

and

Division of Employment Training and Rehabilitation
1325 Corporate Blvd., Main Conference Room
Reno, 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

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 minutes of meetings (For possible action)**
a) July 14, 2015
4. **Discussion, recommendation, and possible action regarding Consent Decrees for case number FB15-05 (For possible action)**
a) LaPaloma Funeral Services LLC, Establishment Permit No. EST79
b) Ryan Bowen, Funeral Director License No. FD810
5. **Discussion, recommendation, and possible action regarding Consent Decrees for case number FB15-03 (For possible action)**
a) Lee Funeral Home, Establishment Permit No. EST2
b) Eric Jameson Lee, Funeral Director License No. FD611
6. **Discussion, recommendation, and possible action regarding granting Funeral Director License to Carlen Sue Blansett (For possible action)**
7. **Discussion, recommendation, and possible action regarding granting Funeral Director License to Celena Leal DiLullo (For possible action)**
8. **Discussion, recommendation, and possible action regarding granting Funeral Director License to Christopher Robert Folger (For possible action)**
9. **Discussion, recommendation, and possible action regarding granting Funeral Director License to Kyle Lamont Giddens (For possible action)**
10. **Discussion, recommendation, and possible action regarding granting Funeral Director License to Richard F. Glover (For possible action)**
11. **Discussion, recommendation, and possible action regarding granting Funeral Director License to David F. Holt (For possible action)**
12. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to John A. Horton (For possible action)**
13. **Discussion, recommendation, and possible action regarding granting a Funeral Arranger License to Kimberly Ann Ireland-Oliver (For possible action)**
14. **Discussion, recommendation, and possible action regarding granting Funeral Director License to Ernest E. Martinez (For possible action)**
15. **Discussion, recommendation, and possible action regarding granting Reciprocal Embalmer License to Ernest E. Martinez (For possible action)**
16. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to Angela Mercer (For possible action)**

17. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to Denice Portillo (For possible action)**
18. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to Tamar Rae Robinson (For possible action)**
19. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to Marlene Jennett Shier (For possible action)**
20. **Discussion, recommendation, and possible action regarding request for approval of new managing Funeral Director (For possible action)**
 - a) Cremation Society of Nevada – Affinity – Richard T. Hearn
 - b) Cremation Society of Nevada – John Sparks – Richard T. Hearn
 - c) Cremation Society of Nevada – Northern Nevada – Richard T. Hearn
 - d) National Cremation Service – Jaye MacPherson
 - e) Neptune Society - Reno – Tamar Robinson
 - f) Sonoma Funeral Home – Marlene J. Shier
 - g) Sunrise Cremation – Kristen Anderson
21. **Discussion, recommendation, and possible action regarding review of the following crematory operator certification course (For possible action)**
 - a) Thermtec
22. **Discussion, recommendation, and possible action regarding approval of Board refund policy (For possible action)**
23. **Discussion, recommendation, and possible action regarding changes to NAC 642 and NAC 451 (For possible action)**
24. **Financial Reports**
 - a) Regulatory Fee Collection
 - b) FY2016 Budget vs. Actuals
25. **Overview of current complaint status**
26. **Report from Executive Director, Jennifer Kandt**
27. **Report from Senior Deputy Attorney General**
28. **Board member comments**
29. **Discussion regarding future agenda items and future meeting dates**
Meetings scheduled for the following dates:

30. Public comment

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31. 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
Division of Employment Training and Rehabilitation 3405 S. Maryland Parkway, Main Conference Room Las Vegas, Nevada	Funeral Board Office 501 Hammill Lane Reno, NV 89511	Division of Employment Training and Rehabilitation 1325 Corporate Blvd., Main Conference Room Reno, Nevada



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

501 Hammill Lane, Reno, NV 89511
Phone (775) 825-5535 * Email nvfuneralboard@fb.nv.gov

AGENDA ITEM 3a: Approval of Minutes

Approval of July 14, 2015 minutes requested.
Attachment: Draft Minutes

NEVADA FUNERAL AND CEMETERY SERVICES BOARD

MINUTES OF MEETING

Tuesday, July 14, 2015, at 9:00a.m.

Video-Conference Locations:

Grant Sawyer Building
555 E. Washington Ave., Room 4412
Las Vegas, Nevada
and
Legislative Building
401 South Carson Street, Room 3138
Carson City, Nevada

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

1. Call to order, roll call, establish quorum

Members Present

Wayne Fazzino, Chair
Todd Noecker
Tammy Dermody
Loretta Guazzini

Board Staff Present

Jennifer Kandt, Executive Director
Henna Rasul, Senior Deputy AG

Members Absent

Bart Burton

Jennifer stated that Wendy Simons had resigned several days prior to the meeting due to taking on a new position. She stated that there were now two public positions open

on the Board and that if anyone knew of anyone interested in serving on the Board, they can apply with the Governor's Office.

2. Public comment

Jennifer also stated that Gerald Hitchcock had been unable to attend this meeting, but had provided written comments regarding his appointment to the NFDA Policy Board and read comments as follows, "One of my goals is to establish an Association that represents the industry in the state. One of the many benefits of the Association it will allow members to gain continuing education easily and affordable. We will also be able to provide the Crematory Operator Course and certification to our members here in the state. Education programs will be held both in the North and South and I have also worked out a program to be held in Elko to cover the Eastern part of the state."

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 minutes of meetings (For possible action)

a) April 14, 2015

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

4. Discussion regarding Southern Nevada Veteran's Memorial Cemetery's concerns with Funeral Establishment communication and treatment of veterans (For discussion only)

Chris Naylor, Superintendent of Southern Nevada Veterans Memorial Cemetery said that there were various issues they were encountering with several of the funeral establishments. He stated that many of the issues concern unaccompanied or indigent Veterans services. He stated that many volunteers show up to give services and render military honors for each individual, but that they are having issues with the funeral homes arriving very late to the services and sometimes not showing up at all. He stated that some funeral establishments will tell the family that their car broke down, but they will tell the cemetery that they "forgot" to show up. He stated that he felt the business practices of some of the funeral homes was unacceptable to our Nation's heroes. He also stated that he had discussed the issues with the Board Executive Director who encouraged him to file complaints when this happens in the future.

There was discussion that Mr. Naylor submit his concerns in writing, and those concerns would be forwarded to all of the funeral establishments in the State of Nevada.

5. Discussion, recommendation, and possible action regarding Consent Decrees for case number FB15-02 (For possible action)

a) Sunrise Cremation and Burial, Establishment Permit No. EST73

Tammy Dermody stated that she did not feel that the discipline was adequate. Todd Noecker agreed. Loretta Guazzini stated she also agreed as it was not as if this was just a mistake that had been made.

Todd Noecker stated that he felt it would be appropriate to require a 12 month probation with quarterly inspections paid by the establishment.

Todd Noecker moved to amend the Consent Decree to provide a 12 month probation with quarterly inspections paid by the establishment. The motion was seconded by Tammy Dermody and carried unanimously.

b) David Walters, Funeral Director License No. FD70

There was discussion that the discipline was not adequate, and that a 12 month probation with additional continuing education was appropriate. Todd Noecker stated that he would like to see 6 hours related to FTC and 6 hours related to ethics.

Tammy Dermody moved to amend the Consent Decree to add a 12 month probation and require a six hour continuing education course related to the FTC and a six hour continuing education course related to funeral ethics. The motion was seconded by Loretta Guazzini and carried unanimously.

6. **Discussion, recommendation, and possible action regarding granting Funeral Director License to Kristen Elaine Anderson (For possible action)**
Tammy Dermody moved to approve. The motion was seconded by Loretta Guazzini and carried unanimously.
7. **Discussion, recommendation, and possible action regarding granting Funeral Director License to Geoffrey F. Chiara (For possible action)**
Loretta Guazzini moved to approve. The motion was seconded by Todd Noecker and carried unanimously.
8. **Discussion, recommendation, and possible action regarding granting Reciprocal Embalmer License to Jennifer Ann DiCamillo (For possible action)**
Tammy Dermody moved to approve. The motion was seconded by Loretta Guazzini and carried unanimously with Todd Noecker recusing as the applicant is an employee of the same company.
9. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to Jennifer Ann DiCamillo (For possible action)**
Loretta Guazzini moved to approve. The motion was seconded by Tammy Dermody and carried unanimously with Todd Noecker recusing as the applicant is an employee of the same company.
10. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to Joseph Michael Palmer (For possible action)**
Todd Noecker moved to approve. The motion was seconded by Loretta Guazzini and carried unanimously.
11. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to Nathan Robert Stiffler (For possible action)**
Todd Noecker moved to approve. The motion was seconded by Tammy Dermody and carried unanimously.
12. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to Michael Anthony Toth (For possible action)**
Loretta Guazzini moved to approve. The motion was seconded by Tammy Dermody and carried unanimously.

- 13. Discussion, recommendation, and possible action regarding granting a Reciprocal Embalmer License to Amberly Angelique Walter (For possible action)**
Loretta Guazzini moved to approve. The motion was seconded by Tammy Dermody and carried unanimously.

- 14. Discussion, recommendation, and possible action regarding request for approval of new managing Funeral Director (For possible action)**
a) Palm Boulder Highway Mortuary - Joseph Michael Palmer
Todd Noecker moved to approve. The motion was seconded by Loretta Guazzini and carried unanimously.

- 15. Discussion, recommendation, and possible action regarding granting a Direct Cremation Permit to Simple Cremation, 129 West Lake Mead Pkwy., Suite #21, Henderson, Nevada 89015 (For possible action)**

Tammy Dermody asked whether the direct cremation permits could be granted prior to the effective date of the bill. Jennifer stated that she had spoken with legal counsel and was advised that the Board could approve them as the bill was effective immediately for the purposes of drafting regulations and administrative preparatory work. She also stated that she was advised that the current "limited establishment" licenses should be transitioned immediately as it needs to be clear that they do fall under the jurisdiction of the Board.

Todd Noecker moved to approve. The motion was seconded by Loretta Guazzini and carried unanimously.

- 16. Discussion, recommendation, and possible action regarding granting a Direct Cremation Permit to National Cremation Society, 11 South Stephanie Street, Suite 140, Henderson, Nevada 89012 (For possible action)**
Loretta Guazzini moved to approve. The motion was seconded by Todd Noecker and carried unanimously.

- 17. Discussion, recommendation, and possible action regarding approval of temporary policy for approval of crematory operator certification courses and review of the following crematory operator certification courses (For possible action)**

- a) Cremation Association of North America (CANA)
- b) International Crematory, Cemetery, and Funeral Association (ICCFA)
- c) National Funeral Directors Association (NFDA)

Tammy Dermody moved to approve the courses. The motion was seconded by Loretta Guazzini and carried unanimously.

Tammy Dermody moved to approve the temporary policies until the regulations are in place. The motion was seconded by Loretta Guazzini and carried unanimously.

Warren Hardy stated that he would like the Board to accept current certifications from manufacturers as the manufacturers come to the location and train the individuals on site and that reduces costs. He requested a future agenda item to approve manufacturer trainings.

Jennifer stated that the legislation states that the course must be “approved by the Board” and that the Board had just approved a policy that they would allow courses that met the following criteria:

- 1) At least six hours in length
- 2) Offered on a national level by experts in the field
- 3) Covers at a minimum, best practices, terminology, principles of combustion, basics of equipment operation, and forms and record control.

18. Discussion, recommendation, and possible action regarding changes to NAC 642 and NAC 451 (For possible action)

Loretta asked about who had drafted the regulations. Jennifer stated that the legislative subcommittee was comprised of Tammy Dermody, Bart Burton, Todd Noecker, and John Lawrence. Jennifer stated that SB286 had passed, but that this was approval of regulations to support SB286 and some general changes. Loretta questioned the section about moving the funeral establishment to another location and requiring approval for that process. Jennifer stated that the reason would be that an inspection would need to be conducted of the new location. She also stated that current laws already specified a fee for transferring a license or permit to another location, but the process for doing so was not in place. She stated that if there are any concerns with the regulations, now would be the time to voice the concerns. Jennifer stated that there was still a long process involved with the regulatory changes as they would need to be submitted to LCB, the Board would need to hold a workshop and a hearing, and also do a small business impact statement. Tammy Dermody moved to approve. The motion was seconded by Loretta Guazzini and carried unanimously.

19. Discussion, recommendation, and possible action regarding approval of interlocal agreement for Deferred Compensation (For possible action)

Jennifer stated that this had been requested as part of the last meeting but that there was not a clear motion for this item. She stated that this is no cost to the Board, but allows Board employees to participate at their expense in a tax deferred retirement place. Loretta Guazzini moved to approve. The motion was seconded by Tammy Dermody and carried unanimously.

20. Financial Reports

a) Regulatory Fee Collection

Jennifer stated that she continues to send out quarterly letters for non-compliance with submission of fees, and she presented the regulatory fee collection report to date.

b) FY2015 Budget vs. Actuals

Jennifer presented budget vs. actuals for FY2015 and stated that the audit process would begin shortly.

21. Overview of current complaint status

Jennifer presented a report with a brief status of each complaint. She said that there was one complaint still open from 2014.

22. Report from Executive Director, Jennifer Kandt

Jennifer presented a written report detailing current activities.

23. Report from Senior Deputy Attorney General

Henna Rasul stated that she had nothing to report.

24. Board member comments

25. Discussion regarding future agenda items and future meeting dates

Jennifer recommended that the Board consider a meeting in December due to legislation taking effect January 1, 2016. The Board set the following meeting dates:
October 13, 2015
December 15, 2015

26. 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)

27. Adjournment (For possible action)

Meeting was adjourned at 10:50 a.m.



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

501 Hammill Lane, Reno, NV 89511
Phone (775) 825-5535 * Email nvfuneralboard@fb.nv.gov

AGENDA ITEM 4: Consent Decrees for Case Number FB15-05

Attachment: Manila envelopes labeled 4a and 4b. Do not open until instructed to do so by legal counsel.



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 5: Consent Decrees for Case Number FB15-03

Attachment: Manila envelopes labeled 5a and 5b. Do not open until instructed to do so by legal counsel.



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AGENDA ITEMS 6-19: Licensing Items

Attachments:

See attached licensing items

6. Regarding granting Funeral Director License to Carlen Sue Blansett
7. Regarding granting Funeral Director License to Celena Leal DiLullo
8. Regarding granting Funeral Director License to Christopher Robert Folger
9. Regarding granting Funeral Director License to Kyle Lamont Giddens
10. Regarding granting Funeral Director License to Richard F. Glover
11. Regarding granting Funeral Director License to David F. Holt
12. Regarding granting a Funeral Director License to John A. Horton
13. Regarding granting a Funeral Arranger License to Kimberly Ann Ireland-Oliver
14. Regarding granting Funeral Director License to Ernest E. Martinez
15. Regarding granting Reciprocal Embalmer License to Ernest E. Martinez
16. Regarding granting Funeral Director License to Angela Mercer
17. Regarding granting Funeral Director License to Denice Portillo
18. Regarding granting a Funeral Director License to Tamar Rae Robinson
19. Regarding granting a Funeral Director License to Marlene Jennett Shier



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AGENDA ITEM 21: Approval of Crematory Operator Certification Course

Attachments:

See attached course overview attachments

a) Thermtec

Note: Board approved temporary policy for approval of crematory operator certification courses at a prior meeting as follows:

1. The Board may approve crematory certification programs pursuant to NRS 451.635 if the course meets the following minimum standards:
 - a) At least 6 hours in length
 - b) Offered on a national level by experts in the field
 - c) Covers at a minimum, best practices, terminology, principles of combustion, basics of equipment operation, and forms and record control
2. Any course approval issued by the Board pursuant to this section shall be valid for a period of 5 years.

The above is intended only to provide guidance for determining whether a course should be approved and is not intended to be all-inclusive. The Board reserves all rights in making the determination on whether a course is suitable for approval.



Manufacturers of Crematories & Incineration Systems Since 1973

Funeral and Cremation Services Board

501 Hammill Lane

Reno, Nevada 89511

Attention: Jennifer Kandf , Executive

Subject: Program, Training Cremation Operators

Dear Jennifer,

We thank you for the opportunity to offer the Training Course information for the Certification of our company and staff to qualify for the Nevada program NRS-451-635 Cremation Training Program.

We have been in business for 42 years and have developed Training Programs for all of the equipment we manufacture. We have trained operators in all 50 State, Canada, Portugal, Spain, Australia, Central America, Korea, Russia, Japan, South Seas Islands and others locations in the world.

Our goal is to insure that the customers that have purchased our equipment are fully trained in the use and maintenance of our equipment. We therefore require our customer's operators to be Certified to operate the equipment correctly and for their benefit.

As a result, we do not believe that "large groups" training sessions are the best way to accomplish a good full training to understand and to actually operate Human or Pet Cremation equipment. A detailed, "one on one" seems much more effective when an operator has the opportunity to do the paper work then actually load and operate the equipment, "hands on".

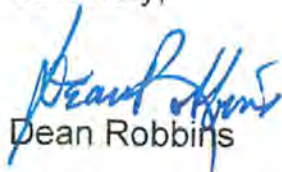
We believe that the "one on one" training of operators is much more realistic and productive. This is why we supply a qualified technician for a period of 3 to 4 days at the job site to: supervise the installation, check compliance with codes (i.e. Electric, Plumbing and Safety & Fire Codes) , train, review the Manuals along with educating, demonstrating the operator the proper use of the equipment, maintenance and the most efficient way to operate.. We require that we have the opportunity to have two to three cases to Cremate for the training program for actual operator experience. (For Pet Crenation equipment, we need animal remains for the training procedure for demonstration)

Our "Start Up" procedures include the training. We also supply two hard bound 'Operation - Maintenance " Manual plus the complete Manual on a CD disk.

After the training is complete and meets our standards, we will create a "Certificate of Training" for each individual that has been trained to be posted at the facility. We normally train from 2 to 8 operators at a facility.

Please review our comments and the attached information and contact us for any additional information you may require.

Sincerely,



Dean Robbins

CEO Therm Tec, Inc.

ATTACHED:

Basic Certification Program

Training Agenda

Training Registration Form (Operators)

Therm Tec Inc. List of Qualified Training Personnel

Copy: Certificate for Operators



Manufacturers of Crematories & Incineration Systems Since 1973

INSTRUCTOR QUALIFIED TO PRESENT Training Programs For Human and Pet Cremation

Following Is A List Of Qualified Instructors

Gary Thorn

45 Years Manufacturing Experience Of Cremation Equipment

Jason Thorn

25 Years Manufacturing Experience Of Cremation Equipment

Bill Pascoe

15 Years Manufacturing Experience Of Cremation Equipment

Clark Brown

26 Years Manufacturing Experience Of Cremation Equipment

Jesse Robinson

4 Years Manufacturing Experience Of Cremation Equipment

Charles Rowland

35 Years Manufacturing Experience Of Cremation Equipment

Dean Robbins

45 Years Manufacturing Experience Of Cremation Equipment

NOTE

Manufacturing Engineering Disciplines And Expertise Required For Instructor

Chemistry

Physics

Mathematics

Management And Logistics

Combustion Of Human and Pet Equipment

Combustion Of Gases

Refractory Technology

Electronics Technology (Computers and PLC)

Electrical Technology

Controls and Application Technology

Hydraulics Technology

Mechanical Motion Technology

Burner Technology (Gas and Oil Fired)

Metal Fabrication Technology

Installation And Operation Of Human and Pet Cremation Equipment

CERTIFIED CREMATORY OPERATOR TRAINING

OBJECTIVE: INSTRUCT PARTICIPANTS ON PROPER OPERATION
OF THERM-TEC CREMATION EQUIPMENT TO ENSURE SAFE,
EFFICIENT, RELIABLE & COMPLIANT OPERATION.

- ✓ **COURSE WILL BE GIVEN AT CUSTOMER FACILITY AND WILL UTILIZE
CUSTOMER OWNED THERM-TEC EQUIPMENT AS A REFERENCE IN
ORDER TO CONVEY RELEVANT MODEL SPECIFIC INSTRUCTION FOR
MAXIMUM BENEFIT TO PARTICIPANTS AND FACILITY.**

TRAINING SYLLABUS:

- Introduction of Therm-Tec Instructor and take names of all course participants.
(20 Minutes with Q & A)**
- Basic principles of combustion and the cremation process.
(30 Minutes with Q & A)**
- Equipment overview. Description of major system components and explanation of how
those components enable the machine to adhere to combustion principles.
(45 Minutes with Q & A)**
- Operational procedures. Discuss suggested techniques for proper loading and remains
removal. Discuss recommended case order for multiple cycles in a day. Effect of various
case types and container types on cremation cycle.
(30 Minutes with Q & A)**
- Operation of equipment. Overview of system operator control panel & discussion of
system operational settings. Discuss how to determine proper cycle settings for various
case types and how to modify those setting during the cycle to ensure proper operation.
(45 Minutes with Q & A)**
- Discussion of system safety features & techniques for safe operation.
(30 Minutes with Q & A)**

- Troubleshooting. Overview of system specific components & their role in proper crematory operation. What to look for in the event of component failure and instruction on performing minor repair.
(40 Minutes with Q & A)**
- Maintenance. Discussion of model specific component and refractory maintenance schedule.
(30 Minutes with Q & A)**
- Discussion of site specific cremation compliance issues. Importance of proper recordkeeping. Establish with facility managers who regulatory agencies are, what requirements are, and system features that can aid with compliance.
(20 Minutes with Q & A)**
- Potential risks relating to handling of case, cremated remains, and contact with equipment. Infection potential of case at various stages. Proper personal protective equipment for case loading and unloading. Importance of keeping loading area of crematory clean. Importance of thorough removal of cremated remains.
(20 Minutes with Q & A)**
- Overview of Crematory Operation Manual provided with equipment to serve as an ongoing site resource for equipment reliability and proper operation.
(30 Minutes with Q & A)**
- Open question and answer period for clarification of subject topics if needed. Closing of Training Program.
(20 Minutes with Q & A)**

(**Stated times are intended to serve as guidelines for complete coverage of syllabus items. Actual session time may be extended or shortened depending on participant background and level of participant interaction.)

✓ INTERACTION BETWEEN PRESENTER AND ALL PARTICIPANTS IS HIGHLY ENCOURAGED.

- DATE OF TRAINING... _____
- FACILITY NAME... _____
- FACILITY LOCATION... _____
- THERM-TEC MODEL #... _____

CERTIFIED OPERATOR INSTRUCTOR...

 NAME (THERM-TEC REPRESENTATIVE)

NAME OF TRAINING PARTICIPANTS...

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

- ✓ **UPON COMPLETION OF TRAINING AND SUBMITTAL OF THIS FORM BACK TO FACTORY THERM-TEC WILL PREPARE TRAINING CERTIFICATES FOR ALL PARTICIPANTS.**

Certificate

This is To Certify That

Operator Name

Has Successfully Completed the " On Site "
Training Course

For The Operation And Maintenance
Of Therm Tec Model SQC-300 Crematory
For Human Cremation At:

Facility Name

Location- State

Given By :

Therm Tec, Inc.

Qualatin, Oregon U.S.A.

Awarded This Date of Month, Year

Corporate Seal

Trainer

Title of Trainer

Technician

Therm Tec, Inc.



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AGENDA ITEM 22: Refund Policy

Request to approve the following refund policy for inclusion in the Board's Operating Policies and Procedures Manual:

REFUNDS:

Testing Authorization fees are non-refundable unless a duplicative request is received or overpayment is made.

Application fees are non-refundable unless overpayment is made or a request for withdrawal of application is made within 30 days of submission and prior to being placed on a meeting agenda.

Renewal fees and fees for placing licenses on inactive status or reactivating inactive licenses are non-refundable except in the case of overpayment.

Regulatory fees shall be refundable in the event of documented submission errors. Overpayment of fees may be carried over to the following month if properly documented.



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AGENDA ITEM 23: Draft Regulation Changes

Initial draft changes were approved at the July 14, 2015 meeting as recommended by the Legislative Subcommittee. Changes were sent to LCB and they have been returned as LCB File No. R067-15. Several additional changes for review and possible changes noted below. Regulations will still require workshop, hearing, and small business impact.

- 1) Page 10 - See highlighted section
- 2) Page 11 – See highlighted section
- 3) Page 16 – In section 32, item 3 was revised in a way which altered the intention of the regulation. Original language submitted stated the following:
The practice of funeral directing shall NOT be construed to consist of the following:
(a) Removing or transporting human remains from the place of death, or removing or transporting human remains from or to a funeral establishment, cemetery, crematory, medical examiner's office, common carrier, or other locations as authorized and provided by law.
- 4) Page 21 – NAC 642.160 – This section was originally going to be repealed in favor of an amendment to NAC 451.100. LCB advised that the Board can add sections to NAC 451, but cannot amend the current sections (only the State Board of Health can amend those sections). Recommend the changes to NAC 642.160, and work with State Board of Health to repeal NAC 451.100.
- 5) Further discussion needed on Moral Character on page 5 and 6.
- 6) Add section regarding cremation of human remains pursuant to 451.680 stating that the crematory shall knowingly cremate only human remains in cremation chambers, along with the cremation container, personal effects of the deceased, and no more than a negligible amount of chlorinated plastic which may be attached to or accompanying the body.
- 7) Add section regarding expiration of applications to state that an application is deemed to expired and automatically withdrawn if it is not complete within 3 years.
- 8) Add section regarding interpretation of "physically operating crematory equipment" as follows: Physically operating crematory equipment shall be interpreted as including the following:
 - a) Loading the chamber
 - b) Starting the equipment
 - c) Sweeping the chamber
 - d) Processing the remains

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September 17, 2015

Jennifer Kandt
Executive Director
Nevada Funeral and Cemetery Services Board
501 Hammill Lane
Reno, Nevada 89511

Re: LCB File No. R067-15

Dear Ms. Kandt:

A proposed regulation of the Nevada Funeral and Cemetery Services Board has been examined pursuant to NRS 233B.063 and is returned in revised form.

We invite you to discuss with us any questions which you may have concerning this review. Please make reference to our file number in all further correspondence relating to this regulation.

Very truly yours,

A handwritten signature in black ink, appearing to read "Ann M. Iverson".

Ann M. Iverson
Senior Deputy Legislative Counsel

Brenda J. Erdoes
Legislative Counsel

AMI/slj
Enclosure

**PROPOSED REGULATION OF THE NEVADA FUNERAL AND
CEMETERY SERVICES BOARD**

LCB File No. R067-15

September 17, 2015

EXPLANATION – Matter in *italics* is new; matter in brackets [omitted material] is material to be omitted.

AUTHORITY: §§1-11, NRS 451.640, 452.026 and 642.063; §§12-27 and 29-44, NRS 642.063; §28, NRS 642.063, 642.115 and 642.455.

A REGULATION relating to decedents; setting forth certain duties and procedures concerning cremation services; establishing the Nevada Funeral and Cemetery Services Board's procedure for issuing a notice of violation to licensees, permittees and holders of a certificate; setting forth procedures concerning changes affecting and the renewal of licenses, permits and certificates issued by the Board and the approval by the Board of continuing education required for funeral directors and embalmers; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law establishes the Nevada Funeral and Cemetery Services Board and grants the Board authority to issue licenses, permits and certifications to cemeteries, crematories, funeral establishments, direct cremation facilities, funeral directors, funeral arrangers and embalmers. (Chapters 451, 452 and 642 of NRS, as amended by Senate Bill No. 286, chapter 348, Statutes of Nevada 2015) Existing law also authorizes the Board to adopt regulations to carry out certain provisions relating to funeral directors, funeral arrangers, embalmers and operators of cemeteries and crematories. (NRS 451.640, 452.026 and 642.063)

Section 9 of this regulation sets forth the duties of an operator of a crematory, funeral establishment or direct cremation facility with regard to the identity of human remains.

Sections 10, 11, 17, 18, 22, 24, 26, 32, 34, 36, 37, 40 and 41 of this regulation incorporate the newly authorized permits for the operation of direct cremation facilities and licenses to engage in business as a funeral arranger in regulations. **Section 44** of this regulation provides that the effective date of this regulation is January 1, 2016.

Sections 13, 14 and 28 of this regulation set forth the procedures for obtaining approval of the continuing education required for funeral directors and embalmers. **Section 15** of this

regulation interprets the term “good moral character” for the purpose of the issuance by the Board of a license, permit or certificate to cemeteries, crematories, funeral establishments, direct cremation facilities, funeral directors, funeral arrangers and embalmers.

Section 17 sets forth the requirements for a funeral director to obtain approval by the Board to manage a funeral establishment or direct cremation facility.

Section 21 of this regulation sets forth the circumstances in which a member of the Board is required to recuse himself or herself from proceedings of the Board.

Section 22 establishes the procedure that the Board will follow regarding issuing a notice of violation to the operator of a funeral establishment, direct cremation facility, crematory or cemetery.

Section 23 of this regulation sets forth additional requirements concerning a statement of funeral goods and services selected that is required to be provided pursuant to federal law.

Sections 25 and 26 of this regulation set forth procedures relating to changes to the name of the holder of a license, permit or certificate issued by the Board or the location of the place of business of a funeral establishment, direct cremation facility or crematory.

Section 27 of this regulation sets forth the requirements for approval by the Board of a crematory certification program which is required for persons who physically operate crematory equipment.

Section 35 of this regulation requires every funeral establishment to employ, or retain on a contract basis, a licensed embalmer.

Section 1. Chapter 451 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 to 11, inclusive, of this regulation.

Sec. 2. *As used in this chapter, unless the context otherwise requires, the words and terms defined in sections 3 to 8, inclusive, of this regulation have the meanings ascribed to them in those sections.*

Sec. 3. *“Cremation” has the meaning ascribed to it in NRS 642.010.*

Sec. 4. *“Crematory” has the meaning ascribed to it in NRS 642.012.*

Sec. 5. *“Direct cremation facility” has the meaning ascribed to it in section 3 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1950.*

Sec. 6. *“Embalmer” means a person who is licensed as an embalmer pursuant to chapter 642 of NRS.*

Sec. 7. *“Funeral director” has the meaning ascribed to it in NRS 642.015.*

Sec. 8. *“Funeral establishment” has the meaning ascribed to it in NRS 642.016.*

Sec. 9. *The operator of a crematory, funeral establishment or direct cremation facility shall ensure that:*

1. Any human remains awaiting cremation are properly identified at all times.

2. The identity of the human remains is maintained throughout the entire cremation process.

3. The identifying document or label for the urn referred to in NRS 451.680 is affixed to the urn in a secure manner.

Sec. 10. *1. The records required to be kept pursuant to NRS 451.665 by the operator of a crematory, funeral establishment or direct cremation facility must be maintained for at least 7 years.*

2. Maintaining such records in a digital format satisfies the requirements of subsection 1.

Sec. 11. *1. Except as otherwise provided in NAC 451.010, the operator of a crematory, funeral establishment or direct cremation facility shall ensure that each dead body of a human being is embalmed or refrigerated at a temperature of not more than 45 degrees Fahrenheit within 24 hours after the operator receives the human remains.*

2. *Except as otherwise provided in subsection 3, a funeral director, embalmer or another person assisting in the preparation of human remains for final disposition may delay the refrigeration of or remove the human remains from refrigeration for the following activities:*

- (a) Embalming the human remains;*
- (b) Transporting the human remains;*
- (c) Cremating or burying the human remains;*
- (d) Viewing the human remains for identification purposes, for a period of time not to exceed 1 hour, by a person who is potentially capable of identifying the human remains;*
- (e) Washing, anointing, clothing, praying over, viewing or otherwise accompanying the human remains, for a period of time not to exceed 24 hours, by a person acting according to the directions of the decedent or a person having the right to control the disposition of the human remains of the deceased person; or*
- (f) Any other activity approved by the local health officer after evaluating the specific circumstances, the need to protect public health and the recognition of religious beliefs.*

3. *A funeral director, embalmer or another person assisting in the preparation of human remains for final disposition shall not delay the refrigeration of or remove the human remains from refrigeration for an activity set forth in paragraph (d) or (e) of subsection 2 if he or she is informed by a local health officer or medical examiner that doing so would pose a direct threat to human health.*

4. *Nothing in this section restricts the authority of a coroner or medical examiner concerning human remains that are under the jurisdiction of the coroner or medical examiner.*

Sec. 12. Chapter 642 of NAC is hereby amended by adding thereto the provisions set forth as sections 13 to 35, inclusive, of this regulation.

Sec. 13. *“Continuing education” means educational experiences in the form of a workshop, seminar, lecture, conference, class, meeting of the Board or other course of instruction related to the funeral industry.*

Sec. 14. *“Hour of continuing education” means 50 minutes of participation in continuing education.*

Sec. 15. *The Board interprets the term “good moral character” for the purpose of the issuance of a license, permit or certificate pursuant to chapter 451, 452 or 642 of NRS to mean that the person:*

- 1. Has never been convicted in a court of competent jurisdiction of a category A or B felony;*
- 2. Has not, within the 5 years immediately preceding the date of application for the issuance of the license, permit or certificate, been convicted in a court of competent jurisdiction of a category C, D or E felony;*
- 3. Has not, within the 5 years immediately preceding the date of application for the issuance of the license, permit or certificate, been convicted in a court of competent jurisdiction of a misdemeanor that has a reasonable relationship to the person’s license, permit or certificate;*
- 4. Has not, within the 5 years immediately preceding the date of application for the issuance of the license, permit or certificate, committed any act involving dishonesty, fraud,*

misrepresentation, breach of fiduciary duty, gross negligence or incompetence if the act has a reasonable relationship to the person's license, permit or certificate;

5. Is not currently incarcerated or on parole or probation after a period of imprisonment in a local, state or federal penal institution;

6. Has not engaged in fraud or misrepresentation in connection with an application for issuance of a license, permit or certificate issued pursuant to chapter 451, 452 or 642 of NRS or an examination required for issuance of the license, permit or certificate;

7. Has not, within the 5 years immediately preceding the date of application for the issuance of the license, permit or certificate, had a license, permit or certificate revoked or suspended by the Board or by the funeral services licensing authority of any other jurisdiction;

8. Has not surrendered a license, permit or certificate to the Board or the funeral licensing authority of any other jurisdiction in lieu of disciplinary action; and

9. Has not practiced funeral directing or embalming without a license in this State or any other jurisdiction that requires licensure to perform those activities.

Sec. 16. *The Board interprets the term "manage" for the purpose of NRS 642.465, as amended by section 43 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1961, as not including the management of administrative matters, including, without limitation, issues relating to budgeting, accounting, personnel matters, routine clerical matters and recordkeeping functions.*

Sec. 17. *1. Except as otherwise provided in subsection 4, the Board will not grant the approval required by NRS 642.345, as amended by section 31 of Senate Bill No. 286, chapter*

348, Statutes of Nevada 2015, at page 1958, for a funeral director to manage a funeral establishment or direct cremation facility unless the funeral director will be reasonably available at the funeral establishment or direct cremation facility during regular business hours. For the purposes of this subsection, a funeral director is presumed to be reasonably available at the funeral establishment or direct cremation facility if the funeral director resides not more than 120 miles from the premises of the funeral establishment or direct cremation facility.

2. Except as otherwise provided in subsection 4, the Board will not grant the approval required by NRS 642.345, as amended by section 31 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1958, for a funeral director to manage more than one funeral establishment or direct cremation facility unless the premises of each funeral establishment or direct cremation facility are located less than 120 miles apart.

3. The Board will not grant approval for a funeral director to manage more than a total of three funeral establishments or direct cremation facilities.

4. The Board may grant an exception to the provisions of subsection 1 or 2 if the Board determines that such an exception is in the best interests of the public.

Sec. 18. *The Board will not accept an application for renewal of a permit to operate a funeral establishment or direct cremation facility submitted after March 1 of an even-numbered year.*

Sec. 19. *If a licensed funeral arranger, funeral director or embalmer has for any reason allowed his or her license to lapse:*

1. For a period of not more than 3 years, the Board may reinstate the license:

(a) Of a funeral director as provided in NRS 642.440.

(b) Of a funeral arranger or embalmer in the same manner as provided for a funeral director in NRS 642.440.

2. For a period of more than 3 years, the licensed funeral arranger, funeral director or embalmer must reapply for a license as a new applicant unless the license of the funeral arranger, funeral director or embalmer has been placed on inactive status.

Sec. 20. 1. A person who holds a certificate of registration as a registered apprentice and does not successfully pass the examination for a license to practice the profession of embalming within a period of 2 consecutive years as required by NRS 642.300 must wait at least 1 year after the expiration of that period before reapplying for a new certificate of registration as a registered apprentice pursuant to NRS 642.190.

2. The Board will not give a person any credit toward the 1 year of apprenticeship required for a license to practice the profession of embalming for any time spent on the initial apprenticeship described in subsection 1.

Sec. 21. 1. In addition to any requirements for recusal set forth in chapter 281 of NRS, a member of the Board must recuse himself or herself from proceedings of the Board involving a matter in which the member of the Board:

(a) Has a conflict of interest;

(b) Is unable to participate in a fair and impartial manner; or

(c) Was active in any part of an investigation of the matter.

2. *A member of the Board must disclose the reason for the recusal before the Board's discussion of the matter. Upon recusal, the member of the Board may not participate in the Board's discussion of the matter or vote on the matter.*

Sec. 22. 1. *If an inspection of a funeral establishment, direct cremation facility, crematory or cemetery conducted pursuant to NRS 642.067, as amended by section 19 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1954, or NRS 642.435, as amended by section 39 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1960, or section 5 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1950, reveals that the funeral establishment, direct cremation facility, crematory or cemetery is in violation of any provision of this chapter or chapter 451, 452 or 642 of NRS, the Board will issue a notice of violation to the licensee, permittee or holder of the certificate, as applicable. The notice of violation must:*

(a) Be in writing and describe with particularity the nature of the violation; and

(b) Indicate that the licensee, permittee or holder of the certificate is given a 30-day period after receipt of the notice to correct the violation.

2. *An inspector of the Board will verify compliance by the licensee, permittee or holder of the certificate, as applicable, with the applicable provisions of this chapter or chapter 451, 452 or 642 of NRS in a subsequent inspection.*

3. *The Board may initiate disciplinary proceedings against the licensee, permittee or holder of the certificate, as applicable, pursuant to NRS 642.130, as amended by section 24 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1956, NRS 642.470, as amended by section 44 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page*

1962 or NAC 642.170 based on any acts or violations found during such an inspection or any violations that the licensee, permittee or holder of the certificate failed to correct within the period set forth in the notice of violation.

Sec. 23. The statement of funeral goods and services selected that is required to be provided by a funeral provider pursuant to 16 C.F.R. § 453.2(b)(5) must:

- 1. Be signed by the licensed funeral arranger, funeral director or embalmer who made the arrangements for a funeral or other disposition of human remains of a deceased person; and*
- 2. Include the license number of the funeral arranger, funeral director or embalmer who made the arrangements.*

Sec. 24. A funeral establishment or direct cremation facility must disclose, in writing, to a person who purchases goods or services from the funeral establishment or direct cremation facility, the location at which the human remains of the deceased person will be stored, embalmed or cremated if the location is different from the premises of the funeral establishment or direct cremation facility where the goods or services were purchased.

Sec. 25. If the name of a holder of a license, permit or certificate issued by the Board pursuant to chapter 451, 452 or 642 of NRS is changed, the licensee, permittee or holder of the certificate must:

- 1. Apply to the Board for a ^{revised} new license, permit or certificate on a form prescribed by the Board; and*
- 2. Pay the applicable fee prescribed in NRS 642.0696.*

Sec. 26. 1. If the holder of a permit or license, as applicable, to operate a funeral establishment, direct cremation facility or crematory wishes to transfer its established place of business to another location, the funeral establishment, direct cremation facility or crematory must:

- (a) Notify the Board at least 30 days before changing the location of the business;*
- (b) Apply to the Board on a form prescribed by the Board for a transfer of the permit or license to the new location; and*
- (c) Pay the applicable fee prescribed in NRS 642.0696.*

2. The Board will cause the premises of the new location to be inspected before approving the transfer of the permit or license to the new location and issuing a ^{Revised} new permit or license indicating that the funeral establishment, direct cremation facility or crematory is conducting business at the new location.

3. The holder of the permit or license must not conduct business at the new location until he or she has been issued a new permit or license by the Board indicating that business is being conducted at the new location.

Sec. 27. 1. The Board will approve a crematory certification program as required pursuant to NRS 451.635, as amended by section 55 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1968, if the program:

- (a) Is at least 6 hours in length;*
- (b) Is offered on a national level by persons who are generally recognized as having expertise in the field of crematory services; and*
- (c) Includes, at a minimum, instruction in:*

(1) Best practices relating to crematory services;
(2) Terminology relevant to crematory services;
(3) The principles of combustion;
(4) The operation of crematory equipment; and
(5) The filing of forms and other duties concerning keeping a record related to crematory services.

2. If the Board approves a crematory certification program pursuant to this section, the approval is valid for 5 years.

Sec. 28. *1. The hours of continuing education completed to fulfill the requirement set forth in section 9 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1951, do not need to be submitted to the Board for approval and are automatically approved if the continuing education is:*

- (a) Approved by the Academy of Professional Funeral Service Practice;*
- (b) Sponsored by a national or state organization or association that administers training relating to the funeral industry; or*
- (c) Offered by a provider of continuing education who is approved by the Board.*

2. Any continuing education that does not satisfy the requirements set forth in subsection 1 must be approved by the Board. Such approval may be obtained by applying to the Board on a form prescribed by the Board which includes, without limitation, the following information:

- (a) An outline of the course;*
- (b) The qualifications of each presenter; and*
- (c) An agenda detailing the dates and times of each segment of the continuing education.*

3. *A licensee may obtain credit toward the required hours of continuing education by completing a crematory certification program approved by the Board pursuant to section 27 of this regulation.*

4. *A licensee may complete not more than 4 hours of continuing education per each period of renewal by attending, in person, a meeting of the Board if the Executive Director or a member of the Board provides the licensee at the conclusion of the meeting signed documentation of the licensee's attendance at that meeting.*

5. *Pursuant to section 9 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1951, proof of completion of continuing education must be maintained by the person licensed as a funeral director or embalmer for 5 years.*

6. *The Board will audit a percentage of licensees during each period of renewal by requiring those licensees to submit proof of completion of the required hours of continuing education before the Board issues a renewal of the licenses of those licensees.*

7. *Any licensee whose license is placed on inactive status is exempt from the requirements of continuing education while the license is placed on inactive status. If such a licensee subsequently wishes to reactivate his or her license pursuant to NRS 642.115 or 642.455, the licensee must provide proof to the Board of completion of 12 hours of continuing education within the 2 years immediately preceding the date of application for reactivation of the license.*

8. *The Board may initiate disciplinary proceedings against a licensee pursuant to NRS 642.130, as amended by section 24 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1956, or NRS 642.470, as amended by section 44 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1962, based on the failure of the licensee to provide,*

upon request, proof of completion of continuing education as required by section 9 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1951.

Sec. 29. 1. A licensed embalmer or his or her registered apprentice shall prepare a report within 24 hours after embalming a deceased person's remains. The report must include, without limitation, the period elapsed between the death of the person and the embalming of the deceased person's remains, a description of the condition of the remains before and after embalming and the procedures used in embalming the remains.

2. The report must be signed by the licensed embalmer who embalmed the deceased person's remains or the registered apprentice who assisted in embalming the remains.

Sec. 30. 1. Each holder of a license, permit or certificate issued by the Board pursuant to chapter 451, 452 or 642 of NRS shall ensure that human remains are treated with dignity and respect at all times.

2. A diligent effort must be made to maintain the privacy of the human remains.

3. Human remains must be clothed or completely covered while the human remains are being refrigerated and after the human remains have been embalmed.

4. Human remains must not be stored directly on the floor of any room used to store human remains. For the purposes of this subsection, the term the "floor of any room" includes the floor of a room which is part of a refrigeration unit.

5. Human remains must be stored and transported face up at all times.

6. Human remains must not be placed on other human remains for the purpose of storage or transportation.

7. *The premises of any location where human remains are stored must be maintained in a sanitary and professional manner.*

Sec. 31. *The following functions may be performed only by a licensed funeral arranger, funeral director or embalmer:*

1. *Selling or offering to sell funeral services, embalming, cremation or other services relating to the disposition of human remains of a deceased person on an at-need basis.*

2. *Planning or arranging the details of funeral services, embalming, cremation or other services relating to the disposition of human remains of a deceased person with families or other persons authorized pursuant to NRS 451.024, as amended by section 54 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1966, to order the disposition of the decedent's remains.*

3. *Making, negotiating or completing the financial arrangements for funeral services, embalming, cremation or other services relating to the disposition of human remains of a deceased person on an at-need basis.*

Sec. 32. 1. *The following functions may be performed only by a licensed funeral director:*

(a) *Except as otherwise provided in subsection 3, the managing of a funeral establishment or direct cremation facility as required pursuant to NRS 642.465, as amended by section 43 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1961.*

(b) *The preparation, signing and filing, as applicable, of death certificates, burial permits and other documents required pursuant to chapter 440 of NRS.*

2. *A licensed funeral director shall ensure that the funeral establishment or direct cremation facility he or she manages complies with applicable state and federal law concerning the transportation of human remains of a deceased person into or out of this State.*

3. *Except as otherwise provided in NAC 642.160, a license as a funeral director issued by the Board pursuant to NRS 642.360 does not authorize the licensee to:*

(a) Remove or transport human remains of a deceased person from the place of death of the deceased person; or

(b) Remove or transport human remains of a deceased person from or to a funeral establishment, direct cremation facility, cemetery, crematory, medical examiner's office or any other location.

Sec. 33. 1. *The following functions may be performed only by a licensed embalmer or an apprentice embalmer under the direct supervision of a licensed embalmer:*

(a) The application or injection of any disinfecting or preservation solutions upon or into human remains of a deceased person;

(b) The aspiration of any fluids from human remains of a deceased person;

(c) The setting of the features of human remains of a deceased person;

(d) The suturing of human remains of a deceased person;

(e) Completing any post-autopsy or post-accident restoration of human remains of a deceased person;

(f) The removal of a device or prosthetic that is implanted in human remains of a deceased person; and

(g) The preparation of human remains of a deceased person for transportation out of this State.

2. Nothing in this section restricts the authority of a coroner or medical examiner concerning human remains of a deceased person that are under the jurisdiction of the coroner or medical examiner.

Sec. 34. 1. Before providing direct cremation services, a direct cremation facility must provide a disclosure to the person who is arranging for the direct cremation of human remains of a deceased person. The disclosure must be signed by the person who is arranging for the direct cremation and must state, without limitation, that the direct cremation facility is unable to:

(a) Provide any rites or ceremonies in connection with the final disposition of the human remains of the deceased person;

(b) Provide facilities to conduct rites or ceremonies in connection with the final disposition of the human remains of the deceased person;

(c) Embalm the human remains of the deceased person;

(d) Provide a burial service for the human remains of the deceased person; or

(e) Provide for a viewing of the human remains of the deceased person;

2. In accordance with NRS 642.490, as amended by section 47 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1963, a direct cremation facility must not be listed in any advertisement or notice published in a newspaper which indicates or implies that the direct cremation facility is providing any services outside the scope of its permit.

3. *A direct cremation facility shall not allow or cause the name of the direct cremation facility to be used in any obituary or notice of death in which a ceremony or rite for the deceased person is announced, unless the obituary or notice of death expressly provides that the direct cremation facility is not connected in any way to the ceremony or rite.*

Sec. 35. 1. *Every funeral establishment must employ, or retain on a contract basis, a licensed embalmer.*

2. *The holder of a permit to operate a funeral establishment shall, upon request, furnish proof to the Board that the funeral establishment is in compliance with the provisions of subsection 1.*

Sec. 36. NAC 642.080 is hereby amended to read as follows:

642.080 1. The Chair of the Board will issue a temporary authorization pursuant to NRS 642.515, on behalf of the Board, if the applicant meets the requirements of that section and is applying for:

(a) A license as a funeral director pursuant to NRS 642.340;

(b) Approval to manage a funeral establishment *or cremation facility* pursuant to NRS 642.345 ~~{;}~~, *as amended by section 31 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1958;*

(c) A ~~{license to direct cremations or immediate burials}~~ *permit to operate a direct cremation facility* pursuant to ~~{NRS 642.355; or}~~ *section 5 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1950;*

(d) A permit to operate a funeral establishment pursuant to NRS 642.365 ~~{;}~~ *or*

(e) A license as a funeral arranger pursuant to section 7 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1950.

2. The application of an applicant who is issued a temporary authorization pursuant to this section must be placed on the agenda of the meeting of the Board next following the approval of the temporary authorization for action by the Board.

Sec. 37. NAC 642.090 is hereby amended to read as follows:

642.090 1. A person who is licensed as a funeral director may apply to the Board for approval to transfer the person's license from the funeral establishment *or direct cremation facility* which he or she has been approved to manage to a different funeral establishment ~~[-] or~~ *direct cremation facility*.

2. An application submitted pursuant to this section must be on a form provided by the Board and must be accompanied by:

(a) Payment or proof of payment of the renewal fee or the transfer fee set forth in ~~[subsection 3 of NAC 642.120;]~~ *NRS 642.0696*; and

(b) Proof satisfactory to the Board that the funeral establishment *or direct cremation facility* to which the applicant wishes to transfer has a valid permit to operate a funeral establishment ~~[-]~~ *or direct cremation facility*.

3. Upon receipt and approval of the items described in subsection 2, the Board will approve a transfer pursuant to this section.

4. Upon approval by the Board of a transfer pursuant to this section, the applicant may not manage the funeral establishment *or direct cremation facility* from which the applicant's license was transferred unless he or she has otherwise been approved by the Board to manage more than

one funeral establishment *or direct cremation facility* pursuant to subsection 2 of NRS 642.345 ~~[]~~, as amended by section 31 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1958.

Sec. 38. NAC 642.100 is hereby amended to read as follows:

642.100 *1.* Before February 1 of each *even-numbered* year, a person who is licensed to operate a crematory pursuant to chapter 451 of NRS shall pay the fee set forth in ~~[subsection 7 of NAC 642.120]~~ *NRS 642.0696* to renew his or her license. If the person does not pay the required fee before February 1 ~~[]~~ *of each even-numbered year*, the licensee shall pay the late fee set forth in ~~[subsection 7 of NAC 642.120]~~ *NRS 642.0696* in addition to the renewal fee.

2. The Board will not accept an application for renewal of a license to operate a crematory submitted after March 1 of an even-numbered year.

Sec. 39. NAC 642.110 is hereby amended to read as follows:

642.110 *1.* Before February 1 of each *even-numbered* year, a person who holds a certificate of authority to operate a cemetery issued pursuant to chapter 452 of NRS shall pay the fee set forth in ~~[subsection 6 of NAC 642.120]~~ *NRS 642.0696* to renew the certificate. If he or she does not pay the required fee before February 1 ~~[]~~ *of each even-numbered year*, the holder of the certificate shall pay the late fee set forth in ~~[subsection 6 of NAC 642.120]~~ *NRS 642.0696* in addition to the renewal fee.

2. The Board will not accept an application for renewal of a certificate of authority to operate a cemetery submitted after March 1 of an even-numbered year.

Sec. 40. NAC 642.160 is hereby amended to read as follows:

642.160 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 ~~[,]~~ *or direct cremation facility.*

Sec. 41. NAC 642.170 is hereby amended to read as follows:

642.170 1. For the purpose of taking disciplinary action, pursuant to NRS 642.470, ~~[against a person who holds a funeral director's license, a permit to operate a funeral establishment or a license to conduct direct cremations or immediate burials,]~~ *as amended by section 44 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1962,* the term:

(a) "Unprofessional conduct" includes, in addition to the conduct set forth in NRS 642.480, *as amended by section 46 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1962,* stating or implying that the holder of the license, *certificate* or permit is willing to carry out a duty for which a license, *certificate* or permit is required pursuant to chapter *451, 452 or 642* of NRS if that duty is not authorized by the holder's license, *certificate* or permit. For example, advertising in any form, including, without limitation, signs, telephone books,

newspapers, messages conveyed by telephone, television, electronic mail and other electronic or photographic means, that states or implies that a proposed funeral establishment , *direct cremation facility, crematory or cemetery* is an operating funeral establishment , *direct cremation facility, crematory or cemetery* before the Board has issued all licenses , *certificates* and permits necessary for the operation of the *funeral* establishment ~~[-]~~ , *direct cremation facility, crematory or cemetery*.

(b) "False or misleading advertising" includes, in addition to the conduct set forth in NRS 642.490, *as amended by section 47 of Senate Bill No. 286, chapter 348, Statutes of Nevada 2015, at page 1963*, advertising that states or implies that the holder of the license , *certificate* or permit is willing to carry out a duty for which a license , *certificate* or permit is required pursuant to chapter *451, 452 or* 642 of NRS if that duty is not authorized by the holder's license , *certificate* or permit. For example, advertising in any form, including, without limitation, signs, telephone books, newspapers, messages conveyed by telephone, television, electronic mail and other electronic or photographic means, that states or implies that a proposed funeral establishment , *direct cremation facility, crematory or cemetery* is an operating funeral establishment , *direct cremation facility, crematory or cemetery* before the Board has issued all licenses , *certificates* and permits necessary for the operation of the *funeral* establishment ~~[-]~~ , *direct cremation facility, crematory or cemetery*.

2. For the purposes of this section, an applicant for a license , *certificate* or permit who obtains, pursuant to NRS 642.515, a temporary authorization to carry out the duties authorized by the license , *certificate* or permit for which he or she has applied shall be deemed a holder of that license , *certificate* or permit.

Sec. 42. NAC 642.180 is hereby amended to read as follows:

642.180 1. Any person may file an informal complaint with the Board concerning the acts of a licensee or services provided by a licensee. Such an informal complaint filed with the Board must be on a form provided by the Board and include information that is sufficiently detailed to enable the respondent to prepare a response.

2. Upon receipt of an informal complaint, the staff shall examine the complaint to determine whether it:

- (a) Has been properly verified; and
- (b) Alleges sufficient facts to warrant further proceedings.

3. If the staff determines that the informal complaint against a licensee has been properly verified and alleges sufficient facts to warrant further proceedings, the staff shall notify the respondent by sending a ~~copy of~~ summary of the informal complaint to the licensee by certified mail. The notification must set forth the potential violations of a provision of this chapter or chapter 451 or 452 of NAC or chapter 451, 452 or 642 of NRS arising in the informal complaint and request a response for the review by the Board before a hearing is set. The transmission of the ~~copy of~~ summary of the informal complaint will be deemed to be a notice of intended action pursuant to subsection 3 of NRS 233B.127.

4. Upon the receipt of a ~~copy of~~ summary of an informal complaint that has been filed against him or her, a licensee shall submit to the Board a written response to the informal complaint within 15 days after the date on which the informal complaint was served. A response to an informal complaint must respond to the allegations made in the informal complaint and be accompanied by all documentation that would be useful to the staff and legal counsel in their

review of the allegations made in the informal complaint and the responses made by the licensee to those allegations. Failure by a licensee to cooperate with the Board during an investigation of an informal complaint, including, without limitation, failing to respond timely to the Board regarding a ~~copy or~~ summary of the informal complaint sent to the licensee by the staff pursuant to this subsection, is a ground for disciplinary action by the Board against the licensee.

5. If a licensee fails to respond as required pursuant to subsection 4, he or she shall be deemed to have admitted the allegations in the informal complaint. Based on these admissions, the Board may impose appropriate discipline on the licensee at the hearing on the informal complaint.

6. In cases where a response is filed as required pursuant to subsection 4, the staff shall review the informal complaint and the responses made thereto, may enlist the aid of a member of the Board or other qualified persons in the review and may take any other reasonable action necessary to further the review. After their review of the informal complaint and the responses made thereto, the staff may:

(a) Investigate the allegations and employ such persons as they deem necessary to further the investigations;

(b) Consult with experts in the appropriate field, including, without limitation, employing such persons for the purposes of an investigation or a hearing;

(c) Investigate new leads and allegations that may come to their knowledge in the course of the investigation;

(d) Enlist the aid of a member of the Board or other qualified person in the conduct of the investigation; and

(e) Take any other reasonable action necessary to further the investigation.

7. During an investigation of an informal complaint, the staff, or investigator, if any, may demand that a licensee produce his or her records or other evidence for inspection or copying, with or without prior notice to the licensee, and with or without a subpoena. A licensee shall not deny any such request for records or other evidence if such records or other evidence is not protected by a claim of confidentiality authorized by law. If a licensee refuses or fails to cooperate with a request for records in violation of this subsection, the Board may immediately suspend his or her license or certificate until the licensee complies with the request for records or other evidence. If the licensee continues to refuse or fail to cooperate with a request for records or other evidence in violation of this section, the Board may take such further disciplinary action against the licensee as the Board determines necessary.

8. If the staff, or investigator, if any, determines that a specific record or other specific evidence is material to or necessary for an investigation, the staff or investigator may remove the record or evidence and provide a copy of the record or evidence to the respondent. If a record or other evidence can be readily copied at the location where the record or evidence is located, the staff or investigator shall make a copy of the record and evidence at that location. If a record or other evidence cannot be readily copied at the location where the record or evidence is located, the staff or investigator may remove the record or evidence from that location to copy the record or evidence. If the staff or investigator removes a record or other evidence to be copied, the staff or investigator shall provide the person to whom the record or evidence being removed belongs with a receipt for the record or evidence and, not later than 5 business days after the record or evidence is removed, provide a copy of the record or evidence to that person.

9. When an investigation of an informal complaint is complete, the staff, and investigator, if any, shall determine whether substantial evidence exists to sustain the alleged violation of a statute or regulation set forth in the informal complaint. If the staff and investigator determine that no allegation of a violation of a statute or regulation set forth in the informal complaint can be sustained, the staff shall notify, in writing, the complainant and the respondent of this determination. If the staff and investigator determine that a violation of a statute or regulation as alleged in the informal complaint can be sustained, the staff and investigator shall inform the legal counsel of such a determination. The legal counsel shall:

(a) Offer mediation to the respondent, a settlement agreement, stipulation of facts and liability or an informal hearing; or

(b) Prepare a notice of hearing and a formal complaint.

10. A notice of hearing and a formal complaint must:

(a) Be a plain statement of the facts and applicable provisions of statutes and regulations regarding the alleged acts of the respondent alleged to be in violation of the statutes and regulations governing the profession of the licensee;

(b) Include the date, time and place that the Board will hear the matter, if this information is known at the time when the notice of hearing and a formal complaint is sent to the respondent; and

(c) Be signed by the legal counsel and, if a member of the Board was active in the investigation, by that member of the Board.

11. The staff shall send, by certified mail, a notice of hearing and a formal complaint prepared pursuant to subsection 10 to the respondent named in the notice of hearing and the formal complaint.

12. A respondent who receives a notice of hearing and a formal complaint shall file his or her answer to the notice of hearing and the formal complaint not later than 15 days after the date on which the respondent received the notice of hearing and the formal complaint. An answer to a notice of hearing and a formal complaint filed by a respondent must include a response to each allegation and statement made in the notice of hearing and the formal complaint by either admitting to or denying the allegation or statement. If the licensee fails to file an answer as required pursuant to this subsection, the licensee shall be deemed to have admitted each allegation and statement contained in the notice of hearing and the formal complaint. Based on these admissions, the Board may enter a finding and impose appropriate discipline on the licensee in the same manner as if the allegations had been proven by substantial evidence at a hearing of the Board held on the formal complaint.

13. Not later than 10 days after the filing of the response by the respondent, the legal counsel and the respondent shall exchange a list of the evidence and witnesses that will be used at the hearing. A party may not present evidence it obtains after the date the exchange was required pursuant to this subsection unless it demonstrates to the Board that the evidence or witness was not available upon diligent investigation before the date the exchange was required and that the evidence or witness was given or communicated to the other party immediately after it was obtained.

14. The Board may join two or more formal complaints into one formal complaint if:

(a) The causes of action of each formal complaint are against the same person and deal with substantially the same or similar violations of statutes and regulations; and

(b) The joining of the formal complaints will serve the best interest of the Board, complainant and respondent.

15. A petition filed pursuant to NRS 642.500 will be processed pursuant to the provisions of this section.

16. As used in this section:

(a) "Legal counsel" means the legal counsel of the Board.

(b) "Licensee" means a person licensed by the Board or holding a *certificate or* permit issued pursuant to the provisions of chapter 451, 452 or 642 of NRS.

(c) "Staff" means the staff of the Board.

Sec. 43. NAC 642.120 is hereby repealed.

Sec. 44. This regulation becomes effective on January 1, 2016.

TEXT OF REPEALED SECTION

642.120 Fees: Imposition and amount. (NRS 451.640, 452.026, 452.310, 642.063, 642.069, 642.0696) The Board will charge and collect the following fees:

1. For a permit to operate a funeral establishment:	
(a) Initial application	\$375
(b) Annual renewal.....	200
(c) Late renewal.....	275
2. For a license to conduct direct cremations or immediate burials:	
(a) Initial application	\$375
(b) Annual renewal.....	200
(c) Late renewal.....	275
(d) Placement of license in inactive status	175
(e) Reactivation of license in inactive status.....	175
3. For a funeral director's license:	
(a) Initial application	\$375
(b) Annual renewal.....	200
(c) Late renewal.....	275
(d) Examination fee.....	375
(e) Application to modify a license pursuant to subsection 2 of NRS 642.345	100
(f) Placement of license in inactive status.....	175
(g) Reactivation of license in inactive status.....	175
(h) Transfer of license to another funeral establishment.....	225
4. For a certificate of registration as a registered apprentice in the profession of embalming:	
(a) Annual fee.....	\$75

(b) Late renewal	275
5. For a license to practice the profession of embalming:	
(a) Initial application	\$375
(b) Examination fee.....	375
(c) Issuance of a license to a practitioner who is licensed in another state.....	200
(d) Annual renewal.....	200
(e) Late renewal.....	275
(f) Placement of license in inactive status.....	175
(g) Reactivation of license in inactive status.....	175
6. For a certificate of authority to operate a cemetery:	
(a) Initial application	\$1,000
(b) Annual renewal.....	250
(c) Late renewal.....	275
(d) Application to change control of existing cemetery.....	375
(e) Investigation fee for application to change control of existing cemetery.....	250
7. For a license to operate a crematory:	
(a) Initial application	\$375
(b) Annual renewal.....	250
(c) Late renewal.....	275
(d) Application to change ownership of existing crematory	375
8. Deactivation and reactivation of a license, certificate or permit, other than	

a license to practice the profession of embalming, a funeral director's license	
or a license to conduct direct cremations or immediate burials	\$175
9. Duplicate license, certificate or permit	\$75



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

501 Hammill Lane, Reno, NV 89511
Phone (775) 825-5535 * Email nvfuneralboard@fb.nv.gov

AGENDA ITEM 24: Financial Reports

Attachments;
Regulatory Fee Collection Report
FY2016 Budget vs. Actuals

State of Nevada Funeral and Cemetery Services

SALES BY CUSTOMER SUMMARY

July 2014 - June 2015

	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	TOTAL
Autumn Funeral & Cremations	240.00	190.00	190.00	190.00	170.00	370.00	250.00	180.00	140.00	210.00	400.00	80.00	\$2,600.00
Bunker's Edon Vale Mortuary	570.00	620.00	650.00	730.00	480.00	740.00	780.00	720.00	790.00	800.00	570.00	600.00	\$8,140.00
Burns Funeral Home, Inc.	210.00	150.00	190.00	220.00	310.00	270.00	280.00	150.00	260.00	200.00	260.00	190.00	\$2,690.00
Davis Funeral Home & Memorial Park													\$0.00
Las Vegas Cremations	890.00	650.00	710.00	810.00	760.00	790.00	880.00	710.00	760.00	160.00	100.00	160.00	\$4,220.00
South Eastern Avenue	180.00	90.00	200.00	150.00	200.00	180.00	210.00	160.00	120.00	810.00	840.00	580.00	\$9,190.00
West Charleston Blvd										70.00	50.00		\$1,640.00
Total Davis Funeral Home & Memorial Park	1,070.00	740.00	910.00	960.00	960.00	970.00	1,090.00	900.00	880.00	1,040.00	990.00	740.00	\$11,250.00
Final Wishes Funeral Home	310.00	120.00	210.00	110.00	110.00	220.00	180.00	100.00	170.00	120.00	110.00	240.00	\$2,000.00
Freitas Ruprecht Funeral Home	80.00	120.00	60.00	100.00	70.00	100.00	130.00	30.00	110.00	70.00	40.00	130.00	\$1,040.00
Funeral Smith	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Funeraria Casa De Paz	10.00	60.00	80.00	110.00	140.00	150.00	110.00	150.00	120.00	100.00	100.00	60.00	\$1,190.00
Gunter's Hawthorne Funeral Home	40.00	80.00	30.00	80.00	80.00	70.00	80.00	40.00	70.00	70.00	80.00	40.00	\$740.00
Heritage Mortuary	50.00	100.00	30.00	90.00	100.00	70.00	130.00	100.00	130.00	150.00	90.00	100.00	\$1,150.00
Hites Enterprises, Inc.	800.00	980.00	730.00	890.00	770.00	720.00	660.00	810.00	960.00	960.00	1,050.00	830.00	\$10,460.00
Kraft-Sussman Funeral Services	300.00	250.00	330.00	340.00	270.00	340.00	450.00	330.00	270.00	360.00	370.00	390.00	\$4,010.00
La Paloma Funeral Services													\$0.00
La Paloma - Longley	110.00	40.00	140.00	130.00	80.00	100.00	130.00	40.00	110.00	90.00	170.00	100.00	\$1,240.00
La Paloma - Stephanie	760.00	750.00	860.00	660.00	330.00	570.00	930.00	770.00	940.00	790.00	860.00	800.00	\$9,620.00
Total La Paloma Funeral Services	870.00	790.00	800.00	790.00	410.00	670.00	1,060.00	810.00	1,050.00	880.00	830.00	900.00	\$9,860.00
McDermott Funeral Home, LLC	1,660.00	580.00	560.00	660.00	640.00	780.00	730.00	680.00	920.00	710.00	780.00	800.00	\$9,500.00
Mountain View Mortuary	300.00	180.00	240.00	170.00	290.00	130.00	110.00	250.00	210.00	280.00	130.00	190.00	\$2,470.00
Mountain Vista Chapel	50.00	30.00	30.00	60.00	80.00	100.00	90.00	40.00	60.00	60.00	70.00	60.00	\$730.00
Pahrump Family Mortuary Group	220.00	200.00	190.00	200.00	270.00	180.00	250.00	210.00	280.00	240.00	150.00	200.00	\$2,630.00
Reno Cremation & Burial Services	70.00	30.00	70.00	150.00	20.00	100.00	60.00	60.00	240.00	70.00	40.00	50.00	\$960.00
SCI													\$0.00
Alderwoods (Nevada) Inc.													\$0.00
Thomas and Jones - Foremaster Lane	110.00	130.00	100.00	70.00	80.00	120.00	170.00	80.00	200.00	170.00	120.00	140.00	\$1,490.00
Total Alderwoods (Nevada) Inc.	110.00	130.00	100.00	70.00	80.00	120.00	170.00	80.00	200.00	170.00	120.00	140.00	\$1,490.00
Keystone America													\$0.00
FitzHenry's - Fairview	220.00	180.00	180.00	140.00	140.00	180.00	210.00	240.00	190.00	100.00	450.00	610.00	\$6,110.00
FitzHenry's - Highway 385	110.00	90.00	40.00	100.00	100.00	80.00	120.00	50.00	80.00	100.00	280.00	300.00	\$3,380.00
Total Keystone America	330.00	270.00	220.00	240.00	240.00	260.00	330.00	290.00	270.00	200.00	180.00	260.00	\$3,090.00
Neptune Management Corp.													\$0.00
Neptune Society - Del Webb	360.00	470.00	490.00	400.00	520.00	660.00	650.00	450.00	810.00	400.00	450.00	610.00	\$6,110.00
Neptune Society - West Moana	250.00	310.00	230.00	270.00	200.00	340.00	320.00	380.00	260.00	250.00	290.00	300.00	\$3,380.00
Total Neptune Management Corp.	610.00	780.00	720.00	670.00	720.00	1,000.00	970.00	810.00	870.00	650.00	780.00	910.00	\$9,490.00
Palm Mortuaries													\$0.00
Affordable Cremation - Decatur	730.00	630.00	710.00	780.00	700.00	830.00	1,060.00	700.00	950.00	830.00	760.00	1,040.00	\$9,730.00
King David - Eldorado	130.00	170.00	160.00	130.00	90.00	230.00	100.00	170.00	150.00	180.00	70.00	150.00	\$1,730.00
Palm - Boulder Hwy	250.00	230.00	260.00	300.00	290.00	430.00	290.00	410.00	400.00	300.00	260.00	390.00	\$3,800.00
Palm - Cheyenne	370.00	460.00	420.00	410.00	400.00	570.00	440.00	430.00	510.00	370.00	450.00	380.00	\$5,210.00
Palm - Downtown (N Main)	590.00	660.00	540.00	770.00	550.00	550.00	800.00	680.00	560.00	560.00	620.00	920.00	\$7,900.00
Palm - South Jones	360.00	370.00	430.00	450.00	390.00	440.00	480.00	480.00	470.00	370.00	420.00	340.00	\$4,980.00
Palm Eastern - Eastern	910.00	1,070.00	1,080.00	990.00	1,160.00	1,200.00	1,240.00	1,000.00	1,060.00	810.00	1,010.00	1,290.00	\$12,820.00
Palm Northwest - North Jones	420.00	460.00	390.00	360.00	340.00	380.00	510.00	450.00	410.00	350.00	510.00	470.00	\$5,050.00
Total Palm Mortuaries	3,760.00	4,050.00	3,990.00	4,190.00	4,020.00	4,530.00	4,920.00	4,480.00	4,640.00	3,770.00	4,100.00	4,670.00	\$51,220.00
Total SCI	4,810.00	5,230.00	5,030.00	5,170.00	5,060.00	6,010.00	6,390.00	5,680.00	5,980.00	4,790.00	5,180.00	5,980.00	\$65,290.00
Serenity VII, LLC													\$0.00
Desert Memorial	1,250.00	1,300.00	1,640.00	1,300.00	1,600.00	1,430.00	1,710.00	1,280.00	1,180.00	1,420.00	1,080.00	1,280.00	\$10,570.00
Sunrise Cremation & Burial Society, LLC	340.00	500.00	450.00	530.00	420.00	480.00	500.00	320.00	240.00	380.00	420.00	430.00	\$5,010.00
Total Serenity VII, LLC	1,590.00	1,890.00	2,090.00	1,830.00	2,020.00	1,910.00	2,210.00	1,600.00	1,420.00	1,800.00	1,500.00	1,720.00	\$21,580.00
Simple Cremation, Inc. -													\$0.00

	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	TOTAL
Nevada Funeral Service	80.00	30.00	130.00	60.00	150.00	150.00	70.00	90.00	100.00	160.00	60.00	30.00	\$1,090.00
Simple Cremation, Inc. - NW (Rancho)	780.00	550.00	510.00	470.00	400.00	480.00	580.00	530.00	600.00	620.00	590.00	550.00	\$5,760.00
Simple Cremation, Inc. - Reno	250.00	270.00	270.00	260.00	200.00	300.00	400.00	310.00	280.00	370.00	450.00	290.00	\$3,050.00
Simple Cremation, Inc. - SW (Durango)	410.00	420.00	530.00	540.00	390.00	630.00	760.00	550.00	700.00	960.00	610.00	440.00	\$5,640.00
Total Simple Cremation, Inc. -	1,520.00	1,270.00	1,440.00	1,330.00	1,120.00	1,560.00	1,910.00	1,580.00	1,880.00	1,710.00	1,710.00	1,310.00	\$18,140.00
Smith E LLC													\$0.00
Boulder City Family Mortuary	180.00	270.00	150.00	110.00	170.00	170.00	180.00	170.00	170.00	170.00	150.00	200.00	\$2,090.00
Smith Family Funeral Home	230.00	170.00	180.00	170.00	250.00	260.00	190.00	150.00	240.00	180.00	160.00	150.00	\$2,270.00
Total Smith E LLC	410.00	440.00	330.00	280.00	420.00	370.00	370.00	320.00	410.00	350.00	310.00	350.00	\$4,360.00
Sonoma Funeral Home	110.00	40.00	80.00	140.00	130.00	90.00	90.00	70.00	80.00	80.00	70.00	60.00	\$1,060.00
Southern Nevada Funeral Services, LLC													\$0.00
Lee Funeral Home	170.00	100.00	120.00	140.00	140.00	100.00	140.00	120.00	100.00	160.00	70.00	110.00	\$1,470.00
Total Southern Nevada Funeral Services, LLC	170.00	100.00	120.00	140.00	140.00	100.00	140.00	120.00	100.00	160.00	70.00	110.00	\$1,470.00
Southern Nevada Mortuary, LLC	40.00	50.00	20.00	30.00	70.00	80.00	40.00	60.00	40.00	20.00	30.00	20.00	\$500.00
The Funeral Directors Management Group													\$0.00
Moapa Valley & Virgin Valley Mortuaries	90.00	180.00	210.00	120.00	110.00	210.00	220.00	140.00	140.00	210.00	180.00	150.00	\$1,950.00
Total The Funeral Directors Management Group	90.00	180.00	210.00	120.00	110.00	210.00	220.00	140.00	140.00	210.00	180.00	150.00	\$1,950.00
The Gardens, LLC	60.00	110.00	180.00	140.00	110.00	160.00	140.00	70.00	80.00	100.00	100.00	40.00	\$1,290.00
Truckee Meadows Cremation & Burial Svcs	680.00	740.00	720.00	710.00	670.00	870.00	880.00	620.00	780.00	830.00	790.00	650.00	\$8,950.00
Valley Funeral Home	500.00	270.00	300.00	490.00	190.00	250.00	230.00	220.00	210.00	260.00	220.00	210.00	\$3,350.00
Walton's Inc													\$0.00
John Sparks Memorial Cremation	240.00	140.00	150.00	220.00	120.00	250.00	300.00	180.00	100.00	90.00	110.00	220.00	\$2,120.00
McCaffery Family Limited Partnership													\$0.00
Ross, Burke & Knobel Mortuary - Reno	410.00	240.00	270.00	400.00	300.00	270.00	280.00	370.00	240.00	270.00	140.00	250.00	\$3,440.00
Ross, Burke & Knobel Mortuary - Sparks	20.00	20.00	10.00	10.00	100.00	20.00	10.00	0.00	10.00	60.00	0.00	0.00	\$280.00
Total McCaffery Family Limited Partnership	430.00	260.00	280.00	410.00	400.00	290.00	290.00	370.00	250.00	350.00	140.00	250.00	\$3,720.00
Nevada Memorial Estate Plans													\$0.00
Affinity Burial & Cremation	270.00	220.00	230.00	340.00	240.00	300.00	150.00	130.00	90.00	90.00	40.00	250.00	\$2,350.00
Capitol City Cremation	100.00	230.00	170.00	240.00	100.00	100.00	310.00	160.00	230.00	160.00	80.00	220.00	\$2,100.00
Northern NV Memorial Cremation	0.00	80.00	160.00	80.00	100.00	150.00	160.00	150.00	80.00	90.00	70.00	80.00	\$1,200.00
Total Nevada Memorial Estate Plans	370.00	530.00	560.00	660.00	440.00	550.00	620.00	440.00	400.00	340.00	190.00	550.00	\$5,650.00
O'Brien Rogers & Crosby Funeral Home	10.00	60.00	140.00	80.00	40.00	100.00	90.00	60.00	170.00	100.00	50.00	110.00	\$1,010.00
Walton's Chapel of the Valley	220.00	280.00	350.00	270.00	250.00	290.00	250.00	190.00	320.00	340.00	180.00	240.00	\$3,180.00
Walton's Funerals and Cremations	100.00	110.00	130.00	70.00	100.00	200.00	110.00	350.00	100.00	110.00	80.00	130.00	\$1,560.00
Walton's Sierra Chapel	510.00	500.00	530.00	540.00	620.00	680.00	550.00	530.00	520.00	370.00	460.00	310.00	\$6,100.00
Walton's Sparks Funeral Home	170.00	160.00	140.00	180.00	170.00	280.00	210.00	0.00	190.00	70.00	290.00	130.00	\$2,000.00
Total Walton's Inc	2,050.00	2,040.00	2,280.00	2,430.00	2,140.00	2,630.00	2,420.00	2,120.00	2,050.00	1,770.00	1,560.00	1,940.00	\$25,370.00
TOTAL	\$18,980.00	\$17,580.00	\$18,100.00	\$18,650.00	\$17,350.00	\$20,260.00	\$21,690.00	\$18,140.00	\$19,530.00	\$18,400.00	\$17,750.00	\$18,210.00	\$224,740.00

Thursday, Oct 01, 2015 09:19:36 AM PDT GMT-7 - Annual Sales

State of Nevada Funeral and Cemetery Services

BUDGET VS. ACTUALS: FY16 BUDGET - FY16 P&L

July 2015 - June 2016

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
Administrative Fee (Reissue or Addl Lic)		750.00	750.00	100.00 %
Administrative Srv Fee(Inspection)		0.00	0.00	
Approval of Managing Funeral Director	1,575.00	1,125.00	-450.00	-40.00 %
Cemetery Renewals		3,400.00	3,400.00	100.00 %
Crematory Renewals		4,200.00	4,200.00	100.00 %
Embalmer Renewals	200.00	12,400.00	12,200.00	98.39 %
Establishment Permit Renewals		12,200.00	12,200.00	100.00 %
Examinations	8,800.00	6,000.00	-2,800.00	-46.67 %
Fines and Miscellaneous Fees	275.00	1,000.00	725.00	72.50 %
Funeral Director Renewals		15,000.00	15,000.00	100.00 %
Initial Licensing	6,750.00	39,375.00	32,625.00	82.86 %
NV Regulatory Fee	29,330.00	216,000.00	186,670.00	86.42 %
Study Guide	300.00	375.00	75.00	20.00 %
Total Income	\$47,230.00	\$311,825.00	\$264,595.00	84.85 %
Gross Profit	\$47,230.00	\$311,825.00	\$264,595.00	84.85 %
Expenses				
Administrative Wages	2,064.00	15,680.00	13,616.00	86.84 %
Attorney General - Legal Fees	4,128.21	20,000.00	15,871.79	79.36 %
Auditing		7,500.00	7,500.00	100.00 %
Background Checks	59.85	500.00	440.15	88.03 %
Bank fees	29.39	80.00	50.61	63.26 %
Board Member Compensation	150.00	1,500.00	1,350.00	90.00 %
Conferenc/Training Registration		3,530.00	3,530.00	100.00 %
Contractual services				
Bookkeeping	489.95	2,040.00	1,550.05	75.98 %
Dues and Tests	3,640.00	12,000.00	8,360.00	69.67 %
Total Contractual services	4,129.95	14,040.00	9,910.05	70.58 %
Employer Taxes	1,138.26	7,540.00	6,401.74	84.90 %
Equipment and Furnishings	1,012.56	2,000.00	987.44	49.37 %
Executive Director Salary	9,375.00	75,000.00	65,625.00	87.50 %
Inspector/Investigation Wages	3,325.00	22,960.00	19,635.00	85.52 %
Insurance	1,841.03	2,000.00	158.97	7.95 %
Licensing Software Subscription		20,612.00	20,612.00	100.00 %
Meeting Expenses		500.00	500.00	100.00 %
Office Lease	3,600.00	14,400.00	10,800.00	75.00 %
Office Supplies	861.80	3,600.00	2,738.20	76.06 %
Postage	480.23	2,000.00	1,519.77	75.99 %
Printing and Copying	558.30	3,000.00	2,441.70	81.39 %
Technical Support Web Site	635.49	3,600.00	2,964.51	82.35 %
Telephone/Internet	469.22	2,500.00	2,030.78	81.23 %
Travel - In State	4,390.56	14,900.00	10,509.44	70.53 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Travel - Out of State	814.10	12,000.00	11,185.90	93.22 %
Total Expenses	\$39,062.95	\$249,442.00	\$210,379.05	84.34 %
Net Operating Income	\$8,167.05	\$62,383.00	\$54,215.95	86.91 %
Net Income	\$8,167.05	\$62,383.00	\$54,215.95	86.91 %

Thursday, Oct 01, 2015 11:56:52 AM PDT GMT-7 - Accrual Basis



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

501 Hammill Lane, Reno, NV 89511
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AGENDA ITEM 25: Current Complaint Status

Attachment: Overview of current complaint status

Complaint Status - Funeral and Cemetery Service Board

Complaint Number	Complaint				General Subject	Status
	Date Received	Acknowledgement Letter Sent	233B Letter Sent			
FB15-01	1/27/2015	1/27/2015	3/9/2015	Delay in Disposition	Dismissed	
FB15-02	Inspection	N/A	4/8/2015		Possible Consent Decree or Hearing	
FB15-03	Inspection	N/A	5/12/2015		Consent Decree	
FB15-04	Inspection	N/A	5/26/2015		Under Investigation	
FB15-05	Inspection	N/A	6/22/2015		Consent Decree	
FB15-06	8/28/2015	9/1/2015	9/15/2015		Under Investigation	
FB15-07	8/31/2015	9/1/2015	9/15/2015		Under Investigation	
FB15-08	9/1/2015	9/1/2015	9/14/2015		Under Investigation	
FB15-09	9/8/2015	9/9/2015	9/15/2015		Under Investigation	
FB15-10	9/28/2015	9/29/2015			Under Investigation	
FB15-11	9/28/2015	9/29/2015			Under Investigation	



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 26: Executive Director Report



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

501 Hammill Lane, Reno, NV 89511
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Executive Director Report – October 13, 2015

GL Suite Licensing

Licensing software is in use. Websites for online renewal and payment are still in progress. Individual on-line renewal site is supposed to be ready for testing mid-October (the vendor has pushed this deadline out several times). Facility renewal site is supposed to be ready for testing near the end of October (vendor has also pushed out this deadline several times). If the websites are not ready by November, we will have to proceed with paper renewals for this next renewal period.

Regulations

Regulations were sent to LCB and it has been returned as File No. R067-15 which Board is reviewing at this meeting. If changes are requested, those will be sent to LCB for a revision. Then we will still need to hold a workshop, hearing, and consider impact on small business (still quite a bit of work on regulations before they could be finalized).

Testing

New law test went into effect on 9/14/15.

Application Deadlines

Anyone wanting to be included on the December 15th meeting agenda, will need to have completed application on file by November 30th. Recommend that all licenses approved December 15th be effective January 1st to avoid individuals having to renew the license at the end of December. Any license issued December 15th would be effective January 1, 2016-December 31, 2017. All Funeral Arranger licenses will be valid January 1st.

ED Meetings

ED continues to attend monthly meetings with other Board Executive Directors.
Meeting with Clark County Social Services (at their request)
Vital statistics meeting regarding the EDRS system
Attended FARB (Federated Association of Regulatory Boards)

Audit

Contract was signed for audit with same auditing firm used last year. Auditors will begin their work on October 14th, and the audit report will be reviewed at the December meeting.

Fingerprinting

A fingerprint account has been set up with the Department of Public Safety. Currently, we authorized to fingerprint individuals in discipline proceedings in accordance with NRS 622.360. Authorization for licensing per Senate Bill 286 will be sent to the FBI by DPS January 1, 2016 when the bill is officially codified. DPS has indicated that approval from the FBI after codification may take 3-4 months. Application forms will be revised after that date to indicate that fingerprint cards will be required.

Inspections

Inspector has inspected all crematories and funeral establishments in the State. A new app was created that allows inspector to utilize ipad to complete establishment inspections. New app being used for the first time this month (will provide further update at the meeting).



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AGENDA ITEM 27: Senior Deputy Attorney General Report