

NEVADA FUNERAL AND CEMETERY SERVICES BOARD

MINUTES OF MEETING

Tuesday, June 13, 2017, at 9:00 a.m.

Video Conference Locations

Nevada Gaming Control Board
1919 College Parkway, Suite 100
Carson City, Nevada 89706

And

Nevada Gaming Control Board
Grant Sawyer Building
555 East Washington Avenue, Suite 2450
Las Vegas, NV 89101

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 three 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.

The meeting was called to order at 9:00 a.m.

Board Members Present

Dr. Randy Sharp, Chairman
Tammy Dermody, Secretary
Christopher Naylor
Adam Garcia

Board Members Absent

Lorretta Guazzini, Treasurer
Bart Burton
Brian Rebman

Board Staff Present

Jennifer Kandt, Executive Director
Marie Paakkari, Administrative Assistant

Board Counsel Present

Henna Rasul, Senior Deputy Attorney General

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)

Laura Sussman with Kraft-Sussman Funeral Services stated that she would like to thank the Board and in particular, Jennifer Kandt for the support of Assembly Bill 205 which the Governor signed into law last Tuesday which paves the way for alkaline hydrolysis cremation in Nevada. Ms. Sussman stated that it was a long process and a great learning experience. Ms. Sussman stated that the comments that Jennifer Kandt provided on behalf of the Board were very supportive.

3. Discussion, recommendation, and possible action regarding review and approval of minutes of meetings (For possible action)

- a. March 21, 2017
- b. April 19, 2017
- c. May 8-9, 2017
- d. May 24, 2017

MOTION: *Tammy Dermody moved to approve the March 21, 2017, April 19, 2017, May 8-9, 2017 and May 24, 2017 minutes. Christopher Naylor seconded the motion and the motion was carried unanimously.*

4. Discussion, recommendation, and possible action regarding the following Funeral Arranger Licenses (For possible action):

- a. Steven Reamus Schwerdtfeger

MOTION: *Tammy Dermody moved to approve Mr. Schwerdtfeger's funeral arranger licensure application. Christopher Naylor seconded the motion and the motion was carried unanimously.*

5. Discussion, recommendation, and possible action regarding the following Apprentice Embalmer Certificate of Registration (For possible action):

- a. Darcy Dolores Rose

MOTION: *Tammy Dermody moved to approve Ms. Rose's apprentice embalmer certificate of registration application. Christopher Naylor seconded the motion and the motion was carried unanimously.*

6. Discussion, recommendation, and possible action regarding the following Embalmer Licenses (For possible action):

- a. Lisa Marie Kent
- b. Jessica Zuniga Garza

MOTION: *Tammy Dermody moved to approve both Ms. Kent's and Ms. Garza's embalmer licensure application. Christopher Naylor seconded the motion and the motion was carried unanimously.*

7. Discussion, recommendation, and possible action regarding request for approval of new Managing Funeral Director for the following locations (For possible action):

- a. Christopher M. Grant FD920 – McDermott's Funeral & Cremation Services EST110
- b. Candy Leon Grey FD828 – Serenity Funeral Home EST104

- c. Sheila Winn FD926 – Pahrump Family Mortuary EST56

MOTION: Tammy Dermody moved to approve Christopher M. Grant FD920 and McDermott's Funeral & Cremation Services EST110; Candy Leon Grey FD828 and Serenity Funeral Home EST104; and Sheila Winn FD926 and Pahrump Family Mortuary EST56 requests for approval of managing funeral director. Adam Garcia seconded the motion and the motion was carried unanimously.

- d. Dustin Olson FD779 – BBBO, LLC dba La Paloma Funeral Services EST88

The Board discussed the request for approval for managing funeral director for Dustin Olson FD779 and BBBO, LLC dba La Paloma Funeral Services.

Jennifer Kandt stated that Mr. Olson submitted paperwork for the request which states that the location is owned by Bow Black Bow, LLC and Dustin Olson. Ms. Kandt stated that licensing records for the Board show that the location is owned by BBBO, LLC. She also stated that the fictitious firm filing name shows BBBO, LLC and Dustin Olson as owners. Ms. Kandt stated that if the Board is going to approve Mr. Olson's request, the Board might consider asking for some clarification regarding ownership.

Dr. Randy Sharp stated that he agreed.

David Squires representing BBBO, LLC dba La Paloma Funeral Services stated that Mr. Olson had a prior obligation out-of-state and could not attend the meeting. Mr. Squires stated that he could not make a representation regarding the application as it was sent in by another individual. Mr. Squires stated that his understanding was that the entity is BBBO, LLC dba La Paloma Funeral Services, so he is not sure why Bow Black Bow is the entity on the application. Mr. Squires stated that he can confirm that and verify that for the Board at a later date.

There was discussion on the possibility of approving the request to change the managing funeral director pending submission of clarification on the ownership.

Jennifer Kandt stated that the Board could approve Mr. Olson as the managing funeral director, but clarification on ownership is needed. Ms. Kandt stated that if something has changed with the ownership and Bow Black Bow, LLC is now the owner, the new ownership would be required to submit a new application for the funeral establishment as a change of ownership requires a new application.

David Squires stated that he understands and is copacetic with that. Mr. Squires thanked Ms. Kandt and said he appreciated her work on behalf of the Board as well. Mr. Squires stated that he knows that Ms. Kandt has a hard job to do and she does a great job at it. Mr. Squires asked what the Board records currently reflected for ownership.

Jennifer Kandt stated that the Board records indicate that La Paloma Funeral Services on Longley Lane is owned by BBBO, LLC. In addition, the records for Washoe County, in regards to the fictitious firm name, lists two owners, BBBO, LLC and Dustin Olson.

David Squires asked Ms. Kandt for confirmation that the paperwork submitted listed Black Bow Black, LLC.

Jennifer Kandt confirmed that the request listed Black Bow Black, LLC as the owners.

David Squires stated they would provide clarification immediately.

Adam Garcia asked Jennifer Kandt what would happen if the Board did not approve the request.

Jennifer Kandt stated that if the Board did not approve this request, Shaun Bowen would remain their managing funeral director until they submit an application for another individual.

Mr. Garcia stated that the Board has been down this road, and as to accountability, in Mr. Garcia's opinion, they need to submit appropriate paperwork if they want approval by this Board.

Tammy Dermody stated that she agreed with Mr. Garcia considering that the license is already on probation.

Dr. Randy Sharp stated that there was question at prior hearings regarding ownership and he agreed.

MOTION: Adam Garcia moved to deny the request for approval of managing funeral director for Dustin Olson FD779 and BBBO, LLC dba La Paloma Funeral Services EST88. Tammy Dermody seconded the motion and the motion was carried unanimously.

8. Discussion, recommendation, and possible action regarding Continuing Education Approvals (For possible action):

- a. Cross Contamination Awareness and Infectious Disease Control - All Cleaned Up, LLC

Jennifer Kandt stated that All Cleaned Up, LLC would like to offer this course in the Las Vegas area, they would do trainings at different facilities on cross contamination, and infectious disease.

Tammy Dermody asked how many continuing education credits would be given for a (70) minute course.

Jennifer Kandt stated that fifty (50) minutes would be equal to one (1) continuing education credit.

There was discussion on whether the course met any OSHA requirements, and whether it was approved by the Academy of Professional Funeral Service Practice. Ms. Kandt clarified that if the course is approved by the Academy, no further approval is required. Ms. Kandt stated that this training had not been submitted to the Academy for approval so the Board would be required to review and decide if this course is relevant to the funeral industry and would this be a useful course for individuals working in a funeral home.

Adam Garcia asked if Jennifer Kandt knew what the process would be if All Cleaned Up would have to get approved through the Academy of Professional Funeral Service Practice.

Jennifer Kandt stated that there is an application process and probably fees.

Adam Garcia asked if it would be possible to direct staff to compile a syllabus as to what the Board would expect a cross contamination and infectious disease course to include. He said that he felt that there should be some standards established as a Board prior to approving an infectious disease course.

Tammy Dermody stated that she agreed, as she would not want someone attending this course and think that they are OSHA approved and then when OSHA comes in, they have violations and they would say that they thought the course was adequate as the Board had approved the content.

Jennifer Kandt stated that it would be an option to request that the applicant seek approval from OSHA or the Academy, and the Board could then approve the course at that time.

MOTION: Adam Garcia moved to deny All Cleaned Up, LLC continuing education course request. Tammy Dermody seconded the request and the motion was carried unanimously.

b. Pending Investigation Records Training – Office of Vital Records

Tammy Dermody asked for clarification on this course.

Jennifer Kandt stated that Jason Lewis from the Office of Vital Records would like to go to all of the funeral homes and conduct training on the EDRS system regarding various issues that they are experiencing with the system. She stated that the course would be offered in Las Vegas, Reno, Carson City and Elko.

Tammy Dermody stated that she is in support of this course 100% because this course directly relates to the funeral industry and getting death certificates out, which directly impacts the public.

Ms. Kandt stated that the course is two (2) hours and theoretically, that would be worth at least two (2) continuing education credits.

MOTION: Tammy Dermody moved to approve the Pending Investigation Records Training, Office of Vital Records as a continuing education course. Christopher Naylor seconded the motion and the motion was carried unanimously.

- c. Matt McAuliffe – Western Nevada College (General Microbiology - 4 semester units)
- d. Matt McAuliffe – University of Nevada Reno (BCH 400 – Introductory Biochemistry – 4 semester units)
- e. Matt McAuliffe – University of Nevada Reno (CHEM341 – Organic Chemistry for Scientists and Professionals – 3 semester units)
- f. Matt McAuliffe – Western Nevada College (Human Anatomy and Physiology I, 4 semester units); and Human Anatomy and Physiology II – 4 semester units)

Jennifer Kandt stated that the classes submitted by Mr. McAuliffe are semester units and that just one course would amount to more than the twelve (12) hours of continuing education.

There was discussion that these courses do not fall within the specified criteria of being automatically approved by the Board, and would therefore require Board approval.

Jennifer Kandt cited the Funeral Board regulation R067-15, Sec. 31 which addresses continuing education approvals. Ms. Kandt stated that things that would be automatically approved would be anything approved by the Academy of Professional Funeral Service Practice, sponsored by a national or state organization that administers training related to the funeral industry or if it is offered by a provider of continuing education which is approved by the Board. Ms. Kandt stated that any continuing education that does not satisfy those requirements, must be approved by the Board individually.

There was discussion regarding the process for verification of attendance at any continuing education course. Jennifer Kandt stated that when individuals renew their licenses at the end of this December, the Board will audit a certain percentage of licensees to request verification of completion.

Tammy Dermody asked if there was not enough funeral related continuing education available, and Jennifer Kandt stated that there appeared to be plenty of online options that were approved by The Academy.

Ms. Dermody stated that these courses appeared to be related to getting an initial science education and that this did not appear to be specific funeral related continuing education.

There was discussion that there appeared to be enough continuing education related to the funeral industry and that as a licensed embalmer, these courses would be related to initial education and not continuing education.

There was additional discussion that the Board has a FAQ sheet on the Board website which addresses various available continuing education and requirements.

MOTION: Christopher Naylor moved to deny Matt McAuliffe's requests for continuing education course credits. Tammy Dermody seconded the motion and the motion carried unanimously.

- g. Gerald Hitchcock – NFDA Policy Board Meeting (7 hours of continuing education)

Dr. Randy Sharp asked for clarification, that Mr. Hitchcock attended this meeting and is requesting approval.

Jennifer Kandt confirmed.

Tammy Dermody how many credits someone could receive for attending a Funeral Board meeting.

Jennifer Kandt stated up to four (4) continuing credit hours.

The Board further discussed Mr. Hitchcock's request and concluded that no more than four (4) continuing education credit hours would be given.

MOTION: Tammy Dermody moved to approve four (4) hours of continuing education credit hours to Mr. Hitchcock for attending the NFDA Policy Board Meeting. Adam Garcia seconded the motion and the motion carried unanimously.

9. Discussion, recommendation, and possible action regarding approval of FY2018 Budget (For possible action):

Tammy Dermody asked if the Board increased the general legal fees for the budget.

Jennifer Kandt stated that she kept legal fees the same as FY2017 for the FY2018 budget even though the Board far exceeded the budgeted amount for legal fees in FY2017. She stated that because the Board ordered that those fees be reimbursed it also increases the revenue so does not affect the net profit of the Board. She also stated that if they do not have major litigation, this amount would be adequate. Ms. Kandt stated that she contemplated bringing the Board an FY2017 revised budget, but stated that she was still not sure about the final Attorney General figures yet, and the fiscal year is almost over. Ms. Kandt stated that she put \$18,000 into the budget for FY2018 for legal fees, and as long as the Board does not have any big cases, this should be a reasonable assumption.

Tammy Dermody asked if the decree settlements are usually reimbursement of the Board's attorney fees.

Jennifer Kandt stated that the fines are paid to the Treasurer's office and the Board does not keep those monies. Ms. Kandt stated that with the legal and investigative fees, those are the Board's reimbursable costs and the Board keeps that money, because those are monies that the Board has expended.

Henna Rasul stated that in the Consent Decrees, the AG's office always put in a provision to recoup the attorney's fees and costs. They are not always exact, because the AG's office tries to negotiate, but they try to get them as close as possible.

Dr. Randy Sharp asked how the total projected budget compared with last years.

Jennifer Kandt stated that she projected that both revenue and expenditures would slightly increase from the previous fiscal year. She stated that with all of the funeral arrangers, those licensees would now be renewing their licenses which would increase revenue.

MOTION: Tammy Dermody moved to approve the FY2018 budget. Dr. Randy Sharp seconded the motion and the motion carried unanimously.

10. Financial Reports

- a. Regulatory Fee Collection
- b. Financial Reports

Jennifer Kandt stated that the regulatory fee collection is through April, since the regulatory fees are not payable to the Board until the 15th of the month following the collection.

Jennifer Kandt reviewed the balance sheet.

Jennifer Kandt stated the budget vs. actual report is for the FY2017 budget. Ms. Kandt again stated that the Board overspent in certain categories and underspent in others, but overall, the Board is within the budgeted amounts when the amounts to be collected are taken into account.

Tammy Dermody asked about delinquent regulatory fees.

Jennifer Kandt stated that there are some delinquent regulatory fees, however, the Board staff typically prepares quarterly letters requesting the delinquent fees.

Tammy Dermody asked about penalties for establishments which are delinquent.

Jennifer Kandt stated that if an establishment was severely delinquent, the Board could initiate disciplinary proceedings, which would mean that the establishment would have to come before the board for a hearing or a consent decree, and decide on appropriate action.

Jennifer Kandt overviewed some of the basic financial policies for new Board members.

11. Overview of current complaint status

Jennifer Kandt stated the status of many of the complaints would soon be changing as Dr. Wayne Fazzino had worked on quite a few of these cases and Ms. Kandt stated that she is hoping to meet with the Attorney General's office soon to go over those completed investigations. Ms. Kandt apologized and stated that because Board staff had been handling another big issue they were behind on some other aspects and the Board staff is making every effort to catch up.

Dr. Randy Sharp stated that the situation was understandable. Dr. Sharp asked if the Board would review the complaints at the next meeting.

Jennifer Kandt stated that the complaints only come to the Board if they result in a consent decree or hearing. She stated that if they are dismissed, they do not come before the Board. Ms. Kandt stated that the complaint status document just provides the Board with an idea with what the Board staff is working on behind the scenes.

Adam Garcia asked as Ms. Kandt to define dismissed.

Jennifer Kandt stated that dismissed means that the Board was unable to substantiate any violations or there is a potential violation but the Attorney General's office decides that there is not enough evidence to proceed with actually prosecuting the case and the Attorney General's office will make a recommendation to dismiss the case.

Jennifer Kandt stated that many times, individuals submit complaints because they are legitimately very upset by what has happened and it is an emotional time for them. That does not necessarily mean that the Board can substantiate that any of the Board laws were violated.

12. Discussion, recommendation and possible action regarding annual review of Executive Director performance and salary (For possible action)

Dr. Randy Sharp stated that he received five reviews out of seven that were requested. Dr. Sharp stated that the employer review form goes over job knowledge, productivity, work quality, attitude, initiative, dependability, punctuality, communication and overall performance. Dr. Sharp stated that all five of the review forms that he received, everyone gave Ms. Kandt a four (4) out of a total of four (4) on each category. Dr. Sharp read the comments provided on the review forms by the Board members.

"Jennifer has been very helpful answering my questions, providing detailed information when I have had questions about the laws in Nevada as well as assisting me as a Board member."

"Jennifer was excellent or exceeded all of those performance measures."

"Jennifer is extremely knowledgeable regarding the funeral industry and legislative concerns regarding the industry as a whole and in Nevada in particular. She is very organized for quarterly meetings and with additional Board items which need attention. She is an excellent executive director and provides the Board with solid guidance and direction. She is always ahead of schedule regarding location setup for Board meetings."

"Jennifer is exceptional. She is knowledgeable and organized."

"I believe that Jennifer continues to do a great job. I truly believe that she is what makes the Board what it is through her leadership, understanding, willingness to do the right thing and decision making. I am very proud to be a member of this Board and what it stands for. I feel that we are very fortunate to have her as our executive director."

Dr. Randy Sharp stated that there was not one negative comment for Jennifer.

Dr. Randy Sharp stated that the discussion regarding Ms. Kandt's compensation varied a little with suggested wage increases. There were two at a 3% wage increase, one at 4.5% wage increase, one at 5% wage increase and one review did not have a wage increase suggestion out of the five reviews.

Adam Garcia stated that if it were up to him, he would max Ms. Kandt out. Mr. Garcia stated that within the short amount of time he has been a Board member, Jennifer continues to amaze him every day, every Board meeting and he believes that Ms. Kandt not only represents each of the Board members individually in a professional way, but Ms. Kandt is what he would consider to be of the utmost professional in representing this Board in the State of Nevada for its citizens. Mr. Garcia stated that in his review form, he indicated to the Board Chairman that he suggested a 2% merit, which Ms. Kandt had definitely earned as well as a cost of living allowance. Mr. Garcia stated that was his thinking as that is what other State employees were receiving. However, Mr. Garcia stated that he is open to almost anything. Mr. Garcia stated, again, he would max Ms. Kandt out or even give her more if he could.

Dr. Randy Sharp stated that Mr. Garcia had a good discussion and it is certainly within the Board's bounds to increase that as the Board sees fit. Dr. Sharp stated that personally, he is the next junior member on the Board compared to Mr. Garcia and Mr. Naylor in Las Vegas. Dr. Sharp stated that with the time he has been on the Board, Dr. Sharp stated that he would have to agree with Mr. Garcia, words cannot express the professionalism, thoroughness and just how Ms. Kandt makes the Board run.

Dr. Randy Sharp stated that his suggestion would be a 5% wage increase because he feels that Ms. Kandt is extremely valuable asset and definitely, as a laborer, she is worthy of her wages.

Tammy Dermody stated that she agreed with Dr. Sharp. Ms. Dermody stated that she felt that 5% is more than fair. Ms. Dermody stated that Ms. Kandt brought back respect to this Board, which was a big deal. Ms. Dermody stated that this Board was not even supposed to be in existence and without Ms. Kandt, this Board would not be. Ms. Dermody stated that Ms. Kandt is a true leader and organized and keeps the Board all in line and believes 5% is more than fair.

Christopher Naylor stated that he would also agree. Mr. Naylor stated that he was the Board member that stated 4.5% wage increase. Mr. Naylor stated that he would agree with the 5% wage increase. Mr. Naylor stated that even prior to being on the Board, the help he received from Ms. Kandt, her team and the Board are fantastic. Mr. Naylor stated that he would like to move forward with the 5% recommendation.

MOTION: Christopher Naylor moved to increase Jennifer Kandt's wages by 5%. Adam Garcia seconded the motion and the motion was carried unanimously.

13. Report from Executive Director, Jennifer Kandt

Jennifer Kandt stated that the Board staff had been very busy with another case and there have been many things that probably have not received the attention that they needed.

Jennifer Kandt stated that in terms of Legislation, Ms. Kandt stated that she testified in support of AB205 which was the Alkaline Hydrolysis bill as Laura Sussman indicated. Ms. Kandt overviewed the status of several other funeral and cemetery related legislation.

Jennifer Kandt stated that regarding the Board licensing software system, Board staff had been working with a new vendor to get that system up and running, but that project was put on hold for the last few months and Board staff will start working on that project again. Ms. Kandt stated that the Board will definitely have online renewals, whether it is through the new software system or use the older system, either way, there will be online renewals available.

Jennifer Kandt stated that in terms of investigations and inspections, Dr. Fazzino is currently finishing up the last round of the required inspections that were a result of the consent decrees that the Board entered into in December 2016 which all required a monthly inspection and Dr. Fazzino just did the last of those inspections. Ms. Kandt stated that Dr. Fazzino is conducting all of the Board's regularly scheduled inspections as well.

Ms. Kandt stated that she had not attended any outside meetings or conferences since the last report.

Ms. Kandt stated that attached to her report is a listing of individuals that Board staff had approved outside of the meeting which means they are individuals who met all of the qualifications and did not need to come before the Board for review.

Ms. Kandt thanked the Board for all of the nice comments during her review.

Dr. Randy Sharp stated that the comments were well earned and well deserved.

Dr. Randy Sharp asked about the licensing software vendor.

Jennifer Kandt stated that she had been working with Inlumon, but the Board staff had not worked with them since January because of the litigation matters.

14. Board member comments

Tammy Dermody asked if there anything brought up during the recent hearings that the Board would need to address, such as refrigeration or any other items.

Jennifer Kandt stated that she believed it would be a good idea. She also stated that Dr. Sharp had sent Ms. Kandt an email with some suggestions for their regulations. Ms. Kandt stated that at the September Board meeting, there will be an agenda item to start discussions potential regulation or legislative changes, or to create a legislative subcommittee to address those items.

Tammy Dermody asked if the Board inspection report gathers information regarding the establishments requirement to have OSHA containers for biohazardous waste.

Jennifer Kandt stated that the inspection report asks whether the establishment has a contract for the disposal for their medical waste, but does not ask about the containers. Ms. Kandt stated that she believes the Board could add that to the inspection report and photograph the biohazard/hazardous waste containers. Ms. Kandt stated that she did believe there are some additional things the Board should address through the Board regulations and possibly through legislative changes as well. Ms. Kandt stated that she knows there are some questions regarding cremation of certain body parts coming from donation companies which may be considered medical waste, but are also human remains.

Dr. Randy Sharp encouraged Board members to forward any ideas for changes to Jennifer for possible discussion at the next meeting.

Adam Garcia asked if there were things that could be addressed without having to wait for the next legislative session, and whether the full Board would discuss those items or if a separate committee would be established.

Jennifer Kandt stated there were items which could be addressed in regulation and the Board could begin discussion of those right away and would not need to wait for next session. She also stated that the Board could reestablish a legislative subcommittee to bring

recommendations back to the full Board and she also said that she did not believe this process would be as time consuming for the Board as they would not be making comprehensive changes, but a few clarifications.

Dr. Randy Sharp stated that he felt that it was a good idea for the Board to refine things over time. He stated that he remembered an old boss of his in the corporate world said that if a process is put in place and if it is challenged, and there are weak areas, then you just refine them. Dr. Sharp stated that he believed that it was a good process.

Dr. Randy Sharp stated that for the Board members who were present, and those who are reading the minutes, he deeply appreciates all of the Board members efforts at the previous hearings. Dr. Sharp stated that he thought that the hearings went well and the Board represented itself very well. Dr. Sharp stated that he was very impressed with all the Board members integrity in the depth of questions that were answered in weighing the evidence. Dr. Sharp stated that he wanted to thank the Board members for their time and he really appreciates each and every Board member.

15. Discussion regarding future agenda items and future meeting dates

Tuesday, September 19, 2017

Tuesday, December 12, 2017

16. 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)

There was no public comment.

17. Adjournment (For possible action)

The meeting adjourned at 10:40 am.