



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 3: Approval of Minutes

Approval of the following minutes requested.

Attachment: Draft Minutes

- a. February 14, 2019

NEVADA FUNERAL AND CEMETERY SERVICES BOARD

MINUTES

Thursday, February 14, 2019, at 10:00 a.m.
Video Conference Locations

Department of Employment, Training and Rehabilitation
1325 Corporate Blvd.
Reno, Nevada
and
Department of Employment, Training and Rehabilitation
3405 S. Maryland Pkwy
Las Vegas, Nevada

Please Note: The Board may 1) address agenda items out of sequence to accommodate persons appearing before the Board or to aid the efficiency or effectiveness of the meeting; 2) combine items for consideration by the public body; and 3) pull or remove items from the agenda at any time. The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. (NRS 241.030)

Public comment is welcomed by the Board, but at the discretion of the chair, may be limited to 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 began at 10:00 am and a quorum established.

Board Members Present

Dr. Randy Sharp, Chairman
Bart Burton
Brian Rebman
Adam Garcia
Christopher Naylor

Board Staff Present

Jennifer Kandt, Executive Director
Marie Paakkari, Administrative Assistant

Board Counsel Present

Henna Rasul, Senior Deputy Attorney General

Board Member Absent

Tammy Dermody, Secretary
Loretta Guazzini, Treasurer

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)

Jennifer Kandt stated that Scott Klapman submitted written comments. Mr. Klapman states that he is evaluating outdoor cremations to be held at the annual Burning Man event in Nevada. The event is held on Federal land administered by the Bureau of Land Management. The BLM is requiring Nevada State approval as a precondition for a Federal permit issuance for his proposal. The cremation equipment design is based on the Mokshda system with fifty installations throughout India. The system provides an environmentally sustainable option to honor the memory of loved ones while respecting religious rites and beliefs. The Burning Man cremation equipment would be modeled on the Mokshda system, be operated by Nevada certified cremation operators, and follow applicable industry guidelines. His request is for the Board to give serious consideration to permit temporary exemptions to Nevada State regulations such that a licensed funeral home can collaborate in writing a detailed proposal. Mr. Klapman thanked the Board for the time to consider his proposal and would further welcome suggestions to advance this project. Mr. Klapman requested that this email be presented to the Board as public comment and recorded into the official minutes.

Jennifer Kandt stated that she responded to Mr. Klapman informing him that the Funeral Board currently does not have any authority to permit any exemptions, temporary or otherwise. Based on how the statutes are currently written, his proposal would require statutory changes and he was advised accordingly. Mr. Klapman still asked that Ms. Kandt submit these comments during the meeting.

3. Discussion, recommendation, and possible action regarding review and approval of minutes of meetings (For possible action)
 - a. December 11, 2018

MOTION: *Brian Rebman moved to approve the December 11, 2018 Board meeting minutes with one exception, within the Motion for item 10. c., change Henna Autumn Daunt to Jenna Autumn Daunt and add approved. Adam Garcia seconded the motion and the motion was carried unanimously.*

4. Discussion, recommendation, and possible action regarding College of Southern Nevada Mortuary Science Degree Program overview (For possible action)

Jennifer Kandt stated that Cassie Gentry, M.Ed, RHIA, CHP, Professor/Program Director, Department Chair, Health Related Professions, Engelstad School of Health Sciences and James Godin, Department Chair, Department of Dental Sciences, Diagnostic Evaluation and Rehabilitation Services at the College of Southern Nevada were present to give an overview of the program. At the last meeting, Mr. Garcia requested that a representative from the school come to a future meeting to present an overview. Ms. Kandt additionally stated that suggested statutory changes were presented to the College of Southern Nevada. She stated that she is not certain any changes will happen this session and the program can continue without the changes, but there are some suggestions that would make sense for the program and our State.

James Godin stated that they decided to look into opening this program a little over a year ago. Currently the program is set for a two-year Associate of Applied Science degree in Mortuary Science following the national accreditation standards. He stated that it has been approved by the Board of Regents and now they are sending the proposal to the Northwest Commission which is the accrediting body for the college. Mr. Godin stated that they are looking at a start date of approximately the Fall 2020. He said that even if they are unable to get the legislative changes in by that time, they can still start the program, by requiring the students entering to maintain a sixty-credit hour associate degree prior to entering the program.

Jennifer Kandt stated that the proposed curriculum for the mortuary science program was included in the packet. She also stated that she sent questions through the Conference to other licensing boards regarding apprenticeship requirements as she was looking at how colleges allow students into the prep-room. She stated that the responses were included and that in Nevada, they would have to register as apprentices.

Dr. Randy Sharp asked whether a model internship program was approved at the National level and where CSN is with National accreditation.

James Godin stated that they designed the curriculum on the National accreditation standards, and they will apply for accreditation of the program once the curriculum has been accepted by the Department of Education.

Jennifer Kandt stated that the model internship project, which is a project that she has been chairing through the Conference will be voted on at the February 2019 meeting of the Conference. She said that if the model is approved, the Board can start looking at how to implement some of the standards and forms within the model.

5. Discussion, recommendation, and possible action regarding applications for funeral director and reciprocal embalmer licensure for Trent Richard Stimpson (For possible action)

Jennifer Kandt stated that the Board office was waiting for results of the NVLRR exam and as of this morning, the office has not received score results. She said it is uncertain whether Mr. Stimpson was able to take the exam, which is a requirement for licensure as well as the moral character questions.

Trent Richard Stimpson stated that he has not taken the NVLRR exam. Mr. Stimpson stated that he was waiting until today's Board meeting to find out if the Board was going to allow licensure due to the moral character. He wanted to wait until the Board meeting.

Adam Garcia asked if the Board investigator had been able to obtain information from law enforcement in Idaho on the allegations.

Jennifer Kandt stated that the Board did not have any further information as it was unclear whether a police report had been filed. She stated that if there is further information the Board would like to obtain, the Board investigator could reach out to law enforcement for additional details.

Trent Richard Stimpson stated that nothing has changed from the explanation that was provided to the Board from his attorney. Nothing has happened. Mr. Stimpson stated that his attorney calls every week to try to find out what is going on and there is no further information.

Jennifer Kandt stated that there have not been any charges or convictions. If the Board did issue a license, and it then resulted in a conviction, the Board could then take action against the license which could include revoking if Mr. Stimpson was charged and convicted with a felony. Or, the Board could continue the decision pending additional information. Obviously, the Board would need to continue pending the NVLRR exam as well.

Trent Richard Stimpson stated that he is willing to keep the Board in the loop on what he receives from his attorney.

Adam Garcia stated that part of the qualification for licensure is good moral character and he believes that until the Board has a clear picture as to what the allegations are, either criminally or not, they still may affect moral character. Mr. Garcia stated that he would be comfortable with tabling this matter until the Board has the Board investigator reach out to law enforcement and the investigators in Idaho to determine where they are in their investigation.

Dr. Randy Sharp stated that he believes that is reasonable. Dr. Sharp asked Mr. Stimpson if he was going to take the NVLRR exam in the next few days.

Trent Richard Stimpson stated it depended upon what happens at the Board meeting.

Dr. Randy Sharp stated that he agrees with Mr. Garcia's comments about not knowing at this point, with no fault of Mr. Stimpson, but until the Board gets further information and pending the NVLRR exam. Dr. Sharp stated that he does not know if the Board could move forward regarding this matter or not.

Brian Rebman stated that it looks like he was terminated in November 2018 and asked if Mr. Stimpson was working and receiving a salary from Burns Funeral Home and is he able to do things for them.

Trent Richard Stimpson stated that he is working for Burns Funeral Home in hopes of being licensed and he could then be a licensed funeral director and embalmer for them.

Brian Rebman stated that it has been four months since he was terminated, if SCI was going to press charges and work through the legal system, wouldn't they have done that already. Hasn't there been enough time, if they are not going to move forward with criminal charges. He expressed concern about holding up the individual's employment if there were not going to be charges.

Adam Garcia stated that it is not enough time, the wheels of justice move fairly slowly at times. Mr. Garcia believes that asking for more documentation is justifiable. He stated that the only documentation the Board has is documentation from Mr. Stimpson, the applicant. Mr. Garcia stated that he thought that it would be appropriate to reach out to law enforcement in Idaho to determine where they are in their investigation. Mr. Garcia stated that a conviction would keep Mr. Stimpson from getting a license. Also, there is a difference between conduct and an actual criminal complaint. You can have moral character issues and still not have a conviction. Not knowing enough about the situation, it could be something very simple, a misunderstanding or it could be criminal, it is unknown.

Brian Rebman asked if the Board had authority to reach out to law enforcement in Idaho.

Jennifer Kandt stated that the Board did have authority, the applicant agrees to allow the Board to conduct background investigation into their activities and the Board would be able to request a police report. Ms. Kandt asked Mr. Stimpson if there was a police report.

Trent Richard Stimpson stated that he or his attorney have never seen a police report. The only thing that he has is from the SCI investigator on November 7, 2018.

Jennifer Kandt stated that might be a document that the Board does not have authority to obtain unless Mr. Stimpson is willing to share that with the Board.

Trent Richard Stimpson stated that they gave him a copy and he gave it to his attorney. He does not have it with him.

Henna Rasul stated that she thought that there were policies that were created by the Board where they defined of moral character.

Jennifer Kandt stated that the Board regulations discuss convictions within 7 years of a felony or a misdemeanor which would have a reasonable relationship to someone's job. Obviously, theft could potentially have a relationship to this position. At this point, the Board does not know if he will be convicted or charged, but they are allowed to make an initial assessment as to moral character.

Henna Rasul stated that because there are no charges and he self-reported, he is being honest on his application. There are some Boards that will specifically state a listing of arrest, conviction or charge. Ms. Rasul stated that she believes that the Funeral Board regulations address convictions.

If he has met all the other requirements of licensure, the Board could issue the license and if there is a conviction, he could be brought back before the Board in the form of a disciplinary matter to potentially revoke the license.

Jennifer Kandt stated that he did not meet the qualifications as he had not completed the testing which she had though Mr. Stimpson was going to do prior to the meeting date.

Brian Rebman stated that the Board could approve the application pending Mr. Stimpson passing the exam.

Bart Burton asked if the NVLRR exam was only for the funeral directors' license, or if it also applied to his embalmer license.

Jennifer Kandt stated that the NVLRR is required for both licenses.

Bart Burton questioned how the Board could approve someone before they take an exam.

Jennifer Kandt stated she is not aware of the Board approving an applicant pending their test scores other than being provided with an update at the Board meeting since the scores were not in the Board packet. Ms. Kandt stated that the Board office did everything possible to get Mr. Stimpson on the Board meeting agenda quickly because he is trying to work, but Ms. Kandt stated that she assumed that the Board would have test scores prior to the meeting.

Dr. Randy Sharp stated that his hesitation in approving someone that hasn't taken an exam is that the Board is then setting a precedent. There may be others potentially coming in and stating that they are going to take that exam at some point and that would be his hesitation of approving at this time. Also, with the legal and criminal issues, that is certainly noted that additional information is warranted.

Adam Garcia stated that typically law enforcement will not release reports if there is an active investigation. Mr. Garcia stated that the Board investigator has the option of getting that report without giving rise to the public. Or, at least being made aware of what their intention is or the direction that they are going. This may well be a matter between Mr. Stimpson's employer and himself, a simple misunderstanding or they could be conducting an active investigation. Mr. Garcia stated that he felt it should wait until the next Board meeting to obtain more information.

Dr. Randy Sharp stated that would give him time to complete the exam as well.

Christopher Naylor stated that he agrees, he does not believe that the Board should make any exceptions and await the decisions of the exam and possibly the legal side as well.

Bart Burton stated that he will need to recuse himself because he works for SCI.

MOTION: Adam Garcia moved that Trent Richard Stimpson's applications for funeral director and reciprocal embalmer be tabled until the next Board meeting. Christopher Naylor seconded the motion with Bart Burton recusing and the motion was carried.

6. Discussion, recommendation, and possible action regarding applications for embalmer licensures (For possible action)

- a. Tracy Lynn Short-Bullerdick, Embalmer

Bart Burton stated that he will need to recuse as they work for the same company.

MOTION: Christopher Naylor moved to approve Tracy Lynn Short-Bullerdick's embalmer licensure application. Dr. Randy Sharp seconded the motion with Bart Burton recusing and the motion was carried.

- b. Brevin Arthur Clifford, Reciprocal Embalmer

MOTION: *Bart Burton moved to approve Brevin Arthur Clifford's reciprocal 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 funeral establishment permits (For possible action)
 - a. Mountain Vista Chapel dba Kharon, Inc. – Funeral Establishment with Nicole Romero FD101 as Managing Funeral Director
 - b. Sonoma Funeral Home – Funeral Establishment with Marlene Shier FD871 as Managing Funeral Director

Jennifer Kandt clarified that both Mountain Vista Chapel and Sonoma Funeral Home have been operating for years. It is a change of the corporation ownership, and even though the principals of the corporation are the same, it is a new corporation and therefore requires a new permit. A temporary permit for the new corporation ownership was issued for both locations and it is now waiting for the formal approval.

MOTION: *Brian Rebman moved to approve the new permits for Mountain Vista Chapel and Sonoma Funeral Home. Adam Garcia seconded the motion and the motion was carried unanimously.*

8. Discussion, recommendation, and possible action regarding request for approval of new managing funeral director for the following locations (For possible action):
 - a. Brevin Arthur Clifford FD947 – Bunker's Eden Vale Mortuary EST10
 - b. Brevin Arthur Clifford FD947 – Bunker's Memory Gardens Mortuary EST30

Jennifer Kandt stated that a temporary approval was given to Mr. Clifford for both Bunker's locations on January 8, 2019.

MOTION: *Bart Burton moved to approve Brevin Arthur Clifford's requests for managing funeral director for Bunker's Eden Vale Mortuary EST10 and Bunker's Memory Gardens Mortuary EST30. Dr. Randy Sharp seconded the motion and the motion was carried unanimously.*

9. Discussion, recommendation, and possible action regarding embalmer approval process (For possible action)

Jennifer Kandt stated that the Board's policies regarding application approval processes was included in the Board packet. She stated that when the Board previously decided on those policies, they had decided all embalmer applications go before the Board because she had thought there was something in statute that would require that process, but upon rereviewing the statutes, there was no such requirement. Accordingly, she said the request is a change to the Board policy manual to allow staff to approve embalmer applications, except for any that do not clearly meet the standards such as those with legal issues or criminal history. The Board would be notified of the embalmers that have been approved by staff.

MOTION: *Bart Burton moved to approve the changes in section seven of the Board policy manual to allow staff to approve embalmer licensure applications except ones with legal issues and criminal history. Christopher Naylor seconded the motion and the motion was carried unanimously.*

10. Discussion, recommendation, and possible action regarding extension of apprentice embalmer certificates of registration (For possible action)

Jennifer Kandt stated that the current statutes and regulations state that the Board cannot allow an apprentice to be certified more than two years unless the applicant has passed the National Board exam. There usually are no issues with that scenario. However, it has recently come about that an

applicant has spent two years as an apprentice, has gone to mortuary school and has passed the National Board Exam, but they are working in a rural funeral home and have been unable to obtain the fifty cases within those two years. Ms. Kandt stated that the Board is not prohibited under the current statutes and regulations to extend the apprenticeship for another year, but Ms. Kandt stated that she wanted to confirm, before the Board sets precedent in allowing this extension, that the Board agrees it is acceptable to extend the apprenticeship beyond the second year for cases where the applicant is unable to obtain the fifty cases.

MOTION: *Bart Burton moved to allow staff authority to extend the embalmer apprenticeship renewals beyond two years if they have passed the National Board Exams but have not been able to obtain the required number of cases. Christopher Naylor seconded the motion and the motion was carried unanimously.*

11. Financial Reports

- a. Regulatory Fee Collection
- b. Financial Reports

Jennifer Kandt stated that the Board now has a report that includes the number of social service cases reported as it was requested by the auditors.

12. Overview of current complaint status

Jennifer Kandt stated that there had been quite a few open investigations, but that now the Board is down to three.

Dr. Randy Sharp asked if the Board inspector is working out.

Jennifer Kandt stated that he was working out very well. She said that Dr. Fazzino is doing a great job and is well liked.

13. Report from Executive Director, Jennifer Kandt

Jennifer Kandt stated that she went before the Legislative Commission on December 19, 2018 for review of the regulations. There were no questions from any of the legislators and they were approved. Wayne Fazzino is on track with annual inspections and working on the three remaining open investigations. She said that all of the State's regulatory boards are continuing to work with the Governor's Finance Office regarding the audit they are doing with the Boards. The first report was presented to the Board at the last Board meeting for review. As soon as second report is received, she will present it to the Board as well.

Jennifer Kandt stated that the work was completed on the Model Internship Committee which she chaired for the Conference. The final version will hopefully be approved at the annual meeting at the end of this month.

Jennifer Kandt stated that she will also be presenting at the Conference annual meeting. Ms. Kandt stated that she continues to attend the Veterans Cemetery Committee meetings and that she speaks at the Missing in Nevada ceremonies in Fernley. Jennifer Kandt stated that she presented at FARB in January.

14. Board member comments

There were no Board member comments.

15. Discussion regarding future agenda items and future meeting dates

Thursday, June 6, 2019

Wednesday, September 18, 2019

Thursday, November 14, 2019

Discussions regarding changes to the next Board meeting which was changed to May 29, 2019 at 10:00 am and all Board members attending in Reno.

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.

17. Adjournment

The meeting was adjourned at 11:00 am.

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: 3740 Lakeside Drive, Suite 201, Reno, NV 89509.



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AGENDA ITEM 9: Approval of Sexual Harassment Policy Pursuant to Executive Order 2019-01

Attachments:

See attached Sexual Harassment Policy documents.



EXECUTIVE ORDER 2019-01

Order Establishing the Governor's Task Force On Sexual Harassment And Discrimination Law And Policy

WHEREAS, it is foundational to democratic governance and to the function of a good and just society that individuals enjoy a work environment free from harassment and discrimination, and

WHEREAS, sexual harassment is a form of discrimination that undermines the integrity of employment relationships and harms the productivity and wellbeing of those who endure such discrimination, and

WHEREAS, sexual harassment and discrimination violate the policy and law of the State of Nevada and Title VII of the Federal Civil Rights Act of 1964; and

WHEREAS, the State of Nevada is committed to promoting a culture that values respect, opportunity, inclusion, and diversity, free from sexual harassment and discrimination; and

WHEREAS, it is imperative to the progress and reputation of Nevada that we continue to examine and address the power inequities, harassment and discrimination reporting failures, and flaws in anti-discrimination laws, policies, and procedures that have allowed sexual harassment and discrimination to persist; and

WHEREAS, Article 5, Section 1 of the Nevada Constitution provides: "The supreme executive power of this State, shall be vested in a Chief Magistrate who shall be Governor of Nevada "

NOW, THEREFORE by the authority vested in me as Governor by the Constitution and laws of the State of Nevada and the United States, it is hereby ordered as follows:

SECTION 1. Before March 1, 2019, all agencies within the executive branch shall review their own policies and procedures, and orientation and training protocol for complying with State of Nevada Executive Branch Sexual Harassment and Discrimination Policy, as revised on April 18, 2018, and submit to the Attorney General or designee a report regarding such policies, procedures, and training protocol

SECTION 2. The Governor's Task Force on Sexual Harassment and Discrimination Policy ("Task Force") is established within the executive department, Office of the Governor.

SECTION 3. The duties of the Task Force include, but are not limited to, the following:

Review of federal and State sexual harassment and discrimination laws, regulations, and policies;

Review of sexual harassment and discrimination prevention plans and training procedures of each agency within the executive branch;

Review of current sexual harassment and discrimination orientation and training policies and procedures for each agency of the executive branch, including those used to train supervisors in managing sexual harassment and discrimination matters;

Review of current allegation reporting and investigation protocol for claims of sexual harassment and discrimination;

Review of current privacy protections for parties to such allegation reports and investigations;

Review of current recommended and mandated action once such investigations are complete;

Development of particularized and actionable recommendations for improving current sexual harassment and discrimination prevention plans and training procedures, allegation reporting and investigation protocol, and privacy protection safeguards;

Development of models for such policies, procedures, and training within executive branch agencies; and

Consideration of other related items as directed by the Governor.

SECTION 4: The Task Force shall be comprised of a maximum of eleven (11) members. Unless otherwise specified, each member shall be designated by and serve at the pleasure of the Governor and meet the qualifications of one of the categories below.

The Attorney General of the State of Nevada

The Executive Director of the Department of Administration

The Administrator of the Nevada Equal Rights Commission

A representative from the William S. Boyd School of Law, who will represent higher education interests

A sexual harassment and discrimination victims' rights advocate

A representative of local law enforcement

An individual with expertise in medical and psychological treatment of sexual harassment and discrimination victims

A representative of a labor union that represents the interests of culinary and hospitality workers in Nevada's resort industry

A representative of a Nevada chamber of commerce

A representative of a county with a population of fewer than 100,000 people

A representative of the Nevada Resort Association

SECTION 5: The Attorney General of the State of Nevada is appointed Chair of the Task Force

SECTION 6: The advocate for sexual harassment and discrimination victims' rights shall serve as Vice Chair of the Task Force.

SECTION 7: The Chair shall have the authority to issue guidelines for operation of the Task Force and to amend such guidelines as necessary. The Task Force Chair may form working groups, in consultation with the Office of the Governor, chaired by one or more members of the Task Force and comprised of individuals with subject matter expertise pertinent to the focus of the particular working group. The Chair of the Task Force shall identify and approve matters for review by any working group.

SECTION 8: The Office of the Governor, the Office of the Attorney General, and the Department of Administration will provide support staff, facilities, and resources to the Task Force at the Chair's request and in consultation with the Office of the Governor.

SECTION 9: Members of the Task Force shall serve in a volunteer capacity and without compensation

SECTION 10: The Task Force shall meet at regular intervals and at the discretion and call of the Task Force Chair.

SECTION 11: All meetings of the Task Force and any working groups of the Task Force shall comply with the Nevada Open Meeting Law, as codified in NRS Chapter 241.

SECTION 12: All records documenting the Task Force's discussions, deliberations, and recommendations shall be retained and transferred to the Nevada State Library and Archives for retention pursuant to State retention policies.

SECTION 13: This Order is effective upon signature and shall remain in force, unless amended, modified, terminated, or rescinded by the Governor, until the Task Force completes the assignments outlined in Section 3 and prepares and transmits a report to the Governor with findings and recommendations.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 7th day of January, in the year two thousand nineteen .

[Handwritten Signature]
By the Governor
Robyn K. Leggett
Secretary of State

- [Executive Governor](#)
- [Lt. Governor](#)
- [Secretary of State](#)
- [Attorney General](#)
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State of Nevada Executive Branch

SEXUAL HARASSMENT AND DISCRIMINATION POLICY

Sexual harassment and discrimination based on race, color, national origin, religion, sex, age, disability, pregnancy, sexual orientation, genetic information, gender identity or expression, domestic relations¹ or compensation or wages² in any term, condition or privilege of employment are violations of State and/or federal law.

I. PURPOSE

The purpose of this Policy statement regarding sexual harassment and discrimination is to clearly express the position of the State of Nevada that all employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive.

Sexual harassment and discrimination are forms of misconduct that undermine the integrity of the employment relationship. No employee, either male or female, should be subjected to unsolicited and unwelcomed sexual overtures or conduct, either verbal, written (including digital media, i.e., email, text or digital photos or graphics) or physical. No employee should experience discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Sexual harassment and discrimination are personally offensive, debilitate morale, and, therefore, interfere with work effectiveness. An employee who engages in discriminatory behavior, or behavior that constitutes sexual harassment, may be subject to disciplinary action up to and including dismissal.

II. COVERAGE

This Policy is intended to be applicable to all State employees, officers, appointees such as board members, and volunteers in the executive branch of government. All elected officers are encouraged to adopt this Policy within their agencies.

¹ AB 229 (2017); AB 227 (2017).

² NRS 613.330.

III. RESPONSIBILITY

- A. Sexual harassment and discrimination, whether committed by a supervisor, coworker, or member of the public is specifically prohibited as unlawful and against State policy. Appointing authorities are responsible for taking immediate and corrective action in response to complaints, regardless of whether the specific acts complained of were sanctioned or specifically forbidden and regardless of the manner in which the appointing authority becomes aware of the conduct.
- B. Appointing authorities must ensure that each employee is provided with a copy of this Policy informing them that sexual harassment and discrimination are prohibited conduct and will not be tolerated or condoned. All employees will acknowledge receipt and understanding of the Policy through a signed statement.
- C. All new employees, officers, appointees, board members and volunteers in the executive branch shall attend sexual harassment prevention training within six months of their appointment. Thereafter, employees are required to complete sexual harassment prevention refresher training once every two years.
- D. Managers and supervisors are also required to attend additional training related to equal employment opportunity within 12 months of supervisory appointment and every three years thereafter.
- E. Appointing authorities shall advise all employees of their responsibility to report incidents of sexual harassment and discrimination.
- F. Appointing authorities shall designate employees within each agency to act as coordinators for the reporting of complaints of sexual harassment or discrimination and will notify employees and the Sexual Harassment/Discrimination Investigation Unit of the coordinator's name and contact information.
- G. Supervisors shall have a complete understanding of this Policy. Supervisors who willfully disregard incidents of sexual harassment or discrimination by subordinates may be subject to discipline. Supervisors are responsible for ensuring their employees have received training as outlined in this Policy.

- H. It is the responsibility of appointing authorities to make sure their agencies are in full compliance with this Policy and associated legal guidelines.

IV. STATE EMPLOYEES' RIGHTS AND RESPONSIBILITIES

- A. Employees are entitled to work in a workplace free of sexual harassment and discrimination.
- B. Employees are responsible for ensuring they do not sexually harass or discriminate against any other employee, client, applicant for employment, or other individual(s).
- C. Employees are responsible for cooperating in the investigation of any complaint of alleged sexual harassment or discrimination. Employees are additionally responsible for cooperating with the efforts of their agency, division, board or commission to prevent and eliminate sexual harassment and discrimination and for maintaining a working environment free from such unlawful conduct. Pursuant to NAC 284.650, failure to participate in any investigation of alleged discrimination, including without limitation, an investigation of sexual harassment is cause for disciplinary action.

V. LEGAL DEFINITIONS AND GUIDELINES

- A. NAC 284.771 specifies that sexual harassment violates the policy of this State and is a form of unlawful discrimination based on sex under State and federal law. An employee shall not engage in sexual harassment against another employee, an applicant for employment, or any other person in the workplace.

Sexual harassment is a very serious disciplinary infraction. An appointing authority may impose harsh disciplinary sanctions on persons who commit sexual harassment, even on first-time offenders.

- B. As used in Section 703 of Title VII of the Civil Rights Act of 1964, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment; or

2. Submission to or the rejection of such conduct by a person is used as the basis for employment decisions affecting that person; or
 3. Such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive work environment. 29 C.F.R. § 1604.11.
- C. Equal opportunity with regard to the terms, conditions and privileges of employment is mandated under Title VII of the Civil Rights Acts of 1964, the Americans with Disabilities Act of 2008, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, Genetic Information Nondiscrimination Act of 2008, NRS 631.330, NRS 281.370, and numerous sections of Chapter 284 of the NRS which address the State's Personnel System.
- D. The State of Nevada is an equal opportunity employer and does not discriminate against job applicants or employees based on race, color, religion, sex, national origin, disability, age, pregnancy, sexual orientation, genetic information, gender identity or expression, domestic relations, or compensation or wages.
- E. Federal law prohibits retaliation against employees who bring sexual harassment or discrimination charges or assist in investigating such charges. Any employee making sexual harassment or discrimination complaints or assisting in the investigation of such a complaint will not be adversely affected in terms or conditions of employment, nor discriminated against, disciplined or discharged because of the complaint.

VI. PROCEDURE

A. Employee

1. Employees who believe they have been subjected to or witnessed sexual harassment or discrimination are encouraged to advise the person believed to have engaged in sexual harassment or discrimination that the conduct is unwelcome, undesirable or offensive. If the employee elects not to confront the alleged harasser or if the conduct persists after an objection, the employee shall report the incident to their supervisor or next level authority, or the employee may elect to report the incident as set forth below. Employees will be asked to complete a complaint form.

2. Employees may report incidents of sexual harassment or discrimination (a) to the coordinator within their agency designated to receive such complaints, or (b) by filing a complaint in NEATS on the Home Page, under Personal Tasks, "File a Sexual Harassment or Discrimination Complaint," or (c) by completing an NPD-30 Sexual Harassment or Discrimination Complaint Form located on the Division of Human Resource Management website, or (d) by calling the Division of Human Resource Management's Harassment/Discrimination Hotline at (800) 767-7381. Employees are always entitled to consult an attorney or labor representative or to report the incident to the Nevada Equal Rights Commission or the Equal Employment Opportunity Commission.
3. Employees should give the completed complaint form and any supporting documentation to the coordinator designated within their agency to receive such complaints or to the assigned investigator(s).

B. Appointing Authorities

1. After receiving notification of an employee's complaint, the appointing authority shall promptly notify the agency's assigned personnel, Deputy Attorney General or staff counsel assigned to represent the agency pursuant to State Administrative Manual § 1702 (legal counsel) and the Division of Human Resource Management's Sexual Harassment/Discrimination Investigation Unit. The agency coordinator will complete the complaint intake report and obtain a completed copy of the complaint form from the employee filing the complaint. The coordinator will forward a copy of the completed intake report to the agency's legal counsel and the Sexual Harassment/Discrimination Investigation Unit, along with any supporting documentation. The agency coordinator may also submit the complaint via NEATS.
2. The investigator will begin the investigation as soon as witnesses are available.
3. Investigations will be conducted as discreetly and with as little disruption to the workplace as possible. All information gathered in an investigation will be kept confidential, and

the confidential nature of the investigative process will be conveyed to the complainant, the accused and each witness.

4. The investigator will prepare a written report of findings, which will be submitted to the appointing authority, the agency's legal counsel, and the agency's chief personnel officer. The ultimate decision for remedial action is the responsibility of the appointing authority; however, the investigative staff may suggest mediation services, if appropriate.
5. After the investigation has been completed, the appointing authority will review the findings and recommendations and determine the appropriate resolution of the case. If warranted, the agency, after consultation with their legal counsel, may take disciplinary action up to and including termination. The agency shall retain a written record of the findings of the investigation and the resolution of the complaint as confidential records.
6. At the conclusion of the Division of Human Resource Management's Sexual Harassment/Discrimination Investigation Unit's investigation, the Division of Human Resource Management will notify the complainant in writing that the investigation was completed and forwarded to their agency for review. The agency, in consultation with their assigned legal counsel, shall notify both the complainant and the accused in writing at the conclusion of their administrative review. A copy of the Notification letter that is sent to the complainant and/or accused must be sent to the Sexual Harassment/Discrimination Investigation Unit for its files. Additionally, the agency shall take whatever corrective action it deems appropriate following consultation with its legal counsel. Corrective action that involves discipline of the accused is confidential pursuant to NAC 284.718 and must not be disclosed except as authorized pursuant to NAC 284.726.

C. Complaint Submitted Through the Hotline

1. When an employee transmits a complaint of sexual harassment or discrimination through the State hotline, the Sexual Harassment/Discrimination Investigation Unit will complete the initial intake report and/or submit the complaint in NEATS.

2. The agency coordinator will be notified of the complaint via NEATS.
3. The investigation will then proceed as described for complaints submitted to appointing authorities (*see* Item VI-B).

Funeral and Cemetery Services Personnel Policies and Procedures

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

030 DISCRIMINATION AND HARASSMENT PROHIBITED

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

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

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

The Board shall adopt the State of Nevada Executive Branch Sexual Harassment and Discrimination Policy.

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

~~The Board~~ *State of Nevada Division of Human Resource Management* will investigate any such report of harassment. ~~and take whatever corrective action is deemed necessary, including disciplining or discharging any individual who has violated this harassment policy~~

040 DEFINITIONS

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

- ✦ **ANNIVERSARY DATE** means one (1) year from the date of hire.
- ✦ **APPOINTING AUTHORITY** is the Executive Director. The Board is the appointing authority for the Executive Director who serves solely at the discretion of the Board.
- ✦ **CLASSIFICATION PLAN** means all job positions that have been established for the Board.
- ✦ **POSITION SPECIFICATION** means a written description of a position consisting of a title, a definition, examples of duties and minimum qualifications required.
- ✦ **COMPENSATION PLAN** means the schedule of minimum and maximum rates of pay for each position.
- ✦ **DAY** means calendar day unless otherwise specified.



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

Phone (775) 825-5535 * Fax (775) 507-4102

Email: nvfuneralboard@fb.nv.gov * Website: <http://funeral.nv.gov/>

AGENDA ITEM 10: Funeral Law Training

Request from a licensee for the Board to offer a funeral law training for continuing education credits. If the Board would like to offer the training, Executive Director would be willing to compile a 1-2 hour course on current funeral law. Course could potentially be offered North and South.



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AGENDA ITEM 11: Next Steps for Adoption of Model Internship Program Components

Attachments.

See attached Model Internship Program documents.

If Board is interested in pursuing use of Model Internship documents/process, request for a Board member who is also a licensee to work with Executive Director to create plan for implementation.

NRS 642.240 Semiannual reports of apprenticeship by licensed embalmer. Each licensed embalmer who has under his or her supervision or control a registered apprentice shall report such fact to the Board semiannually on or before January 1 and July 1 of each year. The Board shall immediately forward to such embalmer forms wherein information desired by the Board shall be requested by interrogations. Such reports shall disclose the work which such apprentice has performed during the semiannual period preceding the first of the month on which such report is made, including the number of bodies such apprentice has assisted in embalming or otherwise prepared for disposition during that period.

(Added to NRS by [1959.843](#); A [2003.1272](#); [2015.1957](#))

Model Internship Program

Presented By:

The Conference

THE INTERNATIONAL CONFERENCE OF
FUNERAL SERVICE EXAMINING BOARDS

Model Internship Program | January 2019

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Model Internship Program

Introduction

The International Conference of Funeral Service Examining Boards (The Conference or ICFSEB) is pleased to introduce its Model Internship Program. Much like *The Conference Model Practice Act* and *The Conference Model Application*, The Conference Model Internship Program will promote standardization of terminology and requirements which will better facilitate public understanding of the profession. This Program is designed to assist and provide guidance to both regulators and professionals in the development of an internship program. The primary mission of the Model Internship Program is to provide a foundation of best practices to train interns to become funeral service professionals. The Program offers information and templates intended to help create internships that meet the needs of the regulatory board, association, and/or funeral establishment. The Program is designed to facilitate training by providing guidelines on program outcomes, content, objectives, administrative procedures, training, and evaluation. The goal of The Conference Model Internship Committee was to develop a set of guidelines that were both rigorous enough to promote adequate supervision and yet flexible enough to accommodate the variety of requirements, training models and settings involved in providing internships. The Program includes guidelines for an Approved Supervisor Training Program, embalming tasks, funeral directing tasks and related reporting forms. The Program was approved by the Board of Directors on December 20, 2018 and will be presented for adoption at the 115th Annual Meeting on February 27, 2019.

Approved Supervisor Training Program

An internship is designed to train students or recent graduates for competent and responsible work in the funeral service profession. It is the expectation that interns will utilize their internship to broaden and extend their knowledge and practice of funeral service. The foundation of an internship is supervised training which acts as a bridge between education and entry into the profession of funeral service. The Approved Supervisor Training Program guidelines set forth a framework for a training course to prepare supervisors to translate their experience and knowledge into an organized and comprehensive learning experience for the intern. The Conference Model Internship Committee recommends that any individual supervising a funeral service intern complete a training program which meets specified standards.

Task Lists: Embalmer & Funeral Director Intern

The Conference Model Internship Program Task List for embalming and funeral directing interns includes core tasks that are to be performed during the internship. The objectives, tasks and associated competencies were selected to provide a comprehensive and structured plan for both an intern and supervisor to follow. The Conference Model Internship Committee recommends that every intern receive training and complete the tasks identified on the approved task forms.

Intern Training Reports: Embalmer & Funeral Director

Both the embalming and funeral director intern training reports provide structure to ensure the intern is meeting the expectations of the internship. The reports are designed to be used throughout the internship to track progress and as a final evaluation of the competencies of the intern. The Conference Model Internship Committee recommends that the intern completes the training reports with their supervisor.

The Conference Model Internship Committee recommends the documents to be used together to provide structure for an internship program. The forms are customizable and easily adapted to meet the requirements of the regulatory board or funeral establishment.

APPROVED SUPERVISOR TRAINING PROGRAM GUIDELINES

The Conference Model Internship Committee recommends that any individual supervising funeral service interns complete an Approved Supervisor Training Program which meets all standards identified within this document.

Delivery: *On-line or In-person*

Frequency: *Every five (5) years*

Course provided by: *regulatory boards, state or national associations, accredited mortuary schools*

Learning outcomes for the supervisor at completion of Approved Supervisor Training Program:
Understand and communicate applicable local and state rules and regulations
Understand and communicate applicable federal rules and regulations
Understand and communicate funeral service ethics and confidentiality standards
Provide and communicate intern competency requirements
Understand appropriate supervisor relationships/human resource implications
Provide and communicate expectations of intern and supervisor
Provide and communicate funeral home practices and procedures

Recommended content for the Approved Supervisor Training Program:
Laws, Rules, and Safety Compliance
<ul style="list-style-type: none"> ● Local and state rules and regulations <ul style="list-style-type: none"> - License limitations/restrictions - Vital statistics/vital records ● Federal rules and regulations <ul style="list-style-type: none"> - Federal Trade Commission Funeral Rule - Occupational Safety & Health Administration - Social Security Administration Benefits - Veterans Administration Benefits - American with Disabilities Act - Environmental Protection Agency
Supervision Principles
<ul style="list-style-type: none"> ● Funeral Service Ethics and Confidentiality Standards ● Oversight of Intern Competency Requirements <ul style="list-style-type: none"> - Arranging and directing - Embalming and restorative art - Cremation ● Appropriate supervisor relationships/human resource implications <ul style="list-style-type: none"> - Dual relationships - Sexual harassment - Undue influence - Employment law (<i>Equal Employment Opportunity Commission, Wage and Hour, Americans with Disabilities Act</i>) ● Expectations of intern and supervisor <ul style="list-style-type: none"> - Reporting forms and submission deadlines - Overview of internship training timeline - Communication ● Funeral home practices and procedures <ul style="list-style-type: none"> - New employee orientation <ul style="list-style-type: none"> - Review of company policies and handbook - Operation specific practices and procedures

INTERNSHIP TASKS



MODEL INTERNSHIP PROGRAM

Embalmer Internship Tasks

Objectives for Approved Supervisor to review with Intern:	
	Understand and review intern expectations and reporting forms
	Understand and adhere to ethical and confidentiality standards
	Understand and apply local, state, and federal rules and regulations
	Understand and apply workplace safety standards
	Understand and review company policies and handbook e.g. proper communication and dress code

Demonstrated knowledge of the following:	
	1. Federal Trade Commission Funeral Rule
	2. Proper use of prep room equipment, fluids, formaldehyde monitoring test, ventilation system
	3. Personal protective equipment, eye wash and body wash stations
	4. Operation of a body lift and transfer to prep table/refrigeration
	5. Embalming procedures
	6. Required authorizations and verifications
	7. Requirements for transfer or shipping

Tasks to be completed by intern during internship:

A. Observe and assist licensed embalmer in the following:	
	1. Transfer of remains from place of death
	2. Pre-embalming procedures
	3. Embalming procedures
	4. Post-embalming care
	5. Restorative art, cosmetizing, dressing, and casketing

B. Transfer of remains from place of death:	
	1. Receive notification of death (first call) and obtain all necessary information
	2. Ensure personal protective clothing and equipment are being used as appropriate
	3. Verify identity of deceased and complete documentation
	4. Perform transfer from place of death
	5. Document personal effects
	6. Obtain embalming authorization (if authorizing agent is present and allowed by law)

C. Pre-embalming procedures:	
	1. Verify identity of deceased
	2. Place and position deceased on embalming table
	3. Inventory, document, clean, and safeguard personal effects
	4. Perform pre-embalming case analysis including: <ul style="list-style-type: none"> - notation of unique marks/tattoos, scars, etc. - notation of pre-embalming condition (edema, dehydration, prolonged refrigeration, decomposition, etc.)
	5. Assess whether restoration is necessary/possible, obtain authorization and discuss with responsible party
	6. Bathe and disinfect deceased
	7. Relieve rigor mortis

8. Shave deceased
9. Set facial features
10. Select and mix embalming fluids based on case analysis

D. Embalming procedures:	
1.	Locate/raise vessels for injection/drainage (including: carotid, axillary, radial, ulnar, femoral, iliac)
2.	Inject embalming fluid into vessels
3.	Adjust and monitor the rate of flow and pressure of embalming machine
4.	Establish and monitor drainage
5.	Treat discolorations, bruises, and lacerations
6.	Perform proper treatment for special cases (e.g. infants, autopsies, trauma, burns, donations)
7.	Evaluate fluid distribution and take corrective measures, if necessary
8.	Close/suture embalming incision(s)/use of trocar button
9.	Perform autopsy repair if needed
10.	Aspirate, inject, and/or treat cavities as necessary

E. Post embalming care:	
1.	Perform hypodermic treatment as necessary
2.	Treat orifices
3.	Remove medical devices
4.	Bathe and sanitize
5.	Clean and disinfect the preparation/embalming room and instruments
6.	Dispose of bio-hazardous materials in compliance with Occupational Safety & Health Administration standards
7.	Complete embalming intern report

F. Restorative art, cosmetizing, dressing, and casketing:	
1.	Perform restoration procedures as necessary
2.	Cosmetize
3.	Dress deceased to ensure proper placement of clothes
4.	Place and position deceased in casket/container
5.	Ensure proper appearance
6.	Adjust cosmetics or lighting if needed for viewing

Objectives for Approved Supervisor to review with Intern:	
	Understand and review intern expectations and reporting forms
	Understand and adhere to ethical and confidentiality standards
	Understand and apply local, state, and federal rules and regulations
	Understand and apply workplace safety standards
	Understand and review company policies and handbook e.g. proper communication and dress code
	Understand resources available for grief counseling
	Understand expectations of public speaking skills e.g. making announcements, leading services
	Understand basic merchandising and marketing
	Understand and apply laws, policies, and procedures pertaining to cremation

Demonstrated knowledge of the following:	
	1. Federal Trade Commission Funeral Rule
	2. Social Security Benefits (form SSA-721)
	3. Veterans Benefits (and forms)
	4. Military Honors (and forms)

Tasks to be completed by intern during internship:

A. Observe and assist licensed funeral director in the following:	
	1. Transfer of remains from place of death
	2. Arrangement conference
	3. Post arrangement activities
	4. Visitation and funeral/memorial service
	5. Post service follow-up

B. Transfer of remains from place of death:	
	1. Receive notification of death (first call) and obtain all necessary information
	2. Ensure personal protective clothing and equipment are being used as appropriate
	3. Verify identity of deceased and complete documentation
	4. Perform transfer from place of death
	5. Document personal effects
	6. Obtain embalming authorization (if authorizing agent is present and allowed by law)

C. Arrangement conference:	
	1. Schedule and conduct arrangement conference
	2. Comply with Federal Trade Commission Funeral Rule
	3. Determine responsible party and financial responsibility
	4. Determine if pre-arrangement contract exists
	5. Inform responsible party of available benefits
	6. Collect vital record information for death certificate and review with responsible party
	7. Compose obituary/notice and review with responsible party

8. Present all service and merchandise options
9. Contact cemetery, vault provider, crematory, officiant, church or service location, florist, musicians/vocalists, escorts, A/V personnel, etc.
10. Verify all service arrangements with responsible party
11. Coordinate with responsible party clothing, jewelry, photograph, and personal items
12. Obtain authorizations for embalming, cremation, disposition, release, etc.
13. Complete and present itemized statement of funeral goods and services to responsible party
14. Discuss all payment options (including insurance) with responsible party

D. Post arrangement activities:	
1. Complete and file death certificate	
2. Complete and file burial transit permit	
3. Submit and distribute obituary/notice to appropriate media	
4. Prepare and coordinate for visitation/service:	
a. Order merchandise (casket, vault, urn, etc.)	
b. Create memorial folders/pamphlets, registry books, acknowledgement cards, etc.	
c. Determine and arrange audio/visual needs	
d. Prepare site for service	
5. Prepare deceased for visitation/services including dressing, cosmetizing, casketing, etc.	
6. Coordinate religious funeral customs, fraternal and military funeral honors, etc.	
7. Prepare deceased for cremation including proper identification and removal of medical devices	
8. Arrange for shipping of remains	
9. Prepare honorariums/gratuities	

E. Visitation and funeral/memorial service:	
1. Direct services up to final disposition	
2. Instruct participants e.g. speakers, pallbearers, musicians, police escorts	
3. Prepare and direct funeral procession e.g. placement of vehicles, operate hearse in procession	
4. Present honorariums/gratuities	

F. Post service follow-up:	
1. Arrange for disposition and release of cremated remains to responsible party	
2. After service follow-up with responsible party	
3. Ensure final payment	
4. Complete funeral directing intern report	



INTERNSHIP TRAINING REPORTS

Embalmer Intern Information (Please Print or Type)

Name of Intern (Full Legal Name):	Identification/Registration No:
Mailing Address:	City, State, Zip
Email Address:	Phone No:

Approved Supervisor and Establishment Information (Please Print or Type)

Name of Approved Supervisor:	License No:
Email Address of Approved Supervisor:	Phone No:
Name of Establishment where employed (include license #):	
Address of Establishment:	City, State, Zip

Reporting Period and Hours

Start Date (mm/dd/yy)	End Date (mm/dd/yy)
Average No. of Hours Per Week:	Total Hours Worked:
Please indicate if this is your first or final report:	

Demonstrated Knowledge

Each intern must receive training and demonstrate knowledge in the following areas during the course of their internship.

**Not all items will be completed by first six months of internship.*

The intern has successfully demonstrated knowledge of the following:		
1. Federal Trade Commission Funeral Rule	YES	NO
2. Proper use of prep room equipment, fluids, formaldehyde monitoring test, ventilation system	YES	NO
3. Personal protective equipment, eye wash and body wash stations	YES	NO
4. Operation of a body lift and transfer to prep table/refrigeration	YES	NO
5. Embalming procedures	YES	NO
6. Required authorizations and verifications	YES	NO
7. Requirements for transfer or shipping	YES	NO

Areas of Training

Each intern must receive training and observe and assist in the following areas during the course of their internship. Has the intern observed and assisted the licensed embalmer in the following?

**Not all tasks will be completed by first six months of internship.*

A. Observe and assist licensed embalmer in the following:	OBSERVE/ASSIST	
1. Transfer of remains from place of death	YES	NO
2. Pre-embalming procedures	YES	NO
3. Embalming procedures	YES	NO
4. Post-embalming care	YES	NO
5. Restorative art, cosmetizing, dressing, and casketing	YES	NO

B. Transfer of remains from place of death:	TRAINING	
1. Receive notification of death (first call) and obtain all necessary information	YES	NO
2. Ensure personal protective clothing and equipment are being used as appropriate	YES	NO
3. Verify identity of deceased and complete documentation	YES	NO
4. Perform transfer from place of death	YES	NO
5. Document personal effects	YES	NO
6. Obtain embalming authorization (if authorizing agent is present and allowed by law)	YES	NO

C. Pre-embalming procedures:	TRAINING	
1. Verify identity of deceased	YES	NO
2. Place and position deceased on embalming table	YES	NO
3. Inventory, document, clean, and safeguard personal effects	YES	NO
4. Perform pre-embalming case analysis including: - notation of unique marks/tattoos, scars, etc. - notation of pre-embalming condition (edema, dehydration, prolonged refrigeration, decomposition, etc)	YES	NO
5. Assess whether restoration is necessary/possible, obtain authorization and discuss with responsible party	YES	NO
6. Bathe and disinfect deceased	YES	NO
7. Relieve rigor mortis	YES	NO
8. Shave deceased	YES	NO
9. Set facial features	YES	NO
10. Select and mix embalming fluids based on case analysis	YES	NO

D. Embalming procedures:	TRAINING	
1. Locate/raise vessels for injection/drainage (incl.: carotid, axillary, radial, ulnar, femoral, iliac)	YES	NO
2. Inject embalming fluid into vessels	YES	NO
3. Adjust and monitor the rate of flow and pressure of embalming machine	YES	NO
4. Establish and monitor drainage	YES	NO
5. Treat discolorations, bruises, and lacerations	YES	NO
6. Perform proper treatment for special cases (e.g. infants, autopsies, trauma, burns, donations)	YES	NO
7. Evaluate fluid distribution and take corrective measures, if necessary	YES	NO
8. Close/suture embalming incision(s)/use of trocar button	YES	NO
9. Perform autopsy repair if needed	YES	NO
10. Aspirate, inject, and/or treat cavities as necessary	YES	NO

E. Post embalming care:	TRAINING	
1. Perform hypodermic treatment as necessary	YES	NO
2. Treat orifices	YES	NO
3. Remove medical devices	YES	NO
4. Bathe and sanitize	YES	NO

Approved Supervisor Recommendation

Do you recommend this intern move to licensure status at this time? YES NO

Attestations (Must be signed by both Intern and Approved Supervisor)

Embalmer Intern

I, the embalmer intern named herein, hereby certify that the information provided in this report is true and accurate. I further attest to the fact that I have complied with all applicable laws and regulations governing the practice of funeral services. I understand that any false statements, material omissions, and/or misleading information provided herein shall constitute grounds for the adverse action against my internship license/credential and/or any subsequent license issued by any state/jurisdictional licensing authority regardless of when such false statements, material omissions, and/or misleading information are discovered.

Signature of Intern

Date

Approved Supervisor

I, the Approved Supervisor named herein, hereby certify that the information provided in this report is true and accurate. I further attest to the fact that I have complied with all applicable laws and regulations governing the practice of funeral services. I understand that any false statements, material omissions, and/or misleading information provided herein shall constitute grounds for the adverse action against my Approved Supervisor license/credential and/or any subsequent license issued by any state/jurisdictional licensing authority regardless of when such false statements, material omissions, and/or misleading information are discovered.

Signature of Approved Supervisor

Date

For Board use only:

Report reviewed by: _____ Date: _____

All internship tasks completed? YES NO

Recommendations:



FUNERAL DIRECTOR INTERN TRAINING REPORT

Funeral Director Intern Information (Please Print or Type)

Name of Intern (Full Legal Name):	Identification/Registration No:
Mailing Address:	City, State, Zip
Email Address:	Phone No:

Approved Supervisor and Establishment Information (Please Print or Type)

Name of Approved Supervisor:	License No:
Email Address of Approved Supervisor:	Phone No:
Name of Establishment where employed (include license #):	
Address of Establishment:	City, State, Zip

Reporting Period and Hours

Start Date (mm/dd/yy)	End Date (mm/dd/yy)
Average No. of Hours Per Week:	Total Hours Worked:
Please indicate if this is your first or final report:	

Demonstrated Knowledge

Each intern must receive training and demonstrate knowledge in the following areas during the course of their internship.

**Not all items will be completed by first six months of internship.*

The intern has successfully demonstrated knowledge of the following:			
1. Federal Trade Commission Funeral Rule		YES	NO
2. Social Security Benefits (form SSA-721)		YES	NO
3. Veterans Benefits (and forms)		YES	NO
4. Military Honors (and forms)		YES	NO

Areas of Training

Each intern must receive training and observe and assist in the following areas during the course of their internship. Has the intern observed and assisted the licensed funeral director in the following?

**Not all tasks will be completed by first six months of internship.*

A. Observe and assist licensed funeral director in the following:	OBSERVE/ASSIST	
1. Transfer of remains from place of death	YES	NO
2. Arrangement conference	YES	NO
3. Post arrangement activities	YES	NO
4. Visitation and funeral/memorial service	YES	NO
5. Post service follow-up	YES	NO

B. Transfer of remains from place of death:	TRAINING	
1. Receive notification of death (first call) and obtain all necessary information	YES	NO
2. Ensure personal protective clothing and equipment are being used as appropriate	YES	NO
3. Verify identity of deceased and complete documentation	YES	NO
4. Perform transfer from place of death	YES	NO
5. Document personal effects	YES	NO
6. Obtain embalming authorization (if authorizing agent is present and allowed by law)	YES	NO

C. Arrangement conference:	TRAINING	
1. Schedule and conduct arrangement conference	YES	NO
2. Comply with Federal Trade Commission Funeral Rule	YES	NO
3. Determine responsible party and financial responsibility	YES	NO
4. Determine if pre-arrangement contract exists	YES	NO
5. Inform responsible party of available benefits	YES	NO
6. Collect vital record information for death certificate and review with responsible party	YES	NO
7. Compose obituary/notice and review with responsible party	YES	NO
8. Present all service and merchandise options	YES	NO
9. Contact cemetery, vault provider, crematory, officiant, church or service location, florist, musicians/vocalists, escorts, A/V personnel	YES	NO
10. Verify all service arrangements with responsible party	YES	NO
11. Coordinate with responsible party clothing, jewelry, photograph, and personal items	YES	NO
12. Obtain authorizations for embalming, cremation, disposition, release, etc.	YES	NO
13. Complete and present itemized statement of funeral goods and services to responsible party	YES	NO
14. Discuss all payment options (including insurance) with responsible party	YES	NO

D. Post arrangement activities:	TRAINING	
1. Complete and file death certificate	YES	NO
2. Complete and file burial transit permit	YES	NO
3. Submit and distribute obituary/notice to appropriate media	YES	NO
4. Prepare and coordinate for visitation/service:	YES	NO
a. Order merchandise (casket, vault, urn, etc.)	YES	NO
b. Create memorial folders/pamphlets, registry books, acknowledgement cards, etc.	YES	NO
c. Determine and arrange audio/visual needs	YES	NO
d. Prepare site for service	YES	NO
5. Prepare deceased for visitation/services including dressing, cosmetizing, casketing, etc.	YES	NO
6. Coordinate religious funeral customs, fraternal and military funeral honors, etc.	YES	NO
7. Prepare deceased for cremation including proper identification and removal of medical devices	YES	NO
8. Arrange for shipping of remains	YES	NO
9. Prepare honorariums/gratuities	YES	NO

Approved Supervisor Recommendation

Do you recommend this intern move to licensure status at this time? YES NO

Attestations (Must be signed by both Intern and Approved Supervisor)

Funeral Director Intern

I, the funeral director intern named herein, hereby certify that the information provided in this report is true and accurate. I further attest to the fact that I have complied with all applicable laws and regulations governing the practice of funeral services. I understand that any false statements, material omissions, and/or misleading information provided herein shall constitute grounds for the adverse action against my internship license/credential and/or any subsequent license issued by any state/jurisdictional licensing authority regardless of when such false statements, material omissions, and/or misleading information are discovered.

_____ Date _____
Signature of Intern

Approved Supervisor

I, the Approved Supervisor named herein, hereby certify that the information provided in this report is true and accurate. I further attest to the fact that I have complied with all applicable laws and regulations governing the practice of funeral services. I understand that any false statements, material omissions, and/or misleading information provided herein shall constitute grounds for the adverse action against my Approved Supervisor license/credential and/or any subsequent license issued by any state/jurisdictional licensing authority regardless of when such false statements, material omissions, and/or misleading information are discovered.

_____ Date _____
Signature of Approved Supervisor

For Board use only:

Report reviewed by: _____ Date: _____

All internship tasks completed? YES NO

Recommendations:



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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AGENDA ITEM 15: Executive Director Annual Review

Dr. Sharp will present the annual review of the Executive Director. No salary increase was requested.



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AGENDA ITEM 16: Financial Reports

Attachments:

See attached Regulatory Fee Collection Report.

- a. Regulatory Fee Collection
- b. Financial Reports

State of Nevada Funeral and Cemetery Services

SALES BY CUSTOMER SUMMARY

July 2018 - February 2019

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	TOTAL
10 Bunker's Eden Vale Mortuary	330.00	440.00	330.00	310.00	350.00	350.00	440.00	340.00	\$2,890.00
101 Sonoma Funeral Home	90.00	120.00	110.00	20.00	80.00	90.00	110.00	50.00	\$670.00
104 Serenity Funeral Home	150.00	200.00	120.00	190.00	280.00	200.00	280.00	140.00	\$1,560.00
106 Clark County Funeral Service	90.00	90.00	30.00	70.00	70.00	100.00	130.00	80.00	\$660.00
108 Truckee Meadows Cremation & Burial Svcs	820.00	720.00	680.00	760.00	740.00	830.00	570.00	840.00	\$5,960.00
109 Las Vegas Islamic Cemetery	30.00	0.00	10.00	10.00	0.00	20.00	20.00	10.00	\$100.00
110 McDermott Funeral Home	880.00	860.00	670.00	920.00	920.00	740.00	740.00	970.00	\$6,700.00
111 Funeraria Casa De Paz	100.00	180.00	50.00	120.00	100.00	130.00	140.00	80.00	\$900.00
112 Giddens Memorial Chapel	70.00	80.00	40.00	90.00	80.00	90.00	70.00	30.00	\$550.00
113 Nevada Funeral Service	80.00	170.00	50.00	80.00	90.00	170.00	260.00	110.00	\$1,010.00
114 Eastside Memorial Park					10.00	40.00	100.00	20.00	\$170.00
12 Mountain Vista Chapel	40.00	90.00	30.00	20.00	30.00	80.00	50.00	60.00	\$400.00
15 Southern Nevada Mortuary	10.00	40.00	70.00	40.00	10.00	30.00	70.00	20.00	\$290.00
18 Gunter's Hawthorne Funeral Home	30.00	30.00	60.00	40.00	50.00	50.00	50.00	80.00	\$390.00
3 Mountain View Mortuary	240.00	310.00	200.00	360.00	450.00	230.00	350.00	220.00	\$2,360.00
51 Hites Funeral Home & Crematory	1,550.00	1,000.00	1,220.00	1,080.00	1,200.00	1,010.00	1,550.00	1,170.00	\$9,780.00
56 Pahrump Family Mortuary Group	290.00	220.00	110.00	310.00	370.00	210.00	330.00	240.00	\$2,080.00
60 The Gardens	160.00	150.00	40.00	160.00	110.00	170.00	120.00	160.00	\$1,070.00
7 Burns Funeral Home, Inc.	230.00	250.00	290.00	290.00	260.00	260.00	320.00	220.00	\$2,120.00
74 Kraft-Sussman Funeral Services	270.00	270.00	390.00	350.00	340.00	300.00	440.00	360.00	\$2,720.00
8 Freitas Ruprecht Funeral Home	130.00	70.00	30.00	60.00	110.00	50.00	110.00	30.00	\$590.00
83 Autumn Funeral & Cremations	130.00	170.00	390.00	210.00	250.00	230.00	220.00	490.00	\$2,090.00
85 Heritage Mortuary	50.00	80.00	80.00	100.00	110.00	60.00	70.00	90.00	\$640.00
89 Star Mortuary (Funeral Smith)	0.00	10.00	10.00	0.00	0.00	10.00	20.00	0.00	\$50.00
La Paloma Funeral Services									\$0.00
107 La Paloma - Stoker	0.00	0.00	10.00	10.00	0.00	20.00	0.00	0.00	\$40.00
79 La Paloma - Stephanie	570.00	590.00	570.00	520.00	550.00	510.00	820.00	670.00	\$4,800.00
88 La Paloma - Longley	160.00	230.00	130.00	270.00	280.00	160.00	170.00	200.00	\$1,600.00
Total La Paloma Funeral Services	730.00	820.00	710.00	800.00	830.00	690.00	990.00	870.00	\$6,440.00
Legacy Funeral Holdings, Inc.									\$0.00
Davis Funeral Home & Memorial Park									\$0.00
103 Las Vegas Cremations	460.00	510.00	330.00	320.00	600.00	450.00	490.00	440.00	\$3,600.00
26 South Eastern Avenue	1,090.00	1,070.00	870.00	1,040.00	950.00	880.00	1,260.00	950.00	\$8,110.00
28 South Rainbow Rd	180.00	220.00	100.00	260.00	210.00	190.00	220.00	190.00	\$1,570.00
Total Davis Funeral Home & Memorial Park	1,730.00	1,800.00	1,300.00	1,620.00	1,760.00	1,520.00	1,970.00	1,580.00	\$13,280.00
Total Legacy Funeral Holdings, Inc.	1,730.00	1,800.00	1,300.00	1,620.00	1,760.00	1,520.00	1,970.00	1,580.00	\$13,280.00
SCI									\$0.00
Alderwoods (Nevada) Inc.									\$0.00
38 Thomas and Jones Affordable Funeral Home	250.00	200.00	270.00	200.00	210.00	180.00	230.00	200.00	\$1,740.00
Total Alderwoods (Nevada) Inc.	250.00	200.00	270.00	200.00	210.00	180.00	230.00	200.00	\$1,740.00
Keystone America									\$0.00
36 FitzHenry's - Fairview	230.00	100.00	100.00	130.00	290.00	160.00	210.00	140.00	\$1,360.00
58 FitzHenry's - Highway 395	90.00	50.00	100.00	60.00	110.00	40.00	100.00	100.00	\$650.00
Total Keystone America	320.00	150.00	200.00	190.00	400.00	200.00	310.00	240.00	\$2,010.00
Neptune Management Corp.									\$0.00
64L Neptune Society - Las Vegas	630.00	790.00	470.00	660.00	660.00	560.00	830.00	690.00	\$5,290.00
81L Neptune Society - Reno	250.00	410.00	350.00	310.00	350.00	330.00	470.00	320.00	\$2,790.00

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	TOTAL
87L National Cremation Society	70.00	60.00	100.00	80.00	50.00	110.00	60.00	60.00	\$590.00
Total Neptune Management Corp.	950.00	1,260.00	920.00	1,050.00	1,060.00	1,000.00	1,360.00	1,070.00	\$8,670.00
Palm Mortuaries									\$0.00
105 Palm - Southwest	240.00	250.00	230.00	180.00	170.00	250.00	280.00	260.00	\$1,860.00
17 Palm - Downtown (N Main)	590.00	540.00	490.00	590.00	500.00	680.00	610.00	610.00	\$4,610.00
19 Palm - Boulder Hwy	280.00	280.00	270.00	350.00	320.00	290.00	310.00	360.00	\$2,460.00
27 Palm - Eastern	930.00	1,010.00	960.00	770.00	910.00	910.00	1,000.00	1,000.00	\$7,490.00
37 Palm - South Jones	310.00	270.00	320.00	300.00	290.00	290.00	300.00	270.00	\$2,350.00
54 Palm - Cheyenne	360.00	250.00	300.00	330.00	280.00	320.00	380.00	350.00	\$2,570.00
55 Affordable Cremation - Decatur	770.00	790.00	580.00	740.00	820.00	770.00	1,000.00	730.00	\$6,200.00
69 King David Memorial Chapel	100.00	120.00	160.00	110.00	100.00	110.00	160.00	120.00	\$980.00
80 Palm - Northwest	460.00	360.00	330.00	470.00	400.00	480.00	430.00	550.00	\$3,480.00
Total Palm Mortuaries	4,040.00	3,870.00	3,640.00	3,840.00	3,790.00	4,100.00	4,470.00	4,250.00	\$32,000.00
Total SCI	5,560.00	5,480.00	5,030.00	5,280.00	5,460.00	5,480.00	6,370.00	5,760.00	\$44,420.00
Serenity VII, LLC									\$0.00
46 Desert Memorial	670.00	810.00	550.00	660.00	540.00	720.00	850.00	720.00	\$5,520.00
88L Sunrise Cremation & Burial Society	520.00	600.00	410.00	370.00	440.00	250.00	470.00	310.00	\$3,370.00
Total Serenity VII, LLC	1,190.00	1,410.00	960.00	1,030.00	980.00	970.00	1,320.00	1,030.00	\$8,890.00
Simple Cremation, Inc. -									\$0.00
53L Simple Cremation, Inc. - NW (Rancho)	530.00	760.00	660.00	600.00	580.00	600.00	750.00	500.00	\$4,980.00
77L Simple Cremation, Inc. - Reno (Kietzke)	240.00	260.00	200.00	220.00	290.00	300.00	370.00	440.00	\$2,320.00
85L Simple Cremation, Inc. - SW (Durango)	390.00	560.00	630.00	600.00	460.00	670.00	630.00	540.00	\$4,480.00
86L Simple Cremation Inc. Henderson (Lake Mead)	630.00	560.00	600.00	590.00	490.00	390.00	500.00	440.00	\$4,200.00
89L Simple Cremation Inc. - Sparks (Rock)	230.00	210.00	170.00	280.00	300.00	260.00	200.00	0.00	\$1,650.00
90 Simple Cremation - East (Sahara)				100.00	240.00	150.00	290.00	410.00	\$1,190.00
Total Simple Cremation, Inc. -	2,020.00	2,350.00	2,260.00	2,390.00	2,360.00	2,370.00	2,740.00	2,330.00	\$18,820.00
Smith E LLC									\$0.00
5 Smith Family Funeral Home	270.00	120.00	150.00	150.00	200.00	250.00	250.00	170.00	\$1,560.00
72 Boulder City Family Mortuary	140.00	210.00	210.00	200.00	160.00	280.00	260.00	120.00	\$1,580.00
Total Smith E LLC	410.00	330.00	360.00	350.00	360.00	530.00	510.00	290.00	\$3,140.00
Southern Nevada Funeral Services, LLC									\$0.00
2 Lee Funeral Home	130.00	140.00	140.00	110.00	70.00	130.00	180.00	90.00	\$990.00
Total Southern Nevada Funeral Services, LLC	130.00	140.00	140.00	110.00	70.00	130.00	180.00	90.00	\$990.00
The Funeral Directors Management Group									\$0.00
49 Moapa Valley & Virgin Valley Mortuaries	240.00	150.00	100.00	190.00	280.00	260.00	260.00	240.00	\$1,720.00
Total The Funeral Directors Management Group	240.00	150.00	100.00	190.00	280.00	260.00	260.00	240.00	\$1,720.00
Walton's Inc									\$0.00
16 Walton's Sierra Chapel	380.00	410.00	410.00	430.00	640.00	470.00	400.00	370.00	\$3,510.00
21 Walton's Chapel of the Valley	380.00	190.00	130.00	230.00	190.00	310.00	190.00	230.00	\$1,850.00
25 Walton's Sparks Funeral Home	180.00	140.00	140.00	70.00	80.00	170.00	170.00	160.00	\$1,110.00
35 John Sparks Memorial Cremation	150.00	210.00	80.00	200.00	200.00	130.00	140.00	200.00	\$1,310.00
50 Walton's Funerals and Cremations - Church	120.00	140.00	70.00	100.00	100.00	150.00	110.00	60.00	\$850.00
9 O'Brien Rogers & Crosby Funeral Home	30.00	90.00	50.00	40.00	30.00	10.00	140.00	30.00	\$420.00
McCaffery Family Limited Partnership									\$0.00
1 Ross, Burke & Knobel	240.00	280.00	250.00	250.00	170.00	310.00	270.00	360.00	\$2,130.00

	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	TOTAL
Mortuary - Reno									
20 Ross, Burke & Knobel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Mortuary - Sparks									
Total McCaffery Family Limited Partnership	240.00	280.00	250.00	250.00	170.00	310.00	270.00	360.00	\$2,130.00
Nevada Memorial Estate Plans									\$0.00
45 Cremation Society of Nevada - Northern Nevada	170.00	110.00	160.00	100.00	110.00	90.00	90.00	50.00	\$880.00
57 Cremation Society of Nevada - Affinity	190.00	130.00	150.00	240.00	180.00	160.00	180.00	230.00	\$1,460.00
62 Cremation Society of Nevada - Capitol City	210.00	170.00	160.00	250.00	200.00	220.00	220.00	180.00	\$1,610.00
Total Nevada Memorial Estate Plans	570.00	410.00	470.00	590.00	490.00	470.00	490.00	460.00	\$3,950.00
Total Walton's Inc	2,050.00	1,870.00	1,600.00	1,910.00	1,900.00	2,020.00	1,910.00	1,870.00	\$15,130.00
TOTAL	\$19,830.00	\$19,900.00	\$17,470.00	\$19,270.00	\$20,010.00	\$19,420.00	\$22,810.00	\$19,870.00	\$158,580.00



STATE OF NEVADA

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AGENDA ITEM 17: Current Complaint Status

Attachment: Overview of Current Complaint Status



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COMPLAINT STATUS

Complaint No.	Status	Summary	Complaint Rcvd.	ACK
FB18-01	Dismissed; Jurisdiction of EEOC	Workplace harassment	12/29/2017	1/3/2018
FB18-02	Dismissed	Unprofessional conduct	2/12/2018	2/13/2018
FB18-03	Consent Decree	Cremation without permit	2/15/2018	2/21/2018
FB18-04	Dismissed	Refund of preneed services	3/22/2018	3/22/2018
FB18-05	Dismissed	Refund of cemetery interment rights	3/22/2018	4/9/2018
FB18-06	Dismissed	Billing issues	4/6/2018	4/9/2018
FB18-07	Dismissed	Unprofessional conduct	4/5/2018	4/9/2018
FB18-08	Consent Decree	Disposition without permit	4/11/2018	n/a
FB18-09	Dismissed	Unprofessional conduct	4/18/2018	4/23/2018
FB18-10	Dismissed	Viewing/Embalming	5/7/2018	5/9/2018
FB18-11	Dismissed	Untimely Death Certificate	5/16/2018	5/17/2018
FB18-12	Consent Decree	Fraud and Misrepresentation	6/26/2018	n/a
FB18-13	Consent Decree	Cremation without permit	7/23/2018	n/a
FB18-14	Dismissed	Body identification	7/31/2018	n/a
FB18-15	Dismissed	Missing decedent	8/16/2018	8/16/2018
FB18-16	Pending	Release of cremated remains	11/26/2018	11/26/2018
FB18-17	Dismissed	Unauthorized burial	12/10/2018	12/19/2018
FB19-01	Possible Consent Decree	Death Certificates	2/19/2019	2/19/2019
FB19-02	Pending	Cremation in reasonable time	2/19/2019	2/19/2019
FB19-03	Pending	Arrest	3/5/2019	n/a
FB19-04	Possible Consent Decree	Failure to report criminal history	3/6/2019	n/a



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AGENDA ITEM 18: Executive Director Report

Attachment: See attached report.



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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Executive Director Report – February 2019

Legislation

Executive Director testified for several bills during the legislative session and met with legislators regarding various legislation. Executive Director testified in response to a bill to require detailed billing in cases, and a bill to regulate whole body donation for research.

Inspections/Investigations

Wayne is on track with annual inspections and working on a very few remaining cases.

Governor's Finance Office – Executive Branch Audit Committee

Still awaiting second report of the audit. First report was previously reviewed by the Board.

Meetings

Model Internship Committee work was completed and the membership of The Conference voted to adopt the Model Internship documents.

Executive Director presented at The Conference meeting in February and was voted to serve on the Board as the District 9 representative .

Executive Director continues to attend the veteran's cemetery committee meetings both north and south.

Executive Director spoke at Missing in Nevada ceremony in Fernley.

Licensing Approvals

See attached for individuals approved by Executive Director since prior meeting.



DATE: MARCH 25, 2019
FROM: LAUREN THOMAS, MEMBER SERVICES MANAGER
TO: ICFSEB DISTRICT 9 MEMBERSHIP

The election for District 9 Director was held on Thursday, February 28, 2019 in conjunction with the 115th Annual Meeting of The Conference in San Diego, CA. We are pleased to announce that Jennifer Kandt, Executive Director of the Nevada Funeral & Cemetery Services Board, was elected to the Conference Board of Directors. Ms. Kandt will represent Arizona, California, Colorado, Hawaii, Nevada, and Utah.

Your membership is appreciated and helps to promote open dialogues and quick access to information within the funeral service regulatory community. Please feel free to contact either the office or Ms. Kandt if The Conference can be of assistance to you.

Jennifer Kandt
3740 Lakeside Drive, Suite 201
Reno, NV 89509
Phone: 775-825-5535
E-mail: jennifer@theconferenceonline.org

For more information about The Conference and our services please visit www.theconferenceonline.org.



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Executive Director Approved Applicants 2/1/2019 - 5/17/2019

1. For reference only, Funeral Arranger applicants approved by Executive Director:
 - a. Cheryl Lynn Wagner FA158 – 2/6/2019
 - b. Carl Glen Hallows FA159 – 2/25/2019
 - c. Patrick John Dougherty FA160 – 3/12/2019
 - d. Taylor Lynne Carter FA161 – 3/19/2019
 - e. Erica Lauren Keyes FA162 – 3/27/2019
 - f. Tobian Van Gordon FA163 – 4/1/2019
 - g. Fernando Vega FA164 – 4/22/2019

2. For reference only, Funeral Director applicants approved by Executive Director:
 - a. Adam Lee Rhodes FD948 – 3/18/2019
 - b. Larnique Lashaune Mickens FD949 – 3/18/2019
 - c. Starla Wolters FD950 – 4/1/2019
 - d. Tawni Cristi Silva FD951 – 5/2/2019

3. For reference only, Apprentice Embalmer applicants approved by Executive Director:
 - a. Michael Howard Juckett AE1901 – 5/2/2019