



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 3: Approval of Minutes

Approval of the following minutes requested.

Attachment: Draft Minutes

- a. May 5, 2021



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MINUTES OF PUBLIC MEETING

Wednesday, May 5, 2021, at 10:00 a.m.

Video Conference and Teleconference

Via Video Conference

Zoom Meetings

at <https://zoom.us/>

Meeting ID: 253 977 5871 // Password: 668556

Via Teleconference:

1-669-900-6833e

Meeting ID: 253 977 5871 // Password: 668556e

1.e Call to order, roll call, establish quorum.e

The meeting was called to order at 10:00 am and a quorum was established.

Board Members Present

Dr. Randy Sharp, Chairman
Brian Rebman, Secretary
Lorretta Guazzini, Treasurer
Bart Burton
Christopher Naylor
Adam Garcia
Gerald Hitchcock

Board Staff Present

Jennifer Kandt, Executive Director
Marie Paakkari, Administrative Assistant

Board Counsel Present

Henna Rasul, Senior Deputy Attorney General

2.e Public commente

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. (NRSe 241.020)e

There was no public comment.

3.e Discussion, recommendation, and possible action regarding review and approval of minutes of meetings (For possible action)e
a.e February 3, 2021e

MOTION: GERALD HITCHCOCK MOVED TO APPROVE THE FEBRUARY 3, 2021 MINUTES. CHRISTOPHER NAYLOR SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.

4.e Discussion, recommendation, and possible action regarding managing funeral director requests (For possible action)e

- a.e Matthew Bruce FD973 – Simple Cremation, Inc., 7111 S. Virginia Street, Suite A17, Reno,e NV 89511e
- b.e Matthew Bruce FD973 – Simple Cremation, Inc., 1016 N. Rock Blvd., Suite 102, Sparks,e NV 89431e

MOTION: LORRETTA GUAZZINI MOVED TO APPROVE THE MANAGING FUNERAL DIRECTOR REQUESTS FOR MATTHEW BRUCE FD973 – SIMPLE CREMATION, INC., 7111 S. VIRGINIA STREET, SUITE A17, RENO, NV 89511 AND SIMPLE CREMATION, INC., 1016 N. ROCK BLVD., SUITE 102, SPARKS, NV 89431. BART BURTON SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.

5. Discussion, recommendation, and possible action regarding crematory license applications (For possible action)

a.e Vegas Valley Cremation, LLC, 4535 Statz Street, Unit A, N. Las Vegas, NV 89081e

MOTION: GERALD HITCHCOCK MOVED TO APPROVE THE CREMATORY LICENSE APPLICATION FOR VEGAS VALLEY CREMATION, LLC, 4535 STATZ STREET, UNIT A, N. LAS VEGAS, NV 89081. LORRETTA GUAZZINI SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.

6. Discussion, recommendation, and possible action regarding continuing education approval requests (For possible action)

a.e Nicole Harvey, Esq. – Dispute Resolution & Collections; requesting one (1) CEUe

Jennifer Kandt stated that this request came before the Board at the last Board meeting and there was additional information that was requested. Ms. Harvey provided the Board with more details of the course content.

MOTION: GERALD HITCHCOCK MOVED TO APPROVE ONE (1) CEU FOR THE CONTINUING EDUCATION REQUEST FOR NICOLE HARVEY, ESQ. – DISPUTE RESOLUTION & COLLECTIONS. DR. RANDY SHARP SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.

7. Discussion, recommendation, and possible action regarding relocation of Mountain View Crematory equipment on existing site (For possible action)

Jennifer Kandt stated that Mountain View would like to move the crematory equipment to a different location on the same site. She stated that The City of Reno provided information regarding the request and that they believe moving the equipment brings the crematory closer to compliance with the intent of the statute. The request was approved by the planning division and now it is a question of whether the grandfathered status remains even though they are moving the location. Jennifer referenced the 2013 legislative change which states that crematories cannot be within 1500 feet of any parcel zoned residential, but allowed for existing crematories to be grandfathered in. She said the city considers this the same site even though it is a different address. It is basically moving the equipment from where the cemetery is located up on the hill to down below where the funeral home actually sits. Ms. Kandt stated that she did have extensive conversations with the Attorney General's office about this situation and it did appear that they think that the Board would be within its purview to go ahead and approve it as keeping it within their grandfathered status.

Dr. Randy stated that the planning manager on the second page stated that the Board should consider this the relocation to be closer to the State and local laws.

Gerald Hitchcock stated that the Planning Commission unanimously approved the relocation in the letter. Mr. Hitchcock asked Mr. Noell, managing funeral director for Mountain View Mortuary if they have gone ahead with the projected project.

Paul Noell, managing funeral director for Mountain View Mortuary stated that they are in the planning stages at this point. They did get the special use permit from the City to allow them to utilize the multiuse zoning. They have also issued architectural plans to the City for the mortuary for the design where the machines are going to go in, but they are waiting to see what the Board will approve.

Lorretta Guazzini asked Mr. Noell if the crematory is going to be down where the funeral home is currently.

Paul Noell stated correct, just right at the bottom of the hill before heading up to the cemetery.

Adam Garcia asked if it has already gone through the review processes if they can move forward after the Board approves the location change.

Jennifer Kandt stated the law states that the Board is not allowed to issue the permit if they are within 1500 feet of a residential zoning area, and this would be within the 1500 feet. The question is can the Board consider them still grandfathered in by moving the site. If the Board decides yes, they can, then they are going to go ahead and move the location. If not, they are going to stay where they are.

Brian Rebman asked if the location, where it is sitting now, is within 1500 feet of a residential zoning or is it shifting to a different 1500 feet.

Jennifer Kandt stated that the letter includes a map that was included in the Board packet which shows how the City has zoned out the site. She stated that they are currently within 1500 feet of a residential parcel. The City Planning Commission informed Ms. Kandt that there is only one other parcel in the entire city where a crematory could be erected based on the 1500-foot zoning rule. It is possible that any future crematories would have to go outside the City.

Brian Rebman asked if there were any opposition by any of the residents.

Paul Noell stated that there was only one call into the meeting, but the resident seemed to be misled about the way it was presented and the comment seemed more about all of the funeral homes in town being owned by one entity.

Dr. Randy Sharp asked if the move would allow the crematory to expand in the future if needed.

Paul Noell stated that it would. The facility at the bottom of the hill is approximately 30,000 square feet and it would allow them to expand or bring additional equipment in if the community required that.

Jennifer Kandt stated from the legislative history that was provided to the Board, the minutes from those meetings specifically address that the grandfather clause would allow existing location to expand.

MOTION: BART BURTON MOVED TO APPROVE RELOCATION OF MOUNTAIN VIEW CREMATORY EQUIPMENT ON EXISTING SITE AND KEEP THEIR GRANDFATHERED STATUS. GERALD HITCHCOCK SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.

8. Discussion, recommendation, and possible action regarding legislative updates and delegation of legislative authority (For possible action)

Jennifer Kandt stated that there is a Bill that deals specifically with the Funeral Board this session as a result of discussions she had when sitting before the Sunset Sub-Committee asking about what issues the Board has legislatively. One of the items related to the 60 semester or 90 quarter hours that is required versus graduating from mortuary science school. Someone could theoretically graduate from mortuary science program and request licensure with the State of Nevada, and not qualify. She said she has had to have several people take additional credits of non-mortuary science coursework to qualify even though they graduated. She also referenced changing the requirement for practicing the immediately preceding two years as it has been a problem for people coming out of retirement to help with the pandemic. A change to require two of 5 years may be helpful in that regards for reciprocating a license. Ms. Kandt also detailed a transportation section and some issues with how that would work so she informed the Board that part of the bill was removed and that she hoped they could work toward changes in the future. She said the bill also allows mortuary science students in the preparation rooms which should benefit a mortuary science program if one does open in Southern Nevada.

Ms. Kandt briefly detailed several other general bills which may have an impact if passed.

Ms. Kandt stated all Boards received a letter reminding them that Board members can only testify on behalf of the Board if they have been appointed by the Board as a representative so the Board should consider appointing someone just in case it is needed.

Dr. Randy Sharp asked how much the embalming profession actually changes in the course of five years.

Bart Burton stated that embalming does not change all that much, and the same practices have been around for quite some time.

Dewey Ellis, managing funeral director for Serenity Funeral Home in Las Vegas, stated that he had to do a 1-year apprenticeship here because he had only been licensed in Illinois for 3 years before coming here.

Jennifer Kandt stated that Mr. Ellis' case would still be the same because the requirement to be licensed in another state for at least five years would still apply. It would not have affected Mr. Ellis.

Jennifer Kandt stated that a motion would be required to appoint a legislative representative to represent the Board in any legislative matters during the remainder of the legislative session.

Gerald Hitchcock asked if a legislative representative was necessary since the legislative session was almost over and there would not be anything.

Jennifer Kandt stated if something were to come up like an emergency.

MOTION: GERALD HITCHCOCK MOVED TO APPOINT BART BURTON TO REPRESENT THE BOARD AT THE LEGISLATURE, AS NECESSARY. DR. RANDY SHARP SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.

9. Financial Reports
a.e Regulatory Fee Collectione
b.e Financial Reportse

Jennifer Kandt presented the regulatory fee report noting substantial increases in revenue for specific months. She stated that Marie continues to do letters to funeral homes that may be late in their reporting.

Ms. Kandt reported that on the budget to actuals report, the printing and copying numbers are so high as Xerox stopped charging the Board when the pandemic started and then charged the Board all at once so some charges that should have gone to last fiscal year, ended up all in this fiscal year.

10. Overview of current complaint status

Jennifer Kandt reviewed the current complaint status and indicated that there had been a recent increase in complaints.

11. Report from Executive Director, Jennifer Kandt

Jennifer Kandt stated that all Board employees have been vaccinated and that they will be back to a normal work environment and that Wayne will be doing in-person inspections again.

Ms. Kandt stated that she has had multiple meetings with the State disaster individuals' meetings regarding refrigeration concerns and cremation capacity. She said she was told that refrigeration units that the Coroner's office has released in Clark County are going to be removed in June.

Ms. Kandt attended the annual board of directors meeting for The Conference in February which was held virtually. She was elected Vice President at that meeting and Lauren Thomas from the Conference is present at our meeting today.

Ms. Kandt stated that she has had multiple meetings with Vital Records and the Medical Board regarding death certificate issues and doctors not signing timely. The Medical Board has stepped up in getting involved where the doctors are not signing, so if anyone is having any issues with the doctors not signing the death certificate, please reach out to the Medical Board, there is an online way to report that, and they reach out to the doctor immediately. She said that they are still dealing with funeral homes not imputing decedents into EDRS within 24 hours of receiving the body. Sometimes funeral homes say its because they know that they are going to be transferred out and if its is going to get transferred out in a couple days then it is just creating more work. Ms. Kandt stated that is understandable, but they did just enact a regulation and it states that funeral homes are required to enter basic data into EDRS within 24 hours of receiving the body. Ms. Kandt stated that she has had two meetings with the Vital Check representatives. It looks like there is only part of the State that uses that system, Clark County and Southern Nevada Health District has their own online system.

Ms. Kandt attended a meeting for Southern Nevada Veterans Memorial Cemetery Advisory Committee and Zoom meetings with the City of Reno regarding zoning issues.

Ms. Kandt stated that attached are licenses that have been approved by the Executive Director since the last Board meeting.

Ms. Kandt stated that we have had a big uptick in people contacting the office to inquire about opening a crematory or funeral home due to the pandemic.

Loretta Guazinni stated that sometimes they do not have the information needed, especially when just getting a face sheet from the Sheriff's office. She said that she has put things into the computer and the social security number was wrong, the registrar signed it before she was able to look at it again and then she had to do an affidavit of correction. She said that she will have to call often on the affidavits of correction because they can take one to two months to process. She said that they have to enter the data within 24 hours, but then vital records takes months to correct it if it's wrong, and they have to pay for it.

Gerald Hitchcock commented on problems with families giving him the wrong social security number. He said that once the doctor has signed the death certificate, the social security number cannot be changed except by the doctor, so it has to be rejected back. Mr. Hitchcock stated that he thought it needs to be looked at to have the social security number removed from the medical record portion of the death certificate which would eliminate some of that problem that Loretta just spoke about.

Jennifer Kandt stated that she was told by Vital Records that the doctor is basically the one who would have to sign again if there was a change to the social. Ms. Kandt stated that she was also told by Vital Records that they are taking about four to six weeks to process those affidavits of corrections. She thinks there are improvements which could be made, and she will continue to have meetings with everyone involved to improve processes.

Paul Noell representing Mountain View Mortuary, stated that on the 24 hour turnaround with entering into EDRS, the time frame is really slim, and it seems that they are dictating that the funeral homes need to have someone available 24 hours a day 7 days a week to get them in immediately. That is one of his concerns on that timeframe for entering into EDRS.

Jennifer Kandt stated that it is newly enacted regulation to enter the case into EDRS within 24 hours. She said that there have been instances where families weren't sure which funeral home picked up and because the death didn't get entered for several days, families weren't able to find their loved ones.

Dewey Ellis, managing funeral director representing Serenity Funeral Home stated that in Clark County they enter the information within 24 hours, and it can all be changed prior to it being registered. As far as the doctors' signatures, Ernesto is doing a great job, he has been in contact with him numerous times for what he calls tapping doctors on the shoulder. He does a great job.

12. Board member comments

Dr. Randy Sharp thanked everyone for stepping in and attending the Zoom meetings because he knows it's a little more difficult to attend in person, drive or fly, but it seems to him that the attendance has had an uptick with people from the industry and the public attending as well.

Henna Rasul, Senior Deputy Attorney General stated that boards are asking her what would be required, effective June 1, 2021, to comply with Open Meeting Law for locations. Ms. Rasul stated that you would only need a physical location if the public wanted to attend but everyone else can attend via Zoom if they would like.

Dr. Randy Sharp stated that he believes that the Zoom meetings seem to work better as more people are able to attend.

Henna Rasul stated that there is another amendment to open meeting law that would allow Boards to have zoom meetings without a physical location.

Lorretta Guazzini stated that she personally loves the Zoom meetings because then she does not have to travel, and it works out great.

Brian Rebman asked about the advantages of being in person for hearings or matters with more robust discussions.

Jennifer Kandt stated that the consent decrees would probably be just as easy to do on Zoom. Having a hearing would be a little more difficult.

Henna Rasul stated that hearings are more tricky via zoom but can be done.

Jennifer Kandt stated that if the Board were to have a hearing, we would meet in person otherwise consent decrees and regular business we would do via Zoom.

Dr Randy Sharp asked if the Board members were good with Zoom meetings.

Gerald Hitchcock stated that he likes it.

Chris Naylor stated that it works.

Adam Garcia stated that he is okay either way.

13.e Discussion regarding future agenda items and future meeting dates

Wednesday, August 4, 2021 at 10:00 am

Wednesday, November 17, 2021 at 10:00 am

14.e Public comments

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)

Dewey Ellis, managing funeral director for Serenity Funeral Home asked if he could readdress Agenda Item number 5 or contact the Board office after the meeting.

Jennifer Kandt stated that he could contact her after the meeting.

There were no other public comments.

15.e Adjournment

The meeting was adjourned at 11:02 a.m.



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AGENDA ITEM 4: Hearing to Determine if HITES FUNERAL HOME AND CREMATORY, EST51, CRE104 AND CRE17 Violated Terms of Consent Decree dated February 5, 2020

Attachments:

Exhibit "A" – Consent Decree

Exhibit "B" – Notice of Hearing

Exhibit "C" – Notice of Hearing Change of Location

Exhibit "D" – Inspection Report and Photos Dated 7/20/2021

Exhibit "E" – Inspection Report and Photos Dated 7/22/2021



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EXHIBIT "A"

CONSENT DECREE

1 **BEFORE THE STATE OF NEVADA**
2 **FUNERAL AND CEMETERY SERVICES BOARD**

3 **IN THE MATTER OF:**

4 **HITES FUNERAL HOME AND**
5 **CREMATORY,**
6 **Establishment Permit EST51,**
7 **Crematory Permits CRE104 and CRE17,**
8
9 **Respondent.**

Case Nos. FB19-07 and FB19-10

8 **CONSENT DECREE**

9 The State of Nevada Board of Funeral and Cemetery Services ("BOARD") having
10 jurisdiction over HITES FUNERAL HOME AND CREMATORY ("HITES"), Funeral
11 Establishment Permit No. EST51, Crematory Permits CRE104 and CRE17; pursuant to
12 NRS 642.5175; complaint against said license and permit holders having received alleging
13 violations of the Nevada statutes and regulations controlling the practice of operating
14 funeral establishments and operating crematories; and the parties being mutually desirous
15 of settling the controversy between them relative to the pending complaint;

16 **IT IS HEREBY STIPULATED AND AGREED** between the undersigned parties that
17 this matter shall be settled and resolved upon the following terms:

18 **VOLUNTARY WAIVER OF RIGHTS**

19 HITES is aware of, understands, and has been advised of the effect of this Consent
20 Decree, which has been carefully read and fully acknowledged. HITES has had the
21 opportunity to consult with competent counsel of its choice.

22 HITES has freely and voluntarily entered into this Consent Decree, and is aware of
23 its rights to contest the pending charges. These rights include representation by an
24 attorney at its own expense, the right to file an answer in response to a formal complaint,
25 the right to a public hearing on any charges or allegations formally filed, the right to
26 confront and cross-examine witnesses called to testify against it, the right to present
27 evidence on its own behalf, the right to testify on its own behalf, the right to receive written
28 findings of fact and conclusions of law supporting the decision on the merits of the

1 complaint, and the right to obtain judicial review of the decision. All of these rights are
2 being voluntarily waived by HITES in exchange for the BOARD'S acceptance of this
3 Consent Decree.

4 If the Consent Decree is not accepted by the BOARD, no member of the BOARD will
5 be disqualified from further hearing of this matter, by reason of his or her consideration of
6 the Consent Decree. HITES hereby waive any claim of bias or prejudice based upon said
7 consideration by any member of the BOARD in any subsequent disciplinary hearing
8 conducted by the BOARD.

9 JURISDICTION

10 HITES acknowledges that the BOARD has jurisdiction over it and the conduct
11 alleged in the Complaint. HITES acknowledges that the BOARD has the legal power and
12 authority to take disciplinary action, including, but not limited to, the revocation of permits
13 to operate funeral establishments in Nevada.

14 HITES acknowledges that the BOARD will retain jurisdiction over this matter until
15 all terms and conditions set forth in this Consent Decree have been met to the satisfaction
16 of the BOARD.

17 PUBLICATION OF CONSENT DECREE

18 HITES acknowledges that at the time this Consent Decree becomes effective, it also
19 becomes a public document and will be reported to the State of Nevada, Legislative Council
20 Bureau, Disciplinary Action Reporting System; and such other national databases as
21 required by law. It is also understood that any meeting during which the BOARD considers
22 and accepts or rejects this Consent Decree is open to the public and that the minutes of the
23 BOARD meeting are a public document, available for inspection by any person so
24 requesting.

25 INDEMNIFICATION

26 HITES, for itself, its heirs, executors, administrators, successors and assigns, hereby
27 indemnify and hold harmless the State of Nevada, the BOARD, the Nevada Attorney
28 General's Office and each of its members, agents and employees in their individual and

1 representative capacities against any and all claims, suits, demands, actions, debts,
2 damages, costs, charges, and expenses, including court costs and attorney's fees against
3 any persons entities as well as all liability, losses, and damages of any nature whatsoever
4 that the persons and entities named in this paragraph shall have or may at any time
5 sustain or suffer by reason of this investigation, this disciplinary action, this settlement or
6 its administration.

7 STIPULATED FACTS AND CONCLUSIONS OF LAW

8 HITES understands the nature of the allegations under consideration by the
9 BOARD. They acknowledge that the conduct alleged in the Complaint, if proven,
10 constitutes violations of the Nevada Board of Funeral and Cemetery Services Practice Act
11 (NRS and NAC 642) and NRS Chapter 451. It further recognizes that if this matter were
12 to be taken to a disciplinary hearing before the BOARD, there is a substantial likelihood
13 that the following allegations could be proven as true, and that as a result they would be
14 subject to disciplinary action by the BOARD. As such, HITES does not contest the following
15 allegations:

16 1. HITES held valid permits to operate a funeral establishment and crematory
17 located at 438 West Sunset Boulevard, Henderson, Nevada 89011 and a second crematory
18 located at 1961 Whitney Mesa Drive, Henderson, Nevada 89014 on the date of the alleged
19 violations, and continues to hold a valid establishment permit and crematory permits
20 through the present day.

21 2. The BOARD initiated a complaint on or about July 30, 2019, alleging Clarka
22 County Social Services removed HITES from its social services contract because there were
23 too many bodies being stored at the establishment for extended periods of time thereby
24 raising concerns about how it was caring for the bodies.

25 a.a It is alleged that Davis Funeral Home is currently in possession of a
26 many social services bodies received from HITES and there is information indicating that
27 deceased individuals were stored at HITES for months (and in several other cases, over a
28 year) without transferring or initiating permits or finalizing disposition.

1 3. The second complaint was initiated as a result of an inspection performed by
2 the BOARD inspector.

3 a. It is alleged that the BOARD inspector noticed many discrepancies on
4 the funeral establishment's records with the spelling of names of decedents and dates of
5 death.

6 b. The inspection report noted the following:

7 i.t Bodies that had been in the care of the funeral home for extended
8 periods of time;

9 ii. The location was not being maintained in a sanitary and
10 professional manner including having bodily fluids seeping onto shelves and soaking
11 sheeting without properly being cleaned.

12 4. NRS 642.5174(1) states that unprofessional conduct includes
13 misrepresentation or fraud in the operation of a funeral establishment, direct cremation
14 facility, cemetery or crematory, or the practice of a funeral director or funeral arranger.

15 5.t NRS 642.5174(11) states that unprofessional conduct includes violation of any
16 provision of this chapter, any regulation adopted thereto or any order of the Board.

17 6. NRS 642.5174(12) states that unprofessional conduct includes violation of any
18 state law or municipal or county ordinance affecting the handling, custody, care or
19 transportation of dead human bodies, including, without limitation, chapters 440, 451 and
20 452 of NRS.

21 7. NRS 642.5174(15) states that unprofessional conduct includes taking undue
22 advantage of the patrons of a funeral establishment or direct cremation facility, or being
23 guilty of fraud or misrepresentation in the sale of merchandise to those patrons.

24 8.t NRS 642.5174(18) states that unprofessional conduct includes unethical
25 practices contrary to the public interest as determined by the Board.

26 9.t NRS 440.450 states that the funeral director or person acting as undertaker
27 is responsible for obtaining and filing the certificate of death with the local health officer,

28 ///

1 or his or her deputy, in the registration district in which the death occurred, and for
2 securing a burial or removal permit prior to any disposition of the body.

3 10.a NRS 440.490 states that the funeral director or person acting as undertaker
4 shall present the completed certificate of death to the local registrar within seventy-two
5 (72) hours after the occurrence or discovery of the death. If a case is referred to the coroner,
6 he or she shall present a completed certificate to the local registrar upon disposition of the
7 investigation.

8 11.a NRS 451.020 states that every dead body lying within this state shall be
9 decently buried or cremated with a reasonable time after death.

10 12.a NRS 451.675(1)(a) and (b) states that if the operator of a crematory cannot
11 cremate human remains immediately after receiving them, the operator shall place them
12 in a holding facility within or adjacent to the crematory which preserves the dignity of the
13 remains and protects for the health and safety of employees of the operator.

14 13.a NAC 451.070(1) and (2) states that the operator of a crematory, funeral
15 establishment or direct cremation facility shall ensure that any human remains awaiting
16 cremation are properly identified at all times and the identity of the human remains is
17 maintained throughout the entire cremation process.

18 14.a NAC 642.158(6) states that the premises of any location where human
19 remains are stored must be maintained in a sanitary and professional manner.

20 15.a That pursuant to Nevada Revised Statute (NRS) 642.5175:
21 The following acts are grounds for which the Board may take
22 disciplinary action against a person who holds a license, permit,
23 or certificate issued by the Board pursuant to this chapter or
24 chapter 451 or chapter 452 of NRS, or may refuse to issue such a
25 license, permit, or certificate to an applicant therefor:
26 1)aConviction of a crime involving moral turpitude.
27 2)aUnprofessional conduct.
28 3)aFalse or misleading advertising.
4)aConviction of a felony relating to the practice of funeral
directors or funeral arrangers.
5)aConviction of a misdemeanor that is related directly to the
business of a funeral establishment, direct cremation facility,
cemetery, or crematory.

1 16.e That pursuant to Nevada Revised Statute (NRS) 642.5176:
2 If the Board determines that a person who holds a license, permit
3 or certificate issued by the Board pursuant to this chapter or
chapter 451 or 452 of NRS has committed any of the acts set forth
in NRS 642.5175 the Board may:

- 4 1) Refuse to renew the license or permit;
5 2) Revoke the license or permit;
6 3) Suspend the license or permit for a definite period or until
further order of the Board;
7 4) Impose a fine of not more than \$5,000 for each act that
constitutes a ground for disciplinary action;
8 5) Place the person on probation for a definite period subject to
any reasonable conditions imposed by the Board;
9 6) Administer a public reprimand; or
7) Impose any combination of disciplinary actions set forth in
paragraphs (a) to (f), inclusive.
10 a) The Board shall not administer a private reprimand.
11 b) An order that imposes discipline and the findings of fact
and conclusions of law supporting that order are public
records.

12 17.e HITES does not contest the allegations in the Complaint, and acknowledges
13 that as a consequence they are subject to discipline pursuant to the above charges and
14 statutory provisions.

15 STIPULATED ADJUDICATION

16 HITES stipulates that pursuant to the authority of NRS 642.5176, the BOARD will
17 impose a suspension of its establishment permit EST51 and crematory permits CRE104
18 and CRE17 for six (6) months. This suspension will be stayed and HITES will be placed
19 on probation for three (3) years. During the term of the probation, HITES agrees to comply
20 with the following conditions:

21 1. Within thirty (30) days of the approval and execution of this Consent Decree,
22 HITES shall pay six hundred eighty-six and 90/100 dollars (\$686.90) in attorney's fees and costs
23 and an administrative fine in the amount of five thousand dollars (\$5,000.00). HITES may
24 contact the BOARD within thirty (30) days and submit a proposal in writing and propose
25 a reasonable request for a monthly payment plan to reimburse the BOARD for
26 administrative fines. Any proposed reasonable payment plan must have the balance paid-
27 in-full within one (1) year of the executed consent decree and must be approved by the
28 BOARD'S Executive Director. Failure to remit payment to the BOARD for the

1 administrative fines shall be viewed as non-compliance by HITES as it pertains to this
2 Consent Decree, with the BOARD engaging in the option to pursue collection of this
3 unreimbursed cost.

4 2.a Upon approval and execution of the consent decree, HITES shall:a

5 a.a Immediately allow the BOARD inspector to physically inspect and loga
6 all bodies currently in the care of HITES;

7 b. Submit a plan for BOARD approval at the same time this Consenta
8 Decree is reviewed by the BOARD. The plan shall include:

9 i. Policies and procedures to be put into place to ensure that bodiesa
10 are cremated or buried within a reasonable time;

11 ii.a Methods for properly tracking all cases in the custody of HFH;a
12 and

13 iii.a A detailed timeline addressing all cleanliness, sanitation anda
14 organizational issues to ensure the location is operating in a sanitary and professional
15 manner;

16 c.a Submit a report on the last day of each month during the probationarya
17 period which shall include the following:

18 i. A list of all decedents under its care who have not received burialsa
19 or cremation within forty-five (45) days of death;

20 ii.a If there is a delay in disposition, an explanation for the delay anda
21 efforts made to ensure timely cremation or burial.

22 d.a Submit to monthly inspections for the first six (6) months of probationa
23 and every six (6) months for the remainder of the probationary period; and

24 e.a Enter at least the minimum available decedent information into thea
25 Electronic Death Registry System ("EDRS") within twenty-four (24) hours of taking custody
26 of the remains of a decedent once the plan described in paragraph 2(b) is approved by the
27 BOARD.

28 ///

3. HITES shall obey all federal, state and local laws, and orders of the BOARD, which are not inconsistent with this Consent Decree, pertaining to the operation of a funeral establishment and crematory in this State. Any and all violations shall be reported by HITES to the BOARD in writing within seventy-two (72) hours.

4.e HITES agrees that it will be financially responsible for all requirements of this Consent Decree and any reasonable financial assessments by the Board for the Cost of monitoring its compliance or carrying out the provisions of this Consent Decree.

5.e After three (3) years from the approval and execution of the Consent Decree, HITES shall submit a written request to the BOARD for termination of the probation. HITES' representative understands that prior to terminating the probation it must prove to the BOARD's satisfaction that it has complied with all the terms and conditions of the Consent Decree. The BOARD may request additional information from HITES to determine compliance with the terms of the Consent Decree and may require that its representative meet with the Executive Director and BOARD counsel for further evaluation of its compliance with the Consent Decree. If the BOARD does not request additional information or initiate any further investigation, the probation shall be automatically terminated.

6.e The BOARD reserves the right to reinstate legal action against HITES upon violation of this Consent Decree, and should HITES violate any term in this Consent Decree, the Consent Decree shall automatically terminate, and its establishment permit and crematory permits shall be suspended for six (6) months effective immediately.

VIOLATION OF TERMS OF CONSENT DECREE

HITES understands that the BOARD may, upon thirty (30) days' notice to HITES, convene a hearing for the limited purpose of establishing that it violated the terms of this Consent Decree. If such a hearing results in a finding of a violation of this Consent Decree, the BOARD may impose any penalty upon HITES authorized by NRS 642.5176.

HITES agrees to waive its rights to appeal the substantive legal basis of the original disciplinary action, which is the basis for this Consent Decree. In the event an alleged

1 violation of the Consent Decree is taken to hearing and the facts that constitute the
2 violation are determined to be not proven, no disciplinary action shall be taken by the
3 BOARD.

4 **ACCEPTANCE BY THE BOARD**

5 This Consent Decree will be presented and accepted by the BOARD with a
6 recommendation for approval from the Attorney General's Office at its next meeting.

7 **COMPLETE CONSENT DECREE**

8 This Consent Decree embodies the entire agreement between the BOARD and
9 HITES. It may not be altered, amended, or modified without the express written consent
10 of the parties.

11 DATED this 10th day of January 2020, 2020.

12
13 By: 

JAMES A. LEE, President
Hites Enterprises, Inc.
Hites Funeral Home and Crematory
Funeral Establishment Permit No. EST51
Crematory Permit Nos. CRE104 and CRE17
Respondent

14
15
16
17 The foregoing Consent Decree between HITES ENTERPRISES, INC. dba HITES
18 FUNERAL HOME AND CREMATORY and the STATE OF NEVADA FUNERAL AND
19 CEMETERY SERVICES BOARD in Case Nos. FB10-07 and FB19-10 is approved as to
20 form and content.

21 DATED this 22 day of JANUARY 20, 2019.

22 AARON D. FORD
23 Attorney General

24 By: 

HENNA RASUL
Senior Deputy Attorney General
Office of the Attorney General
100 North Carson Street
Carson City, Nevada 89701
(775) 684-1234
hrasul@ng.nv.gov

1 ORDER

2 By a majority vote on the 05 day of FEBRUARY, 2020, the State of Nevada Board
3 of Funeral and Cemetery Services approved and adopted the terms and conditions set forth
4 in the attached Consent Decree with HITES ENTERPRISES, INC. dba HITES FUNERAL
5 HOME AND CREMATORY.

6 IT IS HEREBY ORDERED AND MADE EFFECTIVE.

7 DATED this 05 day of FEBRUARY, 2020

8
9 STATE OF NEVADA FUNERAL AND
10 CEMETERY SERVICES BOARD

11
12 By: 

13 DR. RANDY SHARP
14 Board Chairman
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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/>

EXHIBIT "B"

NOTICE OF HEARING

STATE OF NEVADA
FUNERAL AND CEMETERY SERVICES BOARD

DR. RANDY SHARP
Board Chair



3740 Lakeside Drive, Suite 201, Reno, Nevada 89509
Phone (775) 825-5535 * Fax (775) 507-4102
Email: nvfuneralboard@fb.nv.gov
Website: funeral.nv.gov

JENNIFER KANDT
Executive Director

July 21, 2021

VIA PERSONAL SERVICE

James A. Lee, President and Secretary
Hites Enterprises, Inc.
c/o Hites Funeral Home & Crematory
438 W. Sunset Road
Henderson, NV 89011

Eric Jamison Lee, Director and Treasurer
Hites Enterprises, Inc.
c/o Hites Funeral Home & Crematory
438 W. Sunset Road
Henderson, NV 89011

**Re: Open Meeting Law Notice – Funeral Board Case Nos. FB19-07 and FB19-10
Funeral Board Permit Nos. EST51, CRE104, CRE17
Notice of Meeting of the Nevada Funeral and Cemetery Services Board**

Dear Gentlemen:

This letter is to provide you with notice pursuant to NRS 241.033 and NRS 241.034. In connection with Funeral Board Case Nos. FB19-07 and FB19-10, the Board will hold a hearing for the limited purposes of determining that the terms of the consent decree dated February 5, 2020 have been violated.

Specifically, the Board has evidence suggesting that Hites has not entered the minimum available decedent information in the Electronic Death Registry System ("EDRS") within twenty-four (24) hours of taking custody of the remains of a decedent in multiple instances as required by 2e of the Stipulated Adjudication in the above referenced Consent Decree.

Additionally, the Board has evidence suggesting that Hites has not obeyed all federal, state and local laws, and orders of the Board, which are not inconsistent with this Consent Decree pertaining to the operation of a funeral establishment and crematory in this State as required by item 3 of the Stipulated Adjudication in the above referenced Consent Decree. Evidence suggests that the following state laws and regulations were violated:

NAC 451.015 Maintenance of dead body; exceptions. (NRS 451.640, 452.026, 642.063)

1.e Except as otherwise provided in this section and NAC 451.010, the operator of a crematory, a funeral establishment or direct cremation facility shall ensure that each dead body of a human being is embalmed or refrigerated in a self-contained, mechanical refrigeration unit which has been inspected by the Board at a temperature of not more than 42 degrees Fahrenheit within 24 hours after the operator receives the human remains. A temporary rise in temperature above 42 degrees Fahrenheit within the mechanical refrigeration unit caused by the opening of the mechanical refrigeration unit does not constitute a violation of this section, but in no event may the temperature inside the mechanical refrigeration unit exceed 48 degrees Fahrenheit.

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

- (a) Embalming the human remains;
- (b) Transporting the human remains;

(c)eCremating or burying the human remains;e

(d)eWashing, anointing, clothing, praying over, viewing or otherwise accompanying the unembalmed human remains, for a period of time not to exceed 8 consecutive hours, by a person acting according to the directions of the decedent or a person having the right to control the disposition of the human remains of the deceased person; or

(e)eAny other activity approved by the local health officer after evaluating the specific circumstances, the need to protect the public health and the recognition of religious beliefs.

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

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

5.e As used in this section, "identification viewing" means the viewing of human remains for identification purposes, for a period of time not to exceed 1 hour, by a person who is potentially capable of identifying the human remains.

NAC 642.158 Proper care and storage of human remains. (NRS 642.063)

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

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

3.e Human remains, or human remains which have been placed in a minimal container, body bag or casket, must not be placed or stored directly on the floor of any room used to store human remains. For the purposes of this subsection, "floor of any room" includes the floor of a room which is part of a refrigeration unit.

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

5.e Human remains, or human remains which have been placed in a minimal container, body bag or casket, must not be placed on other human remains, or human remains which have been placed in a minimal container, body bag or casket, for the purpose of storage or transportation.

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

NRS 451.675 Holding of remains awaiting cremation.

1.e If the operator of a crematory cannot cremate human remains immediately after receiving them,e the operator shall place them in a holding facility within or adjacent to the crematory which:

(a)ePreserves the dignity of the remains;e

(b)eProtects for the health and safety of employees of the operator; ande

(c)eIs secure from access by anyone other than those employees, except a laborer in the ordinary course of his or her work.

2. If human remains are not embalmed, they may not be held longer than 24 hours unless the holding facility is refrigerated.

3.e An operator need not accept for holding a container from which there is any evidence of leakage of bodily fluids.

(Added to NRS by 1993, 2604)

In order to discuss the violations of the Consent Decree, the Board may need to consider your character, alleged misconduct, professional competence or health at its meeting on Tuesday, August 24, 2021. The meeting will begin at 9:00 am and will be video conferenced between the Legislative Building, 401 South Carson Street, Room 3138, Carson City, Nevada and Grant Sawyer Building, 555 E. Washington Avenue, Room 4412, Las Vegas, Nevada.

James A. Lee, President and Secretary
Eric Jamison Lee, Director and Treasurer
Hites Enterprises, Inc.
c/o Hites Funeral Home & Crematory
July 21, 2021
Page 3

The meeting is a public meeting, and you are welcome to attend, however, your attendance is not required. The Board may go into closed session to consider the following general topics: Funeral Board Case Nos. FB19-07 and FB19-10, violation of terms of the consent decree dated February 5, 2020, criminal history, qualifications and matters properly related thereto. You are welcome to attend the closed session, have an attorney or other representative of your choosing present during the closed meeting, present written evidence, provide testimony, and present witnesses relating to your character, alleged misconduct, professional competence, or physical or mental health.

If the Board determines it necessary after considering your character, alleged misconduct, professional competence, or physical or mental health whether in a closed meeting or open meeting, it may also take administrative action against you at this meeting. This information statement is in lieu of any notice that may be required pursuant to NRS 241.034.

If you should have any questions regarding this matter, please do not hesitate to contact our office.

Best regards,

A handwritten signature in black ink, appearing to be 'JK' followed by a stylized flourish.

Jennifer Kandt
Executive Director

JK/mp

cc: Henna Rasul, Senior Deputy Attorney General

PROOF OF SERVICE

I, Jennifer Kandt, hereby swear or affirm under penalty of perjury, that in accordance with NRS 241.033, I personally served the foregoing Notice of Hearing of the Funeral Board to consider character, alleged misconduct, competence, or health;

☒ By Personal Service as stated below:

1. James A. Lee, President
Hites Enterprises, Inc.
c/o Hites Funeral Home & Crematory
438 W. Sunset Road
Henderson, NV 89011

☒ Delivery was made by handing the document(s) to the party or by leaving the document(s) at the person's usual place of business with someone of suitable age and discretion.

☒ By Personal Service as stated below:

2. Eric Jamison Lee, Director and Treasurer
Hites Enterprises, Inc.
c/o Hites Funeral Home & Crematory
438 W. Sunset Road
Henderson, NV 89011

☐ Delivery was made by handing the document(s) to the party or by leaving the document(s) at the person's usual place of business with someone of suitable age and discretion.

on this 22nd day of July, 2021.



Jennifer Kandt, Executive Director
Nevada Funeral and Cemetery Services Board
3740 Lakeside Drive, Suite 201, Reno, NV 89509

State of Nevada)

) ss:

Washoe County)

Signed and sworn to (or affirmed) before me by Jennifer Kandt on this 26th day of

July, 2021.


Notary Public

Commission Expires 4/4/2022



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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

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

EXHIBIT "C"

NOTICE OF HEARING CHANGE OF LOCATION

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: funeral.nv.gov

DR. RANDY SHARP
Board Chair

JENNIFER KANDT
Executive Director

August 3, 2021

VIA email and CERTIFIED MAIL

jimjulielee@hotmail.com; hitesfuneralhome@gmail.com

James A. Lee, President and Secretary
Hites Enterprises, Inc.
c/o Hites Funeral Home & Crematory
438 W. Sunset Road
Henderson, NV 89011

Eric Jamison Lee, Director and Treasurer
Hites Enterprises, Inc.
c/o Hites Funeral Home & Crematory
438 W. Sunset Road
Henderson, NV 89011

Re: Meeting Location Change

Dear Gentlemen:

This letter is to provide you with notice that the location of the Funeral and Cemetery Services Board meeting scheduled for August 24, 2021 at 9:00 a.m. has changed. You were previously noticed of a location at the legislative buildings. Please note that due to the COVID pandemic, the legislature has suspended use of the building facilities. Accordingly, the meeting will now be held via zoom. Below are the specific details to access the meeting via video or teleconference.

Via Video Conference

Zoom Meetings

at <https://zoom.us/>

Meeting ID: 253 977 5871 // Password: 668556

Via Teleconference:

1-669-900-6833

Meeting ID: 253 977 5871 // Password: 668556

If you should have any questions regarding this matter, please do not hesitate to contact our office.

Best regards,

A handwritten signature in dark ink, appearing to read "JK", is written over a faint, larger signature.

Jennifer Kandt
Executive Director

JK/mp



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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EXHIBIT "D"

INSPECTION REPORT AND PHOTOS DATED 7/20/2021



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/>

Inspection Report

STAFF: Jennifer Kandt

LOCATION: Hites Funeral Home and Crematory, 438 W. Sunset Road, Henderson, NV

DATE/TIME: July 20, 2021

REGARDING: Hites Funeral Home and Crematory Inspection

On July 20, 2021 at approximately 11:00 a.m., I entered Hites Funeral Home and Crematory at 438 W. Sunset Road, Henderson, unannounced and proceeded immediately to the holding facility area of the funeral home. I arrived with the intention of retrieving files and verifying information pertaining to delays in reporting deaths into EDRS.

Upon entry into the holding facility area, I noticed 3 bodies stacked on one gurney (two bodies on the bottom and one strapped on top of the other two). Photo 1 attached.

All coolers appeared to be at or near capacity, so I was only able to partially view the inside of the coolers, however, I did note that on at least one shelf, there were two bodies stacked on top of each other. Photo 2 attached of coolers at capacity and photo 3 of stacking inside cooler.

One of the coolers had been left slightly ajar while no one was attending to the cooler. Temperature reading was almost 60 degrees. Photo 4 of temperature reading attached.

An unembalmed body was on a gurney outside of refrigeration in the hallway near the preparation room. The sheeting over the body was soiled with blood, there were flies landing on the body and an intense odor. The individual had died on July 11, 2021 and an identification viewing was held at Hites Funeral Home on July 15, 2021. It is unclear how long the body was outside of refrigeration, but the body was warm to the touch and staff indicated that the body had been out since at least the night prior. Photos 5 and 6 showing unembalmed body left out.

Combustible items were found resting against the retorts which were both operating. There was also a large container of "Valspar" paint near the retort. This matter was submitted to City of Henderson for inspection by their Fire Marshal. Photos 7 and 8 showing items resting against the retorts.

A baby awaiting cremation was noted in a tray sitting askew on top of another tray. The tray was later moved to rest directly on a shelf, but was still stored near brooms and various cleaning items. Photos 9 and 10 attached showing baby awaiting cremation.

During the visit, I was assisted with obtaining various records as I was trying to ascertain when decedents had arrived at the funeral home and when they had been entered into the EDRS system. The individual took me to the back office of the crematory where she was looking for various records. Those records did not appear to be maintained in a professional manner. Photos 11 and 12 showing disarray of funeral home records.

Pursuant to the terms of the Consent Decree dated February 5, 2020, (and state regulation) the funeral home is required to enter decedent information into EDRS within 24 hours. In an effort to ascertain whether that was being done, a sample of 21 cases were selected from a list of 175 open cases provided by Southern Nevada Health District. An additional 2 cases were selected from submitted complaints pertaining to the aforementioned issue. A spreadsheet of the 23 total cases was compiled to detail date of death, date decedent was received by the funeral home and date the record created. This information had to be obtained from multiple sources and was compiled into one spreadsheet for the Board's ease in viewing the information. Highlighted cases clearly exceeded 24 hours with no apparent reason for delay. The spreadsheet is attached as Document 1.



PHOTO-1

Date Photo Taken July 20, 2021



PHOTO-2

Date Photo Taken July 20, 2021



PHOTO-3

Date Photo Taken July 20, 2021



PHOTO-4



PHOTO-5

Date Photo Taken July 20, 2021



PHOTO-6

Date Photo Taken July 20, 2021

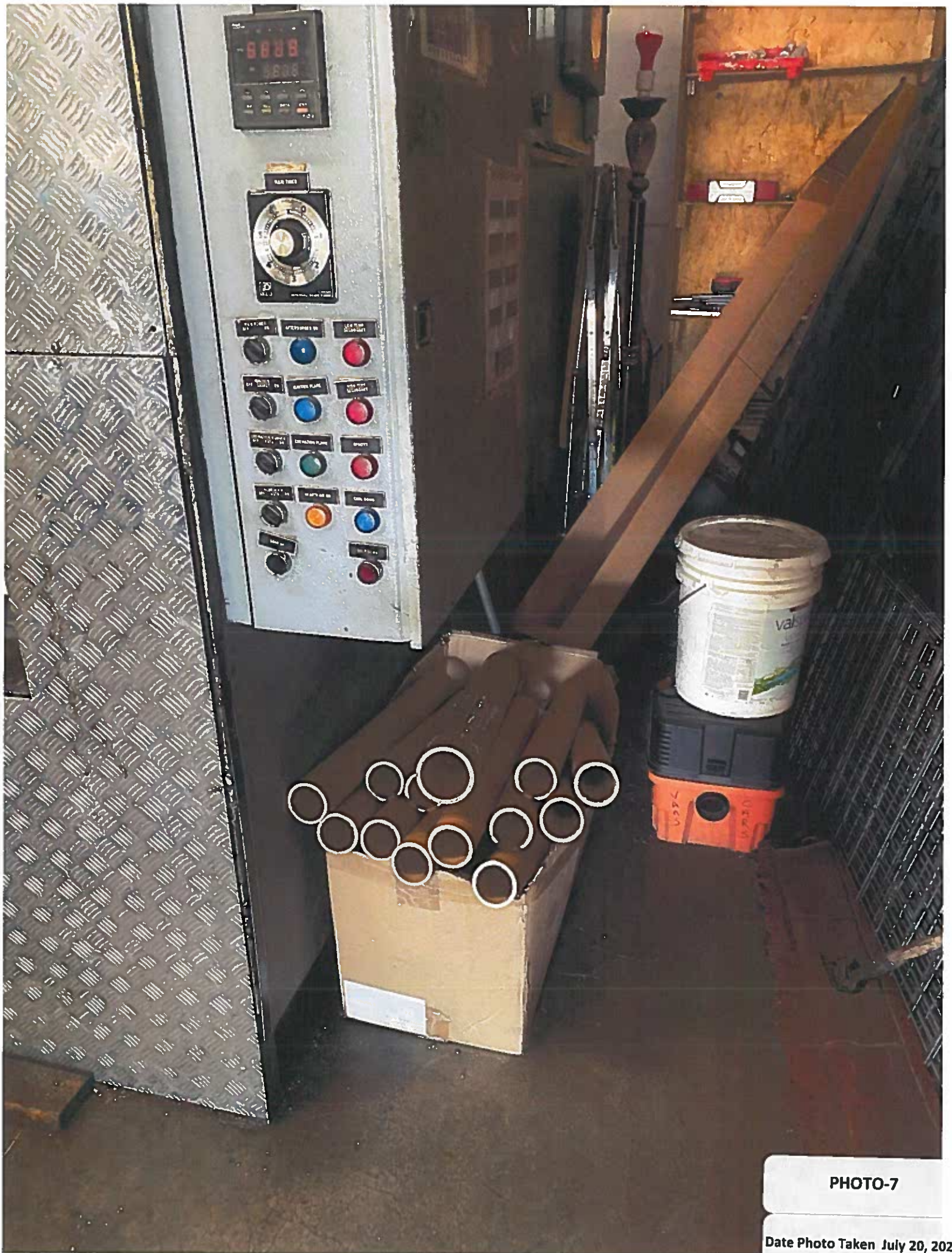


PHOTO-7

Date Photo Taken July 20, 2021



PHOTO-8

Date Photo Taken July 20, 2021

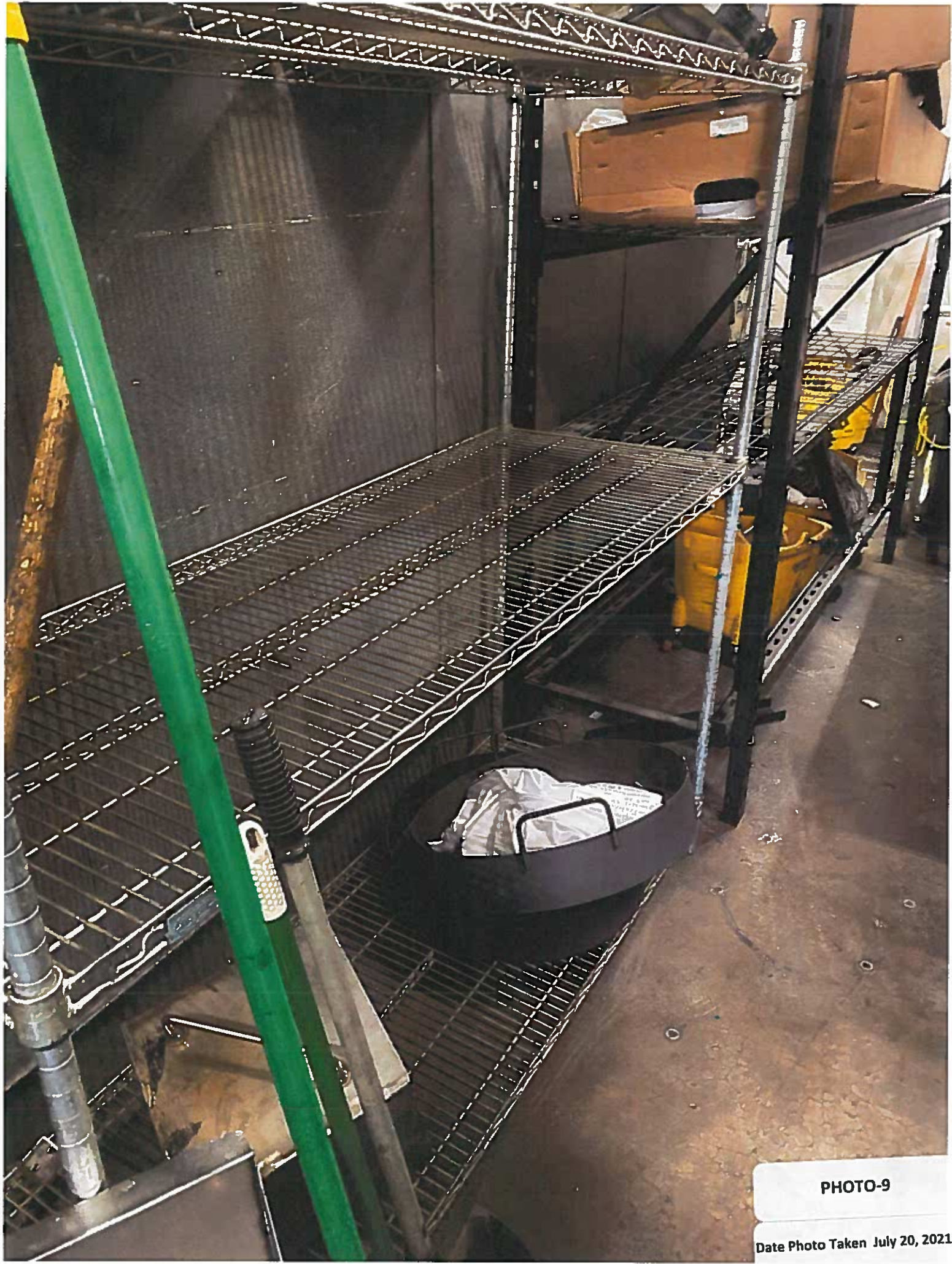


PHOTO-9

Date Photo Taken July 20, 2021

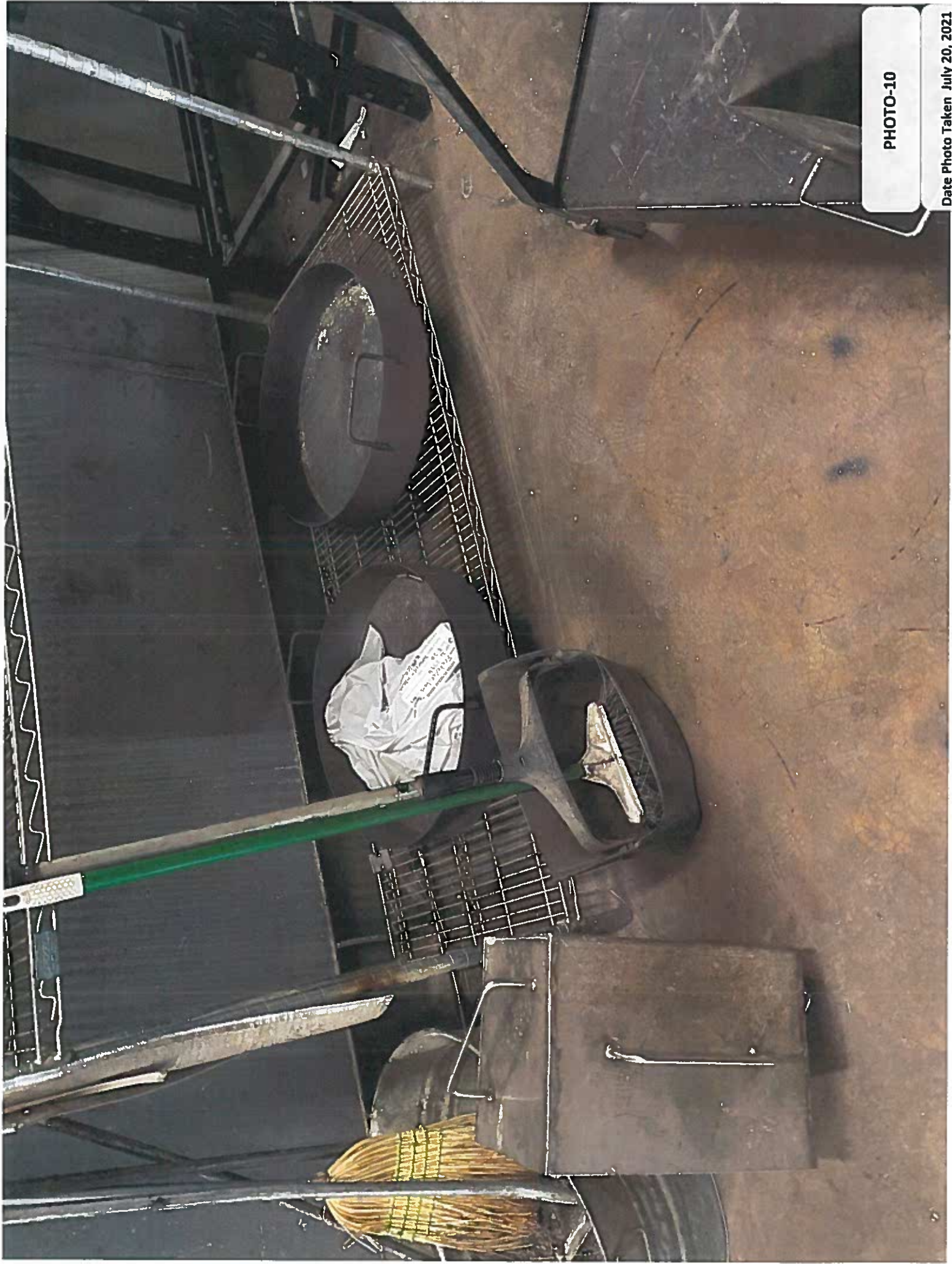


PHOTO-10

Date Photo Taken July 20, 2021



PHOTO-11

Date Photo Taken July 20, 2021



PHOTO-12

Date Photo Taken July 20, 2021

HITES - EDRS

Last 4 digits of File No.	Date of Death	Date Rcvd. By Funeral Home	Date Record Created	NOTE:
4211	5/23/2021	6/4/2021	6/7/2021	
3934	5/27/2021	5/28/2021	6/3/2021	
4089	5/30/2021	5/30/2021	6/6/2021	Information <i>may</i> not have been avail
4214	5/31/2021	6/5/2021	6/7/2021	
5188	6/2/2021	6/2/2021	6/20/2021	Information <i>may</i> not have been avail
4373	6/3/2021	6/8/2021	6/9/2021	
4477	6/3/2021	6/9/2021	6/10/2021	
6516	6/7/2021	6/9/2021	7/6/2021	OK; coroner did not provide info until 7/6
4859	6/9/2021	6/14/2021	6/15/2021	
6915	6/15/2021	7/10/2021	7/10/2021	
5896	6/17/2021	6/26/2021	6/28/2021	
5953	6/23/2021	6/26/2021	6/29/2021	
6244	6/23/2021	6/23/2021	7/2/2021	OK; coroner did not provide info until 7/2
6757	6/23/2021	7/8/2021	7/8/2021	
6973	6/27/2021	7/6/2021	7/11/2021	
6456	6/29/2021	7/5/2021	7/6/2021	
6589	6/29/2021	7/6/2021	7/7/2021	
7216	7/7/2021	7/12/2021	7/13/2021	
7231	7/7/2021	7/13/2021	7/13/2021	
7322	7/7/2021	7/14/2021	7/14/2021	
7376	7/7/2021	7/14/2021	7/14/2021	
N/A	12/25/2020	12/25/2020	1/5/2021	Reviewed as part of complaint
N/A	3/17/2021	3/17/2021	3/25/2021	Reviewed as part of complaint



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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EXHIBIT "E"

INSPECTION REPORT AND PHOTOS DATED 7/22/2021



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/>

Inspection Report

STAFF: Jennifer Kandt

LOCATION: Hites Funeral Home and Crematory, 438 W. Sunset Road, Henderson, NV

DATE/TIME: July 22, 2021

REGARDING: Hites Funeral Home and Crematory Inspection

On July 22, 2021 at approximately 1:00 p.m., I entered Hites Funeral Home and Crematory at 438 W. Sunset Road, Henderson, unannounced to hand deliver a notice of hearing to Eric Lee and Jim Lee.

I was able to enter the crematory directly from the parking lot through an open door and did not encounter a staff member until I entered the area near the preparation room. From the parking lot prior to entering the building, I could see a partially uncovered body. Upon entry, I noted the partially uncovered body appeared to be awaiting cremation. The lid to the box was askew and the decedent's face was exposed. Photo 13 is attached showing the open door which I entered from the parking lot. Photo 14 is attached showing the partially uncovered decedent (face has been blacked out for privacy).

After making my way back to the offices, I handed Eric Lee the notice of hearing, and asked him if the Fire Marshal had been by regarding the items resting against the retorts. He stated that the Fire Marshal had been by that morning and they were told that they could not have any flammable items within 18 inches of the retorts. When exiting the building, I noticed that the items that had been resting against the retorts two days prior were indeed moved, however, they now had a corn/grass broom resting against one of the units. Photo 15 is attached showing the broom resting against the retort.

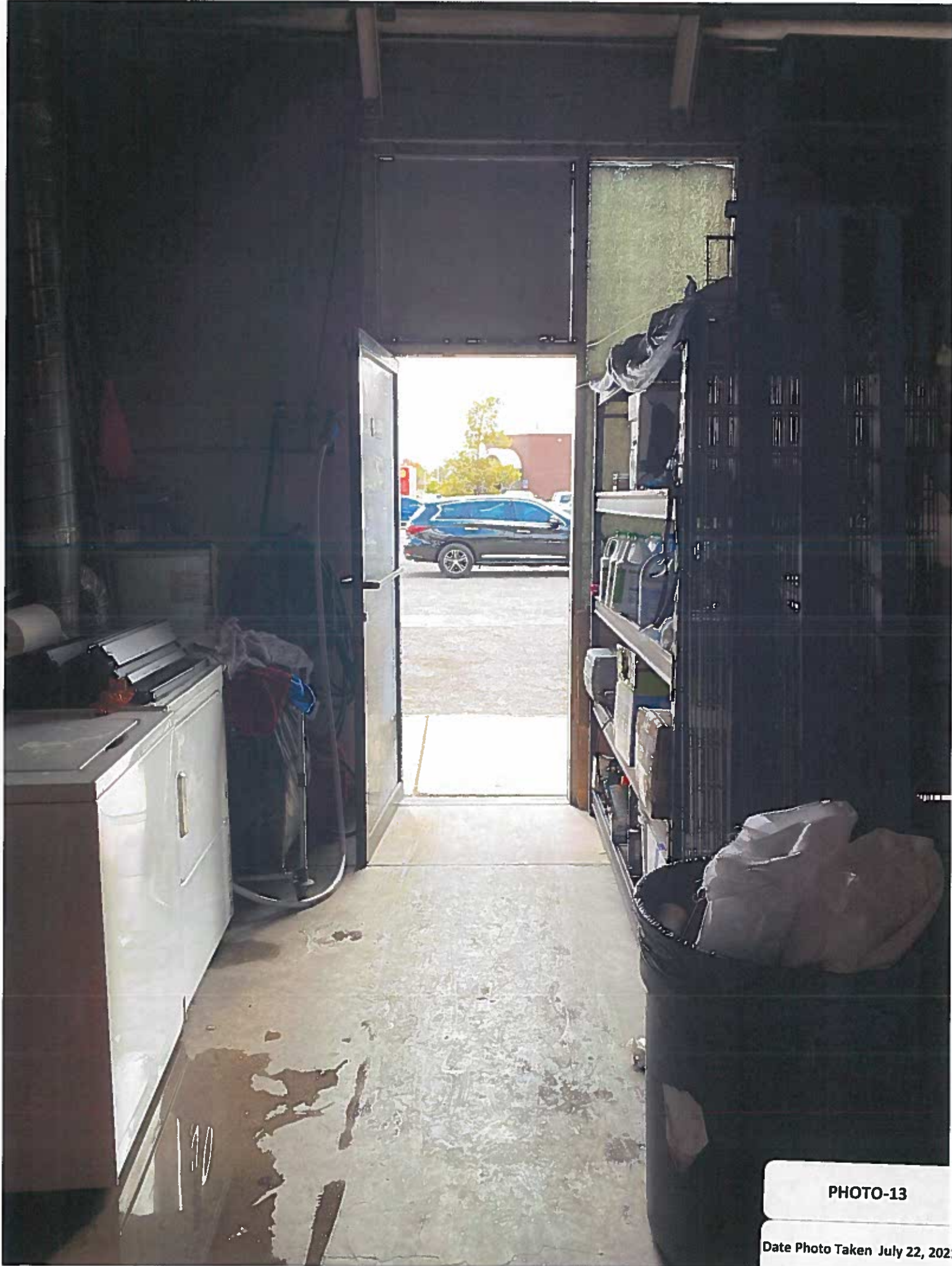


PHOTO-13

Date Photo Taken July 22, 2021



PHOTO-14

Date Photo Taken July 22, 2021

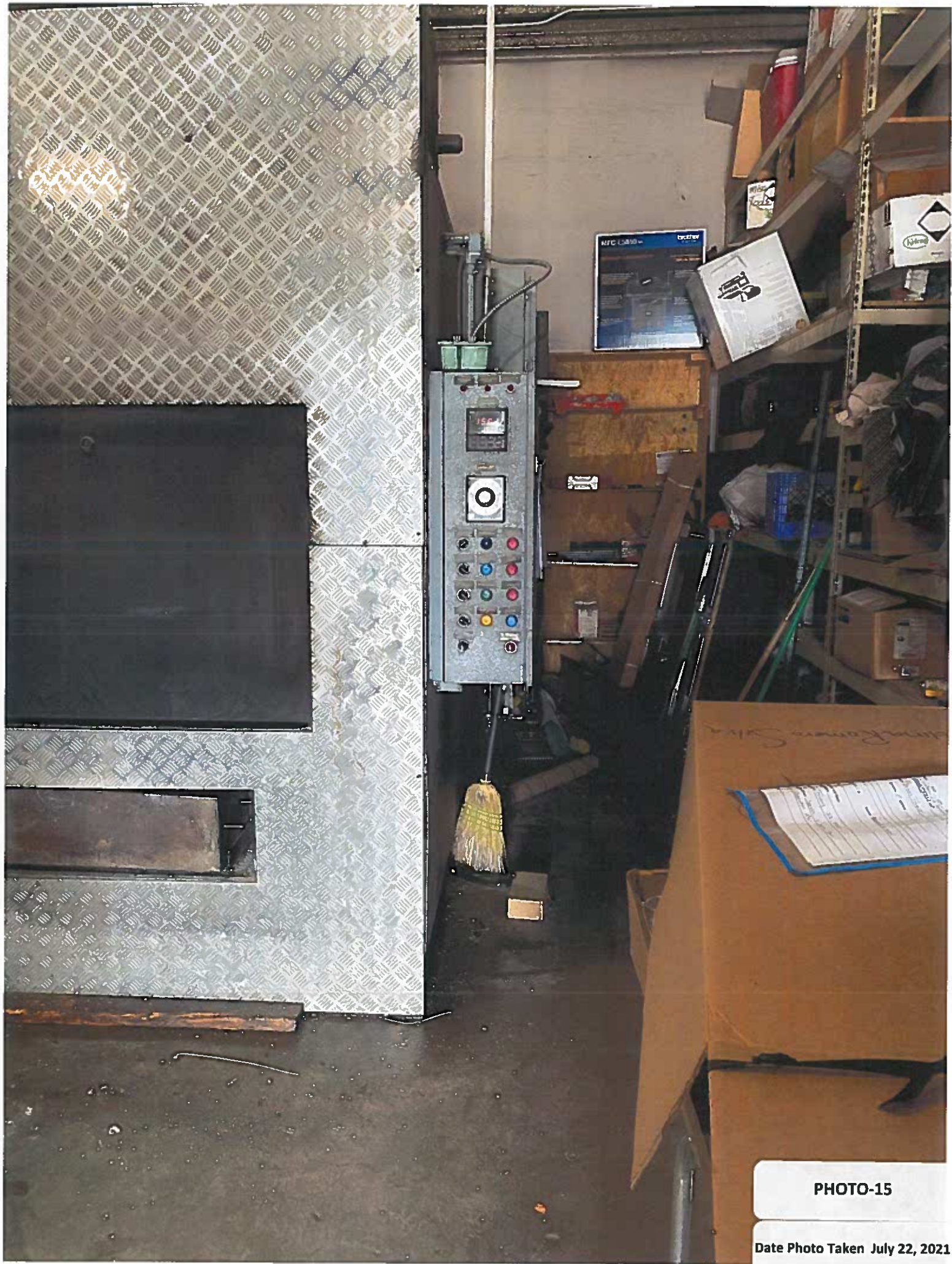


PHOTO-15

Date Photo Taken July 22, 2021



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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

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

AGENDA ITEM 5: Consent Decree for Case Number FB20-09

Attachments:

Attached proposed consent decree under seal and to be opened at the advice of counsel during the meeting.



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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

AGENDA ITEM 6: Consent Decree for Case Numbers FB21-01, FB21-02 and FB21-03

Attachments:

Attached proposed consent decree under seal and to be opened at the advice of counsel during the meeting.



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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

AGENDA ITEM 7: Consent Decree for Case No. FB21-05

Attachments:

Attached proposed consent decree under seal and to be opened at the advice of counsel during the meeting.



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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

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

AGENDA ITEM 8: Consent Decree for Case No. FB21-06

Attachments:

Attached proposed consent decree under seal and to be opened at the advice of counsel during the meeting.



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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

AGENDA ITEM 9: Approval of Funeral Establishment Permit Applications

Attachments:

See attached applications.

- a. Andre's Serenity Family Mortuary and Crematory, 3435 West Cheyenne, Suite 105, North Las Vegas, NV 89032 with Candy Grey FD828 as managing funeral director / Temporary Approval on July 14, 2021
- b. Inspired Life Memorials and Cremations, 311 N. Buffalo Drive, Suite B, Las Vegas, NV 89145 with Toney Jevon Banks FD960 as managing funeral director / Temporary approval on June 29, 2021
- c. La Paloma Funeral Services, LLC, 2551 S. Fort Apache, Las Vegas, NV 89122 with Lori Siuba FD976 as managing funeral director



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/>

Checklist – Funeral Establishment Permit

Applicant Name: Andre's Serenity Family Mortuary and Crematory
Location: 3435 West Cheyenne, Suite 105, North Las Vegas, NV 89032

NRS	Qualification	Yes	No
642.365(2)(a)	Applicant is of good moral character	x	
642.365(2)(b)	At least 18 years of age	x	
642.365(3)	The funeral establishment for which the applicant is requesting the permit is constructed, equipped, and maintained in the manner described in NRS 642.016.	x	
642.365(4)	Application fee	x	

Notes:

All principals passed background investigation.

Inspection was conducted on June 9, 2021 and a temporary was granted on July 14, 2021.
Recommend approval.

RECOMMENDATION OF BOARD MEMBER

APPROVE: ☐

DENY: ☐

Continue pending additional information: ☐

Comments: _____



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/>

Redacted

EST 129
Temp 7/14/21
RECEIVED
MAY 13 2021

Funeral Establishment Permit Application

Eligibility and Information

Any individual or entity wishing to obtain a funeral establishment permit in the State of Nevada must complete this application and submit all required documentation with a \$375.00 application fee. Once the Board receives all required documentation, a background check will be completed for all relevant individuals and the application will be reviewed by the Board during a public meeting.

Required Documents

- ☒ **Completed Application:** Applications are required to be completed in full and must be signed and notarized.
- ☐ **Criminal History Form:** This document must be completed by anyone subject to disclosure requirements if there are any criminal events to report. Form may be found on the Board website or mailed upon request.
- ☒ **Business Entity: List of Principals:** This form must be completed for any corporations, LLC's or partnerships.
- ☒ **Nevada Business License:** Applicants are required to comply with Nevada business licensing requirements and must include a current copy of State of Nevada business license.
- ☒ **Zoning:** A copy of the Zoning Permit issued by the City or County must be attached to this application.
- ☒ **DBA - Fictitious Name Filing:** Applicants are required to comply with NRS 602.010 and must submit a copy of their fictitious name filing.
- ☒ **Fee:** A non-refundable payment in the amount of \$375 must be submitted at time of application. Acceptable forms of payment include, check, money order or credit card and payable to the "Nevada Funeral and Cemetery Services Board."

Applicant Details

Name under which the location will conduct business:

Andres Serenity Family Mortuary and Crematory

Physical address of proposed location:

3435 West Cheyenne Ste 105

City:

North Las Vegas

State:

Nevada

Zip Code:

89032

Phone Number:

702-416-9090

E-mail Address:

lois@clearvisioncdc.com

Owner Information

Owner of Location:

Andre Crockett

Type of Ownership:



Sole Proprietorship



Corporation



Limited Liability Company (LLC)



Partnership

Managing Funeral Director Information

Name of Funeral Director who will manage this location:

Candy Grey Grey mp

FD License #:

828

STATE OF NEVADA FUNERAL AND CEMETERY SERVICES BOARD
Funeral Establishment Permit Application

Page 2 of 5

Location Inspection

Anticipated date location will be ready for inspection:

June 1, 2021

Applicant Preferred Mailing Address

Enter the preferred mailing address of the applicant that the Board should use for routine correspondence and notices, after the permit is issued (e.g. renewal notices).

Mailing Address: (All Board correspondence will be sent to this address.)

3435 West Cheyenne Ste 105

City:

North Las Vegas

State:

Nevada

Zip Code:

89032

Preferred Phone Number:

702-416-9090

Preferred E-mail Address:

hais@clearvisioncdc.com

Applicant Information - Natural Person

Complete this section if applicant is a sole proprietor and not incorporated.

Full Legal Name:

Mailing Address:

City

State:

Zip Code:

Phone Number:

E-mail Address:

Social Security Number:

Date of Birth:

Sex:

☐ Male ☐ Female

Citizenship: ☐ US Citizen ☐ Authorized to Work in the US Place of Birth:

List all prior names used by applicant:

Applicant Information - Limited Liability Company (LLC), Corporation or Partnership

Complete this section if applicant is a Limited Liability Company, Corporation, or Partnership.

Under the laws of which state was the applicant organized?

Nevada

In which state is the applicant currently domiciled?

Nevada

Date applicant was organized (e.g. date articles of incorporation filed):

9/3/2020

Have you attached the List of Principals?

☒

Yes

☐

No

Contact Information Concerning Application

Enter the name and contact information of the person the Board should contact concerning this application.

Name:

Andre Crockett

Address:

3435 West Cheyenne Ste 105

City:

North Las Vegas

State:

Nevada

Zip Code:

89032

Phone Number:

702-416-9090

E-mail Address:

hais@clearvisioncdc.com

Funeral Establishment Permit Application

Legal Information and Criminal History

For the purpose of these next sections, the phrase "person subject to disclosure requirements" should be understood to refer to and include the following persons:

1. If the applicant is a natural person, only the natural person making the application;
2. If the applicant is a corporation, all officers and directors of that corporation;
3. If the applicant is a limited liability company, all managers and members of the limited liability company;
4. If the applicant is a partnership, all partners.

Has any person subject to disclosure requirements had any legal action taken against any professional license held for any reason?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Are there any pending legal actions, complaints, investigations or hearings concerning any person subject to disclosure requirements in process?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has any person subject to disclosure requirements ever had a professional license, certification or registration denied, restricted, suspended, or revoked?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has any person subject to disclosure requirements ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)				
Has any person subject to disclosure requirements ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

General Questions

NRS 642.016 defines a funeral establishment as a place of business conducted at a specific street address or location devoted to the care and preparation for burial or transportation of dead human bodies, consisting of a preparation room equipped with a sanitary floor, necessary drainage and ventilation, having access to necessary instruments and supplies for the preparation and embalming of dead human bodies for burial or transportation and having a display room containing an inventory of funeral caskets. (Partial caskets, photographs or internet displays may fulfill the inventory requirement.) Does this establishment meet this definition? If no, you may not use this form and must contact the Board office for further instructions.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.465, this permit, issued, must be conspicuously displayed in the establishment?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.110, 642.280, and 642.460 all funeral directors, embalmers and apprentice embalmers employed at the establishment must conspicuously display their licenses at the establishment?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.0696, the Board shall collect a \$10 regulatory fee for each written and signed agreement for funeral services in the State?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
In accordance with NRS 642.435, do you understand that an inspection must be conducted prior to issuing and renewing a permit?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Nevada Business License Information

Name on State Business License:

Andros Serenity Family Mortuary and Crematory

Business License #: Certificate

Employer Identification Number:

B20200903105+535

NV 20201837494

Funeral Establishment Permit Application

Other Licensure Information

Does the applicant now hold, or has the applicant ever in the past held a license, permit, or certificate in the State of Nevada or any other state or jurisdiction as a funeral establishment, direct cremation facility, cemetery, or crematory?

☐

Yes

☒

No

If yes, please list all licenses below:

State/Jurisdiction	License Type	License #	Date of Issue

Certification and Signature

All applications shall be signed by the applicant. Signatures shall be as follows:

- 1) If the applicant is a natural person, the application shall be signed by that person.
- 2) If the applicant is a corporation, the application shall be signed by the corporation's president.
- 3) If the applicant is a partnership, the application shall be signed by a partner who has authority to sign on behalf of the partnership.
- 4) If the applicant is a limited liability company, the application shall be signed by a member of the company who has authority to sign on behalf of the company.

I hereby apply for a permit, under the laws and regulations governing funeral and cemetery services and certify that all statements and documents contained herein are true and correct to the best of my knowledge and belief and understand that if any responses on this application are false, fraudulent, misleading, inaccurate or incomplete, the application may be denied. Applicant further understands that if a permit is issued and it is later determined that false or misleading information was provided, the permit may be revoked.

I agree to allow the Nevada Funeral and Cemetery Services Board ("Board") to communicate with any person in connection with this application, and understand that any information submitted, including this application, may be deemed a public record with the exception of any information deemed confidential by statute or regulation.

I authorize any court, law enforcement agency, or licensing authority to release or make available to the Nevada Funeral and Cemetery Services Board any and all information they may have concerning applicant.

I declare that I will comply with all requirements under Nevada Revised Statutes relating to the permit for which I have applied.

I declare that I have authority to sign this application in accordance with the requirements stated.

[Signature]
Signature of Applicant and/or Authorized Agent

05/12/21
Date

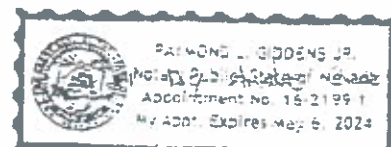
Andre L Crockett
Print Name

Managing Manager
Title

State of Nevada

County of Clark

this instrument was acknowledged before me on



For Board Use Only:

<input checked="" type="checkbox"/> Date Received:	<i>4/13/21</i>	<input type="checkbox"/> Fee Paid:	<i>\$375-</i>	<input type="checkbox"/> Ref. No.:	<i>cc 4683670792</i>
<input checked="" type="checkbox"/> Ex Dir Rev.:		<input type="checkbox"/> Chairman Rev.:	<i>7/14/21</i>	<input type="checkbox"/> Permit/Lic No.:	<i>EST 12812</i>
<input type="checkbox"/> Temp Approval:	<i>7/14/21</i>	<input type="checkbox"/> Permit Mailed:	<i>7/15/21</i>	<input type="checkbox"/> Board Mtg.:	<i>8/24/21</i>
<input type="checkbox"/> Board Approved:		<input type="checkbox"/> Board Denied:		<input type="checkbox"/> Withdrawn:	
<input type="checkbox"/> Formal Approval:		<input type="checkbox"/> Formal Permit Mailed:			



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/>

Business Entity – List of Principals

This form is used in conjunction with various application forms and must be completed if the applicant is a corporation, limited liability company or partnership.

Business Information

Name under which the location will conduct business:

Andres Serenity Family Mortuary and Crematory

Owner:

Andre Crockett

Type of Ownership:

☐ Corporation

☒ Limited Liability Company (LLC)

☐ Partnership

Identification of Principals

Identify below all persons involved in the entity subject to disclosure requirements (e.g. all officers and directors of a corporation, all managers and members of a limited liability company, and all partners of a partnership).

(1) Full Legal Name:

Andre L. Crockett

Title:

Managing Manager

Mailing Address:

2717 Mardi Gras Lane

City:

North Las Vegas

State:

NV

Zip Code:

89030

Phone Number:

702-416-9090

E-mail Address:

laos@clearvisionccdc.com

Social Security Number

Date of Birth:

This person is (check all that are applicable):

☐ Corporate Officer

☒ LLC Member

☐ Partner

☐ Corporate Director

☒ LLC Manager

☐ Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason?

☐

Yes

☒

No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process?

☐

Yes

☒

No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked?

☐

Yes

☒

No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?

☐

Yes

☒

No

(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)

☐

Yes

☒

No

Business Entity – List of Principals

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.



I am not subject to a court order for the support of a child.



I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.



I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (1):



Date:

05/12/21

(2) Full Legal Name:

Title:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

E-mail Address:

Social Security Number:

Date of Birth:

This person is (check all that are applicable):

☐ Corporate Officer☐ LLC Member☐ Partner☐ Corporate Director☐ LLC Manager☐ Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason?



Yes



No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process?



Yes



No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked?



Yes



No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?



Yes



No

(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)



Yes



No

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.



I am not subject to a court order for the support of a child.



I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.



I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (2):

Date:



BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov
www.nvsilverflume.gov

Initial List and State Business License Application - Continued

Officers, Managers, Members, General Partners, Managing Partners or Trustees:

CORPORATION, INDICATE THE MANAGER:

Andre Crockett

Name

USA

Country

2717 Mardi Gras

Address

North Las Vegas

City

NV 89030

State Zip/Postal Code

None of the officers and directors identified in the list of officers has been identified with the fraudulent intent of concealing the identity of any person or persons exercising the power or authority of an officer or director in furtherance of any unlawful conduct.

I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the office of the Secretary of State.

X Andre Crockett

Organizer

09/03/2020

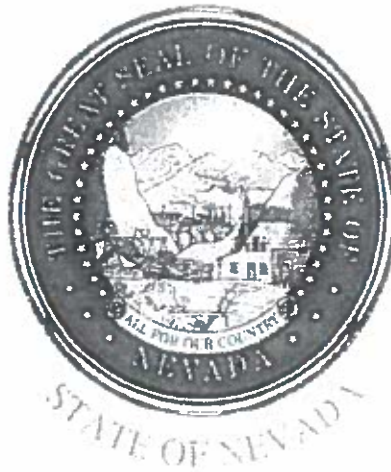
Title

Date

Signature of Officer, Manager, Managing
Member, General Partner, Managing Partner,
Trustee, Member, Owner of Business,
Partner or Authorized Signer FORM WILL BE RETURNED IF

UNSIGNED

SECRETARY OF STATE



NEVADA STATE BUSINESS LICENSE

Andres Serenity Family Mortuary and Crematory LLC

Nevada Business Identification # NV20201884494

Expiration Date: 09/30/2021

In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.

Valid until the expiration date listed unless suspended, revoked or cancelled in accordance with the provisions in Nevada Revised Statutes. License is not transferable and is not in lieu of any local business license, permit or registration.

License must be cancelled on or before its expiration date if business activity ceases. Failure to do so will result in late fees or penalties which, by law, cannot be waived.



Certificate Number: B202009031054835

You may verify this certificate
online at <http://www.nv.gov>

IN WITNESS WHEREOF, I have hereunto set my
hand and affixed the Great Seal of State, at my
office on 09/03/2020.

Barbara K. Cegavske

BARBARA K. CEGAVSKE
Secretary of State

Zoning

must be submitted to the Planning & Zoning Division for review and completion prior to the applicant submitting the form to the Business License Division

COMPLIANCE REVIEW

Applicant/Entity Name: Andres Serenity Family Mortuary and Crematory
 DBA/Name of Proposed Business: _____
 Address of Proposed Business: 3435 W Cheyenne Ave Suite 105
 Phone: (702) 416-9090 Fax: () _____
 Assessor's Parcel Number(s): 139-17-101-006
 If different from above: _____
 Contact Name: Andie L Crockett
 Contact Address: 2717 MARGIE GRASS N LV
 City: _____ State: NV Zip: 89030
 Phone: (702) 410-3704 Fax: () _____

APPLICANT:

- Please describe the type of business you will be opening at the location listed above (The description must match that provided on business license application):
Assisting Families to make arrangements
Final disposition of their loved one including
the bodies for funeral services
- What is the square footage of the space your business will occupy? 172.059 square feet
- How many parking spaces are provided for your business? _____ spaces

The information you provided above is accurate and correct.

Andie L Crockett
 Applicant's Signature

Approval by the Planning & Zoning Division is granted based upon the information provided above and is subject to compliance with the following items:

(For Office Use Only)

Zoning: M-2

Use Classification (Title 17) Funeral home and mortuary

AKC
 Applicant's Initials

PLANNING & ZONING: Check all that apply.

☐ Site Plan Review _____

☐ Planned Unit Development _____

☒ Special Use Permit UN-48-15

☐ Mixed Use Development _____

☐ Conditional Use Permit _____

☐ No Review Required _____

STATUS:

☐ Permitted

☐ May be permitted subject to approval of items listed above

☐ Denied

Reviewed by: AKC

Date: 3/25/21

Funeral home permitted with special use permit
UN-48-15. Not a crematorium.



BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov
www.nvsilverflume.gov

Filed in the Office of <i>Barbara K. Cegavske</i>	Business Number E8946432020-0
Secretary of State State Of Nevada	Filing Number 20200894642
	Filed On 09/03/2020 13:57:34 PM
	Number of Pages 2

Formation - Limited-Liability Company

- | | |
|---|--|
| <input checked="" type="checkbox"/> NRS 86 - Articles of Organization Limited-Liability Company | <input type="checkbox"/> NRS 86.544 - Registration of Foreign Limited-Liability Company |
| <input type="checkbox"/> NRS 89 - Articles of Organization Professional Limited-Liability Company | <input type="checkbox"/> NRS 86.555 - Registration of Professional Foreign Limited-Liability Company |

1. Name Being Registered in Nevada: (See instructions)	Andres Serenity Family Mortuary and Crematory LLC		
2. Foreign Entity Name: (Name in home jurisdiction)			
3. Jurisdiction of Formation: (Foreign Limited-Liability Companies)	3a) Jurisdiction of formation: 3b) Date formed: 3c) I declare this entity is in good standing in the jurisdiction of its formation. <input type="checkbox"/>		
4. Registered Agent for Service of Process*: (check only one box)	<input type="checkbox"/> Commercial Registered Agent (name only below) <input checked="" type="checkbox"/> Noncommercial Registered Agent (name and address below) <input type="checkbox"/> Office or position with Entity (title and address below) Andre Crockett Name of Registered Agent OR Title of Office or Position with Entity 2717 Mardi Gras Lane North Las Vegas Nevada 89030 Street Address City Zip Code Mailing Address (if different from street address) City Nevada Zip Code I hereby accept appointment as Registered Agent for the above named Entity. If the registered agent is unable to sign the Articles of Incorporation, submit a separate signed Registered Agent Acceptance form. X Andre Crockett 09/03/2020 Authorized Signature of Registered Agent or On Behalf of Registered Agent Entity Date		
5. Management: (Domestic Limited Liability Companies only)	Company shall be managed by: (check one box) <input checked="" type="checkbox"/> Manager(s) OR <input type="checkbox"/> Member(s)		
6. Name and Address of each Manager(s) or Managing Member(s): (NRS 86 and NRS 36.544, see instructions) Name and Address of the Original Manager(s) and Member(s): (NRS 89, see instructions) IMPORTANT A certificate from the regulatory board must be submitted showing that each individual is licensed at the time of filing.	1) Andre Crockett Name 2717 Mardi Gras Lane North Las Vegas NV 89030 Address City State Zip Code		
7. Dissolution Date: (Domestic only)	Latest date upon which the company is to dissolve (if existence is not perpetual)		



BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov
www.nvsilverflume.gov

Formation - Limited-Liability Company

Continued, Page 2

8. Profession to be Practiced: (NRS 89 only)																								
9. Series and/or Restricted Limited-Liability Company: (Optional)	Check box if a Series Limited-Liability Company <input type="checkbox"/> Domestic Limited-Liability Company's only: The Limited-Liability Company is a Restricted Limited-Liability Company <input checked="" type="checkbox"/>																							
10. Records Office: (Foreign Limited-Liability Companies)	Address Country	City	State	Zip code																				
11. Street Address of Principal Office: (Foreign Limited-Liability Companies)	Address Country	City	State	Zip code																				
12. Name, Address and Signature of the Organizer: (NRS 86, NRS 89 -Each Organizer must be a licensed professional.) Name and Signature of Manager or Member: (NRS 86.544 only) See instructions	<p>*Foreign Limited-Liability Company - In the event the designated Agent for Service of Process resigns and is not replaced or the agent's authority has been revoked or the agent cannot be found or served with exercise of reasonable diligence, then the Secretary of State is hereby appointed as the Agent for Service of Process.</p> <p>I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.</p> <table><tr><td><u>Andre Crockett</u></td><td colspan="3"><u>United States</u></td></tr><tr><td>Name</td><td colspan="3">Country</td></tr><tr><td><u>2717 Nardi Gras Lane</u></td><td><u>North Las Vegas</u></td><td><u>NV</u></td><td><u>89030</u></td></tr><tr><td>Address</td><td>City</td><td>State</td><td>Zip/Postal Code</td></tr><tr><td colspan="4">X <u>Andre Crockett</u> (attach additional page if necessary)</td></tr></table>				<u>Andre Crockett</u>	<u>United States</u>			Name	Country			<u>2717 Nardi Gras Lane</u>	<u>North Las Vegas</u>	<u>NV</u>	<u>89030</u>	Address	City	State	Zip/Postal Code	X <u>Andre Crockett</u> (attach additional page if necessary)			
<u>Andre Crockett</u>	<u>United States</u>																							
Name	Country																							
<u>2717 Nardi Gras Lane</u>	<u>North Las Vegas</u>	<u>NV</u>	<u>89030</u>																					
Address	City	State	Zip/Postal Code																					
X <u>Andre Crockett</u> (attach additional page if necessary)																								

AN INITIAL LIST OF OFFICERS MUST ACCOMPANY THIS FILING

Please include any required or optional information in space below:

(attach additional page(s) if necessary)



BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov
www.nvsilverflume.gov

Initial List and State Business License Application

Initial List Of Officers, Managers, Members, General Partners, Managing Partners, or Trustees:

Andres Serenity Family Mortuary and Crematory LLC

NAME OF ENTITY

TYPE OR PRINT ONLY - USE DARK INK ONLY - DO NOT HIGHLIGHT

IMPORTANT: Read instructions before completing and returning this form.

Please indicate the entity type (check only one)

- ☐ Corporation
- ☐ This corporation is publicly traded, the Central Index Key number is
- ☐ Nonprofit Corporation (see nonprofit sections below)
- ☒ Limited-Liability Company
- ☐ Limited Partnership
- ☐ Limited-Liability Partnership
- ☐ Limited-Liability Limited Partnership (if formed at the same time as the Limited Partnership)
- ☐ Business Trust

Filed in the Office of	Business Number
<i>Barbara K. Cegavske</i>	EB946432020-0
Secretary of State	Filing Number
State Of Nevada	20200894644
	Filed On
	09/03/2020 1:57:34 PM
	Number of Pages
	2

Additional Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers, may be listed on a supplemental page.

CHECK ONLY IF APPLICABLE

Pursuant to NRS Chapter 76, this entity is exempt from the business license fee.

- ☐ 001 - Governmental Entity
- ☐ 006 - NRS 680B 020 Insurance Co, provide license or certificate of authority number

For nonprofit entities formed under NRS chapter 80: entities without 501(c) nonprofit designation are required to maintain a state business license, the fee is \$200.00. Those claiming and exemption under 501(c) designation must indicate by checking box below

- ☐ Pursuant to NRS Chapter 76, this entity is a 501(c) nonprofit entity and is exempt from the business license fee.
Exemption Code 002

For nonprofit entities formed under NRS Chapter 81: entities which are Unit-owners' association or Religious, Charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. § 501(c) are excluded from the requirement to obtain a state business license. Please indicate below if this entity falls under one of these categories by marking the appropriate box. If the entity does not fall under either of these categories please submit \$200.00 for the state business license.

- ☐ Unit-owners' Association ☐ Religious, charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. § 501(c)

For nonprofit entities formed under NRS Chapter 82 and 80: Charitable Solicitation Information - check applicable box

Does the Organization intend to solicit charitable or tax deductible contributions?

- ☐ No - no additional form is required
- ☐ Yes - the "Charitable Solicitation Registration Statement" is required.
- ☐ The Organization claims exemption pursuant to NRS 82A 210 - the "Exemption From Charitable Solicitation Registration Statement" is required

****Failure to include the required statement form will result in rejection of the filing and could result in late fees.****

SECRETARY OF STATE



DOMESTIC LIMITED-LIABILITY COMPANY (86) CHARTER

I, BARBARA K. CEGAVSKE, the duly qualified and elected Nevada Secretary of State, do hereby certify that **Andres Serenity Family Mortuary and Crematory LLC** did, on 09/03/2020, file in this office the original Articles of Organization that said document is now on file and of record in the office of the Secretary of State of the State of Nevada, and further, that said document contains all the provisions required by the law of the State of Nevada.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 09/03/2020.

Barbara K. Cegavske

BARBARA K. CEGAVSKE
Secretary of State

Certificate
Number: B202009031054833
You may verify this certificate
online at <http://www.nvsos.gov>



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Funeral Establishment Inspection Checklist

AUTHORITY

In accordance with NRS 642.067, NRS 642.365 and NRS 642.435, the Nevada Board of Funeral and Cemetery services has authority to inspect any premises where funeral directing is conducted or embalming practiced, and is required to make unannounced inspections of each establishment issued a permit by the Board.

GENERAL INFORMATION

Name under which the location conducts business:

Andres Serenity Family Mortuary and Crematory

Permit #:

Initial Inspection

Physical address:

3435 West Cheyenne Avenue, Suite 105,
North Las Vegas, Nevada 89032

Mailing address:

Same

Phone number:

702-416-9090

Owner of location:

Andre Crockett

Type of ownership:

LLC

Name of funeral director approved to manage this establishment:

Candy Gray FD828

Does the establishment have an on-site crematory?

No

Where are bodies from location cremated?

Hites Funeral Home and Crematory

Photo of Outside of Building:





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Funeral Establishment Inspection Checklist

Photo of Signage

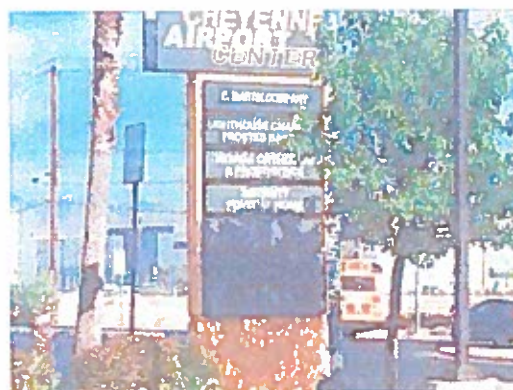


Photo of Lobby



LICENSES

Establishment permit with name of owner displayed conspicuously? (NRS 642.465)	N/A
Funeral directors' licenses displayed conspicuously? (NRS 642.460)	Yes
Funeral arrangers' licenses displayed conspicuously? (NRS 642.460)	Yes
Are all individuals meeting with families to make arrangements properly licensed? (NRS 642.361)	N/A
Does the location employ or contract with a licensed embalmer? (NAC 642.161)	Yes
Embalmers' licenses displayed conspicuously? (NRS 642.110)	Yes
Apprentice embalmer certificates of registration displayed conspicuously? (NRS 642.280)	N/A
Does the establishment sell, solicit, negotiate or is party to any pre-need contract or provide pre-need services?	N/A



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Funeral Establishment Inspection Checklist

Notes

Photo of Displayed Licenses

Will eventually do pre-need.



New Photo



New Photo



New Photo

LIST NAMES AND LICENSE NUMBERS OF ALL LICENSEES:



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Funeral Establishment Inspection Checklist

Name	Craig William Smith Jr FA238
License Number	
Name	Candy Gray FD828
License Number	
Name	Candy Gray EMB 828
License Number	

PREPARATION ROOM

Does the establishment have a preparation room? (NRS 642.016)	Yes
Is there proper signage and locking doors to prevent unauthorized persons from entering preparation room? (NRS 642.560)	Yes
Is the floor sanitary? (NRS 642.016)	Yes
Is there necessary drainage? (NRS 642.016)	Yes
Is there proper ventilation in working order? (NRS 642.016)	Yes
Are fumes and odors prevented from entering other parts of the building? (NRS 642.016)	Unknown
Does the location properly store and dispose of hazardous waste? (NRS 444.490)	N/A
Is this preparation room utilized by the establishment?	N/A
Is embalming performed at this location?	N/A

Notes

Initial inspection. Hazardous waste container ordered. Refrigeration room is being constructed. Embalmer Candy Gray will bring his own embalming instruments that were not available during inspection. Mr. Gray has had all required instruments in the past when he embalmed at this location under Serenity Funeral Home. Location will use Giddens and Hites for storage/embalming until refrigeration unit is ready.

Preparation Room Signage





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Funeral Establishment Inspection Checklist

Preparation Room Locking Doors:



Preparation Room Drainage:



Preparation Room Ventilation:





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Funeral Establishment Inspection Checklist

Preparation Room Overview Photo:



Hazardous Waste Container Photo:

HUMAN REMAINS

Are human remains stored at this location?

N/A

Notes

No internal refrigeration parts are present. No temperature gauge. Refrigeration unit is being constructed. This was a working refrigerator in the past as was the embalming room and holding area.
Photo of Outside of Refrigeration





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Funeral Establishment Inspection Checklist

Photo of Inside of Refrigeration



Photo of Temperature Gauge
Additional Holding Areas



Additional Photo

GENERAL ESTABLISHMENT MANAGEMENT

Is the approved managing funeral director on-site for inspection? (Not required)	No
How often is the approved managing funeral director on-site to manage establishment?	He will be onsite daily when approved. He will also perform embalming duties.
Is the managing funeral director available to staff for supervision? (NRS 642.345)	N/A
Does the managing funeral director live within 120 miles of the location? (NAC 642.116)	Yes
Does the managing funeral director manage more than 3 locations? (NAC 642.116)	No
If the managing funeral director manages more than one location are they within 120 miles of each other? (NAC 642.116)	N/A



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Funeral Establishment Inspection Checklist

Does it appear that the location is being maintained in a professional and sanitary manner? (NAC 642.158)

Yes

Does the location have a blood borne pathogen exposure control plan and do they update the plan annually? (29 CFR 1910.1030)

Yes

Have all employees with potential exposure been provided blood borne pathogen training annually? (29 CFR 1910.1030)

Yes according to representations made

Have all employees with potential exposure been offered a hepatitis B vaccination? (29 CFR 1910.1030)

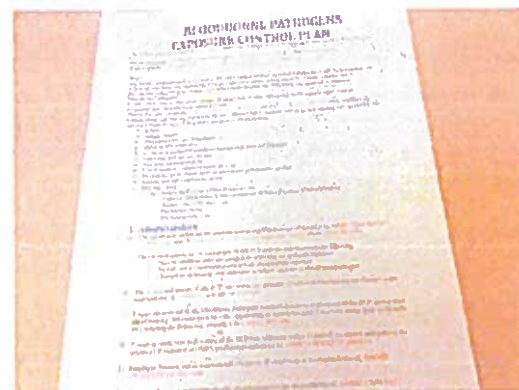
Yes

Notes

Board licensed employees who will work at this location are said to have been vaccinated in the past.

Complete Blood Borne Pathogen Program is in inspection file for review.

Photo of blood borne pathogen exposure control plan



ESTABLISHMENT FORMS AND RECORDS

Is the establishment maintaining records for at least 7 years? (NAC 451.200)

N/A

Are completed statements of funeral goods and services signed by the licensee who made the arrangements? (NAC 642.152)

N/A

Do completed statements of funeral goods and services contain the license number of the individual who made the arrangements? (NAC 642.152)

N/A

Are embalming reports being completed for each decedent after embalming? (NAC 642.168)

N/A

Do the embalming reports include the time period between death and embalming? (NAC 642.168)

N/A

Do the embalming reports include the procedures used to embalm the remains? (NAC 642.168)

N/A

Do the embalming reports include the signature of the embalmer or apprentice embalmer who embalmed the remains? (NAC 642.168)

N/A



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Funeral Establishment Inspection Checklist

If remains are not stored or cremated at this location, do the forms advise consumer of the location where the remains will be stored or cremated? (NAC 642.154) Yes
Do records generally appear to be in good order? Yes

Notes

No embalming reports exist as this is a new facility. Have reviewed Candy Gray's embalming reports in the past and they meet Board requirements.

CASKET INVENTORY

Does the establishment have a display room containing an inventory of funeral caskets? Yes
(NRS 642.016, NAC 642.030) Internet or catalogue display fulfills this requirement.
Do the prices of displayed caskets conform to the casket price list? (16 CFR 453.2(a)(b)) N/A

Notes:

They are listing 19 caskets on their casket price list. The catalogue they feature does not have individual prices listed.

Photo of casket display room or catalogue



CASKET PRICE LIST

Does the establishment provide a casket price list? Yes
(NRS 642.019, 16 CFR 453.2(b)(2))
(If prices of all caskets are listed on the GPL, this item is not required)
Does the casket price list contain the name of the funeral establishment and a caption describing the list as a "casket price list"? Yes
NRS 642.019, 16 CFR 453.2(b)(2)(ii)



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Funeral Establishment Inspection Checklist

Does the casket price list contain the retail prices of all caskets and alternative containers offered which do not require special ordering, enough information to identify each, and the effective date for the price list?
 (NRS 642.019, 16 CFR 453.2(b)(2)(i))

Yes

Notes

Casket Price List prices match those on the General Price List for range of prices.

GENERAL PRICE LIST (GPL)

Does establishment have a supply of the GPL readily available?	Yes
NRS 642.019, 16 CFR 453.3(b)(4)(i)(A)	
Has the establishment kept a copy of the GPL, CPL, OBCPL and SFGSS for one year after the date of their last distribution to customers?	N/A
NRS 642.019, 16 CFR 453.6	
Does the GPL contain the name, address, and phone number of the establishment?	Yes
NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(1)	
Does the GPL contain the caption "General Price List"?	Yes
NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(2)	
Does the GPL list the effective date?	Yes
NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(3)	
Does the GPL include the retail prices for all items listed below?	Yes
NRS 642.019, 16 CFR 453.2 (b)(4)(ii)	
Check all included items below:	
Forwarding remains to another funeral home	✓
Receiving remains from another funeral home	✓
Price range for direct cremations	✓
Separate price for direct cremations; purchaser provides container	✓
Separate prices for each direct cremation offered including an alternative container	✓
Price range for immediate burials	✓
Separate price for immediate burial where purchaser provides the casket	✓
Separate price for each immediate burial offered including a casket or alternative container	✓
Price range for caskets or individual prices for caskets	✓
Funeral director and staff services fees	✓
Transfer of remains to the funeral home	✓
Embalming	✓
Other preparation of the body	✓
Use of facilities and staff for viewing	✓
Use of facilities and staff for memorial service	✓



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Funeral Establishment Inspection Checklist

Use of equipment and staff for graveside service
Hearse
Limousine
Price range for outer burial containers or the prices of individual outer burial containers
Notes
No Outer Burial Containers are being offered at this time.



GENERAL PRICE LIST DISCLOSURES

Is the following disclosure included in immediate conjunction with the price shown for embalming?
NRS 642.019, 16 CFR 453.3(2)(ii)

Yes

"[Except in certain special cases], embalming is not required by law. Embalming may be necessary, however, if you select certain funeral arrangements, such as a funeral with viewing. If you do not want embalming, you usually have the right to choose an arrangement that does not require you to pay for it, such as direct cremation or immediate burial."

Is the following disclosure included in immediate conjunction with the price range shown for direct cremations?

Yes

NRS 642.019, 16 CFR 453.3(b)(2)

"If you want to arrange a direct cremation, you can use an alternative container. Alternative containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are (specify containers)."

If the prices of outer burial containers are listed on the general price list, is the following disclosure included in immediate conjunction with those prices?

N/A

NRS 642.019, 16 CFR 453.3(c)(2)

"[In most areas of the country], [S]tate or local law does not require that you buy a container to surround the casket in the grave. However, many cemeteries require that you have such a container so that the grave will not sink in. Either a grave liner or a burial vault will satisfy these requirements."



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Is the following disclosure included immediately above the prices contained in the GPL? Yes

NRS 642.019, 16 CFR 453.4(b)(2)(a)

"The goods and services shown below are those we can provide to our customers. You may choose only the items you desire. However, any funeral arrangements you select will include a charge for our basic services and overhead. If legal or other requirements mean you must buy any items you did not specifically ask for, we will explain the reason in writing on the statement we provide describing the funeral goods and services you selected."

If the establishment lists a separate basic services fee that is non-declinable, is the following disclosure included together with that price? Yes

NRS 642.019 16 CFR 453.2(4)(iii)(C)(1)

"This fee for our basic services [and overhead] will be added to the total cost of the funeral arrangements you select. (This fee is already included in our charges for direct cremations, immediate burials, and forwarding or receiving remains."

If the funeral establishment only states the range of prices for the caskets on the GPL, is the following disclosure included with the price range? Yes

NRS 642.019, 16 CFR 453.2(4)(iii)(A)(1)

"A complete price list will be provided at the funeral home"

Notes

ITEMIZED STATEMENT OF FUNERAL GOODS AND SERVICES

Does the establishment provide an itemized written statement for retention to the purchaser at the conclusion of discussion of arrangements which contains the funeral goods and funeral services selected and the prices to be paid for each item? NRS 642.019, 16 CFR 453.2(b)(5) Yes

Does the statement specifically itemize cash advance items to the extent known? NRS 642.019, 16 CFR 453.2(b)(5) Yes

Does the statement contain the total cost of the goods and services selected? NRS 642.019, 16 CFR 453.2(b)(5) Yes



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Funeral Establishment Inspection Checklist

Does the statement of funeral goods and services identify and briefly describe in writing any legal, cemetery, or crematory requirement which the funeral provider represents to persons as compelling the purchase of funeral goods and services for the funeral which that person is arranging? Yes
NRS 642.019, 16 CFR 453.3(d)(2)
Notes

STATEMENT OF FUNERAL GOODS AND SERVICES DISCLOSURE

Is the following disclosure included in immediate conjunction with the list of itemized cash advances? Yes
NRS 642.019, 16 CFR 453.3(f)(2)
"We charge you for our service in obtaining: (specify cash advance items)."
Is the following disclosure included in the statement of funeral goods and services selected? Yes
NRS 642.019, 16 CFR 453.4(a)(2)(i)(A)
"Charges are only for those items that you selected or that are required. If we are required by law or by a cemetery or crematory to use any items, we will explain the reasons in writing below."
Is the following disclosure included in the statement of funeral goods and services selected? Yes
NRS 642.019, 16 CFR 453.5(b)
"If you selected a funeral that may require embalming, such as a funeral with viewing, you may have to pay for embalming. You do not have to pay for embalming you did not approve if you selected arrangements such as a direct cremation or immediate burial. If we charged for embalming, we will explain why below."
Notes

OUTER BURIAL CONTAINER PRICE LIST

Does the establishment provide an outer burial container price list? No
NRS 642.019, 16 CFR 453.2(b)(3)
(If prices of all outer burial containers are listed on the GPL, this item is not required)
Does the outer burial container price list contain the name of the funeral establishment and a caption describing the list as a "outer burial container price list"? N/A
NRS 642.019, 16 CFR 453.2(b)(3)(ii)



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Does the outer burial container price list contain the retail prices of all outer burial containers offered which do not require special ordering, enough information to identify each, and the effective date for the price list? N/A
NRS 642.019, 16 CFR 453.2(b)(3)(I)
Notes

No Outer Burial Containers are being offered at this time.

CREMATION AUTHORIZATION FORM (NRS 451.660)

This may be reviewed as part of establishment inspection and/or crematory inspection

Review written authorization form to ensure that it contains the following information:

Does the form identify the deceased person? (NRS 451.660) Yes

Does it contain a statement of whether death occurred from communicable or otherwise dangerous disease? (NRS 451.660) Yes

Does it list the name and address of agent? (NRS 451.660) Yes

Does it list agent's relationship to decedent? (NRS 451.660) Yes

Does it contain representation that agent is not aware of any objection to cremation by any person who has a right to control the disposition of remains? (NRS 451.660) Yes

Does it list the name of person authorized to claim cremated remains or the name of the cemetery or person to whom the remains are to be sent? (NRS 451.660) Yes

Notes

ADVERTISING

Does establishment advertise? N/A
Notes: Will use Social Media, Facebook; Instagram, and LinkedIn.

New Photo
New Photo

BODY DONATION INFORMATION

Does the establishment work with any whole body donor organizations? N/A
Notes

Considering working with Life Science Anatomical in the future. No plans now to do so.

UNCLAIMED VETERANS



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Funeral Establishment Inspection Checklist

Has the location reviewed all stored cremated remains to determine whether they are in possession of any veterans? NRS 642.0197 N/A

Has the location reported all unclaimed remains of any veterans to the Department of Veterans Services within 1 year? This includes families who have never returned to claim the cremated remains. NRS 642.0197 N/A

Notes

Business knows the requirements for possession of veterans and reporting requirements.

REGULATORY FEES

Is the location in compliance with submission of regulatory fees pursuant to NRS 642.0696? N/A

Do the fees submitted generally correspond to the number of burial permits or death records obtained through the Office of Vital Records? NRS 642.0696 N/A
In not, request information on how those fees are reported.

Notes

Initial inspection

INSPECTION INFORMATION

Date of Inspection: 06/09/2021
Time of Inspection: 08:30
Type of Inspection: Initial
Name of Inspector: Dr. Wayne A. Fazzino
Signature of Inspector:

Name of Establishment Representative at Time of Inspection: Andre Crockett

Name of Crematory Representative at Time of Inspection (If different from Establishment) N/A

The Funeral and Cemetery Services Board will review all violations found and issue you a formal letter after review.

Signature of Establishment or Crematory Representative at Time of Inspection:

Does it appear that any items may need to be reported to local or state health authorities, OSHA, or the Federal Trade Commission? N/A

Additional Photos

Additional Photo2



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Funeral Establishment Inspection Checklist

Additional Photo3



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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

Checklist – Funeral Establishment Permit

Applicant Name: Inspired Life Memorials and Cremations

Location: 311 N. Buffalo Drive, Suite B, Las Vegas, NV 89145

NRS	Qualification	Yes	No
642.365(2)(a)	Applicant is of good moral character	x	
642.365(2)(b)	At least 18 years of age	x	
642.365(3)	The funeral establishment for which the applicant is requesting the permit is constructed, equipped, and maintained in the manner described in NRS 642.016.	x	
642.365(4)	Application fee	x	

Notes:

All principals passed background investigation.

Inspection was conducted on June 9, 2021 and a temporary was granted on June 29, 2021.
Recommend approval.

Note: The location was previously licensed as a direct cremation facility. They have added a prep room which will not be used.

RECOMMENDATION OF BOARD MEMBER

APPROVE: ☐

DENY: ☐

Continue pending additional information: ☐

Comments: _____



STATE OF NEVADA
FUNERAL AND CEMETERY SERVICES BOARD

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Redacted
EST 128
R-TEMP 6/29/21
RECEIVED

MAY 13 2021

Funeral Establishment Permit Application

Eligibility and Information

Any individual or entity wishing to obtain a funeral establishment permit in the State of Nevada must complete this application and submit all required documentation with a \$375.00 application fee. Once the Board receives all required documentation, a background check will be completed for all relevant individuals and the application will be reviewed by the Board during a public meeting.

Required Documents

- ☐ **Completed Application:** Applications are required to be completed in full and must be signed and notarized.
- ☐ **Criminal History Form:** This document must be completed by anyone subject to disclosure requirements if there are any criminal events to report. Form may be found on the Board website or mailed upon request.
- ☐ **Business Entity: List of Principals:** This form must be completed for any corporations, LLC's or partnerships.
- ☐ **Nevada Business License:** Applicants are required to comply with Nevada business licensing requirements and must include a current copy of State of Nevada business license.
- ☐ **Zoning:** A copy of the Zoning Permit issued by the City or County must be attached to this application.
- ☐ **DBA – Fictitious Name Filing:** Applicants are required to comply with NRS 602.010 and must submit a copy of their fictitious name filing.
- ☐ **Fee:** A non-refundable payment in the amount of \$375 must be submitted at time of application. Acceptable forms of payment include, check, money order or credit card and payable to the "Nevada Funeral and Cemetery Services Board."

Applicant Details

Name under which the location will conduct business:
Inspired Life Memorials and Cremations

Physical address of proposed location:
311 N. Buffalo Dr. #B

City:
Las Vegas

State:
NV

Zip Code:
89145

Phone Number:
1-800-723-1465

E-mail Address:
info@inspiredlifeco.com

Owner Information

Owner of Location:
Inspired Life Holdings, LLC

Type of Ownership:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Corporation |
| <input checked="" type="checkbox"/> Limited Liability Company (LLC) | <input type="checkbox"/> Partnership |

Managing Funeral Director Information

Name of Funeral Director who will manage this location:
Toney Jevon Banks

FD License #:
FD960

Funeral Establishment Permit Application

Location Inspection

Anticipated date location will be ready for inspection:

May 21, 2021

Applicant Preferred Mailing Address

Enter the preferred mailing address of the applicant that the Board should use for routine correspondence and notices, after the permit is issued (e.g. renewal notices).

Mailing Address: (All Board correspondence will be sent to this address.)

311 N. Buffalo Dr #B

City:

Las Vegas

State:

NV

Zip Code:

89145

Preferred Phone Number:

702-854-0131

Preferred E-mail Address:

jevon.banks@inspiredlifeco.com

Applicant Information – Natural Person

Complete this section if applicant is a sole proprietor and not incorporated.

Full Legal Name:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

E-mail Address:

Social Security Number:

Date of Birth:

Sex:

☐ Male☐ FemaleCitizenship: ☐ US Citizen ☐ Authorized to Work in the US Place of Birth:

List all prior names used by applicant:

Applicant Information – Limited Liability Company (LLC), Corporation or Partnership

Complete this section if applicant is a Limited Liability Company, Corporation, or Partnership.

Under the laws of which state was the applicant organized?

Nevada

In which state is the applicant currently domiciled?

Date applicant was organized (e.g. date articles of incorporation filed):

02/26/2020

Have you attached the List of Principals?



Yes



No

Contact Information Concerning Application

Enter the name and contact information of the person the Board should contact concerning this application.

Name:

Toney Jevon Banks

Address:

2229 Alise St

City:

North Las Vegas

State:

NV

Zip Code:

89030

Phone Number:

702-854-0131

E-mail Address:

jevon.banks@inspiredlifeco.com

Funeral Establishment Permit Application

Legal Information and Criminal History

For the purpose of these next sections, the phrase "person subject to disclosure requirements" should be understood to refer to and include the following persons.

1. If the applicant is a natural person, only the natural person making the application;
2. If the applicant is a corporation, all officers and directors of that corporation;
3. If the applicant is a limited liability company, all managers and members of the limited liability company;
4. If the applicant is a partnership, all partners.

Has any person subject to disclosure requirements had any legal action taken against any professional license held for any reason?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Are there any pending legal actions, complaints, investigations or hearings concerning any person subject to disclosure requirements in process?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has any person subject to disclosure requirements ever had a professional license, certification or registration denied, restricted, suspended, or revoked?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has any person subject to disclosure requirements ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)				
Has any person subject to disclosure requirements ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

General Questions

NRS 642.016 defines a funeral establishment as a place of business conducted at a specific street address or location devoted to the care and preparation for burial or transportation of dead human bodies, consisting of a preparation room equipped with a sanitary floor, necessary drainage and ventilation, having access to necessary instruments and supplies for the preparation and embalming of dead human bodies for burial or transportation and having a display room containing an inventory of funeral caskets. (Partial caskets, photographs or internet displays may fulfill the inventory requirement.) Does this establishment meet this definition? If no, you may not use this form and must contact the Board office for further instructions.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.465, this permit, issued, must be conspicuously displayed in the establishment?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.110, 642.280, and 642.460 all funeral directors, embalmers and apprentice embalmers employed at the establishment must conspicuously display their licenses at the establishment?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.0696, the Board shall collect a \$10 regulatory fee for each written and signed agreement for funeral services in the State?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
In accordance with NRS 642.435, do you understand that an inspection must be conducted prior to issuing and renewing a permit?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Nevada Business License Information

Name on State Business License:

Inspired Life Holdings, LLC

Business License #:

NV20201725812

Employer Identification Number:

[REDACTED]

STATE OF NEVADA FUNERAL AND CEMETERY SERVICES BOARD

Page 4 of 5

Funeral Establishment Permit Application

Other Licensure Information

Does the applicant now hold, or has the applicant ever in the past held a license, permit, or certificate in the State of Nevada or any other state or jurisdiction as a funeral establishment, direct cremation facility, cemetery, or crematory?



Yes



No

If yes, please list all licenses below:

State/Jurisdiction	License Type	License #	Date of Issue
Nevada	Direct Cremation Facility	DC95L	02/03/2021

Certification and Signature

All applications shall be signed by the applicant. Signatures shall be as follows:

- 1) If the applicant is a natural person, the application shall be signed by that person.
- 2) If the applicant is a corporation, the application shall be signed by the corporation's president.
- 3) If the applicant is a partnership, the application shall be signed by a partner who has authority to sign on behalf of the partnership.
- 4) If the applicant is a limited liability company, the application shall be signed by a member of the company who has authority to sign on behalf of the company.

I hereby apply for a permit under the laws and regulations governing funeral and cemetery services and certify that all statements and documents contained herein are true and correct to the best of my knowledge and belief and understand that if any responses on this application are false, fraudulent, misleading, inaccurate or incomplete, the application may be denied. Applicant further understands that if a permit is issued and it is later determined that false or misleading information was provided, the permit may be revoked.

I agree to allow the Nevada Funeral and Cemetery Services Board ("Board") to communicate with any person in connection with this application, and understand that any information submitted, including this application, may be deemed a public record with the exception of any information deemed confidential by statute or regulation.

I authorize any court, law enforcement agency, or licensing authority to release or make available to the Nevada Funeral and Cemetery Services Board any and all information they may have concerning applicant.

I declare that I will comply with all requirements under Nevada Revised Statutes relating to the permit for which I have applied.

I declare that I have authority to sign this application in accordance with the requirements stated.

Signature of Applicant and/or Authorized Agent

05/13/2021

Date

Toney Javon Banks

Funeral Director

Print Name

Title

For Board Use Only

✓ Date Received:	5/13/21	□ Fee Paid:	\$ 375	□ Ref. No.:	4263707269
□ Date On File:		□ Chairman Rev.:	10/29/21	□ Permit/Lic No.:	EST128
✓ Temp Approval:	6/24/21	□ Temp Permit Mailed:	6/24/21	□ Board Mtg.:	8/24/21
□ Board Approval:		□ Board Denied:		□ Withdrawn:	
□ Permit Approved:		□ Formal Permit Mailed:			

Nevada Funeral Board (FST App) Rev. 11/2019



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/>

Business Entity – List of Principals

This form is used in conjunction with various application forms and must be completed if the applicant is a corporation, limited liability company or partnership.

Business Information

Name under which the location will conduct business:

Inspired Life Memorials and Cremations

Owner:

Inspired Life Holdings, LLC

Type of Ownership:



Corporation



Limited Liability Company (LLC)



Partnership

Identification of Principals

Identify below all persons involved in the entity subject to disclosure requirements (e.g. all officers and directors of a corporation, all managers and members of a limited liability company, and all partners of a partnership).

(1) Full Legal Name:

Toney Jevon Banks

Title:

Funeral Director

Mailing Address:

2229 Alise St

City:

North Las Vegas

State:

NV

Zip Code:

89030

Phone Number:

702-854-0131

E-mail Address:

jevon.banks@inspiredlifeco.com

Social Security Number:

Date of Birth:

This person is (check all that are applicable)



Corporate Officer



LLC Member



Partner



Corporate Director



LLC Manager



Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason?



Yes



No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process?



Yes



No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked?



Yes



No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?



Yes



No

(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) *(If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)*



Yes



No

Business Entity – List of Principals

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.



I am not subject to a court order for the support of a child.



I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.



I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (1):



Date:

05/13/2021

(2) Full Legal Name:

KIRK WILLIAMS

Title:

COO

Mailing Address:

1040 ASPEN VALLEY AVE

City:

Las Vegas

State:

NV

Zip Code:

89123

Phone Number:

702.712.1214

E-mail Address:

KIRK.WILLIAMS@INSPIREDLIFECO.COM

Social Security Number:

Date of Birth:

This person is (check all that are applicable)

☒ Corporate Officer☐ LLC Member☒ Partner☒ Corporate Director☒ LLC Manager☐ Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason?



Yes



No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process?



Yes



No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked?



Yes



No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?



Yes



No

(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)



Yes



No

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.



I am not subject to a court order for the support of a child.



I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.



I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (2):



Date:

5/13/21



Office of the Clark County Clerk
Lynn Marie Gova

Please Select One:
☒ New Application
☐ Renewal of Existing Fictitious Firm Name

**Certificate of Business: Fictitious Firm Name
Series LLC**

Please Print or Type

The expiration date for such certificates shall expire after five years from the date of filing

The undersigned does hereby certify that they are conducting business in Clark County, Nevada, under the

Fictitious Firm Name: INSPIRED LIFE MEMORIALS AND CREMATIONS

Mailing Address: 311 N. BUFFALO DR. #B LAS VEGAS, NV 89145

and that said firm is composed of the following series limited liability company:

Name of Series LLC: INSPIRED LIFE HOLDINGS LLC

LLC Authorizing
Creation of Series: INSPIRED LIFE HOLDINGS LLC

Street Address of
Authorizing LLC: 4760 S. Pecos Rd. #103-20 LAS VEGAS, NV 89121

Mailing Address
(if different):

Signed By: Kirk Williams

Kirk Williams 5.18.21

By signing above, I declare (or affirm), under penalty of perjury, that all statements made in this document are true, and that I have authority to sign on behalf of and to bind the above named business/legal entity to a contract.

For additional signatures, please use additional pages

State of Nevada
County of Clark

This instrument was acknowledged before me on

5/18/21

Kirk Daville Williams



TANDELEYA PEOPLES-WEAVER

Mailed to: Clark County Clerk's Office, Attn: FFN, Box 581604, Las Vegas, NV 89158-1614
Include: Filing Fee of \$25.00 payable to County Clerk, completed certificate and a self-addressed stamped envelope

1508647



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Funeral Establishment Inspection Checklist

AUTHORITY

In accordance with NRS 642.067, NRS 642.365 and NRS 642.435, the Nevada Board of Funeral and Cemetery services has authority to inspect any premises where funeral directing is conducted or embalming practiced, and is required to make unannounced inspections of each establishment issued a permit by the Board.

GENERAL INFORMATION

Name under which the location conducts business:

Permit #:

Physical address:

Mailing address:

Phone number:

Owner of location:

Type of ownership:

Name of funeral director approved to manage this establishment:

Does the establishment have an on-site crematory?

Where are bodies from location cremated?

Photo of Outside of Building:

Inspired Life Memorials and Cremations
Initial Inspection

311 North Buffalo Drive, Suite B, Las Vegas, Nevada 89145

311 North Buffalo Drive, Suite B, Las Vegas, Nevada 89145

1-800-723-1465

Inspired Life Holdings, LLC
LLC

Toney Jevon Banks FD960

No

Hites Funeral Home & Crematory





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Funeral Establishment Inspection Checklist

Photo of Signage



Photo of Lobby



LICENSES

Establishment permit with name of owner displayed conspicuously? (NRS 642.465)	Yes
Funeral directors' licenses displayed conspicuously? (NRS 642.460)	Yes
Funeral arrangers' licenses displayed conspicuously? (NRS 642.460)	N/A
Are all individuals meeting with families to make arrangements properly licensed? (NRS 642.361)	Yes
Does the location employ or contract with a licensed embalmer? (NAC 642.161)	Yes
Embalmers' licenses displayed conspicuously? (NRS 642.110)	N/A
Apprentice embalmer certificates of registration displayed conspicuously? (NRS 642.280)	N/A
Does the establishment sell, solicit, negotiate or is party to any pre-need contract or provide pre-need services?	Yes



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Funeral Establishment Inspection Checklist

Is a valid pre-need license available? (NRS 689)
Notes

Yes
Establishment will use Hites Funeral Home & Crematory once they are authorized to operate.

Photo of Displayed Licenses



New Photo



New Photo





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Funeral Establishment Inspection Checklist

New Photo

LIST NAMES AND LICENSE NUMBERS OF ALL LICENSEES:

Name	
License Number	
Toney Jevon Banks	FD960

PREPARATION ROOM

Does the establishment have a preparation room? (NRS 642.016)	Yes
Is there proper signage and locking doors to prevent unauthorized persons from entering preparation room? (NRS 642.560)	Yes
Is the floor sanitary? (NRS 642.016)	Yes
Is there necessary drainage? (NRS 642.016)	Yes
Is there proper ventilation in working order? (NRS 642.016)	Yes
Are fumes and odors prevented from entering other parts of the building? (NRS 642.016)	Yes
Does the location properly store and dispose of hazardous waste? (NRS 444.490)	Yes
Is this preparation room utilized by the establishment? If not, where are bodies prepared/embalmed?	No
Hites Funeral Home & Crematory.	
Is embalming performed at this location? If not, where are bodies embalmed?	No
Hites Funeral Home & Crematory	
Notes	
No bodies will be stored at this facility.	
Preparation Room Signage	





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Funeral Establishment Inspection Checklist

Preparation Room Locking Doors:



Preparation Room Drainage:



Preparation Room Ventilation:





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Funeral Establishment Inspection Checklist

Preparation Room Overview Photo:



Hazardous Waste Container Photo:



HUMAN REMAINS

Are human remains stored at this location?
Where are bodies from this location stored?
Notes

No
Hites Funeral Home & Crematory

No refrigeration at this location.
Photo of Outside of Refrigeration
Photo of Inside of Refrigeration
Photo of Temperature Gauge
Additional Holding Areas
Additional Photo

GENERAL ESTABLISHMENT MANAGEMENT

Is the approved managing funeral director on-site for inspection? (Not required)
How often is the approved managing funeral director on-site to manage establishment?

Yes
When needed



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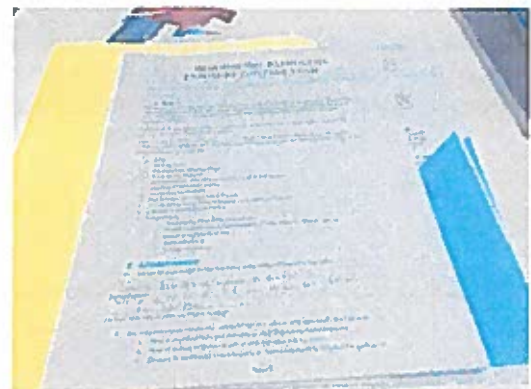
Funeral Establishment Inspection Checklist

Is the managing funeral director available to staff for supervision? (NRS 642.345)	Yes
Does the managing funeral director live within 120 miles of the location? (NAC 642.116)	Yes
Does the managing funeral director manage more than 3 locations? (NAC 642.116)	No
If the managing funeral director manages more than one location are they within 120 miles of each other? (NAC 642.116)	Yes
Does it appear that the location is being maintained in a professional and sanitary manner? (NAC 642.158)	Yes
Does the location have a blood borne pathogen exposure control plan and do they update the plan annually? (29 CFR 1910.1030)	Yes
Have all employees with potential exposure been provided blood borne pathogen training annually? (29 CFR 1910.1030)	Yes
Have all employees with potential exposure been offered a hepatitis B vaccination? (29 CFR 1910.1030)	Yes

Notes

Facility currently operates as a direct cremation business. Toney Jevon Banks is the managing funeral director and is on-site for the inspection and when needed to meet with families.

Photo of blood borne pathogen exposure control plan



ESTABLISHMENT FORMS AND RECORDS

Is the establishment maintaining records for at least 7 years? (NAC 451.200)	N/A
Are completed statements of funeral goods and services signed by the licensee who made the arrangements? (NAC 642.152)	N/A
Do completed statements of funeral goods and services contain the license number of the individual who made the arrangements? (NAC 642.152)	N/A



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Funeral Establishment Inspection Checklist

Are embalming reports being completed for each decedent after embalming? (NAC 642.168)	N/A
Do the embalming reports include the time period between death and embalming? (NAC 642.168)	N/A
Do the embalming reports include the procedures used to embalm the remains? (NAC 642.168)	N/A
Do the embalming reports include the signature of the embalmer or apprentice embalmer who embalmed the remains? (NAC 642.168)	N/A
If remains are not stored or cremated at this location, do the forms advise consumer of the location where the remains will be stored or cremated? (NAC 642.154)	Yes
Do records generally appear to be in good order?	Yes
Notes	

CASKET INVENTORY

Does the establishment have a display room containing an inventory of funeral caskets? (NRS 642.016, NAC 642.030) Internet or catalogue display fulfills this requirement.	Yes
Do the prices of displayed caskets conform to the casket price list? (16 CFR 453.2(a)(b))	Unknown
Notes:	

Catalog is being printed. Business will also have digital media in their arrangement room for a visual display of caskets. Prices are not listed in the catalogue for comparison.
Photo of casket display room or catalogue



CASKET PRICE LIST

Does the establishment provide a casket price list? (NRS 642.019, 16 CFR 453.2(b)(2)) (If prices of all caskets are listed on the GPL, this item is not required)	Yes
--	-----



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Funeral Establishment Inspection Checklist

Does the casket price list contain the name of the funeral establishment and a caption describing the list as a "casket price list"? Yes

NRS 642.019, 16 CFR 453.2(b)(2)(ii)

Does the casket price list contain the retail prices of all caskets and alternative containers offered which do not require special ordering, enough information to identify each, and the effective date for the price list? Yes

(NRS 642.019, 16 CFR 453.2(b)(2)(i))

Notes

GENERAL PRICE LIST (GPL)

Does establishment have a supply of the GPL readily available? Yes

NRS 642.019, 16 CFR 453.3(b)(4)(i)(A)

Has the establishment kept a copy of the GPL, CPL, OBCPL and SFGSS for one year after the date of their last distribution to customers? N/A

NRS 642.019, 16 CFR 453.6

Does the GPL contain the name, address, and phone number of the establishment? Yes

NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(1)

Does the GPL contain the caption "General Price List"? Yes

NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(2)

Does the GPL list the effective date? Yes

NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(3)

Does the GPL include the retail prices for all items listed below?

NRS 642.019, 16 CFR 453.2 (b)(4)(ii)

Check all included items below:

Forwarding remains to another funeral home ✓

Receiving remains from another funeral home ✓

Price range for direct cremations ✓

Separate price for direct cremations; purchaser provides container ✓

Separate prices for each direct cremation offered including an alternative container ✓

Price range for immediate burials ✓

Separate price for immediate burial where purchaser provides the casket ✓

Separate price for each immediate burial offered including a casket or alternative container ✓

Price range for caskets or individual prices for caskets ✓

Funeral director and staff services fees ✓

Transfer of remains to the funeral home ✓

Embalming ✓



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Funeral Establishment Inspection Checklist

Other preparation of the body
Use of facilities and staff for viewing
Use of facilities and staff for memorial service
Use of equipment and staff for graveside service
Hearse
Limousine
Price range for outer burial containers or the prices of individual outer burial containers
Notes
No outer burial containers.



GENERAL PRICE LIST DISCLOSURES

Is the following disclosure included in immediate conjunction with the price shown for embalming?
NRS 642.019, 16 CFR 453.3(2)(ii)
"[Except in certain special cases], embalming is not required by law. Embalming may be necessary, however, if you select certain funeral arrangements, such as a funeral with viewing. If you do not want embalming, you usually have the right to choose an arrangement that does not require you to pay for it, such as direct cremation or immediate burial."
Yes

Is the following disclosure included in immediate conjunction with the price range shown for direct cremations?
NRS 642.019, 16 CFR 453.3(b)(2)
"If you want to arrange a direct cremation, you can use an alternative container. Alternative containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are (specify containers)."
Yes

If the prices of outer burial containers are listed on the general price list, is the following disclosure included in immediate conjunction with those prices?
NRS 642.019, 16 CFR 453.3(c)(2)
"[In most areas of the country], [S]tate or local law does not require that you buy a container to surround the casket in the grave. However, many cemeteries require that you have such a container so that the grave will not sink in. Either a grave liner or a burial vault will satisfy these requirements."
N/A



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Funeral Establishment Inspection Checklist

Is the following disclosure included immediately above the prices contained in the GPL? Yes

NRS 642.019, 16 CFR 453.4(b)(2)(a)

"The goods and services shown below are those we can provide to our customers. You may choose only the items you desire. However, any funeral arrangements you select will include a charge for our basic services and overhead. If legal or other requirements mean you must buy any items you did not specifically ask for, we will explain the reason in writing on the statement we provide describing the funeral goods and services you selected."

If the establishment lists a separate basic services fee that is non-declinable, is the following disclosure included together with that price? Yes

NRS 642.019 16 CFR 453.2(4)(iii)(C)(1)

"This fee for our basic services [and overhead] will be added to the total cost of the funeral arrangements you select. (This fee is already included in our charges for direct cremations, immediate burials, and forwarding or receiving remains."

If the funeral establishment only states the range of prices for the caskets on the GPL, is the following disclosure included with the price range? Yes

NRS 642.019, 16 CFR 453.2(4)(iii)(A)(1)

"A complete price list will be provided at the funeral home"

Notes

ITEMIZED STATEMENT OF FUNERAL GOODS AND SERVICES

Does the establishment provide an itemized written statement for retention to the purchaser at the conclusion of discussion of arrangements which contains the funeral goods and funeral services selected and the prices to be paid for each item? NRS 642.019, 16 CFR 453.2(b)(5) Yes

Does the statement specifically itemize cash advance items to the extent known? NRS 642.019, 16 CFR 453.2(b)(5) Yes

Does the statement contain the total cost of the goods and services selected? NRS 642.019, 16 CFR 453.2(b)(5) Yes



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Funeral Establishment Inspection Checklist

Does the statement of funeral goods and services identify and briefly describe in writing any legal, cemetery, or crematory requirement which the funeral provider represents to persons as compelling the purchase of funeral goods and services for the funeral which that person is arranging?
NRS 642.019, 16 CFR 453.3(d)(2)
Notes

Yes

STATEMENT OF FUNERAL GOODS AND SERVICES DISCLOSURE

Is the following disclosure included in immediate conjunction with the list of itemized cash advances?
NRS 642.019, 16 CFR 453.3(f)(2)
"We charge you for our service in obtaining: (specify cash advance items)."
Is the following disclosure included in the statement of funeral goods and services selected?
NRS 642.019, 16 CFR 453.4(a)(2)(i)(A)
"Charges are only for those items that you selected or that are required. If we are required by law or by a cemetery or crematory to use any items, we will explain the reasons in writing below."
Is the following disclosure included in the statement of funeral goods and services selected?
NRS 642.019, 16 CFR 453.5(b)
"If you selected a funeral that may require embalming, such as a funeral with viewing, you may have to pay for embalming. You do not have to pay for embalming you did not approve if you selected arrangements such as a direct cremation or immediate burial. If we charged for embalming, we will explain why below."
Notes

Yes

Yes

Yes

OUTER BURIAL CONTAINER PRICE LIST

Does the establishment provide an outer burial container price list?
NRS 642.019, 16 CFR 453.2(b)(3)
(If prices of all outer burial containers are listed on the GPL, this item is not required)
Does the outer burial container price list contain the name of the funeral establishment and a caption describing the list as a "outer burial container price list"?
NRS 642.019, 16 CFR 453.2(b)(3)(ii)

No

N/A



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

Funeral Establishment Inspection Checklist

Does the outer burial container price list contain the retail prices of all outer burial containers offered which do not require special ordering, enough information to identify each, and the effective date for the price list? N/A
NRS 642.019, 16 CFR 453.2(b)(3)(I)
Notes
No outer burial containers are offered.

CREMATION AUTHORIZATION FORM (NRS 451.660)

This may be reviewed as part of establishment inspection and/or crematory inspection

Review written authorization form to ensure that it contains the following information:

Does the form identify the deceased person? (NRS 451.660) Yes

Does it contain a statement of whether death occurred from communicable or otherwise dangerous disease? (NRS 451.660) Yes

Does it list the name and address of agent? (NRS 451.660) Yes

Does it list agent's relationship to decedent? (NRS 451.660) Yes

Does it contain representation that agent is not aware of any objection to cremation by any person who has a right to control the disposition of remains? (NRS 451.660) Yes

Does it list the name of person authorized to claim cremated remains or the name of the cemetery or person to whom the remains are to be sent? (NRS 451.660) Yes
Notes

ADVERTISING

Does establishment advertise? Yes
Types of advertising: Will advertise on Facebook; social media; business website
For any viewed advertising, does it appear that everything is fairly and accurately represented? (NRS 642.5172) N/A
Notes: No advertising to review at this time.
New Photo
New Photo

BODY DONATION INFORMATION

Does the establishment work with any whole body donor organizations? No



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Funeral Establishment Inspection Checklist

Notes

They are aware of permits and requirements to obtain permits. Will work with Life Science Anatomical in the future.

UNCLAIMED VETERANS

Has the location reviewed all stored cremated remains to determine whether they are in possession of any veterans? NRS 642.0197 N/A

Has the location reported all unclaimed remains of any veterans to the Department of Veterans Services within 1 year? This includes families who have never returned to claim the cremated remains. NRS 642.0197 N/A

Notes

No veterans are in their possession.

REGULATORY FEES

Is the location in compliance with submission of regulatory fees pursuant to NRS 642.0696? Unknown

Do the fees submitted generally correspond to the number of burial permits or death records obtained through the Office of Vital Records? NRS 642.0696 Unknown
In not, request information on how those fees are reported.

Notes

Initial investigation.

INSPECTION INFORMATION

Date of Inspection: 06/09/2021
Time of Inspection: 11:15
Type of Inspection: Initial
Name of Inspector: Dr. Wayne A. Fazzino
Signature of Inspector:

Name of Establishment Representative at Time of Inspection: Toney Jevon Banks

Name of Crematory Representative at Time of Inspection (If different from Establishment) N/A

The Funeral and Cemetery Services Board will review all violations found and issue you a formal letter after review.



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Funeral Establishment Inspection Checklist

Signature of Establishment or Crematory Representative
at Time of Inspection:

J. Bahr

No

Does it appear that any items may need to be reported
to local or state health authorities, OSHA, or the Federal
Trade Commission?

Additional Photos

Additional Photo2

Additional Photo3



STATE OF NEVADA
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Checklist – Funeral Establishment Permit

Applicant Name: La Paloma Funeral Services, LLC
Location: 2551 S. Fort Apache, Las Vegas, NV 89122

NRS	Qualification	Yes	No
642.365(2)(a)	Applicant is of good moral character	x	
642.365(2)(b)	At least 18 years of age	x	
642.365(3)	The funeral establishment for which the applicant is requesting the permit is constructed, equipped, and maintained in the manner described in NRS 642.016.	x	
642.365(4)	Application fee	x	

Notes:

All principals passed background investigation.

Inspection was conducted on July 28, 2021, and a temporary was granted on August 9, 2021.
Recommend approval.

RECOMMENDATION OF BOARD MEMBER

APPROVE: ☐

DENY: ☐

Continue pending additional information: ☐

Comments: _____



STATE OF NEVADA

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RECEIVED

MAY 27 2021

Redacted

Funeral Establishment Permit Application

Eligibility and Information

Any individual or entity wishing to obtain a funeral establishment permit in the State of Nevada must complete this application and submit all required documentation with a \$375.00 application fee. Once the Board receives all required documentation, a background check will be completed for all relevant individuals and the application will be reviewed by the Board during a public meeting.

Required Documents

- ☒ **Completed Application:** Applications are required to be completed in full and must be signed and notarized.
- ☐ **Criminal History Form:** This document must be completed by anyone subject to disclosure requirements if there are any criminal events to report. Form may be found on the Board website or mailed upon request.
- ☒ **Business Entity: List of Principals:** This form must be completed for any corporations, LLC's or partnerships.
- ☒ **Nevada Business License:** Applicants are required to comply with Nevada business licensing requirements and must include a current copy of State of Nevada business license.
- ☒ **Zoning:** A copy of the Zoning Permit issued by the City or County must be attached to this application.
- ☐ **DBA – Fictitious Name Filing:** Applicants are required to comply with NRS 602.010 and must submit a copy of their fictitious name filing.
- ☒ **Fee:** A non-refundable payment in the amount of \$375 must be submitted at time of application. Acceptable forms of payment include, check, money order or credit card and payable to the "Nevada Funeral and Cemetery Services Board."

Applicant Details

Name under which the location will conduct business:

La Paloma Funeral Services, LLC

Physical address of proposed location:

2551 S. Fort Apache

City:

Las Vegas

State:

NV

Zip Code:

89122 89117 mp

Phone Number:

(702)732-7070

E-mail Address:

rbowen@lapalomafuneralservices.com

Owner Information

Owner of Location:

La Paloma Funeral Services, LLC

Type of Ownership:

☐

Sole Proprietorship

☐

Corporation

☒

Limited Liability Company (LLC)

☐

Partnership

Managing Funeral Director Information

Name of Funeral Director who will manage this location:

Lori Siuba (Approval Pending)

FD License #:

FD976

Funeral Establishment Permit Application

Location Inspection

Anticipated date location will be ready for inspection: 6/18/21

Applicant Preferred Mailing Address

Enter the preferred mailing address of the applicant that the Board should use for routine correspondence and notices, after the permit is issued (e.g. renewal notices).

Mailing Address: (All Board correspondence will be sent to this address.)

5450 Stephanie Street

City:

Las Vegas

State:

NV

Zip Code:

89122

Preferred Phone Number:

(702) 732-7070

Preferred E-mail Address:

rbowen@lapalomafuneralservices.com

Applicant Information – Natural Person

Complete this section if applicant is a sole proprietor and not incorporated.

Full Legal Name:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

E-mail Address:

Social Security Number:

Date of Birth:

Sex:

☐ Male☐ FemaleCitizenship ☐ US Citizen ☐ Authorized to Work in the US Place of Birth:

List all prior names used by applicant:

Applicant Information – Limited Liability Company (LLC), Corporation or Partnership

Complete this section if applicant is a Limited Liability Company, Corporation, or Partnership.

Under the laws of which state was the applicant organized?

Nevada

In which state is the applicant currently domiciled?

Nevada

Date applicant was organized (e.g. date articles of incorporation filed):

4/20/07

Have you attached the List of Principals?



Yes



No

Contact Information Concerning Application

Enter the name and contact information of the person the Board should contact concerning this application.

Name:

Ryan Bowen

Address:

5450 Stephanie Street

City:

Las Vegas

State:

NV

Zip Code:

89122

Phone Number:

(702) 732-7070

E-mail Address:

rbowen@lapalomafuneralservices.com

Funeral Establishment Permit Application

Legal Information and Criminal History

For the purpose of these next sections, the phrase "person subject to disclosure requirements" should be understood to refer to and include the following persons.

1. If the applicant is a natural person, only the natural person making the application;
2. If the applicant is a corporation, all officers and directors of that corporation,
3. If the applicant is a limited liability company, all managers and members of the limited liability company;
4. If the applicant is a partnership, all partners.

Has any person subject to disclosure requirements had any legal action taken against any professional license held for any reason?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are there any pending legal actions, complaints, investigations or hearings concerning any person subject to disclosure requirements in process?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Has any person subject to disclosure requirements ever had a professional license, certification or registration denied, restricted, suspended, or revoked?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has any person subject to disclosure requirements ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)				
Has any person subject to disclosure requirements ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

General Questions

NRS 642.016 defines a funeral establishment as a place of business conducted at a specific street address or location devoted to the care and preparation for burial or transportation of dead human bodies, consisting of a preparation room equipped with a sanitary floor, necessary drainage and ventilation, having access to necessary instruments and supplies for the preparation and embalming of dead human bodies for burial or transportation and having a display room containing an inventory of funeral caskets. (Partial caskets, photographs or internet displays may fulfill the inventory requirement.) Does this establishment meet this definition? <i>If no, you may not use this form and must contact the Board office for further instructions.</i>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.465, this permit, issued, must be conspicuously displayed in the establishment?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.110, 642.280, and 642.460 all funeral directors, embalmers and apprentice embalmers employed at the establishment must conspicuously display their licenses at the establishment?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.0696, the Board shall collect a \$10 regulatory fee for each written and signed agreement for funeral services in the State?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
In accordance with NRS 642.435, do you understand that an inspection must be conducted prior to issuing and renewing a permit?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Nevada Business License Information

Name on State Business License:

La Paloma Funeral Services, LLC

Business License #:

NV20071670979

Employer Identification Number:

[REDACTED]

Funeral Establishment Permit Application

Other Licensure Information

Does the applicant now hold, or has the applicant ever in the past held a license, permit, or certificate in the State of Nevada or any other state or jurisdiction as a funeral establishment, direct cremation facility, cemetery, or crematory?



Yes



No

If yes, please list all licenses below:

State/Jurisdiction	License Type	License #	Date of Issue
Nevada	Funeral Establishment	EST79	2007 (est)
Nevada	Crematory	CRE80	2007 (est)

Certification and Signature

All applications shall be signed by the applicant. Signatures shall be as follows:

- 1) If the applicant is a natural person, the application shall be signed by that person.
- 2) If the applicant is a corporation, the application shall be signed by the corporation's president.
- 3) If the applicant is a partnership, the application shall be signed by a partner who has authority to sign on behalf of the partnership.
- 4) If the applicant is a limited liability company, the application shall be signed by a member of the company who has authority to sign on behalf of the company.

I hereby apply for a permit, under the laws and regulations governing funeral and cemetery services and certify that all statements and documents contained herein are true and correct to the best of my knowledge and belief and understand that if any responses on this application are false, fraudulent, misleading, inaccurate or incomplete, the application may be denied. Applicant further understands that if a permit is issued and it is later determined that false or misleading information was provided, the permit may be revoked.

I agree to allow the Nevada Funeral and Cemetery Services Board ("Board") to communicate with any person in connection with this application, and understand that any information submitted, including this application, may be deemed a public record with the exception of any information deemed confidential by statute or regulation.

I authorize any court, law enforcement agency, or licensing authority to release or make available to the Nevada Funeral and Cemetery Services Board any and all information they may have concerning applicant.

I declare that I will comply with all requirements under Nevada Revised Statutes relating to the permit for which I have applied.

I declare that I have authority to sign this application in accordance with the requirements stated.

Ryan Bowen

Signature of Applicant and/or Authorized Agent

5-26-21

Date

Ryan R. Bowen

Print Name

Member

Title

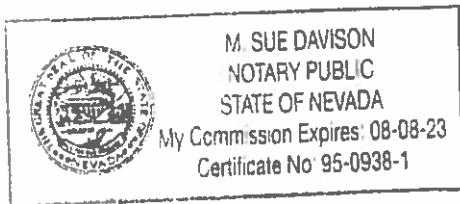
For Board Use Only:

<input checked="" type="checkbox"/> Date Received:	5/27/2021	<input type="checkbox"/> Fee Paid:	\$375-	<input type="checkbox"/> Ref. No.:	W 427/5578654
<input checked="" type="checkbox"/> Ex Dir Rev.:		<input type="checkbox"/> Chairman Rev.:		<input type="checkbox"/> Permit/Lic No:	
<input type="checkbox"/> Temp Approval:		<input type="checkbox"/> Temp Permit Mailed:			
<input type="checkbox"/> Board Approved:		<input type="checkbox"/> Board Denied:		<input type="checkbox"/> Board Mtg:	
<input type="checkbox"/> Formal Approval:		<input type="checkbox"/> Formal Permit Mailed:		<input type="checkbox"/> Withdrawn:	

State of Nevada

County of Clark

This instrument was acknowledged before me on this 26 day of MAY, 2021
by RYAN R. BOWEN



M. Sue Davison
Notary Public for NEVADA
My Commission Expires: 08-08-23

Attached to the Funeral Establishment Permit Application for La Paloma Funeral Services



STATE OF NEVADA
FUNERAL AND CEMETERY SERVICES BOARD

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

Business Entity – List of Principals

This form is used in conjunction with various application forms and must be completed if the applicant is a corporation, limited liability company or partnership.

Business Information

Name under which the location will conduct business:

La Paloma Funeral Services, LLC

Owner:

La Paloma Funeral Services, LLC

Type of Ownership:

☐ Corporation

☒ Limited Liability Company (LLC)

☐ Partnership

Identification of Principals

Identify below all persons involved in the entity subject to disclosure requirements (e.g. all officers and directors of a corporation, all managers and members of a limited liability company, and all partners of a partnership).

(1) Full Legal Name:

Ryan Richard Bowen

Title:

Member

Mailing Address:

5450 Stephanie Street

City:

Las Vegas

State:

NV

Zip Code:

89122

Phone Number:

(702)732-7070

E-mail Address:

rbowen@lapalomafuneralservices.com

Social Security Number

Date of Birth

This person is (check all that are applicable)

☐ Corporate Officer

☒ LLC Member

☐ Partner

☐ Corporate Director

☒ LLC Manager

☐ Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason?

☒

Yes

☐

No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process?

☒

Yes

☐

No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked?

☐

Yes

☒

No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?

☐

Yes

☒

No

(If you answer "YES" to any of the above questions a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) *(If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)*

☐

Yes

☒

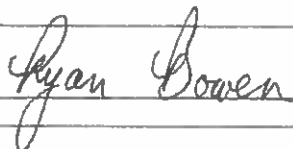
No

Business Entity – List of Principals

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.

<input checked="" type="checkbox"/>	I am not subject to a court order for the support of a child.
<input type="checkbox"/>	I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
<input type="checkbox"/>	I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (1):



Date:

5-26-21

(2) Full Legal Name:

Title:

Christopher P. Blackburn

Member

Mailing Address:

City:

State:

Zip Code:

5450 Stephanie Street

Las Vegas

NV

89122

Phone Number:

E-mail Address:

(702)732-7070

firemanblackburn@yahoo.com

Social Security Number:

Date of Birth:

This person is (check all that are applicable):

☐ Corporate Officer☒ LLC Member☐ Partner☐ Corporate Director☒ LLC Manager☐ Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)				
Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.

<input checked="" type="checkbox"/>	I am not subject to a court order for the support of a child.
<input type="checkbox"/>	I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
<input type="checkbox"/>	I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (2):



Date:

5/26/2021



STATE OF NEVADA
FUNERAL AND CEMETERY SERVICES BOARD

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Legal Reporting Form

Information

This form is used in conjunction with various license application forms to provide details concerning legal actions. (*Complaints, License Suspensions, Restrictions, and Revocations.*)

Applicant Information

Facility or Individual Name:

La Paloma Funeral Services, LLC or Ryan Bowen

Details (please describe any legal action, complaints, investigations, or professional license restrictions below)

Ryan Bowen is Member of La Paloma Funeral Services, LLC, and is "subject to disclosure requirements" as indicated in page 3 of the Funeral Establishment Permit Application. He is also a "principal" who is required to report any legal actions taken or pending against him as indicated on page 2 of the "Business Entity - List of Principals" form. Regarding administrative actions against La Paloma and/or Ryan Bowen:

Consent Decree, Case No. FB15-05, arose from the Funeral Board's Inspection of La Paloma under Funeral Director license issued to Ryan Bowen. Pursuant to the inspection conducted on February 9, 2015, a cremation container (casket) did not have a lid placed on top of the container before being placed in the retort. Additionally, red bag waste had been cremated. Accordingly, Mr. Bowen entered into a consent decree wherein he was placed on probation with requirements, all of which were completed.

Consent Decree, Case No. FB16-08, stemmed from an Accusation received on or about March 16, 2016, which arose from the Funeral Board's determination that three Clark County Social Services cases under Funeral Director license issued to Ryan Bowen were not brought to disposition within a reasonable period of time. Argument in defense was made regarding delays in cremation due to cases involving Clark County Social Services, which were outside of the control of La Paloma. Notwithstanding, the licensee entered into a voluntary consent decree in order to forego risks associated with a lengthy defense. Mr. Bowen's license was placed on a 6-month probation on or about December 13, 2016, which required monthly reporting and fees of \$154 were assessed and paid. Mr. Bowen's and the Establishment's licenses were fully reinstated on or about July 24, 2017, having met all of the requirements of probation.

Consent Decree, Case No. FB18-03, arose from an Accusation alleging that a funeral director employed at La Paloma failed to have a permit or death certificate signed by the registrar prior to cremation in a fetal death case. La Paloma timely paid legal fees of \$1,126.83 and the funeral director met with representatives of the Southern Nevada Health District together with the Board Exec. Dir., Jennifer Kandt. No violations were reported during probation, which was completed with all requirements met.

I hereby declare under penalty of perjury, that all of the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information contained herein.



Signature of Applicant

5-26-21

Date

Ryan R. Bowen

Print Name



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/>

Legal Reporting Form

Information

This form is used in conjunction with various license application forms to provide details concerning legal actions. (Complaints, License Suspensions, Restrictions, and Revocations.)

Applicant Information

Facility or Individual Name:

La Paloma Funeral Services, LLC or Ryan Bowen

Details (please describe any legal action, complaints, investigations, or professional license restrictions below)

Continued...

Consent Decree, Case No. 19-09 (re: La Paloma Funeral Services, EST79 and others not including Ryan Bowen) arose from a case involving the release of cremated remains by an office assistant to the grandmother of decedent instead of the decedent's mother, who was the authorized recipient. Respondents each paid fees of \$355. All relevant employees at La Paloma received pre-approved training in compliance with the consent decree. Policies and procedures detailing the release of remains were provided per the decree. Probation was completed with all requirements met.

Consent Decree, Case No. 19-14, (re: Ryan Bowen as Managing FD for Simple Cremation) arose from an Accusation involving radio advertisements made by Simple Cremation in Northern Nevada that did not comply with the law. Pursuant to the decree signed on January 28, 2020, Respondents, which included Ryan Bowen, paid fees and costs in the amount of \$1,082.52 and otherwise complied with the terms of the consent decree.

Pending Investigations:

Ryan Bowen is managing funeral director for Simple Cremation DC85L and DC53L. A Funeral Board Accusation was served against Simple Cremation and Ryan Bowen as Managing Funeral Director in Case No's FB21-01, FB21-02 and FB21-03 (same facts alleged by Davis Funeral Home based on their unfounded allegations that Simple Cremation failed to pick up transfer cases from their funeral home in a timely fashion) and FB21-07 (case involving a dispute between daughters of decedent). Ryan Bowen responded to the accusations timely and is respectfully awaiting dismissal of same.

I hereby declare under penalty of perjury, that all of the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information contained herein.

Signature of Applicant

5-26-21
Date

Ryan R. Bowen

Print Name

SECRETARY OF STATE



NEVADA STATE BUSINESS LICENSE

LA PALOMA FUNERAL SERVICES, LLC

Nevada Business Identification # NV20071670979
Expiration Date: 04/30/2022

In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.

Valid until the expiration date listed unless suspended, revoked or cancelled in accordance with the provisions in Nevada Revised Statutes. License is not transferable and is not in lieu of any local business license, permit or registration.

License must be cancelled on or before its expiration date if business activity ceases. Failure to do so will result in late fees or penalties which, by law, cannot be waived.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 04/26/2021.

Barbara K. Cegavske

Certificate Number: B202104261622006

You may verify this certificate
online at <http://www.nvsos.gov>

BARBARA K. CEGAVSKE
Secretary of State



**LAS VEGAS
CITY COUNCIL**

CAROLYN G. GOODMAN
Mayor

STAVROS S. ANTHONY
Mayor Pro Tem

MICHELE FIORE
CEDRIC CREAR
BRIAN KNUDSEN
VICTORIA SEAMAN
OLIVIA DIAZ

SCOTT D. ADAMS
City Manager

DEPARTMENT OF PLANNING
ROBERT SUMMERFIELD
DIRECTOR

**DEVELOPMENT
SERVICES CENTER**

333 N. RANCHO DRIVE
3RD FLOOR
LAS VEGAS, NV 89106
702.229.6301 VOICE
702.474.7463 FAX
711 TTY



cityoflasvegas
lasvegasnevada.gov

October 14, 2020

Ms. Belinda Antonie
BJK Enterprises, Inc.
306 East Randol Hill, Ste. 100
Arlington, TX 76011

**RE: 20-0063-SUP1
PLANNING COMMISSION MEETING OF OCTOBER 13, 2020**

Dear Applicant:

The Planning Commission at a regular meeting held on *October 13, 2020* voted to **APPROVE** a request for a Special Use Permit FOR A MORTUARY OR FUNERAL CHAPEL USE at 2551 South Fort Apache Road (APN 163-07-501-013), C-1 (Limited Commercial) Zone, Ward 2 (Seaman).

This approval is subject to the following conditions:

Planning

1. Conformance to all Minimum Requirements under LVMC Title 19.12 for a Mortuary or Funeral Chapel use.
2. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.
3. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.
4. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit, as well as submitted as part of any business license application.
5. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

20-0063-SUP1 - Page Two
October 14, 2020

This action by the Planning Commission on **October 13, 2020** is final unless a written appeal is filed with the City Clerk within ten days of the date of the Planning Commission's decision as allowed by code or there is a review action filed by the City Council within the same time period. For additional information on appeals or review requests submitted please access <https://www.lasvegasnevada.gov/Business/Permits-Licenses/Building-Permits/Permit-Application-Status>, or contact the Department of Planning and Development at 702.229.6301 after **October 26, 2020**. No building permits or business licenses related to these items shall be issued prior to the expiration of the required ten day waiting period, or until any filed appeal is resolved pursuant to LVMC Title 19.18.

Sincerely,



Eric McCammond
Senior Management Analyst
Case Planning Division

EM.nl

cc.

Mr. Ryan Bowen
La Paloma Funeral Services
5450 Stephanie Street
Las Vegas, Nevada 89122

Mr. Warren Hardy
The Hardy Consulting Group
5841 E. Charleston Blvd., Ste. 230-475
Las Vegas, Nevada 89142



FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
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Funeral Establishment Inspection Checklist

AUTHORITY

In accordance with NRS 642.067, NRS 642.365 and NRS 642.435, the Nevada Board of Funeral and Cemetery services has authority to inspect any premises where funeral directing is conducted or embalming practiced, and is required to make unannounced inspections of each establishment issued a permit by the Board.

GENERAL INFORMATION

Name under which the location conducts business:	La Paloma Funeral Services, LLC
Permit #:	ESTNEW
Physical address:	2551 South Fort Apache, Las Vegas, Nevada 89122
Mailing address:	5450 Stephanie Street, Las Vegas, Nevada 89122
Phone number:	702-732-7070
Owner of location:	La Paloma Funeral Services, LLC
Type of ownership:	LLC
Name of funeral director approved to manage this establishment:	Lori Siuba FD976
Does the establishment have an on-site crematory?	No
Where are bodies from location cremated?	La Paloma Crematory Stephanie Street
Photo of Outside of Building:	





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Funeral Establishment Inspection Checklist

Photo of Signage



Photo of Lobby



LICENSES

Establishment permit with name of owner displayed conspicuously? (NRS 642.465)	N/A
Funeral directors' licenses displayed conspicuously? (NRS 642.460)	Yes
Funeral arrangers' licenses displayed conspicuously? (NRS 642.460)	Yes
Are all individuals meeting with families to make arrangements properly licensed? (NRS 642.361)	Yes
Does the location employ or contract with a licensed embalmer? (NAC 642.161)	Yes
Embalmers' licenses displayed conspicuously? (NRS 642.110)	Yes
Apprentice embalmer certificates of registration displayed conspicuously? (NRS 642.280)	N/A
Does the establishment sell, solicit, negotiate or is party to any pre-need contract or provide pre-need services?	Yes



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Funeral Establishment Inspection Checklist

Is a valid pre-need license available? (NRS 689)

Notes

Yes

Dan Kay England is both resident producer and resident funeral agent. Licenses are on the wall.

Photo of Displayed Licenses



New Photo



New Photo





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Funeral Establishment Inspection Checklist

New Photo



LIST NAMES AND LICENSE NUMBERS OF ALL LICENSEES:

Name	Lori A. Siuba FD976
License Number	
Name	Matthew Robert Kjar FD977
License Number	
Name	Rebeca Jasmine Velazquez FA225
License Number	
Name	Matthew Robert Kjar EMB894R
License Number	

PREPARATION ROOM

Does the establishment have a preparation room? (NRS 642.016)	Yes
Is there proper signage and locking doors to prevent unauthorized persons from entering preparation room? (NRS 642.560)	Yes
Is the floor sanitary? (NRS 642.016)	Yes
Is there necessary drainage? (NRS 642.016)	Yes
Is there proper ventilation in working order? (NRS 642.016)	Yes
Are fumes and odors prevented from entering other parts of the building? (NRS 642.016)	Yes
Does the location properly store and dispose of hazardous waste? (NRS 444.490)	N/A
Is this preparation room utilized by the establishment?	No



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Funeral Establishment Inspection Checklist

If not, where are bodies prepared/embalmed?

La Paloma Funeral Services-Stephanie Street, Las Vegas, Nevada 89122

Is embalming performed at this location?

No

If not, where are bodies embalmed?

La Paloma Funeral Services-Stephanie Street, Las Vegas, Nevada 89122

Notes

Preparation Room Signage



Preparation Room Locking Doors:





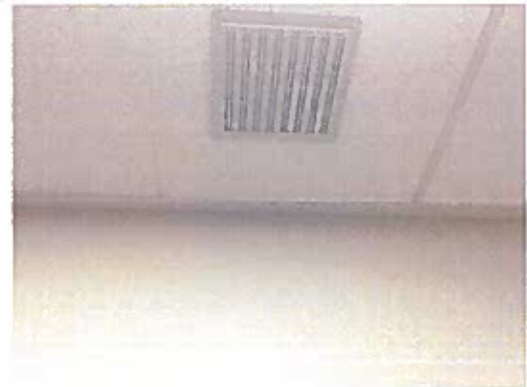
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Funeral Establishment Inspection Checklist

Preparation Room Drainage:



Preparation Room Ventilation:



Preparation Room Overview Photo:





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Funeral Establishment Inspection Checklist

Hazardous Waste Container Photo:



HUMAN REMAINS

Are human remains stored at this location? No
Where are bodies from this location stored? La Paloma Funeral Services Stephanie Way location

Notes

No refrigeration at this location.

Photo of Outside of Refrigeration

Photo of Inside of Refrigeration

Photo of Temperature Gauge

Additional Holding Areas

Additional Photo

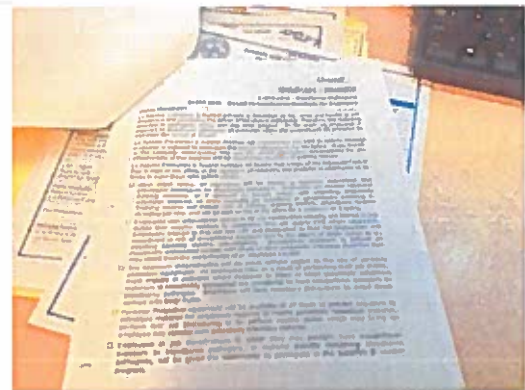
GENERAL ESTABLISHMENT MANAGEMENT

Is the approved managing funeral director on-site for inspection? (Not required) Yes
How often is the approved managing funeral director on-site to manage establishment? Daily
Is the managing funeral director available to staff for supervision? (NRS 642.345) Yes
Does the managing funeral director live within 120 miles of the location? (NAC 642.116) Yes
Does the managing funeral director manage more than 3 locations? (NAC 642.116) No
If the managing funeral director manages more than one location are they within 120 miles of each other? (NAC 642.116) N/A
Does it appear that the location is being maintained in a professional and sanitary manner? (NAC 642.158) Yes



Funeral Establishment Inspection Checklist

Does the location have a blood borne pathogen exposure control plan and do they update the plan annually? (29 CFR 1910.1030)	N/A
Have all employees with potential exposure been provided blood borne pathogen training annually? (29 CFR 1910.1030)	Yes
Have all employees with potential exposure been offered a hepatitis B vaccination? (29 CFR 1910.1030)	Yes
Notes	
Photo of blood borne pathogen exposure control plan	



ESTABLISHMENT FORMS AND RECORDS

Is the establishment maintaining records for at least 7 years? (NAC 451.200)	N/A
Are completed statements of funeral goods and services signed by the licensee who made the arrangements? (NAC 642.152)	N/A
Do completed statements of funeral goods and services contain the license number of the individual who made the arrangements? (NAC 642.152)	N/A
Are embalming reports being completed for each decedent after embalming? (NAC 642.168)	N/A
Do the embalming reports include the time period between death and embalming? (NAC 642.168)	N/A
Do the embalming reports include the procedures used to embalm the remains? (NAC 642.168)	N/A
Do the embalming reports include the signature of the embalmer or apprentice embalmer who embalmed the remains? (NAC 642.168)	N/A
If remains are not stored or cremated at this location, do the forms advise consumer of the location where the remains will be stored or cremated? (NAC 642.154)	Yes
Do records generally appear to be in good order?	Yes



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Funeral Establishment Inspection Checklist

Notes

Authorization Form lists care and storage at 5450 Stephanie Street, Las Vegas, Nevada 89122

CASKET INVENTORY

Does the establishment have a display room containing an inventory of funeral caskets? Yes

(NRS 642.016, NAC 642.030) Internet or catalogue display fulfills this requirement.

Do the prices of displayed caskets conform to the casket price list? (16 CFR 453.2(a)(b)) Yes

Notes:

Will be using a tablet from casket manufacturer to display all caskets.

Photo of casket display room or catalogue



CASKET PRICE LIST

Does the establishment provide a casket price list? Yes
(NRS 642.019, 16 CFR 453.2(b)(2))

(If prices of all caskets are listed on the GPL, this item is not required)

Does the casket price list contain the name of the funeral establishment and a caption describing the list as a "casket price list"? Yes

NRS 642.019, 16 CFR 453.2(b)(2)(ii)

Does the casket price list contain the retail prices of all caskets and alternative containers offered which do not require special ordering, enough information to identify each, and the effective date for the price list? Yes

(NRS 642.019, 16 CFR 453.2(b)(2)(i))

Notes

GENERAL PRICE LIST (GPL)



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Funeral Establishment Inspection Checklist

Does establishment have a supply of the GPL readily available? NRS 642.019, 16 CFR 453.3(b)(4)(i)(A)	Yes
Has the establishment kept a copy of the GPL, CPL, OBCPL and SFGSS for one year after the date of their last distribution to customers? NRS 642.019, 16 CFR 453.6	N/A
Does the GPL contain the name, address, and phone number of the establishment? NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(1)	Yes
Does the GPL contain the caption "General Price List"? NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(2)	Yes
Does the GPL list the effective date? NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(3)	Yes
Does the GPL include the retail prices for all items listed below? NRS 642.019, 16 CFR 453.2 (b)(4)(ii)	Yes
Check all included items below:	
Forwarding remains to another funeral home	<input checked="" type="checkbox"/>
Receiving remains from another funeral home	<input checked="" type="checkbox"/>
Price range for direct cremations	<input checked="" type="checkbox"/>
Separate price for direct cremations; purchaser provides container	<input checked="" type="checkbox"/>
Separate prices for each direct cremation offered including an alternative container	<input checked="" type="checkbox"/>
Price range for immediate burials	<input checked="" type="checkbox"/>
Separate price for immediate burial where purchaser provides the casket	<input checked="" type="checkbox"/>
Separate price for each immediate burial offered including a casket or alternative container	<input checked="" type="checkbox"/>
Price range for caskets or individual prices for caskets	<input checked="" type="checkbox"/>
Funeral director and staff services fees	<input checked="" type="checkbox"/>
Transfer of remains to the funeral home	<input checked="" type="checkbox"/>
Embalming	<input checked="" type="checkbox"/>
Other preparation of the body	<input checked="" type="checkbox"/>
Use of facilities and staff for viewing	<input checked="" type="checkbox"/>
Use of facilities and staff for memorial service	<input checked="" type="checkbox"/>
Use of equipment and staff for graveside service	<input checked="" type="checkbox"/>
Hearse	<input checked="" type="checkbox"/>
Limousine	<input type="checkbox"/>
Price range for outer burial containers or the prices of individual outer burial containers	<input checked="" type="checkbox"/>
Notes	
No limousine. One price for outer burial container.	

GENERAL PRICE LIST DISCLOSURES



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Funeral Establishment Inspection Checklist

Is the following disclosure included in immediate conjunction with the price shown for embalming?
NRS 642.019, 16 CFR 453.3(2)(ii)

Yes

"[Except in certain special cases], embalming is not required by law. Embalming may be necessary, however, if you select certain funeral arrangements, such as a funeral with viewing. If you do not want embalming, you usually have the right to choose an arrangement that does not require you to pay for it, such as direct cremation or immediate burial."

Is the following disclosure included in immediate conjunction with the price range shown for direct cremations?

Yes

NRS 642.019, 16 CFR 453.3(b)(2)

"If you want to arrange a direct cremation, you can use an alternative container. Alternative containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are (specify containers)."

If the prices of outer burial containers are listed on the general price list, is the following disclosure included in immediate conjunction with those prices?

Yes

NRS 642.019, 16 CFR 453.3(c)(2)

"[In most areas of the country], [S]tate or local law does not require that you buy a container to surround the casket in the grave. However, many cemeteries require that you have such a container so that the grave will not sink in. Either a grave liner or a burial vault will satisfy these requirements."

Is the following disclosure included immediately above the prices contained in the GPL?

Yes

NRS 642.019, 16 CFR 453.4(b)(2)(a)

"The goods and services shown below are those we can provide to our customers. You may choose only the items you desire. However, any funeral arrangements you select will include a charge for our basic services and overhead. If legal or other requirements mean you must buy any items you did not specifically ask for, we will explain the reason in writing on the statement we provide describing the funeral goods and services you selected."



Funeral Establishment Inspection Checklist

If the establishment lists a separate basic services fee that is non-declinable, is the following disclosure included together with that price? Yes
NRS 642.019, 16 CFR 453.2(4)(iii)(C)(1)
"This fee for our basic services [and overhead] will be added to the total cost of the funeral arrangements you select. (This fee is already included in our charges for direct cremations, immediate burials, and forwarding or receiving remains."
If the funeral establishment only states the range of prices for the caskets on the GPL, is the following disclosure included with the price range? Yes
NRS 642.019, 16 CFR 453.2(4)(iii)(A)(1)
"A complete price list will be provided at the funeral home"
Notes

ITEMIZED STATEMENT OF FUNERAL GOODS AND SERVICES

Does the establishment provide an itemized written statement for retention to the purchaser at the conclusion of discussion of arrangements which contains the funeral goods and funeral services selected and the prices to be paid for each item? NRS 642.019, 16 CFR 453.2(b)(5) Yes
Does the statement specifically itemize cash advance items to the extent known? NRS 642.019, 16 CFR 453.2(b)(5) Yes
Does the statement contain the total cost of the goods and services selected? NRS 642.019, 16 CFR 453.2(b)(5) Yes
Does the statement of funeral goods and services identify and briefly describe in writing any legal, cemetery, or crematory requirement which the funeral provider represents to persons as compelling the purchase of funeral goods and services for the funeral which that person is arranging? Yes
NRS 642.019, 16 CFR 453.3(d)(2)
Notes

STATEMENT OF FUNERAL GOODS AND SERVICES DISCLOSURE

Is the following disclosure included in immediate conjunction with the list of itemized cash advances? Yes
NRS 642.019, 16 CFR 453.3(f)(2)
"We charge you for our service in obtaining: (specify cash advance items)."



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Funeral Establishment Inspection Checklist

Is the following disclosure included in the statement of funeral goods and services selected? Yes

NRS 642.019, 16 CFR 453.4(a)(2)(i)(A)

"Charges are only for those items that you selected or that are required. If we are required by law or by a cemetery or crematory to use any items, we will explain the reasons in writing below."

Is the following disclosure included in the statement of funeral goods and services selected? Yes

NRS 642.019, 16 CFR 453.5(b)

"If you selected a funeral that may require embalming, such as a funeral with viewing, you may have to pay for embalming. You do not have to pay for embalming you did not approve if you selected arrangements such as a direct cremation or immediate burial. If we charged for embalming, we will explain why below."

Notes

OUTER BURIAL CONTAINER PRICE LIST

Does the establishment provide an outer burial container price list? N/A

NRS 642.019, 16 CFR 453.2(b)(3)

(If prices of all outer burial containers are listed on the GPL, this item is not required)

Does the outer burial container price list contain the name of the funeral establishment and a caption describing the list as a "outer burial container price list"? N/A

NRS 642.019, 16 CFR 453.2(b)(3)(ii)

Does the outer burial container price list contain the retail prices of all outer burial containers offered which do not require special ordering, enough information to identify each, and the effective date for the price list? N/A

NRS 642.019, 16 CFR 453.2(b)(3)(i)

Notes

"Outer Burial Containers" is listed on the GPL with one container offered for sale.

CREMATION AUTHORIZATION FORM (NRS 451.660)

This may be reviewed as part of establishment inspection and/or crematory inspection

Review written authorization form to ensure that it contains the following information:

Does the form identify the deceased person? (NRS 451.660) Yes



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Funeral Establishment Inspection Checklist

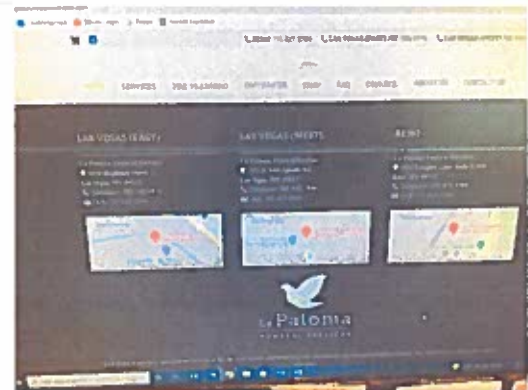
Does it contain a statement of whether death occurred from communicable or otherwise dangerous disease? (NRS 451.660)	Yes
Does it list the name and address of agent? (NRS 451.660)	Yes
Does it list agent's relationship to decedent? (NRS 451.660)	Yes
Does it contain representation that agent is not aware of any objection to cremation by any person who has a right to control the disposition of remains? (NRS 451.660)	Yes
Does it list the name of person authorized to claim cremated remains or the name of the cemetery or person to whom the remains are to be sent? (NRS 451.660)	Yes
Notes	

ADVERTISING

Does establishment advertise?	Yes
Types of advertising:	Internet, pen,
For any viewed advertising, does it appear that everything is fairly and accurately represented? (NRS 642.5172)	Yes
Notes:	

Website makes reference to La Paloma at 2551 South Fort Apache Road, Las Vegas.

New Photo



New Photo

BODY DONATION INFORMATION

Does the establishment work with any whole body donor organizations?	Yes
Please list:	Life Science, Medcure, Science Care



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Funeral Establishment Inspection Checklist

Are permits obtained prior to body being donated (disposition)? (NRS 440.450) N/A

Notes

They are aware of the permit requirements.

UNCLAIMED VETERANS

Has the location reviewed all stored cremated remains to determine whether they are in possession of any veterans? NRS 642.0197 N/A

Has the location reported all unclaimed remains of any veterans to the Department of Veterans Services within 1 year? This includes families who have never returned to claim the cremated remains. NRS 642.0197 N/A

Notes

Establishment not in operation yet.

REGULATORY FEES

Is the location in compliance with submission of regulatory fees pursuant to NRS 642.0696? N/A

Do the fees submitted generally correspond to the number of burial permits or death records obtained through the Office of Vital Records? NRS 642.0696 N/A
In not, request information on how those fees are reported.

Notes

INSPECTION INFORMATION

Date of Inspection: 07/28/2021
Time of Inspection: 14:00
Type of Inspection: Initial
Name of Inspector: Dr. Wayne A. Fazzino
Signature of Inspector:

Name of Establishment Representative at Time of Inspection: Lori Siuba FD976

Name of Crematory Representative at Time of Inspection (If different from Establishment)

The Funeral and Cemetery Services Board will review all violations found and issue you a formal letter after review.



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Funeral Establishment Inspection Checklist

Signature of Establishment or Crematory Representative
at Time of Inspection:

A handwritten signature in blue ink, appearing to be "J. Smith".

Does it appear that any items may need to be reported
to local or state health authorities, OSHA, or the Federal
Trade Commission?

No

Additional Photos

Additional Photo2

Additional Photo3



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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

AGENDA ITEM 10: Approval of Funeral Establishment Permit Crematory License for Kraft-Sussman Funeral and Cremation Services and Aquamation of Southern Nevada Applications – New Ownership

Attachments:

See attached applications.

- a. Kraft-Sussman Funeral and Cremation Services, 3975 South Durango Drive, Suite 104, Las Vegas, NV 89147 with Laura Ann Sussman FD679 as managing funeral director (New Ownership)
- b. Aquamation of Southern Nevada, 3975 South Durango Drive, Suite 108, Las Vegas, NV 89147 (New Ownership)



STATE OF NEVADA

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Checklist – Funeral Establishment Permit

Applicant Name: Kraft-Sussman Funeral and Cremation Services
Location: 3975 South Durango Drive, Suite 104, Las Vegas, NV 89147

NRS	Qualification	Yes	No
642.365(2)(a)	Applicant is of good moral character	x	
642.365(2)(b)	At least 18 years of age	x	
642.365(3)	The funeral establishment for which the applicant is requesting the permit is constructed, equipped, and maintained in the manner described in NRS 642.016.	x	
642.365(4)	Application fee	x	

Notes:

All principals passed background investigation.

Inspection was conducted on July 27, 2021 and a temporary was granted on August 5, 2021.
Recommend approval.

Note: This is a change of ownership for an existing location.

RECOMMENDATION OF BOARD MEMBER

APPROVE: ☐

DENY: ☐

Continue pending additional information: ☐

Comments: _____



STATE OF NEVADA

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CLEAR

RECEIVED

JUL 19 2021

Funeral Establishment Permit Application**Eligibility and Information**

Any individual or entity wishing to obtain a funeral establishment permit in the State of Nevada must complete this application and submit all required documentation with a \$375.00 application fee. Once the Board receives all required documentation, a background check will be completed for all relevant individuals and the application will be reviewed by the Board during a public meeting.

Required Documents

- ☒ Completed Application: Applications are required to be completed in full and must be signed and notarized.
- ☒ Criminal History Form: This document must be completed by anyone subject to disclosure requirements if there are any criminal events to report. Form may be found on the Board website or mailed upon request.
- ☒ Business Entity: List of Principals: This form must be completed for any corporations, LLC's or partnerships.
- ☒ Nevada Business License: Applicants are required to comply with Nevada business licensing requirements and must include a current copy of State of Nevada business license.
- ☒ Zoning: A copy of the Zoning Permit issued by the City or County must be attached to this application.
- ☒ DBA – Fictitious Name Filing: Applicants are required to comply with NRS 602.010 and must submit a copy of their fictitious name filing.
- ☒ Fee: A non-refundable payment in the amount of \$375 must be submitted at time of application. Acceptable forms of payment include, check, money order or credit card and payable to the "Nevada Funeral and Cemetery Services Board."

Applicant Details

Name under which the location will conduct business:

Kraft-Sussman Funeral and Cremation Services

Physical address of proposed location:

3975 South Durango Drive, Suite 104

City:

Las Vegas

State:

Nevada

Zip Code:

89147

Phone Number:

702-485-6500

E-mail Address:

info@kraftsussman.com**Owner Information**

Owner of Location:

FPG Nevada, LLC

Type of Ownership:



Sole Proprietorship



Corporation



Limited Liability Company (LLC)



Partnership

Managing Funeral Director Information

Name of Funeral Director who will manage this location:

Lauren Ann Sussman

FD License #:

FD679

Funeral Establishment Permit Application

Location Inspection

Anticipated date location will be ready for inspection:

July 15, 2021

Applicant Preferred Mailing Address

Enter the preferred mailing address of the applicant that the Board should use for routine correspondence and notices, after the permit is issued (e.g. renewal notices).

Mailing Address: (All Board correspondence will be sent to this address.)

4901 Vineland Road, Suite 300

City: Orlando	State: Florida	Zip Code: 32811
------------------	-------------------	--------------------

Preferred Phone Number:
407-680-2777Preferred E-mail Address:
Jessica.Hansbury@foundationpartners.com

Applicant Information – Natural Person

Complete this section if applicant is a sole proprietor and not incorporated.

Full Legal Name:

Mailing Address:

City:	State:	Zip Code:
-------	--------	-----------

Phone Number:	E-mail Address:
---------------	-----------------

Social Security Number:	Date of Birth:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
-------------------------	----------------	---

Citizenship: ☐ US Citizen ☐ Authorized to Work in the US Place of Birth:

List all prior names used by applicant:

Applicant Information – Limited Liability Company (LLC), Corporation or Partnership

Complete this section if applicant is a Limited Liability Company, Corporation, or Partnership.

Under the laws of which state was the applicant organized?

Delaware

In which state is the applicant currently domiciled?

Nevada

Date applicant was organized (e.g. date articles of incorporation filed):

May 25, 2021

Have you attached the List of Principals?



Yes



No

Contact Information Concerning Application

Enter the name and contact information of the person the Board should contact concerning this application.

Name:
Jessica HansburyAddress:
4901 Vineland Road, Suite 300

City: Orlando	State: Florida	Zip Code: 32811
------------------	-------------------	--------------------

Phone Number: 407-680-2766	E-mail Address: Jessica.Hansbury@foundationpartners.com
-------------------------------	--

Funeral Establishment Permit Application

Legal Information and Criminal History

For the purpose of these next sections, the phrase "person subject to disclosure requirements" should be understood to refer to and include the following persons.

1. If the applicant is a natural person, only the natural person making the application;
2. If the applicant is a corporation, all officers and directors of that corporation;
3. If the applicant is a limited liability company, all managers and members of the limited liability company;
4. If the applicant is a partnership, all partners.

Has any person subject to disclosure requirements had any legal action taken against any professional license held for any reason?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Are there any pending legal actions, complaints, investigations or hearings concerning any person subject to disclosure requirements in process?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has any person subject to disclosure requirements ever had a professional license, certification or registration denied, restricted, suspended, or revoked?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has any person subject to disclosure requirements ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)				
Has any person subject to disclosure requirements ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

General Questions

NRS 642.016 defines a funeral establishment as a place of business conducted at a specific street address or location devoted to the care and preparation for burial or transportation of dead human bodies, consisting of a preparation room equipped with a sanitary floor, necessary drainage and ventilation, having access to necessary instruments and supplies for the preparation and embalming of dead human bodies for burial or transportation and having a display room containing an inventory of funeral caskets. (Partial caskets, photographs or internet displays may fulfill the inventory requirement.) Does this establishment meet this definition? <i>If no, you may not use this form and must contact the Board office for further instructions.</i>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.465, this permit, issued, must be conspicuously displayed in the establishment?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.110, 642.280, and 642.460 all funeral directors, embalmers and apprentice embalmers employed at the establishment must conspicuously display their licenses at the establishment?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to NRS 642.0696, the Board shall collect a \$10 regulatory fee for each written and signed agreement for funeral services in the State?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
In accordance with NRS 642.435, do you understand that an inspection must be conducted prior to issuing and renewing a permit?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Nevada Business License Information

Name on State Business License: FPG Nevada, LLC

Business License #: B202105261699807

Employer Identification Number:

██████████

Funeral Establishment Permit Application

Other Licensure Information

Does the applicant now hold, or has the applicant ever in the past held a license, permit, or certificate in the State of Nevada or any other state or jurisdiction as a funeral establishment, direct cremation facility, cemetery, or crematory?



Yes



No

If yes, please list all licenses below:

State/Jurisdiction	License Type	License #	Date of Issue

Certification and Signature

All applications shall be signed by the applicant. Signatures shall be as follows:

- 1) If the applicant is a natural person, the application shall be signed by that person.
- 2) If the applicant is a corporation, the application shall be signed by the corporation's president.
- 3) If the applicant is a partnership, the application shall be signed by a partner who has authority to sign on behalf of the partnership.
- 4) If the applicant is a limited liability company, the application shall be signed by a member of the company who has authority to sign on behalf of the company.

I hereby apply for a permit, under the laws and regulations governing funeral and cemetery services and certify that all statements and documents contained herein are true and correct to the best of my knowledge and belief and understand that if any responses on this application are false, fraudulent, misleading, inaccurate or incomplete, the application may be denied. Applicant further understands that if a permit is issued and it is later determined that false or misleading information was provided, the permit may be revoked.

I agree to allow the Nevada Funeral and Cemetery Services Board ("Board") to communicate with any person in connection with this application, and understand that any information submitted, including this application, may be deemed a public record with the exception of any information deemed confidential by statute or regulation.

I authorize any court, law enforcement agency, or licensing authority to release or make available to the Nevada Funeral and Cemetery Services Board any and all information they may have concerning applicant.

I declare that I will comply with all requirements under Nevada Revised Statutes relating to the permit for which I have applied.

I declare that I have authority to sign this application in accordance with the requirements stated.



Signature of Applicant and/or Authorized Agent

06/29/2021

Date

William Kent Robertson

Print Name

President

Title

For Board Use Only:

<input checked="" type="checkbox"/> Date Received:	7/19/21	<input type="checkbox"/> Fee Paid:	\$ 375	<input type="checkbox"/> Ref. No.:	48755
<input checked="" type="checkbox"/> Ex Dir Rev.:		<input type="checkbox"/> Chairman Rev.:		<input type="checkbox"/> Permit/Lic No:	
<input type="checkbox"/> Temp Approval:		<input type="checkbox"/> Temp Permit Mailed:			
<input type="checkbox"/> Board Approved:		<input type="checkbox"/> Board Denied:		<input type="checkbox"/> Board Mtg:	
<input type="checkbox"/> Formal Approval:		<input type="checkbox"/> Formal Permit Mailed:		<input type="checkbox"/> Withdrawn:	



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/>**Business Entity – List of Principals**

This form is used in conjunction with various application forms and must be completed if the applicant is a corporation, limited liability company or partnership.

Business Information

Name under which the location will conduct business:

Kraft-Sussman Funeral and Cremation Services

Owner:

FPG Nevada, LLC

Type of Ownership:

☐ Corporation☒ Limited Liability Company (LLC)☐ Partnership**Identification of Principals**

Identify below all persons involved in the entity subject to disclosure requirements (e.g. all officers and directors of a corporation, all managers and members of a limited liability company, and all partners of a partnership).

(1) Full Legal Name:

William Kent Robertson

Title:

President

Mailing Address:

4901 Vineland Road, Suite 300

City:

Orlando

State:

FL

Zip Code:

32811

Phone Number:

407-680-2777

E-mail Address:

Kent.Robertson@foundationpartners.com

Social Security Number:

Date of Birth:

This person is (check all that are applicable):

☒ Corporate Officer☐ LLC Member☐ Partner☐ Corporate Director☐ LLC Manager☐ Stockholder controlling more than 10% of the voting stock**Legal Information and Criminal History**

Has this principal had any legal action taken against any professional license held for any reason?

☐

Yes

☒

No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process?

☐

Yes

☒

No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked?

☐

Yes

☒

No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?

☐

Yes

☒

No

(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)

☐

Yes

☒

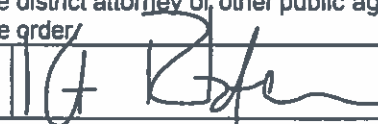
No

Business Entity – List of Principals

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.

- ☒ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (1):



Date:

06/29/2021

(2) Full Legal Name:

Thomas M. Kominsky

Title:

CFO/Treasurer/Secretary

Mailing Address:

4901 Vineland Road, Suite 300

City:

Orlando

State:

FL

Zip Code:

32811

Phone Number:

407-680-2777

E-mail Address:

Tom.Kominsky@foundationpartners.com

Social Security Number:

Date of Birth:

This person is (check all that are applicable):

- ☒ Corporate Officer ☐ LLC Member ☐ Partner
- ☐ Corporate Director ☐ LLC Manager ☐ Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason? ☐ Yes ☒ No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process? ☐ Yes ☒ No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked? ☐ Yes ☒ No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending? ☐ Yes ☒ No

(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.) ☐ Yes ☒ No

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.

- ☒ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (2):

Date:

Business Entity – List of Principals

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.

- ☒ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (1):

Date:

(2) Full Legal Name:

Thomas M. Kominsky

Title:

CFO/Treasurer/Secretary

Mailing Address:

4901 Vineland Road, Suite 300

City:

Orlando

State:

FL

Zip Code:

32811

Phone Number:

407-680-2777

E-mail Address:

Tom.Kominsky@foundationpartners.com

Social Security Number:

Date of Birth:

This person is (check all that are applicable):

- ☒ Corporate Officer ☐ LLC Member ☐ Partner
- ☐ Corporate Director ☐ LLC Manager ☐ Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason? ☐ Yes ☒ No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process? ☐ Yes ☒ No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked? ☐ Yes ☒ No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending? ☐ Yes ☒ No

(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.) ☐ Yes ☒ No

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.

- ☒ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (2):

Date:

BARBARA K. CEGAVSKE
Secretary of State

KIMBERLEY PERONDI
*Deputy Secretary for
Commercial Recordings*

STATE OF NEVADA



**OFFICE OF THE
SECRETARY OF STATE**

*Commercial Recordings Division
202 N. Carson Street
Carson City, NV 89701
Telephone (775) 684-5708
Fax (775) 684-7138
North Las Vegas City Hall
2250 Las Vegas Blvd North, Suite 400
North Las Vegas, NV 89030
Telephone (702) 486-2880
Fax (702) 486-2888*

Business Entity - Filing Acknowledgement

05/26/2021

Work Order Item Number: W2021052502279-1353335
Filing Number: 20211483896
Filing Type: Registration – Foreign LLC
Filing Date/Time: 5/25/2021 1:57:00 PM
Filing Page(s): 2

Indexed Entity Information:

Entity ID: E14838972021-2

Entity Name: FPG Nevada, LLC

Entity Status: Active

Expiration Date: None

Commercial Registered Agent

CORPORATION SERVICE COMPANY

112 NORTH CURRY STREET, Carson City, NV 89703, USA

The attached document(s) were filed with the Nevada Secretary of State, Commercial Recording Division. The filing date and time have been affixed to each document, indicating the date and time of filing. A filing number is also affixed and can be used to reference this document in the future.

Respectfully,

A handwritten signature in black ink that reads "Barbara K. Cegavske".

BARBARA K. CEGAVSKE
Secretary of State



BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov
www.nvsilverflume.gov

Filed in the Office of <i>Barbara K. Cegavske</i>	Business Number E14838972021-2
Secretary of State State Of Nevada	Filing Number 20211483896
	Filed On 5/25/2021 1:57:00 PM
	Number of Pages 2

ABOVE SPACE IS FOR OFFICE USE ONLY

Formation - Limited-Liability Company

- ☐ NRS 86 - Articles of Organization Limited-Liability Company
☐ NRS 89 - Articles of Organization Professional Limited-Liability Company
☒ NRS 86.544 - Registration of Foreign Limited-Liability Company
☐ NRS 86.555 - Registration of Professional Foreign Limited-Liability Company

TYPE OR PRINT - USE DARK INK ONLY - DO NOT HIGHLIGHT

1. Name Being Registered In Nevada: (See Instructions)	FPG Nevada, LLC
2. Foreign Entity Name: (Name in home jurisdiction)	FPG Nevada, LLC
3. Jurisdiction of Formation: (Foreign Limited-Liability Companies)	3a) Jurisdiction of formation: Delaware 3b) Date formed: 05/21/2021 3c) I declare this entity is in good standing in the jurisdiction of its formation. <input checked="" type="checkbox"/>
4. Registered Agent for Service of Process*: (Check only one box)	<input checked="" type="checkbox"/> Commercial Registered Agent (name only below) <input type="checkbox"/> Noncommercial Registered Agent (name and address below) <input type="checkbox"/> Office or Position with Entity (title and address below) Corporation Service Company Name of Registered Agent OR Title of Office or Position with Entity Street Address City Nevada Zip Code Mailing Address (if different from street address) City Nevada Zip Code
4a. Certificate of Acceptance of Appointment of Registered Agent:	I hereby accept appointment as Registered Agent for the above named Entity. If the registered agent is unable to sign the Articles of Incorporation, submit a separate signed Registered Agent Acceptance form. x By: <i>Elizabeth Kitchen</i> 05/24/2021 Authorized Signature of Registered Agent or On Behalf of Registered Agent Entity Date
5. Management: (Domestic Limited-Liability Companies only)	Company shall be managed by: (check one box) <input type="checkbox"/> Manager(s) OR <input type="checkbox"/> Member(s)
6. Name and Address of each Manager(s) or Managing Member(s): (NRS 86 and NRS 86.544, see instructions) Name and Address of the Original Manager(s) and Member(s): (NRS 89, see instructions) IMPORTANT: A certificate from the regulatory board must be submitted showing that each individual is licensed at the time of filing	1) FPG Intermediate Holdco, LLC (Member) Name Country USA 4901 Vineland Road, Suite 300 Orlando FL 32811 Street Address City State Zip/Postal Code 2) William Kent Robertson (Manager) Name Country USA 4901 Vineland Road, Suite 300 Orlando FL 32811 Street Address City State Zip/Postal Code 3) Thomas M. Kominsky (Manager) Name Country USA 4901 Vineland Road, Suite 300 Orlando FL 32811 Street Address City State Zip/Postal Code
7. Dissolution Date: (Domestic only)	Latest date upon which the company is to dissolve (if existence is not perpetual):

This form must be accompanied by appropriate fees.



BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street Carson
City, Nevada 89701-4201 (775)
684-5708
Website: www.nvsos.gov
www.nvsilverflume.gov

Formation - Limited-Liability Company

Continued, Page 2

8. Profession to be Practiced: (NRS 89 only)				
9. Series and/or Restricted Limited-Liability Company: (Optional)	Check box if a Series Limited-Liability Company <input type="checkbox"/> Domestic Limited-Liability Company's only: The Limited-Liability Company is a Restricted Limited-Liability Company <input type="checkbox"/>			
10 Records Office: (Foreign Limited-Liability Companies)	4901 Vineland Road, Suite 300 Address Country USA	Orlando City	FL State	32811 Zip Code
11. Street Address of Principal Office: (Foreign Limited-Liability Companies)	4901 Vineland Road, Suite 300 Address Country USA	Orlando City	FL State	32811 Zip Code
12. Name, Address and Signature of the Organizer: (NRS 86, NRS 89 -Each Organizer must be a licensed professional.)	*Foreign Limited-Liability Company - In the event the designated Agent for Service of Process resigns and is not replaced or the agent's authority has been revoked or the agent cannot be found or served with exercise of reasonable diligence, then the Secretary of State is hereby appointed as the Agent for Service of Process.			
Name and Signature of Manager or Member: (NRS 86.544 only)	I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.			
See instructions	William Kent Robertson Name 4901 Vineland Road, Suite 300 Address X <i>[Signature]</i>	Orlando City	USA Country FL State	32811 Zip/Postal Code (attach additional page if necessary)

AN INITIAL LIST OF OFFICERS MUST ACCOMPANY THIS FILING

Please include any required or optional information in space below:
(attach additional page(s) if necessary)

SECRETARY OF STATE



CERTIFICATE OF REGISTRATION FOREIGN LIMITED-LIABILITY COMPANY

I, BARBARA K. CEGAVSKE, the duly qualified and elected Nevada Secretary of State, do hereby certify that **FPG Nevada, LLC** did on 05/25/2021 file in this office its registration to do business in this state and is now on file and of record in the office of the Nevada Secretary of State, and further, that said entity is at the date of this certificate duly qualified to exercise therein all the powers recited in its Articles and to transact business in the State of Nevada in accordance with the laws of said State.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 05/26/2021.

Barbara K. Cegavske

BARBARA K. CEGAVSKE
Secretary of State

Certificate Number: B202105261699807

You may verify this certificate
online at <http://www.nvsos.gov>



Office of the Clark County Clerk
Lynn Marie Goya

Please Select One:

- ☐ New Application
☐ Renewal of existing Fictitious Firm Name

Certificate of Business: Fictitious Firm Name

Please Print or Type

The expiration date for such certificates shall expire after five years from the date of filing.

The undersigned do/does hereby certify that they are conducting business in Clark County, Nevada, under the

Fictitious Firm Name: KRAFT-SUSSMAN FUNERAL AND CREMATION SERVICES

Mailing Address: 3975 S. DURANGO DR, #104 LAS VEGAS, NV 89147
(Mailing Address for notification of renewal) Mailing Address City, State, Zip

Owner (Sole Proprietor or Registered Legal Entity): KRAFT-SUSSMAN FUNERAL SERVICE, INC.
(Must print name exactly as it is registered with the Nevada Secretary of State)

and that said firm is composed of the following person(s) whose name(s) and address(es) are as follows:

Signed By: LAURA A SUSSMAN [Signature] 5/27/21
Full Name of Authorized Signer Signature Date
3975 S. DURANGO DR, #104 LAS VEGAS, NV 89147
Street Address of Business or Residence City, State, Zip

Signed By: _____
(Use if needed) Full Name of Authorized Signer Signature Date
Street Address of Business or Residence City, State, Zip

By signing above, I declare (or affirm), under penalty of perjury, that all statements made in this document are true, and that I have authority to sign on behalf of and to bind the above named business/legal entity to a contract.

For additional signatures, please use additional pages

STATE OF Nevada }
COUNTY OF Clark } SS:

This instrument was acknowledged before me on 5/27/2021
(Date)

by Laura Ann Sussman
(Name of individual(s) whose signature(s) is/are being notarized)

[Signature]
Signature of Notary Public/Deputy Clerk

Ashley Schulenburg





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/>

Checklist – Crematory License

Applicant Name: Aquamation of Southern Nevada
Location: 3975 South Durango Drive, Suite 108, Las Vegas, NV 89147

NRS	Qualification	Yes	No
NAC 642.085	Applicant is of good moral character.	X	
NRS 451.635(2)(a)	Crematory is in an area zoned for mixed, commercial or industrial use.	X	
NRS 451.635(2)(b)	Crematory is at least 1,500 feet from the boundary line of any parcel zoned for residential use.	X	
NRS 451.635(3)	Completed Application	X	
NRS 451.635(5)(a)	The location has been inspected and it appears that the proposed operation will meet the requirements of NRS 451.600 to 451.715, inclusive.	X	
NRS.451.635(2)	Proof that all persons who will physically operate crematory equipment have completed a crematory certification program approved by the Board.	X	
NRS 451.635(5)(b)	Application fee	X	

Notes:

All principals passed background investigation.

Inspection was conducted on July 27, 2021 and a temporary was granted on August 5, 2021.
Recommend approval.

Note: This is a change of ownership for an existing location.

RECOMMENDATION OF BOARD MEMBER

APPROVE: ☐ DENY: ☐ Continue pending additional information: ☐
Comments: _____



Redacted

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/>

CLEAR

RECEIVED

JUL 19 2021

Crematory License Application

Eligibility and Information

Any individual or entity seeking to obtain a license to operate a crematory in the State of Nevada must complete this application and submit all required documentation with a \$375.00 application fee. Once the Board receives all needed documentation, a background check will be completed for all relevant individuals and the application will be reviewed by the Board during a public meeting.

Required Documents

- ☒ **Completed Application:** Applications are required to be completed in full and must be signed.
- ☒ **Criminal History Form:** This document must be completed by anyone subject to disclosure requirements if there are any criminal events to report. Form may be found on the Board website or mailed upon request.
- ☒ **Business Entity: List of Principals:** This form must be completed for any corporations, LLC's or partnerships.
- ☒ **Nevada Business License:** Applicants are required to comply with Nevada business licensing requirements and must include a current copy of State of Nevada business license.
- ☒ **Zoning:** A copy of the Zoning Permit issued by the City or County must be attached to this application.
- ☒ **DBA - Fictitious Name Filing:** Applicants are required to comply with NRS 602.010 and must submit a copy of their fictitious name filing.
- ☒ **Fee:** A non-refundable payment in the amount of \$375 must be submitted at time of application. Acceptable forms of payment include, check, money order or credit card and payable to the "Nevada Funeral and Cemetery Services Board."

Applicant Details

Name under which the location will conduct business:

Aquamation of Southern Nevada

Physical address of proposed location:

3975 South Durango Drive, Suite 108

City:

Las Vegas

State:

Nevada

Zip Code:

89147

Phone Number:

702-485-6500

E-mail Address:

Info@kraftsussman.com

Owner Information

Owner of Location:

FPG Nevada, LLC

Type of Ownership:



Sole Proprietorship



Corporation



Limited Liability Company (LLC)



Partnership

Location Inspection

Anticipated date location will be ready for inspection:

July 15, 2021

Crematory License Application

Applicant Preferred Mailing Address

Enter the preferred mailing address of the applicant that the Board should use for routine correspondence and notices, after the permit is issued (e.g. renewal notices).

Mailing Address: (All Board correspondence will be sent to this address.)

4901 Vineland Road, Suite 300

City: Orlando	State: Florida	Zip Code: 32811
Preferred Phone Number: 407-680-2777		Preferred E-mail Address: Jessica.Hansbury@foundationpartners.com

Applicant Information – Natural Person

Complete this section if applicant is a sole proprietor and not incorporated.

Full Legal Name:

Mailing Address:

City:	State:	Zip Code:
Phone Number:		E-mail Address:
Social Security Number:	Date of Birth:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female

Citizenship: ☐ US Citizen ☐ Authorized to Work in the US Place of Birth:

List all prior names used by applicant:

Applicant Information – Limited Liability Company (LLC), Corporation or Partnership

Complete this section if applicant is a Limited Liability Company, Corporation, or Partnership.

Under the laws of which state was the applicant organized? Delaware

In which state is the applicant currently domiciled? Nevada

Date applicant was organized (e.g. date articles of incorporation filed): May 25, 2021

Have you attached the List of Principals? ☒ Yes ☐ No

Contact Information Concerning Application

Enter the name and contact information of the person the Board should contact concerning this application.

Name:
Jessica Hansbury

Address:
4901 Vineland Road, Suite 300

City: Orlando	State: Florida	Zip Code: 32811
Phone Number: 407-680-2766		E-mail Address: Jessica.Hansbury@foundationpartners.com

Crematory License Application

Legal Information and Criminal History

For the purpose of these next sections, the phrase "person subject to disclosure requirements" should be understood to refer to and include the following persons.

1. If the applicant is a natural person, only the natural person making the application;
2. If the applicant is a corporation, all officers and directors of that corporation;
3. If the applicant is a limited liability company, all managers and members of the limited liability company;
4. If the applicant is a partnership, all partners.

Has any person subject to disclosure requirements had any legal action taken against any professional license held for any reason?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Are there any pending legal actions, complaints, investigations or hearings concerning any person subject to disclosure requirements in process?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has any person subject to disclosure requirements ever had a professional license, certification or registration denied, restricted, suspended, or revoked?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has any person subject to disclosure requirements ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)				
Has any person subject to disclosure requirements ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

Nevada Business License Information

Name on State Business License:

FPG Nevada, LLC

Business License #:

B202105261699807

Employer Identification Number:

[REDACTED]

Other Licensure Information

Does the applicant now hold, or has the applicant ever in the past held a license, permit, or certificate in the State of Nevada or any other state or jurisdiction as a funeral establishment, direct cremation facility, cemetery, or crematory?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
--	--------------------------	-----	-------------------------------------	----

If yes, please list all licenses below:

State/Jurisdiction	License Type	License #	Date of Issue

Crematory License Application

Certification and Signature

All applications shall be signed by the applicant. Signatures shall be as follows:

- 1) If the applicant is a natural person, the application shall be signed by that person.
- 2) If the applicant is a corporation, the application shall be signed by the corporation's president.
- 3) If the applicant is a partnership, the application shall be signed by a partner who has authority to sign on behalf of the partnership.
- 4) If the applicant is a limited liability company, the application shall be signed by a member of the company who has authority to sign on behalf of the company.

I hereby apply for a permit, under the laws and regulations governing funeral and cemetery services and certify that all statements and documents contained herein are true and correct to the best of my knowledge and belief and understand that if any responses on this application are false, fraudulent, misleading, inaccurate or incomplete, the application may be denied. Applicant further understands that if a permit is issued and it is later determined that false or misleading information was provided, the permit may be revoked.

I agree to allow the Nevada Funeral and Cemetery Services Board ("Board") to communicate with any person in connection with this application, and understand that any information submitted, including this application, may be deemed a public record with the exception of any information deemed confidential by statute or regulation.

I authorize any court, law enforcement agency, or licensing authority to release or make available to the Nevada Funeral and Cemetery Services Board any and all information they may have concerning applicant.

I declare that I will comply with all requirements under Nevada Revised Statutes relating to the permit for which I have applied.

I declare that I have authority to sign this application in accordance with the requirements stated.



Signature of Applicant and/or Authorized Agent

06/29/2021

Date

William Kent Robinson

Print Name

President

Title

For Board Use Only:

<input checked="" type="checkbox"/> Date Received:	7/19/21	<input type="checkbox"/> Fee Paid:	\$ 375-	<input type="checkbox"/> Ref. No.:	48755
<input checked="" type="checkbox"/> Ex Dir Rev.:		<input type="checkbox"/> Chairman Rev.:		<input type="checkbox"/> Permit/Lic No.:	
<input type="checkbox"/> Temp Approval:		<input type="checkbox"/> Temp Permit Mailed:			
<input type="checkbox"/> Board Approved:		<input type="checkbox"/> Board Denied:		<input type="checkbox"/> Board Mtg:	
<input type="checkbox"/> Formal Approval:		<input type="checkbox"/> Formal Permit Mailed:		<input type="checkbox"/> Withdrawn:	



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/>

Business Entity – List of Principals

This form is used in conjunction with various application forms and must be completed if the applicant is a corporation, limited liability company or partnership.

Business Information

Name under which the location will conduct business:

Aquamation of Southern Nevada

Owner:

FPG Nevada, LLC

Type of Ownership:

☐

Corporation

☒

Limited Liability Company (LLC)

☐

Partnership

Identification of Principals

Identify below all persons involved in the entity subject to disclosure requirements (e.g. all officers and directors of a corporation, all managers and members of a limited liability company, and all partners of a partnership).

(1) Full Legal Name:

William Kent Robertson

Title:

President

Mailing Address:

4901 Vineland Road, Suite 300

City:

Orlando

State:

FL

Zip Code:

32811

Phone Number:

407-680-2777

E-mail Address:

Kent.Robertson@foundationpartners.com

Social Security Number:

Date of Birth:

This person is (check all that are applicable):

☒

Corporate Officer

☐

LLC Member

☐

Partner

☐

Corporate Director

☐

LLC Manager

☐

Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason?

☐

Yes

☒

No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process?

☐

Yes

☒

No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked?

☐

Yes

☒

No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?

☐

Yes

☒

No

(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) *(If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)*

☐

Yes

☒

No

Business Entity – List of Principals

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.



I am not subject to a court order for the support of a child.



I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.



I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (1):



Date:

06/29/2021

(2) Full Legal Name:

Thomas M. Kominsky

Title:

CFO/Treasurer/Secretary

Mailing Address:

4901 Vineland Road, Suite 300

City:

Orlando

State:

FL

Zip Code:

32811

Phone Number:

407-680-2777

E-mail Address:

Tom.Kominsky@foundationpartners.com

Social Security Number:

Date of Birth:

This person is (check all that are applicable):



Corporate Officer



LLC Member



Partner



Corporate Director

LLC Manager



Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason?



Yes



No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process?



Yes



No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked?



Yes



No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?



Yes



No

(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)



Yes



No

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.



I am not subject to a court order for the support of a child.



I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.



I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (2):

Date:

Business Entity – List of Principals

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.

- ☒ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (1):

Date:

(2) Full Legal Name:

Thomas M. Kominsky

Title:

CFO/Treasurer/Secretary

Mailing Address:

4901 Vineland Road, Suite 300

City:

Orlando

State:

FL

Zip Code:

32811

Phone Number:

407-680-2777

E-mail Address:

Tom.Kominsky@foundationpartners.com

Social Security Number:

Date of Birth:

This person is (check all that are applicable):



Corporate Officer



LLC Member



Partner



Corporate Director

LLC Manager



Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason? ☐ Yes ☒ No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process? ☐ Yes ☒ No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked? ☐ Yes ☒ No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending? ☐ Yes ☒ No

(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.) ☐ Yes ☒ No

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.

- ☒ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (2):

Date:

6/28/21

BARBARA K. CEGAVSKE
Secretary of State

KIMBERLEY PERONDI
*Deputy Secretary for
Commercial Recordings*

STATE OF NEVADA



**OFFICE OF THE
SECRETARY OF STATE**

*Commercial Recordings Division
202 N. Carson Street
Carson City, NV 89701
Telephone (775) 684-5708
Fax (775) 684-7138

North Las Vegas City Hall
2250 Las Vegas Blvd North, Suite 400
North Las Vegas, NV 89030
Telephone (702) 486-2880
Fax (702) 486-2888*

Business Entity - Filing Acknowledgement

05/26/2021

Work Order Item Number: W2021052502279-1353335
Filing Number: 20211483896
Filing Type: Registration – Foreign LLC
Filing Date/Time: 5/25/2021 1:57:00 PM
Filing Page(s): 2

Indexed Entity Information:

Entity ID: E14838972021-2

Entity Name: FPG Nevada, LLC

Entity Status: Active

Expiration Date: None

Commercial Registered Agent

CORPORATION SERVICE COMPANY

112 NORTH CURRY STREET, Carson City, NV 89703, USA

The attached document(s) were filed with the Nevada Secretary of State, Commercial Recording Division. The filing date and time have been affixed to each document, indicating the date and time of filing. A filing number is also affixed and can be used to reference this document in the future.

Respectfully,

A handwritten signature in black ink that reads "Barbara K. Cegavske".

BARBARA K. CEGAVSKE
Secretary of State



BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov
www.nvsilverflume.gov

Filed in the Office of <i>Barbara K. Cegavske</i> Secretary of State State Of Nevada	Business Number
	E14838972021-2
	Filing Number
	20211483896
	Filed On
5/25/2021 1:57:00 PM	
Number of Pages	
2	

ABOVE SPACE IS FOR OFFICE USE ONLY

Formation - Limited-Liability Company

- ☐ NRS 86 - Articles of Organization Limited-Liability Company
- ☒ NRS 86.544 - Registration of Foreign Limited-Liability Company
- ☐ NRS 89 - Articles of Organization Professional Limited-Liability Company
- ☐ NRS 86.555 - Registration of Professional Foreign Limited-Liability Company

TYPE OR PRINT - USE DARK INK ONLY - DO NOT HIGHLIGHT

1. Name Being Registered in Nevada: (See Instructions)	FPG Nevada, LLC
2. Foreign Entity Name: (Name in home jurisdiction)	FPG Nevada, LLC
3. Jurisdiction of Formation: (Foreign Limited-Liability Companies)	3a) Jurisdiction of formation: Delaware 3b) Date formed: 05/21/2021 3c) I declare this entity is in good standing in the jurisdiction of its formation. <input checked="" type="checkbox"/>
4. Registered Agent for Service of Process: (Check only one box)	<input checked="" type="checkbox"/> Commercial Registered Agent (name only below) <input type="checkbox"/> Noncommercial Registered Agent (name and address below) <input type="checkbox"/> Office or Position with Entity (title and address below) Corporation Service Company Name of Registered Agent OR Title of Office or Position with Entity Street Address City State Zip Code Mailing Address (if different from street address) City State Zip Code
4a. Certificate of Acceptance of Appointment of Registered Agent:	I hereby accept appointment as Registered Agent for the above named Entity. If the registered agent is unable to sign the Articles of Incorporation, submit a separate signed Registered Agent Acceptance form. x By: Corporation Service Company Elizabeth Kitchen Authorized Signature of Registered Agent or On Behalf of Registered Agent Entity Date 05/24/2021
5. Management: (Domestic Limited-Liability Companies only)	Company shall be managed by: (check one box) <input type="checkbox"/> Manager(s) OR <input type="checkbox"/> Member(s)
6. Name and Address of each Manager(s) or Managing Member(s): (NRS 86 and NRS 86.544, see instructions) Name and Address of the Original Manager(s) and Member(s): (NRS 89, see instructions) IMPORTANT: A certificate from the regulatory board must be submitted showing that each individual is licensed at the time of filing	1) FPG Intermediate Holdco, LLC (Member) Name Country 4901 Vineland Road, Suite 300 Orlando FL 32811 Street Address City State Zip/Postal Code 2) William Kent Robertson (Manager) Name Country 4901 Vineland Road, Suite 300 Orlando FL 32811 Street Address City State Zip/Postal Code 3) Thomas M. Kominsky (Manager) Name Country 4901 Vineland Road, Suite 300 Orlando FL 32811 Street Address City State Zip/Postal Code
7. Dissolution Date: (Domestic only)	Latest date upon which the company is to dissolve (if existence is not perpetual):

This form must be accompanied by appropriate fees.



BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street Carson
City, Nevada 89701-4201 (775)
684-5708
Website: www.nvsos.gov
www.nvsilverflume.gov

Formation - Limited-Liability Company

Continued, Page 2

8. Profession to be Practiced: (NRS 89 only)				
9. Series and/or Restricted Limited-Liability Company: (Optional)	Check box if a Series Limited-Liability Company <input type="checkbox"/> Domestic Limited-Liability Company's only: The Limited-Liability Company is a Restricted Limited-Liability Company <input type="checkbox"/>			
10 Records Office: (Foreign Limited-Liability Companies)	4901 Vineland Road, Suite 300 Address Country USA	Orlando City	FL State	32811 Zip Code
11. Street Address of Principal Office: (Foreign Limited-Liability Companies)	4901 Vineland Road, Suite 300 Address Country USA	Orlando City	FL State	32811 Zip Code
12. Name, Address and Signature of the Organizer: (NRS 86, NRS 89 -Each Organizer must be a licensed professional.)	*Foreign Limited-Liability Company - In the event the designated Agent for Service of Process resigns and is not replaced or the agent's authority has been revoked or the agent cannot be found or served with exercise of reasonable diligence, then the Secretary of State is hereby appointed as the Agent for Service of Process.			
Name and Signature of Manager or Member: (NRS 86.544 only) See instructions	I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.			
	William Kent Robertson Name	USA Country		
	4901 Vineland Road, Suite 300 Address	Orlando City	FL State	32811 Zip/Postal Code
	X			
	(attach additional page if necessary)			

AN INITIAL LIST OF OFFICERS MUST ACCOMPANY THIS FILING

Please include any required or optional information in space below:
(attach additional page(s) if necessary)

SECRETARY OF STATE



CERTIFICATE OF REGISTRATION FOREIGN LIMITED-LIABILITY COMPANY

I, BARBARA K. CEGAVSKE, the duly qualified and elected Nevada Secretary of State, do hereby certify that FPG Nevada, LLC did on 05/25/2021 file in this office its registration to do business in this state and is now on file and of record in the office of the Nevada Secretary of State, and further, that said entity is at the date of this certificate duly qualified to exercise therein all the powers recited in its Articles and to transact business in the State of Nevada in accordance with the laws of said State.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 05/26/2021.

Barbara K. Cegavske

BARBARA K. CEGAVSKE
Secretary of State

Certificate Number: B202105261699807

You may verify this certificate
online at <http://www.nvsos.gov>



Office of the Clark County Clerk
Lynn Marie Goya

Please Select One:

- ☐ New Application
☐ Renewal of existing Fictitious Firm Name

Certificate of Business: Fictitious Firm Name

Please Print or Type

The expiration date for such certificates shall expire after five years from the date of filing.

The undersigned do/does hereby certify that they are conducting business in Clark County, Nevada, under the

Fictitious Firm Name: AQUAMATION

Mailing Address: 3975 S. DURANGO DRIVE, SUITE 104, LAS VEGAS, NV 89147

(Mailing Address for notification of renewal)

Mailing Address

City, State, Zip

Owner (Sole Proprietor or
Registered Legal Entity): AQUAMATION OF SOUTHERN NEVADA LLC

(Must print name exactly as it is registered with the Nevada Secretary of State)

and that said firm is composed of the following person(s) whose name(s) and address(es) are as follows:

Signed By: LAURA A SUSSMAN

Full Name of Authorized Signer

3975 S. DURANGO DRIVE, SUITE 104, LAS VEGAS, NV 89147

Street Address of Business or Residence

Signature

Date

3/8/19

City, State, Zip

Signed By:

(Use if needed) Full Name of Authorized Signer

Signature

Date

Street Address of Business or Residence

City, State, Zip

By signing above, I declare (or affirm), under penalty of perjury, that all statements made in this document are true, and that I have authority to sign on behalf of and to bind the above named business/legal entity to a contract.

For additional signatures, please use additional pages

STATE OF Nevada

COUNTY OF Clark

} SS

This instrument was acknowledged before me on March 8, 2019

(Date)

by Laura A Sussman

(Name of individual(s) whose signature(s) is/are being notarized)



Signature of Notary Public/Deputy Clerk

RECEIVED

MAR 11 2019

COUNTY CLERK



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

Funeral Establishment Inspection Checklist

AUTHORITY

In accordance with NRS 642.067, NRS 642.365 and NRS 642.435, the Nevada Board of Funeral and Cemetery services has authority to inspect any premises where funeral directing is conducted or embalming practiced, and is required to make unannounced inspections of each establishment issued a permit by the Board.

GENERAL INFORMATION

Name under which the location conducts business:	Kraft-Sussman Funeral and Cremation Services
Permit #:	ESTNEW
Physical address:	3975 South Durango Drive, Suite 104, Las Vegas, Nevada 89147
Mailing address:	4901 Vineland Road, Suite 300, Orlando, Florida 32811
Phone number:	702-485-6500
Owner of location:	FPG Nevada, LLC
Type of ownership:	LLC
Name of funeral director approved to manage this establishment:	Laura A. Sussman FD679
Does the establishment have an on-site crematory?	Yes
Is the crematory under the same ownership?	Yes
Is the area zoned for mixed, commercial, or industrial, and at least 1500 feet from a residential parcel? (NRS 451.635)	Yes
Photo of Outside of Building:	





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Funeral Establishment Inspection Checklist

Photo of Signage



Photo of Lobby



LICENSES

Establishment permit with name of owner displayed conspicuously? (NRS 642.465)	Yes
Funeral directors' licenses displayed conspicuously? (NRS 642.460)	Yes
Funeral arrangers' licenses displayed conspicuously? (NRS 642.460)	Yes
Are all individuals meeting with families to make arrangements properly licensed? (NRS 642.361)	Yes
Does the location employ or contract with a licensed embalmer? (NAC 642.161)	Yes
Embalmers' licenses displayed conspicuously? (NRS 642.110)	Yes
Apprentice embalmer certificates of registration displayed conspicuously? (NRS 642.280)	N/A
Does the establishment sell, solicit, negotiate or is party to any pre-need contract or provide pre-need services?	Yes



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Funeral Establishment Inspection Checklist

Is a valid pre-need license available? (NRS 689) _____

Yes

Notes _____

Laura Sussman does pre-need contracts.

Photo of Displayed Licenses _____



New Photo _____



New Photo _____

New Photo _____

LIST NAMES AND LICENSE NUMBERS OF ALL LICENSEES:

Name _____

Wendy Ruth Kraft FA37

License Number _____

Name _____

Laura Ann Sussman FD679

License Number _____

Name _____

Matthew Aaron Kraft FA88

License Number _____

Name _____

Aaron Robert Forgey FD877

License Number _____



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Funeral Establishment Inspection Checklist

Name	Krystal Osborne EMB200
License Number	
Name	William Alexis LUQUE FA10
License Number	
Name	Jazmine Alejandra Perez FD974
License Number	
Name	Heather Sparks EMB778R
License Number	
Name	Lakeshia Nichelle Osei Asibey FD978
License Number	

CREMATORY LICENSES

Is the crematory license issued by the Board displayed conspicuously?	Yes
Are city and county permits or license displayed?	Yes
Have all individuals who operate the crematory equipment completed a crematory certification program approved by the Board? (NRS 451.635)	Yes
List names of all individuals who currently operate the crematory equipment:	
Aaron Forgey	
Laura Sussman	
Wendy Kraft	
William Luge	
Notes	
Photo of Displayed Licenses	





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Funeral Establishment Inspection Checklist

Photo of Crematory Training Certificates



New Photo



New Photo

New Photo

PREPARATION ROOM

Does the establishment have a preparation room? (NRS 642.016)	Yes
Is there proper signage and locking doors to prevent unauthorized persons from entering preparation room? (NRS 642.560)	Yes
Is the floor sanitary? (NRS 642.016)	Yes
Is there necessary drainage? (NRS 642.016)	Yes
Is there proper ventilation in working order? (NRS 642.016)	Yes
Are fumes and odors prevented from entering other parts of the building? (NRS 642.016)	Yes
Does the location properly store and dispose of hazardous waste? (NRS 444.490)	Yes
Is this preparation room utilized by the establishment?	Yes



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Funeral Establishment Inspection Checklist

Is embalming performed at this location?	Yes
IF the preparation room is utilized for embalming, is it equipped with all instruments and supplies necessary for the preparation and embalming of human bodies? (NRS 642.016) Check items that are present:	Yes
Injection Tubes	✓
Aneurysm Needle	✓
Scalpel	✓
Hypodermic syringe	✓
Embalming Machine	✓
Restorative Wax	✓
Covered Waste Can	✓
Disinfectant	✓
Large Trocar	✓
Scissors	✓
Aspirator	✓
Hardening Compound	✓
Shaving Material	✓
First Aid Kit	✓
Small Trocar	✓
Hemostats	✓
Hypodermic Needles	✓
Headrest	✓
Sheets/Body Bags	✓
Eye Wash Station	✓
Suture Thread	✓
Suture Needles	✓
Forceps	✓
Cosmetics	✓
Powder Brush	✓
Application Brush	✓
Soap	✓
Notes	
Preparation Room Signage	





FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
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Funeral Establishment Inspection Checklist

Preparation Room Locking Doors: _____



Preparation Room Drainage: _____



Preparation Room Ventilation: _____





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Funeral Establishment Inspection Checklist

Preparation Room Overview Photo:



Hazardous Waste Container Photo:



HUMAN REMAINS

Are human remains stored at this location?	Yes
List all areas of the establishment where human remains are being held:	Refrigerator and Preparation Room
Are remains being embalmed or refrigerated within 24 hours? (NRS 451.675)	Yes
Are all human remains refrigerated in a self-contained mechanical refrigeration unit at a temperature of not more than 42 degrees? (NAC 451.015)	Yes
Are all remains in refrigeration and on-site properly identified? This includes body parts. (NAC 451.070)	Yes
Are all remains in refrigeration and on site being stored without being on top of other remains? (NAC 642.158)	Yes
Are all remains in refrigeration and on-site being stored face up? (NAC 642.158)	Yes



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Funeral Establishment Inspection Checklist

Are all remains in refrigeration and on-site completely covered or clothed (unless embalming)? (NAC 642.158)	Yes
Are all remains in refrigeration and on-site being kept directly off of the floor? (NAC 642.158)	Yes
Does it appear that all bodies in refrigeration and on-site are being treated with dignity and respect at all times? (NAC 642.158, NRS 451.675)	Yes
Does it appear that all bodies are being cremated or buried within a reasonable amount of time? (NRS 451.020)	Yes
Is any area where bodies are stored awaiting cremation secure from access by anyone other than employees? (NRS 451.675, NRS 451.685)	Yes
Is any area where bodies are stored awaiting cremation clean and free of any evidence of leaking bodily fluids? (NRS 451.675)	Yes
Does it appear that any area where bodies are stored awaiting cremation protects for the health and safety of crematory employees? (NRS 451.675)	Yes

Notes

Photo of Outside of Refrigeration





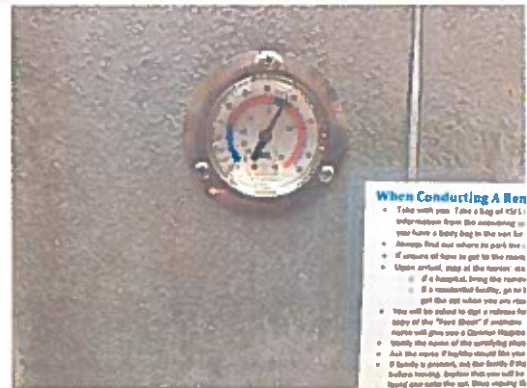
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Funeral Establishment Inspection Checklist

Photo of Inside of Refrigeration



Photo of Temperature Gauge



Additional Holding Areas



Additional Photo

CREMATORY EQUIPMENT INFORMATION

Number of retorts

One



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Funeral Establishment Inspection Checklist

Fuel source: _____ Natural gas and water
Manufacturer of retorts: _____
Bio Response Solutions
Date the retorts were last serviced? _____ They do not service as you would a cremation machine.
Notes: _____
Put gasket on last week.
Retort Photo _____



Retort Photo2 _____





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Funeral Establishment Inspection Checklist

Retort Photo3



PROCEDURE AND SPACE FOR CREMATION

Is the space within the crematory enclosed? (NRS 451.680)	Yes
Is the crematory only used for the cremation of human remains? (NRS 451.680)	Yes
Is an identifying document or label removed from container and kept near control panel until cremation is completed? (NRS 451.680)	Yes
Is all recoverable residue properly removed from chamber following cremation? (NRS 451.680)	Unknown
Is a pulverizer or crusher on-site? (Cremated remains must be reduced to particles no larger than 1/8 of an inch) (NRS 451.700)	Yes

Notes

Was not able to determine if all recoverable residue was removed as they just completed a cremation and bones were still in the machine during the inspection.
Photo of pulverizer area





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Funeral Establishment Inspection Checklist

Photo of documents near control panel



INCINERATION CONTAINERS

Do all containers used cover the human remains completely when closed? (NRS 451.675)	Yes
Do all containers used resist leaking or spilling? (NRS 451.675)	Yes
Are all containers rigid enough for easy handling? (NRS 451.675)	Yes

Notes

No flame cremation at this site. They used Smith for cremations. They keep some boxes to take to him.

Photo of Containers



Photo of Containers

CREMATORY RECORDS

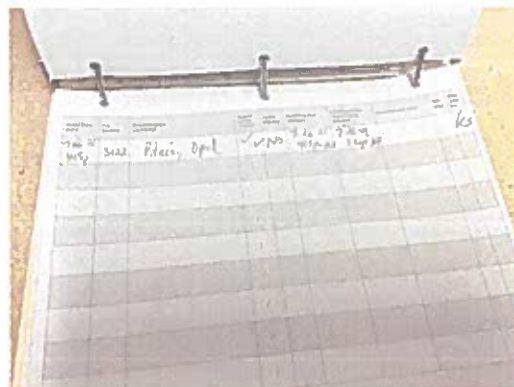
Is the crematory maintaining records for at least 7 years? (R067-15)	N/A
--	-----



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Funeral Establishment Inspection Checklist

Does the crematory keep a record of each authorization received? (NRS 451.665)	Yes
Does the crematory keep a record of the name of each person whose human remains are received? (NRS 451.665)	Yes
Does the crematory keep a record of the date and time of receipt of remains? (NRS 451.665)	Yes
Does the crematory keep a record of the description of the container in which the remains are received? (NRS 451.665)	Yes
Does the crematory keep a record of the date of cremation? (NRS 451.665)	Yes
Does the crematory keep a record of the final disposition of the cremated remains? (NRS 451.665)	Yes
Do records generally appear to be in good order?	Yes
If records are not kept on-site, location where records are stored:	On-site
Notes	
Reviewed crematory records.	
Photo of Cremation Log	



Photo





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Funeral Establishment Inspection Checklist

DELIVERY AND TRANSPORTATION OF CREMATED REMAINS

Does the crematory keep a record of receipts for delivery of cremated remains? (NRS 451.690)	Yes
Do receipts for delivery of cremated remains contain the name of the person receiving the remains? (NRS 451.690)	Yes
Do receipts for delivery of cremated remains contain the date, time, and place of receipt of the remains? (NRS 451.690)	Yes
Are temporary urns used to deliver cremated remains placed in suitable containers? (NRS 451.690)	Yes
Are temporary urns marked with the name of the person it contains? (NRS 451.690)	Yes
Are temporary urns marked with the name of the operator of the crematory? (NRS 451.690)	Yes
Notes	
Photo of Temporary Urn	



Photo of Temporary Urn Label



GENERAL ESTABLISHMENT MANAGEMENT



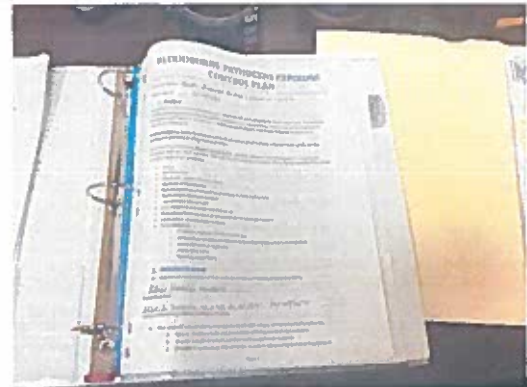
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Funeral Establishment Inspection Checklist

Is the approved managing funeral director on-site for inspection? (Not required)	Yes
How often is the approved managing funeral director on-site to manage establishment?	daily
Is the managing funeral director available to staff for supervision? (NRS 642.345)	Yes
Does the managing funeral director live within 120 miles of the location? (NAC 642.116)	Yes
Does the managing funeral director manage more than 3 locations? (NAC 642.116)	No
If the managing funeral director manages more than one location are they within 120 miles of each other? (NAC 642.116)	N/A
Does it appear that the location is being maintained in a professional and sanitary manner? (NAC 642.158)	Yes
Does the location have a blood borne pathogen exposure control plan and do they update the plan annually? (29 CFR 1910.1030)	Yes
Have all employees with potential exposure been provided blood borne pathogen training annually? (29 CFR 1910.1030)	Yes
Have all employees with potential exposure been offered a hepatitis B vaccination? (29 CFR 1910.1030)	Yes

Notes

Laura Sussman indicated that they perform annual training with employees.
Photo of blood borne pathogen exposure control plan



ESTABLISHMENT FORMS AND RECORDS

Is the establishment maintaining records for at least 7 years? (NAC 451.200)	Yes
Are completed statements of funeral goods and services signed by the licensee who made the arrangements? (NAC 642.152)	Yes



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Funeral Establishment Inspection Checklist

Do completed statements of funeral goods and services contain the license number of the individual who made the arrangements? (NAC 642.152)	Yes
Are embalming reports being completed for each decedent after embalming? (NAC 642.168)	Yes
Do the embalming reports include the time period between death and embalming? (NAC 642.168)	Yes
Do the embalming reports include the procedures used to embalm the remains? (NAC 642.168)	Yes
Do the embalming reports include the signature of the embalmer or apprentice embalmer who embalmed the remains? (NAC 642.168)	Yes
If remains are not stored or cremated at this location, do the forms advise consumer of the location where the remains will be stored or cremated? (NAC 642.154)	Yes
Do records generally appear to be in good order?	Yes
Notes	

CASKET INVENTORY

Does the establishment have a display room containing an inventory of funeral caskets? (NRS 642.016, NAC 642.030) Internet or catalogue display fulfills this requirement.	Yes
Do the prices of displayed caskets conform to the casket price list? (16 CFR 453.2(a)(b))	Yes
Notes:	

Verified a sample of prices in their casket book with the Casket Price List and they match.
Photo of casket display room or catalogue



CASKET PRICE LIST



Funeral Establishment Inspection Checklist

Does the establishment provide a casket price list? (NRS 642.019, 16 CFR 453.2(b)(2)) (If prices of all caskets are listed on the GPL, this item is not required)	Yes
Does the casket price list contain the name of the funeral establishment and a caption describing the list as a "casket price list"?	Yes
NRS 642.019, 16 CFR 453.2(b)(2)(ii) Does the casket price list contain the retail prices of all caskets and alternative containers offered which do not require special ordering, enough information to identify each, and the effective date for the price list? (NRS 642.019, 16 CFR 453.2(b)(2)(i))	Yes
Notes	

GENERAL PRICE LIST (GPL)

Does establishment have a supply of the GPL readily available?	Yes
NRS 642.019, 16 CFR 453.3(b)(4)(i)(A) Has the establishment kept a copy of the GPL, CPL, OBCPL and SFGSS for one year after the date of their last distribution to customers?	Yes
NRS 642.019, 16 CFR 453.6 Does the GPL contain the name, address, and phone number of the establishment?	Yes
NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(1) Does the GPL contain the caption "General Price List"?	Yes
NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(2) Does the GPL list the effective date?	Yes
NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(3) Does the GPL include the retail prices for all items listed below?	Yes
NRS 642.019, 16 CFR 453.2 (b)(4)(ii) Check all included items below:	
Forwarding remains to another funeral home	✓
Receiving remains from another funeral home	✓
Price range for direct cremations	✓
Separate price for direct cremations; purchaser provides container	✓
Separate prices for each direct cremation offered including an alternative container	✓
Price range for immediate burials	✓
Separate price for immediate burial where purchaser provides the casket	✓
Separate price for each immediate burial offered including a casket or alternative container	✓



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Funeral Establishment Inspection Checklist

Price range for caskets or individual prices for caskets	<input checked="" type="checkbox"/>
Funeral director and staff services fees	<input checked="" type="checkbox"/>
Transfer of remains to the funeral home	<input checked="" type="checkbox"/>
Embalming	<input checked="" type="checkbox"/>
Other preparation of the body	<input checked="" type="checkbox"/>
Use of facilities and staff for viewing	<input checked="" type="checkbox"/>
Use of facilities and staff for memorial service	<input checked="" type="checkbox"/>
Use of equipment and staff for graveside service	<input checked="" type="checkbox"/>
Hearse	<input checked="" type="checkbox"/>
Limousine	<input type="checkbox"/>
Price range for outer burial containers or the prices of individual outer burial containers	<input type="checkbox"/>
Notes	

No limousine or outer burial containers are offered.

GENERAL PRICE LIST DISCLOSURES

Is the following disclosure included in immediate conjunction with the price shown for embalming? NRS 642.019, 16 CFR 453.3(2)(ii)	Yes
---	-----

"[Except in certain special cases], embalming is not required by law. Embalming may be necessary, however, if you select certain funeral arrangements, such as a funeral with viewing. If you do not want embalming, you usually have the right to choose an arrangement that does not require you to pay for it, such as direct cremation or immediate burial."

Is the following disclosure included in immediate conjunction with the price range shown for direct cremations?	Yes
---	-----

NRS 642.019, 16 CFR 453.3(b)(2)

"If you want to arrange a direct cremation, you can use an alternative container. Alternative containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are (specify containers)."

If the prices of outer burial containers are listed on the general price list, is the following disclosure included in immediate conjunction with those prices?	N/A
---	-----

NRS 642.019, 16 CFR 453.3(c)(2)

"[In most areas of the country], [S]tate or local law does not require that you buy a container to surround the casket in the grave. However, many cemeteries require that you have such a container so that the grave will not sink in. Either a grave liner or a burial vault will satisfy these requirements."



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Funeral Establishment Inspection Checklist

Is the following disclosure included immediately above the prices contained in the GPL? Yes

NRS 642.019, 16 CFR 453.4(b)(2)(a)

"The goods and services shown below are those we can provide to our customers. You may choose only the items you desire. However, any funeral arrangements you select will include a charge for our basic services and overhead. If legal or other requirements mean you must buy any items you did not specifically ask for, we will explain the reason in writing on the statement we provide describing the funeral goods and services you selected."

If the establishment lists a separate basic services fee that is non-declinable, is the following disclosure included together with that price? Yes

NRS 642.019 16 CFR 453.2(4)(iii)(C)(1)

"This fee for our basic services [and overhead] will be added to the total cost of the funeral arrangements you select. (This fee is already included in our charges for direct cremations, immediate burials, and forwarding or receiving remains."

If the funeral establishment only states the range of prices for the caskets on the GPL, is the following disclosure included with the price range? Yes

NRS 642.019, 16 CFR 453.2(4)(iii)(A)(1)

"A complete price list will be provided at the funeral home"

Notes

No outer burial containers are offered.

ITEMIZED STATEMENT OF FUNERAL GOODS AND SERVICES

Does the establishment provide an itemized written statement for retention to the purchaser at the conclusion of discussion of arrangements which contains the funeral goods and funeral services selected and the prices to be paid for each item? NRS 642.019, 16 CFR 453.2(b)(5) Yes

Does the statement specifically itemize cash advance items to the extent known? NRS 642.019, 16 CFR 453.2(b)(5) Yes

Does the statement contain the total cost of the goods and services selected? NRS 642.019, 16 CFR 453.2(b)(5) Yes



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Funeral Establishment Inspection Checklist

Does the statement of funeral goods and services identify and briefly describe in writing any legal, cemetery, or crematory requirement which the funeral provider represents to persons as compelling the purchase of funeral goods and services for the funeral which that person is arranging? Yes
NRS 642.019, 16 CFR 453.3(d)(2)
Notes

STATEMENT OF FUNERAL GOODS AND SERVICES DISCLOSURE

Is the following disclosure included in immediate conjunction with the list of itemized cash advances? Yes
NRS 642.019, 16 CFR 453.3(f)(2)
"We charge you for our service in obtaining: (specify cash advance items)."
Is the following disclosure included in the statement of funeral goods and services selected? Yes
NRS 642.019, 16 CFR 453.4(a)(2)(i)(A)
"Charges are only for those items that you selected or that are required. If we are required by law or by a cemetery or crematory to use any items, we will explain the reasons in writing below."
Is the following disclosure included in the statement of funeral goods and services selected? Yes
NRS 642.019, 16 CFR 453.5(b)
"If you selected a funeral that may require embalming, such as a funeral with viewing, you may have to pay for embalming. You do not have to pay for embalming you did not approve if you selected arrangements such as a direct cremation or immediate burial. If we charged for embalming, we will explain why below."
Notes

OUTER BURIAL CONTAINER PRICE LIST

Does the establishment provide an outer burial container price list? No
NRS 642.019, 16 CFR 453.2(b)(3)
(If prices of all outer burial containers are listed on the GPL, this item is not required)
Does the outer burial container price list contain the name of the funeral establishment and a caption describing the list as a "outer burial container price list"? N/A
NRS 642.019, 16 CFR 453.2(b)(3)(ii)



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Does the outer burial container price list contain the retail prices of all outer burial containers offered which do not require special ordering, enough information to identify each, and the effective date for the price list? N/A
NRS 642.019, 16 CFR 453.2(b)(3)(I)
Notes

CREMATION AUTHORIZATION FORM (NRS 451.660)

This may be reviewed as part of establishment inspection and/or crematory inspection
Review written authorization form to ensure that it contains the following information:

Does the form identify the deceased person? (NRS 451.660) Yes
Does it contain a statement of whether death occurred from communicable or otherwise dangerous disease? (NRS 451.660) Yes
Does it list the name and address of agent? (NRS 451.660) Yes
Does it list agent's relationship to decedent? (NRS 451.660) Yes
Does it contain representation that agent is not aware of any objection to cremation by any person who has a right to control the disposition of remains? (NRS 451.660) Yes
Does it list the name of person authorized to claim cremated remains or the name of the cemetery or person to whom the remains are to be sent? (NRS 451.660) Yes
Notes

ADVERTISING

Does establishment advertise? Yes
Types of advertising: Pens, magazines, internet
For any viewed advertising, does it appear that everything is fairly and accurately represented? (NRS 642.5172) Yes
Notes: After ownership changes hands, they will have to change their webpage to reflect they are not a local or independently owned.



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Funeral Establishment Inspection Checklist

New Photo



New Photo



BODY DONATION INFORMATION

Does the establishment work with any whole body donor organizations? No

Does the location cremate body parts? No

Notes

UNCLAIMED VETERANS

Has the location reviewed all stored cremated remains to determine whether they are in possession of any veterans? NRS 642.0197 Yes

Has the location reported all unclaimed remains of any veterans to the Department of Veterans Services within 1 year? This includes families who have never returned to claim the cremated remains. NRS 642.0197 Yes

Notes

No physical inspection of the remains was conducted.



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Funeral Establishment Inspection Checklist

REGULATORY FEES

Is the location in compliance with submission of regulatory fees pursuant to NRS 642.0696? N/A New owners

Do the fees submitted generally correspond to the number of burial permits or death records obtained through the Office of Vital Records? N/A New owners
NRS 642.0696
In not, request information on how those fees are reported.
Notes

INSPECTION INFORMATION

Date of Inspection: 07/27/2021
Time of Inspection: 09:05
Type of Inspection: Initial
Name of Inspector: Dr. Wayne A. Fazzino
Signature of Inspector:

Name of Establishment Representative at Time of Inspection: Laura Sussman

Name of Crematory Representative at Time of Inspection (If different from Establishment) Laura Sussman

The Funeral and Cemetery Services Board will review all violations found and issue you a formal letter after review.

Signature of Establishment or Crematory Representative at Time of Inspection:

Does it appear that any items may need to be reported to local or state health authorities, OSHA, or the Federal Trade Commission? No

Additional Photos
Additional Photo2
Additional Photo3



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AGENDA ITEM 11: Approval of Direct Cremation Facility Permit Applications

Attachments:

See attached applications.

- a. Perfect Cremations, 1961 Whitney Mesa Drive, Henderson, NV 89014 with Stacy Cotty FD875 as managing funeral director / Temporary Approval on June 1, 2021; Note: Request for new managing funeral director received June 4, 2021, for Larnique Mickens FD949 – Temporary approval of new managing funeral director on June 8, 2021



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Checklist – Direct Cremation Facility Permit

Applicant Name: Perfect Cremations
Location: 1961 Whitney Mesa Drive, Henderson, NV 89014

NRS	Qualification	Yes	No
NRS 642.368(2)(b)	Applicant is of good moral character	unknown	
NRS 642.368(2)(a)	At least 18 years of age	unknown	
NRS 642.465	The direct cremation facility has a licensed funeral director who will manage the location.	unknown	
NRS 642.368(3)	Application fee	X	
NRS 642.368(4)	Passed inspection	X	

Notes:

Inspection was conducted on May 24, 2021 and a temporary permit was issued on June 1, 2021. Since date of temporary permit issuance, lawsuits have been filed in district court regarding ownership dispute. Individual that we conducted background check on and verified as the only member of the LLC is now prohibited from location.

Recommend that temporary expire today and formal approval be denied.

RECOMMENDATION OF BOARD MEMBER

APPROVE: ☐ DENY: ☐ Continue pending additional information: ☐

Comments: _____



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NEW HPP #2 OK10.
DC 9bl
Temp 6/1/21
RECEIVED

APR 27 2021

Redacted

Direct Cremation Facility Permit Application

Eligibility and Information

Any individual or entity wishing to obtain a direct cremation facility permit in the State of Nevada must complete this application and submit all required documentation with a \$375.00 application fee. Once the Board receives all required documentation, a background check will be completed for all relevant individuals and the application will be reviewed by the Board during a public meeting.

Required Documents

- ☐ **Completed Application:** Applications are required to be completed in full and must be signed.
- ☐ **Criminal History Form:** This document must be completed by anyone subject to disclosure requirements if there are any criminal events to report. Form may be found on the Board website or mailed upon request.
- ☐ **Business Entity: List of Principals:** This form must be completed for any corporations, LLC's or partnerships
- ☐ **Nevada Business License:** Applicants are required to comply with Nevada business licensing requirements and must include a current copy of State of Nevada business license.
- ☐ **Zoning:** A copy of the Zoning Permit issued by the City or County must be attached to this application.
- ☐ **DBA – Fictitious Name Filing:** Applicants are required to comply with NRS 602.010 and must submit a copy of their fictitious name filing.
- ☐ **Fee:** A non-refundable payment in the amount of \$375 must be submitted at time of application. Acceptable forms of payment include, check, money order or credit card and payable to the "Nevada Funeral and Cemetery Services Board."

Applicant Details

Name under which the location will conduct business:

Perfect Cremations

Physical address of proposed location:

1961 Whitney Mesa DR

City:
Henderson

State:
NV

Zip Code:
89014

Phone Number:
702-478-4455

E-mail Address:
Perfectcremations@gmail.com

Owner Information

Owner of Location:

Dr. Marlon Demond Williams

Type of Ownership:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Corporation |
| <input checked="" type="checkbox"/> Limited Liability Company (LLC) | <input type="checkbox"/> Partnership |

Managing Funeral Director Information

Name of Funeral Director who will manage this location:

Stacy Cotty

FD License #:

FD875

Direct Cremation Facility Permit Application

Location Inspection

Anticipated date location will be ready for inspection:

04/19/2021

Applicant Preferred Mailing Address

Enter the preferred mailing address of the applicant that the Board should use for routine correspondence and notices, after the permit is issued (e.g. renewal notices).

Mailing Address: (All Board correspondence will be sent to this address.)

1504 Sagewood Dr

City:

Desoto

State:

TX

Zip Code:

75115

Preferred Phone Number:

901-679-2125

Preferred E-mail Address:

marlon@countyfuneralservices.com

Applicant Information – Natural Person

Complete this section if applicant is a sole proprietor and not incorporated.

Full Legal Name:

Dr. Marlon Demond Williams

Mailing Address:

1504 Sagewood Dr

City:

Desoto

State:

TX

Zip Code:

75115

Phone Number:

901-679-2125

E-mail Address:

marlon@countyfuneralservices.com

Social Security Number:

Date of Birth:

Sex:

☒ Male ☐ FemaleCitizenship: ☒ US Citizen ☐ Authorized to Work in the US

Place of Birth:

Clarksdale, Mississippi

List all prior names used by applicant:

Applicant Information – Limited Liability Company (LLC), Corporation or Partnership

Complete this section if applicant is a Limited Liability Company, Corporation, or Partnership.

Under the laws of which state was the applicant organized?

NV

In which state is the applicant currently domiciled?

Texas

Date applicant was organized (e.g. date articles of incorporation filed):

12/27/2018

Have you attached the List of Principals?



Yes



No

Contact Information Concerning Application

Enter the name and contact information of the person the Board should contact concerning this application.

Name:

Dr. Marlon Demond Williams

Address:

1504 Sagewood DR

City:

Desoto

State:

TX

Zip Code:

75115

Phone Number:

901-679-2125

E-mail Address:

marlon@countyfuneralservices.com

Direct Cremation Facility Permit Application

Legal Information and Criminal History

For the purpose of these next sections, the phrase "person subject to disclosure requirements" should be understood to refer to and include the following persons.

1. If the applicant is a natural person, only the natural person making the application;
2. If the applicant is a corporation, all officers and directors of that corporation;
3. If the applicant is a limited liability company, all managers and members of the limited liability company;
4. If the applicant is a partnership, all partners.

Has any person subject to disclosure requirements had any legal action taken against any professional license held for any reason?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Are there any pending legal actions, complaints, investigations or hearings concerning any person subject to disclosure requirements in process?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has any person subject to disclosure requirements ever had a professional license, certification or registration denied, restricted, suspended, or revoked?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Has any person subject to disclosure requirements ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)				
Has any person subject to disclosure requirements ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

General Questions

Do you understand that pursuant to statute, any advertising, including, without limitation, signage, must specify that the facility is limited to providing direct cremation services?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to statute, this permit, if issued, must be conspicuously displayed at the business location?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to statute, all funeral directors and funeral arrangers employed at the location must conspicuously display their license at the location?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to statute, the Board shall collect a \$10 regulatory fee for each written and signed agreement for funeral services in the State of Nevada?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand that pursuant to statute an inspection may be conducted prior to issuing and renewing a permit?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Nevada Business License Information

Name on State Business License:

County Funeral Services LLC

Business License #:

2020313887

Employer Identification Number:

[REDACTED]

Other Licensure Information

Does the applicant now hold, or has the applicant ever in the past held a license, permit, or certificate in the State of Nevada or any other state or jurisdiction as a funeral establishment, direct cremation facility, cemetery, or crematory?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
--	-------------------------------------	-----	--------------------------	----

If yes, please list all licenses below:

State/Jurisdiction	License Type	License #	Date of Issue
Nevada	Crematory	CRE109	11/18/20

Direct Cremation Facility Permit Application

Certification and Signature

All applications shall be signed by the applicant. Signatures shall be as follows:

- 1) If the applicant is a natural person, the application shall be signed by that person.
- 2) If the applicant is a corporation, the application shall be signed by the corporation's president.
- 3) If the applicant is a partnership, the application shall be signed by a partner who has authority to sign on behalf of the partnership.
- 4) If the applicant is a limited liability company, the application shall be signed by a member of the company who has authority to sign on behalf of the company.

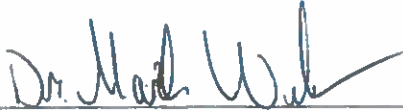
I hereby apply for a permit, under the laws and regulations governing funeral and cemetery services and certify that all statements and documents contained herein are true and correct to the best of my knowledge and belief and understand that if any responses on this application are false, fraudulent, misleading, inaccurate or incomplete, the application may be denied. Applicant further understands that if a permit is issued and it is later determined that false or misleading information was provided, the permit may be revoked.

I agree to allow the Nevada Funeral and Cemetery Services Board ("Board") to communicate with any person in connection with this application, and understand that any information submitted, including this application, may be deemed a public record with the exception of any information deemed confidential by statute or regulation.

I authorize any court, law enforcement agency, or licensing authority to release or make available to the Nevada Funeral and Cemetery Services Board any and all information they may have concerning applicant.

I declare that I will comply with all requirements under Nevada Revised Statutes relating to the permit for which I have applied.

I declare that I have authority to sign this application in accordance with the requirements stated.



4/17/2021

Signature of Applicant and/or Authorized Agent

Date

Dr. Marlon Williams

Owner

Print Name

Title

For Board Use Only:

<input checked="" type="checkbox"/> Date Received:	4/27/2021	<input checked="" type="checkbox"/> Fee Paid:	\$375-	<input type="checkbox"/> Ref. No.:	CO
<input checked="" type="checkbox"/> Ex Dir Rev.:	4/27/2021	<input checked="" type="checkbox"/> Chairman Rev.:		<input type="checkbox"/> Permit/Lic No:	DC96L
<input type="checkbox"/> Temp Approval:	6/11/21	<input checked="" type="checkbox"/> Temp Permit Mailed:	7/12/21	<input type="checkbox"/> Board Mtg:	8/24/21
<input type="checkbox"/> Board Approved:		<input type="checkbox"/> Board Denied:		<input type="checkbox"/> Withdrawn:	
<input type="checkbox"/> Formal Approval:		<input type="checkbox"/> Formal Permit Mailed:			



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/>

Business Entity – List of Principals

This form is used in conjunction with various application forms and must be completed if the applicant is a corporation, limited liability company or partnership.

Business Information

Name under which the location will conduct business:

Perfect Cremations

Owner:

Dr. Marlon Demond Williams

Type of Ownership:



Corporation



Limited Liability Company (LLC)



Partnership

Identification of Principals

Identify below all persons involved in the entity subject to disclosure requirements (e.g. all officers and directors of a corporation, all managers and members of a limited liability company, and all partners of a partnership).

(1) Full Legal Name:

Dr. Marlon Demond Williams

Title:

Owner

Mailing Address:

1504 Sagewood Dr

City:

Henderson

State:

NV

Zip Code:

89014

Phone Number:

702-478-4455

E-mail Address:

Perfectcremations@gmail.com

Social Security Number:

Date of Birth:

This person is (check all that are applicable):



Corporate Officer



LLC Member



Partner



Corporate Director



LLC Manager



Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

Has this principal had any legal action taken against any professional license held for any reason?



Yes



No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process?



Yes



No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked?



Yes



No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?



Yes



No

(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)

Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) (If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)



Yes



No

Business Entity – List of Principals

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.

- ☒ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (1): 

Date: 4/17/2021

(2) Full Legal Name:

Title:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

E-mail Address:

Social Security Number:

Date of Birth:

This person is (check all that are applicable):

☐ Corporate Officer☐ LLC Member☐ Partner☐ Corporate Director☐ LLC Manager☐ Stockholder controlling more than 10% of the voting stock**Legal Information and Criminal History**

Has this principal had any legal action taken against any professional license held for any reason?

☐

Yes

☐

No

Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process?

☐

Yes

☐

No

Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked?

☐

Yes

☐

No

Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending?

☐

Yes

☐

No

*(If you answer "YES" to any of the above questions, a Legal Reporting Form must be completed. Form can be found on Board website or mailed upon request.)*Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country? (Exclude minor traffic violations.) *(If you answer "YES" to this question, a Criminal History Form must be completed. Form can be found on Board website or mailed upon request.)*☐

Yes

☐

No

Child Support Information – Please Check ONE appropriate answer. An answer is mandatory.

- ☐ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ I am subject to a court order for the support of one or more children and am NOT in compliance with the order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Signature of Principal (2):

Date:



STATE OF NEVADA

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Email: nvfuneralboard@fb.nv.gov * Website: <http://funeral.nv.gov/>**Criminal History Form****Information**

This form is used in conjunction with various license application forms to provide details concerning criminal history. This form must be completed if applicant for any license has a criminal history. Each "item" on this form should indicate a separate criminal prosecution in which you plead guilty, were found guilty, or plead nolo contendere (no contest). You will need to fill out a copy of this form for each prosecution (copy as needed). A copy of the police report and/or other legal documents related to the criminal charge must be attached to this criminal history form for each crime charged.

Personal Information

Full Legal Name:

Marlon Williams

Item (Police report and or other legal documents related to the criminal charge must be attached)

Year charges were filed against you:

2017

Court Location:

Tarrant county

Case Number:

1483573

Crime Charged:

DWI

Case Outcome:

☒ Pled Guilty☐ Found Guilty☐ Pled no contest

Date on which you pled guilty, found guilty or pled no contest:

06/15/2017

Penalty Imposed:

Court Fine, 15 Months Probation and DWI Education Class

Type of Conviction☐ Category A or B Felony☐ Gross Misdemeanor☐ Other:☐ Category C, D or E Felony☒ Misdemeanor

Have all sanctions imposed been satisfied?

☒ Yes☐ No

Have you attached the police report and/or legal documents related to the criminal charge(s)?

☒ Yes☐ No

Do you have any other criminal record items to disclose?

☐ Yes☒ No

If yes, each item requires another copy of this form.

Declaration of Applicant

I hereby declare under penalty of perjury, that all of the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information contained herein.

Signature of Applicant

Date

Print Name

Driv W/Intox-Bac O/0.15



CASE No. 1483573 COUNT ONE

THE STATE OF TEXAS

v.

MARLON DEMOND WILLIAMS
TRUE NAME: MARLON DEMOND
WILLIAMS§ IN THE COUNTY CRIMINAL
§
§ COURT No. SEVEN
§
§ TARRANT COUNTY, TEXAS
§
§

11/14/18

JUDGMENT OF CONVICTION BY COURT—WAIVER OF JURY TRIAL

Judge Presiding:	HON. RAINEY WEBB	Date Judgment Entered:	6/15/2017
Attorney for State:	OWEN DEWITT	Attorney for Defendant:	CHRISTOPHER N HOOVER
<u>Offense for which Defendant Convicted:</u> DRIV WINTOX-BAC O/0.15			
<u>Charging Instrument:</u> INFORMATION		<u>Statute for Offense:</u> 49.04(D) PC	
<u>Date of Offense:</u> 01/14/2017			
<u>Degree of Offense:</u> CLASS A MISDEMEANOR		<u>Plea to Offense:</u> GUILTY	<u>Findings on Family Violence:</u> N/A
<u>Terms of Plea Bargain:</u> FINE: \$700.00, PLUS COURT COSTS, 170 DAYS JAIL, PROBATED FOR 15 MONTHS, PLUS CONDITIONS OF PROBATION			
Plea to 1 st Enhancement Paragraph:	N/A	Findings on 1 st Enhancement Paragraph:	N/A
Plea to 2 nd Enhancement Paragraph:	N/A	Findings on 2 nd Enhancement Paragraph:	N/A
Date Sentence Imposed:	06/15/2017	Date Sentence to Commence:	06/15/2017
Punishment and Place of Confinement:	170 Days TARRANT COUNTY JAIL		

THIS SENTENCE SHALL RUN CONCURRENTLY.

☒ SENTENCE OF CONFINEMENT SUSPENDED, DEFENDANT PLACED ON COMMUNITY SUPERVISION FOR 15 Months.

<u>Fine:</u>	<u>Court Costs:</u>	<u>Restitution:</u>	<u>Restitution Payable to:</u>
\$ 700.00	\$ 395.10	\$ N/A	<input type="checkbox"/> VICTIM (see below) <input type="checkbox"/> AGENCY/AGENT (see below)

Victim Impact Statement was not returned to the attorney for State. Tex. Code Crim. Proc. Article 56.03(e)

Sex Offender Registration Requirements do not apply to the Defendant. TEX. CODE CRIM. PROC. chapter 62

The age of the victim at the time of the offense was N/A.

Time (if Defendant is to serve sentence in county jail or is given credit toward fine and costs, enter days credited below)

Credited: 1 DAYS NOTES: N/A

All pertinent information, names and assessments indicated above are incorporated into the language of the judgment below by reference.

This cause was called for trial in Tarrant County, Texas. The State appeared by her District Attorney.

Counsel / Waiver of Counsel (select one)☒ Defendant appeared in person with Counsel.☐ Defendant knowingly, intelligently, and voluntarily waived the right to representation by counsel in writing in open court.

Both parties announced ready for trial. Defendant waived the right of trial by jury and entered the plea indicated above. The Court then admonished Defendant as required by law. It appeared to the Court that Defendant was mentally competent to stand trial, made the plea freely and voluntarily, and was aware of the consequences of this plea. The Court received the plea and entered it of record. Having heard the evidence submitted, the Court found Defendant guilty of the offense indicated above. In the presence of Defendant, the Court pronounced sentence against Defendant.

FILED

OCT 24 2018

THE STATE OF TEXAS

VS.

EACH DEFENDANT NAMED BELOW

COUNTY CLERK, TARRANT CO., TEXAS
BY 4pm DEPUTY

THE COUNTY CRIMINAL COURT

COURT NO. SEVEN OF

TARRANT COUNTY, TEXAS

11/14/18

PROBATION DISCHARGES

Entered September 30, 2018. On this day, the Court, having reviewed all proceedings in the following causes, in each of which the Defendant therein was heretofore placed on probation pursuant to Art 42.12 of the Texas Code of Criminal Procedure, and;

It appearing to the Court that each said Defendant has paid all fines and costs assessed against him/her and has otherwise satisfactorily fulfilled the terms and conditions of his/her said probation;

It is therefore CONSIDERED, ORDERED AND ADJUDGED, that each Defendant named below, having satisfactorily fulfilled the conditions of probation, be and is hereby discharged from probation.

NUMBER	DEFENDANT	OFFENSE	DATE DISCHARGED FROM PROBATION
1479208	ALCAIDE, MIGUEL	DRIVING WHILE INTOXICATED	09/06/2018
1493704	ALVAREZ, JULIA	DRIVING WHILE INTOXICATED	09/06/2018
1477224	CARDENAS, JOSEPHINE	THEFT PROP \$100-\$750	09/21/2018
1483246	CARTER, DAYTON	RECKLESS DRIVING	09/12/2018
1463297	CHANNELL, AARON	DRIVING WHILE INTOXICATED	09/04/2018
1505247	GARCIA, ALVARO	DRIVING WHILE INTOXICATED	09/27/2018
1485688	GAUSE, JESSE	DRIV W/INTOX-BAC O/0.15	09/15/2018
1506159	GIBSON, AJHEA	CRIM MISCH U/\$100	09/07/2018
1455198	GRAY, TANEECHIE	PROH WEAPON KNUCKLES	09/26/2018
1485489	GRAY, TANEECHIE	UNLAW CARRYING WEAPON	09/26/2018
1479000	GUEST, ROBERT	DRIVING WHILE INTOXICATED	09/14/2018
1448188	HENLEY, CLARISSA	DRIV W/INTOX-BAC O/0.15	09/17/2018
1514677	HENRY, KHURTIS	POSS MARIHUANA U/2	09/06/2018
1498272	JANSEN, MARK	POSS MARIJ >2OZ<=4OZ	09/19/2018
1522869	KEBREAU, TAJMARA	THEFT PROP \$100-\$750	09/07/2018
1459248	LEAL, CHRISTOPHER	DRIVING WHILE INTOXICATED	09/27/2018
1481760	LUNDY, RICKY	ORG RETL THEFT \$100-\$750	09/18/2018
1477657	NEGRETE, ELIZABETH	THEFT PROP \$100-\$750	09/06/2018
1454576	PICKENS, YOLANDA	DRIV W/INTOX-BAC O/0.15	09/06/2018
1515784	RODGERS, KWAME	POSS MARIJ <2OZ	09/06/2018
1466545	SIMS, ROBERT	DRIV W/INTOX-BAC O/0.15	09/23/2018
1500743	SMITH, KYLE	DRIVING WHILE INTOXICATED	09/27/2018
1524355	SYKES, ANDREW	PROH WEAPON KNUCKLES	09/13/2018
1486042	THURN, TOY	DRIV W/INTOX-BAC O/0.15	09/17/2018
1488358	TSEGAI, SAMSON	DRIV W/INTOX-BAC O/0.15	09/30/2018
1505716	WASHINGTON, KIMBERLY	FAIL TO ID-FUG-FALSE INFO	09/06/2018
1523135	WEBB, FREDERICK	POSS MARIJ <2OZ	09/07/2018
1483573	WILLIAMS, MARLON	DRIV W/INTOX-BAC O/0.15	09/14/2018



Judge, County Criminal Court No. Seven



City of Henderson Finance Department
Business License Division
P.O. Box 95050
Henderson, NV 89009-5050
702-267-1730

License No: 2020313887
COUNTY FUNERAL SERVICES L.L.C.
1504 SAGEWOOD DR
DESOTO, TX 75115

BUSINESS LICENSE
CITY OF HENDERSON, NEVADA

EXPIRATION DATE: **May 31, 2021**
Scope: **MISCELLANEOUS**
License Class/No.: **GROSS REVENUE/2020313887**
Business Name: **PERFECT CREMATIONS**
Business Location: **1961 WHITNEY MESA DR
HENDERSON, NV 89014**

Jatasha Millikin
SUPERVISING BUSINESS LICENSE TECHNICIAN



State of Nevada
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Direct Cremation Facility Inspection Checklist

GENERAL INFORMATION

In accordance with NRS 642.067, NRS 642.365 and NRS 642.435, the Nevada Board of Funeral and Cemetery services has authority to inspect any premises where funeral directing is conducted or embalming practiced, and is required to make unannounced inspections of each location issued a permit by the Board.

Name under which the location conducts business
Permit Number
Physical Address
City
State
Zipcode
Mailing Address
City
State
Zipcode
Phone Number
Fax Number
Owner Of Location
Type Of Ownership
Name of funeral director currently approved to manage this location
FD License Number
photo of outside of building

Perfect Cremations
Pending
1961 Whitney Mesa Drive
Henderson
NV
89014
1504 Sagewood Drive
Desoto
TX
75115
7024784455
County Funeral Services LLC
LLC
Stacy Cotty
FD875





State of Nevada
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Direct Cremation Facility Inspection Checklist

photo of lobby



pic



pic



Notes:

LICENSES



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Direct Cremation Facility Inspection Checklist

Permit with name of owner displayed conspicuously? (NRS 642.465) N/A

Are all individuals meeting with families to make arrangements properly licensed? (NRS 642.340) (NRS 642.361) Yes

Funeral directors' and funeral arrangers' licenses displayed conspicuously? (NRS 642.460) Yes

Does the location sell, solicit, negotiate or is a party to any preneed contract or provide preneed services? No

Notes:

Permit pending. They have Stacy Cotty license hanging and she will be the only one meeting with families to plan disposition.

Photo of displayed licenses



LIST NAMES AND LICENSE NUMBERS

Name

License Number

Name 1

Stacy Cotty FD875

ADVERTISING

Does the location advertise? N/A

Does advertising and signage specify that the facility is limited to providing direct cremation services? (NRS 642.5172) Yes

Notes:

No advertising yet, but will once approved.



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Direct Cremation Facility Inspection Checklist

Photo of signage



GENERAL PRICE LIST

Does location have a supply of the GPL readily available? NRS 642.019, 16 CFR 453.2(b)(4)(i)(A)	Yes
Has the location kept a copy of the GPL, CPL, OBCPL and SFGSS for one year after the date of their last distribution to customers? NRS 642.019, 16 CFR 453.6	N/A
Does the GPL contain the name, address, and phone number of the facility? NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(1)	Yes
Does the GPL contain the caption "General Price List"? NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(2)	Yes
Does the GPL list the effective date? NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(3)	Yes
Does the GPL include the retail prices for all items listed below? NRS 642.019, 16 CFR 453.2 (b)(4)(ii)	
Check all items that are listed below:	
Forwarding remains to another funeral home	<input type="checkbox"/>
Receiving remains from another funeral home	<input checked="" type="checkbox"/>
Price range for direct cremations	<input checked="" type="checkbox"/>
Separate price for direct cremations; purchaser provides container	<input checked="" type="checkbox"/>
Separate prices for each direct cremation offered including an alternative container	<input checked="" type="checkbox"/>
Transfer of remains	<input checked="" type="checkbox"/>
Price range for caskets or individual prices for caskets	<input checked="" type="checkbox"/>
Funeral director and staff services fees	<input checked="" type="checkbox"/>
Notes:	
No charges for forwarding or receiving of remains.	

GENERAL PRICE LIST DISCLOSURES



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Direct Cremation Facility Inspection Checklist

Is the following disclosure included in immediate conjunction with the price range shown for direct cremations? Yes

NRS 642.019, 16 CFR 453.3(b)(2)

"If you want to arrange a direct cremation, you can use an alternative container. Alternative containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are (specify containers)."

Is the following disclosure included immediately above the prices contained in the GPL? Yes

NRS 642.019, 16 CFR 453.4(b)(2)(a)

"The goods and services shown below are those we can provide to our customers. You may choose only the items you desire. However, any funeral arrangements you select will include a charge for basic services and overhead. If legal or other requirements mean you must buy any items you did not specifically ask for, we will explain the reason in writing on the statement we provide describing the funeral goods and services you selected."

If the location lists a separate basic services fee that is non-declinable, is the following disclosure included together with that price? Yes

NRS 642.019 16 CFR 453.2(4)(iii)(C)(1)

"This fee for our basic services will be added to the total cost of the funeral arrangements you select. (This fee is already included in our charges for direct cremations, and forwarding or receiving remains."

If the location only states the range of prices for the caskets on the GPL, is the following disclosure included with the price range? N/A

NRS 642.019, 16 CFR 453.2(4)(iii)(A)(1)

"A complete price list will be provided."

Notes

ITEMIZED STATEMENT OF FUNERAL GOODS AND SERVICES

Does the location provide an itemized written statement for retention to the purchaser at the conclusion of discussion of arrangements which contains the funeral goods and funeral services selected and the prices to be paid for each item? NRS 642.019, 16 CFR 453.2(b)(5) Yes



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Direct Cremation Facility Inspection Checklist

Does the statement specifically itemize cash advance items to the extent known? NRS 642.019, 16 CFR 453.2(b)(5)	Yes
Does the statement contain the total cost of the goods and services selected? NRS 642.019, 16 CFR 453.2(b)(5)	Yes
Does the statement of funeral goods and services identify and briefly describe in writing any legal, cemetery, or crematory requirement which the funeral provider represents to persons as compelling the purchase of funeral goods and services for the funeral which that person is arranging? NRS 642.019, 16 CFR 453.3(d)(2)	Yes
Notes:	

STATEMENT OF FUNERAL GOODS AND SERVICES DISCLOSURE

Is the following disclosure included in immediate conjunction with the list of itemized cash advances? NRS 642.019, 16 CFR 453.3(f)(2) "We charge you for our service in obtaining: (specify cash advance items)."	Yes
Is the following disclosure included in the statement of funeral goods and services selected? NRS 642.019, 16 CFR 453.4(a)(2)(i)(A) "Charges are only for those items that you selected or that are required. If we are required by law or by a cemetery or crematory to use any items, we will explain the reasons in writing below."	Yes
Notes:	

CASKET PRICE LIST

Does the location provide a casket price list? NRS 642.019, 16 CFR 453.2(b)(2) (If prices of all caskets are listed on the GPL, this item is not required)	No
Notes: Only offer alternative container. Price is listed on the GPL	

FACILITY FORMS AND RECORDS

Is facility maintaining records for at least 7 years? (NAC 451.200)	N/A
---	-----



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Direct Cremation Facility Inspection Checklist

Are completed statements of funeral goods and services signed by the licensee who made the arrangements? (NAC 642.152)	Yes
Do completed statements of funeral goods and services contain the license number of the individual who made the arrangements? (NAC 642.152)	Yes
Does the facility provide a disclosure stating that the direct cremation facility is unable to provide rites or ceremonies in connection with the final disposition of the remains? (NAC 642.156)	Yes
Does the facility provide a disclosure stating that the direct cremation facility is unable to provide facilities to conduct rites or ceremonies in connection with the final disposition of the remains? (NAC 642.156)	Yes
Does the facility provide a disclosure stating that the direct cremation facility is unable to provide embalming of human remains? (NAC 642.156)	Yes
Does the facility provide a disclosure stating that the direct cremation facility is unable to provide burial services? (NAC 642.156)	Yes
Does the facility provide a disclosure stating that the direct cremation facility is unable to provide for a viewing of the remains other than an identification viewing? (NAC 642.156)	Yes
Do records generally appear to be in good order?	N/A
If remains are not stored or cremated at this location, do forms advise consumer of the location where remains will be stored or cremated? (NAC 642.154)	N/A

Notes

Remains will be stored and cremated at the crematory adjacent under same ownership.

There are no completed Statement of Funeral Goods and Services yet, but the forms have location for signature and license number.

CREMATION AUTHORIZATION FORM

This may be reviewed as part of direct cremation facility inspection and/or crematory inspection

Review written authorization form to ensure that it contains the following information

Does the form identify the deceased person? (NRS 451.660)	Yes
Does it contain a statement of whether death occurred from communicable or otherwise dangerous disease? (NRS 451.660)	Yes
Does it list the name and address of agent? (NRS 451.660)	Yes



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Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Direct Cremation Facility Inspection Checklist

Does it list agent's relationship to decedent? (NRS 451.660)	Yes
Does it contain representation that agent is not aware of any objection to cremation by any person who has a right to control the disposition of remains? (NRS 451.660)	Yes
Does it list the name of person authorized to claim cremated remains or the name of the cemetery or person to whom the remains are to be sent? (NRS 451.660)	Yes
Notes:	

GENERAL LOCATION MANAGEMENT

Is the approved managing funeral director on-site for inspection? (Not required)	Yes
How often is the approved managing funeral director on-site to manage location?	Approximately 40 hours per week.
Is the managing funeral director available to staff for supervision? NRS 642.345(3)	Yes
Does the managing funeral director live within 120 miles of the location? (NAC 642.116)	Yes
Does the managing funeral director manage no more than 3 locations? (NAC 642.116)	Yes
If the managing funeral director manages more than one location, are they within 120 miles of each other? (NAC 642.116)	Yes
Does it appear that the location is being maintained in a sanitary and professional manner? (NAC 642.158)	Yes
Notes	
New Photo	
New Photo	

BODY DONATION INFORMATION

Does the facility work with any whole body donor organizations?	No
Notes:	

CREMATORY INFORMATION

Does the facility have an on-site crematory?	Yes
General Notes or Comments	

UNCLAIMED VETERANS



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Direct Cremation Facility Inspection Checklist

Has the location reviewed all stored cremated remains to determine whether they are in possession of any veterans? NRS 642.0197 N/A

Has the location reported all unclaimed remains of any veterans to the Department of Veteran's Services within 1 year? This includes families who have never returned to claimed the cremated remains. NRS 642.0197 N/A

Notes

No cremated remains on site.

REGULATORY FEES

Is the location in compliance with submission of regulatory fees pursuant to NRS 642.0696? N/A

Do the fees submitted generally correspond to the number of burial permits or death records obtained through the Office of Vital Records? NRS 642.0696 If not, request information on how those fees are reported. N/A

Notes

INSPECTION INFORMATION

Date of Inspection 05/24/2021
Time of Inspection 11:06 AM
Type of Inspection Initial
Name of Inspector Jennifer Kandt
Signature of Inspector

Name of Agency Representative at Time of Inspection: Stacy Cotty
Signature of Agency Representative at Time of Inspection

Does it appear that any items may need to be reported to local or state health authorities, OSHA, or the Federal Trade Commission?

No

Additional Photo
Additional Photo
Additional Photo



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AGENDA ITEM 12: Approval of Managing Funeral Director Requests

Attachments:

See attached approval requests.

- a. Phillip Mayfield FD887 – Neptune Society-Reno DC81L
- b. Larnique Mickens FD949 – Perfect Cremations DC96L
- c. Angela Mercer FD869 – Lee Funeral Home EST2



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Checklist – Managing Funeral Director

Applicant Name: Phillip Mayfield FD887

Establishment(s): DC81L - Neptune Society, 5890 N. Virginia Street, Suite 4E, Reno, NV 89502

NRS 642.345 Funeral directors: Management of funeral establishment or direct cremation facility prohibited without approval of Board; responsibilities.

1. A funeral director shall not manage a funeral establishment or direct cremation facility unless the funeral director has been approved by the Board to manage the funeral establishment or direct cremation facility.

2. If a funeral director manages more than one funeral establishment or direct cremation facility, the funeral director must obtain approval from the Board for each funeral establishment or direct cremation facility that he or she manages.

3. A funeral director is responsible for the proper management of each funeral establishment or direct cremation facility of which the funeral director is the manager.

(Added to NRS by [1999, 941](#); A [2015, 1958](#))

NAC 642.116 Funeral directors: Requirements for management of funeral establishment or direct cremation facility; exception. (NRS [642.063](#))

1. Except as otherwise provided in subsection 4, the Board will not grant the approval required by [NRS 642.345](#) for a funeral director to manage a funeral establishment or direct cremation facility unless the funeral director will be reasonably available at the funeral establishment or direct cremation facility during regular business hours. For the purposes of this subsection, a funeral director is presumed to be reasonably available at the funeral establishment or direct cremation facility if the funeral director resides not more than 120 miles from the premises of the funeral establishment or direct cremation facility.

2. Except as otherwise provided in subsection 4, the Board will not grant the approval required by [NRS 642.345](#) for a funeral director to manage more than one funeral establishment or direct cremation facility unless the premises of each funeral establishment or direct cremation facility are located less than 120 miles apart.

3. Except as otherwise provided in subsection 4, the Board will not grant approval for a funeral director to manage more than a total of three places of business, including each funeral establishment and direct cremation facility managed by the funeral director.

4. The Board may grant an exception to the provisions of this section if the Board determines that such an exception is in the best interests of the public.

(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)

Notes:

Applicant will manage ONE (1) location if approved. Applicant currently resides within 120 miles of the location(s). Temporary Approval was given on June 6, 2021.

RECOMMENDATION OF BOARD MEMBER

APPROVE: ☐ DENY: ☐ Continue pending additional information: ☐

Comments: _____



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RECEIVED

MAY 28 2021

Request for Approval of Managing Funeral Director

Information

Any funeral establishment or direct cremation facility wishing to request approval of a new managing funeral director or transfer a managing funeral director from one location to another must complete this form and submit payment of \$225.

Required Documents

- ☐ **Completed Request Form:** Request forms are required to be completed in full.
- ☐ **Fee:** A non-refundable payment in the amount of \$225 must be submitted at time of request. Acceptable forms of payment include, check, money order or credit card and made payable to the "Nevada Funeral and Cemetery Services Board."

Establishment Location Information

Name of Location: Neptune Society		Permit #: DC81L
Physical address: 5890 S. Virginia, Suite 4E		
City: Reno	State: Nevada	Zip Code: 89502
Phone Number: 775-825-5875		E-mail Address: arevis.piedra@sci-us.com

Preferred Mailing Address

Mailing Address: (All Board correspondence will be sent to this address.) 100 NW 70th Ave. #200		
City: Plantation	State: FL	Zip Code: 33317

Proposed New Managing Funeral Director Information

Name: Phillip Mayfield		License # 887	Proposed Start Date: 05/21/2021
Physical Home Address: 1940 4th St. #13			
City: SPARKS	State: NV	Zip Code: 89431	
Phone Number: 702-882-3407		E-mail Address: arevis.piedra@sci-us.com	

Does the proposed new managing Funeral Director reside within 120 miles of the location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	---	-----------------------------

If proposed new managing Funeral Director manages more than one location, are each of the locations within 120 miles of each other?	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	---	--

Request for Approval of Managing Funeral Director

Additional Locations Managed by Proposed Managing Funeral Director

1. Name of Location:		Permit #:	
Physical address:	City:	State:	Zip
2. Name of Location:		Permit #:	
Physical address:	City:	State:	Zip

Declaration of Applicant

I hereby declare under penalty of perjury, that I have the authority to complete this application and all of the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information relevant to this application.

Arevis Piedra

Signature of Authorized Representative of Location

Arevis Piedra

Print Name

[Signature]

Signature of Proposed New Managing Funeral Director

Phillip Mayfield

Print Name

05/20/2021

Date

Licensing & Compliance Specialist

Title

05/20/2021

Date

Credit Card Payment Information

Payment Method



Amount:

\$225.00

Name on Credit Card:

Tiffany Nelson

Credit Card Number:

Expiration Month/Year

Billing Address

100 NW 70th Ave. Suite 200

Billing City, State & Zip

Plantation, FL 33317

Email for Receipt:

arevis.piedra@sci-us.com

Authorization

Signature:

Tiffany Nelson

By providing my signature, I authorize payment in the above amount to the Nevada Funeral and Cemetery Services Board for the above application.

For Board Use Only:

<input type="checkbox"/> Date Received:	5/28/2021	<input type="checkbox"/> Approved	
<input type="checkbox"/> Fee Paid:	\$225.00	<input type="checkbox"/> Denied	
<input type="checkbox"/> Ref. No.: u	42713291995	<input type="checkbox"/> Withdrawn	
<input type="checkbox"/> Temp Approval Date:	6/2/21	<input type="checkbox"/> Date Temp Permit Mailed:	6/2/21
<input type="checkbox"/> Formal Approval Date:		<input type="checkbox"/> Date Permit Mailed:	



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Checklist – Managing Funeral Director

Applicant Name: Larnique Mickens FD949

Establishment(s): DC96L - Perfect Cremations, 1961 Whitney Mesa Drive, Henderson, NV 89014

NRS 642.345 Funeral directors: Management of funeral establishment or direct cremation facility prohibited without approval of Board; responsibilities.

1. A funeral director shall not manage a funeral establishment or direct cremation facility unless the funeral director has been approved by the Board to manage the funeral establishment or direct cremation facility.
2. If a funeral director manages more than one funeral establishment or direct cremation facility, the funeral director must obtain approval from the Board for each funeral establishment or direct cremation facility that he or she manages.
3. A funeral director is responsible for the proper management of each funeral establishment or direct cremation facility of which the funeral director is the manager.

(Added to NRS by 1999, 941; A 2015, 1958)

NAC 642.116 Funeral directors: Requirements for management of funeral establishment or direct cremation facility; exception. (NRS 642.063)

1. Except as otherwise provided in subsection 4, the Board will not grant the approval required by NRS 642.345 for a funeral director to manage a funeral establishment or direct cremation facility unless the funeral director will be reasonably available at the funeral establishment or direct cremation facility during regular business hours. For the purposes of this subsection, a funeral director is presumed to be reasonably available at the funeral establishment or direct cremation facility if the funeral director resides not more than 120 miles from the premises of the funeral establishment or direct cremation facility.

2. Except as otherwise provided in subsection 4, the Board will not grant the approval required by NRS 642.345 for a funeral director to manage more than one funeral establishment or direct cremation facility unless the premises of each funeral establishment or direct cremation facility are located less than 120 miles apart.

3. Except as otherwise provided in subsection 4, the Board will not grant approval for a funeral director to manage more than a total of three places of business, including each funeral establishment and direct cremation facility managed by the funeral director.

4. The Board may grant an exception to the provisions of this section if the Board determines that such an exception is in the best interests of the public.

(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)

Notes:

Applicant will manage TWO (2) locations if approved. Applicant currently resides within 120 miles of the location(s). Temporary Approval was given on June 4, 2021.

Because of location permit denial, recommend that temporary approval expires on todays date and formal approval denied.

RECOMMENDATION OF BOARD MEMBER

APPROVE: ☐ DENY: ☐ Continue pending additional information: ☐

Comments: _____



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JUN 04 2021

Request for Approval of Managing Funeral Director

Information

Any funeral establishment or direct cremation facility wishing to request approval of a new managing funeral director or transfer a managing funeral director from one location to another must complete this form and submit payment of \$225.

Required Documents

- ☒ **Completed Request Form:** Request forms are required to be completed in full.
- ☒ **Fee:** A non-refundable payment in the amount of \$225 must be submitted at time of request. Acceptable forms of payment include, check, money order or credit card and made payable to the "Nevada Funeral and Cemetery Services Board."

Establishment Location Information

Name of Location:

Perfect Cremations

Permit #:

DC96L

Physical address:

1961 Whitney Mesa Dr

City:

Henderson

State:

NV

Zip Code:

89014

Phone Number:

702-478-4455

E-mail Address:

perfectcremations@gmail.com

Preferred Mailing Address

Mailing Address: (All Board correspondence will be sent to this address.)

1504 Sagewood Dr

City:

Desoto

State:

TX

Zip Code:

75115

Proposed New Managing Funeral Director Information

Name:

Larnique Mickens

License #

FD949

Proposed Start Date:

06/04/2021

Physical Home Address:

5454 GoldField

City:

Las Vegas

State:

NV

Zip Code:

89031

Phone Number:

702-713-4906

E-mail Address:

perfectcremations@gmail.com

Does the proposed new managing Funeral Director reside within 120 miles of the location?



Yes



No

If proposed new managing Funeral Director manages more than one location, are each of the locations within 120 miles of each other?



N/A



Yes



No

STATE OF NEVADA FUNERAL AND CEMETERY SERVICES BOARD

Request for Approval of Managing Funeral Director

Page 2 of 2

Additional Locations Managed by Proposed Managing Funeral Director

1. Name of Location:

Heritage Mortuary

Permit #:
EST85

Physical address:

3610 North Rancho Dr

City:

Las Vegas

State:

NV

Zip

89130

2. Name of Location:

Permit #:

Physical address:

City:

State:

Zip

Declaration of Applicant

I hereby declare under penalty of perjury, that I have the authority to complete this application and all of the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information relevant to this application.

Signature of Authorized Representative of Location

Marlon Williams

Print Name

6/4/21

Date

Owner

Title

Signature of Proposed New Managing Funeral Director

Larnique Mickens

Print Name

6/4/21

Date

Credit Card Payment Information

Payment Method



Amount:

\$225

Name on Credit Card:

Marlon Williams

Credit Card Number:

Expiration Month/Year

Billing Address

1504 Sagewood Dr

Billing City, State & Zip

Desoto TX 75115

Email for Receipt:

marlon@countyfuneralservices.com

Authorization

Signature:

By providing my signature, I authorize payment in the above amount to the Nevada Funeral and Cemetery Services Board for the above application.

For Board Use Only:

<input checked="" type="checkbox"/> Date Received:	6/4/2021	<input type="checkbox"/> Approved	
<input checked="" type="checkbox"/> Fee Paid:	\$225	<input type="checkbox"/> Denied	
<input type="checkbox"/> Ref. No.:	W 42726220868	<input type="checkbox"/> Withdrawn	
<input type="checkbox"/> Temp Approval Date:	6/8/2021	<input type="checkbox"/> Date Temp Permit Mailed:	6/9/21
<input type="checkbox"/> Formal Approval Date:		<input type="checkbox"/> Date Permit Mailed:	



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Checklist – Managing Funeral Director

Applicant Name: Angela Mercer FD869

Establishment(s): Lee Funeral Home EST2, 720 Buol Road, Pahrump, NV 89048

NRS 642.345 Funeral directors: Management of funeral establishment or direct cremation facility prohibited without approval of Board; responsibilities.

1. A funeral director shall not manage a funeral establishment or direct cremation facility unless the funeral director has been approved by the Board to manage the funeral establishment or direct cremation facility.
2. If a funeral director manages more than one funeral establishment or direct cremation facility, the funeral director must obtain approval from the Board for each funeral establishment or direct cremation facility that he or she manages.
3. A funeral director is responsible for the proper management of each funeral establishment or direct cremation facility of which the funeral director is the manager.

(Added to NRS by [1999, 941](#); A [2015, 1958](#))

NAC 642.116 Funeral directors: Requirements for management of funeral establishment or direct cremation facility; exception. (NRS 642.063)

1. Except as otherwise provided in subsection 4, the Board will not grant the approval required by [NRS 642.345](#) for a funeral director to manage a funeral establishment or direct cremation facility unless the funeral director will be reasonably available at the funeral establishment or direct cremation facility during regular business hours. For the purposes of this subsection, a funeral director is presumed to be reasonably available at the funeral establishment or direct cremation facility if the funeral director resides not more than 120 miles from the premises of the funeral establishment or direct cremation facility.

2. Except as otherwise provided in subsection 4, the Board will not grant the approval required by [NRS 642.345](#) for a funeral director to manage more than one funeral establishment or direct cremation facility unless the premises of each funeral establishment or direct cremation facility are located less than 120 miles apart.

3. Except as otherwise provided in subsection 4, the Board will not grant approval for a funeral director to manage more than a total of three places of business, including each funeral establishment and direct cremation facility managed by the funeral director.

4. The Board may grant an exception to the provisions of this section if the Board determines that such an exception is in the best interests of the public.

(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)

Notes:

Applicant will manage ONE (1) locations if approved. Applicant currently resides within 120 miles of the location(s).

RECOMMENDATION OF BOARD MEMBER

APPROVE: ☐ DENY: ☐ Continue pending additional information: ☐

Comments: _____



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AUG 04 2021

Request for Approval of Managing Funeral Director

Information

Any funeral establishment or direct cremation facility wishing to request approval of a new managing funeral director or transfer a managing funeral director from one location to another must complete this form and submit payment of \$225.

Required Documents

- ☐ **Completed Request Form:** Request forms are required to be completed in full.
- ☐ **Fee:** A non-refundable payment in the amount of \$225 must be submitted at time of request. Acceptable forms of payment include, check, money order or credit card and made payable to the "Nevada Funeral and Cemetery Services Board."

Establishment Location Information

Name of Location: Lee Funeral Home		Permit #: EST 2
Physical address: 720 Buol Road		
City: Pahrump	State: Nevada	Zip Code: 89048
Phone Number: 775-727-1888		E-mail Address: info@leefuneralhome.biz

Preferred Mailing Address

Mailing Address: (All Board correspondence will be sent to this address.) 720 Buol Road		
City: Pahrump	State: Nevada	Zip Code: 89048

Proposed New Managing Funeral Director Information

Name: Angela Mercer		License # FD 869	Proposed Start Date: 8/27/2021
Physical Home Address: 2571 E Pioche Street			
City: pahrump	State: Nevada	Zip Code: 89048	
Phone Number: 775-513-8874		E-mail Address: mrsamercer@gmail.com	

Does the proposed new managing Funeral Director reside within 120 miles of the location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	---	-----------------------------

If proposed new managing Funeral Director manages more than one location, are each of the locations within 120 miles of each other?	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	---	------------------------------	-----------------------------

Request for Approval of Managing Funeral Director

Additional Locations Managed by Proposed Managing Funeral Director

1. Name of Location:		Permit #:	
Physical address:	City:	State:	Zip
2. Name of Location:		Permit #:	
Physical address:	City:	State:	Zip

Declaration of Applicant

I hereby declare under penalty of perjury, that I have the authority to complete this application and all of the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information relevant to this application.

Eric Lee
Signature of Authorized Representative of Location

8-3-2021
Date

Eric Lee

Owner

Print Name

Title

Angela Mercer

8-4-2021

Signature of Proposed New Managing Funeral Director

Date

Angela Mercer

Print Name

Credit Card Payment Information

Payment Method



Amount:

\$ 225

Name on Credit Card:

Southern Nevada Funeral Services

Credit Card Number:

Expiration Month/Year

Billing Address

720' Buol Rd

Billing City, State & Zip

Pahrump, NV 89048

Email for Receipt:

angela@kefuneralhome.biz

Authorization

Signature:

Angela Mercer

By providing my signature, I authorize payment in the above amount to the Nevada Funeral and Cemetery Services Board for the above application.

For Board Use Only:

<input checked="" type="checkbox"/> Date Received:	8/4/2021	<input type="checkbox"/> Approved	
<input checked="" type="checkbox"/> Fee Paid:	\$ 225	<input type="checkbox"/> Denied	
<input checked="" type="checkbox"/> Ref. No.:	42848207290	<input type="checkbox"/> Withdrawn	
<input type="checkbox"/> Temp Approval Date:		<input type="checkbox"/> Date Temp Permit Mailed:	
<input type="checkbox"/> Formal Approval Date:		<input type="checkbox"/> Date Permit Mailed:	



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AGENDA ITEM 13: Approval of Continuing Education Requests

Attachments:

See attached approval request.

- a. Matt Smith Professional Embalmers, Inc. requesting 10 CEU's for course titled: Music City Embalming & Funeral Conference
- b. Nevada Donor Network Requesting 4 CEU's for course titled: Nevada Donor Network's 2021 Funeral Home Symposium



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Continuing Education Provider Approval Request

Applicant Name: Matt Smith Professional Embalmers, Inc.
Title: Music City Embalming & Funeral Conference

Attachments: See attached proposed continuing education courses.

Notes:

RECOMMENDATION OF BOARD MEMBER

APPROVE: ☐

DENY: ☐

Continue pending additional information: ☐

Comments:



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

RECEIVED

JUL 05 2021

Continuing Education Approval Form

General Instructions (Note: Documents submitted with this application will not be returned.)

The following form must be used to approve any continuing education which is not automatically approved by the Board. Please note that many training are automatically approved and do not require any further approval by the Board.

- Courses which are approved by the Academy of Professional Funeral Service Practice (APFSP) **do not require additional approval by the Board.**
- Courses sponsored by National or State organizations or associations that administer training relating to the funeral industry **do not require additional approval by the Board.**
- Funeral Directors and Embalmers must provide proof to the Board of completion of twelve (12) hours of continuing education within the two (2) years immediately preceding the date of application for renewal or reactivation of the license.
- The Board will audit a percentage of licensees during each period of renewal by requiring those licensees to submit proof of completion of the required hours of continuing education.

Required Documents

- ☒ Completed and signed Continuing Education Approval Form.
- ☒ Brief bio or resume of each presenter.
- ☒ Agenda detailing dates/times and subject of each session.

Requester: ☐ Attendee ☒ CE Provider Contact

Name:

Matt Smith Professional Embalmers, Inc.

Mailing Address (all Board correspondence will be sent to this address):

52 East Burdick Street Unit 152

City:

Oxford

State:

MI

Zip Code:

48371

Phone Number:

586-531-0130

E-mail Address:

m.smith@professionalembalmers.com

Continuing Education Provider:

Name:

Matt Smith Professional Embalmers, Inc.

Address:

52 East Burdick Street Unit 152

City:

Oxford

State:

MI

Zip Code:

48371

Phone Number:

586-531-0130

E-mail Address:


m.smith@professionalembalmers.com

Continuing Education Approval Form

Course, Presentation or Activity:		
Title: Music City Embalming & Funeral Conference		
Date(s) of Presentation: 8/26 - 8/28 2021	Time(s): 9am- 4pm	Length of Presentation/Course: (Note: One (1) hour of CEU = 50 minutes) 10 CEU
Location of Presentation: John A. Gupton College		
City: Nashville	State: TN	Zip Code: 37203
<input type="checkbox"/> Internet	<input checked="" type="checkbox"/> Classroom	<input type="checkbox"/> Computer-based Training
<input type="checkbox"/> Video	<input checked="" type="checkbox"/> Other (explain): w/ Demonstration	

Presenter(s): Please attach short bio for each presenter detailing experience.	
Name	Title
Matt Smith	President of Professional Embalmer's, Inc.
Kraig Markland	Funeral Liaison / DCI Donor
John Smith	Owner / Presenter Smith Family Funeral Home

Outline of Course: Please provide a general outline of the course content.
Please see attachments to email.

Declaration	
I hereby declare under penalty of perjury, that all of the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information relevant to this approval form. I hereby give permission to the Funeral and Cemetery Services Board to verify any information provided and obtain any additional documentation or information needed to verify my qualifications or good moral character.	
 Signature	7/5/2021 Date
Matt Smith Print Name	

For Board Use Only:	
CE Approval Date:	CE Approved Hours:

About Matt

The opportunity to impact the lives of others can present itself in many ways. But for Matt Smith, he answers that calling every day in his life's work. In death, he restores beauty and creates a greater family experience by making the loved one Perfectly Presentable.

If there ever were a trailblazer in a profession, it is Matt Smith. In the past 25 years, Matt has become an international educator in embalming and professional instruction.

"Matt MAKES the impossible POSSIBLE and the overwhelmingly challenging EASIER." ~S. Hill

Matt is well-known for his innovative solutions for difficult case restoration and feature setting. The one to transform bodies and mindset in the most difficult cases;

Severe Edema,
Auto accident trauma
Jaundice
Gun-Shot Trauma
Decomposition Case

Severe Tissue Gas cases
Severe Emaciation
burn victim
Creating the Smile
...and others

Developing and teaching his rarified technical procedures and artistic enhancements with his extensive experience, Matt inspires his community of colleagues. He has designed well-documented visuals and instructional courses to transform the profession. Matt is an inspirational, encouraging, and compelling coach but most importantly, he is driven to make an impact on others.

Matt has spoken to numerous groups, Colleges, and Associations including the American Board of Funeral Services Education. Internationally Matt has presented for the NFDA, ICCFA, ABFSE, AFE in Hong Kong and Macau, China. Trinidad & Tobago, Mexico, and San Juan, Puerto Rico, Other international training programs include Jamaica, Barbados, Bolivia, South America, New Zealand, Australia and the Philippines. In the United States, he has presented at state association conventions in over 30 states and was the former adjunct professor of Restorative Art at Wayne State University - College of Pharmacy and Health Sciences.

Embalming nearly 20,000 bodies during his career since graduating in 1994 from John A. Gupton College in Nashville, TN, Matt has been a trade embalmer for several funeral home operations in the Metro Detroit area. Matt is the owner and President of Homeward Bound Shipping, Inc. specializing in domestic mortuary shipping and international repatriation. Matt is also the founder of Professional Embalmers Institute (PEI), where embalmers from around the world gain experience with hands-on training.

"Matt Smith is a true professional; an embalmer with great talent who combines technical proficiency and true compassion. He serves the living by caring for the dead."

~Thomas Lynch

John H. Smith II Licensed Funeral Director/Embalmer

John, a 2000 Graduate of John A. Gupton College is the owner/operator of one of the fastest growing funeral homes in Tennessee. His expansive experience, knowledge and compassion can only lead in one direction, SUCCESS.

His ability to convey compassion along with his God given heart for service allows John to keep the focus on caring for his community and the ones he loves. John is very excited to share proven techniques that have put him on the map as one of Tennessee's premier Funeral Directors. He will share with you the keys that have unlocked a windfall of success upon his own business in hopes that you will have the same results as we work diligently to improve funeral service as a whole.

John has earned a Bachelors Degree in Management - Human Resources and is a few hours shy of his Masters Degree in Theology & Biblical Studies.

6/1/21

10 HOUR TN CONTINUING EDUCATION FOR FUNERAL DIRECTORS AND EMBALMERS

INTRODUCTION

Day 1 of this 3-Day course is to cover a full scope of embalming and the "Art of Restoration". We will lay out the benefits of quality embalming especially when faced with the challenges of today's "difficult" case embalming such as Trauma cases, Tissue Donor case and Severe Edema. Day 2 will focus on more theory coupled with a live demonstration of start to finish embalming; feature building, cosmetics, dressing and casketing. Day 3 will round out the experience with a live demonstration, start to finish with the cremation process. Attendees are offered the ability to earn 10 CEU's during this 3-day module and workshop.

1. DAY 1 AUGUST 26TH (5 HOURS OF CON-ED)

A. Overview (1 hour - Embalming)

- i. Cover ground rules and general Prep-room housekeeping
- ii. Complete over-view of General Embalming.

B. Tissue Donor Case Part I (DCIDS Liaison – Kraig Markland, 1 hour Non-Embalming)

- i. What is DCI
- ii. Why Donor services work.
- iii. Benefits to the gifting family and recipients
- iv. Concluding statements

C. Tissue Donor Case Part II (Matt Smith 1 Hour - Embalming)

- i. What tissues are being recovered
 1. *Case analysis: Bone, Skin, Eye tissue*
 2. *Proper preparation supplies – instruments & products*
 3. *Set up before preparation*
- ii. "Preserving"
 1. *Artery selection to achieve specific results: restricted cervical injection, rarely used arteries (facial, external carotid) six-point injection*
 2. *Fixation expectations*

- 3. Topical and hypodermic treatments
- iii. Drying
 - 1. Exposing Tissues
 - 2. Cotton and drying / preserving powders
 - 3. Suturing techniques to ensure dryness
- iv. Final Steps
 - 1. Plastic Undergarment considerations
 - 2. Dressing – Clothing considerations
 - 3. Casketing & Positioning

D. Caller to Client on the first point of contact (John Smith - Smith Family Funeral Home and Cremation Services, Murfreesboro, TN – 1 hour, Non-Embalming)

- i. Shopper Caller and First Call Experience
- ii. Dialogue with caller
 - 1. Words Spoken
 - a. Convey Condolences
 - b. Acknowledge Difficulty on the call
 - c. Convey the honor of being given the opportunity to possibly serve them.
 - 2. Tone will attract or repel the caller
 - a. Words are important but so is TONE.
 - b. Warmth and compassion are KEY – non negotiable
 - c. Empathy when possible – Sympathy 100% of callers experience
 - d. Avoid being monotone – sounding script or forced
 - 3. Audio Environment for caller
 - a. Minimal background noise
 - b. Staff awareness of call
 - c. Undivided attention
 - 4. Consistent experience for the caller all the way through
 - a. Receptionist to Director – when transferring phones, Director MUST be an extension of the care given on the front end.
 - b. Close with offering condolences once again and remind that we're here to serve.
 - c. Avoid words like "I"
- iii. Attitude towards the "Shopper"
 - 1. If negative – shopper might give business but only if price is low enough
 - a. Preset notions that call will be lost to the lowest price competitor, self-defeating.

- b. *Rub the customer wrong and cause them to go to higher price competitor because of better service.*
- 2. *If positive – shopper will consider your business even if not the lowest price.*
 - a. *Maybe the 2nd or 3rd call in line and not the least expensive but the kindest – earn the shoppers trust with true compassion.*
 - b. *Create a warm and compassionate experience for the caller – must stand out through kindness and compassion. Every caller is hoping for the best “deal” but the best deal also includes highest level of kindness and compassion*
- 3. *Offer the shopper the opportunity to ask questions about the options discussed, business or process.*

E. Severe Edema Part I of II (Matt Smith – 1 Hour)

- i. Edema Part I of II - Body presentation
 - 1. *Positioning a body on the table: awareness of water flow, hypostasis, soft tissue swelling, bruising*
 - 2. *Proper embalming for the situation: secondary dilution, artery selection, type of fluid, pressure, volume, and concentration issues, waiting times for osmotic action, desquamation potential*
 - 3. *Casket Layout concerns: dampness, plastic garments, water base vs. cream cosmetics, types of clothing*
- ii. Edema
 - 1. *Types of edema, terminology, degrees, areas involved*
 - 2. *causes: burns, CHF, organ failure, medically induced*
 - 3. *Why edema is more common today than in recent years*
- iii. Treating the Edematous Case
 - 1. *Get started - determine severity of edema, pre-embalming analysis, assessment tests, planning the method*
 - 2. *Buy time - consult with family, plan for contingencies*

2. DAY 2 AUGUST 27TH

A. Severe Edema Part II of II (Matt Smith 1 Hour)

Preserve tissue: fluid selection, injection methods, concentration variables, osmotic considerations

- i. Gravity
 - 1. *Incisions under face and body for drainage, wicking materials, position of body, air currents to hasten drying*

2. *External water packs for weight, avoiding impressions, maintaining facial expression*
3. *Hot iron / reduce tissue*
- ii. *Final Steps*
 1. *Stop Leakage*
 2. *Return natural texture to skin, allow for contraction of tissue*
 3. *Cosmetics: water base, cream base, spray on, waxing, special sutures to apply tension to skin*
 4. *Dress and Casket*

B. Setting Features – Creating the "Smile" (Matt Smith 1 hour)

- i. *Mouth Closures*
 1. *Needle injector*
 2. *Mandibular*
 3. *Muscular*
 4. *Dental tie*
 5. *Sublingual Suture*
 6. *Natural*
- ii. *Denture Dilemma*
 1. *Problems associated*
 2. *Solutions*
- iii. *Shaping the mouth*
 1. *Dental replacements*
 2. *Cotton*
 3. *Putty*
 4. *Other*
- iv. *Feature Builder*
 1. *Natural contour*
 2. *Creating the "SMILE"*

C. Soft Tissue Repair (Matt Smith 1 hour)

1. *Hard Tissue Reconstruction*
 - a. *Dimensions of the head and face*
 - b. *Thick Bone reconstruction*
 - c. *Thin Bone reconstruction*
2. *Soft Tissue Repair*
 - a. *Bringing it all "together"*
 - b. *Sealing tissues keeping it dry*
 - c. *Symmetry*

- i. Eyes
 - ii. Cheek Bones
 - iii. Mouth
- d. *Wax modeling*
 - i. Application of wax
 - ii. Shaping wax
- e. *Cosmetics*
 - i. Color Base to tissues prior to waxwork
 - ii. Coloring wax prior to application
 - iii. Shaping wax
 - 1. Instruments to use
 - 2. Contouring appropriately
 - 3. Gravity can help

D. Cosmetics Dressing & Casketing Demonstration (Matt Smith 1 Hour)

- i. Airbrush
 - 1. *Base*
 - 2. *Highlights*
 - 3. *Shadowing*
 - 4. *Finish*
- ii. Dressing Clothing
 - 1. *Cutting vs. Not Cutting*
 - 2. *Positioning on the table*
 - 3. *Tailoring cut clothes*
- iii. Preparing Casket
 - 1. *Hight*
 - 2. *Padding*
 - a. *Shoulders*
 - b. *Elbows*
 - 3. *Placement of remains inside casket*
 - 4. *Positioning adjustments*
 - 5. *Clothing adjustments*

3. DAY 3 CREMATION DEMONSTRATION FIELD TRIP - JOHN SMITH (2 HOURS)

A. Retort Prep

- i. Ignition
 - 1. *Chart Recorder 24-hr. chart*

2. *Minimum Temps*
3. *Digital Thermometer*
- ii. *Control Panel*
 1. *Manual adjustments*
 2. *Blower / Combustion*
 3. *Afterburner chamber*
 4. *Ignition burner*
 5. *Door open / door close*
 6. *Reset buttons*
- iii. *Loading Body*
 1. *Cremation container*
 2. *Coolers – protocols*
 3. *Legal Documents*
 4. *Loading body in retort*
- iv. *Collection of remains*
 1. *Cooling remains*
 2. *Removal of any implants*
 3. *Cremulator*
 4. *Inurnment*

**AUGUST 26-28, 2021
NASHVILLE EMBALMING CONFERENCE
COURSE AGENDA**

August 26, 2021

8:00 am – 9:00 am Registration

9:00 am – 9:50 am Intro 1 hr.

10:00 am – 10:50 am Bone Donor DCI Kraig Markland 1 hr.

11:00 am – 11:50 am Bone Donor Embalming – Matt Smith 1 hr.

11:50 am – 12:50 pm LUNCH (Provided – DCIDS)

1:00 pm – 1:50 pm Caller to Client – John Smith 1 hr.

2:00 pm – 2:50 pm Severe Edema Part I – Matt Smith 1 hr.

3:00 pm – 3:15 pm Q&A

August 27, 2021

09:00 am – 9:50 am Severe Edema Part II – Matt Smith 1 hr.

10:00 am – 11:20 am Setting Features – Creating the “Smile” – Matt Smith 1.5 hrs.

11:30 am – 12:00 am Soft Tissue Repair part 1 – Matt Smith .5 hr.

12:10 pm – 1:10 pm LUNCH (Provided)

1:10 pm – 1:40 pm Soft Tissue Repair part 2 – Matt Smith .5 hr.

1:50 pm – 3:15 pm Cosmetics, Dressing & Casketing Demonstration – Matt Smith 1.5 hrs.

August 28, 2021 (2 hours)

10:00 am – 12:00 pm Live Cremation Demonstration 2 hrs.

12:00 pm – 1:00 pm Lunch (Provided)

-END OF PROGRAM-

KRAIG MARKLAND BIO

Kraig Markland received his Doctor of Chiropractic degree from Life Chiropractic College in Marietta GA. He followed that with a post graduate degree in forensics from the National University of Health Sciences and performed independent medical evaluations for personal injury and worker's compensation cases. Kraig left private practice and pursued a second career as a tissue recovery tech at the Iowa Donor Network where he earned his title as a Certified Tissue Bank Specialist (CTBS). John worked as a Professional Outreach Specialist for Live On Nebraska and coordinated recovery activities with funeral professionals, investigators and pathologists. He has also earned his certificate from Saint Louis University's Medicolegal Death Investigators Training Course and has received a Mortuary Science degree. Currently Kraig works with Tennessee Donor Services serving as their Funeral Home/Medical Examiner Liaison. Kraig looks forward to sharing with you and answering any of your questions.



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/>

Continuing Education Provider Approval Request

Applicant Name: Nevada Donor Network
Title: Nevada Donor Network's 2021 Funeral Home Symposium

Attachments: See attached proposed continuing education courses.

Notes:

RECOMMENDATION OF BOARD MEMBER

APPROVE: ☐

DENY: ☐

Continue pending additional information: ☐

Comments:



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Continuing Education Approval Form

General Instructions (Note: Documents submitted with this application will not be returned.)

The following form must be used to approve any continuing education which is not automatically approved by the Board. Please note that many training are automatically approved and do not require any further approval by the Board.

- Courses which are approved by the Academy of Professional Funeral Service Practice (APFSP) **do not require additional approval by the Board.**
- Courses sponsored by National or State organizations or associations that administer training relating to the funeral industry **do not require additional approval by the Board.**
- Funeral Directors and Embalmers must provide proof to the Board of completion of twelve (12) hours of continuing education within the two (2) years immediately preceding the date of application for renewal or reactivation of the license.
- The Board will audit a percentage of licensees during each period of renewal by requiring those licensees to submit proof of completion of the required hours of continuing education.

Required Documents

- ☒ Completed and signed Continuing Education Approval Form.
- ☒ Brief bio or resume of each presenter.
- ☒ Agenda detailing dates/times and subject of each session.

Requester: ☐ Attendee ☒ CE Provider Contact

Name:

Jenna Dumas, Monica Myles

Mailing Address (all Board correspondence will be sent to this address):

2055 East Sahara Avenue

City:

Las Vegas

State:

NV

Zip Code:

89104

Phone Number:

702-750-3344

E-mail Address:

jdumas@nvdonor.org

Continuing Education Provider:

Name:

Nevada Donor Network

Address:

2055 East Sahara Avenue

City:

Las Vegas

State:

NV

Zip Code:

89104

Phone Number:

702-750-3344

E-mail Address:

jdumas@nvdonor.org

Continuing Education Approval Form

Course, Presentation or Activity:

Title:

Nevada Donor Network's 2021 Funeral Home Symposium

Date(s) of Presentation:

9/15/21 and 9/16/2021

Time(s):

8:00 AM

Length of Presentation/Course: (Note: One (1) hour of CEU = 50 minutes)

4 hours

Location of Presentation:

Palace Station/Walton's Event Center

City:

Las Vegas/Reno

State:

NV

Zip Code:

89102/89503

☐ Internet☒ Classroom☐ Computer-based Training☐ Video☐ Other (explain):

Presenter(s): Please attach short bio for each presenter detailing experience.

Name	Title
Dr. Alan Wolfelt	Funeral Service & Stress: Caring for Yourself While You Care for those You Serve
Douglas Colwell	Respect for OUR Families and Each Other
Allyson May	Cryolife Overview

Outline of Course: Please provide a general outline of the course content.

Additional Presenters: Dr. Laura Knight & Sarah Turner: Overview of Washoe County Medical Examiner's Office
Tiffany Brown & Mikayla Murray: Overview of Clark County Coroner/Medical Examiner's Office & the Death Certificate Process

Nevada Donor Network would like to offer 4 CEUs for funeral home professionals at our annual Funeral Home Symposium. We always want to incorporate donation and it's importance so this year we have invited Cryolife to present on why cardiac tissues are recovered and what they are used for. We have also secured Dr. Alan Wolfelt to present new material on self care in the funeral home industry. We have a Donation Services Coordinator with many years in the funeral home industry to help connect funeral home professionals and their role in the donation process. Finally, we have representatives from the respective Coroner/Medical Examiner's Office for Washoe and Clark County to share what their offices are responsible for and the death certificate process.

Declaration

I hereby declare under penalty of perjury, that all of the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information relevant to this approval form. I hereby give permission to the Funeral and Cemetery Services Board to verify any information provided and obtain any additional documentation or information needed to verify my qualifications or good moral character.

Signature



7/15/2021

Date

Jenna Dumas

Print Name

For Board Use Only:

CE Approval Date:

CE Approved Hours:

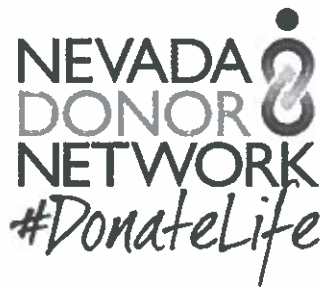


Nevada Donor Network's 2021 Funeral Home Symposium

September 15, 2021

Session 2:

- | | |
|-------|--|
| 12:00 | Check In and Lunch |
| 13:00 | Welcome: Jenna Dumas |
| 13:15 | Clark County Office of the Coroner/Medical Examiner: Tiffany Brown & Mikayla Murray |
| 14:15 | Respect for OUR Families and Each Other: Douglas Colwell |
| 15:00 | Break |
| 15:15 | Cryolife: Allyson May |
| 16:00 | Funeral Service & Stress Caring for Yourself While You Care for those You Serve:
Dr. Allan Wolfelt (video presentation) |
| 16:45 | Connect to Purpose: Lashunda Marshall |
| 17:00 | Closing |



Nevada Donor Network's 2021 Funeral Home Symposium

September 16, 2021

Session 1:

- | | |
|-------|--|
| 07:30 | Check In and Breakfast |
| 08:00 | Welcome: Monica Myles |
| 08:15 | Respect for OUR Families and Each Other: Douglas Colwell |
| 09:00 | Cryolife: Allyson May |
| 09:45 | Break |
| 10:00 | Funeral Service & Stress Caring for Yourself While You Care for those You Serve:
Dr. Allan Wolfelt (video presentation) |
| 11:00 | Washoe County Regional Medical Examiner's Office Overview: Dr. Laura Knight &
Sarah Turner |
| 11:45 | Connect to Purpose: Lee Murray |
| 12:00 | Closing and Lunch |



Nevada Donor Network's 2021 Funeral Home Symposium

September 1, 2021

Session 2:

- | | |
|-------|--|
| 12:00 | Check In and Lunch |
| 13:00 | Welcome: Monica Myles |
| 13:15 | Washoe County Regional Medical Examiner's Office Overview: Dr. Laura Knight & Sarah Turner |
| 14:15 | Respect for OUR Families and Each Other: Douglas Colwell |
| 15:00 | Break |
| 15:15 | Cryolife: Allyson May |
| 16:00 | Funeral Service & Stress Caring for Yourself While You Care for those You Serve:
Dr. Allan Wolfelt (video presentation) |
| 16:45 | Connect to Purpose: Lee Murray |
| 17:00 | Closing |

Clark County Office of the Coroner/Medical Examiner

Outline of Presentation for Nevada Donor Network Funeral Home Symposium,

September 15, 2021

Presenters:

Tiffany Brown, F-ABMDI, Investigative Supervisor

Mikayla Murray, Office Specialist

Part I – Introduction to Medical Examiner Case Triage

- 1) Introduction to Medical Examiner's Office, Mission/Statutes, recent caseload statistics 2020:
Deaths Reported-
Scene Responses-
Total Exams (Autopsy, Medical Exam, Head Post)-
MESO-
- 2) Case triage – does this case fall under Medical Examiner jurisdiction?
 - a. When a case is brought in from another county.
- 3) Deciding to respond to a scene – which scenes require a medicolegal death investigator response, which deaths are investigated by CCCO but do not have a scene response.
- 4) Determining whether a body will be transported to CCCO vs. a funeral home (of family choice, or on-call mortuary)
- 5) Body examination triage – determining level of examination
- 6) Problem cases that fall outside the usual triage (delayed reporting of trauma or drug use, delayed allegations of foul play/poisoning, etc) – may require later transport to CCCO, examination

Part II – Collaboration and Cooperation: Medical Examiner and Organ/Tissue Procurement

- 1) Determination of whether to authorize donation – balancing Medical Examiner mission of evidence preservation and determination of cause and manner of death with the need for organs/tissues in the community.
- 2) Goal of highest good for community: goal of 100% authorization for organs, and as much as possible for tissues
-Collaboration and transparency in process
- 3) Timing of tissue donation: pre-autopsy vs. post-autopsy
-Tissue donation must occur within 24 hours after death

- Pre-autopsy donation benefits: fresher tissues, lower infectious bio-burden, less fecal contamination; vascular tissues available, able to donate heart valves
- 4) Evidence preservation techniques employed by CCCO in some cases:
 - photography prior to donation (FIRST team)
 - external examination prior to tissue donation;
 - attendance by ME at organ donation procedure if warranted;
 - evidence collection and external exam in select homicides prior to procurement followed by autopsy internal exam after procurement;
 - obtaining hospital admission blood specimens;
 - obtaining blood and vitreous fluid specimens during procurement;
 - placing paper bags on hands to preserve DNA evidence prior to undergoing procurement;
 - working together with TPOs/OPOs to find solutions, including performing additional clinical testing where needed to provide answers to questions anticipated (presence or absence of injuries, presence or absence of coronary artery disease if donating heart, additional pathology exams such as cardiac pathology, etc)

Part III – Collaboration and Cooperation: Funeral Homes and Death Certificates

- 1) Process of electronic system
 - a. Is this needed? Funeral homes start the record so they know the system.
 - b. If so, explain the EDRS process
 - i. Funeral Home Starts the Record, Signs Off, and Submits to Coroner
 - ii. The DC is typed and signed off on by myself or Ashley, then gets sent over to the doctor for their signature.
 - iii. Gets registered with the Health District.
- 2) Who is responsible for what sections and how that affects the completion.
 - a. Funeral home is responsible for entering all information except for Cause and Manner of Death Tabs.
 - b. We check the Decedent Tab, Decedent History 1 & 2 Tabs, Signatures Tabs (funeral home arranger and director signatures), Flags Tab (Social Security Number pass or fail). We type in Certifier, Cause of Death 1 & 2, and Signatures Tab.
- 3) Timing of completion.
 - a. If everything is correct, records are usually completed by Ashley or I same day.
 - i. Due to the influx of cases, medical examiners may not sign off on the record the same day. Coroner Rouse also signing death certificates.
 - b. Not being able to issue burial permits without medical examiner signature – myself and Interim Coroner Murphy spoke with Carson City about this issue which will not be changing.
 - i. Please reach out to them if you have issues with this process.
- 4) Importance of properly filling out information.
 - a. Rejection:

- i. 3e & 3c – Most common reason for rejections. We cannot fix these ourselves so we have to reject the record for it to be changed. This was also brought up to Carson City but that cannot be changed as it is the system.
 - 1. If you are unsure of what to put for these boxes, please call us or email us (new DC email to be made).
 - 2. 3c Boxes must always match if typing in both. Do not assume our street spellings are correct – always double check!
 - ii. Name/Date of Birth/Social Security Rejects – If there is a different spelling of the name, or a different DOB/social (that flags in the system), we have to reject the record for proof. If you already have the ID/Social Security Card when submitting the record, please upload it. If it's a discrepancy on our end, we can fix it. When in doubt, upload proof.
- 5) Troubleshooting: Common issues/questions that come up.
 - a. Please give us AT LEAST 48 hour notice for scheduled services.
 - i. Services are not supposed to be scheduled until proper paperwork is issued, but if they are we are requesting 48 hour notice.
 - ii. Due to influx of cases, records MAY not be typed same day (reiterate doctor signature) so will be completed next business day.
 - b. When assigning records in Certifier tab, Certifier Type: Coroner. The name will be Mikayla Murray or Ashley Grygor.
 - c. Please do not email/call the medical examiners directly. Ashley or I can coordinate between the medical examiners and funeral homes.

Washoe County Regional Medical Examiner's Office

Outline of Presentation for Nevada Donor Network Funeral Directors' Symposium,

September 16, 2021

Presenters:

Dr. Laura D. Knight, Chief Medical Examiner and Coroner

Sarah Turner, F-ABMDI, Medicolegal Death Investigator/Technician Supervisor

Part I – Introduction to Medical Examiner Case Triage

- 1) Introduction to Medical Examiner's Office, Mission/Statutes, recent caseload statistics 2020:
Deaths Reported- 5,925
Scene Responses- 1,094
Total Exams (Autopsy, Medical Exam, Head Post)-1,261
Consultations- 584
- 2) Case triage – does this case fall under Medical Examiner jurisdiction?
- 3) Deciding to respond to a scene – which scenes require a medicolegal death investigator response, which deaths are investigated by the WCRMEO but do not have a scene response
- 4) Determining whether a body will be transported to the WCRMEO vs. a funeral home (of family choice, or on-call mortuary)
- 5) Body examination triage – determining level of examination
- 6) Problem cases that fall outside the usual triage (delayed reporting of trauma or drug use, delayed allegations of foul play/poisoning, etc) – may require later transport to MEO, examination

Part II – Collaboration and Cooperation: Medical Examiner and Organ/Tissue Procurement

- 1) Determination of whether to authorize donation – balancing Medical Examiner mission of evidence preservation and determination of cause and manner of death with the need for organs/tissues in the community
- 2) Goal of highest good for community: goal of 100% authorization for organs, and as much as possible for tissues
-Collaboration and transparency in process
- 3) Timing of tissue donation: pre-autopsy vs. post-autopsy
-Tissue donation must occur within 24 hours after death
-Pre-autopsy donation benefits: fresher tissues, lower infectious bio-burden, less fecal contamination; vascular tissues available, able to donate heart valves

-Sometimes pre-autopsy not possible due to timing, or concern that it will limit autopsy findings or compromise evidence of trauma

4) Evidence preservation techniques employed by WCRMEO in some cases:

- photography prior to donation;
- external examination prior to tissue donation;
- attendance by ME at organ donation procedure if warranted;
- evidence collection and external exam in select homicides prior to procurement followed by autopsy internal exam after procurement;
- obtaining hospital admission blood specimens;
- obtaining blood and vitreous fluid specimens during procurement;
- placing paper bags on hands to preserve DNA evidence prior to undergoing procurement;
- working together with TPOs/OPOs to find solutions, including performing additional clinical testing where needed to provide answers to questions anticipated (presence or absence of injuries, presence or absence of coronary artery disease if donating heart, additional pathology exams such as cardiac pathology, etc)

Respect for "OUR" families and each other:

I started at Draper Mortuary in Ontario, California (#1) the week after I graduated from high school in June 1978. I worked for old man Neuman Draper who use to walk around the funeral home in coveralls. He was a loud gruff old guy, but everyone loved him. My very first day on the job Tom who would become my supervising embalmer walked me into the prep room, walked up to an embalming table where there was a decedent covered up with a sheet and slung it to the floor. There in front of me for the very first time was a person completely opened from an autopsy as back then the ME doctor made the rounds and did the autopsies at the funeral home. He said, ok this is what we do.....

I excused myself and went out into the hall. From behind the prep room door, I heard him say
"He'll Never Make It"!!

What he later learned was the guy on the embalming table was my friend and neighbor for most of my life who had been shot the night before at a party and I did not even know about it yet.

And that was how I started.

I have worked for funeral homes in 3 different states and most of them were all through the same company, but I was able to move around and still be part of a great group.

I was first licensed in California in 1983 after graduating in 1992 from Cypress College (2), Then licensed in Nevada in 1994 and Washington in 2001 and again in 2013

I have throughout my training and years had some awesome teachers and respected people to learn from. Jim Draper, Dr Irving Root, Dr. Sheridan, CK & Gary Davis, Larry Neubauer, Bart Burton, Rymer Pry and many many others.

I learned a long time ago, We, do not work in Death Care, We, do not work in the funeral industry, We, are Professionals. We go to school, we get licensed, we do this day in and day out, and even when were on vacation were still Funeral Directors, Embalmers, Removal Techs, Office staff and we are Professionals! It takes all of us to Serve "Our" families.

Drapers Mortuary is where I learned from Jim Draper first off to treat "Our" families with Respect as well as each other. I then worked several years as an Autopsy Assistant/Embalmer for the San Bernardino County Coroner office. (3) I worked in the homicide and decomp rooms as well as took X-rays and photographs for the investigations. Dr Root taught me If I get compliments, it's because I have good people. If I get complaints, it's because I haven't trained you right. I then moved to Las Vegas where I started at Davis Funeral Home working with CK and his brother Gary Davis on West Charleston. Gary ran the place and was out on Eastern, but CK was an amazing guy who would help anyone, and we were on West Charleston. I have many stories about CK as he was a nut but a hell of a great guy, I even embalmer Brent Thurman who was the bull rider killed here in Las Vegas at the NFR and the other day I saw there is a street named after him, I thought that was a nice touch and learned how this town comes together when needed. I have been around a while. I then moved to Palm Mortuary as an embalmer at nights. I loved working there. The people, they all worked so well together, and you had help. I still know a few of them and they are still a great group..... Then I worked as a funeral director, one day at the Palm south jones location I witnessed an old guy coming in the back door and sitting at the table looking at the newspaper. I walked back and asked can I help you, NO he said, I'm good. I asked was there someone here he was looking for? He then said, oh sorry I haven't met you yet I'm Charles, Kenny's

father..... Yeah, Charles Knauss, ok, I just smiled and said anything you need let me know... But, Even though they owned Palm... They still treated you with respect.

From there I moved to Seattle where I fell in love with the city and the water, I followed 3 other Palm employees who all moved to Seattle.....I worked at Bonney-Watson but then later found my home at (4) Bleitz Funeral Home. It was on the south end of the Fremont draw bridge on the canal, and we helped just under 3000 families a year. It really bugged me when our management group would get together and they would talk down to me because "we" Bleitz only did cremation, or so they thought. They were Full-Service Funeral Home Managers... One day I was selected to go to Houston and be a part of a group about Cremation and Full service and creating a soft pass off between one another's funeral homes. That was when they all found out, yes we did cremation because we had a partnership with a nonprofit organization we were not Dignity we were the redheaded step child however we still handled over 500 burials a year and anyone who thinks Cremations are so much easier than burials have never had to deal with families who don't want cremation and yet the decedent planned, paid and had everything set for themselves and a partner who is present to make sure they get it, or 6 children split down the middle on the decision.

So even in our own profession we fought for respect. I did not get it.

In Washington I taught a class called: Demystifying the Funeral Experience and was able to give CEU credits to RN's. I told them that hospitals consider hospice as their aftercare. Why didn't Hospitals and Hospice consider funeral homes their aftercare as well. We love our families; we treat them very well. I have laughed and cried with so many of my families helping them through the process. I always said if I got a hug from the family after a service, I did what I was supposed to. They were after all, "Our" families. Hospitals and hospice care for their families but sometimes don't understand how much we do the same. Just because the patient has passed didn't mean the family needed any less care, a lot of the time its just the opposite.

I think what most people don't understand is that we "Funeral Directors" don't just drive around in fancy cars and nice suits all day. We get calls all hours of the day and night, mostly when you are starting to eat dinner or watch a movie after a long day or thinking about getting in the pool. Instead, you have to put on a tie, drive to the funeral home get a car, drive to a house or hospital, sometimes talk to the family, make the removal then drive back to the funeral home, log in the decedent, lock up again and drive home just in time to get your pants down around your knees before the phone rings again. That's the part people don't understand. Not to mention all the other things like trying to get the DC signed or a minister to fit in the scheduled time for a service or get the grave opened on time and dressed. Heaven forbid all the prep room issues, dressed, hair done, in the casket without make up on the lining or blood on the clothes. Yet, all in all we love what we do... Its so rewarding when you finish a service, the family is happy, the casket is lowered, the correct vault was there or the urn is released to the family and all you have to do now is clean up the chapel and start over.....

The last funeral homes I ran were Burley Funeral Chapel and Vissor Funeral Home which were an hour apart from each other on the same island. Whidbey Island, in Washington state. It was here I met a woman who had been an X-ray tech at Sunrise Hospital in Las Vegas and her husband was a retired Fireman from Clark County. He had passed with Cancer, and I helped her through the service, cremation and paperwork to get things completed. She was taking a painting class on the island and after his services were all completed, she asked for a photo of my parrot since she knew he was my baby. One night Jonathan and I went to meet her for dinner, and she presented to us a painting (5) she had done as a thank you, A Thank You! This took her a good amount of time to do this painting which I still have over

my fireplace today, just to thank a Funeral Director. So, tell me why don't people think we care for our families?

After being on call 24 – 7 for 3 years and getting the funeral homes out of the red and into black. I was needing a change.

So, there I was on Whidbey Island where I could watch the Bald Eagles fly and the look out from my porch onto the sound and thought, I have a place on the waterfront in downtown Seattle, why am I here? So, (6) I went home. Then thought, Now What? I'm too young to retire and too poor not to work and that's when I found Sightlife was looking for a recovery tech. I thought about my sister who passed away at the young age of 32 and how after a few conversations my family we decided to donate her corneas. I had worked with a few people at the Loma Linda Eye Bank when I was at the San Bernardino Coroner's Office and thought how awesome for my sister in some small way to still be able help others. "Some Small Way"? Like giving sight to someone blind is a small way... Yeah, I didn't understand it either.

Sightlife is the largest eye bank in North America. I was a per diem tech, then a full-time tech, then the supervising recovery tech for Western Washington. They are a great company and I learned so much from them and their CEO Claire, What an awesome woman. Working there I finally started to understand how every donation wasn't just a cornea or a bone, it was giving life back to someone who without it did not really have one.

A couple years into working with Sightlife I got the amazing opportunity to start training techs to recover corneas (7) first in Alaska (8) (9) then I got to travel to India and teach recovery techs there (10), OK, yes I was a little taller than some of them (11).

Let's see if I can tell you about this part without crying. There was this 3 yr old boy who had gotten metal in his eyes during a dust storm when he was barely 1 yr old. He really had not seen his mother's face in 2 yrs and when your 3, that is a long time. Sightlife donated corneas and did the transplant surgery on this boy, and we got to witness his bandages being removed. To see him run around able to see was something, but when his mother called his name, and he ran up to her and put his hands on her face and said Momma.... Well, I was more than hooked. These are not just corneas and it's not just removing skin grafts, bone grafts and causing issues in the embalming room. Its life...

Amazing gut-wrenching Momma is that you? Life!!

Now since my whole family lives in Las Vegas and my parents are older and needed some assistance. I moved back to Las Vegas again. Only to have my father pass a month after I moved back (13)(14). Once back I started working for Palm to begin with, but COVID was just getting started and I didn't have many hours and then I caught COVID myself. One day while just trying to breathe I got a call from Nevada Donor Network. It was Sonja who I worked with in Seattle at Sightlife and come to find out she was the director of donation services. We talked and she sounded interested in my taking a position however I could hardly breath and coughed through the whole interview and was stun a few days later she offered me the position I now hold as a Donation Coordinator.

I learned doing donations we were looking for the same respect that I was looking for at the funeral home from the hospital and hospice.

In donations services we speak to families just like we did in the funeral home, right after the death. Only here a lot of times were asking for something. Something that will I hope and believe give them comfort down the road but asking for something just the same. Most families are glad we call even thankful that their loved one can help. Once in a while, not so much....

Most do not understand the number of questions we need to ask or why. I tell every family before I start asking questions. Please, at anytime if you need a break or need to ask anything about why I'm asking. Please do so. There are a lot of questions that can cause a donor to be ruled out and the FDA and EBAA (Eye Bank Association of America) have question set to cover them all. Travel, living on a military base outside of the United States during certain years, drugs or risky behavior. However these are all asked for the health and safety for those who receive the amazing gift of a donation. At the very end of the questions, we ask every family if they have any questions about all these questions, some ask and I'm always happy to explain why and thank them for going through this at such a hard time, just as my family did.

I recently spoke to a mother of a 20 yr old boy who was shot, and his "Friends" just dropped him at the ER and left. At least they did take him to the hospital but anyways. He was a registered donor, so you think, we already have permission I just need to call the family and go over the questionnaire. This mother was not having it. At first, she was upset, then mad but after talking to her a few minutes I understood, her son had some learning issues, and he did not really understand what he was signing when he got his ID. She told me he just marked "YES" to everything so he could get his ID, but no one helped him, and he did not really know what he was marking. I told her I would check with our AOC's, and I would call her back. I spoke to 2 different Managers, Ocular and Tissue and both agreed with me that if he really didn't understand what he was signing, we really should pass per the mother's request. I called the mother back to give her the news, she started crying and said "Thank you for doing the right thing, because I know you have permission, but he didn't understand and no one helped him" she said your children grow up, but he still really needed my help, thank you. I told her I am not here to talk you into something only to do the right thing and if someone is registered, the right thing is to honor their wishes. For her son this was a different story.

I spoke to a mother of a 5 yr old drowning victim and approached her for her son's Heart Values. I thought, oh this is going to be awful. Right from the start the mother was so glad I called and so happy that her son would be able to help others and that this would be a light in her darkness. She was so thankful to give another family light she said it made her feel there was hope.

Then there was a 78 yr old lady. You know those people you just kind of connect with when you first start a conversation. Well, this lady could talk and told me everything going over the questionnaire. One of the questions is: Was your loved in the past 5 years sexually active even once. This question has a few follow up questions to it and covers either a tough set of question, or for most a funny set of "No" answers. This 78 yr old woman answer no to the question and so I moved on. But then, she said can I change my mind, I said OK, let's go back but then she started telling me why.... No no no, this is not what I signed up for. I told her oh, you do not need to tell me everything just a yes or no to the questions... She did not stop. Now I'm no saint but it was like listening to your mother tell intimate stories.... Finally, I got her to listen to me that all I needed was a "Yes or NO" we laughed, and she said, thank you for calling he would be so happy to know he could still help others.

I talk to people every day and part of the questionnaire is which funeral home they are using. A lot of times families say, we are just doing direct cremation because they are doing an autopsy, or they sustained some kind of trauma, or they have been ill so long, or well you are doing donation. I will always say I have been a funeral director/ embalmer for over 38 yrs. Do not make that decision without talking to the Funeral director. If you want to see them, talk to your director, that is what we do! They will help guide you on what is possible and what is the best way for you to say goodbye. I get told well we only want cremation. But I tell them that is your decision and not a problem, but you know you can

still see them before the cremation and your director is the one who will help you just talk to them. Tissue or cornea donation does not stop you from saying goodbye, neither does cremation. Don't wait until the cremation is done to find out you could have seen them.

They are all our families; we all serve them at different times and yet don't understand until it comes Full Circle back to us that we need them as much as they need us. When someone in your family needs a bone graft during a major surgery, like here in my family **(Jonathan's X-ray) (12)** you understand it is "Our" families because this is all of us. Working together, giving life and hope from sadness, tragedy or even expected death.

My mother got a letter several months after my sister's donations were done from the eye bank. It was from a lady in Florida who received one of my sisters' corneas. She thanked us for being so generous at such an awful time in our lives and how she was able to see now with my sister's cornea. My sister was able to help give back that woman's life in a "Huge" way and I get that now. Nevada Donor Network has our aftercare program where we do the same. If a recipient writes us after receiving a cornea, bone graft, skin graft. We will forward that to the donor's family so they can see just how "Huge" their loved one's gift made an impact on some else's life. You all are a part of making this happen. We all do our part and do not let anyone tell you, you are not doing your part as funeral directors, embalmers, removal techs. You are a big part of making this happen and hopefully you will never need it but if you ever do, to know we have all done what we can to serve our families, because although I no longer walk a widow, mother or son to the grave with the casket or carry their urn to the car for them after a service. I and all my other coordinators at Nevada Donor Network care very strongly for our families we serve and I want to thank you and give you the respect you deserve for partnering and helping us in this fight to give hope and life as we all take care of "Our" families.

Thank You....

About the Presenter – Alan D. Wolfelt, Ph.D.

Dr. Alan D. Wolfelt has been recognized as one of North America's leading death educators and grief counselors. His books have sold more than a million copies worldwide and have been translated into many languages.

He founded the Center for Loss in 1984 to offer education and support both to griever and bereavement caregivers. He is known around the world for his compassionate messages of hope and healing as well as his companioning philosophy of grief care.

Dr. Wolfelt speaks on grief-related topics, offers trainings for caregivers, and has written many bestselling books and other resources on grief for both caregivers and grieving people.

A longtime consultant to funeral service, he recently authored a new resource for the Funeral Service Foundation titled "Caring for Families & Caring for Yourself: A Self-Care Handbook for Funeral Service Professionals." His other funeral service related resources include *Funeral Home Customer Service A-Z*, *Creating Meaningful Funeral Experiences: A Guide for Caregivers*, and *A Tale of Two Funerals*.

He can be contacted at drwolfelt@centerforloss.com or (970)226-6050.

Douglas W Colwell
7495 W. Charleston Blvd #35
Las Vegas, NV 89117
206-883-7896
dcolwell@nvdonor.org

Education:

Cypress College, Mortuary Science, Cypress California, 1982
Licensed September 1983 California License # 7404.
Continued education at the Community College Southern Nevada in Biology 1992
Licensed in Nevada May 1994 License # 296R
Licensed in Washington State 1999 and again in Dec 2013
Funeral Directors License # 2439 & Embalmers License# 1800

Employment History:

Nevada Donor Network

October 2020 to Present

DS Manager – Joi Surgeon

Position held: Donation Coordinator

I am responsible for approaching and talking to families about donation. Registered or non-registered I approach and speak to families about the life saving benefits donation can make. Run EMR Review (research medical records) doing a full review for issues related to donation and other medical issues.

Sightlife

1200 6th Ave, Ste 300 Seattle, Wa 98121 206-682-8500

May 31, 2016, to September 2019

Recovery Services Director: Troy Wine' 360-513-6004 mobile

Position held: Recovery Services Supervisor

We are North America's largest eye bank. My duties include going into morgues, funeral homes and other facilities to do Whole eye and Cornea recovery for transplant surgery. In charge of 11 per diem technicians as well as doing their schedules and monthly training.

Taught Cornea Recovery Technique to recovery technicians in Anchorage, Alaska 2016 and in New Delhi 2017 at the Sight Ready Conference to technicians from Agra, Delhi, Nepal and Sri Lanka.

Burley Funeral Chapel & Visser Funeral Home – (SCI Locations)
30 SE Ely Street Oak Harbor, Wa 98277 360-675-3192
432 3rd St Langley, WA 98260 360-221-6600

July 2013 to Nov 15, 2015

Position: Manager over 2 Locations

Supervisor: John Head – Market Director

Manager over two locations both on Whidbey Island all while also performing as a licensed funeral director, embalmer & crematory operator.

Chapel of the Chimes – (Northstar)

32992 Mission Blvd Hayward, CA 94544 510-471-3363

March 2010 to June 2012

Position: Funeral Home Manager

Supervisor: Harry Blakeman – General Manager

All aspects of running the funeral home, responsible for driving new business, setting up community partnerships and events.

Miller-Woodlawn Funeral Home - (SCI Location)

5505 Kitsap Way Bremerton, WA 98312 360-377-7648

June 2008 to Mar 2010

Position: Location Manager

Supervisor: Robin Russell – General Manager – Arne Swanson – Market Manager

All aspects for running a funeral home as location Manager

Bleitz Funeral Home - (SCI Location)

316 Florentia St. Seattle, WA 98109 206-282-5220

March 2001 to June 2008

Position: Location Manager

Supervisor: Donna Wagner – Market Manager J.C. Barr – Market Director

All aspects of the funeral home: financials, 18 employees, approval of all paperwork in regard to cremations, signing off on contracts between all directors and families, SOX "Sarbanes Oxley" of which we are 100% in compliance, prep-room, In charge of our Website, designer, sales and marketing online, Instrumental in "Bleitz Know Your Rights" campaign for "KOMO TV", Solstice and Pride festivals. Financials, Dignity University Training, Schedules, projected employee raises, Marketing Strategies and personal profiles for all employees

Licensed as Funeral Director #2004 & Embalmer #1535 since 1999 in Washington.

Licensed Embalmer in Nevada 1994 & California 1983

Bonney – Watson

16445 International Blvd, SeaTac, WA 98188 206-242-1787

October 1995 to March 2001

Position: Funeral Director / Embalmer

Supervisor: Cameron Smock

All aspects of working with the families, funerals, embalming, making removals at family's homes, contracts with families, paperwork associated with funerals and cremations, obituaries, working with all churches of all faiths and serving them no matter what their beliefs.

Palm Mortuary (SCI Location)

MainStreet Las Vegas, Nv

1991 to 1995

Position: Funeral Director / Embalmer

Supervisor: Bart

Meet with families on an at-need basis and all aspects funeral and memorial services, vitals, embalm, dress, cosmetics remains, make removals from family's homes and at the scene of homicides and accidents for the Medical Examiner's office.

San Bernardino County Coroner

175 South Lena Rd, San Bernardino, CA 92415-0037 - 714-387-2978

June 1984 to May 1991

Position: Autopsy Assist / Embalmer

Supervisor: Dr Irving Root

Assist in autopsy, make incision and remove all brains and pituitaries, X-ray all deceased with any metal projectile, receipt all personal effects i.e.: Money, keys, wallet, clothing ect, record weight of organs, photo any anomalies due to: suicides, accidents, projectiles or birth defects. Take Blood, urine, gastric, liver, kidney and vitreous for toxicology on all cases. In charge of a study for drugs in driver Fatalities for the U.S. Department of Transportation: (NHTSA) – National Highway Traffic Safety Administration. Embalm all cases of child abuse and decomposition when necessary.

Allyson has Bachelor of Science degrees in both Biology and Medical Technology. After 10 years in the Biotechnology industry, she began her career in Tissue banking in 1996, and has work in Quality Assurance, and Recovery. She has been with CryoLife as a Donor Services Account Manager covering the Western Region of the United States since September 2014, working with 13 Recovery Partners to help make the most of the gift of donation from the families.

Allyson has been Certified Tissue Banking Specialist since 1997 and has been involved in the American Association of Tissue Banking (AATB) throughout her career in Tissue Banking. She has been on the Standards Committee, Accreditation Committee, Nomination Committee and the Certification Committee, and is a member of the Quality Council.

Laura D. Knight, MD

Washoe County Regional Medical Examiner's Office
990 E. 9th St, Reno, NV 89512
775-785-6114 phone | 775-785-6163 fax
Email: ldknight@washoecounty.us

PROFESSIONAL EMPLOYMENT AND EXPERIENCE

Reno, NV
7/2015-present

Washoe County Regional Medical Examiner's Office
Chief Medical Examiner and Coroner, since 1/2017
Deputy Chief Medical Examiner, 7/2015-1/2017

Various locations
11/2009-present

Independent Consultant in Forensic Pathology
Consultant in select civil and criminal cases
Incorporated as *Knight Forensics, PLLC*, since 12/2016, Reno, NV

Syracuse, NY
11/2009-6/2015

Medical Examiner's Office, Onondaga County Center for Forensic Sciences
Deputy Chief Medical Examiner, 5/2013-6/2015
Medical Examiner/Forensic Pathologist, 11/2009-4/2013
-Direct Supervisor, Forensic Autopsy Technicians (5), 2011-2015
-Physician Liaison with Tissue Procurement Organizations
-Child Death Review Teams, Onondaga and Oneida Counties, member

Kansas City, MO
7/2007-10/2009

Jackson County Medical Examiner's Office
Deputy Medical Examiner – covering Jackson, Clay, Platte, and Cass Counties
-Biosafety Officer for ME Office; Child Fatality Review Panel member

Charleston, SC
2002-2006

Medical University of South Carolina, Division of Forensic Pathology
Resident Medical Examiner (moonlighting)
-Performed approximately 200 forensic autopsies; courtroom testimony

ACADEMIC APPOINTMENTS

6/2016-present

University of Nevada School of Medicine - Reno
Associate Professor, Department of Pathology
-Lecturer, 2nd year medical school class, topics in Forensic Pathology
-Mentor, rotating 3rd and 4th year medical students
-Mentor, medical student Pathology Student Interest group
Associate Professor, Department of Pediatrics
-Mentor, rotating 3rd and 4th year medical students

8/2010-12/2014
Syracuse, NY

Syracuse University
Part-time Instructor, Institute for Forensic and National Security Sciences
-FSC 451/651, Forensic Pathology (sole instructor) – Five semesters, 2010-2014
-Research Mentor, Forensic Capstone Seminar (FSC 498), 2013, 2014
-Youth Suicides poster
-Mentor, Medical Examiner's Office Internship for SU forensic science students

11/2009-6/2015
Syracuse, NY

Upstate Medical University, State University of New York
Assistant Professor, Department of Pathology
-Course Director, Forensic Pathology elective (4th year students), 2014-2015
-Forensic Pathology Journal Club, organizer
-Lecturer, Pathology Resident didactics – Numerous forensic pathology topics
-Lecturer, Pathology Course (2nd year medical students)

-Congenital heart disease, perinatal disease and SIDS, basic Forensic Pathology and death certification

7/2007-10/2009 **School of Medicine, University of Missouri-Kansas City**
Kansas City, MO *Clinical Assistant Professor, Department of Pathology*
-Lecturer, 2nd Year Pathology Course – Forensic pathology, neuropathology
-Lecturer, Pathology Resident didactics – Forensic pathology, child abuse

EDUCATION AND TRAINING

7/2006-6/2007 **Office of the Medical Investigator, University of New Mexico**
Albuquerque, NM Fellowship in Forensic Pathology

7/2001-6/2006 **Medical University of South Carolina**
Charleston, SC Residency in Anatomic and Clinical Pathology

1997-2001 **University of Louisville School of Medicine**
Louisville, KY Doctor of Medicine

1994-1997 **Murray State University**
Murray, KY B.S. Chemistry, *Magna Cum Laude*

1990-1994 **Lone Oak High School**
Paducah, KY Valedictorian

BOARD EXAMINATIONS AND LICENSURE

Unrestricted Licenses to practice Medicine:
Nevada (active)
New York (inactive)
Missouri (inactive)
South Carolina (inactive)

Board certification in Anatomic and Clinical Pathology, American Board of Pathology, 2007
-Continuous Certification (CC) compliant

Board certification in Forensic Pathology, American Board of Pathology, 2007
-Continuous Certification (CC) compliant

STATE AND LOCAL BOARDS/COMMITTEES

Maternal Mortality Review Committee (NRS 442.764), State of Nevada, Member, January 2020 - present

Nevada Physician Wellness Coalition, Board of Directors, August 2018-present

Substance Abuse Task Force (Reno-Sparks and Washoe County, NV), member, August 2018-present

Statewide Partnership on the Opioid Crisis (SPOC), appointed by Nevada Attorney General, March 2018
-Working Group member
-Coroner Training Subcommittee member

Committee to Review Suicide Fatalities, NV State Department of Health and Human Services
-Member, term of 10/30/2020-9/30/2022
-Invited participant/subject matter expert, 2016-2020

Sudden Death in the Young Grant, NV Advanced Review Team member, 2016-2019

Child Death Review Team, Washoe County, member, 2015-present

Trauma Multidisciplinary Peer Review Committee participant, Renown Regional Medical Center, 2015-2018

NATIONAL COMMITTEES

Member, National Institute of Standards and Technology and Department of Justice, Organization of Scientific Area Committees, Subcommittee on Medicolegal Death Investigation, and Organ and Tissue Procurement Task Group, 2021

Member, Sudden Unexplained Death in Pediatrics (SUDPeds) Panel, a collaboration of the National Association of Medical Examiners, American Academy of Pediatrics, and the SUDC Foundation, 2017-2019

- Chairperson**, Autopsy Practices and Standards Committee
- Member, Overview/Historical Perspective Committee
- Member, Biospecimen Archives and Postmortem Tissue Donation Committee
- Member, Death Certification Committee

PROFESSIONAL SOCIETY MEMBERSHIPS AND LEADERSHIP ROLES

2002-present	National Association of Medical Examiners (NAME), Fellow (since 2007) <ul style="list-style-type: none">-Executive Committee, member at-large, Feb 2019-December 2020-Board of Directors, 2018-present-Scientific Program Chair: Annual Meeting, October 2020-Standards Committee, 2020-present-Ad Hoc Committee: Workplace Stress and Wellness, Co-Chair, 2020-present-Strategic Planning Committee – Workforce Development Subcommittee, 2021-Ad Hoc Committee: Workforce Development, 2020-Ad Hoc Committee: Deaths Involving Drugs, 2018-2020-Education, Program, and Publications (EPP) Committee, member ex-officio, 2014-2019-EPP Subcommittee: Development of Self-Assessment Modules (SAMs)/Continuing Certification, 2011-2020<ul style="list-style-type: none">-Committee Chairperson, May 2013-Dec 2019-Advisor, 2020-EPP Subcommittee: Program, 2010-present-EPP Subcommittee: Journal, 2018-present-Nominating Committee: elected in 2014, 2015, 2016, 2021<ul style="list-style-type: none">-Committee Chairperson, 2016-EPP Subcommittee: Scientific Awards, 2008-2013-EPP Subcommittee: Forensic Pathology Training, 2004-2005, 2008-2010-NAME Foundation Member, 2018-present
2007-present	American Academy of Forensic Sciences, Member, Pathology/Biology section <ul style="list-style-type: none">-Nominating Committee, 2018-2019-Research Committee, Pathology/Biology Section, 2012-2015-Best Resident Paper Award Committee, 2010-2014
2016	American Board of Pathology <ul style="list-style-type: none">-Maintenance of Certification Advisory Committee, 2016
2001-present	College of American Pathologists, Fellow (since 2007) <ul style="list-style-type: none">-National Spokesperson Program, 2010-2012

2001-2015	American Society for Clinical Pathology, Fellow (since 2007)
1997-2001	American Medical Women's Association, student chapter, University of Louisville -President, 1998-1999

EDITORIAL AND REVIEW POSITIONS

Invited Reviewer, *American Journal of Forensic Medicine and Pathology*, 2018-present
 Guest Editor, *Academic Forensic Pathology*, June 2018 issue, "Hepatobiliary/Pancreas"
 Editorial Board, *Academic Forensic Pathology*, 2015-2019
 Invited Reviewer, *Forensic Science Policy & Management: An International Journal* (official journal of ASCLD), September 2015
 Guest Reviewer, *Academic Forensic Pathology*, 2013-2014
 Invited Reviewer, ASCP Check Sample CME Series in Forensic Pathology, 2010-2012
 Reviewer, RTI CME modules, National Association of Medical Examiners, 2011-2013

ABSTRACTS PRESENTED AT SCIENTIFIC CONFERENCES (27)

Hulse CN, Stull KE, Knight LD. Homicide Fracture Pattern Frequencies by Sex and Geographic Location. Poster presentation (Hulse). American Academy of Forensic Sciences, Annual Meeting, February 17, 2021.

Schmitt JS, Bingham K, Knight LD. Kratom-Associated Fatalities in Northern Nevada—What Mitragynine Level is Fatal? Platform presentation (Schmitt and Bingham) at the Annual Meeting of the National Association of Medical Examiners, October 16, 2020.

Knight LD, Franklin N, Oxborrow K. A Medical Examiner Bereavement Mementos Program Via Non-Profit Auxiliary Organization. Platform presentation (Franklin) at the Annual Meeting of the National Association of Medical Examiners, October 17, 2020.

Clark S, deJong J, Jentzen J, Sens MA, Knight L, McGee M, Cvitanovich G. Automated Drug-Involved Death Data Collection Pilot. Platform presentation (Clark) at the Annual Meeting of the National Association of Medical Examiners, October 22, 2019, Kansas City, MO.

Bundock EA, Corey TS, Sens MA, Pinneri K, Knight LD, Crandall LG, Goldstein RD. Unexplained pediatric deaths: investigation, certification, and family needs. Panel platform presentation at the Annual Meeting of the National Association of Medical Examiners, October 20, 2019, Kansas City, MO.

Knight LD, Batalis NI, Boggs C, Bryce C, Martin A, Obenson K, Wiens A, Aurelius M, Fisher-Hubbard A, Pandey M. Forensic Pathology-Relevant "Patient Safety" Course. Live Presentation at the Annual Meeting of the National Association of Medical Examiners, October 16, 2018, West Palm Beach, FL.

Knight LD, Sampson B, Aurelius M, Batalis NI. Update on Continuous Certification and Impact on Forensic Pathologists. Platform panel presentation, Annual Meeting of the National Association of Medical Examiners, October 14, 2018, West Palm Beach, FL.

Martin HK, Knight LD, Vaughan-Allen M, Clements-Nolle K. Behaviors and risk factors associated with suicide completion in Nevada. Poster presentation (Martin), Nevada Public Health Association Annual Conference, September 26-27, 2018, Las Vegas, NV. (Awarded Best Research Poster)

Swenson VM, George RL, Pilloud MA, Knight LD. Decapitation: A Case Study and Review of the Literature. Poster presentation (Swenson), American Association of Physical Anthropologists Meeting, April 11-14, 2018.

Hulse CN, Stull KE, **Knight LD**, Bocinsky K. Determining common skeletal injury locations based on manner of death. Platform presentation (Hulse), American Academy of Forensic Sciences, Annual Meeting, February 22, 2018, Seattle, WA.

Skipper CE, Pilloud MA, **Knight LD**. Differentiating impact and heat-related skeletal fractures from a small plane crash. Poster presentation, American Academy of Forensic Sciences, Annual Meeting, February 22, 2018, Seattle, WA.

Knight LD, Stoppacher R, Moody M, Yerdon C, Zaferes A. Suspicious Deaths in Water. Platform Presentation (Workshop). Annual Meeting of the National Association of Medical Examiners, October 15, 2017, Scottsdale, AZ.

Published in: *Academic Forensic Pathology*, Nov 2017, volume 7, supplemental:S32.

Knight LD, Batalis N, Boggs C, Hess G, Martin A, Pandey M, Shelly M, Wiens A. A Forensic Pathologist Panel on Maintenance of Certification (MOC): Point and Counterpoint. Platform Panel Presentation (Batalis et al). Annual Meeting of the National Association of Medical Examiners, October 5, 2015, Charlotte, NC.

Martin A, **Knight LD**. Evidence Basis for Maintenance of Certification (focusing on Pathology/Forensic Pathology). Platform presentation (Martin). Annual Meeting of the National Association of Medical Examiners, October 5, 2015, Charlotte, NC.

Knight LD, Batalis NI, Hess GL. Maintenance of Certification (MOC) for the Forensic Pathologist. Platform presentation (all authors). Annual Meeting of the National Association of Medical Examiners, September 22, 2014, Portland, OR.

Logan BK, Labay LM, Caruso JL, Gilson TB, Lemos N, McIntyre IM, Stoppacher R, **Knight LD**, Wiens A, Williams E. Synthetic Cannabinoid Drugs as a Cause or Contributory Cause of Death. Platform presentation, Annual Meeting of the National Association of Medical Examiners, September 2014, Portland, OR.

Back J, **Knight LD**. Parkour-related death: First case report and review of the literature. Platform presentation (Back), Annual Meeting of the National Association of Medical Examiners, October 2012.

Hookano R, **Knight LD**, Brunelli R, Stoppacher R. Application of Social Network Services in Medicolegal Death Investigation. Platform presentation (Hookano), Annual Scientific Meeting of the American Academy of Forensic Sciences, February 24, 2012.

Knight LD. Analysis of Usage of a Tableside Urine Drug Screen Immunoassay at Autopsy: A Retrospective Review. Platform presentation, Annual Meeting of the National Association of Medical Examiners, October 5, 2010.

Knight LD, Fredrickson LA, Stueve MM, Dudley MH. Young Drivers Over-Represented in Traffic Fatalities in Missouri: Retrospective Review of Young Driver Deaths in a Large Metropolitan Jurisdiction, 2006-2008, with an Eye Toward Prevention." Poster, Annual Meeting of the National Association of Medical Examiners, September 2009. Published in: *Am J For Med Pathol*, Mar 2010, 31(1):e34.

Fleming S, Frazee C, Garg U, Dudley M, **Knight L**, Young T. Deadly Ingestion Involving Zolpidem, Clonazepam, and Ethanol: A Case Report. Annual Meeting of the Society of Forensic Toxicologists, Fall 2009.

Lingamfelter D, **Knight LD**. Sudden Death from Massive Gastrointestinal Hemorrhage Associated with Crack Cocaine Use: Case Report and Review of the Literature. Platform presentation (Lingamfelter), Annual Meeting of the National Association of Medical Examiners, September 2008.

Knight LD, Collins KA. Intentionally-Induced Premature Labor Using Black-Market Misoprostol: A Case Report and Review of the Literature. Platform presentation, Annual Meeting of the National Association of Medical Examiners, October 16, 2006, San Antonio, TX.

Knight LD, Collins KA. A 25-Year Retrospective Review of Child Neglect. Platform presentation, Annual Meeting of the National Association of Medical Examiners, Sept 13, 2004, Nashville, TN.

Knight LD, Presnell SE. Death by Sewer Gas: Case Report of a Double-Fatality and Review of the Literature. Platform presentation, Annual Meeting of the National Association of Medical Examiners, Sept 20, 2003, San Jose, CA.

Knight LD, Hunsaker DM, Corey TS. Co-sleeping and Sudden Infant Deaths in Kentucky: A Ten-Year Retrospective Review. Platform presentation, Annual Meeting of the National Association of Medical Examiners, Oct 2, 2002, Shreveport, LA. (Best Resident Paper)

Lugemwa FN, Denison L. Cytotoxic Effects of African Plant Extracts. Platform presentation, Memphis State University Undergraduate Research Conference, March 1995.

PUBLICATIONS (26)

Schmitt JS, Bingham K, **Knight LD.** Kratom-Associated Fatalities in Northern Nevada—What Mitragynine Level is Fatal? *American Journal of Forensic Medicine & Pathology.* 2021.

Pilloud MA, Swenson VM, George RL, **Knight LD.** Patterns in Forensic Decapitations: A Review of the Literature and Case Report. *American Journal of Forensic Medicine & Pathology.* 2019. 40: 246-250.

Callahan K, **Knight LD.** The Pancreas in Child Abuse (Invited Review). *Academic Forensic Pathology.* June 2018. 8(2): 219-238.

Mittenzwei R, **Knight LD.** Hyponatremia Causing Sudden Death. *ASCP Case Reports*, FP 17-2. June 2017.

Labay LM, Caruso JL, Gilson TP, Jufer-Phipps R, **Knight LD,** Lemos NP, McIntyre IM, Stoppacher R, Tormos LM, Weins AL, Williams E, Logan BK. Synthetic cannabinoid drug use as a cause or contributory cause of death. *Forensic Science International.* 2016. 260: 31-39.

Knight LD, Batalis NI, Boggs C, Martin A, Pandey M, Shelly M. The Changing Landscape of Maintenance of Certification: History, Value and Evidence Base, and Future Impact on Forensic Pathology (Invited Review). *Academic Forensic Pathology.* Dec 2015. 5(4): 571-589.

Fleury M, **Knight LD.** A rise in fentanyl-laced heroin deaths. The New York State Poison Centers Toxicology Letter. July 2015. Vol XX, No. 3, pg 1-2, 5.

Knight LD, Stoppacher RS. Investigation of deaths and injury of prison inmates (Invited Review). *Academic Forensic Pathology.* 2014 Sept;4(3):351-365.

Patton A, Seely K, Pulla S, Rusch N, Moran C, Fantegrossi W, **Knight LD,** Marraffa J, Kennedy P, James L, Endres G, Moran J. Quantitative measurement of acetyl fentanyl and noracetyl fentanyl in human urine by LC-MS/MS. *Analytical Chemistry.* 2014 Feb;86(3):1760-6.

Carson HJ, Dudley M, **Knight LD,** Lingamfelter D. Psychosocial complications of Crohn's disease and cause of death. *J Forensic Sci.* March 2014. 59(2):568-570.

Hookano R, **Knight LD,** Brunelli R, Stoppacher R. Application of social network services in medicolegal death investigation. *J Forensic Sci.* November 2013. 58(6): 1628-1632.

Back J, Knight LD. Parkour-related death: case report and review of the literature. *Academic Forensic Pathology*. Sept 2013. 3(3):329-335.

Lakis N, Knight LD. No. FP13-3: Retropharyngeal and parapharyngeal abscesses. *American Society for Clinical Pathology Case Reports*. 2013. 55(3).

Lichtenwalner M, Barba K, Knight LD, Johnson DG. Case Notes: Two cases involving fluoroamphetamines. *Tox Talk*. September 2012. 36(3).

Knight LD. Consistency vs. Cognition in Manner of Death Classification: "But That's How I Was Trained" (Invited Review). *Academic Forensic Pathology*. 2012 Jun. 2(2):108-109.

Sundberg A, Knight LD. FP12-3: AIDS at Autopsy. *American Society for Clinical Pathology Check Sample Series*. 2012. 54(3):23-38.

Rao VJ, Giles JC, Knight L. Forensic Pathology of Thermal Injuries. *Medscape Reference* (online). April 2011. <http://emedicine.medscape.com/article/1975728-overview>

Carson HJ, Knight LD, Dudley M, Garg U. A fatality involving an unusual route of fentanyl delivery: chewing and aspirating the transdermal patch. *Legal Medicine*. May 2010. 12(3):157-159.

Lingamfelter D, Knight LD. Sudden Death from Massive Gastrointestinal Hemorrhage Associated with Crack Cocaine Use: Case Report and Review of the Literature. *American Journal of Forensic Medicine and Pathology*. March 2010. 31(1):98-99.

Fleming S, Frazee C, Garg U, Dudley M, Knight L, Young T. Deadly Ingestion Involving Zolpidem, Clonazepam, and Ethanol: A Case Report. *ToxTalk*. 2009. 33(8):15-17.

Fleming S, Frazee C, Garg U, Johnson L, Dudley M, Knight L, Rao V. Toxicological Findings of Dicyclomine and Morphine in a Deceased Cancer Patient. *ToxTalk*. 2008. 32(1).

Knight LD, Collins KA. A 25-Year Retrospective Review of Child Neglect. *American Journal of Forensic Medicine and Pathology*. Sept 2005. 26(3):221-228.

Knight LD, Presnell SE. Death by Sewer Gas: Case Report of a Double Fatality and Review of the Literature. *American Journal of Forensic Medicine and Pathology*. June 2005. 26(2):181-185.

Knight LD, Hunsaker DM, Corey TS. Co-sleeping and Sudden Infant Deaths in Kentucky: A Ten-Year Retrospective Review. *American Journal of Forensic Medicine and Pathology*. March 2005. 26(1):28-32.

Lugemwa FN, Denison L. Benzyl-3-deoxy-3 (phenethylamino) β -L-xylopyranoside Synthesis. *Molecules* (online). 1998 April; 3 (3).

Lugemwa FN, Denison L. Synthesis of 3-Substituted Xylopyranosides from 2,3-Anhydropentosides. *Journal of Carbohydrate Chemistry*. 1997; 16(9): 1433-1443.

BOOK CHAPTERS (7)

Knight LD, Andrew TA, Eason EA, Landi K, Lear KC, McCleskey B, Pinneri K. Chapter 5, Autopsy. In: *Unexplained Pediatric Deaths: Investigation, Certification, and Family Needs*. Academic Forensic Pathology International, San Diego CA, 2019.

Bundock EA, Eason EA, Andrew TA, Knight LD, Lear KC, Sens MA, Shapiro-Mendoza C, Warner M. Chapter 10, Death Certification and Surveillance. In: *Unexplained Pediatric Deaths: Investigation, Certification, and Family Needs*. Academic Forensic Pathology International, San Diego CA, 2019.

Gunther W, Corey T, Crandall L, Drake SA, Knight LD, McCleskey B, Palusci VJ. Chapter 2, Historical Perspectives. In: *Unexplained Pediatric Deaths: Investigation, Certification, and Family Needs*. Academic Forensic Pathology International, San Diego CA, 2019.

Hanzlick RL, Knight LD. Chapter 30, Medical Certification of Death and Cause-of-Death Statements. *Autopsy Performance and Reporting*, 3rd edition, College of American Pathologists Press, 2017.

Frost BE, Dukes GD, Maines SC, Knight LD, Davis GJ. Chapter 34, The Autopsy in Medical Education. *Autopsy Performance and Reporting*, 3rd edition, College of American Pathologists Press, 2017.

Knight LD. Chapter 33, Childhood Obesity. In: Collins KA, Byard R, eds. *Forensic Pathology of Infancy and Childhood*, Springer, New York, 2014.

Collins KA, Knight LD. Chapter 17, Pediatric Deaths. In: *Basic Competencies in Forensic Pathology: A Forensic Pathology Primer*, ASCP Press, 2006.

INVITED PANELS AND SESSIONS MODERATED

Invited Panel Member, "Learn to Lead in Forensic Pathology from Chief Medical Examiners", Workshop at the Annual Meeting of the National Association of Medical Examiners, October 21, 2019, Kansas City, MO.

Scientific Session Co-Moderator, "Pediatric Forensic Pathology and Cardiac Pathology", Annual Meeting of the National Association of Medical Examiners, October 21, 2019, Kansas City, MO.

Invited Panel Member, "Building Capacity for Investigations of Drug-Related Deaths", Nevada Opioid Response Summit, Las Vegas, NV, Aug 14, 2019

Scientific Session Co-Moderator, "Postmortem Changes", Pathology/Biology Section, American Academy of Forensic Sciences Annual Meeting, Seattle, WA, Feb 23, 2018

Invited Panel Member, "Science and the Law", Syracuse University, Nature of Science in Science Education course (SCE 614), Dr. John Tillotson, May 27, 2010

Invited Speaker and Panel Member, "From Loss to Hope" Sudden Infant Death Syndrome Conference, Metropolitan Community College-Penn Valley, Kansas City, MO, Oct 25, 2008

Scientific Session Co-Moderator, "Suicides & Gunshot Wounds", Pathology/Biology Section, American Academy of Forensic Sciences Annual Meeting, Washington, D.C., Feb 22, 2008

SELECT PRESENTATIONS AND LECTURES

Invited Speaker, Robert M. Brissie, MD Memorial Lecture in Pathology and Radiology, "Optimizing Medical Examiner/Coroner Cooperation with Organ, Eye, and Tissue Donation", University of Alabama Medical Center, Birmingham, AL, Dec 12, 2019

Invited Speaker, "Medicolegal Death Investigation and Organ/Tissue Donation", Donor Network West Donation Symposium, Reno, NV, Oct 23, 2018

Invited Speaker, Annual Phi Delta Epsilon medical fraternity Lecture, "The Perfect Storm: The Opioid Epidemic and Forensic Pathology Workforce Crisis", University of Nevada-Reno School of Medicine, Oct 20, 2018

Invited Speaker, "Investigation and Certification of Drug-Related Deaths". Nevada Attorney General's Law Enforcement Summit, Legislative Counsel Bureau, Carson City, NV, October 10, 2018

Invited Speaker, "The Science of What Happens After We Die" and "The Autopsy", Social Science CSI event, The Discovery Museum, Reno, NV, Sept 22, 2018

Invited Speaker, "Introduction to Medical Examiners, Coroners, and the Medicolegal Investigation of Death", Nevada Association for Court Career Advancement, Reno, NV, Sept 20, 2018

Invited Speaker, "Sudden Infant Death & Sleep Environment: An Update on Safe Infant Sleep", Grand Rounds Series, Renown Regional Medical Center. Reno, NV, Oct 19, 2017

Invited Speaker, "Issues Surrounding Jail and In-Custody Deaths". Jail Symposium 2017, Washoe County Sheriff's Office. Reno, NV, Sept 29, 2017

Invited Speaker, "Forensic Pathology – The World of Medical Examiners and Coroners". Educational summit for gifted youth ages 7-17, Reno, NV, June 2017

Invited Speaker, "Mass Fatality Incidents". 6th Annual Rural Preparedness Summit, Fallon, NV, June 6, 2017

Invited Speaker, "Sudden Infant Deaths and the Relationship to Sleep Environment and Co-sleeping, with a focus on the breastfeeding relationship." Live Webinar, Mohawk Valley Perinatal Network, Utica, NY, February 23, 2017

"Sudden Unexplained Infant Death Investigation" with doll reenactment exercise. WCMEO Outside Agency Death Investigation Training Conference, Reno, NV, June 15, 2016

Instructor, "Basic Forensic Pathology, LAW 492-02" Course, Southern Institute of Forensic Science, Missouri Western State University, St. Joseph, Missouri, March 12-13, 2015. Topics of lectures: postmortem changes and decomposition, asphyxia, drowning, electrocution and lightning deaths, motor vehicle collisions, and child abuse and neglect.

"A Case of Carbon Monoxide Poisoning in a Child." Combined Toxicology and Poison Control Center Grand Rounds, SUNY Upstate Medical University and Onondaga County Center for Forensic Sciences. Oct 9, 2014

Invited Speaker, "Youth Suicide Statistics", OnCare Full Stakeholder Meeting, Syracuse, NY, June 2, 2014

Invited Speaker, "Safe Infant Sleep: A Key to Preventable Sudden Infant Deaths." Family Medicine Grand Rounds, St. Elizabeth Medical Center, Utica, NY, July 16, 2013

"Demise of a pediatric myasthenic patient." Combined Toxicology and Poison Control Center Grand Rounds, SUNY Upstate Medical University and Onondaga County Center for Forensic Sciences. July 11, 2013

Invited Guest Lecturer, "Toxicology and the Forensic Pathologist". FSC 453/653 Forensic Toxicology, instructor Dr. Mark Lichtenwalner, Forensic and National Security Sciences Institute, Syracuse University, Spring Semester, 2013, 2014, 2015

"The Autopsy, Postmortem Changes, and Decomposition: A Primer for Writers". ReaderCon 23rd Annual Conference on Imaginative Literature. Boston, MA, July 14, 2012

Invited Speaker, "Introduction to Forensic Pathology" and "Spontaneous Human Combustion: Fact or Fiction?" Central New York Chapter of Mensa. April 5, 2012

Invited Speaker, "Child Neglect: Far More Common than Abuse". New York State Association of Coroners and Medical Examiners, Spring Meeting, Buffalo, NY, March 24, 2012

Invited speaker, "Bedsharing and Other Unsafe Sleep Environments: An Update" and "American Academy of Pediatrics Expansion of Recommendations for a Safe Infant Sleeping Environment". Beyond Back to Sleep: Safe Sleep for a New Generation Conference, McMahon Ryan Child Advocacy Center, Syracuse, NY, January 25, 2012

"Two Overdose Cases: Patient with Bradycardia and Hypotension (Diltiazem), and an Interesting Fentanyl Case." Combined Toxicology and Poison Control Center Grand Rounds, SUNY Upstate Medical University and Onondaga County Center for Forensic Sciences. October 20, 2011

"Anaphylaxis to Chemotherapeutic Agents" and "Hydroxychloroquine: Panacea or Poison?" Combined Toxicology and Poison Control Center Grand Rounds, SUNY Upstate Medical University and Onondaga County Center for Forensic Sciences. April 21, 2011

"Unusual Methods of Using the Fentanyl Transdermal Patch." Combined Toxicology and Poison Control Center Grand Rounds, SUNY Upstate Medical University and Onondaga County Center for Forensic Sciences. January 20, 2011

Invited speaker, "Applying Infant Growth and Development to the Investigation of Infant Death" and "Pre-Autopsy Reporting and the SUIDI Top 25: Autopsy Findings in Sudden Infant Death." Sudden Unexpected Infant Death Investigation Training Seminar, Oswego County, NY. October 12, 2010

Invited speaker, "Applying Infant Growth and Development to the Investigation of Infant Death" and "Pre-Autopsy Reporting and the SUIDI Top 25: Autopsy Findings in Sudden Infant Death." Sudden Unexpected Infant Death Investigation Training Seminar, Broome County, NY. December 11, 2009

Invited speaker, Children's Mercy Hospital Toxicology Laboratory Continuing Education Seminar, Kansas City, MO. "Death by Sewer Gas: Hydrogen Sulfide Fatalities." May 14, 2009

"Child Neglect, Contrasting Organic Failure to Thrive." Faculty Journal Club, Department of Pathology and Laboratory Services, Children's Mercy Hospital, Kansas City, MO. Co-presented with Pediatric Pathology Fellow, March 3, 2009

Invited speaker, "Current Topics in SIDS Research." "From Loss to Hope" Sudden Infant Death Syndrome Conference, Metropolitan Community College-Penn Valley, Kansas City MO, Oct 25, 2008

"Child Neglect Fatalities." Office of the Medical Investigator, State of New Mexico. University of New Mexico. Forensic Pathology Continuing Education Lectures. Albuquerque NM, June 15, 2007

"Renal Tumor in an Adolescent Patient: Differential Diagnosis." Medical University of South Carolina, Department of Pathology, Graduate Medical Education Seminar, Charleston SC, December 14, 2005

"Introduction to Forensic Pathology", South Carolina Governor's Scholars Program, Charleston SC, June 2004 and 2005

"The Long QT Syndrome: Another Forensic Application of Molecular Testing", Medical University of South Carolina, Cytogenetic and Molecular Pathology Joint Laboratory Meeting, January 28, 2005

"Postmortem Applications for Vitreous Humor", Medical University of South Carolina, Department of Pathology, Division of Forensic Pathology, Forensic Continuing Education Conference, October 6, 2004

"A 25-Year Review of Child Neglect Fatalities." Medical University of South Carolina, Department of Pathology, Graduate Medical Education Seminar, Sept 8, 2004

"Death by Sewer Gas: Case Report of a Double Fatality and Review of the Literature", Medical University of South Carolina, Department of Pathology, Graduate Medical Education Seminar, October 8, 2003

"Postmortem Analysis of Vitreous Humor", Medical University of South Carolina, Department of Pathology, Graduate Medical Education Seminar, April 16, 2003

"Stab Wounds and Other Sharp Injuries", Medical University of South Carolina, Department of Pathology, Graduate Medical Education Seminar, June 5, 2002

"Antibacterial Agents from Lake Sediments", Student Affiliates of the American Chemical Society 20th Annual Area Collegiate Chemistry Conference, Murray State University, April 1997 (updated with additional results)

"Antibacterial Agents from Lake Sediments", Murray State University Department of Chemistry Seminar, Murray KY, Fall 1996

RESEARCH / GRANTS

Medical University of South Carolina, Department of Pathology, Clinical Chemistry Division

Spring 2003 Primary Investigator
-Investigation of spurious values obtained in the analysis of forensic vitreous fluid samples for electrolytes; performed bench-side validation of a pre-analytical treatment to decrease error, and implemented process

Murray State University, Department of Chemistry

1994-1997 Research Assistant to Fulgentius Lugenwa, PhD, Organic Chemistry
-Laboratory activities: to synthesize or purify compounds with cytotoxic or antimicrobial activity from natural sources,
-Student Research Grant (\$3000) awarded by the Council on Undergraduate Research for "Antibacterial Agents from Lake Sediments" project, summer 1996

1995-1996 Teaching Assistant, General Chemistry Laboratory

HONORS/AWARDS AND COMMUNITY INVOLVEMENT

NATIONAL:

President's Award, awarded by the National Association of Medical Examiners, 10/22/2019, "For Special and Ongoing Service".

APO Professional Leadership Award, 2018, awarded by the Association of Organ Procurement Organizations at the Annual Meeting of the National Association of Medical Examiners, 10/16/2018, "in grateful recognition of her outstanding and ongoing contributions through leadership and collaboration with the field of organ and tissue donation."

Forensic Leader of the Month, April 2018, awarded by the Association of Organ Procurement Organizations, "for outstanding leadership, innovative practices and success to make a difference in the field of donation and transplantation".

Outstanding Service Award, awarded by the National Association of Medical Examiners, 10/17/2017, "for outstanding service to NAME and significant contributions to the advancement of medicolegal investigation of deaths in the United States".

LOCAL:

Member, Reno-Tahoe Young Professionals Network, 2016-2017

Mentor to 3rd Year medical students, Career Advisory Dinner Event, The Medical Alumni Association of

SUNY Upstate Medical University, January 9, 2012
Invited career mentor, Junior Achievement Young Women's Symposium, Syracuse, NY, April 9, 2010

Residency and Medical School

Medical University of South Carolina Hospital Authority, Blood Usage Committee, representative alternate, 2003-2005
Mentor, High School Mentoring Program, Forensic Pathology career path, January 2003
Best Resident Paper, "Co-Sleeping and Sudden Unexpected Infant Deaths in Kentucky: A Ten-Year Retrospective Review." 2002 Annual Meeting of the National Association of Medical Examiners
William M. Christopherson Pathology Award, University of Louisville, 2001
Parish B. Cleveland Achievement Award, University of Louisville, 2001
SOUL (Student Outreach at U of L) Award, 2000
Student Co-Director of Louisville Inner-City Family and Community Education Clinic at the Healing Place homeless shelter and detox program, 1998-99
Volunteer, Medical Supplies Over Seas (SOS) Program, 1998-99
Southern Medical Association Scholarship, 1997
Liza Spann Scholarship, 1997

Undergraduate

Garrison Scholarship, full tuition, all years
Robert C. Byrd Scholarship
Fraternal Order of Police Scholarship
National Elks Scholarship
Dean's List, High Scholarship, all semesters
Honors Program, University Scholar
Outstanding Freshman Chemist, 1994-95
Roberta Whitnah Scholarship for Outstanding Sophomore Chemist, 1995-96
Outstanding Senior Chemistry Major, 1996-97
All-American Scholar, 1996
Who's Who Among American College Students, 1996-97
National Merit Scholar Finalist

SELECT MEDIA/TELEVISION INTERVIEWS AND APPEARANCES

KOLO 8 News (Reno, NV), television news interview, "Local nonprofit aims to reduce physician burnout and suicides", August 26, 2020.

KSNV News 3 (Las Vegas, NV) phone interview, regarding COVID-19 and risk to Medical Examiners and Coroners, April 22, 2020.

Multiple media interviews, April 2018, regarding organ and tissue donation (Donate Life Month) and methamphetamine-related deaths in Northern Nevada.

Associated Press, phone interview for article on Unidentified Bodies and NamUs Identification System, 7/2017.

KOLO (Reno, NV), television news interview, "Heroin overdose clusters catch attention", aired March 2, 2017. <http://www.kolotv.com/content/news/Heroin-overdose-clusters-catch-attention-415278923.html>

Reno Gazette Journal (Reno, NV), newspaper interview on in-custody deaths, February 16, 2017, subsequently incorporated into feature/investigative article series.

Multiple stations (Reno, NV), television news interviews for grand opening of new Medical Examiner facility, January 18, 2017.

KOLO (Reno, NV), television news interview for "New Washoe Medical Examiner's facility nears completion"; aired Sept 26, 2016. <http://www.kolotv.com/content/news/Medical-Examiners-facility-near-completion-394876761.html>

KOLO (Reno, NV), television news interview for "Infant Deaths Blamed on Unsafe Sleeping Conditions"; aired Jan 22, 2016.

WCNY (Syracuse, NY), "Cycle of Health", interviewed in television segment on SIDS facts and prevention; aired May 28, 2015. <http://www.wcny.org/television/cycleofhealth/>

SPECIAL SKILLS

Able to detect cyanide by olfactory means

Mikayla Murray

702-513-8270
mikaylamu202@gmail.com

EXPERIENCE

Clark County — Office Specialist

SEPT 2013 - PRESENT

Coroner's Office May 2017 - Present

Death certificate specialist. Assist in handling decedent's property and releasing to families. Assist with clerical duties including answering phone calls, providing information to clients, maintaining the case file system, office finances and duces tecum subpoenas. Help facilitate employee wellness such as therapy dog visits. Help plan coroner events such as tours, programs, and Bring Your Kid to Work Day.

Department of Family Services Sept 2013 - May 2017

Reorganized adoption file system, redacted case files, scanned closed cases into electronic system. Answered phones and provided customer service to clients/coworkers.

MikaylaMakes — Freelance Graphic Designer/Product Maker

APRIL 2017 - PRESENT

Design, make, and sell custom bath products.

Freelance graphic design using Adobe PhotoShop & Illustrator.

Art Starts Here — Art Teacher

MAR 2012 - AUGUST 2013

Helped run the summer art program. Handled registration/payments. Hosted and taught different art classes/camp with paint, pastels, hand drawing, and sculpting. Assisted a private art teacher with her oil paintings at various elementary schools throughout the school year..

EDUCATION

Capella University, — Bachelor's in Criminal Justice

OCTOBER 2013 - PRESENT

Graduation Dec 2021.

SKILLS

Adobe Photoshop, Illustrator, and XD

Years of public service experience

Empathetic listener to help deliver quality work to clients that is consistent with their vision

Coroner Case Management & Electronic Death Registry Systems

Event and program planning

Tiffany R. Brown
7817 Askew Place
Las Vegas, NV 89166
702-301-5057 (cellular)
Trbrown@clarkcountynv.gov

Professional Experience:

Clark County Office of the Coroner/Medical Examiner
1704 Pinto Lane, Las Vegas, Nevada 89106

- 12/19 – Present Coroner Investigative Forensic Supervisor (CIFS)**
Supervises, coordinates and directs professional investigative and forensic staff and activities for the Coroner's Office; oversees and performs difficult, complex and sensitive professional level investigative and forensic work for the Coroner's Office. Provide division level management including the planning, organizing, supervising and evaluating the work of all investigative, forensic and office support staff required to conduct and support medicolegal death investigations and forensic examinations. In addition to the oversight of division staff, I perform such management functions as developing and implementing departmental processes, policies and procedures, administering the annual budget for the division and ensuring overall service effectiveness in the area of responsibility.
- 04/15 – 12/19 Senior Coroner Investigator**
First line supervisor that provides lead, direction, training and work review of assigned staff. Provide support and explanations of procedures and findings to family members or other; make referrals to appropriate community agencies as warranted. Interview individuals at the scene to obtain relevant information; reports any unusual or suspicious circumstances to the appropriate law enforcement agency and provides appropriate information to their personnel. Respond to the scene of death; secure or assists in securing the scene of death and protecting evidence; ensure identification of the decedent and arrange for transport to the morgue. Document, impounds, examines and identify all medications and/or drugs prior to proper disposition within a controlled manner. If decedent cannot be positively identified, locates and secures such items as medical and dental information to be used in the forensic process. Conduct follow-up investigations by searching records, personal effects, etc., and by interviewing

individuals who may have relevant information; maintain contact with law enforcement agencies as required.

Professional Experience, continued...**Page 2****04/15 – 12/19****Senior Coroner Investigator, continued...**

Gather, documents and maintain the chain of evidence; maintain accurate records and files. Prepare written reports of findings and distributes to the proper authorities; testify in court regarding the content and validity of the findings. Contribute to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Review the work and provide instruction and guidance to full time and part-time investigators; to include identifying and dealing with a variety of individuals and complex situations that often require an increased awareness and understanding to resolve.

10/10 – 04/2015**Coroner Investigator**

Respond to death scenes; conduct a full medicolegal investigation to aid in the determination of cause ad manner of death; pronounce death and conduct a full body examination; work in conjunction with law enforcement during investigation; interview family members/friends to obtain pertinent information regarding the decedent; photographically document the scene and the decedent; preserve all evidence and maintain the chain of custody; locate inventory, impound, and document property, illicit drugs, and all prescription medications; find means to identify the decedent and attempt to locate and notify legal next of kin; take possession of the decedent and provide transportation to CCOCME or a local funeral home; complete a written investigation report documenting all findings during investigation and provide it to the assigned Medical Examiner.

Professional Experience, continued...

Page 3

6/10-10/10**Coroner Reserve Investigator – Field Training**

Respond to death scenes under the auspices of a full time coroner investigator; conduct a full medicolegal death investigation to aid in the determination of cause and manner of death; pronounce death and conduct a full body examination; work in conjunction with law enforcement during investigation; interview family members/friends to obtain pertinent information regarding the decedent; photographically document the scene and the decedent; preserve all evidence and maintain the chain of custody; locate inventory, impound, and document property, illicit drugs, and all prescription medications; find means to identify the decedent and attempt to locate and notify legal next of kin; take possession of the decedent and provide transportation to CCOCME or a local funeral home; complete a written investigation report documenting all findings during investigation and provide it to the assigned Medical Examiner.

3/10-6/10**Coroner Reserve Investigator Program**

Attend classes teaching the proper way to conduct medicolegal death investigations as the result of many different circumstances. The classes include, ethics, investigation of natural deaths, homicides, suicides, decomposition, fire related deaths, on the job deaths, drowning, mortuary procedures, media relations, child deaths, DUI, drugs, motor vehicle accidents, unidentified decedent's, weapons, in-custody deaths/officer present/officer involved, and report writing. Also attend classes in a forensic laboratory setting with hands on experience.

Medic West Ambulance**9 Delhi Avenue, North Las Vegas, Nevada 89032****06/10 – 01/11****Emergency Medical Technician (EMT)–Intermediate (Volunteer)**

First responder that provided medical aid on emergency scenes. Complete an investigation on scene to determine the mechanism of injury; conduct trauma analysis and detailed body exams; determine if patients were beyond life saving measures; provide and assist with proper medical interventions; transport the patient to the appropriate medical facility; document all findings, medical

interventions, and the patient's reactions to the medical intervention and release the patient to a higher level of care.

Professional Experience, continued....**Page 4****12/09 – 06/10****Emergency Medical Technician (EMT) – Basic (Volunteer)**

First responder that provided medical aid on emergency scenes. Complete an investigation on scene to determine the mechanism of injury; conduct trauma analysis and detailed body exams; determine if patients were beyond life saving measures; provide and assist with proper medical interventions; transport the patient to the appropriate medical facility; document all findings, medical interventions, and the patient's reactions to the medical intervention and release the patient to a higher level of care.

University Medical Center**1800 West Charleston, Las Vegas, Nevada 89106****03/99 – 03/01****Pediatric Emergency Room Assistant**

Volunteer on a pediatric emergency floor. Helped the patients feel as comfortable as possible; transferred patients to different parts of the hospital; assist nurses and doctors with different medical procedures.

Education/Training:

- **FEMORS Mass Fatality Training** – Florida Emergency Mortuary Operations Response System
- **New York City Office of the Chief Medical Examiner (NYCOCME)** – Forensic Training Program Medicolegal Investigation of Death Investigations
- **West Virginia University** – Forensic Science 101, Forensic Drug Chemistry

- **Clark County Office of the Coroner/Medical Examiner (CCOCME) – Reserve Investigator Program**

Education/Training, continued....

Page 5

- **Emergency Medical Services (EMS) Training Center of Nevada – Emergency Medical Technician (EMT) – Intermediate, Emergency Medical Technician (EMT) – Basic**
- **College of Southern Nevada, Las Vegas, Nevada**
- **University of Nevada, Las Vegas, Las Vegas, Nevada**
- **International Association of Coroners & Medical Examiners Annual Training Conference, Las Vegas, Nevada (2010-2018)**
- **American Board of Medicolegal Death Investigators – Diplomat**
- **SUIDI Growth and Development – National Institute of Justice/UNM School of Medicine**
- **Challenges in Drug Facilitated Sexual Assault (DFSA) Investigations – National Institute of Justice/UNM School of Medicine**
- **Sudden Unexplained Infant Death Investigation (SUIDI) and Top 25 Points to a Critical Investigation - National Institute of Justice/UNM School of Medicine**
- **Forensic Training Program: Medicolegal Investigation of Death – New York City Office of the Chief Medical Examiner (NYCOCME)**
- **FEMA IS-00800.b National Response Framework, an Introduction – U.S. Department of Homeland Security**
- **FEMA IS-00700.a National Incident Management System (NIMS), an Introduction – U.S. Department of Homeland Security**

- **FEMA IS-00200.a ICS for Single Resources and Initial Action Incidents** – U.S. Department of Homeland Security
- **FEMA IS-00100.SCa Introduction to Incident Command System** – U.S. Department of Homeland Security

➤ **Education/Training, continued....**

Page 6

- **Mass Casualty Incident Drill** – North Las Vegas Fire Department
- **Southeastern Homicide Investigator Association Conference**
- **8th Annual Forensic Symposium, Schuylkill County, Pennsylvania**
- **Death Investigation of the Elderly** – National Institute of Justice
- **3rd Annual Mass Fatality Management Response System** – Dutchess Co, NY
- **Recreational Asphyxia/Mechanical** – Regional Catastrophic Planning Team – NIJ
- **Medicolegal Death Investigation Training Program** – National Forensic Technology Center
- **Child Death Investigation** – Child Death Scene to Court – Public Agency Training Council (PATC)
- **Forensic Fire Death Investigation** – San Luis Obispo County Sheriff-Coroner
- **Supervising and Managing the FTO Unit** – Public Agency Training Council
- **Field Training Officers Basic Certification** – National Association of Field Training Officers
- **Peer-to-Peer Support Training and Emotional First Aid for Emergency Responders** – Trauma Intervention Program

Affiliations:

Page 7

- **Child and Infant Response (CAIR) Team** – Clark County Office of the Coroner/Medical Examiner
- **Homicide Review Board** – Clark County Office of the Coroner/Medical Examiner
- **Domestic Violence Review Board** – Clark County Office of the Coroner/Medical Examiner
- **Traffic Incident Management** – Clark County Office of the Coroner/Medical Examiner
- **National Institute of Justice (NIJ) Cold Case Working Group**
- **American Association of Suicidology**
Psychological Autopsy Certification Training
Baton Rouge, Louisiana
June 2019

Computer Skills:

- Word processing, Excel, Power-Point, Outlook,

Community Activity/Speaking Engagements:

- **Community Outreach In Service Training** – Clark County Office of the Coroner/Medical Examiner
- **Coroner Investigator Reserve Academy (Coordinator/Chief Instructor)** - Clark County Office of the Coroner/Medical Examiner

- **Invited Lecturer – Illinois Homicide Investigators Association – October 2019**
- **Invited Lecturer – 8th Annual Forensic Symposium, Schuylkill County, Pennsylvania – April 2019**

Community Activity/Speaking Engagements, continued...

Page 8

- **Lecturer – Iowa Association of Coroners & Medical Examiners Conference – November 2018**
- **Invited Lecturer – Southeastern Homicide Investigator Association Conference - November 2018**
- **Invited Lecturer - Society of Medicolegal Death Investigators (SOMDI) – July 2018**
- **Invited Lecturer – Nevada Traffic Incident Management - 2018**
- **Medicolegal Death Investigation Training (Coordinator/Instructor) – Nye County Sheriff/Coroner 2016**
- **Invited Lecturer - Society of Medicolegal Death Investigators (SOMDI) – July 2016**
- **Medicolegal Death Investigation Training (Coordinator/Instructor) – White Pine County Sheriff/Coroner 2015**
- **Medicolegal Death Investigation Training (Coordinator/Instructor) – Eureka County Sheriff/Coroner 2015**
- **Medicolegal Death Investigation Training (Coordinator/Instructor) – Nye County Sheriff/Coroner 2013**



Nevada Donor Network's 2021 Funeral Home Symposium

September 15, 2021

Session 1:

- | | |
|-------|--|
| 07:30 | Check In and Breakfast |
| 08:00 | Welcome: Jenna Dumas |
| 08:15 | Respect for OUR Families and Each Other: Douglas Colwell |
| 09:00 | Cryolife: Allyson May |
| 09:45 | Break |
| 10:00 | Funeral Service & Stress Caring for Yourself While You Care for those You Serve:
Dr. Allan Wolfelt (video presentation) |
| 11:00 | Clark County Office of the Coroner/Medical Examiner: Tiffany Brown & Mikayla
Murray |
| 11:45 | Connect to Purpose: Lashunda Marshall |
| 12:00 | Closing and Lunch |



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 14: Annual Review of Executive Director and Salary Review

Attachments:

Employee Review Forms and Salary Review Documents

Dr. Randy Sharp, Board Chairman to present the Board Member review forms.

Request salary range adjustment for Executive Director position to \$85,000 - \$135,000.

Request salary increase as proposed by the Board.



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

Employee Review Form

Employee Information

Employee Name: Jennifer Kandt

Employee Title: Executive Director

Reviewer Name: Randy L Sharp, DVM

Period of Review: 07/1/2020-6/30/2021

Rating: 4= Excellent 3= Good 2= Fair 1= Poor

Performance Measure	4	3	2	1	Comments
Job Knowledge	✓				
Productivity	✓				
Work Quality	✓				
Attitude	✓				
Initiative	✓				
Dependability	✓				
Punctuality	✓				
Communication	✓				
Overall Performance	✓				

Reviewer Comments

I have had the privilege of serving on the Board with Jennifer for a few years. Jennifer has always done and continues to do an outstanding job in her role as Executive Director. Her knowledge of the industry is exemplary. She is always well-prepared for Board meetings. She is very active in keeping informed of current State and Federal legislation, and always informs the Board of any pending legislation which affects the industry. In the rare instance Jennifer does not have complete information regarding a certain question relating to the industry she will research the issue and inform/update the Board in a timely manner of her findings.

She has always been supportive of the industry and the Board members. As the current Chairman it continues to be a tremendous pleasure in working with her in all aspects of Board business. Personally I couldn't ask for a better, more qualified person to be the Executive Director of the Funeral and Cemetery Services Board.

Submit form via email to Chairman Randy Sharp at randy.sharp@crl.com
and cc Marie Paakkari at mpaakkari@fb.nv.gov





State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

Employee Review Form

Employee Information

Employee Name: Jennifer Kandt

Employee Title: Executive Director

Reviewer Name: Bart Burton

Period of Review: 07/1/2020-6/30/2021

Rating: 4= Excellent 3= Good 2= Fair 1= Poor

Performance Measure	4	3	2	1	Comments
Job Knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Productivity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Comments

Jennifer continues to be consistent as a great leader in her position. I feel that she is available when called on by board members, people in the industry and consumers in a timely manner. Jennifer continues to learn from her peers around the country as well as shares what is work for us in the state of Nevada.

She has been responsible for the assembly of a great staff, which benefits the entire state of Nevada. The organization of herself and staff is clear in any and all dealings with the Funeral Board.

Please continue your great work and overseeing a great staff, you all should be very proud.

Submit form via email to Chairman Randy Sharp at randy.sharp@crl.com
and cc Marie Paakkari at mpaakkari@fb.nv.gov





State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

Employee Review Form

Employee Information

Employee Name: Jennifer Kandt

Employee Title: Executive Director

Reviewer Name: Adam Garcia

Period of Review: 07/1/2020-6/30/2021

Rating: 4= Excellent 3= Good 2= Fair 1= Poor

Performance Measure	4	3	2	1	Comments
Job Knowledge	✓				
Productivity	✓				
Work Quality	✓				
Attitude	✓				
Initiative	✓				
Dependability	✓				
Punctuality	✓				
Communication	✓				
Overall Performance	✓				

Reviewer Comments

Director Kandt continues to be effective on many levels.

- She excels and is extremely effective in her communications during the Board meetings as well as ensuring Board members receive all necessary information prior to Board meetings;
- She is consistent, dependable and accurate in carrying out her responsibilities;
- She displays the strengths of an exceptional and effective leader by projecting self-confidence, authority and competency;

And finally, she has clearly developed skills that maintain the highest standards of professional excellence. Jennifer is a credit to the Board and the citizens of Nevada which she serves with the highest integrity.

Submit form via email to Chairman Randy Sharp at randy.sharp@crl.com
and cc Marie Paakkari at mpaakkari@fb.nv.gov





State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

Employee Review Form

Employee Information

Employee Name: Jennifer Kandt

Employee Title: Executive Director

Reviewer Name: Gerald Hitchcock

Period of Review: 07/1/2020-6/30/2021

Rating: 4= Excellent 3= Good 2= Fair 1= Poor

Performance Measure	4	3	2	1	Comments
Job Knowledge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Work Quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attitude	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Overall Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Comments

2020 -2021 created a very unique aspect in running the office and dealing with the board, public and industry with pandemic rules and regulations.

Jennifer Kandt handled her position during this time as well as could be expected dealing with the pandemic circumstances

/s/Gerald Hitchcock
08/11/2021

Submit form via email to Chairman Randy Sharp at randy.sharp@crf.com
and cc Marie Paakkari at mpaakkari@fb.nv.gov





State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

Employee Review Form

Employee Information

Employee Name: Jennifer Kandt

Employee Title: Executive Director

Reviewer Name: Brian Rebman

Period of Review: 07/1/2020-6/30/2021

Rating: 4= Excellent 3= Good 2= Fair 1= Poor

Performance Measure	4	3	2	1	Comments
Job Knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Productivity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Comments

Jennifer has continued to serve with a good nature, high energy and attitude. She is responsive to questions and inquiries. She is knowledgeable of the laws and regulations. She has represented Nevada well as she has worked with the Conference and has the respect of her peers at the Conference. She is fair in dealing with all of the different mortuaries and other interested parties. She does a great job.

Respectfully,

Brian Rebman

Submit form via email to Chairman Randy Sharp at randy.sharp@crl.com
and cc Marie Paakkari at mpaakkari@fb.nv.gov





State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

Employee Review Form

Employee Information

Employee Name: Jennifer Kandt

Employee Title: Executive Director

Reviewer Name: Chris Naylor

Period of Review: 07/1/2020-6/30/2021

Rating: 4= Excellent 3= Good 2= Fair 1= Poor

Performance Measure	4	3	2	1	Comments
Job Knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Productivity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attitude	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reviewer Comments

Submit form via email to Chairman Randy Sharp at randy.sharp@crl.com
and cc Marie Paakkari at mpaakkari@fb.nv.gov





State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

Employee Review Form

Employee Information

Employee Name: Jennifer Kandt

Employee Title: Executive Director

Reviewer Name: Lorretta Guazzini

Period of Review: 07/1/2020-6/30/2021

Rating: 4= Excellent 3= Good 2= Fair 1= Poor

Performance Measure	4	3	2	1	Comments
Job Knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Never fails to answer the question
Productivity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	just look where we were and where we're at now
Work Quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I think she's put in a lot more time than she ever got paid for
Attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Always upbeat even when you know there are problems
Initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	she does take it--she's just quiet about it
Dependability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Always a phone call away-always prepared
Punctuality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	there before anyone else
Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	great skills
Overall Performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excellent

Reviewer Comments

Jennifer Kandt, I can't thank you enough for all the work you have done these last few years. To bring the Board to this point from where it was took a miracle worker. You have put the Board in the spotlight as far as I'm concerned. You've gone above and beyond, serving on committees to further your knowledge and keep the board informed I have always been in awe of your ability to grasp all this knowledge so quickly. There are those that have been in this industry for years that haven't retained what you have. The Board was lucky to find you when they did!!! Keep up the great job!!!!

Submit form via email to Chairman Randy Sharp at randy.sharp@crl.com
and cc Marie Paakkari at mpaakkari@fb.nv.gov



Exhibit I(a)

Salaries, Wages and Benefits: Full-Time Staff

Board	Title	Salaries & Wages ¹		Retirement Plan ⁴	Total Benefits ⁵	Total Compensation	Benefit %
		Employer/ Employee Paid	Employer Paid				
	Governor ²	155,300	135,485	(95 Percent of Governor's Salary)			
Accountancy	Executive Director ³	-	135,485	PERS	57,223	192,708	42%
Contractors	Executive Officer ²	155,300	-	Other	38,618	193,918	25%
Cosmetology	Executive Director	155,300	-	PERS	35,497	190,797	23%
Medical	Executive Director ³	-	135,485	PERS	57,281	192,766	42%
Pharmacy	Executive Secretary ^{3,4}	-	135,200	PERS	54,389	189,589	40%
Pharmacy	Deputy Executive Secretary	-	135,200	PERS	54,373	189,573	40%
Pharmacy	General Counsel	-	135,200	PERS	54,373	189,573	40%
Pharmacy	General Counsel	-	135,200	PERS	54,373	189,573	40%
Nursing	Board Counsel	-	135,000	PERS	51,999	186,999	39%
Nursing	Board Counsel	-	135,000	PERS	42,229	177,229	31%
Nursing	Executive Director	-	135,000	PERS	51,999	186,999	39%
Pharmacy	Inspector	-	133,153	PERS	53,248	186,401	40%
Pharmacy	Inspector	-	133,080	PERS	53,223	186,303	40%
Dental	Executive Director	-	124,394	PERS	48,667	173,061	39%
Contractors	General Counsel	140,000	-	Other	53,400	193,400	38%
Engineers	Executive Director	140,000	-	Other	29,247	169,247	21%
Pharmacy	PMP Administrator	-	121,685	PERS	49,460	171,145	41%
Nursing	Director of Nurse Practice	-	120,515	PERS	48,005	168,520	40%
Pharmacy	Inspector	-	120,078	PERS	48,928	169,006	41%
Medical	Deputy Executive Director	-	119,305	PERS	50,856	169,961	42%
Nursing	Director of Nursing Education	-	117,744	PERS	50,683	168,427	43%
Contractors	Licensing Administrator	134,000	-	Other	41,758	175,758	31%
Contractors	Director of Investigations	134,000	-	Other	25,059	159,059	19%
Dental	General Counsel	-	115,000	PERS	45,784	160,784	40%
Osteopathic	Executive Director	-	110,600	PERS	43,665	154,265	39%
Cosmetology	Executive Director	117,074	-	PERS	29,166	146,240	25%
Physical Therapy	Executive Director	-	101,000	PERS	31,704	132,704	31%
Optometry	Executive Director	-	100,506	PERS	41,728	142,234	42%
Massage	Executive Director	-	98,061	PERS	41,956	140,017	43%
Investigators	Executive Director	-	97,154	PERS	42,246	139,400	43%
Alcohol, Drug	Executive Director	-	85,063	PERS	38,527	123,590	45%
Occupational	Executive Director ⁴	97,238	-	Other	20,283	117,521	21%
Funeral	Executive Director	97,113	-	Other	32,834	129,947	34%
Petroleum	Chief Inspector	-	83,973	PERS	36,715	120,688	44%
Veterinary	Executive Director	-	81,034	PERS	37,348	118,382	46%
Architecture	Executive Director	84,460	-	PERS	22,843	107,303	27%
Chiropractic	Executive Director	83,666	-	PERS	28,013	111,679	33%
Marriage	Executive Director	80,000	-	PERS	13,979	93,979	17%
Social Workers	Executive Director	79,000	-	PERS	23,216	102,216	29%
Long-Term Care	Executive Director	74,344	-	SSA	11,145	85,489	15%
Psychological	Executive Director	63,725	-	PERS	14,146	77,871	22%
Opticians	Executive Director	57,002	-	PERS	16,291	73,293	29%

Source: Salaries, wages and benefits reported by Boards as of September 2019 for all Board employees with annual base compensation of \$115,000 and over

Exhibit and Table Notes Continued on Next Page

Exhibit I(b)

Salaries, Wages and Benefits: Part-Time Staff

Board	Title	Salaries & Wages ¹				Retirement Plan ⁴	Total Benefits ⁵	Total Compensation	Benefit %
		Annual Salary		Hourly Rate ³					
		Employer/ Employee Paid	Employer Paid	Employer/ Employee Paid	Employer Paid				
	Governor ²	155,300	135,485	-	-	(95 Percent of Governor's Salary)			
Medical	Medical Reviewer	-	119,600	-	100.00	PERS	50,754	170,354	42%
Speech	Executive Director ⁶	72,000	-	92.31	-	None	0	72,000	0%
Environmental	Executive Director ⁶	24,000	-	92.31	-	None	0	24,000	0%
	Governor ²	-	-	74.46	64.96	(95 Percent of Governor's Hourly Rate)			
Podiatry	Executive Director	23,400	-	30.00	-	None	0	23,400	0%
Landscape	Executive Director	37,000	-	28.46	-	SSA	3,348	40,348	9%
Court Reporters	Executive Secretary	49,140	-	26.00	-	SSA	9,974	59,114	20%
Athletic Trainers	Executive Secretary	20,000	-	25.64	-	SSA	1,783	21,783	9%
Homeopathic	Executive Director	24,000	-	23.08	-	None	0	24,000	0%
Oriental	Executive Director	20,400	-	23.08	-	None	0	20,400	0%
Barbers	Secretary/Treasurer	6,450	-	4.13	-	None	7,800	14,250	121%

Source: Salaries, wages and benefits reported by Boards as of September 2019 for all Board employees with annual base compensation of \$115,000 and over

Table Notes:

¹ Board reported salaries & wages classified according to Pay Policies approved by the Legislature for elected officials (Effective July 15, 2019) Pay Policy 30 for employee/employer paid retirement and Pay Policy 31 for employer paid retirement

² Governor's salary and rate represents 95% of the salary for the office of the Governor in accordance with NRS 281.123 as follows: (1) For Pay Policy 30 - 95% of \$163,474 and \$78,34; (2) For Pay Policy 31 - 95% of \$142,616 and \$68.38

³ Hourly rates based on average hours worked as reported by Boards

⁴ Retirement Plan: PERS = Public Employees Retirement System; SSA = Social Security Administration; Other = Nevada Deferred Compensation, Sep/IRA or IRS 401(a) defined contribution plans where Boards make contributions to employee accounts based on a percent of compensation

⁵ Benefits include employer contributions to retirement plans, group insurance, bonuses, expense allowances, and employee payroll taxes

⁶ One executive director oversees three boards under a co-location and cost sharing arrangement. Executive director is an employee of the Occupational Therapy board and an independent contractor for the other two boards. Combined salary and total compensation amount to \$193,238 and \$213,521 respectively. Contract with Speech board expires December 31, 2019 and will not be renewed

⁷ Board positions noted as exceeding 95% of Governor's salary in original audit report (June 2018)

⁸ Statute requires the executive director of the Pharmacy board to have experience as a licensed pharmacist

Title or Position	Annual Salary
Senior Deputy Attorney General (each)	\$120,344
Solicitor General.....	149,272
Special Assistant Attorney General, Military.....	120,977
Special Assistant Attorney General, Neighborhood.....	120,977
Special Counsel (each).....	149,272
Supervising Legal Researcher (each)	66,506
(b) Bureau of Consumer Protection	
Administrative Services Officer	\$83,407
Chief Deputy Attorney General (each).....	133,012
Deputy Attorney General	107,676
Engineer.....	92,691
Legal Researcher (each)	63,340
Regulatory Manager	102,891
Senior Deputy Attorney General (each)	120,344
Senior Economist	115,117
Senior Engineer	102,801
Senior Regulatory Analyst	96,066
Supervising Legal Researcher	66,506
Technical Staff Manager	102,891
2. Office of the Controller:	
Chief Deputy Controller	\$120,977
Executive Assistant	63,340
3. Office of the Governor, Agency for Nuclear Projects:	
Executive Assistant	\$63,340
Executive Director.....	129,780
Planner/Researcher	93,657
Planning Division Administrator.....	118,140
Technical Programs Division Administrator.....	118,140
4. Office of the Governor, Nevada Athletic Commission:	
Chief Assistant	\$76,007
Division Administrator.....	110,211
5. Office of the Governor, Office for New Americans:	
Director.....	\$79,807
6. Office of the Governor, Office of Energy:	
Deputy Director.....	\$105,360
Director.....	120,344
7. Office of the Governor, Office of Finance:	
Administrator, Office of Project Management, SMART 21	\$126,515
Chief Assistant Budget Administrator.....	100,137



Title or Position	Annual Salary
(g) Public and Behavioral Health	
Chief Medical Officer	\$242,942
Deputy Division Administrator (each)	120,977
Division Administrator	139,346
Hospital Administrator	120,344
Medical Epidemiologist	175,191
Medical Program Coordinator, Mental Health Program	213,440
State Epidemiologist	110,211
Statewide Psychiatric Medical Director	233,025
Statewide Suicide Prevention Coordinator	79,807
Statewide Suicide Prevention Trainer/Networking Facilitator (each)	76,007
(h) Welfare and Supportive Services	
Deputy Division Administrator (each)	\$120,977
Division Administrator	131,743
(i) Miscellaneous	
Agency Manager (each)	\$120,344
Executive Assistant (each)	63,340
20. Department of Indigent Defense Services:	
Deputy Director (each)	\$139,346
Deputy Public Defender, Appellate	107,676
Deputy Public Defender (each)	107,676
Executive Assistant	63,340
Executive Director	140,611
Investigator (each)	74,242
State Public Defender	133,012
Supervising Public Defender (appeals)	120,344
Supervising Public Defender (office)	120,344
Supervising Public Defender (trial)	120,344
21. Department of Motor Vehicles:	
(a) Director's Office	
Deputy Director	\$139,346
Director	143,779
Executive Assistant	63,340
(b) DMV Administrative Services	
Division Administrator	\$110,211
(c) DMV Automation	
Division Administrator	\$120,977
(d) DMV Central Services and Records	
Division Administrator	\$110,211



Title or Position	Annual Salary
Parole Board Member (each).....	\$98,809
(g) Records, Communications and Compliance	
Administrator, NCJIS Program	\$126,515
Division Administrator	126,392
(h) State Fire Marshal	
Division Administrator	\$120,977
23. Department of Sentencing Policy:	
Executive Director	\$140,611
Staff Attorney	107,676
24. Department of Taxation:	
Administrative Law Judge (licensed attorney)	\$120,344
Chief Administrative Law Judge (licensed attorney)	133,012
Chief Deputy Director	131,743
Deputy Director (each)	120,977
Executive Assistant	63,340
Executive Director	143,779
State Demographer	107,676
25. Department of Tourism and Cultural Affairs:	
Administrator, Nevada Arts Council	\$110,211
Advertising Sales Representative	66,656
Art Director (each)	64,980
Chief Deputy, Administration	110,211
Division Administrator, Museums and History	110,211
Deputy Director, Marketing and Advertising	87,357
Deputy Director, Sales and Industry Partners	87,357
Development Specialist, Nevada Magazine (each)	72,658
Development Specialist, Tourism (each)	82,021
Development Specialist II, Tourism (each)	87,357
Director	131,743
Editor Publisher, Nevada Magazine	99,250
Executive Assistant	63,340
Executive Director, Nevada Indian Commission	79,807
Managing Editor, Publications	76,293
Operations and Finance Manager	95,541
Production Manager	61,498
Project Analyst	62,922
Project Analyst II (each)	73,366



Title or Position	Annual Salary
Assistant Director, Energy Information Systems	\$120,941
Assistant Director, Engineering and Operations	134,380
Assistant Hydropower Program Manager	114,224
Assistant Power Supply Planner	104,901
Deputy Director	141,099
Director	148,399
Division Head, Water	134,462
Energy Accountant	88,676
Energy Services Manager	141,099
Environmental Program Manager	120,941
Hydropower Program Manager	127,662
Manager, Power Accounting	120,344
Manager, Power Planner	120,344
Natural Resource Specialist (each)	116,911
Network Administrator	87,346
Office Manager	73,909
Power Facilities Communication Technician (each)	94,067
Power Facilities Electrician	87,346
Power Facilities Manager (each)	120,941
Power Supply Manager	124,042
Power Supply Planner	120,977
Senior Energy Accountant (each)	100,783
Senior Power Facilities Electrician (each)	94,067
Senior Power Facilities Engineer	116,290
30. Commission on Ethics:	
Associate Counsel	\$107,676
Commission Counsel	120,344
Executive Assistant	63,340
Executive Director	120,344
Investigator	74,242
Senior Legal Researcher	63,340
31. Commission on Judicial Discipline:	
General Counsel	\$158,347
32. Commission on Mineral Resources:	
Administrator, Minerals	\$118,153
Chief for Dangerous Mines	85,012
Chief for Mine Regulation	85,012
Deputy Administrator, Minerals	94,521



Cannabis Compliance Board

Title or Position	Annual Salary
Chief of Investigations	\$106,394
Deputy Director	120,977
Executive Assistant	63,340
Executive Director	131,743

42. Medical and Related Positions:

Pharmacist 1 (each)	\$112,080
Pharmacist 2 (each)	123,287
Pharmacist 3	135,617
Senior Institutional Dentist (Range B) (each)	155,863
Senior Physician (Range C) (each)	175,191
Senior Psychiatrist (Range C) (each)	199,142

— A Senior Psychiatrist (Range C) is a psychiatrist certified by the American Board of Psychiatry and Neurology, Inc.

Sec. 2. 1. If any unclassified position or other position intended to be included in section 1 of this act is inadvertently omitted from this act for Fiscal Year 2021-2022 or Fiscal Year 2022-2023, the Division of Human Resource Management of the Department of Administration shall examine the duties and responsibilities of the position and submit to the Interim Finance Committee a list of those duties and responsibilities and a recommended salary for the position. The Interim Finance Committee shall review the duties and responsibilities of the position and establish the salary for the position.

2. If the Fiscal Analysis Division of the Legislative Counsel Bureau determines that the title or maximum salary for a position set forth in section 1 of this act contains a typographical or other error that misrepresents the maximum salary intended to be set forth in section 1 of this act, the Interim Finance Committee may review the duties and responsibilities of the position and establish the appropriate title and maximum salary for the position pursuant to the intent of the 81st Session of the Nevada Legislature.

3. An employee occupying a position that is currently in the classified service which is moved into the unclassified service or other position in section 1 of this act has the option to remain in the classified service at his or her current grade, with all rights afforded classified employees, or move into the unclassified service. If the employee chooses to move into the unclassified service, the employee cannot at a later date choose to return to the classified service while occupying this position.





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 15: Change of Personnel Policies to Require COLA Adjustments to be Approved by the Board and Request for COLA Adjustment for FY2021

Attachments:

Page 9 of Personnel Policies for requested change to COLA approval.

Previously, the Board authorized COLA when approved for State employees during legislative session. Because of approval of collective bargaining provisions, COLA's have changed depending on whether employee participates in collective bargaining. Board employees are exempt from classified service, so these provisions do not apply. Request change to personnel policies. Additionally request 3% COLA adjustment for FY2022.

Funeral and Cemetery Services Personnel Policies and Procedures

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

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

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

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

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

130 INTERPRETATION OF POSITION SPECIFICATION

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

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

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

140 GENERAL SALARY ADJUSTMENT

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

150 COMPENSATION

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

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

COLA: Employees shall be eligible for cost of living allowance (COLA) increases when approved by the **State Board**.



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AGENDA ITEM 16: Approval of FY2022 Budget

Attachment:

Proposed budget salaries listed are from last fiscal year and to be adjusted based on approval of COLA and possible increase for Executive Director.

State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD



Fiscal Year 2022

LINE ITEM BUDGET

Revenue

Source	Fee		Total
Adm. Srv Fee (Reissue Licenses)	\$75		\$900.00
Approve New Managing FD	\$225		\$2,475.00
Renewals	\$200		\$42,000.00
Examinations	\$50		\$4,000.00
Legal and Miscellaneous			\$5,000.00
Initial Licensing	\$375		\$24,750.00
Regulatory Fee (12 x \$26,500)	\$10		\$318,000.00
		Total Projected	\$397,125.00

Operating Expenditures

Attorney General – Legal Fees		\$ 14,000.00
Audit Expenses		\$ 11,000.00
Background Checks		\$ 2,000.00
Bank Fees		\$ 2,800.00
Board Member Compensation		\$ 1,500.00
Contractual Services		\$ 7,450.00
Bookkeeping Services Contract	\$7200.00	
Bookkeeping Automation		
Conference Dues and Testing Updates	\$250.00	
Conference/Training Registrations		\$ 1,500.00
Equipment and Furnishings		\$ 3,000.00
Insurance		\$ 1,800.00
Worker's Compensation Insurance	\$1,000.00	
General Liability	\$800.00	
Licensing Software Subscription		\$ 7,400.00
Meeting Expenses		\$ 2,400.00
Miscellaneous Expenses		\$ 300.00
Office Supplies		\$ 8,500.00
Office Lease		\$ 18,792.00
Personnel		\$242,604.00
Executive Director Salary	\$97,113.00	
Investigator Wages	\$29,070.00	
Assistant Wages	\$54,828.00	
Employer Taxes	\$13,847.00	
Retirement	\$26,246.00	
Health Insurance	\$21,500.00	
Postage		\$ 2,500.00
Printing and Copying		\$ 2,000.00

Technical Support/Website/EITS		\$ 2,200.00
Telephone, Internet		\$ 4,100.00
Travel		\$ 20,000.00
Utilities/Janitorial		\$ 2,700.00
	Total Projected	\$358,546.00

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AGENDA ITEM 17: 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 2020 - April 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	TOTAL
10 Burker's Eden Vale Mortuary	450.00	490.00	620.00	330.00	440.00	610.00	600.00	590.00	600.00	340.00	\$5,070.00
104 Serenity Funeral Home	220.00	250.00	320.00	180.00	120.00	200.00	320.00	200.00	150.00	210.00	\$2,170.00
106 Clark County Funeral Service	150.00	200.00	210.00	200.00	180.00	260.00	240.00	270.00	80.00	50.00	\$1,840.00
108 Truckee Meadows Cremation & Burial Svcs	750.00	860.00	570.00	900.00	770.00	1,240.00	790.00	700.00	730.00	800.00	\$8,110.00
109 Las Vegas Islamic Cemetery	20.00	40.00	20.00	30.00	20.00	10.00	50.00	10.00	50.00	20.00	\$270.00
110 McDermott Funeral Home	1,040.00	820.00	760.00	580.00	630.00	1,080.00	1,130.00	1,280.00	1,000.00	740.00	\$9,060.00
111 Funeraria Casa De Paz	270.00	260.00	420.00	230.00	270.00	310.00	370.00	340.00	280.00	300.00	\$3,050.00
112 Giddens Memorial Chapel	240.00	230.00	240.00	220.00	260.00	420.00	300.00	250.00	220.00	280.00	\$2,660.00
113 Nevada Funeral Service	160.00	180.00	260.00	140.00	140.00	300.00	150.00	300.00	170.00	120.00	\$1,920.00
114 Eastside Memorial Park	130.00	70.00	60.00	90.00	100.00	170.00	190.00	50.00	100.00	90.00	\$1,050.00
115 Mountain Vista Chapel	60.00	30.00	10.00	60.00	130.00	50.00	50.00	50.00	90.00	50.00	\$580.00
116 Sonoma Funeral Home	50.00	60.00	120.00	120.00	30.00	130.00	150.00	130.00	120.00	90.00	\$1,000.00
127 Truckee Meadows Cremation - Sparks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
15 Southern Nevada Mortuary	80.00	50.00	30.00	20.00	60.00	40.00	20.00	30.00	30.00	40.00	\$400.00
18 Gunter's Hawthorne Funeral Home	70.00	80.00	90.00	50.00	90.00	70.00	110.00	70.00	50.00	70.00	\$750.00
3 Mountain View Mortuary	440.00	380.00	450.00	430.00	310.00	620.00	560.00	340.00	480.00	350.00	\$4,360.00
5 Smith Family Funeral Home	260.00	270.00	250.00	120.00	390.00	420.00	410.00	300.00	250.00	170.00	\$2,840.00
51 Hites Funeral Home & Crematory	1,180.00	1,220.00	970.00	1,040.00	750.00	920.00	910.00	1,190.00	1,150.00	1,140.00	\$10,470.00
56 Pahrump Family Mortuary Group	300.00	320.00	310.00	240.00	260.00	440.00	420.00	340.00	300.00	270.00	\$3,200.00
60 The Gardens	110.00	120.00	120.00	140.00	160.00	320.00	130.00	250.00	100.00	120.00	\$1,570.00
7 Burns Funeral Home, Inc.	280.00	360.00	300.00	280.00	390.00	470.00	450.00	380.00	270.00	250.00	\$3,430.00
74 Kraft-Sussman Funeral Services	470.00	530.00	390.00	330.00	490.00	720.00	1,060.00	570.00	350.00	410.00	\$5,320.00
8 Freitas Ruprecht Funeral Home	90.00	90.00	100.00	230.00	80.00	110.00	100.00	120.00	90.00	50.00	\$1,060.00
83 Autumn Funeral & Cremations	280.00	210.00	350.00	510.00	410.00	480.00	480.00	280.00	350.00	190.00	\$3,540.00
85 Heritage Mortuary	160.00	160.00	160.00	170.00	160.00	200.00	260.00	190.00	180.00	180.00	\$1,820.00
91 Vegas Valley Cremation	70.00	720.00	610.00	710.00	720.00	1,160.00	1,200.00	980.00	860.00	930.00	\$7,960.00
92 Smart Cremation	0.00	0.00	0.00	0.00	0.00	0.00	20.00	10.00	10.00	20.00	\$60.00
94 Vegas Valley Cremation LLC							0.00	0.00	0.00	0.00	\$0.00
Inspired Life Holdings											\$0.00
93 Inspired Life Cremations		30.00	0.00	110.00	60.00	100.00	170.00	10.00	40.00	150.00	\$670.00
95 Inspired Life Cremations East								140.00	50.00	120.00	\$310.00
Total Inspired Life Holdings		30.00	0.00	110.00	60.00	100.00	170.00	150.00	90.00	270.00	\$980.00
Integrity Funeral Service											\$0.00
117 Walton's Funerals and Cremations - Church	60.00	40.00	60.00	80.00	80.00	190.00	100.00	70.00	90.00	60.00	\$830.00
118 Walton's Chapel of the Valley	180.00	300.00	340.00	310.00	210.00	500.00	740.00	350.00	440.00	350.00	\$3,720.00
119 O'Brien Rogers & Crosby Funeral Home	10.00	20.00	30.00	130.00	80.00	70.00	40.00	120.00	60.00	80.00	\$640.00
120 Ross, Burke & Knobel Mortuary - Reno	260.00	260.00	190.00	230.00	420.00	540.00	300.00	280.00	330.00	270.00	\$3,080.00
121 Walton's Sierra Chapel	800.00	490.00	370.00	440.00	1,010.00	770.00	610.00	440.00	470.00	500.00	\$5,900.00
122 Walton's Sparks Funeral Home	130.00	190.00	200.00	170.00	200.00	290.00	330.00	240.00	260.00	220.00	\$2,230.00
123 Cremation Society of Nevada - Affinity	180.00	290.00	200.00	200.00	220.00	380.00	170.00	180.00	250.00	180.00	\$2,250.00
124 Cremation Society of Nevada - Capitol City	190.00	140.00	130.00	120.00	340.00	170.00	170.00	200.00	350.00	210.00	\$2,020.00
125 John Sparks Memorial Cremation	210.00	120.00	220.00	190.00	240.00	260.00	210.00	230.00	110.00	170.00	\$1,960.00
126 Cremation Society of Nevada - Northern Nevada	70.00	60.00	120.00	130.00	100.00	190.00	70.00	150.00	120.00	110.00	\$1,120.00
Total Integrity Funeral Service	2,690.00	1,910.00	1,860.00	2,900.00	2,960.00	3,360.00	2,740.00	2,260.00	2,480.00	2,150.00	\$23,750.00
La Paloma Funeral Services											\$0.00
107 La Paloma - Stoker	0.00	0.00									\$0.00
79 La Paloma - Stephanie	830.00	830.00	800.00	770.00	750.00	1,130.00	1,200.00	730.00	1,050.00	830.00	\$8,920.00
88 La Paloma - Longley	240.00	180.00	330.00	190.00	200.00	470.00	390.00	350.00	320.00	290.00	\$2,960.00
Total La Paloma Funeral Services	1,070.00	1,010.00	1,130.00	960.00	950.00	1,600.00	1,590.00	1,080.00	1,370.00	1,120.00	\$11,880.00
Legacy Funeral Holdings, Inc.											\$0.00
Davis Funeral Home & Memorial Park											\$0.00
103 Las Vegas Cremations	480.00	630.00	490.00	370.00	510.00	650.00	650.00	420.00	500.00	410.00	\$5,110.00
26 South Eastern Avenue	1,340.00	1,480.00	1,200.00	1,060.00	1,140.00	1,670.00	1,350.00	1,340.00	1,180.00	1,160.00	\$12,920.00
28 South Rainbow Rd	520.00	520.00	460.00	520.00	470.00	760.00	740.00	480.00	450.00	420.00	\$5,340.00
Total Davis Funeral Home & Memorial Park	2,340.00	2,630.00	2,150.00	1,950.00	2,120.00	3,080.00	2,740.00	2,240.00	2,130.00	1,990.00	\$23,370.00
Total Legacy Funeral Holdings, Inc.	2,340.00	2,630.00	2,150.00	1,950.00	2,120.00	3,080.00	2,740.00	2,240.00	2,130.00	1,990.00	\$23,370.00
SCI											\$0.00
Alderwoods (Nevada) Inc.											\$0.00
38 Thomas and Jones Affordable Funeral Home	300.00	160.00	190.00	150.00	160.00	270.00	250.00	210.00	250.00	160.00	\$2,100.00
Total Alderwoods (Nevada) Inc.	300.00	160.00	190.00	150.00	160.00	270.00	250.00	210.00	250.00	160.00	\$2,100.00
Keystone America											\$0.00
36 FitzHenry's - Fairview	340.00	220.00	160.00	140.00	180.00	270.00	170.00	150.00	230.00	250.00	\$2,110.00
58 FitzHenry's - Highway 395	100.00	120.00	140.00	50.00	40.00	90.00	100.00	110.00	70.00	130.00	\$950.00
Total Keystone America	440.00	340.00	300.00	190.00	220.00	360.00	270.00	260.00	300.00	380.00	\$3,060.00
Neptune Management Corp.											\$0.00
64L Neptune Society - Las Vegas	830.00	1,010.00	940.00	630.00	870.00	1,060.00	1,170.00	850.00	1,000.00	770.00	\$9,130.00
81L Neptune Society - Reno	490.00	470.00	430.00	320.00	480.00	630.00	580.00	430.00	570.00	510.00	\$4,910.00
87L National Cremation Society	90.00	120.00	80.00	120.00	170.00	210.00	140.00	110.00	130.00	100.00	\$1,270.00
Total Neptune Management Corp.	1,410.00	1,600.00	1,450.00	1,070.00	1,520.00	1,900.00	1,890.00	1,390.00	1,700.00	1,380.00	\$15,310.00
Palm Mortuaries											\$0.00
105 Palm - Southwest	250.00	330.00	220.00	310.00	270.00	340.00	500.00	350.00	450.00	310.00	\$3,330.00
17 Palm - Downtown (N Main)	640.00	760.00	860.00	660.00	620.00	960.00	980.00	870.00	800.00	720.00	\$7,870.00
19 Palm - Boulder Hwy	480.00	460.00	300.00	410.00	410.00	530.00	530.00	570.00	440.00	400.00	\$4,530.00
27 Palm - Eastern	1,060.00	1,190.00	1,160.00	1,000.00	1,020.00	1,630.00	1,900.00	1,260.00	1,130.00	830.00	\$12,180.00
37 Palm - South Jones	350.00	460.00	270.00	340.00	240.00	500.00	460.00	290.00	350.00	300.00	\$3,560.00
54 Palm - Cheyenne	350.00	300.00	390.00	270.00	330.00	550.00	430.00	360.00	360.00	370.00	\$3,710.00
55 Affordable Cremation - Decatur	1,510.00	1,360.00	1,160.00	1,080.00	980.00	1,400.00	1,600.00	1,420.00	1,040.00	1,000.00	\$12,550.00

State of Nevada Funeral and Cemetery Services

Sales by Customer Summary

July 2020 - April 2021

	JUL 2020	AUG 2020	SEP 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	TOTAL
69 King David Memorial Chapel	220.00	180.00	160.00	220.00	140.00	250.00	280.00	200.00	90.00	160.00	\$1,900.00
80 Palm - Northwest	580.00	660.00	590.00	480.00	460.00	820.00	910.00	820.00	750.00	620.00	\$6,690.00
Total Palm Mortuaries	5,440.00	5,780.00	5,110.00	4,770.00	4,470.00	6,980.00	7,590.00	6,140.00	5,410.00	4,710.00	\$56,320.00
Total SCI	7,590.00	7,800.00	7,050.00	6,180.00	6,370.00	9,510.00	10,000.00	8,000.00	7,660.00	6,630.00	\$78,790.00
Serenity VII, LLC											\$0.00
46 Desert Memorial	1,070.00	870.00	1,330.00	710.00	750.00	850.00	1,250.00	1,080.00	940.00	630.00	\$9,280.00
88L Sunrise Cremation & Burial Society	460.00	680.00	370.00	330.00	290.00	320.00	440.00	440.00	560.00	400.00	\$4,290.00
Total Serenity VII, LLC	1,530.00	1,550.00	1,700.00	1,040.00	1,040.00	970.00	1,690.00	1,520.00	1,500.00	1,030.00	\$13,570.00
Simple Cremation, Inc. -											\$0.00
53L Simple Cremation, Inc. - NW (Rancho)	500.00	510.00	530.00	420.00	500.00	650.00	780.00	630.00	600.00	550.00	\$5,670.00
77L Simple Cremation, Inc. - Reno (Kietzke)	270.00	280.00	200.00	260.00	410.00	580.00	370.00	210.00	250.00	210.00	\$3,040.00
65L Simple Cremation, Inc. - SW (Durango)	570.00	470.00	490.00	490.00	540.00	620.00	630.00	440.00	480.00	460.00	\$5,190.00
86L Simple Cremation Inc. Henderson (Lake Mead)	410.00	350.00	400.00	400.00	370.00	310.00	440.00	500.00	380.00	340.00	\$3,900.00
89L Simple Cremation Inc. - Sparks (Rock)	400.00	340.00	320.00	420.00	290.00	550.00	360.00	370.00	460.00	170.00	\$3,680.00
90 Simple Cremation - East (Sahara)	680.00	590.00	560.00	430.00	550.00	680.00	810.00	630.00	460.00	460.00	\$5,850.00
Total Simple Cremation, Inc. -	2,830.00	2,540.00	2,500.00	2,420.00	2,660.00	3,390.00	3,390.00	2,780.00	2,630.00	2,190.00	\$27,330.00
Smart Cremation					0.00	0.00					\$0.00
Smith E LLC											\$0.00
72 Boulder City Family Mortuary	280.00	280.00	210.00	180.00	210.00	350.00	270.00	140.00	160.00	180.00	\$2,260.00
89 Star Mortuary (Funeral Smith)	10.00	20.00	50.00	10.00	20.00	0.00	30.00	30.00	0.00	20.00	\$190.00
Total Smith E LLC	290.00	300.00	260.00	190.00	230.00	350.00	300.00	170.00	160.00	200.00	\$2,450.00
Southern Nevada Funeral Services, LLC											\$0.00
2 Lee Funeral Home	190.00	210.00	110.00	230.00	160.00	250.00	200.00	90.00	120.00	120.00	\$1,680.00
Total Southern Nevada Funeral Services, LLC	190.00	210.00	110.00	230.00	160.00	250.00	200.00	90.00	120.00	120.00	\$1,680.00
The Funeral Directors Management Group											\$0.00
49 Moapa Valley & Virgin Valley Mortuaries	230.00	270.00	170.00	260.00	410.00	430.00	380.00	330.00	340.00	240.00	\$3,060.00
Total The Funeral Directors Management Group	230.00	270.00	170.00	260.00	410.00	430.00	380.00	330.00	340.00	240.00	\$3,060.00
TOTAL	\$25,490.00	\$26,250.00	\$24,670.00	\$22,690.00	\$24,260.00	\$33,790.00	\$33,670.00	\$27,040.00	\$26,540.00	\$23,220.00	\$268,420.00

State of Nevada Funeral and Cemetery Services

Balance Sheet
As of July 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CheckingState of NV Funeral Brd	349,415.58
Total Bank Accounts	\$349,415.58
Accounts Receivable	
Accounts Receivable	1,580.00
Total Accounts Receivable	\$1,580.00
Other Current Assets	
Payroll Refunds	0.00
Prepaid expenses	3,234.00
Undeposited Funds	0.00
Total Other Current Assets	\$3,234.00
Total Current Assets	\$354,229.58
Other Assets	
Security Deposits	1,500.00
Total Other Assets	\$1,500.00
TOTAL ASSETS	\$355,729.58
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Expenses	5,909.15
Deferred Revenue	42,962.09
Direct Deposit Payable	0.00
Payroll Liabilities	0.00
Accrued Compensation	0.00
Deferred Compensation	786.73
Federal Taxes (941/944)	4,292.78
Federal Unemployment (940)	0.00
NV UI Bond Obligation Assessment	0.00
NV Unemployment Tax	0.00
PEBP Adjust	0.00
PEBP Medical	2,321.24
Vacation Liability	23,977.17
Total Payroll Liabilities	31,377.92
Total Other Current Liabilities	\$80,249.16
Total Current Liabilities	\$80,249.16
Total Liabilities	\$80,249.16
Equity	
Fund Balance	301,532.90
Net Income	-26,052.48
Total Equity	\$275,480.42
TOTAL LIABILITIES AND EQUITY	\$355,729.58

State of Nevada Funeral and Cemetery Services

Budget vs. Actuals: FY21 Original Budget - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Administrative Fee (Reissue or Addl Lic)	900.00	750.00	150.00	120.00 %
Administrative Fine	4,000.00		4,000.00	
Approval of Managing Funeral Director	2,475.00	3,375.00	-900.00	73.33 %
Cemetery Renewals	1,800.00	2,511.00	-711.00	71.68 %
Crematory Renewals	3,000.00	2,790.00	210.00	107.53 %
Embalmer Renewals	6,774.96	9,570.00	-2,795.04	70.79 %
Establishment Permit Renewals	5,000.04	9,626.00	-4,625.96	51.94 %
Examinations	4,225.00	4,000.00	225.00	105.63 %
Funeral Arranger Renewals	11,390.22	12,121.00	-730.78	93.97 %
Funeral Director Renewals	13,742.86	18,382.00	-4,639.14	74.76 %
Initial Licensing	24,344.14	44,000.00	-19,655.86	55.33 %
Interest Income	33.51		33.51	
Legal and Miscellaneous Fees	5,116.53	4,000.00	1,116.53	127.91 %
NV Regulatory Fee	309,950.00	258,000.00	51,950.00	120.14 %
Study Guide	100.00		100.00	
Total Income	\$392,852.26	\$369,125.00	\$23,727.26	106.43 %
GROSS PROFIT	\$392,852.26	\$369,125.00	\$23,727.26	106.43 %
Expenses				
Administrative Fines	1,000.00		1,000.00	
Attorney General - Legal Fees	9,230.68	14,000.00	-4,769.32	65.93 %
Background Checks	1,795.50	1,000.00	795.50	179.55 %
Bank fees	2,840.38	4,500.00	-1,659.62	63.12 %
Board Member Compensation		1,500.00	-1,500.00	
Conferenc/Training Registration		1,500.00	-1,500.00	
Contractual services				
Bookkeeping	8,568.00	7,200.00	1,368.00	119.00 %
Dues and Tests	250.00	250.00	0.00	100.00 %
Total Contractual services	8,818.00	7,450.00	1,368.00	118.36 %
Equipment and Furnishings	2,811.64	5,000.00	-2,188.36	56.23 %
Insurance	1,703.78	2,000.00	-296.22	85.19 %
Licensing Software Subscription		7,400.00	-7,400.00	
Meeting Expenses	2,198.90	2,000.00	198.90	109.95 %
Misc		300.00	-300.00	
Office Lease	18,792.00	18,516.00	276.00	101.49 %
Office Supplies	8,621.71	5,000.00	3,621.71	172.43 %
Payroll Expenses				
Administrative Wages	55,039.68	54,828.00	211.68	100.39 %
Employer Taxes	13,589.33	13,847.00	-257.67	98.14 %
Executive Director Salary	97,113.36	97,113.00	0.36	100.00 %
Health Insurance	21,245.15	24,000.00	-2,754.85	88.52 %
Inspector/Investigation Wages	29,594.18	29,070.00	524.18	101.80 %

State of Nevada Funeral and Cemetery Services

Budget vs. Actuals: FY21 Original Budget - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Retirement	25,767.62	26,246.00	-478.38	98.18 %
Vacation Expense	9,204.31		9,204.31	
Total Payroll Expenses	251,553.63	245,104.00	6,449.63	102.63 %
Postage	2,447.79	4,000.00	-1,552.21	61.19 %
Printing and Copying	9,433.40	2,000.00	7,433.40	471.67 %
Technical Support Web Site	2,179.78	2,000.00	179.78	108.99 %
Telephone/Internet	4,064.58	3,200.00	864.58	127.02 %
Travel	6,883.23	20,000.00	-13,116.77	34.42 %
Utilities	1,613.99	2,700.00	-1,086.01	59.78 %
Total Expenses	\$335,988.99	\$349,170.00	\$-13,181.01	96.23 %
NET OPERATING INCOME	\$56,863.27	\$19,955.00	\$36,908.27	284.96 %
NET INCOME	\$56,863.27	\$19,955.00	\$36,908.27	284.96 %



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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AGENDA ITEM 18: Current Complaint Status

Attachment: Overview of Current Complaint Status



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COMPLAINT STATUS

Complaint No.	Status	Summary	Complaint Rcvd.	Ack
FB20-01	Dismissed	Death certificate errors	1/27/2020	1/31/2020
FB20-02	Consent Decree	Advertising	2/12/2020	2/19/2020
FB20-03	Pending	Cemetery internment rights transfer	2/18/2020	2/26/2020
FB20-04	Dismissed	Unprofessional conduct	4/30/2020	4/30/2020
FB20-05	Dismissed	Unsupervised burial	5/11/2020	5/26/2020
FB20-06	Dismissed	Unprofessional conduct	8/20/2020	8/24/2020
FB20-07	Dismissed	Unprofessional conduct	9/22/2020	9/23/2020
FB20-08	Dismissed	Death certificate errors	9/28/2020	10/1/2020
FB20-09	Consent Decree	Unprofessional conduct; Death certificate	10/7/2020	10/12/2020
FB20-10	Dismissed	Delay in disposition	12/7/2020	12/9/2020
FB21-01	Consent Decree	Unprofessional conduct; Delay in disposition	1/20/2021	1/21/2021
FB21-02	Consent Decree	Unprofessional conduct; Delay in disposition	1/20/2021	1/21/2021
FB21-03	Consent Decree	Unprofessional conduct; Delay in disposition	1/20/2021	1/21/2021
FB21-04	Pending	Unprofessional conduct; Death certificate	1/25/2021	2/1/2021
FB21-05	Consent Decree	Unprofessional conduct; Witness cremation	2/2/2021	2/3/2021
FB21-06	Consent Decree	Unprofessional conduct; Delay in disposition	3/5/2021	3/8/2021
FB21-07	Dismissed	Unprofessional conduct	3/11/2021	3/16/2021
FB21-08	Dismissed	Unprofessional conduct	3/19/2021	3/25/2021
FB21-09	Dismissed	Unprofessional conduct	3/6/2021	3/25/2021
FB21-10	Pending	Unprofessional conduct; Military rites	3/30/2021	4/1/2021
FB21-11	Pending	Unprofessional conduct; Delay in disposition	4/6/2021	4/8/2021
FB21-12	Pending	Aiding unlicensed practice	4/12/2021	n/a
FB21-13	Pending	Unprofessional conduct; Delay in disposition; Incorrect death certificate	6/4/2021	6/8/2021
FB21-14	Pending	Unprofessional conduct; Delay in disposition	6/25/2021	6/29/2021
FB21-15	Pending	Unprofessional conduct; Delay in disposition	7/23/2021	7/26/2021
FB21-16	Pending	Authorization to order disposition	8/9/2021	8/9/2021
FB21-17	Pending	Aiding unlicensed practice	8/13/2021	n/a
FB21-18	Pending	Failing to surrender custody of body	8/13/2021	n/a
FB21-19	Pending	Death certificate	8/13/2021	8/16/2021



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AGENDA ITEM 19: Executive Director Report

Attachment: See attached report.



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Executive Director Report – August 2021

Audit/Contracts

Executive Director completed State required re-certification course for contract management in order to enter new contracts into CETS.

Lease extension was submitted to budget officer and is scheduled for September BOE meeting.

Audit contract is in process and should begin required financial audit first part of September.

Meetings

Michael Murphy, former acting Clark County Coroner and Melanie Rouse, newly appointed Clark County Coroner came to Reno and we had a very productive meeting at the Board office.

Executive Director attended zoom Executive Committee and Professional Policy meetings of The Conference. In-person Board meeting for The Conference scheduled for October.

Testified in District Court on two separate dates for hearings regarding an ownership dispute.

Legislative

AB437 passed with the changes to 60 semester/90 quarter hour requirements, reciprocity to 2 of 5 years and allowing students into preparation room. Required changes to the embalmer licensing forms which have been completed and sent for website update.

Several other bills passed requiring all Boards to develop regulations around multiple issues and I am in the process of drafting those along with various other changes previously discussed. Plan to have regulation hearing at either November or February meeting.

Cease and Desist Demands

Four cease and desist demands have been sent regarding unlicensed practice. There may be issues pertaining to those demands presented to the Board as the matter progresses.

Website and Email

Extensive difficulties with Funeral Board website and email accounts. Updates to our website were halted as EITS tried to figure out the issues with site.

Renewals

Marie has completed changes to renewal forms. Same system of online option or fillable pdf forms allowable. Reminder letters to be sent in October.

Licensing Approvals

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



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Executive Director Approved Applicants 4/22/2021 – 8/2/2021

1. For reference only, Funeral Arranger applicants approved by Executive Director:
 - a. Lisa Marie Kent FA237 – 5/4/2021
 - b. Craig William Smith, Jr. FA238 – 5/4/2021
 - c. Elisabeth Anne Powell FA239 – 6/2/2021
 - d. Samantha Leigh Emory FA240 – 6/8/2021
 - e. Kirk Williams FA241 – 6/29/2021
 - f. Shannon Inez Andrada FA242 – 6/29/2021
 - g. Morgan Nichole Johnson FA242 – 6/29/2021
 - h. Shayla Jennae Pitre FA244 – 6/29/2021
 - i. Auliikahealani Allisen Joy Andrade FA245 – 7/15/2021
 - j. Raymond Louis Giddens, Sr. FA246 – 7/26/2021
2. For reference only, Funeral Director applicants approved by Executive Director:
 - a. Lori A. Siuba FD976 – 5/4/2021
 - b. Matthew Robert Kjar FD977 – 5/24/2021
 - c. Lakeshia Nichelle Osei Asibey FD978 – 7/15/2021
 - d. Kristin Elizabeth Mulhall FD979 – 8/2/2021
3. For reference only, Apprentice Embalmer applicants approved by Executive Director:
 - a. Lawrence William Coulon AE2105 – 5/10/2021
4. For reference only, Embalmer applicants approved by Executive Director:
 - a. Pedro Pulido, Jr. EMB892R – 6/17/2021
 - b. Samantha Leigh Emory EMB893 – 6/29/2021
 - c. Matthew Robert Kjar EMB894R – 7/1/2021
 - d. Byron Washington EMB895R – 7/13/2021