



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: CONSENT AGENDA

- A. Discussion, recommendation, and possible action regarding review and approval of minutes of meetings (For possible action)
- 1) November 15, 2022
- B. Discussion, recommendation, and possible action regarding previously issued temporary establishment permit, direct cremation facility permit, crematory license applications and request for approval of new managing funeral directors (for possible action)
- 1) Establishment Permit for Autumn Funerals & Cremations, 1575 N. Lompa Lane, Carson City 89701 EST136 with Rick Noel FD620 as Managing Funeral Director (Change of ownership to Integrity NV Funeral Service, Inc.); Temporary approval effective November 10, 2022.
 - 2) Establishment Permit for Star Mortuary, 900 Nevada Way, Boulder City, NV 89005 EST137 with Traci Ortlieb FD992 as Managing Funeral Director; Temporary approval effective February 17, 2023.
 - 3) Funeral Establishment Permit for Care Cremation & Burial, 5070 Arville Street, Suite 14, Las Vegas, NV 89118 EST138 with Aaron Robert Forgey FD877 as Managing Funeral Director; Temporary approval effective March 21, 2023; and Crematory License for Cremation Center of Las Vegas, 5070 Arville Street, Suite 14, Las Vegas, NV 89118 CRE116; Temporary approval effective March 21, 2023.
 - 4) Managing Funeral Director Request for Larry Davis FD984 – Bunker's Memory Gardens Mortuary EST30 and Bunker's Eden Vale Mortuary EST10.
 - 5) Managing Funeral Director Request for Billy Vallie, Jr. FD918 – Davis Funeral Home (Rainbow) EST28
 - 6) Managing Funeral Director Request for Brandy Megan Hall FD944 - Kraft-Sussman EST130, Tulip Cremations DC100L and Vegas Valley Cremations DC98L.
 - 7) Managing Funeral Director Request for James Lee FD69 – Lee Funeral Home EST2.
 - 8) Managing Funeral Director Request for Lauren Ashley Guido FD980 – Las Vegas Cremations EST103.
 - 9) Managing Funeral Director Request for Kristin Elizabeth Mulhall FD979 – Desert Memorial EST46 and Sunrise Cremation Dc101L
 - 10) Managing Funeral Director Request for Michael Roberts II FD968 – Palm Downtown Mortuary EST17



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ITEM 3.A: CONSENT AGENDA

- A. Discussion, recommendation, and possible action regarding review and approval of minutes of meetings (For possible action)
 - 1) November 15, 2022



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MINUTES

Tuesday, November 15, 2022, at 9:00 a.m.
Video Conference and Teleconference

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

The Board meeting commenced at 9:00 am and a quorum was established.

Board Members Present

Dr. Randy Sharp, Chairman

Kim Kandaras, Treasurer

Adam Garcia

Dr. Raymond Giddens

Laura Sussman

Dr. Donald Edward Chaney

Board Staff Present

Jennifer Kandt, Executive Director

Marie Paakkari, Administrative Assistant

Board Counsel Present

Joel Bekker, Deputy Attorney General

Board Members Absent

Bart Burton, Secretary

2. Public comment

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

Candy Grey of Andre's Serenity Mortuary stated that recently there was a gentleman making videos and posting them to social media. Mr. Grey stated that he would like to propose that from now on, anyone making removals in the State of Nevada should be a licensed Nevada funeral director or embalmer. Mr. Grey stated that he believes that would cut down on a lot of the sensationalism with people on social media. Mr. Grey stated that it was a disgrace to the profession and could be hurtful to families.

Joel Bekker, Assistant District Attorney stated that the Board is not able to take action on anything that is not on the agenda. Mr. Bekker stated that the Board could not take action on anything that is stated in public comment except to put it on a future agenda item. Mr. Bekker stated that this matter is already on this agenda and Mr. Grey's concerns can be addressed during that agenda item.

Christopher Grant of McDermott's Funeral Service stated that he agrees with what Mr. Grey stated and agrees that what happened is ridiculous. Mr. Grant stated that he feels that the bigger issue is when you refer to licensed funeral director or embalmers doing removals, he believes that would be a financial hardship on funeral homes as the funeral director may not be able to go out at 2 or 3 in the morning and also meet with families. Mr. Grant stated that he trusts his staff and he does use the company that the gentleman in question was working for,

but he does not allow the outside removal service to have access to any of his facilities when he or his staff are not present. Mr. Grant stated that the facility and managing funeral director should be accountable for the staff that is hired or the training for that staff. Mr. Grant stated that now to say that in addition to meeting with families and being held responsible and being the licensee of the business, you also must go out and do your own pickups or hire another licensed funeral director. Mr. Grant stated that would mean he would be doubling pay to hire a licensed individual to do removals. Mr. Grant stated that because of this situation, he has instituted non-disclosure agreements with his staff to let them know that if they do anything like that, there will be legal consequences. Mr. Grant stated that he makes sure that when he hires his staff, that he trusts them and that they are trained properly. Mr. Grant stated that the agency in question does not have a key to his facility and they are never there unattended or unsupervised. Mr. Grant stated that is the most important issue as far as who physically goes out and picks up to be licensed as they are not meeting with families or preparing paperwork or handling any financials. They may be part-time employees and asking them to be licensed seems a little excessive and this kind of thing could happen again because of social media. Mr. Grant stated that it is ultimately the responsibility of the facility. Mr. Grant stated that this sort of thing is happening all across the country even with licensed individuals not realizing that what they are doing is really insensitive.

3. Consent Agenda

The consent agenda items contain matters of routine acceptance. The Board members may approve the consent agenda as a whole or individually at their discretion.

- A. Discussion, recommendation, and possible action regarding review and approval of minutes of meetings (For possible action)
 - 1) August 25, 2022

- B. Discussion, recommendation, and possible action regarding previously issued temporary establishment permit, direct cremation facility permit, crematory license applications and request for approval of new managing funeral directors (for possible action)
 - 1) Establishment Permit for Desert Memorial Cremation & Burial, 1111 Las Vegas Boulevard North, Las Vegas, NV 89101 EST133 with Edward Rudolph Rodriguez FD892 as Managing Funeral Director (Change of ownership to Anthem Serenity Operations, LLC)
 - 2) Direct Cremation Facility Permit for Sunrise Cremation Society, 401 Max Court, Henderson, NV 89011 DC101L with Edward Rudolph Rodriguez FD892 as Managing Funeral Director (Change of ownership to Anthem Serenity Operations, LLC)
 - 3) Crematory License for Desert Crematory, 3027 Contract Avenue, Las Vegas, NV 89101 CRE114 (Change of ownership to Anthem Serenity Operations, LLC)
 - 4) Establishment Permit for Star Mortuary, 320 E. Old Mill Road, Mesquite, NV 89027 with Tyson Smith as Managing Funeral Director (change of ownership from Virgin Valley Mortuary to Star Mortuary)
 - 5) Managing Funeral Director Request for Dustin Olson FD779 – Simple Cremation (Reno) DC77L.
 - 6) Managing Funeral Director Request for Dustin Olson FD779 – Simple Cremation (Sparks) DC89L.

MOTION: ADAM GARCIA MOVED TO APPROVE THE ABOVE REFERENCED CONSENT AGENDA ITEMS A AND B-1 THROUGH 6. DR. EDWARD DONALD CHANEY SECONDED THE MOTION WITH LAURA SUSSMAN RECUSING HERSELF FROM AGENDA ITEM A AS SHE WAS ABSENT FROM THE LAST MEETING AND THE MOTION WAS CARRIED UNANIMOUSLY.

4. Discussion, recommendation, and possible action regarding consent decree for case number FB22-08 (For possible action)

The Board reviewed and discussed the consent decree for case number FB22-08.

MOTION: LAURA SUSSMAN MOVED TO APPROVE THE CONSENT DECREE AS WRITTEN REGARDING CASE NUMBER FB22-08. KIM KANDARAS SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.

5. Discussion, recommendation, and possible action regarding licensing and/or training of transportation staff (For possible action)

Ms. Kandt stated that there is some concern over the individual who was posting videos to TIKTOK. Ms. Kandt stated that this individual was not licensed with the Board and that he works for a transportation company that funeral establishments contract with. Ms. Kandt stated that transportation is part of the scope of practice of funeral establishments, and the establishment is ultimately responsible. Ms. Kandt said there was a request for the Board to consider requiring licensing of transportation staff or requiring a licensed funeral director or embalmer to do the removal. Ms. Kandt stated that there are some states that do require funeral directors to be on a removal, and there are some states that even require two people to do a removal, one of which must be a licensed funeral director. Ms. Kandt stated that if that was something that this Board was going to consider then the Board would have to give a significant time period to implement such a change as there are not enough licensees in the State of Nevada where that would be a possibility right now.

Ms. Kandt stated that in regards to the individual on TikTok, she has been in contact with the Nursing Board since this individual was filmed in hospitals as well. Ms. Kandt stated that this matter was turned over to the Attorney General's office to see if there may be some criminal conduct that could be looked at, but since he is not licensed with this Board, taking action against this particular individual is not a possibility.

Joel Bekker stated that in review of NRS 642.016 which defines a funeral establishment and mentions the transportation of dead bodies and that is in a place that has prep room, sanitation, ventilation, etc. Mr. Bekker stated that statute is too narrowly defined to include transporters themselves. Mr. Bekker stated that NRS 642.063 gives the Board authorization to adopt reasonable rules and regulations. Mr. Bekker stated that the Board can make regulation on its own that would be part of NAC, but to get the statute passed it would have to go through the legislative process.

Jennifer Kandt stated that she believes it could be done in regulations because there is a section in regulation regarding transportation that states "a licensed funeral director or someone acting on their behalf" can do the transportation. Ms. Kandt stated that the regulation has been interpreted to allow the facility to contract with a transportation agency or have their own staff, but they are acting on behalf of that funeral director and that establishment. Ms. Kandt stated that it is already in regulation and if the Board wanted to change that then it would just have to go through the regulatory process to change it.

Mr. Garcia asked if the Board would be willing to entertain a regulation stating that you cannot record, or videotape in any form a decedent, or something along those lines, without the express written permission of the family. Mr. Garcia stated that way, the Board is not saddling the funeral homes with having to have a funeral director to accompany the transport.

Jennifer Kandt stated that if the Board did enact a regulation to prohibit filming, the Board still has no jurisdiction over non-licensed individuals and that if the Board were to attach a criminal charge for filming inside a funeral home, that would have to be statutory.

Joel Bekker stated that a violation of a statute would constitute a misdemeanor.

Adam Garcia stated that he believed that the Board could take action administratively by revoking or suspending the license of the funeral home who is responsible for the actions of their employees and contractors.

Jennifer Kandt stated that Mr. Garcia was correct, but in this instance it occurred in multiple funeral homes without them knowing as it was done surreptitiously. She stated that Mr. Garcia had a good point about having clear guidance that filming inside a funeral home unless requested by the family could be prohibited.

Mr. Garcia stated that he believes this should focus more on the funeral home employees and contractors of the funeral home and not family, since if they want to take pictures of their loved ones it would be up to them.

Dr. Randy Sharp stated that his employer requires him to sign a yearly contract that he will not film anything at his place of employment. Dr. Sharp asked if there was something in the funeral director contracts with the funeral home that mentions that the funeral directors are responsible for their actions or the funeral home employees. Dr. Sharp asked if there was something in their contract that could be added or enforced in addition to a regulation.

Dr. Raymond Giddens of Giddens Memorial Chapel stated that they have that language in their human resource policies and staff are not allowed to release things to social media related to the business. Dr. Giddens stated that he would recommend that when the Board does its annually inspection that it should be part of the inspection process.

Adam Garcia stated in response to Dr. Giddens, it would seem to him that any type of agreement between employee and funeral home or the employer is really up to the employer to do. Mr. Garcia stated that the Board can't really hold the transporter accountable, but the Board can make the funeral home accountable and therefore up to the funeral home to make those decisions.

Laura Sussman stated that she likes the idea of adding a regulation regarding recording within the funeral home. Ms. Sussman stated that she would also like to suggest as a service to the funeral homes to come up with some kind of training for transporters. Ms. Sussman stated that it is really hard to find people who are good at doing these removals and understand when you find someone that is a quality person you never want to let them go. Ms. Sussman stated that it is really difficult to find licensed individuals to meet with families let alone try to send them out on removals in the middle of the night and then come back in the morning and meet with families. Ms. Sussman stated that having a licensed funeral director or embalmer to do removals would be a challenge in their community and State. Ms. Sussman stated that by setting a statute so that everyone understands and possibly creating an online training program that the funeral homes and funeral directors are responsible to have their staff view would be helpful to the field in general. Ms. Sussman stated that maybe the funeral directors on the Board or others could help develop a program. Ms. Sussman stated that she would like to see some sort of certification that could easily be completed in a day and can include shadowing someone in a couple of calls. Ms. Sussman stated that she would be happy to assist, and she believes that it would be good for the industry.

Kim Kandaras stated that she agrees with Ms. Sussman and believes that some form of formal training doesn't need to be anything in length, but some form of formal training and certification for removal staff would be amazing. Ms. Kandaras also stated that the Board might want to look to license them in the future so administratively the Board can reprimand them or remove their

license. Ms. Kandaras stated that social media just keeps getting worse and worse and maybe something the Board should consider in the future to have more control over the transportation companies and to be able to post sanctions on those companies.

Laura Sussman stated that even licensed individuals could do this and actually do this, if you search online, not necessarily in Nevada, but it's really the moral character of the individual regardless of their licensure. Ms. Sussman stated that she believes that training to make people aware of whoever is out there representing the industry understands the things that should and should not be done. Ms. Sussman stated that she does not believe that licensure would make any difference.

Kim Kandaras stated if the funeral home hired a transport company, they would need to prove that they went through training.

Dr. Raymond Giddens stated that their funeral association just did a training that Ms. Kandt was involved with, and they had an attorney who presented social media concerns regarding licensed and unlicensed individuals at funeral homes. Dr. Giddens stated that it doesn't matter whether you are licensed or not, people are posting on social media regardless of licensure status. Dr. Giddens stated that their focus was training. He said that they are looking at putting on another seminar regarding training for transporters. Dr. Giddens stated that they currently allow other agencies to rent their refrigeration space and they do have people coming in and it is their first time, and they are not used to working with dead bodies and they have a lot of questions or they don't know what they are doing. Dr. Giddens stated that they pick up bodies from other funeral homes that are tied inappropriately and leave marks then the embalmers complain because they have marks on their face from tying too tight. Dr. Giddens believes that there is a lot of training regarding removal and transportation of dead bodies.

Candy Grey stated that a lot of people look at it as a business, but it is also a profession, and their profession is built on ethics. Mr. Grey stated that a lot of times the removal person is the first contact with family, and he believes that person should be a licensee. Mr. Grey stated that part of the funeral director and embalmer's jobs is to get up in the middle of the night. He stated that lack of a licensee doing the work, is a disrespect to families who pay thousands of dollars for their expertise. Mr. Grey stated that they are not looking for someone off the street, they are looking for a licensed and trained professional. Mr. Candy stated that in the State of Nevada there is a certification to serve alcohol, but there is no certification to make a removal for a human being, someone's loved one.

Ryan Bowen of La Paloma Funeral Services stated that the points have been hit on well by Ms. Sussman and Dr. Giddens as they clearly understand the issue with trying to find individuals to license. Mr. Bowen stated that right now it is very difficult to find arrangers and directors to fill those spots and to find a driver and license them would be difficult. Mr. Bowen stated that perhaps a policy that is in place with the company and with the knowledge that is on the Board they could come up with the main points that this policy hits and then each funeral home can install that policy within their own policies and at inspection the Board could make sure that the funeral home has a policy in place to ensure necessary training for drivers. Mr. Bowen stated that licensing drivers would be nearly impossible to make sure that you had one all the time especially when that need came up quickly. Mr. Bowen stated that he believes everyone is on the right track but having a licensed individual doing it would be so difficult to have with the number of people that are in-and-out of the job, but he believes that a company policy would be sufficient.

Christopher Grant stated he believes that the training is a good idea, and it is up to the Board and the funeral industry to figure that out and how that would pertain to an outside transportation company. Mr. Grant stated that his driver has been working with him for fifteen to twenty years. Mr. Grant stated that in regards to Mr. Grey stating that the families should receive a certain level of service, he agrees, as far as saying that they have spent thousands of dollars, if the Board requires this separate licensing, the Board is ensuring that these families will be spending thousands of dollars because their costs would go through the roof. Mr. Grant believes that if

they have to go out personally or hire someone, train them, license them as a funeral director or hire an embalmer that will then go out on removals, the under a thousand-dollar cremation will go out the window and what the families in Nevada will be paying for cremation, some of these facilities that are still six to eight hundred dollars will be nonexistent. Mr. Grant stated that if he had to go out personally then be at the funeral home to meet with the families, he will probably be getting rid of some staff because they will not be necessary at that point and his costs will go through the roof which means what he is charging the families will go through the roof as well. Mr. Grant stated that you can do all the training and licensing, but you cannot license humanity and you cannot license greed. Mr. Grant stated that the gentleman who did this was making money off of these videos and some of the videos were making him thousands of dollars. Mr. Grant stated if you go online and search for mortuary employee videos, you will see licensed funeral directors and embalmers and you will see people at cemetery services. Mr. Grant stated that he has seen this in town with funeral arrangers that are videotaping funeral services going on and they are doing it to say look at this beautiful service, but they are also invading that family's privacy to have their own service. Mr. Grant stated that in some cases they are not like this guy that was just doing it for money. We just live in a culture right now where there is a certain number of people that want to be famous and want to be popular and liked and want to be viewed on social media. Mr. Grant stated that on some level there is nothing that can be done about it, especially now that its not just social media, it is a money generating thing. Mr. Grant stated that you are talking about a staff member that is making \$15-\$20 per hour with overtime and they can post a viral video and make \$10,000-\$15,000 dollars off of it, that is tough to compete with. Mr. Grant stated that it is more what do they do as funeral home owners, staff member and Board members to ensure that if the funeral home owners and funeral directors don't go through the due diligence of making sure that either the people they are using are the correct people or like he does, even with the removal service in question, he never lets them into his facility that he is responsible for without him personally being there or his crematory operator being there or his long term removal tech being there to receive that body and sign that body in. Mr. Grant stated that some of those videos were filmed at the hospital and before he got to the funeral home. Mr. Grant stated how can he govern that or in his vehicle. Mr. Grant stated that they try not to use this service as much as possible and he tries to do everything with his staff. The mortuary that does the Clark County rotation uses the outside removal service. Mr. Grant stated that if they have to hire staff where he has to now hire two or three more drivers, costs will go up and what the families will pay will go up.

Laura Sussman stated that she took a safe driving course online and it was a four-hour class that was very informative with quizzes along the way. Ms. Sussman stated that one of the things we need to realize is that we have funeral homes of all different sizes. There are some that do hundred calls a year and some that do a thousand and they all do not have the same resources. Mr. Sussman stated that if the Board could come up with some standardized type of training, whether online or in person, it should be readily available because it was said earlier, you may lose a transport person one day and you need someone right away and you cannot wait for a class. Ms. Sussman stated that it should be something that people can get trained immediately and fulfill the needs of the agency. Mr. Sussman stated that if that is something that the Board could do, it would be helpful for the funeral homes.

Jennifer Kandt stated that it seems like where this is going is for the Board to explore some regulations regarding not filming inside a funeral home and training of these staff members. Ms. Kandt stated that it can be narrowed down within the regulations as far as maybe a requirement that there be a four-hour training, either a Board approved training or a Board training that is available online. Ms. Kandt stated that there are resources that the Board could hire a company to create a training for the Board. Ms. Kandt stated that the Board will need some subject experts to assist whatever company the Board uses to create that online training to give them content. Ms. Kandt stated that is something doable and something to explore. Ms. Kandt stated that it can be worked on concurrently in terms of the regulations and also start exploring what that content might be.

Adam Garcia stated that he likes the idea that this is moving toward, but he would like to include that when the regulations are being drafted, instead of recording or videotaping in a funeral home, he would suggest "in the course and conduct of their employment" or whatever else they are doing, so that if they do it at the hospital, it is still covered. Mr. Garcia stated as long as they are transporting in the course and conduct of their work with the funeral home the regulation should cover that instead of just at the funeral home.

Dr. Randy Sharp stated that in his employment, their transporters are supplied with a video training, and they have to sign off that they have given that to all of their employees prior to them transporting which might be an option also.

Kim Kandaras stated that she likes the idea of the training, and she would be happy to volunteer her staff and the knowledge that they have to help whichever company is hired to do this training or whatever the process ends up being.

Dr. Chaney stated that he felt it is important to have the language still allow for recording within the funeral home for those who are wanting the services recorded.

Jennifer Kandt stated that there will have to be a lot of carve outs within the regulation. Ms. Kandt stated that as you know changing regulations is a long process, it is not something that is implemented overnight. Ms. Kandt stated that first a draft would be presented to the Board for review and additions, or changes will be made, then it is sent to LCB and they redraft it all, it is a long process and then there are workshops and hearings too. Ms. Kandt stated that Mr. Garcia made a great point about making sure that it is in their scope of work verses just at the funeral home because some of those videos occurred at the hospital.

Dr. Chaney stated that it should cover funeral service workers or the removal service workers. Because if a family wants to record, in his opinion, they can record whatever they want. A funeral professional does not or should not be doing that.

Jennifer Kandt stated that the Board does not have jurisdiction over what family members do, it would just be recording by employees or contractors of a funeral establishment. Whether that is recording removing bodies or funeral service itself, the family member can do whatever they want, as the Board does not have jurisdiction over the families.

Christopher Grant stated regarding the filming, some funeral homes offer streaming for family members that are unable to attend which is performed by the funeral home.

Jennifer Kandt stated that there would be some sort of carve out for that as well.

Ryan Bowen stated that they have policies in place with blood borne pathogen training and things to that effect that they have to follow. Mr. Bowen stated again, he repeats, he does not mind that the Board does some sort of online training, and he hopes that the Board will limit the cost for that training or that the Funeral Board would just provide that and will give the certification to keep the cost down to the families because that cost will get passed along to the families. Mr. Bowen stated that he still believes that a policy within a company is enough and that they can regulate themselves and that more regulation is the wrong direction to go. Mr. Bowen stated that they should just have a policy in place and their employees can sign off on that policy and the funeral home should be responsible. Mr. Bowen stated that then the Board would make the funeral homes responsible.

Ms. Kandt stated that certainly the Board does not want to do anything that could increase costs for families so making a training available at no cost to those who take it would be ideal.

Adam Garcia stated that he agrees with Mr. Bowen's point, but he believes that there should be some kind of regulation in place to require the funeral homes to have a policy. Mr. Garcia stated that one way or another, the Board is going to have to work on some kind of regulation.

Adam Garcia asked if there would be a timeline regarding this matter.

Jennifer Kandt stated that she would try to provide a draft for the next meeting in terms of the very basic beginnings of the regulation. Ms. Kandt stated that there will probably be some companies that we will have reached out to regarding training options. Ms. Kandt stated that the Board could certainly get an online training and make it available even if there is no requirement for anyone to take it. The training could be available on the Board website as a resource then adding the regulation, we would be already to go with that from day one.

MOTION: ADAM GARCIA MOVED TO DIRECT STAFF TO DRAFT A REGULATION FOR BOARD REVIEW REGARDING THE OVERT AND SURREPTITIOUS RECORDING IN FUNERAL HOMES OR IN THE COURSE AND CONDUCT OF TRANSPORTING OF DECEDENTS RELATED TO THE WORK OF THE FUNERAL HOME AND TO EXPLORE POTENTIAL TRAINING AND/OR OTHER REGULATIONS WOULD BE REQUIRED TO ENFORCE THE REGULATION. LAURA SUSSMAN SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.

6. Discussion, recommendation, and possible action regarding executive director job announcement posting (For possible action)

Jennifer Kandt stated that there is a draft announcement in the Board packet. Basically it was taken from what the Board qualifications for the position are in the Board Policy and Procedures Manual. The first question would be if the Board had any changes that the Board would like to see to the actual job announcement and then there is another hiring document referring to where the Board intends to post the job announcement. Then the selection process for staff to review the applicants, conduct the actual interviews and then the five finalists that are selected will go before the Board and then the Board can interview those top five during a public meeting. The timeline is to be determined. Ms. Kandt stated that she did not believe that the interviews will be conducted in February, there will probably be a meeting between the February and May meetings. Ms. Kandt stated that she intended to have a 60-90 transition period for the new hire.

The Board discussed the executive director job announcement posting and hiring process.

MOTION: LAURA SUSSMAN MOVED TO APPROVE THE EXECUTIVE DIRECTOR JOB ANNOUNCEMENT POSTING AND HIRING PROCESS. KIM KANDARAS SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.

7. Financial Reports
A. Regulatory Fee Collection
B. Financial Reports

Jennifer Kandt presented a summary of the Board financial reports.

8. Overview of current complaint status

Jennifer Kandt presented a summary of the current complaint status to the Board.

9. Report from Executive Director, Jennifer Kandt

Jennifer Kandt presented a written report, and the Board reviewed the information provided.

10. Discussion regarding future agenda items and future meeting dates
Wednesday, February 15, 2023
Wednesday, May 17, 2023
Wednesday, August 16, 2023
Wednesday, November 15, 2023

11. Public comment

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

There was no public comment.

12. Adjournment

The Board adjourned at 10:17 am.



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AGENDA ITEM 4: Funeral Arranger License Marlon Demond Williams

Attachments:

Attached funeral arranger license for Marlon Demond Williams. Applicant has prior criminal history.



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**AGENDA ITEM 5: CONSENT DECREES REGARDING FB21-56 AND
FB22-04**

Attachments:

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



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AGENDA ITEM 6: EXECUTIVE DIRECTOR POSITION APPLICANTS

Attachments:

Individual resumes for executive director position.

- a. Adam Garcia
- b. Stephanie McGee
- c. Sheridan Simpson

Board will interview applicants during the public meeting, taking turns asking each applicant interview questions.



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AGENDA ITEM 6 a.: APPLICANT – ADAM GARCIA

Applicant resume is attached.

Salary Requested \$135,000

RECEIVED

MAR 13 2023

March 10, 2023

Funeral and Cemetery Services Board
3740 Lakeside Drive
Suite 201
Reno, NV. 89509

Please find attached a copy of my resume, which is being forwarded for your review for the position of Executive Director for the Funeral and Cemetery Services Board. As my resume highlights, I have an extensive background, and experience in many functional areas of public service, which I believe will add strength to the important work carried out by the Executive Director on behalf of the Board.

I feel that my experience as a past member of the Board for nearly 6 years, my extensive education and training, and community involvement have been rewarding and prepared me well to seek and experience new challenges, and I am confident in my abilities to provide the leadership and managerial experience that I believe this position requires. In addition, as a 43 year career public servant, I believe that this position dovetails appropriately from the policing profession to protecting our fellow citizens during their time of greatest need, as well as providing support to the funeral and cemetery industry in Nevada.

I am confident that I fulfill all of the advertised requirements for this position, and I am familiar with the special needs, challenges, and hands on approach required of the Executive Director. For example, in my current position, I am responsible for:

- Oversight of a \$15 million budget;
- Ultimate responsibility for proper training, vetting and performance of approximately 150 sworn law enforcement positions, contract security, and full and part time civilian administrative staff;
- Coordinating various departmental functions through community outreach, presentations to numerous Boards, Institutional, State and community leaders, as well as the public;
- Full knowledge and familiarity with Nevada's open meeting laws, and
- Liaising with federal, State and regional community leaders, and the public, which includes Nevada's congressional delegation, Governor's office, the legislature, the media and city and county officials;

As a Board member, I have been exposed to and have knowledge of the monitoring and compliance functions of the Board; complaint and disciplinary processes, as well as many applicable Nevada Revised Statutes and Nevada Administrative Code.

I currently hold a Master's degree in Criminal Justice and Political Science, a Bachelor's degree in Criminal Justice, an Associate's degree in Criminology, and I am a graduate of the FBI National Academy.

I am eager to meet with you to further discuss my qualifications, and at the same time demonstrate to you that I have the experience, integrity, and drive to continue to effectively advance the work of the Funeral and Cemetery Services Board in Nevada.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adam Garcia', with a stylized flourish at the end.

Adam Garcia

Adam Garcia

EXECUTIVE PROFILE

43 years of law enforcement, fire service and emergency management training, education and experience, including:

- Nevada System of Higher Education (2002-present)
 - Vice President Public Safety Services, University Police Services, Southern Command (2019-present);
 - Assistant Vice President and Director, Police Services, for the University of Nevada, Reno, Truckee Meadows Community College and the Desert Research Institute- Reno (2002-2019);
- Director of Public Safety for the City of Center Line, Michigan (1998-2001);
- Patrol officer, sergeant and lieutenant with the Saginaw, Michigan Police Department (1983-1998)
- Non compensated Commissioner, State of Nevada Homeland Security Commission appointed by Governor Jim Gibbons with re-appointment by Governor Brian Sandoval (2007-2017)
- Non compensated Board Member, Nevada Funeral and Cemetery Services Board appointed by Governor Brian Sandoval with re-appointment by Governor Steve Sisolak (2017-2023)

I have been active with various professional organizations, to include:

- Chair of the International Association of Chiefs of Police (IACP) University & College Section membership committee (2022-present);
- Past Chair University & College Section of the IACP (2006-2007);
- Past Board member of the IACP Foundation (2006-2007)
- Past member of the IACP Homeland Security Committee (2007-2009)

I hold a Secret Security Clearance with the Department of Homeland Security and a Top Secret Security Clearance with the FBI.

PROFESSIONAL BACKGROUND EMPLOYMENT

Nevada System of Higher Education

Vice President for Public Safety Services (2019-present)

This position serves the University of Nevada, Las Vegas, the College of Southern Nevada, the Desert Research Institute and Nevada State College. The department consists of 150 employees, with a budget of approximately \$15 million dollars and has responsibility for the public safety needs of 80,000 students, faculty and staff over an 800 square mile service area. Law enforcement operations consists of 75 sworn peace officers, a full service 9-1-1 Center, K-9 operations; emergency management operations with a fully functional EOC; oversight of major special events hosting more than a million visitors a year to events at held at the campuses.

University of Nevada, Reno, Reno, Nevada

Assistant Vice President and Director, Police Services: 2002 – 2019

The position was responsible for law enforcement services to the 40,000 students, faculty and staff at the University of Nevada, Reno, the Desert Research Institute and the Truckee Meadows Community College. Reporting to the Vice President for Finance and Administration at the University of Nevada, Reno, President at Truckee Meadows Community College and the President at the Desert Research Institute-Reno, The department is a service-oriented full service Police Department comprised of patrol operations, administration, and emergency operations. Services include a canine program, walking and bicycle patrols, and pro-active, and a selective traffic enforcement program.

Nevada System of Higher Education (Truckee Meadows Community College/University of Nevada) - Reno, Nevada

Adjunct Faculty Member: 2001 - Present

Instruct and develop courses on-line and on-ground in Criminal Justice and Political Science, including Forensic Science; Introduction to Criminal Justice; Firearms; American Government and Introduction to Investigation.

City of Center Line, Michigan, Center Line, Michigan

Director of Public Safety: 1998 - 2001

Managed and supervised 100 dual-trained Public Safety Officers, paid on-call firefighters, Reserve Police Officers, and an E-911 call center in an urban, densely populated city one mile north of Detroit in southeast Michigan. The position commanded four levels of subordinate employees and enforced contract compliance with three collective bargaining groups. I was successful in implementing the department operation as a service oriented agency where prevention and pro-active strategies were emphasized. In addition, a long term, goal oriented philosophy had been adopted. The philosophy included the implementation of a school liaison program, K-12 drug/gang/alcohol resistance program, active motorcycle traffic enforcement team, and an aggressive training and modernization program, in particular as it related to fire suppression service, and strict compliance with OSHA and MI-OSHA regulations.

City of Saginaw, Michigan

Police Lieutenant: 1983 - 1998

The City of Saginaw, the economic and population center of mid-Michigan is a culturally diverse community located approximately 90 miles north of Detroit. My last assignment was as Lieutenant Commander of the Operations Section. I was tasked with supervising numerous aspects of the department, including CALEA Accreditation, the motorcycle traffic enforcement unit, K-9 operations; cadet program; the community oriented policing program; special events; reserve police officer unit, and Field Training Unit Commander. Other assignments as Lieutenant included watch commander, Detective Division Commander and Commander of the department's specialized Directed Patrol Unit.

Other assignments included patrol officer, field training officer (FTO), and patrol sergeant. As special events Lieutenant, coordinated and commanded in excess of 400 state troopers, city and county officers during two Ku Klux Klan (KKK) rallies that generated local, regional and nationwide media interest. As the field training unit commander, coordinated and supervised the departmental training process involving numerous recruits and established a department specific program.

EDUCATION

**Federal Bureau of Investigation National Academy, 224th Session
Quantico, Virginia: 2005**

**London Metropolitan University
London, England
Historical Studies: May – July 2005**

**Saginaw Valley State University
University Center, Michigan
M.A., Criminal Justice, 1998; M.A., Political Science: 1998
GPA: 3.80**

**Saginaw Valley State University
University Center, Michigan
B.A., Criminal Justice; Minor: Political Science: 1994
GPA: 3.57**

Delta College
University Center, Michigan
Associate, Criminal Justice: 1989

Central Michigan University
Mt. Pleasant, Michigan
Certificate: 1998
Law Enforcement Leadership Institute

Department of State Police – State of Michigan
Firefighters Training Council
Certificate: Firefighter I & II, 2000

PUBLICATIONS

- Campus Policing in America: A Twenty-Year Perspective
Police Quarterly, Volume 11, Number 2 (June 2008) Sage Publications

PROFESSIONAL TRAINING

- NITV Federal Services Computer Voice Stress Analyzer (CVSA) truth verification operator – Orlando, Florida: 2018
- Federal Bureau of Investigation Law Enforcement Executive Development Training – Las Vegas, Nevada: 2004
- Measuring Performance - Commission on Accreditation for Law Enforcement Agencies- Detroit, Michigan: 2003;
- IS-195 Incident Command System - Emergency Management Institute, National Emergency Training Center: 2000
- Firefighter I & II Training - Fire Fighters Training Council, Saginaw, Michigan: 2000
- Basic Police Officer Training - Michigan Law Enforcement Officers Training Council, Kalamazoo, Michigan: 1979
- In Lieu Training Program - Commission on Peace Officer's Standards and Training, Reno, Nevada: 2003
- Certificate of Comparative Compliance in Law Enforcement - Commission on Criminal Justice Standards and Training, Winter Haven, Florida: 1981
- Advanced Criminal Investigation - Delta College, University Center, Michigan: 1985
- 1979 – 2003: Numerous other training including: Recruiting & Retaining Law Enforcement Officers (Las Vegas, NV-2001); Range Development and Operations (Las Vegas, NV-2000); When Disaster Strikes: Are You Ready (Lansing, MI - 1999); Dealing Effectively With the Media (Lansing, MI - 1999); Law Enforcement Executive Leadership Institute Update (Mt. Pleasant, MI -1998, 1997, 1996, 1995, 1993); Blood borne/Airborne/Hazardous Materials (University Center, MI - 1998); Crowd Control (Auburn Hills, MI - 1997); What Works: Tactics That Really Work (Charleston, SC - 1997); Grant Writing for Law Enforcement (Lansing, MI - 1994); Supervising and Managing the Field Training Process (University Center, MI - 1993); Haz-Mat Responder (Saginaw, MI - 1993); Surveillance Techniques for Law Enforcement (Winter Haven, FL - 1983)

HONORS

- Police Director of the Year - National Association of Campus Safety Administrators Greenville, S.C, 2016
- Instructor of the Month - University of Phoenix, Reno, Nevada, 2003
- Mayoral Proclamation of Tribute - City of Center Line, Center Line, Michigan, 2001
- Commendation - Tuscola County Sheriff, Caro, Michigan, 1997
- Commendation (2) - Michigan State Police, Saginaw, Michigan, 1997
- Officer of the Month - City of Saginaw, Saginaw, Michigan, 1995

- Meritorious Service Award - City of Saginaw, Saginaw, Michigan, 1995
- Appreciation Award - Special Olympics, Mt. Pleasant, Michigan, 1994
- Outstanding Hispanic Alumni Award - Delta College, University Center, Michigan, 1994
- Unit Citation - City of Saginaw, Saginaw, Michigan, 1992
- Commendation - City of Saginaw, Saginaw, Michigan, 1991
- Commendation - City of Saginaw, Saginaw, Michigan, 1990
- Commendation - City of Saginaw, Saginaw, Michigan, 1990
- Exceptional Performance - City of Saginaw, Saginaw, Michigan, 1989
- Commendation - City of Saginaw, Saginaw, Michigan, 1988
- Commendation - City of Saginaw, Saginaw, Michigan, 1988
- Commendation - City of Saginaw, Saginaw, Michigan, 1986
- Commendation - City of Saginaw, Saginaw, Michigan, 1984

AFFILIATIONS

- Member - International Association of Chiefs of Police, Washington, DC – Past Executive Board Member, Foundation Board Member & chair, University & College Section.
- Member – FBI National Academy Associates, Washington, DC.
- FBI Law Enforcement Executive Development Association, Washington, DC.
- Member-International Association of Campus Law Enforcement Administrators, Washington, DC
- Past Member - International Association of Fire Chiefs, Washington, DC, 1998 - 2002
- Member - Nevada Chiefs & Sheriffs Association, Reno, Nevada
- Member - National Latino Peace Officers Association, Reno, Nevada
- Past Member - Board of Directors of the United Way, Reno, Nevada

REFERENCES

- **Dr. Kristin Averyt**
Director for Drought and Climate Resilience
Executive Office of the President
Washington DC

- **Dr. Michael Gardner**
Vice President & Administrator
Women and Children's Hospital University Health
San Antonio, Texas

- **Patricia Charlton**
Acting Vice Chancellor
Nevada System of Higher Education
Las Vegas, Nevada



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 6 b.: APPLICANT – STEPHANIE MCGEE

Applicant resume is attached.

Salary requested is \$110,000

MAR 09 2023

STEPHANIE BRYANT McGEE

March 7, 2023

Dr. Randy Sharp
Chairman
Board of Funeral & Cemetery Services
3740 Lakeside Drive, Suite 201
Reno, NV 89509

RE: Expression of Interest for Executive Director Position

Dear Chairman Sharp,

As a senior executive responsible for operations for a State regulatory and licensing agency, I am intrigued by the posting for the position of Executive Director for the Funeral and Cemetery Services Board. Based on the information provided in the job description, the Board is seeking a leader who can ensure smoothly functioning and compliant programs and operations. My background as a senior executive in both government and private roles has given me experience that I would contribute to the Board in this capacity.

In my current role as Chief Deputy Insurance Commissioner in Nevada, I serve the Commissioner by overseeing day-to-day operations, including budgeting, human resources, and regulation of the insurance industry. I have been involved with strategic planning and ensuring that the Division's programs are meeting key performance benchmarks, while remaining in compliance with state and federal statutes and regulations. In this position, I have helped the Division continue to build on efficiencies for more effective operations.

As a representative of the Nevada Insurance Division, I have represented the Division before the Nevada State Legislature for budgetary and policy issues. I have built connections with legislators, the Governor's Office, other State departments, professional organizations, and lobbyists. I have played an active role in developing legislation and regulations for the Division of Insurance, in addition to assisting in presenting the Division's budget during the session and in the interim.

In my positions with both the Nevada Division of Insurance and the Wyoming Insurance Department, I assisted the Commissioner with oversight of funeral and cemetery sellers and agents with respect to sale and administration of pre-need funeral plans. I have worked with funeral homes and cemetery owners to ensure compliance with state statutes and regulations in this regard, including licensing, education, establishing and maintaining trust accounts, and reporting.

My professional experience ranges from being a sole proprietor to overseeing operations for a large state agency. I have worked in large offices and small and with people from a variety of places and with diverse backgrounds. With each environment, I gain insight about the people I work with and wisdom

Letter of Interest
Stephanie McGee
March 7, 2023
Page 2

with respect to business operations. This background gives me unique perspective that will enable me to address the needs of Funeral and Cemetery Board members, staff, licensees, consumers, and other stakeholders.

I understand that your office looking for an Executive Director with relevant experience to manage the Board's office, activities, and functions. I welcome the chance to discuss how my experience and success in my various roles would help you in that endeavor.

I look forward to hearing from you.

Sincerely,

Stephanie Bryant McGee

Stephanie Bryant McGee

STEPHANIE BRYANT McGEE

Professional Summary

Senior executive and attorney experience in operations, program and budget management, regulation, compliance, and government relations. Significant experience working with government on state and federal level. Leadership in project, crisis, and change management. Key areas of expertise include:

- Strategic planning and budgeting
- Public and internal policy development
- Day-to-day operations management
- Human resources/staff development
- Legislation/regulatory rule development
- Project management
- Government relations
- Compliance risk identification and management
- Regulatory examinations and complaint resolution
- Cross-departmental project management
- Internal investigations and audits
- Conflict resolution

Professional Experience

NEVADA DIVISION OF INSURANCE, Carson City, Nevada, January 2017 to Present

Chief Deputy Insurance Commissioner (July 2019 to present)

- Member of executive management team, including the Commissioner, Chief Legal Counsel, and two Deputy Commissioners (one in Carson City and one in Las Vegas). Engage in strategic, policy, and fiscal discussions to regulate Nevada's \$22 bil insurance industry.
- Manage the Division's 8 budget accounts (4 executive budgets) with \$74 mil combined total, including facilitating Division programs within the approved budget and work programs. Present the budget and enhancements to the State Legislature, including presentation of fiscal requests to the Interim Finance Committee.
- Oversee five main programs:
 - Administration, Operations, Human Resources-Handle day-to-day operations, policy development, human resources (88 positions), facilities management, facilitate support of Division's programs through management of administrative resources, develop relevant policies and procedures.
 - Accounting-Develop/monitor procedures and manage three and a half positions for efficient and accurate invoicing, receipting, and processing of \$51 mil in annual revenue while maintaining internal controls and complying with the State's accounting procedures. Facilitate reconciliation for thousands of monthly transactions, including coordinating with the State Treasurer and State Controller, as required.
 - Contracting and Vendor Relations/Compliance-Develop, procure, and manage Division contracts with a total contract value in excess of \$30 mil. Engage with vendors to develop positive relationships and ensure compliance.
 - Producer and Specialty Licensing-Continually improve processes and database software to facilitate electronic transactions and to enable eight staff members to process applications, renewals, and service requests for an ever-increasing number of individual and firm licensees. The number of licensees has increased by more than 100,000 since 2017, from 138k to 250k.
 - Company Admissions-Overhaul procedures and software systems to enable new hires to quickly process complicated company applications and receive annual filings for 2,500 insurance companies and related entities.

- Responsible to facilitate and respond to external auditors, including the recent Legislative Council Bureau's audit called in late 2019 and conducted almost entirely virtually, in compliance with the State's protocols during the COVID pandemic. Represented the Division before the Legislature's audit subcommittee to respond to questions about the audit findings and the Division's corrective actions.
- Directly supervise eight positions: program managers (2), contract manager (1), executive assistants (2), accounting assistants (2), administrative assistant (1).
- Manage and facilitate telecommuting and remote work for 65 positions during the pandemic.
- Serve as a Division representative on committees of the National Association of Insurance Commissioners to develop national regulatory standards and address specific regulatory issues, as needed.

Deputy Commissioner, Captives, Licensing, and Market Conduct (January 2017 to July 2019)

- Managed three programs, including development of strategic plan and procedures to improve efficiency and effectiveness. Worked with the database software vendors to facilitate electronic applications and processing and decrease paper transactions.
- Promoted the Division's captive insurance business program and worked with entities seeking innovative business models within the structure of Nevada's statutes and regulations.
- Member of senior management team. Participated in strategic planning, budgeting, and performance.
- Supervise eleven staff, including two program managers.

BRYANT COMPLIANCE SOLUTIONS, Pleasant Hill, California, August 2016 to January 2017

Compliance and Governance Consultant

- Provide legal and compliance expertise to companies structuring and implementing compliance programs.
- Analyze organizational and legal requirements, identify compliance risks, and develop solutions to maximize business results while maintaining regulatory compliance.
- Draft codes of conduct, compliance policies and procedures, and training program content.
- Conduct investigations regarding potential fraud or wrongdoing.

EASTER SEALS BAY AREA, Pleasant Hill, California, February 2016 to August 2016

Corporate Compliance Officer

- Member of senior leadership team. Participated in strategic planning, enterprise risk management, and cross-functional project development.
- Responsible for the design, implementation, and day-to-day operation of the corporate compliance program for a start-up service in behavioral health care, specifically applied behavioral analysis.
- Acted as an independent body to review and evaluate compliance issues or concerns.
- Responsible for internal auditing, investigations, fraud prevention, and information privacy/security.
- Chaired the corporate compliance committee, responsible for aligning compliance program, including policy development and investigation outcomes with organization's mission and values.
- Collaborated with leadership to review and possibly revise programs in light of accreditation standards, legal standards and policies and procedures issued by funding sources.
- Responsible for compliance oversight of first tier and downstream entities, specifically subcontracted health care providers.
- Supervised Quality Improvement and Risk Management Department Director and provided guidance in the quality program operation.
- Served as Privacy Officer and oversaw Privacy/Health Insurance Portability and Accountability Act (HIPAA) Program regarding federal and California requirements.
- Applied knowledge of federal and state law regarding the federal Health Insurance Portability and

Accountability Act (HIPAA); California privacy laws, including the Confidentiality of Medical Information Act (CMIA); California Health and Safety and Family Codes; and other laws and regulations.

- Coordinated with Quality Department to ensure organization implemented policies and procedures to obtain Commission for Accreditation of Rehabilitation Facilities (CARF) accreditation.

WINHEALTH PARTNERS, HMO, Chevenne, Wyoming, September 2014 to February 2016

V.P, Chief Compliance and Government Relations Officer

- Member of executive leadership team. Participated in strategic planning, budget analysis, benefit design and operations.
- Oversaw the Compliance Department. Initiated, developed, and maintained all elements of a comprehensive and effective compliance program. Managed and developed a staff of two, the Associate Compliance Officer and the Internal Auditor.
- Used knowledge of relevant state and federal law, including the Affordable Care Act (ACA), HIPAA, Employee Retirement Income Security Act (ERISA), Consolidated Omnibus Budget Reconciliation Act (COBRA), and the Wyoming Insurance Code, provided guidance and established policies for implementation of the law.
- Identified potential areas of compliance vulnerability and risk; developed/implemented corrective action plans for resolution of identified noncompliance; and provided general guidance to avoid or mitigate future risk. Responded to and investigated reports of alleged violations of rules, regulations, policies and conduct standards.
- Served as liaison with state and federal regulators regarding coordinating examinations, developing policy, reporting, and resolving violations.
- Represented company before the Wyoming State Legislature regarding legislation impacting health care and insurance regulation, including active participation in interim and session committee hearings.
- Worked closely with the Wyoming Insurance Department and contracted special examiners with respect to the rehabilitation and liquidation of the company.
- Member of Board of Directors of the Wyoming Small Employer Health Reinsurance Program.
- Participated in the 2015-2016 America's Health Insurance Plans Executive Leadership Program, including attendance at the Kellogg School of Management at Northwestern University.

WYOMING INSURANCE DEPARTMENT, Chevenne, Wyoming, March 2001 to September 2014

Deputy Commissioner (6/3/2003 – 9/15/2014)

- Assisted the commissioner with operations, policy decisions, strategic planning, and budgeting.
- Participated as a member of the Department's management team. Managed the examination and life and health insurance divisions.
- Supervised Department's operation of the Wyoming Health Insurance Pool and Wyoming Small Employer Health Reinsurance Program.
- Provided legal advice with respect to company licensing, financial solvency, and producer licensing issues, including administrative actions for Insurance Code violations, and promulgating regulations.
- Represented the Department before the Wyoming State Legislature.
- Participated in national and regional National Association Insurance Commissioners (NAIC) meetings and served on various NAIC committees related to health care reform, health insurance, and producer licensing.
- Served as liaison with the Wyoming governor's office regarding health care reform implementation and consumer education.

Staff Attorney (3/12/2001 – 6/2/2003)

- Supervised three consumer advocates and four insurance standards consultants in all types of insurance.
- Provided legal advice with respect to consumer affairs, policy form review, licensing, and examination.
- Managed administrative actions regarding code violations and promulgation of regulations.
- Represented the Department before the Wyoming State Legislature.

BRYANT LAW OFFICE, P.C., Cheyenne, Wyoming, October 1996 to March 2001

Attorney/Sole Practitioner

- Offered legal services in criminal and general civil law with emphasis on estate planning, probate, business planning, bankruptcy, and taxation.
- Contracted with the Public Defender's Office for conflict cases.
- Practiced before the United States Tax Court, United States Bankruptcy Court, United States District Court, Wyoming District and Circuit Courts.

DENNIS K. RIDLEY & ASSOCIATES, Cheyenne, Wyoming, July 1993 to October 1996

Managing Attorney (4/7/1995 – 10/15/1996)

- Practiced general civil law while managing law firm, including delegation of casework and administrative matters.
- Supervised five employees, including administrative assistants, a paralegal and staff attorneys.

Attorney (9/1/1993 – 4/6/1995)

- Practiced general civil law with emphasis on taxation, estate planning, bankruptcy, and corporate/business planning.
- Assisted with Internal Revenue Service programs, including Operation Fresh Start and ABA Earned Income Tax Credit Outreach.

Legal Clerk (7/22/1993 – 8/31/1993)

- Prepared legal documents, researched in the areas of taxation, estate planning, and corporate/business law. Served as Legal Clerk while awaiting bar exam results.

Education

Juris Doctorate, University of Wyoming College of Law, Laramie, WY. Degree conferred May 1993.
Dean's List. Managing Editor, *Land and Water Law Review*.

Bachelor of Science, Economics, University of Wyoming College of Arts and Sciences, Laramie, WY: Degree conferred August 1990. Dean's list.

Certifications

Certified Compliance and Ethics Professional (CCEP), December 2016 to December 2018.

Professional Affiliations

Wyoming State Bar Association, August 31, 1993, to present. Licensed to practice in Wyoming.

America's Health Insurance Plans (AHIP) Executive Leadership Program, June 2015 to January 2017.

Society of Corporate Compliance & Ethics (SCCE), August 2016 to December 2018.

AHIP Executive Education Program, January 2014 to January 2015.

Kellogg School of Management, Northwest University, October 2015.

Wyoming Governor Mead's Health and Human Services Policy Planning Team, May 2012 to September 2014.

Toastmasters International, August 2004 to June 2006.

National Association of Insurance Commissioners, 2001 to 2014, 2017 to present.

Cheyenne Chamber of Commerce, 1995 to 2015.

Leadership Unlimited, Cheyenne Chamber of Commerce. Committee Member, 1997 to 2002.

Leadership Cheyenne, Cheyenne Chamber of Commerce, Graduate. class of 1996-1997.

Publications/Significant Written Communication

Nevada Division of Insurance Program Manuals. Prepare policy and procedure manuals to ensure compliance with statutes, regulations, and State policies. Manuals created for accounting, company applications and renewal processing, and producer licensing. 2017 to present.

Nevada Division of Insurance Rules and Regulations. Promulgate regulations to provide guidance to Nevada licensees, including insurance producers. 2017 to present.

Wyoming Insurance Department Rules and Regulations. Created or updated regulations regarding all areas of insurance regulation, including privacy practices, licensing, minimum reserve liabilities and nonforfeiture benefits, unfair trade practices, and guaranty association requirements; 2001-2014.

An Analysis of Federal Insurance Market Reforms and Exchange Options in Wyoming. Tom C. Hirsig and Stephanie Bryant McGee, presented to Wyoming Governor Mead and 2013 Wyoming State Legislature, January 2013.

Essential Health Benefit Selection for Wyoming. prepared for presentation as memorandum from Wyoming Insurance Commissioner Tom Hirsig to Wyoming Governor Mead, dated September 26, 2012.

Wyoming Licensing Requirements. Stephanie Bryant McGee, LICENSING & SURPLUS LINES LAWS, The National Underwriter Company, David D. Thamann, J.D., Editor, January 2011.

Credit Scoring Basics. Stephanie R. Bryant, ASSOCIATION OF WYOMING INSURANCE AGENTS NEWSLETTER, December 2004.

Significant Presentations

Workers' Compensation Adjuster Licensing. Eighth Annual Nevada Workers' Compensation Educational Conference, August 23, 2018.

Health Care Reform. Wyoming State Legislature, House and Senate Labor, Health and Social Services Committees and the Select Committee on Health Benefit Exchanges, hearings during the 2012 and 2013 session, as well as interim hearings, 2012 to 2016.

Specialty Limited Lines. Wyoming State Legislature, House and Senate Corporations, Elections and Political Subdivisions Committees hearings 2012 and 2013 and Joint Committees, interim hearings throughout 2011 and 2012.

Licensing Law and Regulatory Changes. Association of Wyoming Insurance Agents, June 21, 2011.

Insurance Licensing Laws Implementing Fingerprinting and Adjuster Licensing Changes. House and Senate Corporations, Elections, and Political Subdivisions Committees hearings 2011 and Joint Committee interim hearings, 2010.

References

Nick Stosic, Former Interim Insurance Commissioner
Nevada Department of Business & Industry, Division of Insurance

Barbara Richardson, Former Insurance Commissioner
Nevada Department of Business & Industry, Division of Insurance

Jeff Rude, Commissioner
Wyoming Department of Insurance

James "Dale" Hansen, Administrative Services Officer IV
Nevada Department of Business and Industry

Teresa Harris, Account Director, Government
Vertafore

Tim Mullen
Director of Market Regulation
National Association of Insurance Commissioners

Peg Brown
Deputy Commissioner
Colorado Division of Insurance

David Cassetty, Deputy Insurance Commissioner
Nevada Department of Business & Industry, Division of Insurance

Alexia Emmermann, Chief Insurance Legal Counsel
Nevada Department of Business & Industry, Division of Insurance



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 6 c.: APPLICANT – SHERIDAN SIMPSON

Applicant resume is attached.

Salary requested is \$90,000

SHERIDAN SIMPSON

March 10, 2023

Funeral and Cemetery Services Board

RE: Executive Director

Dear Hiring Manager,

As an experienced Manager, the advertisement for Executive Director with Funeral and Cemetery Services Board sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to Funeral and Cemetery Services Board. In my Manager role, I honed my abilities in operations management and strategic planning, providing a firm foundation for the Executive Director position. My decision-making, people-centric nature, and compassion have afforded me excellent collaboration skills.

I am excited to contribute my talents and proficiency in problem-solving toward your team efforts. As an engaging communicator with a proven track record in data interpretation, my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Executive Director role.

Thank you for your time and consideration of my candidacy.

Sincerely,

Sheridan Simpson

RECEIVED

MAR 10 2023

SHERIDAN SIMPSON

Professional Summary

Strong leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency. Uses independent decision-making skills and sound judgment to positively impact company success.

Skills

- Staff Management
- Team Leadership
- Verbal and Written Communication
- Performance Tracking and Evaluations
- Strategic Planning
- Supplier Relations
- Employee Training
- Managing Fleet Vehicles

Work History

Manager

06/2020 to Current

Walton's Funeral Home – Reno, NV

- Trained personnel in equipment maintenance and enforced participation in exercises focused on developing key skills.
- Evaluated employee performance and conveyed constructive feedback to improve skills.
- Maintained professional, organized, and safe environment for employees and patrons.
- Improved marketing to attract new customers and promote business.
- Established team priorities, maintained schedules and monitored performance.
- Resolved staff member conflicts, actively listening to concerns and finding appropriate middle ground.

Embalmer

08/2017 to Current

Walton's Funeral Home – Reno, NV

- Reshaped or reconstructed disfigured or maimed bodies when necessary using dermasurgery techniques and materials such as clay, cotton and wax.
- Completed incisions to withdraw blood and waste and inserted embalming fluid with pump.
- Sutured incisions with meticulous precision and attention to detail.
- Coordinated body preparation and preservation.
- Demonstrated a high level of initiative and creativity while tackling difficult tasks.

Hostess

06/2016 to 07/2017

BJ's Restaurant & Brewhouse – Louisville, KY

- Greeted customers warmly upon arrival and provided friendly and warm presence throughout dining experience.
- Seated patrons based on guest preferences and seating availability.
- Rearranged tables and chairs for large parties and retrieved high chairs for children.
- Provided adequate supply of place settings for tables and miscellaneous supplies for work stations to last throughout assigned shift.
- Answered phone calls to take orders, give information and document reservations.
- Cross-trained to handle different restaurant roles, including bar, kitchen and to-go stations.

Administrative Assistant

06/2011 to 02/2016

7C's Mfg. Inc. – Reno, NV

- Identified and recommended changes to existing processes to improve accuracy, efficiency, and quality service.
- Processed customer orders accurately and within agreed timeframes to meet service standards.
- Liaised between clients and vendors and maintained effective lines of communication.
- Surpassed team goals by partnering with colleagues to implement best practices and protocols.
- Managed filing system, entered data and completed other clerical tasks.

Education

Bachelor of Science: Funeral Service And Mortuary Science

03/2017

Mid-America College of Funeral Service - Jeffersonville, IN

Bachelor of Arts: Criminal Justice

05/2015

University of Nevada - Reno - Reno, NV

Licenses & Certifications

- Embalmer

References

Brogan Mullins: Washoe County Medical Examiner's Office

Jennifer Crockett: Walton's Funerals & Cremation:

Katrina Hogdgen: Walton's Funerals & Cremations



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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

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AGENDA ITEM 7: HIRING OF NEW EXECUTIVE DIRECTOR INCLUDING SALARY

At conclusion of interviews, Board will discuss hiring preference and rate candidates in preferred hiring order.



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AGENDA ITEM 8: REVIEW OF REGULATIONS AS REQUIRED BY EXECUTIVE ORDER 2023-003

Attachments:

NAC 451 and NAC 642

<p>NAC 451.001 Definitions. (NRS 451.640, 452.026, 642.063) As used in this chapter, unless the context otherwise requires, the words and terms defined in NAC 451.002 to 451.007, inclusive, have the meanings ascribed to them in those sections. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 451.002 “Cremation” defined. (NRS 451.640, 452.026, 642.063) “Cremation” has the meaning ascribed to it in NRS 451.617. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 451.003 “Crematory” defined. (NRS 451.640, 452.026, 642.063) “Crematory” has the meaning ascribed to it in NRS 642.012. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 451.004 “Direct cremation facility” defined. (NRS 451.640, 452.026, 642.063) “Direct cremation facility” has the meaning ascribed to it in NRS 642.0135. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 451.005 “Embalmer” defined. (NRS 451.640, 452.026, 642.063) “Embalmer” means a person who is licensed as an embalmer pursuant to chapter 642 of NRS. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 451.006 “Funeral director” defined. (NRS 451.640, 452.026, 642.063) “Funeral director” has the meaning ascribed to it in NRS 642.015. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 451.007 “Funeral establishment” defined. (NRS 451.640, 452.026, 642.063) “Funeral establishment” has the meaning ascribed to it in NRS 642.016. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 451.008 “Cremation of human remains” interpreted. (NRS 451.640, 452.026, 642.063)</p> <ol style="list-style-type: none"> 1. For the purposes of NRS 451.680, the Nevada Funeral and Cemetery Services Board interprets the phrase “cremation of human remains” to include: <ol style="list-style-type: none"> (a) The container, unless incinerating the container is prohibited pursuant to subsection 3 of NRS 451.670; (b) The personal effects of the deceased person; and (c) A negligible amount of chlorinated plastic which may be attached to or accompanying the human remains. 2. As used in this section: <ol style="list-style-type: none"> (a) “Container” has the meaning ascribed to it in NRS 451.615; and (b) “Human remains” has the meaning ascribed to it in NRS 451.620. <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 451.009 “Physically operating the crematory equipment” interpreted. (NRS 451.640, 452.026, 642.063) For the purposes of NRS 451.635, the Nevada Funeral and Cemetery Services Board interprets the phrase “physically operating the crematory equipment” to mean:</p> <ol style="list-style-type: none"> 1. Starting the crematory equipment; 2. Loading the chamber; 3. Sweeping the chamber; and 4. Processing human remains, including the initial placement of the human remains into temporary urns. <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>

<p>NAC 451.010 Embalming. (NRS 439.200)</p> <p>1. At the direction of a physician licensed to practice medicine in Nevada, who was last in attendance on a person known or suspected to have died of a communicable disease, or of any coroner or health officer who has knowledge or suspects that a person has died of a communicable disease in his or her jurisdiction, the funeral director shall embalm the dead body as soon as possible.</p> <p>2. In a case where an autopsy or other medical examination is required, embalming must not be performed until authorized by the physician, coroner or health officer having jurisdiction over the body.</p> <p>3. If a dead body has not been disposed of or otherwise preserved within 18 hours after the time of death, the facility must, in the interest of public health, take such steps as may be reasonably necessary to preserve the dead body or may store the dead body in a sealed container.</p> <p>[Bd. of Health, Disposition of Dead Bodies Reg. Art. I, eff. 4-21-78]</p>	<p>This regulation is under the purview of the Board of Health for recommend changes as noted.</p>
<p>NAC 451.015 Maintenance of dead body; exceptions. (NRS 451.640, 452.026, 642.063)</p> <p>1. Except as otherwise provided in this section and NAC 451.010, the operator of a crematory, funeral establishment or direct cremation facility shall ensure that each dead body of a human being is embalmed or refrigerated 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.</p> <p>2. Except as otherwise provided in subsection 3, a funeral director, embalmer or another person assisting in the preparation of human remains for final disposition may delay the refrigeration of or remove the human remains from refrigeration for identification viewing and for the following activities:</p> <ul style="list-style-type: none"> (a) Embalming the human remains; (b) Transporting the human remains; (c) Cremating or burying the human remains; (d) Washing, 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) Any 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. <p>3. A funeral director, embalmer or another person assisting in the preparation of human remains for final disposition shall not delay the refrigeration of or remove the human remains from refrigeration for 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.</p> <p>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.</p> <p>5. 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.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016; A by R086-18, 12-19-2018)</p>	<p>No change</p>
<p>NAC 451.020 Severability. (NRS 439.200) If any provision of NAC 451.010 is declared unconstitutional or invalid for any reason, the remainder of its provisions are not affected thereby.</p>	<p>No change</p>

[Bd. of Health, Disposition of Dead Bodies Reg. Art. II, eff. 4-21-78]	
<p>NAC 451.050 Written authorization: Allowance of person to witness cremation; allowance of simultaneous cremation of remains of two or more persons. (NRS 451.640, 451.685, 642.063)</p> <p>1. Before an operator of a crematory allows:</p> <p>(a) A person to witness a cremation, the operator shall obtain, on a form provided by the crematory, written authorization from a person authorized pursuant to NRS 451.650 to order the cremation of human remains.</p> <p>(b) The remains of two or more persons to be simultaneously cremated in the same chamber, the operator shall obtain, on a form provided by the crematory, written authorization from the agent of each person whose remains are to be simultaneously cremated.</p> <p>2. A form required pursuant to subsection 1 must:</p> <p>(a) Be written in language that is easily understood;</p> <p>(b) Include a clear explanation of the purpose of the form; and</p> <p>(c) Be maintained by an operator of a crematory for 1 year after the cremation of the remains of a person.</p> <p>3. Any failure by the operator of a crematory to maintain the written documentation required by paragraph (c) of subsection 2 is a violation of this chapter. (Added to NAC by Funeral Bd. by R043-02, 11-26-2003)</p>	No change
<p>NAC 451.070 Duties of operator of crematory, funeral establishment or direct cremation facility related to cremation. (NRS 451.640, 452.026, 642.063)</p> <p>The operator of a crematory, funeral establishment or direct cremation facility shall ensure that:</p> <p>1. Any human remains awaiting cremation are properly identified at all times.</p> <p>2. The identity of the human remains is maintained throughout the entire cremation process.</p> <p>3. The identifying document or label for the urn referred to in NRS 451.680 is affixed to the urn in a secure manner. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	No change
<p>NAC 451.100 Transportation by common carrier, agencies or other persons. (NRS 439.200)</p> <p>1. The bodies of persons who have died from any cause must not be received for transportation by a common carrier or transported by agencies or other persons authorized to carry human bodies unless the body has been embalmed and prepared by an embalmer licensed under the laws of Nevada.</p> <p>2. The bodies of persons who have died from any cause must not be received for transportation by a common carrier unless the body is placed in a sound casket and enclosed in a transportation case adequate to prevent the seepage of fluids and the escape of offensive odors. [Bd. of Health, Transportation of Dead Bodies Reg. § 1, eff. 3-15-66]</p>	This regulation is under the purview of the Board of Health for recommend changes as noted.
<p>NAC 451.110 Bodies subject to trauma or disinterred more than 30 days after burial. (NRS 439.200) The body of a person, or the remains of the body of a person, whose death was caused by a severe trauma, or the remains of a human dead body in which decomposition has occurred and in which either the effects of the trauma or decomposition prohibit normal embalming and preparation procedures or a body disinterred more than 30 days after burial may be transported only:</p> <p>1. In a sealed casket enclosed in a transportation case;</p> <p>2. In a sound casket with a sealed inner liner enclosed in a transportation case;</p> <p>or</p> <p>3. In a sound casket encased in a sealed transportation case. [Bd. of Health, Transportation of Dead Bodies Reg. § 2, eff. 3-15-66]</p>	No change
<p>NAC 451.120 Transportation by funeral directors or embalmers. (NRS 439.200) Nothing in NAC 451.100 to 451.140, inclusive, prohibits or limits in any</p>	No change

<p>respect the transportation of dead human bodies within Nevada by licensed funeral directors or embalmers in properly licensed motor vehicles or aircraft owned, operated, chartered or leased by licensed funeral directors or mortuaries, nor prohibits the transportation of embalmed bodies within Nevada by relatives or other authorized persons.</p> <p>[Bd. of Health, Transportation of Dead Bodies Reg. § 4, eff. 3-15-66]</p>	
<p>NAC 451.130 Burial-transit permits. (NRS 439.200)</p> <p>1. When bodies are shipped by common carrier or transported by an agency or by any other person authorized to carry human bodies, a burial-transit permit must be made out in duplicate accompany the body.</p> <p>2. One copy of the burial-transit permit must accompany the body. The duplicate copy of the permit must be attached to and accompany the waybill covering the remains and be delivered with the body at the point of destination to the person to whom it is consigned.</p> <p>[Bd. of Health, Transportation of Dead Bodies Reg. § 3, eff. 3-15-66]</p>	<p>This regulation is under the purview of the Board of Health for recommend changes as noted.</p>
<p>NAC 451.140 Responsibility of Division of Public and Behavioral Health. (NRS 439.200) Nothing in NAC 451.100 to 451.140, inclusive, makes the Division of Public and Behavioral Health of the Department of Health and Human Services responsible for any financial obligations incurred by the fulfillment of those sections, except as provided by law.</p> <p>[Bd. of Health, Transportation of Dead Bodies Reg. § 5, eff. 3-15-66]</p>	<p>No change</p>
<p>NAC 451.200 Maintenance of records. (NRS 451.640, 452.026, 642.063)</p> <p>1. The records required to be kept pursuant to NRS 451.665 by the operator of a crematory, funeral establishment or direct cremation facility must be maintained for at least 7 years.</p> <p>2. The maintenance of such records in a digital format satisfies the requirements of subsection 1.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 451.210 Adherence to order of priority of persons authorized to request disinterment or removal of human remains; exception. (NRS 452.026)</p> <p>1. Except as otherwise provided in this section, in determining whether a relative of a decedent is authorized to request the disinterment or removal of the human remains of the decedent, the cemetery authority must follow the order of priority set forth in paragraphs (c) to (g), inclusive, of subsection 1 of NRS 451.024.</p> <p>2. Absent a court order, a cemetery authority may refuse to disinter or remove the human remains of a decedent as requested by a person listed in paragraphs (c) to (g), inclusive, of subsection 1 of NRS 451.024 if:</p> <p>(a) The cemetery authority has reason to believe there is a dispute regarding the disinterment or removal of the remains of the decedent between persons within a particular priority class set forth in subsection 1; or</p> <p>(b) The person requesting the disinterment or removal is not the person who ordered the initial burial or cremation of the human remains of the decedent.</p> <p>3. "Cemetery authority" has the meaning ascribed to it in NRS 451.069.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R086-18, eff. 12-19-2018)</p>	<p>No change</p>

<p>NAC 642.010 Definitions. (NRS 642.063) As used in this chapter, unless the context otherwise requires, the words and terms defined in NRS 642.010 to 642.0175, inclusive, and NAC 642.015 and 642.020, have the meanings ascribed to them in those sections.</p> <p>(Added to NAC by Funeral Bd. by R043-02, eff. 11-26-2003)</p>	<p>No change</p>
<p>NAC 642.015 “Continuing education” defined. (NRS 642.063)</p> <p>“Continuing education” means educational experiences in the form of a workshop, seminar, lecture, conference, class, meeting of the Board or other course of instruction related to the funeral industry.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 642.020 “Hour of continuing education” defined. (NRS 642.063)</p> <p>“Hour of continuing education” means 50 minutes of participation in continuing education.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 642.030 Funeral establishment: “Inventory of funeral caskets” interpreted. (NRS 642.016, 642.063) The Board interprets the term “inventory of funeral caskets,” as used in NRS 642.016, to mean an inventory that consists of one or more of the following:</p> <ol style="list-style-type: none"> 1. A complete, full-size funeral casket. 2. A partial funeral casket, or cross section of a funeral casket, that: <ol style="list-style-type: none"> (a) Is executed in the same scale as a full-size casket; and (b) Includes a portion of a complete casket, and each significant feature or component thereof, sufficient to provide a prospective purchaser with information that is reasonably equivalent to that obtainable from inspection of a complete casket. 3. Photographs of one or more caskets available for viewing in the display room by means of a catalog or connection to the Internet. <p>(Added to NAC by Funeral Bd. by R021-04, eff. 10-31-2005)</p>	<p>No change</p>
<p>NAC 642.035 Funeral Directors: “Manage” interpreted. (NRS 642.063)</p> <p>For the purposes of NRS 642.465, the Board interprets the term “manage” to not include the management of administrative matters, including, without limitation, issues relating to budgeting, accounting, personnel matters and routine clerical matters.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 642.040 Apprentice embalmers: “Full-time employees” interpreted. (NRS 642.063, 642.180) The Board interprets the term “full-time employees,” as used in NRS 642.180, to mean employees who work not less than 32 hours a week.</p> <p>(Added to NAC by Funeral Bd. by R021-04, eff. 10-31-2005)—(Substituted in revision for NAC 642.300.)</p>	<p>No change</p>
<p>NAC 642.050 Recusal of Board member from proceedings of Board; disclosure required. (NRS 642.063)</p> <ol style="list-style-type: none"> 1. In addition to any requirements for recusal set forth in chapter 281A of NRS, a member of the Board must recuse himself or herself from proceedings of the Board involving a matter in which the member of the Board: <ol style="list-style-type: none"> (a) Has a conflict of interest; (b) Is unable to participate in a fair and impartial manner; or (c) Was active in any part of an investigation of the matter. 	<p>No change</p>

<p>2. A member of the Board must disclose the reason for the recusal before the Board's discussion of the matter. Upon recusal, the member of the Board may not participate in the Board's discussion of the matter or vote on the matter. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016; A by R086-18, 12-19-2018)</p>	
<p>NAC 642.080 Temporary authorization to engage in certain regulated activities while application is pending: Issuance; scheduling of application for action by Board. (NRS 642.063, 642.515)</p> <p>1. The Chair of the Board will issue a temporary authorization pursuant to NRS 642.515, on behalf of the Board, if the applicant meets the requirements of that section and is applying for:</p> <p>(a) Approval to manage a funeral establishment or direct cremation facility pursuant to NRS 642.345;</p> <p>(b) A permit to operate a direct cremation facility pursuant to NRS 642.368;</p> <p>(c) A permit to operate a funeral establishment pursuant to NRS 642.365; or</p> <p>(d) A license as an operator of a crematory pursuant to NRS 451.635.</p> <p>2. The application of an applicant who is issued a temporary authorization pursuant to this section must be placed on the agenda of the meeting of the Board next following the approval of the temporary authorization for action by the Board. (Added to NAC by Funeral Bd. by R043-02, eff. 11-26-2003; A by Funeral and Cemetery Svcs. Bd. by R067-15, 11-2-2016)</p>	No change
<p>NAC 642.085 Initial assessment of applicant's good moral character; consideration of aggravating or mitigating factors after initial assessment. (NRS 642.035)</p> <p>1. In determining whether an applicant is of good moral character for the purpose of the issuance of a license, permit or certificate pursuant to chapter 451, 452 or 642 of NRS, the Board will establish an initial assessment that the person is of good moral character if the person:</p> <p>(a) Has never been convicted in a court of competent jurisdiction of a category A or B felony;</p> <p>(b) Has not, within the 7 years immediately preceding the date of application for the issuance of the license, permit or certificate, been convicted in a court of competent jurisdiction of a gross misdemeanor or category C, D or E felony;</p> <p>(c) Has not, within the 7 years immediately preceding the date of application for the issuance of the license, permit or certificate, been convicted in a court of competent jurisdiction of a misdemeanor that has a reasonable relationship to the person's license, permit or certificate;</p> <p>(d) Is not currently incarcerated or on parole or probation after a period of imprisonment in a local, state or federal penal institution;</p> <p>(e) Has not engaged in fraud or misrepresentation in connection with an application for issuance of a license, permit or certificate issued pursuant to chapter 451, 452 or 642 of NRS or an examination required for issuance of the license, permit or certificate;</p> <p>(f) Has not, within the 7 years immediately preceding the date of application for the issuance of the license, permit or certificate, had a license, permit or certificate revoked by the Board or by the funeral services licensing authority of any other jurisdiction;</p> <p>(g) Does not currently hold a suspended license, permit or certificate or has not, within the 2 years immediately preceding the date of application for the issuance of the license, permit or certificate, had a license, permit or certificate suspended by the Board or by the funeral services licensing authority of any other jurisdiction, unless the suspension is pending final adjudication;</p> <p>(h) Has not, within the 7 years immediately preceding the date of application for the issuance of the license, permit or certificate, surrendered a license, permit or certificate to the Board or the funeral licensing authority of any other jurisdiction in lieu of disciplinary action, and</p>	No change

<p>(i) Has not practiced funeral directing or embalming without a license in this State or any other jurisdiction that requires licensure to perform those activities.</p> <p>2. After establishing an initial assessment regarding whether an applicant is of good moral character, the Board will consider any aggravating or mitigating factors to determine whether the applicant is of good moral character for the purpose of the issuance of a license, permit or certificate pursuant to chapter 451, 452 or 642 of NRS.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	
<p>NAC 642.090 Funeral director's license: Transfer to different funeral establishment or direct cremation facility. (NRS 642.063, 642.345)</p> <p>1. A person who is licensed as a funeral director may apply to the Board for approval to transfer the person's license from the funeral establishment or direct cremation facility which he or she has been approved to manage to a different funeral establishment or direct cremation facility.</p> <p>2. An application submitted pursuant to this section must be on a form provided by the Board and must be accompanied by:</p> <p>(a) Payment or proof of payment of the renewal fee or the transfer fee set forth in NRS 642.0696; and</p> <p>(b) Proof satisfactory to the Board that the funeral establishment or direct cremation facility to which the applicant wishes to transfer has a valid permit to operate a funeral establishment or direct cremation facility.</p> <p>3. Upon receipt and approval of the items described in subsection 2, the Board will approve a transfer pursuant to this section.</p> <p>4. Upon approval by the Board of a transfer pursuant to this section, the applicant may not manage the funeral establishment or direct cremation facility from which the applicant's license was transferred unless he or she has otherwise been approved by the Board to manage more than one funeral establishment or direct cremation facility pursuant to subsection 2 of NRS 642.345.</p> <p>(Added to NAC by Funeral Bd. by R043-02, eff. 11-26-2003; A by Funeral and Cemetery Svcs. Bd. by R067-15, 11-2-2016)</p>	No change
<p>NAC 642.095 Permit or license to operate funeral establishment, direct cremation facility or crematory: Transfer of business to another location; inspection of new location. (NRS 642.063)</p> <p>1. If the holder of a permit or license, as applicable, to operate a funeral establishment, direct cremation facility or crematory wishes to transfer his or her established place of business to another location, the holder of the permit or license must:</p> <p>(a) Notify the Board at least 30 days before changing the location of the funeral establishment, direct cremation facility or crematory;</p> <p>(b) Apply to the Board on a form prescribed by the Board for a transfer of the permit or license to the new location; and</p> <p>(c) Pay the applicable fee prescribed in NRS 642.0696.</p> <p>2. The Board will cause the premises of the new location to be inspected within 30 days after the receipt of notification pursuant to subsection 1 and before approving the transfer of the permit or license to the new location and issuing a revised permit or license indicating that the funeral establishment, direct cremation facility or crematory is being operated at the new location.</p> <p>3. The holder of the permit or license must not conduct business at the new location until he or she has been issued a revised permit or license by the Board indicating that the funeral establishment, direct cremation facility or crematory is being operated at the new location.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	No change
<p>NAC 642.100 License to operate crematory: Payment of fees for renewal; application for renewal not accepted after March 1 of even-numbered years. (NRS 642.063, 642.069)</p>	No change

<p>1. On or before January 1 of each even-numbered year, a person who is licensed to operate a crematory pursuant to chapter 451 of NRS shall pay the fee set forth in NRS 642.0696 to renew his or her license. If the person does not pay the required fee before February 1 of that even-numbered year, the licensee shall pay the late fee set forth in NRS 642.0696 in addition to the renewal fee.</p> <p>2. The Board will not accept an application for the renewal of a license to operate a crematory submitted after March 1 of an even-numbered year. (Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95; A by Funeral Bd. by R043-02, 11-26-2003; A by Funeral and Cemetery Svcs. Bd. by R067-15, 11-2-2016)</p>	
<p>NAC 642.103 Permit to operate funeral establishment or direct cremation facility: Application for renewal not accepted after March 1 of even-numbered years. (NRS 642.063) The Board will not accept an application for renewal of a permit to operate a funeral establishment or direct cremation facility submitted after March 1 of an even-numbered year. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	No change
<p>NAC 642.110 Certificate of authority to operate cemetery: Payment of fees for renewal; application for renewal not accepted after March 1 of even-numbered years. (NRS 642.063, 642.069)</p> <p>1. On or before January 1 of each even-numbered year, a person who holds a certificate of authority to operate a cemetery issued pursuant to chapter 452 of NRS shall pay the fee set forth in NRS 642.0696 to renew the certificate. If he or she does not pay the required fee before February 1 of that even-numbered year, the holder of the certificate shall pay the late fee set forth in NRS 642.0696 in addition to the renewal fee.</p> <p>2. The Board will not accept an application for the renewal of a certificate of authority to operate a cemetery submitted after March 1 of an even-numbered year. (Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95; A by Funeral Bd. by R043-02, 11-26-2003; A by Funeral and Cemetery Svcs. Bd. by R067-15, 11-2-2016)</p>	No change
<p>NAC 642.112 Registered apprentice embalmer: Failure to pass examination for licensure within required time frame; reapplication for registration after required waiting period. (NRS 642.063)</p> <p>1. A person who holds a certificate of registration as a registered apprentice and does not successfully pass the examination for a license to practice the profession of embalming within a period of 2 consecutive years as required by NRS 642.300 must wait at least 1 year after the expiration of that period before reapplying for a new certificate of registration as a registered apprentice pursuant to NRS 642.190.</p> <p>2. The Board will not give a person any credit toward the 1 year of apprenticeship required for a license to practice the profession of embalming for any time spent on the initial apprenticeship described in subsection 1. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	No change
<p>NAC 642.114 Reinstatement of lapsed license; reapplication required under certain circumstances. (NRS 642.063) If a funeral arranger, funeral director or embalmer has for any reason allowed his or her license as a funeral arranger, funeral director or embalmer, respectively, to lapse:</p> <p>1. For a period of not more than 3 years, the Board may reinstate the license: (a) Of a funeral director as provided in NRS 642.440. (b) Of a funeral arranger or embalmer in the same manner as provided for a funeral director in NRS 642.440.</p> <p>2. For a period of more than 3 years, the funeral arranger, funeral director or embalmer must reapply for a license as a new applicant unless the license of the funeral arranger, funeral director or embalmer has been placed on inactive status.</p>	No change

<p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	
<p>NAC 642.116 Funeral directors: Requirements for management of funeral establishment or direct cremation facility; exception. (NRS 642.063)</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 642.117 Board shall deem incomplete application withdrawn after 2 years. (NRS 642.063) The Board will consider an application for the issuance of a license, permit or certificate pursuant to chapter 451, 452 or 642 of NRS to be withdrawn if the Board has not received the information and fees required to complete the application within 2 years after the date on which the application is first submitted to the Board.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 642.118 Change of name on license, permit or certificate; fee. (NRS 642.063) If the name of a holder of a license, permit or certificate issued by the Board pursuant to chapter 451, 452 or 642 of NRS is changed, the licensee, permittee or holder of the certificate must:</p> <p>1. Apply to the Board for a revised license, permit or certificate on a form prescribed by the Board; and</p> <p>2. Pay the applicable fee prescribed in NRS 642.0696.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 642.130 Certification program: Requirements for approval; training program may be approved; period of validity. (NRS 642.063)</p> <p>1. The Board will approve a crematory certification program as required pursuant to NRS 451, 635 if the program:</p> <p>(a) Is at least 6 hours in length;</p> <p>(b) Is offered on a national level by persons who are generally recognized as having expertise in the field of crematory services; and</p> <p>(c) Includes, at a minimum, instruction in:</p> <p>(1) Best practices relating to crematory services;</p> <p>(2) Terminology relevant to crematory services;</p> <p>(3) The principles of combustion;</p> <p>(4) The operation of crematory equipment; and</p>	<p>No change</p>

(5) The filing of forms and other duties concerning keeping a record relating to crematory services.

2. The Board may approve a training program provided by a manufacturer of crematory equipment as a crematory certification program only if the training program satisfies the requirements of subsection 1.

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

4. A person who physically operates the crematory equipment in a crematory is not required to complete a crematory certification program approved by the Board pursuant to this section more than once.

(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)

NAC 642.140 Circumstances under which continuing education is automatically approved; application for approval of other courses; credit for completion of certification program or attendance at Board meeting; maintenance of proof of completion; audit by Board during period of renewal; exemption; excess credits do not carry over; disciplinary proceedings authorized for failure to provide proof of completion. (NRS 642.063, 642.115, 642.120, 642.416, 642.455)

1. The hours of continuing education completed to fulfill the requirements set forth in [NRS 642.120](#) and [642.416](#) do not need to be submitted to the Board for approval and are automatically approved if the continuing education is:

(a) Approved by the Academy of Professional Funeral Service Practice;

(b) Sponsored by a national or state organization or association that administers training relating to the funeral industry; or

(c) Offered by a provider of continuing education who is approved by the Board.

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

(a) An outline of the course;

(b) The qualifications of each presenter; and

(c) An agenda detailing the dates and times of each segment of the continuing education.

3. A licensee may obtain credit toward the required hours of continuing education by completing a crematory certification program approved by the Board pursuant to [NAC 642.130](#).

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

5. Pursuant to [NRS 642.120](#) and [642.416](#), proof of completion of continuing education must be maintained by the licensee for 5 years.

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

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

8. Any hours of continuing education completed during a renewal period which are in excess of the number of hours required to comply with the

No change

<p>requirements of NRS 642.120 or 642.416 do not carry over to any subsequent renewal period.</p> <p>9. The Board may initiate disciplinary proceedings against a licensee pursuant to NRS 642.130 or 642.5175, based on the failure of the licensee to provide, upon request, proof of completion of continuing education as required by NRS 642.120 and 642.416.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016; A by R086-18, 12-19-2018)</p>	
<p>NAC 642.150 Location for preparation of funerals. (NRS 642.063, 642.340)</p> <p>1. Except as otherwise provided in subsection 2, a licensed funeral director shall not engage in the business of preparing for funerals at a place of business which is not the specific street address or location of the fixed place or establishment where the funeral director conducts his or her business.</p> <p>2. Upon the request of a member of the family of a dead person, a funeral director may prepare for a funeral at the home of a member of the family or another location designated by a member of the family.</p> <p>(Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95)—(Substituted in revision for NAC 642.115)</p>	No change
<p>NAC 642.152 Statement of funeral goods and services. (NRS 642.063)</p> <p>The statement of funeral goods and services selected that is required to be provided by a funeral provider pursuant to 16 C.F.R. § 453.2(b)(5) must:</p> <p>1. Be signed by the licensed funeral arranger, funeral director or embalmer who made the arrangements for the funeral or other disposition of the human remains of the deceased person; and</p> <p>2. Include the license number of the funeral arranger, funeral director or embalmer who made the arrangements.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	No change
<p>NAC 642.154 Disclosure to purchaser of at-need goods or services of location of human remains during storage, embalming or cremation. (NRS 642.063)</p> <p>1. A funeral establishment or direct cremation facility must make a reasonable effort to disclose, in writing, to a person who purchases at-need goods or services from the funeral establishment or direct cremation facility, the location at which the human remains of the deceased person will be stored, embalmed or cremated.</p> <p>2. As used in this section, "at-need" means at the time the goods or services are needed.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	No change
<p>NAC 642.156 Required disclosure by direct cremation facility; contents of disclosure; prohibition on advertising services outside scope of permit. (NRS 642.063)</p> <p>1. Before providing direct cremation services, a direct cremation facility must provide a disclosure to the person who is arranging for the direct cremation of human remains of a deceased person. The disclosure must be signed by the person who is arranging for the direct cremation and must state, without limitation, that the direct cremation facility is unable to:</p> <p>(a) Provide any rites or ceremonies in connection with the final disposition of the human remains of the deceased person;</p> <p>(b) Provide facilities to conduct rites or ceremonies in connection with the final disposition of the human remains of the deceased person;</p> <p>(c) Embalm the human remains of the deceased person;</p> <p>(d) Provide a burial service for the human remains of the deceased person; or</p>	No change

<p>(e) Provide for a viewing, other than an identification viewing, of the human remains of the deceased person.</p> <p>2. In accordance with NRS 642.5172, a direct cremation facility must not be listed in any advertisement or notice published in a newspaper which indicates or implies that the direct cremation facility is providing any services outside the scope of its permit.</p> <p>3. 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.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	
<p>NAC 642.158 Proper care and storage of human remains. (NRS 642.063)</p> <p>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.</p> <p>2. Human remains must be clothed or completely covered while the human remains are being refrigerated and after the human remains have been embalmed.</p> <p>3. 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.</p> <p>4. Human remains must be stored and transported face up at all times.</p> <p>5. 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.</p> <p>6. The premises of any location where human remains are stored must be maintained in a sanitary and professional manner.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016; A by R086-18, 12-19-2018)</p>	No change
<p>NAC 642.160 Transportation of dead human bodies; exception. (NRS 451.640, 642.063)</p> <p>1. A licensed funeral director, or a person designated by the licensed funeral director to act on behalf of the licensed funeral director, may transport a dead human body if it is embalmed and prepared by a licensed embalmer.</p> <p>2. A licensed funeral director, or a person designated by the licensed funeral director to act on behalf of the licensed funeral director, may transport a dead human body that is not embalmed if the body is:</p> <p>(a) Sealed in a container that is approved by the Board; and</p> <p>(b) Transported in a properly licensed motor vehicle or aircraft owned, operated, chartered or leased by a licensed funeral director or mortuary.</p> <p>3. A licensed funeral director, or a person designated by the licensed funeral director to act on behalf of the licensed funeral director, may, without complying with the provisions of subsection 1 or 2, transport a dead human body from a location inside this State or within 90 miles of this State to any other location inside this State or within 90 miles of this State.</p> <p>(Added to NAC by Funeral Bd. by R021-04, eff. 10-31-2005; A by Funeral and Cemetery Svcs. Bd. by R067-15, 11-2-2016)</p>	No change
<p>NAC 642.161 Funeral establishment must employ or retain licensed embalmer; proof. (NRS 642.063)</p> <p>1. Every funeral establishment must employ, or retain on a contract basis, a licensed embalmer.</p>	No change

<p>2. The holder of a permit to operate a funeral establishment shall, upon request, furnish proof to the Board that the funeral establishment is in compliance with the provisions of subsection 1. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	
<p>NAC 642.163 Management of funeral establishment or direct cremation facility must be performed by licensed funeral director. (NRS 642.063) 1. The managing of a funeral establishment or direct cremation facility as required pursuant to NRS 642.465 may only be performed by a licensed funeral director. 2. A licensed funeral director shall ensure that the funeral establishment or direct cremation facility he or she manages complies with applicable state and federal law concerning the transportation of human remains of a deceased person into or out of this State. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>Repeal. This section is redundant.</p>
<p>NAC 642.165 Certain functions only to be performed by licensed funeral arranger, funeral director or embalmer. (NRS 642.063) 1. The following functions may be performed only by a licensed funeral arranger, funeral director or embalmer: (a) Selling or offering to sell at-need funeral services, embalming, cremation or other services relating to the disposition of human remains of a deceased person on an at-need basis. (b) Planning or arranging the details of at-need funeral services, embalming, cremation or other services relating to the disposition of human remains of a deceased person with families or other persons authorized pursuant to NRS 451.024 to order the disposition of the decedent's remains. (c) Negotiating the financial arrangements for funeral services, embalming, cremation or other services relating to the disposition of human remains of a deceased person on an at-need basis. 2. As used in this section, "at-need" means at the time the goods or services are needed. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 642.167 Certain functions only to be performed by licensed embalmer or supervised apprentice embalmer. (NRS 642.063) 1. The following functions may be performed only by a licensed embalmer or an apprentice embalmer under the direct supervision of a licensed embalmer: (a) The injection of any disinfecting or preservation solutions into human remains of a deceased person; (b) The aspiration of any fluids from the abdominal or thoracic cavities of human remains of a deceased person; (c) The mechanical setting of the features of human remains of a deceased person which requires the use of instruments or sutures; (d) The suturing of human remains of a deceased person; and (e) Completing any postautopsy or postaccident restoration of human remains of a deceased person. 2. Nothing in this section restricts the authority of a coroner or medical examiner concerning human remains of a deceased person that are under the jurisdiction of the coroner or medical examiner. (Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	<p>No change</p>
<p>NAC 642.168 Embalmer or registered apprentice required to prepare report after embalming human remains; contents of report. (NRS 642.063)</p>	<p>No change</p>

<p>1. A licensed embalmer or his or her registered apprentice shall prepare a report within 24 hours after embalming a deceased person's remains. The report must include, without limitation, the time period elapsed between the death of the deceased person and the embalming of the deceased person's remains, a description of the condition of the remains before and after embalming and the procedures used to embalm the remains.</p> <p>2. The report must be signed by the licensed embalmer or the registered apprentice who embalmed the deceased person's remains.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)</p>	
<p>NAC 642.169 Board may issue notice of violation to entity if inspection reveals violation of law; period to correct violation; subsequent inspection; disciplinary proceedings authorized. (NRS 642.063)</p> <p>1. If an inspection of a funeral establishment, direct cremation facility, crematory or cemetery conducted pursuant to NRS 642.067, 642.368 or 642.435 reveals that the funeral establishment, direct cremation facility, crematory or cemetery is in violation of any provision of this chapter or chapter 451, 452 or 642 of NRS, the Board may issue a notice of violation to the licensee, permittee or holder of the certificate, as applicable. The notice of violation must:</p> <p>(a) Be in writing and describe with particularity the nature of the violation; and</p> <p>(b) Indicate that the licensee, permittee or holder of the certificate is given a 30-day period after receipt of the notice to correct the violation.</p> <p>2. If a notice of violation is issued pursuant to subsection 1, an inspector of the Board will verify compliance by the licensee, permittee or holder of the certificate, as applicable, with the applicable provisions of this chapter or chapter 451, 452 or 642 of NRS in a subsequent inspection.</p> <p>3. The Board may initiate disciplinary proceedings against the licensee, permittee or holder of the certificate, as applicable, pursuant to NRS 642.130 or 642.5175 or NAC 642.180 based on any acts or violations found during an inspection or, if a notice of violation is issued pursuant to subsection 1, any violations that the licensee, permittee or holder of the certificate failed to correct within the period set forth in the notice of violation. The disciplinary proceedings must be initiated in accordance with:</p> <p>(a) The provisions of chapters 233B and 622A of NRS and NRS 241.034; or</p> <p>(b) If disciplinary proceedings are initiated pursuant to NRS 642.518, the provisions of that section.</p> <p>(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016; A by R086-18, 12-19-2018)</p>	<p>No change</p>
<p>NAC 642.170 Grounds for disciplinary action: Misrepresentation of certain authority. (NRS 642.063, 642.515, 642.5175)</p> <p>1. For the purpose of taking disciplinary action, pursuant to NRS 642.5175, the term:</p> <p>(a) "Unprofessional conduct" includes, in addition to the conduct set forth in NRS 642.5174, stating or implying that the holder of the license, certificate or permit is willing to carry out a duty for which a license, certificate or permit is required pursuant to chapter 451, 452 or 642 of NRS if that duty is not authorized by the holder's license, certificate or permit. For example, advertising in any form, including, without limitation, signs, telephone books, newspapers, messages conveyed by telephone, television, electronic mail and other electronic or photographic means, that states or implies that a proposed funeral establishment, direct cremation facility, crematory or cemetery is an operating funeral establishment, direct cremation facility, crematory or cemetery before the Board has issued all licenses, certificates and permits necessary for the operation of the funeral establishment, direct cremation facility, crematory or cemetery.</p> <p>(b) "False or misleading advertising" includes, in addition to the conduct set forth in NRS 642.5172, advertising that states or implies that the holder of the</p>	<p>No change</p>

license, certificate or permit is willing to carry out a duty for which a license, certificate or permit is required pursuant to [chapter 451, 452](#) or [642](#) of NRS if that duty is not authorized by the holder's license, certificate or permit. For example, advertising in any form, including, without limitation, signs, telephone books, newspapers, messages conveyed by telephone, television, electronic mail and other electronic or photographic means, that states or implies that a proposed funeral establishment, direct cremation facility, crematory or cemetery is an operating funeral establishment, direct cremation facility, crematory or cemetery before the Board has issued all licenses, certificates and permits necessary for the operation of the funeral establishment, direct cremation facility, crematory or cemetery.

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

(Added to NAC by Funeral Bd. by R021-04, eff. 10-31-2005; A by Funeral and Cemetery Svcs. Bd. by R067-15, 11-2-2016)

NAC 642.180 Procedure for disciplinary action. ([NRS 642.060, 642.063](#))

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

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

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

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

4. Upon the receipt of a summary of an informal complaint that has been filed against him or her, a licensee shall submit to the Board a written response to the informal complaint within 15 days after the date on which the informal complaint was served. A response to an informal complaint must respond to the allegations made in the informal complaint and be accompanied by all documentation that would be useful to the staff and legal counsel in their review of the allegations made in the informal complaint and the responses made by the licensee to those allegations. Failure by a licensee to cooperate with the Board during an investigation of an informal complaint, including, without limitation, failing to respond timely to the Board regarding a summary of the informal complaint sent to the licensee by the staff pursuant to this subsection, is a ground for disciplinary action by the Board against the licensee.

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

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

No change

their review of the informal complaint and the responses made thereto, the staff may:

- (a) Investigate the allegations and employ such persons as they deem necessary to further the investigations;
- (b) Consult with experts in the appropriate field, including, without limitation, employing such persons for the purposes of an investigation or a hearing;
- (c) Investigate new leads and allegations that may come to their knowledge in the course of the investigation;
- (d) Enlist the aid of a member of the Board or other qualified person in the conduct of the investigation; and
- (e) Take any other reasonable action necessary to further the investigation.

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

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

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

- (a) Offer mediation to the respondent, a settlement agreement, stipulation of facts and liability or an informal hearing; or
- (b) Prepare a notice of hearing and a formal complaint.

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

- (a) Be a plain statement of the facts and applicable provisions of statutes and regulations regarding the alleged acts of the respondent alleged to be in violation of the statutes and regulations governing the profession of the licensee;
- (b) Include the date, time and place that the Board will hear the matter, if this information is known at the time when the notice of hearing and a formal complaint is sent to the respondent; and
- (c) Be signed by the legal counsel and, if a member of the Board was active in the investigation, by that member of the Board.

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

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

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

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

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

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

15. A petition filed pursuant to [NRS 642.5178](#) will be processed pursuant to the provisions of this section.

16. As used in this section:

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

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

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

(Added to NAC by Funeral Bd. by R043-02, eff. 11-26-2003; A by Funeral and Cemetery Svcs. Bd. by R067-15, 11-2-2016)

NAC 642.200 Hearings: Location; conduct of participants; filing and service of briefs; continuance. (NRS 642.060, 642.063)

1. All hearings conducted by the Board pursuant to [NRS 642.140](#) or [642.5178](#) will be held at a place in the State designated by the Board in the notice of the hearing.

2. All persons who attend a hearing shall conduct themselves in a respectful manner.

3. The Board may require each party to file a brief accompanied by proof of service of the brief to the opposing party.

4. Before or during a hearing, the Board may grant a continuance of a hearing, upon proper showing, to allow submission of additional evidence concerning any relevant matter.

(Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95)

No change

NAC 642.220 Failure to appear at hearing; application to reopen proceedings after failure to appear. (NRS 642.060, 642.063)

No change

<p>1. If a person against whom a charge or petition was filed does not appear at a hearing and a continuance has not been approved by the Board, the Board may hear the testimony of witnesses present at the hearing and consider and dispose of the charge or petition on the basis of the evidence before it.</p> <p>2. If a person does not appear at a hearing because of illness, involvement in an accident, or for other reasonable cause, the person may within 15 days after the date of the hearing apply to the Secretary of the Board to reopen the proceedings. If the Board determines that the reason for the absence was sufficient and reasonable, it will immediately set a time and place for a hearing and give the person notice of the hearing.</p> <p>(Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95)</p>	
<p>—NAC 642.225—Oath or affirmation required for testimony. (NRS 642.060, 642.063) All testimony considered by the Board at a hearing, except facts which have been noticed by the Board or entered into the record by stipulation of the parties, must be sworn testimony. Each witness shall declare, by oath or affirmation, that he or she will testify truthfully.</p> <p>—(Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95)</p>	<p>Repeal. Within 233B</p>
<p>—NAC 642.230—Preliminary procedure. (NRS 642.060, 642.063) The member of the Board who is presiding at a hearing will call the hearing to order, take the appearances of the parties and act upon any pending motions or petitions. The parties may then make opening statements.</p> <p>—(Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95)</p>	<p>Repeal. Standard procedure.</p>
<p>—NAC 642.235—Order of presentation: Generally. (NRS 642.060, 642.063)</p> <p>1. Evidence at a hearing will ordinarily be received from the parties in the following order:</p> <p>—(a) The Board or person who filed the charge or petition.</p> <p>—(b) Members of the staff of the Board, if different from the petitioner.</p> <p>—(c) The respondent.</p> <p>—(d) Rebuttal by the person who filed the charge or petition.</p> <p>—(e) If permitted by the Board, closing statements.</p> <p>2. The Board may modify the order in which evidence is received.</p> <p>—(Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95)</p>	<p>Repeal. Within 233B</p>
<p>NAC 642.240 Order of presentation: Consolidated hearing. (NRS 642.060, 642.063) The member of the Board presiding over a consolidated hearing will determine the order of evidence for the hearing.</p> <p>(Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95; A by Funeral Bd. by R043-02, 11-26-2003)</p>	
<p>NAC 642.245 Stipulations. (NRS 642.060, 642.063) The Board may allow the parties to stipulate to any fact at issue in the hearing, either by written stipulation introduced in evidence as an exhibit or by an oral agreement stipulated in the record. A stipulation is binding upon all parties who stipulated to the fact and will be treated as evidence at the hearing, except that the Board may require evidence of the facts stipulated to by the parties.</p> <p>(Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95)</p>	
<p>NAC 642.250 Official notice by Board. (NRS 642.060, 642.063) In addition to the facts which may be noticed pursuant to NRS 233B.123, the Board may take notice of any regulations, official reports, decisions, orders, standards or records of the Board, any agency of the State or any court.</p>	

(Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95)

NAC 642.255 Decision or order by Board; service of decision or order; record of hearing. (NRS 642.060, 642.063)

1. A charge or petition stands submitted for a decision by the Board after the hearing is complete.

2. Except as otherwise provided by specific statute, a decision or order will be rendered by the Board within 90 days after completion of the hearing.

3. The Board will serve a decision or order on the parties or their representatives by sending a copy by certified mail or by personal service. Additional copies of the decision or order may be obtained upon written request to the Board.

4. A person may obtain a copy of the record of the hearing from the Board.

(Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95)

~~**NAC 642.260 Rehearing. (NRS 642.060, 642.063)**~~

~~1. Within 15 days after the Board renders a decision or order, the aggrieved party may apply for a rehearing by filing a written petition which sets forth the grounds for a rehearing. While the petition for a rehearing is pending, the aggrieved party shall comply with the decision or order of the Board, except upon order of the Board.~~

~~2. The Board will make a decision on a petition for a rehearing within 30 days after the effective date of the order or decision upon which the rehearing is requested. If the Board does not make a decision on the petition for a rehearing within 30 days, the petition shall be deemed denied.~~

~~3. The Board may order a rehearing on its own motion within 30 days after it renders a decision if it discovers that a mistake, fraud or misconception of fact existed when it rendered the original decision or order.~~

~~4. The Board will conduct a rehearing in accordance with the procedure for hearings.~~

~~(Added to NAC by Bd. of Funeral Dir., Embalmers, Cemeteries & Crematories, eff. 11-1-95)~~

Repeal. Within 233B for appealing to district court.



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 9: Financial Reports

Attachments:

- A. Regulatory Fee Collection
- B. Financial Reports

State of Nevada Funeral and Cemetery Services

Sales by Customer Summary

July - December, 2022

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	TOTAL
10 Bunker's Eden Vale Mortuary	380.00	400.00	360.00	240.00	280.00	370.00	\$2,030.00
104 Serenity Funeral Home	250.00	160.00	160.00	280.00	230.00	230.00	\$1,310.00
106 Clark County Funeral Service	70.00	90.00	70.00	100.00	130.00	60.00	\$520.00
108 Truckee Meadows Cremation & Burial Svcs	660.00	730.00	710.00	860.00	720.00	920.00	\$4,600.00
109 Las Vegas Islamic Cemetery	10.00	50.00	30.00	20.00	10.00	20.00	\$140.00
110 McDermott Funeral Home	770.00	710.00	1,010.00	660.00	730.00	1,020.00	\$4,900.00
111 Funeraria Casa De Paz	330.00	110.00	130.00	220.00	250.00	320.00	\$1,360.00
112 Giddens Memorial Chapel	220.00	300.00	230.00	330.00	280.00	310.00	\$1,670.00
113 Nevada Funeral Service	50.00	100.00	60.00	80.00	120.00	160.00	\$570.00
114 Eastside Memorial Park	80.00	60.00	60.00	90.00	70.00	90.00	\$450.00
115 Mountain Vista Chapel	40.00	90.00	90.00	20.00	80.00	100.00	\$420.00
116 Sonoma Funeral Home	130.00	110.00	130.00	170.00	120.00	140.00	\$800.00
127 Truckee Meadows Cremation - Sparks	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
129 Andres Serenity Family Mortuary & Crematory	110.00	110.00	120.00	140.00	120.00	170.00	\$770.00
15 Southern Nevada Mortuary	60.00	40.00	30.00	60.00	30.00	30.00	\$250.00
18 Gunter's Hawthorne Funeral Home	90.00	70.00	50.00	80.00	110.00	60.00	\$460.00
3 Mountain View Mortuary	470.00	340.00	470.00	400.00	370.00	400.00	\$2,450.00
5 Smith Family Funeral Home	360.00	240.00	330.00	240.00	220.00	230.00	\$1,620.00
56 Pahrump Family Mortuary Group	330.00	250.00	300.00	350.00	270.00	250.00	\$1,750.00
60 The Gardens	150.00	140.00	160.00	200.00	130.00	160.00	\$940.00
7 Burns Funeral Home, Inc.	350.00	390.00	310.00	370.00	340.00	310.00	\$2,070.00
8 Freitas Ruprecht Funeral Home	90.00	120.00	100.00	80.00	130.00	120.00	\$640.00
83 Autumn Funeral & Cremations	280.00	240.00	300.00	440.00	110.00		\$1,370.00
85 Heritage Mortuary	170.00	180.00	180.00	220.00	180.00	230.00	\$1,160.00
92 Smart Cremation	30.00	50.00	60.00	60.00	80.00	70.00	\$350.00
Anthem							\$0.00
101L Sunrise Cremation					400.00	360.00	\$760.00
133 Desert Memorial					530.00	520.00	\$1,050.00
Total Anthem					930.00	880.00	\$1,810.00
FPG Nevada							\$0.00
100L Tulip Cremation	20.00	30.00	50.00	50.00	70.00	40.00	\$260.00
130 Kraft-Sussman Funeral Services	330.00	410.00	270.00	290.00	290.00	260.00	\$1,850.00
97L Vegas Valley Cremation Statz	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
98L Vegas Valley Cremation McLeod	490.00	670.00	510.00	370.00	410.00	550.00	\$3,000.00
Total FPG Nevada	840.00	1,110.00	830.00	710.00	770.00	850.00	\$5,110.00
Inspired Life Holdings							\$0.00
128 Inspired Life Memorials & Cremations	180.00	140.00	230.00	170.00	140.00	120.00	\$980.00
93 Inspired Life Cremations	0.00	0.00	50.00	10.00	0.00	0.00	\$60.00
Total Inspired Life Holdings	180.00	140.00	280.00	180.00	140.00	120.00	\$1,040.00
Integrity Funeral Service							\$0.00
117 Walton's Funerals and Cremations - Church	20.00	30.00	90.00	100.00	60.00	130.00	\$430.00
118 Walton's Chapel of the Valley	230.00	310.00	240.00	270.00	330.00	360.00	\$1,740.00
119 O'Brien Rogers & Crosby Funeral Home	80.00	40.00	80.00	70.00	70.00	100.00	\$440.00
120 Ross, Burke & Knobel Mortuary - Reno	260.00	310.00	290.00	300.00	330.00	310.00	\$1,800.00
121 Walton's Sierra Chapel	480.00	570.00	460.00	600.00	550.00	470.00	\$3,130.00
122 Walton's Sparks Funeral Home	210.00	130.00	220.00	210.00	180.00	240.00	\$1,190.00
123 Cremation Society of Nevada - Affinity	120.00	170.00	110.00	170.00	190.00	190.00	\$950.00
124 Cremation Society of Nevada - Capitol City	220.00	250.00	120.00	130.00	210.00	240.00	\$1,170.00
125 John Sparks Memorial Cremation	130.00	210.00	160.00	70.00	110.00	170.00	\$850.00
126 Cremation Society of Nevada - Northern Nevada	90.00	50.00	20.00	30.00	50.00	10.00	\$250.00
136 Autumn Funerals & Cremation					170.00	290.00	\$460.00

State of Nevada Funeral and Cemetery Services

Sales by Customer Summary

July - December, 2022

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	TOTAL
Total Integrity Funeral Service	1,840.00	2,070.00	1,790.00	1,950.00	2,250.00	2,510.00	\$12,410.00
La Eternidad Funeral		90.00	80.00	60.00	170.00	70.00	\$470.00
La Paloma Funeral Services							\$0.00
131 La Paloma - West	250.00	190.00	220.00	280.00	260.00	380.00	\$1,580.00
79 La Paloma - Stephanie	840.00	910.00	810.00	750.00	620.00	690.00	\$4,620.00
88 La Paloma - Longley	270.00	150.00	280.00	240.00	250.00	220.00	\$1,410.00
Total La Paloma Funeral Services	1,360.00	1,250.00	1,310.00	1,270.00	1,130.00	1,290.00	\$7,610.00
Legacy Funeral Holdings, Inc.							\$0.00
Davis Funeral Home & Memorial Park							\$0.00
103 Las Vegas Cremations	310.00	340.00	450.00	360.00	440.00	510.00	\$2,410.00
132 Las Vegas Cremations	190.00	420.00	420.00	270.00	320.00	510.00	\$2,130.00
26 South Eastern Avenue	1,330.00	1,480.00	1,210.00	1,210.00	1,350.00	1,540.00	\$8,120.00
28 South Rainbow Rd	410.00	380.00	60.00	320.00	280.00	410.00	\$1,860.00
Total Davis Funeral Home & Memorial Park	2,240.00	2,620.00	2,140.00	2,160.00	2,390.00	2,970.00	\$14,520.00
Total Legacy Funeral Holdings, Inc.	2,240.00	2,620.00	2,140.00	2,160.00	2,390.00	2,970.00	\$14,520.00
SCI							\$0.00
Alderwoods (Nevada) Inc.							\$0.00
38 Thomas and Jones Affordable Funeral Home	300.00	240.00	120.00	140.00	200.00	290.00	\$1,290.00
Total Alderwoods (Nevada) Inc.	300.00	240.00	120.00	140.00	200.00	290.00	\$1,290.00
Keystone America							\$0.00
36 FitzHenry's - Fairview	70.00	210.00	270.00	140.00	230.00	260.00	\$1,180.00
58 FitzHenry's - Highway 395	130.00	150.00	40.00	70.00	100.00	110.00	\$600.00
Total Keystone America	200.00	360.00	310.00	210.00	330.00	370.00	\$1,780.00
Neptune Management Corp.							\$0.00
64L Neptune Society - Las Vegas	920.00	890.00	880.00	890.00	860.00	1,150.00	\$5,590.00
81L Neptune Society - Reno	480.00	670.00	520.00	690.00	590.00	730.00	\$3,680.00
87L National Cremation Society	150.00	210.00	150.00	190.00	80.00	200.00	\$980.00
Total Neptune Management Corp.	1,550.00	1,770.00	1,550.00	1,770.00	1,530.00	2,080.00	\$10,250.00
Palm Mortuaries							\$0.00
105 Palm - Southwest	350.00	340.00	240.00	310.00	320.00	310.00	\$1,870.00
17 Palm - Downtown (N Main)	800.00	690.00	530.00	680.00	720.00	750.00	\$4,170.00
19 Palm - Boulder Hwy	440.00	290.00	370.00	450.00	480.00	460.00	\$2,490.00
27 Palm - Eastern	1,080.00	1,120.00	1,050.00	960.00	1,030.00	1,160.00	\$6,400.00
37 Palm - South Jones	310.00	300.00	230.00	330.00	240.00	310.00	\$1,720.00
54 Palm - Cheyenne	350.00	300.00	300.00	310.00	220.00	470.00	\$1,950.00
55 Affordable Cremation - Decatur	1,170.00	1,230.00	1,050.00	940.00	1,200.00	1,140.00	\$6,730.00
69 King David Memorial Chapel	170.00	140.00	210.00	180.00	150.00	220.00	\$1,070.00
80 Palm - Northwest	430.00	560.00	520.00	590.00	560.00	520.00	\$3,180.00
Total Palm Mortuaries	5,100.00	4,970.00	4,500.00	4,750.00	4,920.00	5,340.00	\$29,580.00
Total SCI	7,150.00	7,340.00	6,480.00	6,870.00	6,980.00	8,080.00	\$42,900.00
Serenity VII, LLC							\$0.00
46 Desert Memorial	890.00	670.00	580.00	740.00			\$2,880.00
88L Sunrise Cremation & Burial Society	290.00	400.00	390.00	360.00			\$1,440.00
Total Serenity VII, LLC	1,180.00	1,070.00	970.00	1,100.00			\$4,320.00
Simple Cremation, Inc. -							\$0.00
53L Simple Cremation, Inc. - NW (Rancho)	440.00	540.00	470.00	440.00	480.00	520.00	\$2,890.00
77L Simple Cremation, Inc. - Reno (Kietzke)	260.00	190.00	160.00	0.00	0.00	0.00	\$610.00
85L Simple Cremation, Inc. - SW (Durango)	420.00	510.00	400.00	360.00	510.00	570.00	\$2,770.00
86L Simple Cremation Inc. Henderson (Lake Mead)	500.00	410.00	450.00	410.00	410.00	700.00	\$2,880.00

State of Nevada Funeral and Cemetery Services

Sales by Customer Summary

July - December, 2022

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	TOTAL
89L Simple Cremation Inc. - Sparks (Rock)	240.00	510.00	280.00	610.00	460.00	640.00	\$2,740.00
90L Simple Cremation - East (Sahara)	450.00	510.00	470.00	600.00	670.00	790.00	\$3,490.00
Total Simple Cremation, Inc. -	2,310.00	2,670.00	2,230.00	2,420.00	2,530.00	3,220.00	\$15,380.00
Smith E LLC							\$0.00
135 Star Mortuary		240.00	240.00	210.00	280.00	270.00	\$1,240.00
72 Boulder City Family Mortuary	200.00	160.00	210.00	120.00	150.00	240.00	\$1,080.00
89 Star Mortuary (Funeral Smith)	60.00	10.00	50.00	40.00	20.00	20.00	\$200.00
Total Smith E LLC	260.00	410.00	500.00	370.00	450.00	530.00	\$2,520.00
Southern Nevada Funeral Services, LLC							\$0.00
2 Lee Funeral Home	160.00	280.00	100.00	150.00	130.00	140.00	\$960.00
Total Southern Nevada Funeral Services, LLC	160.00	280.00	100.00	150.00	130.00	140.00	\$960.00
The Funeral Directors Management Group							\$0.00
49 Moapa Valley & Virgin Valley Mortuaries	320.00	60.00	20.00	100.00	90.00	80.00	\$670.00
Total The Funeral Directors Management Group	320.00	60.00	20.00	100.00	90.00	80.00	\$670.00
TOTAL	\$23,320.00	\$24,190.00	\$22,180.00	\$23,050.00	\$23,070.00	\$26,510.00	\$142,320.00

State of Nevada Funeral and Cemetery Services

Balance Sheet
As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CheckingState of NV Funeral Brd	391,594.72
Total Bank Accounts	\$391,594.72
Accounts Receivable	
Accounts Receivable	34,700.00
Total Accounts Receivable	\$34,700.00
Other Current Assets	
Payroll Refunds	0.00
Prepaid expenses	2,741.10
Undeposited Funds	0.00
Total Other Current Assets	\$2,741.10
Total Current Assets	\$429,035.82
Other Assets	
Security Deposits	1,500.00
Total Other Assets	\$1,500.00
TOTAL ASSETS	\$430,535.82
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	441.91
Total Accounts Payable	\$441.91
Other Current Liabilities	
Accrued Expenses	0.00
Deferred Revenue	54,027.10
Direct Deposit Payable	0.00
Payroll Liabilities	
Accrued Compensation	0.00
Deferred Compensation	884.70
Federal Taxes (941/944)	1,548.44
Federal Unemployment (940)	0.00
NV UI Bond Obligation Assessment	0.00
NV Unemployment Tax	0.00
PEBP Adjust	0.00
PEBP Medical	2,022.46
Vacation Liability	29,179.73
Total Payroll Liabilities	33,635.33

State of Nevada Funeral and Cemetery Services

Balance Sheet

As of February 28, 2023

	TOTAL
Total Other Current Liabilities	\$87,662.43
Total Current Liabilities	\$88,104.34
Total Liabilities	\$88,104.34
Equity	
Fund Balance	337,105.92
Net Income	5,325.56
Total Equity	\$342,431.48
TOTAL LIABILITIES AND EQUITY	\$430,535.82

State of Nevada Funeral and Cemetery Services

Budget vs. Actuals: FY23 Original Budget (Copy) - FY23 P&L

July 2022 - February 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Administrative Fee (Reissue or Addl Lic)	525.00	375.00	150.00	140.00 %
Administrative Fine	14,355.40		14,355.40	
Approval of Managing Funeral Director	4,050.00	3,375.00	675.00	120.00 %
Cemetery Renewals	933.36	1,813.00	-879.64	51.48 %
Crematory Renewals	2,666.64	3,021.00	-354.36	88.27 %
Embalmer Renewals	5,675.00	6,822.00	-1,147.00	83.19 %
Establishment Permit Renewals	4,350.00	5,035.00	-685.00	86.40 %
Examinations	2,625.00	4,000.00	-1,375.00	65.63 %
Funeral Arranger Renewals	9,200.00	11,470.00	-2,270.00	80.21 %
Funeral Director Renewals	9,675.00	13,839.00	-4,164.00	69.91 %
Initial Licensing	15,854.15	33,000.00	-17,145.85	48.04 %
Interest Income	131.35		131.35	
Legal and Miscellaneous Fees	5,031.60	5,000.00	31.60	100.63 %
NV Regulatory Fee	186,520.00	336,000.00	-149,480.00	55.51 %
Uncategorized Income	225.00		225.00	
Total Income	\$261,817.50	\$423,750.00	\$-161,932.50	61.79 %
GROSS PROFIT	\$261,817.50	\$423,750.00	\$-161,932.50	61.79 %
Expenses				
Administrative Fines	16,127.90		16,127.90	
Attorney General - Legal Fees	3,456.25	24,000.00	-20,543.75	14.40 %
Background Checks	686.40	2,000.00	-1,313.60	34.32 %
Bank fees	1,847.86	5,000.00	-3,152.14	36.96 %
Board Member Compensation	1,500.00	3,000.00	-1,500.00	50.00 %
Conferenc/Training Registration	3,390.00	1,500.00	1,890.00	226.00 %
Contractual services				
Bookkeeping	4,800.00	8,400.00	-3,600.00	57.14 %
Dues and Tests		250.00	-250.00	
Total Contractual services	4,800.00	8,650.00	-3,850.00	55.49 %
Equipment and Furnishings	5,654.41	3,000.00	2,654.41	188.48 %
Insurance	1,547.03	1,800.00	-252.97	85.95 %
Licensing Software Subscription		12,000.00	-12,000.00	
Meeting Expenses	1,399.30	2,400.00	-1,000.70	58.30 %
Miscellaneous		300.00	-300.00	
Office Lease	13,088.00	19,632.00	-6,544.00	66.67 %
Office Supplies	6,459.79	8,500.00	-2,040.21	76.00 %
Payroll Expenses				
Administrative Wages	39,631.76	62,119.00	-22,487.24	63.80 %
Employer Taxes	10,614.70	15,622.00	-5,007.30	67.95 %
Executive Director Salary	75,626.25	113,390.00	-37,763.75	66.70 %
Health Insurance	15,068.51	21,500.00	-6,431.49	70.09 %
Inspector/Investigation Wages	20,824.34	32,936.00	-12,111.66	63.23 %

State of Nevada Funeral and Cemetery Services

Budget vs. Actuals: FY23 Original Budget (Copy) - FY23 P&L

July 2022 - February 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Retirement	20,293.11	30,214.00	-9,920.89	67.16 %
Vacation Expense	-621.80		-621.80	
Total Payroll Expenses	181,436.87	275,781.00	-94,344.13	65.79 %
Postage	989.93	3,000.00	-2,010.07	33.00 %
Printing and Copying	2,325.76	4,000.00	-1,674.24	58.14 %
Repair and Maintenance	243.05		243.05	
Technical Support Web Site	1,030.65	2,200.00	-1,169.35	46.85 %
Telephone/Internet	1,765.55	3,500.00	-1,734.45	50.44 %
Travel	5,617.03	20,000.00	-14,382.97	28.09 %
Utilities	3,126.16	4,500.00	-1,373.84	69.47 %
Total Expenses	\$256,491.94	\$404,763.00	\$-148,271.06	63.37 %
NET OPERATING INCOME	\$5,325.56	\$18,987.00	\$-13,661.44	28.05 %
NET INCOME	\$5,325.56	\$18,987.00	\$-13,661.44	28.05 %



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 10: Current Complaint Status

Attachment: Overview of Current Complaint Status



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COMPLAINT STATUS

Complaint No.	Status	Summary	Complaint Rcvd,	Ack Sent
FB22-01	Dismissed	Condition of body	1/3/2022	1/6/2022
FB22-02	Dismissed	Right to order disposition; Fraud and misrepresentation in the sale of merchandise	1/3/2022	1/6/2022
FB22-03	Dismissed	Fraud and Misrepresentation	1/22/2022	1/27/2022
FB22-04	Consent Decree	Fraud and Misrepresentation	2/28/2022	2/28/2022
FB22-05	Withdrawn	Unprofessional conduct; Aiding unlicensed practice	3/1/2022	n/a
FB22-06	Consent Decree	Unprofessional conduct; Unethical practices	3/2/2022	n/a
FB22-07	Consent Decree	Unprofessional conduct; Aiding unlicensed practice	3/15/2022	n/a
FB22-08	Consent Decree	Unprofessional conduct; Delay in disposition	3/16/2022	3/29/2022
FB22-09	Dismissed	Unprofessional conduct; Delay in disposition	3/28/2022	3/29/2022
FB22-10	Dismissed	Fraud and Misrepresentation	3/31/2022	3/31/2022
FB22-11	Dismissed	Release of cremated remains	5/9/2022	5/10/2022
FB22-12	Dismissed	Unprofessional conduct; Burial permit	5/25/2022	5/26/2022
FB22-13	Dismissed	Premises not professional and sanitary	6/17/2022	6/21/2022
FB22-14	Dismissed	Fraud and Misrepresentation; Sale of merchandise	7/25/2022	7/26/2022
FB22-15	Dismissed	Death certificate delays	7/25/2022	7/28/2022
FB22-16	Pending	Unprofessional conduct; Unlicensed practice	8/9/2022	n/a
FB22-17	Pending	Violation of order	8/24/2022	n/a
FB22-18	Dismissed	Unethical Practices	9/19/2022	9/26/2022
FB22-19	Pending	Scattering cremated remains	11/7/2022	11/8/2022
FB22-20	Pending	Unprofessional conduct; Donor process	12/12/2022	12/12/2022
FB23-01	Dismissed	Unprofessional conduct	1/9/2023	1/9/2023
FB23-02	Pending	Unprofessional conduct	1/24/2023	1/25/2023
FB23-03	Dismissed	Unprofessional conduct; Fraud and misrepresentation	1/24/2023	1/25/2023
FB23-04	Pending	Unprofessional conduct; Cemetery sales	2/7/2023	2/15/2023



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AGENDA ITEM 11: Executive Director Report

Attachment: See attached report.



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Executive Director Report – March 2023

Meetings

Attended International Conference of Funeral Service Examining Boards Board meeting in Arizona. Laura Sussman, Adam Garcia, and Dr. Chaney attended.

Attended SDICC (State Disaster Committee) meeting in March

Attended Administrative Collaborative meeting in January and in March

Legislative

Review of Regulations report due May 1st pursuant to EO 2023-04 to be submitted after March meeting

Report due April 1st pursuant to EO 2023-03 (finalizing data collection from other states, and will be submitted by April 1st) This is a report on what is required for each license type, whether it exists in other states, and opportunities for reciprocity.

Monitoring SB 431 which would consolidate boards under B & I
AB 289 Natural Organic Reduction

Have not moved forward with drafting regulation for filming/video due to Governor's executive orders. Will revisit after legislative session.

Removal Transport Training

Reached out to NFDA to see what they may have available for removal technician training. NFDA did not have any content and is not aware of any other than what individual funeral homes may have. I reached out to a major mortuary science college in California and I was provided a very dated video that they use in training. Not much out there on youtube except how to operate the cots. President of NFDA has offered to film something or look further into training. Will get back to the Board with more details.

Upcoming Board Items

Executive Director transition

Sexual Harassment training by Board members pending; Please complete the training if you have not already done so.

Licensing Approvals

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



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Executive Director Approved Applicants 11/2/2022 – 3/23/2023

For reference only, licensees approved by Executive Director:

License No.	First Name	Middle Name	Last Name	License Type	Status	Issue Date
AE 2301	Annie	Salena	Aguilera	Apprentice Embalmer	Active	1/25/2023
AE 2302	Aaron	Anton	Pellegrini	Apprentice Embalmer	Active	2/1/2023
AE 2303	Sean	Maurice	Winn	Apprentice Embalmer	Active	3/7/2023

EMB 904	R	Emily	Ann	Graves	Embalmer	Active	11/30/2022
EMB 774		Robert	Paul	Pulver	Embalmer	Active	3/14/2023

FA 302		Carmen	Rose	Cogburn	Funeral Arranger	Active	11/28/2022
FA 303		Tiffany	Lynn	Eisom	Funeral Arranger	Active	11/30/2022
FA 304		Amanda	Brooke	Kamachi	Funeral Arranger	Active	1/4/2023
FA 305		Jessica	Valdez	Galvez	Funeral Arranger	Active	1/23/2023
FA 306		Lisa	Marie	Watkins	Funeral Arranger	Active	1/26/2023
FA 307		Virginia	May	Bishop	Funeral Arranger	Active	2/7/2023
FA 309		Sydney	Ann	Bevans	Funeral Arranger	Active	2/15/2023
FA 308		Terah-Nicole	Tashanna	LaFayette	Funeral Arranger	Active	2/15/2023
FA 310		Jorge	Anthony	Botello	Funeral Arranger	Active	2/21/2023
FA 311		Jesse	Taylor	Spooner	Funeral Arranger	Active	3/14/2023

FD 991		Megan	Marie Guidera	McCauley	Funeral Director	Active	12/1/2022
FD 992		Traci	L.	Ortlieb	Funeral Director	Active	1/4/2023
FD 993		Jeffrey	Michael	Baughn	Funeral Director	Active	1/11/2023
FD 994		Sean	Maurice	Winn	Funeral Director	Active	3/7/2023
FD 774		Robert	Paul	Pulver	Funeral Director	Active	3/14/2023
FD 995		Sarah	Dawn	Grabowska	Funeral Director	Active	3/21/2023