



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 AND NOTICE OF PUBLIC MEETING

Wednesday, November 15, 2023, at 9:00 a.m.
Video Conference and Teleconference

<u>Via Zoom Video Conference</u>	<u>Via Teleconference:</u>
Zoom Meetings at https://zoom.us/ Meeting ID: 253 977 5871 // Passcode: 668556	1-669-900-6833 Meeting ID: 253 977 5871 // Passcode: 668556

Physical Location

3740 Lakeside Drive, Suite 201
Reno, Nevada

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

Public comments are welcomed by the Board, but at the discretion of the Chair, may be limited to three (3) minutes per person. A public comment time will be available before any action items are heard by the public body and then once again prior to adjournment of the meeting. The Chair may allow additional time to be given a speaker as time allows and in his/her sole discretion. Once all items on the agenda are completed the meeting will adjourn. Prior to the commencement and conclusions of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the board may refuse to consider public comment.

NOTE: Public comment may be provided prior to the meeting via email to nvfuneralboard@fb.nv.gov

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

- 1. Call to order, roll call, establish quorum.**
- 2. Public comment**

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

- 3. Consent Agenda (For Possible Action)**

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 the Board meeting on August 16, 2023. (For possible action)
- 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) Crematory License for Green Farewells, LLC, CRE117, located at 3065 N. Rancho Drive, Suite 176, Las Vegas, Alexis McCurdy and Martin McCurdy as Managing Partners; Temporary approval effective September 20, 2023.
 - 2) Direct Cremation Facility Permit for Green Farewells, LLC, DC102L, located at 3065 N. Rancho Drive, Suite 176, Las Vegas, with Lennette Smith FD893 as Managing Funeral Director; Temporary approval effective September 20, 2023.
 - 3) Establishment Permit for Giddens Memorial Chapel, Inc., EST139, located at 2737 N. Lamb Blvd, Las Vegas with Kyle Giddens FD864 as Managing Funeral Director; Temporary approval effective September 20, 2023.
 - 4) Managing Funeral Director Request for Nadia Sandoval FD1007 – Eastside Memorial Park Funerals & Cremations EST114. Temporary approval effective August 1, 2023.
 - 5) Managing Funeral Director Request for Judy Cannon FD1006 – National Cremation Society DC87L. Temporary approval effective August 20, 2023
- 4. Discussion, recommendation, and possible action regarding funeral director license application for Gregory Marr. (For possible action.)**
- 5. Discussion, recommendation, and possible action regarding consent decree for case number FB23-11 regarding Neptune Society – Las Vegas (DC64L) and Cheryl Lynn Jones (FD986), Managing Funeral Director. (For possible action.)**
- 6. Discussion, recommendation, and possible action regarding continuing education approval for Jenna Dumas and Monica Myles of the Nevada Donor Network, “Giving Hope and Life to Others.” Requesting approval for one (1) CEU. (For possible action.)**
- 7. Discussion, recommendation, and possible action regarding continuing education approval for Nevada Donor Network, “Tissue Recoveries & Clinical Applications.” Requesting two (2) hours of CEU. (For possible action.)**
- 8. Regulation Workshop – Workshop to solicit public comment on proposed amendments Nevada Administrative Code Chapter 451.**

The proposed regulation addresses the following general topics:

Adding “dissolving” and “reducing” in addition to the existing language to NAC 451.008 to accommodate for alkaline hydrolysis and natural organic reduction, during which processes a container is dissolved or reduced rather than incinerated.

Adding “vessel” and “removing remains from the vessel” to the existing language to NAC 451.009 to accommodate for alkaline hydrolysis and natural organic reduction, which use the term vessel rather than chamber. Chamber is used in reference to cremation through incineration.

Removing obsolete or duplicative provisions regarding embalming requirements and burial transit permits to reflect current practices.

Adding provision to clarify how long records must be maintained.

9. Regulation Workshop – Workshop to solicit public comment on proposed amendments Nevada Administrative Code Chapter 642.

The proposed regulation addresses the following general topics:

Adding provisions for filing a report of signed agreements for funeral services; a due date for filing the report and paying the regulatory fee required by NRS 642.0696; and providing additional information for verification.

Removing obsolete or duplicative provisions regarding practice before the Board, including taking of an oath, consideration of motions, order of presentation, and rehearing.

10. Discussion, recommendation, and possible action regarding the FY22/FY23 Financial Audit Report prepared by Christiansen Accounting Network (For possible action.)

11. Financial Reports (For Information Only)

12. Report from Executive Director, Stephanie Bryant McGee (For information only.)

13. Discussion regarding future agenda items and future meeting dates (For possible action.)

Wednesday, February 14, at 9 a.m.

Wednesday, May 15, at 9 a.m.

Wednesday, August 14, at 9 a.m.

Wednesday, November 13, at 9 a.m.

14. 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)

15. Adjournment (For Possible Action)

Anyone desiring additional information, including meeting materials, may contact Stephanie Bryant McGee at 775-825-5535. Meeting materials are also available for download from the Board website at <http://funeral.nv.gov> or can be picked up at the following location: 3740 Lakeside Drive, Suite 201, Reno, NV 89509. NOTE: If picking up materials, please call the office to schedule a time for pick-up.

The Board is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are

necessary, please notify Stephanie Bryant McGee at 775-825-5535, no later than 48 hours prior to the meeting. Requests for special arrangements made after this time frame cannot be guaranteed.

This agenda has been sent to all members of the Board and other interested people who have requested an agenda from the Board. People who wish to continue to receive an agenda and notice of meetings must request so in writing every six months.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED
IN THE FOLLOWING LOCATIONS:

Funeral Board Office 3740 Lakeside Drive, Suite 201 Reno, NV 89509	Funeral Board Website https://funeral.nv.gov/Board/Meetings/Meetings/	Nevada Public Notice Website https://notice.nv.gov/
--	--	---



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 the Board meeting on August 16, 2023. (For possible action)

- 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) Crematory License for Green Farewells, LLC, CRE117, located at 3065 N. Rancho Drive, Suite 176, Las Vegas, Alexis McCurdy and Martin McCurdy as Managing Partners; Temporary approval effective September 20, 2023.
 - 2) Direct Cremation Facility Permit for Green Farewells, LLC, DC102L, located at 3065 N. Rancho Drive, Suite 176, Las Vegas, with Lennette Smith FD893 as Managing Funeral Director; Temporary approval effective September 20, 2023.
 - 3) Establishment Permit for Giddens Memorial Chapel, Inc., EST139, located at 2737 N. Lamb Blvd, Las Vegas with Kyle Giddens FD864 as Managing Funeral Director; Temporary approval effective September 20, 2023.
 - 4) Managing Funeral Director Request for Nadia Sandoval FD1007 – Eastside Memorial Park Funerals & Cremations EST114. Temporary approval effective August 1, 2023.
 - 5) Managing Funeral Director Request for Judy Cannon FD1006 – National Cremation Society DC87L. Temporary approval effective August 20, 2023



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/>

Item 3.A: Consent Agenda

Discussion, recommendation, and possible action regarding review and approval of minutes of meetings of the Board meeting on August 16, 2023 (For possible action)



STATE OF NEVADA
FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada 89509
Phone (775) 825-5535
Email: nvfuneralboard@fb.nv.gov * Website: <http://funeral.nv.gov/>

DRAFT MINUTES

Wednesday, August 16, 2023, at 9:00 a.m.
Video Conference and Teleconference

Via Zoom Video Conference

Zoom Meetings
at <https://zoom.us/>
Meeting ID: 620 111 9518 // Password:
045324

Via Teleconference:

1-669-900-6833
Meeting ID: 620 111 9518 // Password:
045324

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

Chairman Sharp called the meeting to order at 9:00 a.m. Roll call was taken and confirmed that a quorum was present.

Board Members Present

Dr. Randy Sharp, Chairman
Kim Kandaras, Treasurer
Laura Sussman, Secretary
Dr. Raymond Giddens
Dr. Donald Edward Chaney
Celena DiLullo
Jeffrey Long

Board Staff Present

Stephanie Bryant McGee, Executive Director
Marie Paakkari, Administrative Assistant

Board Counsel Present

Sofia Long, Deputy Attorney General
Rosalie Bordelove, Chief Deputy Attorney
General

Board Members Absent

None

2. Public comment

Chairman Sharp opened the floor to public comments. There were no comments.

3. Consent Agenda (For Possible Action)

Chairman Sharp called for approval items on the consent agenda. The consent agenda items contain routine matters for consideration and acceptance. The Board members may approve items on 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) June 7, 2023

- 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) Managing Funeral Director Request for Christopher Walters FD64 – Desert Memorial Cremation & Burial EST133, temporary approval was granted for an effective date of May 27, 2023.
 - 2) Managing Funeral Director Request for Christopher Walters FD64 – Sunrise Cremation Society DC101L, temporary approval was granted for an effective date of May 27, 2023.
 - 3) Managing Funeral Director Request for Traci Ortlieb FD992 – Desert Memorial Cremation & Burial EST133, temporary approval was granted for an effective date of June 1, 2023.
 - 4) Managing Funeral Director Traci Ortlieb FD992 – Sunrise Cremation Society DC101L, temporary approval was granted for an effective date of June 1, 2023.
 - 5) Managing Funeral Director Margarita Rojas FD946 – Clark County Funeral Services EST106, temporary approval was granted for an effective date of June 6, 2023.
 - 6) Managing Funeral Director Request for Jeffrey Baughn FD993 – Walton’s Funerals & Cremations EST117, temporary approval was granted for an effective date of June 3, 2023.
 - 7) Managing Funeral Director Request for Jeffrey Baughn FD993 – Walton’s Funerals & Cremations-Chapel of the Valley EST118, temporary approval was granted for an effective date of June 3, 2023.
 - 8) Managing Funeral Director Request for Jeffrey Baughn FD993 – Cremation Society – Capitol City EST124, temporary approval was granted for an effective date of June 3, 2023.
 - 9) Managing Funeral Director Request for Russell E. Donaldson FD963 – National Cremation Society DC87L, temporary approval was granted for an effective date of July 1, 2023.
 - 10) Managing Funeral Director Request for Sarah Grabowska FD995 – Cremation Society of Nevada – Affinity EST123, temporary approval was granted for an effective date of July 22, 2023.
 - 11) Managing Funeral Director Request for Sarah Grabowska FD995 – Cremation Society of Nevada – John Sparks EST125, temporary approval was granted for an effective date of July 22, 2023.
 - 12) Managing Funeral Director Request for Blake Howe FD622 – Cremation Society of Nevada – Northern Nevada EST126, temporary approval was granted for an effective date of July 22, 2023.

Kim Kandaras recused herself from the vote on items 6, 7, 8, 10, 11, and 12.

Action: Laura Sussman made the motion, seconded by Randy Sharp, to approve all items on the Consent Agenda. The motion passed unanimously.

4. Discussion, recommendation, and possible action regarding a consent decree for Case Number FB21-17, Clark County Funeral Services EST106 (For possible action)

Attorney Rosalie Bordelove presented background regarding the Order in Case Number FB21-17, an overview of the terms of the consent decree, and answered questions from the Board members regarding those terms.

Action: Dr. D. Edward Chaney made the motion, seconded by Kim Kandaras, to accept the consent decree for case number FB21-17, Clark County Funeral Services EST106 as written. The motion passed unanimously.

5. Discussion and overview of implementation of 2023 Legislation (For Information Only)

Executive Director Stephanie McGee provided a status report of the 2023,

The Board has been placed within the Department of Business & Industry. During a conversation with Director Reynolds, Director of the Department of Business & Industry, assured Ms. McGee that no staff positions are in jeopardy. The Department is gathering information from the affected boards and will develop standards for internal controls, investigations, and separating the disciplinary process from the licensing process. Director Reynolds was invited to attend the meeting but was unable to do so.

With respect to the fingerprinting bill, Ms. McGee reported that she was working with the Department of Public Safety to obtain approval to begin accepting fingerprints. The Department of Public Safety sent the bill language to the Federal Bureau of Investigation for approval to accept fingerprints. Ms. McGee explained that the previous fingerprinting and background check language was not approved by the FBI. The Department of Public Safety informed Ms. McGee that the approval process may take several months.

Ms. McGee presented an update on implementing the natural organic reduction law and explained that she has been contacting regulators in other states where natural organic reduction has been enacted to determine what regulations and best practices have been developed.

6. Financial Reports (For Information Only)

- A. Financial Reports—FY23 (Update) and FY24
- B. Regulatory Fee Collection

Ms. McGee presented the budget from FY23 to show where the financials ended up at the end of FY23, given the regulatory fees collected to date. There are still some entities who have not yet paid for April 2023. There is no requirement that entities have to pay their regulatory fees by the 15th of the following month. We request that facilities pay by the 15th. Therefore, FY23 is not closed.

Ms. McGee presented the financial statements, including the budget and actuals for FY24, which were limited as it was early in the fiscal year. Ms McGee explained that the statements were prepared as of August 9, and that, as of that date, the office had not collected any regulatory fees for July.

Chairman Sharp indicated his support for pursuing a deadline for the regulatory fees.

7. Overview of current complaint status (For Information Only)

Ms. McGee presented an overview of the complaints to date in calendar year 2023. Because complaints are confidential, there is limited information that can be presented to the Board at the public meeting.

8. Report from Executive Director, Stephanie Bryant McGee (For Information Only)

Stephanie McGee provided a report on office operation activities since the previous Board meeting on June 7, 2023.

Chairmans Sharp expressed his appreciation to Ms. McGee for becoming more familiar with the industry in Nevada and for meeting with industry representatives.

9. Discussion regarding future agenda items and future meeting dates (For Possible Action)

Wednesday, November 15, 2023

The Board reviewed and discussed the future agenda items and the future meeting date. The Board decided that the November meeting would be held via Zoom.

10. Public comment

Chairman Sharp opened the floor for public comment. There were no comments.

11. Adjournment (For Possible Action)

Chairman Sharp adjourned the meeting at 9:37 a.m.



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/>

Item 3.B.1: Consent Agenda

Crematory License for Green Farewells, LLC, CRE117, located at 3065 N. Rancho Drive, Suite 176, Las Vegas, Alexis McCurdy and Martin McCurdy as Managing Partners; Temporary approval effective September 20, 2023.



STATE OF NEVADA
FUNERAL AND CEMETERY SERVICES BOARD

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

CLEAR

RECEIVED

MAR 28 2023

Crematory License Application

Eligibility and Information

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

Required Documents

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

Applicant Details

Name under which the location will conduct business:

Green Farewells LLC

Physical address of proposed location:

3065 N. Rancho Drive Ste.176

City:

Las Vegas

State:

NV

Zip Code:

89130

Phone Number:

702-849-1330

E-mail Address:

hello@greenfarewells.com

Owner Information

Owner of Location:

Green Farewells LLC

Type of Ownership:

Sole Proprietorship

Corporation

Limited Liability Company (LLC)

Partnership

Location Inspection

Anticipated date location will be ready for inspection:

May 15, 2023

Crematory License Application

Applicant Preferred Mailing Address

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

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

3065 N. Rancho Drive Ste. 176

City:

Las Vegas

State:

NV

Zip Code:

89130

Preferred Phone Number:

702-849-1330

Preferred E-mail Address:

hello@greenfarewells.com

Applicant Information – Natural Person

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

Full Legal Name:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

E-mail Address:

Social Security Number:

Date of Birth:

Sex:

Male

Female

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

List all prior names used by applicant: _____

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

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

Under the laws of which state was the applicant organized?

Nevada

In which state is the applicant currently domiciled?

Nevada

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

Jan 1st, 2023

Have you attached the List of Principals?

Yes

No

Contact Information Concerning Application

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

Name:

Alexis McCurdy

Address:

3065 N. Rancho Drive Ste. 176

City:

Las Vegas

State:

NV

Zip Code:

89130

Phone Number:

702-840-1330

E-mail Address:

hello@greenfarewells.com

Crematory License Application

Legal Information and Criminal History

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

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

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

Nevada Business License Information

Name on State Business License: Green Farewells LLC	
Business License #: NV20232661470	Employer Identification Number: 92-1387984

Other Licensure Information

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

If yes, please list all licenses below:

State/Jurisdiction	License Type	License #	Date of Issue

Crematory License Application

Certification and Signature

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

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

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

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

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

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

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



Signature of Applicant and/or Authorized Agent

3/27/23

Date

Alexis McCurdy

Print Name

Managing Partner

Title

For Board Use Only:


<input checked="" type="checkbox"/> Date Received:	3/28/23	<input type="checkbox"/> Fee Paid:	\$ 375	<input type="checkbox"/> Ref. No.:	44026001817
<input checked="" type="checkbox"/> Ex Dir Rev.:	3/28/23	<input type="checkbox"/> Chairman Rev.:		<input type="checkbox"/> Permit/Lic No.:	
<input type="checkbox"/> Temp Approval:		<input type="checkbox"/> Temp Permit Mailed:			
<input type="checkbox"/> Board Approved:		<input type="checkbox"/> Board Denied:		<input type="checkbox"/> Board Mtg:	
<input type="checkbox"/> Formal Approval:		<input type="checkbox"/> Formal Permit Mailed:		<input type="checkbox"/> Withdrawn:	

Crematory License Application

Credit Card Payment Information

Payment Method

Applicant Name: Green Farewells LLC

Amount: \$375.00

Name on Credit Card: Alexis McCurdy

Credit Card Number: _____

Expiration Month/Year _____

Billing Address _____

Billing City, State & Zip _____

Email for Receipt: hello@greenfarewells.com

Authorization

Signature: Alexis McCurdy

By providing my signature, I authorize payment in the above amount to the Nevada Funeral and Cemetery Services Board for the above application.



STATE OF NEVADA
FUNERAL AND CEMETERY SERVICES BOARD

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

Business Entity – List of Principals

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

Business Information

Name under which the location will conduct business:

Green Farewells LLC

Identification of Principals

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

Full Legal Name:

Alexis McCurdy

Title:

Managing Partner

Mailing Address:

3065 N. Rancho Dr.

City:

Mesa

State:

AZ

Zip Code:

89130

Phone Number:

4802008828

E-mail Address:

hello@greenfarewells.com

Social Security Number:

[REDACTED]

Date of Birth:

[REDACTED]

This person is (check all that are applicable):

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

Legal Information and Criminal History

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

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

Yes No

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

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

Signature of Principal:

Date:

3/28/23



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/>

RECEIVED

MAR 20 2023

Business Entity – List of Principals

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

Business Information

Name under which the location will conduct business:
Green Farewells LLC

Identification of Principals

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

Full Legal Name: Martin McCurdy Title: Managing Partner

Mailing Address: 3065 N. Rancho Drive. Ste. 176 City: Las Vegas State: NV Zip Code: 89130

Phone Number: 9188166316 E-mail Address: mmccurdy@greenfarewells.com

Social Security Number: [Redacted] Date of Birth: [Redacted]

This person is (check all that are applicable):
 Corporate Officer Corporate Director LLC Member LLC Manager Partner Stockholder controlling more than 10% of the voting stock

Legal Information and Criminal History

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

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

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

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

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

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

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

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

Signature of Principal:  Date: 03/28/2023



CONDITIONAL USE VERIFICATION FORM
CREMATORY
100971-CUV

APPROVED

Description of Use: 100971-CUV - Conditional Use Verification for a crematory (alkaline hydrolysis) located at 3065 N Rancho Drive (13813512008), C-M.

Applicant: Alexis McCurdy
2519 S Shields St Suite 1k 770
Fort Collins, CO 80526
4802008828

Submitted:

- Site Plan
- Floor Plan

Parcel: 13813512008

Ward: WARD 5 (CEDRIC CREAR)

This Conditional Use Permit is approved pursuant to Title 19.12 of the Las Vegas Municipal Code, subject to the following conditions:

1. To ensure the health, safety and welfare of the public, an initial inspection and/or periodic inspections may be required to establish and maintain the proposed use. If required, the applicant shall allow City staff to schedule and conduct such inspections. Failure to allow or to pass inspections may result in the termination of the use.
2. All applicable City code requirements shall be satisfied.

APPROVED BY: S. Gebeke **DATE:** 01/24/2023

100971-CUV
01/24/2023

This form is not a permit for any use of the property, nor does it reserve any rights to a proposed use. It is used to verify that a proposed use complied with all Conditional Use Regulations of LVMC Title 19.12 on the date of approval only. A business license and/or additional permits (i.e. building, fire) may be required to establish the use.

RETAIN FOR YOUR RECORDS

SECRETARY OF STATE



DOMESTIC LIMITED-LIABILITY COMPANY (86) CHARTER

I, BARBARA K. CEGAVSKE, the duly qualified and elected Nevada Secretary of State, do hereby certify that **Green Farewells LLC** did, on 01/01/2023, file in this office the original Articles of Organization that said document is now on file and of record in the office of the Secretary of State of the State of Nevada, and further, that said document contains all the provisions required by the law of the State of Nevada.



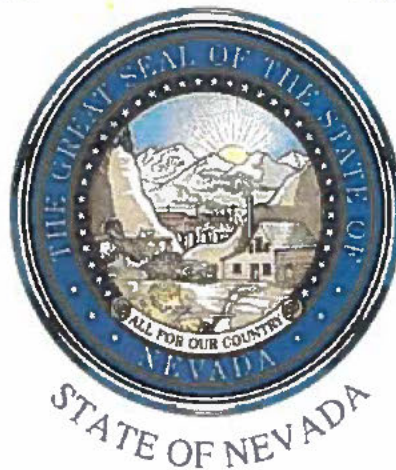
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 01/01/2023.

Barbara K. Cegavske

BARBARA K. CEGAVSKE
Secretary of State

Certificate
Number: B202301013274895
You may verify this certificate
online at <http://www.nvsos.gov>

SECRETARY OF STATE



NEVADA STATE BUSINESS LICENSE

Green Farewells LLC

Nevada Business Identification # NV20232661470

Expiration Date: 01/31/2024

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

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

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



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 01/01/2023.

Barbara K. Cegavske

Certificate Number: B202301013274896

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

BARBARA K. CEGAVSKE
Secretary of State



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

Crematory Inspection Checklist

Date: 09/20/2023

AUTHORITY

In accordance with NRS 642.067, NRS 642.365 and NRS 642.435, the Nevada Board of Funeral and Cemetery services has authority to inspect any premises where funeral directing is conducted or embalming practiced. In accordance with NRS 451.635 the Board shall examine the structure, equipment and location of the crematory.

GENERAL INFORMATION

Name under which the crematory conducts business : Green Farewells, LLC
License #: Initial Inspection
Physical address:
3065 North Rancho, Suite 176
Las Vegas, Nevada 89130
Mailing address:
3065 North Rancho, Suite 176
Las Vegas, Nevada 89130
Phone number: 702-849-1330
Fax number:
Owner of crematory: Green Farewells LLC
Type of ownership: LLC
Is the area zoned for mixed, commercial, or industrial,
and at least 1500 feet from a residential parcel?
Exception for alkaline hydrolysis equipment. (NRS
451.635) N/A
Notes
They only have alkaline hydrolysis machine.
Photo of Outside of Building

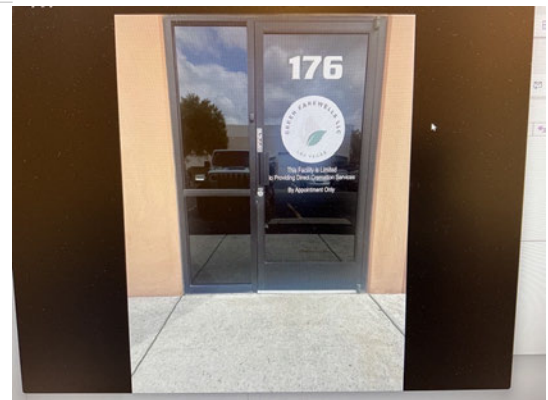


Photo of Outside of Building

LICENSES



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

Crematory Inspection Checklist

Date: 09/20/2023

Is the crematory license issued by the Board displayed conspicuously? N/A
 Are city and/or county permits or licenses displayed? N/A
 Have all individuals operating equipment attended approved crematory training? (SB 286) Yes
 List names of all individuals who currently operate equipment:
 Alexis McCurdy
 Lynnette Smith
 Martin McCurdy
 Cana did training in both flame and alkaline hydrolysis
 Photo of displayed licenses



Photo of training certificates



Photo of training certificates
 Photo of training certificates

EQUIPMENT INFORMATION

Number of machines 1



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

Crematory Inspection Checklist

Date: 09/20/2023

Fuel Source Electric

Manufacturer Bio Response Solutions

Date the equipment was last serviced? April 2023

Notes
 Unit was installed in March 2023 and engineer came in April 2023 to adjust the knobs.
 Photo of area where equipment located



Photo of machine 1



Photo of machine 2

Photo of machine 3

Photo of machine 4

PROCEDURE AND SPACE FOR CREMATION

Is the space within the crematory enclosed? (NRS 451.680) Yes

Is the crematory only used for the cremation of human remains? (NRS 451.680) Yes



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

Crematory Inspection Checklist

Date: 09/20/2023

Is an identifying document or label removed from container and kept near control panel until cremation is completed? (NRS 451.680)	N/A
Is all recoverable residue properly removed from chamber following cremation? (NRS 451.680)	N/A
Is a pulverizer or crusher on site? (Cremated remains must be reduced to particles no larger than 1/8 of an inch) (NRS 451.700)	Yes
Does it appear that the location is being maintained in a sanitary and professional manner? (NAC 642.158)	Yes

Notes

Initial inspection. Business not in operation.
Photo of document or label on control panel
Photo of pulverizer



Photo
Photo

HUMAN REMAINS

Is any area where bodies are stored awaiting cremation secure from access by anyone other than employees? (NRS 451.675, NRS 451.685)	Yes
Is any area where bodies are stored awaiting cremation clean and free of any evidence of leaking bodily fluids? (NRS 451.675)	N/A
Does it appear that any area where remains are stored awaiting cremation, protects the health and safety of crematory employees? (NRS 451.675)	Yes
Are all remains present being refrigerated or embalmed within 24 hours? (NRS 451.675)	N/A



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

Crematory Inspection Checklist

Date: 09/20/2023

Are all human remains refrigerated in a self-contained mechanical refrigeration unit at a temperature of not more than 42 degrees?(Temporary rise up to 48 degrees allowed) (NAC 451.015)	Yes
Are all remains in refrigeration and on site properly identified? (NAC 451.070)	N/A
Are all remains in refrigeration and on site being stored without being on top of other remains? (NAC 642.158)	N/A
Are all remains in refrigeration and on site being stored face-up? (NAC 642.158)	N/A
Are all remains in refrigeration and on site completely covered or clothed (unless embalming)? (NAC 642.158)	N/A
Are all remains in refrigeration and on site being kept directly off of the floor? (NAC 642.158)	N/A
Does it appear that all bodies in refrigeration and on-site are being treated with dignity and respect at all times? (NAC 642.158, NRS 451.675)	N/A
Does it appear that all bodies are being cremated within a reasonable period of time? (NRS 451.020) If no, please make notes below for reasons given by staff.	N/A

Notes

Initial inspection. No bodies are at this location. Refrigerator was in operation at the time of the inspection and temperature gauge was working and below 42 degrees.

Photo of outside of refrigeration unit





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

Crematory Inspection Checklist

Date: 09/20/2023

Photo of temperature reading



Photo of inside of refrigeration



New Photo



New Photo

New Photo

CONTAINERS



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

Crematory Inspection Checklist

Date: 09/20/2023

- Do all containers used cover the human remains completely when closed? (NRS 451.670) N/A
- Do all containers used resist leaking or spilling? (NRS 451.670) N/A
- Are all containers rigid enough for easy handling or supported during transport if alkaline hydrolysis is used? (NRS 451.670) Yes

Notes

They do not use cardboard containers. Bodies are shrouded and sheeted in the cooler and nude when entered into the aquamation chamber. They will use plastic urn boxes to transport cremated remains. They also have cardboard urn boxes to cover the plastic urns if they deliver or ship.

Photo of containers



Photo



DONOR ORGANIZATIONS

- Does the crematory work with any whole body donor organizations? No
- Does the location cremate body parts? No



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

Crematory Inspection Checklist

Date: 09/20/2023

Notes

CREMATION AUTHORIZATION FORM (NRS 451.660)

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

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

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

Notes

MAINTENANCE OF RECORDS

Is the crematory maintaining records for at least 7 years? (NAC 451.200)	N/A
Does the crematory keep a record of each authorization received? (NRS 451.665)	N/A
Does the crematory keep a record of the name of each person whose human remains are received? (NRS 451.665)	N/A
Does the crematory keep a record of the date and time of receipt of remains? (NRS 451.665)	N/A
Does the crematory keep a record of the description of the container in which the remains are received? (NRS 451.665)	N/A
Does the crematory keep a record of the date of cremation? (NRS 451.665)	N/A
Does the crematory keep a record of the final disposition of the cremated remains? (NRS 451.665)	N/A
Do records generally appear to be in good order?	Yes



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

Crematory Inspection Checklist

Date: 09/20/2023

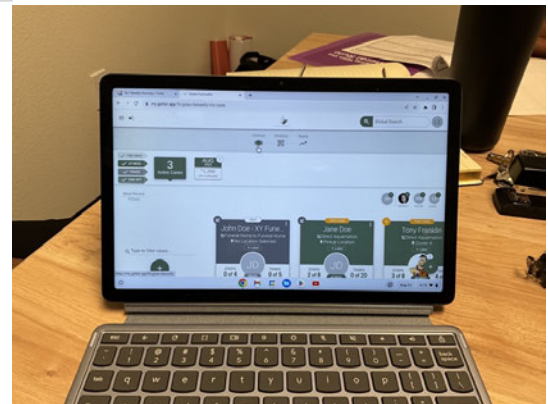
If records are not kept on-site, location where records are stored: _____ Onsite

Notes

They provided a copy of the intake and cremation log that will be used once they are authorized to operate. They will also use electronic media as a back up.
 Photo of cremation log



Photo of intake log



DELIVERY AND TRANSPORTATION OF CREMATED REMAINS

Does the crematory keep a record of receipts for delivery of cremated remains? (NRS 451.690) _____ N/A

Do receipts for delivery of cremated remains contain the name of the person receiving the remains? (NRS 451.690) _____ N/A

Do receipts for delivery of cremated remains contain the date, time and place of receipt of the remains? (NRS 451.690) _____ N/A



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

Crematory Inspection Checklist

Date: 09/20/2023

- Are temporary urns used to deliver cremated remains placed in suitable containers? (NRS 451.690) Yes
- Are temporary urns marked with the name of the person it contains? (NRS 451.690) Yes
- Are temporary urns marked with the name of the operator of the crematory? (NRS 451.690) Yes

Notes

They provided an urn and an urn with a label.
 Photo of temporary urn



Photo of temporary urn label



INSPECTION INFORMATION

Date of Inspection: 08/31/2023
 Time of Inspection: 08:57 AM
 Type of Inspection: Initial
 Name of Inspector: Dr. Wayne A. Fazzino



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

Crematory Inspection Checklist

Date: 09/20/2023

Signature of Inspector: _____

Name of Agency Representative at Time of Inspection: _____

Lennette Smith FD893

Signature of Agency Representative at Time of Inspection: _____

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

No

Notes

Photo

Photo



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/>

Item 3.B.2: Consent Agenda

Direct Cremation Facility Permit for Green Farewells, LLC, DC102L, located at 3065 N. Rancho Drive, Suite 176, Las Vegas, with Lennette Smith FD893 as Managing Funeral Director; Temporary approval effective September 20, 2023.



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/>

RECEIVED

JUN 11 2023

Direct Cremation Facility Permit Application

Eligibility and Information

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

Required Documents

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

Applicant Details

Name under which the location will conduct business:

Green Farewells LLC

Physical address of proposed location:

3065 N. Rancho Drive

City:

Las Vegas

State:

NV

Zip Code:

89130

Phone Number:

702-849-1330

E-mail Address:

hello@greenfarewells.com

Owner Information

Owner of Location:

Green Farewells LLC

Type of Ownership:

checkbox

Sole Proprietorship

checkbox

Corporation

checkbox checked

Limited Liability Company (LLC)

checkbox

Partnership

Managing Funeral Director Information

Name of Funeral Director who will manage this location:

Lennette Smith

FD License #:

FD-893

Direct Cremation Facility Permit Application

Location Inspection		
Anticipated date location will be ready for inspection:	7/30/2023	
Applicant Preferred Mailing Address <i>Enter the preferred mailing address of the applicant that the Board should use for routine correspondence and notices, after the permit is issued (e.g. renewal notices).</i>		
Mailing Address: (All Board correspondence will be sent to this address.) 3065 N. Rancho Drive.		
City: Las Vegas	State: NV	Zip Code: 89130
Preferred Phone Number: 702-849-1330	Preferred E-mail Address: hello@greenfarewells.com	

Applicant Information – Natural Person <i>Complete this section if applicant is a sole proprietor and not incorporated.</i>		
Full Legal Name: Alexis McCurdy		
Mailing Address: 9418 E Theia Dr.		
City: Mesa	State: AZ	Zip Code: 89130
Phone Number: 4802008828	E-mail Address: hello@greenfarewells.com	
Social Security Number: [REDACTED]	Date of Birth: [REDACTED]	Sex: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Citizenship <input checked="" type="checkbox"/> US Citizen <input checked="" type="checkbox"/> Authorized to Work in the US		Place of Birth: <u>Riverside, CA</u>

List all prior names used by applicant: _____

Applicant Information – Limited Liability Company (LLC), Corporation or Partnership <i>Complete this section if applicant is a Limited Liability Company, Corporation, or Partnership.</i>		
Under the laws of which state was the applicant organized? Nevada		
In which state is the applicant currently domiciled? Nevada		
Date applicant was organized (e.g. date articles of incorporation filed): 1/1/2023		
Have you attached the List of Principals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Contact Information Concerning Application <i>Enter the name and contact information of the person the Board should contact concerning this application.</i>		
Name: Alexis McCurdy		
Address: 9418 E Theia Dr.		
City: Mesa	State: AZ	Zip Code: 89130
Phone Number: 4802008828	E-mail Address: hello@greenfarewells.com	

Direct Cremation Facility Permit Application

Legal Information and Criminal History

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

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

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

General Questions

Do you understand that pursuant to statute, any advertising, including, without limitation, signage, must specify that the facility is limited to providing direct cremation services?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand that pursuant to statute, this permit, if issued, must be conspicuously displayed at the business location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand that pursuant to statute, all funeral directors and funeral arrangers employed at the location must conspicuously display their license at the location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand that pursuant to statute, the Board shall collect a \$10 regulatory fee for each written and signed agreement for funeral services in the State of Nevada?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand that pursuant to statute an inspection may be conducted prior to issuing and renewing a permit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Nevada Business License Information

Name on State Business License: Green Farewells LLC	
Business License #: NV20232661470	Employer Identification Number: 92-1387984

Other Licensure Information

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

If yes, please list all licenses below:

State/Jurisdiction	License Type	License #	Date of Issue

Direct Cremation Facility Permit Application

Certification and Signature

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

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

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

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

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

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

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



Signature of Applicant and/or Authorized Agent

7-11-2023

Date

Alexis McCurdy

Print Name

Managing Partner

Title

For Board Use Only:

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

Direct Cremation Facility Permit Application

Credit Card Payment Information

Payment Method

Applicant Name: Green Farewells LLC



Amount: \$375.00

Name on Credit Card: Alexis McCurdy

Credit Card Number: _____

Expiration Month/Year _____

Billing Address _____

Billing City, State & Zip _____

Email for Receipt: hello@greenfarewells.com

Authorization

Signature: Alexis McCurdy

By providing my signature, I authorize payment in the above amount to the Nevada Funeral and Cemetery Services Board for the above application.



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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

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

Business Entity – List of Principals

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

Business Information

Name under which the location will conduct business:

Green Farewells LLC

Identification of Principals

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

Form fields for principal information: Full Legal Name (Alexis McCurdy), Title (Managing Partner), Mailing Address (9418 E Theia Dr.), City (Mesa), State (AZ), Zip Code (85212), Phone Number (4802008828), E-mail Address (hello@greenfarewells.com), Social Security Number, Date of Birth.

This person is (check all that are applicable):

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

Legal Information and Criminal History

Legal questions: Has this principal had any legal action taken against any professional license held for any reason? Are there any pending legal actions, complaints, investigations or hearings concerning this principal in process? Has this principal ever had a professional license, certification or registration denied, restricted, suspended, or revoked? Has this principal ever relinquished responsibilities, resigned a position or been fired while a complaint was pending? Has this principal ever been convicted of, or pled guilty or nolo contendere to, a violation of ANY federal or state statute, city or county ordinance, or any law of a foreign country?

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

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

Signature of Principal: [Handwritten Signature] Date: 7-11-2023



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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

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

Business Entity – List of Principals

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

Business Information

Name under which the location will conduct business:

Green Farewells LLC

Identification of Principals

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

Full Legal Name:

Martin McCurdy

Title:

Managing Partner

Mailing Address:

9418 E Theia Dr.

City:

Mesa

State:

AZ

Zip Code:

85212

Phone Number:

9188166316

E-mail Address:

mmccurdy@greenfarewells.com

Social Security Number:

Date of Birth:

This person is (check all that are applicable):

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

Legal Information and Criminal History

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

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

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

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

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

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

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

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

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

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

Signature of Principal:

Date:

06/11/2023



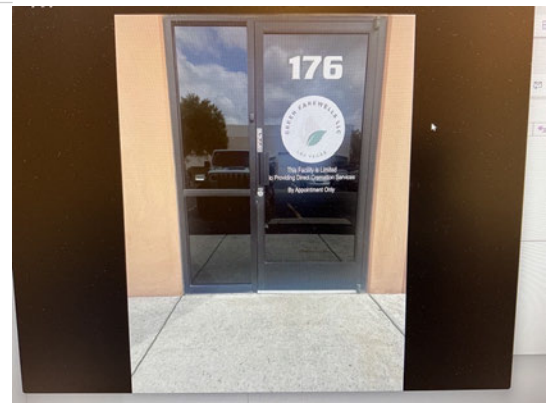
State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Direct Cremation Facility Inspection Checklist

GENERAL INFORMATION

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

Name under which the location conducts business	Green Farewells, LLC
Permit Number	Initial Inspection
Physical Address	3065 North Rancho Drive, Suite 176
City	Las Vegas
State	NV
Zipcode	89130
Mailing Address	3065 North Rancho Drive, Suite 176
City	Las Vegas
State	NV
Zipcode	89130
Phone Number	7028491330
Fax Number	
Owner Of Location	Green Farewells LLC
Type Of Ownership	LLC
Name of funeral director currently approved to manage this location	Lennette Smith
FD License Number	FD893
photo of outside of building	





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

Direct Cremation Facility Inspection Checklist

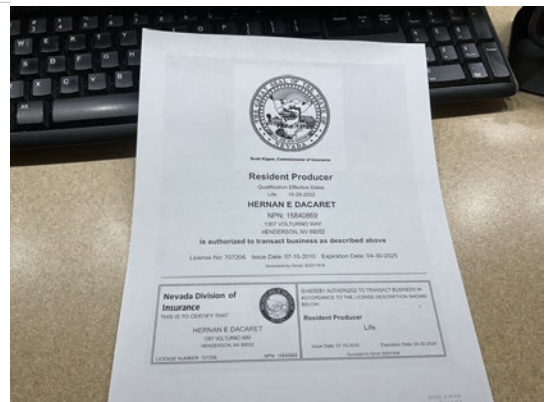
photo of lobby



pic



pic



Notes:

Resident Producer license was provided post inspection and will be posted on the wall as required.

LICENSES



Direct Cremation Facility Inspection Checklist

Permit with name of owner displayed conspicuously? (NRS 642.465)	Yes
Are all individuals meeting with families to make arrangements properly licensed? (NRS 642.340) (NRS 642.361)	Yes
Funeral directors' and funeral arrangers' licenses displayed conspicuously? (NRS 642.460)	Yes
Does the location sell, solicit, negotiate or is a party to any preneed contract or provide preneed services?	Yes
If they sell pre-need, are they properly licensed with the Division of Insurance? (NRS 689)	Yes
Notes:	
Photo of displayed licenses	



LIST NAMES AND LICENSE NUMBERS

Name	Name 1
License Number	Lennette Smith FD893
Name	Name 2
License Number	Lynnette Smith FD893

ADVERTISING

Does the location advertise?	Yes
Types Of Advertising	Website, handouts,
For any viewed advertising, does there appear to be any misrepresentations? (NRS 642.5172)	No
Does advertising and signage specify that the facility is limited to providing direct cremation services? (NRS 642.5172)	Yes
Notes:	



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

Direct Cremation Facility Inspection Checklist

Photo of signage



GENERAL PRICE LIST

Does location have a supply of the GPL readily available? NRS 642.019, 16 CFR 453.3(b)(4)(i)(A)	Yes
Has the location kept a copy of the GPL, CPL, OBCPL and SFGSS for one year after the date of their last distribution to customers? NRS 642.019, 16 CFR 453.6	N/A
Does the GPL contain the name, address, and phone number of the facility? NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(1)	Yes
Does the GPL contain the caption "General Price List"? NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(2)	Yes
Does the GPL list the effective date? NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(3)	Yes
Does the GPL include the retail prices for all items listed below? NRS 642.019, 16 CFR 453.2 (b)(4)(ii)	
Check all items that are listed below:	
Forwarding remains to another funeral home	<input checked="" type="checkbox"/>
Receiving remains from another funeral home	<input checked="" type="checkbox"/>
Price range for direct cremations	<input checked="" type="checkbox"/>
Separate price for direct cremations; purchaser provides container	<input checked="" type="checkbox"/>
Separate prices for each direct cremation offered including an alternative container	<input checked="" type="checkbox"/>
Transfer of remains	<input checked="" type="checkbox"/>
Price range for caskets or individual prices for caskets	<input type="checkbox"/>
Funeral director and staff services fees	<input checked="" type="checkbox"/>

Notes:

No containers are offered as this is Aquamation. Also, no caskets are offered. As noted on the GPL, an urn is included in the cost of the cremation.

GENERAL PRICE LIST DISCLOSURES



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

Direct Cremation Facility Inspection Checklist

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

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

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

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

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

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

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

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

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

If the location only states the range of prices for the caskets on the GPL, is the following disclosure included with the price range? N/A

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

"A complete price list will be provided."

Notes

Basic services of the funeral directory and staff are included in the Direct Aquamation Package. No caskets are offered at this facility.

ITEMIZED STATEMENT OF FUNERAL GOODS AND SERVICES



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

Direct Cremation Facility Inspection Checklist

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

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

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

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

Notes:

STATEMENT OF FUNERAL GOODS AND SERVICES DISCLOSURE

Is the following disclosure included in immediate conjunction with the list of itemized cash advances? NRS 642.019, 16 CFR 453.3(f)(2) Yes

"We charge you for our service in obtaining: (specify cash advance items)."

Is the following disclosure included in the statement of funeral goods and services selected? NRS 642.019, 16 CFR 453.4(a)(2)(i)(A) Yes

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

Notes:

CASKET PRICE LIST

Does the location provide a casket price list? NRS 642.019, 16 CFR 453.2(b)(2) No

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

Notes:
Urn Price List-No caskets.

FACILITY FORMS AND RECORDS



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

Direct Cremation Facility Inspection Checklist

Is facility maintaining records for at least 7 years? (NAC 451.200)	N/A
Are completed statements of funeral goods and services signed by the licensee who made the arrangements? (NAC 642.152)	N/A
Do completed statements of funeral goods and services contain the license number of the individual who made the arrangements? (NAC 642.152)	N/A
Does the facility provide a disclosure stating that the direct cremation facility is unable to provide rites or ceremonies in connection with the final disposition of the remains? (NAC 642.156)	Yes
Does the facility provide a disclosure stating that the direct cremation facility is unable to provide facilities to conduct rites or ceremonies in connection with the final disposition of the remains? (NAC 642.156)	Yes
Does the facility provide a disclosure stating that the direct cremation facility is unable to provide embalming of human remains? (NAC 642.156)	Yes
Does the facility provide a disclosure stating that the direct cremation facility is unable to provide burial services? (NAC 642.156)	Yes
Does the facility provide a disclosure stating that the direct cremation facility is unable to provide for a viewing of the remains other than an identification viewing? (NAC 642.156)	Yes
Do records generally appear to be in good order?	Yes
If remains are not stored or cremated at this location, do forms advise consumer of the location where remains will be stored or cremated? (NAC 642.154)	Yes
Notes	

CREMATION AUTHORIZATION FORM

This may be reviewed as part of direct cremation facility inspection and/or crematory inspection

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

Does the form identify the deceased person? (NRS 451.660)	Yes
Does it contain a statement of whether death occurred from communicable or otherwise dangerous disease? (NRS 451.660)	Yes
Does it list the name and address of agent? (NRS 451.660)	Yes
Does it list agent's relationship to decedent? (NRS 451.660)	Yes



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

Direct Cremation Facility Inspection Checklist

Does it contain representation that agent is not aware of any objection to cremation by any person who has a right to control the disposition of remains? (NRS 451.660)	Yes
Does it list the name of person authorized to claim cremated remains or the name of the cemetery or person to whom the remains are to be sent? (NRS 451.660)	Yes
Notes:	

GENERAL LOCATION MANAGEMENT

Is the approved managing funeral director on-site for inspection? (Not required)	Yes
How often is the approved managing funeral director on-site to manage location?	Daily
Is the managing funeral director available to staff for supervision? NRS 642.345(3)	Yes
Does the managing funeral director live within 120 miles of the location? (NAC 642.116)	Yes
Does the managing funeral director manage no more than 3 locations? (NAC 642.116)	Yes
If the managing funeral director manages more than one location, are they within 120 miles of each other? (NAC 642.116)	N/A
Does it appear that the location is being maintained in a sanitary and professional manner? (NRS 642.465)	Yes
Notes	
New facility. Very clean.	
New Photo	





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

Direct Cremation Facility Inspection Checklist

New Photo



BODY DONATION INFORMATION

Does the facility work with any whole body donor organizations? No
Notes:

CREMATORY INFORMATION

Does the facility have an on-site crematory? Yes
General Notes or Comments
Alkaline Hydrolysis

UNCLAIMED VETERANS

Has the location reviewed all stored cremated remains to determine whether they are in possession of any veterans? NRS 642.0197 N/A
Has the location reported all unclaimed remains of any veterans to the Department of Veteran's Services within 1 year? This includes families who have never returned to claimed the cremated remains. NRS 642.0197 N/A
Notes
Initial inspection.

REGULATORY FEES

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



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

Direct Cremation Facility Inspection Checklist

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

Notes

Initial inspection.

INSPECTION INFORMATION

Date of Inspection 08/31/2023
Time of Inspection 07:45 AM
Type of Inspection Initial
Name of Inspector Dr. Wayne A. Fazzino
Signature of Inspector

Name of Agency Representative at Time of Inspection: Lynnette Smith 893
Signature of Agency Representative at Time of Inspection

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

No

Additional Photo

Additional Photo

Additional Photo



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/>

Item 3.B.3: Consent Agenda

Establishment Permit for Giddens Memorial Chapel, Inc., EST139, located at 2737 N. Lamb Blvd, Las Vegas with Kyle Giddens FD864 as Managing Funeral Director; Temporary approval effective September 20, 2023.



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/>

Funeral Establishment Permit Application

Eligibility and Information

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

Required Documents

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

Applicant Details

Name under which the location will conduct business: Giddens Memorial Chapel, Inc.		
Physical address of proposed location: 2737 N Lamb Blvd		
City: Las Vegas	State: Nevada	Zip Code: 89115
Phone Number: 702-982-8670	E-mail Address: kyle@giddensmc.com	

Owner Information

Owner of Location: Dr. Raymond Louis Giddens Jr. & Kyle Lamont Giddens			
Type of Ownership:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Corporation	
	<input checked="" type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Partnership	

Managing Funeral Director Information

Name of Funeral Director who will manage this location: Kyle Lamont Giddens	FD License #: FD864
--	------------------------

Funeral Establishment Permit Application

Location Inspection	
Anticipated date location will be ready for inspection:	08/31/2023

Applicant Preferred Mailing Address <i>Enter the preferred mailing address of the applicant that the Board should use for routine correspondence and notices, after the permit is issued (e.g. renewal notices).</i>		
Mailing Address: (All Board correspondence will be sent to this address.)		
490 Sunrise Villa Dr.		
City:	State:	Zip Code:
Las Vegas	Nevada	89110
Preferred Phone Number:	Preferred E-mail Address:	
702-982-8670	kyle@giddensmc.com	

Applicant Information – Natural Person <i>Complete this section if applicant is a sole proprietor and not incorporated.</i>			
Full Legal Name:			
Mailing Address:			
City:	State:	Zip Code:	
Phone Number:	E-mail Address:		
Social Security Number:	Date of Birth:	Sex:	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Citizenship: <input type="checkbox"/> US Citizen <input type="checkbox"/> Authorized to Work in the US	Place of Birth:		
List all prior names used by applicant:			

Applicant Information – Limited Liability Company (LLC), Corporation or Partnership <i>Complete this section if applicant is a Limited Liability Company, Corporation, or Partnership.</i>			
Under the laws of which state was the applicant organized?			
Nevada			
In which state is the applicant currently domiciled?			
Nevada			
Date applicant was organized (e.g. date articles of incorporation filed):			
11/07/2017			
Have you attached the List of Principals?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Contact Information Concerning Application <i>Enter the name and contact information of the person the Board should contact concerning this application.</i>			
Name:			
Kyle Lamont Giddens			
Address:			
490 Sunrise Villa Dr.			
City:	State:	Zip Code:	
Las Vegas	Nevada	89110	
Phone Number:	E-mail Address:		
708-925-4683	kyle@giddensmc.com		

Funeral Establishment Permit Application

Legal Information and Criminal History

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

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

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

General Questions

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

Nevada Business License Information

Name on State Business License:	
Giddens Memorial Chapel, Inc.	
Business License #:	Employer Identification Number:
NV20171720758	82-3339421

Funeral Establishment Permit Application

Other Licensure Information

Does the applicant now hold, or has the applicant ever in the past held a license, permit, or certificate in the State of Nevada or any other state or jurisdiction as a funeral establishment, direct cremation facility, cemetery, or crematory? Yes No

If yes, please list all licenses below:

State/Jurisdiction	License Type	License #	Date of Issue
Nevada	Funeral Establishment	EST112	07/20/2023

Certification and Signature

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

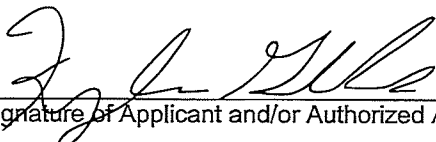
I hereby apply for a permit, under the laws and regulations governing funeral and cemetery services and certify that all statements and documents contained herein are true and correct to the best of my knowledge and belief and understand that if any responses on this application are false, fraudulent,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

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

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

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

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


 Signature of Applicant and/or Authorized Agent

8/21/2023
 Date

Kyle Lamont Giddens
 Print Name

Chief Operating Officer
 Title

For Board Use Only:

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

Funeral Establishment Permit Application

Credit Card Payment Information

Payment Method

Applicant Name

Giddens Memorial Chapel, Inc.



Amount:

\$375.00

Name on Credit Card:

Karla Lynette Henderson

Credit Card Number:

4 [REDACTED] 3692

Expiration Month/Year

07/28

Billing Address

600 W Owens Ave

Billing City, State & Zip

Las Vegas, NV 89106

Email for Receipt:

karla@giddensmc.com

Authorization

Signature:

Karla Henderson

By providing my signature, I authorize payment in the above amount to the Nevada Funeral and Cemetery Services Board for the above application.



STATE OF NEVADA
FUNERAL AND CEMETERY SERVICES BOARD

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

Business Entity – List of Principals

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

Business Information

Name under which the location will conduct business:

Giddens Memorial Chapel, Inc.

Identification of Principals

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

Full Legal Name:

Raymond Louis Giddens Jr.

Title:

Chief Executive Officer

Mailing Address:

490 Sunrise Villa Dr.

City:

Las Vegas

State:

NV

Zip Code:

89110

Phone Number:

702-672-3213

E-mail Address:

rayjr@giddensmc.com

Social Security Number:

[REDACTED]

Date of Birth:

[REDACTED]

This person is (check all that are applicable):

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

Legal Information and Criminal History

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

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

Yes No

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

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

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

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

Signature of Principal:

Raymond L. Giddens Jr.

Date:

8/18/23



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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

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

Business Entity – List of Principals

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

Business Information

Name under which the location will conduct business:

Giddens Memorial Chapel, Inc.

Identification of Principals

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

Full Legal Name:

Kyle Lamont Giddens

Title:

Chief Operating Officer

Mailing Address:

490 Sunrise Villa Dr.

City:

Las Vegas

State:

NV

Zip Code:

89110

Phone Number:

708-925-4683

E-mail Address:

kyle@giddensmc.com

Social Security Number:

Date of Birth:

This person is (check all that are applicable):

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

Legal Information and Criminal History

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

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

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

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

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

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

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

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

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

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

Signature of Principal:

[Handwritten Signature]

Date:

8/21/2023



Department of Comprehensive Planning

500 S Grand Central Pkwy . PO Box 551741 . Las Vegas NV 89155-1741

Phone (702) 455-4314 . Fax (702) 455-3271

Sami Real, Director

August 09, 2023

DR. RAYMOND GIDDENS JR.
GIDDENS MEMORIAL CHAPEL
71 N. PECOS ROAD #113
LAS VEGAS, NV 89101

ZL-23-900403

APN: 140-18-711-003; 140-18-711-006

To Whom It May Concern:

The above-referenced parcels are located in the M-D (Designed Manufacture) zoning district, and are located in the AE-70 and AE-75 Airport Environs Overlay District.

To review the complete zoning Code on-line visit www.clarkcountynv.gov. At the top of the page, select Government, then Departments, and from there select Comprehensive Planning Department. Once on the Comprehensive Planning page, select Library on the left under Related Pages and then Title 30 or [click here](#) to go directly to the webpage. Chapter 30.44 lists each use and identifies the zoning districts in which it is permitted, along with any related conditions. Alternatively, Appendix F lists all the permitted uses within each zoning district. Specific development standards per the zoning district can be found in Chapter 30.40, which must be used in conjunction with general development standards found in Chapter 30.56. Please see Chapter 30.48 to review development requirements for any applicable overlay district. Parking standards are located in Chapter 30.60, and landscaping and screening standards can be found in Chapter 30.64. If you are unable to access this information, please call our office at 702-455-4314 for assistance.

If we can be of further assistance to you on this matter, please do not hesitate to contact our office.

Sincerely,

Roxy Pais-Evia
Planner

BOARD OF COUNTY COMMISSIONERS

JAMES B. GIBSON, Chair • TICK SEGERBLOM, Vice Chair

JUSTIN C. JONES • MARILYN KIRKPATRICK • WILLIAM MCCURDY II • ROSS MILLER • MICHAEL NAFT

KEVIN SCHILLER, County Manager

ENTITY INFORMATION**ENTITY INFORMATION****Entity Name:**

GIDDENS MEMORIAL CHAPEL INC.

Entity Number:

E0524082017-4

Entity Type:

Domestic Corporation (78)

Entity Status:

Active

Formation Date:

11/07/2017

NV Business ID:

NV20171720758

Termination Date:

Perpetual

Annual Report Due Date: b

11/30/2023

REGISTERED AGENT INFORMATION**Name of Individual or Legal Entity:**

RAYMOND GIDDENS JR.

Status:

Active

CRA Agent Entity Type:**Registered Agent Type:**

Non-Commercial Registered Agent

NV Business ID:**Office or Position:****Jurisdiction:****Street Address:**

490 SUNRISE VILLA DRIVE, LAS VEGAS, NV, 89110, USA b

Mailing Address:

490 SUNRISE VILLA DRIVE, LAS VEGAS, NV, 89110

Individual with Authority to Act:**Fictitious Website or Domain Name:****OFFICER INFORMATION** **VIEW HISTORICAL DATA** b

Title	Name b	Address b	Last Updated	Status
President	Raymond L Giddens Jr.	490 Sunrise Villa Dr., Las Vegas, NV, 89110, USA b	09/23/2020	Active
Secretary	Kyle L Giddens	5644 PALADIUM, Dallas, TX, 75249, USA	09/23/2020	Active
Treasurer	Raymond L Giddens Jr.	490 Sunrise Villa Dr., Las Vegas, NV, 89110, USA	09/23/2020	Active
Director	Kyle L Giddens	5644 Paladium, Dallas, TX, 75249, USA	09/23/2020	Active

Page 1 of 1, records 1 to 4 of 4b

CURRENT SHARES

Class/Series b	Type b	Share Number	Value
----------------	--------	--------------	-------

No records to view.

Number of No Par Value Shares:

1

Total Authorized Capital: b

1

Filing history

Name history

Mergers/Conversions

[Return to search](#)

[Return to Results](#)



FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Funeral Establishment Inspection Checklist

AUTHORITY

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

GENERAL INFORMATION

Name under which the location conducts business:	Giddens Memorial Chapel, Inc.
Permit #:	Initial Inspection
Physical address:	2737 North Lamb, Las Vegas, Nevada 89115
Mailing address:	490 Sunrise Villa Drive, Las Vegas, Nevada 89110
Phone number:	702-982-8670
Owner of location:	Dr. Raymond Louis Giddens, Jr., and Kyle Lamont Giddens
Type of ownership:	LLC
Name of funeral director approved to manage this establishment:	Kyle Lamont Giddens FD864
Does the establishment have an on-site crematory?	No
Where are bodies from location cremated?	La Paloma-Stephanie
Photo of Outside of Building:	





Funeral Establishment Inspection Checklist

Photo of Signage



Photo of Lobby



LICENSES

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



FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Funeral Establishment Inspection Checklist

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

Yes
Pre-need licenses are in the names of Kyle
Lamont Giddens and Raymond Louis
Giddens, Jr. Both are current with DOI.

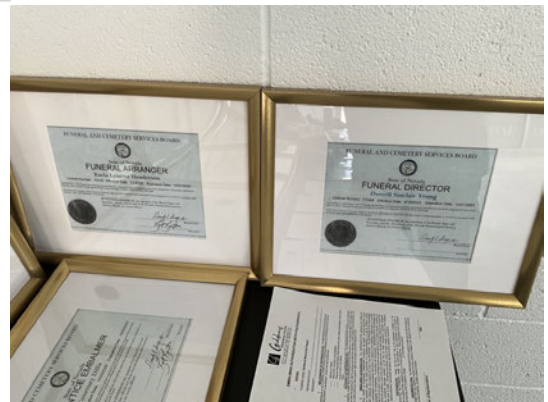
Photo of Displayed Licenses



New Photo



New Photo





FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Funeral Establishment Inspection Checklist

New Photo



LIST NAMES AND LICENSE NUMBERS OF ALL LICENSEES:

Name	LaToya Giddens FA320
License Number	
Name	Courtney Hemphill FA215
License Number	
Name	Raymond Giddens, Senior FA246
License Number	
Name	Karla Henderson FA142
License Number	
Name	Raymond Louis Giddens Jr. FD923
License Number	
Name	Kyle Lamont Giddens FD864
License Number	
Name	Durrell Sinclair Young FD998
License Number	
Name	Kyle Lamont Giddens EMB897
License Number	
Name	Krystal Osborne EMB 200
License Number	
Name	Courtney Dilla AE2204



FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Funeral Establishment Inspection Checklist

License Number _____

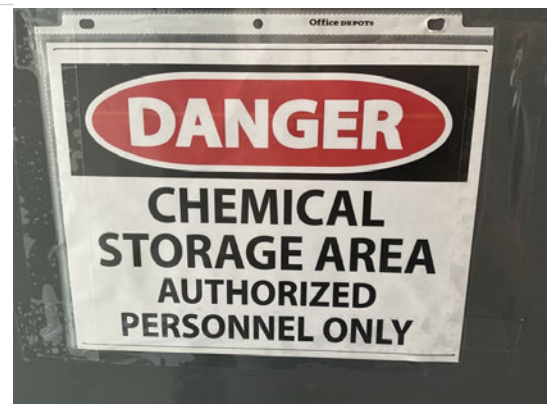
PREPARATION ROOM

Does the establishment have a preparation room? (NRS 642.016)	Yes
Is there proper signage and locking doors to prevent unauthorized persons from entering preparation room? (NRS 642.560)	No
Is the floor sanitary? (NRS 642.016)	No
Is there necessary drainage? (NRS 642.016)	Yes
Is there proper ventilation in working order? (NRS 642.016)	No
Are fumes and odors prevented from entering other parts of the building? (NRS 642.016)	N/A
Does the location properly store and dispose of hazardous waste? (NRS 444.490)	Yes
Is this preparation room utilized by the establishment? If not, where are bodies prepared/embalmed?	No
Presently at Andre's Serenity Family Mortuary and Crematory.	
Is embalming performed at this location? If not, where are bodies embalmed?	No Andre's Serenity Family Mortuary and Crematory

Notes

The preparation room is in the process of being built. See the attached picture. The facility does have signs on the door leading into the back rooms where the preparation room is located. There are signs on the back door that is in the waiting room area leading to the back rooms.

Preparation Room Signage





FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Funeral Establishment Inspection Checklist

Preparation Room Locking Doors:



Preparation Room Drainage:



Preparation Room Ventilation:

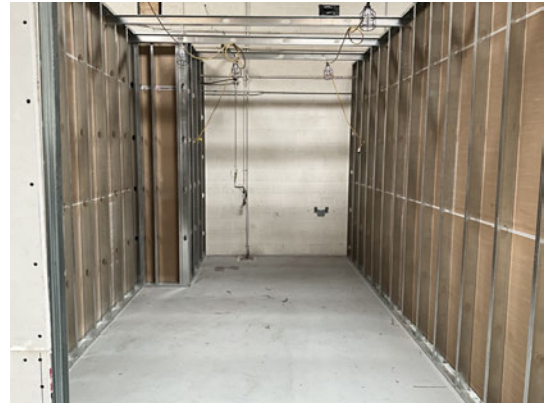




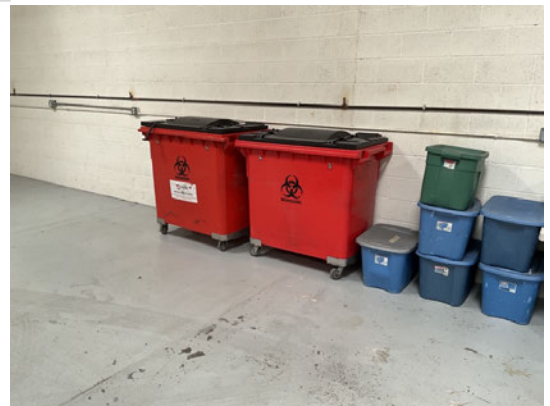
FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Funeral Establishment Inspection Checklist

Preparation Room Overview Photo:



Hazardous Waste Container Photo:



HUMAN REMAINS

Are human remains stored at this location?

No

Where are bodies from this location stored?

Andre's Serenity Family Mortuary and Crematory

Notes



FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Funeral Establishment Inspection Checklist

Photo of Outside of Refrigeration



Photo of Inside of Refrigeration



Photo of Temperature Gauge





FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Funeral Establishment Inspection Checklist

Additional Holding Areas



Additional Photo

GENERAL ESTABLISHMENT MANAGEMENT

Is the approved managing funeral director on-site for inspection? (Not required)	Yes
How often is the approved managing funeral director on-site to manage establishment?	A few times a week to oversee the building process.
Is the managing funeral director available to staff for supervision? (NRS 642.345)	Yes
Does the managing funeral director live within 120 miles of the location? (NAC 642.116)	Yes
Does the managing funeral director manage more than 3 locations? (NAC 642.116)	No
If the managing funeral director manages more than one location are they within 120 miles of each other? (NAC 642.116)	N/A
Does it appear that the location is being maintained in a professional and sanitary manner? (NRS 642.465) (NAC 642.158)	N/A
Does the location have a blood borne pathogen exposure control plan and do they update the plan annually? (29 CFR 1910.1030)	Yes
Have all employees with potential exposure been provided blood borne pathogen training annually? (29 CFR 1910.1030)	N/A
Have all employees with potential exposure been offered a hepatitis B vaccination? (29 CFR 1910.1030)	N/A

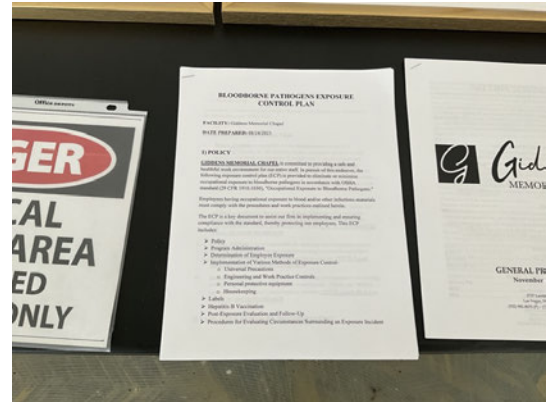


Funeral Establishment Inspection Checklist

Notes

This facility is in the process of being built. The employees who will work here once the facility is authorized have been offered a hepatitis B vaccination and are trained in blood borne pathogens. I verified this information during a recent inspection at Giddens Memorial Chapel on North Pecos Avenue.

Photo of blood borne pathogen exposure control plan



ESTABLISHMENT FORMS AND RECORDS

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

Notes

This is the initial inspection. Blank forms do advise the location of the crematory.

CASKET INVENTORY

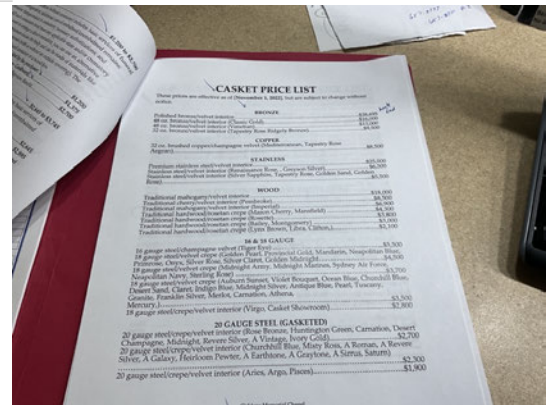


Funeral Establishment Inspection Checklist

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

Notes:

Digital media. System is in the process of being set up to display caskets and prices.
 Photo of casket display room or catalogue



CASKET PRICE LIST

Does the establishment provide a casket price list? **Yes**
 (NRS 642.019, 16 CFR 453.2(b)(2))
 (If prices of all caskets are listed on the GPL, this item is not required)
 Does the casket price list contain the name of the funeral establishment and a caption describing the list as a "casket price list"? **Yes**
 NRS 642.019, 16 CFR 453.2(b)(2)(ii)
 Does the casket price list contain the retail prices of all caskets and alternative containers offered which do not require special ordering, enough information to identify each, and the effective date for the price list? **Yes**
 (NRS 642.019, 16 CFR 453.2(b)(2)(i))

Notes

GENERAL PRICE LIST (GPL)

Does establishment have a supply of the GPL readily available? **Yes**
 NRS 642.019, 16 CFR 453.3(b)(4)(i)(A)



Funeral Establishment Inspection Checklist

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

GENERAL PRICE LIST DISCLOSURES



Funeral Establishment Inspection Checklist

- Is the following disclosure included in immediate conjunction with the price shown for embalming? Yes
NRS 642.019, 16 CFR 453.3(2)(ii)
“[Except in certain special cases], embalming is not required by law. Embalming may be necessary, however, if you select certain funeral arrangements, such as a funeral with viewing. If you do not want embalming, you usually have the right to choose an arrangement that does not require you to pay for it, such as direct cremation or immediate burial.”
- Is the following disclosure included in immediate conjunction with the price range shown for direct cremations? Yes
NRS 642.019, 16 CFR 453.3(b)(2)
“If you want to arrange a direct cremation, you can use an alternative container. Alternative containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are (specify containers).”
- If the prices of outer burial containers are listed on the general price list, is the following disclosure included in immediate conjunction with those prices? Yes
NRS 642.019, 16 CFR 453.3(c)(2)
“[In most areas of the country], [S]tate or local law does not require that you buy a container to surround the casket in the grave. However, many cemeteries require that you have such a container so that the grave will not sink in. Either a grave liner or a burial vault will satisfy these requirements.”
- Is the following disclosure included immediately above the prices contained in the GPL? Yes
NRS 642.019, 16 CFR 453.4(b)(2)(a)
“The goods and services shown below are those we can provide to our customers. You may choose only the items you desire. However, any funeral arrangements you select will include a charge for our basic services and overhead. If legal or other requirements mean you must buy any items you did not specifically ask for, we will explain the reason in writing on the statement we provide describing the funeral goods and services you selected.”



FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Funeral Establishment Inspection Checklist

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

ITEMIZED STATEMENT OF FUNERAL GOODS AND SERVICES

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

STATEMENT OF FUNERAL GOODS AND SERVICES DISCLOSURE

Is the following disclosure included in immediate conjunction with the list of itemized cash advances? No
NRS 642.019, 16 CFR 453.3(f)(2)
"We charge you for our service in obtaining: (specify cash advance items)."



Funeral Establishment Inspection Checklist

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

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

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

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

NRS 642.019, 16 CFR 453.5(b)

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

Notes

OUTER BURIAL CONTAINER PRICE LIST

Does the establishment provide an outer burial container price list? Yes

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

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

Does the outer burial container price list contain the name of the funeral establishment and a caption describing the list as a “outer burial container price list”? Yes

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

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

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

Notes

CREMATION AUTHORIZATION FORM (NRS 451.660)

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

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

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

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



FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Funeral Establishment Inspection Checklist

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

ADVERTISING

Does establishment advertise?	No
Notes:	They will after they are authorized to operate.
New Photo	
New Photo	

BODY DONATION INFORMATION

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

UNCLAIMED VETERANS

Has the location reviewed all stored cremated remains to determine whether they are in possession of any veterans? NRS 642.0197	N/A
Has the location reported all unclaimed remains of any veterans to the Department of Veterans Services within 1 year? This includes families who have never returned to claim the cremated remains. NRS 642.0197	N/A
Notes	
Initial inspection. No cremated remains at this location.	

REGULATORY FEES

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



FUNERAL AND CEMETERY SERVICES BOARD
3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509
Phone (775) 825-5535
Fax (775) 507-4102
Email nvfuneralboard@fb.nv.gov

Funeral Establishment Inspection Checklist

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

Unknown

INSPECTION INFORMATION

Date of Inspection: 08/30/2023
Time of Inspection: 14:25
Type of Inspection: Initial
Name of Inspector: Dr. Wayne A. Fazzino
Signature of Inspector: _____

Name of Establishment Representative at Time of Inspection: _____
Kyle Giddens FD864

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

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

Signature of Establishment or Crematory Representative
at Time of Inspection: _____

Does it appear that any items may need to be reported to local or state health authorities, OSHA, or the Federal Trade Commission? _____
No

Additional Photos _____
Additional Photo2 _____
Additional Photo3 _____



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/>

Item 3.B.4: Consent Agenda

Managing Funeral Director Request for Nadia Sandoval FD1007 – Eastside Memorial Park Funerals & Cremations EST114. Temporary approval effective August 1, 2023.



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

Request for Approval of Managing Funeral Director

Information

Any funeral establishment or direct cremation facility wishing to request approval of a new managing funeral director or transfer a managing funeral director from one location to another must complete this form and submit payment of \$225.

Required Documents

- Completed Request Form:** Request forms are required to be completed in full.
- Fee:** A non-refundable payment in the amount of \$225 must be submitted at time of request. Acceptable forms of payment include, check, money order or credit card and made payable to the "Nevada Funeral and Cemetery Services Board."

Establishment Location Information

Name of Location: Eastside Memorial Park Funerals & Cremations		Permit #: EST114
Physical address: 1600 Buckeye Road		
City: Minden	State: NV	Zip Code: 89423
Phone Number: 775-782-2215	E-mail Address: info@eastsidememorialpark.com	

Preferred Mailing Address

Mailing Address: (All Board correspondence will be sent to this address.) 1600 Buckeye Road		
City: Minden	State: NV	Zip Code: 89423

Proposed New Managing Funeral Director Information

Name: Nadia Sandoval	License # FD1007	Proposed Start Date: 8/1/2023
Physical Home Address: 1600 Buckeye Road		
City: Minden	State: NV	Zip Code: 89423
Phone Number: [REDACTED]	E-mail Address: nadia@eastsidememorialpark.com	

Does the proposed new managing Funeral Director reside within 120 miles of the location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	---	-----------------------------

If proposed new managing Funeral Director manages more than one location, are each of the locations within 120 miles of each other?	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	------------------------------	--

Request for Approval of Managing Funeral Director

Additional Locations Managed by Proposed Managing Funeral Director

1. Name of Location:		Permit #:	
Physical address:	City:	State:	Zip
2. Name of Location:		Permit #:	
Physical address:	City:	State:	Zip

Declaration of Applicant

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

Irene Shahin

08/07/2023

Signature of Authorized Representative of Location

Date

Irene Shahin

President

Print Name

Title

Nadia Sandoval

08/07/2023

Signature of Proposed New Managing Funeral Director

Date

Nadia Sandoval

Print Name

Credit Card Payment Information

Payment Method

VISA
 MasterCard
 AMERICAN EXPRESS
 DISCOVER

Amount: \$ 225
 Name on Credit Card: _____
 Credit Card Number: _____
 Expiration Month/Year: _____
 Billing Address: P.O. Box 910
 Billing City, State & Zip: Minden, NV 89423
 Email for Receipt: info@eastsidememorialpark.com
 Authorization Signature: *Irene Shahin*

By providing my signature, I authorize payment in the above amount to the Nevada Funeral and Cemetery Services Board for the above application.

For Board Use Only:

<input type="checkbox"/> Date Received:		<input type="checkbox"/> Approved	
<input type="checkbox"/> Fee Paid:	\$	<input type="checkbox"/> Denied	
<input type="checkbox"/> Ref. No.:		<input type="checkbox"/> Withdrawn	
<input type="checkbox"/> Temp Approval Date:		<input type="checkbox"/> Date Temp Permit Mailed:	
<input type="checkbox"/> Formal Approval Date:		<input type="checkbox"/> Date Permit Mailed:	



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/>

Item 3.B.5: Consent Agenda

Managing Funeral Director Request for Judy Cannon FD1006 – National Cremation Society DC87L.
Temporary approval effective August 20, 2023

RECEIVED

AUG 18 2023



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/>

RECEIVED

AUG 18 2022

Request for Approval of Managing Funeral Director

Information

Any funeral establishment or direct cremation facility wishing to request approval of a new managing funeral director or transfer a managing funeral director from one location to another must complete this form and submit payment of \$225.

Required Documents

- Completed Request Form:** Request forms are required to be completed in full.
- Fee:** A non-refundable payment in the amount of \$225 must be submitted at time of request. Acceptable forms of payment include, check, money order or credit card and made payable to the "Nevada Funeral and Cemetery Services Board."

Establishment Location Information

Name of Location: National Cremation Society		Permit #: DC87L
Physical address: 11 S Stephanie St, Suite 140		
City: Henderson	State: NV	Zip Code: 89012
Phone Number: (702) 407-0848	E-mail Address: SCIDirectBusinessOps@sci-us.com	

Preferred Mailing Address

Mailing Address: (All Board correspondence will be sent to this address.) 100 NW 70th Ave, Suite 200		
City: Plantation	State: FL	Zip Code: 33317

Proposed New Managing Funeral Director Information

Name: Judy Lynn Cannon		License # FD1006	Proposed Start Date: 08/20/2023
Physical Home Address: [REDACTED]			
City: Henderson	State: NV	Zip Code: 89044	
Phone Number: (702) 407-0848	E-mail Address: Judy.Cannon@sci-us.com		

Does the proposed new managing Funeral Director reside within 120 miles of the location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	---	-----------------------------

If proposed new managing Funeral Director manages more than one location, are each of the locations within 120 miles of each other?	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	---	------------------------------	-----------------------------

Request for Approval of Managing Funeral Director

Additional Locations Managed by Proposed Managing Funeral Director

1. Name of Location:		Permit #:	
Physical address:	City:	State:	Zip
2. Name of Location:		Permit #:	
Physical address:	City:	State:	Zip

Declaration of Applicant

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

M. Gabriela Siqueira
 Signature of Authorized Representative of Location
 M. Gabriela Siqueira
 Print Name

8/16/2023
 Date
 Licensing & Regulatory Compliance Specialist
 Title

Judy Lynn Cannon
 Signature of Proposed New Managing Funeral Director
 Judy Lynn Cannon
 Print Name

8/16/2023
 Date

Credit Card Payment Information

Payment Method

Amount: \$ _____

Name on Credit Card: _____

Credit Card Number: _____

Expiration Month/Year: _____

Billing Address: _____

Billing City, State & Zip: _____

Email for Receipt: _____

Authorization: _____

Signature: _____

By providing my signature, I authorize payment in the above amount to the Nevada Funeral and Cemetery Services Board for the above application.

For Board Use Only:

<input type="checkbox"/> Date Received:		<input type="checkbox"/> Approved	
<input type="checkbox"/> Fee Paid:	\$	<input type="checkbox"/> Denied	
<input type="checkbox"/> Ref. No.:		<input type="checkbox"/> Withdrawn	
<input type="checkbox"/> Temp Approval Date:		<input type="checkbox"/> Date Temp Permit Mailed:	
<input type="checkbox"/> Formal Approval Date:		<input type="checkbox"/> Date Permit Mailed:	



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 4: Marr, Gregory, Funeral Director Application

Attachments:

Application

Disciplinary Actions taken by California

Application and Instructions for Funeral Director Licensure

Applicant Information

Full Legal Name:
Gregory Wayne Marr

Home Mailing Address: **12300 Camel Rock Drive** City: **Reno** State: **NV** Zip: **89506**

Phone Number: Home Cell **530-927-8876** Personal E-mail Address: **[REDACTED]**

Social Security Number: **[REDACTED]** Date of Birth: **[REDACTED]** Sex: Male Female

Citizenship: US Citizen Authorized to Work in the US Place of Birth: **Brawley, California**

List all prior names used by applicant:

Employment Information

Name of Employer:
Mountain View Mortuary

Work Mailing Address: **425 Stoker Ave.** City: **Reno** State: **NV** Zip: **89503**

Phone Number: Work Cell **775-788-2199** Work E-mail Address:

Preferred Contact Information (all Board correspondence will be sent to selected): Home Work

Address History – Please list places of residence for the last 10 years – attach additional sheets if necessary

1. Current Physical Address:		City:	State:	Zip:
12300 Camel Rock Dr.		Reno	NV	89506
Dates of Residence:	From:	To:	<input type="checkbox"/> Own <input checked="" type="checkbox"/> Rent	
	02/15/2023	06/08/2023		
2. Prior Physical Address:		City:	State:	Zip:
380 Rio Grande St.		Portola	CA	96122
Dates of Residence:	From:	To:	<input checked="" type="checkbox"/> Own <input type="checkbox"/> Rent	
	12/31/2008	02/15/2023		
3. Prior Physical Address:		City:	State:	Zip:
Dates of Residence:	From:	To:	<input type="checkbox"/> Own <input type="checkbox"/> Rent	
4. Prior Physical Address:		City:	State:	Zip:
Dates of Residence:	From:	To:	<input type="checkbox"/> Own <input type="checkbox"/> Rent	
5. Prior Physical Address:		City:	State:	Zip:
Dates of Residence:	From:	To:	<input type="checkbox"/> Own <input type="checkbox"/> Rent	
6. Prior Physical Address:		City:	State:	Zip:
Dates of Residence:	From:	To:	<input type="checkbox"/> Own <input type="checkbox"/> Rent	
7. Prior Physical Address:		City:	State:	Zip:
Dates of Residence:	From:	To:	<input type="checkbox"/> Own <input type="checkbox"/> Rent	

Application and Instructions for Funeral Director Licensure

Professional Employment History (5 years) – attach additional sheets if necessary

1. Current Employer:		<i>Dates of Employment:</i>		From:	To:
Mountain View Mortuary				04/21/2023	06/08/2023
Title:	Embalmer	Duties:	Embalming		
Address:		City:	State:	Zip:	
425 Stoker Ave.		Reno	NV	89503	
Phone Number:	530-927-8876	Fax #:			

2. Previous Employer:		<i>Dates of Employment:</i>		From:	To:
Self				12/31/2008	12/31/2022
Title:	Owner Funeral Director Embalmer	Duties:	All Duties Required To Operate Funeral Home		
Address:		City:	State:	Zip:	
380 Rio Grande St.		Portola	CA	96122	
Phone Number:		Fax #:			

3. Previous Employer:		<i>Dates of Employment:</i>		From:	To:
Title:		Duties:			
Address:		City:	State:	Zip:	
Phone Number:		Fax #:			

4. Previous Employer:		<i>Dates of Employment:</i>		From:	To:
Title:		Duties:			
Address:		City:	State:	Zip:	
Phone Number:		Fax #:			

5. Previous Employer:		<i>Dates of Employment:</i>		From:	To:
Title:		Duties:			
Address:		City:	State:	Zip:	
Phone Number:		Fax #:			

Experience and Professional Licensing History

Have you been licensed and actively practicing as a Funeral Arranger in the State of Nevada for at least one (1) year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funeral Arranger license number:		
Date your Funeral Arranger license was issued:		

Application and Instructions for Funeral Director Licensure

Professional Licensing History – attach additional sheets if necessary

Are you now or have you ever been licensed, certified or registered as an Embalmer or Funeral Director in any other jurisdiction? *If yes, please list all licenses below.* Yes No

Have you ever been licensed or are you currently licensed in this State or any other state for any profession? *If yes, please list all licenses below.* Yes No

State/Jurisdiction	License Type	License #	Date of Issue
CA	Funeral Director	FDR 1258	03/12/1998

Examination of Applicant

Verification of successful completion of testing through The International Conference must be complete prior to issuance of license. If applicant has taken and passed the National Board Exam – Art Section, only the Nevada Law, Rule and Regulation Exam is required.

Have you taken and passed the National Board Exam-Art Section (NBE-Art)? Yes No

Date NBE-Art exam was taken: 07/13/1990 Score: 79

Have you taken and passed the Nevada State Board Exam (NVSBE)? Yes No

Date NVSBE exam was taken: Score:

Have you taken and passed the Nevada Law, Rule and Regulation Exam (NVLRR)? Yes No

Date NVLRR exam was taken: 04/24/2023 Score: 84

If you have completed the required testing, please make sure an "Official Certified Score Report" is sent to the Board office directly from The Conference.

Military History Questions

Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable? Yes No

Have you ever been assigned to duty for a minimum of 6 continuous years in the National Guard or a reserve component of the Armed Forces of the United States and separated from such service under conditions other than dishonorable? Yes No

Have you ever served the Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States in the capacity of a commissioned officer while on active duty in defense of the United States and separated from service under conditions other than dishonorable? Yes No

Are you currently a spouse of an active military service member? Yes No

Child Support Information – Please Check ONE appropriate answer.

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

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

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

Application and Instructions for Funeral Director Licensure

Nevada Business License Information- Please Check ONE appropriate answer.

<input checked="" type="checkbox"/>	I do NOT have a Nevada business license number and AM NOT required to have one under the provisions of NRS Chapter 76.
<input type="checkbox"/>	I do NOT have a Nevada Business License number and AM required to have one under the provisions of NRS Chapter 76.
<input type="checkbox"/>	I have a Nevada business license number assigned by the Secretary of State upon compliance with the provisions of NRS Chapter 76.


Legal Information

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


Certification and Signature

The undersigned hereby applies for a license under the laws and regulations governing funeral and cemetery services and certifies that all statements and documents contained herein are true and correct to the best of his/her knowledge and belief, that he/she is the person named in the credentials submitted, and the same were procured in the regular course of instruction and examination, without fraud or misrepresentation; and with full knowledge that all statements made in this application may be subject to investigation, and may include a check for fingerprints, police records, and former employers. Applicant understands that if any responses on this application are false, fraudulent, misleading, inaccurate or incomplete, the application may be denied. Applicant further understands that if a license is issued and it is later determined that false or misleading information was provided, the license may be revoked.

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

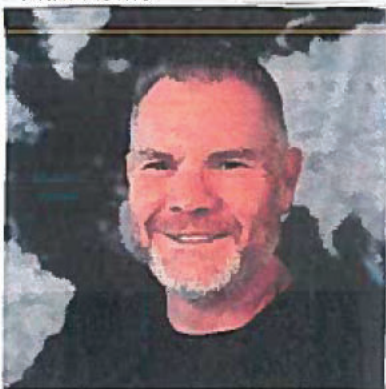


 Signature of Applicant



 Date

Print Name



Applicant Photo – (Attach a 2" x 2" photo)

Application and Instructions for Funeral Director Licensure

Credit Card Payment Information

Payment Method

Applicant Name: GREGORY W. MARR

VISA
 MasterCard
 AMERICAN EXPRESS
 DISCOVER

Amount: \$ 375-

Name on Credit Card: GREGORY MARR

Credit Card Number: [REDACTED]

Expiration Month/Year: [REDACTED]

Billing Address: 12300 CAMEL ROCK DR.

Billing City, State & Zip: RENO, NV 89506

Email for Receipt: GREGMARR@ATT.NET

Authorization Signature: [Signature]

By providing my signature, I authorize payment in the above amount to the Nevada Funeral and Cemetery Services Board for the above application.

For Board Use Only:

Date Received:	Amount Paid:	Ref. #:
Approved:	Issue Date:	Lic #:
Denied/Withdrawn:	Date Mailed:	



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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

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

Legal Reporting Form

Information

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

Applicant Information

Facility or Individual Name:

Gregory W. Marr

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

I had a complaint filed in 2021 against my crematory from the Northern Sierra Air Quality District for failing to renew my permit. An investigation was made by the California Cemetery and Funeral Bureau, and I was fined a fee. I also was fined by the Air Quality District as well. After paying both fines, my permit was renewed with no legal action taken.

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

Signature of Applicant

04/26/2023

Date

Gregory W. Marr

Print Name



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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

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

Agenda Item 5: Case No. FB23-11 Proposed Consent Decree

Attachment(s):

Proposed Consent Decree

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

3
4 IN THE MATTER OF:

5 **Neptune Society – Las Vegas**
6 Funeral Establishment Permit No. DC64L,

7 and

8 **CHERYL LYNN JONES,**
9 Managing Funeral Director
10 Funeral Director License No. FD986,

11 Respondents.

Case No. FB23-11

12 **CONSENT DECREE**

13
14 The State of Nevada Board of Funeral and Cemetery Services (“BOARD”) having
15 jurisdiction over Neptune Society – Las Vegas, Funeral Establishment Permit No. DC64L
16 and CHERYL LYNN JONES, Funeral Director License No. FD986, (“RESPONDENTS”),
17 pursuant to NRS 642.5175, on August 22, 2023, a complaint against said permit and license
18 holders, having been received alleging violations of the Nevada statutes and regulations
19 controlling funeral establishments, and the Parties being mutually desirous of settling the
20 controversy between them relative to the pending complaint hereby voluntarily enter into
21 this CONSENT DECREE.

22 IT IS HEREBY STIPULATED AND AGREED between the undersigned Parties that
23 Case No. FB23-11 shall be settled and resolved upon the following terms:

24 **VOLUNTARY WAIVER OF RIGHTS**

25 RESPONDENTS are aware of, understand, and have been advised of the effect of
26 this CONSENT DECREE, which they have carefully read and fully acknowledged.
27
28

1 RESPONDENTS have had the opportunity to consult with competent counsel of their
2 choice.

3 RESPONDENTS have freely and voluntarily entered into this CONSENT DECREE
4 and are aware of their rights to contest the charges. These rights include representation by
5 an attorney at their own expense, the right to file an answer in response to a formal
6 complaint, the right to a public hearing on any charges or allegations formally filed by such
7 complaint, the right to confront and cross-examine witnesses called to testify against them,
8 the right to present evidence on their own behalf, the right to testify on their own behalf,
9 the right to receive written findings of fact and conclusions of law supporting the decision
10 on the merits of such complaint, and the right to obtain judicial review of the decision. All
11 of these rights are being voluntarily waived by RESPONDENTS in exchange for the
12 BOARD'S acceptance of this CONSENT DECREE.

13 If the CONSENT DECREE is not accepted by the BOARD, no member of the BOARD
14 will be disqualified from further hearing of this matter, by reason of his or her consideration
15 of the CONSENT DECREE. RESPONDENTS hereby waive any claim of bias or prejudice
16 based upon said consideration by any member of the BOARD in any subsequent
17 disciplinary hearing conducted by the BOARD.

18 19 **JURISDICTION**

20 RESPONDENTS acknowledge that the BOARD has jurisdiction over them and has
21 jurisdiction to enter into this CONSENT DECREE. RESPONDENTS acknowledge that the
22 BOARD has the legal power and authority to take disciplinary action, including, but not
23 limited to, the revocation of its permit to operate a funeral establishment in Nevada.

24 RESPONDENTS acknowledge that the BOARD will retain jurisdiction over this
25 matter until all terms and conditions set forth in this CONSENT DECREE have been met
26 to the satisfaction of the BOARD.

1 **PUBLICATION OF CONSENT DECREE**

2 RESPONDENTS acknowledge that at the time this CONSENT DECREE becomes
3 effective, it also becomes a public document and will be reported to the State of Nevada,
4 Legislative Council Bureau, Disciplinary Action Reporting System, and such other national
5 databases as required by law. It is also understood that any meeting during which the
6 BOARD considers and accepts or rejects this CONSENT DECREE is open to the public and
7 that the minutes of the BOARD meeting are a public document, available for inspection by
8 any person so requesting.

9
10 **INDEMNIFICATION**

11 RESPONDENTS, hereby indemnify and hold harmless the State of Nevada, the
12 BOARD, the Nevada Attorney General’s office, and each of its members, agents, and
13 employees in their individual and representative capacities against any and all claims,
14 suits, demands, actions, debts, damages, costs, charges, and expenses, including court costs
15 and attorney’s fees against any persons entities as well as all liability, losses, and damages
16 of any nature whatsoever that the persons and entities named in this paragraph shall have
17 or may at any time sustain or suffer by reason of this investigation, disciplinary action,
18 settlement or its administration.

19
20 **STIPULATED FACTS AND CONCLUSIONS OF LAW**

21 RESPONDENTS understand the nature of the allegations under consideration by
22 the BOARD. RESPONDENTS acknowledge that the conduct alleged in the Complaint, if
23 proven, constitutes violations of the Nevada Board of Funeral and Cemetery Services
24 Practice Act (NRS and NAC 642). RESPONDENTS further recognize that if this matter
25 were to be taken to a disciplinary hearing before the BOARD, there is a substantial
26 likelihood that the following allegations could be proven as true and that as a result, they
27 would be subject to a disciplinary action by the BOARD. As such, RESPONDENTS do not
28 contest the following allegations:

- 1 1. RESPONDENTS held a valid permit for a funeral establishment and a valid funeral
2 director license referenced in this document, on the dates of the alleged violations,
3 and continue to hold said licenses and permits through the present day.
- 4 2. RESPONDENTS acknowledge the following:
 - 5 a. Marjorie Leserman (Decedent) died on June 30, 2023.
 - 6 b. Decedent was released from Dignity Health to Neptune on June 30, 2023.
 - 7 c. Decedent's next of kin signed a Release Order authorizing Care Cremation &
8 Burial (Care Cremation) to take custody of Decedent on July 10, 2023.
 - 9 d. That same day, Palm Mortuary released Decedent to Care Cremation.
 - 10 e. As of July 10, 2023, RESPONDENTS failed to initiate the Certificate of
11 Descendant's passing within 24 hours of receipt of her remains.
 - 12 f. As of July 10, 2023, RESPONDENTS failed to present the completed
13 Certificate of Death to the local registrar within 72 hours.
- 14 3. NRS 642.5174(11) states that unprofessional conduct includes violation of any
15 provision of this chapter, any regulation adopted thereto, or any order of the BOARD.
- 16 4. NRS 642.5172(12) states that unprofessional conduct includes violation of any state
17 law or municipal or county ordinance affecting the handling, custody, care, or
18 transportation of dead human bodies, including without limitation, chapters 440,
19 451, and 452 of NRS.
- 20 5. NAC 440.162(2) states that a funeral director completing a certificate of death must
21 initiate the death certificate no later than 24 hours after the funeral director receives
22 the corpse.
- 23 6. NRS 440.490 states the funeral director or person acting as undertaker shall present
24 the completed certificate of death to the local registrar within 72 hours after the
25 occurrence or discovery of the death.
- 26 7. NRS 642.345(3) states a funeral director is responsible for the proper management
27 of each funeral establishment or direct cremation facility of which the funeral
28 director is the manager.

1 8. Pursuant to Nevada Revised Statute (NRS) 642.5175:

2 The following acts are grounds for which the Board may take disciplinary
3 action against any person who holds a license, permit or certificate issued by the
4 Board pursuant to this chapter or chapter 451 or 452 of NRS, or may refuse to issue such
a license, permit or certificate to an applicant therefor:

- 5 1. Conviction of a crime involving moral turpitude.
- 6 2. Unprofessional conduct.
- 7 3. False or misleading advertising.
- 8 4. Conviction of a felony relating to the practice of funeral directors or funeral
arrangers.
- 9 5. Conviction of a misdemeanor that is related directly to the business of a
funeral establishment, direct cremation facility, cemetery or crematory.

10 9. Pursuant to Nevada Revised Statute (NRS 642.5176):

11 If the Board determines that a person who holds a license, permit or certificate
12 issued by the Board pursuant to this chapter or chapter 451 or 452 of NRS has
13 committed any of the acts set forth in NRS 642.5175, the Board may:

- 14 (a) Refuse to renew the license, permit or certificate;
- 15 (b) Revoke the license, permit or certificate;
- 16 (c) Suspend the license, permit or certificate for a definite period or until
further order of the Board;
- 17 (d) Impose a fine of not more than \$5,000 for each act that constitutes a ground
for disciplinary action;
- 18 (e) Place the person on probation for a definite period subject to any
reasonable conditions imposed by the Board;
- 19 (f) Administer a public reprimand; or
- 20 (g) Impose any combination of disciplinary actions set forth in paragraphs (a)
to (f), inclusive.

21 2. The Board shall not administer a private reprimand.

22 3. An order that imposes discipline and the findings of fact and conclusions of law
supporting that order are public records.

23 10. RESPONDENTS do not contest the allegations in the Complaint in this matter and
24 acknowledge that as a consequence, RESPONDENTS are subject to discipline
25 pursuant to the above charges and statutory provisions.

STIPULATED ADJUDICATION

RESPONDENTS stipulate that pursuant to the authority of NRS 642.5175(2) and NRS 642.5176(d), RESPONDENTS must comply with the following conditions:

1. Within thirty (30) days of the approval and execution of this CONSENT DECREE, RESPONDENT shall pay five hundred (\$500.00) in attorney’s fees and costs and a five hundred dollar fine (\$500), which is divided as a two hundred and fifty dollar (\$250.00) fine to the funeral establishment, and a two hundred and fifty dollar (\$250) fine to the funeral director.
 - a. No grace period is permitted. Full payment not actually received by the BOARD on or before the thirty days as indicated above, shall be construed as an event of default by RESPONDENTS.
 - b. In the event of default, RESPONDENTS agree that the funeral establishment permit shall be immediately suspended. The suspension of RESPONDENTS’ permit shall continue until the unpaid balance is paid in full and the suspension is subject to being reported to all appropriate agencies.
2. RESPONDENTS shall make a reasonable effort to initiate death records with EDRS within twenty-four (24) hours if RESPONDENTS have reasonably reliable information available to enter.
3. RESPONDENTS shall obey all federal, state, and local laws, and orders of the BOARD, which are not inconsistent with this CONSENT DECREE, pertaining to operating a funeral establishment in this State. Any and all violations shall be reported by RESPONDENTS to the board in writing within seventy-two (72) hours for six (6) months, immediately effective upon the execution of this CONSENT DECREE.
4. RESPONDENTS agree that it will be financially responsible for all requirements of this CONSENT DECREE and any reasonable financial assessments by the

1 BOARD for the cost of monitoring its compliance or carrying out the provisions of
2 this CONSENT DECREE.

3
4 **VIOLATION OF TERMS OF CONSENT DECREE**

5 RESPONDENTS understand that the BOARD may, upon thirty (30) days' notice to
6 RESPONDENTS, convene a hearing for the limited purpose of establishing that they
7 violated the terms of this CONSENT DECREE. If such a hearing results in a finding of a
8 violation of this CONSENT DECREE, the BOARD may impose any penalty upon
9 RESPONDENTS authorized by NRS 642.5176.

10 **ACCEPTANCE BY THE BOARD**

11 This CONSENT DECREE will be presented for acceptance to the BOARD with a
12 recommendation for approval from the Attorney General's Office at its next meeting.
13

14 **COMPLETE CONSENT DECREE**

15 This CONSENT DECREE embodies the entire agreement between the BOARD and
16 RESPONDENT. It may not be altered, amended, or modified without the express written
17 consent of the Parties.
18
19
20
21
22
23
24
25
26
27
28

1 **NOTICE**

2 RESPONDENT fully understands and voluntarily waives the notice requirements
3 found under NRS 241.033 and 241.034, including the content requirements of such notices,
4 in relation to any hearing before the BOARD on this settlement agreement that may be
5 held.

6
7 DATED this 17 day of October, 2023.

8
9
10 By: *[Signature]* Bar No. 15888
11 Attorney for Respondents

12 DATED this 17 day of October, 2023.

13
14 By: *Daniel Kleban*
15 Daniel Kleban
16 Vice President of Neptune Society

17
18 10/20/2023 | 3:26 PM CDT

19 DATED this ___ day of _____, 2023.

20
21 DocuSigned by:
22 *Cheryl Jones*
23 66A689D1AEE84A9...
24 CHERYL LYNN JONES,
25 Managing Funeral Director
26
27
28

1 The foregoing CONSENT DECREE between Neptune Society – Las Vegas and
2 Cheryl Lynn Jones, in Case No. FB23-11 is approved to form and content.

3
4
5 DATED this 31 day of October, 2023.
6

7 AARON D. FORD
8 Attorney General

//s/ Ziwei Zheng

9 By: _____

10 ZIWEI ZHENG
11 Deputy Attorney General
12 Nevada Bar No. 16351
13 Attorneys for Petitioner
14 *State of Nevada, Board of*
15 *Funeral and Cemetery Services*
16
17
18
19
20
21
22
23
24
25
26
27
28

O R D E R

By a majority vote on the ____ day of _____, 2023, the State of Nevada Board of Funeral and Cemetery Services approved and adopted the terms and conditions set forth in the foregoing CONSENT DECREE in Case No. FB23-11 with Neptune Society – Las Vegas.

IT IS HEREBY ORDERED AND MADE EFFECTIVE.

DATED this ____ day of _____, 2023.

By: _____
Dr. Randy Sharp, Chairman
for the Board of Funeral and Cemetery Services



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: CEU Approval Request-Jenna Dumas and Monica Myles, "Giving Hope and Life to Others"

Attachments:

Application for Approval of Continuing Education Units by Jenna Dumas and Monica Myles of the Nevada Donor Network, "Giving Hope and Life to Others." Requesting approval for one (1) CEU. (For possible action.)



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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

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

CLEAR

Continuing Education Approval Form

General Instructions (Note: Documents submitted with this application will not be returned.)

The following form must be used to approve any continuing education which is not automatically approved by the Board. Please note that many training are automatically approved and do not require any further approval by the Board.

- Courses which are approved by the Academy of Professional Funeral Service Practice (APFSP) **do not require additional approval by the Board.**
- Courses sponsored by National or State organizations or associations that administer training relating to the funeral industry **do not require additional approval by the Board.**
- Funeral Directors and Embalmers must provide proof to the Board of completion of twelve (12) hours of continuing education within the two (2) years immediately preceding the date of application for renewal or reactivation of the license.
- The Board will audit a percentage of licensees during each period of renewal by requiring those licensees to submit proof of completion of the required hours of continuing education.

Required Documents

- Completed and signed Continuing Education Approval Form.
- Brief bio or resume of each presenter.
- Agenda detailing dates/times and subject of each session.

Requester: Attendee CE Provider Contact

Name:

Jenna Dumas & Monica Myles

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

2055 East Sahara Avenue

City:

Las Vegas

State:

Nevada

Zip Code:

89104

Phone Number:

702-750-3344

E-mail Address:

jdumas@nvdonor.org

Continuing Education Provider:

Name:

Jenna Dumas & Monica Myles

Address:

2055 East Sahara Avenue

City:

Las Vegas

State:

NV

Zip Code:

89104

Phone Number:

702-750-3344

E-mail Address:

jdumas@nvdonor.org

Continuing Education Approval Form

Course, Presentation or Activity:

Title:

Giving Hope and Life to Others

Date(s) of Presentation:

Indefinitely

Time(s):

As requested

Length of Presentation/Course: (Note: One (1) hour of CEU = 50 minutes)

1 hour

Location of Presentation:

Funeral Homes across the state

City:

All

State:

Nevada

Zip Code:

All

 Internet Classroom Computer-based Training Video Other (explain):**Presenter(s): Please attach short bio for each presenter detailing experience.**

Name

Title

Jenna Dumas

Manager of Community Development

Monica Myles

Manager of Community Development

Kimberly Flores & Lashunda Marshall

Partner Liaison

Outline of Course: Please provide a general outline of the course content.

General overview of who Nevada Donor Network is and what we do. How registration works and what it means. A general overview of the donation process and how that affects funeral homes. The need for transplants nationally and in the state. The different types of donation. Funeral home considerations as it pertains to donation. The Aftercare services Nevada Donor Network provides. Information on the HRSA DoNation Campaign and how to participate. Always closes with a connect to purpose (this slide would be updated as needed to be relevant to the audience).

Declaration

I hereby declare under penalty of perjury, that all of the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information relevant to this approval form. I hereby give permission to the Funeral and Cemetery Services Board to verify any information provided and obtain any additional documentation or information needed to verify my qualifications or good moral character.

Jenna Dumas
Signature

10/20/2023

Date

Jenna Dumas

Print Name

For Board Use Only:

CE Approval Date:

CE Approved Hours:



Giving Hope and Life to Others: 1 Hour Presentation

Purpose: The purpose of this instruction is to provide the attendee with a general understanding about organ, eye and tissue donation and how the importance of a strong funeral home/OPO relationship can play in the process.

Instructional Goal: To provide a basic awareness of how the donation process works, how to refer potential donors, and how to interact with an organ procurement organization in the role of a funeral home organization in order to facilitate donation whenever possible.

Agenda of Education:

1. Instructor introduction and background. (Title slide; 2 minutes)
2. Explain the basic responsibilities of an organ procurement organization, services provided, and the service area. (Slide 2-3; 5 minutes)
3. Explain all the regulating bodies that hold donation for transplantation accountable. (Slide 4; 2 minutes)
4. Explain the need for organs and tissues in the United States and how Nevadan's are impacted. (Slide 5; 2 minutes)
5. List the ways that registered donors can document their wishes, and what donor designation means and legally authorizes. (Slide 6; 3 minutes)
6. Identify the differences between organ and tissue donation, where the recoveries can occur, and under what circumstances – brain death vs. cardiac death. (Slide 7; 5 minutes)
7. Explain what organs and tissues that can be donated/transplanted and how those gifts are utilized to save and heal lives. (Slide 8-11; 5 minutes)
8. Connect tissue donors are live saving heroes with Jason Schecterle's story. (Slide 12; 5 minutes)
9. Explain the difference in the donor referral process between deaths that occur in a hospital, and those that occur outside of a hospital (home, accident, etc.) and why community partners are essential. (Slide 13-15; 5 minutes)
10. Explain how a potential donor is referred and the step-by-step process of all that goes into facilitating donation. (Slide 16-17; 5 minutes)

LAS VEGAS
2055 East Sahara Avenue / Las Vegas, NV 89104
Office 855-NVDONOR (855.683.6667)
Fax 702.796.4225



RENO
1865 Plumas Street, Suite 2 / Reno, Nevada 89509
Office 855-NVDONOR (855.683.6667)
Fax 775.329.2374



11. Address common questions and concerns heard from the funeral home industry regarding donation and best processes utilized with Nevada Donor Network. (Slide 18-19; 5 minutes)
12. Explain Nevada Donor Network's robust Aftercare Department and services provided. (Slide 20-22; 5 minutes)
13. Address why donation may be important to the family being served and how the funeral home partnership can be involved in ensuring a donation friendly culture (DoNation enrollment) and creating a positive experience for the family. (Slide 23-27; 10 minutes)
14. Connect to Purpose: We always share a donor story to help connect our team/partners to the mission. These may be changed periodically to reflect the area the education is being provided or specific stories that may resonate better with a partner. (Slide 28; 5 minutes)
15. Q&A (10 minutes)

Jenna Dumas



Currently a Community Development Manager with over 6 years of experience leading partner relationships and establishing referral and training programs that promote organ, eye, and tissue donation throughout the state of Nevada. A team player with excellent communication skills, high quality of work, driven, and highly self-motivated. Long term goal of continuing a leadership role and further developing my skills and abilities as a strong communicator and leader.

Experience

JANUARY 2021 - PRESENT

Manager of Community Development/Nevada Donor Network, Las Vegas, Nevada

- Develop, implement, and execute department strategic plan and budgeting as well as monitors established metrics to evaluate individual team members to identify opportunities for improvement and professional development while motivating the team to promote unity, engagement, and innovation.
- Critical thinking and problem solving through various scenarios to work through difficult dynamics to move forward with organ, eye, and tissue donation in a manner that is reasonable to all agencies involved, while mentoring team members to also feel confident in handling case logistics.
- Oversee execution of all department events and community/partner educations.
- Establish new and maintain current partner relationships to develop new referral sources and increase revenue generation.
- Manages all department data and communicate/generate reports for all stakeholders.
- Manages any department occurrences and incidents to ensure timely resolve.
- Work in collaboration with public relations firm to increase media coverage, increase social media engagement, and increase brand exposure, as well as serve as a spokesperson when needed.
- In 2022, I secured an additional hospice organization as a referring partner, who is recognized as champion of donation. I'm also in the process of securing southern Nevada's first emergency medical services partner as a referring agency and an additional law enforcement agency.

MAY 2018 – JANUARY 2021

Business Development Supervisor/Nevada Donor Network, Las Vegas, Nevada

- Develop and strengthen partnerships with out of hospital organizations such as coroner offices, medical examiner offices, law enforcement agencies, funeral homes, emergency medical services agencies, and hospices. In 2020, I was able to complete a 5-year agreement with Nathan Adelson Hospice, the largest hospice organization in Nevada, to be a referring partner. In the first month of the partnership, I developed partner specific training to their nurses which resulted in over 100 additional donor referrals. Also, in 2020, I developed a partnership with Las Vegas Metropolitan Police Department Traffic Bureau, resulting in their teams referring every fatality to Nevada Donor Network.
- Critical thinking and problem solving through various scenarios to work through difficult dynamics to move forward with organ, eye, and tissue donation in a manner that is reasonable

to all agencies involved. I was able to work closely with the Clark County Coroner/Medical Examiner Office to reduce medical examiner denials by 80% from 2018 to 2019 and we have maintained a minimal denial rate. Provided assistance to the Office of the Clark County Coroner/Medical Examiner during October 1 tragedy: assisting with exams not only on the victims of the event but also the daily case load during that time frame.

- Prepare reports and statistics for internal and external use to demonstrate the impact these partners have made in the community by choosing to partner with Nevada Donor Network.
- Create, host, and sponsor community events to raise awareness of organ, eye, and tissue donation.

MAY 2016 – MAY 2018

Partner Liaison/ Nevada Donor Network, Las Vegas, Nevada

- Completed daily rounds with out of hospital partners, ensuring their needs were taken care of and updates were provided timely for all donation related services.
- Remained on call to be readily available to assist partners through difficult dynamics on donation related issues.
- Assisted in providing training and education regarding the donation process to partner organizations.

FEBRUARY 2015 – MARCH 2016

Office Specialist/ Clark County Office of the Coroner/Medical Examiner, Las Vegas, Nevada

- Completed death certificate data entry and worked closely with medical examiners and funeral homes to ensure proper information was entered timely.
- Completed inventory, chain of custody, and managed the release of decedent personal property to next of kin or county public administrator.
- Managed all new employee network accounts and Telecom communications.
- Completed subpoena requests for various attorneys.
- Completed DNA lab requests.
- Answered questions from families, funeral homes, attorneys, and media.
- Lead trainer for any new hires or interns.
- Served as a spokesperson for media coverage.

OCTOBER 2011 – FEBRUARY 2015

Forensic Pathology Technician II/ Clark County Office of the Coroner/Medical Examiner, Las Vegas, Nevada

- Participated in all aspects of the forensic medical process including, but not limited to evisceration, dissection, forensic photography, injury pattern analysis, toxicology, histology, radiology, and fingerprinting.
- Completed advanced forensic methods of making positive identifications including but limited to rehydration of fingers, comparison dental radiographs, comparison body radiographs, and extraction of medical devices.
- Lead role in the Doe Cold Case team and assisted in the DNA recovery of over 100 unidentified cold cases.
- Served as a trainer for new technicians.

SEPTEMBER 2006 – OCTOBER 2011

Forensic Assistant/ Clark County Office of the Coroner/Medical Examiner, Las Vegas, Nevada

- Completed the intake of all decedents which included recording height and weight, fingerprinting, inventory of belongings, completing body radiographs, and recording this information in the CME system.
- Assisted in maintaining legal chain of custody on evidentiary materials, specimens, personal property, and the decedents themselves.
- Lead trainer for on boarding forensic assistants.

MARCH 2009 – JUNE 2014

Per Diem Lead Procurement Technician/ Nevada Donor Network, Las Vegas, Nevada

- Reviewed medical records, screened potential donors, and led 3-5 technicians for recovery.
- Involved in the procurement, processing, and shipping of musculoskeletal, dermal, vascular, and corneal tissues; including but not limited to performing physical assessments, drawing appropriate fluids, and setting up and maintaining and sterile recovery environment. Also assisted on organ recoveries.
- Lead trainer for all onboarding recovery technicians.

Skills

Proficient with Microsoft programs, CME, KRONOS, iTransplant, Q-Pulse • Completion of Emerging Leaders Institute 2020 • Team player • Excellent time management skills • Detail oriented and organized • Public Speaking • Data analytics • Completed the CCOCME Investigative Academy in 2015 • Completion of Franklin Covey All Access Pass including the 7 Habits

Education

MARCH 2022

Master of Business Administration Degree/Western Governors University, Salt Lake City, UT

MARCH 2021

Bachelor of Science, Business Management/Western Governors University, Salt Lake City, UT

MAY 2009

30 Credits towards Professional Biology Degree/University of Nevada, Las Vegas, Las Vegas, NV

MAY 2008

Associates of Science/Community College of Southern Nevada, Las Vegas, NV

References

Available upon request

MONICA MYLES

1865 PLUMAS STREET, STE 2 • RENO, NV 89509
PHONE 775.250.5238 • EMAIL: MMYLES@NVDONOR.ORG

PROFESSIONAL EXPERIENCE

NEVADA DONOR NETWORK, Reno, NV

Community Development Manager • December 2020 – Present

Partner Relations Supervisor • November 2014 – December 2020

- Works with key leadership in law enforcement, emergency response and hospice to create donation related protocols that give the option of donation to more Nevadans than ever before
- Trains and provides ongoing support to staff at all partner agencies in northern Nevada
- Educates medical staff about the donation process, provides regular reporting and assists with policy updates at several rural hospitals, ensuring they remain compliant with CMS regulations
- Developed an innovative statewide program with the Nevada Department of Public Safety and Nevada Highway Patrol that preserves the opportunity for donation and expands public education opportunities, winning the national Pinnacle Award at the 2017 Donate Life America Annual Meeting
- Spearheaded program to engage rural sheriff's offices in the donation process and public outreach efforts, an initiative recognized with the national Pinnacle Award in 2021.
- Created training courses about organ, eye and tissue donation that were approved for continuing education credits by the State of Nevada Emergency Medical Systems, the Nevada Commission on Peace Officer Standards and Training, and the Nevada State Board of Nursing
- Educates DMV staff about organ, eye and tissue donation and coordinates all public outreach at DMV offices in northern Nevada
- Invited to present at the Nevada Sheriffs' and Chiefs' Association meeting in February 2016, the Nevada Rural EMS Conference in September 2016, the Nevada Nurses Association Symposium in September 2016, the Donate Life America Annual Meeting in October 2017, the American Association of Tissue Banks Annual Meeting in October 2017, the North Lake Tahoe Paramedic Refresher in November 2017, the AATB National Webinar in July 2018, and the University of Nevada, Reno Orvis School of Nursing (ongoing)
- Manages volunteer training and activities that promote donation in the community
- Coordinates all outreach and public relations efforts in northern Nevada

FOREST PHARMACEUTICALS, Reno, NV

Territory Sales Representative • February 2011 – November 2014

- Relayed complex product information to physicians and staff, generating sales and product loyalty
- Managed hundreds of accounts across Northern Nevada territory and built key relationships
- Proven ability to launch new products to a variety of specialties
- Developed the divisional mentorship program, guiding new representatives to successful transitions into the business
- Recognized as divisional Representative of the Quarter three times
- Ranked in the top ten representatives in the country for the combined sales of two antidepressants

AMERICAN RED CROSS, Reno, NV

Special Events Coordinator • January 2008 – February 2011

- Managed all aspects of the chapter's special events, including Red Cross Real Heroes and Ride for the Red, increasing attendance and corporate support each year
- Secured crucial media coverage of chapter activities and events through public relations efforts
- Solicited corporate support through sponsorships and in-kind donations, raising funds for vital disaster service and educational programs

- Established and managed social media presence, monthly e-newsletter to supporters and volunteers and developed and updated all web content
- Overhauled volunteer intake and vetting process, making it more user-friendly and welcoming

JOHN ASCUAGA'S NUGGET, Sparks, NV

Public Relations and Special Events Coordinator • November 2005 – January 2008

- Planned and coordinated all logistics of special events, including Best in the West Nugget Rib Cook-Off, Star Spangled Sparks, Nugget Amateur Challenge, Banff Film Festival and Brew Ha Ha
- Achieved media coverage of property news and events through public relations activities, including press releases and press events
- Designed and published monthly internal news letter, providing key information to employees and celebrating their successes
- Managed important relationships with media contacts, city officials and event vendors

MORGAN STANLEY, Reno, NV

Financial Advisor Trainee • July 2005 – November 2005

- Training for stock trading, insurance and bond sales

SUTTON LAW CENTER, Reno, NV

Writer/Editor • January 2005 – July 2005

- Procured and booked guests for monthly radio show
- Coordinated, marketed and produced business seminars
- Managed marketing and public relations, including the production of web site, newsletter and brochure content
- Proofread and edited manuscripts for publication

LUCIANO'S, Reno, NV

Hostess/Server • August 2001 – December 2004

- Customer service/sales

EDUCATION

UNIVERSITY OF NEVADA, RENO

Bachelor of Arts in Journalism

Graduated in December 2004 with High Distinction

Kimberly Flores is currently the Partner Liaison for Nevada Donor Network, where she plays a key role in building and maintaining relationships with partners, community leaders and businesses through education and outreach. Previously, she worked as a social worker for six years, where she focused on helping adults with intellectual and physical disabilities. Kimberly has also volunteered at many non-profit organizations, showcasing her passion for community service. In her free time, she enjoys spending time outdoors with her family, soaking in every moment as a new mom. Kimberly graduated from the University of Nevada, Reno, with a bachelor's degree in social work and has since dedicated herself to making a positive impact in her community through her work in the non-profit sector.

Lashunda Marshall

Objective

Dedicated to development, implementation, maintenance, and evaluation of the volunteer program.

Work History

Nevada Donor Network, Inc. 2061 E. Sahara Ave, Las Vegas, NV 89104

Volunteer Liaison ~ 8/2017 – 2/2022

Dedicated to development, implementation, maintenance, and evaluation of the volunteer program.

- Recruitment
- Conducts outreach to recruit a diverse pool of volunteers
- Responds to volunteer inquiries and applications
- Screens volunteer candidates
- Creates and maintains volunteer profiles
- Training
- Hosts new volunteer orientation courses
- Implements ongoing and specialized volunteer trainings
- Conducts volunteer evaluations and provides ongoing feedback
- Communicates company and industry information with volunteers
- Retention and Recognition
- Implements best practices for volunteer retention
- Provides ongoing volunteer support and appreciation
- Event Coordination
- Maintains volunteer database for tracking and scheduling volunteers
- Coordinates materials and volunteers for upcoming events
- Community Services Support
- Establishes and operates within approved budget for volunteer program
- Places orders for volunteer program and general event materials as outlined in Community Services budget
- Collaborates with Community Services and other NDN departments to determine volunteer program needs
- Collaborates with Aftercare Coordinator to determine Donor Family volunteer interest
- Posts content to NDN and Donate Life Nevada website and social media accounts
- Maintains volunteer page on NDN website
- Assists with all NDN Community Services Signature Events as defined in Community Services Strategic Plan
- Identifies media opportunities with ample time to work on story pitches and development

Human Resources Generalist ~ 12/2011 to 8/2017

Dedicated HR professional with experience managing a full spectrum of human resources programs, services, and functions. Strong command of employment laws, compliance issues and benefit plans. Demonstrated success in recruitment programs, staff development initiatives, driving corporate goal attainment and assist with developing team building programs. Core competencies include:

- Benefits/Payroll Administration
- Program & Event management
- HR Policies & Procedures
- Conduct new hire orientation
- Managed compliance with (ADA, FLSA, OSHA, COBRA)
- Administered employee benefit programs and worker's compensation plans
- Co-Published monthly Employee Newsletter
- Direct all payroll activities including performance evaluations, salary increase and benefits
- Planned and managed recruitment and selection of all employees, and SOP interpretation
- Guide Directors/Managers in employee relations issues
- I-9 process
- Administered compensation plan, processed payroll, and monitored and processed time and attendance reports
- Event Planner for staff meetings, luncheons, and company holiday party
- Implement time and labor systems
- pre-employment physicals, background check, and drug screens
- Ensure staff have proper hospital credentials and complete compliance with hospitals orientation programs
- Provide assistance for all front desk responsibilities
- Complete travel arrangements for staff and applicants
- Complete letters of acceptance or rejection of employment
- Create/evaluate interview process
- Conduct interviews for potential applicants
- Proficient with software including Microsoft word, excel, and PowerPoint for windows
- Process FMLA
- Track Position Control
- Manage organization chart
- Wage analyzes
- Process termed employees
- Process Workers Comp Claims
- Unemployment claims

Administrative Assistant ~ 8/2007~12/2011

Maintain co-ordination and links between departments and NDN staff. Serve as primary point of contact and liaison between management, staff and vendors. Maintain excellent written and oral communication skills, problems resolution abilities and high level of confidentiality.

Accounting

- Maintain general office contracts, including, but not limited to, equipment leases, and janitorial company.
- Generating Purchase Orders according to NDN policy.
- Responsible for obtaining, entering in accounting program, and maintaining W-9 forms and Vendor Information forms for all vendors.
- Research AP bills and reconciling petty cash.
- Responsible for entering memorized transactions.
- Daily posting of checks received in accounting program.
- Collect credit card receipts from employees and enter in QuickBooks.
- Prepare and schedule travel arrangements for all staff members.
- Track and prepare hospital audits and donor related bills for AP.
- Track donor numbers and activity on organs, tissues, and eyes cases
- Write decline letters according to audits performed.
- Update Accounting Tracking Log (hospital bills, surgeon fees, facility usage fees, and donor information).
- Order refreshments for all NDN scheduled meetings, including, but not limited to, staff meetings, board meetings (on site and off

- site), and other meetings as requested.
- Prepare board package for Executive Director
- Act as liaison for all NDN insurance carriers, including, but not limited to, automobile, professional

- liability, and business property.
- Knowledge in all front desk duties.
- Front desk coverage during designated times, peak times, lunch and break times, and other times coverage is required.

- Back-up to the Accounting Specialist during vacation and peak times. Must be knowledgeable in all of the duties of the Accounting Specialist.
- Filing and miscellaneous correspondence as requested

Human Resources

- Act as back-up for distributing payroll, expense, and on-call checks during vacations and peak times.
- Assist with employment verifications.
- Act as Benefits Coordinator for all staff members, including, but not limited to, enrollments, changes, waivers, and terminations.
- Assist with Workers' Comp claims.
- Maintain training files for all staff members.

- Maintain appropriate registration of company vehicle.
- Responsible for ensuring maintenance and repairs are performed in a timely manner on the company vehicle.
- Maintain maintenance and safety inspections on company vehicle. Filing and miscellaneous correspondence as requested.
- Prepare reports, memos, letters, and other documents, using word processing,

- spreadsheet, database, or presentation software
- Arrange travel schedule and reservation for employees/executive management as needed (hotel, flight, registration, etc.)
- Assist in recruitment and orientation of new employees.
- Type and initiate routine correspondence as requested.
- Coordinate company holiday/farewell parties.

Per Diem Technician 7/2008~12/2008

The Per Diem Technician supports the mission, goals and strategic plan of Nevada Donor Network, Inc. (NDN) through clinical support for the Tissue Services department on a per day basis.

- Be available "on call" according to a fixed schedule.
- Surgically recover donated tissues and eyes according to protocol.
- Package and ship donated organs and tissues as directed.
- Assist with the cleaning of operating rooms and equipment.
- Complete all required donor charts and related reports completely, accurately, and in a timely manner according to protocol.
- Deliver tissue and eyes to local hospitals, clinics, and physicians as requested.
- Maintain patient and organizational confidentiality at all times.
- Assist with organ recovery as needed.

Education

Adult Education High School Diploma

Graduate class of 2001

Progressive Business Institute
Accounts Payable Expert Certification
Certificate of Completion

6/2011

UNLV (continuing education)
Professional certificate in Basic Human Resource Management

10/4/2011

Ashworth College
Bachelor of Business Administration

currently pursuing

Training

- AATB standards training
- Annual eye training
- LifeNet training
- Best Practices for personnel & HR assistants
- Accounting Basics for Non-Accountants
- Looking Beyond National Borders for your business (dallas, tx)

UNLV (continuing education)

- The Essentials of Human Resources and the Law 6/1/2011
- Nevada Employment Law I 9/30/2011

Volunteer

Glorifying Christ Ministries - (702) 646-4777 9/2011 - current

Head Usher

- Greet guest / members
- Keep service in order

Las Vegas Urban League - (702) 636-3949 6/2014

Mentor



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 7: CEU Approval Request Nevada Donor Network, "Tissue Recoveries & Clinical Applications"

Attachment:

Application for Approval of Continuing Education Units by the Nevada Donor Network, "Tissue Recoveries & Clinical Applications." Requesting two (2) hours of CEU. (For possible action.)



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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

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

CLEAR

Continuing Education Approval Form

General Instructions (Note: Documents submitted with this application will not be returned.)

The following form must be used to approve any continuing education which is not automatically approved by the Board. Please note that many training are automatically approved and do not require any further approval by the Board.

- Courses which are approved by the Academy of Professional Funeral Service Practice (APFSP) *do not require additional approval by the Board.*
- Courses sponsored by National or State organizations or associations that administer training relating to the funeral industry *do not require additional approval by the Board.*
- Funeral Directors and Embalmers must provide proof to the Board of completion of twelve (12) hours of continuing education within the two (2) years immediately preceding the date of application for renewal or reactivation of the license.
- The Board will audit a percentage of licensees during each period of renewal by requiring those licensees to submit proof of completion of the required hours of continuing education.

Required Documents

- Completed and signed Continuing Education Approval Form.
- Brief bio or resume of each presenter.
- Agenda detailing dates/times and subject of each session.

Requester: Attendee CE Provider Contact

Name:

Jenna Dumas

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

2055 East Sahara Avenue

City:

Las Vegas

State:

NV

Zip Code:

89104

Phone Number:

702-306-8651

E-mail Address:

jdumas@nvdonor.org

Continuing Education Provider:

Name:

Nevada Donor Network

Address:

2055 East Sahara Avenue

City:

Las Vegas

State:

NV

Zip Code:

89104

Phone Number:

855-683-6667

E-mail Address:

jdumas@nvdonor.org

Continuing Education Approval Form

Course, Presentation or Activity:

Title:

Tissue Recoveries & Clinical Applications

Date(s) of Presentation:

indefinite

Time(s):

indefinite

Length of Presentation/Course: (Note: One (1) hour of CEU = 50 minutes)

2 hours

Location of Presentation:

Nevada Donor Network or various funeral homes per request

City:

Las Vegas/Reno areas

State:

Nevada

Zip Code:

all

 Internet Classroom Computer-based Training Video Other (explain):

Presenter(s): Please attach short bio for each presenter detailing experience.

Name	Title
Jacob Wise	People Development Partner of Tissue Services, CTBS
Jenna Dumas	Manger of Community Development
Genevieve Brochtrup	Manager of Tissue Services NNV

Outline of Course: Please provide a general outline of the course content.

Detailed overview of the various tissue recoveries performed by Nevada Donor Network, the clinical applications they are used for, and the reconstruction process applied to each recovery type.

Declaration

I hereby declare under penalty of perjury, that all of the information supplied herein is to the best of my knowledge true, accurate and complete and I have not withheld, misrepresented, or falsely stated any information relevant to this approval form. I hereby give permission to the Funeral and Cemetery Services Board to verify any information provided and obtain any additional documentation or information needed to verify my qualifications or good moral character.



Signature

08/14/2023

Date

Jenna Dumas

Print Name

For Board Use Only:

CE Approval Date:

CE Approved Hours:



Tissue Recovery & Clinical Applications: 2 Hour Presentation

Purpose: The purpose of this instruction is to provide the attendee with a general understanding about tissue recovery processes and clinical applications of the various recoveries performed.

Agenda of Education:

1. Instructor introduction and background. (Title slide; 2 minutes)
2. Explain the topics that will be covered in the presentation and review general terms that will be utilized throughout that may not be common knowledge. (Slide 2-3; 3 minutes)
3. Explain the various tissue recovery types performed by Nevada Donor Network. (Slide 4; 3 minutes)
4. Explain the processes in more detail of what the recovery team is responsible for before the start of a recovery. (Slide 5-6; 10 minutes)
5. Explain the processes in more detail of what the recovery team is responsible for post recovery. (Slide 7-8; 10 minutes)
6. Re-enforce that tissue recovery for transplant is a surgical, sterile recovery process. (Slide 9; 2 minutes)
7. Explain all the timing dynamics associated with tissue and connect how the funeral home teams impact that information as well as explain why this is so important. (Slide 10-12; 10 minutes)
8. Explain what corneas are, data regarding cornea donation, the ocular recovery process, and clinical applications for that tissue (Slide 13-17; 10 minutes)
9. Explain skin recoveries, processes, reconstruction practices/expectations, and clinical applications for that tissue. (Slide 18-35; 20 minutes)
10. Explain musculoskeletal recoveries, processes, reconstruction practices/expectations, and clinical applications for that tissue. (Slide 36-56; 15 minutes)
11. Explain cardiovascular recoveries, processes, reconstruction practices/expectations, and clinical applications for that tissue. (Slide 57-68; 20 minutes)
12. Connect to Purpose: Stories may be changed periodically to connect specific partners to the mission. (Slide 69; 5 minutes)
13. Q&A (10 minutes)

LAS VEGAS
2055 East Sahara Avenue / Las Vegas, NV 89104
Office 855-NVDONOR (855.683.6667)
Fax 702.796.4225



RENO
1865 Plumas Street, Suite 2 / Reno, Nevada 89509
Office 855-NVDONOR (855.683.6667)
Fax 775.329.2374

Brief Bio on Jacob Wise: August 2023

People Development Partner of Tissue Services (trainer) since March of 2023.

CTBS certified since 2018.

Advanced Tissue Donation Specialist since 2017.

Per Diem Tissue Donation Specialist since 2016.

Prior EMS/ER background

Brief Bio on Jenna Dumas: August 2023

Jenna Dumas is the Manager of Community Development at Nevada Donor Network for southern Nevada and has worked with them collectively for nearly 15 years. She developed a passion for the world of transplantation while working as a tissue and ocular recovery technician.

Dumas also has over 10 years of forensic experience. Working at the Office of the Clark County Coroner's Office, she realized that many organizations work together daily to provide some sort of service for grieving families and saw a need for alignment between the agencies. She was able to utilize her previous relationship and understanding of the needs of the Office of the Clark County Coroner's Office to further develop a unique partnership and improve the medical examiner's trust within the donation community. In 2016, she took on a new role with Nevada Donor Network with the mission of focusing on improving and aligning out of hospital partnerships. Since then, she has added over 50 partnerships and several successful, collaborative program outreach efforts that include hospices, funeral homes, and law enforcement agencies.

In addition to achieving her Master's in Business Administration degree in March of 2022, she also serves as a board member for The Unforgettables Foundation of Southern Nevada. The Unforgettables Foundation of Southern Nevada is a nonprofit whose goal is to "enable low-income families to give their children a dignified burial, empower communities to memorialize children who have passed away, educate parents and caregivers to confront, control, and conquer the primary risks to children's health and wholeness, and encourage communities to recognize the financial trauma often associated with the death of a child." She serves as one of the foundation's leaders in planning and executing their annual fundraising event.



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 8: Workshop to Solicit Comment on Proposed

Attachments:

Notice of Workshop

Proposed Regulation



DR. RANDY SHARP
Board Chair

STEPHANIE BRYANT MCGEE
Executive Director

Notice of Workshop to Solicit Comments on Proposed Regulations

The Nevada Funeral and Cemetery Services Board is proposing to amend certain regulations in Chapter 451 of the Nevada Administrative Code (NAC) in accordance with NRS 451.640, NRS 642.063, and Assembly Bill 289 of the 2023 Session.

A workshop has been scheduled for November 15, 2023, at 9:00 a.m., virtually and in person, as follows:

Physical Location:

Nevada Funeral & Cemetery Services Board
3740 Lakeside Drive, Suite 201
Reno, NV 89509

Virtual Workshop via Zoom:

Zoom Access:

<https://us06web.zoom.us/j/2539775871?pwd=RlNSVGtucG5rd29NMG5zb1VhSmEwdz09>

Meeting ID: 253 977 5871
Passcode: 668556

Audio:

- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)

Meeting ID: 253 977 5871
Passcode: 668556

The purpose of the workshop is to solicit comments on the proposed amendments to NAC 451. The proposed regulation addresses the following general topics:

Adding “dissolving” and “reducing” in addition to the existing language to NAC 451.008 to accommodate for alkaline hydrolysis and natural organic reduction, during which processes a container is dissolved or reduced rather than incinerated.

Adding “vessel” and “removing remains from the vessel” to the existing language to NAC 451.009 to accommodate for alkaline hydrolysis and natural organic reduction, which use the term vessel rather than chamber. Chamber is used in reference to cremation through incineration.

Removing obsolete or duplicative provisions regarding embalming requirements and burial transit permits to reflect current practices.

Adding provision to clarify how long records must be maintained.

A copy of the proposed regulations may be obtained by contacting the Nevada Funeral & Cemetery Services Board, 3740 Lakeside Drive, Suite 201, Reno, Nevada or via email at nvfuneralboard@fb.nv.gov. Copies of the proposed regulations are available for viewing or printing on the Board's website <https://funeral.nv.gov>.

If you are unable to attend the workshop but wish to submit any questions, concerns, or general input, please submit this in writing to the Nevada Funeral & Cemetery Services Board, 3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509, or via email addressed to nvfuneralboard@fb.nv.gov.

This Notice of Workshop to Solicit Comments on Proposed Regulation has been properly posted at or before 8:00 a.m. on October 19, 2023:

- The Board's Office at 3740 Lakeside Drive, Suite 201 in Reno.
- The Nevada Public Notice website: <https://notice.nv.gov/>;
- The Board's website: <https://funeral.nv.gov/>
- The Nevada Legislatures notice website: <https://www.leg.state.nv.us/App/Notice/A/>

Notice has also been sent via email or physical mail, as requested, to all licensees of the Board and persons on the agency's mailing list for administrative regulations.

Dated: October 19, 2023

PROPOSED REGULATION OF
THE NEVADA FUNERAL AND CEMETERY SERVICES BOARD

LCB File No. XXXX-XX

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

AUTHORITY: NRS 451.640, NRS 642.063

A REGULATION relating to decedents; adding provisions relating to natural organic reduction and alkaline hydrolysis; repealing provisions of the code that do not reflect current practices for embalming and burial transit permits; adding provisions to clarify the time records must be retained; and providing other matters properly related thereto.

Section 1. NAC 451.008 is hereby amended to read as follows:

NAC 451.008 “Cremation of human remains” interpreted. (NRS 451.640, 452.026, 642.063)

1. For the purposes of [NRS 451.680](#), the Nevada Funeral and Cemetery Services Board interprets the phrase “cremation of human remains” to include:

(a) The container, unless incinerating, *dissolving, or reducing* 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:

(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](#).

Section 2. NAC 451.00 is hereby amended to read as follows:

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:

1. Starting the crematory equipment;
2. Loading the chamber *or vessel*;
3. Sweeping the chamber *or removing remains from the vessel*; and
4. Processing human remains, including the initial placement of the human remains into temporary urns.

Section 3. NAC 451.010 is hereby amended to read as follows:

NAC 451.010 Embalming. (NRS 439.200)

~~[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.~~

~~—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.

~~—[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.]~~

Section 4. NAC 451.100 is hereby amended to read as follows:

NAC 451.100 Transportation by common carrier, agencies or other persons. (NRS 439.200)

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.

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.

Section 5. NAC 451.130 is hereby amended to read as follows:

NAC 451.130 Burial-transit permits. ([NRS 439.200](#))

~~{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 accompany the body ~~(be made out in duplicate~~

~~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 the body ~~it~~ is consigned.

Section 6. NAC 451.200 is hereby amended to read as follows:

NAC 451.200 Maintenance of records. ([NRS 451.640, 452.026, 642.063](#))

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 *from the date of final disposition of human remains.*

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

SMALL BUSINESS IMPACT STATEMENT
AS REQUIRED BY NRS 233B.0608

The Small Business Impact Statement required by Nevada Revised Statutes (NRS) 233B.0608 regarding the changes to Nevada Administrative Code (NAC) 451 proposed by the Nevada Funeral & Cemetery Services Board:

1. *A description of the manner in which comments are solicited from affected small businesses and an explanation of the manner in which other interested persons may obtain a copy of the regulation.*

(a) Copies of the proposed regulation and notice of workshop to solicit comments on the proposed regulation will be sent to all licensees, including firms and individuals, of the Nevada Funeral & Cemetery Services Board (Board) on or before October 19, 2023. In addition, copies of the proposed regulation and notice of workshop and public hearing will be sent by mail or email, as requested, to persons known to have an interest in the Nevada Funeral and Cemetery Services Board regulations as well as any persons who specifically requested such notice. These documents will also be made available at the website of the Nevada Funeral & Cemetery Services Board, <https://funeral.nv.gov>, and posted at the following location: <https://notice.nv.gov/>.

(b) A workshop will be held on November 15, 2023, virtually (via Zoom) and in person at 3740 Lakeside Drive, Suite 201, Reno, Nevada, in conjunction with the regular quarterly meeting of the Board meeting to obtain comments in connection with the proposed regulation changes. The Notice of Workshop was posted as follows:

- The Board's Office at 3740 Lakeside Drive, Suite 201 in Reno.
- The Nevada Public Notice website: <https://notice.nv.gov/>;
- The Board's website: <https://funeral.nv.gov/>
- The Nevada Legislature's notice website: <https://www.leg.state.nv.us/App/Notice/A/>

(c) All interested parties may obtain a summary of public response after the workshop or hearing by written or verbal request to: Nevada Funeral & Cemetery Services Board, 3740 Lakeside Drive, Suite 201, Reno, Nevada 89509 or nvfuneralboard@fb.nv.gov.

2. *The manner in which the analysis was conducted.*

The Board will post proposed changes to NAC 451 for a period of thirty (30) days. At the end of 30 days, an analysis of the effect on small businesses will be done after a review of all comments and statements received from small businesses and interested parties.

At this time, comments are specifically solicited from affected businesses and licensees by providing a copy of the proposed regulation and notice of workshop to each licensee of the Board. The proposed regulations are available on the Board's website, on the State notice website, and the Nevada Legislature's notice website.

3. *The estimated economic effect of the proposed regulation on the small businesses which it is to regulate, including, without limitation:*

(a) *Both adverse and beneficial effects:*

The regulations are being changed to distinguish the containers and processes used for alkaline hydrolysis and natural organic reduction, in addition to cremation by incineration. In Addition, certain sections of the regulations are being removed, as the sections are outdated and do not reflect current practices. There are no adverse economic effects as there is no additional cost to the business or requirement to change their current practices.

The beneficial effects are that containers and processes used for alkaline hydrolysis and natural organic reduction will be recognized for purposes of compliance with the law, including Assembly Bill 289 (2023) and that outdated requirements are being repealed. The changes are reasonably necessary and expedient for the orderly conduct of the Board's administration of NRS 451.

(b) *Both direct and indirect effects:*

This regulation should not have a direct or indirect effect or significant economic impact on small businesses that provide cremation services. The proposed changes are reasonably necessary and expedient for the orderly conduct of the Board's administration of NRS 451.

4. *A description of the methods that the agency considered to reduce the impact of the proposed regulation on small businesses and a statement regarding whether the agency actually used any of those methods.*

In formulating the proposed regulation, the Board and its staff considered the economic effect of the proposed changes on all licensees, including small businesses and individuals. The Board will consider methods to reduce the impact of the proposed regulation on small businesses based on comments and statements received after the 30-day comment period.

5. *The estimated cost to the agency for enforcement of the proposed regulation.*

Enforcement of the regulation will be performed by the Board in the normal conduct of its affairs. There should not be any additional costs associated with enforcement of the proposed regulation.

6. *If the proposed regulation provides a new fee or increases an existing fee, the total annual amount the agency expects to collect and the manner in which the money will be used.*

The proposed regulation does not provide for any new or increased fees.

7. If the proposed regulation includes provisions which duplicate or are more stringent than federal, state or local standards regulating the same activity, an explanation of why such duplicative or more stringent provisions are necessary.

The proposed changes to NAC 451 do not include any provisions that duplicate or are more stringent than any federal, state or local regulations or standards regulating the same activity.

8. The reasons for the conclusions of the agency regarding the impact of a regulation on small businesses.

The Board will come to a proper conclusion regarding the impact of the changes to NAC 451 after receipt of comments and discussion.

I certify that, to the best of my knowledge or belief, a concerted effort will be made to determine the impact of the proposed regulation on small business and that the information contained in this statement is accurate. (NRS 233B.0608(3)).



Stephanie Bryant McGee
Executive Director
Nevada Funeral & Cemetery Services Board



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 9: Workshop to Solicit Comment on Proposed Amendment to Nevada Administrative Code 642

Attachment:

Notice of Workshop

Proposed Regulation



DR. RANDY SHARP
Board Chair

STEPHANIE BRYANT MCGEE
Executive Director

Notice of Workshop to Solicit Comments on Proposed Regulations

The Nevada Funeral and Cemetery Services Board is proposing to amend certain regulations in Chapter 642 of the Nevada Administrative Code (NAC) in accordance with NRS 642.063.

A workshop has been scheduled for November 15, 2023, at 9:00 a.m., virtually and in person, as follows:

Physical Location:

Nevada Funeral & Cemetery Services Board
3740 Lakeside Drive, Suite 201
Reno, NV 89509

Virtual Workshop via Zoom:

Zoom Access:

<https://us06web.zoom.us/j/2539775871?pwd=R1NSVGtucG5rd29NMG5zblVhSmEwdz09>

Meeting ID: 253 977 5871
Passcode: 668556

Audio:

- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)

Meeting ID: 253 977 5871
Passcode: 668556

The purpose of the workshop is to solicit comments on the proposed amendments to NAC 642. The proposed regulation addresses the following general topics:

Adding provisions for filing a report of signed agreements for funeral services, a due date for filing the report and paying the regulatory fee required by NRS 642.0696 and providing for additional information for verification.

Removing obsolete or duplicative provisions regarding practice before the Board, including taking of an oath, consideration of motions, order of presentation, and rehearing.

A copy of the proposed regulations may be obtained by contacting the Nevada Funeral & Cemetery Services Board, 3740 Lakeside Drive, Suite 201, Reno, Nevada or via email at

nvfuneralboard@fb.nv.gov. Copies of the proposed regulations are available for viewing or printing on the Board's website <https://funeral.nv.gov>.

If you are unable to attend the workshop but wish to submit any questions, concerns, or general input, please submit this in writing to the Nevada Funeral & Cemetery Services Board, 3740 Lakeside Drive, Suite 201, Reno, Nevada, 89509, or via email addressed to nvfuneralboard@fb.nv.gov.

This Notice of Workshop to Solicit Comments on Proposed Regulation has been properly posted at or before 8:00 a.m. on October 19, 2023:

- The Board's Office at 3740 Lakeside Drive, Suite 201 in Reno.
- The Nevada Public Notice website: <https://notice.nv.gov/>;
- The Board's website: <https://funeral.nv.gov/>
- The Nevada Legislatures notice website: <https://www.leg.state.nv.us/App/Notice/A/>

Notice has also been sent via email or physical mail, as requested, to all licensees of the Board and persons on the agency's mailing list for administrative regulations.

Dated: October 19, 2023

PROPOSED REGULATION OF
THE NEVADA FUNERAL AND CEMETERY SERVICES BOARD

LCB File No. XXXX-XX

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

AUTHORITY: NRS 642.063

A REGULATION relating to decedents; adding provisions for filing reports and paying required fees; repealing provisions of the code that are common practice or are otherwise provided in statute; and providing other matters properly related thereto.

Section 1. Chapter 642 is hereby amended by adding thereto new provisions as follows:

NAC 642.xxx Report of Signed Agreements for Funeral Services and Regulatory Fee Due Date.

- 1. Each funeral establishment and direct cremation facility must file on a form prescribed by the Board a report of the signed agreements to furnish funeral services.*
- 2. The report and the fee required by NRS 642.0696 must be submitted to the Board on or before the 15th of the month following the reporting month.*
- 3. Upon request of the Board the funeral establishment or direct cremation facility must within ten (10) business days of the request provide additional information, including but not limited to a list of signed agreements, copies of signed agreements, or other requested documentation necessary to verify information provided in the report.*

NAC Sections Repealed

~~[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.]~~

~~{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.}~~

~~{NAC 642.235 — Order of presentation: Generally. (NRS 642.060, 642.063)}~~

~~— 1. — Evidence at a hearing will ordinarily be received from the parties in the following order:~~

~~— (a) — The Board or person who filed the charge or petition.~~

~~— (b) — Members of the staff of the Board, if different from the petitioner.~~

~~— (c) — The respondent.~~

~~— (d) — Rebuttal by the person who filed the charge or petition.~~

~~— (e) — If permitted by the Board, closing statements.~~

~~— 2. — The Board may modify the order in which evidence is received.}~~

~~{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.}~~

SMALL BUSINESS IMPACT STATEMENT
AS REQUIRED BY NRS 233B.0608

The Small Business Impact Statement required by Nevada Revised Statutes (NRS) 233B.0608 regarding the changes to Nevada Administrative Code (NAC) 642 proposed by the Nevada Funeral & Cemetery Services Board:

1. *A description of the manner in which comments are solicited from affected small businesses and an explanation of the manner in which other interested persons may obtain a copy of the regulation.*

(a) Copies of the proposed regulation and notice of workshop to solicit comments on the proposed regulation will be sent to all licensees, including firms and individuals, of the Nevada Funeral & Cemetery Services Board on or before October 19, 2023. In addition, copies of the proposed regulation and notice of workshop and public hearing will be sent by mail or email, as requested, to persons known to have an interest in the Nevada Funeral and Cemetery Services Board regulations as well as any persons who specifically requested such notice. These documents will also be made available at the website of the Nevada Funeral & Cemetery Services Board, <https://funeral.nv.gov>, and posted at the following location: <https://notice.nv.gov/>.

(b) A workshop will be held on November 15, 2023, virtually (via Zoom) and in person at 3740 Lakeside Drive, Suite 201, Reno, Nevada, in conjunction with the regular quarterly meeting of the Nevada Funeral & Cemetery Services Board (“Board”) meeting to obtain comments in connection with the proposed regulation changes. The Notice of Workshop was posted as follows:

- The Board’s Office at 3740 Lakeside Drive, Suite 201 in Reno.
- The Nevada Public Notice website: <https://notice.nv.gov/>;
- The Board’s website: <https://funeral.nv.gov/>
- The Nevada Legislature’s notice website: <https://www.leg.state.nv.us/App/Notice/A/>

(c) All interested parties may obtain a summary of public response after the workshop or hearing by written or verbal request to: Nevada Funeral & Cemetery Services Board, 3740 Lakeside Drive, Suite 201, Reno, Nevada 89509 or nvfuneralboard@fb.nv.gov.

2. *The manner in which the analysis was conducted.*

The Board will post proposed changes to NAC 642 for a period of thirty (30) days. At the end of 30 days, an analysis of the effect on small businesses will be done after a review of all comments and statements received from small businesses and interested parties.

At this time, comments are specifically solicited from affected businesses and licensees by providing a copy of the proposed regulation and notice of workshop to each licensee of the Board. The proposed regulations are available on the Board’s website, on the State notice website, and the Nevada Legislature’s notice website.

3. *The estimated economic effect of the proposed regulation on the small businesses which it is to regulate, including, without limitation:*

(a) *Both adverse and beneficial effects:*

The regulations are being changed provide for a report of signed agreements for funeral services, a due date for the report and payment of the fee required by NRS 642.0696, and for additional information needed by the Board to verify the information in the report. There are no adverse economic effects as there is no additional cost to the business or requirement to change their current practices.

The beneficial effects are that the changes are reasonably necessary and expedient for the orderly conduct of the Board's administration of NRS 642.

(b) *Both direct and indirect effects:*

This regulation should not have a direct or indirect effect or significant economic impact on small businesses that provide cremation services. The proposed changes are reasonably necessary and expedient for the orderly conduct of the Board's administration of NRS 642.

4. *A description of the methods that the agency considered to reduce the impact of the proposed regulation on small businesses and a statement regarding whether the agency actually used any of those methods.*

In formulating the proposed regulation, the Board and its staff considered the economic effect of the proposed changes on all licensees, including small businesses and individuals. The Board will consider methods to reduce the impact of the proposed regulation on small businesses based on comments and statements received after the 30-day comment period.

5. *The estimated cost to the agency for enforcement of the proposed regulation.*

Enforcement of the regulation will be performed by the Board in the normal conduct of its affairs. There should not be any additional costs associated with enforcement of the proposed regulation.

6. *If the proposed regulation provides a new fee or increases an existing fee, the total annual amount the agency expects to collect and the manner in which the money will be used.*

The proposed regulation does not provide for any new or increased fees.

7. *If the proposed regulation includes provisions which duplicate or are more stringent than federal, state, or local standards regulating the same activity, an explanation of why such duplicative or more stringent provisions are necessary.*

The proposed changes to NAC 642 do not include any provisions that duplicate or are more stringent than any federal, state, or local regulations or standards regulating the same activity.

8. *The reasons for the conclusions of the agency regarding the impact of a regulation on small businesses.*

The Board will come to a proper conclusion regarding the impact of the changes to NAC 642 after receipt of comments and discussion.

I certify that, to the best of my knowledge or belief, a concerted effort will be made to determine the impact of the proposed regulation on small business and that the information contained in this statement is accurate. (NRS 233B.0608(3)).

A handwritten signature in blue ink, reading "Stephanie Bryant McGee". The signature is written in a cursive style and is positioned above a horizontal line.

Stephanie Bryant McGee
Executive Director
Nevada Funeral & Cemetery Services Board



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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

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

Agenda Item 10: Financial Audit Report

Financial Audit Report completed by Christiansen Accounting Network. (Due to timing, this report will be available on the meeting date).

Financial Statements
June 30, 2023 and 2022
**Nevada State Board of Funeral & Cemetery
Services**

DRAFT

Nevada State Board of Funeral & Cemetery Services

Table of Contents
June 30, 2023 and 2022

Independent Auditor’s Report..... 1

Management’s Discussion and Analysis 4

Basic Financial Statements

 Statements of Net Position and Governmental Fund Balance Sheets 8

 Statements of Activities and Governmental Fund Revenue, Expenditures, and Changes in Fund Balances 10

 Notes to Financial Statements..... 11

Required Supplementary Information

 Statements of Revenue and Expenditures – Budget and Actual 21

 Schedule of Changes in Other Postemployment Benefits (OPEB) Liability..... 23

 Schedule of Contributions 24

Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*..... 25

DRAFT

Independent Auditor's Report

To the Members
Nevada State Board of Funeral & Cemetery Services
Reno, Nevada

Report on the Audit of the Financial Statements

I have audited the accompanying financial statements of the governmental activities and the major fund of Nevada State Board of Funeral & Cemetery Services (Board) as of and for the years ended June 30, 2023 and 2022, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Nevada State Board of Funeral & Cemetery Services, as of June 30, 2023 and 2022, and the changes in financial position thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis of Opinion

I conducted my audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of Nevada State Board of Funeral & Cemetery Services and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.³

Change in Accounting Principle

As described in Note 1 to the financial statements, effective July 1, 2021, the Nevada State Board of Funeral & Cemetery Services adopted new accounting guidance, GASB Statement No. 87, *Leases*. My opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Nevada State Board of Funeral & Cemetery Services' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Nevada State Board of Funeral & Cemetery Services' internal control. Accordingly, no such opinion is expressed.⁵
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Nevada State Board of Funeral & Cemetery Services' ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that I identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management discussion and analysis, budgetary comparison information, schedule of changes in other postemployment benefits (OPEB) liability, and schedule of contributions on pages 3-6, and 20-23, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued my report dated November 15, 2023, on my consideration of the Nevada State Board of Funeral & Cemetery Services' internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Nevada State Board of Funeral & Cemetery Services' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Nevada State Board of Funeral & Cemetery Services' internal control over financial reporting and compliance.

Reno, Nevada
November 15, 2023

Our discussion and analysis of the Nevada State Board of Funeral & Cemetery Services (Board) financial condition and activities for the fiscal years ended June 30, 2023 and 2022 is presented in conjunction with the audited financial statements.

Financial Highlights

- In accordance with Nevada SB286, effective January 1, 2016, the Board changed from an annual licensing period to a two-year licensing period ending December 31, of odd numbered years. Renewal fees remained the same but are allocated over a longer period.
- The funeral industry has been significantly impacted by the COVID-19 pandemic that was declared in March 2020. The Board has modified operations as necessary to maintain oversight of funeral homes and licensees during the times of mandated stay at home orders and restrictions on travel and public gatherings.

The Management's Discussion and Analysis (MD&A) serves as an introduction to, and should be read in conjunction with, the basic audited financial statements and required supplementary information. The MD&A represents the Board members' and management's examination and analysis of the Board's financial condition and performance. Summary financial statement data, key financial and operational indicators used in the Board's budget and other management tools were used for this analysis.

The Board uses the modified accrual basis of accounting for internal financial statement reporting. The financial statements have been prepared in accordance with generally accepted accounting principles as they apply to governmental units. The financial statements include a Statement of Net Position and Governmental Fund Balance Sheet, a Statement of Activities and Governmental Fund Revenue, Expenditures and Changes in Fund Balance and Notes to the Financial Statements.

The Governmental Fund Balance Sheet and the Statement of Net Position present the financial position of the Board on both the modified accrual basis under the general fund and the full accrual basis as net position. This statement provides information on the Board's assets and liabilities with the difference reported as net position. Over time, increases and decreases in net position are one indicator of whether the financial position of the Board is improving or deteriorating.

The Governmental Fund Balance Sheet and the Statement of Net Position provide information about the nature and amount of resources and obligations at year end. The Governmental Fund Revenue,

Expenditures and Changes in Fund Balance and the Statement of Activities present the results of the activities over the course of the fiscal year and information as to how the fund balance and net position changed during the year. The fund balance changes under the modified accrual method when revenue is received or the expenditure is made, while changes in net position under the full accrual method are recorded as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. This statement also provides certain information about the Board's recovery of its costs.

Nevada State Board of Funeral & Cemetery Services
Management's Discussion and Analysis
June 30, 2023 and 2022

The notes to financial statements provide required disclosures and other information that are essential to a full understanding of material data provided in the statements. The notes present information about the Board's accounting policies, significant account balances and activities, material risks, obligations, commitments, contingencies, and subsequent events, if any. The financial statements were prepared from the detailed books and records of the Board. The financial statements were audited during the independent external audit process.

Financial Analysis

The basic financial statements, as well as the required supplementary information, the Statement of Revenue and Expenditures – Budget and Actual and Schedule of Changes in Other Postemployment Benefit (OPEB) Liability and Related Ratios, serve as the key financial data for the Board members' and management's monitoring and planning. Comments regarding budget-to-actual variances and year-to-year variances are included in the following Results of Operations by the name of the statement or account.

CONDENSED STATEMENTS OF NET POSITION			
	2023	2022	2021
ASSETS			
Cash	\$ 360,068	\$ 446,724	\$ 359,957
Other current assets	36,017	33,493	31,456
Right of use asset, net	30,899	50,415	-
Capital assets, net	7,024	2,655	5,191
	434,008	533,287	396,604
DEFERRED OUTFLOWS OF RESOURCES	32,699	56,829	81,803
	\$ 466,707	\$ 590,116	\$ 478,407
LIABILITIES			
Current liabilities	\$ 71,083	\$ 113,310	\$ 62,204
Long-term liabilities			
Due within one year	48,307	32,054	4,945
Due in more than one year	168,800	202,821	159,712
	288,190	348,185	226,861
DEFERRED INFLOWS OF RESOURCES	17,712	6,277	9,991
NET POSITION			
Net invested in capital assets	7,024	2,655	5,191
Unrestricted	153,781	232,999	236,364
	160,805	235,654	241,555
	\$ 466,707	\$ 590,116	\$ 478,407

Statement of Net Position

The Board's net position remains strong at year-end with adequate liquid assets to fulfill its responsibilities. The Board members and management believe the current financial condition and staff capabilities are sufficient to meet anticipated operating expenses and operational objectives.

CONDENSED STATEMENTS OF ACTIVITIES			
	2023	2022	2021
REVENUE			
Nevada regulatory fees	\$ 288,650	\$ 324,530	\$ 313,650
Renewal and licensing fees	82,369	87,218	72,752
Fines and miscellaneous fees	7,148	9,868	9,150
Total revenue	378,167	421,616	395,552
EXPENDITURES			
Personnel services	348,164	298,119	280,830
Travel	15,105	11,466	6,883
Attorney General - legal fees	12,470	32,641	9,231
Contractual services	7,908	9,507	8,818
Office lease	19,166	19,303	18,792
Other operating costs	50,203	56,481	39,367
Total expenditures	453,016	427,517	363,921
CHANGE IN NET POSITION	\$ (74,849)	\$ (5,901)	\$ 31,631

Statement of Activities

Revenue: The program revenue received by the Board is generated through the registration, renewal and licensure of funeral homes, cemeteries, crematories, and individuals. The fluctuations in program revenue are due primarily to fluctuations in regulatory fees, which increased significantly during the pandemic.

Expenses: Operating expenses increased in fiscal years 2023 and 2022 due to primarily to increases in staffing costs, legal fees, and travel.

General Fund Budgetary Highlights

Increases in revenue were budgeted for each of the fiscal years 2023 and 2022 based on increased revenue. However, revenue declined in 2023 due to fewer deaths in the state, which drives the regulatory fees.

Total expenses were more than the budgeted amounts in fiscal years 2023 and 2022 primarily because of legal fees and staffing costs.

Economic Factors and Next Year's Budget

The Board is charged with, and given statutory authority, to provide public protection through the licensure and regulation of funeral and cemetery service providers. The Board provides direction of staff actions toward its mission of public protection through licensure and disciplinary measures.

Staff continues seeking areas in which operating expenses can be reduced without jeopardizing the high level of customer service the licensees and public expect.

Through the Board members' and management's review of the annual budget and monthly income and expense statements, it is expected that these tools will continue to provide the Board with sufficient long and short-term planning information.

DRAFT

Nevada State Board of Funeral & Cemetery Services
Statements of Net Position and Governmental Fund Balance Sheets
June 30, 2023 and 2022

	2023		
	General Fund	Adjustments (Note 8)	Statement of Net Position
Assets			
Cash	\$ 360,068	\$ -	\$ 360,068
Accounts receivable	34,380	-	34,380
Prepaid expenses	137	-	137
Security deposit	1,500	-	1,500
Right of use assets, net	-	30,899	30,899
Capital assets, net	-	7,024	7,024
Total assets	<u>396,085</u>	<u>37,923</u>	<u>434,008</u>
Deferred Outflows of Resources			
Deferred outflows related to OPEB	-	32,699	32,699
Total assets and deferred outflows of resources	<u>\$ 396,085</u>	<u>70,622</u>	<u>466,707</u>
Liabilities			
Accounts payable	\$ 14,592	-	14,592
Accrued payroll	13,778	-	13,778
Licensing fees received in advance	42,713	-	42,713
Long-term liabilities			
Due within one year:			
Compensated absences payable	-	28,277	28,277
Lease liability	-	20,030	20,030
Due in more than one year:			
Compensated absences payable	-	5,384	5,384
Lease liability	-	11,984	11,984
Net OPEB liabilities	-	151,432	151,432
Total liabilities	<u>71,083</u>	<u>217,107</u>	<u>288,190</u>
Deferred Inflows of Resources			
Deferred inflows related to OPEB	-	17,712	17,712
Total liabilities and deferred inflows of resources	<u>71,083</u>	<u>234,819</u>	<u>305,902</u>
Fund Balance/Net Position			
Fund balance			
Nonspendable	1,637	(1,637)	-
Unassigned	323,365	(323,365)	-
Total fund balance	<u>325,002</u>	<u>(325,002)</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 396,085</u>		
Net position			
Net investment in capital assets		7,024	7,024
Unrestricted		153,781	153,781
Total net position		<u>\$ 160,805</u>	<u>\$ 160,805</u>

Nevada State Board of Funeral & Cemetery Services
Statements of Net Position and Governmental Fund Balance Sheets
June 30, 2023 and 2022

	2022		Statement of Net Position
	General Fund	Adjustments (Note 8)	
Assets			
Cash	\$ 446,724	\$ -	\$ 446,724
Accounts receivable	26,940	-	26,940
Prepaid expenses	5,053	-	5,053
Security deposit	1,500	-	1,500
Right of use asset, net	-	50,415	50,415
Capital assets, net	-	2,655	2,655
Total assets	<u>480,217</u>	<u>53,070</u>	<u>533,287</u>
Deferred Outflows of Resources			
Deferred outflows related to OPEB	-	56,829	56,829
Total assets and deferred outflows of resources	<u>480,217</u>	<u>109,899</u>	<u>590,116</u>
Liabilities			
Accounts payable	11,381	-	11,381
Accrued payroll	14,385	-	14,385
Licensing fees received in advance	87,544	-	87,544
Long-term liabilities			
Due within one year:			
Compensated absences payable	-	12,888	12,888
Lease liability	-	19,166	19,166
Due in more than one year:			
Compensated absences payable	-	16,913	16,913
Lease liability	-	32,014	32,014
Net OPEB liabilities	-	153,894	153,894
Total liabilities	<u>113,310</u>	<u>234,875</u>	<u>348,185</u>
Deferred Inflows of Resources			
Deferred inflows related to OPEB	-	6,277	6,277
Total liabilities and deferred inflows of resources	<u>113,310</u>	<u>241,152</u>	<u>354,462</u>
Fund Balance / Net Position			
Fund balance			
Nonspendable	6,553	(6,553)	-
Unassigned	360,354	(360,354)	-
Total fund balance	<u>366,907</u>	<u>(366,907)</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 480,217</u>		
Net position			
Net investment in capital assets		2,655	2,655
Unrestricted		232,999	232,999
Total net position		<u>\$ 235,654</u>	<u>\$ 235,654</u>

Nevada State Board of Funeral & Cemetery Services
 Statements of Activities and Governmental Fund Revenue, Expenditures, and Changes in Fund Balances
 Years Ended June 30, 2023 and 2022

	2023		
	General Fund	Adjustments (Note 8)	Statement of Activities
Expenditures/Expenses			
Board expenditures	\$ 420,072	\$ 32,944	\$ 453,016
Program Revenue			
Nevada regulatory fees	288,650	-	288,650
Renewal and licensing fees	82,369	-	82,369
Fines and administrative fees	1,179	-	1,179
Other income	5,969	-	5,969
Total program revenue	<u>378,167</u>	<u>-</u>	<u>378,167</u>
Excess of Revenue over (Under) Expenditures	(41,905)	41,905	-
Change in Net Position	-	(74,849)	(74,849)
Fund Balance/Net Position, Beginning of Year	<u>366,907</u>	<u>(131,253)</u>	<u>235,654</u>
Fund Balance/Net Position, End of Year	<u>\$ 325,002</u>	<u>\$ (164,197)</u>	<u>\$ 160,805</u>
	2022		
	General Fund	Adjustments (Note 8)	Statement of Activities
Expenditures/Expenses			
Board expenditures	\$ 383,918	\$ 43,599	\$ 427,517
Program Revenue			
Nevada regulatory fees	324,530	-	324,530
Renewal and licensing fees	87,218	-	87,218
Fines and administrative fees	2,219	-	2,219
Other income	7,649	-	7,649
Total program revenue	<u>421,616</u>	<u>-</u>	<u>421,616</u>
Excess of Revenue over (Under) Expenditures	37,698	(37,698)	-
Change in Net Position	-	(5,901)	(5,901)
Fund Balance/Net Position, Beginning of Year	<u>329,209</u>	<u>(87,654)</u>	<u>241,555</u>
Fund Balance/Net Position, End of Year	<u>\$ 366,907</u>	<u>\$ (131,253)</u>	<u>\$ 235,654</u>

Note 1 - Reporting Entity and Summary of Significant Accounting Policies

The Nevada State Board of Funeral & Cemetery Services (Board) is regulated by Nevada Revised Statutes (NRS) 642, which also specify the authorized activities of the Board. The general fund is used to account for the proceeds of licensing and examination fees and other revenues that are legally restricted to expenditures for specified purposes.

The financial statements of the Board have been prepared in accordance with generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The following is a summary of the more significant policies.

Reporting Entity

Effective July 1, 2001, Chapter 353 of the Nevada Revised Statutes (NRS) was amended to exempt certain professional and occupational boards from the state budget act and the provisions governing the administration of state funding. The provisions of Chapter 353 do not apply to boards created pursuant to chapters 623 to 625A, inclusive, 628, 630 to 640A, inclusive, 641 to 644, inclusive, 654 and 656 of the NRS and the officers and employees thereof. Accordingly, the Board's budgeting and accounting practices and procedures have been removed from the oversight of the Department of Administration.

The Board's financial statements are not included in the general-purpose financial statements of the State of Nevada since the State does not exercise financial or administrative control over the Board. This is in conformance with GASB codification Section 2100, *Defining the Financial Reporting Entity*.

Basis of Presentation

The Board is defined as a single-program special-purpose entity under GASB Statement No. 14, paragraph 131 as amended by GASB Statement No. 39. This classification allows for the preparation of GASB 34 financial statements, as amended by GASB 63, under an optional reporting method which combines the fund and government-wide statements into a single presentation. Under standard GASB 34 methodology, the government-wide statement of net position and statement of activities are presented independently from the respective fund balance sheet and statement of revenues, expenditures, and fund balance. A reconciliation of adjustments provided on the modified financial statements demonstrates the changes from the fund financial statements to the government-wide financial statements in order to assist the reader in evaluating these statements. The Board has utilized this optional method of presentation.

Fund Accounting

Under Chapter 628.140 of the Nevada Revised Statutes, the general fund of the Board is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures to be used solely for the Board's benefit. According to statute, any money deposited to Nevada State Board of Funeral & Cemetery Services does not revert to the State of Nevada's general fund. The net assets of the general fund are restricted solely to be used by the Board to meet its obligation of licensing and regulating the practice of public accounting in the state of Nevada.

Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectable within the current period or within 60 days after year-end to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences are recorded only when payment is due.

The Board has only governmental fund types.

Budget Data

The Board prepares an annual budget. The budget is prepared on a basis similar to generally accepted accounting principles under the modified accrual basis of accounting. All annual appropriations lapse at fiscal year-end.

Cash and Cash Equivalents

Cash includes a checking account at a commercial bank. By provision of statutes, the Board is authorized to deposit all money in banks or savings and loan associations located in the state of Nevada and must be subject to withdrawal on demand. The Board participates in the State of Nevada collateralization program to assure that funds deposited are protected.

Accounts Receivable

For the governmental fund financial statements, the accounts receivable represent regulatory fees collected within 60 days subsequent to year end that are an available resource for the current year.

For the government-wide financial statements the accounts receivable represents regulatory fees due as of year-end. All amounts are considered collectible by management.

Capital Assets

Capital assets, which include furniture, fixtures, and equipment are reported in the net asset column in the government-wide financial statements. Capital assets are defined by the Board as assets with an initial, individual cost of \$500 and an estimated useful life of at least one year. Such assets are recorded at historical cost. Donated assets are recorded at acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are expensed as incurred. Capital assets are depreciated using the straight-line method over 3 to 20 years.

Under the modified accrual basis of accounting, acquisitions are considered expenditures in the year purchased.

Compensated Absences

It is the Board's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. No liability is reported for unpaid accumulated vacation or sick leave on the general fund balance sheet as no amounts were due and payable at year end. Accumulated unused vacation and sick leave earned as of June 30, 2023 and 2022, is reflected in the statement of net position.

Licensing Fees Received in Advance

The Board's licensing period encompasses a two-year period based on calendar years. Accordingly, the current licensing period will end on December 31, 2023. Licensing fees received in advance represent revenue from the annual renewals of licenses for funeral directors, embalmers, funeral arrangers, funeral establishments, cemeteries, and crematories, and are recognized ratably over the renewal period.

Licensing fees received in advance consists of the unearned portion of annual license renewal fees collected prior to June 30, 2023 and 2022 that are applicable through December 31, 2023.

Deferred Outflows and Inflows of Resources

In addition to assets, a separate section is reported for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. The changes in proportion and differences between employer contributions and proportionate share of contributions as well as contributions made after the measurement period for other postemployment benefits qualify for reporting in this category.

In addition to liabilities, a separate section is reported for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. Differences between expected and actual experience and between projected and actual investment earnings on other postemployment benefits qualify for reporting in this category.

Fund Equity and Net Position

In the governmental fund financial statement, fund balances are classified as follows:

- Nonspendable - represents amounts that are either not in a spendable form or are legally or contractually required to remain intact. The Board includes fund balances that have been prepaid for expenses in this category.
- Restricted – represents amounts which can be spent only for specific purposes because of state or federal laws, or externally imposed conditions. The Board has no restricted fund balances.
- Committed – represents amounts which can be used only for specific purposes determined by the members of the governing Board's formal action through a resolution or action. The Board has no committed funds.
- Assigned - represents amounts that are intended by the Board for specific purposes but do not require action by the governing Board. The Board has no assigned funds.
- Unassigned – represents all amounts not included in nonspendable classifications.

The Board's policy is to first apply expenditures against restricted or nonspendable fund balances. In instances where an unrestricted fund balance type could be used, it is the Board's policy to first apply expenditures against committed fund balances, if present. On an annual basis, when applicable, assigned fund balances are determined based upon available resources.

In the government-wide financial statements, net position is classified as follows:

- Net investment in capital assets – consists of capital assets, net of accumulated depreciation and any related debt.
- Restricted net position – consists of net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – net position that is neither classified as “invested in capital assets” nor as “restricted.”

The Board's policy is to first apply expenditures to restricted net position when an expenditure is incurred for which both restricted and unrestricted net position are available.

Other Postemployment Benefits (OPEB)

For purposes of measuring the net OPEB liability, related deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Self Insurance Trust Fund, Public Employees' Benefits Program (PEBP) and additions to/deductions from PEBP's fiduciary net position have been determined on the same basis as they are reported by PEBP. For this purpose, PEBP recognizes benefit payments when due and payable in accordance with the benefit terms. PEBP's cash and cash equivalents consist of short-term, highly liquid investments that are both (a) readily convertible to known amounts of cash and (b) so near to materiality that they present insignificant risk of changes in value due to changing interest rates.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

New Accounting Pronouncements; Adopted in Current Periods

In June 2017, the GASB issued Statement No. 87, Leases. The primary objective is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. In May 2020, the GASB issued Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance. This statement was effective immediately and postponed the implementation of GASB No. 87 by eighteen months, such that the new effective date is for fiscal years beginning after June 15, 2021. The implementation in the current year resulted in the recording of a new right of use asset and lease liability. In addition, rent expense is now split into interest expense and amortization expense related to the right of use asset and lease liability. Note 4 to the financial statements contains the details related to the leases.

Nevada State Board of Funeral & Cemetery Services

Notes to Financial Statements

June 30, 2023 and 2022

New Accounting Pronouncements; Not Yet Adopted

In May 2020, the GASB issued statement No. 96, Subscription-Based Technology Arrangements. The primary objective is to better meet the information needs of financial statement users by improving the accounting and financial reporting for subscription technology arrangements by governments. This statement is effective for fiscal years beginning after June 15, 2022. The anticipated impact of this pronouncement is uncertain at this time.

Subsequent Events

Subsequent events have been evaluated through November 15, 2023, which is the date the financial statements were available to be issued.

Note 2 - Capital Assets

The Board has custodial responsibility to the State of Nevada for furniture, fixtures and equipment acquired with resources of the Board. The capital asset activity during the years is as follows:

	2023			
	Balance June 30, 2022	Additions	Deletions	Balance June 30, 2023
Capital assets not being depreciated				
None	\$ -	\$ -	\$ -	\$ -
Capital assets being depreciated				
Office equipment and furniture	20,634	7,224	-	27,858
Less accumulated depreciation				
Office equipment and furniture	(17,979)	(2,855)	-	(20,834)
Total capital assets, net	\$ 2,655	\$ 4,369	\$ -	\$ 7,024
	2022			
	Balance June 30, 2021	Additions	Deletions	Balance June 30, 2022
Capital assets not being depreciated				
None	\$ -	\$ -	\$ -	\$ -
Capital assets being depreciated				
Office equipment and furniture	20,634	-	-	20,634
Less accumulated depreciation				
Office equipment and furniture	(15,443)	(2,536)	-	(17,979)
Total capital assets, net	\$ 5,191	\$ (2,536)	\$ -	\$ 2,655

Note 3 - Long-term Obligations Activity

Following is a summary of the change in long-term obligations, other than the net pension and other post-employment benefits liabilities:

	Balance July 1, 2022	Additions	Deletions	Balance June 30, 2023	Current Portion
Compensated absences	\$ 29,802	\$ 16,748	\$ (12,888)	\$ 33,662	\$ 28,277
	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022	Current Portion
Compensated absences	\$ 23,977	\$ 13,216	\$ (7,391)	\$ 29,802	\$ 12,888

Note 4 - Lease Obligations

The Board currently leases office space in Reno, Nevada under an agreement effective through January 31, 2025. The current monthly lease payments are \$1,685, with scheduled annual increases. At the time of initial measurement, there was no interest rate specified in the original lease agreement. Accordingly, the Board has used an incremental borrowing rate based on the three-year US Treasury rate to discount the annual lease payments and recognize an intangible right of use asset and corresponding lease liability. Following is a summary of the remaining annual undiscounted cash flows to satisfy the lease obligation:

Years Ending June 30,	
2024	\$ 20,475
2025	12,152
	\$ 32,627

Note 5 - Retirement Benefits

the Board has a defined contribution retirement plan in which it contributes 14.5% of eligible employees' salary. For the years ended June 30, 2022 and 2021, contributions to the plan totaled \$34,254 and \$27,869, respectively.

Note 6 - Other Postemployment Retirement Benefits (OPEB)

Plan Description

Employees of the Board are provided with OPEB through the Self Insurance Trust Fund, Public Employees' Benefits Program (PEBP) - a cost-sharing multiple employer defined benefit OPEB plan administered by the Public Employees' Benefits Program Board (PEBP Board) which was created in 1983 by the Nevada Legislature to administer group health, life and disability insurance for covered employees, both active and retired, of the State, and certain other participating public employers within the State of Nevada. PEBP does not provide for refunds of employee contributions. The Self Insurance Trust Fund issues a publicly available financial report that can be obtained at <https://pebp.state.nv.us/>. The Board is reporting plan information consistently with the PEBP's accounting methods and assumptions as disclosed in the annual report. No information has come to my attention that indicates significant changes to the plan's disclosures.

The Board joined the PEBP in May 2018 and, therefore, plan information is only disclosed beginning with the fiscal year ended June 30, 2019 based upon a measurement date of June 30, 2018.

Benefits Provided

PEBP provides medical, dental, vision, mental health and substance abuse and also offers fully insured HMO products. Long-term disability and life insurance benefits are fully insured by outside carriers.

Contributions

Per NRS 287 contribution requirements of the participating entities and covered employees are established and may be amended by the PEBP Board. The Boards' contractually required contribution for the years ended June 30, 2023 and 2022 totaled \$4,969 and \$3,833, respectively. These contributions were actuarially determined as an amount that is expected to finance the costs of benefits earned by employees during the year. Employees are not required to contribute to the OPEB plan.

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2023 and 2022, the Board reported a liability of \$151,432 and \$153,894, respectively, for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of June 30, 2023 and 2022, respectively,, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The Board's proportion of the net OPEB liability was based on a projection of the Board's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating state agencies, actuarially determined. At June 30, 2023 and 2022, the Board's proportion was 0.0105% and 0.0099%, respectively.

For the years ended June 30, 2023 and 2022, the Board recognized OPEB expense of \$33,103 and \$34,474, respectively.

Nevada State Board of Funeral & Cemetery Services
Notes to Financial Statements
June 30, 2023 and 2022

At June 30, 2022 and 2022, the Board reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	June 30, 2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Change of assumptions	\$ 5,526	\$ 12,607
Change in proportions	22,204	-
Net difference between projected and actual earnings on OPEB plan investments	-	5,043
Asset experience	-	62
Board contributions subsequent to the measurement date	4,969	-
Total	\$ 32,699	\$ 17,712
	June 30, 2022	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Change of assumptions	\$ 8,588	\$ 667
Change in proportions	44,408	-
Net difference between projected and actual earnings on OPEB plan investments	-	5,556
Asset experience	-	54
Board contributions subsequent to the measurement date	3,833	-
Total	\$ 56,829	\$ 6,277

Deferred outflows of resources related to OPEB resulting from Employer contributions subsequent to the measurement date in the amount of \$4,969 and \$3,833 for 2023 and 2022, respectively, will be recognized as a reduction of the net OPEB liability in the subsequent year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Years Ending June 30,	
2024	\$ 18,607
2025	(3,939)
2026	(4,644)
2027	(6)
	\$ 10,018

Actuarial Assumptions

The total OPEB liability in the annual actuarial valuations were determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

June 30, 2023	
Inflation rate	2.50%
Salary increases	4.20% to 9.10% for Regular members and 4.60% to 14.50% for Police/Fire members, varying service, including inflation
Investment rate of return	3.54%
Healthcare cost trend rates	4.80% increase effective July 1, 2023, then 7.25% graded down 0.25% to ultimate 4.50% over 11 years
June 30, 2022	
Inflation rate	2.75%
Salary increases	4.20% to 9.10% for Regular members and 4.60% to 14.50% for Police/Fire members, varying service, including inflation
Investment rate of return	2.16%
Healthcare cost trend rates	6.00% for 2022, see report for additional years

Mortality rates were based on PUB-2010 General Healthy Retiree Headcount – Weighted Above-Median Mortality Tables with rates adjusted to various levels based on factors such as sector and disability.

The actuarial assumptions used in the June 30, 2022 valuation were based upon certain demographic and other actuarial assumptions as recommended by the actuary, in conjunction with the State and guidance from the Governmental Accounting Standards Board statement.

Discount Rate

The discount rate basis is required to be consistent with a 20-Year Municipal Bond Index. The Bond Buyer General Obligation 20-Bond Municipal Bond Index is used for the determination of the discount rate. The discount rates used to measure the total OPEB liability at June 30, 2023 and June 30, 2022 were 3.54% and 2.16%, respectively.

Sensitivity of the OPEB Liabilities to Changes in the Discount Rate

The following presents the net OPEB liability of the plan, as well as the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the discount rate used:

	1% Decrease (1.21%)	Current Rate (2.21%)	1% Increase (3.21%)
June 30, 2021 net OPEB liability	\$ 157,428	\$ 140,680	\$ 126,529
	1% Decrease (2.51%)	Current Rate (3.51%)	1% Increase (4.51%)
June 30, 2020 net OPEB liability	\$ 131,583	\$ 140,680	\$ 151,571

Sensitivity of the OPEB Liabilities to Changes in the Healthcare Cost Trend Rates

The following presents the net OPEB liability of the plan, as well as what the plan's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Current Rate</u>	<u>1% Increase</u>
2023 Net OPEB liability	\$ 144,111	\$ 151,432	\$ 159,815
2022 net OPEB liability	\$ 141,497	\$ 153,894	\$ 164,239

OPEB Plan Fiduciary Net Position

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued audited annual financial statements of the State of Nevada State Retirees' Health and Welfare Benefits Fund, Public Employees' Benefits Program financial report.

Note 7 - Compliance with Nevada Revised Statutes and Nevada Administrative Code

The Board conformed to all significant statutory constraints on its financial administration during the fiscal years.

Note 8 - Conversion to Government-Wide Financial Statements

Adjustments on the face of the financial statements were made to the fund balance sheets and statements of revenue, expenditures, and changes in fund balances in order to reconcile the fund financial statements to the government-wide statements of net position and activities. The adjustments include the following:

	<u>2023</u>	<u>2022</u>
Assets		
Right of use asset, net of accumulated amortization	\$ 30,899	\$ 50,415
Fixed assets, net of accumulated depreciation	7,024	2,655
Deferred Outflows of Resources - OPEB	\$ 32,699	\$ 56,829
Liabilities		
Compensated absences	\$ (33,661)	\$ (29,801)
Lease liability	\$ (32,014)	(51,180)
Net OPEB liability	(151,432)	(153,894)
Deferred Inflows of Resources - OPEB	\$ (17,712)	\$ (6,277)
Expenditures/Expenses		
Board expenditures		
Compensated absences	\$ 3,860	\$ 5,824
OPEB expenses	33,103	34,474
Capitalized equipment and furnishings	(7,224)	-
Lease interest and amortization	350	765
Depreciation expense	2,855	2,536
	\$ 32,944	\$ 43,599

Required Supplementary Information
June 30, 2023 and 2022

Nevada State Board of Funeral & Cemetery
Services

Nevada State Board of Funeral & Cemetery Services
Statements of Revenue and Expenditures – Budget and Actual
Years Ended June 30, 2023 and 2022

	2023		
	Original and Final Budget	Actual Amounts Budgetary Basis	Variance - Favorable (Unfavorable)
Revenue			
Nevada regulatory fees	\$ 336,000	\$ 288,650	\$ (47,350)
Renewal and licensing fees			
Facilities permit renewals	9,869	9,800	(69)
Individual renewals	32,131	31,908	(223)
Examinations	4,000	4,225	225
Initial licensing and approval fees	36,375	36,436	61
Fines and administrative fees	375	1,179	804
Other income	5,000	5,969	969
	<u>423,750</u>	<u>378,167</u>	<u>(45,583)</u>
Expenditures			
Personnel services			
Executive Director	113,390	133,042	(19,652)
Investigator	32,936	35,202	(2,266)
Administration	62,119	64,125	(2,006)
Payroll taxes	15,622	18,745	(3,123)
Employee benefits	51,714	58,569	(6,855)
Travel	20,000	15,105	4,895
Operating			
Attorney General - legal fees	24,000	12,470	11,530
Audit	-	-	-
Background investigation	2,000	1,405	595
Bank fees	5,000	3,083	1,917
Board member compensation	3,000	3,600	(600)
Conference/training registration	1,500	3,740	(2,240)
Contractual services	8,650	7,908	742
Equipment and furnishings	3,000	7,224	(4,224)
Insurance	1,800	1,817	(17)
Licensing software subscription	12,000	-	12,000
Meeting expenses	2,400	2,897	(497)
Miscellaneous expenses	300	1,053	(753)
Office lease	19,632	19,166	466
Office supplies	8,500	10,051	(1,551)
Postage	3,000	2,008	992
Printing and copying	4,000	6,669	(2,669)
Technical support and website	2,200	2,261	(61)
Telephone and utilities	8,000	9,932	(1,932)
	<u>404,763</u>	<u>420,072</u>	<u>(15,309)</u>
Excess of Revenue over Expenses	<u>\$ 18,987</u>	<u>\$ (41,905)</u>	<u>\$ (60,892)</u>

Nevada State Board of Funeral & Cemetery Services
Statements of Revenue and Expenditures – Budget and Actual
Years Ended June 30, 2023 and 2022

	2022		
	Original and Final Budget	Actual Amounts Budgetary Basis	Variance - Favorable (Unfavorable)
Revenue			
Nevada regulatory fees	\$ 318,000	\$ 324,530	\$ 6,530
Renewal and licensing fees			
Facilities permit renewals	9,869	10,863	994
Individual renewals	34,606	37,676	3,070
Examinations	4,000	4,075	75
Initial licensing and approval fees	24,750	34,604	9,854
Fines and administrative fees	900	2,219	1,319
Other income	5,000	7,649	2,649
	<u>397,125</u>	<u>421,616</u>	<u>24,491</u>
Expenditures			
Personnel services			
Executive Director	103,027	102,269	758
Investigator	29,942	33,039	(3,097)
Administration	56,472	57,911	(1,439)
Payroll taxes	14,202	14,534	(332)
Employee benefits	48,968	49,150	(182)
Travel	20,000	11,466	8,534
Operating			
Attorney General - legal fees	14,000	32,641	(18,641)
Audit	11,000	11,000	-
Background investigation	2,000	1,576	424
Bank fees	2,800	5,597	(2,797)
Board member compensation	1,500	1,650	(150)
Conference/training registration	1,500	800	700
Contractual services	7,450	9,507	(2,057)
Equipment and furnishings	3,000	2,229	771
Insurance	1,800	1,644	156
Licensing software subscription	7,400	-	7,400
Meeting expenses	2,400	2,399	1
Miscellaneous expenses	300	-	300
Office lease	18,792	19,303	(511)
Office supplies	8,500	6,298	2,202
Postage	2,500	3,470	(970)
Printing and copying	2,000	6,970	(4,970)
Technical support and website	2,200	1,671	529
Telephone and utilities	6,800	8,794	(1,994)
	<u>368,553</u>	<u>383,918</u>	<u>(15,365)</u>
Excess of Revenue over Expenses	<u>\$ 28,572</u>	<u>\$ 37,698</u>	<u>\$ 9,126</u>

Nevada State Board of Funeral & Cemetery Services
 Schedule of Changes in Other Postemployment Benefits (OPEB) Liability
 Last Ten Fiscal Years*

Schedule of Changes in Other Postemployment Benefits Liability
 Last Ten Fiscal Years

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Proportion of the net OPEB liability	0.0105%	0.0099%	0.0094%	0.0091%	0.0016%	0.0000%
Proportionate share of the net OPEB liability	\$ 151,432	\$ 153,894	\$ 140,680	\$ 127,511	\$ 20,613	\$ -
Covered payroll	\$ 197,166	\$ 160,181	\$ 152,153	\$ 150,551	\$ 20,706	\$ -
Proportionate share of the net OPEB liability as a percentage of covered payroll	76.80%	96.08%	92.46%	84.70%	99.55%	0.00%
Plan fiduciary net position as a percentage of the total OPEB liability	77.04%	77.04%	77.04%	76.46%	75.24%	74.40%

*GASB Statement No. 75 requires ten years of information to be presented in these tables. However, until a full 10-year trend is compiled, the Board will present information for those years for which information is available.

Nevada State Board of Funeral & Cemetery Services
 Schedule of Contributions
 Last Ten Fiscal Years*

Schedule of Contributions
 Last Ten Fiscal Years

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Contractually required contributions	\$ 4,969	\$ 3,833	\$ 3,928	\$ 4,102	\$ 3,746	\$ 617
Contractually required contribution	<u>(4,969)</u>	<u>(3,833)</u>	<u>(3,928)</u>	<u>(4,102)</u>	<u>(3,746)</u>	<u>(617)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Board's covered payroll	\$ 197,166	\$ 160,181	\$ 152,153	\$ 150,551	\$ 135,751	\$ 20,706
Contributions as a percentage of covered payroll	2.52%	2.39%	2.58%	2.72%	2.76%	2.98%

*GASB Statement No. 75 requires ten years of information to be presented in these tables. However, until a full 10-year tend is compiled, the Board will present information for those years for which information is available.

DRAFT

**Independent Auditor’s Report on Internal Control over
Financial Reporting and on Compliance and Other Matters Based on an Audit of
Financial Statements Performed in Accordance with *Government Auditing Standards***

To the Members
Nevada State Board of Funeral & Cemetery Services
Reno, Nevada

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Nevada State Board of Funeral & Cemetery Services (Board), as of and for the years ended June 30, 2023 and 2022, and the related notes to the financial statements, which collectively comprise the Nevada State Board of Funeral & Cemetery Services’ basic financial statements, and have issued my report thereon dated November 15, 2023.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered the Nevada State Board of Funeral & Cemetery Services’ internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Nevada State Board of Funeral & Cemetery Services’ internal control. Accordingly, I do not express an opinion on the effectiveness of the Boards’ internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audits I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Nevada State Board of Funeral & Cemetery Services financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Reno, Nevada
November 15, 2023

DRAFT



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 11: Financial Reports

Attachments:

Financial Reports for FY23 and FY24

Regulatory Fee Report YTD FY24

State of Nevada Funeral and Cemetery Services

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Administrative Fee (Reissue or Addl Lic)	1,125.00	375.00	750.00	300.00 %
Administrative Fine	16,181.40		16,181.40	
Approval of Managing Funeral Director	6,750.00	3,375.00	3,375.00	200.00 %
Cemetery Renewals	1,400.04	1,813.00	-412.96	77.22 %
Crematory Renewals	3,999.96	3,021.00	978.96	132.41 %
Embalmer Renewals	8,000.00	6,822.00	1,178.00	117.27 %
Establishment Permit Renewals	6,525.00	5,035.00	1,490.00	129.59 %
Examinations	3,725.00	4,000.00	-275.00	93.13 %
Funeral Arranger Renewals	13,400.00	11,470.00	1,930.00	116.83 %
Funeral Director Renewals	14,200.00	13,839.00	361.00	102.61 %
Initial Licensing	24,368.75	33,000.00	-8,631.25	73.84 %
Interest Income	261.74		261.74	
Legal and Miscellaneous Fees	5,657.60	5,000.00	657.60	113.15 %
NV Regulatory Fee	288,650.00	336,000.00	-47,350.00	85.91 %
Study Guide	50.00		50.00	
Total Income	\$394,294.49	\$423,750.00	\$ -29,455.51	93.05 %
GROSS PROFIT	\$394,294.49	\$423,750.00	\$ -29,455.51	93.05 %
Expenses				
Administrative Fines	16,127.90		16,127.90	
Attorney General - Legal Fees	12,470.15	24,000.00	-11,529.85	51.96 %
Background Checks	1,404.60	2,000.00	-595.40	70.23 %
Bank fees	3,082.98	5,000.00	-1,917.02	61.66 %
Board Member Compensation	3,600.00	3,000.00	600.00	120.00 %
Conferenc/Training Registration	3,740.00	1,500.00	2,240.00	249.33 %
Contractual services				
Bookkeeping	7,908.00	8,400.00	-492.00	94.14 %
Dues and Tests		250.00	-250.00	
Total Contractual services	7,908.00	8,650.00	-742.00	91.42 %
Equipment and Furnishings	1,381.24	3,000.00	-1,618.76	46.04 %
Insurance	1,817.11	1,800.00	17.11	100.95 %
Interest Expense	711.00		711.00	
Licensing Software Subscription		12,000.00	-12,000.00	
Meeting Expenses	2,896.75	2,400.00	496.75	120.70 %
Miscellaneous		300.00	-300.00	
Office Lease	19,516.00	19,632.00	-116.00	99.41 %
Office Supplies	10,050.58	8,500.00	1,550.58	118.24 %
Payroll Expenses				
Administrative Wages	64,124.68	62,119.00	2,005.68	103.23 %
Employer Taxes	18,745.38	15,622.00	3,123.38	119.99 %
Executive Director Salary	133,041.52	113,390.00	19,651.52	117.33 %
Health Insurance	24,314.33	21,500.00	2,814.33	113.09 %
Inspector/Investigation Wages	35,201.66	32,936.00	2,265.66	106.88 %

State of Nevada Funeral and Cemetery Services

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

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Retirement	34,254.46	30,214.00	4,040.46	113.37 %
Vacation Expense	3,857.90		3,857.90	
Total Payroll Expenses	313,539.93	275,781.00	37,758.93	113.69 %
Postage	2,008.38	3,000.00	-991.62	66.95 %
Printing and Copying	6,668.57	4,000.00	2,668.57	166.71 %
Repair and Maintenance	343.05		343.05	
Technical Support Web Site	2,260.94	2,200.00	60.94	102.77 %
Telephone/Internet	5,139.53	3,500.00	1,639.53	146.84 %
Travel	15,105.40	20,000.00	-4,894.60	75.53 %
Utilities	4,792.59	4,500.00	292.59	106.50 %
Total Expenses	\$434,564.70	\$404,763.00	\$29,801.70	107.36 %
NET OPERATING INCOME	\$ -40,270.21	\$18,987.00	\$ -59,257.21	-212.09 %
Other Expenses				
Depreciation	1,381.25		1,381.25	
Total Other Expenses	\$1,381.25	\$0.00	\$1,381.25	0.00%
NET OTHER INCOME	\$ -1,381.25	\$0.00	\$ -1,381.25	0.00%
NET INCOME	\$ -41,651.46	\$18,987.00	\$ -60,638.46	-219.37 %

State of Nevada Funeral and Cemetery Services

Budget vs. Actuals

July - October, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Administrative Fee (Reissue or Addl Lic)	225.00	375.00	-150.00	60.00 %
Approval of Managing Funeral Director	1,125.00	2,475.00	-1,350.00	45.45 %
Cemetery Renewals	466.68	1,900.00	-1,433.32	24.56 %
Crematory Renewals	1,333.32	4,000.00	-2,666.68	33.33 %
Embalmer Renewals	2,733.32	8,900.00	-6,166.68	30.71 %
Establishment Permit Renewals	2,175.00	6,500.00	-4,325.00	33.46 %
Examinations	1,000.00	4,000.00	-3,000.00	25.00 %
Funeral Arranger Renewals	4,466.68	18,900.00	-14,433.32	23.63 %
Funeral Director Renewals	4,800.00	16,300.00	-11,500.00	29.45 %
Initial Licensing	16,250.00	24,000.00	-7,750.00	67.71 %
Interest Income	82.13	33.00	49.13	248.88 %
Legal and Miscellaneous Fees		5,000.00	-5,000.00	
NV Regulatory Fee	66,730.00	280,000.00	-213,270.00	23.83 %
Study Guide		100.00	-100.00	
Total Income	\$101,387.13	\$372,483.00	\$ -271,095.87	27.22 %
GROSS PROFIT	\$101,387.13	\$372,483.00	\$ -271,095.87	27.22 %
Expenses				
Administrative Fines	1,500.00		1,500.00	
Attorney General - Legal Fees	1,491.89	20,000.00	-18,508.11	7.46 %
Auditing		11,000.00	-11,000.00	
Background Checks	179.55	1,800.00	-1,620.45	9.98 %
Bank fees	864.21	2,800.00	-1,935.79	30.86 %
Board Member Compensation	1,050.00	4,200.00	-3,150.00	25.00 %
Conferenc/Training Registration		4,200.00	-4,200.00	
Contractual services				
Bookkeeping	2,665.00	8,400.00	-5,735.00	31.73 %
Dues and Tests		250.00	-250.00	
Total Contractual services	2,665.00	8,650.00	-5,985.00	30.81 %
Equipment and Furnishings		2,000.00	-2,000.00	
Insurance	2,302.92	1,800.00	502.92	127.94 %
Meeting Expenses	599.70	3,350.00	-2,750.30	17.90 %
Office Lease	8,425.00	20,220.00	-11,795.00	41.67 %
Office Supplies	2,917.00	8,500.00	-5,583.00	34.32 %
Payroll Expenses				
Administrative Wages	14,544.00	62,119.00	-47,575.00	23.41 %
Employer Taxes	7,384.82	15,622.00	-8,237.18	47.27 %
Executive Director Salary	43,668.13	137,288.00	-93,619.87	31.81 %
Health Insurance	8,828.02	23,000.00	-14,171.98	38.38 %
Inspector/Investigation Wages	11,527.60	32,936.00	-21,408.40	35.00 %
Retirement	10,112.25	31,109.00	-20,996.75	32.51 %
Vacation Expense	407.80		407.80	
Total Payroll Expenses	96,472.62	302,074.00	-205,601.38	31.94 %

State of Nevada Funeral and Cemetery Services

Budget vs. Actuals

July - October, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Postage	212.14	2,450.00	-2,237.86	8.66 %
Printing and Copying	1,592.49	5,000.00	-3,407.51	31.85 %
Repair and Maintenance	226.24	700.00	-473.76	32.32 %
Technical Support Web Site	467.45	2,200.00	-1,732.55	21.25 %
Telephone/Internet	715.99	4,523.00	-3,807.01	15.83 %
Travel	1,400.99	28,100.00	-26,699.01	4.99 %
Utilities	1,493.90	4,500.00	-3,006.10	33.20 %
Total Expenses	\$124,577.09	\$438,067.00	\$ -313,489.91	28.44 %
NET OPERATING INCOME	\$ -23,189.96	\$ -65,584.00	\$42,394.04	35.36 %
NET INCOME	\$ -23,189.96	\$ -65,584.00	\$42,394.04	35.36 %

State of Nevada Funeral and Cemetery Services

Sales by Customer Summary

July - September, 2023

	JUL 2023	AUG 2023	SEP 2023	TOTAL
10 Bunker's Eden Vale Mortuary	260.00	400.00	410.00	\$1,070.00
104 Serenity Funeral Home	230.00	200.00	150.00	\$580.00
108 Truckee Meadows Cremation & Burial Svcs	990.00	1,100.00	820.00	\$2,910.00
109 Las Vegas Islamic Cemetery	40.00	40.00	40.00	\$120.00
110 McDermott Funeral Home	920.00	830.00	820.00	\$2,570.00
111 Funeraria Casa De Paz	200.00	120.00		\$320.00
112 Giddens Memorial Chapel	210.00	280.00	270.00	\$760.00
113 Nevada Funeral Service	180.00	100.00	100.00	\$380.00
114 Eastside Memorial Park	140.00	100.00	80.00	\$320.00
115 Mountain Vista Chapel	80.00	40.00	100.00	\$220.00
116 Sonoma Funeral Home	70.00	50.00	110.00	\$230.00
127 Truckee Meadows Cremation - Sparks	0.00	0.00	0.00	\$0.00
129 Andres Serenity Family Mortuary & Crematory	130.00	150.00	160.00	\$440.00
134 La Eternidad Funeral	70.00	130.00	280.00	\$480.00
138 Care Cremation	290.00	380.00	360.00	\$1,030.00
15 Southern Nevada Mortuary	40.00	50.00	30.00	\$120.00
18 Gunter's Hawthorne Funeral Home	130.00	80.00	30.00	\$240.00
3 Mountain View Mortuary	440.00	470.00	390.00	\$1,300.00
5 Smith Family Funeral Home	320.00	310.00	340.00	\$970.00
56 Pahrump Family Mortuary Group	270.00	280.00	280.00	\$830.00
60 The Gardens	50.00	200.00	40.00	\$290.00
7 Burns Funeral Home, Inc.	290.00	290.00	360.00	\$940.00
8 Freitas Ruprecht Funeral Home	40.00	110.00	140.00	\$290.00
85 Heritage Mortuary	120.00	170.00	150.00	\$440.00
92 Smart Cremation	40.00	140.00	170.00	\$350.00
93L Inspired Life Hacienda	0.00	0.00	0.00	\$0.00
Anthem				\$0.00
101L Sunrise Cremation	360.00	550.00	560.00	\$1,470.00
133 Desert Memorial	480.00	660.00	410.00	\$1,550.00
Total Anthem	840.00	1,210.00	970.00	\$3,020.00
FPG Nevada				\$0.00
100L Tulip Cremation	10.00	50.00	30.00	\$90.00
130 Kraft-Sussman Funeral Services	200.00	90.00	170.00	\$460.00
97L Vegas Valley Cremation Statz			0.00	\$0.00
98L Vegas Valley Cremation McLeod	260.00	240.00	410.00	\$910.00
Total FPG Nevada	470.00	380.00	610.00	\$1,460.00
Inspired Life Holdings				\$0.00
128 Inspired Life Memorials & Cremations	340.00	200.00	310.00	\$850.00
99 Inspired Life Cremations	10.00	40.00	30.00	\$80.00
Total Inspired Life Holdings	350.00	240.00	340.00	\$930.00
Integrity Funeral Service				\$0.00
117 Walton's Funerals and Cremations - Church	100.00	40.00	90.00	\$230.00
118 Walton's Chapel of the Valley	250.00	310.00	310.00	\$870.00
119 O'Brien Rogers & Crosby Funeral Home	100.00	80.00	80.00	\$260.00

State of Nevada Funeral and Cemetery Services

Sales by Customer Summary

July - September, 2023

	JUL 2023	AUG 2023	SEP 2023	TOTAL
120 Ross, Burke & Knobel Mortuary - Reno	340.00	290.00	210.00	\$840.00
121 Walton's Sierra Chapel	450.00	690.00	470.00	\$1,610.00
122 Walton's Sparks Funeral Home	160.00	250.00	230.00	\$640.00
123 Cremation Society of Nevada - Affinity	120.00	200.00	170.00	\$490.00
124 Cremation Society of Nevada - Capitol City	250.00	310.00	220.00	\$780.00
125 John Sparks Memorial Cremation	100.00	150.00	150.00	\$400.00
126 Cremation Society of Nevada - Northern Nevada	40.00	50.00	80.00	\$170.00
136 Autumn Funerals & Cremation	190.00	210.00	250.00	\$650.00
Total Integrity Funeral Service	2,100.00	2,580.00	2,260.00	\$6,940.00
La Paloma Funeral Services				\$0.00
131 La Paloma - West	260.00	220.00	160.00	\$640.00
79 La Paloma - Stephanie	1,030.00	960.00	850.00	\$2,840.00
88 La Paloma - Longley	210.00	220.00	270.00	\$700.00
Total La Paloma Funeral Services	1,500.00	1,400.00	1,280.00	\$4,180.00
Legacy Funeral Holdings, Inc.				\$0.00
Davis Funeral Home & Memorial Park				\$0.00
103 Las Vegas Cremations	190.00	430.00	270.00	\$890.00
132 Las Vegas Cremations	240.00	350.00	280.00	\$870.00
26 South Eastern Avenue	2,090.00	3,010.00	2,120.00	\$7,220.00
28 South Rainbow Rd	280.00	210.00	230.00	\$720.00
Total Davis Funeral Home & Memorial Park	2,800.00	4,000.00	2,900.00	\$9,700.00
Total Legacy Funeral Holdings, Inc.	2,800.00	4,000.00	2,900.00	\$9,700.00
SCI				\$0.00
Alderwoods (Nevada) Inc.				\$0.00
38 Thomas and Jones Affordable Funeral Home	220.00	200.00	130.00	\$550.00
Total Alderwoods (Nevada) Inc.	220.00	200.00	130.00	\$550.00
Keystone America				\$0.00
36 FitzHenry's - Fairview	150.00	130.00	140.00	\$420.00
58 FitzHenry's - Highway 395	50.00	130.00	130.00	\$310.00
Total Keystone America	200.00	260.00	270.00	\$730.00
Neptune Management Corp.				\$0.00
64L Neptune Society - Las Vegas	800.00	840.00	810.00	\$2,450.00
81L Neptune Society - Reno	460.00	740.00	500.00	\$1,700.00
87L National Cremation Society	90.00	120.00	100.00	\$310.00
Total Neptune Management Corp.	1,350.00	1,700.00	1,410.00	\$4,460.00
Palm Mortuaries				\$0.00
105 Palm - Southwest	280.00	270.00	240.00	\$790.00
17 Palm - Downtown (N Main)	530.00	610.00	690.00	\$1,830.00
19 Palm - Boulder Hwy	420.00	390.00	400.00	\$1,210.00
27 Palm - Eastern	1,080.00	980.00	960.00	\$3,020.00
37 Palm - South Jones	370.00	270.00	300.00	\$940.00
54 Palm - Cheyenne	370.00	240.00	280.00	\$890.00
55 Affordable Cremation - Decatur	1,030.00	1,160.00	1,130.00	\$3,320.00

State of Nevada Funeral and Cemetery Services

Sales by Customer Summary

July - September, 2023

	JUL 2023	AUG 2023	SEP 2023	TOTAL
69 King David Memorial Chapel	80.00	170.00	120.00	\$370.00
80 Palm - Northwest	560.00	520.00	530.00	\$1,610.00
Total Palm Mortuaries	4,720.00	4,610.00	4,650.00	\$13,980.00
Total SCI	6,490.00	6,770.00	6,460.00	\$19,720.00
Simple Cremation, Inc. -				\$0.00
53L Simple Cremation, Inc. - NW (Rancho)	510.00	580.00	430.00	\$1,520.00
77L Simple Cremation, Inc. - Reno (Kietzke)	380.00	370.00	360.00	\$1,110.00
85L Simple Cremation, Inc. - SW (Durango)	510.00	440.00	440.00	\$1,390.00
86L Simple Cremation Inc. Henderson (Lake Mead)	510.00	470.00	440.00	\$1,420.00
89L Simple Cremation Inc. - Sparks (Rock)	400.00	330.00	280.00	\$1,010.00
90L Simple Cremation - East (Sahara)	600.00	740.00	560.00	\$1,900.00
Total Simple Cremation, Inc. -	2,910.00	2,930.00	2,510.00	\$8,350.00
Smith E LLC				\$0.00
135 Star Mortuary	180.00	140.00	0.00	\$320.00
137 Star Mortuary	200.00	280.00	180.00	\$660.00
89 Star Mortuary (Funeral Smith)	40.00	30.00	330.00	\$400.00
Total Smith E LLC	420.00	450.00	510.00	\$1,380.00
Southern Nevada Funeral Services, LLC				\$0.00
2 Lee Funeral Home	190.00	250.00	140.00	\$580.00
Total Southern Nevada Funeral Services, LLC	190.00	250.00	140.00	\$580.00
The Funeral Directors Management Group				\$0.00
49 Moapa Valley & Virgin Valley Mortuaries	100.00	50.00		\$150.00
Total The Funeral Directors Management Group	100.00	50.00		\$150.00
TOTAL	\$23,720.00	\$26,280.00	\$23,610.00	\$73,610.00

State of Nevada Funeral and Cemetery Services

Balance Sheet

As of October 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CheckingState of NV Funeral Brd	290,476.34
Total Bank Accounts	\$290,476.34
Accounts Receivable	
Accounts Receivable	410.00
Total Accounts Receivable	\$410.00
Other Current Assets	
Payroll Refunds	0.00
Prepaid expenses	-485.00
Undeposited Funds	1,490.00
Total Other Current Assets	\$1,005.00
Total Current Assets	\$291,891.34
Fixed Assets	
Accumulated Depreciation	-1,381.25
Machinery & Equipment	5,842.96
Total Fixed Assets	\$4,461.71
Other Assets	
Accum Depr - Right of Use Asset	-27,648.00
Right of Use Asset	58,547.00
Security Deposits	1,500.00
Total Other Assets	\$32,399.00
TOTAL ASSETS	\$328,752.05

State of Nevada Funeral and Cemetery Services

Balance Sheet

As of October 31, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Accrued Expenses	0.00
Deferred Revenue	14,237.50
Direct Deposit Payable	0.00
Lease Liability - Current	0.00
Payroll Liabilities	0.00
Accrued Compensation	-5,759.39
Deferred Compensation	0.00
Federal Taxes (941/944)	-1,920.26
Federal Unemployment (940)	0.00
NV UI Bond Obligation Assessment	0.00
NV Unemployment Tax	0.00
PEBP Adjust	0.00
PEBP Medical	821.09
Vacation Liability	17,859.61
Total Payroll Liabilities	11,001.05
Total Other Current Liabilities	\$25,238.55
Total Current Liabilities	\$25,238.55
Long-Term Liabilities	
Lease Liability - Non Current	32,014.00
Total Long-Term Liabilities	\$32,014.00
Total Liabilities	\$57,252.55
Equity	
Fund Balance	294,689.46
Net Income	-23,189.96
Total Equity	\$271,499.50
TOTAL LIABILITIES AND EQUITY	\$328,752.05



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 12: Executive Director Report



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201 Reno, NV 89509
Phone (775) 825-5535 * Email nvfuneralboard@fb.nv.gov

Executive Director Report – November 7, 2023

Operations

Renewal notices were sent on November 1, 2023, to 122 facilities and 446 individuals. As expected, more than 10 percent of licensees renewed their licenses within a day or two of receiving the notice. Renewals are due by January 1, 2024, and a late fee applies if the renewals are not paid by February 1.

As you are aware, the administrative assistant position remains vacant to make up for leave payouts. I will begin recruiting for the position in early January.

In October, I responded to a public records request regarding Hites Funeral Home.

The Department of Health upgraded from EDRS (Electronic Death Registry System) to NV VRS NX. The transition resulted in an uptick in the phone calls the office received. I received inquiries from funeral homes and physicians regarding access and timing issues. The office also received several phone calls from loved ones of decedents trying to obtain death certificates. In turn, I communicated with the Division of Public and Behavioral Health (DPBH) to facilitate resolution or to obtain information on status. While the inquiries have slowed, DPBH and I will continue to communicate regarding the status of the upgrade.

Reports Filed/Due

The Report of Occupational Licensing Boards was uploaded to the Legislative Counsel Bureau on October 18, 2023. Pursuant to NRS 622.100, this Board is required to report licensing totals, disciplinary actions, license denials, and license disqualifications based on criminal history. The report is available at: [Nevada Legislative Counsel Bureau Reports of Occupational Licensing Boards \(state.nv.us\)](https://legislativecounsel.nv.gov/reports/occupational-licensing-boards)

On November 30th, the annual report is due to the Interagency Council on Veterans Affairs. Pursuant to NRS 622.120, the Board is required to report on the number of veterans and service members who have applied for a license, been issued a license, and renewed a license. The information for this report is collected from individuals at application and renewal, as required.

Applications Approved by Executive Director

Since our last meeting, I approved the following applications for licensure:

- Alexis McCurdy, Funeral Arranger, FA323
- Angelia Williams, Funeral Arranger, FA324
- Samuel Schultz, Funeral Director, FD1009

Conferences/Events

- November 2, 2023, I attended the Hope Dinner hosted by the Nevada Donor Network
- November 8 – 10, I will attend the Dodge Institute's Technical Seminar in Las Vegas. This conference was approved for CEU by the Board.

Legislative Update

- AB431 Government Reorg: The Department of Business & Industry requested the Board's internal controls. This is an area that the Director's office will issue standards.
- AB289, Natural Organic Reduction: A workshop for the regulations will be considered at the meeting on November 15th.
- AB503, Fingerprinting for a Criminal History Report: Pending language approval by the FBI.

As always, thank you for your service on the Board.