



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](mailto:nvfuneralboard@fb.nv.gov) \* Website: <http://funeral.nv.gov/>

### AGENDA ITEM 4: CONSENT AGENDA

- A. Discussion, recommendation, and possible action regarding review and approval of minutes of meetings (For possible action)
  - 1) April 6, 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 Taeya Havens FD918 – Davis Funeral Home EST28
  - 2) Managing Funeral Director Request for Tyson Smith FD707 – Star Mortuary EST137



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### ITEM 4.A: CONSENT AGENDA

- A. Discussion, recommendation, and possible action regarding review and approval of minutes of meetings (For possible action)
  - 1) April 6, 2023



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**FUNERAL AND CEMETERY SERVICES BOARD**  
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**MINUTES**

**Thursday, April 06, 2023, at 9:00 a.m.**  
**Video Conference and Teleconference**

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

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

**Board Members Present**

Dr. Randy Sharp, Chairman  
Bart Burton, Secretary  
Kim Kandaras, Treasurer  
Dr. Raymond Giddens  
Laura Sussman  
Dr. Donald Edward Chaney

**Board Staff Present**

Jennifer Kandt, Executive Director  
Marie Paakkari, Administrative Assistant

**Board Counsel Present**

Joel Bekker, Deputy Attorney General

**Board Members Absent**

None

Jennifer Kandt stated that Adam Garcia has resigned from the Board, as he had applied for the position of Board executive director. Ms. Kandt stated that she would notify the Board once an appointment had been made to the Board to fill the vacant spot.

**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)

There was no public comment.

**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 meetings (For possible action)
  - 1) November 15, 2022
- B. Discussion, recommendation, and possible action regarding previously issued temporary establishment permit, direct cremation facility permit, crematory license applications and request for approval of new managing funeral directors (for possible action)

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

**MOTION: LAURA SUSSMAN MOVED TO APPROVE THE ABOVE REFERENCED CONSENT AGENDA ITEMS A AND B-1 THROUGH 10. DR. RAYMOND GIDDENS SECONDED THE MOTION WITH BART BURTON RECUSING ITEMS 3.A. AND 3.B.10; KIM KANDARAS RECUSING ITEM 3.B.1.; LAURA SUSSMAN RECUSING ITEMS 3.B.3. AND 3.B.6 AND THE MOTION WAS CARRIED UNANIMOUSLY.**

**4. Discussion, recommendation, and possible action regarding funeral arranger license application for Marlon Demond Williams (For possible action)**

Jennifer Kandt stated that Mr. Williams presented a criminal history with his application which required Board approval. Mr. Williams was previously licensed as the owner of a crematory, and this is a different license type.

Dr. Donald Edward Chaney questioned the pending litigation.

Jennifer Kandt stated that there is a civil lawsuit between Mr. Williams and his father regarding ownership of a crematory, funeral establishment, and direct cremation facility. Ms. Kandt stated that there is ongoing civil litigation which was noted in Mr. Williams' application.

Kim Kandaras asked if the funeral arranger license for Mr. Williams was for a facility that was separate from the ownership civil litigation.

Jennifer Kandt stated that Mr. Williams' funeral arranger license application was an individual license, and he was applying for an individual funeral arranger license which is separate from any facility license. Theoretically, Mr. Williams could work for any funeral establishment in the State.

Marlon Carter, father of applicant Marlon Williams asked if he could ask the Board a question regarding Mr. Williams' funeral arranger license application.

Jennifer Kandt asked the Board Counsel if it was appropriate for Mr. Carter to ask the Board a question.

Joel Bekker, Deputy Attorney General stated that the individual on the application was Marlon Williams, not Marlon Carter.

Jennifer Kandt stated that the individual asking the question is a different person than the applicant. Ms. Kandt stated that the individual asking the question is the father of the applicant.

Marlon Carter asked the Board how far can you live from Nevada to get an arranger's license. He asked if you could get an arranger's license if you don't live in Nevada.

Joel Bekker, Deputy Attorney General stated that was an easy question.

Jennifer Kandt stated, yes, you can be licensed in Nevada no matter where you live. Some individuals will sometimes hold licenses in multiple States. Often many individuals do seek licensure in multiple States.

***MOTION: BART BURTON MOVED TO APPROVE THE FUNERAL ARRANGER LICENSE FOR MARLON DEMOND WILLIAMS. DR. DONALD EDWARD CHANEY SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.***

**5. Discussion, recommendation, and possible action regarding consent decrees for case number FB21-56 and FB22-04 (For possible action)**

**a. Clark County Funeral Services EST106**

Jennifer Kandt stated that usually the Board would see one consent decree for the managing funeral director and the location, but they are no longer associated and wanted completely different outcomes.

The Board reviewed and discussed the consent decree for case number FB21-56 and FB22-04 for Clark County Funeral Services EST106.

***MOTION: DR. RANDY SHARP MOVED TO APPROVE THE CONSENT DECREE AS WRITTEN REGARDING CASE NUMBERS FB21-56 FB22-04 FOR CLARK COUNTY FUNERAL SERVICES EST106. DR. DONALD EDWARD CHANEY SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.***

**b. Sheila Winn FD926**

The Board reviewed and discussed the consent decree for case number FB21-56 and FB22-04 for Sheila Winn FD926.

**MOTION: LAURA SUSSMAN MOVED TO APPROVE THE CONSENT DECREE AS WRITTEN REGARDING CASE NUMBERS FB21-56 AND FB22-04 FOR SHEILA WINN FD926. DR. RAYMOND GIDDENS SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.**

**6. Interviews for the Executive Director position (For Information Only)**

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

Jennifer Kandt stated that her last day would be July 31, 2023. Depending on when the individual who the Board hires would like to start. Ms. Kandt stated that she could extend the July 31, 2023, date a little but not too long. Ms. Kandt stated that after the Board completes the interviews, then ranking the candidates in order the Board would like to hire them in case an individual is hired and for some reason they change their mind, or it does not work out then the Board can go to the next individual.

The Board interviewed Adam Garcia, Stephanie McGee, and Sheridan Simpson.

**7. Discussion, recommendation, and possible action regarding hiring of new Executive Director including salary offer (For possible action)**

Jennifer Kandt asked the Board Members to rank the applicants in order of preference in case the chosen applicant does not work out for any reason.

Dr. Randy Sharp stated that there are three very strong candidates for the executive director position, which is not bad, but makes it a little difficult.

Dr. Chaney asked the Board Chairman if he wanted a verbal, chat, or individually rank the applicants.

Dr. Randy Sharp stated that it was a new process for him as well and he would defer to Ms. Kandt. Dr. Sharp stated that he envisioned Board Members stating their opinions and then the Board can discuss.

Jennifer Kandt stated that a discussion can be started to see where the Board is leaning.

Joel Bekker, Deputy Attorney General stated that he wanted to make sure that the Board members are comfortable with the applicants being present during deliberations. Mr. Bekker stated that he wasn't sure if the Board Members wanted to go into a closed session and discuss the applicants in a more private situation. Mr. Bekker stated that a closed session would give the Board Members more freedom and the feeling that they could speak freely without creating any ill will with any of the candidates. Mr. Bekker stated that if someone speaks against a candidate that gets hired that might set up a poor start to the relationship. Mr. Bekker stated that was a possibility, then after the closed session when the Board returns to the open session, then the Board can report back to the open session a summary of what was discussed and then take a vote. Mr. Bekker also suggested opening to public comment after deliberations for the vote to see if the public has any influence regarding the applicant. Mr. Bekker stated that the Board could also do a blind vote then report back to the public what that vote was so there is no feeling that the Board Member needs to hide their vote from the candidate or not wanting them to know how they voted.

Dr. Randy Sharp stated that he was used to withdrawing to discuss the applicant and coming back with a decision.

Jennifer Kandt stated that there might be different interpretations from different attorneys. Ms. Kandt stated that when she interviewed for the executive director position, it was all done in the open forum as she was told it had to be in open session. If Mr. Bekker's interpretation is different, then the Board can go into closed session to make the deliberations.

Joel Bekker, Deputy Attorney General stated under NRS 241.030, or NRS 241.031, discussion whether or not to hire someone is discussion of their professional conduct which would fit under the closed session requirements. Mr. Bekker stated that a closed session could be done under a motion, and he would phrase it "to discuss the professional conduct of each of the applicants in order to discuss whom to hire." Mr. Bekker stated that he would also request that the candidates waive all notice requirements if they would allow the closed session as they have a right to waive the closed session and have everything out in the open.

Jennifer Kandt stated that she had understood that NRS 241.031 b. applies as, "a person who is an appointed officer or who serves at the pleasure of a public body as a chief executive or administrative officer." Ms. Kandt stated what had been interpreted in the past, when she interviewed and why she didn't close the session.

Joel Bekker, Deputy Attorney General stated that if they have not been appointed and are not serving yet, then he did not believe that they would fall under that exception.

Dr. Donald Edward Chaney stated that he has done the hiring process both ways and he is prepared to state for the record that Stephanie McGee is his first choice and Adam Garcia, his second choice and Sheridan Simpson would be his third choice.

Jennifer Kandt stated that would make it easier if the Board Members would state their choices so they can be tracked.

Dr. Donald Edward Chaney stated that is why he presented the candidates this way, so that the Board Members can begin the process and to be very transparent.

Bart Burton stated that he had the same order written down as Dr. Chaney.

Laura Sussman stated that she has a different order, Adam Garcia as her first choice, Stephanie McGee as her second choice and Sheridan Simpson as her third choice.

Dr. Raymond Giddens stated that his candidate order was Stephanie McGee as his first choice, Adam Garcia as his second choice and Sheridan Simpson as his third choice.

Dr. Randy Sharp stated that his candidate order was Adam Garcia as his first choice, Sheridan Simpson as his second choice and Stephanie McGee as his third choice.

Jennifer Kandt stated that all Board Members have provided their candidate order choices, as Kim Kandaras must recuse as Sheridan Simpson is affiliated with her business and the Board has one Board Member vacancy. Ms. Kandt stated that three Board Members chose to place Stephanie McGee as first choice, two Board Members placed Adam Garcia as first choice and three Board Members placed Adam Garcia as second choice and one Board Member placed Sheridan Simpson as second choice. Ms. Kandt stated that there are three votes for Stephanie McGee for first choice, and two votes for Adam Garcia for first choice. Ms. Kandt stated that the Board Members should now deliberate and try to sway each other as to what the thought process was for each choice, thereby making sure that the public has an idea why the applicant was picked. Ms. Kandt stated that is why keeping this an open session helps the public to know why the Board made their choice and is good for transparency.

Dr. Donald Edward Chaney stated that he would like to see if there was any public comment regarding the Board's choices.

Joel Bekker stated deliberation by the Board then public comment and if there is any more deliberation based upon the public comment then move toward the motion.

Bart Burton stated that he selected Stephanie McGee as his first choice because the current position that she is in now is very similar to what the Funeral Board does and there is interaction with funeral homes throughout the State with licenses of pre-need arrangements. Mr. Burton stated that with Ms. McGee having a law background will aid her with learning the Funeral Board statutes quickly. Mr. Burton stated that when Jennifer was hired, she did not know the statutes at all and looked where she is now. Mr. Burton stated that Jennifer has laid great groundwork. Mr. Burton stated that as the new executive director, Ms. McGee, has the best qualifications. Mr. Burton stated nothing against the other candidates, he has enjoyed working with Adam and he feels that Sheridan has a bright future, but the time is probably not the best for her on an experience level.

Laura Sussman stated that she put Adam Garcia as first choice, Stephanie McGee as second choice and Sheridan Simpson as third choice. Ms. Sussman stated that she felt that Sheridan, given some time and additional experiences, might be something to consider in the future. Ms. Sussman stated that with Adam Garcia and Stephanie McGee, she felt that both had very strong qualifications but felt that Adam had a good sense of the Board and would continue our growth without any hiccups, not that Stephanie couldn't get up to speed quickly. Ms. Sussman stated that it sounds like Ms. McGee has done some incredible work with the Insurance Division but felt that Adam Garcia might have a little extra qualification to take on leadership for the Board.

Dr. Donald Edward Chaney stated that his first choice, Stephanie McGee, liked the aspect of the regulatory experience. Dr. Chaney stated that he believed that statutory experience is very important as the Board looks at the NRS statutes and trying to move the Board forward and being more inclusive and transparent and he feels that Stephanie McGee is the one to do that. Dr. Chaney stated that it would be nice to have an executive director and assistant position. He said that he would like to commend Adam for his service to the Board and all his time. Dr. Chaney stated that he believes that Ms. McGee is the choice to move the Board forward with her experience in law and the regulatory aspect.

Dr. Raymond Giddens stated that he appreciated Ms. McGee's law background and being part of the insurance industry as he believes that Ms. McGee is a part of the funeral industry already. Dr. Giddens stated that he believes that Ms. McGee interviewed well when she addressed the Board's questions and her goals that she has for the Board as well. Dr. Giddens stated that he was torn regarding Mr. Garcia he has been great to work with and he believes that the Board should still consider his application, but he believes that Ms. McGee shined a different light for him through her resume.

Dr. Randy Sharp stated that he had Adam Garcia as his first choice, Sheridan Simpson as his second choice and Stephanie McGee as his third choice. Dr. Sharp stated this was not a reflection of any capabilities. Dr. Sharp stated that working with Adam Garcia he has a sense of his leadership, and he was very clear on the direction that he wanted to take the Board. Dr. Sharp stated that Stephanie McGee has a direction for the Board that was more efficient as opposed to five years down the road as to what she thought the Board would look like. Dr. Sharp stated that he thought Sheridan Simpson was youthful, enthusiastic, has managerial experience and knows her rules and regulations and seems like she wants to take the next step to get more involved. Dr. Sharp stated that his only hesitancy with Adam Garcia was coming in at close to the maximum salary, but Mr. Garcia stated that he was willing to negotiate. Dr. Sharp stated that he agrees with everyone's comments that all three candidates are extremely qualified, Stephanie McGee with her law degree and law background, but he would still stick with Adam Garcia.

Dr. Randy Sharp opened up discussion regarding the prospective executive director candidates to the public.



Dr. Randy Sharp stated that there was no public comment regarding the candidates.

The Board discussed the candidates and their qualifications for the executive director position and agreed to approve Stephanie McGee as the new Funeral Board executive director with an annual salary of \$110,000 with Adam Garcia as second choice with the salary he requested of \$135,000.

**MOTION: BART BURTON MOVED TO HIRE STEPHANIE MCGEE AS THE NEW FUNERAL BOARD EXECUTIVE DIRECTOR WITH AN ANNUAL SALARY OF \$110,000 AND ADAM GARCIA AS SECOND CHOICE WITH AN ANNUAL SALARY OF \$135,000. DR. RAYMOND GIDDENS SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.**

**8. Discussion, recommendation, and possible action regarding review of regulations as required by Executive Order 2023-003 (For possible action)**

Prior to submitting their respective reports, every executive branch department, agency, board and commission shall hold a public hearing, after having provided reasonable notice to key industry stakeholders, to (i) vet their recommended changes; (ii) solicit input as to the merits of those changes and (iii) identify other regulatory changes stakeholders feel are worthy of consideration. Stakeholder input shall be reflected in the summary of findings and recommendations included in each submitted report.

Jennifer Kandt stated that by May 1, 2023, the Board is required to submit reviewed regulations and have at least ten for repeal. Ms. Kandt stated that the Board has few regulations under its purview as so much is in statute. Ms. Kandt stated that she went through and selected ten to eliminate along with the reason why they should be eliminated. Ms. Kandt stated that there were some items that were redundant and some items that are in 233B. Ms. Kandt stated that the Board should provide a chance for the public to comment regarding the changes. Ms. Kandt stated that if these changes are to be accepted there will still have to be legislative process. Ms. Kandt stated that at this point they are requesting a report on recommendations on what can be eliminated and that they were reviewed.

Laura Sussman asked what the process to have the Board of Health review the changes.

Jennifer Kandt stated that is a good question, and that this is a report to the Governor and whether they will make those changes even though those regulations are under the purview of the Board of Health. The Legislative Counsel Bureau will not let the Board change them because they are not specifically under the Funeral Board purview, they were enacted by the Board of Health some time ago and are outdated. Ms. Kandt stated that if the Governor's office chooses to do something with them, it is assumed that they would also get the input from the Board.

There was no public comment.

**MOTION: DR. DONALD EDWARD CHANEY MOVED TO APPROVE THE RECOMMENDATIONS AS WRITTEN. KIM KANDARAS SECONDED THE MOTION AND THE MOTION WAS CARRIED UNANIMOUSLY.**

**9. Financial Reports (For Information Only)**  
A. Regulatory Fee Collection  
B. Financial Reports

Jennifer Kandt presented a summary of the Board financial reports.

## **10. Overview of current complaint status (For Information Only)**

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

## **11. Report from Executive Director, Jennifer Kandt (For Information Only)**

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

Jennifer Kandt stated that she is monitoring SB431 which would consolidate certain functions of the Board under Business and Industry and it is unclear whether that will pass or not. Ms. Kandt stated that it is exempt from any of the deadlines, and it could be a last-minute situation. Ms. Kandt stated that it is unclear what that would mean for the Board at this time, and they are proposing a type of centralized administration.

Jennifer Kandt stated that she was going to present to the Board some video and filming regulations, but with the hold being placed on regulations, it might be best to get through this legislative session to see if there are any changes, especially with the powers that are being created under SB431 which would give powers for creation of regulations to some entities to this new bureau that is being created.

Dr. Randy Sharp asked if AB289 referred to alkaline hydrolysis.

Jennifer Kandt stated that alkaline hydrolysis made it through and passed several sessions ago and there are a couple facilities currently operating. Ms. Kandt stated that natural organic reduction is human composting, but no one wants to call it composting because if it is called composting, it becomes regulated by the Department of Agriculture, so it's not called that, and since they don't want to be regulated by the Department of Agriculture, they call it natural organic reduction.

Ms. Kandt stated that regarding the removal transport training, she reached out to NFDA to see if they had anything available, but they did not. Ms. Kandt stated that she also reached out to someone she knows at a big mortuary science college in California, and she sent an outdated YouTube video. Ms. Kandt stated that Randy Anderson who is President of NFDA has offered to come up with something, Ms. Kandt stated that it is unknown if Mr. Anderson will provide that, but it seems like that there is not anything good on a nation-wide level. Ms. Kandt stated that is something that the Board could continue to look at and certain individuals in the State have offered to help create something, and the President of NFDA Randy Anderson has offered to film something.

Kim Kandaras stated that they would be happy to volunteer their staff to help with removal transport training as well.

Jennifer Kandt stated that if it is going to be done, for someone to put together something comprehensive that would include a manual and some videos. Ms. Kandt stated that there is an opportunity to create something really good for the State and a great project for the new executive director.

Ms. Kandt stated regarding transitioning with the new executive director, she will definitely be taking Ms. McGee around to the various funeral homes.

Ms. Kandt stated regarding the sexual harassment training, most Board Members have completed, but if any have not to contact Marie.

**12. Discussion regarding future agenda items and future meeting dates**

Wednesday, June 7, 2023  
Wednesday, August 16, 2023  
Wednesday, November 15, 2023

**13. 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)

Aaron Forgey, Care Cremation and Burial stated that he wanted to present a special thank you to Jennifer, Marie, and Wayne for all of their assistance in getting their location licensed today and for the Board and their vote.

Laura Sussman stated that she attended The Conference annual meeting and Jennifer represented the Funeral Board very well as the President of the organization and it was a wonderful experience which she would recommend any Board Member who has not attended to sign up for next year. Ms. Sussman stated that it gave her a good perspective as to things the Board should be considering.

Dr. Donald Edward Chaney stated that he attended The Conference annual meeting as well and it was good Board training. Dr. Chaney stated that they started the day before with Board training and had a wonderful time, great experience, asked a lot of questions, and it was good to see other practitioners and service industry personnel working in that field and other Board members.

Kim Kandaras stated that she attended last year and was not able to attend this year, and agrees, the day before when they have the Board member training, it is very beneficial. Ms. Kandaras stated that it was great, and she made a lot of contacts.

There was no further public comment.

**14. Adjournment**

The Board adjourned at 11:16 am.



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### ITEM 4.B.1: CONSENT AGENDA

- 1) Managing Funeral Director Request for Taeya Havens FD918 – Davis Funeral Home EST28, temporary approval was granted for an effective date of may 8, 2023



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## Checklist – Managing Funeral Director

**Applicant Name:** Taeya Havens FD996  
**Establishment(s):** Davis Funeral Home EST28  
1401 S. Rainbow Boulevard, Las Vegas, NV 89146

### NRS 642.345 Funeral directors: Management of funeral establishment or direct cremation facility prohibited without approval of Board; responsibilities.

1. A funeral director shall not manage a funeral establishment or direct cremation facility unless the funeral director has been approved by the Board to manage the funeral establishment or direct cremation facility.
2. If a funeral director manages more than one funeral establishment or direct cremation facility, the funeral director must obtain approval from the Board for each funeral establishment or direct cremation facility that he or she manages.
3. A funeral director is responsible for the proper management of each funeral establishment or direct cremation facility of which the funeral director is the manager.  
(Added to NRS by [1999, 941](#); A [2015, 1958](#))

### NAC 642.116 Funeral directors: Requirements for management of funeral establishment or direct cremation facility; exception. ([NRS 642.063](#))

1. Except as otherwise provided in subsection 4, the Board will not grant the approval required by [NRS 642.345](#) for a funeral director to manage a funeral establishment or direct cremation facility unless the funeral director will be reasonably available at the funeral establishment or direct cremation facility during regular business hours. For the purposes of this subsection, a funeral director is presumed to be reasonably available at the funeral establishment or direct cremation facility if the funeral director resides not more than 120 miles from the premises of the funeral establishment or direct cremation facility.
2. Except as otherwise provided in subsection 4, the Board will not grant the approval required by [NRS 642.345](#) for a funeral director to manage more than one funeral establishment or direct cremation facility unless the premises of each funeral establishment or direct cremation facility are located less than 120 miles apart.
3. Except as otherwise provided in subsection 4, the Board will not grant approval for a funeral director to manage more than a total of three places of business, including each funeral establishment and direct cremation facility managed by the funeral director.
4. The Board may grant an exception to the provisions of this section if the Board determines that such an exception is in the best interests of the public.  
(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)

### Notes:

Applicant will manage ONE (1) location if approved. Applicant currently resides within 120 miles of the location(s). Temporary approval was granted for an effective date of May 8, 2023.

RECOMMENDATION OF BOARD MEMBER

APPROVE:       DENY:       Continue pending additional information:

Comments: \_\_\_\_\_

\_\_\_\_\_



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RECEIVED  
 MAY 08 2023

## 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: <b>Davis Funeral Home-Rainbow</b>		Permit #: <b>EST28</b>
Physical address: <b>1401 S. Rainbow Blvd</b>		
City: <b>Las Vegas</b>	State: <b>Nevada</b>	Zip Code: <b>89146</b>
Phone Number: <b>702-383-2900</b>	E-mail Address: <b>thavens@davisfuneralservices.com</b>	

### Preferred Mailing Address

Mailing Address: (All Board correspondence will be sent to this address.) <b>1401 S. Rainbow Blvd</b>		
City: <b>Las Vegas</b>	State: <b>Nevada</b>	Zip Code: <b>89146</b>

### Proposed New Managing Funeral Director Information

Name: <b>Taeya Havens</b>		License # <b>FD996</b>	Proposed Start Date: <b>05/08/2023</b>
Physical Home Address: <b>5008 Diamond Ranch Ave</b>			
City: <b>Las Vegas</b>	State: <b>Nevada</b>	Zip Code: <b>89131</b>	
Phone Number: <b>817-455-1159</b>	E-mail Address: <b>thavens@twu.edu</b>		

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.

 Signature of Authorized Representative of Location Billy Vallie Jr. Print Name	05/08/2023 Date Managing Funeral Director Title
 Signature of Proposed New Managing Funeral Director Taeya Havens Print Name	05/08/2023 Date

**Credit Card Payment Information**

**Payment Method**

Amount: \$225.00  
 Name on Credit Card: Taeya Havens  
 Credit Card Number: \_\_\_\_\_  
 Expiration Month/Year: \_\_\_\_\_  
 Billing Address: 1401 S. Rainbow Blvd  
 Billing City, State & Zip: Las Vegas, NV 89146  
 Email for Receipt: thavens@davisfuneralservices.com  
 Authorization Signature: 

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

<b>For Board Use Only:</b>	
<input checked="" type="checkbox"/> Date Received:	<u>5/8/23</u>
<input checked="" type="checkbox"/> Fee Paid:	<u>\$225-</u>
<input checked="" type="checkbox"/> Ref. No.:	<u>cc 64358987329</u>
<input type="checkbox"/> Temp Approval Date:	<u>5/7/23 app 5/8/23</u>
<input type="checkbox"/> Formal Approval Date:	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied	
<input type="checkbox"/> Withdrawn	
<input type="checkbox"/> Date Temp Permit Mailed:	
<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](mailto:nvfuneralboard@fb.nv.gov) \* Website: <http://funeral.nv.gov/>

### ITEM 4.B.2: CONSENT AGENDA

- 2) Managing Funeral Director Request for Tyson SmithFD707 – Star Mortuary EST137, temporary approval was granted for an effective date of May 11, 2023





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Checklist – Managing Funeral Director

Applicant Name: Tyson Smith FD707
Establishment(s): Star Mortuary EST137
900 Nevada Highway, Boulder City, NV 89005

NRS 642.345 Funeral directors: Management of funeral establishment or direct cremation facility prohibited without approval of Board; responsibilities.

- 1. A funeral director shall not manage a funeral establishment or direct cremation facility unless the funeral director has been approved by the Board to manage the funeral establishment or direct cremation facility.
2. If a funeral director manages more than one funeral establishment or direct cremation facility, the funeral director must obtain approval from the Board for each funeral establishment or direct cremation facility that he or she manages.
3. A funeral director is responsible for the proper management of each funeral establishment or direct cremation facility of which the funeral director is the manager.
(Added to NRS by 1999, 941; A 2015, 1958)

NAC 642.116 Funeral directors: Requirements for management of funeral establishment or direct cremation facility; exception. (NRS 642.063)

- 1. Except as otherwise provided in subsection 4, the Board will not grant the approval required by NRS 642.345 for a funeral director to manage a funeral establishment or direct cremation facility unless the funeral director will be reasonably available at the funeral establishment or direct cremation facility during regular business hours.
2. Except as otherwise provided in subsection 4, the Board will not grant the approval required by NRS 642.345 for a funeral director to manage more than one funeral establishment or direct cremation facility unless the premises of each funeral establishment or direct cremation facility are located less than 120 miles apart.
3. Except as otherwise provided in subsection 4, the Board will not grant approval for a funeral director to manage more than a total of three places of business, including each funeral establishment and direct cremation facility managed by the funeral director.
4. The Board may grant an exception to the provisions of this section if the Board determines that such an exception is in the best interests of the public.
(Added to NAC by Funeral and Cemetery Svcs. Bd. by R067-15, eff. 11-2-2016)

Notes:

Applicant will manage THREE (3) locations if approved. Applicant currently resides within 120 miles of the location(s). Temporary approval was granted for an effective date of May 11, 2023.

Star Mortuary EST137, 900 Nevada Highway, Boulder City, NV 89005
Star Mortuary EST135, 320 E. Old Mill Road, Mesquite, NV 89027
Star Mortuary and Crematory EST89, 6484 Boulder Ranch Avenue, Henderson, NV 89011

RECOMMENDATION OF BOARD MEMBER

APPROVE: [radio button] DENY: [radio button] Continue pending additional information: [radio button]

Comments: \_\_\_\_\_



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RECEIVED  
 MAY 11 2023

**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: <b>Star Mortuary - Boulder City</b>		Permit #: <b>EST 137</b>
Physical address: <b>900 Nevada Hwy</b>		
City: <b>Boulder City</b>	State: <b>NV</b>	Zip Code: <b>89005</b>
Phone Number: <b>702 294-3000</b>	E-mail Address: <b>Starmortmesquite@gmail.com</b>	

**Preferred Mailing Address**

Mailing Address: (All Board correspondence will be sent to this address.) <b>900 Nevada Hwy</b>		
City: <b>Boulder City</b>	State: <b>NV</b>	Zip Code: <b>89005</b>

**Proposed New Managing Funeral Director Information**

Name: <b>Tyson Smith</b>	License # <b>FO 707</b>	Proposed Start Date: <b>5-11-23</b>
Physical Home Address: <b>300 Riverside Road</b>		
City: <b>Mesquite</b>	State: <b>NV</b>	Zip Code: <b>89027</b>
Phone Number: <b>702-556-9078</b>	E-mail Address: <b>Starmortmesquite@gmail.com</b>	

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

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

Request for Approval of Managing Funeral Director

Additional Locations Managed by Proposed Managing Funeral Director			
1. Name of Location: <i>Star Mortuary - Mesquite</i>		Permit #: <i>135</i>	
Physical address: <i>320 E Old Mill Rd</i>	City: <i>Mesquite</i>	State: <i>NV</i>	Zip <i>89027</i>
2. Name of Location: <i>Star Mortuary + Crematory</i>		Permit #: <i>89</i>	
Physical address: <i>6484 Boulder Ranch Ave</i>	City: <i>Henderson</i>	State: <i>NV</i>	Zip <i>89011</i>

**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.

<i>Tyson Smith</i> Signature of Authorized Representative of Location	<i>5-10-23</i> Date
<i>Tyson Smith</i> Print Name	<i>Manager / owner</i> Title
<i>Tyson Smith</i> Signature of Proposed New Managing Funeral Director	<i>5-10-23</i> Date
<i>Tyson Smith</i> Print Name	

**Credit Card Payment Information**

Payment Method

Amount: *\$ 225.00*  
 Name on Credit Card: *Tyson Q Smith*  
 Credit Card Number: \_\_\_\_\_  
 Expiration Month/Year: \_\_\_\_\_  
 Billing Address: *300 Riverside Road*  
 Billing City, State & Zip: *Mesquite NV 89027*  
 Email for Receipt: *Starmortmesquite@gmail.com*  
 Authorization Signature: *Tyson Smith*

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:	<i>5/11/23</i>	<input type="checkbox"/> Approved	
<input type="checkbox"/> Fee Paid:	<i>\$225.00</i>	<input type="checkbox"/> Denied	
<input type="checkbox"/> Ref. No.:	<i>cc 64363029631</i>	<input type="checkbox"/> Withdrawn	
<input type="checkbox"/> Temp Approval Date:	<i>5/17/23 eff. 5/11/23</i>	<input type="checkbox"/> Date Temp Permit Mailed:	
<input type="checkbox"/> Formal Approval Date:		<input type="checkbox"/> Date Permit Mailed:	



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**AGENDA ITEM 5: CONTINUING EDUCATION APPROVAL FOR  
GERALD HITCHCOCK**

Attachments:

Attached continuing education approval form and course information.



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RECEIVED

MAY 17 2023

**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:

Gerald Hitchcock

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

PO Box 1271

City:

Yerington

State:

Nevada

Zip Code:

89447

Phone Number:

(775) 463-2911

E-mail Address:

freitasruprachtfuneralhome@gmail.com

**Continuing Education Provider:**

Name:

Nevada Dept of Business & Industry / SCATS Education Training Program

Address:

3360 W. Sahara Avenue, Ste 425

City:

Las Vegas

State:

Nevada

Zip Code:

89102

Phone Number:

(702) 486-9140

E-mail Address:



## Continuing Education Approval Form

**Course, Presentation or Activity:**

Title:  
Bloodborne Pathogens Awareness

Date(s) of Presentation: <b>04/25/2023</b>	Time(s): 9:00 - 12:00	Length of Presentation/Course: (Note: One (1) hour of CEU = 50 minutes) 3 hours
---	--------------------------	--

Location of Presentation:

Online

City:

State:

Zip Code:

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

Name	Title
Denise Myer	Safety Specialist Trainer

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

Bloodborne Pathogens Awareness course gave training on Bloodborne Pathogens; how to recognize, how to develop a control plan, how to clean up and use PPE and to develop a training and instructions to staff and finally record keeping.

This program was useful for the funeral home training, and as an embalmer and managing funeral director.

**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

Gerald Hitchcock

Print Name

05/13/2023

Date

**For Board Use Only:**

CE Approval Date:

CE Approved Hours:



DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF INDUSTRIAL RELATIONS  
SAFETY CONSULTATION AND TRAINING SECTION

**Gerald Hitchcock**  
Participant

**April 25, 2023**  
Presentation Date

Thank you for attending: ***Bloodborne Pathogens Awareness (3 Hours)***

---

The program was presented by the *Safety Consultation and Training Section* of the State of Nevada.

This awareness training is intended to familiarize the participant with:

- < bloodborne diseases
- < blood and body fluid exposures in the workplace
- < increased exposure potential for hepatitis B
- < exposure control plans
- < universal precautions and personal protective equipment
- < hepatitis B vaccination
- < safe work practices

The safety and health standards and work practices are steps we can take to protect ourselves, our employees, and fellow workers.

The Safety Consultation and Training Section offices provide a wide variety of information concerning the Occupational Safety and Health Program in Nevada. The following services are available:

- < workplace safety assessments
- < consultation on safety regulations required for your industry
- < training for management or employees on workplace safety
- < answers to questions on workplace safety problems or programs

For further information, contact us at the number provided below.

A handwritten signature in black ink that reads "Denise Myer".

Denise Myer - Trainer







# TRAINING AND CLASSES

HOME > TRAINING AND UPCOMING CLASSES > **BLOODBORNE PATHOGENS AWARENESS ONLINE**

## BLOODBORNE PATHOGENS AWARENESS ONLINE

Here is the class link:

<https://nvbusinessandindustry.webex.com/nvbusinessandindustry/k2/j.php?MTID=t15de11bb12ff1e771ad963c7f8023adf>

Session number: 2464 928 8535

Session password: 04252023

### Course Description

This class provides an overview of the OSHA Bloodborne Pathogens Standard. Topics include: bloodborne diseases, blood and body fluid exposures in the workplace, exposure control plans, universal precautions, personal protective clothing and equipment, vaccination considerations, and safe work practices.

(3 hours)

**SIGN UP FOR THIS CLASS** >

### DATE

 April 25, 2023

### TIME

 9:00 AM to 12:00 PM

### LOCATION

 Online

### LANGUAGE

 English

### AVAILABILITY



STATE OF NEVADA

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**AGENDA ITEM 6: CONTINUING EDUCATION APPROVAL FOR PROVIDER JENNA DUMAS/MONICA MYLES AND NEVDA DONOR NETWORK**

**Attachments:**

Attached continuing education approval form and course information.



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

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Email: [nvfuneralboard@fb.nv.gov](mailto:nvfuneralboard@fb.nv.gov) \* Website: <http://funeral.nv.gov/>

RECEIVED

MAY 19 2023

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

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

Requester: [ ] Attendee [X] CE Provider Contact

Name: Jenna Dumas and Monica Myles

Mailing Address (all Board correspondence will be sent to this address): 2055 E Sahara Ave

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 E Sahara Ave

City: Las Vegas State: NV Zip Code: 89104

Phone Number: 855-683-6667 E-mail Address: ssavalli@nvdonor.org

Continuing Education Approval Form

**Course, Presentation or Activity:**

Title:  
Nevada Donor Network 2023 Funeral Home Symposium

Date(s) of Presentation: 7/12/22 and 7/13/22	Time(s): 8AM and 1PM	Length of Presentation/Course: (Note: One (1) hour of CEU = 50 minutes) 4 hours
---	-------------------------	--

Location of Presentation:  
Nevada Donor Network Office/Walton's Events Center

City: Las Vegas/Reno	State: NV	Zip Code: 89104/89503
-------------------------	--------------	--------------------------

<input type="checkbox"/> Internet	<input checked="" type="checkbox"/> Classroom	<input type="checkbox"/> Computer-based Training
<input type="checkbox"/> Video	<input type="checkbox"/> Other (explain):	

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

Name	Title
Dr. P. Michael Murphy	President MPower USA
Kelley Romanowski	Licensed Funeral Director/Embalmer with University of MN Program of Mortuary Science
Debbie Stracey	Executive Director, Australian Tissue Donation Network

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

Additional presenters: Jenna Dumas and Monica Myles will provide valuable information regarding changes to NDN processes, conduct a Q&A, and introduce a connect to purpose speaker to share the impact donation has.

Nevada Donor Network would like to offer 4 CEUs to funeral home professionals at our annual Funeral Home Symposiums held in southern and northern Nevada. Dr. P. Michael Murphy will present on adapting to the every changing landscape of business requires successful leaders to

**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  
Jenna Dumas  
Print Name

05/03/2023  
Date

**For Board Use Only:**

CE Approval Date:	CE Approved Hours:
-------------------	--------------------

## Speaker Biographies

P. Michael Murphy serves as President and CEO of M POWER USA, an international management consulting firm providing management and leadership guidance to public and private agencies. Dr. Murphy brings forty plus years of law enforcement and public service experience to the position serving in a multitude of roles giving him a unique perspective beginning with boots on the ground to Chief of Police.

His journey of public service began as an entry level police officer in Kansas City, Kansas to serving as Chief of Police in Mesquite, Nevada. Dr. Murphy most recently served as Director of Special Services for The National Center for Missing and Exploited Children in Alexandria, Virginia where he was responsible for the Long-Term Missing and Unidentified, Forensic Services, Image Enhancement/Age Progression Units while serving as the National Amber Alert Coordinator.

Prior to his time on the national stage, Dr. Murphy served as Coroner for the Clark County Office of the Coroner/Medical Examiner for 13 years while simultaneously acted as the Interim Director of Juvenile Justice Services and Chief Lobbyist for the 76th & 77<sup>th</sup> Legislative Sessions of the Nevada Legislature.

Michael is a graduate of the FBI National Academy and has a doctoral degree in Business Administration with California Pacific University. He is also a Fellow with the American Board of Medicolegal Death Investigators.

Dr. Murphy has been recognized as the Administrator of the Year by the American Society of Public Administrators (ASPA) Nevada Chapter, Clark County Director of the Year with his office receiving the Outstanding Contributions in the Field of Death Investigations and Unidentified Victims Awards from the International Homicide Investigator's Association. He has been featured in *VegasSeven Weekly Magazine* as one of the Most Intriguing People and awarded the 1<sup>st</sup> Annual Infinity Award by Nevada Donor Network for excellence in service to organ donation recipients and the community at large.

Michael has served as President of the International Association of Coroner & Medical Examiners (IACME), President of the Nevada Chapter of the FBI National Academy (FBINA), President of the Nevada Sheriff's and Chief's Association, Chairman of the State of Nevada Peace Officer's Standards and Training Commission (POST) as well as Advisory Board Member of the Violent Criminal Apprehension Program (ViCAP). He continues to serve on numerous committees at the federal, state, and local levels.

Dr. Murphy is a guest lecturer, instructor, and subject matter consultant regarding law enforcement topics, medicolegal death investigations, management topics and a wide variety of motivational presentations. He has been honored to provide instructional guidance internationally on multiple occasions, to various government agencies and private industries in countries around the world.

### **Deborah Stracey Dip App Sci (Nursing), CTBS Post Grad Cert Onc, ICU, Donor Health Care MBA - CEO Director**

Deborah completed her Diploma of Nursing in 1991, then worked in many fields of transplant at St Vincent's Hospital including Cardiothoracic and Renal. She then spent 12 years in Bone Marrow Transplant / Hematology where she fulfilled roles such as Nurse Educator, Clinical Nurse Specialist and Clinical Nurse Consultant. In 2002 Deborah completed her Intensive Care Units Certificate (ICU) and spent many years working in this specialty. She worked at Australian Biotechnologies as a Donor

Coordinator in 2015 and transferred to Australian Tissue Donation Network with the Femoral Head Program in 2016. Deborah completed her Certified Tissue Bank Specialist (CTBS) in 2016 and commenced the Donor Health Care Pilot Course with the University of Amsterdam which she completed in 2018. Deborah is the Executive Director and has completed her Master of Business Administration (MBA).

**Jade Ryan CTBS- Tissue Services Manager**

Jade has been working with Australian Tissue Donation Network since 2018, starting as Donor Co-ordinator before becoming Tissue Services Manager in 2020.

Jade has completed her CTBS and DTI Diploma in Tissue Banking and Advanced Therapies. Prior to working in the donation field Jade was a Funeral Director working in all aspects of the funeral industry in both the UK and Australia.

**PRESENTER INFORMATION: KELLEY ROMANOWSKI, CFSP, CTBS**

Minnesota Licensed Funeral Director/Embalmer M-3635

Teaching Specialist – University of Minnesota Program of Mortuary Science

Donation and Funeral Services Advocate



STATE OF NEVADA

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Email: [nvfuneralboard@fb.nv.gov](mailto:nvfuneralboard@fb.nv.gov) \* Website: <http://funeral.nv.gov/>

### AGENDA ITEM 7: BUDGET FOR FY2024

Attachments:

Proposed budget.



**Nevada Funeral and Cemetery Services Board**  
**Proposed Line Item Budget**  
FY24 (July 1, 2023, to June 30, 2024)

<b>Revenue</b>		
<b>Licensing and Service Fees</b>		
Administrative Fee (Reissue or Addl Lic)	375	
Approval of Managing Funeral Director	2,475	
Examinations Requests	4,000	
Initial Licensing Application	24,000	
Study Guide	100	
<b>Total Licensing and Service Fees</b>		<b>30,950</b>
<b>Renewal Fees</b>		
Cemetery Renewals	1,900	
Crematory Renewals	4,000	
Embalmer Renewals	8,900	
Establishment Permit Renewals	6,500	
Funeral Arranger Renewals	18,900	
Funeral Director Renewals	16,300	
<b>Total Renewal Fees</b>		<b>56,500</b>
<b>Regulatory Fees</b>		
		<b>280,000</b>
<b>Other Revenue</b>		
Administrative Fines		0
Legal and Miscellaneous Fees		5,000
Interest Income		33
<b>Total Revenue</b>		<b>372,483</b>

<b>Expenses</b>		
<b>Payroll Expenses</b>		
Executive Director Salary	110,000	
Executive Director July Salary and AL Payout	27,288	
Administrative Asst. Wages	62,119	
Inspector/Investigator Wages	32,936	
Health Insurance	23,000	
Employer Taxes	15,622	
Retirement	31,109	
<b>Total Payroll Expenses</b>		<b>302,074</b>
<b>Contractual Services</b>		
Bookkeeping	8,400	
The Conference Dues and Test Development	250	
<b>Total Contractual Services</b>		<b>8,650</b>

<b>Other Expenses</b>		
Administrative Fines		0
Attorney General - Legal Fees		20,000
Auditor Fees		11,000
Background Checks		1,800
Bank fees		2,800
Board Member Compensation		4,200
Conference/Training Registration		4,200
Equipment and Furnishings		2,000
Insurance		1,800
Licensing Database Software		0
Meeting Expenses		3,350
Office Lease		20,220
Office Supplies		8,500
Postage		2,450
Printing and Copying		5,000
Repair and Maintenance		700
Technical Support Web Site		2,200
Telephone/Internet		4,523
Travel		28,100
Utilities		4,500
<b>Total Expenses</b>		<b>438,067</b>

<b>Total Anticipated Revenue</b>	<b>372,483</b>
<b>Total Proposed Expenses</b>	<b>438,067</b>
<b>Budget Shortfall/Proposed Transfer from Reserve</b>	<b>-65,584</b>

**Notes:**

**Payroll expense reflects double-fill of executive director position and anticipated annual leave payout.**

**The audit expense is for the biennial financial audit required by NRS 218G.400 and is incurred every other year.**



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### AGENDA ITEM 8: COLA ADJUSTMENT AND EMPLOYEE BONUSES EQUIVALENT TO STATE RECOMMENDED RETENTION BONUSES DURING LEGISLATIVE SESSION



STATE OF NEVADA

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3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

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

Email: [nvfuneralboard@fb.nv.gov](mailto:nvfuneralboard@fb.nv.gov) \* Website: <http://funeral.nv.gov/>

### AGENDA ITEM 9: LAW TRAINING BY DEPUTY ATTORNEY GENERAL, JOEL BEKKER

Attachments:

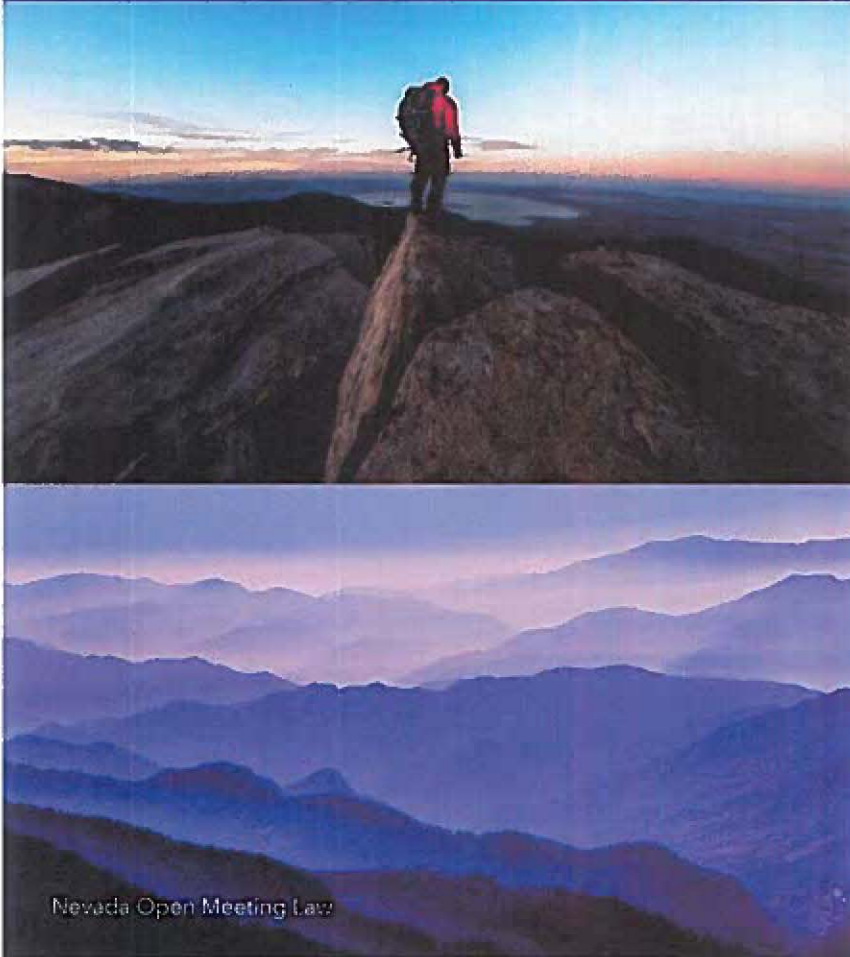
Nevada Open Meeting Law information packet.

# Nevada's Open Meeting Law



Joel Bekker  
Deputy Attorney General  
Nevada Attorney General's Office  
Boards and Open Government Division

# Agenda



Nevada Open Meeting Law

1. What is the Open Meeting Law (OML)?
2. OML Applicability
3. OML Compliance
  - Break
4. OML Violations
5. Abstention and Disclosure
6. Review Key Points
7. Questions

# Introduction

Nevada Revised Statute Chap. 241 provides that:

“... All public bodies exist to aid in the conduct of the people’s business. It is the intent of the law that their **actions be taken openly** and that their **deliberations be conducted openly.**”

# Introduction

The Nye County Board of Commissioners is a Public Body as per [NRS 241.016](#).

“Public Body” means:

(a) Any administrative, advisory, executive or legislative body of the State or a local government consisting of at least two persons which expends or disburses or is supported in whole or in part by tax revenue ... if the administrative, advisory, executive or legislative body is created by:

- (1) The Constitution of this State;
- (2) Any statute of this State; . . .
- (5) A resolution or other formal designation by such a body created by a statute of this State or an ordinance of a local government;
- (6) An executive order issued by the Governor; or
- (7) A resolution or an action by the governing body of a political subdivision of this State;



# Introduction

**THE OML APPLIES TO YOU!**

# What is the Nevada Open Meeting Law (OML)?

Topic 1



Nevada Open Meeting Law



February 17, 2023

# What is the OML? (NRS 241.015)

## Governs Public Bodies'

- Meetings
  - Agendas
  - Actions
  - In-Person or Virtual
  - Support Materials
- Communications between members
- Public Comment

## States with Similar Law

All 50 States!

# OML Applicability

## Topic 2



Nevada Open Meeting Law



February 17, 2023

# OML Applicability (NRS 241.016)

## Public Bodies

- All Meetings of Public Bodies in the State of Nevada
  - Subcommittees
  - Advisory Groups
- Exemptions are Strictly Limited
  - Legislature
  - Judicial Proceedings
  - State Parole Board

## Meetings

- Must be **Open to the Public**
- Must include a **QUORUM and DELIBERATION and/or ACTION**
  - **Quorum = Simple Majority of members, unless specified by statute (elected bodies)**
  - **Deliberate = Collectively examine, weigh and reflect upon reasons for or against an action**
  - **Action = Majority Vote of Present Members (elected bodies - all members)**

# OML Applicability (NRS 241.016)

## Public Bodies

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  - Advisory Groups
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  - Judicial Proceedings
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  - **Action = Majority Vote of Present Members (elected bodies - all members)**

# OML Applicability (NRS 241.016)

- No Quorum, No Meeting, No OML
  - UNLESS there is any deliberation or discussion of current or future agenda items
- Conferences with Board Attorneys are exempt from the OML if the discussion is regarding existing or potential litigation, and these can include deliberation (related to the current or potential litigation)
- Quorum by Electronic Communications - be careful with:
  - Emails, text messages, Facetime/Meet/Zoom (Skype?), Conference Calls including all members, or even small groups - avoid discussing Board matters
  - Serial Communications can be construed as a "Walking Quorum" and thus a de facto Board Meeting, subject to the OML - avoid discussing Board matters

# OML Compliance

Topic 3



Nevada Open Meeting Law



February 17, 2023

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# OML Compliance

## **Beware the “Constructive Quorum” aka “Serial Communications”**

- Avoid Group Chats, Group Texts, Group Emails among a majority of members
- Avoid discussion of and sharing opinions about Board Matters
- Example:
  - A Board has 9 members, a group of 4 discuss an issue after the meeting (in person, on the phone, group chat, group text, Zoom call, etc.)
  - Later, 1 of that group discusses that conversation with another member who was not in that conversation
  - That is considered a Serial Communication and now those 5 members of that Board that were involved are construed to have made a Constructive Quorum and deliberated on that issue out of the public eye, a violation of OML.

# OML Compliance (NRS 241.020)

## Notice NRS 241.020(3)

- All Notice of Meetings of Public Bodies must be:
  - Posted, physically (Office and Public Building) and electronically Public Body Website, Nevada Notice Website
  - At least 3 Working Days prior to day of the meeting,
  - **NO LATER THAN 9 AM** (posted Friday, earliest day of meeting is Wednesday)
  - Notice sent to requesting persons/entities
- Must Contain:
  - Time, Place, and Location of Meeting
    - If fully remote, no address needed, but:
    - Link to access teleconference
    - Phone number to Call-In
  - List of Locations where physically posted
  - Name and Contact info by which the public can request supporting materials and list of locations where they are available physically and/or electronically

## Agenda NRS 241.020(3)(d)

- Must contain:
  - **A CLEAR AND COMPLETE STATEMENT of the TOPICS to be CONSIDERED**
  - **A List Describing the items on which action may be taken**
  - **Notation that action may be taken on those items by placing the term: "FOR POSSIBLE ACTION" next to those Items**
  - **Or, "For Possible Corrective Action" when appropriate**

# OML Compliance (NRS 241.020)

## Public Comment

- Agenda must contain:
  - Periods devoted to public comment, and discussion of those comments
  - At the Beginning of Each Meeting prior to discussion of action items on the agenda
  - After discussion of action items by Board, but prior to vote/action taken
  - At the End of Each Meeting prior to Adjournment

## Closed Sessions NRS 241.020(3)(d)(4)

- To consider the
  - Character
  - Alleged Misconduct
  - Professional Competence
  - Agenda must provide the Name of such person, see Special Notice Requirements (NRS 241.030, .031, .033)
- To grade exams
- All actions discussed in Closed sessions must take place in Open Session

# OML Compliance

## Other Requirements and Considerations

- Reasonable Efforts to assist and accommodate those persons with special needs (aged, disabled, etc.)
- Meetings must be Recorded or Transcribed
  - For sensitive matters, or disciplinary proceedings - RECORD, video if possible, to prevent/resolve transcription errors (who said what)
- Minutes (as per NRS 241.035)
- Supporting materials available to public simultaneously with Board Members
- Emergency Meetings: Only where the need to act is **TRULY UNFORESEEN, and Circumstances Dictate IMMEDIATE ACTION IS REQUIRED**
- Board Members may attend via phone/teleconference as long as there is physical location for the public to attend/comment
- The Public must be able to hear and observe meetings equal to board members

# OML Compliance

## More on Public Comment

- Minimum Requirement:
  - General or Limited to Agenda Items
    - Agenda Item Commentary before the item is discussed, or after discussion but before vote
  - General Comment period prior to Adjournment
  - It is possible, under the OML to remove any person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical.

# Break??

10 Minutes



Nevada Open Meeting Law

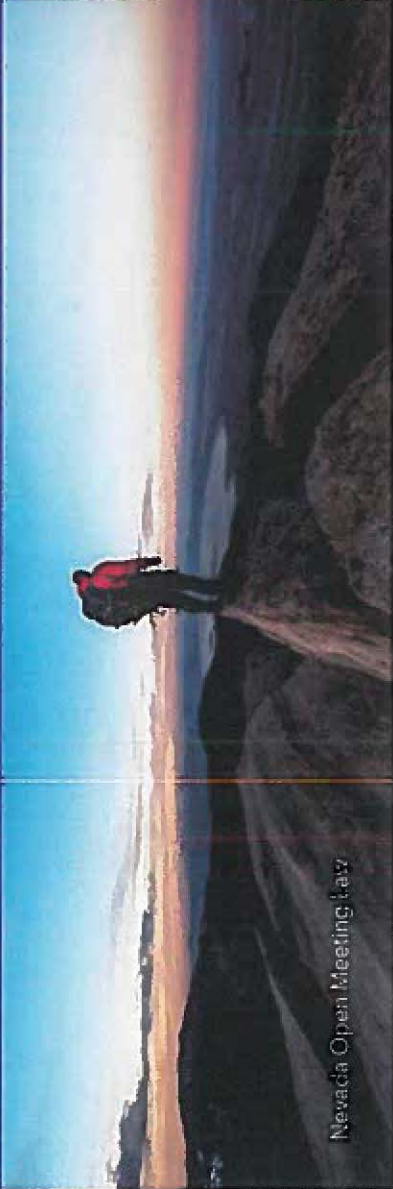


February 17, 2023

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# OML VIOLATIONS

Topic 4



# OML Violations

## How is OML Violated?

Incomplete Agendas

### **Omitting “For Possible Action”**

Clear and Complete Descriptions

Omitting Public Comment Periods

Shutting Down Public Commentors  
based on the viewpoint

Failure to approve minutes

## What are the Consequences?

- Actions taken are **VOID**
- AGO may investigate and prosecute
- May be mitigated by Corrective Action
  - Must be prospective (looking forward)
  - Requires Board deliberation



# Abstention and Disclosure

Topic 5



# Abstention and Disclosure

## Abstention

- Required **ONLY IN CLEAR CASES** where the independence of judgment of a reasonable person in the public officer's situation would be **materially** affected.
- This determination should be made by the public officer and explained on the record.
- Ok to vote if resulting benefit/detriment is no greater to public officer than to anyone else
- Quorum reduced under NRS 281A.420

## Disclosure

- Disclosure is mandatory for **any interest** created by:
  - A gift or loan
  - A substantial pecuniary interest
  - A "commitment in a private capacity"
  - Representation of a private client
- Disclosure must be made at the time the matter is considered and prior to discussion.
- Disclosure must be sufficient to inform the public of the nature and scope.

# Review Key Points

Topic 6



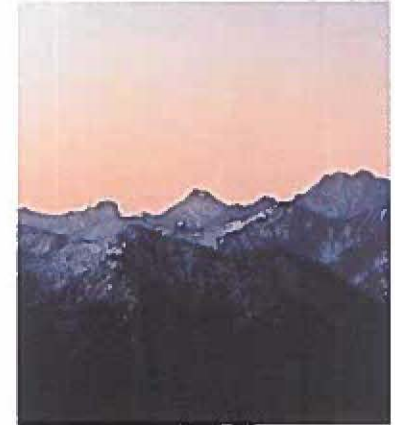
# Review

Nye County Board of Commissioners is  
subject to the OML

Notice and Agenda

Quorum, Constructive/Serial  
Communications

Transcript, Recording, Minutes  
(approved at next meeting)

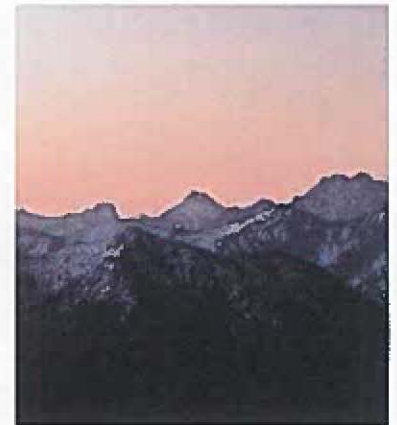
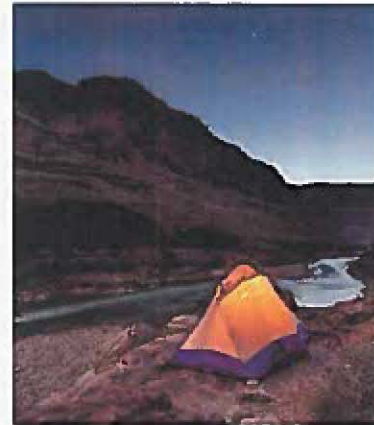


# Review

Restrictions on Public Comment:  
Reasonable, time, place, manner, NOT  
VIEWPOINT

Actions taken in violation of OML are  
void, the whole process must be redone

Corrective measures do not erase the  
violation, but mitigate the consequences



# Questions

## Topic 7



Nevada Open Meeting Law



February 17, 2023

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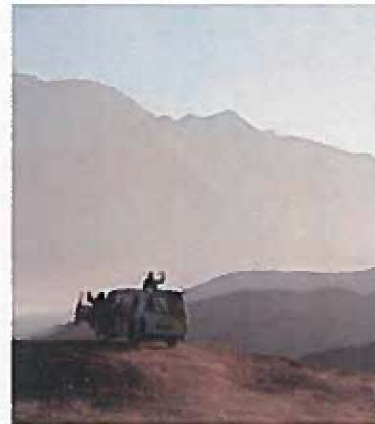
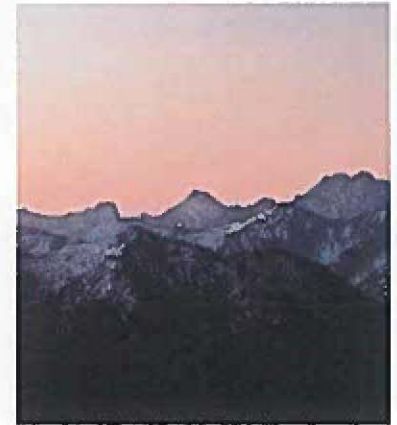
# Links

<https://www.leg.state.nv.us/nrs/nrs-241.html>

[https://ag.nv.gov/Hot\\_Topics/Training\\_Materials/](https://ag.nv.gov/Hot_Topics/Training_Materials/)

[https://ag.nv.gov/About/Governmental\\_Affairs/OML\\_Opinions/](https://ag.nv.gov/About/Governmental_Affairs/OML_Opinions/)

[https://ag.nv.gov/uploadedFiles/agnv.gov/Content/About/Governmental\\_Affairs/2019-03-26\\_OML\\_12TH\\_AGOMANUAL.pdf](https://ag.nv.gov/uploadedFiles/agnv.gov/Content/About/Governmental_Affairs/2019-03-26_OML_12TH_AGOMANUAL.pdf)





**Joel Bekker**

**Deputy  
Attorney  
General**

**[jbekker@ag.  
nv.gov](mailto:jbekker@ag.nv.gov)**

**Thank you**







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](mailto:nvfuneralboard@fb.nv.gov) \* Website: <http://funeral.nv.gov/>

### AGENDA ITEM 10: Financial Reports

#### Attachments:

- A. Regulatory Fee Collection
- B. Financial Reports



# State of Nevada Funeral and Cemetery Services

## Sales by Customer Summary

July 2022 - April 2023

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	TOTAL
64L Neptune Society - Las Vegas	920.00	890.00	880.00	890.00	860.00	1,150.00	960.00	860.00	1,110.00		\$8,520.00
81L Neptune Society - Reno	480.00	670.00	520.00	690.00	590.00	730.00	570.00	570.00	790.00		\$5,610.00
87L National Cremation Society	150.00	210.00	150.00	190.00	80.00	200.00	230.00	160.00	190.00		\$1,560.00
<b>Total Neptune Management Corp.</b>	<b>1,550.00</b>	<b>1,770.00</b>	<b>1,550.00</b>	<b>1,770.00</b>	<b>1,530.00</b>	<b>2,080.00</b>	<b>1,760.00</b>	<b>1,590.00</b>	<b>2,090.00</b>		<b>\$15,690.00</b>
<b>Palm Mortuaries</b>											<b>\$0.00</b>
105 Palm - Southwest	350.00	340.00	240.00	310.00	320.00	310.00	380.00	280.00	220.00		\$2,750.00
17 Palm - Downtown (N Main)	800.00	690.00	530.00	680.00	720.00	750.00	640.00	580.00	820.00		\$6,210.00
19 Palm - Boulder Hwy	440.00	290.00	370.00	450.00	480.00	460.00	410.00	380.00	360.00		\$3,640.00
27 Palm - Eastern	1,080.00	1,120.00	1,050.00	960.00	1,030.00	1,160.00	1,100.00	1,120.00	1,160.00		\$9,780.00
37 Palm - South Jones	310.00	300.00	230.00	330.00	240.00	310.00	310.00	230.00	280.00		\$2,540.00
54 Palm - Cheyenne	350.00	300.00	300.00	310.00	220.00	470.00	400.00	400.00	380.00		\$3,130.00
55 Affordable Cremation - Decatur	1,170.00	1,230.00	1,050.00	940.00	1,200.00	1,140.00	1,200.00	1,100.00	1,090.00		\$10,120.00
69 King David Memorial Chapel	170.00	140.00	220.00	190.00	160.00	220.00	170.00	190.00	160.00		\$1,620.00
80 Palm - Northwest	430.00	560.00	520.00	590.00	560.00	520.00	600.00	450.00	670.00		\$4,900.00
<b>Total Palm Mortuaries</b>	<b>5,100.00</b>	<b>4,970.00</b>	<b>4,510.00</b>	<b>4,780.00</b>	<b>4,930.00</b>	<b>5,340.00</b>	<b>5,210.00</b>	<b>4,730.00</b>	<b>5,140.00</b>		<b>\$44,680.00</b>
<b>Total SCI</b>	<b>7,180.00</b>	<b>7,350.00</b>	<b>6,490.00</b>	<b>6,580.00</b>	<b>6,990.00</b>	<b>8,100.00</b>	<b>7,440.00</b>	<b>6,830.00</b>	<b>7,740.00</b>		<b>\$64,970.00</b>
<b>Serenity VII, LLC</b>											<b>\$0.00</b>
46 Desert Memorial	960.00	670.00	640.00	740.00							\$3,010.00
88L Sunrise Cremation & Burial Society	290.00	400.00	390.00	360.00							\$1,440.00
<b>Total Serenity VII, LLC</b>	<b>1,250.00</b>	<b>1,070.00</b>	<b>1,030.00</b>	<b>1,100.00</b>							<b>\$4,450.00</b>
<b>Simple Cremation, Inc. -</b>											<b>\$0.00</b>
53L Simple Cremation, Inc. - NW (Rancho)	440.00	540.00	470.00	440.00	480.00	520.00	650.00	630.00	540.00	520.00	\$5,230.00
77L Simple Cremation, Inc. - Reno (Kietzke)	270.00	200.00	180.00	60.00	10.00	0.00	0.00	0.00	0.00	390.00	\$1,110.00
85L Simple Cremation, Inc. - SW (Durango)	420.00	510.00	400.00	350.00	510.00	570.00	600.00	500.00	630.00	460.00	\$4,960.00
86L Simple Cremation Inc. Henderson (Lake Mead)	500.00	410.00	450.00	410.00	410.00	700.00	610.00	520.00	600.00	450.00	\$5,060.00
89L Simple Cremation Inc. - Sparks (Rock)	260.00	530.00	300.00	610.00	480.00	680.00	700.00	720.00	670.00	300.00	\$5,250.00
90L Simple Cremation - East (Sahara)	450.00	510.00	470.00	600.00	670.00	790.00	730.00	510.00	790.00	600.00	\$6,120.00
<b>Total Simple Cremation, Inc. -</b>	<b>2,340.00</b>	<b>2,700.00</b>	<b>2,270.00</b>	<b>2,480.00</b>	<b>2,560.00</b>	<b>3,280.00</b>	<b>3,290.00</b>	<b>2,880.00</b>	<b>3,230.00</b>	<b>2,720.00</b>	<b>\$27,730.00</b>
<b>Smith E LLC</b>											<b>\$0.00</b>
135 Star Mortuary		240.00	240.00	210.00	280.00	270.00	310.00	210.00	210.00	140.00	\$2,110.00
137 Star Mortuary										200.00	\$200.00
72 Boulder City Family Mortuary	200.00	160.00	210.00	120.00	150.00	240.00	160.00	190.00	190.00	0.00	\$1,620.00
89 Star Mortuary (Funeral Smth)	60.00	10.00	50.00	40.00	20.00	20.00	40.00	40.00	20.00	30.00	\$330.00
<b>Total Smith E LLC</b>	<b>280.00</b>	<b>410.00</b>	<b>500.00</b>	<b>370.00</b>	<b>460.00</b>	<b>530.00</b>	<b>510.00</b>	<b>440.00</b>	<b>420.00</b>	<b>370.00</b>	<b>\$4,280.00</b>
<b>Southern Nevada Funeral Services, LLC</b>											<b>\$0.00</b>
2 Lee Funeral Home	170.00	300.00	120.00	150.00	150.00	160.00	210.00	150.00	170.00		\$1,580.00
<b>Total Southern Nevada Funeral Services, LLC</b>	<b>170.00</b>	<b>300.00</b>	<b>120.00</b>	<b>150.00</b>	<b>150.00</b>	<b>160.00</b>	<b>210.00</b>	<b>150.00</b>	<b>170.00</b>		<b>\$1,580.00</b>
<b>The Funeral Directors Management Group</b>											<b>\$0.00</b>
49 Moapa Valley & Virgin Valley Mortuaries	320.00	60.00	20.00	100.00	90.00	80.00	110.00	60.00	60.00	70.00	\$970.00
<b>Total The Funeral Directors Management Group</b>	<b>320.00</b>	<b>60.00</b>	<b>20.00</b>	<b>100.00</b>	<b>90.00</b>	<b>80.00</b>	<b>110.00</b>	<b>60.00</b>	<b>60.00</b>	<b>70.00</b>	<b>\$970.00</b>
<b>TOTAL</b>	<b>\$25,380.00</b>	<b>\$28,030.00</b>	<b>\$24,050.00</b>	<b>\$24,900.00</b>	<b>\$28,070.00</b>	<b>\$29,000.00</b>	<b>\$28,960.00</b>	<b>\$24,200.00</b>	<b>\$27,110.00</b>	<b>\$12,780.00</b>	<b>\$248,510.00</b>

# State of Nevada Funeral and Cemetery Services

## Balance Sheet

As of April 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
CheckingState of NV Funeral Brd	390,049.93
<b>Total Bank Accounts</b>	<b>\$390,049.93</b>
Accounts Receivable	
Accounts Receivable	12,240.00
<b>Total Accounts Receivable</b>	<b>\$12,240.00</b>
Other Current Assets	
Payroll Refunds	0.00
Prepaid expenses	4,842.06
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$4,842.06</b>
<b>Total Current Assets</b>	<b>\$407,131.99</b>
Other Assets	
Security Deposits	1,500.00
<b>Total Other Assets</b>	<b>\$1,500.00</b>
<b>TOTAL ASSETS</b>	<b>\$408,631.99</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,174.08
<b>Total Accounts Payable</b>	<b>\$1,174.08</b>
Other Current Liabilities	
Accrued Expenses	0.00
Deferred Revenue	44,710.44
Direct Deposit Payable	0.00
Payroll Liabilities	0.00
Accrued Compensation	0.00
Deferred Compensation	884.70
Federal Taxes (941/944)	1,338.92
Federal Unemployment (940)	0.00
NV UI Bond Obligation Assessment	0.00
NV Unemployment Tax	0.00
PEBP Adjust	0.00
PEBP Medical	2,072.01
Vacation Liability	29,508.82
<b>Total Payroll Liabilities</b>	<b>33,804.45</b>

# State of Nevada Funeral and Cemetery Services

## Balance Sheet As of April 30, 2023

	TOTAL
<b>Total Other Current Liabilities</b>	<b>\$78,514.89</b>
<b>Total Current Liabilities</b>	<b>\$79,888.97</b>
<b>Total Liabilities</b>	<b>\$79,888.97</b>
Equity	
Fund Balance	337,105.92
Net Income	-8,162.90
<b>Total Equity</b>	<b>\$328,943.02</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$408,831.99</b>

# State of Nevada Funeral and Cemetery Services

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

July 2022 - April 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Administrative Fee (Reissue or Addl Lic)	750.00	375.00	375.00	200.00 %
Administrative Fine	14,355.40		14,355.40	
Approval of Managing Funeral Director	4,275.00	3,375.00	900.00	126.67 %
Cemetery Renewals	1,166.70	1,813.00	-646.30	64.35 %
Crematory Renewals	3,333.30	3,021.00	312.30	110.34 %
Embalmer Renewals	6,975.00	6,822.00	153.00	102.24 %
Establishment Permit Renewals	5,437.50	5,035.00	402.50	107.99 %
Examinations	3,275.00	4,000.00	-725.00	81.88 %
Funeral Arranger Renewals	11,400.00	11,470.00	-70.00	99.39 %
Funeral Director Renewals	12,025.00	13,839.00	-1,814.00	86.89 %
Initial Licensing	24,083.31	33,000.00	-8,916.69	72.98 %
Interest Income	198.11		198.11	
Legal and Miscellaneous Fees	5,031.60	5,000.00	31.60	100.63 %
NV Regulatory Fee	227,690.00	336,000.00	-108,310.00	67.76 %
Study Guide	25.00		25.00	
<b>Total Income</b>	<b>\$320,020.92</b>	<b>\$423,750.00</b>	<b>\$ -103,729.08</b>	<b>75.52 %</b>
<b>GROSS PROFIT</b>	<b>\$320,020.92</b>	<b>\$423,750.00</b>	<b>\$ -103,729.08</b>	<b>75.52 %</b>
<b>Expenses</b>				
Administrative Fines	16,127.90		16,127.90	
Attorney General - Legal Fees	5,990.90	24,000.00	-18,009.10	24.96 %
Background Checks	1,045.50	2,000.00	-954.50	52.28 %
Bank fees	2,504.18	5,000.00	-2,495.82	50.08 %
Board Member Compensation	2,700.00	3,000.00	-300.00	90.00 %
Conferenc/Training Registration	3,740.00	1,500.00	2,240.00	249.33 %
<b>Contractual services</b>				
Bookkeeping	6,453.00	8,400.00	-1,947.00	76.82 %
Dues and Tests		250.00	-250.00	
<b>Total Contractual services</b>	<b>6,453.00</b>	<b>8,650.00</b>	<b>-2,197.00</b>	<b>74.60 %</b>
Equipment and Furnishings	7,224.20	3,000.00	4,224.20	240.81 %
Insurance	1,682.07	1,800.00	-117.93	93.45 %
Licensing Software Subscription		12,000.00	-12,000.00	
Meeting Expenses	1,799.10	2,400.00	-600.90	74.96 %
Miscellaneous		300.00	-300.00	
Office Lease	16,507.00	19,632.00	-3,125.00	84.08 %
Office Supplies	8,353.86	8,500.00	-146.14	98.28 %
<b>Payroll Expenses</b>				
Administrative Wages	51,939.76	62,119.00	-10,179.24	83.61 %
Employer Taxes	13,838.64	15,622.00	-1,783.36	88.58 %
Executive Director Salary	94,514.65	113,390.00	-18,875.35	83.35 %
Health Insurance	19,018.26	21,500.00	-2,481.74	88.46 %
Inspector/Investigation Wages	27,039.97	32,936.00	-5,896.03	82.10 %

# State of Nevada Funeral and Cemetery Services

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

July 2022 - April 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Retirement	25,717.83	30,214.00	-4,496.17	85.12 %
Vacation Expense	-292.71		-292.71	
<b>Total Payroll Expenses</b>	<b>231,776.40</b>	<b>275,781.00</b>	<b>-44,004.60</b>	<b>84.04 %</b>
Postage	1,173.28	3,000.00	-1,826.72	39.11 %
Printing and Copying	3,739.96	4,000.00	-260.04	93.50 %
Repair and Maintenance	343.05		343.05	
Technical Support Web Site	1,238.72	2,200.00	-961.28	56.31 %
Telephone/Internet	3,501.41	3,500.00	1.41	100.04 %
Travel	8,638.77	20,000.00	-11,361.23	43.19 %
Utilities	3,644.52	4,500.00	-855.48	80.99 %
<b>Total Expenses</b>	<b>\$328,183.82</b>	<b>\$404,763.00</b>	<b>\$ -76,579.18</b>	<b>81.08 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -8,162.90</b>	<b>\$18,987.00</b>	<b>\$ -27,149.90</b>	<b>-42.99 %</b>
<b>NET INCOME</b>	<b>\$ -8,162.90</b>	<b>\$18,987.00</b>	<b>\$ -27,149.90</b>	<b>-42.99 %</b>



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](mailto:nvfuneralboard@fb.nv.gov) \* Website: <http://funeral.nv.gov/>

### AGENDA ITEM 11: Current Complaint Status

Attachment: Overview of Current Complaint Status





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**COMPLAINT STATUS**

Complaint No.	Status	Summary	Complaint Rcvd,	Ack Sent
FB22-01	Dismissed	Condition of body	1/3/2022	1/6/2022
FB22-02	Dismissed	Right to order disposition; Fraud and misrepresentation in the sale of merchandise	1/3/2022	1/6/2022
FB22-03	Dismissed	Fraud and Misrepresentation	1/22/2022	1/27/2022
FB22-04	Consent Decree	Fraud and Misrepresentation	2/28/2022	2/28/2022
FB22-05	Withdrawn	Unprofessional conduct; Aiding unlicensed practice	3/1/2022	n/a
FB22-06	Consent Decree	Unprofessional conduct; Unethical practices	3/2/2022	n/a
FB22-07	Consent Decree	Unprofessional conduct; Aiding unlicensed practice	3/15/2022	n/a
FB22-08	Consent Decree	Unprofessional conduct; Delay in disposition	3/16/2022	3/29/2022
FB22-09	Dismissed	Unprofessional conduct; Delay in disposition	3/28/2022	3/29/2022
FB22-10	Dismissed	Fraud and Misrepresentation	3/31/2022	3/31/2022
FB22-11	Dismissed	Release of cremated remains	5/9/2022	5/10/2022
FB22-12	Dismissed	Unprofessional conduct; Burial permit	5/25/2022	5/26/2022
FB22-13	Dismissed	Premises not professional and sanitary	6/17/2022	6/21/2022
FB22-13	Dismissed	Premises not professional and sanitary	6/17/2022	6/21/2022
FB22-14	Dismissed	Fraud and Misrepresentation; Sale of merchandise	7/25/2022	7/26/2022
FB22-15	Dismissed	Death certificate delays	7/25/2022	7/28/2022
FB22-16	Pending	Unprofessional conduct; Unlicensed practice	8/9/2022	n/a
FB22-17	Withdrawn	Violation of order	8/24/2022	n/a
FB22-18	Dismissed	Unethical Practices	9/19/2022	9/26/2022
FB22-19	Pending	Scattering cremated remains	11/7/2022	11/8/2022
FB22-20	Dismissed	Unprofessional conduct; Donor process	12/12/2022	12/12/2022
FB23-01	Dismissed	Unprofessional conduct	1/9/2023	1/9/2023
FB23-02	Dismissed	Unprofessional conduct	1/24/2023	1/25/2023
FB23-03	Dismissed	Unprofessional conduct; Fraud and misrepresentation	1/24/2023	1/25/2023
FB23-04	Pending	Unprofessional conduct; Cemetery sales	2/7/2023	2/15/2023
FB23-05	Pending	Unprofessional conduct; Unlicensed practice	3/29/2023	n/a
FB23-06	Pending	Unprofessional conduct	4/7/2023	n/a
FB23-07	Dismissed	Unprofessional conduct	4/21/2023	n/a
FB23-08	Pending	Cemetery ground and mausoleum maintenance	5/10/2023	5/10/2023
FB23-09	Pending	Unprofessional conduct; timely records	5/12/2023	n/a



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### AGENDA ITEM 12: Executive Director Report

Attachment: See attached report.



State of Nevada  
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## Executive Director Report – June 1, 2023

### Executive Summary

As of today, I have been your Executive Director for just under five weeks. In that time, the outgoing Executive Director, Jennifer Kandt, and I worked closely to transition operations before her last day at the end of July. Most accounts and processes have been successfully transferred. We will continue to work together to ensure an effective transition.

The 82<sup>nd</sup> session of the Nevada Legislature is drawing to a close. Several bills may have an impact on the Board's operations and the industry, including fingerprinting at application, changing the structure of the Executive Branch, and permitting natural organic reduction. The last day of the session is June 5. At the meeting, I will update you on actions taken regarding pending legislation. The bills with the greatest impact are included below.

### Introductions and Industry Visits

Jennifer is diligently scheduling meetings to introduce me to people who have an impact on the office. These visits provide valuable contacts and information.

On May 2, Jennifer and I visited the Washoe County Regional Medical Examiner's Office and met with Dr. Laura Knight. Dr. Knight described the processes in her office, introduced us to staff members, and gave us a tour of the facility.

On May 9, we attended an event organized by Washoe County Senior Services for Older Americans Month. Jennifer participated in the panel presentation regarding end-of-life planning.

On May 15 and 16, Jennifer and I traveled to Las Vegas to meet with the Clark County Coroner, the Vital Statistics Supervisor for the Southern Nevada Health District, and Deputy Attorney General Joel Bekker. In addition, we visited and toured several licensed facilities.

On May 31, we met with representatives of the State of Nevada Division of Public and Behavioral Health's Office of Vital Records.

In addition to the meetings above, on May 19, I accompanied our Inspector/Investigator, Dr. Wayne Fazzino, on an inspection of a funeral establishment and a cemetery.

### Legislation

#### Enacted:

- Assembly Bill 289 regarding natural organic reduction was signed by Governor Lombardo on May 30. The law provides for the Board to promulgate regulations prescribing any requirements. The law was effective upon passage for purposes of adopting regulations and other administrative tasks. With respect to licensing and conducting natural organic reduction, the law is effective January 1, 2024.

#### Pending Bills:

- Assembly Bill 503, Background Checks (Fingerprinting). Pending (Exempt).
- Senate Bill 431, Governmental Administration. Pending (Exempt).

### Board Vacancies

Governor Lombardo has not yet made an appointment to fill the vacant Board positions.



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**Executive Director Approved Applicants 3/23/2023 – 5/30/2023**

For reference only, licensees approved by Executive Director:

License No.	First Name	Middle Name	Last name	License Type	Status	Issue Date
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EMB	905	R	Gregory	Wayne	Marr	Embalmer	Active	4/27/2023
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FA	318		Rosa	Maria	Lopez Torres	Funeral Arranger	Active	5/11/2023
FA	317		Angelina	Monet	Wardle	Funeral Arranger	Active	4/27/2023
FA	316		John	Piece Lee	Floyd	Funeral Arranger	Active	4/24/2023
FA	315		Mary	Alice Kim	Bey-Anderson	Funeral Arranger	Active	4/19/2023
FA	313		Tristan	Thomas	Howie	Funeral Arranger	Active	4/14/2023
FA	314		Sophie	Jean	Kennedy	Funeral Arranger	Active	4/11/2023
FA	312		Marlon	Demond	Williams	Funeral Arranger	Active	4/6/2023

FD	1000		Karoline	Christin	Davidson	Funeral Director	Active	5/17/2023
FD	999		Krystal		Osborne	Funeral Director	Active	5/4/2023
FD	998		Durrell	Sinclair	Young	Funeral Director	Active	4/18/2023
FD	997		Wendy	Jo	Greer	Funeral Director	Active	4/11/2023
FD	996		Taeya	Aspen	Havens	Funeral Director	Active	4/5/2023
FD	1001		Justine	Ellen	White	Funeral Director	Active	5/17/2023