

NEVADA FUNERAL AND CEMETERY SERVICES BOARD

AGENDA AND NOTICE OF PUBLIC MEETING

Tuesday, January 20, 2015, at 9:00a.m.

Video-Conference Locations:

Division of Employment, Training and Rehabilitation
500 East 3rd Street, Main Auditorium
Carson City, Nevada
and
Division of Employment, Training and Rehabilitation
2800 E. St. Louis, Conf. Room C
Las Vegas, Nevada

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

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

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

- 1. Call to order, roll call, establish quorum**
- 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. **Discussion, recommendation, and possible action regarding review and approval of November 24, 2014 meeting minutes (For possible action)**
4. **Discussion, recommendation, and possible action regarding Consent Decrees for case number FB14-12 (For possible action)**
 - a) King David Memorial Chapel, Establishment Permit No. 69
 - b) Jay Poster, Funeral Director License No. 619
5. **Discussion, recommendation, and possible action regarding granting Certificate of Registration as an Apprentice Embalmer to Christopher Folger (For possible action)**
6. **Discussion, recommendation, and possible action regarding granting Reciprocal Embalmer License to Amberly Walter (For possible action)**
7. **Discussion, recommendation, and possible action regarding granting a Reciprocal Embalmer License to Lyle Meyer (For possible action)**
8. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to Dale Deckard (For possible action)**
9. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to Georgina Narro (For possible action)**
10. **Discussion, recommendation, and possible action regarding granting a Funeral Director License to Dale Lewis Lomason II (For possible action)**
11. **Discussion, recommendation, and possible action regarding requests for approval of new managing funeral directors (For possible action)**
 - a) Palm Mortuary Cheyenne – Dale Lewis Lomason II
 - b) Palm Mortuary Downtown – Lawrence Neubauer
 - c) Walton’s Funerals & Cremations – Chapel of the Valley – Rick Noel
 - d) Walton’s Funerals & Cremations – Rick Noel
 - e) Cremation Society of Nevada – Capitol City – Rick Noel
 - f) Walton’s Funerals & Cremations – Ross, Burke & Knobel Sparks – Edward McCaffery
 - g) Walton’s Funerals & Cremations – Sierra Chapel – Blake Howe
 - h) Walton’s Funerals & Cremations – Sparks – Blake Howe
 - i) Walton’s Funerals & Cremations – O’Brien-Rogers & Crosby – Blake Howe
 - j) Cremation Society of Nevada – John Sparks – James Alan Frizzell
 - k) Cremation Society of Nevada – Northern Nevada – James Alan Frizzell
 - l) Cremation Society of Nevada – Affinity – James Alan Frizzell
12. **Discussion, recommendation, and possible action regarding recommendations for legislative changes to NRS 642 and NRS 451. This item may include updates and comments from members of the Legislative Subcommittee (For possible action)**

13. Discussion, recommendation, and possible action regarding \$75 administrative fee charged for inspection of funeral establishments (For possible action)
 14. Discussion, recommendation, and possible action regarding funeral establishment and crematory inspection checklists and process (For possible action)
 15. Discussion, recommendation, and possible action regarding operating policies and procedures manual (For possible action)
 16. Discussion, recommendation, and possible action regarding revised FY2015 budget (For possible action)
 17. Discussion, recommendation, and possible action regarding audit contract for FY2015 audit (For possible action)
 18. Discussion, recommendation, and possible action regarding request for part-time administrative support for the Executive Director (For possible action)
 19. Discussion, recommendation, and possible action regarding request for cell phone stipend for the Executive Director (For possible action)
 20. Overview of current complaint status
 21. Financial Reports
 - a) Regulatory Fee Collection
 - b) Revised Budget vs. Actuals
 22. Report from Executive Director, Jennifer Kandt
 23. Report from Senior Deputy Attorney General
 24. Board member comments
 25. Discussion regarding future agenda items and future meeting dates
Meetings scheduled for the following dates:
April 14, 2015
July 14, 2015
October 13, 2015
 26. 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)
27. Adjournment (For possible action)

Anyone desiring additional information including meeting materials may contact Jennifer Kandt at 775-825-5535. Meeting materials are also available for download from the Board website at <http://funeral.nv.gov> or can be picked up at the following location: 501 Hammill Lane, Reno, NV. 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 Jennifer Kandt 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 persons who have requested an agenda from the Board. Persons 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:**

Reno City Hall One E. First Street Reno, NV 89501	Office of the Attorney General 100 N Carson Street Carson City, NV 89701	Grant Sawyer State Office Building 555 E. Washington Ave. Las Vegas, NV 89101
Division of Employment, Training and Rehabilitation 500 East 3rd Street, Main Auditorium Carson City, Nevada	Legislative Building 401 S Carson Street Carson City, NV 89701	Division of Employment, Training and Rehabilitation 2800 E. St. Louis, Conf. Room C Las Vegas, Nevada



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

PMB 186, 4894 Lone Mountain Road, Las Vegas, Nevada, 89130
Phone (775) 825-5535 * Email nvfuneralboard@outlook.com

AGENDA ITEM 3: Approval of Minutes

Approval of November 24, 2014 Minutes requested.
Attachment: Draft Minutes

NEVADA FUNERAL AND CEMETERY SERVICES BOARD

MINUTES

Monday, November 24, 2014, at 10:00a.m.

Via Teleconference with Public Access:

Funeral and Cemetery Services Board Office
501 Hammill Lane
Reno, NV 89511

1. Call to order, roll call, establish quorum

Members Present

Wayne Fazzino, Chair
Todd Noecker
Wendy Simons
Bart Buton
Tammy Dermody
Loretta Guazzini

Board Staff Present

Jennifer Kandt, Executive Director
Henna Rasul, Senior Deputy Attorney General

Public

Connie Christiansen
Felicia Koha
Warren Hardy
Ryan Bowen
David Walters

Members Absent

Lisa Franqui

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. Discussion, recommendation, and possible action regarding review and approval of October 14, 2014 meeting minutes (For possible action)

Wendy moved to approve the minutes. The motion was seconded by Bart and carried unanimously.

4. Discussion, recommendation, and possible action regarding audit report prepared by Kohn & Company (For possible action)

Connie Christiansen of Kohn & Company presented the audit report prepared for the Nevada Funeral and Cemetery Services Board. Ms. Christiansen stated that the audit was an unmodified opinion and reviewed the findings presented in the report.

Jennifer stated that she wanted to make it clear that the audit was for a period of time that Jennifer was not employed by the Board and that significant changes had been made to various procedures since the date she was hired.

Motion: Wendy to moved to accept the audit report with further explanation in the responses that there was a completely new Board which was addressing some previous disappointing accountability issues. The motion was seconded by Loretta and carried unanimously.

5. Discussion, recommendation, and possible action regarding financial policies and procedures including possible contract for bookkeeping services (For possible action)

Jennifer stated that she was requesting the Board give her authority to put processes into place to address audit deficiencies and she stated that based on the audit findings she was recommending that the Board enter into a contract for bookkeeping services to put an additional layer of oversight on the Board finances. She stated that she had contacted other boards using bookkeeping services and believed that the services could be obtained for under \$2,000 per year and would include completion of all quickbooks entries, bank reconciliations, preparation of financial reports, preparation of 1099's and W-2's and all payroll functions.

There was discussion and general consensus that this would be beneficial for the Board.

Jennifer also stated that she would like for the Board to require two signatures on all checks, and that since Tammy was on the account and nearby, it would probably be easier for Tammy to be the second signer.

Wendy moved to give the Executive Director authority to make whatever changes necessary to address concerns in the audit and to contract for bookkeeping services not to exceed \$3,000 per year. The motion was seconded by Loretta and carried unanimously.

6. Discussion, recommendation, and possible action regarding recommendations for legislative changes to NRS 642 and NRS 451. This item may include updates and comments from members of the Legislative Subcommittee (For possible action)

Jennifer reviewed the various proposed changes.

There was discussion concerning ex-parte orders and how often and easily they are obtained. There was discussion on what happens when someone gets an ex-parte order and then a spouse shows up claiming to have authority. There was discussion that some establishments then require the spouse to go get an ex-parte.

There was discussion on the proposed section regarding the authorizing agent being unavailable and general consensus that the length of time be extended from 15 days to 30 days.

Jennifer stated that the section regarding requirements for the one year internship for funeral directors take effect January 1, 2016 and not 2015.

Warren Hardy asked for information concerning the number of states requiring that the individuals operating the crematory equipment obtain training or be certified. Jennifer stated that she did not have that information available. Loretta stated that she did not feel it was relevant how many states require it, as this Board felt it was beneficial. There was further discussion that the training is only 6 to 8 hours and valid for five years. Wendy stated that it would still be beneficial to have the information in the event the legislature requests the details.

There was clarification that the Board needed these changes to NRS, but would still have significant amount of work to do in regulation, and that the legislative subcommittee would need to continue their work.

Wendy moved to approve the preliminary draft to be submitted to Senator Brower for consideration. The motion was seconded by Tammy and carried unanimously.

7. Board member comments

Bart thanked all of the subcommittee members and members of the public who had been attending meetings for their input and hard work in moving forward with the necessary changes.

Wayne and Wendy also thanked everyone for their hard work and stated that they were impressed with how much had been accomplished in such a short period of time.

8. Discussion regarding future agenda items and future meeting dates

Next meeting date had already been set for January 20, 2015.

9. Public comment

Warren Hardy thanked the Board for allowing public comment during discussion of the actual legislative items and thanked everyone for their time.

<p>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)</p>
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10. Adjournment (For possible action)

Meeting adjourned at 11:30 a.m.



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FUNERAL AND CEMETERY SERVICES BOARD

PMB 186, 4894 Lone Mountain Road, Las Vegas, Nevada, 89130
Phone (775) 825-5535 * Email nvfuneralboard@outlook.com

AGENDA ITEMS 5-11: Requests for various licensing related issues

Attachments:
Applications



State of Nevada
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AGENDA ITEM 12: Legislative Changes and Updates

Executive Director will provide legislative update.

Attachment: Language as submitted to Senator Brower. Discussion on any issues or follow-up with legislation needed.

The Nevada Funeral and Cemetery Services Board legislation:

- 1) *Adds continuing education requirements for embalmers and funeral directors*
- 2) *Requires that individuals physically operating the crematory equipment complete a certification course approved by the Board*
- 3) *Allows the Board to conduct fingerprint based background checks.*
- 4) *Eliminates the direct cremation and immediate burial license, creates a direct cremation facility license and allows funeral directors to conduct business in a direct cremation facility*
- 5) *Add a death care consultant license for the individuals meeting with families to discuss arrangements*
- 6) *Requires funeral directors to have completed one year as a certified intern and creates requirements for registration as a certified intern with the Board*
- 7) *Cleans up various references to chair versus president and various tasks required of Board secretary including eliminating the requirement for the secretary to distribute a list of embalmers to railroad and transportation companies.*
- 8) *Makes various changes to the authority to order cremation or burial including relinquishing rights if the person with authority is connected to the death of the decedent (domestic violence)*
- 9) *Makes various changes to crematory operations and records*
- 10) *Makes various language changes to examination requirements for embalmers*
- 11) *Makes changes to the requirements for publishing a guide*
- 12) *Allows the Attorney General to make recommendations for actions*

NRS 451.024 Authority to order burial *or cremation*; acceptance of legal and financial responsibility for burial *or cremation*; execution of affidavit.

1. The following persons, in the following order of priority, may order the burial *or cremation* of human remains of a deceased person:

(a) A person designated as the person with authority to order the burial *or cremation* of the human remains of the decedent in a legally valid document or in an affidavit executed in accordance with subsection ~~7~~ 9;

(b) If the decedent was, at the time of death, on active duty as a member of the Armed Forces of the United States, a reserve component thereof or the National Guard, a person designated by the decedent in the United States Department of Defense Record of Emergency Data, DD Form 93, or its successor form, as the person authorized to direct disposition of the human remains of the decedent;

(c) The spouse of the decedent;

(d) An adult son or daughter of the decedent;

(e) Either parent of the decedent;

(f) An adult brother or sister of the decedent;

(g) A grandparent of the decedent;

(h) A guardian of the person of the decedent at the time of death;

~~—(i) A person who held the primary domicile of the decedent in joint tenancy with the decedent at the time of death; and~~

(j) A person who meets the requirements of subsection 2.

~~2.— If, 30 days or more after the death of a decedent, the coroner or sheriff, as applicable, has conducted an investigation to determine whether a person specified in paragraphs (a) to (i), inclusive, of subsection 1 exists and, upon completion of that investigation, is unable to identify or locate a person specified in those paragraphs, a~~Any other person may order the burial *or cremation* of the human remains of the decedent if the person:

(a) Is at least 18 years of age; and

(b) Executes an affidavit affirming:

(1) That he or she knew the decedent;

(2) The length of time that he or she knew the decedent;

(3) That he or she does not know the whereabouts of any of the persons specified in paragraphs (a) to (i), inclusive, of subsection 1; and

(4) That he or she willingly accepts legal and financial responsibility for the burial *or cremation* of the human remains of the decedent.

3. *If the person with authority as designated in paragraphs (c) through (h) has been arrested or charged with first or second degree murder or first degree manslaughter in connection with the decedent's death, the right of control is relinquished and passed on to the next individual in order of priority.*

4. If there is more than one member of a class listed in paragraphs (d), (e), (f), (g), or (h) of subsection 1, a majority of the members of that class may be required at the discretion of the funeral establishment or direct cremation facility.

—3.—5. A person who accepts legal and financial responsibility for the burial *or cremation* of the human remains of a decedent as described in subparagraph (4) of paragraph (b) of subsection 2 does not have a claim against the estate of the decedent or against any other person for the cost of the burial *or cremation*.

—4.—6. If the deceased person was an indigent or other person for whom the final disposition of the decedent’s remains is a responsibility of a county or the State, the appropriate public officer may order the burial *or cremation* of the remains and provide for the respectful disposition of the remains.

—5.—7. If the deceased person donated his or her body for scientific research or, before the person’s death, a medical facility was made responsible for the final disposition of the person, a representative of the scientific institution or medical facility may order the burial *or cremation* of his or her remains.

—6.—8. A living person may order the burial *or cremation* of human remains removed from his or her body or the burial *or cremation* of his or her body after death. In the latter case, any person acting pursuant to his or her instructions is an authorized agent.

—7.—9. A person 18 years of age or older wishing to authorize another person to order the burial *or cremation* of his or her human remains in the event of the person’s death may execute an affidavit before a notary public in substantially the following form:

State of Nevada }
 }ss
County of }

(Date)

I,, (person authorizing another person to order the burial *or cremation* of his or her human remains in the event of his or her death) do hereby designate (person who is being authorized to order the burial *or cremation* of the human remains of a person in the event of his or her death) to order the ~~burial~~ *disposition* of my human remains upon my death.

Subscribed and sworn to before me this
day of the month of of the year

.....
(Notary Public)

10. If the authorizing agent is not reasonably available or unable to act as the authorizing agent, the person’s right to be the authorizing agent shall pass to the next person or category of persons in the order of preference prescribed in NRS 451.024.

11. It is presumed that the authorizing agent is not reasonably available to act as authorizing agent if the crematory, cemetery, funeral establishment, or direct cremation facility after exercising due diligence has been unable to contact the individual or if that person has been unwilling or unable to make final arrangements for the disposition of the decedent within thirty days after the initial contact by the crematory, cemetery, funeral establishment, or direct cremation facility. If a person in a prior category makes an initial contract with the crematory, cemetery, funeral establishment or direct cremation facility or becomes able before the final disposition of the decedent, that person resumes that person’s right to serve as the authorizing agent.

(Added to NRS by [2003, 1880](#); A [2011, 193, 197](#))

~~**NRS 451.650— Authority to order cremation; execution of affidavit.**~~

- ~~—1.— The following persons, in the following order of priority, may order the cremation of human remains of a deceased person:~~
- ~~—(a) A person designated as the person with authority to order the cremation of the human remains of the decedent in a legally valid document or in an affidavit executed in accordance with subsection 5;~~
- ~~—(b) If the decedent was, at the time of death, on active duty as a member of the Armed Forces of the United States, a reserve component thereof or the National Guard, a person designated by the decedent in the United States Department of Defense Record of Emergency Data, DD Form 93, or its successor form, as the person authorized to direct disposition of the human remains of the decedent;~~
- ~~—(c) The spouse of the decedent;~~
- ~~—(d) An adult son or daughter of the decedent;~~
- ~~—(e) Either parent of the decedent;~~
- ~~—(f) An adult brother or sister of the decedent;~~
- ~~—(g) A grandparent of the decedent;~~
- ~~—(h) A guardian of the person of the decedent at the time of death; and~~

- ~~—(i) A person who held the primary domicile of the decedent in joint tenancy with the decedent at the time of death.~~
- ~~—2. If the deceased person was an indigent or other person for the final disposition of whose remains a county or the State is responsible, the appropriate public officer may order cremation of the remains and provide for the respectful disposition of the cremated remains.~~
- ~~—3. If the deceased person donated his or her body for scientific research or, before the person's death, a medical facility was made responsible for the final disposition of the person, a representative of the scientific institution or medical facility may order cremation of the remains of the person.~~
- ~~—4. A living person may order the cremation of human remains removed from his or her body or the cremation of the body of the person after the person's death. In the latter case, any person acting pursuant to his or her instructions is an authorized agent.~~
- ~~—5. A person 18 years of age or older wishing to give authority to another person to order the cremation of his or her human remains upon the person's death may execute an affidavit before a notary public in substantially the following form:~~

~~State of Nevada _____ }
 _____ }ss
 County of..... }
(Date)
 _____, (person authorizing another person to order the cremation of his or her human remains upon his or her death) do hereby designate _____ (person who is being authorized to order the cremation of the human remains of another person in the event of his or her death) to order the cremation of my human remains upon my death.
 Subscribed and sworn to before me this _____
 day of the month of of the year

 _____ (Notary Public)~~

NRS 451.635 Requirements for licensing.

- 1. No person may cremate human remains except in a crematory whose operator is licensed by the Nevada Funeral and Cemetery Services Board.
- 2. *The licensed operator shall ensure that all individuals physically operating the crematory equipment have completed a crematory certification program approved by the Board and maintain proof of completion for inspection by the Board.*
- 2. If a crematory is proposed to be located in an incorporated city whose population is 60,000 or more or in an unincorporated town that is contiguous to such an incorporated city, the Board shall not issue a license to the applicant unless the proposed location of all structures associated with the crematory are:
 - (a) In an area which is zoned for mixed, commercial or industrial use; and
 - (b) At least 1,500 feet from the boundary line of any parcel zoned for residential use.
- ~~3.~~ The Board shall prescribe and furnish forms for application for licensing. An application must be in writing and contain:
 - (a) The name and address of the applicant and the location or proposed location of the crematory;
 - (b) A description of the structure and equipment to be used in operating the crematory; and
 - (c) Any further information that the Board may reasonably require.
- 4. An application must be signed by the applicant personally, by one of the partners if the applicant is a partnership, or by an authorized officer if the applicant is a corporation or other form of business organization.
- 5. The Board shall examine the structure and equipment and, if applicable, the location and shall issue the license if:
 - (a) It appears that the proposed operation will meet the requirements of [NRS 451.600](#) to [451.715](#), inclusive; and
 - (b) The applicant has paid all fees related to the application.
- 6. If the ownership of a crematory is to be changed, the proposed operator shall apply for licensing at least 30 days before the change.
 (Added to NRS by [1993, 2601](#); A [2003, 1279](#); [2013, 236](#))

NRS 451.645 Authority of cemetery or funeral home; ~~authority of operator to contract with or employ licensed funeral director.~~

- 1. A cemetery or funeral home may erect and conduct a crematory if licensed as the operator.
- 2. Except as otherwise provided in subsection 2 of [NRS 451.635](#), a crematory may be erected on or adjacent to the premises of a cemetery or funeral establishment if the location is zoned for commercial or industrial use, or at any other location where the local zoning permits. A crematory must conform to all local building codes and environmental standards.
- ~~3. The operator of a crematory may contract with or employ a licensed funeral director to:~~

- ~~—(a) Deal with the public in arranging for cremations;~~
- ~~—(b) Transport human remains to the crematory; or~~
- ~~—(c) Distribute, fill out or obtain the return of necessary papers.~~

~~Ê This subsection does not require the performance of any act by a licensed funeral director unless other law requires that such an act be performed only by him or her.~~

(Added to NRS by [1993, 2602](#); A [2013, 237](#))

NRS 451.660 Requirements for death certificate and written authorization; delegation of authority of authorized agent.

1. The operator of a crematory shall not cremate human remains until a death certificate has been signed and, except as otherwise provided in [NRS 451.655](#), without first receiving a written authorization, on a form provided by the operator, signed by the agent or by the living person from whom the remains have been removed:

- (a) Identifying the deceased person or the remains removed;
- (b) Stating whether or not death occurred from a communicable or otherwise dangerous disease;
- (c) Stating the name and address of the agent and the agent's relation to the deceased person;
- (d) Representing that the agent is aware of no objection to cremation of the remains by any person who has a right to control the disposition of the deceased person's remains; and
- (e) Stating the name of the person authorized to claim the cremated remains or the name of the cemetery or person to whom the remains are to be sent.

2. An authorized agent may delegate his or her authority to another person by a written and signed statement containing the agent's name, address and relationship to the deceased person and the name and address of the person to whom the agent's authority is delegated. The operator of a crematory incurs no liability by relying upon a signed order for cremation received by mail or upon a delegation of authority.

3. If the authorizing agent is not reasonably available or unable to act as the authorizing agent, the person's right to be the authorizing agent shall pass to the next person or category of persons in the order of preference prescribed in NRS 451.024.

4. It is presumed that the authorizing agent is not reasonably available to act as authorizing agent if the crematory, cemetery or funeral establishment after exercising due diligence has been unable to contact the individual or if that person has been unwilling or unable to make final arrangements for the disposition of the decedent within thirty days after the initial contact by the crematory, cemetery or funeral establishment. If a person in a prior category makes an initial contract with the crematory, cemetery or funeral establishment or becomes able before the final disposition of the decedent, that person resumes that person's right to serve as the authorizing agent.

(Added to NRS by [1993, 2603](#))

NRS 451.665 Maintenance of records; identification of remains.

1. The operator of a crematory, [the funeral establishment](#), and [the direct cremation facility](#) shall keep a record of:

- (a) Each authorization received;
- (b) The name of each person whose human remains are received;
- (c) The date and time of receipt, and a description of the container in which received;
- (d) The date of cremation; and
- (e) The final disposition of the cremated remains.

2. The operator of a crematory shall not accept unidentified human remains. If the remains are received in a container, the operator shall place appropriate identification upon the exterior of the container.

3. If a permit for transportation of human remains to the crematory is required by the local health authority, the operator shall file the permit in his or her records.

(Added to NRS by [1993, 2603](#))

NRS 642.XXX Continuing education requirements for renewal of licensure as embalmer or funeral director.

1. A licensed funeral director or embalmer must annually complete 10 hours of continuing education in a field relevant to the funeral industry prior to renewal of licensure and maintain proof of completion of those hours for a period of five years.
2. Any individual licensed as a funeral director and an embalmer may utilize completed continuing education hours for both licenses.
3. The Board may request proof of completion of the required continuing education hours prior to renewing a license as a funeral director or embalmer.

NRS 642.XXX Submission of fingerprints. Any applicant for any license, permit, or certificate issued by the Board must submit a complete set of fingerprints which may be forwarded to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.

NRS 642.XXX License required to engage in or hold out as engaging in business of death care consultant; place of business.

1. A person shall not engage in or hold himself or herself out as engaging in or conducting, the business of a death care consultant unless the person is licensed as a death care consultant by the Board.
2. The business of a death care consultant must be conducted and engaged in at a funeral establishment or direct cremation facility.

NRS 642.XXX Requirements for license as a death care consultant

1. An application for a death care consultant license must be in writing and verified on a form provided by the Board.
2. Each applicant must be over 18 years of age and of good moral character.
3. Each applicant must pass an examination given by the Board upon the following subjects:
 - (a) The law governing the preparation, burial and disposal of dead human bodies, and the shipment of bodies of persons dying from infectious or contagious diseases.
 - (b) Local health and sanitary ordinances and regulations relating to funeral practices
 - (c) Federal regulations governing funeral practices
 - (d) The laws and regulations of this State relating to funeral practices
4. Each application must be accompanied by the application fee prescribed in NRS 642.0696

NRS 642.XXX Internship requirement for funeral director licensure

1. An applicant for a funeral director's license submitted after January 1, 2016, must have completed one year as a certified funeral director intern in the State of Nevada.
2. If the applicant for a funeral director's license has held a license as a funeral director in another state for at least one year, the internship requirement is waived.

NRS 642.XXX "Direct cremation facility" defined. "Direct cremation facility" means a place of business conducted at a specific street address or location devoted to direct cremation.

NRS 642.XXX "Death care consultant" defined. "Death care consultant" means any person who meets with families to plan at need funeral arrangements.

NRS 642.XXX Permit required to operate direct cremation facility.

1. The owner of a direct cremation facility shall not operate or allow another person to operate the facility unless the owner has been issued a permit by the Board to operate the facility.
2. If a person owns more than one direct cremation facility, the person must submit an application and obtain a permit for each facility he or she owns.

NRS 642.XXX Application for permit to operate direct cremation facility; qualifications of applicant; fee.

1. An application for a permit to operate a direct cremation facility must be in writing and be verified on a form provided by the Board.
2. Each applicant must furnish proof satisfactory to the Board that:
 - (a) The applicant is of good moral character;
 - (b) The applicant is at least 18 years old; and
3. Each application must be accompanied by the application fee prescribed in [NRS 642.0696](#).
4. The Board may conduct an inspection of the facility prior to issuance of a permit.

NRS 642.016 “Funeral establishment” defined. “Funeral establishment” means 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 *which is maintained in a sanitary and professional manner*, consisting of a preparation room equipped with a sanitary floor, necessary drainage and ventilation, *containing 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. *Nothing prohibits embalming from occurring at a central location.*

(Added to NRS by [1993, 2610](#))

NRS 642.019 Compliance with certain federal regulations. Each holder of a license, permit or certificate issued by the Board pursuant to this chapter or [chapter 451](#) or [452](#) of NRS shall comply with the provisions of Part 453 of Title 16 of the Code of Federal Regulations *and all Occupational Safety and Health Administration Laws and Regulations.*

(Added to NRS by [1993, 2611](#); A [1997, 2578](#); [2003, 1267](#))

NRS 642.0195 Payment of child support: Submission of certain information by applicant; grounds for denial of license or certificate; duty of Board. [Effective until the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]

1. In addition to any other requirements set forth in this chapter:

(a) An applicant for the issuance of a license, *permit or certificate issued by the Board to practice the profession of embalming, a funeral director’s license, a license to conduct direct cremations or immediate burials or a certificate of registration as an apprentice embalmer* shall include the social security number of the applicant in the application submitted to the Board.

(b) An applicant for the issuance or renewal of a license, *permit, or certificate issued by the Board to practice the profession of embalming, a funeral director’s license, a license to conduct direct cremations or immediate burials or a certificate of registration as an apprentice embalmer* shall submit to the Board the statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services pursuant to [NRS 425.520](#). The statement must be completed and signed by the applicant.

2. The Board shall include the statement required pursuant to subsection 1 in:

(a) The application or any other forms that must be submitted for the issuance or renewal of the license, *permit* or certificate of registration; or

(b) A separate form prescribed by the Board.

3. A license, *permit* or certificate of registration described in subsection 1 may not be issued or renewed by the Board if the applicant:

(a) Fails to submit the statement required pursuant to subsection 1; or

(b) Indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or 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.

4. If an applicant indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or 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, the Board shall advise the applicant to contact the district attorney or other public agency enforcing the order to determine the actions that the applicant may take to satisfy the arrearage.

(Added to NRS by [1997, 2157](#); A [2005, 2767, 2807](#))

NRS 642.0195 Payment of child support: Submission of certain information by applicant; grounds for denial of license or certificate; duty of Board. [Effective on the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings and expires by limitation 2 years after that date.]

1. In addition to any other requirements set forth in this chapter, an applicant for the issuance or renewal of a license, *permit or certificate issued by the Board to practice the profession of embalming, a funeral director’s license, a license to conduct direct cremations or immediate burials or a certificate of registration as an apprentice embalmer* shall submit to the Board the statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services pursuant to [NRS 425.520](#). The statement must be completed and signed by the applicant.

2. The Board shall include the statement required pursuant to subsection 1 in:

(a) The application or any other forms that must be submitted for the issuance or renewal of the license, *permit* or certificate of registration; or

(b) A separate form prescribed by the Board.

3. A license, *permit* or certificate of registration described in subsection 1 may not be issued or renewed by the Board if the applicant:

(a) Fails to submit the statement required pursuant to subsection 1; or

(b) Indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or 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.

4. If an applicant indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or 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, the Board shall advise the applicant to contact the district attorney or other public agency enforcing the order to determine the actions that the applicant may take to satisfy the arrearage.

(Added to NRS by [1997, 2157](#); A [2005, 2767, 2768, 2807](#), effective on the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings)

NRS 642.040 Officers; duties of Secretary; Treasurer to furnish bond.

1. The members of the Board shall have the power to select from their number *a Chair, President*, a Secretary and a Treasurer.

2. The Secretary shall keep:

(a) A record of all the meetings of the Board.

(b) A register of the names, residence addresses and business addresses of all *individuals embalmers* duly licensed under the provisions of this chapter, and the numbers and dates of licenses. The register shall be open to public examination at all reasonable times. ~~A copy of the register shall be furnished to all those registered and to the various railroad, transportation and express companies doing business in the State of Nevada.~~

~~3.—The Treasurer shall give a bond, to be approved by the Board, in the sum of \$500 for the honest and faithful discharge of his or her duties.~~

[Part 2:28:1909; RL § 4446; NCL § 2666] + [Part 3:28:1909; A 1917, 66; 1919 RL § 4447; NCL § 2667] + [Part 8:28:1909; RL § 4452; NCL § 2672]

NRS 642.066 Publication of guide for persons who purchase services provided by cemeteries, crematories and funeral establishments.

1. The Board may publish a guide for persons who purchase services provided by cemeteries, crematories and funeral establishments. The guide ~~must~~ *may* contain:

(a) A list of the name and address of each cemetery, crematory and funeral establishment located in the State.

(b) A list of the services and the price for each service provided by each cemetery, crematory and funeral establishment in this State.

(c) The procedure for filing a complaint with the Board concerning services provided by a cemetery, crematory or funeral establishment.

(d) Any other information which the Board deems appropriate and useful to the public.

2. If the Board publishes a guide, it shall:

(a) Maintain the guide by republishing it with revised information *as deemed necessary by the Board at least once each year*.

(b) Distribute the guide and the information contained in the guide in any manner it deems appropriate.

(Added to NRS by [1993, 2610](#))

NRS 642.0677 Investigation of alleged violation; report to and action by Attorney General.

1. A member of the Board's staff who is designated by the Board may investigate an alleged violation of any provision of this chapter or [chapter 451](#) or [452](#) of NRS, any regulation adopted pursuant thereto or any order of the Board.

2. The designated member of the Board's staff shall report his or her findings to the Attorney General, who shall *recommend*:

(a) Dismissing the investigation;

(b) Proceeding in accordance with the provisions of this chapter or [chapter 451](#) or [452](#) of NRS, as appropriate, and [chapter 233B](#) of NRS; or

(c) ~~Investigate~~ *Investigating* the matter further before acting pursuant to paragraph (a) or (b).

(Added to NRS by [1993, 2610](#); A [2003, 1268](#))

NRS 642.070 Deposit and use of fees. All fees collected under the provisions of this chapter and [chapters 451](#) and [452](#) of NRS must be paid to the ~~Treasurer of the~~ Board to be used to defray the necessary expenses of the Board. The ~~Treasurer~~ Board shall deposit the fees in banks, credit unions or savings and loan associations in the State of Nevada.

[Part 8:28:1909; RL § 4452; NCL § 2672]—(NRS A 1959, 849; 1963, 158; 1965, 62; [1999, 1537](#); [2003, 1268](#))

NRS 642.090 Examination of applicant; requirements to take examination; subject matters covered; requirements for issuance of license.

1. Every person who wishes to practice the profession of embalming ~~must appear before the Board and~~ must be examined in the knowledge of the subjects set forth in subsection 5.

2. If a person is a registered apprentice, the person must fulfill the requirements of [NRS 642.310](#) and [642.330](#) before the person may take the examination.

3. If a person is not a registered apprentice, the person must pay the examination fee prescribed in [NRS 642.0696](#) before the person may take the examination.

4. Examinations must be in writing, and the Board may require actual demonstration on a cadaver. An applicant who has passed the national examination given by the International Conference of Funeral Service Examining Boards is not required to take any portion of the examination set forth in subsection 5 that repeats or duplicates a portion of the national examination. All examination ~~papers~~ *scores* must be kept on record by the Board.

5. The members of the Board shall examine applicants for licenses in the following subjects:

(a) Anatomy, sanitary science and signs of death.

(b) Care, disinfection, preservation, transportation of and burial or other final disposition of dead bodies.

(c) The manner in which death may be determined.

(d) The prevention of the spread of infectious and contagious diseases.

(e) Chemistry, including toxicology.

(f) Restorative art, including plastic surgery and derma surgery.

(g) The laws and regulations of this State relating to funeral directing and embalming.

(h) Regulations of the State Board of Health relating to infectious diseases and quarantine.

(i) Any other subject which the Board may determine by regulation to be necessary or proper to prove the efficiency and qualification of the applicant.

6. If an applicant fulfills the requirements set forth in this chapter to be licensed to practice the profession of embalming, has passed the examination required by this chapter and has paid all fees related to the application and the examination, the Board shall issue to the applicant a license to practice the profession of embalming for 1 year.

[4:28:1909; A 1931, 31; 1931 NCL § 2668] + [Part 5:28:1909; A 1931, 31; 1949, 142; 1943 NCL § 2669]—(NRS A 1959, 849; 1975, 707; [1995, 268](#); [1997, 2158, 2578](#); [1999, 520](#); [2001, 413](#); [2003, 1269](#); [2005, 2807](#))

NRS 642.110 License: Signatures; not transferable; display.

1. All licenses shall be signed by the ~~President~~ Chair and the Secretary of the Board and attested by the seal of the Board.

2. Each license shall specify the name of the person to whom issued. Every license shall be nonassignable and nontransferable, and shall be displayed by each licensee in a conspicuous place in the office or place of business of the licensee.

[Part 6:28:1909; RL § 4450; NCL § 2670]

~~**NRS 642.140 Duties of Secretary when license revoked.** Upon the revocation of a license to practice the profession of embalming, the Secretary of the Board shall strike the name of the licensee from the register of licensed embalmers and notify all railroad, transportation and express companies doing business in the State of Nevada, and all licensed embalmers in this State, of that action.~~

~~—[Part 3:28:1909; A 1917, 66; 1919 RL § 4447; NCL § 2667]—(NRS A 1997, 2579; 2005, 797)~~

NRS 642.210 Filing of application; date when apprenticeship commences; credit for time spent.

1. An applicant for a certificate of registration as a registered apprentice shall immediately notify the ~~Secretary of the~~ Board of such fact in order to receive credit for time spent.

2. Credit on the required apprenticeship commences on the date the application for the certificate of registration is filed with the Secretary of the Board, and no applications may be accepted antedated.

(Added to NRS by 1959, 842; A [2003, 1272](#))

NRS 642.230 Registration with Secretary; notice of change of instructor. Apprentices shall be registered with the ~~Secretary of the~~ Board at the time of beginning of apprenticeship, and notice of termination of the same during interim, in case an apprentice changes tutor, shall be forwarded to ~~the Secretary of~~ the Board, giving the date of termination with the first instructor and the date

of beginning with the second instructor, and each subsequent instructor in like manner as provided in this chapter for the first instructor.

(Added to NRS by 1959, 843)

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

(Added to NRS by 1959, 843; A [2003, 1272](#))

NRS 642.290 Leaves of absence.

1. A registered apprentice may apply for a leave of absence and for the extension of any leave of absence by:
 - (a) Filing an application with the ~~Secretary of the~~ Board; and
 - (b) Paying any fees related to the application.
2. The application may be granted by the Board, if the facts of the case disclose sufficient reason for granting the request.

NRS 642.310 Requirements for apprentice to become licensed embalmer: Application for examination. Before a registered apprentice may take the examination for a license to practice the profession of embalming pursuant to [NRS 642.090](#), the registered apprentice must file an application with the ~~Secretary of the~~ Board and pay the examination fee prescribed in [NRS 642.0696](#), not later than 30 days before the date of such examination.

NRS 642.340 License required to engage in or hold out as engaging in business of funeral director; place of business.

1. A person shall not engage in or conduct, or hold himself or herself out as engaging in or conducting, the business of a funeral director unless the person is licensed as a funeral director by the Board.
2. The business of a funeral director must be conducted and engaged in at a funeral establishment *or direct cremation facility*.

(Added to NRS by 1959, 843; A [1993, 2613](#); [1995, 269](#))

NRS 642.345 Approval by Board required for funeral director to manage funeral establishment *or direct cremation facility*; responsibilities of funeral director who manages funeral establishment.

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](#))

~~**NRS 642.355—Direct cremations and immediate burials: Application for license; authorized services.**~~

- ~~1.—A person may apply for a license to conduct direct cremations or immediate burials.~~
- ~~2.—The services which a person holding such a license may provide are limited to the direct cremation, immediate burial, disposition and transportation of dead human bodies.~~

~~(Added to NRS by [1993, 2610](#))~~

NRS 642.360 Requirements for license as funeral director ~~or to conduct direct cremations or immediate burials~~; Form of application; qualifications of applicants; examination of certain applicants; payment of fees.

1. An application for a funeral director's license ~~or a license to conduct direct cremations or immediate burials~~ must be in writing and verified on a form provided by the Board.
2. Each applicant must be over 18 years of age and of good moral character.
3. Except as otherwise provided in subsection 4, each applicant for a funeral director's license must pass an examination given by the Board upon the following subjects:
 - (a) The signs of death.
 - (b) The manner by which death may be determined.
 - (c) The laws governing the preparation, burial and disposal of dead human bodies, and the shipment of bodies of persons dying from infectious or contagious diseases.

(d) Local health and sanitary ordinances and regulations relating to funeral directing and embalming.

(e) Federal regulations governing funeral practices.

(f) The laws and regulations of this State relating to funeral directing and embalming.

4. An applicant who has passed the national examination given by the International Conference of Funeral Service Examining Boards is not required to take any portion of the examination set forth in subsection 3 that repeats or duplicates a portion of the national examination.

5. An application for:

(a) A funeral director's license must be accompanied by the application fee and the examination fee prescribed in [NRS 642.0696](#).

~~(b) A license to conduct direct cremations or immediate burials must be accompanied by the application fee prescribed in [NRS 642.0696](#).~~

(Added to NRS by 1959, 844; A 1975, 709; [1993, 2613](#); [1995, 269](#); [2001, 414](#); [2003, 1274](#))

NRS 642.370 Moral character of applicant for license. Each applicant for a *license, permit or certificate* ~~funeral director's license or a license to conduct direct cremations or immediate burials~~ must furnish proof satisfactory to the Board that the applicant is of good moral character.

(Added to NRS by 1959, 844; A [1995, 269](#))

NRS 642.390 Investigation by Board. Upon receipt of an application for a permit, *license, or certificate* ~~to operate a funeral establishment, a funeral director's license or a license to conduct direct cremations or immediate burials~~, the Board shall cause an investigation to be made as to the character of the applicant, and may require such showing as will reasonably prove the applicant's good moral character.

(Added to NRS by 1959, 844; A [1993, 2614](#); [1995, 269](#); [1997, 510](#); [2003, 1275](#))

NRS 642.400 Subpoenas; hearings; requirements for issuance of license.

1. The Board may subpoena witnesses.

2. After a proper hearing, the Board shall issue to an applicant *a permit, certificate or license* ~~funeral director's license or a license to conduct direct cremations or immediate burials~~ if it finds that the applicant:

(a) Is of good moral character;

(b) Fulfills the requirements set forth in this chapter for the license, *permit or certificate*; and

(c) Has paid all fees related to the application.

(Added to NRS by 1959, 845; A 1981, 102; [1995, 270](#); [2003, 1275](#))

NRS 642.420 Renewal of license: Fee. Each licensed funeral director and each person who is licensed *as a death care consultant* ~~to conduct direct cremations or immediate burials~~ shall pay the annual fee prescribed in [NRS 642.0696](#) for the renewal of the license.

(Added to NRS by 1959, 845; A 1975, 710; [1995, 270](#); [2003, 1275](#))

NRS 642.430 Renewal of license: Procedure.

1. The Board shall mail, on or before January 1 of each year, to each licensed funeral director and each person licensed *as a death care consultant* ~~to conduct direct cremations or immediate burials~~, addressed to such licensee at his or her last known address, a notice that the renewal fee is due and that if the renewal fee is not paid by February 1, a fee for the late renewal of the license will be added to the renewal fee, and in no case will the fee for late renewal be waived.

2. Upon receipt of the renewal fee, all information required to complete the renewal and any fee for late renewal imposed pursuant to subsection 1, the Board shall issue a renewal certificate to the licensee.

(Added to NRS by 1959, 845; A 1975, 710; [1993, 2614](#); [1995, 270](#); [1997, 2159](#); [2003, 1275](#); [2005, 2769](#), [2807](#))

NRS 642.435 Renewal of permit: Fee; unannounced inspection; notice; penalty for late renewal fee; issuance of renewal certificate.

1. Each person who is issued a permit to operate a funeral establishment *or direct cremation facility* must pay the annual fee prescribed in [NRS 642.0696](#) for the renewal of the permit.

2. The Board shall, before renewing a permit to operate a funeral establishment *or direct cremation facility*, make an unannounced inspection of the establishment *or facility* for which the permit was issued to ensure compliance, *if applicable* with:

(a) The laws governing the preparation, burial and disposal of dead human bodies, and the shipment of bodies of persons who have died from infectious or contagious diseases;

(b) Local health and sanitary ordinances and regulations relating to funeral directing and embalming; and

(c) Federal regulations governing funeral practices.

Ê Each person who is issued a permit to operate a funeral establishment *or direct cremation facility* shall be deemed to have consented to such an inspection as a condition for the issuance of the permit.

3. The Board shall, on or before January 1 of each year, mail to each holder of a permit to operate a funeral establishment *or direct cremation facility* a notice that the renewal fee for the permit is due and that if the renewal fee is not paid by February 1, a penalty will be added to the renewal fee, and in no case will the penalty be waived.

4. Upon receipt of the renewal fee and any penalties imposed by the Board pursuant to subsection 3, the Board shall issue a renewal certificate to the holder of the permit.

(Added to NRS by [1995, 267](#); A [2003, 1275](#))

NRS 642.455 Placement of license on inactive status; reactivation.

1. Upon written request to the Board and payment of the fee prescribed in [NRS 642.0696](#), a person who holds a funeral director's license *or death care consultant license* ~~or a license to conduct direct cremations or immediate burials~~ and who is a licensee in good standing may have the license placed on inactive status. A licensee whose license has been placed on inactive status shall not engage in the business of funeral directing *or death care consulting* ~~or conducting direct cremations or immediate burials~~ during the period in which the license is inactive.

2. If a licensee wishes to resume the business of funeral directing *or death care consulting* ~~or conducting direct cremations or immediate burials~~, the Board shall reactivate the license upon the:

- (a) Demonstration, if deemed necessary by the Board, that the licensee is qualified and competent to practice;
- (b) Completion of an application; and
- (c) Payment of the fee for the renewal of the license and any other fees related to the reactivation of the license.

3. A licensee is not required to pay the fee for the renewal of his or her license or any fees or penalties related to the renewal of the license for any year during the period in which the license was inactive.

(Added to NRS by [1997, 2577](#); A [2003, 1276](#))

NRS 642.460 Contents and display of license. Each funeral director's license *and death care consultant license* ~~and license to conduct direct cremations or immediate burials~~ must specify the name of the licensee and be displayed conspicuously in the place of business or employment of the licensee.

(Added to NRS by 1959, 845; A [1995, 271](#))

NRS 642.465 Contents and display of permit; operation of funeral establishment *or direct cremation facility* by owner ~~person~~ named on permit.

1. Each permit to operate a funeral establishment *or direct cremation facility* must *be issued in the name under which the establishment or facility will conduct business, shall* specify the name of the owner of the establishment *or facility* and be displayed conspicuously in the funeral establishment for which it was issued.

2. A funeral establishment *or direct cremation* facility must not be operated or advertised as being operated *under any name other than the one name in which the establishment or direct cremation facility conducts business as it* ~~by any person other than the owner of the funeral establishment as his or her name~~ appears on the permit ~~to operate said funeral establishment.~~

3. *Each funeral establishment and direct cremation facility must have a licensed funeral director approved to manage the location in accordance with NRS 642.345 and the name of the approved managing funeral director shall be specified on the permit issued to the establishment or direct cremation facility.*

4. *Any advertising, including signage for a direct cremation facility shall specify that the location is limited to direct cremation services.*

(Added to NRS by [1995, 266](#))

NRS 642.470 Grounds for disciplinary action. The following acts are grounds for which the Board may take disciplinary action against a person who holds a funeral director's license, *a death care consultant license*, a permit to operate a funeral establishment, *a permit to operate a direct cremation facility, a certificate of authority to operate a cemetery, a license to operate a crematory*, ~~or a license to conduct direct cremations or immediate burials~~ or may refuse to issue such a license or permit to an applicant therefor:

1. Conviction of a crime involving moral turpitude.
2. Unprofessional conduct.
3. False or misleading advertising.
4. Conviction of a felony relating to the practice of funeral directors *or death care consultants*.
5. Conviction of a misdemeanor that is related directly to the business of a funeral establishment, *direct cremation facility, cemetery, or crematory.*

(Added to NRS by 1959, 846; A [1993, 2614](#); [1995, 271](#); [1997, 2580](#); [2003, 2717](#))

NRS 642.473 Authorized disciplinary action; private reprimands prohibited; orders imposing discipline deemed public records.

1. If the Board determines that a person who holds a funeral director's license, *a death care consultant license*, a permit to operate a funeral establishment, *a permit to operate a direct cremation facility, a certificate of authority to operate a cemetery, or a license to operate a crematory*, ~~or a license to conduct direct cremations or immediate burials~~ has committed any of the acts set forth in [NRS 642.470](#), the Board may:

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

2. The Board shall not administer a private reprimand.

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

(Added to NRS by [1997, 2577](#); A [2003, 1276, 3461](#); [2005, 797](#))

NRS 642.480 "Unprofessional conduct" defined. For the purposes of [NRS 642.470](#), unprofessional conduct includes:

1. Misrepresentation or fraud in the operation of a funeral establishment, *direct cremation facility, crematory, cemetery* or the practice of a funeral director *or death care consultant* ~~or person licensed to conduct direct cremations or immediate burials~~.

2. Solicitation of dead human bodies by the licensee or his or her agents, assistants or employees, whether the solicitation occurs after death or while death is impending, but this does not prohibit general advertising.

3. Employment by a holder of a permit to operate a funeral establishment or licensee of persons commonly known as "cappers," "steerers" or "solicitors," or of other persons to obtain funeral directing or embalming business.

4. Employment, directly or indirectly, of any apprentice, agent, assistant, embalmer, employee or other person, on part- or full-time or on commission, to call upon natural persons or institutions by whose influence dead human bodies may be turned over to a particular funeral director or embalmer.

5. The buying of business by a holder of a permit to operate a funeral establishment or a licensee or his or her agents, assistants or employees, or the direct or indirect payment or offer of payment of a commission by the holder of a permit or a licensee or his or her agents, assistants or employees, to secure business.

6. Gross immorality.

7. Aiding or abetting an unlicensed person to practice funeral directing or embalming.

8. Using profane, indecent or obscene language in the presence of a dead human body, or within the immediate hearing of the family or relatives of a deceased whose body has not yet been interred or otherwise disposed of.

9. Solicitation or acceptance by a holder of a permit to operate a funeral establishment or licensee of any commission, bonus or rebate in consideration of recommending or causing a dead human body to be disposed of in any crematory, mausoleum or cemetery.

10. Except as otherwise provided in this subsection, using any casket or part of a casket which has previously been used as a receptacle for, or in connection with, the burial or other disposition of a dead human body. The provisions of this subsection do not prohibit the rental of the outer shell of a casket into which a removable insert containing a dead human body is placed for the purpose of viewing the body or for funeral services, or both, and which is later removed from the outer shell for cremation.

11. Violation of any provision of this chapter, any regulation adopted pursuant thereto or any order of the Board.

12. Violation of any state law or municipal or county ordinance or regulation affecting the handling, custody, care or transportation of dead human bodies, including, without limitation, [NRS Chapter 451-400](#) and [NRS Chapter 440](#).

13. Fraud or misrepresentation in obtaining a permit or license.

14. Refusing to surrender promptly the custody of a dead human body, upon the express order of the person lawfully entitled to the custody thereof.

15. Taking undue advantage of the patrons of a funeral establishment or being guilty of fraud or misrepresentation in the sale of merchandise to those patrons.

16. The theft or misappropriation of money in a trust fund established and maintained pursuant to [chapter 689](#) of NRS.

17. Habitual drunkenness or the unlawful use of a controlled substance.

18. *Unethical practices contrary to the interest of the public as determined by the Board.*

(Added to NRS by 1959, 846; A [1993, 2615](#); [1995, 271](#); [2003, 1277](#); [2007, 402](#))

NRS 642.490 "False or misleading advertising" defined. For the purposes of [NRS 642.470](#), false or misleading advertising includes:

1. Advertising the price of caskets exclusively, without stating the prices of other merchandise and services.

2. Offering service at cost plus a percentage, when the determination of the cost lies within the control of the owner of the funeral establishment, *direct cremation facility* or the funeral director or embalmer and is not published.

3. Advertising or selling certificates of stock participation or any form of agreement which creates the impression with the purchaser, when such is not a fact, that the purchaser becomes a part owner in the advertiser's establishment and is therefore entitled to special price privileges for funeral services.

4. Advertising prices below the reasonable economic cost of merchandise, service and overhead.

5. Advertising which impugns the honesty, trustworthiness or business or professional standards of competitors or which states that the prices charged by competitors are considerably higher than those charged by the advertiser, when such is not the fact.

6. Advertising which represents the advertiser to be the special defender of the public interest or which makes it appear that the advertiser is subjected to the combined attack of competitors. Such expressions as "independent," "not in trust," "not controlled by the combine" and other expressions having the same or similar import shall be deemed to be misleading unless it is shown by the advertiser that there is a "trust" or a "combine," and that other funeral establishments or funeral directors constitute a monopoly for the purpose of maintaining prices or for any other purpose. The burden of proving the existence of a "trust," "combine" or "monopoly" is upon the advertiser asserting the existence of that "trust," "combine" or "monopoly."

7. *Advertising by a direct cremation facility which does not specifically indicate the limitations of the services provided.*

8. *Advertising under any other name than name on the permit to conduct business.*

(Added to NRS by 1959, 847; [1995, 272](#))

NRS 642.500 Petition for revocation or suspension of license, *certificate* or permit.

1. A petition for the revocation or suspension of a permit, *certificate, or license* issued by the Board ~~to operate a funeral establishment funeral director's license or license to conduct direct cremations or immediate burials~~ may be filed by the Attorney General or by the district attorney of the county in which the funeral establishment exists or the licensee resides or has practiced, or by any person residing in this State.

2. The petition must be filed with the Board and state the charges against the licensee with reasonable definiteness.

(Added to NRS by 1959, 847; A [1995, 273](#); [2005, 797](#))

NRS 642.510 Order of revocation or suspension of license or permit.

1. Each order of revocation or suspension of a permit to operate a funeral establishment or *direct cremation facility* must be entered of record and the name of the holder of the permit stricken from the roster of permits and the funeral establishment *or direct cremation facility* may not be operated after revocation of the permit or during the period it is suspended.

2. Each order of revocation or suspension of a funeral director's license or *death care consultant license or license to conduct direct cremations or immediate burials* must be entered of record and the name of the licensee stricken from the roster of licenses and the licensee may not engage in the practice of funeral directing *or death care consulting or conducting direct cremations or immediate burials* after revocation of the license or during the period it is suspended.

(Added to NRS by 1959, 847; A [1995, 273](#))

NRS 642.521 Suspension of license, *permit* or certificate of registration for failure to pay child support or comply with certain subpoenas or warrants; reinstatement of license or certificate of registration. [Effective until 2 years after the date of the repeal of 42 U.S.C. § 666, the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]

1. If the Board receives a copy of a court order issued pursuant to [NRS 425.540](#) that provides for the suspension of all professional, occupational and recreational licenses, certificates and permits issued to a person who is the holder of a license, *permit or certificate issued by the Board, to practice the profession of embalming, a funeral director's license, a license to conduct direct cremations or immediate burials or a certificate of registration as an apprentice embalmer*, the Board shall deem the license, *permit* or certificate of registration issued to that person to be suspended at the end of the 30th day after the date on which the court order was issued unless the Board receives a letter issued to the holder of the license or certificate of registration by the district attorney or other public agency pursuant to [NRS 425.550](#) stating that the holder of the license, *permit* or certificate of registration has complied with the subpoena or warrant or has satisfied the arrearage pursuant to [NRS 425.560](#).

2. The Board shall reinstate a license, *permit, or certificate to practice the profession of embalming, a funeral director's license, a license to conduct direct cremations or immediate burials or a certificate of registration as an apprentice embalmer* that has been suspended by a district court pursuant to [NRS 425.540](#) if the Board receives a letter issued by the district attorney or other public agency pursuant to [NRS 425.550](#) to the person whose license or certificate of registration was suspended stating that the person whose license or certificate of registration was suspended has complied with the subpoena or warrant or has satisfied the arrearage pursuant to [NRS 425.560](#).

(Added to NRS by [1997, 2157](#); A [2005, 2807](#))

NRS 642.557 Orders requiring person to desist or refrain from engaging in certain conduct. Notwithstanding the provisions of [chapter 622A](#) of NRS:

1. If the Board has reasonable cause to believe that any person is violating or is threatening to or intends to violate any provision of this chapter or [chapter 451, 452 or 440](#) of NRS, any regulation adopted by the Board pursuant thereto or any order of the Board, the Board may enter an order requiring the person to desist or refrain from engaging in the violation.

2. The provisions of [NRS 241.034](#) do not apply to any action that is taken by the Board pursuant to this section.

(Added to NRS by [2003, 1266](#); A [2005, 799](#))

NRS 642.590 Penalty for taking care of disposition of dead human bodies ~~or performing direct cremations or immediate burials~~ without license; penalty for operating funeral establishment *or direct cremation facility* without permit; penalty for giving or receiving commission to secure business.

1. Any funeral director who attempts to take care of the disposition of dead human bodies *or any person who acts as a death care consultant* ~~performs or attempts to perform direct cremations or immediate burials~~ without having complied with the provisions of this chapter, and without being licensed pursuant to this chapter, or who continues in the business of a funeral director or *continues to act as a death care consultant* ~~to conduct direct cremations or immediate burials~~ after his or her license has been revoked shall be fined not more than \$500. Each day that he or she is engaged in the business of a funeral director *or death care consultant* ~~or conducts direct cremations or immediate burials~~ is a separate offense.

2. Any owner of a funeral establishment *or direct cremation facility* who operates or allows another person to operate the establishment *or facility* without having complied with the provisions of this chapter, or who continues to operate or allow another person to operate the establishment *or facility* after his or her permit to operate the establishment *or facility* has been revoked shall be fined not more than \$500. Each day that he or she operates or allows another person to operate the establishment *or facility* is a separate offense.

3. Any owner of a funeral establishment *or direct cremation facility* or a funeral director or any person acting for him or her who pays or causes to be paid, directly or indirectly, any money or other thing of value as a commission or gratuity for the securing of business as an owner of a funeral establishment *or direct cremation facility* or a funeral director and every person who accepts or offers to accept any money or thing of value as a commission or gratuity from an owner of a funeral establishment or a funeral director to secure business for that person is guilty of a misdemeanor.

(Added to NRS by 1959, 848; A 1967, 643; 1975, 710; [1995, 274](#))



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

PMB 186, 4894 Lone Mountain Road, Las Vegas, Nevada, 89130
Phone (775) 825-5535 * Email nvfuneralboard@outlook.com

AGENDA ITEM 13: \$75 Inspection Fee

There have been multiple requests for the Board to eliminate this fee. The previous Board implemented charging the \$75 inspection fee prior to the enactment of the regulatory fee. The \$75 fee was authorized under NRS 642.0696 under the "provision of an administrative service."



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 14: Overview of Inspection Process and Checklists

Attachments:

Establishment Inspection Checklist

Crematory Inspection Checklist

Sample Violation Letter

Embalming											
Are any individuals performing embalming duly licensed? (NRS 642.080, 642.090, NRS 642.580)		Yes	No								
Are apprentice embalmers performing under preceptor? (NRS 642.260)		Yes	No								
Apprentice embalmer logs completed and sent to Board? (NRS 642.240)		Yes	No								
Advertising											
Does establishment advertise?		Yes	No								
Types of advertising:											
For any viewed advertising, does there appear to be any misrepresentations? (NRS 642.490)		Yes	No								
Refrigeration											
On-site refrigeration?		Yes	No								
If not, location where bodies are refrigerated:											
Are any bodies housed in refrigeration properly identified?		Yes	No								
Does the refrigeration appear to be in good operating condition?		Yes	No								
Does it appear sanitary?		Yes	No								
Properly working thermometer?		Yes	No								
Preparation Room											
Does the establishment have a preparation room? (NRS 642.016)		Yes	No								
Is there proper signage and locking doors to prevent unauthorized persons from entering preparation room? (NRS 642.560)		Yes	No								
Is the floor sanitary? (NRS 642.016)		Yes	No								
Is there necessary drainage? (NRS 642.016)		Yes	No								
Is there proper ventilation in working order? (NRS 642.016)		Yes	No								
Are fumes and odors prevented from entering other parts of the building? (NRS 642.016)		Yes	No								
Are windows and exterior doors obstructed from outside view?		Yes	No								
Is the preparation room equipped with instruments and supplies necessary for the preparation and embalming of human bodies? (NRS 642.016)		Yes	No								
Injection Tubes	Y	N	Disinfectant	Y	N	Drain Tubes	Y	N	Suture Thread	Y	N
Aneurysm Needle	Y	N	Large Trocar	Y	N	Small Trocar	Y	N	Suture Needles	Y	N
Scalpel	Y	N	Scissors	Y	N	Hemostats	Y	N	Forceps	Y	N
Hypodermic syringe	Y	N	Aspirator	Y	N	Hypodermic Needles	Y	N	Cosmetics	Y	N
Embalming Machine	Y	N	Hardening Compound	Y	N	Headrest	Y	N	Powder Brush	Y	N
Restorative Wax	Y	N	Shaving Material	Y	N	Sheets/Body Bags	Y	N	Application Brush	Y	N
Covered Waste Can	Y	N	First Aid Kit	Y	N	Eye Wash Station	Y	N	Soap	Y	N
Human Remains											
List all areas of the establishment where human remains are being held:											
Are remains that have not been embalmed being held longer than 24 hours without refrigeration? (NRS 451.675)										Yes	No
Are all remains properly identified?										Yes	No
Are any bodies present which have been stored an unreasonable amount of time? (NRS 451.020) If yes, please make notes below for any reasons given by staff.										Yes	No
Notes:											
Casket Inventory											
Does the establishment have a display room containing an inventory of funeral caskets? (NRS 642.016, NAC 642.030)										Yes	No
Do the prices of displayed caskets conform to the casket price list? 16 CFR 453.2(a)(b)										Yes	No

General Price List (GPL)			
Does establishment have a supply of the GPL readily available? NRS 642.019, 16 CFR 453.3(b)(4)(i)(A)	Yes	No	
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	Yes	No	
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	No	
Does the GPL contain the caption "General Price List"? NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(2)	Yes	No	
Does the GPL list the effective date? NRS 642.019, 16 CFR 453.2 (b)(4)(i)(C)(3)	Yes	No	
Does the GPL include the retail prices for all items listed below? NRS 642.019, 16 CFR 453.2 (b)(4)(ii)	Yes	No	

Forwarding remains to another funeral home	Y	N	Transfer of remains to the funeral home	Y	N
Receiving remains from another funeral home	Y	N	Embalming	Y	N
Price range for direct cremations	Y	N	Other preparation of the body	Y	N
Separate price for direct cremations; purchaser provides container	Y	N	Use of facilities and staff for viewing	Y	N
Separate prices for each direct cremation offered including an alternative container	Y	N	Use of facilities and staff for memorial service	Y	N
Price range for immediate burials	Y	N	Use of equipment and staff for graveside service	Y	N
Separate price for immediate burial where purchaser provides the casket	Y	N	Hearse	Y	N
Separate price for each immediate burial offered including a casket or alternative container	Y	N	Limousine	Y	N
Price range for caskets or individual prices for caskets	Y	N	Price range for outer burial containers or the prices of individual outer burial containers	Y	N
Funeral director and staff services fees	Y	N		Y	N

General Price List Disclosures			
Is the following disclosure included in immediate conjunction with the price shown for embalming? NRS 642.019, 16 CFR 453.3(2)(ii) "Except in certain special cases, embalming is not required by law. Embalming may be necessary, however, if you select certain funeral arrangements, such as a funeral with viewing. If you do not want embalming, you usually have the right to choose an arrangement that does not require you to pay for it, such as direct cremation or immediate burial."	Yes	No	
Is the following disclosure included in immediate conjunction with the price range shown for direct cremations? NRS 642.019, 16 CFR 453.3(b)(2) "If you want to arrange a direct cremation, you can use an alternative container. Alternative containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are (specify containers)."	Yes	No	
If the prices of outer burial containers are listed on the general price list, is the following disclosure included in immediate conjunction with those prices? NRS 642.019, 16 CFR 453.3(c)(2) "In most areas of the country, state 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."	Yes	No	
Is the following disclosure included immediately above the prices contained in the GPL? 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. 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."	Yes	No	

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	No
Does the statement specifically itemize cash advance items to the extent known? NRS 642.019, 16 CFR 453.2(b)(5)	Yes	No
Does the statement contain the total cost of the goods and services selected? NRS 642.019, 16 CFR 453.2(b)(5)	Yes	No
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	No

Itemized Statement of Funeral Goods and Services Disclosures

Is the following disclosure included in immediate conjunction with the list of itemized cash advances? NRS 642.019, 16 CFR 453.3(f)(2) "We charge you for our service in obtaining: (specify cash advance items)."	Yes	No
Is the following disclosure included in the statement of funeral goods and services selected? NRS 642.019, 16 CFR 453.4(a)(2)(i)(A) Charges are only for those items that you selected or that are required. If we are required by law or by a cemetery or crematory to use any items, we will explain the reasons in writing below."	Yes	No
Is the following disclosure included in the statement of funeral goods and services selected? NRS 642.019, 16 CFR 453.5(b) If you selected a funeral that may require embalming, such as a funeral with viewing, you may have to pay for embalming. You do not have to pay for embalming you did not approve if you selected arrangements such as a direct cremation or immediate burial. If we charged for embalming, we will explain why below."	Yes	No

Casket Price List

Does the establishment provide a casket price list? NRS 642.019, 16 CFR 453.2(b)(2) (If prices of all caskets are listed on the GPL, this item is not required)	Yes	No
Does the casket price list contain the name of the funeral establishment and a caption describing the list as a "casket price list"? NRS 642.019, 16 CFR 453.2(b)(2)(ii)	Yes	No
Does the casket price list contain the retail prices of all caskets and alternative containers offered which do not require special ordering, enough information to identify each, and the effective date for the price list? NRS 642.019, 16 CFR 453.2(b)(2)(i)	Yes	No

Outer Burial Container Price List

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

Notes:

General Establishment Management

Is the approved managing funeral director on-site for inspection? (Not required)	Yes	No
How often is the approved managing funeral director on-site to manage establishment?		
Is the managing funeral director available to staff for supervision? NRS 642.345(3)	Yes	No

Body Donation Information

Does the establishment work with any donor organizations? If yes, please list:	Yes	No
If so, ask staff if permits are being obtained from the health department prior to body being donated (disposition)? NRS 440.450	Yes	No

General Information

Does the establishment have an on-site crematory?	Yes	No
If not, where are bodies from the establishment cremated?		
Date of last inspection of crematory:		
Does the establishment have an on-site cemetery?	Yes	No
Date of last inspection of cemetery:		
If not, where are bodies generally sent for burial from the establishment?		

Establishment Forms and Records

How long is establishment maintaining records?		
How are authorizations obtained for embalming?		
Do the authorizations for embalming contain contact information for authorized agent and relationship to decedent?	Yes	No
Do the authorizations for embalming contain time/date that embalming was authorized?	Yes	No
Do burial authorizations contain the signature and contact information of the authorizing agent and relationship to decedent?	Yes	No
Do cremation authorizations contain the signature and contact information of the authorizing agent and relationship to decedent?	Yes	No
Do records generally appear to be in good order?	Yes	No

Inspection Information

Date of Inspection	Time of Inspection:
Type of Inspection:	Previous Inspection Date:
Name of Inspector:	Signature of Inspector:
Does it appear that any items may need to be reported to local or state health authorities, OSHA, or the Federal Trade Commission?	



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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Crematory 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. 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 currently conducts business :		License #:
Physical address:		
Mailing address:		
Phone number:	Fax number:	E-mail address:
Owner of crematory:	Type of ownership: Sole proprietorship Corporation LLC Partnership	
Name on State of Nevada business license:	State of Nevada business license number:	
Are city and county permits or licenses displayed?		Yes No
Is the area zoned for mixed, commercial, or industrial, and at least 1500 feet from a residential parcel? (NRS 451.635)		Yes No

Licenses

Is the crematory license displayed conspicuously?	Yes No
List names and license numbers of all licensed funeral directors working at the crematory: (NRS 451.645)	
Name	License Number

Equipment Information

Number of retorts:	Fuel Source:	
Year/make/model of each retort:		
Date the retorts were last serviced?	Are the retorts properly ventilated?	Yes No
Pulverizer or Crusher on site? (Cremated remains must be reduced to particles no larger than 1/8 of an inch) (NRS 451.700)		Yes No

Procedure and Space for Cremation (NRS 451.680)

Is the crematory in a separate building or room? Describe location:	Yes	No
Is the space within the crematory enclosed?	Yes	No
Is the crematory used for any other purpose other than cremation of human remains?	Yes	No
Is an identifying document or label removed from container and kept near control panel until cremation is completed?	Yes	No
Is all recoverable residue properly removed from chamber following cremation?	Yes	No

Refrigeration

On-site refrigeration?	Yes	No
If not, location where bodies are refrigerated:		
Are any bodies housed in refrigeration properly identified?	Yes	No
Does the refrigeration appear to be in good operating condition?	Yes	No
Does it appear sanitary?	Yes	No
Properly working thermometer?	Yes	No

Human Remains Awaiting Cremation

List all areas of the crematory where human remains are being held:		
Is the holding facility secure from access by anyone other than employees? (NRS 451.675, NRS 451.685)	Yes	No
Does the holding facility preserve the dignity of the remains awaiting cremation? (NRS 451.675)	Yes	No
Is the holding facility clean and free of any evidence of leaking bodily fluids? (NRS 451.675)	Yes	No
Does it appear that the health and safety of crematory employees is protected? (NRS 451.675)	Yes	No
Are remains that have not been embalmed being held longer than 24 hours without refrigeration? (NRS 451.675)	Yes	No
Are all remains properly identified?	Yes	No
Are any bodies present which have been stored an unreasonable amount of time? (NRS 451.020) If yes, please make notes below for any reasons given by staff.	Yes	No

Notes:

Incineration Containers

List types of containers used by crematory for incineration:

Do all containers used cover the human remains completely when closed? (NRS 451.675)	Yes	No
Do all containers used resist leaking or spilling? (NRS 451.675)	Yes	No
Is the container rigid enough for easy handling? (NRS 451.675)	Yes	No

Donor Organizations

Does the crematory work with any donor organizations? If yes, please list and specify types of services offered to donor organizations:	Yes	No
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Crematory Authorization Form (NRS 451.660)

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

Identification of deceased person	Yes	No
Statement of whether death occurred from communicable or otherwise dangerous disease	Yes	No
Name and address of agent	Yes	No
Agent's relationship to decedent	Yes	No
Representation that agent is not aware of any objection to cremation by any person who has a right to control the disposition of remains	Yes	No
Name of person authorized to claim cremated remains or the name of the cemetery or person to whom the remains are to be sent	Yes	No

Maintenance of Records

How long is crematory maintaining records?

Does the crematory keep a record of each authorization received? (NRS 451.665)	Yes	No
Does the crematory keep a record of the name of each person whose human remains are received? (NRS 451.665)	Yes	No
Does the crematory keep a record of the date and time of receipt of remains? (NRS 451.665)	Yes	No
Does the crematory keep a record of the description of the container in which the remains are received? (NRS 451.665)	Yes	No
Does the crematory keep a record of the date of cremation? (NRS 451.665)	Yes	No
Does the crematory keep a record of the final disposition of the cremated remains? (NRS 451.665)	Yes	No
Does the crematory keep a record of receipts for delivery of cremated remains? (NRS 451.690)	Yes	No
Do records generally appear to be in good order?	Yes	No

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

Delivery and Transportation of Cremated Remains (NRS 451.690)

Do receipts for delivery of cremated remains contain the name of the person receiving the remains? (NRS 451.690)	Yes	No
Do receipts for delivery of cremated remains contain the date, time and place of receipt of the remains? (NRS 451.690)	Yes	No
Are temporary urns used to deliver cremated remains placed in suitable containers? (NRS 451.690)	Yes	No
Are temporary urns marked with the name of the person it contains? (NRS 451.690)	Yes	No
Are temporary urns marked with the name of the operator of the crematory? (NRS 451.690)	Yes	No

General Notes or Comments:

Inspection Information

Date of Inspection	Time of Inspection:
Type of Inspection:	Previous Inspection Date:
Name of Inspector:	Signature of Inspector:
Does it appear that any items may need to be reported to local or state health authorities, OSHA, or the Federal Trade Commission?	

November 13, 2014

XXXX
Xxxx
xxxx

Dear X:

The Funeral and Cemetery Services Board inspector conducted an inspection of this establishment on DATE. The following violations were noted:

Noted Violation	Date Corrected	Signature of Authorized Representative
Establishment permit with name of owner was not displayed conspicuously (NRS 642.565)		
Funeral directors' licenses were not displayed conspicuously (NRS 642.460)		
There were not adequate measures to prevent unauthorized persons from entering preparation room (NRS 642.560) There is signage, but doors do not lock.		
The floor of preparation room was not sanitary (NRS 642.016)		
The preparation room was not equipped with all instruments and supplies necessary for the preparation and embalming of human bodies (NRS 642.016) Specifically, the following items were not found: embalming machine, scalpel, hypodermic syringe, drain tubes, small trocar, suture needles, first aid kit, shaving material, or covered waste can.		
The GPL does not contain the caption "General Price List" (NRS 642.019 and 16 CFR 453.2 (b)(4)(i)(C)(2))		
The GPL did not include the retail prices for all required items (NRS 642.019 and 16 CFR 453.2 (b)(4)(ii)) Specifically, the following prices were not found: separate price for direct cremation where the purchaser provides the container, separate price for immediate burial where the purchaser provides the casket, separate price for each immediate burial offered including a casket or alternative container, price range for caskets or individual prices for caskets, and the price range for outer burial containers or the prices of individual outer burial containers.		
The GPL did not contain the below disclosure in immediate conjunction with the price shown for embalming. (NRS 642.019 and 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."		

<p>The GPL did not contain the below disclosure in immediate conjunction with the price range shown for direct cremations. (NRS 642.019, 16 CFR 453.3(b)(2))</p> <p>"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)."</p>		
<p>The following disclosure was not included in the statement of funeral goods and services selected. NRS 642.019, 16 CFR 453.5(b)</p> <p>"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."</p>		

When the establishment has corrected the violations listed above, please sign and date next to the noted violation and return this letter to the Board. The Board may conduct a follow-up inspection within 90 days to verify compliance. Failure to comply may result in the Board filing a formal complaint.

Best Regards,

Jennifer Kandt
Executive Director



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

PMB 186, 4894 Lone Mountain Road, Las Vegas, Nevada, 89130
Phone (775) 825-5535 * Email nvfuneralboard@outlook.com

AGENDA ITEM 15: Operating Policies and Procedures Manual

Approval of Operating Policies and Procedures Manual requested.

Attachment:
Draft Operating Policies and Procedures Manual



**State of Nevada
Funeral and Cemetery Services Board**

**OPERATING
POLICIES AND PROCEDURES**

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- 2:05 Payroll

Section 3.00: PROCUREMENT PROCEDURES

- 3:01 Scope
- 3:02 Purchases Under \$ 5,000
- 3:03 Purchases Of \$ 5,000 - \$25,000
- 3:04 Purchases Over \$ 25,000
- 3:05 Procurement Methods
- 3:06 Contract For Services of Independent Contractor

Section 4.00: TRAVEL POLICIES

- 4:01 Scope
- 4:02 Forms
- 4:03 Travel In-State
- 4:04 Travel Out-of-State
- 4:05 Allowable Cost
- 4:06 Board Paid Lodging Meals and Expenses

Section 5.00: PROPERTY MANAGEMENT

- 5:01 Scope
- 5:02 Property Custodian
- 5:03 Inventory
- 5:04 Disposition of Inventory

Section 6.00: RECORD RECOVERY SYSTEM

- 6:01 Scope
- 6:02 Licensee Records
- 6:03 Board Records
- 6:04 Computer Records

SECTION 1.00: FINANCIAL MANAGEMENT SYSTEMS

1:01 SCOPE

The purpose of this section is to provide general information and procedures for the financial management system of the State of Nevada Funeral and Cemetery Services Board. It identifies the Board's authority over the financial processes and procedures, financial reports and maintenance of budgetary compliance.

1:02 ACCOUNTING SYSTEM

The Board contracts for bookkeeping services with an external entity that records the Board's financial transactions in conformance with Generally Accepted Accounting Principles and provides records which accurately reflect financial activities, revenue and expense classifications, and meets reporting requirements in conformance with State law, regulations and policies.

Copies of all bank statements and deposits with supporting documentation are provided to the bookkeeping service monthly. Invoices are signed by the Executive Director (ED) and sent to bookkeeping services twice a month. The bookkeeping service enters the invoices for payment and the ED prints checks for signatures.

The Board contracts with a certified public accountant/firm to perform annual audits. The audit report is presented to the Board for approval at a public board meeting prior to December 1st following the audit period. All audit reports are submitted to the State of Nevada, Legislative Counsel Bureau in accordance with NRS 218.825.

1:03 CHART OF ACCOUNTS

The General Ledger chart of accounts contains individual accounts for revenue, expenditure, and cash accounts. The balance sheet current asset accounts are segregated to account cash checking and accounts receivable; revenue/income accounts are established for varied revenue sources, including but not limited to application fees, renewal fees and regulatory fees. Accounts are established to reflect authorized budget categories, as approved periodically by the Board.

1:04 JOURNAL ENTRIES

Adjustments made to the general ledger that are part of the regular bookkeeping process may be requested by the Executive Director as a result of reclassification of expenditures and/or addition/deletion of expenditure or revenue accounts. Additional adjustments integral to the completion of the annual audit of the Board records may be determined by the outside contract auditor. Documentation of journal entries is to be maintained by the bookkeeping firm as part of the accounting records.

1:05 BANK ACCOUNTS

The Board is a member of the State of Nevada, Pooled Collateral Program. The program monitor's collateral maintained by depositories for their public deposits and is governed by NRS 356 and NAC 356. The Nevada Collateral Pool is managed through the State of Nevada, Treasurer's Office.

The Board maintains a financial account at Wells Fargo Bank, an approved and participating Nevada Pooled Collateral Program institution. All funds are classified as public funds. The Executive Director and two (2) Board members are authorized signers on all banking accounts.

Deposits : Funds are received for licensing fees, regulatory fees, and miscellaneous charges such as additional copies of licenses, transfer of licenses to different location and late fees. All revenue is deposited to the Nevada Funeral and Cemetery Services bank account.

Checks, money orders and cashier checks received in the Board office are deposited at a branch location no less than monthly. Cash is not accepted.

Merchant Services:

The Board does not currently have a merchant account, but may opt to establish one in the future to accept credit card payments for fees and charges.

Credit Cards:

The Board maintains a Corporate VISA Account through Wells Fargo Bank. The Corporate Account has one authorized user, the Executive Director. The credit card may be used for payment of operating expenses, authorized travel including lodging, airfare, seminar registrations, board sponsored trainings and seminars and other meeting expenses. Payments of all credit card expenses are processed by check payment after verification of expenses by authorized Board member.

Review of Bank Statements: Bank statements shall be printed with check images or check images attached to the statement. The Board Treasurer shall review the bank statement monthly to ensure that all checks passing through the account have two signatures. Upon review, the Treasurer shall sign the statement to verify review/approval, and forward to the Executive Director to maintain for audit purposes.

Reconciliation of Bank Accounts: Copies of all bank statements, deposits, checks written and expense documentation is provided to the independent bookkeeping firm. The bookkeeping firm reconciles all receipts and payments to the bank accounts monthly.

1:06 BUDGET and REPORTS

The Executive Director is responsible for preparation of the annual Budget to be presented to and approved by the Board at a public Board meeting prior to June 30th of each year, and amended at any time necessary.

The Executive Director will prepare a budget status report with supporting financial statements at least quarterly for Board review. Additional status reports may be requested by the Board as deemed necessary or appropriate.

Expenses in excess of 10% above approved budgetary amounts in aggregate or in any category must be approved in advance.

SECTION 2.00 PAYMENT PROCEDURES

2:01 SCOPE

This section is designed to provide general information and procedures for the payment process.

2:02 REQUIRED DOCUMENTS

Prior to payment all purchases will require appropriate contract; proof of delivery/receipt of goods/services and vendor invoicing/request for payment. Whenever possible a detailed receipt is the preferred documentation.

2:03 DOCUMENT PROCESSING

Executive Director is responsible for processing and payment of all Board expenses. Payment of Board expenses may be made by check, credit card or through electronic payment. Board expenses are paid at a minimum monthly.

All vendor invoices, statements, and request for payments will be directed to the Board Office. Upon receipt of invoice/request for payment from contractors or vendors, the Executive Director will verify amounts and goods/services received against the applicable billing documentation for accuracy, and sign the invoice indicating approval. Invoices are then sent to bookkeeping service for entry into account management software, and the Executive Director prints the checks.

Purchases approved for payment will be processed within thirty (30) days of receipt of invoice, unless otherwise specified by Vendor Terms or Contract Requirements.

2:04 CHECK WRITING

All payments will be made by check, drawn upon the State Board of Funeral and Cemetery Services checking account maintained at Wells Fargo Bank. All checks shall have two signatures.

Check payments will be processed at least monthly in payment of Board operating expenses. Checks will be completed with voucher, and identify the vendor/payee, account number, date of payment and appropriate invoice or reference number.

Copies of all checks written with supporting documentation will be retained for submittal to the outside bookkeeping firm for preparation of the monthly financial statements of Board activities.

2:05 PAYROLL

The State Board of Funeral and Cemetery Services contracts for payroll services with an independent bookkeeping company. Payroll is processed through the bookkeeping company on the 1st and the 15th of every month for any salaried employees and every two weeks for any hourly employees. The payroll services will set up direct deposit for each employee and send password protected pay stubs upon each payment. Payroll reports will be prepared quarterly by the bookkeeping service and reviewed quarterly by the Board Treasurer or other authorized Board member.

SECTION 3.00 PROCUREMENT PROCEDURES

3:01 SCOPE

This section is designed to provide general information and procedures for procurement of supplies and other expendable property, equipment, and services. The State of Nevada, contract vendors will be utilized for procurement of specified goods and services, as appropriate.

The State of Nevada procurement procedures are applicable to all Board authorized procurement activities.

3:02 PURCHASES UNDER \$5,000

Single purchases for under \$5,000 are authorized if contained in the Board approved budget.

3:03 PURCHASES OF \$5,000 - \$25,000 –(Small Purchase)

Single purchases for amounts of \$5,000 - \$25,000 are to be solicited through a comparative price/cost analysis.

A request for quote comparing costs from three (3) vendors is required. One purchase cannot be divided into several purchases in order to use small purchase policies/procedures.

3:04 PURCHASES OVER \$25,000

The Board will utilize a competitive proposal process, request for proposals, for purchase of commodities or services over \$25,000.

3:05 PROCUREMENT METHODS

Competitive Proposals: The competitive proposal process is normally conducted with more than one source submitting an offer and either a fixed-price or cost-reimbursement type

award is made. The most common method of obtaining competitive proposals is the Request for Proposal (RFP). This method is generally used when the nature of the goods or services to be acquired require consideration of important factors other than price in the selection decision.

The RFP must contain a clear and accurate description of the technical requirements for the material, product or service to be procured, and all requirements which the offerors must fulfill must be identified, including factors to be used in evaluating the bids or proposals. Noncompetitive Procurement (Sole Source) is defined as procurement through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or, after solicitation of a number of sources, competition is determined inadequate. The use of sole source procurement shall be justified and documented.

A Solicitation Waiver Request must be submitted and approved by the State of Nevada Purchasing Division prior to executing a contract when non-competitive procurement is deemed necessary.

3:06 CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

All procurements for specialized services will be documented through execution of the State of Nevada approved Contract For Services of Independent Contractor. Contract forms are available on the State of Nevada Purchasing Division website.

Contracts for \$1,999.00 or less require completion of the Contract for Services of Independent Contractor and shall be approved by an authorized representative of the Board of Funeral and Cemetery Services.

Contracts for \$2,000 to \$10,000 require completion of the CETS Contract Summary and Contract for Services of Independent Contractor forms and appropriate documentation. Contracts are required to be approved by an authorized representative of the Board of Funeral and Cemetery Services, Board legal counsel and the Clerk of the Board of Examiners.

All contracts over \$10,000 must be approved by authorized representative of the Board of Funeral and Cemetery Services, Board legal counsel and the Board of Examiners.

All contracts requiring Board of Examiners approval are processed through the State of Nevada Contract Entry Tracking (CETS) electronic program. The Executive Director will work with an authorized contract manager for all contracts.

SECTION 4.00 TRAVEL POLICIES

4:01 SCOPE

This section is designed to provide general information and procedures for staff and Board member travel expenditures. Board members and staff who are on official business are entitled to reimbursement of allowable travel costs..

4:02 FORMS

Travel Expense Claim: A State of Nevada, Travel Expense Reimbursement Claim Form is required to be completed and submitted to the Board Office for reimbursement of travel expenditures. The appropriate receipts shall be attached to the Travel Expense Reimbursement Claim when required.

4:03 TRAVEL IN-STATE

Reimbursement for ordinary and necessary travel by Board and staff members for official Board business is authorized to be reimbursed in accordance with the State Administrative Manual – Chapter 200 – Travel.

4:04 TRAVEL OUT-OF-STATE

Reimbursements for travel expenses incurred by Board and staff members for official Board business to attend out-of-state meetings, seminars, conferences, and/or workshops is authorized to be reimbursed in accordance with the State Administrative Manual – Chapter 200 – Travel.

4:05 ALLOWABLE COSTS

Meals and Incidental Expenses: To receive reimbursement for meals and incidental expenses, the individual must be in official travel status. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance for the primary destination.

When travel is by airline, travel status will be calculated beginning 2 hours prior to departure and 1 hour after arrival time.

Breakfast will be reimbursed if travel status begins prior to 7:00 a.m. when an individual is more than 50 miles from official work station.

Lunch will be reimbursed if travel status is between the hours of 11:00 a.m. and 1:00 p.m. when an individual is more than 50 miles from official work station.

Dinner will be reimbursed if travel status ends after 6:00 p.m. when an individual is more than 50 miles from official work station.

Individuals must deduct the M&IE allowance for all meals that are provided by the Board and/or included in registration or conference fees, with the exception of continental breakfast.

Lodging: To receive reimbursement for lodging, the individual must be on official business overnight. Lodging expenses will be reimbursed at the GSA maximum lodging allowance rate, plus all taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs. If lodging expenses occur as a result of attendance at a conference and the conference hotel rates exceed the GSA rates, reimbursement shall be made at the conference rate.

Lodging expenses incurred within 50 miles of an individual's principal location will be reimbursed when over-night stay is required for conduct of official board business.

Transportation: Transportation expenses shall be incurred at the least possible cost taking into account such factors such as total travel time, length of travel and convenience of the Board and Executive Director.

The allowance for the use of a private vehicle for business convenience shall be the standard mileage rate allowed for federal income tax purposes as periodically adjusted.

The allowance for the use of a private vehicle for personal convenience shall be reimbursed at one-half of the standard mileage reimbursement rate or comparable airfare, whichever is less.

When utilizing air transportation, travel shall be arranged at coach airfare, unless such service is unavailable. Round trip airfare shall not exceed the cost of a fully refundable airline ticket. Documentation of airline travel expense must be provided for reimbursement of airline travel expense.

Miscellaneous: Other travel expenses, such as convention registration fees, taxi or shuttle service from airport to hotel and return, parking or vehicle storage fees will be reimbursed when receipts are obtained and submitted with the travel claim.

4:06 BOARD PAID LODGING, MEALS AND EXPENSES

Actual costs of lodging, meals and expenses incurred while on authorized travel status may be paid on behalf of the staff or board member by utilizing the Corporate VISA.

Actual costs may not exceed the state authorized rates as established for the location. If board-paid expenses exceed authorized rates, amounts in excess of authorized amounts will be deducted from requests for reimbursement submitted on the Travel Expense Claim.

SECTION 5.00: PROPERTY MANAGEMENT

5:01 SCOPE

This section is designed to provide general information and guidelines for the administration of property. All capital assets and equipment with an acquisition cost of \$1,000 or more and useful life of two (2) or more years are recorded in a fixed assets database.

The Board Inventory listing shall be provided to the State of Nevada, Purchasing Division on an annual basis.

5:02 PROPERTY CUSTODIAN

The Executive Director is the Property Custodian for the Board of Funeral and Cemetery Services.

The Executive Director shall have knowledge at all times of the location and status of each item identified on the Fixed Asset Inventory Listing; report all acquisitions for assignment of State of Nevada inventory control tag and all dispositions/losses, regardless of cause, in writing to the State of Nevada, Purchasing Division; and physically verify property inventory annually.

5:03 INVENTORY

Physical inventory is conducted and assets verified on an annual basis, or more frequently if requested. A listing of inventory items on record is received from the State Purchasing Division. Each property item listed is required to be physically verified as to location, property identification number, use and condition. The property inventory list is signed by the property custodian and submitted back to the State of Nevada, Purchasing Division to be updated to the master inventory list. The inventory list will have the following categories:

- a) Property tag number
- b) Description
- c) Make, model and serial number
- d) Acquisition cost
- e) Month/year acquired
- f) Condition

5:04 DISPOSITION OF INVENTORY

Prior to disposition of any fixed asset inventory item, the Executive Director will request disposition authority from the State of Nevada, Purchasing Division on forms provided by the State. Upon approval by the State, inventory tags shall be removed, if possible, prior to disposal or other authorized disposition.

SECTION 6: RECORD RECOVERY SYSTEM

6:01 SCOPE

This section is designed to provide general information and procedures required to ensure access to and the safety and recovery of Board records and documents in the event of a disaster or unforeseen circumstances.

Hard copy records are retained in the Board office or a secured records storage facility shall space become limited.

6:02 LICENSEE RECORDS

Licensee records are comprised of original applications and supporting documents; and subsequent renewal documents.

Record Retention - Original license applications, including testing verification and original transcripts shall be retained in hard copy for five years from date of license expiration.

Renewal applications and documentation are retained for three years from the date of renewal for active licensee records or date of license expiration. Documents are destroyed after expiration of the record retention period.

All licensee applications and supporting documents shall be retained in electronic format within the GL Suite licensing and data program, associated with the individual record file.

6:03 BOARD RECORDS

Board records are comprised of two distinct categories: (1) general operating records such as vendor statements, payment and deposit records, general correspondence, and information requests; (2) official Board records such as meeting agendas, minutes, public workshops, hearings, complaints, disciplinary actions, and audit reports.

General Operating Records – are retained in the Board office until completion of the annual audit and are then retained for 3 years in records storage. Records are destroyed after expiration of the record retention period.

Official Board Records – hard copy records are retained in record storage in accordance with State of Nevada records retention requirements. Records of official board meetings, public workshops, hearings, complaints, disciplinary actions and audit reports are retained indefinitely. Records are transferred to records storage after completion of the annual audit.

Copies of official records may be retained on-site in the Board office for reference, if deemed appropriate or necessary for the conduct of Board activities.

Board meeting records are retained in electronic format and may be available to the public through the board's website.

6:04 COMPUTER RECORDS

Computer records include but are not limited to general correspondence, financial information and budget worksheets, forms, reports and contracts, licensee information and lists, Board meeting agendas, minutes and supporting documentation, Board policies, operating policies and procedures, working copies of statutes and regulations.

Website - The Board website is hosted by the State of Nevada Enterprise IT Services (EITS). All changes to the website are handled by the State.

Back-Up and Recovery System – The Board computer is backed up to a portable flash drive on a regular basis, but not less than monthly. The back-up flash drive is retained off-site. Through regular rotation of the back-up flash drives, sufficient Board computer records will be secured to enable recovery of Board documents and records.

Board computer records are backed up to an external hard drive on a regular basis. In case of computer failure or unexpected emergency or disaster, the Board may recover all computer data from the back-up flash drive or external hard drive.



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 16: FY2015 Revised Budget Approval

Request approval of revised FY2015 budget.

Attachments:

Revised FY2015 Budget

Initial FY2015 Budget

**State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD**



Fiscal Year 2015
July 1, 2014 – June 30, 2015

LINE ITEM BUDGET – Revision 1

Revenue

<u>Revenue Sources</u>	<u>#Licensees</u>	<u>Fee</u>	<u>Total</u>
Administrative Fee (Inspection Fee)	61	\$ 75	\$ 4,575.00
Administrative Fee (Reissue Licenses)	10	\$75	\$ 750.00
Approval of New Managing Funeral Directors	5	\$225	\$ 1,125.00
Cemetery Renewals	17	\$200	\$ 3,400.00
Crematory Renewals	21	\$200	\$ 4,000.00
Embalmer Renewals	63	\$200	\$ 12,600.00
Establishment Permit Renewals	61	\$200	\$ 12,200.00
Examinations	15	\$100	\$ 1,500.00
Fines and Miscellaneous Fees			\$ 1,000.00
Funeral Director Renewals	78	\$200	\$ 15,600.00
Initial Licensing	15	\$375	\$ 5,625.00
Regulatory Fee	\$16,000 x 12 months		\$192,000.00
Study Guides	15	\$25	\$ 375.00

Total Projected Revenue

\$254,750.00

Operating Expenditures

Attorney General – Legal Fees	\$ 20,000.00
Audit Expenses	\$ 7,500.00
Background Checks	\$ 500.00
Bank Fees	\$ 80.00
Board Member Compensation	\$ 3,900.00

Bookkeeping		\$ 2,040.00
Bookkeeping Services Contract	\$1800.00	
On-line Bookkeeping Software	\$ 240.00	
Conference/Training Registrations		\$ 2,300.00
Executive Director FARB Registration	\$ 800.00	
Executive Director and 4 Members- Conference 5x\$300	\$1500.00	
Equipment and Furnishings		\$ 9,000.00
Insurance		\$ 2,000.00
Worker's Compensation Insurance	\$1,000.00	
General Liability	\$1,000.00	
Licensing Software Subscription-GL Suites (\$1301 x 9 months)		\$ 9,107.00
Meeting Expenses		\$ 500.00
Office Supplies		\$ 3,600.00
Office Lease (\$900 x 11 months)		\$ 9,900.00
Personnel		\$ 89,307.00
Executive Director Salary	\$60,000.00	
Investigator Wages	\$22,960.00	
Employer Taxes	\$ 6,347.00	
Postage		\$ 2,000.00
Printing and Copying		\$ 3,000.00
Technical Support/Website/EITS		\$ 3,500.00
Telephone, conference calls, cell phone stipend		\$ 1,800.00
Travel – In State		\$ 16,400.00
In State ED Travel	\$3,200.00	
In State Board Member Travel	\$3,500.00	
In State Investigator Travel	\$9,700.00	
Travel – Out of State		\$ 9,000.00
Conference – ED and 4 Members 5 x \$1500	\$ 7,500.00	
FARB – ED	\$ 1,500.00	

Total Projected Operating Expenditures	\$195,434.00
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State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 17: Audit Contract

Request approval to contract with Kohn & Company for FY2015 Audit.



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 18: Part-time Administrative Support

Request approval for part-time administrative support for up to 20 hours per week as needed.

Attachment:

Proposed position specification, classification and compensation.

Funeral and Cemetery Services Personnel Policies and Procedures



State of Nevada

FUNERAL AND CEMETERY SERVICES BOARD

CLASSIFICATION AND COMPENSATION PLAN

Position	Classification Title		Wage Range
1	Executive Director		Unclassified
2	Investigator/Inspector		\$21.82 to \$32.42
3	Licensing Specialist/ Administrative Assistant		\$13.36 – \$20.90



State of Nevada
Funeral and Cemetery Services Board

Position Specification

LICENSING SPECIALIST/ADMINISTRATIVE ASSISTANT

DESCRIPTION: The Licensing Specialist/Administrative Assistant supports the licensing functions of the Board and provides direct administrative support to the Executive Director. The Licensing Specialist/Administrative Assistant reports directly to the Executive Director.

DUTIES AND RESPONSIBILITIES: The position is responsible for supporting licensing functions including initial review of applications and documentation required to obtain or retain licensure in Nevada. The position provides general administrative support to the Executive Director.

Licensing duties include, but are not limited to, processing applications for licensure and renewals, verifying completeness, creating licensee records in the GL Suite system, processing supporting documentation as received, preparing correspondence, updating the licensee database, preparing license verifications, responding to general requests and scanning and uploading documents into the GL Suite system.

General administrative duties include, but are not limited to, answering telephones, processing mail, filing, preparing general correspondence and other duties as directed.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of clerical, data entry and administrative support experience which included experience in one or more of the following areas: reviewing files, documents and other written materials, maintaining records and files in both paper and electronic format, conducting data entry using a personal computer, assisting customers in completing forms and applications; and/or performing duties in support of professional staff.

KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of administrative support functions; personal computer systems and software programs. Ability to apply agency regulations, requirements and policies to specific situations; receive, review and process a variety of documents according to established guidelines, policies, regulations and timelines.

WORK ENVIRONMENT: Work is performed in a typical office setting. Use of personal vehicle may be required.



State of Nevada
Funeral and Cemetery Services Board

Position Specification

EXECUTIVE DIRECTOR

DESCRIPTION: The Executive Director is the chief administrative officer for the Funeral and Cemetery Services Board. The Executive Director position is unclassified and is appointed by the Board.

DUTIES AND RESPONSIBILITIES: The position is responsible for the overall management of the Board's office, activities and functions. Responsibilities include, but are not limited to:

- Preparation and administration of the Board's annual budget;
- Promoting the Board's functions through written publications; maintaining the Board website; coordinating Board sponsored activities; and presenting at meetings, workshops, and other educational settings;
- Facilitate Board meetings, prepare agendas, supporting documents, and minutes in accordance with the Nevada Open Meeting law NRS 241; initiate action on Board directives;
- Serve as Board liaison with individuals and other agencies, including, but not limited to, the Governor's office, state agencies, professional organization, applicants, licensees, and the public;
- Oversee all aspects of the licensing, monitoring and compliance functions including but not limited to maintenance of the Board licensing and regulatory data collection system;
- Manage the Board complaint and disciplinary action process to include, but not limited to, receipt and review of initial complaints, conduct of informal investigations, initial determination of merit and recommendations for hearing; negotiate consent decrees with Board counsel, facilitate disciplinary hearings;
- Assist with NRS law and NAC regulation revisions, conduct research and make recommendations, conduct public workshops and hearings. Review and respond to legislative actions, bills and requests for information; represent the Board during legislative sessions at hearings and meetings as directed by the Board.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited College or University with a major in public administration, or related field preferred. A minimum of six years' experience in a closely related

field or an appropriate combination of education and experience that would provide the necessary knowledge and expertise necessary to perform the functions of the Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of governmental processes and available technology.

- Ability to read, analyze and interpret governmental regulations and statutes;
- Ability to write reports, business correspondence, and operational procedures and materials;
- Ability to effectively communicate ideas, principles, and information to groups, agencies and various governmental entities;
- Ability to form and maintain professional and positive working relationships.

WORK ENVIRONMENT: Work is performed in a typical office setting. Travel and use of personal vehicle may be required.

Executive Director



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

Position Specification

Compliance Inspector/Investigator

DESCRIPTION: The Compliance Inspector/Investigator supports the investigation and inspection functions of the Board and reports directly to the Executive Director.

DUTIES AND RESPONSIBILITIES: The position is responsible for the inspection of funeral establishments and licensed facilities in the State of Nevada, and supporting the Executive Director in any investigations.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in Criminal Justice, Political Science, Business Administration, Health Science or closely related field and four years of investigative, law enforcement, and/or compliance experience where standard investigative and enforcement techniques were utilized to make program compliance determinations, enforcement of state and federal law, and preparation of detailed reports for the purpose of justifying administrative actions, penalties or criminal prosecution. Experience may be obtained in law enforcement, investigations, regulatory agencies, government program or comparable setting. An equivalent combination of education and experience may be considered (applicants without a Bachelor's degree must have six years of related experience.)

KNOWLEDGE, SKILLS AND ABILITIES: Skills necessary to make determinations based on evidence collected, apply laws, rules or regulations and complete thorough analysis and verification of data. Must be familiar with Rules of Evidence, rights of citizens, general law enforcement, state and federal laws that pertain to investigative, compliance and enforcement activities. Must be familiar with Microsoft Word, Excel, Outlook, and general office technology.

WORK ENVIRONMENT: Work is performed in a field setting and requires ability to travel statewide. Use of personal vehicle may be required.



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 19: Cell Phone Stipend for Executive Director

Request approval for \$50 per month cell phone stipend for Executive Director.



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 20: Current Complaint Status

Attachment: Overview of current complaint status

Complaint Status - Funeral and Cemetery Service Board

Updated 01/12/2014

Complaint Number	Date Received	Complaint Acknowledgement Letter Sent	233B Letter Sent	General Subject	Status
FB14-01		unknown	1/17/2014	Authority to order cremation	Settled; Consent Decree
FB14-02	4/28/2014	6/24/2014	8/14/2014	Ashes not provided to estate	Dismissed
FB14-03	5/5/2014	6/24/2014	Email sent by prior ED	Pricing	Dismissed
FB14-04	5/17/2014	6/24/2014	N/A	Pre-Need	Closed; outside purview of Board; Sent to Division of Insurance
FB14-05	3/20/2014	6/24/2014	N/A	Transporting	Closed; Withdrawn by Complainant and outside jurisdiction of State of Nevada
FB14-06	6/16/2014	6/24/2014	9/9/2014	Cemetery grass	Dismissed
FB14-07	7/12/2014	7/19/2014	N/A	Pre-Need	Closed; outside purview of Board; Sent to Division of Insurance
FB14-08	7/12/2014	7/19/2014	9/16/2014		Under Investigation
FB14-09	7/17/2014	7/24/2014	N/A	Photographing body	Dismissed
FB14-10	8/4/2014	8/14/2014	9/22/2014		Under Investigation
FB14-11	8/4/2014	8/14/2014	N/A	Pre-Need	Closed; outside purview of Board; Sent to Division of Insurance
FB14-12	8/28/2014	9/4/2014	9/23/2014		Possible Consent Decree
FB14-13	8/28/2014	9/4/2014	9/29/2014	Cremation within "reasonable" time	Dismissed
FB14-14	8/29/2014	9/4/2014	9/8/2014	Authority to order cremation	Dismissed
FB14-15	9/24/2014	9/28/2014		"Limited" License	
FB14-16	9/26/2014	9/28/2014		Obituary	Dismissed
FB14-17	9/30/2014	10/13/2014	12/19/2014	Advertising	Dismissed
FB14-18	12/9/2014	12/12/2014			Under Investigation



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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AGENDA ITEM 21: Financial Reports

Attachments:

Regulatory Fee Collection Report

Revised Budget vs. Actuals for FY2015

State of Nevada Funeral and Cemetery Services

SALES BY CUSTOMER SUMMARY

July - November, 2014

	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	TOTAL
Autumn Funeral & Cremations	240.00	190.00	190.00	180.00	170.00	\$970.00
Bunker's Eden Vale Mortuary	570.00	620.00	650.00	730.00	480.00	\$3,050.00
Burns Funeral Home, Inc.	210.00	150.00	190.00	220.00		\$770.00
Davis Funeral Home & Memorial Park						\$0.00
South Eastern Avenue	890.00	650.00	710.00	810.00	760.00	\$3,820.00
West Charleston Blvd	180.00	90.00	200.00	150.00	200.00	\$820.00
Total Davis Funeral Home & Memorial Park	1,070.00	740.00	910.00	960.00	960.00	\$4,640.00
Final Wishes Funeral Home	310.00	120.00	210.00	110.00		\$750.00
Freitas Ruprecht Funeral Home	80.00	120.00	60.00	100.00	70.00	\$430.00
Funeral Smith	0.00	0.00	0.00	0.00	0.00	\$0.00
Funeraria Casa De Paz	10.00	60.00	80.00	110.00		\$200.00
Gunter's Hawthorne Funeral Home	40.00	80.00	30.00	80.00	80.00	\$310.00
Heritage Mortuary	60.00	100.00				\$160.00
Hites Enterprises, Inc.	890.00	980.00	730.00	890.00		\$3,490.00
Kraft-Sussman Funeral Services	300.00	250.00	330.00	340.00	270.00	\$1,490.00
La Paloma Funeral Services						\$0.00
La Paloma - Longley	110.00	40.00	140.00	130.00	80.00	\$500.00
La Paloma - Stephanie	760.00	750.00	660.00	660.00	330.00	\$3,160.00
Total La Paloma Funeral Services	870.00	790.00	800.00	790.00	410.00	\$3,660.00
McDermott Funeral Home, LLC	1,660.00	580.00	560.00	660.00	640.00	\$4,100.00
Mountain View Mortuary	300.00	180.00	240.00	170.00	290.00	\$1,180.00
Mountain Vista Chapel	50.00	30.00	30.00	60.00	80.00	\$250.00
Pahrump Family Mortuary Group	220.00	200.00	190.00	200.00	270.00	\$1,080.00
Reno Cremation & Burial Services	70.00	30.00	70.00	150.00	20.00	\$340.00
SCI						\$0.00
Alderwoods (Nevada) Inc.						\$0.00
Thomas and Jones - Foremaster Lane	110.00	130.00	100.00	70.00		\$410.00
Total Alderwoods (Nevada) Inc.	110.00	130.00	100.00	70.00	0.00	\$410.00
Keystone America						\$0.00
FitzHenry's - Fairview	220.00	180.00	180.00	140.00		\$720.00
FitzHenry's - Highway 395	110.00	90.00	40.00	100.00		\$340.00
Total Keystone America	330.00	270.00	220.00	240.00	0.00	\$1,060.00
Neptune Management Corp.						\$0.00
Neptune Society - Del Webb	360.00	470.00	490.00	400.00		\$1,720.00
Neptune Society - West Moana	250.00	310.00	230.00	270.00		\$1,060.00
Total Neptune Management Corp.	610.00	780.00	720.00	670.00	0.00	\$2,780.00
Palm Mortuaries						\$0.00
Affordable Cremation - Decatur	730.00	630.00	710.00	780.00		\$2,850.00
King David - Eldorado	130.00	170.00	160.00	130.00		\$590.00
Palm - Boulder Hwy	250.00	230.00	260.00	300.00		\$1,040.00
Palm - Cheyenne	370.00	460.00	420.00	410.00		\$1,660.00
Palm - South Jones	360.00	370.00	430.00	450.00		\$1,610.00
Palm Eastern - Eastern	910.00	1,070.00	1,080.00	990.00		\$4,050.00
Palm Northwest - North Jones	420.00	460.00	390.00	360.00		\$1,630.00
Total Palm Mortuaries	3,170.00	3,390.00	3,450.00	3,420.00	0.00	\$13,430.00
Total SCI	4,220.00	4,570.00	4,490.00	4,400.00	0.00	\$17,680.00
Serenity VII, LLC						\$0.00
Desert Memorial	1,250.00	1,390.00	1,640.00	1,300.00		\$5,580.00
Sunrise Cremation & Burial Society, LLC				6,520.00		\$6,520.00
Total Serenity VII, LLC	1,250.00	1,390.00	1,640.00	7,820.00	0.00	\$12,100.00
Simple Cremation, Inc. -						\$0.00
Nevada Funeral Service	80.00	30.00	130.00	60.00	130.00	\$430.00

	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	TOTAL
Simple Cremation, Inc. - NW (Rancho)	780.00	550.00	510.00	470.00	400.00	\$2,710.00
Simple Cremation, Inc. - Reno	250.00	270.00	270.00	260.00	200.00	\$1,250.00
Simple Cremation, Inc. - SW (Durango)	410.00	420.00	530.00	540.00	390.00	\$2,290.00
Total Simple Cremation, Inc. -	1,520.00	1,270.00	1,440.00	1,330.00	1,120.00	\$6,680.00
Smith E LLC						\$0.00
Boulder City Family Mortuary	180.00	270.00	150.00	110.00	170.00	\$880.00
Smith Family Funeral Home	230.00	170.00	180.00	170.00	250.00	\$1,000.00
Total Smith E LLC	410.00	440.00	330.00	280.00	420.00	\$1,880.00
Sonoma Funeral Home	110.00	40.00	80.00	140.00	130.00	\$500.00
Southern Nevada Funeral Services, LLC						\$0.00
Lee Funeral Home	170.00	100.00	120.00	140.00	140.00	\$670.00
Total Southern Nevada Funeral Services, LLC	170.00	100.00	120.00	140.00	140.00	\$670.00
Southern Nevada Mortuary, LLC						\$210.00
40.00	50.00	20.00	30.00	70.00		
The Funeral Directors Management Group						\$0.00
Moapa Valley & Virgin Valley Mortuaries	90.00	180.00	210.00	120.00	110.00	\$710.00
Total The Funeral Directors Management Group	90.00	180.00	210.00	120.00	110.00	\$710.00
The Gardens, LLC						\$600.00
60.00	110.00	180.00	140.00	110.00		
Truckee Meadows Cremation & Burial Svcs						\$2,850.00
680.00	740.00	720.00	710.00			
Valley Funeral Home						\$1,450.00
500.00	270.00	300.00	190.00	190.00		
Walton's Inc						\$0.00
John Sparks Memorial Cremation	240.00	140.00	150.00	220.00	120.00	\$870.00
McCaffery Family Limited Partnership						\$0.00
Ross, Burke & Knobel Mortuary - Reno	410.00	240.00	270.00	400.00	300.00	\$1,620.00
Ross, Burke & Knobel Mortuary - Sparks	20.00	20.00	10.00	10.00	100.00	\$160.00
Total McCaffery Family Limited Partnership	430.00	260.00	280.00	410.00	400.00	\$1,780.00
Nevada Memorial Estate Plans						\$0.00
Affinity Burial & Cremation	270.00	220.00	230.00	340.00	240.00	\$1,300.00
Capitol City Cremation	100.00	230.00	170.00	240.00	100.00	\$840.00
Northern NV Memorial Cremation	0.00	80.00	160.00	80.00	100.00	\$420.00
Total Nevada Memorial Estate Plans	370.00	530.00	560.00	660.00	440.00	\$2,560.00
O'Brien Rogers & Crosby Funeral Home						\$330.00
10.00	60.00	140.00	80.00	40.00		
Walton's Chapel of the Valley						\$1,370.00
220.00	280.00	350.00	270.00	250.00		
Walton's Funerals and Cremations						\$510.00
100.00	110.00	130.00	70.00	100.00		
Walton's Sierra Chapel						\$2,700.00
510.00	500.00	530.00	540.00	620.00		
Walton's Sparks Funeral Home						\$820.00
170.00	160.00	140.00	180.00	170.00		
Total Walton's Inc	2,050.00	2,040.00	2,280.00	2,430.00	2,140.00	\$10,940.00
TOTAL	\$18,050.00	\$16,360.00	\$17,080.00	\$23,480.00	\$8,170.00	\$83,140.00

Tuesday, Jan 13, 2015 02:01:50 PM PST GMT-8 - Accrual Basis

State of Nevada Funeral and Cemetery Services

BUDGET VS. ACTUALS: FY15 REVISED BUDGET - FY15 P&L

July 1, 2014 - January 12, 2015

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
Administrative Fee (Reissue or Addl Lic)	900.00	750.00	-150.00	-20.00 %
Administrative Srv Fee(Inspection)	3,200.00	4,575.00	1,375.00	30.05 %
Approval of Managing Funeral Director	2,700.00	1,125.00	-1,575.00	-140.00 %
Cemetery Renewals	4,375.00	3,400.00	-975.00	-28.68 %
Crematory Renewals	2,200.00	4,000.00	1,800.00	45.00 %
Embalmer Renewals	15,550.00	12,600.00	-2,950.00	-23.41 %
Establishment Permit Renewals	16,700.00	12,200.00	-4,500.00	-36.89 %
Examinations	800.00	1,500.00	700.00	46.67 %
Fines and Miscellaneous Fees	2,000.00	1,000.00	-1,000.00	-100.00 %
Funeral Director Renewals	17,387.50	15,600.00	-1,787.50	-11.46 %
Initial Licensing	6,500.00	5,625.00	-875.00	-15.56 %
NV Regulatory Fee	80,810.00	192,000.00	111,190.00	57.91 %
Other Income	1,070.00		-1,070.00	
Study Guide	150.00	375.00	225.00	60.00 %
Total Income	\$154,342.50	\$254,750.00	\$100,407.50	39.41 %
Gross Profit	\$154,342.50	\$254,750.00	\$100,407.50	39.41 %
Expenses				
Administrative Fines	1,000.00		-1,000.00	
Attorney General - Legal Fees	8,402.37	20,000.00	11,597.63	57.99 %
Auditing	7,500.00	7,500.00	0.00	0.00 %
Background Checks	159.60	500.00	340.40	68.08 %
Bank fees	45.80	80.00	34.20	42.75 %
Board Member Compensation	1,350.00	3,900.00	2,550.00	65.38 %
Conferenc/Training Registration	1,050.00	2,300.00	1,250.00	54.35 %
Contractual services				
Bookkeeping	1,363.47	2,040.00	676.53	33.16 %
Total Contractual services	1,363.47	2,040.00	676.53	33.16 %
Employer Taxes	3,271.23	6,347.00	3,075.77	48.46 %
Equipment and Furnishings	5,478.24	9,000.00	3,521.76	39.13 %
Executive Director Salary	31,218.00	60,000.00	28,782.00	47.97 %
Inspector/Investigation Wages	6,146.00	22,960.00	16,814.00	73.23 %
Insurance	1,023.23	2,000.00	976.77	48.84 %
Licensing Software Subscription		9,107.00	9,107.00	100.00 %
Meeting Expenses	136.90	500.00	363.10	72.62 %
Office Lease	7,200.00	9,900.00	2,700.00	27.27 %
Office Supplies	2,691.37	3,600.00	908.63	25.24 %
Postage	762.68	2,000.00	1,237.32	61.87 %
Printing and Copying	1,857.99	3,000.00	1,142.01	38.07 %
Technical Support Web Site	2,341.05	3,500.00	1,158.95	33.11 %
Telephone/Internet	747.46	1,800.00	1,052.54	58.47 %
Travel - In State	4,051.29	16,400.00	12,348.71	75.30 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Travel - Out of State	1,681.28	9,000.00	7,318.72	81.32 %
Total Expenses	\$89,477.96	\$195,434.00	\$105,956.04	54.22 %
Net Operating Income	\$64,864.54	\$59,316.00	\$ -5,548.54	-9.35 %
Net Income	\$64,864.54	\$59,316.00	\$ -5,548.54	-9.35 %

Monday, Jan 12, 2015 02:11:00 PM PST GMT-8 - Accrual Basis



State of Nevada
FUNERAL AND CEMETERY SERVICES BOARD

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Executive Director Report – January 20, 2015

GL Suite Licensing

Executive Director has continued work with GL Suites to implement new licensing software. There were setbacks with timeline as the current Board data could not be converted due to significant data inconsistencies. ED worked with GL Suites to create various spreadsheets for the data entry and an initial data dump will occur at the end of January. ED would like to scan all renewal applications for entry into licensing software. A significant amount of data entry into spreadsheets is still required, and ED continues work on the data entry.

Renewals

Renewal reminder letters were sent to all licensees at the beginning of November. Approximately $\frac{3}{4}$ of all permits, licenses, and certificates have been renewed and sent to licensees. Approximately $\frac{1}{4}$ of renewal applications have not yet been received. Late fees will be assessed February 1 without exception.

Inspections

Inspector continued work on inspections mostly in the Northern and rural areas of the State. Inspector scheduled for Vegas trip in January. Motorpool account was set up so that inspector can utilize State vehicles while traveling in Vegas. Approximately $\frac{1}{2}$ of the violation letters have been sent for inspections conducted to date. ED still drafting/reviewing reports to send violation letters.

Regulatory Fee Compliance

Extensive work was done with bookkeeping service to create reporting mechanism within quickbooks to assist with tracking the various incoming payments. ED continues to work on payment compliance, but most issues have been resolved.

Legislation

Fiscal note requests have begun to come in for the Board. Any bill that may have a fiscal impact on Boards and Commissions requires a submission regarding the potential fiscal impact. ED will complete those notes as requested.