

Instructions for Completion of Sunset Subcommittee Review Form

The form should be filled out and submitted online. It can be found at:

<http://www.leg.state.nv.us/Interim/77th2013/Committee/StatCom/Sunset/?ID=63>

Please submit the additional information required pursuant to the form electronically in a .pdf format to Carol Stonefield, Managing Principal Policy Analyst, at cstonefield@lcb.state.nv.us. If the file is too large for e-mailing, please submit hard copies to:

Carol M. Stonefield, Managing Principal Policy Analyst
Research Division
Legislative Counsel Bureau
401 South Carson Street
Carson City, Nevada 89701
(775) 684-6825

Following is an explanation of the individual items on the form (note that you may submit additional pages if the text boxes do not have sufficient space for your response to an item):

Board or Commission name: The statutory name of the board or commission

Members' names with expiration date of term, and indicate the number of vacancies:

The names of the current members and the expiration date of each member's term; contact information is not necessary. Indicate the number of vacancies and the length of time that the vacancy has existed

Physical address: The physical location of the board or commission (note that if the location is a state department or agency, indicate that address)

Mailing address: The mailing address of the board or commission

Website address: The URL for your website, if you have one; if not, indicate "Not Applicable"

Website developer: The name of the developer of your website; if it was not developed by the Department of Information Technology (DoIT), please indicate whether DoIT approved the website

Executive director's name and contact information: Regardless of the title of the position, please provide contact information for the person responsible for the operations of the board or commission

Staff members' names including titles and status as full-time or part-time: Each employee's name and title (attach additional pages as necessary)

Days and hours of operation: The days and hours that the office of the board or commission is open to the public and that its staff is available

Created by what authority: Citation to the section or sections of the *Nevada Revised Statute* (NRS) creating the board or commission

Authority to adopt regulations (NRS) and citation to regulations (NAC), if applicable: Citation to every section of the NRS that authorizes or requires the board or commission to adopt regulations and citations to the sections of the *Nevada Administrative Code* that contain your regulations

List by LCB File No. and date of adoption the five regulations most recently adopted by the board or commission with any applicable deadline for the adoption of any such regulation: Citation to the LCB File No. of the last five regulations adopted by the board or commission and the deadline pursuant to statute

List any required regulations that have not been adopted, with any applicable deadline for the adoption of any such regulation: If a section of the NRS or a bill passed by the Legislature requires the adoption of regulations and the board or commission has not adopted the regulations yet, cite the statute pursuant to which the adoption of the regulation is mandated

Governing structure of the board or commission pursuant to statute: Provide a brief description of the governing structure; a copy of the organizational chart is requested later on the form

Duties of the board or commission: Either summarize the duties or cite the specific sections of the NRS that set forth the duties

Statement of the objective and programs of the board or commission: Provide a brief description of each of the objectives and programs

Itemized list of services offered by the board or commission: Provide a list of services offered by the board or commission to the public

Dates of the immediately preceding six meetings: Indicate the dates of the meetings here; the minutes of the meetings are requested later on the form

Statutory tax exemptions, abatements, or money set aside for the board or commission: Cite to each section of the NRS that provides for such an exemption, abatement or set-aside; budget information is requested later on the form

Description of the manner in which the board or commission is funded, including all funding sources: Describe all sources of funding including appropriations, fees, grants, interest income, or other sources of revenue

Please identify any forms required by the board or commission to be used by the members of the public which are not available for downloading from the website of the board or commission: List all forms that are not available electronically to the public, but which are required to comply with a program or service of the board or commission

Does the board or commission have any recommendations for consolidation with another board or commission? If so, which one(s) could be revised to include the charge to the board or commission that is the subject of this review? Is there a recommendation for consolidation with another similar board or commission? If so, which board or commission would be the surviving entity? If there is a recommendation for consolidation, list the services also provided by another board or commission.

Does the board or commission believe that its objectives and programs have been effective in accomplishing the purposes for which the board or commission was created? The board's or commission's assessment of the effectiveness of its objectives and programs; provide information that is relevant to the response

Any recommendations for statutory changes which are necessary for the board or commission to carry out its objectives and programs: If the board or commission has any recommendations, they should be summarized or set forth specifically

In addition, the form indicates that the following information must also be submitted (e-mailed, if available in electronic format):

1. The operating budget of the board or commission. Provide the budget for the board or commission for the 2013-2015 biennium.

2. A statement setting forth the income and expenses of the board or commission for at least 3 years immediately preceding the date on which the board or commission submits this form, including the balances of any fund or account maintained by or on behalf of the board or commission. This statement should include all sources of income for the board or commission and expenditures by category, along with current balances of each fund or account.

3. The most recent legislative audit or other audit of the board or commission, and any efficiency studies or constituent or staff survey conducted in the past 3 years. Audits conducted by

the Legislative Auditor may be referenced by number (i.e. LA10-11), as they are available on the Legislature's website. Copies of all other requested documents must be submitted.

4. Any reports required to be filed with the Legislative or Executive Branch over the past 3 years. Please indicate if any reports were filed late or have not been filed. If the report is on the Legislature's website you may refer to it by number.

<http://leg.state.nv.us/Division/Research/Library/Documents/ReportsToLeg/>

Otherwise please provide a copy of the report. Also note whether any were filed late or if any reports required by statute have not been filed.

5. Copies of the minutes of the immediately preceding six meetings of the board or commission. In addition to providing copies, if your minutes are posted online, please provide a link to the location.

6. A copy of the organizational chart showing the governing structure of the board or commission and its staff. If you have an organizational chart, please provide a copy.

7. A copy of the most recent strategic plan of the board or commission. If you have a strategic plan, please provide a copy. Be sure to indicate the effective date of the plan and indicate the achievement of any goals set out in the plan.