

## **INSTRUCTIONS FOR COMPLETING THE SUNSET SUBCOMMITTEE REVIEW FORM**

The form can be found at: <https://www.leg.state.nv.us/App/InterimCommittee/REL/Interim2017/Committee/1415>.

**Please follow these instructions for filling out the form:**

- 1. Download the form to your personal computer.**
- 2. Complete the downloaded form using Adobe Reader.**
- 3. Save the completed form to your personal computer.**
- 4. Send the saved form and any additional documents in PDF format to [cstonefield@lcb.state.nv.us](mailto:cstonefield@lcb.state.nv.us), Chief Principal Policy Analyst, Research Division, Legislative Counsel Bureau. For any questions, contact Ms. Stonefield at (775) 486-6825.**

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; 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 the vacancy has existed.

**Physical address.** The physical location of the board or commission (note whether the location is a State department or agency; indicate that address).

**Mailing address.** The mailing address of the board or commission.

**Web site address.** The URL for your Web site; if you do not have one, indicate "Not Applicable."

**Web site developer.** The name of the developer of your Web site; if it was not developed by the Division of Enterprise Information Technology (IT) Services (formerly known as DoIT), Department of Administration, please indicate whether Enterprise IT Services approved the Web site.

**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 the office of the board or commission is open to the public and the availability of its staff.

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

**Authority to adopt regulations (NRS) and citation to regulations (*Nevada Administrative Code* [NAC]), if applicable.** Citation to every section of NRS that authorizes or requires the board or commission to adopt regulations and citations to the sections of NAC 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 deadlines for the adoption of any such regulations.** If a section of 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 regulations 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 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. Include the online location where the minutes can be found (preferably an active link).

**Statutory tax exemptions, abatements, or money set aside for the board or commission.** Cite each section of 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 Web site 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?** State 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-mail in electronic format to [cstonefield@lcb.state.nv.us](mailto:cstonefield@lcb.state.nv.us)):

- 1. The operating budget of the board of commission.** Provide the budget for the board or commission for the 2017–2019 Biennium.
- 2. A statement setting forth the income and expenses of the board or commission for at least three 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 three years.** Audits conducted by the Legislative Auditor may be referenced by number (i.e. LA10-11), as they are available on the Legislature's Web site. 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 three years. Please indicate whether any reports were filed late or have not been filed.** If the report is on the Legislature's Web site, you may refer to it by number.

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

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

5. **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.
6. **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.

For occupational and professional licensing boards and commissions, please provide the following additional information:

1. **Statement of the fee charged for each license, certificate, registration, permit, or other similar authorization issued by the board or commission.**
2. **Statement of how frequently each license, certificate, registration, permit, or other similar authorization issued by the board or commission must be renewed and the fee charged for such renewal.**
3. **For each license, certificate, registration, permit, or other similar authorization issued by the board or commission, list the fee charged for an equivalent license, certificate, registration, permit, or other similar authorization in each of the following states: Arizona, California, Idaho, Oregon, and Utah.**
4. **For each license, certificate, registration, permit or other similar authorization issued by the board or commission, provide a statement of how frequently an equivalent license, certificate, registration, permit, or other similar authorization must be renewed and the fee charged for such renewal in the following states: Arizona, California, Idaho, Oregon, and Utah.**