

Follow these instructions when 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. Then send the saved form and any additional documents in PDF format to [cstonefield@lcb.state.nv.us](mailto:cstonefield@lcb.state.nv.us)

**Information Concerning Board or Commission  
Subject to Review by the  
Sunset Subcommittee of the Legislative Commission**

as required by *Nevada Revised Statutes* 232B.230



**Board or commission name:**

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

**Physical address:**

**Mailing address:**

**Web site address (if any):**

**Web site developer** (if not EITS, please indicate if EITS approved the web site):

**Executive director's name and contact information:**

**Staff members' names including titles and status as full-time or part-time** (attach additional pages as necessary):

**Days and hours of operation:**

**Created by what authority:**

**Authority to adopt regulations (NRS) and citation to regulations (NAC), if applicable:**



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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:

List any required regulations that have not been adopted, with any applicable deadline for the adoption of any such regulation. Please identify each such regulation by LCB File No., if available, or by reference to the provision of NRS or Statutes of Nevada requiring adoption of the regulation:

Governing structure of the board or commission pursuant to statute:

Duties of the board or commission:

Statement of the objectives and programs of the board or commission:



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**Itemized list of services offered  
by the board or commission:**

**Dates of the immediately  
preceding six meetings and  
the online location where the  
minutes can be found:**

**Statutory tax exemptions,  
abatements, or money set aside  
for the board or commission:**

**Description of the manner in  
which the board or commission  
is funded, including all funding  
sources:**

**Please identify any forms  
required by the board or  
commission to be used by  
members of the public which  
are not available for  
downloading from the web site  
of the board or commission:**



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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?

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? Please explain the response with any information the board or commission believes is relevant:

Any recommendations for statutory changes which are necessary for the board or commission to carry out its objectives and programs:

If additional space is necessary, please attach additional pages and refer to the attachments on the form.

Please include with this form:

1. The operating budget of the board or commission.
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.
3. The most recent legislative audit or other audit of the board or commission, and any efficiency studies or constituent or staff surveys conducted in the past 3 years.
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.
5. A copy of the organizational chart showing the governing structure of the board or commission and its staff.
6. A copy of the most recent strategic plan of the board or commission.

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.