



**DISTRICT OF COLUMBIA  
Board of Funeral Directors  
1100 4<sup>th</sup> Street SW, Conference Room E300  
Washington, DC 20024  
Meeting Minutes  
Thursday, January 04, 2018**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on January 4, 2018, 1100 4<sup>th</sup> Street, S.W., Room E 300A-B, Washington, D.C. The Board held its Executive Session to discuss complaints and legal counsel report.

The meeting was called to order by Chairperson John McGuire at 1:32 p.m.

**Board Members Present:** John McGuire, Asanti Williams, Duane Hills, Randolph Horton and Ernest Boykin

**Staff Present:** Brittani Strozier, *Board Administrator*, S. Skip Brown, *Program Analyst*, Stacey Williams, *Program Support Specialist*, George Batista, *OPLA Investigator*, Cynthia Briggs, *Executive Director*, Clifford Cooks, *Program Manager*, and Kia Winston—*Legal Advisor*

**Public Members Present:** None

**Agenda Item - Comments from the Public:** None

**Agenda Item - Minutes**

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to approve the minutes for the December 7, 2017 meeting.

**Agenda Item- Executive Session**

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board unanimously voted to enter into Executive Session.

**Agenda Item- Application(s)** - None

**Agenda Items – Complaint(s)** - None

**Agenda Item – Old Business**

- A. Warning Letter Sent to Eight (8) D.C. Funeral Homes by (OAG): discussion on the latest updates regarding the warning letter sent to eight (8) D.C. Funeral Homes by Office of the Attorney General.



**DISTRICT OF COLUMBIA  
Board of Funeral Directors  
1100 4<sup>th</sup> Street SW, Conference Room E300  
Washington, DC 20024  
Meeting Minutes  
Thursday, January 04, 2018**

- C. Chapter 30 Municipal Regulations—“*make arrangements*” definition: the Board proposed the following descriptions for the term “make arrangements” in D.C. Official Code §17-3013.2(I) (1):
- Conducting the arrangement conference;
  - Sales of caskets, urns, and outer burial containers;
  - Explanation of price list;
  - Execution of Statements of Goods and Services (i.e. funeral contract).
- D. Funeral Bill of Rights—casket price list: discussion on the content of the Funeral Bill of Rights regarding the listing of casket prices.
- E. Hearse and Limousine Tax: discussion on the regulations regarding the 10% rental rate tax for hearse and limousine rentals.

**Agenda Item – New Business**- None

**Agenda Item Adjourn**

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 2:35 p.m.

Respectfully submitted,

\_\_\_\_\_  
John McGuire, Chair

2/1/18

\_\_\_\_\_  
Date

Recorder: Brittani Strozier, *Board Administrator*