



OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION (OPLA)

D.C. Board of Funeral Directors
1100 4th Street SW, Room E300
Washington, DC 20024

Thursday, October 04, 2018

MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on October 4, 2018 at 1100 4th Street, S.W., Room E546 Washington, D.C.

The meeting was called to order by Chairperson John McGuire at 1:12 pm.

Board Members Present: John McGuire—Chairman, Asanti Williams—Vice Chairperson, Randolph Horton, and Ernest Boykin

Staff Present: Brittani Strozier Daise—*Board Administrator*, Leon Lewis—Executive Director, Kia Winston—Legal Advisor, Vincent Parker—Administrator, Tiffany Tenbrook—Surface Permitting Manager (DDOT), and Elliott Garrett—Public Space Permit Manager (DDOT)

Public Members Present: None

Agenda Item - Comments from the Public:

Public consumers were not present at this meeting.

Agenda Item - Minutes

Upon a motion duly made by Board Member Ernest Boykin and properly seconded by Board Member Asanti Williams, the Board unanimously voted to approve the minutes for the September 6, 2018.

Agenda Item- Executive Session

Upon a motion duly made by Board Member Ernest Boykin and properly seconded by Board Member Asanti Williams, the Board unanimously voted to enter into closed session pursuant to the authority of D.C. Official Code Section 2-575(b)(4)(A) to seek the advice of counsel, D.C. Official Code Section 2-575(b)(9) to discuss disciplinary matters, and D.C. Official Code Section 2-775(b)(13) to deliberate upon a decision in an adjudication action or proceeding at 1:15 pm. The closed session includes the review of any complaints and technical applications.

The Board came out of Executive Session temporarily at 1:50 pm and returned at 2:04 pm.



Agenda Item- Application(s)

The Board reviewed the list of applications that were administratively approved. There were no applications that needed technical review.

Agenda Items – Complaint Recommendation(s)

1. Dunn & Sons Funeral Service- Upon a motion duly made by Board Member Asanti Williams and properly seconded by Board Member Ernest Boykin, the Board unanimously voted to close the complaint due to no apparent statutory or regulatory violation.
2. Anonymous vs. Francis B. Hunt T/A Hunt Funeral Home- investigative report – 2017-012 - Upon a motion duly made by Board Member Ernest Boykin and properly seconded by Board Member Asanti Williams, the Board unanimously voted to defer action pending more information.
3. Anonymous vs. R. N. Horton- Upon a motion duly made by Board Member Ernest Boykin and properly seconded by Board Member Asanti Williams, the Board unanimously voted to defer action pending more information.
4. W. H. Bacon- Upon a motion duly made by Board Member Ernest Boykin and properly seconded by Board Member Asanti Williams, the Board unanimously voted to defer action pending more information.

Agenda Item – Old Business

1. 2018 Practitioners Forum- the Board reviewed the 2018 Forum program draft and provided revisions to update the program. The Board discussed their participation in the forum.
2. Proposed Rulemaking- Legal Counsel, Kia Winston, discussed proposed revisions made to the continuing education section of to amend Chapter 30 (Funeral Directors) of Title 17 of the District of Columbia Municipal Regulations (DCMR).
3. Board Website Updates- Chairman McGuire requested for all 8 statutory and regulatory chapters for DC funeral directors to be posted on the Board's website before the forum on October 11, 2018.
4. Apprentice Funeral Exam- Chairman McGuire requested a status update on the implementation of the exam. Board Administrator, Strozier Daise, advised she would follow-up with the Exam Coordinator, Luladaye Valli, for an update.

Agenda Item – New Business

1. Parking Permit Process- the Board shared concerns with DDOT representatives, Tiffany Tenbrook and Elliot Garrett, including issues with parking permits machines. Mr. Garrett explained DDOT's process for maintaining parking permit machines. Ms. Tenbrook offered a point of contact, Melinda Anderson, to resolve issues with parking permit. Ms. Anderson's contact information is melinda.anderson@dc.gov; 202-671-2123. Ms. Tenbrook encouraged the Board to provide this contact info to licensees and advised that licensees can contact her to personally handle parking permit issues at the 6th district location. Ms. Tenbrook offered her email: tiffany.tenbrook@dc.gov. The Board plans to share towing and ticketing concerns, including the \$55 fee, with the DC Department of Public Works (DPW).
2. Funeral Board Christmas Luncheon- Chairman McGuire requested to have the



annual Christmas luncheon in January and the Board agreed.

3. Board Roles & Responsibilities- Chairman McGuire encouraged the Board to continue thinking about their positions on the roles and responsibilities of the Board and to be prepared to discuss their thoughts at a future meeting.

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 3:06 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'John McGuire', written over a horizontal line.

John McGuire, Chair

A handwritten date '11/1/18' written in black ink over a horizontal line.

Date

Recorder: Brittani Strozier, Board Administrator