



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

Thursday, April 05, 2018

MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on April 5, 2018 at 1100 4th 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 1:34 pm.

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

Staff Present: Stacey Williams, *Program Support Specialist*, Brittani Strozier Daise, *Board Administrator*, Cynthia Briggs, *Executive Director*, Clifford Cooks, *Program Manager*, 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 Ernest Boykin, the Board unanimously voted to approve the minutes for the March 8, 2018 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board unanimously voted to enter into Executive Session.

Agenda Item- Application(s) None

Agenda Items – Recommendation(s) None

Agenda Item – Old Business

A. Newsletter- Qtr. 1 Distribution- Mr. McGuire advised that some licensees have not received an electronic copy of the newsletter for Quarter 1 2018. Mrs. Strozier Daise advised she would obtain another email listing of licensees, update or correct email

addresses and resend the electronic copy the newsletter. Ms. Strozier Daise also noted that we are seeking articles or items of interest for the next quarter newsletter.

- B. Funeral Apprentice Examination- Mr. Cooks discussed the process for updating this exam. The Board established a committee to review the exam, consisting of all five (5) Board Members. The Board will also designate 2 subject matter experts (SMEs) outside the Board to serve on the committee.
- C. Endorsement Application- Mrs. Strozier Daise updated the Board on the status of adding an endorsement application in the online application system. Mrs. Strozier Daise and Ms. Briggs will follow up with Mr. Cooks to discuss how the endorsement application will be developed in the new system.

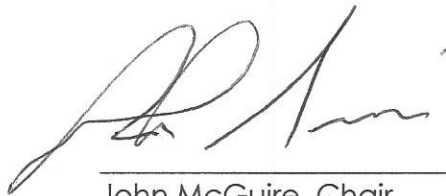
Agenda Item – New Business

2018 Practitioners Forum- the Board confirmed the date and time for the forum, which will be held on Thursday, October 11, 2018 from 5 pm to 8 pm at Gallaudet University. The Board designated Ernest Boykins as the Forum Chair. The Board also plans to use comments from its 2017 Forum Survey to identify pertinent, industry related topics to offer this year.

Agenda Item Adjourn

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board unanimously voted to adjourn the meeting at 2:27 pm.

Respectfully submitted,



John McGuire, Chair

3 MAY 2018

Date

Recorded and Prepared by: Brittani Strozier Daise, Board Administrator