



**DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Conference Room E300
Washington, DC 20024
Meeting Minutes
Thursday, December 07, 2017**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on December 7, 2017 at 1100 4th Street, S.W., Room E 300A-B, Washington, D.C.

The meeting was called to order by Chairperson John McGuire at 1:05 p.m.

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

Staff Present: Brittani Strozier, *Board Administrator*; Sheldon Brown, *Program Analyst*, Stacey Williams, *Program Support Specialist*, Luladaye Valli, *Examination Coordinator*, Cynthia Briggs, *Executive Director*, Clifford Cooks, *Program Manager*, Kia Winston, *Legal Advisor*, George Batista, *OPLA Investigator*, Vincent Parker, *BLPA Administrator*

Public Members Present: None

Agenda Item - Comments from the Public: None

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 November 17, 2017 with noted corrections.

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 Executive Session.

Agenda Item- Application(s): None

Agenda Items – Complaint(s)

- a. Discussions on latest updates regarding investigations of Austin Royster Funeral Home.
- b. Discussion regarding the warning letter sent to nine (9) D. C. Funeral Homes by Office of the Attorney General.



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Agenda Item – Old Business

- a. Funeral Director Practical: Luladaye Valli advised the date for the next practical is January 25, 2018.
- b. January 2018 Newsletter- : the Board of Funeral Directors recommended the following topics to include in its January 2018 newsletter edition: 1) summary of the 2017 Funeral Directors Forum; 2) license compliance information regarding Austin Royster Funeral Home, 3) reminders to maintain and renew Basic Business License (BBL); 4) fee structures for civil infractions; 5) important industry-related information from DOH and; 6) the new Board Members.
- c. Board Member Credentials: the Board members updated their contact information

Agenda Item – New Business

- a. Funeral Bill of Rights- the Board discussed the proposed legislation presented to the DC City Council to amend the Funeral Services Regulatory Act to establish a Funeral Bill of Rights
- b. Office of the Attorney General (OAG), Funeral Planning Resources for Consumers- the Board reviewed OAG's Funeral Planning Resources for Consumers Handout.
- c. BBL and FHE License Renewals: the Board recommended to create a booklet of Funeral Director laws and regulations. The Board also recommended to include the roles and responsibility of designated funeral directors as a topic in next year's forum.

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 2:48 p.m.

Respectfully submitted,

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

John McGuire, Chair

1/4/18
Date

Recorder: Brittani Strozier, Board Administrator