



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

Thursday, March 08, 2018

MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on March 8, 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 Vice-Chairperson, Asanti Williams, at 1:16 pm.

Board Members Present: Asanti Williams, Duane Hills, and Randolph Horton.

Staff Present: Brittani Strozier—*Board Administrator*, Cynthia Briggs—*Executive Director*, Kia Winston—*Legal Advisor*

Public Members Present: Carol Latney-Solomon and Alexia Solomon

Agenda Item - Comments from the Public: Ms. Solomon shared concerns regarding delays in pronouncements from physicians and its impact on processing death certificates.

Agenda Item - Minutes

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board unanimously voted to approve the minutes for the February 1, 2018 meeting.

Agenda Item- Executive Session

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

Agenda Items – Recommendation(s)

- i. Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to close the complaint in the matter of B. K. Henry Funeral Chapel, Inc. vs. C. Bullock due to no apparent violation.
- ii. Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to close all three complaints in the matter of Terry Austin due to no apparent violation.

Agenda Item – Old Business- none reported

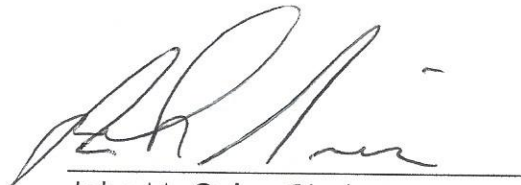
Agenda Item – New Business

- A. Newsletter- the Board discussed content for quarter 2's newsletter and agreed to include a feature from the Office of Tax & Revenue (OTR) in the Partner Agency section and to discuss cremation as the topic in the Best Practices Feature section. The Board also agreed to include a feature from The Office of the Chief Medical Examiner (OCME) in the Partner Agency section of quarter 3's newsletter. The Board advised only disciplinary action that involve suspensions and license revocations.
- B. ICFSEB Annual Conference- Cynthia provided a recap of the ICFSEB Annual Conference in New Orleans, LA from February 28, 2018- March 1, 2018.
- C. The Board reviewed a notice from the Alabama Board of Funeral Service that alerted licensees to a scam circulating in their jurisdiction. The Board agreed to mention this scam in the upcoming newsletter.
- D. The Board reviewed the endorsement license type, referenced in 17 DCMR § 3004.1, and requested for this license type to be established in the new credentialing system.

Agenda Item Adjourn

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

Respectfully submitted,



John McGuire, Chair

3 MAY 2018

Date

Recorder & Preparer: Brittani Strozier, Board Administrator