



**DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Conference Room E300
Washington, DC 20024
Meeting Minutes
Thursday, October 05, 2017**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on October 5, 2017 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 1:05 p.m.

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

Board Members Absent: None

Staff Present: Skip Brown, *Board Administrator*, Brittani Strozier, *Board Administrator*, Stacey Williams, *Program Support Specialist*, Kia Winston, *Legal Advisor*, Cynthia Briggs, Board Executive, Clifford Cooks, Program Manager

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 Duane Hills, the Board unanimously voted to approve the minutes for the July 6, 2017 meeting.

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 go into executive session to discuss complaints, regulations changes and legal counsel report. No license applications were presented at the meeting.

Agenda Items – Complaint(s)

- 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 from Universal II Mortuary. The Board has asked that Administration send a letter to both the complainant and respondent reflecting the Board's decisions.



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- Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board unanimously voted to request an investigation concerning the matter of Austin Royster operating with a suspended license.

Agenda Item – Chapter 30

The Board members requested to amend the following DC Funeral Board Municipal Regulations:

- 3013.2(h): replace the wording, “written authorization” to “verbal and written authorization...”
- 3013.2(l): further define the action of “making arrangements” and add this term to the Definitions section.
- 3013.3(e): eliminate wording after “excluding general advertising.”

Agenda Item – Old Business

Department of Health Vital Records (DOH): Board Administrator Skip Brown and Board Executive Cynthia Briggs briefed the Members on updates to DOH’s Electronic Death Registration System to address technical issues.

Parking Reimbursement: Program Manager Clifford Cooks requested the Board Members to submit parking receipts as soon as possible for reimbursement.

2017 Practitioners Forum: Board Administrator Skip Brown confirmed all presenters and speakers, reviewed the agenda, and provided logistics for members.

Agenda Item – New Business

Board Website & Special Attention System Launch: Board Administrator Skip Brown, Board Executive Cynthia Briggs, and Program Manager Clifford Cooks briefed the Board members on the new OPLA website and online application system that launched on October 2, 2017. Further updates and training will be provide at a future meeting.

Agenda Item Adjourn

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board unanimously voted to adjourn the meeting at 2:55 p.m.



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Respectfully submitted,

Asanti Miller vice chair
Robert McGuire, Chair *For*

11-17-2017
Date

Recorder: Brittani Strozier Daise, Board Administrator

