



**DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Conference Room E300
Washington, DC 20024
Meeting Minutes
Friday, November 17, 2017**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on November 17, 2017 at 1100 4th Street, S.W., Room E 380, 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 11:14 a.m.

Board Members Present: Asanti Williams, Randolph Horton, Duane Hills, and John McGuire (via conference call)

Board Members Absent: Ernest Boykin

Staff Present: Brittani Strozier, *Board Administrator*, Sheldon Brown, Program Analyst, Kevin Cyrus, *Education Coordinator* Cynthia Briggs, *Executive Director*, Clifford Cooks, *Program Manager*, Kia Winston, *Legal Counsel (via conference call)*, George Batista, *OPLA Investigator*, Vincent Parker, *BPLA Administrator*

Public Members - Wanda Smith, *Office of Tax & Revenue Officer*, Andrew Bellwoar, *DCRA Attorney Fellow*, Rudolf Schreiber, *Assistance General Counsel-DOH*, Mikelle DeVillier, *General Counsel-OCME*, Terra Abrams, *DOH, State Registrar*, Wilfred Usher, *RIS Investigator*, Runako Allsopp, *DCRA Attorney (via conference call)*, Wendy Weinberg, *Agency-OAG Legal Counsel*

Agenda Item - Comments from the Public: Discussion regarding Austin Royster Funeral Home.

Agenda Item - Minutes

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to approve the minutes for the October 5, 2017 meeting.

Agenda Item - Applications: None

Agenda Items – Complaint(s)

Concerning the matter of Austin Royster Funeral Home, Inc. the following actions were voted by the Board:

1. Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board unanimously voted to enact a



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summary suspension of license for Austin Royster Funeral Home, Inc., FHE 40000555.

2. Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to revoke the Funeral Home Establishment license for Austin Royster Funeral Home, Inc., FHE 40000555

Agenda Item – Old Business: Kevin Cyrus summarized the surveys and evaluations completed by the participants attending the 2017 Funeral Directors Forum. He noted 2018 forum topics requested by the participants. Mr. Cyrus will send the list of topics to the members and Board Administrator to begin the preparation for next year's Forum event.

Agenda Item – Old Business:

- a) Funeral Directors Practical Examination—the Board requested to hold the next Funeral Director's Practical on December 14, 2017; John McGuire, Asanti Williams, and Robert Horton will proctor this exam.
- b) Compliance Inspections—OPLA's compliance inspections were conducted and report of findings were completed by George Batista, OPLA Investigator. OPLA is currently scheduling regular compliance checks for DC Funeral Home Establishments.
- c) DOH Vital Record- Nursing Home & Hospice Death Registration—Brittani Strozier distributed the announcement from Department of Health (DOH) entitled, "Nursing Home and Hospice Death Registrations."
- d) Newsletter—Brittani Strozier discussed creating a quarterly DC Board of Funeral Directors newsletter, which will launch in January 2018. The Board provided recommendations for content, to include: licensure updates for inactive suspended, or revoked licenses; compliance inspections conducted; updates to Chapter 30 municipal regulations; best practice recommendation, and listings of newly issued licenses. The Board also recommended that we include pertinent industry-related content from other DC agencies pertaining to funeral directing services in the District of Columbia.
- e) 2018 Annual Conference—the dates for the Annual Meeting of the International Conference of Funeral Service Examining Boards (The Conference) will be February 28, - March 1, 2018. John McGuire and Duane Hills will attend, representing the DC Board. Cynthia Briggs, Board Executive will also attend.
- f) Renewals—Clifford Cooks advised the Board the funeral license renewal process is now open through OPLA's new online application and licensing system. He reminded the Board to renew their licenses to ensure they remain current.



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- g) Holiday—the Board agreed to host their annual holiday celebration at the January 4, 2018 Board meeting

Agenda Item Adjourn

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board unanimously voted to adjourn the meeting at 1:38 p.m.

Respectfully submitted,

John McGuire, Chair

12/17/17

Date

Recorder: Brittani Strozier Daise, Board Administrator