



## OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

D.C. Board of Funeral Directors  
1100 4<sup>th</sup> Street SW, Room E300 A- B  
Washington, DC 20024

Thursday, December 06, 2018  
MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on December 6, 2018 at 1100 4<sup>th</sup> Street, S.W., Room E 300A-B, Washington, D.C. 20024.

The meeting was called to order by Vice Chairperson Asanti Williams at 1:17 pm

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

**Members Absent:** John McGuire

**Staff Present:** Andrew Jackson-Board Administrator, Brittani Strozier Daise-Board Administrator, and 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 Randolph Horton and properly seconded by Board member Duane Hills, the Board unanimously voted to approve the minutes for the November 1, 2018 meeting.

### **Agenda Item- Executive Session**

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to enter into closed session pursuant to the authority of D.C. Official Code Section 2-575(b)(4)(A) to seek the advice of counsel, D.C. Official Code Section 2-575(b)(9) to discuss disciplinary matters, and D.C. Official Code Section 2-775(b)(13) to deliberate upon a decision in an adjudication action or proceeding.

### **Agenda Item- Application(s)**

None

### **Agenda Items – Recommendation(s)**

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Board unanimously voted to issue Roger J. Mason a \$2500 fine via Consent Order.

### **Agenda Item – Old Business**

- A. **Proposed rulemaking-** 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 proposed Rule Making to amend Chapter 30 regulations.
- B. **2019 Annual Meeting of the International Conference of Funeral Service Examining Boards (ICFSEB)** - Board Administrator Andrew Jackson announced that travel has been submitted for Annual ICFSEB meeting to be held Tuesday, February 26, 2019 – Friday, March 1, 2019. Mr. Jackson informed the Board that once travel is approved flight reservations can be made.
- C. **Practical Exam Candidates-** Board Administrator Andrew Jackson advised the Board that one (1) candidate is currently awaiting to take the practical in April 2019. The Board deferred to identify an examination date until the January 3, 2019 Board meeting.
- D. **Sales and Use Tax Draft Regulation-** the Board reviewed the Sales and Use Tax draft regulations from the DC Office of Tax and Revenue and provide Board member suggestions to amend the draft. The Board will continue this discussion in the January 2019 meeting.

### **Agenda Item – New Business**

None

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday January 3, 2019. The Annual Holiday Luncheon is scheduled to take place during January 3, 2019 meeting.

### **Agenda Item Adjournment:**

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Board unanimously voted to adjourn the meeting at 2:30 pm.

Respectfully submitted,

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John McGuire, Chair

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Date

Recorder & Transcriber: Andrew Jackson, Board Administrator