



## 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, March 07, 2024  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on March 7, 2024 at 1100 4<sup>th</sup> Street, S.W., Room E 300A-B, Washington, D.C. 20024. This Public and Executive meeting was held via WebEx Webinar format.

The meeting was called to order by Board Chair John McGuire at 1:11 pm

**Board Members Present:** John McGuire, Ernest Boykin and Randolph Horton

**Members Absent:** Asanti Williams and Duane Hills

**Staff Present:** Andrew Jackson – **Program Specialist**, Marc Nielsen – **Legal Counsel**, Kevin Cyrus – **Education Coordinator**, Stephen Pavlik – **Program Manager CPU**, and Jacqueline Noisette – **Program Manager Business Licensing**

**Public Members Present:** Verneka Roberts

### **Agenda Item - Comments from the Public:**

No comments from the Public at this meeting.

### **Agenda Item - Minutes**

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin the Board unanimously voted to approve the minutes for the February 1, 2024 meeting.

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

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, 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)**

1. Verneka Roberts – Funeral Director (New Applicant/Education/Apprenticeship)
2. Beth Hairston – Funeral Courtesy Cardholder
3. William Dunn – Funeral Director Apprentice

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

- A. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member John McGuire, the Board voted to approve the Funeral Director application of Verneka Roberts for DC Law Examination and Practical Examination pending receipt of additional information.
- B. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Board voted to approve the application of Beth Hairston for Funeral Courtesy Cardholder.
- C. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board voted to approve the Funeral Apprentice application of William Dunn for Apprentice Examination pending receipt of additional information.

### **Agenda Item – Old Business**

- A. **ICFSEB Conference 2024 Review:** Board Administrator Andrew Jackson and Board Chair John McGuire provided a review of the ICFSEB Conference held on February 28<sup>th</sup> & 29<sup>th</sup>. The Conference recognized Nicole McClendon for 5-year attendance. Additionally, important topics discussed at the Conference were Dual Licensing and Natural Organic Reduction.
- B. **Outreach Initiative:** Board Administrator Andrew Jackson informed the Board members that a meeting for script development will be scheduled towards

the end of the month. Board members have until March 25<sup>th</sup> to submit script ideas.

- C. **CEU Audit:** Education Coordinator Kevin Cyrus provided an update to the CEU Audit conducted in February. Mr. Cyrus stated some licensees were nonresponsive. CE requirements to be gathered by Legal Counsel Nielsen for clarification of the process.

**Agenda Item – New Business**

- A. **Funeral Practitioners Forum 2024:** Board Administrator Andrew Jackson recommended that the Board start thinking of topics and speakers for the 2024 Practitioners Forum to be held in October 2024. The following topic suggestions were made by the Board:
  - i. **Vital Records** – Gender Items/Death Certificates
  - ii. **OCME**
  - iii. **Natural Organic Reduction**
  - iv. **DC Council** – Funeral Law Changes
- B. **CPU Complaints Process:** Stephen Pavlik from CPU explained some changes made to the complaints process. Moving forward all complaints will go through Consumer Protection and forwarded to the Boards after CPU review. All complaints will receive a report from an assigned Investigator.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday **April 4, 2024**, at 1pm.

**Agenda Item Adjournment:**

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 2:34 pm.

Respectfully submitted,

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John McGuire, Chair

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Date

Recorder & Transcriber: Andrew Jackson, Board Administrator