



## 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, October 07, 2021  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on October 7, 2021 at 1100 4<sup>th</sup> Street, S.W., Room E 300A-B, Washington, D.C. 20024. This Public and Executive meeting was via WebEx Events format.

The meeting was called to order by Board Chair John McGuire at 1:00 pm

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

**Members Absent:** Asanti Williams

**Staff Present:** Andrew Jackson-**Board Administrator**, Marc Nielsen-**Legal Counsel**, Kevin Cyrus – **Education Coordinator**, Kathy Thomas – **Education Coordinator**, and Nicole McClendon – **Program Coordinator for Boards and Commissions**

**Public Members Present:** None

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

None

### **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 September 2, 2021 meeting with corrections.

### **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)**

No applications at this Public Meeting.

**Agenda Items – Recommendation(s)**

- A. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board voted to conduct random audits for CEU Verification.

**Agenda Item – Old Business**

- A. **Application/Testing Updates** – Program Coordinator Nicole McClendon announced that testing will begin for applicants within the next 30 days. MOU and addendum has been signed by the Board and forwarded to UDC.
  
- B. **2021 Practitioners Forum** – The DC Board of Funeral Directors recommended that UDC and the National Arlington Cemetery to be included in this year's 2021 Practitioners forum to be held on November 10<sup>th</sup>. Education Liaison Kathy Thomas is currently finalizing forum topics.

**Agenda Item – New Business**

- A. **Temporary Licenses** – Legal Counsel Marc Nielsen informed the Board that there is currently no legal authority to issue temporary licenses without examination/testing.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday November 4, 2021 at 1pm.

**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 2:08 pm.

Respectfully submitted,

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John McGuire, Chair

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Date

Recorder & Transcriber: Andrew Jackson, Board Administrator