

Occupational and Professional Licensing

**District of Columbia Board of Funeral Directors 1100 4th Street, SW Suite 400**

**Washington, DC 20024**

**June 3rd, 2025, at 1:00 P.M.**

**Minutes**

**(Virtual Meeting)**

**\*\*This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising from this meeting to the Office of Open Government at** [**opengovoffice@dc.gov**](mailto:opengovoffice@dc.gov)

The District of Columbia Board of Funeral Directors held its scheduled meeting on Thursday, May 1st, 2025. This meeting was held virtually via Zoom.

The meeting was called to order at 1:02 pm by the Board Chair, Mr. John McGuire

# Attendance

Board Members Present: Board Chair, Mr. John McGuire, Consumer Member, Mr. Ernest

Boykin, Board Member Mr. Randolph Horton

Staff: Ms. Jacqueline Noisette, Deputy Director; Ms. Nicole McClendon, Program Manager; Ms. Allison Wade, Board Administrator; Ms.

Shakira Richardson, CPU Program Manager; Mr. Demetrius Norman, Chief Customer Experience Officer; Mr. Jartavious Frazier, Policy Analyst; Ms. Jennifer Darden, Paralegal Specialist; Ms. April Randall, Legislative & Public Affairs Officer; Ms. Kimberly Troxler, Program Support Specialist; and Marcus Jones, Program Analyst, Irina Moore, Exam Coordinator, Tracey Jamison, Program Support Specialist, Program Support Specialist, Kevin Cyrus, Education Coordinator

Legal Counsel: Mr. Agustin Villadares,

Special Guests: Kaylee Gould “Applicant”, Lindsey Sparkman “Public”, Michael Whatley “Applicant”

# Agenda Item: Comments from the Public

# Kaylee Gould and Michael Whatley inquired about the status of their submitted applications. Lindsey Sparkman is an interested member of the public and was in attendance for observation.

# Agenda Item: Draft Minutes

Mr. Ernest Boykin, seconded by Mr. Randolph Horton, the Board voted unanimously to approve the May 1st, 2025 meeting minutes.

# Agenda Item: Review of Administrative Approved Applications

# There were 4 applications under review

# Agenda Item: Legislative Legal Updates

No updates from Legal Counsel

# Agenda Item: Old Business

Ms. Nicole McClendon, “Program Manager,” discussed SOP and provided an update on the application process/ web page reconstruction sprint completion.

**Agenda Item: New Business**

# Irina Moore, “Exam Coordinator”, reminded the board that the exams will take place twice a year if there are sufficient applicants, in April and September.

# Agenda Item: Executive Session –

Upon motion, it was duly made by Board Member Mr. Randolph Horton and properly seconded by Consumer Member Mr. Ernest Boykin. The Board voted to enter the Executive Session at 1:20 pm

Executive Session ( Closed to the Public) to consult with an attorney under D.C. Official Code § 2- 575(b) (4) (A); D.C. Official Code § 2-575(b) (9) (13) (14) 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 to discuss complaints/legal matters, applications.

# Agenda Item: Recommendations

Board Administrator Ms. Allison Wade will contact applicants to let them know the board's decision and the next steps.

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| |  |  | | --- | --- | | Upon motion, duly made by Board Member Mr. Randolph Horton, and properly seconded by Consumer Member Ernest Boykin, the Board unanimously voted to adjourn the meeting at 3:21 pm.  Respectfully submitted,  Mr. John McGuire, Chairman    Date: 6/7/2025  Recorder/transcriber: Allison Wade, Board Administrator |  | |  | | |  | | |  |  | |  | | |  | | |  |  | |  | | |  | | |  |  | |  | | |  | | |  |  | |  | | |  | | |