



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

Thursday, January 06, 2022
MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on January 6, 2022 at 1100 4th 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**, Kevin Cyrus – **Education Coordinator**, Anisah Crosby – **Program Manager - CPU**, and Leon Lewis – **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 Randolph Horton the Board unanimously voted to approve the minutes for the December 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)

1. Patricia Latimore – **Funeral Home Establishment**
2. Anthony Payne – **Funeral Director**
3. David Nipper – **Funeral Director Apprentice**

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 conditionally approve the Funeral Home Establishment application for Patricia Latimore pending the inspection report from Investigator George Batista.
- B. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Board voted to conditionally approve the Funeral Director application for Reciprocity for Anthony Payne for DC Law exam pending NBE results.

Agenda Item – Old Business

- A. **Renewal Status of Licensees** – Board Administrator Andrew Jackson informed the Board that renewals for Funeral Directors should be processed and up to date. Board Chair John McGuire expressed that staff should send mass email to inform licensees about instructions of printing out licenses. Board Administrator Andrew Jackson will coordinate with Education Coordinator Kevin Cyrus to draft language to be sent for approval. Board Chair McGuire also expressed concerns of license print.
- B. **Practical Examination Date** – The Board determined the following Board Members and Staff will be present at the January 27th Practical Examination:
 - a. John McGuire
 - b. Randolph Horton
 - c. Duane Hills
 - d. Ernest Boykin
 - e. Andrew Jackson
 - f. Irina Moore
- C. **CEU Audit Procedures** – The Board announced that the CEU Audit process will be conducted on or after February 15th.

Agenda Item – New Business

- A. **DCRA Agency Split** – Program Coordinator Leon Lewis informed the Board that the agency transition is currently in implementation stages. No additional information was known.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday February 3, 2022 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 1:48 pm.

Respectfully submitted,



John McGuire, Chair

2/3/2022

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator