



## 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 06, 2022  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on October 6, 2022 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 Events format.

The meeting was called to order by Vice Chair Asanti Williams at 1:01 pm

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

**Members Absent:** John McGuire

**Staff Present:** Andrew Jackson-**Board Administrator**, George Batista – **Investigator CPU**, Marc Nielsen – **Legal Counsel**, Kevin Cyrus – **Education Coordinator**, Nicole McClendon – **Program Coordinator for Boards and Commissions** and Cynthia Briggs – **Program Manager (OPLA)**

**Public Members Present:**

Alise Bullard – Public Guest/Observer  
Grace Murray – Funeral Director  
Tresa Dunn – Funeral Director  
Lucinda Cox – Public Guest/Observer  
Nicholas Weil – Public Guest/Observer

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

- **Alise Bullard** – Joined the Board meeting as an observer and regarding a complaint filed against Dunn & Son Funeral Service.
- **Grace Murray & Tresa Dunn** – Came before the Board regarding a complaint filed against their establishment (Dunn & Son Funeral Service).
- **Lucinda Cox** – Joined the Board meeting as an observer and regarding a complaint filed against Dunn & Son Funeral Service.
- **Nicholas Weil** – Joined the Board meeting as an observer.

### **Agenda Item - Minutes**

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin the Board unanimously voted to approve the minutes for the September 1, 2022 meeting.

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

Upon a motion duly made by Board member Duane Hills 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. Coreen Nottingham – **Funeral Director**
2. MaryJo Hazelbaker – **Funeral Director**
3. Matthew Wilson – **Funeral Courtesy Card Holder**
4. Sophia Robinson – **Funeral Director Apprentice**
5. Ronald Boyd - **Funeral Director**
6. Edith Wynn - **Funeral Courtesy Card Holder**
7. Kyle Glenn - **Funeral Courtesy Card Holder**

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

- A. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board voted to approve the application for testing for DC Law Examination of Coreen Nottingham for Funeral Director.
- B. Upon motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board voted to approve the application for testing for DC Law Examination of MaryJo Hazelbaker for Funeral Director.
- C. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Boyd voted to approve the application for Funeral Courtesy Card Holder.
- D. Upon motion duly made by Board member Ernest Boykind and properly seconded by Board member Randolph Horton, the Board voted to approve the application for testing of Funeral Director Apprentice for Sophia Robinson.
- E. Upon motion duly made by Board member Asanti Williams and properly seconded by Board member Ernest Boykin, the Board voted to approve the

application for testing for DC Lax Examination of Ronald Boyd for Funeral Director.

- F. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board voted to defer the application of Edith Wynn for Funeral Courtesy Card Holder pending additional information.
- G. 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 Kyle Glenn for Funeral Courtesy Card Holder.
- H. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board voted to close the complaint of Robert G. Mason citing no violations.
- I. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board voted to defer the complaint against Dunn & Son Funeral Service pending further investigation.

**Agenda Item – Old Business**

- A. **2022 Practitioners Forum** – Board Administrator Andrew Jackson and Education Coordinator Kevin Cyrus provided updates to the Funeral Practitioners Forum to be held on Thursday October 27<sup>th</sup> from 5pm to 8pm. Confirmed speakers for the event are as follows:
  - i. **Valerie Grant** – Vital Records
  - ii. **Thomas Sneeringer** – Bugles Across America
  - iii. **Andrew Reiter** – Tax and Revenue

**Agenda Item – New Business**

- A. **DLCP/Agency Split** – Program Manager Cynthia Briggs provided updates to the DCRA agency split as well as the new Department of Licensing and Consumer Protection. Agency split took place on October 1, 2022. Currently building is under construction and staff is scheduled to return tentatively December 5<sup>th</sup>. Ms. Briggs informed Board any updates will be given to the Board immediately upon receipt.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday December 1, 2022 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 2:50 pm.

Respectfully submitted,



John McGuire, Chair

11/9/2022  
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator