



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

Thursday, November 02, 2023

MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on November 2, 2023 at 1100 4th 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 1:03 pm

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

Members Absent: Asanti Williams, Randolph Horton

Staff Present: Kevin Cyrus – **Education Coordinator**, Marc Nielsen – **Legal Counsel**, Kimberly Troxler – **Program Support Specialist**, Nicole McClendon – **Program Manager** and Elspeth Callahan – **DLCP Policy Analyst** (Joined the meeting in progress as a call-in attendee)

Staff Absent: Andrew Jackson – **Program Specialist**

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 October 5, 2023 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, 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. Wendell Bacon – **Funeral Director (from Maryland)**

Agenda Items – Recommendation(s)

- A. Wendell Bacon – **Funeral Director Apprentice (FA40000009)** Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin the Board unanimously voted to approve Wendell Bacon to take the funeral apprentice written exam.

Agenda Item – Old Business

- A. **Disciplinary Actions:** None
- B. **Practitioners Forum Update:** Education Coordinator Kevin Cyrus reported receiving all positive feedback from attendees of the Forum. Nicole McClendon reported that Director Tiffany Crowe was appreciative of being invited to participate in the Forum and was very pleased with how the event turned out. Board Chair John McGuire proposed getting started on identifying presenters for next year's Forum in May 2024.
- C. **The International Conference of Funeral Service Examining Boards -Meeting in February 2024 Update:** Program Manager, Nicole McClendon, reported that there was no update regarding the conference; however, work will begin on travel packets upon Andrew Jackson's return.

Agenda Item – New Business


- A. **2024 Proposed Meeting Dates:** John McGuire proposed moving the July 2024 meeting date from July 4th, which is a holiday, to the following Thursday, July 11th. Mr. McGuire also advised that while August 2024 is a scheduled recess month, the Board should stand ready to meet if pressing business arises. Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board voted to approve the proposed meeting date schedule as amended.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday **December 7, 2023** at 1:00 pm via WebEx Events (Virtual).

Agenda Item Adjournment:

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board unanimously voted to adjourn the meeting at 1:44 pm.

Respectfully submitted,



John McGuire, Chair

12/11/2023
Date

Recorder & Transcriber:

Kevin Cyrus, Education

Coordinator