



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, December 01, 2022
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on December 1, 2022 at 1100 4th 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 Board Chair John McGuire at 1:03 pm

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

Members Absent: Asanti Williams

Staff Present: Andrew Jackson – **Program Specialist/Board Administrator**, Kimberly Troxler – **Program Support Specialist**, Marc Nielsen – **Legal Counsel**, Kevin Cyrus – **Education Coordinator**, and Nicole McClendon – **Program Coordinator for Boards and Commissions**

Public Members Present:

Sheree DeBerry - BEGA

Agenda Item - Comments from the Public:

- **Sheree DeBerry (BEGA)** – Came before the Board representing BEGA as an observer.

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 November 3, 2022 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. Danielle Everly – **Funeral Director**
2. Angela Eiss – **Funeral Director**
3. David Nipper – **Funeral Director Apprentice**

Agenda Items – Recommendation(s)

- A. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board voted to approve the application of Danielle Everly for Funeral Director for DC Law Examination.
- B. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board voted to approve the application of David Nipper for Funeral Director Apprentice for Apprentice Examination.
- C. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board elected to defer the application of Angela Eiss for Funeral Director pending additional information.

Agenda Item – Old Business

- A. **UDC Discussions** – Board Chair John McGuire announced that the new Memorandum agreement for UDC has been signed to continue practical examinations at UDC.
- B. **Funeral Outreach** – The Board elected to resume Funeral Outreach initiatives for 2022-2023. Board member Ernest Boykin will coordinate with Board Administrator Andrew Jackson to meet with schools soon to schedule outreach events.
- C. **The Conference** – Program Coordinator Nicole McClendon announced that the annual ICFSEB Conference will be held on March 1st and 2nd. Members and staff will fly in on Feb 28th and leave March 3rd. Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board voted to approve the following members and staff to attend the Annual ICFSEB Conference:

- i. John McGuire
- ii. Asanti Williams
- iii. Duane Hills
- iv. Randolph Horton
- v. Ernest Boykin
- vi. Nicole McClendon
- vii. Andrew Jackson

D. **Best Practices** – Per Board Chair John McGuire, best practices discussion will be deferred until January 5th meeting.

Agenda Item – New Business

- A. **ADMIN Portal** – Program Coordinator Nicole McClendon announced that the ADMIN Portal is back up and running after experiencing technical difficulties. Ms. McClendon also announced that new vendors are being researched to possibly replace current system.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday January 5, 2023 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 2:06 pm.

Respectfully submitted,



John McGuire, Chair

2 FEB 2023

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator