



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, December 02, 2021
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on December 2, 2021 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**, Marc Nielsen-**Legal Counsel**, Kevin Cyrus – **Education Coordinator**, George Batista – **Investigator - CPU**, and Nicole McClendon – **Program Coordinator for Boards and Commissions**

Public Members Present: George Halboro – **Funeral Director**
Lois Johnson – **Funeral Director**
Robert Farrah – **Funeral Director**
Morris Neville – **Legislative Assistant**
Makini Bruce – **Funeral Director**

Agenda Item - Comments from the Public:

1. George Halboro came before the Board as a first-time attendee and observer.
2. Lois Johnson came before the Board as an observer and listener.
3. Robert Farrah came before the Board to ask question of how CEUs would be uploaded into renewal application. Board Administrator Andrew Jackson informed Mr. Farrah that CEUs are to be kept for records by all licensees for potential audit to take place in 2022.
4. Morris Neville came before the Board as an observer and listener from DC Council Office.
5. Makini Bruce came before the Board to ask about updating picture for renewed license. Board Administrator Andrew Jackson informed Ms. Bruce to send updated picture to his attention so that it can be forwarded to OIS for possible update.

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 4, 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. Brandon Wylie – **Funeral Courtesy Card Holder**
2. Patricia Latimore – **Funeral Home Establishment**
3. Benjamin Stallings – **Funeral Director**
4. Anthony Payne – **Funeral Director**
5. John Hill – **Funeral Director**
6. 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 Ernest Boykin, the Board voted to approve the Funeral Courtesy Card Holder application for Brandon Wylie.
- B. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board voted to defer the application of Patricia Latimore for Funeral Home Establishment pending Percent of Ownership information, Inspection from DCRA and DFD statement.
- C. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board voted approve the application of Benjamin Stallings for DC Law Exam for Funeral Director.
- D. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board voted to defer the application of Anthony Payne for Funeral Director pending Oklahoma verification to DC and National ICFSEB Examination results.
- E. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board voted to approve the application of John Hill for Funeral Director for DC Law Exam.
- F. Upon motion duly made by Board member Randolph Horton and properly

seconded by Board member Ernest Boykin, the Board voted to defer the application of David Nipper for Funeral Director Apprentice pending 2x2 photo, supervisor form and verification from enrolled educational institution of study for Mortuary Science.

Agenda Item – Old Business

- A. **2021 Forum Review November 17th** – Education Coordinator Kevin Cyrus stated that the November 17th forum was very successful. 53 attendees have received completion certificates according to Mr. Cyrus. Mr. Cyrus also expressed that most surveys were rated as Good to Excellent.
- B. **Practical Examination Date** – The Board voted to administer the Practical Examination on January 27th. (Motion Horton, 2nd Hills).

Agenda Item – New Business

- A. **Renewal Notifications** – Program Coordinator Nicole McClendon announced that all renewal notifications have gone out to District of Columbia licensees.
- B. **CEU Audit Process** – The Board announced that the CEU audit processed is scheduled to be discussed by the end of January.
- C. **2022 Proposed Meeting Dates** – The Board voted to approve the following meeting dates for 2022:
 - Thursday January 6th
 - Thursday February 3rd
 - Thursday March 3rd
 - Thursday April 7th
 - Thursday May 5th
 - Thursday June 2nd
 - Thursday July 7th
 - August – Recess
 - Thursday September 1st
 - Thursday October 6th
 - Thursday November 3rd
 - Thursday December 1st

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday January 6, 2022 at 1pm.

Agenda Item Adjournment:

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board unanimously voted to adjourn the meeting at 3:23 pm.

Respectfully submitted,



John McGuire, Chair

1/10/2022

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator