



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, December 07, 2023
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on December 7, 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 Vice Chair Asanti Williams at 1:09 pm

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

Members Absent: John McGuire

Staff Present: Andrew Jackson – **Program Specialist**, Marc Nielsen – **Legal Counsel**, Nicole McClendon – **Program Coordinator Boards and Commissions**, and Jacqueline Noisette – **Program Manager**

Public Members Present: Kimberly Brown – **BEGA**

Agenda Item - Comments from the Public:

Kimberly Brown from BEGA attended the Board meeting as an observer.

Agenda Item - Minutes

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton the Board unanimously voted to approve the minutes for the November 2, 2023 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. Gary Henninger – Funeral Director (Reciprocity)
2. Benjamin Dibble – Funeral Director (Endorsement from MN)
3. Paul Hylton – Funeral Courtesy Cardholder

Agenda Items – Recommendation(s)

- A. Upon motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board voted to defer the application of Benjamin Dibble pending additional information.
- B. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board voted to approve the application of Paul Hylton for Funeral Courtesy Cardholder.
- C. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board voted to defer the application of Gary Henninger pending additional information.

Agenda Item – Old Business

- A. **ICFSEB Conference 2024:** Board Administrator Andrew Jackson provided updates regarding the travel for the Conference to be held in Myrtle Beach, SC in February. Administrator Jackson informed all Board members that travel has been submitted and advised Board members to submit all hotel reservations as soon as possible so that travel may be processed.
- B. **Funeral Outreach Video Update:** Board Administrator Andrew Jackson provided updates to Outreach Video. Meetings for Part II of the outreach video are set to resume after the holidays.
- C. **Renewal Updates:** An inquiry was brought to the Board regarding physical licenses being mailed out after renewals. Board Administrator Andrew Jackson informed the Board that physical licenses will no longer be mailed out and all licensed can be printed online via the Access DC accounts.

Agenda Item – New Business

- A. **Police Security for Funeral Services:** Vice Chair Asanti Williams mentioned concerns of lack of police security at funeral services for crime victims. The Board has elected to have staff reach out to the Police Chief to request attendance at the January 4th meeting to address concerns and request increased security.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday **January 4, 2024**, at 1pm.

Agenda Item Adjournment:

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Ernest Boykin, the Board unanimously voted to adjourn the meeting at 2:07 pm.

Respectfully submitted,



John McGuire, Chair

4 JANUARY 2024
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator