



## 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, February 01, 2024  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on February 1, 2024 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 Webinar format.

The meeting was called to order by Board Chair John McGuire at 1:02 pm

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

**Members Absent:** None

**Staff Present:** Andrew Jackson – **Program Specialist**, Justin Orrison – **Legal Counsel**, Kevin Cyrus – **Education Coordinator**, George Batista – **Investigator**, and Nicole McClendon – **Program Coordinator Boards and Commissions**

**Public Members Present:** None

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

No comments from the Public at this meeting.

### **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 January 4, 2024 meeting.

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

Upon a motion duly made by Board member Ernest Boykin 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. Sean McCoy – Funeral Director (Reciprocity)

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

- A. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board voted to approve the Funeral Director application of Sean McCoy for DC Law Examination.
- B. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board voted to close complaint filed against RN Horton Funeral Services after requirements and Death Certificate filings have been met.

### **Agenda Item – Old Business**

- A. **ICFSEB Conference 2024:** Program Coordinator Nicole McClendon stated that travel has been approved. Ms. McClendon also stated that any Board members and staff who wish to drive need to keep all records of receipts and record mileage.
- B. **Hearing Review:** Board Chair John McGuire testified during the hearing for Bill B25-0500 along with Verneka Roberts. Mr. McGuire stated that the hearing went well, and that Council will be looking to implement the Board's feedback into the upcoming rule making process.
- C. **Meeting with DLCP Director:** Board Chair John McGuire met with DLCP Director Tiffany Crowe on Monday January 8<sup>th</sup>. Chair McGuire said that the meeting was very productive and informative. Topics that were discussed included:
  - i. Lack of feedback on unlicensed complaint referrals
  - ii. Approval of blast emails
  - iii. Rewriting of the Regulations
  - iv. Updating of Law Examination

- D. **CEU Audit:** The Board inquired about updates for CEU Audit. Education Coordinator Kevin Cyrus informed the Board that an Audit will be conducted in February and results will be given by the March 7<sup>th</sup> Board meeting.
- E. **Outreach Efforts:** Script development and outreach efforts will be resumed in March.

**Agenda Item – New Business**

- A. **DLCP Renovations/Transition to Remote Environment:** Board Administrator Andrew Jackson announced that DLCP building will undergo renovations and that staff will be returning to Remote Telework posture starting Monday February 5<sup>th</sup>. Renovations are expected to last until October. During this time all Board meetings will remain virtual until further notice.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday **March 7, 2024**, at 1pm.

**Agenda Item Adjournment:**

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 1:58 pm.

Respectfully submitted,

  
\_\_\_\_\_  
John McGuire, Chair

3/7/2024  
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator