



## 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 02, 2023  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on February 2, 2023 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 Events format.

The meeting was called to order by Board Chair John McGuire at 1:08 pm

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

**Members Absent:** Asanti Williams and Ernest Boykin

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

**Public Members Present:**

Verneka Roberts – Apprentice  
Joyce Torchinsky – Funeral Director

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

- **Verneka Roberts** – Came before the Board to inquire about a possible bill regarding dual licensing going into effect proposed by DC Council.
- **Joyce Torchinsky** – Came before the Board as an observer.

**Agenda Item - Minutes**

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton the Board unanimously voted to approve the minutes for the December 1, 2022 meeting.

### **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. Maranda Storm – **Funeral Director**
2. Plutarco Rendon – **Funeral Courtesy Cardholder**
3. Todd Liller – **Funeral Courtesy Cardholder**
4. James Mitchell – **Funeral Director**

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

- A. 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 Maranda Storm for Funeral Director for DC Law Examination.
- B. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board voted to approve the application of Plutarco Rendon for Funeral Courtesy Cardholder.
- C. 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 Todd Liller for Funeral Courtesy Cardholder.
- D. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board voted to approve the application of James Miller for Funeral Director for written and Practical Examination.

### **Agenda Item – Old Business**

- A. **Apprentice License Updates** – Program Coordinator Nicole McClendon informed the Board that all Apprentice License expiration dates have been updated to reflect 4 years. All updates made effective February 2<sup>nd</sup>.
- B. **Funeral Outreach Video** – Board Administrator Andrew Jackson will request for Video Services from DLCP Communications Manager Charles Basham. Tentative target for outreach video to be completed is by end of March.
- C. **The Conference Travel Updates** – Program Coordinator Nicole McClendon announced that the annual ICFSEB Conference has been approved for all Board members and travel advances should be coming to each Board member prior to

departure to Phoenix, AZ.

**Agenda Item – New Business**

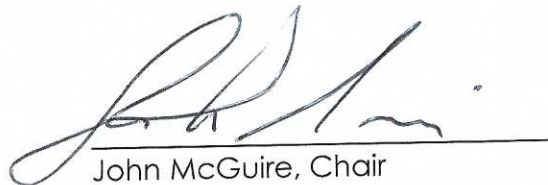
- A. **Bard College/Coolidge High School** – Discussions are underway of how to include Mortuary Science Program in schools. Board Administrator Andrew Jackson to setup meeting with Board Member Ernest Boykin to reach out to Bard College and Coolidge High School to find out details of current Mortuary Science offerings within schools.
- B. **Proposed Meeting Dates** – Upon motion made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board voted to approve the 2023 meeting dates for the remainder of the year.
- C. **Dual Licenses** – The Board elected to provide comments and suggestions to proposed DC Council bill by Friday February 10<sup>th</sup>.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday March 9, 2023 at 1pm.

**Agenda Item Adjournment:**

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board unanimously voted to adjourn the meeting at 2:16 pm.

Respectfully submitted,

  
John McGuire, Chair

9 MARCH 2023  
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator