



## 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 04, 2021  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on February 4, 2021 at 1100 4<sup>th</sup> 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 1:02 pm

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

**Members Absent:** Asanti Williams

**Staff Present:** Andrew Jackson-**Board Administrator**, George Batista-**Investigator**, Kevin Cyrus-**Education Coordinator**, Marc Nielsen-**Legal Counsel**, Nicole McClendon-**Program Coordinator for Boards and Commissions**, Cynthia Briggs-**Program Manager**, Vanessa Careiro-**Consumer Protection Unit**, and Derek Brooks-**Consumer Protection Unit**

**Public Members Present:** Makini Bruce – Funeral Director  
Kennedi Syphax – Funeral Director  
Verneka Roberts – Funeral Director Apprentice

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

Makini Bruce came before the Board inquiring about renewal for first-time licensees. Board Administrator Andrew Jackson informed Ms. Bruce that all licenses expire on December 31<sup>st</sup> of the odd number year and once licensed is renewed it is valid for 2 years. Administrator Jackson also expressed that first-time renewals are exempt from Continuing Education requirements.

Kennedi Syphax came before the Board inquiring about vacant Board positions and how to apply. Board Administrator Andrew Jackson informed Ms. Syphax to apply through the Mayors Office of Talent and Appointments ([www.mota.dc.gov](http://www.mota.dc.gov)).

Verneka Roberts came before the Board to inquire about the Funeral Directors license and if adjustments can be made to the overall structure separating embalming from funeral directing. Board Chair John McGuire explained to Ms. Roberts that the Board is looking into the matter and will consider the suggestion as a part of the revising of the regulations.

### **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 7, 2021 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. Michella Maynard – Funeral Director Apprentice
2. Ricardo Moore – Funeral Director Apprentice
3. Daphney Cornelius – Funeral Director License
4. Colt Black – Funeral Courtesy Card Holder
5. Hunt Funeral Home II – Funeral Home Establishment

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

- A. Upon motions duly made and properly seconded by Board members of the DC Board of Funeral Directors the following application(s) were approved:
  1. Michella Maynard – Funeral Director Apprentice (Motion Hills; 2<sup>nd</sup> Horton)
  2. Ricardo Moore – Funeral Director Apprentice (Motion Horton; 2<sup>nd</sup> Hills)
  3. Daphney Cornelius – Funeral Director License (Motion Horton; 2<sup>nd</sup> Hills)
  4. Colt Black – Funeral Courtesy Card Holder (Motion Hills; 2<sup>nd</sup> Boykin)
- B. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin of the DC Board of Funeral Directors the following application(s) were denied pending legal review:
  - i. Hunt Funeral Home II – Funeral Home Establishment
- C. Upon motion made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the DC Board of Funeral Directors unanimously voted to dismiss the complaint filed against Ronald Taylor Funeral Home citing no violations.
- D. Upon motion made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the DC Board of Funeral Directors unanimously voted to defer the complaint of Ladan Saifollahi and the Reyes

Family vs. W.H. Bacon Funeral Home pending receipt of Investigative report.

**Agenda Item – Old Business**

- A. **2021 ICFSEB Conference** – Board Administrator Andrew Jackson announced that all registrations have been completed for Board members for the upcoming ICFSEB conference to be held on February 24<sup>th</sup>-25<sup>th</sup>.
  
- B. **COVID-19 Vaccinations** – Board Chair John McGuire stated that he has received his vaccination for the COVID-19 virus and that anyone working in the Funeral service industry are considered health care workers and qualify for the vaccine.

**Agenda Item – New Business**

- A. **Practical Examination Date April 2021** – Board Chair John McGuire stated that he would like all Board members to get their availability to Board Administrator Andrew Jackson so that dates can be presented to schedule for the Practical Examination in April. Dates are scheduled to be collected within the coming days.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday March 4, 2021 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 2:44pm.

Respectfully submitted,

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

4 MARCH 2021  
\_\_\_\_\_  
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator