



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, March 03, 2022
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on February 3, 2022 at 1100 4th 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 Vice Board Chair Asanti Williams at 1:01 pm

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

Members Absent: None

Staff Present: Andrew Jackson-**Board Administrator**, Kevin Cyrus – **Education Coordinator**, Marc Nielsen – **Legal Counsel** and Nicole McClendon – **Program Coordinator for Boards and Commissions**

Public Members Present:

Patricia Latimore
Lori Lincoln
Victorine Woods

Agenda Item - Comments from the Public:

- **Patricia Latimore** came before the Board to inquire about her BBL license and how to receive the certificate. Board Administrator Andrew Jackson informed Ms. Latimore that he would forward her information to the BBL Unit for follow up.
- **Lori Lincoln** came before the Board to inquire about how to renew and print license online. Board Administrator Andrew Jackson informed Ms. Lincoln that he would forward links and instructions to email address provided by Ms. Lincoln.
- **Victorine Woods** came before the Board inquire about Pre-Need contracts system in place to retrieve Pre-Need agreements. Board Administrator Andrew Jackson informed Ms. Woods that there is currently no Pre-Need system available since transition from Learning Builder. Ms. Woods was also advised that currently DCRA does not have the capability to generate system.

Agenda Item - Minutes

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills the Board unanimously voted to approve the minutes for the February 3, 2022 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Randolph Horton 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. Amir Hakim – **Funeral Director Courtesy Cardholder**
2. Jessyca Hart – **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 for Amir Hakim for Funeral Director Courtesy Cardholder.
- B. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board voted to approve the application for Jessyca Hart for Funeral Director DC Law Examination.
- C. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board voted to close complaint filed against Frazier Mason Funeral Home citing no violations and forwarding matter to OCME for additional follow-up.
- D. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board voted to defer complaint filed against D.L. McLaughlin Funeral Home pending the receipt of the following information:
 - i. Copy of Death Certificate
 - ii. Copy of Cremation Certificate
 - iii. Amendment of Letter for Permission/Authorization from FL to cremate.

Agenda Item – Old Business

- A. **CEU Audit Status Updates** – Education Coordinator Kevin Cyrus informed the Board that CEU Audit has not been conducted as he is currently awaiting file of renewal applicants to be sent from OIS. Audit is looking to be scheduled at end of March or beginning of April tentatively.

- B. **ICFSEB Conference Overview** – Program Coordinator Nicole McClendon provided overview to conference held on February 22nd-24th in Houston, TX. Members in attendance were the following:
 - i. Asanti Williams – Vice Chair
 - ii. Ernest Boykin – Board Member
 - iii. Nicole McClendon – Program Coordinator

DC was recognized for high attendance rate.

Agenda Item – New Business

- A. **Apprentice Application Updates** – Board Administrator Andrew Jackson provided updates to the Board regarding apprentice application. Mr. Jackson informed Board that application has been officially loaded into system and corrections have been sent to OIS to edit for current application.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday April 7, 2022 at 1pm.

Agenda Item Adjournment:

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 2:32 pm.

Respectfully submitted,



John McGuire, Chair

5 MAY / 2022
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator