



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, March 09, 2023
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on March 9, 2023 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 Board Chair John McGuire at 1:00 pm

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

Members Absent: None

Staff Present: Andrew Jackson – **Program Specialist/Board Administrator**, Kimberly Troxler – **Program Support Specialist**, Marc Nielsen – **Legal Counsel**, Kevin Cyrus – **Education Coordinator**, George Batista – **Investigator CPU**, Jacqueline Noisette – **Interim Program Manager** and Nicole McClendon – **Program Coordinator for Boards and Commissions**

Public Members Present:

Will Pumphrey – Funeral Director
Verneka Roberts – Apprentice
Lynn Armstrong-Patterson – 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.
- **Lynn Armstrong-Patterson** – Came before the Board as an observer.
- **Will Pumphrey** – Came before the Board to inquire about licensing process for possible employees. Board Administrator Andrew Jackson informed Mr. Pumphrey he will be in contact with in the coming days to assist with licensing process.

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 February 2, 2023 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Asanti Williams 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. Norman Whitted – **Funeral Courtesy Cardholder**

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 Norman Whitted for Funeral Courtesy Cardholder.

Agenda Item – Old Business

- A. **Funeral Outreach Video** – Board Administrator Andrew Jackson met with DLCP Communications Manager Charles Basham to request Video Services. Mr. Basham is in full support of providing Video Services. Per Mr. Basham, video equipment is currently on order and should arrive within the coming weeks. Official date for video will be set after arrival of equipment.
- B. **Bard College** – The DC Board of Funeral Directors unanimously agreed to contact Bard College as well as bring in UDC for counsel on curriculum for the Mortuary Science Program.
- C. **The Conference Travel Updates** – Board Administrator Andrew Jackson provided thoughts on the 119th Annual Conference held in Phoenix, AZ March 1st and 2nd highlighting the ongoing issues that are faced by many states including DC such as declining numbers in the workforce as well as lack of communication among government entities and the Boards in terms of proposed bills.
- D. **Best Practices Discussion** – Board Chair John McGuire and Vice Chair Asanti Williams have drafted a document to update Funeral licensees on Best Practices of Cremation. Documents to be sent to staff to be added on the DC Board of

Funeral Directors website as well as to be sent in a mass email to all licensees.

Agenda Item – New Business

- A. **Practical Examination** – The Practical Examination is officially scheduled for Thursday April 13th. Board Administrator Andrew Jackson will reach out to Examination Unit to lock in date.

- B. **Military Spouse Licensing Relief Act 2021** – Board Chair John McGuire introduced the Military Spouse Licensing Relief Act 2021 to the Board. Act states that any Active Military personnel who holds an occupational and professional license can legally qualify and work in a state in which they are deployed or stationed. Board Chair John McGuire suggested that some policy and procedures may need to be created by DLCP for all Licensing programs to comply with the Act.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday April 6, 2023 at 1pm.

Agenda Item Adjournment:

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Duane Hills, the Board unanimously voted to adjourn the meeting at 2:33 pm.

Respectfully submitted,



John McGuire, Chair

4 MAY 2023
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator