



## 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, May 04, 2023  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on May 4, 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 1:00 pm

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

**Members Absent:** Randolph Horton

**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:** None

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

There were 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 March 9, 2023 meeting.

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

Upon a motion duly made by Board member Asanti Williams 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. Milon Fenner – **Funeral Director**
2. Elizabeth Fike – **Funeral Director**
3. Nicole Freeman – **Funeral Courtesy Cardholder**
4. Jonathan Meachem – **Funeral Director**
5. Saudia Carson – **Funeral Director**

**Agenda Items – Recommendation(s)**

- A. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board voted to close the complaint against Frazier Mason Funeral Home citing no violations.
- B. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board voted to close the complaint against Grace Murray Funeral Home citing no violations.
- C. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board voted to defer the application of Milon Fenner for Funeral Director pending updated ID and correspondence from North Carolina.
- D. Upon motion duly made by member Ernest Boykin and properly seconded by Board member Asanti Williams, the Board voted to approve the application for DC Law Exam of Elizabeth Fike for Funeral Director.
- E. Upon motion duly made by member Duane Hills and properly seconded by Board member Asanti Williams, the Board voted to approve the application of Nicole Freeman for Funeral Courtesy Card Holder.
- F. Upon motion duly made by member Asanti Williams and properly seconded by Board member Duane Hills, the Board voted to approve the application for DC Law Exam of Jonathan Meachem for Funeral Director.
- G. Upon motion duly made by member Duane Hills and properly seconded by Board member Asanti Williams, the Board voted to defer the application of Saudia Carson for Funeral Director pending additional correspondence from the State of Illinois.
- H. Upon motion duly made by member Asanti Williams and properly seconded by Board member Ernest Boykin, the Board voted to refer Heaven Bound Cremation Company to CPU for investigation.

**Agenda Item – Old Business**

- A. **Practical Examination Review UDC April 20th** – Board Chair John McGuire reviewed the Practical Examination from April 20<sup>th</sup>. Candidate successfully passed examination. The Board is looking into conducting examinations more than twice a year as well as looking into new locations. Board Administrator Andrew Jackson will follow up with UDC on frequency of examinations as well as new locations.

**Agenda Item – New Business**

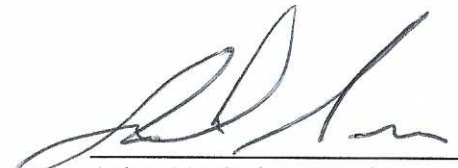
- A. **Disciplinary Actions** – The Board is looking into posting disciplinary actions on the Board's website. Program Coordinator Nicole McClendon will follow up with the Board upon conclusion of speaking with Executive Staff at DLCP level.
- B. **Annual Report Overview** – Program Coordinator Nicole McClendon stated that information for the Annual Report including Chair Letter, Legislative issues and Goals are due by close of business Friday May 12<sup>th</sup>.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday June 1, 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 2:48 pm.

Respectfully submitted,

  
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John McGuire, Chair

12 JUNE 2023  
\_\_\_\_\_  
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator