



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, May 05, 2022
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on May 5, 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 John McGuire at 1:00 pm

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

Members Absent: Asanti Williams

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

Public Members Present:

Dr. John Kirksey – Professor UDC

Agenda Item - Comments from the Public:

- **John Kirksey** – Dr. John Kirksey (professor UDC) came before the Board to contribute to conversations regarding joint outreach initiatives involving UDC and the DC Board of Funeral Directors.

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 March 3, 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. Timothy Wilson – **Funeral Director Apprentice**
2. Shantese Dunlap – **Funeral Director**
3. Jack Wilson – **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 Funeral Director application for Shantese Dunlap for DC Law Examination.
- B. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Board voted to approve the Funeral Director Apprentice application for Timothy Wilson for Funeral Apprentice Examination.
- C. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Board voted to defer the Funeral Director application for Jack Wilson pending additional information.
- D. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Board voted to close complaint filed against D.L. McLaughlin Funeral Home citing no violations.

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 report is scheduled to be reported by June 2nd board meeting.

Agenda Item – New Business

- A. **Funeral Outreach Initiatives** – Board Administrator Andrew Jackson provided updates to the Board regarding Funeral Outreach Initiatives. Initial meeting was held on Tuesday April 26th with members from UDC to discuss action plans. Follow-up meeting is to be scheduled for the end of May/beginning of June to resume progress.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday June 2, 2022 at 1pm.

Agenda Item Adjournment:

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 2:08 pm.

Respectfully submitted,



John McGuire, Chair

6/3/22
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator