



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, June 01, 2023
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on June 1, 2023 at 1100 4th Street, S.W., Room E 300A-B, Washington, D.C. 20024. This Public and Executive meeting was held via WebEx Webinar format.

The meeting was called to order by Vice Chair Asanti Williams at 1:02 pm

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

Members Absent: John McGuire

Staff Present: Andrew Jackson – **Program Specialist/Board Administrator**, Kimberly Troxler – **Program Support Specialist**, Marc Nielsen – **Legal Counsel**, George Batista – **Investigator CPU**, 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 Ernest Boykin and properly seconded by Board member Duane Hills the Board unanimously voted to approve the minutes for the May 4, 2023 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Ernest Boykin 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. Jerrold Wheeler – **Funeral Director (Reciprocity)**

Agenda Items – Recommendation(s)

- A. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board voted to approve the application of Jerrold Wheeler for Funeral Director by Reciprocity for DC Law Exam.
- B. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board voted to close the complaint against Stewart Funeral Home citing no violations.
- C. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board voted to forward BK Henry, Latney and Snead Funeral Homes to CPU for further investigation.

Agenda Item – Old Business

- A. **Practical Examination** – Board Administrator Andrew Jackson addressed the status of locations for conducting the practical examination. All practical examinations will be held at UDC until further notice. The Board also addressed concerns of continuing to conduct the practical examination for applicants who have met the requirements of 25 funerals and 25 embalming procedures. Practical Examination adjustments to be addressed at the upcoming July 6th Board meeting.
- B. **Legislative Affairs** – Per Legal Counsel Marc Nielsen there are no updates to DC Counsel Bill 25-0500.
- C. **Disciplinary Actions** – Discussion on disciplinary actions posted to Board's website was deferred by the Board until the July 6th Board meeting.

Agenda Item – New Business

- A. **Online Application** – Discussion for online application updates to be deferred until the July 6th board meeting upon return of Board Chair John McGuire. All Board members have been asked to review application and provide any feedback for the upcoming discussion at the next meeting.
- B. **Practitioners Forum** – The DC Board of Funeral Directors will hold its annual

practitioner's forum on **Wednesday October 25, 2023**, from **5pm to 8pm.**
Proposed topics to be discussed are the following:

- i. Parking (DPW)
- ii. Military/Storage Charges (Veteran Affairs)
- iii. Vital Records – Death Certificate Filings
- iv. Funeral Escorts (MPD)
- v. Best Practices – Open Ended Discussion

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday July 6, 2023, 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 2:45 pm.

Respectfully submitted,



John McGuire, Chair

6 JULY 2023
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator