



## 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, July 06, 2023  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on July 6, 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 Webinar format.

The meeting was called to order by Board Chair John McGuire at 1:02 pm

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

**Members Absent:** Asanti Williams

**Staff Present:** 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 Duane Hills and properly seconded by Board member Ernest Boykin the Board unanimously voted to approve the minutes for the June 1, 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. Michael Sloan – **Funeral Director (Reciprocity)**
2. Ryan Verrecchio – **Funeral Courtesy Cardholder**
3. Emily Murphy – **Funeral Courtesy Cardholder**
4. Kevin Reese – **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 refer the matter of BK Henry, Latney and Snead to CPU for further investigation.
- B. 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 of Reciprocity for Michael Sloan pending additional information.
- C. Upon motion duly made by Board member Ernest Randolph Horton and properly seconded by Board member Ernest Boykin, the Board voted to deny the application of Courtesy Card for Ryan Verrecchio.
- D. 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 Courtesy Card for Emily Murphy.
- E. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board voted to approve the application of Courtesy Card for Kevin Reese.

**Agenda Item – Old Business**

- A. **Disciplinary Actions:** Motion was made to move forward with posting licensee disciplinary actions publicly on the Board of Funeral Directors website. Motion – Horton, 2nd – Boykin
- B. **Online Application Form & Update:** The Board agreed to remove the following topics listed under the General Information section of the website:
  - Funeral Director Law Reference List
  - Guidance for Funerals, Memorials, Vigils, and Funeral HomesThe Board is unaware of these topics, and they are not hyperlinked or lead to anything that may be helpful to the public. Board Chair McGuire wants the Board to go over the application to see what items can be changed to make the process of applying for a license more streamlined. Also, under Continuing

Education Credits are 2 providers that Mr. McGuire is unfamiliar with:

- Dignity University – Mr. Hills explained it's a SCI situation. Deemed OK to remain on the list.
- Funeral Service Academy – Wisconsin P.O. Box. Will research to see who they are.

- C. **Practitioners Forum Update:** The event will be virtual. Looking to recruit presenters from DPW, MPD, OCME, VA & Vital Records. No further updates. Board Chair McGuire recommends reaching out to the City Council to discuss upcoming legislation.
- D. **Funeral Outreach Video Update:** Timeline established at a previous meeting. Completion is targeted for the middle of September.
- E. **Legislative Updates Bill 25-0500:** Waiting for the Council to schedule a hearing on the Bill. Target timeframe by the end of Summer.
- F. **Best Practices for Cremations:** Board Chair McGuire set deadline that Best Practices be distributed via email blast by Friday, July 14th.

#### **Agenda Item – New Business**

- A. **Practical Examinations Requirements:** Board members are recommending the practical exam be removed as it exists for licenses here Mr. McGuire asked Attorney Nielsen to research whether this can be changed without legislative action. Mr. Nielsen indicated that the regulation gives the Board a lot of discretion to determine the type of exam and how to administer it's practical exam. Will follow up at the next meeting.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday **September 7, 2023**, 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 2:24 pm.

Respectfully submitted,



John McGuire, Chair

SEPT. 13, 2023

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator