



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, July 07, 2022
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on July 7, 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 Chair Asanti Williams at 1:05 pm

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

Members Absent: Duane Hills

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

Public Members Present:

Sheree DeBerry - BEGA
Kasey Martin – Funeral Director

Agenda Item - Comments from the Public:

- **Sheree DeBerry** – Sheree DeBerry from BEGA joined the meeting as an observer.
- **Kasey Martin** – Kasey Martin joined the meeting as an observer as well as an interested party in how the Board operates. Ms. Martin expressed interest in joining the DC Board of Funeral Directors in the future.

Agenda Item - Minutes

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton the Board unanimously voted to approve the minutes for the June 2, 2022 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Ernest Boykin, 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. Keisha Caldwell – **Funeral Director**
2. J Whitney Keiller – **Funeral Director**
3. Sylvia Davies – **Funeral Director Apprentice**

Agenda Items – Recommendation(s)

- A. Upon motion duly made by Board member Randolph Horton and properly seconded by Board Chair John McGuire, the Board voted to approve the Funeral Director Apprentice application for Sylvia Davies for Examination.
- B. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board Chair John McGuire, the Board voted to approve the Funeral Director application for J. Whitney Keiller for DC Law Examination.
- C. The Board elected to defer the Funeral Director application for Keisha Caldwell pending additional information.
- D. Upon motion duly made by Board member Randolph Horton and properly seconded by Board Chair John McGuire, the Board voted to have BK Henry Investigative Report forwarded to each Board member for review and ruling for September 1st Board meeting.
- E. Upon motion duly made by Board Chair John McGuire and properly seconded by Board member Randolph Horton, the Board voted to forward WH Bacon letter to the Department of Health for inspection.

Agenda Item – Old Business

- A. **CEU Audit Status Updates** – Education Coordinator Kevin Cyrus informed the Board that CEU Audit has been completed. 45 members were audit per Mr. Cyrus. Mr. Cyrus highlighted detailed report of licensees who were compliant as well as deficient in CE Hours.

- B. **Funeral Outreach Initiatives** – Board Administrator Andrew Jackson provided updates to the Board regarding Funeral Outreach Initiatives. A follow up meeting was held on July 6th. Tentatively video is scheduled to be recorded on the week of August 15th highlighting duties of a Funeral Director by Randolph Horton. The Board is also looking to become involved in high school career days as well as coordinate a 2-day workshop for aspiring Funeral Directors. The Board will also investigate adult education programs such as Roosevelt and Ballou STAY to implement Mortuary Science.

Agenda Item – New Business

- A. **2022 Practitioners Forum** – The Board has tentatively decided on October 27th for the upcoming Funeral Practitioners Forum. Board Chair John McGuire suggested that Board provide topics and contacts of presenters to Education Coordinator Kevin Cyrus prior to September 1st Board meeting.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday September 1, 2022 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 2:39 pm.

Respectfully submitted,



John McGuire, Chair

9/1/2022

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator