



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, September 01, 2022
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on September 1, 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 Board Chair John McGuire at 1:02 pm

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

Members Absent: Asanti Williams

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

Public Members Present:

Shelton Hackett – Funeral Director
Lynn Armstrong-Patterson – Funeral Director
Kirk Szymanski – Funeral Director
John Kirksey – UDC
Belva Jenkins – Funeral Director
Arlene Robinson

Agenda Item - Comments from the Public:

- **Shelton Hackett & Lynn Armstrong-Patterson** – Joined the Board meeting to learn about possible apprenticeship and internship opportunities from the Board and UDC.
- **Kirk Szymanski** – Came before the Board as an observer.
- **John Kirksey** – Came before the Board to discuss a possible collaboration of apprenticeship/intern opportunities with the DC Board of Funeral Directors.
- **Belva Jenkins** – Joined the Board meeting as an observer.

- **Arlene Robinson** – Joined the Board meeting as an observer.

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 July 7, 2022 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Duane Hills 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. Breanna Dibble – **Funeral Director**
3. Tawanna Johnson – **Funeral Director**
4. Bryan Tucker-Bey – **Funeral Director Apprentice**

Agenda Items – Recommendation(s)

- A. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Board voted to close the application for Keisha Caldwell due to lack of information provided.
- B. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board voted to approve the Funeral Director application for Breanna Dibble for DC Law Examination pending proof of name change.
- C. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board voted to approve the application for Tawanna Johnson for DC Law Exam.
- D. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board voted to approve the

application for Funeral Director Apprentice for Bryan Tucker Bey pending updated photograph.

- E. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board voted on the following actions regarding Johnson & Jenkins Funeral Home:
 - i. Forward to Consumer Protection Unit for further investigation
 - ii. Issue \$1,000 fine via Consent Order to be drafted by Legal Counsel
 - iii. Allow Johnson and Jenkins 30 days (September 30th) to renew license and come into compliance.
- F. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board voted to forward matter of BK Henry to Consumer Protection for further investigation.

Agenda Item – Old Business

- A. **CEU Audit Status Updates** – Education Coordinator Kevin Cyrus not in attendance to provide updates.
- B. **Funeral Outreach Initiatives** – John Kirksey from UDC presented to the Board the possibility of collaborating with the Board to administer an internship program with UDC and Funeral Home establishments. Board Administrator Andrew Jackson will work directly with Legal Counsel to contact the Mayor's office for possible assistance with this initiative.
- C. **2022 Practitioners Forum** – The Board has 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 and Board Administrator Andrew Jackson by **Friday September 9th**.

Agenda Item – New Business

- A. **FTC Consumer Guidance** – Board Chair John McGuire asked the Board to review the FTC Consumer Guidance email sent in August which provides information and tips on making funeral arrangements online.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday October 6, 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 3:05 pm.

Respectfully submitted,


John McGuire, Chair

10/16/2022
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator