



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, September 07, 2023
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on September 7, 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 Board Chair John McGuire at 1:06 pm

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

Members Absent: none

Staff Present: Andrew Jackson – **Program Specialist**, Kevin Cyrus – **Education Coordinator**, Marc Nielsen – **Legal Counsel**, George Batista – **Investigator CPU**, Robert Finley – **CPU Manager**, Kimberly Troxler – **Program Support Specialist** and Jacqueline Noisette – **Program Manager**

Public Members Present: Verneka Roberts – **Funeral Director**
Kimberly Brown – **BEGA**

Agenda Item - Comments from the Public:

Verneka Roberts came before the Board to follow up on the Dual Licensing bill submitted to DC Council. Legal Counsel Marc Nielsen stated that the bill has been assigned for hearing, but no official date has been set as Council has been on recess. Attorney Nielsen stated that updates will be given immediately upon notice from Council.

Kimberly Brown from BEGA attended the Board meeting as an observer.

Agenda Item - Minutes

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton the Board unanimously voted to approve the minutes for the July 6, 2023 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. Michael Sloan – **Funeral Director (from Maryland)**
2. Ryan Verrocchio – **Funeral Director (from Delaware)**
3. Daniel Harrison Skinner – **Funeral Apprentice**
4. Whitney's Life Center – **Funeral Home Establishment**

Agenda Items – Recommendation(s)

- A. Upon motion duly made by Board member Asanti Williams and properly seconded by Board member Ernest Boykin, the Board voted to refer the matter of Snead Funeral Home to CPU for further investigation.
- B. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board voted to defer the Funeral Director Application of Reciprocity for Michael Sloan pending additional information which includes employment verification.
- C. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph, the Board voted to defer the application of Funeral Director for Ryan Verrocchio pending additional documentation which includes letter from the State of Delaware.
- D. Upon motion duly made by Board member Asanti Williams and properly seconded by Board member Duane Hills, the Board voted to defer the application Whitney's Life Center pending additional documentation of Certificate of Occupancy, Ownership statement, DFD and Pre-License Inspection.

Agenda Item – Old Business

- A. **Disciplinary Actions:** The Board came to a consensus that moving forward any new and current disciplinary actions will be posted to the Board website.
- B. **Practitioners Forum Update:** Education Coordinator Kevin Cyrus provided updates to Forum. Vital Records has been confirmed and there are 2 additional pending confirmations. Board Chair John McGuire proposed having DC Council speak on proposed bill.
- C. **Funeral Outreach Video Update:** Board Administrator Andrew Jackson provided updates to Outreach Video. Part one of recording is set to take place on Monday September 11th.

Agenda Item – New Business

- A. **Practical Examination Scheduling:** The Board came to consensus that it will proceed with the 1 pending applicant for Practical Examination at UDC. Tentative date has not been determined but targeted for October or November.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday **October 5, 2023**, at 1pm.

Agenda Item Adjournment:

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board unanimously voted to adjourn the meeting at 2:51 pm.

Respectfully submitted,



John McGuire, Chair



Date

Recorder & Transcriber: Andrew Jackson, Board Administrator