



**DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Conference Room E300
Washington, DC 20024
Meeting Minutes
Thursday, January 5, 2017**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, January 5, 2017, at 1100 4th Street, S.W., Room E300A-B, Washington, D.C. The Board held its Executive Session to discuss complaints and legal counsel report.

The meeting was called to order by Chairperson Lynn Armstrong Patterson at 1:28 PM.

Board Members Present: Lynn Armstrong Patterson, Randolph Horton, John McGuire, Asanti Williams

Board Members Absent: None

Staff Present: S. J. Brown, *Board Administrator* Pamela Hall, *Board Administrator*, Kia Winston, *Legal Advisor*, George Batista, *Investigator*

Agenda Item: Comments from the Public

Mrs. Marcia Carter Leonard and Josephine Jackson provided comments about a complaint they filed against Capital Mortuary, Inc. The complainants alleged that Capital Mortuary over charged for funeral service fees. They also indicated that Mr. Sally, the owner of the funeral home establishment, provided all the required information and the contract for the funeral to Mrs. Leonard. In addition, to the complaint, Mrs. Leonard stated that she had an issue receiving the death certificate for her husband. Board members informed her that the Medical Examiner's Office may have several reasons on delaying a death certificate, to ensure the cause of death of the deceased has no discrepancies.

Agenda Item: Minutes

Upon a motion duly made by Board member John McGuire and properly seconded by Board member Randolph Horton, the Board unanimously voted to approve minutes for the December 1, 2016 meeting without corrections.



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Executive Session

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board unanimously voted to go into executive session.

Agenda Item: Complaints

Upon a motion duly made by Board member Randolph Horton and properly second by Board member John McGuire, the Board unanimously to forward the complaint against Capital Mortuary, Inc to the Federal Trade Commission for a review of possible contract violations and to the Department of Consumer and Regulatory Affairs's Regulatory Investigation Section for alleged unlicensed activity. The Board found no violations it can take action against Capital Mortuary, Inc.

Agenda Item: Old Business

Designated Funeral Directors: The Board discussed that a licensed Designated Funeral Director can work at any licensed Funeral Home Establishment part-time or otherwise.

Review Chapter 31 Regulations: The Board discussed the current version of Title 17 Chapter 31 Municipal Regulations. An important highlight that was added is § 3104.2 (c), which indicates that a Funeral Home Establishment cannot be named after an individual that is not a licensed Funeral Home Director. The Board members requested to start working on updating Title 17 Chapter 30 of the Municipal Regulations.

Agenda Item: New Business

Funeral Home Establishment Tax Rate and Regulations: Board Administrator Brown conveyed that the Tax Rate is 5.75%. Additionally, the Board discussed 9 DCMR § 450, tax regulations for funeral home service providers in the District of Columbia. The Board agreed to invite a representative from the Office of Tax and Revenue to speak to the Board about these regulations and explore the idea of offering a seminar to licensees.

Posting of Board Disciplinary Actions: The Board discussed scenarios of listing disciplinary it takes against licensees. Chairperson Armstrong-Patterson indicated that she will follow-up with the Educational Liaison Specialists Kathy Thomas and Education Coordinator Kevin Cyrus on creating a section on the Board's website that will allow the Board to post disciplinary actions, or possibly to identify a national association that will allow the posting of the Board's disciplinary actions.



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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, February 2, 2017 at 1:00 pm.

Agenda Item: Adjournment

Upon a motion duly made by Board member John McGuire and properly seconded by Board member Asanti Williams, the Board unanimously voted to adjourn the meeting at 3:26 pm.

Respectfully submitted,

Lynn Armstrong Patterson, Chair

Date

Recorder: S. J. Brown, Board Administrator