



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

Thursday, September 06, 2018

MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on September 6, 2018 at 1100 4th Street, S.W., Room E 300A-B, Washington, D.C. 20024.

The meeting was called to order by Chairperson McGuire at 1:08 pm.

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

Staff Present: Brittani Strozier Daise—*Board Administrator*, Andrew Jackson—*Program Support Specialist*, Stacey Williams—*Program Support Specialist*, James Barber—*Program Support Specialist*, Cynthia Briggs—*Interim OPLA Program Manager*, Vincent Parker—*Administrator*, and Kia Winston—*Legal Advisor*

Public Members Present: None

Agenda Item - Comments from the Public: None

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 August 2, 2018 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)

Upon a motion duly made by Board Member Ernest Boykin and properly seconded by Board Member Asanti Williams, the Board unanimously voted to approve the application for the following applicant(s):

- J. Bowling

Agenda Item – Old Business

- A. Proposed Rulemaking- Attorney Winston facilitated a discussion with the Board on proposed rulemaking to amend Chapter 30 (Funeral Directors) of Title 17 of the District of Columbia Municipal Regulations (DCMR). The Board chose to defer the vote on approving the amendments until the October meeting.
- B. 2018 Funeral Board Practitioner's Forum- Board Administrator Strozier Daise provided an update on forum planning. The Board provided feedback for Board Administrator Strozier Daise to revise forum topics and presentation times.

Agenda Item – New Business

- A. 2019 Annual Meeting Save the Date - Interim Program Manager, Cynthia Briggs, advised that all Board Members are welcome to attend the Annual Meeting on February 26-28, 2019 in San Diego, CA. Upon a motion duly made by Board Member Ernest Boykin and properly seconded by Board Member Randolph Horton, the Board unanimously voted for all Board members to attend the conference with staff.
- B. DC Vital Records Division (DCVRD) – The Board discussed DC Vital Records announcement of their new Funeral Home Portal.
- C. 2019 OPLA Annual Report - Board Administrator Strozier Daise recommended for the Board to consider content for the 2019 report. Ms. Briggs reviewed the purpose and objectives of the OPLA Annual Report.
- D. Board Role/Responsibilities- Chairman McGuire recommended for Board members to reflect on their position about the role of the Board and be prepared to discuss

Agenda Item Adjourn

Upon a motion duly made by Board Member Asanti Williams 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

10/4/18

Date

Recorder & Transcriber: Brittani Strozier Daise, Board Administrator