



**DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Conference Room E300
Washington, DC 20024
Meeting Minutes
Thursday, September 7, 2017**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, September 7, 2017, at 1100 4th Street, S.W., Room E300A-B, Washington, D.C. The Board held its Executive Session to discuss complaints, regulation changes and legal counsel report.

The meeting was called to order by Chairman John McGuire at 1:12 PM.

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

Board Members Absent: None

Staff Present: S. J. Brown, *Board Administrator* Kia Winston, *Legal Advisor*, Cynthia Briggs, *OPLA*, George Batista, *OPLA*

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 Asanti Williams, the Board unanimously voted to approve minutes for the July 6, 2017 meeting with corrections.

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 go into executive session to discuss complaints, regulation changes, applications and legal counsel report.

Agenda Item: Complaints

- a. In the Matter of Universal II Mortuary, Inc.: Action tabled until the next meeting.



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Agenda Item: Regulations Review

Chapter 30 Review: Tabled until the next meeting.

Agenda Item: Applications

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 Funeral Directors Reinstatement application for Clifford Jameson-Thompson and Courtesy Card Reinstatement application for Edward Sagel.

Agenda Item: Old Business

2017 Practitioners Forum: The Board members reviewed the Forum program, theme and list of presenters; small changes were made. Staff will confirm the remaining speakers and look to have a draft of the program for review.

DOH Vital Records – Transferring of Death Cases: No action that the Board can take.

Agenda Item: New Business

Application/License System Upgrades: Board Administrator Brown and Board Executive Briggs briefed the Board members on the system upgrades and informed them of the Black-out date of the system.

ANNOUNCEMENT – Electronic Death Registration to be required: The Board members reviewed the Department of Health Vital Records Division’s Announcement on the implementation of its new Death Records online filing system.

University of the District of Columbia School of Mortuary Science: It was requested staff contact the School of Mortuary Science administration to confirm that the Board will be able to conduct its practical examination in November 2017 and that remains will be available.



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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, October 5, 2017 at 1:00 pm.

Agenda Item: Adjournment

Upon a motion duly made by the Chairman and the Board adjourn the meeting by consensus at 3:09 pm.

Respectfully submitted,

John McGuire, Chairman

5 OCT 2017

Date

Recorder: S. J. Brown, Board Administrator