



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, December 05, 2019
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on December 5, 2019 at 1100 4th Street, S.W., Room E 300A-B, Washington, D.C. 20024.

The meeting was called to order by Board Chair John McGuire at 1:25 pm

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

Members Absent: None

Staff Present: Andrew Jackson-**Board Administrator**, Kevin Cyrus-**Education Coordinator**, George Batista-**Investigator**, and Nicole McClendon-**Program Coordinator for Boards and Commissions**

Public Members Present: Stephanie Noland

Agenda Item - Comments from the Public: Stephanie Noland is a representative from Rock Creek Cemetery who came before the Board to pass out information regarding Rock Creek Cemetery business services.

Agenda Item - Minutes

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to approve the minutes for the November 7, 2019 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, 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)

None

Agenda Items – Recommendation(s)

- A. Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board unanimously voted to review all applications for licensure from PSI before rendering a decision of approval.

Agenda Item – Old Business

- A. **Pre-Need Contracts** – Pre-Need Contracts follow up, recommendations and feedback from Randolph Horton will be emailed to Board Administrator Andrew Jackson and will be forwarded to PSI for review.

- B. **2019 DC Board of Funeral Directors Practitioners Forum** – The Board elected to focus on the following topics for the 2019 DC Board of Funeral Directors Practitioners Forum:
 - i. **Active Shooter**
 - ii. **Vital Records**
 - iii. **Fire & EMS – Support for Obese**
 - iv. **DC Medical Examiner Office (OCME)**
 - v. **Tax and Revenue**

Education Coordinator Kevin Cyrus provided feedback from the October 16th Forum. Survey results were positive overall. The Board recommended having less speakers to devote more time to important topics for the 2020 forum.

- C. **ICFSEB Conference** – Board Administrator Andrew Jackson has submitted travel for the upcoming annual conference scheduled for February 19th-20th at The Hammock Beach Resort in Palm Coast, FL. Travel is currently being reviewed by Accounts Payable and pending decision of approval.

- D. **Vital Records Training** – The Board will be conducting training at the Department of Health on Wednesday December 18, 2019. Presentation is currently being finalized and will be sent out to Board members for review.

Agenda Item – New Business

- A. **Dual Licensure** – Discussion took place regarding researching a combined Embalmers and Funeral Directors/Mortician license. Board Member Ernest Boykin will assume lead and conduct research of other jurisdictions.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday January 9, 2020.

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 2:14 pm.

Respectfully submitted,



John McGuire, Chair

1/9/2020

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator