



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, December 03, 2020
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on December 3, 2020 at 1100 4th Street, S.W., Room E 300A-B, Washington, D.C. 20024. This Public and Executive meeting was via WebEx Events format.

The meeting was called to order by Board Chair John McGuire at 1:00 pm

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

Members Absent: Asanti Williams

Staff Present: Andrew Jackson-**Board Administrator**, George Batista-**Investigator**, Kevin Cyrus-**Education Coordinator**, Marc Nielsen-**Legal Counsel**, Nicole McClendon-**Program Coordinator for Boards and Commissions**; Cynthia Briggs-**Program Manager**

Public Members Present: Donna Austin – Funeral Director

Agenda Item - Comments from the Public:

No comments from the Public made available at this public meeting.

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 5, 2020 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. Michelle Chandler – Funeral Director (Examination)

Agenda Items – Recommendation(s)

A. Upon motions duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills of the DC Board of Funeral Directors the following applications were approved:

- a. Michelle Chandler – Funeral Director (Examination)

Agenda Item – Old Business

A. **Practical Examinations** – Board Chair John McGuire announced that the Practical Examination is scheduled for Thursday December 10th at UDC. Notifications to be sent out to candidates which will include requirements and safety protocols.

Agenda Item – New Business

A. **2021 Board Meeting Dates** – The DC Board of Funeral Directors unanimously voted to approve the following dates for 2021 Board meeting:

- a. Thursday January 7th
- b. Thursday February 4th
- c. Thursday March 4th
- d. Thursday April 1st
- e. Thursday May 6th
- f. Thursday June 3rd
- g. Thursday July 1st
- h. **August – Recess**
- i. Thursday September 2nd
- j. Thursday October 7th
- k. Thursday November 4th
- l. Thursday December 2nd

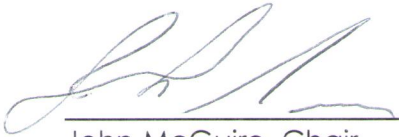
B. **2021 ICFSEB Conference** – Board Chair John McGuire announced that ICFSEB Conference will be held virtually in place of the original Houston, TX location on February 24-25, 2021.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday January 7, 2021.

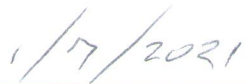
Agenda Item Adjournment:

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 1:32pm.

Respectfully submitted,



John McGuire, Chair



Date

Recorder & Transcriber: Andrew Jackson, Board Administrator