



## OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

Thursday, February 07, 2019  
MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on February 7, 2019 at 1100 4<sup>th</sup> Street, S.W., Room E 300A-B, Washington, D.C. 20024.

The meeting was called to order by Board Chair John McGuire at 1:20 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**, Cynthia Briggs-**Interim Program Manager** and Kia Winston-**Legal Advisor**

**Public Members Present:** James Williams and Harold Neal

**Agenda Item - Comments from the Public:** Harold Neal came before the Board representing James Williams who is a licensed Funeral Director. Mr. Neal informed the Board that he is handling Mr. Williams' business affairs. Mr. Neal inquired about the status of Mr. Williams' Funeral Directors license as well as the status of the House of Williams Funeral Home Establishment. Board Administrator Andrew Jackson informed Mr. Neal and Mr. Williams that the Funeral Director License is currently active. Administrator Jackson provided instructions to Mr. Neal and Mr. Williams on how to reinstate the Owners and Basic Business (BBL) license.

### **Agenda Item - Minutes**

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 minutes for the January 3, 2019 meeting.

### **Agenda Item- Executive Session**

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, 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)**

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board unanimously voted to gather a response from D.L. McLaughlin Funeral Home related to a complaint filed by Carol F. McRae-Sharples.

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board unanimously voted to gather a response from Randolph Horton related to a complaint filed by Juanina Harris.

**Agenda Item – Old Business**

- A. **2019 Annual Meeting of the International Conference of Funeral Service Examining Boards (ICFSEB)** - Board Administrator Andrew Jackson announced that travel has been submitted for Annual ICFSEB meeting to be held Tuesday, February 26, 2019 – Friday, March 1, 2019. Mr. Jackson informed the Board that travel has been approved and Board members can book flight reservations. The Board is requesting attendance of Accounts Payable at the next Board meeting scheduled for Thursday March 7<sup>th</sup> to explain the Travel Reconciliation process.
- B. **Practical Exam Candidates**- Board Administrator Andrew Jackson advised the Board that the practical examination is scheduled for Thursday April 25, 2019.

**Agenda Item – New Business**

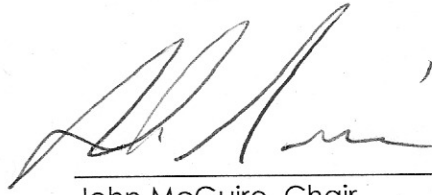
Board Chair John McGuire asked the Board to review the Funeral Services Consumer Protection Amendment Act of 2019 and provide suggestions for Legal Counsel March 7<sup>th</sup> Board meeting.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday March 7, 2019.

**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 3:20 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John McGuire", written over a horizontal line.

John McGuire, Chair

3/7/19

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator