



**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, January 03, 2019  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on January 3, 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 12:30 pm

**Board Members Present:** John McGuire, Asanti Williams, and Randolph Horton.

**Members Absent:** Duane Hills and Ernest Boykin

**Staff Present:** Andrew Jackson-**Board Administrator**, Kevin Cyrus-**Education Coordinator**, Vincent Parker-**BPLA Administrator**, George Batista-**Investigator**, Cynthia Briggs-**Interim Program Manager** 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 Asanti Williams and properly seconded by Board member Randolph Horton, the Board unanimously voted to approve the minutes for the December 6, 2018 meeting.

**Agenda Item- Executive Session**

Upon a motion duly made by Board member Asanti Williams 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)**

Legal Advisor Kia Winston drafted the Consent Order to be sent to Roger J. Mason ordering an imposed fine of \$2500 in the case of Rivera vs. Roger J. Mason. The Consent Order will be sent to Mr. Mason upon conclusion of the Board Meeting. Mr. Mason will be given until February 7, 2019 to respond to the Consent Order.

**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 once travel is approved flight reservations can be made. Interim Program Manager Cynthia Briggs informed the Board of new travel regulations as well as restrictions. Ms. Briggs also indicated that staff will not be present for this year's conference. Board Chair John McGuire expressed the importance of staff participating in future conferences going forward.
- B. **Practical Exam Candidates**- Board Administrator Andrew Jackson advised the Board that one (1) candidate is currently awaiting to take the practical in April 2019. Mr. Jackson will notify the Board of open Practical Examination dates after checking with Exam Unit on availability.
- C. **Sales and Use Tax Draft Regulation**- the Board reviewed the Sales and Use Tax draft regulations from the DC Office of Tax and Revenue and will provide Board member suggestions to amend the draft. The Board will continue this discussion in the February 2019 meeting.

**Agenda Item – New Business**

None

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday February 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 1:16 pm.

Respectfully submitted,



John McGuire, Chair

2/7/19

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator