



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

Thursday, January 09, 2020
MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on January 9, 2020 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 1:08 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**, Chanda Kearny-**Program Support Specialist**, Shaun Richards-**Program Support Specialist**, Kia Winston-**Legal Counsel** and Nicole McClendon-**Program Coordinator for Boards and Commissions**

Public Members Present: Willie Hill and Janelle Suggs (Vital Records Division)

Agenda Item - Comments from the Public:

Willie Hill came before the Board to inquire about the requirements for starting a business for the primary purpose of transporting deceased bodies. Board Administrator Andrew Jackson informed Mr. Hill that starting a business requires a Basic Business License. Board Chair John McGuire informed Mr. Hill that in order to transport bodies an individual must be a licensed Funeral Director. Chairman McGuire recommended UDC's Mortuary Science program as an option if Mr. Hill is interested in obtaining his Funeral Directors license.

Janelle Suggs is a representative from the Vital Records Division. Ms. Suggs came before the Board inquire about getting town halls and VITA user forums approved as Continuing Education Providers. Ms. Suggs also informed the Board of the upcoming Funeral Home Audits being conducted by Vital Records. Lastly, Ms. Suggs provided statistics of turnover times in death certificate filings.

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 December 5, 2019 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Asanti Williams, 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 Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to issue a Summary of Suspension to Hunt Funeral Home.

- B. Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board unanimously voted to defer complaint regarding W.H. Bacon pending a request for further information which includes the following:
 - i. General Price List (GPL)
 - ii. All Contracts
 - iii. Cremation Authorization

Agenda Item – Old Business

- A. **ICFSEB Conference** – Board Administrator Andrew Jackson informed the Board that travel for the upcoming annual conference scheduled for February 19th-20th at The Hammock Beach Resort in Palm Coast, FL has been approved. Board members have been informed that they can book flight reservations.

- B. **Vital Records Training** – The Board along with Ms. Suggs from Vital Records provided a review of the Vital Records training held on Wednesday December 18th. Positive feedback was given about training and Vital Records employees found the training very informative.

- C. **Dual Licensure** – No updates

Agenda Item – New Business

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday February 6, 2020.

Agenda Item Adjournment:

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Ernest Boykin, the Board unanimously voted to adjourn the meeting at 3:27 pm.

Respectfully submitted,


For John McGuire, Chair

2-6-2020
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator