



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

Thursday, July 11, 2019
MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on June 11, 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 1:12 pm

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

Members Absent: Duane Hills

Staff Present: Andrew Jackson-**Board Administrator**, Kevin Cyrus-**Education Coordinator**, George Batista-**Investigator**, Cynthia Briggs-**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 June 6, 2019 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Asanti Williams 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)

None

Agenda Items – Recommendation(s)

None

Agenda Item – Old Business

- A. **Pre-Need Contracts** – The Board reviewed the Pre-Need Contract portal on Learning Builder upon conclusion of the June 6th Board meeting. Board Chair John McGuire recommended the following changes to Pre-Need portal:
- i. **Population of Names shall be in Alphabetical Order or by Date of Entry**
 - ii. **Pre-Need should be categorized by “Buyer” and “Prospective Decedent”**
 - iii. **The “s” should be removed from “Pre-Needs” on portal**
- 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**

The proposed dates for the Practitioners Forum are October 9th and October 16th. Education Coordinator Kevin Cyrus will research available dates with Gallaudet University and provide a status of availability by the next Board meeting scheduled for Thursday September 5, 2019.

- C. **WebEx Protocol** – The Board recommended that an email blast with WebEx details be sent to all licensees a week prior to the Board meetings.

Agenda Item – New Business

- A. **ICFSEB Conference** – Board Administrator Andrew Jackson announced that the upcoming annual conference is scheduled for February 19th-20th at The Hammock Beach Resort in Palm Coast, FL. Board Chair John McGuire recommended staff attend conference and that all Board members and staff register for the Pre-Meeting classes. Chairman McGuire also reviewed the DC State requirements and informed the Board corrections will be made and forwarded to The Conference.
- B. **FARB Training** – Mandatory training is scheduled for Tuesday October 22, 2019 at the Department of Consumer and Regulatory Affairs (DCRA).

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday September 5, 2019.

Agenda Item Adjournment:

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 2:36 pm.

Respectfully submitted,



John McGuire, Chair

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Date

Recorder & Transcriber: Andrew Jackson, Board Administrator