



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

Thursday, July 02, 2020
MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on July 2, 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, Duane Hills and Ernest Boykin

Members Absent: Randolph Horton and Asanti Williams

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

Public Members Present: Camile Howe

Agenda Item - Comments from the Public:

Camile Howe came before the Board to file a complaint against Capital Mortuary Funeral Home. Board Chair John McGuire informed Ms. Howe that complaints need to be filed in a written format. Board Administrator Andrew Jackson also informed Ms. Howe that the Board will provide the contact information and appropriate steps for filing a written complaint.

Agenda Item - Minutes

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board unanimously voted to approve the minutes for the June 4, 2020 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)

No applications for review at this public meeting.

Agenda Items – Recommendation(s)

- A. Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board unanimously voted to close the complaint regarding Crystal Coleman vs. Stewart Funeral Home citing no violations.
- B. Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board unanimously voted to defer the complaint of Marshe' Jones vs. Stewart Funeral Home until an August 2020 emergency meeting or September 3rd Board meeting allowing the Board additional time to review the received documents.
- C. Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board unanimously voted to close the complaint regarding Gloria Coplins vs Frazier Mason Funeral Home citing no violations.
- D. Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board unanimously voted to follow up on the investigation of Bacon Funeral Home. The Board will also be checking on the following information related to Bacon Funeral Home:
 - a. Ownership affiliation and partnership with license Funeral Director
 - b. Basic Business License (BBL) status

Agenda Item – Old Business

- A. **Practical Examinations Safety Procedures/Target Date for Reopening** – Board Chair John McGuire addressed practical examination safety procedures with the Board. There is currently no target date for reopening. Board Chair John McGuire reminded the Board that all candidates are responsible for PPE. Safety procedures will continue to be discussed in coming days and at next Board meeting scheduled for September 3rd. Per Program Manager Cynthia Briggs the MOU is still being reviewed by OGC.
- B. **Application Review Process** – Board Chair John McGuire was seeking confirmation on the approval of apprentice applications. The Board unanimously decided that all applications will be approved for testing upon review. Licenses will be administered after an applicant passes the examination.

Agenda Item – New Business

- A. **Phase 2 Reopening** – Board Chair John McGuire informed the Board that the District of Columbia has transitioned into the Phase 2 guidelines of reopening. Under Phase 2 mass gatherings have now expanded to 50 people maximum per Mayors orders.

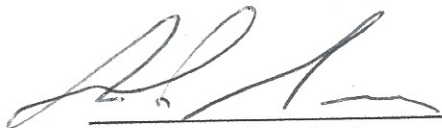
- B. **Tattoo Removal** – Program Manager Cynthia Briggs inquired about Tattoo Removal regulations for the Board. Under the DC Board of Funeral Directors Regulations there are no policies in place for tattoo removal of the deceased per Board Chair John McGuire.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday September 3, 2020.

Agenda Item Adjournment:

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board unanimously voted to adjourn the meeting at 2:13 pm.

Respectfully submitted,



John McGuire, Chair

9/9/20

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator