



## 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, June 04, 2020  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on June 4, 2020 at 1100 4<sup>th</sup> 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 1:01 pm

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

**Members Absent:** None

**Staff Present:** Andrew Jackson-**Board Administrator**, George Batista-**Investigator**, Stacey Williams-**Program Support Specialist**, 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:** Janelle Suggs – Vital Records Division

### **Agenda Item - Comments from the Public:**

There were no comments from the public at this meeting.

### **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 May 7, 2020 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)**

- A. Kendal Wade – Funeral Director Apprentice
- B. Malita Carson – Funeral Director Reinstatement

### **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 close the complaint regarding Frazier Mason 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 approve the application of the following:
  - a. Kendal Wade – Funeral Director Apprentice (Examination)
- C. 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 application of the following:
  - a. Malita Carson – Funeral Director (Reinstatement)

### **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 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 July 2<sup>nd</sup>.
- B. **May 28<sup>th</sup> Townhall Review** – Janelle Suggs from Vital Records provided a review of the May 28<sup>th</sup> Townhall. Ms. Suggs expressed concerns over lack of attendance by the licensed Funeral Directors. Board Administrator Andrew Jackson volunteered to contact Ms. Suggs to work collaboratively on increasing attendance for future Townhalls.

### **Agenda Item – New Business**

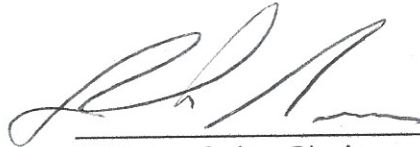
There was no new business at this public meeting.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday July 2, 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 2:14 pm.

Respectfully submitted,



John McGuire, Chair

7/2/2020  
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator