



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

Thursday, June 06, 2019
MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on June 6, 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 1:14 pm

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

Members Absent: Ernest Boykin

Staff Present: Andrew Jackson-**Board Administrator**, Kevin Cyrus-**Education Coordinator**, 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 Randolph Horton and properly seconded by Board member Duane Hills, the Board unanimously voted to approve the minutes for the May 2, 2019 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)

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board unanimously voted to close the complaint of D.L. McLaughlin Funeral Home vs. Carol F. McRae–Sharples citing no violations were found to have been committed by the funeral home establishment.

Agenda Item – Old Business

- A. **Pre-Need Contracts** – Board Administrator Andrew Jackson provided instructions on entering Pre-Need contracts within the Learning Builder system. Board Chair John McGuire instructed the Board to review instructions and enter in pre-need contracts and be prepared to discuss the pre-need contract process by the next board meeting scheduled for Thursday July 11, 2019.
- 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**

The proposed dates for the Practitioners Forum are October 16th and October 23rd. 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 July 11, 2019.

Agenda Item – New Business

- A. **WebEx Protocol** – Board Chair John McGuire informed the Board of the new live streaming process involving WebEx. Chairman McGuire instructed the Board to be prepared to discuss ideas and requirements for WebEx protocol at next Board meeting on July 11th.
- B. **New Complaints/Board Recess** – Due to the Board being on recess in August 2019, Board Chair John McGuire recommended that any complaints that come in during the recess period be sent to Board members via email correspondence so the Board can review and address in a special meeting if applicable.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday July 11, 2019.

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 2:18 pm.

Respectfully submitted,



John McGuire, Chair

7/11/19

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator