



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, March 05, 2020
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on March 5, 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 1:06 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**, Chanda Kearny-**Program Support Specialist**, Shaun Richards-**Program Support Specialist**, Kia Winston-**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:

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 February 6, 2020 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)

1. Maria Vargas Rivera – Funeral Courtesy Card Holder
2. Angela Eliss – Funeral Director Apprentice

Agenda Items – Recommendation(s)

- A. Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board unanimously voted to close the complaint against Bacon Funeral Home citing no violations and to send to a best practices letter to make sure contract meets FTC requirements.
- B. Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Ernest Boykin, the Board unanimously voted to deny the application for
 - Maria Vargas Rivera – Funeral Courtesy Card
- C. Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board unanimously voted to defer the following application:
 - Angela Eliss – Funeral Director Apprentice

Agenda Item – Old Business

- A. **ICFSEB Conference** – Program Coordinator Nicole McClendon provided a review of the ICFSEB conference held on February 17th-20th in Palm Coast, FL. Ms. McClendon informed the Board that DC tied for having the most delegates in attendance.
- B. **Practical Examination** – The Practical Examination for Funeral is scheduled for Thursday April 9th at UDC. Board Members to be in attendance are John McGuire, Asanti Williams and Randolph Horton.

Agenda Item – New Business

No new business at this public meeting.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday April 2, 2020.

Agenda Item Adjournment:

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 2:25 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'John McGuire', written above a horizontal line.

John McGuire, Chair

5/7/2020

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator