



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

Thursday, March 07, 2019
MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on March 7, 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 and Randolph Horton

Members Absent: Duane Hills and Ernest Boykin

Staff Present: Andrew Jackson-**Board Administrator**, Kevin Cyrus-**Education Coordinator** and Kia Winston-**Legal Advisor**

Public Members Present: Otha Scott

Agenda Item - Comments from the Public: Mr. Otha Scott came before the Board looking to get his Funeral Directors Apprentice license reinstated. Board Chair John McGuire is requesting National Exam Scores from The Conference and will have a decision rendered by the next Board meeting scheduled for Thursday April 4th.

Agenda Item - Minutes

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board unanimously voted to approve the minutes for the February 7, 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 Asanti Williams, the Board unanimously voted to gather a verbal response from D.L. McLaughlin Funeral Home related to a complaint filed by Carol F. McRae-Sharples. The Board is also requesting copies of the Contract and General Price List (GPL) before decision can be rendered by next Board meeting scheduled for Thursday April 4th.

The Board will defer the complaint of R.N. Horton Funeral Home vs. Juanina Harris until the next Board meeting scheduled for Thursday April 4th.

Agenda Item – Old Business

- A. **2019 Annual Meeting of the International Conference of Funeral Service Examining Boards (ICFSEB)** – Board Chair John McGuire provided a review of The Conference. Chairman McGuire stated the conference was very informative and DC was recognized along with North Carolina as the only states with full attendance.
- B. **W9 Forms**- Board Administrator Andrew Jackson informed the Board that W9 forms are required for all Board members for travel and parking reimbursements.

Agenda Item – New Business

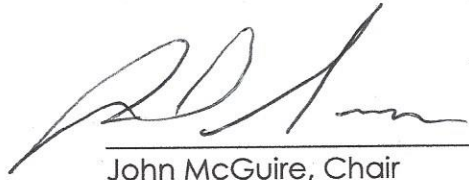
Board Chair John McGuire requested attendance of Accounts Payable to explain the travel reconciliation and reimbursement process. Board Administrator Andrew Jackson to follow up with Accounts Payable prior to April 4th Board meeting.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday April 4, 2019.

Agenda Item Adjournment:

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board unanimously voted to adjourn the meeting at 2:46 pm.

Respectfully submitted,



John McGuire, Chair

4 APRIL 2019

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator