



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, May 02, 2019
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on May 2, 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 1:09 pm

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

Members Absent: None

Staff Present: Andrew Jackson-**Board Administrator**, George Batista-**Investigator**, Kevin Cyrus-**Education Coordinator**, Derek Brooks-**RIS Investigator**, 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 Asanti Williams and properly seconded by Board member Duane Hills, the Board unanimously voted to approve the minutes for the April 4, 2019 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Duane Hills 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)

None

Agenda Items – Recommendation(s)

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Duane Hills, the Board unanimously voted to defer the complaint of D.L. McLaughlin Funeral Home vs. Carol F. McRae-Sharples pending a review by the Board of D.L. McLaughlin Funeral Home's response submitted on May 2, 2019.

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board unanimously voted to close the complaint of R.N. Horton Funeral Home vs. Juanina Harris.

Agenda Item – Old Business

- A. **Pre-Need Contracts** – Board Administrator Andrew Jackson informed the Board of the Pre-Need Contract application within Learning Builder. Instructions on how to access the Pre-Need Contract application will be sent to the Board members to test out application and provide feedback by the next scheduled Board meeting on Thursday June 6, 2019
- B. **Travel/Parking Reimbursement Updates**- Program Manager Cynthia Briggs informed the Board that the budget for parking reimbursements has been approved and Board members should be receiving payments for all reimbursements submitted.

Agenda Item – New Business

- A. **Writing Workshop** - The Conference has an upcoming Writing/Review Workshop June 10th – June 13th in Minneapolis, MN for the National Board Exam. Board Administrator Andrew Jackson informed the Board that The Conference is looking for volunteers. All travel costs, meals, and lodging will be covered by The Conference for selected participants.
- B. **The Conference Budget** – Board Administrator Andrew Jackson provided the full budget and breakdown of The Conference for Board members to review.
- C. **2019 DC Board of Funeral Directors Practitioners Forum** – The Board open discussions about the 2019 Practitioners Forum. Date, topics and speakers will be determined by the next Board meeting scheduled for Thursday June 6, 2019.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday June 6, 2019.

Agenda Item Adjournment:

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Asanti Williams, the Board unanimously voted to adjourn the meeting at 2:34 pm.

Respectfully submitted,



John McGuire, Chair

6/6/19

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator