



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, May 07, 2020
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on May 7, 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 1:03 pm

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

Members Absent: None

Staff Present: Andrew Jackson-**Board Administrator**, Kevin Cyrus-**Education Coordinator**, George Batista-**Investigator**, Chanda Kearny-**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: Debra Chandler, Sandra Williams, Mekhini Bruce and Joan Robinson

Agenda Item - Comments from the Public:

Debra Chandler came before the Board as a Public observer. Ms. Chandler also had questions about whether or nursing homes will be required to have a designated area specifically for COVID-19 patients. Board Chair John McGuire forwarded Ms. Chandler to the Department of Health (DOH) for additional guidance.

Sandra Williams came before the Board as a Public observer.

Mekhini Bruce came before the Board as a Public observer. Ms. Bruce also had questions about Funeral exam operations and when exams would resume. Board Administrator Andrew Jackson informed Ms. Bruce that examinations currently do not have a date to resume until Mayor's Executive orders are lifted.

Joan Robinson came before the Board as a Public observer.

Agenda Item - Minutes

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Asanti Williams, the Board unanimously voted to approve the minutes for the March 5, 2020 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Ernest Boykin 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)

No applications reviewed at this Public meeting.

Agenda Items – Recommendation(s)

- A. Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board unanimously voted to defer the complaint regarding Frazier Mason Funeral Home pending further review by the Board.

Agenda Item – Old Business

- A. **Mayor's Orders** – Board Chair John McGuire reviewed the updated Mayor's Executive Orders at the May 7th Board meeting. Board Chair John McGuire reminded the Board that Mayor's social distancing orders still remain in effect until further notice.

Agenda Item – New Business

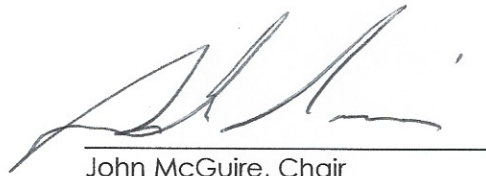
- A. **Funeral Bill of Rights** – Program Manager Cynthia Briggs informed the Board that the Funeral Bill of Rights have been submitted and is currently being reviewed by the legislative team. Board member Ernest Boykin requested that the Board reviews submitted document to make changes before approval.
- B. **The Conference (ICFSEB)** – Board Administrator Andrew Jackson informed the Board that the annual writing workshop by ICFSEB has been postponed due to the COVID-19 pandemic. Virtual options are currently being considered.
- C. **Legal Counsel** – New Legal Counsel Marc Neilson and Adrienne Lord Sorenson were officially introduced to the Board.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday June 4, 2020.

Agenda Item Adjournment:

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 2:37 pm.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'J. McGuire', is written over a horizontal line.

John McGuire, Chair

6/4/2020
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator