



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, November 01, 2018
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on November 1, 2018 at 1100 4th Street, S.W., Room E 300A-B, Washington, D.C. 20024.

The meeting was called to order by Chairperson John McGuire at 1:10 pm

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

Members Absent: Randolph Horton and Ernest Boykin

Staff Present: Brittani Strozier Daise—*Board Administrator*, Cynthia Briggs—*Program Manager (Interim)* 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 October 4, 2018 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)

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board unanimously voted to accept the following applications administratively approved by the Board Administrator, Mrs. Brittani Strozier Daise:

Applicant	Action Taken
Phillip Rinaldi (Funeral Director- Reciprocity)	Approved for Examination
John McMillian (Funeral Director- Examination)	Approved for Examination
LaTanya Davis (Funeral Director- Reciprocity)	Approved for Examination

Agenda Items – Recommendation(s)

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board unanimously voted to defer recommendations concerning the matter of Rivera vs. Roger J. Mason, until the December 2018 meeting.

Agenda Item – Old Business

- A. **Proposed rulemaking-** the Board deferred voting to amend Chapter 30 regulations until the December 2018 meeting.
- B. **2018 Practitioner's Forum-** the Board discussed positive feedback provided by attendees of the 2018 Practitioner's Forum.
- C. **2019 Annual Meeting of the International Conference of Funeral Service Examining Boards (ICFSEB)-** Board Administrator Strozier Daise requested that all Board members reserve their hotel accommodation for the 2019 Annual Meeting within the next 2 weeks. Mrs. Strozier Daise confirmed the Board's travel dates for Tuesday, February 26, 2019 – Friday, March 1, 2019.
- D. **Practical Exam Candidates-** Board Administrator Mrs. Strozier Daise advised the Board that two (2) candidates are scheduled for the November 2018 practical. Vice-Chairperson Williams requested confirmation of the location and time of the examination.
- E. **Examination Updates-** Upon a motion duly made by Board member Duane Hills and properly seconded by Board Member Asanti Williams, the Board unanimously voted to accept the updated test questions on the funeral director and apprentice funeral director examinations as written by the Board of Funeral Directors' exam committee and with the option to ratify the test at a future date. The Board requested to review the final draft of the exams with Exam Coordinator, Luladaye Valli.

Agenda Item – New Business

- A. **Sales and Use Tax Draft Regulation-** the Board reviewed the Sales and Use Tax draft regulations from the DC Office of Tax and Revenue and provide Board member suggestions to amend the draft. The Board will continue this discussion in the December 2018 meeting.
- B. **The Conference Model Internship Program Draft-** the Board reviewed and discussed the Model Internship Program Draft provided by The Conference.
- C. **Monthly Meeting Materials-** the Board requested to have paper copies of materials for Board meetings.

Agenda Item: Next Meeting: Mr. McGuire reminded the Board that he will not attend the December 6 , 2018 meeting.

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 2:24 pm.

Respectfully submitted,



John McGuire, Chair

1/3/19

Date

Recorder & Transcriber: Brittani Strozier, Board Administrator