



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, November 07, 2019
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on November 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, Randolph Horton, Duane Hills and Ernest Boykin

Members Absent: None

Staff Present: S.J. Brown-**Board Administrator**, Kevin Cyrus-**Education Coordinator**, George Batista-**Investigator**, and Nicole McClendon-**Program Coordinator for Boards and Commissions**

Public Members Present: None

Agenda Item - Comments from the Public: None

Agenda Item - Minutes

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board unanimously voted to approve the minutes for the October 3, 2019 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)

None

Agenda Items – Recommendation(s)

- A. The Board approved to impose financial penalties and disciplinary actions on Sandra V. Williams as well as additional disciplinary actions on Hunt Funeral Home.

Agenda Item – Old Business

- A. **Pre-Need Contracts** – Pre-Need Contracts follow up, recommendations and feedback were deferred until the December 5th Board meeting. Board Administrator Andrew Jackson will provide reminders prior to December 5th meeting.

- B. **2019 DC Board of Funeral Directors Practitioners Forum** – The Board elected to focus on the following topics for the 2019 DC Board of Funeral Directors Practitioners Forum:
 - i. **Active Shooter**
 - ii. **Vital Records**
 - iii. **Fire & EMS – Support for Obese**
 - iv. **DC Medical Examiner Office (OCME)**
 - v. **Tax and Revenue**

The Education Unit will be providing an official report of survey results at the December 5th Board meeting.

- C. **ICFSEB Conference** – Board Administrator Andrew Jackson has submitted travel for the upcoming annual conference scheduled for February 19th-20th at The Hammock Beach Resort in Palm Coast, FL. Travel is currently being reviewed by Accounts Payable and pending decision of approval.

- D. **Complaint Instructions** – Board Administrator Andrew Jackson informed the Board that he is drafting instructions to file complaints to be posted on the Funeral Board website within the coming weeks.

- E. **Vital Records Training** – The Board will be conducting training at the Department of Health on Wednesday December 18, 2019. The following dates have been setup to draft training presentation:
 - i. November 7th 11am
 - ii. December 5th 11am

- F. **FARB Training** – The Board provided positive feedback and comments on the FARB Training that took place on Tuesday October 22nd.

Agenda Item – New Business

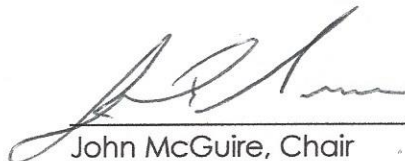
- A. **Dual Licensure** – Discussion took place regarding researching a combined Embalmers and Funeral Directors/Mortician license. Board Member Ernest Boykin will assume lead and conduct research of other jurisdictions.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday December 5, 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 2:44 pm.

Respectfully submitted,



John McGuire, Chair

5 DEC 2019

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator