



## **OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION**

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

**Thursday, October 03, 2019  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on October 3, 2019 at 1100 4<sup>th</sup> Street, S.W., Room E 300A-B, Washington, D.C. 20024.

The meeting was called to order by Board Chair John McGuire at 1:23 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**, Cynthia Briggs-**Program Manager**, Nicole McClendon-**Program Coordinator for Boards and Commissions** and Kia Winston-**Legal Advisor**

**Public Members Present:** None

**Agenda Item - Comments from the Public:** Stephanie Noland came before the Board as an observer of the Public meeting. No comments were provided by Ms. Noland.

### **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 July 11, 2019 meeting.

### **Agenda Item- Executive Session**

Upon a motion duly made by Board member Duane Hills 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. Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board unanimously voted to forward complaint regarding Hunt Funeral Home to the Regulatory Investigations Unit.

### **Agenda Item – Old Business**

- A. **Pre-Need Contracts** – Board Administrator Andrew Jackson informed the Board to review the Pre-Need Contracts portal on Learning Builder and provide feedback before the next Board meeting scheduled for Thursday November 7<sup>th</sup>.
  
- 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 official date for the Practitioners forum is scheduled for Wednesday October 16, 2019 from 5pm-8pm. Board Administrator Andrew Jackson confirmed participation for all speakers.

- C. **ICFSEB Conference** – Board Administrator Andrew Jackson announced that the upcoming annual conference is scheduled for February 19<sup>th</sup>-20<sup>th</sup> at The Hammock Beach Resort in Palm Coast, FL. Board Chair John McGuire recommended staff attend conference and that all Board members and staff register for the Pre-Meeting classes. Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board unanimously voted to approve 4 Board members and 2 staff persons to attend the upcoming conference. Board Administrator Andrew Jackson informed the Board that he will start drafting travel packages and hotel reservations must be made prior to October 15, 2019.

### **Agenda Item – New Business**

- A. **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.

**B. 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. October 24<sup>th</sup> 1pm
- ii. November 7<sup>th</sup> 11am
- iii. December 5<sup>th</sup> 11am

Board Administrator Andrew Jackson will coordinate meetings with Board members and staff.

**C. FARB Training** – Mandatory training is scheduled for Tuesday October 22, 2019 at the Department of Consumer and Regulatory Affairs (DCRA) Conference room E200 from 8:30am-4:30pm.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday November 7, 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 2:28 pm.

Respectfully submitted,

  
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John McGuire, Chair

5 DEC 2019  
\_\_\_\_\_  
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator