



DISTRICT OF COLUMBIA
Board of Funeral Directors

1100 4th Street, SW, Room E300, Washington, DC

Meeting Minutes
Thursday, January 15, 2015

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, January 15, 2015, at 1100 4th Street, S.W., Room 300A/B, Washington, D.C. The Board held its Executive Session to discuss applications for licensure, complaints, legal counsel report, budget report, calendar dates, and correspondence.

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The meeting was called to order by Chair Lynn Armstrong Patterson at 11:12 AM

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Board Members Present: Lynn Armstrong Patterson, Charles Bowman, Jr. and
Essita Duncan

Board Members Absent: E'Lois Waller and Randolph Horton

Staff Present: Kevin Cyrus, Education Liaison, Occupational and Professional Licensing Division;
George Batista, Investigator, Occupational and Professional Licensing Division;
Steve Parker, Investigator, Occupational and Professional Licensing Division;

Legal Advisor to the Board: Kia Winston

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Agenda Item: Comments from the Public

No members of the public were present at the meeting.

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Agenda Item: Review of Correspondence

In the matter of the Maryland Board of Morticians' request for information regarding the responsible party with the Shaun Reid Funeral Service, the Board voted to send publically available information.

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Agenda Item: Minutes

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member, Charles Bowman, Jr., the Board unanimously voted to approve draft minutes for the December 4, 2014 meeting.

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Agenda Item: Application for Licensure Recommendations

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member, Randolph Horton, the Board unanimously voted to approve funeral director applications as reviewed by the staff.

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Agenda Item: Budget

There was no budget report reviewed at this meeting.

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Agenda Item: Legal Counsel Report

There was no legal counsel report reviewed at this meeting.

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Agenda Item: Complaints

In the matter of W.H. Bacon Funeral Home, upon a motion duly made by Board member Essita Duncan and properly seconded by Board member, Charles Bowman, the Board unanimously voted to send out OPLA investigators to W.H. Bacon Funeral Home, Inc. to conduct an inspection to ensure compliance with the Board's regulations.

In the matter of the request for assistance from James Sullivan regarding Pre-Need Contract Transfers with the Austin Royster Funeral Home, upon a motion duly made by Board member Charles Bowman, Jr., and properly seconded by Board member, Essita Duncan, the Board unanimously voted to obtain more information.

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Agenda Item: Review of Calendar

There were no calendar items to report or review at this meeting.

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Agenda Item: New Business

No new business items were brought before the Board in this meeting.

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Agenda Item: Old Business

No old business items were brought before the Board in this meeting.

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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, February 5, 2015 at 11:00 am at 1100 4th Street, SW, Rm E300.

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Agenda Item: Adjournment

Upon a motion duly made by Board member Charles Bowman and properly seconded by Board member Essita Duncan, the Board unanimously voted to adjourn the meeting at 12:27 pm.

Respectfully submitted,

Lynn Armstrong Patterson, Chair

2.5.2015

Date

Recorder: Kevin Cyrus, Board Liaison
Attachments