



DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Room E300, Washington, DC
Meeting Minutes
Thursday, December 3, 2015

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, December 3, 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 1:09 PM

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Board Members Present: Lynn Armstrong Patterson, Randolph Horton, Essita Duncan and E' Lois Waller

Board Members Absent: None

Staff Present: Clifford Cooks, *Program Manager*, Kevin Cyrus, *Board Liaison*, Andrew Jackson, *Board Administrator*, Sheldon J. Brown, *Board Administrator*, Asia Dumas, *Investigator*, George Batista, *Investigator*

Legal Advisor to the Board: Kia Winston

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Agenda Item: Comments from the Public

Mr. Mark Matthews, III and Ms. Mary Matthews from the public spoke in front of the Board about a pending complaint which is currently under investigation; *Mr. Matthews vs. Austin Royster Funeral Home*. Mr. Matthews expressed his frustration over the handling of his loved ones by Austin Royster Funeral Home. Matthews stressed the importance of his complaint and hoped by voicing his concerns that the incident will not happen again.

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Agenda Item: Review of Correspondence

No correspondence was reviewed for this meeting.

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Agenda Item: Minutes

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member, E'Lois Waller, the Board unanimously voted to approve draft minutes for the November 12, 2015 meeting.

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Agenda Item: Application for Licensure Recommendations

There were no applications for licensure recommendations.

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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

There were no complaints.

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Agenda Item: Review of Calendar

The ICFSEB Conference is scheduled for February 24th-26th of 2016.

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Agenda Item: Old Business

1. Chairwoman Lynn Armstrong Patterson confirmed meeting dates for DC Board of Funeral Directors meetings in 2016. Meeting dates are as follows: January 7th, February 4th, March 3rd, April 7th, May 5th, June 2nd, July 7th, September 8th, October 6th, November 4th and December 1st of 2016.
2. Chairwoman Lynn Armstrong Patterson expressed an interest in finding out who is in charge of crematories and cemeteries in the District of Columbia and if there is a board.
3. ICFSEB Conference is scheduled for February 24th-26th.

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Agenda Item: New Business

1. Board Administrator Andrew Jackson addressed Travel Reconciliation by stating that all travel reimbursements must be submitted within 5 days of return. Board Administrator Jackson also urged all Board Members to register for the Ethics Training to receive MOTA dc.gov e-mail addresses. As of January 1 all correspondence must be communicated through dc.gov email addresses.
2. Program Manager Clifford Cooks announced the resignation of Board Member Charles Bowman. Mr. Cooks also mentioned to the board of the Pre-Need breach in the PearsonVue system.
3. Education Liaison Kevin Cyrus announced a new CE Provider (Academy of Professional Funeral Service Provider).

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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, January 7, 2015 at 1:00 pm at 1100 4th Street, SW, Room E300.

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Agenda Item: Adjournment

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Essita Duncan the Board unanimously voted to adjourn the meeting at 3:39 pm.

Respectfully submitted,

Lynn Armstrong Patterson, Chair

1.7.2016

Date

Recorder: Andrew Jackson, Board Administrator
Attachments