



DISTRICT OF COLUMBIA  
**Board of Funeral Directors**  
1100 4<sup>th</sup> Street, SW, Room E300, Washington, DC  
**Meeting Minutes**  
**Thursday, June 12, 2014**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, June 12, 2014, at 1100 4<sup>th</sup> 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 11:15 AM

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**Board Members Present:** Lynn Armstrong Patterson, Randolph Horton, E’Lois Waller, and Charles Bowman

**Board Members Absent:** None

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

**Legal Advisor to the Board:** Kia Winston

**Public Consumers Present:** David Zinner – Executive Director of the Gamliel Institute

**Agenda Item: Comments from the Public**

David Zinner – Executive Director of the Gamliel Institute visited the June meeting as an observer.

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**Agenda Item: Review of Correspondence**

- Dodge Institute for Advanced Mortuary Science – Annual Embalming Seminar. The Chair requested that this provider be notified that the course completion certificates for this course reflect the approval of the Academy of Professional Funeral Service Practice (APFSP).

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**Agenda Item: Minutes**

Upon a motion duly made by Board member E'lois Waller and properly seconded by Board member, Charles Bowman, the Board unanimously voted to approve draft minutes for the May 8, 2014 meeting.

**Agenda Item: Application for Licensure Recommendations**

Upon a motion duly made by Board member E'lois Waller and properly seconded by Board member, Charles Bowman, the Board unanimously voted to approve apprentice funeral director applications for taking the apprentice funeral director exam.

Upon a motion duly made by Board member Charles Bowman and properly seconded by Board member, E'lois Waller, the Board unanimously voted to defer funeral home establishment applications pending the results of a pre-licensing inspection.

Upon a motion duly made by Board member Charles Bowman and properly seconded by Board member, E'lois Waller, the Board unanimously voted that follow-up CE compliance letters be sent to those licensees who appear to be out of compliance with supplying the required documentation.

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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 given at this meeting.

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**Agenda Item: Complaints**

No complaints were brought before the Board at this meeting.

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**Agenda Item: Review of Calendar**

No new calendar dates were discussed in this meeting.



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**Agenda Item: Old Business**

The Board's conducted review Chapter 31 for revisions after the close of the May 8 meeting with the participation of attorney Adrienne Lord-Sorenson.

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**Agenda Item: New Business**

The apprentice funeral director exam will be reviewed and revised by committee comprised of Board members.

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**Agenda Item: Next Meeting**

The next meeting is scheduled for Thursday, July 3, 2014 at 10:00 am at 1100 4<sup>th</sup> 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 E'Lois Waller, the Board unanimously voted to adjourn the meeting at 12:35 pm.

Respectfully submitted,

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Lynn Armstrong Patterson, Chair

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Date

Recorder: Kevin Cyrus, Board Liaison  
Attachments