



DISTRICT OF COLUMBIA
Board of Funeral Directors
 1100 4th Street, SW, Room E300, Washington, DC
Meeting Minutes
Thursday, July 3, 2014

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, July 3, 2014, 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 11:05 AM

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Board Members Present: Lynn Armstrong Patterson, Randolph Horton, and Charles Bowman

Board Members Absent: E’Lois Waller

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

Legal Advisor to the Board: Kia Winston

Guests Present: Dr. Roger A. Mitchell, Jr. – Chief Medical Examiner
 Mikelle L. DeVillier – General Counsel

Agenda Item: Comments from the Public

Dr. Roger A. Mitchell, Jr. and Mikelle L. DeVillier – Participated in a wide ranging discussion with members of the DC Board of Funeral Directors covering topics such as protocol for pronouncements, cremation wait times for approval, and disaster preparedness.

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Agenda Item: Review of Correspondence

- There was no correspondence that required the Board’s attention.

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Agenda Item: Minutes

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member, Charles Bowman, the Board unanimously voted to approve draft minutes for the June 12, 2014 meeting.

Agenda Item: Application for Licensure Recommendations

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member, Charles Bowman, the Board unanimously voted to approve funeral director applications for taking the funeral director exam.

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

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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

Board reported that follow-up CE compliance letters will be sent to those licensees who appear to be out of compliance with supplying the required documentation.

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Agenda Item: New Business

Dr. Mitchell consented to participating in the Board's Forum in November 2014.

Dr. Mitchell and his staff left this meeting with three topics for the OCME to follow-up:

- Detailing the cremation approval process
- Discontinuing the requirement to schedule an appointment to remove remains from OCME
- Clarifying protocols governing the pronouncement process

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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, September 4, 2014 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 Randolph Horton, the Board unanimously voted to adjourn the meeting at 12:38 pm.

Respectfully submitted,

Lynn Armstrong Patterson, Chair

Date

Recorder: Kevin Cyrus, Board Liaison
Attachments