



DISTRICT OF COLUMBIA
Board of Funeral Directors

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

Meeting Minutes
Thursday, December 4, 2014

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, December 4, 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.

* * * * *

The meeting was called to order by Chair Lynn Armstrong Patterson at 11:34 AM

* * * * *

Board Members Present: Lynn Armstrong Patterson, Randolph Horton and
Essita Duncan

Board Members Absent: E'Lois Waller and Charles Bowman

Staff Present: Clifford Cooks, Program Manager, Occupational and Professional Licensing Division;
Kevin Cyrus, Education Liaison, Occupational and Professional Licensing Division;
George Batista, Investigator, Occupational and Professional Licensing Division;

Legal Advisor to the Board: Kia Winston

Agenda Item: Comments from the Public

No members of the public were present at the meeting.

* * * * *

Agenda Item: Review of Correspondence

There was no correspondence that required the Board's attention.

Agenda Item: Minutes

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member, Randolph Horton, the Board unanimously voted to approve draft minutes for the November 13, 2014 meeting.



DISTRICT OF COLUMBIA
Board of Funeral Directors
Meeting Minutes
Thursday, December 4, 2014

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.

* * * * *

Agenda Item: Budget

There was no budget report reviewed at this meeting.

* * * * *

Agenda Item: Legal Counsel Report

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member, Essita Duncan, the Board unanimously voted to approve Chapter 31 regulations as revised by the Board.

* * * * *

Agenda Item: Complaints

In the matter of Austin Royster Funeral Home, the Board response is pending receipt of a copy of the contract with the complainant. Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member, Randolph Horton, the Board unanimously voted to send out OPLA investigators to Austin Royster Funeral Home, Inc. to conduct an inspection to ensure compliance with the Board's regulations.

* * * * *

Agenda Item: Review of Calendar

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member, Essita Duncan, the Board voted to authorize two people, (Board Chair, Lynn Armstrong Patterson and Board Administrator, Kevin Cyrus) to attend the International Conference of Funeral Service Examining Boards Annual Meeting in February 2015.

* * * * *

Agenda Item: New Business

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



DISTRICT OF COLUMBIA
Board of Funeral Directors
Meeting Minutes
Thursday, December 4, 2014

Agenda Item: Old Business

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

* * * * *

Agenda Item: Next Meeting

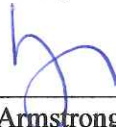
The next meeting is scheduled for Thursday, January 8, 2015 at 11:00 am at 1100 4th Street, SW, Rm E300.

* * * * *

Agenda Item: Adjournment

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 12:19 pm.

Respectfully submitted,



Lynn Armstrong Patterson, Chair

2.5.2015
Date

Recorder: Kevin Cyrus, Board Liaison
Attachments