



DISTRICT OF COLUMBIA  
**Board of Funeral Directors**  
 1100 4<sup>th</sup> Street, SW, Room E300, Washington, DC

**Meeting Minutes**  
**Thursday, May 21, 2015**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, May 21, 2015, 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 11:27 AM

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

**Board Members Absent:** Charles Bowman

**Staff Present:** Clifford Cooks, Program Manager, Occupational and Professional Licensing Division; Kevin Cyrus, Board Administrator, Occupational and Professional Licensing Division; George Batista, Investigator, Occupational and Professional Licensing Division; Cynthia Briggs, Program Analyst, Occupational and Professional Licensing Division; Andrew Jackson, Program Analyst, Occupational and Professional Licensing Division;

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

**Public Consumers Present:** None

**Agenda Item: Comments from the Public**

There were no comments from the public.

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**Agenda Item: Review of Correspondence**

There was no correspondence that required Board review..

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DISTRICT OF COLUMBIA  
Board of Funeral Directors



**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 March 12, 2015 meeting, with recommended changes.

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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 applications for licensure.

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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**

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Essita Duncan, the Board unanimously voted to send the matter of the complainant Barbara Waters to investigations.

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**Agenda Item: Review of Calendar**

No new calendar items were presented.

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**Agenda Item: Old Business**

There were no old business items requiring Board review.

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**Agenda Item: New Business**

Chair Lynn Patterson requested that Board members begin thinking of topics and guest speakers for this year's Funeral Forum.

Board members discussed the the practice of Apprentices needing to bring a copy of their FHE license in order to pick up bodies from the medical examiner's office.

Chair Lynn Patterson requested that the Board Administrator confirm that applicants for reinstatement had submitted the required continuing education certificates.

Board members were reminded that the CLEAR Conference would be held on June 1, 2015.

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**Agenda Item: Next Meeting**

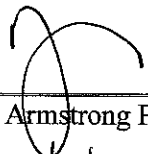
The next meeting is scheduled for Thursday, June 4, 2015 at 11:00 am at 1100 4<sup>th</sup> Street, SW, Room E300.

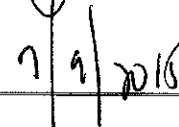
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**Agenda Item: Adjournment**

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 12:49 pm.

Respectfully submitted,

  
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Lynn Armstrong Patterson, Chair

  
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Date

Recorder: Kevin Cyrus, Board Liaison  
Attachments