



DISTRICT OF COLUMBIA
Board of Funeral Directors

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

Meeting Minutes
Thursday, July 9, 2015

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, July 9, 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 12:00 PM

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

Board Members Absent: E'Lois Waller and Charles Bowman, Jr.

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

Legal Advisor to the Board: Kia Winston

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Agenda Item: Comments from the Public

No members of the public were in attendance for this meeting.

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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 Essita Duncan and properly seconded by Board member, Randolph Horton, the Board unanimously voted to approve draft minutes for the May 21, 2015 meeting.

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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 funeral director applications as reviewed during executive session.

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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 reviewed at this meeting.

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Agenda Item: Review of Calendar

Upcoming training on July 15th regarding Open Session meetings was announced at this meeting.

The upcoming Vital Records quarterly meeting July 15th was announced at this meeting.

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Agenda Item: Old Business

The Board resolved to begin work on the next funeral board forum. Chair Armstrong-Patterson requested that board members submit topics. Proposed dates are November 12th or 19th between the hours of 5:00 pm and 8:00 pm.

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Agenda Item: New Business

News of the passing of DFD Phillip Bell was announced to the Board at this meeting.

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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, October 1, 2015 at 11:00 am 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 1:25 pm.

Respectfully submitted,



Lynn Armstrong Patterson, Chair

9/3/2015

Date

Recorder: Kevin Cyrus, Board Liaison
Attachments