



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

**D.C. Board of Funeral Directors
1100 4th Street SW, Room E300
Washington, DC 20024**

Thursday, August 02, 2018

MEETING MINUTES

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on August 2, 2018 at 1100 4th Street, S.W., Room E 300A-B, Washington, D.C. The Board held its Executive Session to discuss complaints and legal counsel report.

The meeting was called to order by Chairperson John McGuire at 1:09 pm.

Board Members Present: John McGuire, Asanti Williams, Duane Hills, and Randolph Horton

Staff Present: Brittani Strozier Daise—Board Administrator, James Barber—Program Support Specialist, Kevin Cyrus—Education Coordinator, George Batista—OPLA Investigator, Cynthia Briggs—Interim Program Manager, Vincent Parker—BPLA Administrator, and Kia Winston—Legal Advisor

Public Members Present: None

Agenda Item - Comments from the Public: None

Agenda Item - Minutes

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board unanimously voted to approve the minutes for the May 3, 2018 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Duane Hills, the Board unanimously voted to enter into Executive Session.

Agenda Item- Application(s)

The Board reviewed the list of applications approved since May 3, 2018 and completed a technical review of the application(s) listed below. Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board unanimously voted to take the following action(s):

Applicant	Action Taken
Jeffrey Price	Application Approved for Examination

Agenda Items – Recommendation(s)

1. Austin Royster Funeral Home- Brittani Strozier Daise provided the Board a status update on the pending litigation involving Austin Royster Funeral Home.
2. Anonymous vs. RN Horton Co. Morticians - Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Duane Hills, the Board unanimously voted to forward this case to Regulatory Investigation Section (RIS) for investigation.
3. Smalls vs. Stewart Funeral Home- Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board unanimously voted to close this case due to no apparent violation.
4. Krakower vs. Torchinsky- Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board unanimously voted to close this case due to no apparent violation.
5. W. H. Bacon Funeral Home- Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Duane Hills, the Board unanimously voted for OPLA Investigator, George Batista, to follow-up with the Board after a re-inspection of the funeral home establishment. The Board recommend for Mr. Batista to request assistance from the Department of Health with the re-inspection.

Agenda Item – Old Business

1. Endorsement Funeral Director Application- Brittani Strozier Daise notified the Board that the Endorsement Funeral Director Application is now available in the online application portal.
2. Apprentice Funeral Director Exam Update- Chairperson McGuire provided a status update on the revision of the apprentice funeral examination.
3. 2018 Funeral Board Practitioner's Forum- a discussion was facilitated outlining important information for this year's forum, including:
 - a. Date and time: October 11, 2018, 5pm to 8 pm;
 - b. Total number of CEU hours: 3;
 - c. Recommended Topics and Speakers:
 - i. DC Government Parking/Permit Services for Funeral Directors: Matthew Marcou, Associate Director, Public Space Regulation Division
 - ii. Vital Records: Terra Abrams, DC Vital Records Registrar
 - iii. Hospital Pronouncements and Body Release Policy: Dr. Roger Mitchell, Jr., DC Chief Medical Examiner
 - iv. Limousine & Hearse Tax: Jessica Brown, Assistant General Counsel, Office of Tax and Revenue
 - v. Basic Business Licensing: Harriet Broadie, Program Manager, Business Licensing, Special Events & Vending Divisions
 - vi. Board Member Presentation: Chairman McGuire to facilitate a presentation on Designated Funeral Directors roles and responsibilities
 - vii. OPLA Presentation: addressing licensee frequently asked questions;

4. Board Newsletter- the Board discussed content to be included in the upcoming newsletter, including: national industry news and announcing exam revisions. Kevin Cyrus recommended a newsletter platform for consideration.

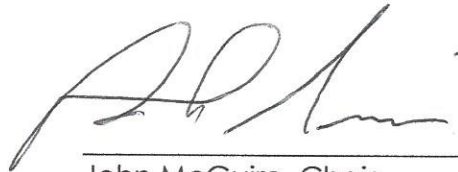
Agenda Item – New Business

1. CEU Requirement-Kia Winston reviewed proposed rulemaking to impose continuing education requirements in the regulations for applicants seeking to renew or reinstate their license.
2. 2017 Annual Report- Brittani Strozier Daise distributed copies of the 2017 Annual Report to the Board and discussed brainstorming ideas for content in the 2018 report.
3. Board Website- Brittani Strozier Daise discussed recent updates and proposed changes to the Board's website.
4. Exam Dates in November- the Board confirmed the next practical date for Thursday, November 8, 2018.

Agenda Item Adjourn

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 3:03 pm.

Respectfully submitted,



John McGuire, Chair

05/11/2018

Date

Recorded and Prepared by: Brittani Strozier Daise, Board Administrator