



## OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

**D.C. Board of Funeral Directors  
1100 4<sup>th</sup> Street SW, Room E300 A- B  
Washington, DC 20024**

**Thursday, July 11, 2024  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on July 11, 2024 at 1100 4<sup>th</sup> Street, S.W., Room E 300A-B, Washington, D.C. 20024. This Public and Executive meeting was held via WebEx Webinar format.

The meeting was called to order by Board Chair John McGuire at 1:05 pm

**Board Members Present:** John McGuire, Asanti Williams, Ernest Boykin and Randolph Horton

**Members Absent:** None

**Staff Present:** Andrew Jackson – **Program Specialist**, Marc Nielsen – **Legal Counsel**, Kevin Cyrus – **Education Coordinator**, George Batista – **Investigator - CPU**, and Nicole McClendon – **Program Coordinator Boards and Commissions**

**Public Members Present:** None

### **Agenda Item - Comments from the Public:**

No comments from the Public at this meeting.

### **Agenda Item - Minutes**

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton the Board unanimously voted to approve the minutes for the June 6, 2024 meeting.

### **Agenda Item- Executive Session**

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Board unanimously voted to enter into closed session pursuant to the authority of D.C. Official Code Section 2-575(b)(4)(A) to seek the advice of counsel, D.C. Official Code Section 2-575(b)(9) to discuss disciplinary matters, and D.C. Official Code Section 2-775(b)(13) to deliberate upon a decision in an adjudication action or proceeding.

### **Agenda Item- Application(s)**

1. Ashton Silva – Funeral Director (Reciprocity – DC Law Exam)
2. Ashley Whiteley – Funeral Director (Reciprocity - DC Law Exam)

### **Agenda Items – Recommendation(s)**

- A. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Board voted to approve the application of Ashton Silva for DC Law Examination.
- B. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Asanti Williams, the Board denied application for Ashley Whiteley but will provide Ms. Whiteley additional avenues to apply and become licensed in the District of Columbia.
- C. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board voted to request NBE results for and 30-day responses from licensees in question regarding the examination.

### **Agenda Item – Old Business**

- A. **CEU Audit:** Education Coordinator Kevin Cyrus informed the Board that Audit is more than 98% completed. There is 1 outstanding licensee in which a response is pending. All other licensees have satisfied requirements of Audit. Mr. Cyrus will send certified letter to out licensee requesting response.
- B. **Script Development:** Board Administrator Andrew Jackson and Education Coordinator Kevin Cyrus provided a draft script for the Outreach Video. Mr. Jackson along with the management will reach out to the Communications Team to lock in a date for recording.
- C. **VA Morticians Association:** Board Member Randolph Horton provided an

update on the conference held in Richmond, VA June 19<sup>th</sup> – June 22<sup>nd</sup>.  
Updated Virginia laws and regulations were covered along with various other  
topics including work balance and mental health in the Funeral profession.

**Agenda Item – New Business**

No new business at this public meeting.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for  
Thursday **September 5, 2024**, at 1pm.

**Agenda Item Adjournment:**

Upon a motion duly made by Board member Ernest Boykin and properly seconded by  
Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at  
2:32 pm.

Respectfully submitted,

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John McGuire, Chair

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Date

Recorder & Transcriber: Andrew Jackson, Board Administrator