



**DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Conference Room E300
Washington, DC 20024
Meeting Minutes
Thursday December 1, 2016**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, December 1, 2016, at 1100 4th Street, S.W., Room E300A-B, Washington, D.C. The Board held its Executive Session to discuss complaints and legal counsel report.

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The meeting was called to order by Chairperson Lynn Armstrong Patterson at 1:20 PM.

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Board Members Present: Lynn Armstrong Patterson, Randolph Horton, John McGuire, Asanti Williams

Board Members Absent: None

Staff Present: Wilfred Usher, *Regulatory Investigation Section*, Kevin Cyrus, *Education Coordinator*, S. J. Brown, *Board Administrator* Pamela Hall, *Board Administrator*, Kia Winston, *Legal Advisor*, Asia Dumas, *Investigator*, George Batista, *Investigator*, Kathy Thomas, *Education Liaison Specialist*

Invited Guest: Terra Abrams, Victor Hall, and Rudolph Brothers of the Vital Records Division of the D.C. Department of Health (DOH).

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Agenda Item: Comments from the Public

Vital Records Registrar Terra Abrams mentioned the re-branding within the DOH such as: the File Unit, which will be known as the Registration and Policy Unit, responsible for managing the registration process from the time of birth to the filing of the death of an individual; Mr. Hall will be the supervisor. The Processing and Legal Units that dealt with walk-up customers will become the Customer Service and Certification Operations Unit, since that is what actually occurs there and the new supervisor will be Mr. Brothers.



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Further, Ms. Abrams stated that there will be a town hall meeting next year around March/April time frame in the afternoon and the funeral directors will be invited to meet the new supervisors and hear about updates and initiatives that are coming. Also, Ms. Abrams inquired, per funeral directors request, about obtaining continuing education credit for funeral directors attending town hall meetings. She indicated that she is willing to provide whatever is needed to facilitate the process. Education Liaison Specialist Thomas also said that Ms. Abram's request is consistent with the feedback from the Forum. Ms. Thomas stated that many thought the feedback received from attendees stated that the Vital Records presentation was one of the best topics.

As a follow-up to the last Board meeting, Ms. Abrams stated that in the case of the grandmother Ms. Rue, the death record has been filed and the family can access the death certificate, and the cremation request has been approved as well. She indicated that a written report will follow.

Also, she will be submitting a report to the Board regarding the filing/signing by Shaun A. Reid as a Funeral Director, although he is not license as such. The staff will review the statistics and compile a report to confirm if and how often it has occurred in the past year.

Regarding a report of lag filings by Funeral Home Establishments (FHEs) she indicated that an updated report will be submitted to the Board and the filing status will be shared with FHEs so they will know their filing status as well.

Lastly, per Board Administrator's request, the EDRS access of Mr. James Agee has been suspended for all his account access with three (3) funeral homes establishments. When a notice is received to allow access, he will be granted access again.

Board Member McGuire raised the issue of the proposed rule-making on gender identification and offered the insight that perhaps the DOH should not include gender on the death certificate. Ms. Abrams state that the proposal was discussed in several jurisdictions that Vital Records should get out of gender being included on the death certificate. In the red-line version the remedy is the death certifier identifies the gender and the funeral director will take the gender by the person that has the right to control final disposition. However, if there is a dispute, the record is sealed with the sex as reported by the death certifier and the matter has to be settled in court.

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Agenda Item: Review of Correspondence

The International Conference of Funeral Service Examining Boards (The Conference)
Correspondence: Request comments/feedback on the attached draft of The Model Practice Act. The Board had no comments.

The Conference: Invitation to attend the 2017 Annual Meeting held at Hilton Head, SC and a nomination form for Board members to consider running for office. Board Chairperson indicated that she will not be seeking re-election. She also indicated that a representative from a different jurisdiction than the outgoing elected member is typically sort on a rotating basis. No one decided to run. Board Asanti Williams decided to attend the Conference's 2017 Annual Meeting without objection.

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Mr. Cooks introduced Pamela Hall stating that she will be working with the Board of Funeral Directors. Andrew Jackson has been assigned to the Board of Barber and Cosmetology but Mr. Jackson and Mr. Brown will still be working with the Boxing and Wrestling Commission. Ms. Hall has many years of experience and should bring a lot of experience to the Board.

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Agenda Item: Minutes

Upon a motion duly made by Board member John McGuire and properly seconded by Board member Randolph Horton, the Board unanimously voted to approve minutes for the November 3, 2016 meeting with corrections.

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Executive Session

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board unanimously voted to go into executive session.

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Agenda Item: Complaints

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member John McGuire the Board unanimously voted to close the complaint against Stewart Funeral Home.

Upon a motion duly made by Board member John McGuire and properly seconded by Board member Randolph Horton, the Board unanimously voted to defer the complaint against Capitol Mortuary to request the General Price List. .

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Agenda Item: Old Business

Designated Funeral Directors changes: Board Administrator Brown reported that Algie Y. Dendy is the new Designated Funeral Director (DFD) for D. L. McLaughlin's Funeral Services, Inc.; LaShon A. Davis is the DFD for Frazier Mason Memorial Funeral Home; and Donald R. Gray is the DFD for Shaun A. Reid Funeral Services & Memorial Chapel, LLC.

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Board member McGuire asked the question can a DFD work at another FHE part-time, full-time or under contract. Mr. Cooks indicated that the answer is probably yes, but the displaying of that individual's license in the second FHE maybe a challenge for the investigator. The issue of a DFD requesting a duplicate license was discussed but the Board expressed that it will review Chapter 31 at the next meeting to conclude the matter.

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Funeral Homes Establishment Pre-Need Update: Board Administrator Brown indicated that methodology will be developed and presented at the next Board meeting for review and to decide the next steps.

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Funeral Directors Practitioners Forum November 17, 2016: Chairperson Armstrong-Patterson stated that it was an excellent forum and very informative. She congratulated Kathy Thomas and Kevin Cyrus for the job they performed. Attendees received a lot of useful information. The Medical Examiner became aware of and indicated that he would review some processes in his office impacting funeral directors. He indicated that he will look at the number of bodies released per day to funeral directors in particular.

Education Liaison Specialist Kathy Thomas provided an overview of the survey performed. She indicated that overall, attendees thought that the forum was very good and receive positive feedback. The favorites were the Medical Examiner and the Vital Records Registrar presentations. Ms. Thomas also thanked the Board members for providing some speakers to invite. The attendees expressed extreme satisfaction with the choice of speakers and wish more licensees would have attended. The least favorable part of the forum was the date of the year; licensees expressed a desire to hold the event earlier in the year and/or start later in the day. That will be reviewed for next year, since it conflicted with the Virginia Morticians Association. Some future topics are to have the Medical Examiners provide an update, enforcement of funeral laws, pre-need requirements and for DOH to offer continuing education credits. Discussed during the meeting was to consider offering a disclaimer when private businesses are presenters that attendees contact the business outside the forum, since the business is presenting on best practices, which did occur but some attendees did have business related questions.

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Agenda Item: New Business

2017 Meeting Dates: The Board approved the 2017 Board meeting dates but change the March meeting date to March 9, 2017, since the first Thursday conflicted with The Conference's annual meeting.

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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, January 5, 2016 at 1:00 pm.

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Agenda Item: Adjournment

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member John McGuire, the Board unanimously voted to adjourn the meeting at 3:56 pm.

Respectfully submitted,



Lynn Armstrong Patterson, Chair



Date

Recorder: S. J. Brown, Board Administrator