



**DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Conference Room E300
Washington, DC 20024
Meeting Minutes
Thursday, February 01, 2018**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on February 1, 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 1:13 pm.

Board Members Present: John McGuire, Asanti Williams, Duane Hills, and Ernest Boykin,

Staff Present: Skip Brown—*Program Analyst*, Cynthia Briggs—*Executive Director*, and Clifford Cooks—*Program Manager*,

Public Members Present: None

Agenda Item - Comments from the Public: None

Agenda Item - Minutes

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Asanti Williams, the Board unanimously voted to approve the minutes for the January 4, 2018 meeting.

Agenda Item- Executive Session

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

Agenda Items – Complaint(s)

1. Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Ernest Boykin, the Board unanimously voted to request a site inspection concerning the complaint in the matter of the Alvin J. Snyder, Sr. vs. B. K. Henry Funeral Chapel, Inc.
2. Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board unanimously voted to defer action until next the March meeting concerning the complaint in the matter of Cypriana Bullock vs. B. K. Henry Funeral Chapel, Inc.
3. Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Asanti Williams, the Board unanimously voted



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to refer to OPLA for investigation concerning the complaint in the matter of Hunt Funeral Home from an anonymous complainant.

Agenda Item – Old Business

- A. Newsletter- January 2018 issue-the board reviewed the newsletters, recommended edits/revisions and the inclusion of a letter from the Chairman.
- B. The Chairman requested for a message to be sent to licensees communicating the Pre-need portal is temporarily unavailable and the when the preneed portal has launched.


Agenda Item – New Business

The Board requested for the following topics to be added to the March agenda: the Funeral Director Apprentice Examination and the removal of human remains.

Agenda Item Adjourn

Upon a motion duly made by Board member John McGuire and properly seconded by Board member Asanti Williams, the Board unanimously voted to adjourn the meeting at 3:45 pm.

Respectfully submitted,



John McGuire, Chair
4/5/18

Date

Recorder: Skip Brown, Program Analyst
Preparer: Brittani Strozier, Board Administrator