



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, June 06, 2024
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on June 6, 2024 at 1100 4th 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 1:03 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**, Jatarious Frazier – **Policy Analyst**, 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 May 2, 2024 meeting.

Agenda Item- 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 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. Whitney Wilhite – Funeral Apprentice
2. Rachel Hinton – 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 Asanti Williams, the Board voted to close the Snead Investigation upon review of Snead response.
- B. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board voted to approve the application for Whitney Wilhite for Funeral Apprentice Examination.
- C. Upon motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board voted to approve the Funeral Director application for Rachel Hinton for DC Law Examination.

Agenda Item – Old Business

- A. **CEU Audit:** Education Coordinator Kevin Cyrus informed the Board that CEU Audit is more than 90% completed. There are 2 outstanding licensees in which a response is pending. All other licensees have satisfied requirements of Audit.
- B. **Funeral Practitioners Forum 2024:** The following topic suggestions will be covered for the upcoming October 2024 forum:
 - i. **Vital Records** – Gender Items/Death Certificates
 - ii. **OCME**
 - iii. **Natural Organic Reduction** – (State of Maryland)
 - iv. **DC Council** – Funeral Law ChangesThe date is scheduled for **October 23rd**.

- C. **Practical Examination Date:** Practical Examination scheduled for June 18th at 11am at UDC.

Agenda Item – New Business

- A. **VA Morticians Association:** Board Member Randolph Horton stated that they VA Morticians Association will be meeting June 19th – June 22nd. Board member Horton encouraged all Board members to attend. New practices and regulation updates within Virginia will be covered at the conference.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday **July 11, 2024**, at 1pm.

Agenda Item Adjournment:

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board unanimously voted to adjourn the meeting at 2:07 pm.

Respectfully submitted,

John McGuire, Chair

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator