



**DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Conference Room E300
Washington, DC 20024
Meeting Minutes
Thursday, July 6, 2017**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, July 6, 2017, at 1100 4th Street, S.W., Room E300A-B, Washington, D.C. The Board held its Executive Session to discuss complaints, regulation changes and legal counsel report.

The meeting was called to order by Chairman John McGuire at 1:10 PM.

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

Board Members Absent: None

Staff Present: S. J. Brown, *Board Administrator* Kia Winston, *Legal Advisor*, Cynthia Briggs, *OPLA*, Kevin Cyrus, *OPLA*

Agenda Item: Comments from the Public

None.

Agenda Item: Chairman Remarks

The Chairman offered condolence to Board member Horton on the passing of his mother. The Chairman also asked that a compliant log be provided when there are updates.

Agenda Item: Minutes

Upon a motion duly made by Board member Asanti Williams, and properly seconded by Board member Duane Hills, the Board unanimously voted to approve minutes for the June 1, 2017 meeting without corrections.

Executive Session

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board unanimously voted to go into executive session to discuss complaints, regulation changes and legal counsel report; no applications were discussed.



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Agenda Item: Complaints

- a. In the Matter of Austin Royster Austin Royster Funeral Home, Inc.: No Action Taken
- b. In the Matter of Francis B. Hunt Funeral Home: Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board unanimously voted to request an investigation.

Agenda Item: Old Business

Pre-Need Audit Status: Tabled.

Chapter 30 Regulations: Reviewed but tabled until the next Board meeting.

Agenda Item: New Business

2017 Practitioners Forum: The Board reviewed the presenters and decided to go forward with the forum to be held on October 12, 2017

DOH Vital Records – Transferring of Death Cases: Board Administrator Brown read a summary of the meeting but per the Chairman it essentially means that the Board will notify the Vital Records Division and the Office of the Chief Medical Examiner when licensees are suspended or revoked.

Practical Exam Date Selection: The Board selected November 9, 2017 as the date.

Chairman Announcement: Mr. McGuire asked that if a Board member cannot attend a meeting or will be late, please notify staff as soon as possible.

Applications: Board Member Hills asked how the Application Approval process works does; Mr. Brown explained that Reinstatement and Technical Review Application come before the Board; all other applications the Board granted staff the authority to approve.



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The next meeting is scheduled for Thursday, September 7, 2017 at 1:00 pm.

Agenda Item: Adjournment

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Duane Hills, the Board unanimously voted to adjourn the meeting at 3:47 pm.

Respectfully submitted,

John McGuire, Chairman

7 SEPT. 2017

Date

Recorder: S. J. Brown, Board Administrator