



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

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, September 1, 2016, at 1100 4th Street, S.W., Room E300A/B, Washington, D.C. The Board held its Executive Session to discuss applications for licensure, complaints, legal counsel report, budget report, calendar dates, and correspondence.

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The meeting was called to order by Chair Lynn Armstrong Patterson at 1:12 PM.

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

Board Members Absent: none

Staff Present: Andrew Jackson, *Board Administrator*, Sheldon J. Brown, *Board Administrator*, Asia Dumas, *Investigator*, George Batista, *Investigator*, Kathy Thomas, *Education Liaison Specialist*

Staff Absent: Clifford Cooks, *Program Manager*

Legal Advisor to the Board: Kia Winston (absent)

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Agenda Item: Comments from the Public

No comments from the public at this meeting.

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Agenda Item: Review of Correspondence

The Board reviewed the letter sent by Mr. Thurman Higginbotham, President of the Independent Funeral Directors Association of DC. Mr. Higginbotham stated that it may be necessary for funeral providers to locate and pay a licensed physician to perform death pronouncements. Chairwoman Armstrong-Patterson stated that only the Medical Examiner's office or Physicians shall pronounce death. Chairwoman Armstrong-Patterson also stated that a funeral director should not make a removal until they know who is making the pronouncement.

The Board also reviewed correspondence from Terra Abrams of Vital Records, regarding Electronic Death Registration System (EDRS) about Delinquent Death Filings. Several D. C. Funeral Homes were listed as being delinquent. Board member John McGuire stated delinquency can be related to several factors such as Family/Clinical errors, cremation approval and tracking of physicians. Mr. McGuire recommended that legislation be amended to a 10 day window for filing instead of the current 5 day window. The Board suggested sending a generic letter to all of the funeral homes listed notifying them of their delinquency. The Board will officially vote on the suggestion upon legal counsel's return.

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Agenda Item: Minutes

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member John McGuire, the Board unanimously voted to approve draft minutes for the July 7, 2016 meeting.

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Agenda Item: Application for Licensure Recommendations

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member John McGuire, the Board unanimously voted to approve 1 application for FHE Establishment for Francis B. Hunt. Upon a motion duly made by Board member Essita Duncan and properly seconded by John McGuire the Board unanimously voted to defer the application for FHE Establishment for W.H. Bacon pending additional information. W.H. Bacon application to be reviewed at the October 6th Board meeting.

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Agenda Item: Budget

There was no budget report reviewed at this meeting.

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Agenda Item: Legal Counsel Report

There was no legal counsel report reviewed at this meeting.

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Agenda Item: Complaints

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member Asanti Williams the Board unanimously voted to continue with the original disciplinary action against Austin Royster Funeral Home which included a Cease & Desist order, NOID of Revocation and \$5,000 fine per violation (5 violations totaling \$25,000).

A motion was duly made by Board member Essita Duncan and properly seconded by Board member Randolph Horton to continue to pursue disciplinary action against James Agee the Designated Funeral Director for Austin Royster Funeral Home after not receiving a response to request a hearing. The disciplinary action includes License Suspension of 90 days, 12 CEUs within 90 days and \$1,300 fine.

The Board reviewed a complaint against the House of Williams Funeral Home and unanimously voted not to take any action.

The Board received a response from Frazier Mason Funeral Home regarding a complaint filed by Darrell Cousar. Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member Randolph Horton the Board unanimously voted to refer the Cousar vs. Frazier Mason Funeral Home complaint to the Investigation Unit.

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Agenda Item: Review of Calendar

No Calendar items to review.

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Agenda Item: Old Business

The 2016 Funeral Board Practitioners Forum is scheduled for Thursday November 17, 2016 at Gallaudet University.

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Agenda Item: New Business

No New Business.

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Agenda Item: Next Meeting

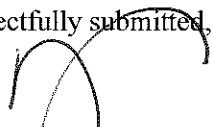
The next meeting is scheduled for Thursday, October 6, 2016 at 1:00 pm at 1100 4th Street, SW, Room E300.

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Agenda Item: Adjournment

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Essita Duncan, the Board unanimously voted to adjourn the meeting at 4:40 pm.

Respectfully submitted,



Lynn Armstrong Patterson, Chair

Date

11/3/2016

Recorder: Andrew Jackson, Board Administrator
Attachments