



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, January 04, 2024
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on January 4, 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 1:00 pm

Board Members Present: John McGuire, Ernest Boykin, Randolph Horton, and Duane Hills

Members Absent: Asanti Williams

Staff Present: Andrew Jackson – **Program Specialist**, Marc Nielsen – **Legal Counsel**, and Nicole McClendon – **Program Coordinator Boards and Commissions**

Public Members Present: Verneka Roberts – **Funeral Director**

Agenda Item - Comments from the Public:

Verneka Roberts attended the Board meeting as an observer.

Agenda Item - Minutes

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills the Board unanimously voted to approve the minutes for the December 7, 2023 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Ernest Boykin 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. Gary Henninger – Funeral Director (Reciprocity)

Agenda Items – Recommendation(s)

- A. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board voted to approve the Funeral Director application of Gary Henninger for DC Law Examination.
- B. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board voted to dismiss the complaint against Tri-State Funeral Service citing no violations.
- C. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board voted to dismiss the complaint filed against Santa Cruz Funeral Home citing no violations.
- D. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board voted to close complaint filed against RN Horton Funeral Services pending receipt of Death Certificate by complainant.

Agenda Item – Old Business

- A. **ICFSEB Conference 2024:** Program Coordinator Nicole McClendon stated that packets have been submitted for travel. PAR approval should be given by the end of the month. Ms. McClendon also advised Board members to make flight reservations if intending to fly and for those looking to drive a response will be given on how to proceed with travel arrangements by month's end.
- B. **Renewal Updates:** Board Administrator Andrew Jackson informed the Board that all renewals have been processed. The Board agreed that an Audit of 10% of the licensees will be conducted for compliance checks.

Agenda Item – New Business

- A. **Ohio Law Updates:** Board Chair John McGuire informed the Board that a new law was passed in the State of Ohio allowing the Board to prosecute unlicensed activity. Ohio laws have also been updated to allow reciprocity for a licensed individual coming from any State/Jurisdiction in the country.

- B. **Meeting with Director:** Board Chair John McGuire informed the Board that he has a meeting with new DLCP Director Tiffany Crowe on Monday January 8th. Board Chair McGuire advised the Board members that any important topics should be emailed to his attention promptly to address with Director Crowe.

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

Agenda Item Adjournment:

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 1:58 pm.

Respectfully submitted,



John McGuire, Chair

1 FEB 2024
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator