



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, November 03, 2022
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on November 3, 2022 at 1100 4th Street, S.W., Room E 300A-B, Washington, D.C. 20024. This Public and Executive meeting was held via WebEx Events format.

The meeting was called to order by Board Chair John McGuire at 1:00 pm

Board Members Present: John McGuire, Randolph Horton, Ernest Boykin, and Asanti Williams

Members Absent: Duane Hills

Staff Present: Kimberly Troxler – **Program Support Specialist**, George Batista – **Investigator CPU**, Marc Nielsen – **Legal Counsel**, Kevin Cyrus – **Education Coordinator**, and Nicole McClendon – **Program Coordinator for Boards and Commissions**

Public Members Present:

Rachael Mackey – Funeral Director/Observer
Al Toler – Funeral Director

Agenda Item - Comments from the Public:

- **Al Toler** – Came before the Board to provide updates on Georgetown University Hospital. Mr. Toler expressed that Georgetown University Hospital has barred him from the facility and that no communication or documentation was received. Mr. Toler also had questions about the CE Audit conducted recently by Mr. Kevin Cyrus. Mr. Cyrus informed Mr. Toler that his name was not connected to anything related to Georgetown and that it was a mistake on his part to conduct the Audit on Mr. Toler. Board Chair John McGuire reminded Mr. Toler that the Board does not have any jurisdiction to investigate the matter with Georgetown but recommended that if Mr. Toler is still experiencing issues to exercise his right to speak with Legal Counsel.

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 October 6, 2022 meeting.

Agenda Item- Executive Session

Upon a motion duly made by Board member Ernest Boykin and properly seconded by Board member Asanti Williams, 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. Edith Wynn – **Funeral Courtesy Card Holder**
2. Stacy Downtin – **Funeral Director**
3. Joseph Dougan – **Funeral Courtesy Card Holder**
4. Danielle Everly – **Funeral Director**

Agenda Items – Recommendation(s)

- A. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Ernest Boykin, the Board voted to close the complaint filed against Dunn & Sons Funeral Service citing no violations. The Board requested that staff reach out to family to assist in obtaining Death Certificate.
- B. Upon motion duly made by Board member Asanti Williams and properly seconded by Board member Ernest Boykin, the Board voted to approve the application of Edith Wynn for Funeral Courtesy Card Holder.
- C. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board elected to defer the application of Stacy Downtin for Funeral Director pending additional information.
- D. Upon motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board elected to defer the application for Joseph Dougan for Funeral Courtesy Card pending additional information.

- E. Upon motion duly made by Board member Asanti Williams and properly seconded by Board member Ernest Boykin, the Board voted to conduct a preliminary investigation for Stewart Funeral Home.

Agenda Item – Old Business

- A. **2022 Practitioners Forum** – Education Coordinator Kevin Cyrus provided updates and a review of the 2022 Practitioners Forum. Mr. Cyrus stated that the event was very successful, and Board Chair John McGuire echoed his sentiments. There were approximately 90 attendees that registered for the event. Upon reviews of the licensees, one of the most received presentations was by Thomas Sneeringer from Bugles Across America.

- B. **DLCP/Agency Split** – Program Coordinator of Boards and Commissions Nicole McClendon provided updates to the DLCP agency transition. Ms. McClendon informed the Board that there are slots available for OPL to get their own in-house investigators. Also, the tentative return to the office is Monday December 5th. Board Chair John McGuire stated that in 2023 the Board will look to meeting in person at least once a quarter once a return to the office is in place.

Agenda Item – New Business

- A. **The Conference (ICFSEB) Membership Renewal** – Ms. McClendon informed the Board that renewals are due by December 31st and the annual conference will be held in March of 2023 in Arizona. Board Chair John McGuire stated that he would like all Board members and as many staff as possible to attend the yearly conference in Arizona in 2023.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday December 1, 2022 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 2:32 pm.

Respectfully submitted,



John McGuire, Chair

12/1/2022

Date

Recorder & Transcriber: Andrew Jackson, Board Administrator