



## OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, February 03, 2022  
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on February 3, 2022 at 1100 4<sup>th</sup> 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, Duane Hills, Asanti Williams and Ernest Boykin

**Members Absent:** None

**Staff Present:** Andrew Jackson-**Board Administrator**, Kevin Cyrus – **Education Coordinator**, George Batista – **Investigator**, Marc Nielsen – **Legal Counsel** and Nicole McClendon – **Program Coordinator for Boards and Commissions**

**Public Members Present:** Kirk Wilkerson

### **Agenda Item - Comments from the Public:**

- Kirk Wilkerson in attendance for general information purposes.

### **Agenda Item - Minutes**

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams the Board unanimously voted to approve the minutes for the January 6, 2022 meeting.

### **Agenda Item- 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 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. Sandra Baker – **Funeral Director**
2. Ashley Anders – **Funeral Courtesy Card Holder**
3. Juliana Fortunato – **Funeral Director**
4. Zachary Leniakowski – **Funeral Director Apprentice**
5. Rachel Mackey – **Funeral Director**

**Agenda Items – Recommendation(s)**

- A. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board voted to defer the complaint filed against Frazier Mason Funeral Home pending a response from FHE.
- B. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board voted to defer the complaint filed against D.L. McLaughlin Funeral Home pending a response from FHE.
- C. Upon motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board voted to conditionally approve the application of Sandra Baker for Funeral Director to sit for DC Law Exam pending verification of Maryland license.
- D. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board voted to conditionally approve the application of Ashley Anders for Funeral Courtesy Card Holder pending verification of Maryland license.
- E. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton, the Board voted to conditionally approve the application of Juliana Fortunato for Funeral Director to sit for DC Law Exam pending verification of Virginia license and NBE scores.
- F. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Asanti Williams, the Board voted to accept the application of Zachary Leniakowski for Funeral Director Apprentice for written examination.
- G. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Asanti Williams, the Board voted to conditionally approve the application of Rachel Mackey for Funeral Director to sit for the DC Law Exam pending verification of Virginia license.

**Agenda Item – Old Business**

- A. **Renewal Status of Licensees Language Posting Update** – Board Chair John McGuire informed the Board that the blast email for renewal of licenses has gone out to all DC Board of Funeral Director licensees. Board Chair McGuire also thanked DCRA staff for forwarding language to COMMs team for execution. Mr. McGuire did express concerns with some language omitted from posting but instructed management to follow up in the coming days relating to edits or omissions.
  
- B. **Practical Examination** – Board Chair John McGuire thanked all Board members and staff who participated in the Funeral Director Practical Examination held on Thursday January 27<sup>th</sup>. All examinees successfully completed and passed examination held at UDC.
  
- C. **CEU Audit Procedures** – Education Coordinator Mr. Kevin Cyrus informed the Board that an announcement will be sent out to all Licensees informing of CE Audit once email listing is received. Mr. Cyrus to request email listing within the coming days.

**Agenda Item – New Business**

- A. **ICFSEB Conference February 22<sup>nd</sup> – 24<sup>th</sup> Houston, TX** – Board Administrator Andrew Jackson provided travel reminders for the Board regarding the Conference to be held in late February. All confirmed Board members have received travel advances.

**Agenda Item: Next Meeting:** DC Board of Funeral Directors meeting to be scheduled for Thursday March 3, 2022 at 1pm.

**Agenda Item Adjournment:**

Upon a motion duly made by Board member Asanti Williams and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 2:06 pm.

Respectfully submitted,

  
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John McGuire, Chair

5/12/22  
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator