



## **Occupational and Professional Licensing**

**District of Columbia Board of Funeral Directors  
1100 4<sup>th</sup> Street, SW Suite 400  
Washington, DC 20024**

**March 6th, 2025, at 1:00 P.M. Minutes**

**(Virtual Meeting)**

**\*\*This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov)**

The District of Columbia Board of Funeral Directors held its scheduled meeting on Thursday, March 6<sup>th</sup>, 2025. This meeting was held virtually via Zoom.

The meeting was called to order at 1:02 pm by the Board Chair, Mr. John McGuire

### **Attendance**

Board Members Present: Board Chair, Mr. John McGuire, Consumer Member, Mr. Ernest Boykin, Board Member Mr. Randolph Horton, and Board Member Ms. Kasey Martin

Staff: Ms. Jacqueline Noisette, Deputy Director; Ms. Nicole McClendon, Program Manager; Ms. Allison Wade, Board Administrator; Ms. Shakira Richardson, CPU Program Manager; Mr. Demetrius Norman, Chief Customer Experience Officer; Mr. Jartavious Frazier, Policy Analyst; Ms. Jennifer Durden, Paralegal Specialist; Ms. April Randall, Legislative & Public Affairs Officer; Ms. Terry Bryant, Program Support Specialist

Legal Counsel: Mr. Marc Nielson

Special Guests: Ms. Danielle Colquitt, FD Applicant, Mr. Willis Harper, Licensed Mortician, and Ms. Madalyn Fox

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

Ms. Daniell Colquitt stated that she was in attendance to see what the meetings consist of and to let the board know that she has an application in the system awaiting approval.

**Agenda Item: Draft Minutes**

Mr. Randolph Horton, and properly seconded by Mr. Ernest Boykin, the Board voted unanimously to approve the February 13<sup>th</sup>, 2025, meeting minutes.

**Agenda Item: Review of Administrative Approved Applications**

There were no applications to review

**Agenda Item: Legislative Legal Updates**

Legal Counsel, Ms. April Randall, stated there were no Legal or Legislative updates

**Agenda Item: Old Business**

Ms. Nicole McClendon, Program Manager, spoke about the conference updates and regulations in specific states, and natural reduction information is to come. Mr. Ernest Boykin gave kudos to Ms. Kasy Martin and Mr. John McGuire for their representation, knowledge, and questions raised at the conference regarding issues impacting jurisdictions, which gave the members of the board insight from the conference attendees.

**Agenda Item: New Business**

Ms. Nicole McClendon spoke about ethics training and how the board can access the training on the website; submission instructions will come via email. The deadline to be completed is May 15<sup>th</sup>, 2025

**Agenda Item: Executive Session –**

Upon motion, it was duly made by the Board Member Ms. Kasey Martin and properly seconded by Board Member Mr. Randolph Horton. The Board voted to enter the Executive Session at 1:23 pm

Executive Session (**Closed to the Public**) to consult with an attorney under D.C. Official Code § 2- 575(b) (4) (A); D.C. Official Code § 2-575(b) (9) (13) (14) 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 to discuss complaints/legal matters, applications.

**Agenda Item: Recommendations**

Board Administrator Ms. Allison Wade will contact applicants to review the required documents then will present to the board the applications along with attached documents for review.

Upon motion duly made by Consumer Member Ernest Boykin and properly seconded by Board Member Ms. Kasey Martin, the Board unanimously voted to adjourn the meeting at 2:06 pm.

Respectfully submitted,

Mr. John McGuire, Chairman

*John R. McGuire*

Date: 03/25/2025

Recorder/transcriber: Allison Wade, Board Administrator

---

