



OCCUPATIONAL AND PROFESSIONAL LICENSING DIVISION

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

**Thursday, May 02, 2024
MEETING MINUTES**

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on May 2, 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 1:03 pm

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

Members Absent: Asanti Williams

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

Public Members Present: Dalene Paull

Agenda Item - Comments from the Public:

No comments from the Public at this meeting.

Agenda Item - Minutes

Upon a motion duly made by Board member Duane Hills and properly seconded by Board member Randolph Horton the Board unanimously voted to approve the minutes for the March 7, 2024 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. Marcia Hill – Funeral Director (Reciprocity)
2. Herman Brown Jr. – Funeral Director (DC Law Exam and Practical)
3. Sheria Jennings – Funeral Director (Reciprocity)

Agenda Items – Recommendation(s)

- A. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Randolph Horton, the Board voted to issue a warning to Snead Funeral Home relative to the utilizing for space for Latney Funeral Home for unlicensed activity.
- B. Upon motion duly made by Board member Randolph Horton and properly seconded by Board member Duane Hills, the Board voted to deny the application for Marcia Hill due to license not being active for 5 years in the State of MD.
- C. Upon motion duly made by Board member Duane Hills and properly seconded by Board member Ernest Boykin, the Board voted to approve the Funeral Director application for Herman Brown Jr. for DC Law Examination and Practical Examination.
- D. Upon motion duly made by Board member Ernest Boykin and properly seconded by Board member Duane Hills, the Board voted to defer the application for Sheria Jennings pending Name Change Documentation.

Agenda Item – Old Business

- A. **Travel Reconciliation:** Board Administrator Andrew Jackson and Nicole McClendon provided updates on Travel Reconciliation. All reconciliations have been submitted and is currently awaiting approval.

- B. **Outreach Initiative:** Board Administrator Andrew Jackson informed the Board members that all script ideas are to be submitted by Friday May 10th. Meetings will be scheduled afterwards for script development.
- C. **CEU Audit:** Education Coordinator Kevin Cyrus informed the Board that all CEU Audit results will be given by the June 6th meeting. Anyone not meeting requirements will have 30 days to become in compliance with the requirements. After 60 days all licenses not in compliance are subject to suspension.
- D. **Funeral Practitioners Forum 2024:** Board Administrator Andrew Jackson recommended that the Board start thinking of topics and speakers for the 2024 Practitioners Forum to be held in October 2024. The following topic suggestions were made by the Board:
 - i. **Vital Records** – Gender Items/Death Certificates
 - ii. **OCME**
 - iii. **Natural Organic Reduction**
 - iv. **DC Council** – Funeral Law ChangesDate is scheduled for **October 23rd**.

Agenda Item – New Business

- A. **Practical Exam Schedule Date:** Board Administrator Andrew Jackson will reach out to Examination Coordinator Irina Moore to look into scheduling Practical Examination in the coming weeks. Dates will be presented to Board at next meeting on June 6th.

Agenda Item: Next Meeting: DC Board of Funeral Directors meeting to be scheduled for Thursday **June 6, 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 2:38 pm.

Respectfully submitted,



John McGuire, Chair

11 JUNE 2024
Date

Recorder & Transcriber: Andrew Jackson, Board Administrator