



DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Room E300, Washington, DC
Meeting Minutes
Thursday, June 2, 2016

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, June 2, 2016, at 1100 4th Street, S.W., Room E300A/B, Washington, D.C. The Board held its Executive Session to discuss applications for licensure and complaints.

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The meeting was called to order by Chair Lynn Armstrong Patterson at 1:15 PM.

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Board Members Present: Lynn Armstrong Patterson, Randolph Horton, Essita Duncan

Board Members Absent: None

Staff Present: Kevin Cyrus, *Education Coordinator*, Asia Dumas, *Investigator*, George Batista, *Investigator*, S. J. Brown, *Board Administrator*, Clifford Cooks, *Program Manager*

Staff Absent: Andrew Jackson, *Board Administrator*

Legal Advisor to the Board: Kia Winston

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Agenda Item: Comments from the Public

No comments from the public at this meeting.

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Agenda Item: Review of Correspondence

Department of Health: Changes to Death Amendment Process. No action was taken.

The International Conference of Funeral Service Examining Board: Request Feedback on the Model Practice Act. No action taken.

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Agenda Item: Minutes

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member Randolph Horton, the Board unanimously voted to approve draft minutes for the May 5, 2016 meeting.

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Agenda Item: Application for Licensure Recommendations

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Essita Duncan, the Board unanimously voted to approve John Douglas McMillan and Anthony Patterson applications for a Funeral Apprentice by Examination; Courtesy Card for Robert Paul Kalas and Johnson & Jenkins Inc. Funeral Home Establishment Reinstatement application.

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Agenda Item: Budget

There was no budget report reviewed at this meeting.

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Agenda Item: Legal Counsel Report

There was no legal counsel report reviewed at this meeting.

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Agenda Item: Complaints

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member Randolph Horton, the Board unanimously voted to approve the Final Decision and Order in the matter of the Cease and Desist for Austin Royster Funeral Home.

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Agenda Item: Review of Calendar

No Calendar items to review.

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Agenda Item: Old Business

Continuing Education Units Audit: There was discussion on verification of uploaded class completion certificates by staff but the review of the sample files was tabled until the next meeting.

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Agenda Item: New Business

Procedure: A cemetery that does not receive a sign-off on its internment papers by a family for burial: This is not a board action but a civil matter. The Funeral Home has to obtain authority from the court to dispose of the body.

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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, July 7, 2016 at 1:00 pm at 1100 4th Street, SW, Room E300.

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Agenda Item: Adjournment

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member Randolph Horton, the Board unanimously voted to adjourn the meeting at 2:09 pm.

Respectfully submitted,



Lynn Armstrong Patterson, Chair

Date

1/1/2016

Recorder: S. J. Brown, Board Administrator
Attachments