



DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Room E300, Washington, DC
Meeting Minutes
Friday, April 22, 2016

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Friday, April 22, 2016, at 1100 4th Street, S.W., Room E300A/B, Washington, D.C. The Board held its Executive Session to discuss applications for licensure, complaints, legal counsel report, budget report, calendar dates, and correspondence.

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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: E’Lois Waller

Staff Present: Kevin Cyrus, *Education Liaison Specialist*, Andrew Jackson, *Board Administrator*, Sheldon J. Brown, *Board Administrator*, Asia Dumas, *Investigator*, George Batista, *Investigator*

Staff Absent: Clifford Cooks, *Program Manager Occupational Professional Licensing Administration*

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

Board Administrator Skip Brown reviewed an email sent by Lauren Thomas which stated that the ICFSEB is projecting a budget deficit for 2016 and will access the reserve funding account for Examination/Legal Defense to cover the potential shortfall.

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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 February 4, 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 1 application for Examination for Robert Milton Rice, 2 applications for Reinstatement for Marie A. Petro/Patrick J. Arnold Sr., and 4 FHE Reinstatement applications for B.K. Henry, Hysong Company, Robinson Funeral Home, and Tristate Funeral Service.

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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 a hearing date of May 5, 2016 at 10a.m. for Austin Royster Funeral Home involving the Cease and Desist order and to forward the Revocation matter involving Austin Royster Funeral Home to OAH.

Upon a motion duly made by Board member Essita Duncan and properly seconded by Board member Randolph Horton, the Board unanimously voted to send a Closure Letter to Darryl White in reference to the Board's findings in the case involving Sterling E. King from October 2014.

In the matter involving the case of Gilchrist vs. Latney's Funeral Home upon a motion duly made by Board member Essita Duncan and properly seconded by Randolph Horton, the Board unanimously voted to defer pending a response by the Funeral Home.

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Agenda Item: Review of Calendar

No Calendar items to review.

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Agenda Item: Old Business

1. CEU Audit Report was reviewed by Kevin Cyrus. Mr. Cyrus will follow up with PearsonVue to see if licensees have submitted required documentation to maintain licenses.
2. Latonya Simms case will be forwarded to Investigations unit to look into matter of employment within medical facilities which is a possible violation of Funeral Board Regulations.

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Agenda Item: New Business

No New Business.

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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, May 5, 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 3:15 pm.

Respectfully submitted,

Lynn Armstrong Patterson, Chair

Date

Recorder: Andrew Jackson, Board Administrator
Attachments

DRAFT