



DISTRICT OF COLUMBIA
Board of Funeral Directors
1100 4th Street SW, Room E300, Washington, DC
Meeting Minutes
Thursday, November 12, 2015

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, November 12, 2015, at 1100 4th Street, S.W., Room 300A/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 1:05 PM

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

Board Members Absent: E'Lois Waller and Charles Bowman, Jr.

Staff Present: Clifford Cooks, *Program Manager*, Kevin Cyrus, *Board Liaison*, Andrew Jackson, *Board Administrator*, Sheldon J. Brown, *Board Administrator*, Asia Dumas, *Investigator*

Legal Advisor to the Board: Kia Winston (absent)

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Agenda Item: Comments from the Public

No comments from the public.

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Agenda Item: Review of Correspondence

No correspondence was reviewed for this meeting.

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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 October 8, 2015 meeting.

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Agenda Item: Application for Licensure Recommendations

Evalina Huggins submitted a New License Examination Application for Funeral Director that was unanimously approved by the board upon a motion made by board member Randolph Horton and properly seconded by Essita Duncan.

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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 seconded by Randolph Horton the Louise Bowman complaint was unanimously voted by the board for closure.

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Agenda Item: Review of Calendar

The Funeral Forum was confirmed for the date of November 19th between the hours of 5:00 pm and 8:00 pm.

The ICFSEB Conference is scheduled for February 24th-26th of 2016.

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Agenda Item: Old Business

The Funeral Forum, November 19th from 5pm to 8pm to be held at Gallaudet University.

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Agenda Item: New Business

1. Board Member License Renewals were addressed by Sheldon J. Brown. Board members are expected to renew licenses by December 31, 2015.
2. ICFSEB Conference is scheduled for February 24th-26th.
3. Chair Lynn Armstrong Patterson is inquiring about who regulates cemeteries and crematories to be discussed in the next meeting scheduled for December 3, 2015.

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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, December 3, 2015 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 Randolph Horton and properly seconded by Board member Essita Duncan the Board unanimously voted to adjourn the meeting at 3:04 pm.

Respectfully submitted,

Lynn Armstrong Patterson, Chair

12/3/2015

Date

Recorder: Andrew Jackson, Board Administrator
Attachments