



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

The District of Columbia Board of Funeral Directors held its regularly scheduled meeting on Thursday, February 4, 2016, 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 1:15 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*, Kathy Thomas, *Education Liaison Specialist*, George Batista, *Investigator*, Clifford Cooks, *Program Manager*, Arnebya Herndon, *Writer/Editor*, Luladaye Valli, *Examination Coordinator*

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

No correspondence at this meeting.

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Agenda Item: Minutes

Upon a motion duly made by Board member Randolph Horton and properly seconded by Board member Essita Duncan, the Board unanimously voted to approve draft minutes for the January 7, 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 Reinstatement for Gregory Bernard Rinehart and 1 application for Courtesy Card for Odessa Clavon Offer.

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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 Randolph Horton the board unanimously voted to approve to take action in the Matthews vs. Austin Royster Funeral Home case.

The following disciplinary actions have been recommended for the following licensees and establishments:

- James Agee – License Suspension of 90 days, 12 CEUs within 90 days and \$1,300 fine.
- Austin Royster Funeral Home – Cease & Desist order, NOID of Revocation and \$5,000 fine per violation (5 violations totaling \$25,000).

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Agenda Item: Review of Calendar

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

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Agenda Item: Old Business

1. New Rule Makings for Funeral Board Regulations were approved per Kia Winston.
2. The projected Practical Exam date is April 21, 2016. Proposed location is UDC.
3. The ICFSEB Conference is scheduled for February 24th-26th of 2016. Attendees will be Chairwoman Lynn Armstrong-Patterson, Board Member Randolph Horton and Board Administrator Sheldon J. Brown.

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Agenda Item: New Business

Arnebya Herndon announced that photos for the Annual Report will be taken during the March 3rd DC Funeral Directors Board meeting.

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Agenda Item: Next Meeting

The next meeting is scheduled for Thursday, March 3, 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 2:49 pm.

Respectfully submitted,

Lynn Armstrong Patterson, Chair

Date

Recorder: Andrew Jackson, Board Administrator
Attachments

DRAFT