

**WEST VIRGINIA REAL ESTATE APPRAISER LICENSING
AND CERTIFICATION BOARD
MEETING MINUTES**

**Via Zoom
April 20, 2022
9:00 am**

I. Call to Order Dean Dawson, Chair

The meeting was called to order at 9:12 am by Dean Dawson, Chair.

II. Roll Call Dean Dawson, Chair

A silent Roll Call was taken. It was determined a quorum existed.

The following were in attendance via Zoom: Chair Dean Dawson (Appraiser – 2nd Congressional District), Vice Chair Rachel Phillips (Appraiser – 1st Congressional District), Darlene Dunn (Financial Institution), Frank DeChiazza (Financial Institution), Daniel Burns, Esq. (Public), Scott Barnette, Esq. (Public), Russel Rice, (Appraiser – 1st Congressional District), WVREALCB Executive Director Patricia Rouse Pope, ex officio, and Karen Fisher, Licensing & Committee Coordinator.

III. Remarks from the Public

None.

IV. Approval of Agenda Board

Motion made to approve the agenda by Russell Rice.
Scott Barnette seconded.
Motion carried.

V. Approval of March 23, 2022 Meeting Minutes

Motion made to approve the March 23, 2022 Meeting Minutes by Darlene Dunn.
Rachel Phillips seconded.
Motion carried.

VI. Financial Report Patricia Rouse Pope

Patricia presented the Financial Report for the month of February 2022.
Motion made to approve the Financial Report as presented by Frank DeChiazza.
Daniel Burns seconded.
Motion approved.

VII. Executive Director's Report

Patricia Rouse Pope

Patricia called the Board's attention the following:

1. 2022 Legislative Session Report:

Changes to legislative rules 190CSR2, 3, and 5 are now effective. 190CSR2 includes the fee reductions and, as a result, all forms must be revised and the application fees collected on the website have to be changed.

HB4285 becomes effective 6.10.22. This bill includes the expert witness recusal language, what actions the board is required to take when it denies upgrade applications, and it may not request social security numbers on applications. Most importantly, it will allow the Board to adopt new USPAP versions by reference.

2. AMC Renewals

The 2022-23 AMC Renewal Packets were emailed to all WV-registered AMCs on Monday. The deadline to submit renewal applications is May 31st before late fees are assessed.

3. WV Ethics Commission

The WV Ethics Commission notified the Board it received a citizen concern about board staff and members taking all expense paid trips without disclosing it on the annual financial disclosures. The trips they're referring to were to the The Appraisal Foundation (TAF)-sponsored Investigator Trainings.

It was suggested I submit a request for an Advisory Opinion to have the Commission determine if the trips should be reported or not.

4. TAF's Offer re PAREA

Aida from The Appraisal Foundation was updating state statuses on adoption of PAREA and wanted to know its status in WV. She was advised that WV continues to discuss PAREA, as information and updates are received.

For Board consideration, Aida offered to have an AQB member or Foundation staff come and present on PAREA at one of our future Board meetings.

5. McKissock Online Proctoring

Jackie Vincent is requesting confirmation regarding whether WV will allow online proctoring of appraisal QE courses through its new vendor, MonitorEDU.

6. Board Office Expansion

The expansion is progressing nicely. The kitchen is in. The flooring is four weeks out. The reno work is expected to be completed by the end of May.

7. Board's Administrative Assistant

Administrative Assistant Carrie Westfall has resigned. Her last day is May 6.

VIII. Legal Counsel Report

Dean Dawson presented a summary of the role the Board's newly assigned Assistant WV Attorney General, Adriana Marshall, plays.

Motion made to enter Executive Session to discuss Standards and Upgrades matters by Rachel Phillips at 9:51 am.
 Russell Rice seconded.
 Motion carried.

Committee Reports & Recommendations

A. Standards

Dean Dawson

Consideration of New Complaint(s) - None

Consideration of New Allegation(s)

A22-004 – Continued; Send to reviewer

A22-005 – Continued; Send to reviewer

Consideration of Pending Allegation(s)

A21-014 – Continued from 10.14.21 for further review; with reviewer

A22-001 – Continued; with reviewer

A22-002 – Continued; with reviewer

Consideration of Pending complaint(s)

a. S20-001-C

b. S20-002-C

c. S20-006-C – Hearing set for 8.15.22

d. S20-010-C – Consent Decree compliance due 7.29.22

e. S20-012-C

f. S20-013-C – Response to revised Consent Decree expected 4.19.22

g. S21-001-C – Consent Decree compliance due 7.29.22

h. S21-002-C – Send to reviewer

i. S21-003-C – Continued to next meeting

j. S21-004-C

k. S21-005-C

l. S21-006-C – Response to Complaint extended to 4.27.22

m. S21-007-C

n. S21-008-C – Response to Complaint extended to 4.27.22

o. S22-001-C – Sent to reviewer

B. Upgrades

Dean Dawson

Consideration of new Upgrades applications:

- a. U22-006-R
Motion made to approve upgrade by Rachel Phillips. Dean Dawson seconded. Motion carried.
NOTE: Scott Barnette recused from vote.
Frank DeChiazza opposed.
- b. U22-008-S
Motion made to approve upgrade by Rachel Phillips. Scott Barnette seconded. Motion carried.
- c. U22-009-S
Continued. Request another report not associated with litigation.
- d. U22-010-S
Motion made to approve upgrade by Rachel Phillips. Scott Barnette seconded. Motion carried.

Consideration of pending Upgrade applications:

- e. U22-003-S – Continued.

C. Education

Board

Consideration of Approval of Education Courses for QE or CE.

- a. AI - Fundamentals of Separating Real Property, Personal Property and Intangible Business Assets (for 14 hrs. CE)
- b. AI - Uniform Appraisal Standards for Federal Land Acquisitions Practical Applications (for 14/15 hrs. CE)
- c. AI - Application and Interpretation of Simple Linear Regression (for 14/15 hrs. CE))
- d. AI - Advanced Spreadsheet Modeling for Valuation Applications (for 14 hrs. CE)
- e. AI – Practical Applications in Appraising Green Commercial Properties (for 14 hrs. CE)
- f. ASFMRA - Valuing Livestock Facilities: Dairy Farms Seminar (for 8 hrs. CE)
- g. ASFMRA - Valuation of Lifestyle and Trophy Properties (for 8 hrs. CE)
- h. ASFMRA - Appraising AG Facilities: Feedlot Seminar (for 8 hrs. CE)
- i. ASFMRA - Barn-Dominium/Shouse/Shome (for 4 hrs. CE)
- j. ASFMRA - Drainage Considerations for Managers and Appraisers (for 4 hrs. CE)
- k. ASFMRA - Timberland Valuation for Foresters and Rural Appraisers (for 8 hrs. CE)
- l. ASFMRA - AGWare Back to Basics (for 7 hrs. CE)
- m. ASFMRA - National Best Practices for Rural Property Appraisers Seminar (for 8 hrs. CE)
- n. ASFMRA - Practical Applications of the Equivalency Ratio (for 4 hrs. CE)

Motion made to approve all educational courses (a-n) on the agenda by Dean Dawson.
Rachel Phillips seconded.
Motion carried.

Motion made to exit Executive Session at 11:09 am by Rachel Phillips.
Daniel Burns seconded.

Motion carried.

Motion made to enter Executive Session at 11:18 am by Scott Barnette.
Daniel Burns seconded.
Motion carried.

Motion made to exit Executive Session at 11:39 by Scott Barnette.
Daniel Burns seconded.
Motion carried.

Previously documented motions/votes/continuations regarding Standards, Upgrades and Education were made after exiting Executive Session.

IX. Open Business

- A. Review of AMC Evalworks Review Forms – Daniel Burns will draft response.
- B. Consideration of In-Person Board Meetings – Continued until completion of Board office renovation
- C. Consideration of another provider re WV Law Course – Continued
- D. Consideration of Practical Applications of Real Estate Appraisal (PAREA) – Continued; Have TAF representative present.
- E. Consideration of WVOT Website Issues & Researching Other Vendors – Continued; new website development discussions taking place.
- F. Consideration of Hybrid and Bifurcated Appraisals - Continued

X. New Business

None

XI. Remarks from the Board

None

XII. Adjournment

Motion to made to adjourn by Dean Dawson.
Russell Rice seconded.
Motion carried.

The Board meeting was adjourned at 1:40 pm.

Upcoming Meetings/Events:

- WVREALCB meeting – May 25, 2022
- Upgrades Committee meeting – May 24, 2022

Respectfully submitted by

Patricia Rouse Pope, Executive Director



Dean Dawson, Chair

5/25/2022

Date

VACANT Secretary

Date