

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

**Via Zoom
June 15, 2022
9:00 am**

I. Call to Order Dean Dawson, Chair

The meeting was called to order at 9:13 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), 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

Scott DiBiasio, Manager, State & Industry Affairs, Appraisal Institute, briefly touched on PAREA, legislative matters, and appraiser independence.

IV. Approval of Agenda Board

Motion made to approve the agenda by Rachel Phillips.
Scott Barnette seconded.
Motion carried.

V. Approval of May 25, 2022 Meeting Minutes

Motion made to approve the May 25, 2022 Meeting Minutes as amended by Scott Barnette.
Rachel Phillips seconded.
Motion carried.

VI. Financial Report Patricia Rouse Pope

Patricia presented the Financial Report for the month of May 2022.
Motion made to approve the Financial Report as presented by Frank DeChiazza.
Russ Rice seconded.

Motion approved.

VII. Executive Director's Report

Patricia Rouse Pope

Patricia called the Board's attention the following:

1. Final 2022 Legislative Session Report:

HB4285 became 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 Renewal Update:

As of 6.15.22:

Received Renewal Applications	82
Reviewed Renewal Applications	78
Forwarded to AG	78
Ready to Forward to AG	5
Renewed Registrations to date	68
No. of renewals in May	43

As an FYI, The Board office is experiencing the same issues with the bond and POA reviewer at the Attorney General's office as it did last year, in regard to turn-around time.

3. PAREA Presentations

Scott DiBiasio, Manager of State & Industry Affairs at the Appraisal Institute, asked if he could discuss PAREA with the Board and learn of our interest in and status of our consideration of PAREA. He will be on the July meeting agenda.

Brad Swinney, representing The Appraisal Foundation (TAF), will present on PAREA at a future meeting of our choice.

4. Board Office Expansion Update

The carpet and kitchen tile flooring was installed at the end of May. We are expecting the 12 ft. board table to be delivered any day now, per an email update from last week. The fabric for the additional chairs for the board table aren't expected until the end of July. The fabric is backordered.

5. State Holidays

As an FYI, Friday, June 17th, and Monday, June 20th, are state holidays and the Board office will be closed.

VIII. Legal Counsel Report - None

Committee Reports & Recommendations

A. Standards

Dean Dawson

Consideration of New Complaint(s) - None

Consideration of New Allegation(s)

A22-008 – Dismissed without commentary and reviewer was advised no review is necessary.

Consideration of Pending Allegation(s)

A22-006 – Continued

A22-004 – Dismissed with strongly words of caution and recommendation to take a course on Residential Report Writing.

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 – Pending
- g. S21-001-C – Consent Decree compliance due 7.29.22
- h. S21-004-C - Continued
- i. S21-005-C – Pending outcome of S20-013
- j. S21-006-C - Continued
- k. S21-007-C – Pending outcome of S20-013
- l. S21-008-C - Continued
- m. S22-001-C – Continued

Motion made to approve Standards Committee recommendations with the exceptions of S20-013, S21-005, and S21-007 made by Dean Dawson. Rachel Phillips seconded. Motion carried.

B. Upgrades

Dean Dawson

Consideration of new Upgrades applications:

- a. U22-011-R – Approved with commentary regarding reviewed residential report and a recommendation applicant take more commercial courses, if applicant is doing commercial reports, and based on previous discussions with the ASC giving the Board discretion of extending the exam result window.
- b. U22-012-S – Approved with Contingency and Commentary (Applicant must complete a Market Analysis and Highest & Best Use course with exam OR Residential Report Writing course with exam.)
- c. U22-013-S - Approved

Pending Upgrades:

- d. U22-003-S – Awaiting proof of successful completion of 15 hr. Site Value & Cost Approach course with exam and Support for Adjustments course (not testable) before the Board will issue Supervisor Certificate.
- e. U22-009-S – Awaiting proof of successful completion of 15 hr. Residential Report Writing course before the Board will issue Supervisor Certificate.

Other Matters:

Committee recommendations made:

- 1. Direct ED to secure an additional reviewer position with concentration on AMC expertise.
- 2. Direct reviewer to take the CLEAR Investigator, UAD, and USPAP Update courses.

Motion made to approve upgrade recommendations made by Dean Dawson. Russ Rice seconded. Motion carried.

C. Education

Board

Consideration of Approval of Education Course(s) for QE or CE.

- a. AI Annual Conference – Day 1 (for 5 hrs. CE) – Approved
- b. AI Annual Conference – Day 2 (for 5 hrs. CE) – Approved
- c. ASFMRA – Square Footage Method for Calculating Single Family Residences (for 7 hrs. CE) – Approved
- d. ASFMRA – Timberland Evaluation – A Practical Overview (for 4 hrs. CE) – Approved
- e. OREP – FHA Appraisal Standards (for 7 hrs. CE)- Approved
- f. McKissock – Updated WV Law Course (3 hrs.) – Continued - Awaiting full review by outside legal counsel

Motion made to approve the educational course on the agenda by Dean Dawson. Russ Rice seconded. Motion carried.

Motion made to enter Executive Session at 10:15 am by Rachel Phillips. Russ Rice seconded. Motion carried.

Motion made to exit Executive Session at 10:27 am by Rachel Phillips. Scott Burnette seconded. Motion carried.

RE: S20-013, Motion made to rescind motion made at 5.25.22 meeting regarding Consent Decree terms by Rachel Phillips. Frank DeChiazza seconded. Dean Dawson recused. Motion approved.

RE: S20-013, S21-005, and S21-007, Motion made to instruct AG to respond to Complainant's counsel to reject the counter offer recently proposed by Complainant's legal counsel and the Complainant must accept the existing Consent Decree sent on 2.16.22 by June 30, 2022, or matters S20-013, S21-005, and S21-007 goes to hearing by Rachel Phillips. Russ Rice seconded. Dean Dawson recused. Motion carried.

IX. Open Business

- A. Review of 2nd Response from AMC Evalworks re Review of Forms – Scott Burnette and Danial Burns will review the AMC code closer and compile Board's interpretation, submit it to the AG, and compare to AG's statutory interpretation. Advise Evalworks it's been referred to AG's office for further review.
- B. Consideration of In-Person Board Meetings – Continued until completion of Board office renovation. July meeting will be held via Zoom.
- C. Consideration of another provider re WV Law Course – Continued (AI will consider.)
- D. Consideration of Practical Applications of Real Estate Appraisal (PAREA) – Continued.
- E. Consideration of WVOT Website Issues & Researching Other Vendors – Continued.
- F. Consideration of Hybrid and Bifurcated Appraisals – Continued.
- G. Consideration of taking S21-004, S21-006, and S21-008 to hearing – Discussed earlier during Executive Session.
- H. Consideration of ED Performance Evaluation – Continued – ED and Chair will prepare form. Chair will distribute when ready.
- I. Consideration of Appraiser Independence – Continued (Scott DiBiasio will look into matter to assist Board.)

X. New Business

- A. PAREA Discussion with Scott DiBiasio – Continued to July meeting.

XI. Remarks from the Board

None

XII. Adjournment

Motion to made to adjourn by Rachel Phillips.
Russ Rice seconded.
Motion carried.

The Board meeting was adjourned at 10:29 am.

Upcoming Meetings/Events:

- WVREALCB meeting – July 20, 2022
- Upgrades Committee meeting – July 13, 2022

Respectfully submitted by

Patricia Rouse Pope, Executive Director



Dean Dawson, Chair

7/20/2022

Date

VACANT Secretary

Date