

**West Virginia Real Estate Appraiser
Licensing and Certification Board**

MINUTES

January 25, 2017

The West Virginia Real Estate Appraiser Licensing and Certification Board held a meeting on January 25, 2017 in the 4th floor Conference Room located at 405 Capitol Street, Charleston, WV 25301.

The following were in attendance: Glenn Summers, Chair; Dean Dawson, Vice Chair; Rachel Phillips, Secretary; Doug Butcher; Nathan Nibert; Ann Worley; Darlene Dunn; Brenda Ashworth, Interim Executive Director; Jennifer Akers, AG Legal Counsel; Courtney Buskirk and Billie Hancock, board staff.

Frank DeChiazza and The Honorable Anthony Julian were absent.

Lori Noble, public attendee.

The meeting was called to order at 10:05 am.

Reading of the Minutes

Minutes from the December 14, 2016 meeting were presented to the Board.

Rachel Phillips made a motion to approve the December 14, 2016 meeting minutes. Dean Dawson seconded the motion. Motion carried.

Executive Session

Rachel Phillips made a motion to move into executive session to discuss standard and legal reports. Dean Dawson seconded the motion. Motion carried at 10:35 am.

Doug Butcher made a motion to come out of Executive Session. Dean Dawson seconded the motion. Motion carried at 11:01pm.

Committee Reports & Motions

Standards

Complaint #16-013:

Complaint Received: 11/18/2016

Complaint: Complainant alleges property was improperly and unfairly appraised.

Recommendation/Status: Committee found no USPAP violations, recommends dismissal.

Dean Dawson motioned to approve the Standard committee's recommendation for dismissal. Ann Worley seconded the motion. Motion carried.

Complaint #16-014:

Complaint Received: 11/18/2016

Complaint: Complainant alleges respondent has high percentage of appraisals below market value.
Recommendation/Status: Committee found no USPAP violations, recommends dismissal.

Dean Dawson motioned to approve the Standard Committee's recommendation for dismissal. Darlene Dunn seconded the motion. Motion carried.

Complaint 16-015:

Complaint Received: 11/14/2016

Compliant: Complainant alleges that the appraiser gave more square footage and living space than house actually has, misrepresented property in appraisal.

Recommendation/Status: Respondent passed away 8/12/2015. Committee recommends dismissal.

Dean Dawson motioned to approve the Standard Committee's recommendation for dismissal. Darlene Dunn seconded the motion. Motion carried.

Complaint 16-002 AMC:

Complaint Received: 10/3/2016

Complaint: Complainant voices concerns about appraisal services agreement violating USPAP. Would like Board to determine if any violations have occurred.

Recommendation/Status: The Committee found no USPAP violations and recommends dismissal from the docket.

Dean Dawson motioned to approve the Standard Committee's recommendation for dismissal. Ann Worley seconded the motion. Motion carried.

Old Business

New Board Members Ann Worley and Darlene Dunn were in attendance.

No new information on Legislative audit.

ASC compliance review has completed the preliminary report and the Interim Executive Director will send a response letter to the ASC.

Push back NC investigator invitation until after investigator training.

Board staff to obtain pricing information and options on new phone system for Board office.

Board staff to gather information on Board compensation.

AMC customary and reasonable fees, tabled.

Legal Counsel/staff still gathering information ideas on employee handbook.

Skype for office and conferencing waiting on Office of Technology updates.

Legislative and Policy Committee meeting set for February 14, 2017 at 10am.

Board members and staff are to have policy and legislative suggestions to Jennifer by February 8, 2017 to prepare for the February, 14, 2107 policy meeting.

Staff members are to have all current job descriptions submitted to Rachel Phillips by the next Board meeting on March 29, 2017.

New Business

Board Committee appointments: Each committee, excluding standards, chooses own chair.

Education Committee – Rachel Phillips, Dean Dawson, Nathan Nibert, Ann Worley.

Standards – Glenn Summers, Doug Butcher, Tim Helmick, Joe Chico, Barbara Argabrite, Scott Barber, Dave Shields.

Upgrades – Doug Butcher, Dean Dawson, Nathan Nibert, Glenn Summers, Rachel Phillips.

Policy/Legislative Committee – ENTIRE BOARD

Discussed expansion of Board office. Staff to compile pricing guide for Board's review at next meeting.

Darlene Dunn made a motion to send the office staff and legal counsel to the USPAP class being held in Atlanta, Georgia on March 13-14, 2017. Rachel Phillips seconded the motion. Motion carried.

Doug Butcher made a motion to send any Board members and office staff/legal counsel, who would like to go, to the spring AARO conference in Tampa, Florida on April 6-10, 2017. Nathan Nibert seconded the motion. Motion carried.

Interim Executive Director's Report

Licensing Reports

- Number of current licensed appraisers - 577
- Registered Appraisal Management Companies (AMCs) Total- 91
- Temporary Report - 25 Temporary Permits Issued during the two months of December and January

Administrative Reports/Updates

- Purchasing Card and upcoming internal control submission will be written and presented for Board approval.
- Received confirmation of Board re-appointments from Governor's Office for Dean Dawson, Rachel Phillips, and Nathan Nibert, awaiting official letter notification, letters received Jan 4, 2017.

Rachel Phillips motioned to accept the Executive Director's Report. Dean Dawson seconded the motion. Motion carried.

Being no further business, the meeting adjourned at 3:23pm.


Glenn Summers, Chair