

**WEST VIRGINIA REAL ESTATE APPRAISER
LICENSING AND CERTIFICATION BOARD
405 Capitol Street, Suite 908, Charleston, WV**

MINUTES

December 12, 2018

I. Call to Order

The meeting was called to order at 9:15 a.m. A silent Roll Call was taken by Secretary Ann Wilson Worley. It was determined that a quorum existed

II. Roll Call

The following were in attendance: Joe Chico; Dean Dawson; Ann Wilson Worley; Rachel Phillips; Glenn Summers; Nathan Nibert; Frank DeChiazza; the Honorable Judge Anthony Julian; Assistant Attorney General Jennifer K. Akers and Executive Director Patricia Pope. Darlene Dunn participated by phone.

III. Remarks from the Public – None

IV. Approval of Agenda

Nathan Nibert made a motion to amend the agenda to add a discussion of an upgrade application. Ann Wilson Worley seconded the motion. Motion carried.

V. Approval of the November 7, 2018 Meeting Minutes

Minutes from the November 7, 2018 board meeting are incomplete because the Personnel Committee has not provided its portion of the minutes for inclusion.

VII. Financial Report

General financial information was provided by Patricia Pope. All bills are current. Frank DeChiazza made a motion to approve the financial report as provided. Rachel Phillips seconded the motion. Motion carried.

VIII. Committee Reports

- A. Education – No recent meeting.
- B. Policy and Procedures - No recent meeting.
- C. Standards

Rachel Phillips made a motion to accept the proposed amended allegation form. Joe Chico seconded the motion. Motion carried. Glenn Summers amended the motion to include the phrase "full report." The Honorable Judge Anthony Julian seconded the motion. Motion carried.

D. Upgrades

Joe Chico made a motion to go into executive session to discuss upgrades. Nathan Nibert seconded the motion. Motion carried. (10:26 a.m.) Dean Dawson made a motion to come out of executive session. Glenn Summers seconded the motion. Motion carried. (11:01 a.m.)

IX. Executive Director's Report

AMC Statute Change
Database
Allegation Form
Per Diem Form
Annual Report
Oasis Security Audit

X. Legal Report

AMC Statute changes
Joe Chico made a motion to accept the proposed changes as presented. Frank DeChiazza seconded the motion. Motion carried.

XI. Open Business

Investigator Panel
USPAP Manuals

XII. New Business

ASC Policy Managers Address to the board.
Discussion of ASC policy on State approval of CE and QE
Invitation to speak at the WV Housing Institute Convention
Discussion re: increase in appraisal threshold news release from Appraisal Foundation
Discussion re: change of January Standards and Upgrades Committee Meetings
Discussion re: 2019 Proposed Board and Committee Meeting Dates

Rachel Phillips made a motion to approve the schedule as presented by Nathan Nibert with changes as needed. Joe Chico seconded the motion. Motion carried.

XII. Remarks from the Board - none

Rachel Philips made a motion to enter into executive session to discuss Standards cases and Upgrades applications and Personnel Committee recommendations. Joe Chico seconded the motion. Motion carried.

Nathan made a motion to exit executive session. Rachel seconded the motion. Motion carried.

Nathan Nibert made a motion to approve the recommendations of the Upgrades Committee.

Dean made a motion to approve the recommendations of the Personnel Committee.

XIV. Adjournment

Nathan made a motion to adjourn the meeting. Ann seconded the motion. Meeting adjourned at 4:46 pm.

Respectfully submitted by:

Jennifer Akers
Asst WV Attorney General

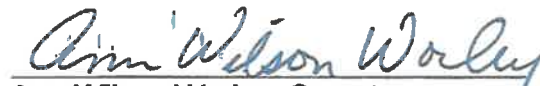
Ann Wilson Worley
Secretary, WVREALCB



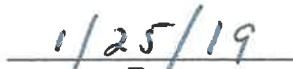
Dear Dawson, Chair



Date



Ann Wilson Worley, Secretary



Date