

**WEST VIRGINIA REAL ESTATE APPRAISER
LICENSING AND CERTIFICATION BOARD
405 Capitol St. Charleston, WV – 4th Floor Conference Room**

MINUTES

October 9, 2019

I. Call to Order

The meeting was called to order at 1:25 pm by Dean Dawson, Chair.

II. Roll Call

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

The following were in attendance: Chair Dean Dawson (Appraiser – 2nd Congressional District, Vice Chair Rachel Phillips (Appraiser – 1st Congressional District) by phone, Robert G. Wilson (Appraiser – 3rd Congressional District), Honorable Anthony Julian (General Public), Nathan Nibert (Appraiser – 3rd Congressional District), and WREALCB Executive Director Patricia Rouse Pope, ex officio.

III. Remarks from the Public – Lori Noble, representing WV Council of Appraiser Professionals was present.

IV. Approval of Agenda

Agenda was approved.

V. Approval of the August 28, 2019 Meeting Minutes

Anthony Julian made a motion to approve the minutes from the August 28, 2019 board meeting. Robert Wilson seconded the motion. Motion carried.

VI. Financial Report

Executive Director Patricia Pope presented the financial report for the months of August and September 2019. Anthony Julian made a motion to accept the financial report as presented. Robert Wilson seconded the motion. Motion carried.

VII. Committee Reports & Recommendations

A. Education – No recent meeting.

B. Policy and Procedures – No recent meeting.

Robert Wilson made a motion to enter Executive Session to discuss Standards and Upgrades Committees' recommendations. Anthony Julian seconded the motion. Motion approved. Board entered Executive Session at 3:55 pm.

Dean Dawson made a motion to exit Executive Session. Nathan Nibert seconded the motion. Motion approved. Board exited Executive Session at 4:35 pm.

C. Standards – Dean Dawson made a motion to approve the recommendations and report of the October 9, 2019 Standards Committee meeting. Rachel Phillips seconded the motion. Motion carried.

D. Upgrades - Nathan Nibert made a motion to approve the recommendations and report of the October 9, 2019 Upgrades Committee meeting. Dean Dawson seconded the motion. Motion carried.

E. Personnel – No recent meeting.

VIII. Executive Director's Report

A. Update on SB497 – Discussed during the meeting under Agenda Item XI.B.

B. Database Update – A summary of the 10.4.19 meeting with WVOT Deputy CTO Cindy Smith presented. Current database issues needing to be addressed were listed. A meeting will be scheduled by WVOT soon to illustrate issues have been or are being resolved.

C. Courses – A list of required and elective courses germane to the executive director's and the administrative assistant positions were presented for board reference. ED courses are appraiser, finance, purchasing, and Chapter 30 board related. AA's courses are budget, purchasing, PEIA, OASIS, and worker's comp related.

D. September WREALCB Newsletter – Because of the delay in getting an article about Broker Price Opinion (BPO) legislation to the editor, the September edition will be sent out as the "Fall" edition when ready.

E. Refund of Glenn Carte, Sr. - Mr. Carte, a long-time appraiser and realtor whose two sons are career appraisers as well, passed away on September 28, 2019. His CG license was renewed on 9.16.19.

Robert Wilson made a motion to approve the refund. Motion was seconded by Dean Dawson. Motion approved.

F. Auditor's Annual Training Conference - Takes place on October 29th at the Charleston Marriott. Attending this year will be Dean, Robert, Vickie, and Patricia.

G. AARO 2019 Fall Conference - Takes place Friday, October 18 through Monday, October 21, in Washington DC. Board registrants are Dean, Robert, and Patricia.

H. USPAP Manuals – Electronic format - As of 10.8.19, 124 requests have been received. Before fulfilling the requests, in-state residency will be verified. The first blast email with the USPAP manual and course completion announcement was sent 9.6.19. A second blast email was sent 10.7.19 with the following reminders:

- *The WV Real Estate Appraiser Licensing and Certification Board (WVREALCB) will provide WV-licensed appraisers and apprentices **who reside in West Virginia** an electronic copy of the soon-to-be-released USPAP manual for 2020-2021. If you are an in-state WV-licensed appraiser or apprentice and would like to receive a copy, please email your request to wvappraiserboard@wv.gov **NO LATER THAN OCTOBER 31, 2019.***
- *As of August 28, 2019, the WVREALCB requires ALL WV-LICENSED APPRAISERS to successfully complete the 7-Hour USPAP Update course for the new 2020-2021 cycle by August 30, 2020.*

I. Renewals To-Date

514 Appraisers (with several still pending)
85 AMCs (and five pending)

IX. Legal Report - None

X. Open Business

A. Investigator Panel – Guest Robert Rucker, Lead Investigator for the WV Real Estate Commission, presented an overview of his background and training, duties and responsibilities, and day-to-day activities and took questions from the board.

Dean Dawson made a motion for the Standards and Upgrades Committees to develop, within the next 60 days, a comprehensive job description and format for a staff investigator position. Motion was seconded by Robert Wilson. Motion carried.

B. September WVREALCB Newsletter – will be distributed when ready as the Fall edition.

C. Bond Sliding Scale – Continued.

XI. New Business

A. Discussion and Conclusion of Late Fee Issue – Motion was made by Anthony Julian to add the following statement to the Appraiser Renewal Application and Instructions.

Motion seconded by Dean Dawson. Motion carried. Statement will read: "Proof of postmark date must be provided."

B. January 2020 Meeting and BPO Language – Board Chair Dean Dawson presented the idea to hold the January 2020 board meeting to coincide with the 2020 Legislative Session and invite all licensees to attend at which time the board will update licensees about pending legislation. Attendees will receive three continuing education credit hours for attendance. Board Consensus was agreement. Date of meeting was set as Wednesday, January 8, 2020. Board agreed on Charleston Marriott location.

RE: Broker Price Opinion (BPO) Language – A lengthy discussion on the topic ensue. Dean and Patricia provided a summary of events leading up to the present where the House of Delegates legal counsel requested bill language regarding BPOs, Evaluations, and Hybrid appraisals. Dean, Patricia, and WV Real Estate Commission Executive Director Jerry Forren have been meeting and working cooperatively on breaking down the items and coordinating language.

Consensus agreed upon by board – Continue working with the WV REC, finalize draft language, and send out to full board for review and feedback.

C. Future Education Events – Continued.

D. Confirmation of December 2019 committee and board meetings – December 4, 2019 date remains, as originally scheduled. Conference call or in-person meeting TBD.

XII. Remarks from the Board

XIII. Adjournment

Meeting was adjourned at 5:45p.m.

Respectfully submitted by
Patricia Rouse Pope, Executive Director



Dean Dawson, Chair

12/4/19

Date

VACANT, Secretary

Date