

**WEST VIRGINIA REAL ESTATE APPRAISER  
LICENSING AND CERTIFICATION BOARD  
405 Capitol Street, 4<sup>th</sup> Floor Conference Room  
Charleston, WV**

**MINUTES**

**May 23, 2018**

**I. Call to Order**

The meeting was called to order at 1:15 pm by Dean Dawson, Vice Chair.

**II. Roll Call**

Roll Call was taken by Rachel Phillips, Secretary.

The following were in attendance: Nathan Nibert, Dean Dawson; Ann Wilson Worley; Darlene Dunn; Rachel Phillips; The Honorable Judge Anthony Julian; Patricia Pope, Executive Director; and Jennifer Akers, AG Legal Counsel.

**III. Remarks from the Public**

None

**IV. Approval of Agenda**

**V. Parliamentary Procedures**

Ann Wilson Worley discussed information about committee meeting procedures.

**VI. Approval of the Minutes**

Minutes from the March 21, 2018 meeting were presented to the Board. Ann Wilson Worley made a motion to approve the meeting minutes as presented. Nathan Nibert seconded the motion. Motion carried.

**VII. Financial Report (FY18 YTD – 5.1.2018)**

No report presented. Report held over to next meeting.

**VIII. Committee Reports and Recommendations**

**A. Education**

Rachel Phillips made a motion to approve paying the costs for travel and lodging for Maggie Hambleton to attend the continuing education event to be put on by the board up to \$2000.00. Motion carried.

Rachel Phillips made a motion to change the term "expired" from courses that are listed on the board's website to "course approved through". Motion carried.

Rachel Phillips made a motion to allow courses such as AARO, Investigator Trainings and the annual Auditor's Board Training where a certificate is received, to count as continuing education for board members who are appraisers. Motion carried.

#### B. Policy and Procedures

Darlene Dunn made a motion to approve the report from the meeting on April 25, 2018. Nathan Nibert seconded the motion. Motion carried.

All forms reviewed at 5.23.18 meeting were approved, as amended.

#### C. Standards

Dean Dawson made a motion to approve the reports of the Standards Committee from the meetings on April 10, 2018 and May 15, 2018. Motion carried.

Vice Chair Dean Dawson called for a recess of the meeting at 2:29 p.m. The meeting was recalled to order at 2:38 p.m.

#### D. Upgrades

Nathan Nibert made a motion to accept the Upgrades Committee's reports from its meetings on April 10, 2018 and May 15, 2018. Rachel Phillips seconded the motion. Motion carried.

#### *Executive Session*

Rachel Phillips made a motion to go into executive session to discuss the Standards committee report. Ann Wilson Worley seconded the motion. Motion carried.

Rachel Phillips made a motion to come out of executive session. The Honorable Judge Anthony Julian seconded the motion. Motion carried.

### **IX. Executive Director's Report**

Darlene Dunn made a motion to increase the salary of the board's Licensing Coordinator by seven (7) percent. Ann Wilson Worley seconded the motion. Darlene Dunn amended her motion to increase the Licensing Coordinator's salary by eight (8) percent. Rachel Phillips seconded the amended motion. Motion carried.

**X. Legal Counsel Report**

AMC applications requiring board review.

**XI. Open Business**

Rachel Phillips made a motion to approve the Per Diem Reimbursement Form as presented. The Honorable Judge Anthony Julian seconded the motion. Motion carried.

Ann Wilson Worley made a motion for the per diem minimum requirement of time be two hours. Rachel Phillips seconded the motion. Motion carried.

**XII. New Business**

**XIII. Remarks from the Board**

None

**XIV. Adjournment**

The Honorable Judge Anthony Julian made a motion to adjourn the meeting. Darlene Dunn seconded the motion. Motion carried. Meeting was adjourned at 3:10 p.m.

Prepared By

Jennifer K. Akers  
Assistant Attorney General



Dean Dawson, Vice Chair



Rachel Phillips, Secretary