

# West Virginia Real Estate Appraiser Licensing and Certification Board

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Jim Justice, Governor  
Glenn A. Summers  
Board Chairman  
Patricia Rouse Pope  
Executive Director

405 Capitol Street - 4<sup>th</sup> Floor Conference Room  
Charleston, West Virginia  
November 8, 2017  
11:00 am

## AGENDA

Invited: WVREALCB Board Members: Chair Glenn Summers (Appraiser – 2<sup>nd</sup> Congressional District), Vice Chair Dean Dawson (Appraiser – 2<sup>nd</sup> Congressional District), Secretary Rachel Phillips (Appraiser – 1<sup>st</sup> Congressional District), Ann Wilson Worley (General Public – 9<sup>th</sup> Senatorial District), Parliamentarian; Honorable Anthony Julian (General Public), Joseph A. Chico, III (Appraisal Management Company), Nathan Nibert (Appraiser – 3<sup>rd</sup> Congressional District), Darlene Dunn (Financial Institution – 8<sup>th</sup> Senatorial District), and Frank DeChiazza (Financial Institution – 13<sup>th</sup> Senatorial District); Assistant WV Attorney General Jennifer Akers; and WVREALCB Executive Director Patricia Rouse Pope, ex officio.

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|------|--|----------------------------|
| I.   | Call to Order                                  | Glenn Summers, Chair       |
| II.  | Roll Call                                      | Rachel Phillips, Secretary |
| III. | Remarks from the Public                        |                            |
| IV.  | Parliamentary Procedures                       | Ann Wilson Worley          |
|      | A. Officer Duties                              |                            |
| V.   | Approval of September 27, 2017 Meeting Minutes | Board                      |
| VI.  | Financial Report (9.28.17 thru 11.1.17)        | Brenda Ashworth            |
| VII. | Committee Reports & Recommendations            |                            |
|      | A. Education                                   | Rachel Phillips, Chair     |
|      | a. Report of 11.8.17 Meeting                   |                            |
|      | B. Policy & Procedures                         |                            |
|      | C. Standards – Meeting of 10.24.17             | Glenn Summers, Chair       |
|      | a. Possible Board Complaint                    |                            |
|      | b. Pending                                     |                            |
|      | i. 16-007                                      |                            |
|      | D. Upgrades – Meeting of 9.19.17               | Nathan Nibert, Chair       |
|      | a. Reconsideration                             |                            |
|      | i. 17-012                                      |                            |
|      | b. New   |                            |
|      | i. 17-027                                      |                            |
|      | ii. 17-022                                     |                            |

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| VIII. | Executive Director's Report<br>A. Office of Technology Data Base Update<br>B. Website Disciplinary Postings<br>C. Review of Complex Complaints<br>D. WVREALCB Facebook Page<br>E. Regarding Agenda Item XI.B.<br>F. Auditor's Training Reminder<br>G. WVREALCB staff job descriptions/salaries<br>H. Distribution of 2018-2019 USPAP Manuals | Patricia Rouse Pope              |
| IX.   | Legal Counsel Report<br>A. Ethical Obligation<br>B. Appraiser Notification<br>C. Board Member Compensation<br>D. Posting of Expired Licenses   | Jennifer Akers                   |
| X.    | Open Business<br>A. Investigator for WVREALCB<br>B. Redacting  | Board<br>Board                   |
| XI.   | New Business<br>A. Review of Complaint #17-018 ( <b>not applicable-complaint withdrawn</b> )<br>B. Revisit Complaint Procedure vote<br>C. Request for Refund of Deceased Licensee<br>C. Proposed 2018 Board and Committee Meeting Dates  | Board<br>Board<br>Board<br>Board |
| XII.  | Remarks from Board Members   |                                  |
| XIII. | Adjournment  |                                  |

Upcoming Meetings/Events:

- Standards & Upgrades Committees combined meeting – November 14, 2017
- WV State Auditor's Training – November 29, 2017  
Charleston Town Center Marriott, Charleston, WV
- Education Committee meeting -
- Policy & Procedures Committee meeting -
- Upgrades Committee meeting – December 12, 2017
- Standards Committee meeting – December 5, 2017