

MEETING MINUTES

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: August 4, 2025
TIME: 1:40 PM EST
LOCATION: Stonewall Resort, Roanoke, WV (Ball Room II)

I. CALL TO ORDER

The meeting was called to order at 2:06 PM EST by Russel Rice, Vice Chair

II. ATTENDANCE

A roll call was taken, and it was determined that a quorum existed. The following were in attendance:

- Russel Rice (Board Chair, Real Estate Appraiser – 2nd Congressional District)
- Douglas Wise (Board Secretary, Real Estate Appraiser – 2nd Congressional District)
- Elliott Borris (Board Member, Real Estate Appraiser - 1st Congressional District)
- Darlene Dunn (Board Member, Financial Institution)
- Frank DeChiazza (Board Member, Financial Institution)
- Jeffrey Burrell (Staff, Executive Director)
- Jennifer DeMetro (Staff, Licensing & Committee Coordinator)
- Registrants of WVREALCB's 2025 Educational Conference, Day 1

III. REMARKS FROM THE PUBLIC

- A. Joseph Chico: Praised Board for recent legislative changes

IV. APPROVAL OF AGENDA

Darlene Dunn made a motion to approve the agenda for the 08/04/25 Board Meeting. Frank DeChiazza seconded the motion, and the motion passed without further discussion.

V. APPROVAL OF MINUTES

Meeting minutes from 06/25/25 were not yet available for approval

VI. FINANCIAL REPORT

- A. Jeff Burrell reviewed both revenues and expenditures as of June 2025, the end of the fiscal year
- B. Frank DeChiazza made a motion to approve the June 2025 Appraiser Licensing and Certification Board Financial Report as presented. Elliott Borris seconded the motion, and the motion passed without further discussion.

VII. EXECUTIVE DIRECTOR'S REPORT

Jeff Burrell briefed the Board regarding the following:

- A. Appraiser and AMC Licensee totals
- B. FY2027 Budget due 09/01/25
- C. 2025-2026 appraiser renewal season underway
- D. WVPAT participants will graduate from the program in October
- E. AARO Conference
- F. BRIM
- G. ASC Grant
- H. Part-time employee
- I. Discussion of what the appraiser profession may look like in the future

Douglas Wise made a motion to accept the Executive Director's report as presented. Darlene Dunn seconded the motion, which passed without further discussion.

VIII. LEGAL COUNSEL REPORT

- A. None

IX. COMMITTEE REPORTS & RECOMMENDATIONS

A. EDUCATION

- 1. None for discussion

B. STANDARDS

1. Pending Allegations

- a. A24-019
- b. A25-008
- c. A25-009
- d. A25-010

2. Pending Complaints

- a. 20-013, 21-005, 21-007
- b. 24-009
- c. 24-010
- d. 24-013
- e. 24-017
- f. 24-018
- g. 24-020
- h. 24-021
- i. 24-022
- j. 24-023

- k. 24-026
- l. 25-001
- m. 25-005

C. UPGRADES

- 1. U25-004
- 2. U25-006
- 3. U25-007

Russel Rice made a motion to accept the recommendations made by the Standards Committee for 24-010, 24-017, 24-018, 24-020, 24-021, 24-023, and 24-026. Darlene Dunn seconded the motion, which carried without further discussion.

Note: Elliott Borris abstained from the vote because no notes were included in the agenda regarding what the recommendations from the prior meeting were

Meeting minutes amended to include proceeding with the Standards Committee recommendation for 24-025, which was mistakenly excluded from the original minutes.

Russel Rice made a motion to accept the recommendation made by the Upgrade Committee for U25-004. Darlene Dunn seconded the motion, which carried without further discussion.

Note: Elliott Borris abstained from the vote because no notes were included in the agenda regarding what the recommendation from the prior meeting was

X. OPEN BUSINESS

A. FY2027 Budget

Darlene Dunn made a motion to approve the FY2027 Budget. Frank DeChiazza seconded the motion, which passed without further discussion.

XI. NEW BUSINESS

A. Consideration of alternate meeting dates for August & September 2025

XII. REMARKS FROM THE BOARD

A. Board conducted a question & answer session with the registrants of WVREALCB's 2025 Educational Conference, Day 1

XIII. ADJOURNMENT

Douglas Wise made a motion to adjourn the meeting at 4:05 PM EST. Frank DeChiazza seconded the motion. The motion passed without further discussion.

UPCOMING MEETINGS/EVENTS

- TBD - Standards & Upgrades Committee Meeting

- TBD - WV Real Estate Appraisal Licensing and Certification Board Meeting



Russel Rice, Chair

02/25/2026

Date