

**WEST VIRGINIA REAL ESTATE APPRAISER LICENSING
AND CERTIFICATION BOARD
MEETING MINUTES**

**Via Zoom
July 20, 2022
9:00 am**

I. Call to Order Dean Dawson, Chair

The meeting was called to order at 9:11 am by Dean Dawson, Chair.

II. Roll Call Dean Dawson, Chair

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

The following were in attendance via Zoom: Chair Dean Dawson (Appraiser – 2nd Congressional District), Frank DeChiazza (Financial Institution), Darlene Dunn (Financial Institution); Daniel Burns, Esq. (Public), Scott Barnette, Esq. (Public), Russel Rice, (Appraiser – 1st Congressional District), WVREALCB Executive Director Patricia Rouse Pope, ex officio, and Karen Fisher, Licensing & Committee Coordinator.

III. Remarks from the Public

Scott DiBiasio, Manager, State & Industry Affairs, Appraisal Institute (AI), was in attendance to present AI's PAREA program - Agenda Item XI. A.

IV. Approval of Agenda Board

Motion made to approve the agenda by Frank DeChiazza.
Daniel Burns seconded.
Motion carried.

V. Approval of June 15, 2022 Meeting Minutes

Motion made to approve the June 15, 2022 Meeting Minutes as amended by Frank DeChiazza.
Scott Barnette seconded.
Motion carried.

VI. Financial Report Patricia Rouse Pope

Patricia presented the Financial Report for the month of June 2022.
Motion made to approve the Financial Report as presented by Frank DeChiazza.
Scott Barnette seconded.
Motion carried.

VII. Executive Director's Report

Patricia Rouse Pope

Patricia called the Board's attention the following:

1. Final 2022-2023 AMC Renewal Report

For the registration year of 2022-23, there are 96 AMCs registered. 91 are renewals and 5 are new. The total revenue produced is \$194,000.00.

2. Annual Purchasing Audit

The audit of random board purchases made in FY2022 was conducted recently. On July 12th, I received the final report that the division made no findings. All purchases were conducted per state purchasing rules.

3. Safety Committee

BRIM requires a Safety Committee meeting at least once a year, after which a Loss Control Questionnaire must be submitted. The questionnaire determines what the Board's annual premiums will be for the following fiscal year.

The Safety, Media Disposal, and Confidentiality Policies were presented and reviewed, as well as the status of the board office. Each member is requested to sign and return the acknowledgement page as evidence of member awareness, so the report may be submitted.

4. Statement of Work (SOW) from WV Interactive

The SOW was included in the board meeting documents emailed on 7.15.22. Board members are asked to review the document at your earliest convenience and send your questions and comments for follow-up.

VIII. Legal Counsel Report - None**Committee Reports & Recommendations**

Motion made by Scott Barnette to enter Executive Session at 11:07 am to discuss Committee Matters. Russ Rice seconded. Motion approved.

Motion made to exit Executive Session at 11:44 am. Scott Barnette seconded. Motion approved.

A. Standards

Dean Dawson

Consideration of New Complaint(s) - None

Consideration of New Allegation(s)

A22-009 – Dismissed without commentary.

A22-010 – Dismiss with commentary.

Consideration of Pending Allegation(s)

A22-006 – Continued.

Consideration of Pending complaint(s)

- a. S20-001-C – Dismiss due to Board prescribed allegation form not submitted with issue.
- b. S20-002-C – Dismiss due to Board prescribed allegation form not Submitted with issue.
- c. S20-006-C – Accept respondent’s legal counsel’s counteroffer
- d. S20-010-C – Consent Decree compliance due 7.29.22
- e. S20-012-C – Dismiss
- f. S20-013-C – Pending
- g. S21-001-C – Consent Decree compliance due 7.29.22
- h. S21-004-C - Continued
- i. S21-005-C – Pending outcome of S20-013
- j. S21-006-C - Continued
- k. S21-007-C – Pending outcome of S20-013
- l. S21-008-C - Continued
- m. S22-001-C – Continued

Motion made to approve Standards Committee recommendations by Russ Rice. Scott Barnette seconded. Motion carried.

B. Upgrades

Dean Dawson

Consideration of new Upgrades applications - None

Pending Upgrades:

- a. U22-003-S – Awaiting proof of successful completion of 15 hr. Site Value & Cost Approach course with exam and Support for Adjustments course (not testable) before the Board will issue Supervisor Certificate.
- b. U22-009-S – Awaiting proof of successful completion of 15 hr. Residential Report Writing course before the Board will issue Supervisor Certificate.

C. Education

Board

Consideration of Approval of Education Course(s) for QE or CE.

- a. IRWA – Course 102 – Elevating Your Ethical Awareness for 8 hrs. CE
- b. Alterra Group – 2022 Keynote Vegas 9.8.22 for 7 hrs. CE
- c. Alterra Group – 2022 Gold Standard Vegas 9.9.22 for 7 hrs. CE
- d. McKissock – Updated WV Law Course (3 hrs.) – Continued - Awaiting full review by outside legal counsel

Motion made to approve IRWA for 8 hrs. CE and Alterra Group for 7 hrs. total CE for the two-day conference made by Russ Rice. Scott Barnette seconded. Motion carried.

IX. Open Business

- A. Consideration of In-Person Board Meetings – Continued until completion of Board office renovation. August meeting will be held via Zoom.
- B. Consideration of another provider re WV Law Course – Continued (Under consideration at AI.)
- C. Consideration of Practical Applications of Real Estate Appraisal (PAREA) – Continued. The Appraisal Foundation is invited to present at the August meeting.
- D. Consideration of WVOT Website Issues & Researching Other Vendors – Continued.
- E. Consideration of Hybrid and Bifurcated Appraisals – Continued.
- F. Consideration of taking S21-004, S21-006, and S21-008 to hearing – Continued until completion of reviews.
- G. Consideration of ED Performance Evaluation – Continued – Chair will distribute form to members.
- H. Consideration of Appraiser Independence – Continued

X. New Business

- A. PAREA Discussion with Scott DiBiasio – Presented.

XI. Remarks from the Board

Chair Dean Dawson mentioned the recent passing of former public member Anthony J. Julian, expressed sincere condolences, and commented on his valuable contributions to the Board.

XII. Adjournment

Motion to made to adjourn by Dean Dawson.
 Russ Rice seconded.
 Motion carried.

The Board meeting was adjourned at 11:48 am.

Upcoming Meetings/Events:

- WVREALCB meeting – August 24, 2022
- Standards & Upgrades Committee meeting – August 17, 2022

Respectfully submitted by

Patricia Rouse Pope, Executive Director



Dean Dawson, Chair

8/24/2022

Date

VACANT Secretary

Date