

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

**Via Zoom  
September 9, 2022  
9:00 am**

**I. Call to Order** Dean Dawson, Chair

The meeting was called to order at 9:09 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 – 2<sup>nd</sup> Congressional District), Vice Chair Rachel Phillips (Appraiser – 1<sup>st</sup> Congressional District); Daniel Burns, Esq. (Public), Scott Barnette, Esq. (Public), Russell Rice, (Appraiser – 1<sup>st</sup> Congressional District), WVREALCB Executive Director Patricia Rouse Pope, ex officio

**III. Remarks from the Public**

None

**IV. Approval of Agenda** Board

Motion made to approve the agenda by Dean Dawson.  
Rachel Phillips seconded.  
Motion carried.

**V. New Business**

A. Address staffing issues affecting permit/license/certification renewals.

Executive Director discussed her retirement effective September 16, 2022. It was formally announced to Board Chair Dean Dawson on August 25, 2022.

Consideration was given and steps were determined that the Board will take to fill the Executive Director position. Dean Dawson will distribute the job description to all Board members and post it on Indeed this day or next.

Discussion ensued regarding other staff members and consideration is being given to a request proposed by the current Committee and Licensing Coordinator. A decision about said request is to be provided soon.

Dean Dawson, Rachel Phillips, Russ Rice, and Daniel Burns, as his time allows, will work together on the ED hiring process.

**VI. Remarks from the Board**

**VII. Adjournment**

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

The Board meeting was adjourned at 10:17 pm.

Upcoming Meetings/Events:

- WVREALCB meeting – September 21, 2022
- Standards & Upgrades Committee meeting – September 14, 2022

Respectfully submitted by

Patricia Rouse Pope, Executive Director



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Dean Dawson, Chair

09/10/2022

\_\_\_\_\_  
Date

\_\_\_\_\_  
VACANT Secretary

\_\_\_\_\_  
Date