

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

**Via Zoom  
November 30, 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 – 1<sup>st</sup> Congressional District), Vice Chair Rachel Phillips (Appraiser – 2<sup>nd</sup> Congressional District), Frank DeChiazza (Financial Institution), Daniel Burns, Esq. (Public), Scott Barnette, Esq. (Public), Russel Rice, (Appraiser – 1<sup>st</sup> Congressional District), and Thomas McCall (Administrative Assistant).

**III. Remarks from the Public**

Lori Noble, Elliott Borris present.

**IV. Approval of Agenda** Board

Motion made to approve the agenda by Russell Rice.  
Frank DeChiazza seconded.  
Motion carried.

**V. Approval of August 24, 2022 and September 10, 2022 Meeting Minutes**

Motion made to approve the August 24, 2022 Meeting Minutes by Frank DeChiazza.  
Russell Rice seconded.  
Motion carried.

Motion made to approve the September 10, 2022 Meeting Minutes by Russell Rice.  
Frank DeChiazza seconded.  
Motion carried.

**VI. Financial Report**

Frank DeChiazza to review and report at November meeting.

**VII. Executive Director’s Report**

Dean Dawson

Website discussion. Dean Dawson and staff will update board on website design status after West Virginia Interactive meeting.

Licensing renewal 80 percent complete.

**VIII. Legal Counsel Report**

None.

Motion Scott Barnette to enter Executive Session. Seconded Russell Rice.

**A. Standards**

Dean Dawson

Consideration of New Allegation(s) - None

Consideration of Pending Allegation(s)

A22-006 – Continued

A22-011 – Continued

Consideration of Pending complaint(s)

- a. S20-013-C; S21-005-C; S21-007 – Hearing set.
- b. S21-004-C; S21-006-C; S21-008-C – Hearing being set.
- c. S22-001-C – Consent Decree terms established: 7 hr. Supporting Adjustment & 15 hr. USPAP course.
- d. S22-014 – Consent Decree terms established. AG monitoring.

**B. Upgrades**

Dean Dawson

Consideration of Upgrades applications:

- a. U22-003-S – Approved
- b. U22-009-S - Approved

**C. Education**

Board

McKissock – Updated Law Course approved conditioned to corrections Provided by Robinson & McElwee (Bradley Sorrells).

Motion Scott Barnette to exit Executive Session. Seconded Russell Rice.

Motion made to approve committee recommendations made by Scott Barnette. Frank DeChiazza seconded. Motion carried.

**Previously documented motions/votes/continuations regarding Standards, Upgrades and Education were made after exiting Executive Session.**

**IX. Open Business**

- A. EO Search Committee – Frank DeChiazza, Rachel Phillips, Russell Rice, Dean Dawson. Update on Zoom applicants and hiring process.
- B. Consideration of another provider re WV Law Course – Continued
- C. Consideration of Practical Applications of Real Estate Appraisal (PAREA) – Continued; Request a TAF representative to present.
- D. Consideration of WVOT Website Issues & Researching Other Vendors – Continued; new website development discussions taking place.
- E. Consideration of Hybrid and Bifurcated Appraisals - Continued

**X. New Business**

- A. Patricia Pope consulting offer – continued.
- B. Thomas (Matt) McCall – promotion to Licensing & Committee Coordinator (salary and job description commensurate to position last held by Karen Fisher) effective immediately per state guidelines/requirements. Motion Rachel Phillips second Russell Rice. Motion carried.

**XI. Remarks from the Board**

None

**XII. Adjournment**

Motion to made to adjourn by Scott Barnette. Dean Dawson seconded.  
Motion carried.

The Board meeting was adjourned at 11:21 am.

Upcoming Meetings/Events:

- WVREALCB meeting – October 19, 2022
- Standards & Upgrades Committee meeting – October 12, 2022



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Dean Dawson, Chair

12/01/2022

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Date

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

\_\_\_\_\_  
Date