

MEETING MINUTES

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: May 24, 2023

TIME: 9:00 AM EST

LOCATION: Via Zoom

I. CALL TO ORDER

The meeting was called to order at 9:06 AM EST by Dean Dawson, Chair.

II. ATTENDANCE

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

- Dean Dawson (Board Chair, Appraiser – 1st Congressional District)
- Rachel Phillips (Board Vice Chair, Appraiser – 2nd Congressional District)
- Russel Rice (Board Member, Appraiser – 1st Congressional District)
- Frank DeChiazza (Board Member, Financial Institution)
- Darlene Dunn (Board Member, Financial Institution)
- Daniel Burns, Esq. (Board Member, Public)
- Jeffrey Burrell (Staff, Executive Director)
- Thomas McCall (Staff, Committee & Licensing Coordinator)
- Jennifer DeMetro (Staff, Administrative Assistant)

III. REMARKS FROM THE PUBLIC

There were no public attendees.

IV. APPROVAL OF AGENDA

Frank DeChiazza made a motion to approve the meeting agenda; Russel Rice seconded the motion. The motion was carried without discussion.

V. APPROVAL OF MINUTES

Russel Rice made a motion to approve the April 18, 2023 Committee and April 26, 2023 Board meeting minutes; Frank DeChiazza seconded the motion. The motion was carried without discussion.

VI. FINANCIAL REPORT

- A.** Jeff Burrell briefed the Board on revenue and expenditures for the month of April 2023 relative to the fiscal year budget.
- B.** Jeff Burrell presented recommendations for future expenditures:
 - i.** Fall 2023 AARO conference
 - ii.** Offsite Board Meetings / Roundtable Discussions (In-State)
 - iii.** Appraisal Review training for staff

VII. EXECUTIVE DIRECTOR'S REPORT

Jeff Burrell briefed the Board regarding the following:

- A.** Appraiser and AMC License Statuses
- B.** Audio/Video equipment installation in conference room (no further progress)
- C.** Main take-aways from recent AARO Conference
- D.** Potential management system (Thentia)
- E.** Receipt of safety and loss control questionnaire from BRIM

VIII. LEGAL COUNSEL REPORT

Adriana Marshall, Assistant Attorney General entered the meeting during executive session to participate in Standards discussions.

IX. COMMITTEE REPORTS & RECOMMENDATIONS

Frank DeChiazza made a motion to go into executive session at 10:05 AM EST; Daniel Burns seconded the motion. The motion was carried without discussion.

A. STANDARDS

- i.** Consideration of New Allegation(s)
 - a.** 23-005 – Held over to next Committee meeting
- ii.** Consideration of Pending Allegation(s)
 - a.** 23-002 – Moved to Complaint
- iii.** Consideration of Pending Complaint(s)
 - a.** 21-004, 21-006, 21-008 – Consent Order Drafted
 - b.** 20-013, 21-005, 21-007 – No New News
 - c.** 23-001 – Awaiting Response to Complaint
 - d.** 23-003 – Investigation ongoing
 - e.** 23-004 – Investigation ongoing

Rachel Phillips made a motion to move out of executive session; Frank DeChiazza seconded the motion. The motion was carried without discussion.

A motion was on the table with recommendations from the Standard's Committee for all Standards matters; Frank DeChiazza seconded the motion; the motion was carried without further discussion.

*Russel Rice Recused himself from discussion and vote for 23-002

B. UPGRADES

i. Consideration of Upgrade Application(s)

a. U23-006

Russel Rice made a motion to conditionally approve the application upon the receipt of an acceptable corrected sample report. Daniel Burns seconded the motion, and the motion was carried.

C. EDUCATION

i. The Valuation of Partial Acquisitions – IRWA

a. Live class June 13-16, 2023

b. Create procedure/checklist for staff to approve courses for CE and QE

Dean Dawson made a motion to approve the course for 32 hours of Continuing Education, with the provision that staff will review Qualifying Education credits. Russel Rice seconded the motion, and the motion was carried.

X. OPEN BUSINESS

A. Fair Housing

i. Future potential educational offerings & best practice for investigative process

B. Green Education

i. Future potential educational offering, collaboration with other boards, specialized instructors

XI. NEW BUSINESS

A. Exploration of additional networking opportunities for Board Members & Staff

i. Council for Licensing Enforcement & Regulation (CLEAR)

ii. The Appraisal Foundation Advisory Council (TAFAC)

Russel Rice made a motion to approve applying to TAFAC, and Darlene Dunn seconded the motion. The motion was carried without further discussion.

XII. REMARKS FROM THE BOARD

None

XIII. ADJOURNMENT

The meeting was adjourned at 11:59 AM EST by Dean Dawson, Chair.

UPCOMING MEETINGS/EVENTS

- 06/14/23 – Standards & Upgrades Committee Meeting
- 06/21/23 – WV Real Estate Appraisal Licensing and Certification Board Meeting



Dean Dawson, Chair

May 25, 2023

Date