

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

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**DATE:** June 21, 2023

**TIME:** 9:00 AM EST

**LOCATION:** Via Zoom

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### 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 – 1<sup>st</sup> Congressional District)
- Rachel Phillips (Board Vice Chair, Appraiser – 2<sup>nd</sup> Congressional District)
- Russel Rice (Board Member, Appraiser – 1<sup>st</sup> Congressional District)
- Elliott Borris (Board Member, Appraiser – 1<sup>st</sup> Congressional District)
- Darlene Dunn (Board Member, Financial Institution)
- Scott Barnette, Esq. (Board Member, Public)
- 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

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

### V. APPROVAL OF MINUTES

Rachel Phillips made a motion to approve the May 24, 2023 Board meeting minutes; Daniel Burns 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 May 2023 relative to the fiscal year budget. Darlene Dunn made a motion to approve the May 2023 Appraiser Licensing and Certification Board Financial Report; Russell Rice seconded the motion. The motion was carried without discussion.

B. Jeff Burrell presented recent and possible upcoming expenditures:

- i. Purchased recent versions of handbooks & publications
- ii. Matt McCall and Jennifer DeMetro have been enrolled in appraisal training courses
- iii. Possibly attend Appraisal Summit and Valuation Expo

C. Jeff Burrell discussed outstanding OT bill for fiber optic line repair

D. Jeff Burrell is working on the 2025 Fiscal Year Budget for the August 2023 deadline

## VII. EXECUTIVE DIRECTOR'S REPORT

Jeff Burrell briefed the Board regarding the following:

A. Appraiser and AMC License statuses

B. No additional progress on the Audio/Video equipment installation or the website

C. Rough draft of review process underway

D. CLEAR courses taken, which may be of interest to other board members

E. Working on getting rules in the right format and ready to publish

F. Meet with Carrie from RE Commission in July to discuss BRIM questionnaire

## VIII. LEGAL COUNSEL REPORT

There was no report from Adriana Marshall, Assistant Attorney General.

## IX. COMMITTEE REPORTS & RECOMMENDATIONS

Russel Rice made a motion to go into executive session at 10:11 AM EST; Rachel Phillips seconded the motion. The motion was carried without discussion.

### A. STANDARDS

i. Consideration of New Allegation(s)

a. None

ii. Consideration of Pending Allegation(s)

a. 23-005 – Findings are not relevant to the allegation, nor do they impact value

iii. Consideration of Pending Complaint(s)

a. 21-004, 21-006, 21-008 – Consent Order Drafted

b. 20-013, 21-005, 21-007 – In litigation

- c. 23-001 – Letter sent/awaiting response, gathering documentation
- d. 23-002 – Letter sent/awaiting response, gathering documentation
- e. 23-003 – Letter sent/awaiting response, gathering documentation
- f. 23-004 – Letter sent/awaiting response, gathering documentation

## **B. UPGRADES**

- i. Consideration of Upgrade Application(s)
  - a. U23-007

## **C. EDUCATION**

- i. None

Russel Rice made a motion to move out of executive session at 11:16 AM EST; Rachel Phillips seconded the motion. The motion was carried without discussion.

A motion from Russel Rice to dismiss pending allegation 23-005, without commentary, was on the table for the Standards Committee; Rachel Phillips seconded the motion; the motion was carried without further discussion.

A motion from Rachel Phillips to approve U23-007 for upgrade, with commentary, was on the table after conversation amongst the Upgrades Committee. Russel Rice seconded the motion, and the motion was carried without further discussion.

## **X. OPEN BUSINESS**

- A. Fair Housing educational offering (pending release of TAF 2024 USPAP)
- B. Property Data Collectors
  - i. Add to Rules/Codes for AMCs and Appraisers
- C. Thentia – Management platform for regulators

## **XI. NEW BUSINESS**

- A. New Board member Elliott Borris – Introduction & Oath of Office
- B. Class Approved
  - i. Uniform Appraisal Standards for Federal Land Acquisition (Yellow Book) Seminar offered by ASFMRA

## **XII. REMARKS FROM THE BOARD**

None

## **XIII. ADJOURNMENT**

The meeting was adjourned at 11:24 AM EST by Dean Dawson, Chair.

UPCOMING MEETINGS/EVENTS

- 07/19/23 – Standards & Upgrades Committee Meeting
- 07/26/23 – WV Real Estate Appraisal Licensing and Certification Board Meeting



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Dean Dawson, Chair

06/22/2023

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Date