

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

---

**DATE:** July 26, 2023  
**TIME:** 9:00 AM EST  
**LOCATION:** Via Zoom

---

### I. CALL TO ORDER

The meeting was called to order at 9:10 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)
- Frank DeChiazza (Board Member, Financial Institution)
- Darlene Dunn (Board Member, Financial Institution)
- Adriana Marshall (Assistant Attorney General)
- Matthew Tinner (Law Clerk, Attorney General's Office)
- Jeffrey Burrell (Staff, Executive Director)
- 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

Darlene Dunn made a motion to approve the June 21, 2023 Board meeting minutes; Elliott Borris 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 June 2023 relative to the fiscal year budget. Frank DeChiazza made a motion to approve the June 2023 Appraiser Licensing and Certification Board Financial Report; Russel Rice seconded the motion. The motion was carried without discussion.
  - i. Jeff to prepare itemized analysis year over year to identify areas of revenue loss
- B. Jeff Burrell discussed bill for fiber optic line repair, which has been paid
  - i. Real Estate Division advised to speak to Riggs Management
  - ii. Riggs Management is looking into it, but has yet to respond
  - iii. No response from OT
- C. Jeff Burrell is working on the 2025 Fiscal Year Budget
  - i. Budget to be presented to Board within 30 days for review/discussion prior to August 2023 deadline

## VII. EXECUTIVE DIRECTOR'S REPORT

Jeff Burrell briefed the Board regarding the following:

- A. Appraiser and AMC License statuses
- B. Audio/Video for Board Room: Looking into option of portable device that would run on Wi-Fi
- C. Website: Attending workshop on 10/12/23 to get new site up and running
- D. Thentia: Research with other users of the management platform is still underway
- E. BRIM Loss Control Questionnaire to be submitted - The Safety, Media Disposal, and Confidentiality Policies were presented and reviewed, as well as the board office safety reviews and privacy obligations. Each member was requested to sign and return the acknowledgement page as evidence of member awareness and is added to their respective permanent file.
- F. Present USPAP drafts for public comment

## VIII. LEGAL COUNSEL REPORT

There was no report from Adriana Marshall, but she did join the Board Meeting in Executive Session to discuss open Standards matters. She was accompanied by Matthew Tinner, a law clerk in the Attorney General's office.

## IX. COMMITTEE REPORTS & RECOMMENDATIONS

Rachel Phillips made a motion to go into executive session at 10:00 AM EST; Frank DeChiazza 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. None

- iii. Consideration of Pending Complaint(s)
  - a. 21-004, 21-006, 21-008 – Appraiser signed the consent order
  - b. 20-013, 21-005, 21-007 – In litigation
  - c. 23-001 – Response to complaint letter received
  - d. 23-002\* – Response to complaint letter received
  - e. 23-003 – Compliant letter sent/awaiting response
  - f. 23-004 – Response to complaint letter received

\* Russel Rice recused himself from the discussion for 23-002

## **B. UPGRADES**

- i. Consideration of Upgrade Application(s)
  - a. U23-008 (hold until next meeting as appraiser needs to provide additional information)

## **C. EDUCATION**

- i. Stats, Graphs & Data Science (14 hours)

Frank DeChiazza made a motion to move out of executive session at 1:30 PM EST; Elliott Borris seconded the motion. The motion was carried without discussion.

Dean Dawson made a motion to have a Consent Decree drafted for 23-004. Frank DeChiazza seconded the motion, and the motion was carried without further discussion.

Elliott Borris made a motion to dismiss 23-001 as the appraiser has retired from the profession and is no longer an active licensee. Frank DeChiazza seconded the motion, and the motion was carried without further discussion.

## **X. OPEN BUSINESS**

No new open business

## **XI. NEW BUSINESS**

- A. Update timeframes for Continuing Education
  - i. Align CE courses with license renewal cycles
- B. Development of Mentorship Program for Standards matters
  - i. Elliott Borris to prepare outline based on the mentor program adopted in Texas
  - ii. List preferred qualifications when seeking mentors, but Board will consider each applicant individually
- C. Consideration of expired licenses

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

None

## **XIII. ADJOURNMENT**

The meeting was adjourned at 1:46 PM EST by Dean Dawson, Chair.

**UPCOMING MEETINGS/EVENTS**

- 08/16/23 – Standards & Upgrades Committee Meeting
- 08/23/23 – WV Real Estate Appraisal Licensing and Certification Board Meeting



---

Dean Dawson, Chair

07/27/2023

---

Date