

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

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**DATE:** August 23, 2023

**TIME:** 9:00 AM EST

**LOCATION:** Via Zoom

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### I. CALL TO ORDER

The meeting was called to order at 9:04 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)
- 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)
- Adriana Marshall (Assistant Attorney General)
- Jeffrey Burrell (Staff, Executive Director)
- Thomas McCall (Staff, Committee & Licensing Coordinator)
- Jennifer DeMetro (Staff, Administrative Assistant)
- Jerry Thornton (Appraiser, Public Attendee)

### III. REMARKS FROM THE PUBLIC

Jerry Thornton was a public attendee but had no remarks for the Board.

### IV. APPROVAL OF AGENDA

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

## V. APPROVAL OF MINUTES

Elliott Borris made a motion to approve the July 26, 2023 Board meeting minutes; Russel Rice 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 July 2023 relative to the fiscal year budget.  
Darlene Dunn made a motion to approve the July 2023 Appraiser Licensing and Certification Board Financial Report; Russel Rice seconded the motion. The motion was carried without discussion.
- B. Jeff Burrell discussed bill for fiber optic line repair, which has been paid by WVREALCB  
Riggs Management's representative said that there had been contractors in the building the day prior to us reporting the outage. Adriana Marshall is looking into whether we have any recourse with Riggs Management or the contractor.
- C. Finance Committee met and finalized 2025 Fiscal Year Budget  
There was a standing motion from the August 14, 2023 Finance Committee Meeting to approve the 2025 Fiscal Year Budget. Russel Rice seconded the motion, and the motion was carried without further discussion.
- D. Jeff Burrell received confirmation that the Treasury is going to sweep our budget (\$113,838.35). There is no timeframe or official process in which to appeal the sweep, but Jeff will compose a letter.

## 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: Will need to obtain OT's Chief Information Officer's approval to move forward with purchasing.
- C. Website: Attending workshop on 10/12/23 to get new site up and running
- D. Thentia Platform: Need to obtain feedback from current users. Will resume the conversation with Thentia after the new website is live.
- E. Performance Evaluation Research Division to advise when Jeff Burrell needs to be present to answer any questions on our prior review, which resulted in the code being changed to eliminate the hearing requirement for adoption of new versions of USPAP.
- F. Jennifer DeMetro is developing an audit questionnaire for Appraisal Management Companies.
- G. WV State Auditor meeting 11/01/23 in South Charleston
- H. AARO conference 10/07/23 to 10/09/23 in Salt Lake City
- I. Legislature made changes, and board member per diem is now \$200

## 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.

## IX. COMMITTEE REPORTS & RECOMMENDATIONS

Russel Rice made a motion to go into executive session at 9:22 AM EST; Daniel Burns seconded the motion. The motion was carried without discussion.

### A. STANDARDS

i. Consideration of New Allegation(s)

a. 23-006\*

\* Russel Rice recused himself from the discussion for 23-006

ii. Consideration of Pending Allegation(s)

a. None

iii. Consideration of Pending Complaint(s)

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

b. 23-002\* – Consent Decree

c. 23-003 – Consent Decree

d. 23-004 – Consent Decree

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

### B. UPGRADES

i. Consideration of Upgrade Application(s)

a. U23-008

### C. EDUCATION

i. None

Scott Barnette made a motion to move out of executive session at 10:12 AM EST; Darlene Dunn seconded the motion. The motion was carried without discussion.

A vote to dismiss new allegation 23-006\* was on table from the August 16, 2023 Standards and Upgrades Committee Meeting. Elliott Borris seconded the motion, and the motion was carried without further discussion.

\* Russel Rice recused himself from the discussion and vote for 23-006

Scott Barnette made a motion to authorize the Consent Decree for 23-004 as amended per discussion in Executive Session. Russ seconded the motion, and the motion was carried without further discussion.

Elliott Borris made a motion to authorize the Consent Decree for 23-002\* providing it is amended the same way the Consent Decree for 20-004 is amended. Daniel Burns seconded the motion, and the motion was carried without further discussion.

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

Russel Rice made a motion to deny the upgrade application for U23-008 with detailed reasoning. At the appraiser's discretion, they may submit the appraisal report addressing our specified issues within 60 days for reconsideration. Dean Dawson seconded the motion, and the motion was carried without further discussion.

## X. OPEN BUSINESS

### A. Mentorship Program Discussion

- i. Board to subsidize mentor payments while only one mentor is available
- ii. Recruitment of additional mentors

Elliott Borris made a motion to adopt the mentorship program as outlined in the Version 2 packet that has been developed by the Board. Daniel Burns seconded the motion, and the motion was passed without further discussion.

### B. Consideration of expired license

- i. No response from first letter about submitting a new application and related fees
- ii. Jeff Burrell will send another letter outlining the timeframe in which he must respond. If there is still no response, the matter will proceed to a board-issued complaint.

## XI. NEW BUSINESS

None

## XII. REMARKS FROM THE BOARD

None

## XIII. ADJOURNMENT

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

### UPCOMING MEETINGS/EVENTS

- 09/20/23– Standards & Upgrades Committee Meeting
- 09/27/23 – WV Real Estate Appraisal Licensing and Certification Board Meeting



9/27/2023

Date