

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

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**DATE:** September 27, 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)
- 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)
- Frank DeChiazza (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

None

### IV. APPROVAL OF AGENDA

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

### V. APPROVAL OF MINUTES

Russel Rice made a motion to approve the August 23, 2023 Board meeting minutes; Rachel Phillips 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 August 2023 relative to the fiscal year budget.

Frank DeChiazza made a motion to approve the August 2023 Appraiser Licensing and Certification Board Financial Report; Russel Rice seconded the motion. The motion was carried without discussion.

## 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: Gathering specs on equipment to be purchased, which will need OT's Chief Information Officer's approval.
- C. Website: Attending workshop on 10/12/23 to get new site up and running
- D. Thentia Platform: Spoke with Oklahoma's Executive Director, who gave a positive review. Will resume the conversation with Thentia after the new website is live.
- E. Met with Department of Highways and Glenville State University regarding a partnership to establish courses that would meet AQB criteria for Qualifying Education.  
Jeff Burrell will work with them to develop this and encourage them to establish a PAREA-type program  
Identify the topics, and those who may want to be involved, i.e. builders.
- F. Performance Evaluation Research Division - Jeff Burrell was scheduled to appear 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. This ended up being cancelled, and Jeff is waiting to hear whether he needs to be available for the next one, which is 10/15/23 - 10/17/23.  
This coincides with the State Purchasing Conference. Matt McCall will be attending the Purchasing Conference even if Jeff needs to cancel.
- G. Mentorship Program: Tim Anderson and 2 additional appraisers are interested in participating  
It was discussed in Standards & Upgrades that we may want to change the supervisory requirements in the future to include mentorship.
- H. Jennifer DeMetro developed an audit questionnaire for Appraisal Management Companies.
- I. ASC will be performing bi-annual audit 11/14/23 to 11/16/23  
Auditors will attend the November board meeting, which will be moved from 11/22/23 to 11/16/23
- J. AARO conference 10/07/23 to 10/09/23 in Salt Lake City, Jeff Burrell and Russel Rice attending  
Conference offering a training about bias investigation
- K. Jeff Burrell spoke to Adriana Marshall regarding cases in which an applicant is denied, and corrective action is needed. Adriana reviewed the code, and she said there are alternative actions to requiring a corrected appraisal report.

## VIII. LEGAL COUNSEL REPORT

There was no report from Adriana Marshall.

## **IX. COMMITTEE REPORTS & RECOMMENDATIONS**

Dean Dawson made a motion to accept the Standards & Upgrades Committee Report. Russel Rice seconded the motion, and it was carried without discussion.

Motion on the table from the Upgrades Committee for U23-08. Dean made a motion to approve, which was seconded by Daniel Burns. The motion carried without further discussion.

Russel Rice made a motion to go into executive session at 9:48 AM EST; Dean Dawson seconded the motion. The motion was carried without discussion.

### **A. STANDARDS**

- i.** Consideration of New Allegation(s)
  - a.** 23-007
  - b.** 23-008
  
- ii.** Consideration of Pending Allegation(s)
  - a.** None
  
- iii.** Consideration of Pending Complaint(s)
  - a.** 20-013, 21-005, 21-007 – In litigation, no updates
  - b.** 23-002 – Signed Consent Decree, accepting Mentorship Program
  - c.** 23-003 – Adriana Marshall preparing Consent Decree
  - d.** 23-004 – Responded to Consent Decree via attorney, opposed to Mentorship Program

### **B. UPGRADES**

- i.** Consideration of Upgrade Application
  - a.** U23-008

### **C. EDUCATION**

- i.** WV Law Course (4hrs) offered by The CE Shop

Darlene Dunn made a motion to move out of executive session at 10:05 AM EST; Russel Rice seconded the motion. The motion was carried without discussion.

## **X. OPEN BUSINESS**

### **A. Mentorship Program Discussion**

- i.** Minor changes were made to the packet as suggested.
- ii.** Consider having supervisor applicants take part in mentorship.

### **B. Consideration of expired license**

- i.** Response deadline was September 26, 2023, which was not met, but subject called.
- ii.** Subject was given an additional 24 hours before matter proceeds to a board-issued complaint.

**XI. NEW BUSINESS**

None

**XII. REMARKS FROM THE BOARD**

None

**XIII. ADJOURNMENT**

The meeting was adjourned at 10:21 AM EST by Dean Dawson, Chair.

**UPCOMING MEETINGS/EVENTS**

- *10/18/23– Standards & Upgrades Committee Meeting*
- *10/25/23 – WV Real Estate Appraisal Licensing and Certification Board Meeting*



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Dean Dawson, Chair

10/25/2023

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Date