

MEETING MINUTES

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: October 25, 2023

TIME: 9:00 AM EST

LOCATION: Via Zoom

I. CALL TO ORDER

The meeting was called to order at 9:12 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)
- Elliott Borris (Board Member, Appraiser – 1st Congressional District)
- Darlene Dunn (Board Member, Financial Institution)
- Frank DeChiazza (Board Member, Financial Institution)
- 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

Frank DeChiazza made a motion to approve the September 27, 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 September 2023 relative to the fiscal year budget.

Elliot Borris inquired about line item 3260 Case Serv (HHR/OVOC Rehab). There was nothing in the budget for it, so Jeff Burrell will conduct research.

Frank DeChiazza made a motion to approve the September 2023 Appraiser Licensing and Certification Board Financial Report with the caveat line item 3260 is researched. Russel Rice seconded the motion. The motion was carried without further discussion.

- B. Board made payment to OT for fiber optic line issue. Adriana Marshall is preparing a letter to dispute the Board's liability in the matter.

- C. No response from the auditor on the Treasury sweep

President of WV Licensing Boards is only aware of 1 occasion in the past 20 years that any portion of the sweep was refunded.

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: Meeting held on 10/12/23 did not result in getting the new site up and running as anticipated. A day in which staff goes to Tyler Technology's office for a workshop will need to be scheduled.
- D. Thentia Platform: Will resume the conversation with Thentia after the new website is live.
- E. Jeff Burrell attended Joint Committee on Government Board meeting. We were one of the Boards that they reviewed in 2021, however, they did not have any questions for him during the meeting.
- F. Appraisal Management Company audits are forthcoming – will pick back up after the ASC Audit
- G. ASC will be performing bi-annual audit 11/14/23 to 11/16/23, and the auditors will be attending the 11/16/23 Board Meeting
- H. Jeff Burrell and Russel Rice attended the AARO conference in Salt Lake City

Attended 4 hours on bias investigations in which Jeff learned other boards are handling this much the way we did previously, and we took the right course of action. There isn't a lot of guidance out there yet for these types of issues.

Spring AARO conference will be held in Nashville, TN
- I. State Auditor Chapter 30 Boards Seminar: 11/02/23 in South Charleston

Jeff Burrell, Daniel Burns, Russel Rice, and Frank DeChiazza are scheduled to attend

VIII. LEGAL COUNSEL REPORT

Adriana Marshall joined the call while the Board was in executive session to discuss the following standards matters: S23-004, S22-001, and S20-013 / S21-005 / S21-007.

IX. COMMITTEE REPORTS & RECOMMENDATIONS

Russel Rice made a motion to go into executive session at 9:49 AM EST; Frank DeChiazza seconded the motion. The motion was carried without discussion.

A. STANDARDS

- i. Consideration of New Allegation(s)
 - a. 23-009
 - b. 23-010
 - c. 23-011
 - d. 23-012
 - e. 23-013
 - f. 23-014
 - g. 23-015
 - h. 23-016
 - i. 23-017
 - j. 23-018

- ii. Consideration of Pending Allegation(s)
 - a. None

- iii. Consideration of Pending Complaint(s)
 - a. 20-013, 21-005, 21-007 – Waiting for results of case in Circuit Court. In the meantime, depositions will be scheduled when discovery is complete.
 - b. 23-002 – Mentorship is underway
 - c. 23-003 – Consent Decree received by appraiser
 - d. 23-004 – No response or counterproposal, so Adriana Marshall will prepare Notice of Hearing / Statement of Charges

B. UPGRADES

- i. Consideration of Upgrade Application
 - a. U23-010
 - b. U23-011
 - c. U23-012
 - d. U23-013

- ii. Consideration of Mentor Applicants
 - a. Joshua Walitt
 - b. Diana Jacobs
 - c. Martin Wagar
 - d. Hal Humphreys
 - e. Bryan Reynold

C. EDUCATION

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

Russel Rice made a motion to move out of executive session at 10:09 AM EST; Frank DeChiazza seconded the motion. The motion carried.

Motion on the table from the Standards Committee regarding A23-009, A23-010, A23-011, A23-012, A23-013, A23-014, A23-015, A23-016, A23-017, and A23-018. Dean made a motion to dismiss, which was seconded by Russel Rice. The motion carried without further discussion.

Motion on the table from the Upgrades Committee regarding U23-010, U23-011, U23-012, and U23-013. Dean made a motion to approve, which was seconded by Russel Rice. The motion carried without further discussion.

Russel Rice made a motion to dismiss S22-001 based on procedural time rather than on the merit of the complaint. Frank DeChiazza seconded the motion, and the motion was carried without further discussion.

X. OPEN BUSINESS

- A. Consideration of renewal of expired license

All documentation and fees have been received, and the matter is resolved

- B. Consideration of partnership with WVDOH & Glenville State University

Jeff Burrell got information at AARO conference to pass on to Glenville regarding programs and course approvals

Best route for Division of Highways is to consider developing their own practicum course for experience

XI. NEW BUSINESS

- A. ASC Audit on-site visit 11/14/23 – 11/16/23

Auditors will be attending next Board meeting on 11/16/23

- B. Renewal applicant discussion

Upgrade from Apprentice to Licensed Residential was pending when Apprentice License Expired. Applicant submitted and paid for the renewal, but the upgrade was approved less than 2 weeks later. Discuss consideration of fee refund.

XII. REMARKS FROM THE BOARD

None

XIII. ADJOURNMENT

The meeting was adjourned at 10:16 AM EST.

UPCOMING MEETINGS/EVENTS

- 11/08/23– Standards & Upgrades Committee Meeting
- 11/16/23 – WV Real Estate Appraisal Licensing and Certification Board Meeting



Dean Dawson, Chair

1/31/2024

Date