

MEETING MINUTES

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: November 16, 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 after Russel Rice joined the call at 9:26 AM EST. The following were in attendance:

- Dean Dawson (Board Chair, Appraiser – 1st Congressional District)
- Russel Rice (Board Member, Appraiser – 1st Congressional District)
- Elliott Borriss (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)
- Maria Brown (Policy Manager, Appraisal Subcommittee)
- Kristi Klamet (Policy Manager, Appraisal Subcommittee)

III. REMARKS FROM THE PUBLIC

None

IV. APPROVAL OF AGENDA

~~No vote taken during 11/16/23 meeting~~

REVISION: During the 01/31/24 Board Meeting, Frank DeChiazza made a motion to approve the 11/16/23 Board Meeting agenda. Russel Rice seconded the motion, and the motion passed without further discussion.

V. APPROVAL OF MINUTES

~~In the 11/16/23 Board Meeting, this vote was taken before Russel Rice joined, so there wasn't quorum. Frank DeChiazza made a motion to approve the October 25, 2023 Board meeting minutes; Darlene Dunn seconded the motion. The motion was carried without discussion.~~

REVISION: During the 01/31/24 Board Meeting, Frank DeChiazza made a motion to approve the 10/25/23 Board Meeting Minutes. Russel Rice seconded the motion, and the motion passed without further discussion.

I. FINANCIAL REPORT

- A. Jeff Burrell briefed the Board on revenue and expenditures for the month of October 2023 relative to the fiscal year budget.

Frank DeChiazza made a motion to approve the October 2023 Appraiser Licensing and Certification Board Financial Report. Darlene Dunn seconded the motion. The motion was carried without further discussion.

- B. Treasury sweep

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
- C. Website status
- D. Potential audit of Appraisal Management Companies
- E. Chapter 30 Boards Seminar attendance

VIII. LEGAL COUNSEL REPORT

None

IX. COMMITTEE REPORTS & RECOMMENDATIONS

Darlene Dunn made a motion to go into executive session at 9:39 AM EST; Frank DeChiazza seconded the motion. The motion was carried without discussion.

A. STANDARDS

- i. Consideration of New Allegation(s)
 - a. 23-019 In Review
 - b. 23-020 In Review
 - c. 23-021 In Review

- ii. Consideration of Pending Allegation(s)
 - a. None
- iii. Consideration of Pending Complaint(s)
 - a. 20-013, 21-005, 21-007 Update
 - b. 21-004, 21-006, 21-008 Update
 - c. 23-002 Update
 - d. 23-003 Update
 - e. 23-004 Update

B. UPGRADES

- i. Consideration of Upgrade Application
 - a. U23-010 Update
 - b. U23-011 Update
 - c. U23-012 Update
 - d. U23-013 Update
 - e. U23-014 *New Application
 - f. U23-015 **New Application

C. EDUCATION

- i. WV Law Course offered by The CE Shop

Russel Rice made a motion to move out of executive session at 10:07 AM EST; Frank DeChiazza seconded the motion. The motion carried.

* Darlene Dunn made a motion to approve Upgrade U23-014. Frank DeChiazza seconded the motion, and the motion was carried without further discussion.

** Russel Rice made a motion to approve Upgrade U23-015, which was seconded by Darlene Dunn. The motion was carried without further discussion.

X. OPEN BUSINESS

- A. Consideration of partnership with WVDOH & Glenville State University
- B. ASC on-site review in progress, and Maria Brown provided commentary about the visit

XI. NEW BUSINESS

- A. Consider purchase of USPAP Manuals for licensees
- B. Consider December meeting dates and holiday schedules
- C. Meeting held with Brad Sorrels regarding property data collection

XII. REMARKS FROM THE BOARD

None

XIII. ADJOURNMENT

The meeting was adjourned at 11:19 AM EST.

UPCOMING MEETINGS/EVENTS

- 01/24/24 – Standards & Upgrades Committee Meeting
- 01/31/24 – WV Real Estate Appraisal Licensing and Certification Board Meeting

Rachel Phillips

Rachel Phillips, Vice Chair

11/22/2024

Date