

MEETING MINUTES

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: January 31, 2024

TIME: 9:00 AM EST

LOCATION: Via Zoom

I. CALL TO ORDER

The meeting was called to order at 9:07 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)
Briefly absent from call 9:59am to 10:09am
- Elliott Borris (Board Member, Appraiser – 1st Congressional District)
- Frank DeChiazza (Board Member, Financial Institution)
Joined call at 10:10am
- Daniel Burns, Esq. (Board Member, Public)
- Scott Barnette, Esq. (Board Member, Public)
Left call at 10:39am
- Jeffrey Burrell (Staff, Executive Director)
- Thomas McCall (Staff, Committee & Licensing Coordinator)
- Jennifer DeMetro (Staff, Administrative Assistant)
- Jessica Pickens (Appraiser, Public Attendee)

Russel Rice made a motion to move into Executive Session at 9:08am. Rachel Phillips seconded the motion, and the motion passed unanimously.

III. REMARKS FROM THE PUBLIC

No public remarks made.

IV. APPROVAL OF AGENDAS

Frank DeChiazza made a motion to approve the agenda from the Board Meeting on 11/16/23. Russel Rice seconded the motion, and the motion passed without further discussion.

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

V. APPROVAL OF MINUTES

It was determined that during the November meeting when prior minutes were discussed, there was not a quorum present at that time of the meeting. The October minutes were presented to the Board for approval. 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.

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.

VI. FINANCIAL REPORT

A. Jeff Burrell briefed the Board on revenue and expenditures for November 2023 and December 2023 relative to the fiscal year budget.

Frank DeChiazza motioned to approve the November 2023 and December 2023 Appraiser Licensing and Certification Board Financial Reports as presented. Elliott Borris seconded the motion. The motion was carried without further discussion.

VII. EXECUTIVE DIRECTOR'S REPORT

Jeff Burrell briefed the Board regarding the following:

- A.** Appraiser and AMC License numbers
- B.** New website status
- C.** Website development: bio and headshots for Board members
- D.** TAFAC Meeting held December 2023
- E.** Potential audit of Appraisal Management Companies
- F.** ASC Audit – final report not available yet
- G.** Bills introduced in legislature

VIII. LEGAL COUNSEL REPORT

None

IX. COMMITTEE REPORTS & RECOMMENDATIONS

A. STANDARDS

- i. Consideration of New Allegation(s)
 - a. A23-021 Workfile
 - b. A23-022 In Review
 - c. A23-023 In Review
 - d. A24-001 Move to Complaint
- ii. Consideration of Pending Allegation(s)
 - a. A23-019 Workfile
 - b. A23-020 Dismissed
- 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 Exit Interview on Mentorship
 - d. 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. U24-001 New Application
 - f. U24-002 New Application
 - g. U24-003 New Application

C. EDUCATION

- i. Appraisal eLearning: 2024 Appraiser's Conference & Trade Show (ACTS) – Day 1
- ii. Appraisal eLearning: 2024 Appraiser's Conference & Trade Show (ACTS) – Day 2

Rachel Phillips motioned to move out of executive session at 10:43 AM EST; Russel Rice seconded the motion. The motion carried.

Dean Dawson, Chair of the Standards Committee, presented a motion to accept the committee reports from the 01/24/24 Standards & Upgrades Committee Meeting except U23-011 (for which additional discussion took place in executive session); Russ Rice seconded.

As a result of further discussion for U23-011, Rachel Phillips made a motion to accept the amended motion from the Committee Report; Russel Rice seconded the motion, which passed without further discussion.

X. OPEN BUSINESS

None

XI. NEW BUSINESS

- A. Consideration of 2024 meeting dates
Frank DeChiazza made a motion to approve the 2024 meeting dates as proposed. Daniel Burns seconded the motion. The motion was carried without further discussion.
- B. Consideration of photo requirement for license applications
Rachel Phillips motioned to do away with the application photo requirement. Elliott Borris seconded the motion. The motion was carried without further discussion.
- C. AARO Conference: May 3-5 in Nashville, TN
- D. Possible attendance at ACTS, Appraisal Expo, Appraisal Summit, etc.

XII. REMARKS FROM THE BOARD

- A. Discussion regarding requests for appraiser names and email addresses
- B. Possible QE hours for courses taken through the Assessing Officers Association
- C. Adjustments to the Mentorship Application
Russel Rice motioned to approve the Mentorship Application after the discussed changes have been made. Dean Dawson seconded the motion, which passed without further discussion.

XIII. ADJOURNMENT

The meeting was adjourned at 11:59 AM EST.

UPCOMING MEETINGS/EVENTS

- 02/21/24 – Standards & Upgrades Committee Meeting
- 02/28/24 – WV Real Estate Appraisal Licensing and Certification Board Meeting



Dean Dawson, Chair

02/26/2024

Date