

MEETING MINUTES

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: March 27, 2024

TIME: 9:00 AM EST

LOCATION: Via Zoom

I. CALL TO ORDER

The meeting was called to order at 9:01 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)
Left the call at 9:54am
- Russel Rice (Board Member, Appraiser – 1st Congressional District)
- Elliott Borris (Board Member, Appraiser – 1st Congressional District)
- Frank DeChiazza (Board Member, Financial Institution)
- Darlene Dunn (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 AGENDAS

Daniel Burns made a motion to approve the 03/27/24 Board Meeting agenda. Rachel Phillips seconded the motion, and the motion passed without further discussion.

V. APPROVAL OF MINUTES

Russel Rice made a motion to approve the 02/28/24 Board Meeting Minutes. Daniel Burns seconded the motion, and the motion passed without further discussion.

VI. FINANCIAL REPORT

Jeff Burrell briefed the Board on revenue and expenditures for February 2024 relative to the fiscal year budget.

Elliott Borris made a motion to approve the February 2024 Appraiser Licensing and Certification Board Financial Reports as presented. Darlene Dunn seconded the motion, and 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. Website development update
- C. ASC Audit results
- D. AARO Conference attendance (May 3-5)
- E. Human Rights Commission's Fair Housing Conference attendance (April 18)
- F. Staff training update
- G. Legislative bill status

VIII. LEGAL COUNSEL REPORT

None

IX. COMMITTEE REPORTS & RECOMMENDATIONS

A. STANDARDS

- i. New Allegations
 - a. A24-004
- ii. Pending Allegations
 - a. A24-002
 - b. A24-003
 - c. A23-019
 - d. A23-021
 - e. A23-022
 - f. A23-023
- iii. Pending Complaints
 - a. 20-013, 21-005, 21-007
 - b. 23-004
 - c. 24-001
 - 1. No response to subpoena yet

- B. UPGRADES**
 - i. U24-003

- C. EDUCATION**
 - i. Status of inquiry about IAAO Course Equivalency

There was a motion on the table from the 03/20/24 Upgrades Committee Meeting. Dean Dawson called for a second to the motion; Russel Rice seconded. Passed without further discussion.

There was a motion on the table from the 03/20/24 Standards Committee Meeting. Dean Dawson called for a second to this motion; Russel Rice seconded. Passed without further discussion.

X. OPEN BUSINESS

- A. Board-sponsored educational event**
 - i. Consideration of dates
 - ii. Potential venues
 - iii. Potential speakers
 - iv. Finances/Budget

Rachel Phillips made a motion to give Jeff Burrell and Dean Dawson permission over spending decisions for the event. Russel Rice seconded the motion, which passed without further discussion.
(Darlene Dunn recused herself from the vote)

- v. Agenda/Topics of discussion
- B. Rulemaking/Legislative Workgroup**

XI. NEW BUSINESS

None

XII. REMARKS FROM THE BOARD

Elliott Borriss will be travelling next month and therefore unable to attend April's Board Meetings

XIII. ADJOURNMENT

The meeting was adjourned at 10:04 AM EST by Dean Dawson, Chair

UPCOMING MEETINGS/EVENTS

- 04/17/24 – Standards & Upgrades Committee Meeting
- 04/24/24 – WV Real Estate Appraisal Licensing and Certification Board Meeting



Dean Dawson, Chair

03/27/2024

Date