

MEETING MINUTES

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: April 24, 2024

TIME: 9:00 AM EST

LOCATION: Via Zoom

I. CALL TO ORDER

The meeting was called to order at 9:11 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)
- Russel Rice (Board Member, Appraiser – 1st Congressional District)
- Frank DeChiazza (Board Member, Financial Institution)
- Darlene Dunn (Board Member, Financial Institution)
- Scott Barnette, Esq. (Board Member, Public)
- Jeffrey Burrell (Staff, Executive Director)
- Thomas McCall (Staff, Committee & Licensing Coordinator)
- Jennifer DeMetro (Staff, Administrative Assistant)
- Adriana Marshall (Assistant Attorney General)
Attended the call from 10:35am to 11:06am
- Francesca Tracy (The CE Shop, Public Attendee)
Left the call at 9:44am

III. REMARKS FROM THE PUBLIC

None

IV. APPROVAL OF AGENDAS

Russel Rice made a motion to approve the 04/24/24 Board Meeting agenda. Frank DeChiazza seconded the motion, and the motion passed without further discussion.

V. APPROVAL OF MINUTES

Frank DeChiazza made a motion to approve the 03/27/24 Board Meeting Minutes. Russel Rice seconded the motion, and the motion passed without further discussion.

VI. FINANCIAL REPORT

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

Frank DeChiazza made a motion to approve the March 2024 Appraiser Licensing and Certification Board Financial Reports as presented. Scott Barnette seconded the motion, and the motion 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 coming up May 3-5
- E. Attended Human Rights Commission's Fair Housing Conference
- F. Attended event promoting entry into the appraisal profession, speaker Thaddeus Dawson

VIII. LEGAL COUNSEL REPORT

None

IX. COMMITTEE REPORTS & RECOMMENDATIONS

Frank DeChiazza motioned to move into Executive Session at 9:45 AM EST. Scott Barnette seconded the motion, which passed without further discussion.

A. STANDARDS

i. New Allegations

- a. A24-005
- b. A24-006
- c. A24-007
- d. A24-008
- e. A24-009

ii. Pending Allegations

- a. A24-002
Call with respondent to be rescheduled

- b. A24-003

Dean Dawson indicated that there is a recommendation from the Standards Committee to elevate this to a complaint if respondent does not supply the workfile by the 04/28/24 due date. Russel Rice seconded, and the motion passed without further discussion.

- c. A24-004
Waiting for appraiser's workfile
- d. A23-019
Standards Committee recommends dismissal after outcome of conversation with the appraiser
- e. A23-021
Standards Committee recommends dismissal after outcome of conversation with the appraiser
- f. A23-022
Informal discussion to take place with the appraiser
- g. A23-023
Postponing action for 6 months

Darlene Dunn motioned to dismiss A23-019 and A23-021 as recommended by the Standards Committee. Russel Rice seconded, and the motion passed without further discussion.

iii. Pending Complaints

- a. 20-013, 21-005, 21-007
Received scheduling order from Supreme Court on the appeal
- b. 23-004
Mentorship program completed
- c. 24-001
No response to subpoena and it's past the due date

Dean Dawson made a motion to have counsel send a letter notifying the respondent in 24-001 that failure to comply with the subpoena will result in a Consent Decree outlining terms previously discussed by the Board. Frank DeChiazza seconded the motion, which passed without further discussion.

B. UPGRADES

- i. U24-003
Waiting for additional documents
- ii. U24-004
- iii. U24-005

Darlene Dunn made a motion to approve upgrades for U24-004 and U24-005. Russel Rice seconded the motion, and the motion passed without further discussion.

C. EDUCATION

- i. Status of inquiry about IAAO Course Equivalency
AQB's Course Approval Representative indicated that the courses should have been listed as approved for Qualifying Education.

X. OPEN BUSINESS

- A. Board-sponsored educational event
 - i. Dates: July 10th and 11th
 - ii. Received 3 quotes for venue, submitting to purchasing for approval
 - iii. Estimating 70 attendees
 - iv. Speakers: Peter Christensen, Timothy Anderson, Scott DiBiasio, Kelly Davids
- B. Rulemaking/Legislative Workgroup
 - i. Another meeting will be scheduled
 - ii. Plan to get approval at June Board meeting so we can submit prior to the deadline
- C. Personnel Matter

XI. NEW BUSINESS

- A. A22-014
Licensee completing program with Pharmacy Recovery Network, and we were notified that he did not pass substance tests in February and March, but passed in April
- B. Discussion of how Board will handle any future issues that take place far from scheduled meeting

Russel Rice motioned to move out of Executive Session at 11:06 AM EST. Scott Barnette seconded the motion, which passed without further discussion.

XII. REMARKS FROM THE BOARD

None

XIII. ADJOURNMENT

The meeting was adjourned at 11:08 AM EST by Dean Dawson, Chair

UPCOMING MEETINGS/EVENTS

- 05/22/24 – Standards & Upgrades Committee Meeting
- 05/29/24 – WV Real Estate Appraisal Licensing and Certification Board Meeting



Rachel Phillips (Vice-Chair at time of meeting)

11/22/2024

Date