

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

---

**DATE:** May 29, 2024

**TIME:** 9:00 AM EST

**LOCATION:** Via Zoom

---

### I. CALL TO ORDER

The meeting was called to order at 9:05 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 – 1<sup>st</sup> Congressional District)
- Russel Rice (Board Member, Appraiser – 1<sup>st</sup> Congressional District)
- Elliott Borris (Board Member, Appraiser – 1<sup>st</sup> Congressional District)
- Darlene Dunn (Board Member, Financial Institution)
- Scott Barnette, Esq. (Board Member, Public)
- Daniel Burns, Esq. (Board Member, Public)
- Jeffrey Burrell (Staff, Executive Director)
- Thomas McCall (Staff, Committee & Licensing Coordinator)
- Jennifer DeMetro (Staff, Administrative Assistant)
- Thaddaus Dawson (Public Attendee, Founder 10K Black Appraisers)  
*Attended the call from 9:07am to 9:36am*
- Melissa Bond (Public Attendee, MPAT Mississippi Practical Appraiser Training)  
*Attended the call from 9:07am to 10:16am*
- George Yost (Public Attendee, Appraiser Licensee)  
*Attended the call from 9:07am to 10:34am*
- Adriana Marshall (Assistant Attorney General)  
*Attended the call from 10:43am to 11:11am*

### III. APPROVAL OF AGENDA

Darlene Dunn made a motion to approve the 05/29/24 Board Meeting agenda. Russel Rice seconded the motion, and the motion passed without further discussion.

#### IV. REMARKS FROM THE PUBLIC

- A. Thaddaus Dawson
  - a. Provided an overview of his program: 10K Minority Appraisers
- B. Melissa Bond
  - a. Provided an overview of the practicum program she developed (MPAT)

Darlene Dunn motioned to move into Executive Session at 10:17am. Scott Barnette seconded the motion, and the motion carried.

#### V. COMMITTEE REPORTS & RECOMMENDATIONS

##### A. STANDARDS

###### i. New Allegations

- a. None

###### ii. Pending Allegations

- a. A24-002  
Standards Committee recommends upgrading to a complaint
- b. A24-003  
Standards Committee recommends upgrading to a complaint
- c. A24-005  
Requesting an informal discussion of findings with the appraiser
- d. A24-006  
Requesting appraiser's workfile and an informal discussion of findings
- e. A24-007  
Requesting appraiser's workfile and an informal discussion of findings

###### iii. Pending Complaints

- a. 20-013, 21-005, 21-007  
Pending Supreme Court appeal
- b. 24-001  
Discussed details to be included in the Consent Decree

##### B. UPGRADES

- i. U24-003 (*Apprentice to Certified Residential*)  
Similar deficiencies found in appraiser's newly submitted report
- ii. U24-006 (*Supervisor Application*)  
Failure to report disciplinary action discovered during review of application

##### C. EDUCATION

- i. None

Darlene Dunn motioned to move out of Executive Session at 11:15am. Scott Barnette seconded the motion, and the motion carried.

Elliott Borris made a motion to accept the Committee's recommended Consent Decree terms for 24-001; Darlene Dunn seconded the motion, and it passed without further discussion.

The following motions were on the table from the 05/22/24 Standards Committee Meeting. Dean Dawson called for a second to the motions. Darlene Dunn seconded, and the motions passed without further discussion.

- Russel Rice made a motion to notify the appraiser of the allegation 24-005, request the workfile and allow the proper time period for response. In the meantime, invite the appraiser to participate in an informal discussion. Dean Dawson seconded the motion, and it was passed without further discussion.
- Russel Rice made a motion to request the appraiser's workfile on 24-006 and allow for the proper time period for response and to request an informal discussion with in the meantime. Elliott Borris seconded the motion which passed without further discussion.
- Elliott Borris made a motion to request the appraiser's workfile on 24-007 and allow for the proper time period for response and request an informal discussion in the meantime. Russel Rice seconded the motion which passed without further discussion.
- Russel Rice made a motion to elevate 24-002 to a complaint due to the deficiencies discussed by the Committee. Daniel Burns seconded the motion, and it passed without further discussion.
- Elliott Borris made a motion to escalate 24-003 to complaint based on the administrative review results. Russel Rice seconded the motion, and it passed without further discussion.

The following motions were on the table from the 05/22/24 Upgrades Committee Meeting. Dean Dawson called for a second to the motions. Darlene Dunn seconded, and the motions passed without further discussion.

- Elliott Borris made a motion to deny the upgrade for 24-003 and provide the applicant with a summarized list of the findings of the committee review. The applicant should be given another 60 days to resubmit corrected report(s) with all deficiencies properly addressed. Russel Rice seconded the motion, which passed without further discussion.
- Russel Rice made a motion to initiate a formal complaint against appraiser/supervisor applicant U24-006 for failing to report disciplinary actions taken against his license(s) to the Board on two separate occasions. Daniel Burns seconded the motion, which passed without further discussion.
- Russel Rice made a motion to deny the supervisor application for 24-006 due to the initiation of a complaint for the applicant's failure to disclose discipline in prior renewal applications. Daniel Burns seconded the motion, which passed without further discussion.

## **VI. APPROVAL OF MINUTES**

Darlene Dunn made a motion to approve the 04/24/24 Board Meeting Minutes. Scott Barnette seconded the motion, and the motion passed without further discussion.

## **VII. FINANCIAL REPORT**

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

Elliott Borris made a motion to approve the April 2024 Appraiser Licensing and Certification Board Financial Reports as presented. Darlene Dunn seconded the motion, and the motion passed without further discussion.

## VIII. EXECUTIVE DIRECTOR'S REPORT

Jeff Burrell briefed the Board regarding the following:

- A. AMC renewal season progress
- B. Appraiser and AMC License numbers
- C. Website development update
- D. AARO Conference

## IX. LEGAL COUNSEL REPORT

None

## X. NEW BUSINESS

- A. Consideration of obtaining available ASC grant funds
- B. Consideration of Melissa Bond's practicum course

Elliott Borris made a motion to accept Melissa Bond's practicum program pending review of the curriculum. Darlene Dunn seconded the motion, which passed without further discussion.

- C. Consideration of partnership with Thaddaus Dawson's 10K Black /10k Minority Appraisers

## XI. REMARKS FROM THE BOARD

None

## XII. OPEN BUSINESS

- A. Board-sponsored educational event  
Plans have been finalized, and registration for attendees is open

- B. Rulemaking/Legislative Workgroup  
Jeffery Burrell is in the process of finalizing the documents to present to the Board for last thoughts prior to the deadline

Darlene Dunn motioned to move into Executive Session at 11:43am. Scott Barnette seconded the motion, and the motion carried.

- C. Personnel Matter  
Board staff exited the call prior to this discussion

## XIII. ADJOURNMENT

The meeting was adjourned at 12:07 PM EST by Dean Dawson, Chair.

**UPCOMING MEETINGS/EVENTS**

- 06/19/24 – Standards & Upgrades Committee Meeting
- 06/26/24 – WV Real Estate Appraisal Licensing and Certification Board Meeting
- 07/10/24 & 07/11/24 – 2024 Education Summit in Morgantown, WV

*Rachel Phillips*

---

Rachel Phillips, Chair

11/22/2024

---

Date