

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

---

**DATE:** June 21, 2024  
**TIME:** 9:00 AM EST  
**LOCATION:** Via Zoom

---

### I. CALL TO ORDER

The meeting was called to order at 9:09 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)
- Rachel Phillips (Board Member, Appraiser – 2<sup>nd</sup> Congressional District)
- Russel Rice (Board Member, Appraiser – 1<sup>st</sup> Congressional District)  
*Recused himself from discussion on 24-011, from 10:51am – 11:02am*
- Elliott Borris (Board Member, Appraiser – 1<sup>st</sup> Congressional District)  
*Left the call at 11:10am*
- Darlene Dunn (Board Member, Financial Institution)
- Scott Barnette, Esq. (Board Member, Public)  
*Left the call at 10:46am*
- Frank DeChiazza (Board Member, Financial Institution)
- Jeffrey Burrell (Staff, Executive Director)
- Thomas McCall (Staff, Committee & Licensing Coordinator)
- Francesca Tracey (Public Attendee, The CE Shop)  
*Attended the call from 9:09am to 9:56am*

### III. REMARKS FROM THE PUBLIC

None

### IV. APPROVAL OF AGENDA

Russel Rice made a motion to approve the agenda for the 06/21/24 Board Meeting. Frank DeChiazza seconded the motion, and the motion passed without further discussion.

## **V. FINANCIAL REPORT**

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

Frank DeChiazza made a motion to approve the May 2024 Appraiser Licensing and Certification Board Financial Report as presented. Russel Rice seconded the motion, and the motion passed without further discussion.

## **VI. 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 update

## **VII. LEGAL COUNSEL REPORT**

None

## **VIII. OPEN BUSINESS**

- A. Board-sponsored Education Event
- B. Rulemaking/ Legislative Workgroup
- C. ASC Grants
- D. Consideration of Melissa Bond's practicum course
- E. Consideration of partnership with Thaddaus Dawson

## **IX. NEW BUSINESS**

- A. Consideration of meeting schedule changes for July
- B. Consideration of meeting date for Budget Task Group
- C. Audits for AMCs and Appraisers

Russel Rice motioned to move into Executive Session at 9:57am. Frank DeChiazza seconded the motion, and the motion carried.

## **X. COMMITTEE REPORTS & RECOMMENDATIONS**

### **A. STANDARDS**

#### **i. Pending Allegations**

- a. A24-009
- b. A24-011
- c. A24-005
- d. A24-006
- e. A24-008

**ii. Pending Complaints**

- a. 20-013, 21-005, 21-007  
Pending Supreme Court appeal
- b. 24-001

**B. UPGRADES**

- i. U24-003 (*Apprentice to Certified Residential*)
- ii. U24-006 (*Supervisor Application*)

**C. EDUCATION**

- i. None

Dean Dawson motioned to move out of Executive Session at 11:01am. Frank DeChiazza seconded the motion, and the motion carried.

Russel Rice motioned to authorize Executive Director, Jeffrey Burrell, to engage an outside investigator to review the appraisal done for 24-009. Dean Dawson seconded the motion, and the motion passed without further discussion.

Dean Dawson indicated that there are recommendations on the table from the 06/21/24 Standards Committee Meeting. Dean Dawson called for a second to the motion; Russel Rice seconded. The motion carried without further discussion.

Dean Dawson indicated that there are recommendations on the table from the 06/21/24 Upgrades Committee Meeting. Dean Dawson called for a second to the motion; Russel Rice seconded. The motion carried without further discussion.

**XI. APPROVAL OF MINUTES**

Jeff Burrell to consult with Adriana Marshall regarding proper notification procedure related to vote in prior months meeting due to unusual circumstance with upgrade application and complaint associated with U24-006.

**XII. REMARKS FROM THE BOARD**

None

**XIII. ADJOURNMENT**

The meeting was adjourned at 11:34 AM EST by Dean Dawson, Chair.

**UPCOMING MEETINGS/EVENTS**

- 07/10/24 & 07/11/24 – 2024 Education Summit in Morgantown, WV

*Rachel Phillips*

---

Rachel Phillips, Chair

11/22/2024

---

Date