

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD BUDGET COMMITTEE MEETING

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**DATE:** July 9, 2024  
**TIME:** 6:00 PM EST  
**LOCATION:** Morgantown, WV

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### I. CALL TO ORDER

The meeting was called to order at 6:10 PM 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)
- Frank DeChiazza (Board Member, Financial Institution)
- Jeffrey Burrell (Staff, Executive Director)
- Thomas McCall (Staff, Committee & Licensing Coordinator)
- Jennifer DeMetro (Staff, Administrative Assistant)

### III. FINANCIAL REPORT

- A. Jeff Burrell briefed the Board on revenue and expenditures relative to the fiscal year budget
- B. Board reviewed line items in the proposed FY 2026 budget, and made alterations as deemed necessary
- C. Frank DeChiazza made a motion to approve the proposed fiscal year 2026 budget with the changes discussed. Russel Rice seconded the motion, and the motion passed without further discussion.
- D. BRIM Loss Control Questionnaire – The Safety, Media Disposal, and Confidentiality Policies previously presented by email and reviewed, as well as the board office and safety reviews and privacy obligations were discussed and each member was requested to sign and return the acknowledgement page and information as requested in the email notification.

#### IV. MISCELLANEOUS

- A. The Board went into executive session at 7:15 PM EST to discuss a personnel matter and exited executive session at 7:56 PM EST

#### IV. ADJOURNMENT

The meeting was adjourned at 7:57 PM EST by Dean Dawson, Chair.

*Rachel Phillips*

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Rachel Phillips, Chair

11/22/2024

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Date