

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

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**DATE:** August 28, 2024

**TIME:** 9:00 AM EST

**LOCATION:** Via Zoom

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### I. CALL TO ORDER

The meeting was called to order at 9:02 AM EST by Rachel Phillips, Chair.

### II. ATTENDANCE

A silent roll call was taken, and it was determined that a quorum existed. The following were in attendance:

- Rachel Phillips (Board Chair, Real Estate Appraiser - 2<sup>nd</sup> Congressional District)
- Russel Rice (Board Member, Real Estate Appraiser - 1<sup>st</sup> Congressional District)
- Elliott Borris (Board Member, Real Estate Appraiser - 1<sup>st</sup> Congressional District)
- Douglas Wise (Board Member, Real Estate Appraiser - 1<sup>st</sup> Congressional District)
- Daniel Burns, Esq. (Board Member, Public)  
*Left the call at 9:50am*
- Frank DeChiazza (Board Member, Financial Institution)
- Darlene Dunn (Board Member, Financial Institution)
- Jeffrey Burrell (Staff, Executive Director)
- Thomas McCall (Staff, Committee & Licensing Coordinator)
- Jennifer DeMetro (Staff, Administrative Assistant)
- Bill Murray (Attorney)
- Adriana Marshall (Assistant Attorney General)
- Joseph McClung (Public Attendee, Appraiser)
- Francesca Tracy (Public Attendee, The CE Shop)

Russel Rice made a motion to go into Executive Session at 9:04am, which was seconded by Rachel Phillips. The motion passed without further discussion.

### III. STANDARDS UPDATE

- A. Attorney Bill Murray provided update on pending case 20-013/21-005/21-007

Rachel Phillips made a motion to move out of Executive Session at 9:20am, which was seconded by Frank DeChiazza. The motion passed without further discussion.

#### **IV. REMARKS FROM THE PUBLIC**

- A. Francesca Tracy: No comment
- B. Joseph McClung: Discussed potential veterans discount on annual appraiser renewals

#### **V. APPROVAL OF AGENDA**

Darlene Dunn made a motion to approve the agenda for the 08/28/24 Board Meeting. Russel Rice seconded the motion, and the motion passed without further discussion.

#### **VI. FINANCIAL REPORT**

- A. Jeff Burrell briefed the Board on revenue and expenditures for June 2024 and July 2024 relative to their respective fiscal year budgets.
- B. Frank DeChiazza made a motion to approve the June 2024 and July 2024 Appraiser Licensing and Certification Board Financial Reports as presented. Darlene Dunn seconded the motion, and the motion passed without further discussion.

#### **VII. EXECUTIVE DIRECTOR'S REPORT**

Jeff Burrell briefed the Board regarding the following:

- A. Board appointments from the Governor
- B. Appraiser renewal season underway – 237 renewals processed so far
- C. Appraiser and AMC Licensee totals
- D. Website is complete, so next step is researching a new database
- E. July 2024 Education Summit – received positive feedback
- F. Budget appropriations have been submitted to the finance division
- G. Attendance at Joint Committees on Government Organization and Operations meetings
- H. Received comments on proposed legislative rule changes

#### **VIII. LEGAL COUNSEL REPORT**

None

Rachel Phillips made a motion to go into Executive Session at 10:08am, which was seconded by Frank DeChiazza. The motion passed without further discussion.

#### **IX. COMMITTEE REPORTS & RECOMMENDATIONS**

- A. EDUCATION

1. None for discussion

## B. STANDARDS

### 1. Pending Allegations

- a. 23-023
- b. 24-004
- c. 24-005
- d. 24-006
- e. 24-007
- f. 24-008
- g. 24-009
- h. 24-010
- i. 24-013
- j. 24-014
- k. 24-015
- l. 24-016
- m. 24-017

### 2. Pending Complaints

- a. 24-001
- b. 24-002
- c. 24-003
- d. 24-012

## C. UPGRADES

1. U24-009
2. U34-010

Rachel Phillips made a motion to move out of Executive Session at 10:40am, which was seconded by Darlene Dunn. The motion passed without further discussion.

Rachel Phillips made a motion to proceed with the discussed terms for the Consent Decree for 20-012. Russel Rice seconded the motion which passed without further discussion.

Rachel Phillips presented recommendations from the 08/21/24 Standards Committee Meeting for 24-002, 24-003, 24-004, 24-005, 24-006, 24-008, 24-010, and 24-017. Russel Rice seconded the recommendations which passed without further discussion.

Rachel Phillips presented recommendations from the 08/21/24 Upgrades Committee Meeting for U24-009 and U24-010. Douglas Wise seconded the recommendations which passed without further discussion.

## X. NEW BUSINESS

- A. Oath and consideration of orientation dates for new Board member, Douglas Wise
- B. Consideration of Vice Chair appointment or election
  1. Rachel Phillips nominated Russel Rice for Vice Chair. Other members expressed that none had current interest in the position. The Board voted unanimously to designate Mr. Rice as Vice-Chair.
- C. Consideration of annual Board Officer Elections
- D. Consideration of attendance at AARO Conference (October 28-30 in Boston)
- E. Discussion about exemption to supervisory requirement

- F. Consideration of future Board-sponsored education events
- G. Consideration of ASC's SARAS Grant initiatives and expenditures

**XI. REMARKS FROM THE BOARD**

None

**XII. APPROVAL OF MINUTES**

- A. Voting to approve 05/29/24, 06/21/24, 07/09/24 (Committee) Board Meeting Minutes will occur at next Board Meeting

**XIII. OPEN BUSINESS**

- A. Consideration of audit process
- B. Personnel Matter (staff left meeting)
  - 1. Russel Rice made a motion to go into Executive Session at 11:59am, which was seconded by Frank DeChiazza. The motion passed without further discussion.

**XIII. ADJOURNMENT**

The meeting was adjourned at 12:27 PM EST by Rachel Phillips, Chair.

**UPCOMING MEETINGS/EVENTS**

- 09/18/24 Standards & Upgrades Committee Meeting
- 09/25/24 September Board Meeting



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Rachel Phillips, Chair

11/22/2024

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Date