

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

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**DATE:** September 25, 2024

**TIME:** 9:00 AM EST

**LOCATION:** Via Zoom

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### I. CALL TO ORDER

The meeting was called to order at 9:12 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 Vice Chair, 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)
- Frank DeChiazza (Board Member, Financial Institution)
- Darlene Dunn (Board Member, Financial Institution)
- Jeffrey Burrell (Staff, Executive Director)
- Thomas McCall (Staff, Committee & Licensing Coordinator)
- Francesca Tracy (Public Attendee, The CE Shop)

*Attended the call from 9:14am to 9:29am*

### III. REMARKS FROM THE PUBLIC

A. None

### IV. APPROVAL OF AGENDA

Russel Rice made a motion to approve the agenda for the 09/25/24 Board Meeting. Frank DeChiazza seconded the motion, and the motion passed without further discussion.

## V. APPROVAL OF MINUTES

Russel Rice made a motion to approve the minutes from the 05/29/24 Board Meeting, 06/21/24 Board Meeting, 07/09/24 Budget Committee Meeting, and 08/28/24 Board Meeting. Daniel Burns seconded, and the motion passed.

## VI. FINANCIAL REPORT

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

## VII. EXECUTIVE DIRECTOR'S REPORT

Jeff Burrell briefed the Board regarding the following:

- A. Appraiser renewal deadline is 09/30/24
- B. Appraiser and AMC Licensee totals
- C. Potential new database demo
- D. AARO Conference attendance October 27-30 in Boston
- E. Met with attorney for the house judiciary committee about proposed rule changes
- F. Legislative Rule Making attendance on 10/01/24 to answer any questions
- G. Submitted pre-audit questionnaire to State Police

## VIII. LEGAL COUNSEL REPORT

None

Frank DeChiazza made a motion to go into Executive Session at 9:29am, which was seconded by Russel Rice. 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. 24-007
    - c. 24-008
    - d. 24-009
    - e. 24-010
    - f. 24-013
    - g. 24-014
    - h. 24-015

- i. 24-016
- j. 24-017
- k. 24-018
- l. 24-019

2. Pending Complaints

- a. 20-013, 21-005, 21-007
- b. 24-001
- c. 24-002
- d. 24-003
- e. 24-012

C. UPGRADES

- 1. None

Russel Rice made a motion to move out of Executive Session at 11:07am, which was seconded by Frank DeChiazza. The motion passed without further discussion.

Russel Rice motioned to accept the recommendations made by the Standards and Upgrade Committees for 24-007, 24-013, 24-014, and 24-015. Daniel Burns seconded the motion which passed without further discussion.

**X. NEW BUSINESS**

- A. Consideration of October Board Meeting Date

**XI. REMARKS FROM THE BOARD**

None

**XII. OPEN BUSINESS**

- A. Consideration of future education events
- B. Personnel Matter (staff left meeting)
  - 1. Darlene Dunn made a motion to go into Executive Session at 11:20am, which was seconded by Russel Rice. The motion passed without further discussion.

**XIII. ADJOURNMENT**

The meeting was adjourned at 11:20 AM EST

**UPCOMING MEETINGS/EVENTS**

- 10/23/24 Standards & Upgrades Committee Meeting



Russel D. Rice, Vice Chair

9/26/2025

Date

