

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

---

**DATE:** November 6, 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 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)  
*Joined the call at 9:19am*
- Frank DeChiazza (Board Member, Financial Institution)  
*Joined the call at 9:30am*
- Darlene Dunn (Board Member, Financial Institution)
- Jeffrey Burrell (Staff, Executive Director)
- Thomas McCall (Staff, Committee & Licensing Coordinator)
- Jennifer DeMetro (Staff, Administrative Assistant)
- Francesca Tracy (Public Attendee, The CE Shop)  
*Attended the call from 9:06am to 9:52am*

### III. REMARKS FROM THE PUBLIC

A. None

### IV. APPROVAL OF AGENDA

Russel Rice made a motion to approve the agenda for the 11/06/24 Board Meeting. Douglas Wise 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 09/25/24 Board Meeting. Douglas Wise seconded the motion, and the motion passed without further discussion.

## VI. FINANCIAL REPORT

- A. Jeff Burrell briefed the Board on revenue and expenditures for September 2024 and October 2024 relative to the fiscal year budget.
- B. Elliott Borris made a motion to approve the September 2024 and October 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. Conclusion of 2024-2025 appraiser renewal season
- B. Appraiser and AMC Licensee totals
- C. Potential new database search update
- D. AARO Conference attendance results
- E. Legislative Rule Making Committee update
- F. State Police Audit update
- G. Results of audit of financial expenditures
- H. Meeting scheduled with approved mentors
- I. Practicum program development update
- J. Upcoming meeting for Chapter 30 Boards

## VIII. LEGAL COUNSEL REPORT

None

Russel Rice made a motion to accept the recommendations made by the Standards Committee in the meeting that took place on 10/23/24 for 23-023, 24-006, 24-007, 24-008, 24-010, 24-013, 24-014, 24-015, 24-016, 24-017, 24-018, 24-019, 24-020, and 24-021. Daniel Burns seconded the motion, which passed without further discussion.

## IX. COMMITTEE REPORTS & RECOMMENDATIONS

- A. EDUCATION
  - 1. None for discussion
- B. STANDARDS
  - 1. Pending Allegations
    - a. 23-023
    - b. 24-008
    - c. 24-009

- d. 24-010
- e. 24-013
- f. 24-014
- g. 24-015
- h. 24-016
- i. 24-017
- j. 24-018
- k. 24-019
- l. 24-020
- m. 24-021
- n. 24-022

2. Pending Complaints

- a. 20-013, 21-005, 21-007
- b. 24-001
- c. 24-002
- d. 24-003
- e. 24-006
- f. 24-007

C. UPGRADES

- 1. None for consideration

## X. NEW BUSINESS

- A. Consideration of 2025 Meeting Dates
- B. Consideration of lease extension

- 1. Elliott Borris motioned to authorize Jeffrey Burrell to complete the document provided by Riggs Commercial Realty LLC, including utilities and number of parking spaces, and negotiate the terms of the lease renewal. Russel Rice seconded the motion, which passed without further discussion.

## XI. REMARKS FROM THE BOARD

None

## XII. OPEN BUSINESS

- A. Consideration of future education event
- B. Personnel Matter

- 1. Staff exited the call prior to the Board's discussion, at 9:52am

*Amendment: During the 01/29/25 Board Meeting, the Board divulged that a vote had been taken by the Personnel Committee on 11/06/24 which resulted in approval of the additional duties, and corresponding salary increase, for the Executive Director position.*

### XIII. ADJOURNMENT

The meeting was adjourned at 10:03 AM EST

#### UPCOMING MEETINGS/EVENTS

- TBD – January 2025

A handwritten signature in blue ink, appearing to read "Russel D. Rice", is written over a horizontal line.

Russel D. Rice, Vice Chair

9/26/2025

Date