

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

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**DATE:** January 29, 2025

**TIME:** 9:00 AM EST

**LOCATION:** Via Zoom

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### I. CALL TO ORDER

The meeting was called to order at 9:09 AM EST by Russel Rice, Vice 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)
- Jennifer DeMetro (Staff, Administrative Assistant)
- Francesca Tracy (Public Attendee)  
*Attended the call from 9:10am to 10:14am*
- Jared Belcher (Public Attendee)  
*Attended the call from 9:10am to 9:48am*
- Nikoloz Urushadze (Public Attendee)  
*Attended the call from 9:10am to 9:48am*

### III. REMARKS FROM THE PUBLIC

- A. Francesca Tracy (The CE Shop)
1. No comment

- B. Jared Belcher
  - 1. Discussed real estate office's announcement that they intend to have several agents obtain appraiser licenses
- C. Nikoloz Urushadze
  - 1. Board consideration of experience in the licensing process

#### **IV. APPROVAL OF AGENDA**

Douglas Wise made a motion to approve the agenda for the 01/29/25 Board Meeting. Rachel Phillips seconded the motion, and the motion passed without further discussion.

#### **V. APPROVAL OF MINUTES**

Douglas Wise made a motion to approve the minutes from the 11/06/24 Board Meeting, after an amendment is added to include the vote made by the Personnel Committee on 11/06/24. Daniel Burns seconded the motion, and the motion passed without further discussion.

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

- A. Jeff Burrell briefed the Board on revenue and expenditures for November 2024 and December 2024 relative to the fiscal year budget.
- B. Frank DeChiazza made a motion to approve the November 2024 and December 2024 Appraiser Licensing and Certification Board Financial Reports as presented. Elliott Borris 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 and AMC Licensee totals
- B. Potential new database search update
- C. AARO's Spring Conference & Navigating ASC Policy Statements training
- D. State Police Audit
- E. TAFAC Meeting
- F. Possible attendance at upcoming appraisal summits
- G. Practicum program update
- H. Legislative session addressing our proposed rule changes
- I. Chapter 30 Boards meeting to discuss bill for universal licensing
- J. Government-issued Executive Orders

Elliott Borris motioned to accept the Executive Director's report as presented. Frank DeChiazza seconded the motion, and the motion passed without further discussion.

#### **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 01/22/25 for 24-024. Elliott Borris seconded the motion, which passed without further discussion.

Russel Rice made a motion to move into Executive Session at 10:14am EST. Frank DeChiazza seconded the motion, which carried.

## IX. COMMITTEE REPORTS & RECOMMENDATIONS

### A. EDUCATION

1. None for discussion

### A. STANDARDS

#### 1. Pending Allegations

- a. 24-009 – Investigative report completed
- b. 24-010 – Standards Committee recommendation
- c. 24-017 – Standards Committee recommendation
- d. 24-018 – Standards Committee recommendation
- e. 24-019 – Awaiting response
- f. 24-020 – Request informal discussion
- g. 24-021 – Standards Committee recommendation
- h. 24-022 – Standards Committee recommendation
- i. 24-023 – Upgraded to a complaint
- j. 24-024 – Under Committee review
- k. 24-025 – Standards Committee recommendation
- l. 24-026 – Standards Committee recommendation

#### 2. Pending Complaints

- a. 20-013, 21-005, 21-007 – Pending Supreme Court of Appeals
- b. 24-003 – Received signed Consent Decree
- c. 24-006 – Proposed Consent Decree being drafted
- d. 24-007 – Proposed Consent Decree being drafted
- e. 24-008 – Appraiser received complaint and provided a response
- f. 24-013 – Complaint letter being drafted
- g. 24-014 – Standards Committee recommendation

### B. UPGRADES

1. U24-011 – Upgrades Committee recommendation
2. U24-012 – Under Committee Review
3. U24-013 – Under Committee Review
4. U24-014 – Under Committee Review

Russel Rice made a motion to move out of Executive Session at 10:45am EST. Douglas Wise seconded the motion, and the motion carried.

Russel Rice made a motion to accept the recommendations made by the Standards Committee for 24-010, 24-014, 24-017, 24-018, 24-021, 24-022, 24-025, and 24-026. Douglas Wise seconded the motion, which passed without further discussion.

*Note: Rachel Phillips, Board Chair, briefly stepped away and did not participate in this vote*

Russel Rice made a motion to accept the recommendations made by the Upgrades Committee for U24-11. Daniel Burns seconded the motion, which passed without further discussion.

## **X. OPEN BUSINESS**

- A. Personnel Matter – Additional duties of Executive Director

## **XI. NEW BUSINESS**

- A. Consideration of “hotline” resource for appraisers
- B. Consideration of timing and method for election of officers
- C. Consideration of co-signing TX comments to ASC Proposed Rules
- D. Communication with the Board’s legal counsel

## **XII. REMARKS FROM THE BOARD**

None

## **XIII. ADJOURNMENT**

The meeting was adjourned at 11:19 AM EST by Russel Rice, Vice Chair.

### **UPCOMING MEETINGS/EVENTS**

- 02/19/25 – Standards & Upgrades Committee Meeting
- 02/26/25 – WV Real Estate Appraisal Licensing and Certification Board Meeting

  
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Russel D. Rice, Vice Chair

9/26/2025

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Date