

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

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**DATE:** February 26, 2025

**TIME:** 9:00 AM EST

**LOCATION:** Via Zoom

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### I. CALL TO ORDER

The meeting was called to order at 9:06 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:

- 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)  
*Left the call at 10:42am*
- Douglas Wise (Board Member, Real Estate Appraiser - 1<sup>st</sup> Congressional District)
- Daniel Burns, Esq. (Board Member, Public)
- Darlene Dunn (Board Member, Financial Institution)  
*Left the call at 10:07am*
- Jeffrey Burrell (Staff, Executive Director)
- Thomas McCall (Staff, Committee & Licensing Coordinator)
- Jennifer DeMetro (Staff, Administrative Assistant)
- Francesca Tracy (The CE Shop, Public Attendee)  
*Attended the call from 9:07am-9:48am, and then 9:55am-10:48am*

### III. REMARKS FROM THE PUBLIC

- A. Francesca Tracy  
No comment

### IV. APPROVAL OF AGENDA

Douglas Wise made a motion to approve the agenda for the 02/29/25 Board Meeting. Darlene Dunn seconded the motion, and the motion passed without further discussion.

## V. APPROVAL OF MINUTES

Elliott Borris made a motion to approve the minutes from the 01/29/25 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 January 2025.
- B. Elliott Borris made a motion to approve the January 2025 Appraiser Licensing and Certification Board Financial Report 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. Appraiser and AMC Licensee totals
- B. Potential new database search
- C. AARO Spring Conference
- D. State Police Audit
- E. Navigating ASC Policy Statements training
- F. TAFAC Meeting
- G. WVREALCB Education Event
- H. WVPAT - practicum program progress
- I. Government Issued Executive Orders
- J. Legislative session addressing our proposed rule changes
- K. Thomas McCall will be resigning his position as Committee and Licensing Coordinator

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

## VIII. LEGAL COUNSEL REPORT

None

Daniel Burns made a motion to move into Executive Session at 9:48 AM EST. Douglas Wise seconded the motion, which carried.

## IX. COMMITTEE REPORTS & RECOMMENDATIONS

- A. EDUCATION
  - 1. None for discussion
- B. STANDARDS
  - 1. Pending Allegations
    - a. 24-019 – Awaiting legal review
    - b. 24-023 – Under committee review
    - c. 24-024 – Under committee review, awaiting documentation

- d. 24-025 – Under committee review, awaiting documentation
- e. 25-001 – Under committee review
- f. 24-004 – Under committee review

## 2. Pending Complaints

- a. 20-013, 21-005, 21-007 – Pending Supreme Court of Appeals
- b. 24-006 – Proposed Consent Decree being drafted
- c. 24-007 – Proposed Consent Decree sent
- d. 24-008 – Standards Committee Recommendation
- e. 24-009 – Complaint letter being drafted
- f. 24-010 – Complaint letter being drafted
- g. 24-013 – Complaint letter being drafted
- h. 24-014 – Consent Decree being drafted
- i. 24-017 – Complaint letter being drafted
- j. 24-018 – Complaint letter being drafted
- k. 24-020 – Standards Committee Recommendation
- l. 24-021 – Complaint letter being drafted
- m. 24-022 – Complaint letter being drafted
- n. 24-026 – Complaint letter being drafted
- o. 25-002 – Complaint letter being drafted
- p. 25-003 – Complaint letter being drafted

## C. UPGRADES

- 1. U24-012 – Under Committee review, awaiting additional documents
- 2. U24-013 – Under Committee review, awaiting additional documents
- 3. U24-014 – Upgrades Committee Recommendation

Douglas Wise made a motion to move out of Executive Session at 9:55 AM EST. Daniel Burns seconded the motion, and the motion carried.

Douglas Wise made a motion to accept the recommendations made by the Standards Committee for 24-008 and 24-020. Elliott Borris seconded the motion, which passed without further discussion.

Douglas Wise made a motion to accept the recommendations made by the Upgrades Committee for U24-014. Elliott Borris seconded the motion, which passed without further discussion.

## X. OPEN BUSINESS

- A. Consideration of “hotline” resource for appraisers
- B. Election of Officers

## XI. NEW BUSINESS

- A. Submission of claim to BRIM

Darlene Dunn motioned to approve Jeff Burrell submitting Russel Rice’s claim to BRIM for consideration. Douglas Wise seconded the motion, which passed without further discussion

*\* Russel Rice did not participate in the vote*

- B. Potential AMC Audit
- C. Discussion about achieving mastery of the subject versus the time spent taking educational courses

## XII. REMARKS FROM THE BOARD

None

## XIII. ADJOURNMENT

The meeting was adjourned at 10:48 AM EST by Russel Rice, Vice Chair.

### UPCOMING MEETINGS/EVENTS

- 03/19/25 – Standards & Upgrades Committee Meeting
- 03/26/25 – 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