

MEETING MINUTES

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: March 26, 2025

TIME: 9:00 AM EST

LOCATION: Via Zoom

I. CALL TO ORDER

The meeting was called to order at 9:16 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 – 2nd Congressional District)
- Russel Rice (Board Vice Chair, Real Estate Appraiser - 1st Congressional District)
- Douglas Wise (Board Member, Real Estate Appraiser - 1st Congressional District)
- Daniel Burns, Esq. (Board Member, Public)
- Scott Barnette, Esq. (Board Member, Public)
- Jeffrey Burrell (Staff, Executive Director)
- Jennifer DeMetro (Staff, Administrative Assistant)
Was excused from the call from 10:07am – 10:10am
- Francesca Tracy (The CE Shop, Public Attendee)
Attended the call from 9:16am – 9:38am

III. REMARKS FROM THE PUBLIC

A. None

IV. APPROVAL OF AGENDA

Scott Barnette made a motion to approve the agenda for the 03/26/25 Board Meeting. Daniel Burns 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 02/26/25 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 February 2025
- B. Russel Rice made a motion to approve the February 2025 Appraiser Licensing and Certification Board Financial Report as presented. Daniel Burns 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. AMC Renewal season is underway
- C. Potential new database search
- D. AARO Spring Conference
- E. State Police Audit
- F. Potential WVREALCB education event
- G. WVPAT progress
- H. PAREA Program
- I. Government-Issued Executive Orders
- J. Legislative Rules
- K. Complaint Letters
- L. Thomas McCall's departure
- M. Meeting Documents Folder

Russel Rice motioned to accept the Executive Director's report as presented. Douglas Wise seconded the motion, and the motion passed without further discussion.

VIII. LEGAL COUNSEL REPORT

None

Russel Rice made a motion to move into Executive Session at 9:38 AM EST. Rachel Phillips seconded the motion, which carried.

IX. COMMITTEE REPORTS & RECOMMENDATIONS

A. EDUCATION

- 1. None for discussion

B. STANDARDS

- 1. Pending Allegations
 - a. 24-019 – Under Committee review
 - b. 24-023 – Under Committee review
 - c. 24-024 – Under Committee review
 - 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 – Standards Committee recommendation
- c. 24-008 – Consent Decree proposed
- d. 24-009 – Complaint letter being drafted
- e. 24-010 – Complaint letter being drafted
- f. 24-013 – Complaint letter being drafted
- g. 24-014 – Consent Decree terms accepted
- h. 24-017 – Complaint letter being drafted
- i. 24-018 – Complaint letter being drafted
- j. 24-020 – Complaint letter being drafted
- k. 24-021 – Complaint letter being drafted
- l. 24-022 – Complaint letter being drafted
- m. 24-026 – Complaint letter being drafted
- n. 25-002 – Complaint letter being drafted
- o. 25-003 – Complaint letter being drafted

C. UPGRADES

1. U24-012 – Upgrades Committee recommendation
2. U24-013 – Upgrades Committee recommendation
3. U25-001 – Upgrades Committee recommendation
4. U25-002 – Under Committee review
5. U25-003 – Upgrades Committee recommendation
6. U25-004 – Under Committee review

D. PERSONNEL MATTER

** Jennifer DeMetro was excused from the call from 10:07 to 10:10am during the discussion*

Russel Rice made a motion to move out of Executive Session at 10:09 AM 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 24-006. Rachel Phillips seconded the motion, which passed without further discussion.

Russel Rice made a motion to accept the recommendations made by the Upgrades Committee for U24-012, U24-013, U25-001, and U25-003. Scott Barnette seconded the motion, which passed without further discussion.

Russel Rice made a motion to accept the Executive Director's decision on the personnel matter as discussed. Rachel Phillips 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. Attendance for virtual AARO Conference
- B. Consideration of meeting dates for April due to Aaro Conference
- C. Consideration of potential non-compliance with issued Consent Decree

XII. REMARKS FROM THE BOARD

None

XIII. ADJOURNMENT

The meeting was adjourned at 10:18 AM EST by Russel Rice, Vice Chair

UPCOMING MEETINGS/EVENTS

- 04/23/25 – Standards & Upgrades Committee Meeting
- 04/28/25 – WV Real Estate Appraisal Licensing and Certification Board Meeting



Russel D. Rice, Vice Chair

9/26/2025

Date