

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

---

**DATE:** April 28, 2025

**TIME:** 9:00 AM EST

**LOCATION:** Via Zoom

---

### I. CALL TO ORDER

The meeting was called to order at 9:11 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)
- Douglas Wise (Board Member, Real Estate Appraiser - 1<sup>st</sup> Congressional District)
- Elliott Borris (Board Member, Real Estate Appraiser - 1<sup>st</sup> Congressional District)
- Daniel Burns, Esq. (Board Member, Public)
- Scott Barnette, Esq. (Board Member, Public)
- Darlene Dunn (Board Member, Financial Institution)
- Frank DeChiazza (Board Member, Financial Institution)
- Jeffrey Burrell (Staff, Executive Director)
- Jennifer DeMetro (Staff, Administrative Assistant)

### III. REMARKS FROM THE PUBLIC

A. None

### IV. APPROVAL OF AGENDA

Russel Rice made a motion to approve the agenda for the 04/28/25 Board Meeting. Frank DeChiazza 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 03/26/25 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 March 2025
- B. Frank DeChiazza made a motion to approve the March 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. AMC Renewal season is underway
- C. Potential new database search
- D. AARO Spring Conference
- E. State Police Audit
- F. WVPAT progress
- G. PAREA Program
- H. Government-Issued Executive Orders
- I. Legislative Rules
- J. AMC Audits
- K. Staffing

## VIII. LEGAL COUNSEL REPORT

None

## IX. COMMITTEE REPORTS & RECOMMENDATIONS

### A. EDUCATION

- 1. None for discussion

### B. STANDARDS

- 1. Pending Allegations
  - a. 24-019 – with Attorney General's office
  - b. 24-023 – Committee recommendation
  - c. 24-024 – Committee recommendation
  - d. 24-025 – Under Committee review
  - e. 25-001 – Committee recommendation
  - f. 24-004 – Under Committee review
- 2. Pending Complaints
  - a. 20-013, 21-005, 21-007 – Pending Supreme Court of Appeals

- b. 24-009 – Complaint letter being drafted
- c. 24-010 – Complaint letter being drafted
- d. 24-013 – Appraiser response received
- e. 24-017 – Complaint letter being drafted
- f. 24-018 – Complaint letter being drafted
- g. 24-020 – Complaint letter being drafted
- h. 24-021 – Complaint letter being drafted
- i. 24-022 – Complaint letter being drafted
- j. 24-026 – Complaint letter being drafted
- k. 25-002 – Complaint letter being drafted
- l. 25-003 – Complaint letter being drafted

#### **C. UPGRADES**

- 1. U25-002 – Committee recommendation
- 2. U25-003 – Awaiting applicant’s response
- 3. U25-004 – Committee recommendation
- 4. U25-005 – Committee recommendation

Russel Rice made a motion to accept the recommendations made by the Standards Committee for 24-023, 24-024 and 25-001. Scott Barnette seconded the motion, which passed without further discussion.

Russel Rice made a motion to accept the recommendations made by the Upgrades Committee for U25-002, U25-004 and U25-005. Daniel Burns seconded the motion, which passed without further discussion.

#### **X. OPEN BUSINESS**

- A. Election of Officers at May Board Meeting
- B. Education Event

#### **XI. NEW BUSINESS**

- A. Consideration of meeting dates for May/June due to scheduling conflicts
- B. Discussion about how to process complaint letters going forward

Rachel Phillips made a motion to approve Jeffrey Burrell signing complaint letters on behalf of the Board. Russel Rice seconded the motion, which passed without further discussion.

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

None

#### **XIII. ADJOURNMENT**

The meeting was adjourned at 9:50 AM EST by Russel Rice, Vice Chair

**UPCOMING MEETINGS/EVENTS**

- 05/21/25 – Standards & Upgrades Committee Meeting
- 05/22/25 – WV Real Estate Appraisal Licensing and Certification Board Meeting



Russel D. Rice, Vice Chair

9/26/2025

Date