

MEETING MINUTES

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: May 22, 2025

TIME: 9:00 AM EST

LOCATION: Via Zoom

I. CALL TO ORDER

The meeting was called to order at 9:01 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 – 2nd Congressional District)
In attendance from 9:09am – 9:46am
- Russel Rice (Board Vice Chair, Real Estate Appraiser – 2nd Congressional District)
- Douglas Wise (Board Member, Real Estate Appraiser – 2nd Congressional District)
- Elliott Borris (Board Member, Real Estate Appraiser - 1st Congressional District)
- Daniel Burns, Esq. (Board Member, Public)
- Darlene Dunn (Board Member, Financial Institution)
- Frank DeChiazza (Board Member, Financial Institution)
- Jeffrey Burrell (Staff, Executive Director)
- Jennifer DeMetro (Staff, Licensing & Committee Coordinator)
- Adriana Marshall (Assistant Attorney General)
In attendance from 9:01am – 9:15am
- Francesca Tracy (Public Attendee, The CE Shop)
In attendance from 9:28am – 10:19am

III. APPROVAL OF AGENDA

Darlene Dunn made a motion to approve the agenda for the 05/22/25 Board Meeting. Frank DeChiazza seconded the motion, and the motion passed without further discussion.

Darlene Dunn made a motion to move into Executive Session at 9:03 AM EST. Frank DeChiazza seconded the motion, which passed unanimously.

IV. LEGAL COUNSEL REPORT

- A. Discussion on how to best address outstanding complaints for a supervisory appraiser (24-010, 24-021, 24-026) and their apprentice (25-002, 25-003, 25-006)

V. COMMITTEE REPORTS & RECOMMENDATIONS

A. EDUCATION

- 1. None for discussion

B. STANDARDS

1. Pending Allegations

- a. 24-019 – Attorney General’s office to file for injunction in Circuit Court
- b. 24-025 – Pending investigative review
- c. 25-004 – Committee recommendation
- d. 25-005 – Committee recommendation
- e. 25-006 – Under Committee review

2. Pending Complaints

- a. 20-013, 21-005, 21-007 – Pending Supreme Court of Appeals
- b. 24-002 – Extension to 12/31/25 granted
- c. 24-009 – Committee Recommendation
- d. 24-010 – Complaint letter to be amended prior to sending
- e. 24-013 – Committee Recommendation
- f. 24-017 – Complaint letter being drafted
- g. 24-018 – Complaint letter being drafted
- h. 24-020 – Complaint letter being drafted
- i. 24-021 – Complaint letter to be amended prior to sending
- j. 24-022 – Complaint letter being drafted
- k. 24-023 – Complaint letter being drafted
- l. 24-026 – Complaint letter to be amended prior to sending
- m. 25-001 – Complaint letter being drafted
- n. 25-002 – Letter being drafted
- o. 25-003 – Letter being drafted

C. UPGRADES

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

Russel Rice made a motion to move out of Executive Session at 9:26 AM EST. Frank DeChiazza seconded the motion, which passed without further discussion.

Russel Rice made a motion to accept the recommendations made by the Standards Committee for 24-009, 24-013, 25-004, and 25-005. Douglas Wise seconded the motion, which passed without further discussion.

Russel Rice made a motion to accept the recommendations made by the Upgrades Committee for U25-003. Douglas Wise seconded the motion, which passed without further discussion.

VI. OPEN BUSINESS

A. Election of Board Officers for the 2026 Fiscal Year

Rachel Phillips made a motion to elect the unopposed nominees, which are: Russel Rice for Board Chair, Rachel Phillips for Board Vice Chair, and Douglas Wise as Board Secretary. Russel Rice seconded the motion, which carried without further discussion.

B. Education Event Discussion

1. Dates
2. Potential Venue Costs
3. Event finances
4. Potential continuing education offerings

Russel Rice made a motion to move forward with securing the Stonewall Resort venue for August 4-5, 2025. Rachel Phillips seconded the motion, which passed without further discussion.

VII. REMARKS FROM THE PUBLIC

A. None

VIII. APPROVAL OF MINUTES

Russel Rice made a motion to approve the minutes from the 04/28/25 Board Meeting. Daniel Burns seconded the motion, and the motion passed without further discussion.

IX. FINANCIAL REPORT

A. Jeff Burrell briefed the Board on revenue and expenditures for April 2025

B. Frank DeChiazza made a motion to approve the April 2025 Appraiser Licensing and Certification Board Financial Report as presented. Douglas Wise seconded the motion, and the motion passed without further discussion.

X. 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. Mentorship Program
- F. WVPAT progress
- G. Legislative Rule update
- H. BRIM

Frank DeChiazza made a motion to accept the Executive Director's report as presented. Douglas Wise seconded the motion, which passed without further discussion.

XI. NEW BUSINESS

- A. State Harmonization Task Force: Looking into ways to accept non-traditional experience in consideration for licensure

XII. REMARKS FROM THE BOARD

- A. Russel Rice was selected to serve a 4-year term on the Board of Directors at the Appraisal Foundation

XIII. ADJOURNMENT

Frank DeChiazza made a motion to adjourn the meeting at 10:19 AM EST. Douglas Wise seconded the motion, which passed without further discussion.

UPCOMING MEETINGS/EVENTS

- 06/18/25 – Standards & Upgrades Committee Meeting
- 06/25/25 – WV Real Estate Appraisal Licensing and Certification Board Meeting



Russel D. Rice, Vice Chair

9/26/2025

Date