

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

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**DATE:** June 25, 2025

**TIME:** 9:00 AM EST

**LOCATION:** Via Zoom

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### I. CALL TO ORDER

The meeting was called to order at 9:11 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)  
*Recused herself from the discussion of 25-007 from 9:37am to 9:45am*
- Russel Rice (Board Vice Chair, Real Estate Appraiser – 2<sup>nd</sup> Congressional District)
- Douglas Wise (Board Member, Real Estate Appraiser – 2<sup>nd</sup> Congressional District)
- Elliott Borris (Board Member, Real Estate Appraiser - 1<sup>st</sup> Congressional District)
- Daniel Burns, Esq. (Board Member, Public)
- Darlene Dunn (Board Member, Financial Institution)
- Jeffrey Burrell (Staff, Executive Director)
- Jennifer DeMetro (Staff, Licensing & Committee Coordinator)
- Francesca Tracy (Public Attendee, The CE Shop)  
*In attendance from 9:09am to 9:36am*

### III. REMARKS FROM THE PUBLIC

A. None

### IV. APPROVAL OF AGENDA

Elliott Borris made a motion to approve the agenda for the 06/25/25 Board Meeting. Russel Rice 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 05/22/25 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 May 2025
- B. Russel Rice made a motion to approve the May 2025 Appraiser Licensing and Certification Board Financial Report as presented. Douglas Wise 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. Upcoming Appraiser Renewal season
- D. Draft for WVREALCB 2025 Educational Conference

Russel Rice made a motion to accept the Executive Director's report as presented. Rachel Phillips seconded the motion, which passed without further discussion.

## VIII. LEGAL COUNSEL REPORT

- A. New Assistant Attorney General to start on 06/30/25

Russel Rice made a motion to move into executive session at 9:36 AM EST. Douglas Wise seconded the motion, which passed without further discussion.

## IX. COMMITTEE REPORTS & RECOMMENDATIONS

### A. EDUCATION

- 1. None for discussion

### B. STANDARDS

#### 1. Pending Allegations

- a. 25-007 – Committee recommendation  
*Rachel Phillips recused herself from the discussion from 9:37 AM EST to 9:45 AM EST*
- b. 24-019 – Filing injunction in Circuit Court
- c. 24-025 – Committee recommendation

#### 2. Pending Complaints

- a. 20-013, 21-005, 21-007 – Pending Supreme Court of Appeals
- b. 24-009 – Consent Decree sent
- c. 24-010 – Complaint letter sent
- d. 24-013 – Consent Decree sent
- e. 24-017 – Awaiting response to issued complaint
- f. 24-018 – Typo identified on complaint letter, needs amended

- g. 24-020 – Complaint letter being drafted
- h. 24-021 – Complaint letter sent
- i. 24-022 – Complaint letter being drafted
- j. 24-023 – Complaint letter being drafted
- k. 24-026 – Complaint letter sent
- l. 25-005 – Complaint letter being drafted

#### C. UPGRADES

- 1. U25-003 – Awaiting applicant’s response
- 2. U25-004 – Awaiting applicant’s response

Russel Rice made a motion to move out of Executive Session at 9:54 AM EST. Douglas Wise seconded the motion, which passed without further discussion.

Russel Rice made a motion to accept the recommendations made by the Standards Committee for 24-025 and 25-007. Douglas Wise seconded the motion, which passed without further discussion.

*Note: Rachel Phillips abstained from the vote*

Russel Rice made a motion to proceed with issuing an amended complaint letter for 24-018. Rachel Phillips seconded the motion, which passed without further discussion.

#### X. OPEN BUSINESS

- A. Educational Conference – Consideration of spending increase if necessary to accommodate additional attendees above the originally planned number of 60 attendees

Rachel Phillips made a motion to increase spending as needed for the current conference space. Russel Rice seconded the motion, which passed without further discussion

Russel Rice motioned that funds are allocated for a dinner meeting of the Finance Committee on Sunday 08/03/25. Darlene Dunn seconded the motion, which passed without further discussion.

#### XI. NEW BUSINESS

- A. Discuss alternate meeting dates for July & August 2025

#### XII. REMARKS FROM THE BOARD

- A. None

#### XIII. ADJOURNMENT

Rachel Phillips made a motion to adjourn the meeting at 10:03 AM EST. Douglas Wise seconded the motion, which passed without further discussion.

#### UPCOMING MEETINGS/EVENTS

- TBD – Standards & Upgrades Committee Meeting

- TBD – WV Real Estate Appraisal Licensing and Certification Board Meeting
- 08/04/25 & 08/05/25 – WVREALCB Educational Conference in Roanoke, WV



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Russel D. Rice, Vice Chair

9/26/2025

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Date