

# MEETING MINUTES

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

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**DATE:** August 27, 2025

**TIME:** 9:00 AM EST

**LOCATION:** Via Zoom

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### I. CALL TO ORDER

The meeting was called to order at 9:05 AM EST by Russel Rice, Chair

### II. ATTENDANCE

A roll call was taken, and it was determined that a quorum existed. The following were in attendance:

- Russel Rice (Board Chair, Real Estate Appraiser – 2<sup>nd</sup> Congressional District)
- Rachel Phillips (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)
- Scott Burnette, 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)
- Mark Garren (Assistant Attorney General)

*Stepped away briefly from 10:58am to 11:16am*

*In attendance from 9:05am – 11:04am*

### III. REMARKS FROM THE PUBLIC

A. None

### IV. APPROVAL OF AGENDA

Frank DeChiazza made a motion to approve the agenda for the 08/27/25 Board Meeting. Elliott Borris seconded the motion, and the motion passed without further discussion.

Frank DeChiazza made a motion to move into Executive Session at 9:10am, which was seconded by Douglas Wise. The motion passed unanimously.

## **V. NEW BUSINESS**

A. Discussion of criminal convictions and the rational nexus to the appraiser profession as it relates to initial licensing and renewal applications

## **VI. COMMITTEE REPORTS & RECOMMENDATIONS**

### **A. EDUCATION**

1. None for discussion

### **B. STANDARDS**

#### **1. Pending Allegations**

- a. A24-019
- b. A25-008
- c. A25-009
- d. A25-010

#### **2. Pending Complaints**

- a. 20-013, 21-005, 21-007
- b. 24-009
- c. 24-010
- d. 24-017
- e. 24-018
- f. 24-020
- g. 24-021
- h. 24-022
- i. 24-023
- j. 24-025
- k. 24-026
- l. 25-001
- m. 25-005

### **C. UPGRADES**

1. U25-006
2. U25-007

Frank DeChiazza made a motion to move out of Executive Session at 11:05am. 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 25-001 and 25-005. Douglas Wise seconded the motion, which carried without further discussion.

Russel Rice made a motion to accept the recommendations made by the Upgrades Committee for U25-004. Douglas Wise seconded the motion, which carried without further discussion.

## VII. APPROVAL OF MINUTES

Darlene Dunn made a motion to approve the minutes from the 06/25/25 Board Meeting. Douglas Wise seconded the motion, and the motion passed without further discussion.

Darlene Dunn made a motion to approve the minutes from the 08/04/25 Board Meeting after an amendment is made as discussed. Douglas Wise seconded the motion, and the motion passed without further discussion.

## VIII. FINANCIAL REPORT

- A. Jeff Burrell reviewed both revenues and expenditures as of July 2025
- B. Elliott Borris made a motion to approve the July 2025 Appraiser Licensing and Certification Board Financial Report as presented. Frank DeChiazza seconded the motion, and the motion passed without further discussion.

## IX. EXECUTIVE DIRECTOR'S REPORT

Jeff Burrell briefed the Board regarding the following:

- A. Appraiser and AMC Licensee totals
- B. Responses to 2025 WVREALCB Educational Event
- C. Letter received from Senate Government Organization Committee regarding FY2026 budget numbers
- D. WVPAT participants graduation on 10/17/25 at 3:00pm
- E. AARO Conference (10/05/25 – 10/08/25)
- F. Active shooter training for office staff
- G. Part-time employee onboarding

Darlene Dunn made a motion to accept the Executive Director's report as presented. Elliott Borris seconded the motion, which passed without further discussion.

## X. LEGAL COUNSEL REPORT

- A. None

## XI. OPEN BUSINESS

- A. None

## XII. REMARKS FROM THE BOARD

- A. None

## XIII. ADJOURNMENT

Russel Rice made a motion to adjourn the meeting at 11:21 AM EST. Elliott Borris seconded the motion. The motion passed without further discussion.

**UPCOMING MEETINGS/EVENTS**

- 09/17/25 - Standards & Upgrades Committee Meeting
- 09/24/25 - WV Real Estate Appraisal Licensing and Certification Board Meeting



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Russel Rice, Chair

9/26/2025

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Date