

MEETING MINUTES

I.

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: September 26, 2025

TIME: 9:00 AM EST

LOCATION: Via Zoom

CALL TO ORDER

The meeting was called to order at 9:06 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 – 2nd Congressional District)
- Rachel Phillips (Vice Chair, Real Estate Appraiser – 2nd Congressional District)
Joined the call at 9:40am
- 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)
Left the call at 11:12am
- Frank DeChiazza (Board Member, Financial Institution)
Joined the call at 10:09am
- Jeffrey Burrell (Staff, Executive Director)
- Jennifer DeMetro (Staff, Licensing & Committee Coordinator)
- Mark Thomas (Staff, Administrative Assistant)
- Mark Garren (Assistant Attorney General)
- Tom Lewis (Appraisal Subcommittee)
- Neal Fenochietti (Appraisal Subcommittee)
- Francesca Tracy (The CE Shop)
In attendance from 9:12am – 10:07am
- Dean Dawson
In attendance from 9:12am – 10:07am, and then 11:11am – 11:28am

III. REMARKS FROM THE PUBLIC

- A. Dean Dawson expressed his wish to speak with the board regarding his pending license renewal application

IV. APPROVAL OF AGENDA

Douglas Wise made a motion to approve the agenda for the 09/26/25 Board Meeting. Darlene Dunn 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 08/27/25 Board Meeting. Rachel Phillips seconded the motion, and the motion passed without further discussion.

VI. OPEN BUSINESS

- A. Discussion of criminal convictions and the rational nexus to the appraiser profession as it relates to initial licensing and renewal applications
- B. Dean Dawson addressed the Board regarding his pending license renewal application

Russel Rice made a motion to move into Executive Session at 10:07am, which was seconded by Douglas Wise. The motion passed unanimously.

VII. NEW BUSINESS

- A. Consideration of Renewal Applications
 - 1. Applicant #1
 - 2. Applicant #2

VIII. COMMITTEE REPORTS & RECOMMENDATIONS

- A. EDUCATION
 - 1. None for discussion
- B. STANDARDS
 - 1. Pending Allegations
 - a. A25-011
 - b. A25-010
 - c. A25-009
 - d. A25-008
 - e. A24-019
 - 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

Russel Rice made a motion to move out of Executive Session at 11:10am. 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 25-009, 24-009 and 24-002. 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 U25-006 and U25-007. Elliott Borris seconded the motion, which carried without further discussion.

Russel Rice motioned to take a vote on proceeding with Applicant #1's license renewal application. The motion passed with 4 votes in favor, 2 votes against and 1 abstaining from the vote.

Elliott Borris moved to process Applicant #2's license renewal application on the condition that the applicant can provide letters of good standing in all states where he holds a license. Daniel Burns seconded the motion, which carried without further discussion

IX. FINANCIAL REPORT

- A. Jeff Burrell reviewed both revenues and expenditures as of August 2025
- B. Elliott Borris made a motion to approve the August 2025 Appraiser Licensing and Certification Board Financial Report as presented. Darlene Dunn 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. Status of appraiser license renewals
- C. Responses to 2025 WVREALCB Educational Event
- D. Welcome to new staff member Mark Thomas, Administrative Assistant
- E. AARO Conference (10/05/25 - 10/08/25)
- F. WVPAT participants graduation
- G. Appraisal Subcommittee on the call today, and will be conducting an in-office audit 11/04/25 - 11/06/25

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

XI. LEGAL COUNSEL REPORT

A. None

XII. REMARKS FROM THE BOARD

A. None

XIII. ADJOURNMENT

Russel Rice made a motion to adjourn the meeting at 11:28 AM EST. Frank DeChiazza seconded the motion. The motion passed without further discussion.

UPCOMING MEETINGS/EVENTS

- 10/22/25 - Standards & Upgrades Committee Meeting
- 10/29/25 - WV Real Estate Appraisal Licensing and Certification Board Meeting



Russel Rice, Chair

12/3/2025

Date