

# MEETING MINUTES

I.

## WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

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**DATE:** September 26, 2025

**TIME:** 9:00 AM EST

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**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 – 2<sup>nd</sup> Congressional District)
- Rachel Phillips (Vice Chair, Real Estate Appraiser – 2<sup>nd</sup> Congressional District)  
*Joined the call at 9:40am*
- 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)  
*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