

MEETING MINUTES

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: October 29, 2025

TIME: 9:00 AM EST

LOCATION: Via Zoom

I. CALL TO ORDER

The meeting was called to order at 9:13 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)
Recused himself from discussion for Miscellaneous #1 and therefore absent from the call from 9:15am to 9:54am
- Rachel Phillips (Vice Chair, Real Estate Appraiser – 2nd Congressional District)
- Douglas Wise (Board Member, Real Estate Appraiser – 2nd Congressional District)
Left the call at 10:00am
- Elliott Borris (Board Member, Real Estate Appraiser - 1st Congressional District)
- Darlene Dunn (Board Member, Financial Institution)
- Daniel Burns, Esq. (Board Member, Public)
Joined the call at 9:25am
- Jeffrey Burrell (Staff, Executive Director)
- Jennifer DeMetro (Staff, Licensing & Committee Coordinator)
- Mark Thomas (Staff, Administrative Assistant)
- Francesca Tracy (The CE Shop)
In attendance from 9:13am to 9:15am, and then 9:54am to 11:02am

III. REMARKS FROM THE PUBLIC

A. None

IV. APPROVAL OF AGENDA

Darlene Dunn made a motion to approve the agenda for the 10/29/25 Board Meeting. Elliott Borris seconded the motion, and the motion passed without further discussion.

Rachel Phillips made a motion to move into Executive Session at 9:15am, which was seconded by Douglas Wise. The motion passed unanimously.

V. COMMITTEE REPORTS & RECOMMENDATIONS

A. EDUCATION

1. None for discussion

B. STANDARDS

1. Pending Allegations

- a. A25-012
- b. A25-013
- c. A25-011
- d. A25-008
- e. A25-009
- f. 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
3. U25-008
4. U25-009

VI. REMARKS FROM THE BOARD

- A. Discussion regarding Miscellaneous #1
- B. Russel Rice recused himself from the discussion of Miscellaneous #1, and was therefore absent from the call from 9:15am to 9:54am

Rachel Phillips made a motion to move out of Executive Session at 9:54am. Douglas Wise seconded the motion, which passed without further discussion.

Rachel Phillips made a motion to accept the recommendations made by the Standards Committee for 24-022. Douglas Wise seconded the motion, which carried without further discussion.

Rachel Phillips made a motion to upgrade Miscellaneous #1 to a complaint. Douglas Wise seconded the motion, which passed.

Note: Russel Rice recused himself from the discussion and abstained from the vote for Miscellaneous #1

VII. APPROVAL OF MINUTES

Daniel Burns made a motion to approve the minutes from the 09/26/25 Board Meeting. Rachel Phillips seconded the motion, and the motion passed without further discussion.

VIII. FINANCIAL REPORT

- A. Jeff Burrell reviewed both revenues and expenditures as of September 2025
- B. Elliott Borris made a motion to approve the September 2025 Appraiser Licensing and Certification Board Financial Report as presented. Darlene Dunn 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. Status of appraiser license renewals
- C. AARO Conference (10/05/25 - 10/08/25)
- D. WVPAT participants graduation
- E. Appraisal Subcommittee in-office audit 11/04/25 - 11/06/25

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

X. LEGAL COUNSEL REPORT

- A. None

XI. OPEN BUSINESS

- A. None

XII. NEW BUSINESS

- A. Consideration of November/December 2025 Committee and Board meeting schedules
 - 1. Board Meeting
 - 2. Standards & Upgrades Committee Meeting
 - 3. Policy & Procedure Workgroup Meeting

- B. WV Law course
- C. Rational nexus list of related crimes
- D. Practicum requirements
- E. 2-year renewal cycle
- F. Separation of business practice and appraisal practice related to the Ethics Rule
- G. Removal of commercial carve-outs for LR and CR credentials
- H. Changing LR complex/non-complex dollar amounts to meet current federal thresholds
- I. Refinement of cloudy or contradictory language
- J. Incorporation of RPAQC by reference

XIII. ADJOURNMENT

Darlene Dunn made a motion to adjourn the meeting at 11:02 AM EST. Rachel Phillips seconded the motion. The motion passed without further discussion.

UPCOMING MEETINGS/EVENTS

- 11/17/25 - Standards & Upgrades Committee Meeting
- 12/03/25 - WV Real Estate Appraisal Licensing and Certification Board Meeting



Russel Rice, Chair

12/3/2025

Date