

MEETING MINUTES

WV REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD

DATE: January 28, 2026

TIME: 9:00 AM EST

LOCATION: Via Zoom

I. CALL TO ORDER

The meeting was called to order at 9:15 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)
- Elliott Borris (Board Member, Real Estate Appraiser - 1st Congressional District)
- Darlene Dunn (Board Member, Financial Institution)
- Frank DeChiazza (Board Member, Financial Institution)
Stepped away from the call 11:13am – 11:31am
- Daniel Burns, Esq. (Board Member, Public)
Joined the call at 9:12am
- Jeffrey Burrell (Staff, Executive Director)
- Jennifer DeMetro (Staff, Licensing & Committee Coordinator)

III. REMARKS FROM THE PUBLIC

A. None

IV. APPROVAL OF AGENDA

Darlene Dunn made a motion to approve the agenda for the 01/28/26 Board Meeting. Frank DeChiazza seconded the motion, and the motion passed without further discussion.

V. APPROVAL OF MINUTES

Elliott Borris made a motion to approve the minutes from the 12/03/25 Board Meeting. Daniel Burns seconded the motion, and the motion passed without further discussion.

VI. FINANCIAL REPORT

A. Jeff Burrell reviewed both revenues and expenditures as of December 2025

Frank DeChiazza made a motion to approve the December 2025 Appraiser Licensing and Certification Board Financial Report as presented. Elliott Borris 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. Results from the ASC Audit
- C. Schedules for the next TAFAC and AARO Conferences
- D. Legislature in session

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

VIII. LEGAL COUNSEL REPORT

- A. None

IX. COMMITTEE REPORTS & RECOMMENDATIONS

A. EDUCATION

- 1. None for discussion

B. STANDARDS

1. Pending Allegations

- a. A24-019 – Pending Circuit Court filing
- b. A25-009 – On hold until pending litigation is resolved
- c. A25-010 – Pending Review
- d. A25-012 – Pending Review
- e. A25-013 – Pending Review
- f. A25-015 – Pending Review
- g. A25-016 – Committee Recommendation

2. Pending Complaints

- a. 20-013, 21-005, 21-007 – Pending Supreme Court of Appeals
- b. 24-009 – Appraiser returned signed Consent Decree
- c. 24-010 – Drafting Notice of Hearing and Statement of Charges
- d. 24-021 – Drafting Notice of Hearing and Statement of Charges
- e. 24-025 – Complaint being drafted
- f. 24-026 – Drafting Notice of Hearing and Statement of Charges
- g. 25-008 – Complaint being drafted
- h. 25-011 – Complaint being drafted
- i. 25-014 – Complaint being drafted

C. UPGRADES

1. U25-006 – Awaiting remedy to denial
2. U25-007 – Committee Recommendation
3. U25-008 – Committee Recommendation
4. U25-009 – Committee Recommendation
5. U25-010 – Committee Recommendation
6. U25-011 – Committee Recommendation
7. U25-012 – Committee Recommendation
8. U25-013 – Committee Recommendation
9. U25-014 – Committee Recommendation
10. U25-015 – Committee Recommendation
11. U25-016 – Awaiting reports and work files for review
12. U25-017 – Committee Recommendation
13. U25-018 – Committee Recommendation
14. U25-019 – Committee Recommendation
15. U25-020 – Committee Recommendation
16. U25-021 – Committee Recommendation
17. U25-022 – Awaiting reports and work files for review

Russel Rice made a motion to accept the Standards Committee recommendation for A25-016. Daniel Burns seconded the motion, which passed without further discussion.

Russel Rice motioned to approve the recommendations made by the Upgrades Committee for U25-007, U25-008, U25-009, U25-010, U25-011, U25-012, U25-013, U25-014, U25-015, U25-017, U25-018, U25-019, U25-020, and U25-021 to remedy the deficiencies found in the committee review in accordance with code §30-38-11(h). Darlene Dunn seconded the motion, which passed without further discussion.

X. OPEN BUSINESS

- A. Education Event Planning

XI. NEW BUSINESS

- A. Proposed change to Initial Apprentice Application process

XII. REMARKS FROM THE BOARD

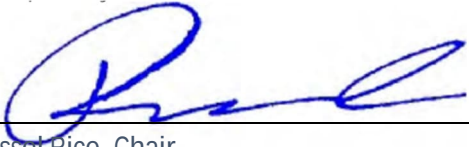
- A. Items in progress to remain on the agenda until complete
- B. Progress on outstanding items with the Attorney General's office
- C. Staffing
- D. AMC Audits
- E. Possible collection of punitive fees to cover the investigative process

XIII. ADJOURNMENT

Russel Rice made a motion to adjourn the meeting at 11:39 AM EST. Frank DeChiazza seconded the motion. The motion passed without further discussion.

UPCOMING MEETINGS/EVENTS

- 02/18/26 - Standards & Upgrades Committee Meeting
- 02/25/26 - WV Real Estate Appraisal Licensing and Certification Board Meeting



Russel Rice, Chair

2/25/2026

Date