

**WEST VIRGINIA REAL ESTATE APPRAISER  
LICENSING AND CERTIFICATION BOARD  
405 Capitol Street, 4<sup>th</sup> Floor Conference Room  
Charleston, WV**

**MINUTES**

**September 19, 2018**

**I. Call to Order**

The meeting was called to order at 11:12 am by Board Chair Dean Dawson.

**II. Roll Call**

Roll Call was taken by Secretary Ann Worley.

The following were in attendance: Frank DeChiazza; Joe Chico; Dean Dawson; Ann Wilson Worley; Glenn Summers; Nathan Nibert; Jennifer Akers, Assistant Attorney General, and Patricia Pope, Executive Director. Darlene Dunn participated by conference call. Jeff Burrell, a licensee, was also present

**III. *Remarks from the Public***

Jeff Burrell spoke about the renewal of his AMC license.

**IV. Approval of Agenda**

The agenda was approved by members present.

**V. Parliamentary Procedures**

Ann Wilson Worley provided tips on presenting panel discussions.

**VII. Approval of the July 18, 2018 Meeting Minutes**

Minutes from the July 18, 2018 meeting were presented to the Board. Joe Chico made a motion to approve the minutes as presented. Glenn Summers seconded the motion. Motion carried.

**Approval of August 27, 2018 Conference Call Meeting Minutes**

Ann Wilson Worley made a motion to approve the minutes from the August 27, 2018 conference call. Glenn Summers seconded the motion. Motion carried.

**VII. Financial Report**

Frank DeChiazza reviewed the information but is not prepared to make a full report.

**VIII. Committee Reports and Recommendations**

A. Education

Report is continued until next meeting.

B. Policy and Procedures

No recent meeting.

**Executive Session**

Glenn Summers made a motion to enter executive session. Ann Worley seconded the motion. Motion carried. Ann Wilson made a motion to leave executive session. Joe Chico seconded the motion. Motion carried.

C. Standards

Joe Chico made a motion to accept the recommendations of the Standards Committee as amended. Motion carried.

D. Upgrades

Nathan Nibert made a motion to accept the recommendations of the Upgrades Committee as presented. Motion carried.

**IX. Executive Director's Report**

Legislative Rule Change

Database

Education Events

BRIM

\*Safety committee created which includes Dean Dawson Frank DeChiazza, Patricia Pope and Michelle Meadows.

\*Safety Policy Statement

**X. Legal Counsel Report**

Outside Reviewer needed for complaint 18-003.

WV Code §6B-2-5(e)

FOIA

**XI. Open Business**

A. Board Investigator – Item held over

**XII. New Business**

A. Personnel – Item held over

B. Change of meeting venue – Item held over

**XIII. Remarks from the Board**

**XIV. Adjournment**

Meeting was adjourned at 3:42 p.m.

Prepared By

Jennifer K. Akers  
Assistant WV Attorney General

  
Dean Dawson, Chair

  
Ann Wilson Worley, Secretary