

**WEST VIRGINIA REAL ESTATE APPRAISER  
LICENSING AND CERTIFICATION BOARD  
Charleston Marriott Town Center, Charleston, WV**

**MINUTES**

**November 7, 2018.**

**I. Call to Order**

The meeting was called to order at 1:04 p.m. Roll Call was taken by Secretary Ann Wilson Worley.

**II. Roll Call**

The following were in attendance: Joe Chico; Dean Dawson; Ann Wilson Worley; Rachel Phillips; Darlene Dunn; Glenn Summers; Nathan Nibert; Frank DeChiazza; Assistant Attorney General Jennifer K. Akers and Executive Director Patricia Pope. Absent from the meeting was the Honorable Judge Anthony Julian.

**III. Approval of Agenda**

The agenda was approved.

The following were in attendance: Joe Chico; Dean Dawson; Ann Wilson Worley; Rachel Phillips; Darlene Dunn; Glenn Summers; Nathan Nibert; Frank DeChiazza; Assistant Attorney General Jennifer K. Akers and Executive Director Patricia Pope. Absent from the meeting was the Honorable Judge Anthony Julian.

**IV. Parliamentary Procedures**

Ann Wilson Worley discussed information about Roberts Rules of Parliamentary Procedure and Quorums.

**V. Approval of the October 10, 2018 Meeting Minutes**

Minutes from the October 10, 2018 meeting were presented to the Board. Rachel Phillips made a motion to approve the meeting minutes as presented. Nathan Nibert seconded the motion. Motion carried.

**VI. Financial Report**

General financial information provided by Patricia Pope

**VII. Committee Reports**

**A. Education**

Education Event was discussed by Education Committee Chair Rachel Phillips

**B. Policy and Procedures**

No recent meeting.

**C. Standards**

Standards Committee Chair Dean Dawson presented an overview of Standards Committee business and responsibilities.

**D. Upgrades**

Upgrades Committee Chair Nathan Nibert presented the recommendation developed at the November 6, 2018 Upgrades Committee Meeting.

**E. Personnel**

**Items Discussed and Decisions:**

**1. Open Business – Status of Asst. WV Attorney General**

It is the recommendation of the Committee to keep the status quo with Jennifer Akers. Dean will inform Jennifer of the Committee's recommendation and will also contact the Attorney General's office to get her hourly billing information for the Board's fiduciary obligation.

**2. New Business and Recommendations to the Board**

- a. Status of Executive Director - Darlene was asked to provide Committee members with the Search Committee's document of qualifications for the Executive Director that was used during its search. It is the Committee's recommendation that after perusal of this document that Rachel, Darlene, and Ann discuss and evaluate Patty's job description and her performance on January 16, 2019.
- b. Status of Licensing Coordinator and Administrative Assistant – The Committee recommends the following:

That the Executive Director propose a process at the January 2019 Board meeting to implement the formal evaluation process to include evaluation forms and job descriptions for the Board's consideration. The Committee also recommends to the Executive Director that there be a formal written evaluation process for each employee completed annually prior to March 31 each year. Motion by Frank, seconded by Dean and passed unanimously.

That the Executive Director has the responsibility not to exceed the salary line item in the budget. Any raise would be limited to 6% per employee, per annum. Increases above 6% and/or budget line item require Board approval. Motion by Rachel, seconded by Darlene and passed unanimously.

3. **Items carried forward** – The Review Panel for Standards Committee has been carried forward to the January 16, 2019 meeting in anticipation of receiving names for the panel.

The Personnel Committee meeting adjourned at 12:15 p.m.

### **VIII. Executive Director's Report**

Information and updates were presented on the following subjects:

Update of code change

Database

Auditor's Training

ASC Audit

Legislative Audit

AARO

### **IX. Legal Report**

Legal Counsel for the WVREALCB discussed the following topics:

Open Meetings Act

AMC Statute changes

### **X. Open Business**

Investigator Panel

USPAP Manuals

### **XI. New Business**

A. Recognitions

B.AQB Youtube Channel

C. Education Event Attendee Questions

### **XII. Remarks from the Public**

Various attendees expressed their appreciation of the board and were pleased to see a meeting in action and learn how business is conducted.

### **XIII. Remarks from the Board**

The Board thanked all those in attendance for observing the meeting and excused them to enter executive session.

### **Executive Session**

**XIV. Adjournment**

Meeting was adjourned at 1:19 p.m.

Prepared By

Jennifer K. Akers  
Assistant Attorney General

  
Dean Dawson, Chair  
1/16/19

  
Ann Wilson Worley, Secretary