

**WEST VIRGINIA REAL ESTATE APPRAISER
LICENSING AND CERTIFICATION BOARD
Morgantown Marriott at Waterfront Plaza, Morgantown, WV**

MINUTES

October 10, 2018

I. Call to Order

The meeting was called to order at 1:01 p.m.

II. Roll Call

Roll Call was taken by Secretary Ann Wilson Worley.

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

III. Approval of Agenda

The agenda was approved.

IV. Parliamentary Procedures

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

V. Approval of the September 19, 2018 Meeting Minutes

Minutes from the September 19, 2018 meeting were presented to the Board. Rachel Phillips made a motion to approve the meeting minutes as presented. The Honorable Judge Anthony Julian seconded the motion. Motion carried.

VI. Financial Report

Patricia Pope presented an overview of WVREALCB finances. The new WVREALCB Administrative Assistant will take over the financial duties at the appropriate time. Ann Wilson Worley made a motion to approve the financial report. Rachel Philips seconded the motion. Motion carried.

VII. Ethics Commission Presentation

Presentation made by Kimberly B. Weber, General Counsel for the West Virginia Ethics Commission.

VIII. Privacy Office Presentation

Presentation by Lori L. Tarr, WV Assistant Chief Privacy Officer.

IX. Committee Reports and Recommendations

A. Education

A meeting was held on October 4, 2018 to prepare for the continuing education offering.

B. Policy and Procedures

No recent meeting.

C. Standards

Dean Dawson made a motion to approve the Standards Committee's recommendation related to Complaint 18-008. Motion carried.

D. Upgrades

Nathan Nibert made a motion to approve the recommendation of the Upgrades Committee related to Upgrade 18-001. Motion carried.

X. Executive Director's Report

Legislative Rule

Database

Charleston Education Event

Auditor's Training Seminar

ASC Audit

XI. Legal Counsel Report

New Procedural and Code Changes

XII. Open Business

Investigator Panel – Will keep on agenda under open business.

USPAP Manuals – Will keep on agenda under open business.

XIII. New Business

A. Change of date of the November 27, 2018 Standards & Upgrades Committees meeting.

November 27, 2018 Standards and Upgrades meetings will be moved to November 7, 2018.

B. Approval of staff accommodations at Charleston Education Event.

Rachel Phillips made a motion to approve staff accommodations for the Charleston board meeting and education event. Ann Wilson Worley seconded the motion. Motion carried.

XIV. Remarks from the Public

XV. Remarks from the Board

XVI. Adjournment


Meeting was adjourned at 5:15 p.m.

Prepared By

Jennifer K. Akers
Assistant Attorney General



Dean Dawson, Chair



Ann Wilson Worley, Secretary