

**WEST VIRGINIA REAL ESTATE APPRAISER
LICENSING AND CERTIFICATION BOARD
Via Zoom**

MEETING MINUTES

June 17, 2020

I. Call to Order Dean Dawson, Chair

The meeting was called to order at 10:05 a.m. by Dean Dawson, Chair.

II. Roll Call Dean Dawson, Chair

A silent Roll Call was taken. It was determined a quorum existed.

The following were in attendance, via Zoom call: Chair Dean Dawson (Appraiser – 2nd Congressional District), Robert G. Wilson (Appraiser – 3rd Congressional District), Nathan Nibert (Appraiser – 3rd Congressional District), Anthony J. Julian (General Public), Joseph A. Chico, III (Appraisal Management Company), Darlene Dunn (Financial Institution – 8th Senatorial District), Frank DeChiazza (Financial Institution – 13th Senatorial District) WVREALCB Executive Director Patricia Rouse Pope, ex officio, and Karen Fisher, Administrative Assistant.

III. Remarks from the Public

None.

IV. Approval of Agenda Board

Motion made by Dean Dawson to approve agenda of June 17, 2020.
Seconded by Darlene Dunn. Motion carried.

V. Approval of May 6, 2020 Meeting Minutes Board

Motion made by Darlene Dunn to approve minutes of May 6, 2020 meeting.
Seconded by Robert G. Wilson, Jr. Motion carried.

VI. Financial Report Patricia Rouse Pope

Patricia Pope presented financial reports for the months of April and May 2020.

Motion made by Joseph A. Chico, III to approve the reports as presented with lease payment update noted. Seconded by Anthony J. Julian. Motion carried.

VII. Executive Director's Report

Patricia Rouse Pope

Patricia Pope presented information on the following:

- a. Status of AMC renewals
- b. Presented a request for the board to approve suspension of 190CSR5. Motion was made by Dean Dawson to suspend rule in response to COVID-19 crisis until further notice or until the governor lifts the State of Emergency, whichever occurs first. All AMC expirations will be extended until 7.31.2020 or longer, if necessary. Joe Chico seconded the motion. Motion carried. ED to send blast email notification to all AMCs with extension statement.

Patricia Pope conducted Safety Committee meeting with a review of required BRIM safety policies including:

- Safety/Loss Policy Statement
- Security/Confidentiality Policy Statement
- Media Disposal Policy
- Board Member acknowledgement of policies form for signature.

(Due to the COVID-19 crisis, the meeting was held via Zoom. The form will be sent to each member for signature.)

VIII. Legal Counsel Report

Anthony D. Eates, II

Chair Dean Dawson provided a summary of pending complaints. Anthony Eates joined the meeting 10:40 am and further discussion ensued.

IX. Committee Reports & Recommendations

A. Standards

Dean Dawson

2. Report of recommendations of 6.15.2020 Meeting

- a. A20-001 - Continued
- b. A20-002 - Continued
- c. A20-003 – To Board-filed Complaint
Education with testing on Cost & Sales Comparison, (specifically, requires gross rent multipliers) required.
- d. A20-004 – To Board-file Complaint
- e. A20-005 - Continued
- f. A19-014 - Continued
- g. A20-006 – To Board-filed Complaint
- h. A20-007 - Continued
- i. A20-008 - Continued

j. A20-009 - Continued

Dean Dawson made motion to approve committee recommendations, as presented.
Nathan Nibert seconded motion. Motion carried.

B. Upgrades

1. Report of recommendations of 6.15.2020 Meeting

- a. U20-013-S – Approved with audit caveat
- b. U20-010-S – Approved with audit caveat
- c. U20-003-S – Approved with audit caveat
- d. U20-014-S – Approved with audit caveat
- e. U20-015-S - Denied
- f. U20-012-PR - Pending

Nathan Nibert made motion to approve the Upgrade recommendations as presented.
Anthony J. Julian seconded. Motion carried.

X. Open Business

A. S19-001

Darlene Dunn made motion to rescind the 5.6.2020 board motion regarding withdrawal of Consent Decree and proceeding to hearing. Any education hardship experience by the subject of the Decree must be documented, verified, and presented to the Board for consideration. Joseph A. Chico, III seconded the motion. Motion carried.

B. Further consideration of licensee's email addresses matter

Darlene Dunn made motion to distribute email addresses upon request.

Anthony J. Julian seconded. Motion carried.

C. Consideration of beginning in-person meetings – Continued.

Until the State of WV opens back up completely, meetings will be held via Zoom.

D. Consideration of Holding a Board Meeting in Northern or Southern WV – Continued

E. Consideration of Board's Responsibility of Auditing AMCs and Education Courses

Board consensus is it's appropriate for staff and/or board members to audit AMCs and education. Board approved audit forms presented by ED.

F. Discussion of Peer Review Process – Continued

XI. New Business

- A. Consideration of Licensing Coordinator's inquiry re: Working from home during maternity leave.

Darlene Dunn made motion all accrued annual and sick leave be exhausted and, at the end of that time, take up to eight weeks of FMLA, if so chosen.
Frank DeChiazza seconded. Motion carried.

- B. Consideration of Response re Potential Apprentices ISO Supervisors
Board consensus is acquiring a supervisor is the responsibility of the apprentice-to-be.
- C. Consideration of entrusting Board Chair and ED to review and approve concerns with AMC, Appraiser, Temp, and Reciprocal applications
Anthony J. Julian made motion to entrust Board Chair and ED to review and approve applications with concerns. Joseph A. Chico, III seconded. Motion carried.
- D. Consideration of Education Course Applications not AQB approved
Dean Dawson made the motion to approve ASFMRA application for Appraising Ag Facilities Swine Confinement Seminar. Nathan Nibert seconded. Motion carried.
- Dean Dawson made motion to approve McKissock application for Guidelines for Fannie Mae Appraisals. Nathan Nibert seconded. Motion carried.
- E. Consideration of Board-filed Allegations
Board consensus is to consult with legal counsel.
- F. Consideration of Board Education Audit Forms
Board approved all forms as presented by ED.

XII. Remarks from the Board

XIII. Adjournment

Anthony Julian made a motion to adjourn meeting.
Dean Dawson seconded it. Motion carried.

Meeting was adjourned at 12:28 p.m.

Upcoming Meetings / Events

- WVREALCB Meeting – July 22, 2020 @ 10:00 via Zoom
- Standards/Upgrades Committee Meeting – July 20, 2020 @ 9:00 am via Zoom

Respectfully submitted by
Karen L. Fisher, WVREALCB Administrative Assistant



Dean Dawson, Chair

August 26, 2020

Date

VACANT, Secretary

Date