

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

BOARD MEETING MINUTES

March 21, 2018

I. Call to Order

The meeting was called to order at 11:07 am by Glenn Summers, Chair.

II. Roll Call

Roll Call was taken by Rachel Phillips, Secretary.

The following were in attendance: Glenn Summers, Chair; Nathan Nibert, Dean Dawson; Ann Wilson Worley (via phone); Darlene Dunn (via phone); Rachel Phillips; Joe Chico; Frank Dechiazza; the Honorable Judge Anthony Julian; Patricia Pope, Executive Director; and Jennifer Akers, AG Legal Counsel.

III. Remarks by the Public – No public in attendance.

IV. Approval of Agenda

Motion to approve the meeting agenda with no additions was made by Joe Chico and seconded by The Honorable Judge Julian. Motion carried.

V. Parliamentary Procedures

Ann Wilson Worley explained the need to approve agenda before proceeding as was done in in Agenda Item IV.

VI. Approval of the Minutes

Minutes from the February 8, 2018 meeting were presented to the Board. Dean Dawson made a motion to approve the minutes from that meeting as presented. Rachel Phillips seconded the motion. Motion carried.

VII. Financial Report

Brenda Ashworth joined the meeting to provide the financial report for the period of FY2018 to date through March 1, 2018. Ms. Ashworth also provided a report of P-card expenditures.

Dean Dawson made a motion to accept the financial report as presented. The Honorable Judge Anthony Julian seconded the motion. Motion carried.

Dean Dawson made a motion to approve the P-card expenditure report as presented. Frank Dechiazza seconded the motion. Motion carried.

VIII. Committee Reports and Recommendations

A. Education

The Honorable Judge Anthony Julian made a motion to approve the committee report from its December 13, 2017 meeting. Frank Dechiazza seconded the motion. Motion carried.

B. Policy & Procedures – No Report

Executive Session

Rachel Phillips made a motion to enter executive session to discuss Standards Committee recommendations and Upgrades Committee recommendations. Dean Dawson seconded the motion. Motion carried.

The Honorable Judge Anthony Julian made a motion to come out of executive session. Joe Chico seconded the motion. Motion carried.

C. Standards

Glenn Summers made a motion to accept the report of the Standards Committee from the meeting on March 20, 2018. Motion carried.

D. Upgrades

Glenn Summers made a motion to accept the report of the Upgrades Committee from the meeting on March 20, 2018. Motion carried.

IX. Executive Director's Report

Executive Session

Frank Dechiazza made a motion to enter executive session. Joe Chico seconded the motion. Motion carried.

The Honorable Judge Anthony Julian made a motion to come out of executive session. Rachel Phillips seconded the motion. Motion carried.

Rachel Phillips made a motion that the Board authorize the Executive Director to research the obligations that the board has to the Attorney General's office to hire the

Assistant Attorney General as the Board's full-time in-house counsel. The Honorable Judge Anthony Julian seconded the motion. Motion carried.

Joe Chico made a motion to accept the Executive Director's Report as presented. Rachel Phillips seconded the motion. Motion carried.

X. Legal Report

Dean Dawson made a motion to adopt a Board compensation process similar to the one used by the WV Real Estate Commission whereby, the member will receive \$150.00 Per Diem for time exceeding one hour per day, subject to a time card that will be developed by the Executive Director and approved by the Board. The Honorable Judge Anthony Julian seconded the motion. Motion carried.

Joe Chico made a motion authorizing counsel to draft a letter to the governor asking him to veto HB 2028. Rachel Phillips seconded the motion. Motion carried.

Joe Chico made a motion to accept the Legal Report. Rachel Phillips seconded the motion. Motion carried.

XI. Unfinished Business

Joe Chico made a motion to offer attendance at AARO in Seattle, Washington, to any interested Board member, legal counsel and the Executive Director. Rachel Phillips seconded the motion. Motion carried.

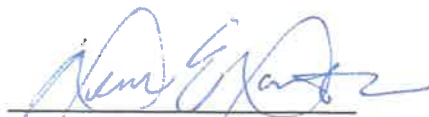
Ann Wilson Worley made a motion to suspend redaction of identifying information from Standards and Upgrades files. Joe Chico seconded the motion. Motion carried.

XII. New Business

Frank Dechiazza made a motion that the Board act independently from the governor regarding Governor Justice's ATB 5% (average) salary increase and make WVREALCB staff salary increase recommendations based on merit on a routine basis.

Glenn Summers made a motion to adjourn the meeting at 4:38 p.m. Meeting was adjourned.

Prepared By: Jennifer K. Akers, Assistant WV Attorney General


Dean Dawson, Vice Chair


Rachel Phillips, Secretary