

**WEST VIRGINIA REAL ESTATE APPRAISER
LICENSING AND CERTIFICATION BOARD
MEETING MINUTES**

**Via Zoom
April 14, 2021
10:00 am**

I. Call to Order Dean Dawson, Chair

The meeting was called to order at 10:03 am 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: Chair Dean Dawson (Appraiser – 2nd Congressional District), Robert G. Wilson, Jr. (Appraiser - 3rd Congressional District), Nathan Nibert (Appraiser- 3rd Congressional District), Honorable Anthony J. Julian (General Public), Darlene Dunn (Financial Institution), Frank DeChiazza (Financial Institution), 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 to approve agenda by Anthony Julian.
Frank DeChiazza seconded.
Motion carried.

V. Approval of March 17, 2021 Meeting Minutes

Motion made to approve the March 17, 2021 Meeting Minutes by Frank DeChiazza.

Anthony J. Julian seconded.
Motion carried.

VI. Financial Report Patricia Rouse Pope

Executive Director Patricia Pope presented the March 2021 Financial Statement. Discussion ensued regarding WVOT outstanding invoices, the desire for the Board to be administrator of the website to lessen dependance on WVOT, and creation of a depository.

Motion to approve the Financial Report was made by Robert Wilson.
Darlene Dunn seconded.
Motion carried.

VII. Executive Director's Report

Patricia Rouse Pope

Executive Director Patricia Pope called the Board's attention to the following matters:

Senate Bill 466 - Passed through the Senate and the House without amendments or issues. It will become law on July 5, 2021.

Request for Rule Changes - The Board's request for authorization to pursue rule changes during the 2022 legislative session is with the governor's legal counsel.

House Bill 2496, one that has been called to the Board's attention in the past, relating to assessors and assessment of real property, died in committee. Other bills, including the one relating to reinstating a sales tax on real estate transactions and ones affecting Chapter 30 Boards, died in committee as well.

Education - Specs are being developed for an RFQ for the creation of remedial education to address the reoccurring deficiencies found when reviewing supervisor certification application work products and other concerns found when reviewing work products for either an upgrade or an allegation or complaint.

AMC Renewals - Packets were released on April 6th at midnight and registration renewals are underway. It includes the ASC Federal Register invoices for calendar year 2020. Announcements are posted on our website home page and our Facebook page. The packet is also available online under the "Forms" tab.

Per Diems - Committee members are reminded and encouraged to submit the per diem form for time spent preparing for committee meetings. Committee members always receive the per diem rate for attending the meetings. In addition, per diem rates apply to spending a minimum of two hours/day in prep work for committee meetings.

March 23, 2021 Meeting with WVOT - Dean Dawson and Patricia Pope had a productive meeting with the CTO and OT website programming team. Dean expressed the Board's appreciation for what WVOT has done to date and the Board's desire to complete the project. Items covered included outstanding invoices and the license with dash issue. WVOT expects to address these issues in the very near future.

Google Drive – The State is transitioning from Microsoft Outlook to Google Drive beginning starting on May 15th. Expected benefits include faster file downloading and enhanced security.

Motion made to approve the Executive Director's Report was made by Darlene Dunn.

Anthony Julian seconded the motion.
Motion carried.

VIII. Legal Counsel Report

Anthony D. Eates, II

None

IX. Committee Reports & Recommendations

A. Standards

Dean Dawson

1. Report of recommendations of 4.7.2021 meeting:

Pending Allegation(s)

New Complaint(s)

- a. S21-003 – Awaiting USPAP review for complaint draft

New Allegation(s)

- b. A21-003 – Continue.

Pending Allegation(s)

- c. A20-002 – Continue.

Pending complaint(s)

- d. S20-001-C – Awaiting complaint draft
- e. S20-002-C – Awaiting complaint draft
- f. S20-003-C – Awaiting completion of Consent Decree terms
- g. S20-004-C – Awaiting completion of Consent Decree terms
- h. S20-005-C – Send board-drafted Consent Decree
- i. S20-006-C – Awaiting response to Consent Decree
- j. S20-007-C – Awaiting return of Surrender Agreement
- k. S20-008-C – Send board-drafted Consent Decree
- l. S20-009-C – Send board-drafted Consent Decree
- m. S20-010-C – Awaiting final review of Consent Decree
- o. S20-012-C – Awaiting USPAP review for complaint draft
- p. S20-013-C - Awaiting USPAP review for complaint draft
- q. S20-014-C - Awaiting USPAP review for complaint draft
- r. S21-001-C - Awaiting USPAP review for complaint draft
- s. S21-002-C - Awaiting USPAP review for complaint draft

Motion made to accept the Standards Committee recommendations by Dean Dawson.
 Anthony Julian seconded.
 Motion carried.

A. Upgrades

Nathan Nibert, Chair

- a. Report of recommendations of 4.7.2021 meeting:
 - a. U21-009-S - Deny
 - b. U21-010-R - Deny with suggestion to pursue LR at this time.
 - c. U20-015-L - Continue
 - d. U20-039-R - Deny with suggestion to pursue LR at this time.

Motion made to accept the Upgrades Committee recommendation by Nathan Nibert.
 Darlene Dunn seconded.
 Motion carried.

B. Education

Board

Consideration of Approval of Education Courses.

- a. Advanced Spreadsheet Modeling for Valuation Applications – Approve.
- b. Application & Interpretation of Simple Linear Regression – Approve.
- c. FHA Appraising for Valuation Professionals – Approve.
- d. Fundamentals of Separating Real & Personal Property from Intangible Business Assets – Approve.
- e. Practical Application in Appraising Green Commercial Properties – Approve.
- f. Review Case Studies – General – Approve.
- g. Two Day Advanced Income Capitalization Part A – Approve.
- h. Two Day Advanced Income Capitalization Part B – Approve.
- i. Uniform Appraisal Standards for Federal Land Acquisitions – Practical Applications – Approve.

Motion made to approve the Education recommendations by Dean Dawson.
 Nathan Nibert seconded.
 Motion carried.

X. Open Business

Board

- A. Consideration of AMC/Appraisal – Continue.
- B. Consideration of beginning in-person meetings – Pending for June.
- C. Consideration of holding a board meeting in northern or southern WV – Pending.
- D. Consideration of license & certification number issue – Pending.

XI New Business

A. Zoom Meeting Protocol – Providers being researched.

XII. Remarks from the Board

None

XIII. Adjournment

Motion to adjourn made by Dean Dawson.
Frank DeChiazza seconded.
Motion carried.

The Board meeting was adjourned at 10:41 am.

- WVREALCB meeting – May 19, 2021, via Zoom
- Standards & Upgrades Committee meeting – May 12, 2021, via Zoo

Respectfully submitted by:
Karen L. Fisher, WVREALCB, Administrative Assistant

Dean Dawson, Chair

5.19.2021

Date

VACANT, Secretary

Date