

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

MINUTES

July 18, 2018

I. Call to Order

The meeting was called to order at 10:34 am by Board Chair Glenn Summers.

II. Roll Call

Roll Call was taken by Secretary Rachel Phillips.

The following were in attendance: Frank DeChiazza; Joe Chico; Dean Dawson; Ann Wilson Worley; Rachel Phillips; and Patricia Pope, Executive Director. Darlene Dunn, Glenn Summers, The Honorable Judge Anthony Julian, and Nathan Nibert participated by conference call.

III. Remarks from the Public - none

IV. Approval of Agenda

Ann Wilson Worley made a motion to approve the agenda. Rachel Phillips seconded the motion. Motion carried.

V. Parliamentary Procedures

Ann Wilson Worley discussed information about election of board officers.

VI. Approval of May 23, 2018 Meeting Minutes

Frank DeChiazza made a motion to approve the May 23, 2018 meeting minutes as presented. Rachel Phillips seconded the motion. Motion carried.

VII. Approval of June 18, 2018 Meeting Minutes

Ann Wilson Worley made a motion to approve the minutes from the June 18, 2018 conference call. Rachel Phillips seconded the motion. Motion carried.

VIII. Financial Report (FY18)

Rachel Phillips made a motion to table the financial report until the next meeting. Joe Chico seconded the motion. Motion carried.

IX. Committee Reports and Recommendations

A. Education

No recent meeting. A meeting will be scheduled forthwith to discuss the board-sponsored education events.

B. Policy and Procedures

No recent meeting.

Executive Session

Rachel Phillips made a motion to go into executive session to discuss the Standards committee report. Joe Chico seconded the motion. Motion carried.

Joe Chico made a motion to come out of executive session. Ann Wilson Worley seconded the motion. Motion carried.

C. Standards

Dean Dawson made a motion to approve the Standards Committee's recommendation related to Complaint 17-010. Frank Dechiazza seconded the motion. Motion carried.

Dean Dawson made a motion to approve the Standards Committee's recommendation related to Complaint 17-015. Frank Dechiazza seconded the motion. Motion carried.

Dean Dawson made a motion to approve the Standards Committee's recommendation related to Complaint 17-016. Frank Dechiazza seconded the motion. Motion carried.

Dean Dawson made a motion to approve the Standards Committee's recommendation related to Complaint 18-003 as amended. Frank Dechiazza seconded the motion. Motion carried.

Dean Dawson made a motion to approve the Standards Committee's recommendation related to Complaint 18-004. Joe Chico seconded the motion. Motion carried.

Dean Dawson made a motion to approve the Standards Committee's recommendation related to Complaint 18-005. Frank Dechiazza seconded the motion. Motion carried.

D. Upgrades

Rachel Phillips made a motion to approve the recommendation of the Upgrades Committee related to Upgrade 18-007. Frank Dechiazza seconded the motion. Motion carried.

Rachel Phillips made a motion to approve the recommendation of the Upgrades Committee related to Upgrade 18-005. Frank Dechiazza seconded the motion. Motion carried.

Rachel Phillips made a motion to approve the recommendation of the Upgrades Committee related to Upgrade 18-011. Frank Dechiazza seconded the motion. Ann Wilson Worley abstained from voting. Motion carried.

Rachel Phillips made a motion to approve the recommendation of the Upgrades Committee related to Upgrade 18-010 as amended. Frank Dechiazza seconded the motion. Motion carried.

X. Executive Director's Report

Rachel Phillips made a motion to refund the \$190.00 apprentice application fee to Stacy Carter. Frank DeChiazza seconded the motion. Motion carried.

XI. Legal Counsel Report - none

XII. New Business

A. Board Election

The board held an election of officers via nominations from the floor. Dean Dawson was elected by acclamation to be Board Chair. Rachel Phillips was elected by acclamation to be Vice Chair. Ann Wilson Worley was elected by acclamation to be Secretary.

XIII. Remarks from the Board

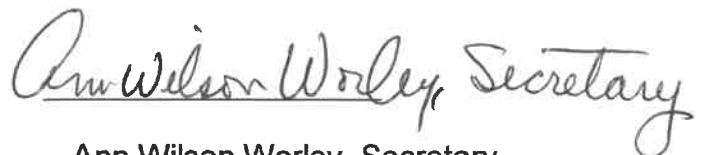
XIV. Adjournment

Meeting was adjourned at 2:29 p.m.

Prepared By
Jennifer K. Akers
Assistant Attorney General



Dean Dawson, Chair



Ann Wilson Worley, Secretary