

**WEST VIRGINIA REAL ESTATE APPRAISER  
LICENSING AND CERTIFICATION BOARD  
405 Capitol St. Charleston, WV – 4<sup>th</sup> Floor Conference Room**

**MINUTES**

**August 28, 2019**

**I. Call to Order**

The meeting was called to order at 11:16 am by Dean Dawson, Chair.

**II. Roll Call**

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

The following were in attendance: Chair Dean Dawson (Appraiser – 2<sup>nd</sup> Congressional District), Vice Chair Rachel Phillips (Appraiser – 1<sup>st</sup> Congressional District), Vacant (General Public – 9<sup>th</sup> Senatorial District), Robert G. Wilson (Appraiser – 3<sup>rd</sup> Congressional District), Honorable Anthony Julian (General Public), Joseph A. Chico, III (Appraisal Management Company), Nathan Nibert (Appraiser – 3<sup>rd</sup> Congressional District), Darlene Dunn (Financial Institution – 8<sup>th</sup> Senatorial District), and Frank DeChiazza (Financial Institution – 13<sup>th</sup> Senatorial District), Assistant WV Attorney General Jennifer Akers, and WREALCB Executive Director Patricia Rouse Pope, ex officio.

**III. Remarks from the Public - none**

**IV. Approval of Agenda**

Darlene Dunn made a motion to approve the agenda as presented. Nathan Nibert seconded the motion. Agenda was approved.

**V. Approval of the July 24, 2019 Meeting Minutes**

Joe Chico made a motion to approve the minutes from the July 24, 2019 board meeting. Rachel Phillips seconded the motion. Motion carried.

**VI. Financial Report**

Frank DeChiazza made a motion to accept the financial report and FY2021 budget as presented. Darlene Dunn seconded the motion. Motion carried.

**VII. Committee Reports & Recommendations**

A. Education – No recent meeting. Interest was expressed to purchase corrective education course and board would present.

B. Policy and Procedures – No recent meeting.

C. Standards – Dean Dawson made a motion to approve the recommendations and report of the July 23, 2019 Standards Committee meeting. Rachel Phillips seconded the motion. Motion carried.

D. Upgrades - Nathan Nibert made a motion to approve the recommendations and report of the July 23, 2019 Upgrades Committee meeting. Dean Dawson seconded the motion. Motion carried.

E. Personnel – Darlene Dunn made the motion to enter into Executive Session. Frank DeChiazza seconded the motion. Motion carried.

Made the motion to exit Executive Session. Seconded the motion. Motion carried.

Dean Dawson made the following motion: Present increases and caveats discussed in Personnel Committee meeting Executive Session, reviews again in 18 months. Darlene Dunn seconded the motion. Motion carried.

### **VIII. Executive Director's Report**

A. SB497 – A timeline was presented to update full board.

B. Association of Appraiser Regulatory Officials (AARO) conference registration is open and agenda was presented. Dean Dawson, Robert Wilson, and Patricia Pope expressed interest in attending.

**IX. Legal Report** – Jennifer Akers presented additional changes to 190 CSR 2.

### **X. Open Business**

A. Further consideration of instituting an Investigator Panel – Standards and Upgrades Committees will draft a job description for a staff investigator and a letter of engagement to present within the next 60 days.

B. Further consideration of distributing USPAP manuals to licensees

C. Further consideration of Bond Sliding Scale

### **XI. New Business**

A. Set date for December 2020 board meeting.

Meeting was then scheduled for December 9, 2020 to coincide with ASC audit.

**B. Future Education Events**

C. Confirm October committee and board meeting dates.  
Standards and Upgrades Committees will meet on October 9, 2019 at 9:00 am.  
The full board will meet on October 9, 2019 at 12:30 pm.

**XII. Remarks from the Board - none**

**XIII. Adjournment**

Meeting was adjourned at 2:52 pm

Prepared by Jennifer K. Akers  
Assistant Attorney General

  
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Dean Dawson, Chair

11/5/19  
\_\_\_\_\_  
Date

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VACANT, Secretary

\_\_\_\_\_  
Date