

**West Virginia Real Estate Appraiser  
Licensing and Certification Board  
405 Capitol Street, 4<sup>th</sup> Floor Conference Room  
Charleston, WV**

**BOARD MEETING MINUTES**

**February 7, 2018**

**I. Call to Order**

The meeting was called to order at 11:00 am by Glenn Summers, Chair.

**II. Roll Call**

Roll Call was taken by Secretary Rachel Phillips.

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

**III. Remarks by the Public**

None

**Approval of the Agenda**

Joe Chico made a motion to approve the meeting agenda. The Honorable Judge Anthony Julian seconded the motion. Motion carried.

**IV. Parliamentary Procedures**

Ann Wilson Worley discussed quorums and the necessity of the continued presence of a quorum.

**V. Approval of the Minutes**

Minutes from the November 8, 2017 meeting were presented to the Board. Frank Dechiazza made a motion to approve the minutes as presented. Joe Chico seconded the motion. Motion carried.

**VI. Financial Report**

Brenda Ashworth joined the meeting to provide the financial report for the period of fiscal year 2018 through January 31, 2018. Ms. Ashworth also provided a report of P-card expenditures from November and December 2017 and January 2018.

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

Ann Wilson Worley made a motion to approve the P-card expenditure report as presented. The Honorable Judge Anthony Julian seconded the motion. Motion carried.

## **VII. Committee Reports and Recommendations**

### **Executive Session**

Dean Dawson made a motion to enter executive session to discuss Standards Committee recommendations and Upgrades Committee recommendations. Frank Dechiazza 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.

A. Education – No report

B. Policy & Procedures – No report

Dean Dawson made a motion that the board, along with recommendations from standards, upgrades and education committees, review both code and legislative and procedural rules to address inconsistencies. Frank Dechiazza seconded the motion. Motion carried.

C. Standards

a. Report/recommendations of 1.9.2018 and 2.6.2018 meetings

Dean Dawson made a motion to accept the report of the Standards Committee from the meeting on January 9, 2018. Motion carried. Dean Dawson made a motion to accept the report of the Standards Committee from the meeting on February 6, 2018. Motion carried.

D. Upgrade

a. Report/recommendations of 1.9.2018 meeting

Nathan Nibert made a motion to accept the report of the Upgrades Committee meeting of January 9, 2018. Motion carried.

**Executive Director's Report** (Please see attached report.)

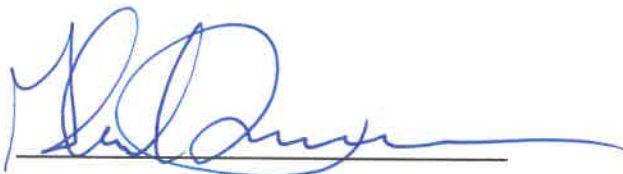
- A. Legislative Session & Rule Change Update
- B. Review of Complex Cases
- C. Annual Report
- D. Office of Technology Data Base Update
- E. Dropbox, Google Drive, and Microsoft OneNote
- F. WV Interactive Contact Information
- G. Auditor's Training Highlights
- H. WV Association of Licensing Board Meeting Update
- I. FBI Audits
- J. WVREALCB Vision

Joe Chico made a motion to adjourn. Remaining agenda items are held over until the next regularly scheduled board meeting on March 21, 2018. The Honorable Judge Anthony Julian seconded the motion. Motion carried.

The meeting adjourned at 1:26 p.m.

Prepared By

Jennifer K. Akers  
Assistant Attorney General



Glenn Summers, Chair



Rachel Phillips, Secretary