

## MEETING

WEST VIRGINIA REAL ESTATE COMMISSION  
300 CAPITOL STREET, SUITE 400  
CHARLESTON, WEST VIRGINIA 25301

January 18, 2017

The Commission met in regular session January 18, 2017 at 300 Capitol Street, Charleston West Virginia. The following were in attendance:

Cheryl L. Dawson, Chairman  
Kathy J. Zaferatos, Secretary  
Joe L. Ellison, Commissioner  
Densil L. Nibert, Commissioner  
Debra L. Hamilton, Deputy Attorney General  
Jerry A. Forren, Executive Director  
Robert W. Rucker, Investigator  
Nedka Dineva, Education Director

The minutes from the meeting held December 14, 2016 were approved with one correction, upon motion made by Commissioner Zaferatos; second by Commissioner Ellison Nibert.

Commissioner Ellison moved to enter into executive session to consider matters described in WV Code 6-9A-4(b)(2)(A), (4), (6) and/or (7); second by Commissioner Nibert and passed.

Commissioner Ellison moved to return to regular session; second by Commissioner Zaferatos and passed.

### BROKER APPLICANTS

Commissioner Zaferatos moved to approve the application for broker's license of Andrew Richard Linthicum, Ridgely, WV; second by Commissioner Ellison and passed.

Commissioner Zaferatos moved to approve the application for broker's license of Lorre Mechelle Wilson, Barboursville, WV; second by Commissioner Nibert and passed.

Commissioner Zaferatos moved to deny the application for broker's license of Samantha Lee Linna, Salem, WV; second by Commissioner Nibert and passed.

### APPLICANTS WITH CONVICTION OR DISCIPLINARY ACTION

Commissioner Nibert moved to approve the application for salesperson license of Charles Donald Mason of Martinsburg, WV; second by Commissioner Ellison and passed.

Commissioner Zaferatos moved to approve the application for salesperson license of Kristina R. Boston of Parkersburg, WV; second by Commissioner Ellison and passed.

Commissioner Dawson recused herself and Commissioner Ellison moved to approve the application for salesperson license of Kristin Marie Ward of Morgantown, WV; second by Commissioner Nibert and passed.

Commissioner Ellison moved to approve the application for salesperson license of Ronald Christian II of Proctorville, OH; second by Commissioner Zaferatos and passed.

Commissioner Zaferatos moved to approve the application for salesperson license of William John Harlow, III of Kearneysville, WV; second by Commissioner Ellison and passed.

Commissioner Zaferatos moved to deny the application for salesperson license of Randall L. Bonnell of Buchannon, WV; second by Commissioner Nibert and passed.

## COMPLAINTS

Relating to Complaint C-17-008, Commissioner Zaferatos moved to find probable cause; second by Commissioner Ellison and passed.

Relating to Complaint C-17-010, Commissioner Zaferatos moved to find probable cause; second by Commissioner Ellison and passed.

## REPORTS

### Executive Director Report

Executive Director Forren presented his report, which included a briefing to Commissioners on the time frames for the License Renewal Database. The renewal portion will be ready for testing on May 1, 2017 and will go live for public use on May 30, 2017. The meeting with the Legislative Joint Internal Committee on Gov. Organization was discussed and the planning for the ARELLO meeting in June 2017 was reviewed. All Commission questions and comments were addressed.

### Budget/Financial

Executive Director Forren reviewed the year-to-date financials as budgeted. Commissioner Ellison moved to receive the Executive Director's Financial Report; second by Commissioner Zaferatos and passed.

### Settlement Report

None

## Education Report

Education Director Dineva briefed the Commission on the status of the Broker training as of today. Module 1, HR and Interpersonal Skills is still under review. It is being reviewed in-house and should be to ARELLO for approval soon. Module 2, Operations and Management will be ready in February and will be presented on-line by Bridge Valley Community College. Module 3, WV Specific and Law is ready for classroom instruction and was scheduled to being in January but Blue Ridge Community College chose not to offer it until later this year. It is our hope that all Modules will be ready and available in May 2017.

## Exam Results

Report on examinations given on January 6, 2017; the results by name may be obtained from the Commission's examination file:

### Broker Examinations - 4

Number Passed - 1	Percentage Passed - 25%
Number Failed - 3	Percentage Failed - 75%

### Salesperson Examinations - 36

Number Passed - 26	Percentage Passed - 72%
Number Failed - 10	Percentage Failed - 28%

## Audit Report

There were 18 Audits conducted since the December 2016 meeting.

## Personnel Matters

Commissioner Zaferatos moved to re-enter into executive session to discuss personnel matters (WV Code 6-9A-4(b)(2)(A)); second by Commissioner Nibert and passed.

Commissioner Zaferatos moved to return to regular session; second by Commissioner Ellison and passed.

Commissioner Ellison moved to award merit increases in the amount of \$7010.00 (.016 of total payroll) to be distributed in accordance with the Executive Director's recommendation. The increase will go into effect on April 1, 2017; second by Commissioner Nibert and passed.

## OLD & NEW BUSINESS

### New Business

None

### Old Business / Ongoing Projects

PSI, LLC - The On-Line Examination System will go live on April 10, 2017. The last test conducted by the Commission will be in February. There will be no test scheduled in March.

This will be the transition month. There will be no background check required until an individual is scheduled for the exam.

POLICIES, PRACTICES AND POSSIBLE RULE CHANGES

2017 Rule Making was discussed

Commission Voting – A report was given by the Executive Director.

TRAVEL AND PER DIEM EXPENSES

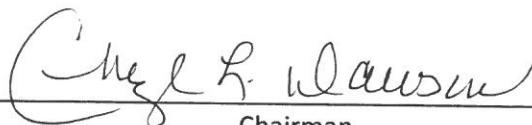
Per Diem payments were reported by the Commissioners as follows:

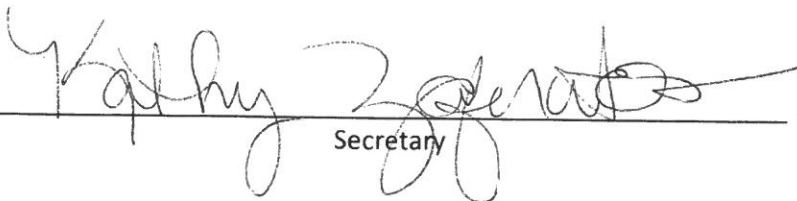
Cheryl L. Dawson	4 days
Kathy J. Zaferatos	2 days
Joe L. Ellison	2 days
Densil L. Nibert	2 days

The next regular meeting of the Real Estate Commission is scheduled for Wednesday, February 15, 2017.

Commissioner Ellison made a motion to adjourn; second by Commissioner Zaferatos and passed.

APPROVED: 3-15-17

  
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Chairman

  
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Secretary