

MEETING

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

August 23, 2017

The Commission met in regular session August 23, 2017 at 300 Capitol Street, Charleston West Virginia. The following were in attendance:

Cheryl L. Dawson, Chairman
Kathryn L. Martin, Vice 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

The minutes from the meetings held July 19 and July 26 2017 were approved with correction upon motions made by Commissioner Martin and Commissioner Nibert; second by Commissioner Ellison and Commissioner Zaferatos and passed.

Commissioner Nibert 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 Ellison and passed.

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

BROKER APPLICANTS

Commissioner Ellison moved to approve the application for broker's license of Jeffrey David Merrifield of Fairmont, WV on condition that he work for one year as an associate Broker before working as responsible Broker; second by Commissioner Martin and passed.

APPLICANTS WITH SPECIAL CONSIDERATION

Commissioner Martin moved to approve the application for salesperson license of John David Varnorsdale, Jr. of Martinsburg, WV; second by Commissioner Ellison and passed.

Commissioner Zaferatos moved to approve the application for salesperson license of Jon Michael Corley of Elkins, WV; second by Commissioner Nibert and passed.

Commissioner Martin moved to deny the application for salesperson license of Curtis Dean Bias of Fairmont, WV; second by Commissioner Ellison and passed with Commissioner Zaferatos recused.

Commissioner Nibert moved to approve the application for salesperson license of Ronald Eric Richmond of Moundsville, WV; second by Commissioner Zaferatos and passed.

Commissioner Ellison moved to approve the application for salesperson license of Samuel Clayton Bentley of Martinsburg, WV; second by Commissioner Nibert and passed.

Commissioner Zaferatos moved to approve the application for salesperson license of Eugenia June Thomas of St. Albans, WV; second by Commissioner Ellison and passed.

Commissioner Martin moved to approve the application for salesperson license of Rebecca Colleen Cole of St. Albans, WV; second by Commissioner Zaferatos and passed.

Commissioner Ellison moved to approve the application for salesperson license of Samuel Lee Matheny of Wheeling, WV; the motion was amended by Commissioner Dawson to allow the Executive Director to approve if and when two additional, satisfactory letters of recommendation are provided; second by Commissioner Martin and passed.

Commissioner Zaferatos moved to approve the application for salesperson license of William Allen Ours of Moorefield, WV; second by Commissioner Nibert and passed.

OTHER LICENSEE/APPLICANT ISSUES

Tina Cramer submitted a written request to allow her to renew her cancelled license rather than requiring her to go through the licensure process. Commissioner Martin moved to deny the request; second by Commissioner Dawson and passed.

COMPLAINTS & INVESTIGATIONS

Relating to Complaint P-17-012, Commissioner Zaferatos moved to find no probable cause; second by Commissioner Ellison and passed.

Relating to Complaint C-17-017, Commissioner Zaferatos moved to find probable cause; second by Commissioner Martin and passed.

REPORTS

Executive Director Report

Executive Director Forren presented his report, which included an update on the new database admin module and renewal system. The staff is currently testing and working with the developer on changes and additions. ED Forren gave updates on the recent renewal season, his attendance at Local Board meetings in Elkins and Fairmont, the completion of the BRIM survey for the year, completion of the FY2019 Appropriation Request, and the upcoming Leadership Academy training at Marshall University in September.

Budget/Financial

Executive Director Forren reviewed the year-to-date financials as budgeted. Commissioner Zaferatos made a motion to receive the report; second by Commissioner Nibert and passed.

Settlement Report

Counsel updated the Board on the recent settlement of C-17-015.

Education Report

Executive Director Forren briefed the Commission on the meeting with PSI to discuss the issues that have been reported concerning on-line testing.

Commissioner Zaferatos 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 Martin and passed.

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

Personnel Matters

The administrative assistant has returned from maternity leave, and the temporary employee has been relieved of her duties. ED Forren was also directed to set up a process for the evaluation of employees.

OLD & NEW BUSINESS

New Business

None

Old Business / Ongoing Projects

Education Review – Executive Director Forren was instructed by the Commission to provide the guidelines or procedures used by staff for Commission approval of education providers, instructors and courses. The Commission requested this information be provided at the next meeting and expressed interest in a procedure to follow when approval is denied.

POLICIES, PRACTICES AND RULE CHANGES

There was a brief discussion about what is and is not allowed in terms of the Commission's review of background checks. While there is a general understanding of same, it was suggested that a state police representative be invited to a future Commission meeting.

Executive Director Forren presented information on staff parking. Presently, staff are required to pay a portion of the monthly parking fee. Commissioner Zaferatos made a motion to pay for five staff parking spaces from Commission funds; second by Commissioner Ellison and passed.

TRAVEL AND PER DIEM EXPENSES

Per Diem payments were reported by the Commissioners as follows:

Cheryl L. Dawson	5 days
Kathy J. Zaferatos	3 days
Joe L. Ellison	3 days
Densil L. Nibert	3 days

Kathy Martin

3 days

The next meeting of the Real Estate Commission is scheduled for Wednesday, September 20, 2017.

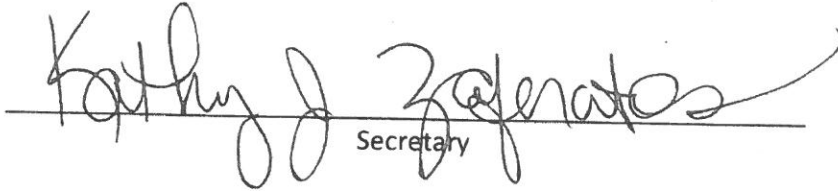
Commissioner Martin made a motion to adjourn; second by Commissioner Zaferatos and passed.

APPROVED: _____

9-20-17



Chairman



Secretary