

# West Virginia Board of Architects Quarterly Meeting Minutes



**Date:** August 10, 2023  
**Time:** 12:00 PM  
**Location:** 405 Capitol Street  
Charleston, West Virginia 25301

## Attendees:

Adam Krason, Member and President (AK)	In-Person
Richard Forren, Member and Secretary (RF)	In-Person
Emily Papadopoulos, Executive Director (EP)	In-Person
Todd Boggess, Member (TB)	Absent
Wendy Scatterday, Member (WS)	Virtual
Edsel Smith, Public Member (ES)	Virtual
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Jan Fox, Public Member (JF)	Absent
Mark Weiler, WV AG's Counsel (MW)	Absent

## Order of Business:

1. Meeting was called to order at 12:33 PM.
2. Approval of Minutes – May 16, 2023 Motion by ES /RF.
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 02-05-2023 – WVBOA reviewed and approved a response to the respondent's attorney's response to be filed with the West Virginia Board of Registration for Professional Engineers.
  - b) Complaint 04-10-2023 – WVBOA reviewed the letter that was sent to the respondent and complainant reinforcing that the respondent's registration is expired and that he is not allowed to practice in the State of West Virginia. The architect has not responded, and the Building Code Official has not reported further activity.
  - c) Complaints 09-07-2022, 07-07-2022, 07-28-2022 - EP and MW provided an update since the last meeting. On a motion made and seconded by ET/RF, the Board voted to extend the timeframe for the disposition of the Board's complaint against the architect until such time as the criminal charges against him are resolved. The other two complainants have

also approved an extension of the disposition time. MW will file a response with the West Virginia Intermediate Court of Appeals to the respondent's perfected appeal of the Board's Final Order of summary suspension. EP reported inquiries regarding the status of the architect's registration from an investigator from the Missouri Board of Architects.

d) Reinstatement Applications with Disclosed Practice with an Inactive Registration – EP reported architect Michael Kissam has agreed to a consent agreement related to practice after expiration and the payment of reinstatement fees and late renewal payment.

e) Review of Reciprocal Application with Disclosed Discipline – No applications were presented.

#### 4. Action Items Regarding Registration

a) Applications for Reciprocity with a State License  
1. Harry Nagy – Mr. Nagy's application was approved contingent upon the satisfactory arrival of the NY license verification and the outstanding reference letter.  
2. Kevin Doyle – Mr. Doyle's application was approved.

b) Registration & Renewal Report: Total registered architects: 1,414 total architects; 112 of them are from WV.

#### 5. Financial Report

a) FY2023 Budget to Actual – EP reviewed the end of FY2023 actuals and explained a budget amendment was required by the Payroll Department to demonstrate Spending Authority since the Board was going over the budgeted amount in total but not in payroll specifically. She reported that the FY2025 Appropriation Budget was due on September 1<sup>st</sup> and asked for any considerations.

b) FY 2024 Budget to Actual – EP reported current expenses to date of \$15,344.40. Current revenue is \$12,200.00. Cash balance is \$290,622.61. The Financial Report was approved on a motion by AK/RF.

c) Review and approval of P-Card Purchases and Reconciliation by Board Officers – AK reviewed and signed the P-Card records and reconciliations since the last quarterly meeting.

#### 6. New Business

a) Update to Title 2 Procedural Rule, Series 2 – Disciplinary and Complaint Procedures - EP explained that all Chapter 30 Boards were notified to make the necessary changes to their rules so that appeals of board orders would go before the new WV Intermediate Court of Appeals. The rule revision must have a comment period and was approved by a motion made by ES/WS.

b) Fairmont State University's Accreditation – EP reported that she has registered the first initial applicant who has had his degree recognized as accredited given the recent NAAB approval of FSU's MArch program and the recognition of accredited degrees in keeping with NCARB policy. The Board discussed the appeal of a candidate who did not make the two-year cut off and determined to abide by the NCARB policy.

c) Education Symposium – ET reported that the Region 2 Educational Symposium will be held in Washington DC on September 22-23, 2023, with the first day at the NCARB Office and the second day at Howard University. The event is being planned in part by the DC Board of Architects, and Region 2 will pay for one student and one faculty member per school to attend. EP has passed on the dates and information to Philip Freeman at Fairmont State University and will also contact Robert Kelly.

d) Audit of Continuing Education – EP reported that an audit of 71 random architects' records will be conducted later this fall and asked for a volunteer from the Board to consult with regarding audit issues or questions about CE sessions. WS volunteered.

e) Set 2024 Meeting Dates – The Board agreed to the following dates to meet in 2024.

- February 15, 2024
- May 16, 2024
- August 15, 2024
- November 14, 2024

## 7. Old Business / Updates / Planning

a) Report on Annual Business Meeting – ET gave a brief report of the ABM in June and announced that NCARB is making a practice exam free. He announced that the 2025 Regional Summit will be hosted by Region 2 in Philadelphia.

b) Next Steps on Handbook for Code Officials - EP reported that she is working on edits and will send an updated draft to the Landscape Architects and Surveyors as a courtesy, and to the State Fire Marshal and Board of Professional Engineers for comments.

c) Review of Executive's Annual and Sick Leave – Documents were reviewed and approved by AK.

d) WV ARE Testing Centers – EP reported after consulting with NCARB in response to a question from the Board at its May meeting that WV Testing Centers are located in Beckley, Huntington, and Martinsburg.

8. Adjournment Motion @ 2:45 ES/RF.

Informational Items and Good of the Order

Upcoming Board Meetings

- November 16, 2023

Other Upcoming Meetings

- Purchasing Card Coordinator's Training – Aug. 15-16, 2023  
Daniels, WV
- NCARB Region 2 Educational Symposium – September 22-23, 2023  
Washington, DC
- WV Purchasing Conference – Oct. 17-20, 2023  
Wheeling, WV and Virtual
- Auditor's Conference for Chapter 30 Boards – Nov. 1, 2023  
South Charleston, WV
- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

Respectively Submitted:



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Richard T. Forren, AIA Secretary

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Adam Krason, AIA, President

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Emily Papadopoulos, Executive Director

