

Meeting Minutes

West Virginia Board of Architects



Location: 405 Capitol Street
4th Floor Conference Room
Charleston, WV 25301

Date: Thursday, June 13, 2019

Time: 12:00 P.M.

Attendees: Todd Boggess, Member (TB)
Richard T. Forren, President (RF)
Jan Fox, Public Member (JF) via telephone
Adam Krason, Member (AK)
Emily Papadopoulos, Executive Director (EP)
Edsel Smith, Public Member (ES)
Edward W. Tucker, Secretary (ET)
Wendy Scatterday (WS) via telephone

Mark Weiler, WV Attorney General's counsel to the Board, joined the meeting at 1:57 pm

Absent: None

Order of Business

1. Meeting called to order at 12:30 p.m. by President Richard Forren.
2. Approval of Minutes
 - a. March 21, 2019 and May 24, 2019 Board Meeting Minutes were approved. Motion to approve AK/ES. Motion passed unanimously.
3. Election of Officers
 - a. AK was nominated by RF with a second by ET for President. ET was nominated by ES, with a second by AK for Secretary; both were elected by acclamation. The Board expressed its appreciation to RF for his service as President for the past four years.
4. Complaints & Inquiries
 - a. Complaint # 11-20-2018:
 - i. After discussion, motion made by RF/ES to approve consent order as drafted by Weiler (with provision for omitting requirement for remedial continuing education). Motion passed unanimously.
 - b. Complaint # 05-14-2019:
 - i. Complaint Committee is still in process of evaluating the complaint.
 - ii. Committee is seeking additional information and will report findings at future date.
 - c. Complaint Committee also reviewed reciprocal application from Thomas Hall. Candidate did not disclose discipline that was on his NCARB record from action taken by Pennsylvania. Committee recommends denial of reciprocal registration, motion seconded by ES. Motion passed unanimously.
 - d. Registrant Kenneth Mackenzie's renewal application was reviewed in meeting. Architect had gained reciprocal registration without disclosing discipline investigation from 2014 but has since brought the disciplinary action to the Board's attention. Board recommends approval of renewal with warning letter that discipline investigation and outcome should have been disclosed; future non-disclosures will result in a renewal denial.

5. Action Items Regarding Registration

- a. Reciprocal Applications: None to review at this time.
- b. Reinstatement Applications: None to review at this time.

6. Financial Report

- a. FY 2018-2019 report presented by EP. \$137,403 expenses to date, \$112,758 renewal revenue to date. Cash balance is \$236,622.
- b. End of Year projections:
 - i. Rent payments totaling approximately \$3,800 for the previous 5 months have not been able to be disbursed due to Riggs Management still not being registered as a vendor with the State of WV. Building is owned by the bank due to foreclosure.
 - ii. EP reports the copier is at the point where a new one is needed. Board directed EP to investigate purchase or lease option of a new copier.
 - iii. EP to seek temporary help for summer months similar to prior year due primarily to volume of renewals at this time of the year.
- c. FY2020 Budget and ATB (Across the Board) Raise:
 - i. ATB = "Across the Board" raise of 5% of the average of all state employees' salaries was approved by the Legislature earlier this year. This equates to annual increase of \$2,370 not including labor burden. Motion by AK/ES to approve this increase for EP passed unanimously.
 - ii. FY2020 budget proposal presented by EP. After review, the Board recommended approval of budgeted expenditures of \$169,304 with the addition of the ATB salary increase plus labor burden.
 - 1. A future budget amendment will need to be made to account for:
 - a. Increase per diem plus temporary employee position
 - b. Increase for copier purchase or annual lease
 - c. Increase for costs associated with purchase and migration of registrant data base to new platform
- d. Board office building is under new management (Riggs); new owners and state are working on new leases. No indication that rent will increase at this time.

7. Rule Review Changes

- a. Applications for Fee Waivers: Request for public comments resulted in 3 comments received, all supportive of proposed changes.
- b. EP will continue with Rule change filing and process and finalize fee waiver applications.

8. New Business

- a. Building Safety Month:
 - i. Suggestion by Board to work with the Governor's office to recognize a Building Safety Month in West Virginia, potentially along with code officials, to recognize the value of building safety and to generally promote its importance.
 - ii. ES and RF agreed to work toward this goal and to serve as liaison between the WV State Fire Marshall's and Governor's office to establish this.
 - iii. EP noted that Al Zaccone, Region 2 Member Board Member (New Jersey) is in the process of developing a page of talking points to take to legislators regarding the importance of regulating the practice of architecture.
 - iv. It was further suggested that the Engineer's Board be brought into this effort at the right time.
- b. 2019 Continuing Education Audit Report:
 - i. EP reported of the 63 registrants that were audited, 60 are now compliant, 1 is deceased, and 2 are non-responsive.

- ii. Board continued discussion from prior meeting of potential changes in policy and Rules to strengthen action taken against those who are found non-compliant. These may include using a graduated matrix of fees that increase as the number of hours reported by registrant decreases and/or a minimum number of hours accumulated below which would be considered “willful disregard” of the continuing education requirement. EP to investigate what other jurisdictions have in place regarding non-compliance with CE requirements.

9. Registration Report

- a. As of May 31, 2019, there are 1,313 total active registrants of which 119 are WV residents and 1,194 reside out-of-state.

10. Administrative Items: After review of the following items, all were approved by acclamation:

- a. P-Card Log of expenditures February 2019 – April 2019
- b. Travel Forms
- c. Sick and Annual Leave

11. Good of the Order

- a. Upcoming Board meeting dates:
 - i. Sep 19, 2019 – quarterly meeting
 - ii. Dec 12, 2019 – quarterly meeting
- b. Long Range Planning and upcoming events:
 - i. June 20-22, 2019 – NCARB Annual Business Meeting, Washington DC. EP, RF, ES plan to attend.

12. Meeting adjourned at 2:45 pm

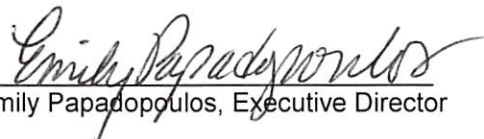
Respectively Submitted:



Edward W. Tucker FAIA, Secretary



Adam Krason, AIA, President



Emily Papadopoulos, Executive Director