

Meeting Minutes

West Virginia Board of Architects



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

Date: Thursday, March 2, 2017

Time: 12:00 P.M.

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

Absent: None

Order of Business

1. Meeting called to order at 12:15 p.m. by President Richard Forren.
 - a. Adam Krason and Wendy Scatterday were introduced and welcomed as new (Architect) Members of the WV Board of Architects. Each completed the oath of office.
 - b. AK and WS each completed their oath of office.
 - c. It was noted that the Board now has a full contingent of members thanks to recent gubernatorial appointments and reappointments.
2. Approval of Minutes
 - a. December 1, 2016 Board Meeting Minutes were approved. Motion to approve ES/ET. Motion passed unanimously.
3. Administrative Items
 - a. P-Card Log of expenditures November 2016 – January 2017 reviewed; motion to approve AK/TB passed unanimously. Updated P-Card Policy and Procedures reviewed; motion to approve AK/WS passed unanimously.
 - b. Travel forms for mileage reimbursement for today's meeting distributed by EP, completed and returned by BOA members. Process was reviewed for newest BOA members.
 - c. Sick and Annual Leave forms November 2016 – February 2017 reviewed and approved with motion in item 3a.
 - d. Financial Report: EP provided detailed report through WV Oasis system. Fiscal year ending June 30, 2017. Motion to accept AK/TB passed unanimously.
 - i. During review of item 3d, the Board directed EP to investigate the purchase of a new laptop computer for office use.

- e. Personnel:
 - i. EP reported that the transition from former Board Executive Director Lexa Lewis has required extra time to resolve issues with WV payroll office i.e. corrected W-2's etc.
 - ii. EP presented a policy proposal for Flex Time dated March 2, 2017. Following discussion, the policy was approved unanimously; motion by ET/TB.
 - iii. The Board voted to go into Executive Session to discuss personnel matters. Following this, motion made by JF/TB to move EP from probationary to permanent employment status and raise her salary at the completion of the six months in accordance with the agreement executed by RF/EP. Motion passed unanimously. The Board expressed its appreciation and satisfaction with EP's performance.
- f. EP reported on her recent training meetings (Purchasing, PEIA Retirement Board, Payroll) and attendance at Licensing Boards Association Meeting. EP discussed legislative bills introduced this session of relevance to licensing boards.

4. Old Business

- a. Update on new location for the WV Board of Architects.
 - i. EP reported she is very satisfied with the new office space.
 - ii. Cost for the move came in a little less than the mover's estimate.
 - iii. Ideas for displaying artifacts or architectural artwork are welcome.
- b. Review of Website Changes
 - i. EP distributed list of improvements suggested based on report from legislative audit. The list includes points given for features that our website already has.
 - ii. Discussed need to obtain bids for website maintenance. EP will talk with other boards to see if they can help inform as to how they have divided services (or not) for web changes, services, etc.
 - iii. Board members are encouraged to visit other licensing board websites and report good examples that we could follow.
- c. Update on Rules Revisions at WV Legislature: ET reported on appearances at hearings. Rule revisions, initially detailed in Senate Bill 86 and House Bill 2235, are now bundled with other boards' rule revisions in House Bill 2219.
- d. Discussion of NCARB Survey responses
 - i. Discussion focused on NCARB's Integrated Path to Architectural Licensure (IPAL) and how well this method may or may not work with our Rules.
 - ii. In summary, our Rules accept what NCARB accepts. When they were written, the only path to licensure was linear: Education, Experience, Examination. With IPAL these three requirements remain unchanged; however, the three occur in overlapping fashion.
 - iii. Suggestion was for board members to become more educated about IPAL through a webinar or other means before considering whether or not our Rules need to be changed or not.

5. New Business

- a. Reciprocal Applications: Applicants McConnell and Davis were found to be complete and suitable for licensure (without NCARB certificate).
 - i. One applicant reported felony indictment; Board requests certificate of good standing from Maryland, copy of police report and supplemental information in order to make recommendation.
 - ii. One applicant from foreign country has applied for reciprocal licensure with BEFA certificate; however, applicant needs to apply for initial registration as applicant has not passed ARE nor is he licensed by a registration authority recognized by the Board.
- b. Reinstatements:
 - i. In reviewing applications for reinstatement, the Board discussed penalties for practice with an inactive registration and when they should be assessed.
 - ii. Reinstatements were approved for Brooks, Kliesch, and Randolph. Applicant Marshall must provide more information demonstrating that he has met the continuing education requirement over a two year span.
- c. Discussion of Frequently Asked Questions via calls and emails
 - i. As EP fields phone calls and questions relating to licensure, patterns emerge, hence with assurance from the Board that the Rules are being applied correctly “FAQ’s” can be answered consistently and confidently. This may produce more emailed questions to Board members during EP’s first year or two, but in time these will decrease.
 - ii. An example: Is a person allowed to solicit architectural services without holding a (reciprocal) license in WV (i.e. fish without a license)?
- d. Record Retention Policy
 - i. The Board does not have a current Record Retention Policy. EP distributed example policies from two other boards.
- e. Requests for Information since last meeting
 - i. EP reported that recent requests for information include an inquiry from the Attorney General’s Office regarding if the Board had plans to propose or support any legislation during the 2017 Session and an request from Senator Craig Blair, Chairman of the Senate Government Organization Committee, to enumerate the Board’s total legal expenses for 2016.

6. Complaints

- a. Complaint received February 13, 2017 (complaint #02-13-2017)
 - i. RF and ES recused themselves and left the meeting due to their associations with parties involved.
 - ii. EP gave a summary of the complaint. Following discussion of information presented in the complaint, Board determined that it needed to review the numerous documents in detail. Copies are to be distributed to the five members, who will hold a conference call on March 13 at 2:00 PM to adequately review the complaint (2-2-4.8.3).

7. Next Meeting was tentatively scheduled for 12 o'clock noon June 1, 2017 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV. Additional meetings are scheduled for the same location and time on Sept. 7, 2017 and Dec. 7, 2017.

8. Motion to adjourn by AK/TD at 4:35 pm.

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Respectively Submitted:

Edward W. Tucker AIA, Secretary

Emily B. Papadopoulos, Executive Director