

# Meeting Minutes

## West Virginia Board of Architects



**Location:** 405 Capitol Street  
4<sup>th</sup> Floor Conference Room  
Charleston, WV 25301

**Date:** Thursday, June 15, 2017

**Time:** 12:00 P.M.

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

**Absent:** Todd Boggess, Member (TB)  
Jan Fox, Public Member (JF)

### Order of Business

1. Meeting called to order at 12:10 p.m. by President Richard Forren.
2. Approval of Minutes
  - a. March 2, 2017 Board Meeting Minutes were approved. Motion to approve ES/WS. Motion passed unanimously.
3. Old Business
  - a. Update on Rules Revisions at WV Legislature:
    - i. Rules were passed by legislature in "Bundle Bill" and signed by the Governor on April 25, 2017.
    - ii. Sunset date change was the only change resulting from review process.
    - iii. Rules recorded and become effective July 1, 2017.
  - b. Review of Website Updates and Future Development
    - i. EP has talked with other boards to learn how they have divided services (or not) for web changes, services, etc. Our site's data records and search tool of licensees is more robust than many other similar agencies.
    - ii. WV Interactive has a state contract to maintain websites for \$40/month. On-line dollar transactions would be charged above this cost a percentage of each transaction.
    - iii. EP asked the board what they would like to have revised, added, deleted, etc. from the website.
      1. Following discussion, consensus of a few items were:
        - a. EP should be able to make most updates without going through web support company.
        - b. Site should be "friendly" to the variety of screen types i.e. PC, tablet, phone.
        - c. Current forms, and web access to them, needs to be revised to clarify paths/forms of registration and renewal.
      2. Motion to seek proposals made by ES/WS passed unanimously.
  - c. Record Retention Policy. EP has been busy with CE audit, renewals, etc.; no new information on this item at this time.

- d. Computer Purchase. EP has explored options for a new computer. Motion to purchase a new computer with requisite accessories and software for a cost not to exceed \$2,000 by AK/WS passed unanimously.

4. New Business

- a. Reciprocal Applications to be Reviewed
  - i. Motion to approve Hennessey ET/WS passed unanimously.
  - ii. Kittle application incomplete at this time. EP will continue communication with applicant.
- b. Reinstatements to be Reviewed
  - i. 11 reinstatement applications were reviewed.
    - 1. 7 of 11 stated they have not practiced in WV during inactive period
    - 2. More information is required of 3 applicants before determination can be made; EP will continue communications with each.
    - 3. Columbus stated he has practiced during inactive period. He is assessed \$250 plus \$150 for practicing during inactive period plus \$75 renewal fee for 2017-18. RF to write letter of reprimand.
    - 4. BOA clarified for EP that the date of license expiration should be considered the renewal date for purposes of determining if an architect is eligible for reinstatement.
    - 5. RF asked AK to review and revise the matrix that establishes our policy regarding how we respond to architects practicing while inactive and reinstatement requirements. AK agreed to prepare a draft for review by the BOA.

5. Administrative Items

- a. P-Card Log of expenditures February 2017 – May 2017 reviewed.
- b. EP alerted the BOA that she has acquired a “Ghost Card” that will allow her to make reservations and payment for board member travel without board members having to physically present a card.
- c. Travel Forms for mileage reimbursement for today’s meeting distributed by EP, completed and returned by BOA members.
- d. Sick and Annual Leave forms February 2017 – May 2017 reviewed.
- e. Motion to approve Administrative Items a. c. and d. by ET/WS passed unanimously.
- f. Financial Report: Current and Fiscal Year (FY) 2017-2018 budgets were distributed and reviewed. Motion by ES/WS to approve FY 2017-2018 budget as presented passed unanimously.
  - i. During review of item 3d, the Board directed EP to investigate the purchase of a new laptop computer for office use.
- g. Report of Recent Training and Licensing Boards Association Meeting (EP):
  - i. Purchasing training has been a big priority in recent months. EP will do additional training June 28 after which she will have the recommended 10 hours of purchasing training.
  - ii. EP attended Cash Handling training, Budget Development sessions (3 webinars) and a lunch and learn with the WV Licensing Boards Association.

- iii. EP is in the process of studying necessary due diligence bidding for printing of certificates.
  - h. Anticipated Training: EP plans to attend the Purchasing Conference in August 2017 where one can receive all 10 hours of recommended annual training.
  - i. EP reported that the temporary summer employee is working out well with his assistance with routine office work, renewal clerical work, certificates, etc.
6. Good of the Order – no new business.
7. Discipline & Complaints
- a. Follow-up questions from recently registered architect
  - b. Complaint 2-13-2017: No new information; the Board has not received a response from its letter requesting additional information.
8. Next Meeting was tentatively scheduled for 12 o'clock noon September 7, 2017 at 405 Capitol Street in the 4<sup>th</sup> Floor Conference Room, Charleston WV.
9. Motion to adjourn by WS/ET at 4:05 pm.

Respectively Submitted:



---

Edward W. Tucker AIA, Secretary

---

Emily B. Papadopoulos, Executive Director