

West Virginia Board of Architects



Location: Quarterly Meeting by teleconference
Originating from 405 Capitol Street
Charleston, West Virginia 25301

Date: December 9, 2021

Time: 12:00 PM

Attendees: Todd Boggess, Member (TB)
Adam Krason, Member and President (AK)
Emily Papadopoulos, Executive Director (EP)
Wendy Scatterday, Member (WS)
Edsel Smith, Public Member (ES)
Edward W. Tucker, Member and Secretary (ET)
Mark Weiler, WV Attorney General's Counsel to the Board (left at 1:40 pm)

Absent: Richard Forren, Member (RF)
Jan Fox, Public Member (JF)

1. AK called the meeting to order at 12:03 p.m.
2. Approval of Minutes – September 16, 2021
On a motion by TB/ES the Board approved the minutes of September 16, 2021.
3. Disciplinary Matters
 - a) CE Audit - Colin Donahoe
Letter from the Board sent to Donahoe as directed by Board at September meeting giving permission for the registrant to sign and return the Continuing Education agreement offered earlier even though the original 21-day period is past. Nov 30 agreement sent back to Board signed; however the sentence agreeing to pay fine was blacked out and no funds were included. ES/WS moved to pursue disciplinary action to confirm that Donahoe has misrepresented his CE record.
 - c) Update on Board Complaint to the West Virginia State Board of Registration for Professional Engineers.
 - i. AK recused himself 12:17 pm.

- ii. EP and MW updated the Board on MW's discussion with Ed Eagloski about the Engineers' Board process and shared photographs from its investigator's report. The Board's concern is engineer's web and social media pages offer architectural services by a non-registrant and is intended to mislead consumers. Further concern is for alignment between Engineer's and Architect's Board. The Board will continue to review the engineer's advertising and activities.

AK rejoined the meeting at 1:00 pm.

4. Applications with disclosed discipline for Board Review

- a) William Fearon – applicant with a NCARB Certificate. He has a CE related agreement. Board had no further comment regarding reciprocity eligibility.
- b) Larry Cohen – applicant with a State License from Colorado. Background indicates frequent reinstatements with other jurisdictions. Board felt that proceeding with reciprocal licensure should not be impaired by applicant's prior disclosed discipline.
- c) Alan Downie – Applicant from VA; EP still waiting on verification of his VA registration. Approved contingent upon verification.
- d) Daniel Bourassa – EP informed the Board of his unusual situation. Following discussion, the Board agreed with EP and ET's earlier assessment that he has three ways to apply; he just needs to select one and complete the process.
- e) James Sheehan – Late renewal in process (due June 30, 2021). CE requirements deficient – 2020 only three HSW hours; 2021 only three hours as well. Board agreed with EP's use of Continuing Education Agreement with administrative costs of \$400. EP to follow up to see if he has practiced on an expired registration which could result in a fine.
- d) Registration Renewal Report
Currently there are 1364 registrants, 116 of which are in-state, 1248 of which are out of state. Out-of-state registrants are higher than last year.

5. Financial Report

- a) FY2022: Budget to Actual – Summary and Details
Expenditures: Budget \$169,304 Actual YTD spent = \$65,228
EP reviewed a comparative breakdown with the prior year. Expenditures are slightly lower than the same time last year. Revenue is almost exactly the same.
- b) TB/WS motion approved budget report.

6. New Business

- a) Centennial Poster and Pins
Centennial pins were produced in the USA are very high quality; Board members were very pleased with outcome. Educational poster is in the process of being printed, which also appears to be of very high quality in content and presentation. The Board expressed its appreciation to EP for her work on these items. The Board also recommended that a framed poster, front and back, be

matted and framed and displayed in the Capitol. EP will inquire as to how this might be done.

- b) Response from WVU RE: "interior architect"
EP shared the email correspondence with interior design professor Lee Mullett regarding their department's efforts to educate students about the program and its limitations regarding architectural education.
- c) ARPL Meeting & Webinar – Planning for Legislative Session
EP shared 11/16/2021 ARPL summary document concerning strategies for supporting responsible licensure, legislative work, etc. Universal licensure HB 2007 is back on the agenda this year. Board should consider planning for legislative session, potential educational work with House Gov. Org. Committee and other legislators. Letter with poster and the importance of licensure will be sent.
- d) Scanning of Files and Archival Items
EP discussed problem of paper filing, lack of space, things in storage etc. Desire is to convert architect records to digital media. Estimate for scanning shared of everything from the vendor with the state contract for scanning is approximately \$19,000 to be accomplished over time. Motion to ES/ET spend not more than \$5,000 to begin a test run of digital conversion in accordance with the Board's policy for records retention. EP to begin with inactive architects' records.
- e) Fixed Asset/Surplus Property.
EP recently retired of and disposed of some surplus property, old equipment, etc. working through the process approved by State Purchasing and Surplus Property. Combined with scanning, this should make more space available.

7. Old Business / Updates / Planning

- a) Office lease renewal received from landlord. Lease cost has not increased from current lease. RF signed prior lease; AK will sign renewal on behalf of the Board.
- b) Building Code Officials Handbook
EP recommended that the Board make the first pass at revisions prior to taking to the Engineer's Board. AK suggested that a past Board member be asked to make the initial changes to recommend to the Board – G Williamson, L Miller, B Yoke mentioned. EP will contact to see if one of these persons will be willing to help.
- c) EP and ET participated in NCARB Region 2 Fall Telephone Conference. Due to ongoing COVID concerns, the Educator/Practitioner Summit was postponed another year and is now tentatively scheduled for September 2022 at the University of Virginia.

8. Informational Items and Good of the Order

Upcoming Board Meetings

- February 17, 2022
- May 19, 2022

- August 25, 2022
- November 17, 2022

7. AK adjourned the meeting at 2:53 pm.

Respectively Submitted:

Edward W. Tucker FAIA, Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director