

Meeting Minutes

West Virginia Board of Architects



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

Date: Thursday, June 7, 2018

Time: 12:00 P.M.

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

Absent: None

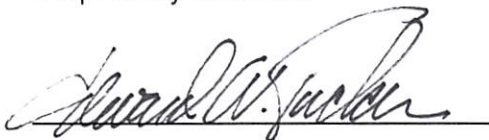
Order of Business

1. Meeting called to order at 12:10 p.m. by President Richard Forren.
2. Approval of Minutes
 - a. March 29, 2018 Board Meeting Minutes were approved. Motion to approve AKWS. Motion passed unanimously.
3. Review of AXP/ARE Policies for Graduates of NAAB Accredited Programs
 - a. Inquiry received from Charles Smith II regarding his and other recent graduates' status from Fairmont State University's MA program.
 - b. The Board cannot grant an exception to Rule §2-1-5.1.1b regarding accreditation as the eventual status/outcome of Fairmont State's degree program is unknown. It was noted that the Board adopted a policy in 2009 that states that graduates may sit for the ARE after obtaining a degree in architecture from an accredited five-year program prior to completion of their IDP or other accepted equivalent experience.
 - c. It was noted that other means of obtaining licensure (in West Virginia) are available to these persons through NCARB's Alternative to the Education Requirement (two times (2x) the Architectural Experience Program (AXP)).
4. Complaints & Discipline
 - a. Complaint #02-13-2017: No new information or correspondence received from either party since the Board's sending of its dismissal letter. Two related FOIA requests were received. One was made by a law firm regarding registration records. The other was from an attorney to the Assistant Attorney General for a copy of the dismissal letter. EP responded to the first request and Mark Weiler responded to the second. EP logged both requests in accordance with the Secretary of State's FOIA requirements. The complaint file is closed.
 - b. Review of New Anonymous Inquiry #01-24-2018: EP sent letter to party involved, some changes were made by the party to its website in response. EP will inform the Ohio Board since the party is located in Ohio.
 - c. New Inquiries:

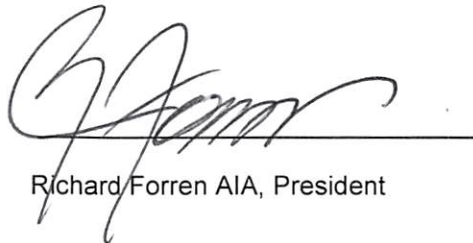
- i. Lawn and Landscaping company is promoting itself as offering “architectural design”; EP to send a letter informing the party of title law.
 - ii. Person newly residing in WV from Italy is promoting themselves as an architect; EP to send letter informing the party of title law and reciprocity options.
5. Rule Review and Recommendations
 - a. Board members reported on their progress.
 - b. General consensus to include a global statement about rule history and purpose. Description to include the Board’s emphasis on reciprocity and portability intent.
 - c. Much of the Rules are comprised of NCARB’s Model Rules of Conduct combined with WV legislative dictates.
 - d. Lengthy discussion ensued of various parts of the Rules, some suggestions for possible future changes were discussed as well.
 - e. EP will update the matrix that was sent earlier to Board members with the timeline to the Google drive so that all members can input information into a single file.
 - f. Suggestion was made to seek input from WV registrants asking if any of the Board’s Rules were viewed as burdensome or hindered their practice of architecture. This could be done through the board’s next newsletter.
6. Action Items Regarding Registration
 - a. EP reviewed applications in process where she needed guidance. After review, the Board determined that the applicants with prior discipline were eligible for registration. The Board also clarified that WV accepts the NCARB Certificate stemming from the Education Alternative of 2X AXP.
 - b. EP provided an update of renewals to date. Approximately 25% of current registrants have renewed as of June 5, 2018.
 - c. EP reported on this year’s Continuing Education audit. There were 61 registrants audited. 2 were unresponsive; EP contacted them to learn they had changed their address without notifying the Board. The subsequently complied with audit. A few registrants were deemed to be short of hours, but subsequently made up the hours within the 60 day allowable period. There is one architect who is expected to comply by the end of the month.
7. Financial Report
 - a. FY 2017-2018 year to date report reviewed by EP. Total expenditures as of May 25, 2018 are \$ 137,723.63. Revenue as of May 25th is \$56,900, and the cash balance is \$196,571.48. EP noted that since the report was issued to the Board revenue had increased to \$88,625 as of June 6th.
 - b. RF mentioned that there have been discussions by NCARB Region 2 about the cost of dues charged to each jurisdiction; however, no action has been taken.
 - c. EP reviewed the budget for FY 2018-2019. Motion to approve budget for FY 2018-2019 made by ES/WS with the exception that the line item 6150 *Vehicle Repair* be removed and reallocated, as EP could not justify keeping this line item since Oasis identified the line item as “vehicle repair” rather than “maintenance” as it is listed in prior budgets and the object code list. Motion passed unanimously.
8. New Business
 - a. 2018-2019 renewal in progress. EP showed the large postcard notice that had been mailed to all registrants. Registrants have also been contacted via email. An out-of-state registrant asked if they could elect emeritus status; EP answered yes.

- b. Discussion of amount and format of information to put on website regarding complaints/discipline. EP showed the Board examples from other Boards. EP will continue to work on a recommendation for our Board. EP noted that West Virginia requires boards to make discipline/action taken public, provided findings result in discipline, and that NCARB prefers the same with a consent order link.
9. Administrative Items: After review of the following items, all were approved by acclamation:
- a. P-Card Log of expenditures March 2018 – April 2018
 - b. Travel Forms
 - c. Sick and Annual Leave
10. Good of the Order
- a. Meeting dates for remaining 2018 meetings are September 6 and December 6, all at noon.
 - b. Long Range Planning and upcoming NCARB event dates:
 - i. Jun 28-30, 2018 Annual Meeting, Detroit MI
 - ii. Oct 4-5, 2018 NCARB Region 2 Educator/Student/Practitioner Symposium, Drexel University Urban Design Center, Philadelphia PA
 - iii. Oct 12-13, 2018 NCARB Chair/MBE Meeting, St. Louis, MO
 - c. EP reported on recent WV Association of Licensing Boards' meeting, indicating that the Association heard from two speakers about rules related to felonies and how they affect licensure
 - d. Legislative Interim Schedule
 - i. June 24-26
 - ii. Sep 16-18
 - iii. Nov 11-13
 - iv. Dec 9-11
 - e. ET reported that he will be Coordinator for the Construction & Evaluation division of NCARB's ARE 5.0 Exam Writing Subcommittee.
11. Next Meeting is scheduled for 12 o'clock noon Sep 6, 2018 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.
12. Motion to adjourn by TB/ES at 4:00 pm.

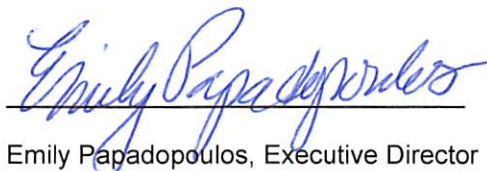
Respectively Submitted:



Edward W. Tucker FAIA, Secretary



Richard Forren AIA, President



Emily Papadopoulos, Executive Director