

Meeting Minutes

West Virginia Board of Architects



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

Date: Thursday, September 6, 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)

Absent: 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. June 7, 2018 Board Meeting Minutes were approved. Motion to approve AK/TB. Motion passed unanimously.
3. Complaints & Inquiries
 - a. Inquiry #01-24-2018: EP previously sent letter to party involved, some changes were made by the party to its website in response. EP informed Ohio's Board (the party is an engineer located in Ohio.) Firm is advertising architectural services, building projects displayed on company website, with no registrant in WV. EP to send a follow-up letter reviewed by Board and copy the WV Board of Registration for Professional Engineers.
 - b. Inquiry #05-07-2018: Individual advertising as an architect, no license in WV (licensed in foreign country.) EP has communicated with individual who was very cooperative, has made changes accordingly, issue is resolved.
 - c. Inquiry #04-16-2018: EP sent letter to individual, no response to date.

Question raised about anonymous complaints. RF notes that the Board's Rules do not allow complainant to be anonymous.

RF reviewed letter that he sent to Engineer's Board regarding architect who sealed engineering drawings. Our Board will initiate a complaint against the architect by letter indicating that this is a violation of our Rules and request him to explain his actions.

4. Rule Review and Recommendations
 - a. Rule Review submission to Governor:
 - i. EP reviewed Board's summary comments submitted via Google shared document. Input was also sought from registrants through newsletter.
 - ii. EP reviewed the format of the WV Association of Licensing Boards' and Dentistry Board's reports.

- iii. Draft report reviewed which consists of general statements about rule history, purpose, Board's emphasis on reciprocity and portability. Members suggested adding sentence about our law's exemptions from the practice of architecture. Report to be sent to Governor.
 - b. Board agreed to meet on February 22, 2019, for comprehensive, more detailed Rules review. This will be preceded by paired members working together to prepare assigned sections for the meeting.
 - c. AK asked for clarification concerning if architects are to seal projects that are exempted from the practice of architecture by our Rules. This could be an opportunity to refine our Rules, re: NCARB Model Regulations regarding use of the seal vs. WV's exemptions.
- 5. Action Items Regarding Registration
 - a. EP reviewed reciprocal applications for Cundiff, Leakey, and Saeger. After review, the Board approved all three applicants.
 - b. EP reviewed registrant whose NCARB certificate has been revoked; registration was gained in WV by NCARB certificate. After review, the Board voted to revoke Phillip Pecord's license. Motion by AK/ES. Motion passed unanimously.
 - c. EP reviewed one registrant's non-compliance with Continuing Education requirements following this year's audit. After review, the Board voted to revoke Thomas Little's license. Motion by WS/TB. Motion passed unanimously.
- 6. Financial Report
 - a. FY 2018-2019 year to date report reviewed by EP. Total expenditures to date are \$33,734.22. Revenue to date is \$20,108.72.
 - b. It was noted that the trend continues of expenditures exceeding revenue by approximately \$5,000 / year; however, the carried balance remains significant such that there is no immediate issue.
 - c. EP will bring comparison of surrounding states' fees for comparison to WV as a step in seeing if a future increase may be in order.
 - d. EP reported that the FY2020 budget was drafted and submitted in August and is the same amount as FY2019 (\$169,304)
- 7. New Business
 - a. 2018-2019 renewals reviewed: Currently there are 1,201 active registrants of which 116 reside in WV and 1,085 are out-of-state. There were 86 non-renewed from the prior year.
 - b. Proposed format for discipline disclosure and determination of procedures discussed. EP referred to the bill that determines what should be posted on the Board's website, newsletter, and in data base (available for public viewing via website) as the starting point. Use §2-1-10 as a guide. (From June 7, 2018 minutes: 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.)
 - c. Proposals to be sought for updating/maintaining our database with solicitation of bids required by Purchasing. Board suggested EP write a description of what the database should do, i.e. specifications for its content and performance, to include with request for proposals

8. Administrative Items: After review of the following items, all were approved by acclamation:
 - a. P-Card Log of expenditures May 2018 – August 2018
 - b. Travel Forms
 - c. Sick and Annual Leave

9. Good of the Order
 - a. Remaining 2018 meeting is December 6, at noon.
 - b. RF and ET attended NCARB's Annual Meeting Jun 28-30, 2018 in Detroit MI. Revisions to NCARB's bylaws and Model Rules of Conduct were approved at the meeting. Board will want to consider updating WV's Rules in the future to align with these changes. Next Annual Meeting will be held in Washington, DC, to celebrate NCARB's 100-year anniversary.
 - c. Long Range Planning and upcoming events:
 - i. EP to attend website training Sep 25, 2018, in Charleston.
 - ii. Oct 3-5, 2018 – WV Purchasing Conference, Camp Dawson.
 - iii. Oct 4-5, 2018 – NCARB Region 2 Educator/Student/Practitioner Symposium, Drexel University Urban Design Center, Philadelphia PA. ET will attend, is facilitator for Educator panel discussion sessions.
 - iv. Oct 12-13, 2018 – NCARB Chair/MBE Meeting, St. Louis, MO
 - d. EP reported on recent WV Association of Licensing Boards' meeting.
 - e. Legislative Interim Schedule
 - i. Sep 16-18
 - ii. Nov 11-13
 - iii. Dec 9-11
 - f. EP announced that RF has been reappointed by Governor Justice for a term ending June 30, 2023.

10. Next Meeting is scheduled for 12 o'clock noon Dec 6, 2018 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.

11. Motion to adjourn by TB/ES at 4:00 pm.

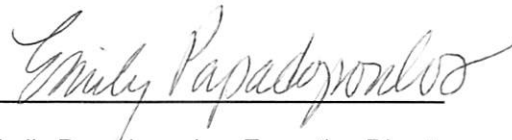
Respectively Submitted:



Edward W. Tucker FAIA, Secretary



Richard Forren, AIA, President



Emily Papadopoulos, Executive Director