

Meeting Minutes

West Virginia Board of Architects



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

Date: Thursday, December 7, 2017

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) *by telephone*
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 12:35 p.m. by President Richard Forren.
2. Approval of Minutes
 - a. October 5, 2017 Board Meeting Minutes were approved. Motion to approve AK/TB. Motion passed unanimously.
 - b. November 2, 2017 Meeting Minutes were approved. Motion to approve AK/TB. Motion passed unanimously.
3. Financial Report
 - a. FY 2017-2018 year to date report reviewed by EP. Total expenditures to date are \$71,662. Revenue to date is \$35,675.
 - b. Year to Date actual from 2016-2017 to compare with current year will be provided at March 2018 meeting.
4. Old Business
 - a. EP reported purchase of new external hard drive and projector used at this meeting. Projection of documents is a nice aid for their review during meetings. Migration of data from laptop to main computer will occur at the end of the year when all will migrate to the state's server domain. This will improve security, encryption, and other cybersecurity issues which were addressed at board training.
 - b. Website update: EP showed prototype of webpage template from WV Interactive, the state contract entity. The board provided a critique for revisions. EP will compare functions of current site with proposed page as well as content for compliance with state requirements.
 - c. Three options for a revised board seal were presented by RF. Motion to approve option no. 3 (which wraps the words "Board of Architects" around the state seal) and its use in lieu of the current logo (state map over 4 squares) by AK/ES passed unanimously.
 - d. Newsletter plans: Discussion of format, media, and frequency. General feeling is to send electronically to all registrants plus hard copy to in-state registrants on a quarterly basis. Website should contain a link to newsletters.

- e. EP gave an update on Registrations & Renewals for FY 2017-18: To date there are 118 resident and 1089 non-resident registrations.
- f. AIA WV has requested the Board to provide a response to AIA's position statement regarding new titles for interns. ET is composing an article for AIA to use in its upcoming newsletter. A draft will be sent to board members for review, and the article will also be reprinted in WV BOA's next newsletter.
- g. Discipline & Complaints:
 - i. Rachel Allen (presented herself at a meeting to the WV Historic Landmarks Commission as an architect): EP wrote letter to notify her and her employer Remick Moore Architect that Ms. Allen was not registered in WV. Ms. Allen and Mr. Moore responded with appropriate response; matter is closed.
 - ii. Derek Hudson (claimed to be an architect in NCARB record and on LinkedIn profile): After notification of violation, Hudson has redacted claims and responded to EP via email. Matter is closed.
 - iii. Thomas Smith has reported activity to the Board as requested following consent order. Board will continue to monitor.
 - iv. Paul Graf has signed consent order which includes 6 month probation, reporting any other discipline, and \$1,000 fine which has been paid.
 - v. Complaint 02-13-2017
 - 1. ES and RF recused themselves and left the room.
 - 2. Motion by ET/TB to go into executive session for discussion of complaint 02-13-2017, passed unanimously.
 - 3. Motion by AK/TB to go out of executive session, passed unanimously.
 - 4. Motion by AK/TB to dismiss the complaint, based upon 4.17 of the Board's Disciplinary & Complaint Procedures, the review and findings in investigator's report and no probable cause, passed unanimously. Board directed EP to work with AG's office to determine appropriate response, follow-up reporting, and correspondence to parties involved.
 - 5. ES and RF rejoined the meeting.

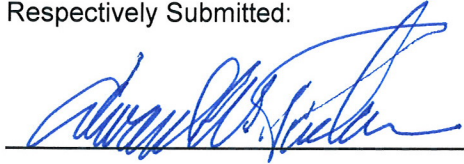
5. New Business

- a. Reciprocal Applications to be Reviewed
 - i. AK/WS motion to approve reciprocal applicants Frederick Ostrosky and Brent Tippetts passed unanimously.
 - ii. TB/WS motion to request three reference letters from reciprocal applicant Michael Rempel due to record of discipline in other jurisdictions passed unanimously.
- b. Reinstatements to be Reviewed
 - i. AK/ET motion to approve reinstatement of Philip Pecord passed unanimously.
- c. Request to review drawings from Engineer's Board
 - i. Board members reviewed drawings of a new commercial building that is not exempt from seal requirements. ET cited Rules of Conduct 9.1.3 which led the Board to determine that the engineering work exhibited in the drawings goes beyond "incidental to the practice of architecture." RF will write letter expressing this opinion to the Board of Professional Engineers.

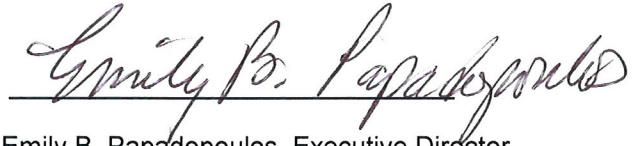
- d. Report from Auditor's Chapter 30 Board Training
 - i. EP, RF, TB, WS, and AK attended.
 - ii. EP reported presentation by State Auditor and extensive discussion following at Association meeting that emphasized board member's responsibilities to take prompt action when becoming aware of violations.
 - iii. WV Association of Licensing Boards: EP reported legislature is considering placing all health-related boards under DHHR and that legislation is expected to be introduced to combine or eliminate some boards.
- e. Dec 14, 2017, NCARB staff visit to WV Board of Architects re: database
 - i. Two staff from NCARB are coming to talk with EP about our registrant database. NCARB wants to learn what features may be attractive to member jurisdictions in a database management system that could be offered by NCARB.
- f. Rule Review Required by WV Legislature
 - i. EP reminded the board of timeline for this review.
- g. Requests for Information
 - i. EP reviewed her response to the WV Legislature – Joint Committee on Government Organization's questions.
 - ii. EP reviewed questions and responses regarding registrant Joyce Van Gilder on behalf of the WV School Building Authority regarding prototypical designs, when an architect must be used, and others. Board members have assisted EP with responses to Van Gilder's questions.
 - iii. Representative of Apprentice Day request for resident architect names and contact information: Board offered that the roster can be shared i.e. website database; however, the board cannot recommend specific architects. Board suggested EP contact WV AIA to see if they might be interested in assisting.
- 6. Administrative Items: After review of the following items, all were approved by acclimation:
 - a. P-Card Log of expenditures September 2017 – October 2017
 - b. Travel Forms
 - c. Sick and Annual Leave
- 7. Good of the Order
 - a. Meeting dates for 2018 determined: March 1, June 7, September 6, and December 6, all at noon.
 - b. Upcoming NCARB event dates:
 - i. Feb 8-10, 2018, New Board Member/Executive Orientation, Washington DC
 - ii. Mar 9-10, 2018, Regional Summit, Wichita KS
 - iii. Jun 28-30, 2018 Annual Meeting, Detroit MI
 - c. NCARB Centennial 2018 planning: Past board members to be contacted for historical information regarding WV Board.
- 8. Next Meeting is scheduled for 12 o'clock noon March 1, 2018 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.

9. Motion to adjourn by TB/ES at 4:10 pm.

Respectively Submitted:



Edward W. Tucker AIA, Secretary



Emily B. Papadopoulos, Executive Director