

Meeting Minutes

West Virginia Board of Architects



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

Date: Thursday, March 21, 2019

Time: 12:00 P.M.

Attendees: Todd Boggess, Member (TB) (via teleconference)
Richard T. Forren, President (RF)
Adam Krason, Member (AK)
Emily Papadopoulos, Executive Director (EP)
Wendy Scatterday, Member (WS) (via teleconference)
Edsel Smith, Public Member (ES) (via teleconference)
Edward W. Tucker, Secretary (ET)
Mark Weiler, Assistant Attorney General (MW)

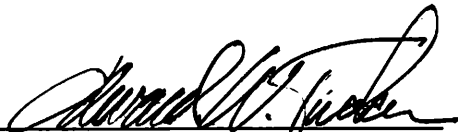
Absent: Jan Fox, Public Member (JF)

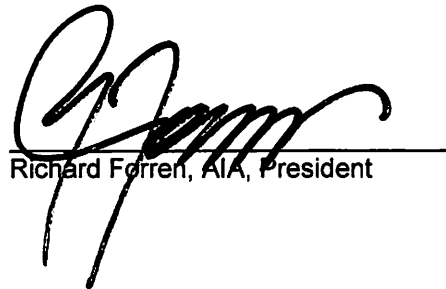
Order of Business

1. Meeting called to order at 1:00 p.m. by President Richard Forren.
2. Approval of Minutes
 - a. February 22, 2019 Board Meeting Minutes were approved. Motion to approve AK/ET. Motion passed unanimously.
3. Complaints & Inquiries
 - a. Complaint # 11-20-2018:
 - i. Registrant requested an informal hearing before the Board in response to the Board's complaint and offer of consent agreement. Registrant and his attorney joined the meeting by teleconference and the registrant's local counsel joined the meeting in person to explain/defend actions taken and subsequently answer questions by Board members.
 - ii. Registrant and his attorney left the meeting (by teleconference) and his local counsel departed after all questions of the Board had been answered.
 - iii. Motion to go into executive session by ET/WS. Motion approved unanimously.
 - iv. Motion to go out of executive session by ET/WS. Motion approved unanimously.
 - v. Motion to revise consent order by omitting requirement for remedial continuing education, revise violation language to benign infraction relative to the actions of the registrant ET/WS. Motion approved unanimously. MW to make revisions.
 - vi. MW left the meeting.
 - b. Update on candidate for registration who was using NCARB initials: EP notified NCARB staff that candidate was using NCARB initials in promotion of new business as if certified. NCARB communicated to the candidate that NCARB initials may not be used prior to obtaining certificate.
4. Action Items Regarding Registration

- a. Reciprocal Applications: None to review at this time.
 - b. Reinstatement Applications:
 - i. Orling: Reinstatement of registration \$1,250 was determined appropriate based on period of activity when registration had lapsed: \$250 reinstatement fee, \$150 late renewal fee, \$850 for 8.5 months in current year. Of this amount, \$500.00 is a civil penalty which will be transferred to the General Revenue Fund; \$350.00 will reimburse the Board for the cost of disposition of the matter. Motion to approve WS/ET. Motion passed unanimously.
5. Financial Report
- a. FY 2018-2019 year to date report reviewed by EP. Cash balance is \$210,608.14.
 - b. Expenditures and revenue are running normally for this time of the year. No unusual costs or revenues to report.
 - c. New website is up and running successfully. Next major endeavor, with associated expense, will be development of new database of registrants.
 - d. Board office building is under new management (Riggs), new owners and state are working on new leases. No indication that rent will increase at this time.
6. Legislative Summary
- a. EP distributed a report of bills passed during this year's session with potential impact on Chapter 30 Boards. She reported that SB 396 will have a limited impact on Architects Board; other boards are working to determine impact.
7. Rule Review and Recommendations
- a. EP is working on revision language to implement Rule changes recommended by the Board in February 22, 2019 Rules review meeting.
 - b.
8. New Business
- a. Region 2 Symposia Rules:
 - i. ET reported on Region 2 actions taken at March NCARB Regional Summit (held in Nashville, TN) regarding expenditures and eligible reimbursements for speakers at future Educator/Student/Practitioner Symposia. Next Symposium is to be held at University of Virginia, Charlottesville VA, in the fall of 2020.
 - ii. EP, RF, TB, JF, ES, and ET attended this year's Regional Summit.
 - b. 2019 Continuing Education Audit:
 - i. EP reported 63 registrants were audited with 37 fully compliant to date. EP tracking non-compliant registrants, number of hours deficient, status.
 - ii. AK would like to explore using a graduated matrix of fees that increase as the number of hours reported by registrant decreases and/or a minimum number of hours accumulated below which would be considered "willful disregard" of the continuing education requirement.
 - c. Report on FARB (Federation of Associations of Regulatory Boards) Conference:
 - i. RF attended. He gave a summary of information covered, advice to boards which included performing an exhaustive review of Rules (WV Architects Board has just completed this) and boards should not be afraid to challenge recommendations of the AG's office to the board.
9. Registration Report

- a. Currently there are 1,277 total active registrants; 117 are WV residents and 1,159 reside out-of-state.
10. Administrative Items: After review of the following items, all were approved by acclamation:
- a. P-Card Log of expenditures December 2018 – February 2019
 - b. Travel Forms
 - c. Sick and Annual Leave
11. Good of the Order
- a. Upcoming Board meeting dates:
 - i. Jun 13, 2019 – quarterly meeting
 - ii. Sep 19, 2019 – quarterly meeting
 - iii. Dec 12, 2019 – quarterly meeting
 - b. Long Range Planning and upcoming events:
 - i. June 20-22, 2019 – NCARB Annual Business Meeting, Washington DC
12. Next Meeting is scheduled for 12 o'clock noon Jun 13, 2019 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.
13. Motion to adjourn by ET/TB at 4:00 pm
Respectively Submitted:


Edward W. Tucker FAIA, Secretary


Richard Forren, AIA, President


Emily Papadopoulos, Executive Director