

West Virginia Board of Architects



Location: Quarterly Meeting – Virtual via Google Teams
Originated from 405 Capitol Street
Charleston, West Virginia 25301

Date: February 17, 2022

Time: 12:00 PM

Attendees: Todd Boggess, Member (TB)
Adam Krason, Member and President (AK)
Emily Papadopoulos, Executive Director (EP)
Richard Forren, Member (RF)
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: Jan Fox, Public Member (JF)

1. ET called the meeting to order at 12:07 PM.
2. Approval of Minutes –December 9, 2021
On a motion by WS/ES, the Board approved the minutes of the December 6, 2021
3. Disciplinary Matters
 - a) CE Audit – (Colin Donahue) ET/ES motion: Board finds probable cause to take disciplinary action for non-compliance with CE requirements and misrepresentation of CE compliance at renewal. MW will send a letter of charges to registrant which will be followed by scheduling a hearing date.
 - b) Unlicensed practice of architecture – Evidence submitted by EP appears to show that the Jewel City Church in Meadowbrook, WV, was designed by unlicensed individual. Project is described in media article as a 3-phase, 58,000 sf facility completed in October 2017. ES believes a Certificate of Occupancy was never issued as required by the State Fire Code. Unlicensed individual represents himself as capable of providing architectural design services for another church project that ES has become aware of. MW will send notification letter to the

individual alerting to the need for an Architect's license to make such representations. EP to complete Fire Marshal complaint form on behalf of the Board so an inquiry is made due to the size of the project and the Board's concern for HSW.

c) **Applications for Board Review**

Wardell reinstatement application: License expired in 2020. CE hours are technically short (12 required each year) but in consideration of total HSW hours of CE over the period of non-activity, Board approved reinstatement on a motion by RF/WS.

Hopkins reinstatement application: License expired in 2021. Hopkins has continued to practice providing Construction Administration services on a \$1.5M project in Wardensville, WV. Using the Reinstatement Guidelines, a \$400 fee will be assessed to complete reinstatement (\$250.00 reinstatement and \$150.00 late renewal). Motion RF/WS approved reinstatement.

EP announced the Board's receipt of a complaint against a registrant on February 16, 2022. AK appointed ES and WS to serve as the Complaint Committee to make an initial investigation and come back to the Board with a recommendation of next steps.

4. **Action Items Regarding Registration**

- a) **Reciprocal Application with NCARB Certificate – no applications to review at this time.**
- b) **Reciprocal Applications with a State License:**
Remitz has completed his application, EP is waiting on Wisconsin to send records and reference letters. Board reviewed the application and RF/ET moved to approve application pending receipt of acceptable records from Wisconsin and final two reference letters.
- c) **Registration Renewal Report – Report provided for Board showing 1,389 total currently registered, 118 of whom are West Virginia residents.**

5. **Financial Report**

- a) **FY2022 Budget to Actual – Summary and Details**
EP noted that current expenses are \$91,432.45 and current revenue is \$42,349.00 with a cash balance of \$248,143.00. In reviewing the comparison with the budget, she noted that the printing and binding and postage line items exceeded the budget figures resulting from the centennial posters and pins. ES inquired about the difference in budget figure for the rent and the actual. EP explained that the rent payments had been delayed resulting from the sale of the building a second time and the new vendor getting registered in Oasis Vendor Registration.

6. New Business

- a) **ARPL Report and Legislative Session**
EP reported that she has been participating in regular meetings of the WV professions represented by the Alliance for Responsible Professional Licensing (ARPL) during the legislative session. She shared an ARPL document showing the current pathways and data associated with license mobility. The Board discussed the revisions of HB2007 in HB4634 and also discussed legislation pursuing the sunset of a few boards.
- b) **Recent articles about Boards/Regulation**
EP noted that the ARPL group will likely place an op-ed in the paper about the importance of rigorous licensing standards to ensure safety during major infrastructure investments. She also referenced possible talking points regarding the importance of registration and shared responses to West Virginia's process for reciprocal registration by recent registrants.
- c) **NCARB Draft Resolutions for Consideration**
ET explained that many of the resolutions were efforts to clean up resolutions from prior years and noted that Resolution H is tabled until 2023. He anticipates further discussion at upcoming NCARB meetings.
- d) **NCARB Analysis of Practice**
EP reported that the Board has been asked by NCARB to encourage responses to a survey on practice analysis in order to help shape future NCARB services and programs.

7. Old Business / Updates / Planning

- a) **Building Code Officials Handbook**
EP reported that Greg Williamson has agreed to work on the update of the handbook and has been gathering examples from other states.
- b) **Certemy application review training**
ET & AK reported that EP lead them through the process of reviewing an application online using the Certemy platform. EP reported that the training revealed additional modifications to the reviewer settings were necessary to give board members reviewing applications access to uploaded documents in support of the applications.
- c) **NCARB Regional Meeting / Elections**
The Board discussed who was attending the upcoming meeting in Charlotte either in person or virtually and who was interested in attending the NCARB Annual Business Meeting in June.

8. Executive Session – Performance Appraisal of Executive Director.

- a) TB/WS to go into Executive Session at 2:47 pm. EP left the meeting.
- b) ES/WS to go out of Executive Session at 3:03 pm. EP returned to the meeting.
- c) On a motion by WS/RF, the Board accepted EP's performance appraisal without modification. Board members expressed their appreciation for EP's performance

and excellent service during her tenure and through the difficult circumstances of the COVID pandemic.

- d) On a motion by ET/TB the Board approved a salary increase of \$5,000 per year, effective as of the next pay period, opting out of State's increase that would go into effect in July, 2022.
- e) The Board further expressed their appreciation for EP's work related to the Board's 100th Anniversary and production of the commemorative pins and posters. AK shared his story and photograph involving his visit to Richmond Elementary's 2nd Grade Class after which the school undertook an art project using the poster's Capitol dome image as the basis for their Starry Night / Van Gogh project.

9. ES moved for Adjournment at 3:35 pm.

Respectively Submitted:



Edward W. Tucker FAIA, Secretary



Adam Krason, AIA, President



Emily Papadopoulos, Executive Director