

West Virginia Board of Architects



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

Date: December 12, 2019

Time: 12:00 PM

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

Date: Thursday, October 3, 2019

Attendees: Todd Boggess, Member (TB)
Richard T. Forren, Member (RF)
Jan Fox, Public Member (JF)
Emily Papadopoulos, Executive Director (EP)
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
Ken Tyree, WV State Fire Marshal

Absent: Adam Krason, Member and President (AK)

Order of Business

1. Call to Order

ET called the meeting to order at 12:31 PM and welcomed State Fire Marshal Ken Tyree

2. Approval of Minutes

The minutes of the October 3, 2019 meeting were approved on a motion made by ES and seconded by JF after EP alerted the Board of a correction to the minutes that was made after draft minutes were distributed.

3. Discussion of Joint Building Safety Promotion with State Fire Marshal

RF led a discussion of a promotional event to raise public awareness of the partnership architects have with officials such as the Fire Marshal and Code Officials in protecting the public such as the International Code Council's Building Safety Month. Fire Marshal Tyree indicated interest and discussed possibilities of working together to promote building safety to Legislators and the public. The Board agreed to explore opportunities to promote building safety in May and indicated support for regional inspection teams discussed by the State Fire Marshal.

4. Complaints, Inquiries, and Discipline Issues

a) Update on Complaint # 05-14-2019

The Board discussed possible content for a consent order to resolve the complaint, to include but not limited to continuing education, a fitness for duty exam, a fine, costs, and suspension and/or probation. On a motion made by TB and seconded by WS, Assistant Attorney General Mark Weiler was asked to compose the consent agreement and order for the Board's approval. On a related issue, the Board voted on a motion made by WS and seconded by TB to pursue a board- initiated complaint against the complainant based upon information provided by both the complainant and the respondent.

b) NCARB notification

EP informed the Board that it had received a notification from NCARB indicating that it had sanctioned an architect by "formal private reprimand" when the architect signed engineering plans using his architect certification. The Board asked EP to review the timeline of the architect's notification and if he knew of this sanction at the time of renewal in West Virginia.

5. Action Items Regarding Registration

a) Reciprocal Applications - Lowell Wetherbee's application was approved on a motion by ES and seconded by RF.

b) Reinstatement Applications – Nathan Colkitt, Joseph Bosco – Mr. Colkitt's application was approved contingent on completing 12 continuing education hours for 2019. Mr. Bosco's application was accepted on a motion by ES seconded by WS.

c) Registration Report – EP reported that there are 1,268 Active Architects, 115 of whom are residing and working in West Virginia and 1,153 of whom are out of state.

6. Financial Report

a) FY2020 Budget to Actual Summary

EP reported that total expenses as of December 3, 2019 were \$75,919.36 and total revenue was \$39,750.00 with a current cash balance of \$235,188.20. A detailed financial report was circulated and reviewed.

b) FY2020 Budget Amendment

EP reported that the Budget Amendment had been approved and indicated the line item increases highlighted in the detailed financial report.

7. New Business

- a) Proposed Rule Changes / Interim Meetings
EP reported the dates of upcoming interim meetings and explained that the Board's proposed rule changes would require making some changes in applications, finalizing the fee waiver applications, and posting a low-income calculator on the board website.
- b) Legislative Auditor Inquiry – Post Audit Division
EP reported that the Board received an inquiry from the Legislative Auditor requesting that the Board cite its statutory authority to collect special revenue. EP responded.
- c) Annual Report Preparation
EP noted that the Board's Annual Report is due on January 1, 2020 and that it will be circulated in draft form for review and then in final form and posted to the website.
- d) Huntington Rotary Presentation
ET reported that EB and Vickie James, Executive Director of the West Virginia Board of Social Work will co-present a program on Reasonable Regulation to the Huntington Rotary Club on January 27, 2020.

8. PCard and Leave Approval

ET reviewed and approved PCard Receipts and Reconciliations and EP's Annual and Sick Leave since the October 2019 Meeting.

9. Good of the Order

EP announced that NCARB's Model Law Task Force has circulated a preliminary and updated draft of Model Law. The Board can comment by Dec. 20th or provide later comments in February.

Upcoming Board Meeting Dates

- March 26, 2020
- June 11, 2020
- September 17, 2020
- December 3, 2020

Long Range Planning

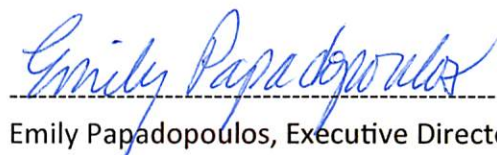
- March 5, 2020 – NCARB MBE Workshop
- March 6-7, 2020 – NCARB Regional Summit
- April 21-23, 2000 – Treasurer's Cash Management Conference
- June 18-20, 2020 – NCARB Annual Business Meeting

10. Adjournment

On a motion by ES, seconded by WS, the meeting adjourned at 3:40 PM.



Edward Tucker, Board Secretary



Emily Papadopoulos, Executive Director