

West Virginia Board of Architects



Location: Quarterly Meeting – Both Virtual via Google Teams and In Person
405 Capitol Street
Charleston, West Virginia 25301

Date: May 19, 2022

Time: 12:00 PM

Attendees: Todd Boggess, Member (TB) - Online
Adam Krason, Member and President (AK) – In-Person
Emily Papadopoulos, Executive Director (EP) - In-Person
Richard Forren, Member (RF) - In-Person
Wendy Scatterday, Member (WS) - Online
Edsel Smith, Public Member (ES) - Online
Edward W. Tucker, Member and Secretary (ET) - In-Person
Mark Weiler, WV AG's Counsel to the Board (left at 3:04 pm) - Online
Greg Williamson (GW) Guest & Past Board Member – In-Person

Absent: Jan Fox, Public Member (JF)

1. AK Called the meeting to order 12:24. (Note: RF served as secretary until a new one is elected to lessen ET's responsibilities to the Board since he takes on additional responsibilities as the new NCARB Region 2 Chairman.)
2. Approval of Minutes – February 17, 2022,
On a motion by RF/ES, the Board approved the minutes of February 17, 2022
3. Code Officials Handbook - GW graciously agreed to draft an update of the Handbook for Building Code Officials. The draft was sent to board members to review prior to the meeting. GW reviewed areas of particular interest to Board which would be the most helpful and useful to Code Officials. These areas include exempt structures, incidental practice, sealing documents, and the rules of practice that differ between Architects and Engineers. He identified areas in red that may be considered for possible rules changes in the future.

4. Disciplinary Matters

- a) Case # 12-09-2021 – Update on Upcoming Hearing – Colin Donahoe
MW addressed a hearing scheduled for May 26, 2022, at 9:30. Outcome to be provided.
- b) Case # 02-16-2022 – Recommendation of Complaint Committee
The Committee held two meetings and reviewed the complaint and the response by the architect. After a review of the documents provided, it determined there was insufficient evidence to support action against the architect for standard of care or interpreter of building contract documents failures in regards to the practice of architecture and therefore recommended to dismiss the complaint. The Board concurred and EP will handle follow-on communications.
- c) Inquiry into unlicensed practice of architecture
The board agreed to send a request of inquiry to the Fire Marshal's office, regarding a Place of Assembly that may not have been designed/constructed in compliance with state code.
- d) Applications with disclosed discipline for Board Review – Kurt Platte
This individual submitted an NCARB Certificate. On his application, he disclosed one discipline issue which referenced two previous discipline issues which were not disclosed in his application. With a motion by TB/WS the Board will require the applicant to update his NCARB certificate to reflect all prior discipline before the board will consider his application.
- e) Application from William DeMaio,
With a motion by WS/TB the Board agreed to approve his application once he submits his 3rd recommendation.
- f) Renewal Application from Henry Kitselman
The Board will defer the review of his renewal until he completes all his education requirements.
- g) EP and WS reported on an anonymous call received at the Board Office regarding possible HSW concerns on work being done at several locations in the City of Wheeling. They reported that they had forwarded the information they received to the Building Official Larry Helms.

5. Action Items Regarding Registration-

- a) Reciprocal Application with NCARB Certificate – no additional applications to review
- b) Reciprocal Applications with a State License – no additional applications to review.

- c) Initial Applicants for Registration –
Joshua Shinn of Morgantown, employed at Omni Associates
Motion to accept ES/TB, approved by the Board
 - d) Registration & Renewal Report –
The Board had 1300 out of state registrations, 119 in state - for a total 1,419
6. Financial Report
- a) FY2022 Budget to Actual –
EP provided details of financial statements, showing expenses to date of \$124,405.83 and revenue of \$57,849. The cash balance was \$230,650.12.
 - b) FY2023 Final Expenditure Budget
EP provided details of the expenditure budget for FY23, with a motion by WS/TB the Board approved the financial report
 - c) Review of P-Card Purchases and Reconciliation
Time did not allow for review of P Card purchases. Officers will review and sign certificates prior to next meeting.
7. New Business
- a) Board Officer Elections
With a motion by ET/ES the Board elected Richard Forren as Secretary
With a motion by TB/ES elected Adam Krason as President
 - b) NCARB Language Accommodations on the ARE Survey,
The Board agreed with these accommodations for non-native English speakers.
 - c) The Board discussed a FOIA request by a vendor. EP responded to the request on the same day it was received, and MW sent an additional response.
 - d) Governor's Summer Intern – Rebecca Sutton of Nitro, student at WV State University – starts May 31. EP may need new computer for her.
8. Old Business / Updates / Planning
- a) Update from April Region 2 Call –
ET reported that the Region has hired Kathy Hillegas, former NCARB employee and executive director of Louisiana, as its part-time executive.
 - b) NCARB Annual Business Meeting, Delegates & Draft Resolutions –
ET to serve as WV's delegate for voting of resolutions at the ABM of NCARB.
 - c) Review of Executive's Annual and Sick Leave –
Time did not allow for review. Officers will review prior to next meeting
9. Informational Items for the Good of the Order
EP will participate in the ICOR webinar on overlapping practice on May 26, 2022.

Chuck Anderson WVDOT, Roads and Bridges suggested that architectural firms submit qualifications to be selected as a pre-approved firm.

Upcoming Board Meetings

- August 25, 2022
- November 17, 2022

Upcoming NCARB and Region 2 Meetings

- Stronger Together: ICOR CEO Chat on Practice Overlap – May 26, 2022 at 2:00 PM, Virtual
- NCARB Annual Business Meeting June 2-4, 2022, Austin, TX

10. Adjournment

With a motion by ES/WS the meeting was adjourned at 3:40.

Respectively Submitted:

Richard T. Forren, AIA Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director