

# West Virginia Board of Architects



## **Annual Report FY2023 & FY2022**

*The West Virginia Board of Architects safeguards  
the life, health, property, and public welfare of the people  
of West Virginia against the unauthorized, unqualified,  
and improper practice of architecture.*

*Over 100 Years Protecting West Virginians*

West Virginia Board of Architects  
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December 13, 2022

The Honorable Jim Justice  
Governor of West Virginia  
State Capitol Building 1  
Charleston, West Virginia 25305

Dear Governor Justice:

The West Virginia Board of Architects is pleased to provide you with its report for the fiscal years ending June 30, 2023 and June 30, 2022. The report is hereby submitted in compliance with statutory requirements.

The Board is charged with the administration and enforcement of the provisions of Chapter 30, Article 12 of the West Virginia Code governing the profession of architecture in an effort to protect the health, safety, and welfare of the public. This report details the Board's transactions for the preceding two years, together with an itemized statement of its receipts and disbursements and a full list of names of all persons registered by the Board during this period.

The Board gratefully acknowledges your timely appointments of members, keeping the Board of Architects supplied with active, engaged, and talented individuals who discharge their duties to diligently protect the public. The West Virginia Board of Architects continues to strive for maximum efficiency in serving the people of West Virginia and protecting their health, safety, and welfare.

The Board takes pride in its long record of safeguarding West Virginians in the built environment, as well as its ability to be flexible and operate efficiently. Please let us know if we may answer any questions or provide additional information. We certify that the information contained in the following Annual Report for the FY2023 and FY 2022 is true and correct to the best of our knowledge.

Sincerely,



Adam Krason, AIA, NCARB, LEED-AP, ALEP  
Board President



Richard Forren, AIA, NCARB  
Secretary

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## FUNCTIONS OF THE WEST VIRGINIA BOARD OF ARCHITECTS

The functional objectives of the West Virginia Board of Architects are to administer the provisions of the West Virginia laws, rules, and regulations governing the profession of architecture in such a manner as to protect the public's health, safety and welfare.

The tasks of the Board can be generally classified into administration, education, and enforcement as follows:

1. Process and qualify applications for registration
2. Issue registrations to qualified applicants
3. Investigate formal complaints filed
4. Conduct hearings for possible suspension or revocation of registrations
5. Renew registrations annually
6. Audit required continuing education of registrants
7. Educate regarding the architect's role in ensuring public safety.

The West Virginia Board of Architects consists of five registered professional architects and two public members, each Board Member being appointed by the Governor of West Virginia with the consent of the Senate of the West Virginia Legislature for terms of five years or until their successors are named.

The following persons have served as members of the Board for the period covered by this report:

2022-2023	Adam Krason, President Richard Forren, Secretary Todd Boggess, Member Wendy Scatterday, Member Edward Tucker, Secretary Jan Fox, Public Member Aubrey E. Smith, Member	Charleston, West Virginia Bridgeport, West Virginia Princeton, West Virginia Wheeling, West Virginia Huntington, West Virginia Charleston, West Virginia Jane Lew, West Virginia
2021-2022	Adam Krason, President Edward Tucker, Secretary Todd Boggess, Member Richard Forren, Member Wendy Scatterday, Member Jan Fox, Public Member Aubrey E. Smith, Member	Charleston, West Virginia Huntington, West Virginia Princeton, West Virginia Bridgeport, West Virginia Wheeling, West Virginia Charleston, West Virginia Jane Lew, West Virginia

**WV Board of Architects  
Revenue  
FY 2023 & FY2022**

The West Virginia Board of Architects is self-supporting, operating on the collection of registration fees and renewals rather than appropriated funds.

Receipts collected from registration to practice architecture in West Virginia are deposited into a Special Revenue Fund at the Office of the Treasurer, and the expenses of the Board are disbursed from this fund. A statement of the receipts and disbursements of the Board for FY 2023 and FY 2022 are shown on the following pages.

	<b>FY2023</b>	<b>FY2022</b>
Beginning Balance	\$303,699.33	\$295,406.95
<u>Receipts:</u>		
Registration, Renewals, Reinstatements,	\$165,450.00	\$155,674.00
Duplicate Certificates & Verification Fees		
Penalties & Disposition Costs	\$2,900.00	\$1,800.00
Miscellaneous Income	<u>\$0.00</u>	<u>\$0.00</u>
<b>TOTAL</b>	<b>\$168,350.00</b>	<b>\$157,474.00</b>

Notes:

\*During FY2023, The West Virginia Board of Architects collected \$2,900.00 in administrative costs related to the audit of continuing education of architects.

\*During FY2022, the West Virginia Board of Architects collected \$1,450.00 in administrative costs related to the audit of continuing education of architects and \$350.00 in unclaimed property from the WV Treasurer’s Office.

<b>OBJ</b>	<b>EXPENDITURES - FY2023 &amp; FY2022</b>	<b>Actual FY 2023</b>	<b>Actual FY 2022</b>
1200	Personnel Service	\$72,204.21	\$65,683.78
1201	Temp. Help & Per Diem	\$9,360.00	\$6,525.00
1206	Annual Increment	\$720.00	\$660.00
2200	PEIA Administration Fee	\$0.00	\$50.00
2202	Social Security/FICA Match	\$6,277.78	\$5,554.44
2203	Basic Life Insurance/PEIA	\$7,053.12	\$6,844.00
2205	Workers Compensation	\$300.00	\$300.00
2207	Pension & Retirement	\$6,589.90	\$6,634.32
2208	OPEA Paygo Retiree Trust RHBT	\$840.00	\$1,052.00
3200	Regular Office Expenses	\$677.42	\$754.86
3201	Printing & Binding	\$728.00	\$3,445.16
3202	Rent	\$9,024.48	\$9,144.48
3204	Telecommunications - Phone	\$3,128.05	\$3,275.60
3206	Contractual Services	\$9,883.45	\$8,359.05
3207	Professional Services - AG (Contractual Services)	\$22,037.50	\$6,439.00
3211	Travel	\$2,107.94	\$546.18
3213	Computer Services - Internal - Telep. Admin. Fee	\$884.06	\$1,065.30
3214	Computer Services - External	\$6,980.00	\$6,980.00
3217	Copier Rental	\$765.72	\$829.53
3218	NCARB & WV Association Dues	\$5,500.00	\$5,500.00
3219	Board of Risk & Insurance Management	\$2,736.00	\$2,724.00
3224	Advertising & Promotional	\$567.60	\$423.72
3229	Routine Maintenance (Contracts)	\$0.00	\$0.00
3233	Hospitality	\$661.76	\$91.32
3241	Miscellaneous	\$360.37	\$370.75
3242	Training & Development – In State	\$275.00	\$0.00
3243	Training & Development – Out of State	\$0.00	\$0.00
3244	Postage	\$1,693.12	\$1,565.68
3247	Software Licenses	\$480.10	\$288.96
3252	Miscellaneous Equipment Purchases	\$1,632.00	\$0.00
3263	Bank Cost 2.5% Online Renewal Deposits	\$4,119.74	\$3,379.49
3272	PEIA Reserve Fund Payroll 1% Fee	\$695.00	\$695.00
	<b>TOTAL EXPENSES</b>	<b>\$178,282.32</b>	<b>\$149,181.62</b>
	<b>Ending Cash Balance</b>	<b>\$293,767.01</b>	<b>\$303,699.33</b>

*Notes:*

- 1201 includes daily rate payments to the Board of Directors of \$12,150 over the two-year period and pay for a summer intern both years.
- 3211 reflects board mileage, toll, and parking expenses (3,899 miles and \$2,654.12 over two years). Travel expenses are significantly less over the two-year period resulting from the number of virtual meetings due to the COVID-19 pandemic during FY2022.
- 3207 AG's professional services were considerably over budget because of numerous complaints.

**Registration Statistics**

**West Virginia Board of Architects  
FY2023 & FY2022**

	<b>FY2023</b>	<b>FY2022</b>
ARE Exam Candidates	24	25
New Registrations in WV	149	130
Total Active Architects in WV	1458	1377
In State	117	116
Out of State	1341	1261
Renewals Processed	1367	1348
Reinstatements Processed	7	13
License Verifications	1	9
Complaints Filed	7	3
Duplicate Certificate Issued	2	1

## *WVBA - Registrations Issued from 07/01/2022 to 06/30/2023*

License #	Last Name	First Name	City	State	Date Issued	Renewal Year
5561	PLATTE	KURT	CINCINNATI	OH	7/7/2022	2022-23
5562	MITCHELL	ANDREW	FORT WAYNE	IN	7/7/2022	2022-23
5563	URBAN	CHRISTOPHER	PITTSBURGH	PA	7/7/2022	2022-23
5564	BRIND'AMOUR	MATTHEW	PITTSBURGH	PA	7/7/2022	2022-23
5565	LEBOLD	HOWARD	BALA CYNWYD	PA	7/11/2022	2022-23
5566	THAYER	DAVID TYLER	BRENTWOOD	TN	7/11/2022	2022-23
5567	NIX	JEROME	FORT WAYNE	IN	7/12/2022	2022-23
5568	PEAK	NATHAN	MEMPHIS	TN	7/12/2022	2022-23
5569	CELAURO	MICHAEL	RALEIGH	NC	7/12/2022	2022-23
5570	SPRAGUE	AZURE	PITTSBURGH	PA	7/12/2022	2022-23
5571	SARRIDO	GIANFRANCO	NUTLEY	NJ	7/12/2022	2022-23
5572	MOTER IV	CASSIUS	LOUISVILLE	KY	7/12/2022	2022-23
5573	UNDERWOOD	ANDREW	BRENTWOOD	TN	7/12/2022	2022-23
5574	CROSS	ROBERT	WASHINGTON	DC	7/12/2022	2022-23
5575	RITCHIE	ROSS	MOUNT PLEASANT	SC	7/14/2022	2022-23
5576	BALLARD	SETH	WASHINGTON	DC	7/14/2022	2022-23
5577	SYMONDS	TODD	BOSTON	MA	7/14/2022	2022-23
5578	CARVER	LISA	PITTSBURGH	PA	7/14/2022	2022-23
5579	DEMAIO	WILLIAM	DENVER	CO	7/15/2022	2022-23
5580	CALDER	KIMBERLY	RICHMOND	VA	7/15/2022	2022-23
5581	BENT	STEPHEN	SPRINGFIELD	MO	7/15/2022	2022-23
5582	CURTIN	JIM	CHICAGO	IL	7/15/2022	2022-23
5583	MCQUAIDE	MATTHEW	BLUE BELL	PA	7/18/2022	2022-23
5584	MARITZER	SCOTT	MOON TOWNSHIP	PA	7/18/2022	2022-23
5585	BRUMLEVE	JOHN	CINCINNATI	OH	7/18/2022	2022-23
5586	JOHNSON	TROY	MERIDIAN	ID	7/18/2022	2022-23



5587	JARVIS	JAMES	PERRYSBURG	OH	7/21/2022	2022-23
5588	MILLER	CRAIG	VIRGINIA BEACH	VA	7/22/2022	2022-23
5589	LARA	ROBERT	PLANTATION	FL	7/22/2022	2022-23
5590	KALDY	DAVID	COLUMBUS	OH	7/22/2022	2022-23
5591	RIEKE	GEORGE	PITTSBURGH	PA	8/1/2022	2022-23
5592	KELLY	PATRICK	ZANESVILLE	OH	8/3/2022	2022-23
5593	YOUNG	JEFFREY	PITTSBURGH	PA	8/3/2022	2022-23
5594	WALLACE, JR.	DAVID	DUNEDIN	FL	8/4/2022	2022-23
5595	HALLERAN	JOHN	CHICAGO	I	8/16/2022	2022-23
5596	CLARK	MELISSA	MARRIOTTSVILLE	MD	8/16/2022	2022-23
5597	HAUCK	TODD	SAN DIEGO	C	8/22/2022	2022-23
5598	KELLY	JOSEPH	ANNAPOLIS	MD	8/29/2022	2022-23
5599	TIEDMAN	MICHAEL	LAKEVILLE	MN	9/1/2022	2022-23
5600	MCCARTHY	ARAN	PHILADELPHIA	PA	9/1/2022	2022-23
5601	GORRILL	ERNEST	IRVINE	CA	9/13/2022	2022-23
5602	HEYWOOD	SCOTT	DEARBORN	MI	9/13/2022	2022-23
5603	NIELSON	GEOFF	IDAHO FALLS	ID	9/15/2022	2022-23
5604	BUELL	DEREK	MARIETTA	OH	9/20/2022	2022-23
5605	HOGAN	TIMOTHY	SEWELL	NJ	9/22/2022	2022-23
5606	HAFNER	CHRISTOPHER	OVERLAND PARK	KS	9/22/2022	2022-23
5607	HARLSTON	YA VAUGHN	NORTHBROOK	IL	9/22/2022	2022-23
5608	DORIN	ANDREW	MAITLAND	FL	9/29/2022	2022-23
5609	GARZA RIVERA	LUIS ARTURO	San Antonio	TX	9/30/2022	2022-23
5610	SIEMER	JOHN	HOUSTON	TX	10/4/2022	2022-23
5611	WHITNEY	LISA	PITTSBURGH	PA	10/4/2022	2022-23
5612	BURLEY	SHANE	DETROIT	MI	10/18/2022	2022-23
5613	MOIR	KYLE	CHARLESTON	WV	10/19/2022	2022-23
5614	PLESS	CHRISTOPHER	PITTSBURGH	PA	10/19/2022	2022-23
5615	ROBERTS	ROBIN	MYRTLE BEACH	SC	10/21/2022	2022-23
5616	VIPOND	NICHOLAS	CLAYSBURG	PA	10/27/2022	2022-23
5617	FLORY	RICHARD	PLANO	TX	10/27/2022	2022-23

5618	MASSIE	BLAKE	WASHINGTON DC	DC	10/28/2022	2022-23
5619	MCWHORTER	JAMES	HILLSBOROUGH	NC	11/3/2022	2022-23
5620	VU	TAN	ALTAMONTE SPRINGS	FL	11/4/2022	2022-23
5621	SCHALK	WILLIAM	MILFORD	OH	11/4/2022	2022-23
5622	OSBORNE II	JAMES	GRUNDY	VA	11/4/2022	2022-23
5623	MCKENZIE	PATRICK	PITTSBURGH	PA	11/14/2022	2022-23
5624	ATWATER	CATHERINE	RESTON	VA	11/14/2022	2022-23
5625	CAMPBELL	MARK	ST LOUIS	MO	11/14/2022	2022-23
5626	ENGLUND	COREY	BURNSVILLE	MN	11/21/2022	2022-23
5627	CAULDER	CHRISTOPHER	MOORESTOWN	NJ	11/21/2022	2022-23
5628	SCHIEFER	ANDREW	BURKE	VA	11/21/2022	2022-23
5629	AULL	ROBERT	COLUMBIA	SC	11/21/2022	2022-23
5630	CONLEY	KEVIN	MORTON	IL	11/21/2022	2022-23
5631	HAYSLETT	GREG	AUSTIN	TX	11/21/2022	2022-23
5632	WILSON	EDWARD	WICHITA	KS	11/21/2022	2022-23
5633	HATTON	ELIZABETH	WASHINGTON	DC	11/21/2022	2022-23
5634	BALZER	DAVID	WILLIAMSPORT	PA	11/21/2022	2022-23
5635	MESUK	THOMAS	WOOD-RIDGE	NJ	11/30/2022	2022-23
5636	KING	AARON	OZARK	MO	11/30/2022	2022-23
5637	WARD	SIDNEY	ATLANTA	GA	12/5/2022	2022-23
5638	PUGH	DAVID	SAN FRANCISCO	CA	12/5/2022	2022-23
5639	FISCHER	GARY	LORAIN	OH	12/5/2022	2022-23
5640	CRUM	TIMOTHY	MADISON	WI	12/5/2022	2022-23
5641	NGUYEN	LONG	KENTWOOD	MI	12/7/2022	2022-23
5642	MEEKER	ADAM	GRAND RAPIDS	MI	12/12/2022	2022-23
5643	BURCH	EVAN	ATLANTA	GA	12/14/2022	2022-23
5644	SMITH	KEITH	SEATTLE	WA	12/15/2022	2022-23
5645	METODIEV	TRIFON	COSTA MESA	CA	12/15/2022	2022-23
5646	ABRUZZI	DAVID	GREAT CACAPON	WV	12/19/2022	2022-23
5647	RAND	GUILFORD	OREM	UT	12/22/2022	2022-23
5648	MCINNIS	JENNIFER	LENA	IL	12/22/2022	2022-23

5649	WIESEN	JEREMY	MANKATO	MN	12/27/2022	2022-23
5650	MUSCARA	DOMINIC	GRANVILLE	WV	1/3/2023	2022-23
5651	MURPHY	RYAN	LEXINGTON	KY	1/4/2023	2022-23
5652	KEHDE	CHRISTOPHER	RESTON	VA	1/10/2023	2022-23
5653	KEISER	DANIEL	GAHANNA	OH	1/18/2023	2022-23
5654	SILBAUGH	JOSHUA	CAMP HILL	PA	1/18/2023	2022-23
5655	NAILL	DAVID	THURMONT	MD	1/25/2023	2022-23
5656	KOCH	CHARLES	ENGLEWOOD CLIFFS	NJ	1/29/2023	2022-23
5657	JAUNSEN	LEIGH	JACKSON	MS	1/29/2023	2022-23
5658	ROSS	STANLEY	ST. PAUL	MN	2/1/2023	2022-23
5659	PRINDLE	MICHAEL	BURLINGTON	MA	2/9/2023	2022-23
5660	EDELER	JEFFREY	WASHINGTON	DC	2/9/2023	2022-23
5661	VALENCIA	DION	ORLANDO	L	2/9/2023	2022-23
5662	GODLEY	SHAMIKA	COLUMBIA	MD	2/14/2023	2022-23
5663	SEEBERGER	PERRY	HOUSTON	TX	2/15/2023	2022-23
5664	CABEZA	OSCAR	MARGATE	FL	2/21/2023	2022-23
5665	MESECK	TIMOTHY	CHICAGO	IL	2/21/2023	2022-23
5666	CLARKE	ANDRE	PITTSBURGH	PA	2/21/2023	2022-23
5667	NUR	ADEL	ANNAPOLIS	MD	2/22/2023	2022-23
5668	KIRKENDALL	GREGG	MELBOURNE	FL	2/24/2023	2022-23
5669	FRENCH	SHANNON	APPLETON	WI	2/24/2023	2022-23
5670	GOLDENHOLZ	ITAMAR	SUNRISE	FL	2/24/2023	2022-23
5671	MATTONI	JOSEPH	SNOQUALMIE	WA	3/1/2023	2022-23
5672	CRAWFORD	RAYMOND	JACKSONVILLE	FL	3/3/2023	2022-23
5673	DOMENCIC	RACHEL	ALEXANDRIA	VA	3/8/2023	2022-23
5674	HOPKINS	JASON	HENRICO	VA	3/8/2023	2022-23
5675	PICKETT	ADAM	ST. CHARLES	MO	3/8/2023	2022-23
5676	VEDOCK	THEODORE	LANCASTER	PA	3/20/2023	2022-23
5677	HOUSE	AARON	HAGERSTOWN	MD	3/21/2023	2022-23
5678	NEWTON	LOGAN	BRENTWOOD	TN	3/21/2023	2022-23
5679	HESS	KRISTEN	RALEIGH	NC	3/21/2023	2022-23

5680	WEST	PATRICK	WINSTON-SALEM	NC	3/22/2023	2022-23
5681	RUECKEL	JUSTIN	ROCHESTER	NY	3/22/2023	2022-23
5682	NOLLKAMPER	GREGORY	FORTH WORTH	TX	3/23/2023	2022-23
5683	STUCK	JESSICA	PITTSBURGH	PA	3/27/2023	2022-23
5684	ABELN	ERIC	HOUSTON	TX	3/27/2023	2022-23
5685	BEIMS	WILLIAM DOUGLAS	PASADENA	MD	4/6/2023	2022-23
5686	TROTTA	CHRISTOPHER	VALLEY VIEW	OH	4/20/2023	2022-23
5687	HELMINSKI	LAURA	MYRTLE BEACH	SC	4/20/2023	2022-23
5688	ZAUSCH	DANA	LOUISVILLE	KY	4/21/2023	2022-23
5689	BROWER	RAYMOND	WASHINGTON	DC	4/25/2023	2022-23
5690	TOWNES	MATTHEW	RICHMOND	VA	4/25/2023	2022-23
5691	RANGEL	JESSE	LINTHICUM	MD	5/1/2023	2022-23
5692	BEDEE	MATTHEW	CLEVELAND	OH	5/11/2023	2022-23
5693	GRANDORF	TAYLOR	FORT WORTH	TX	5/11/2023	2022-23
5694	KOETTER	BRIAN	NEW ALBANY	IN	5/11/2023	2022-23
5695	FANELLI	RICHARD	FAIRFAX	VA	5/11/2023	2022-23
5696	PAU	KIEWWEN	RAHWAY	NJ	5/11/2023	2022-23
5697	MALATESTA	DANIEL	DURHAM	NC	5/12/2023	2022-23
5698	ROBERTS	CASSIDY	PITTSBURGH	PA	5/16/2023	2022-23
5699	KARLE	GERALD	WARREN	PA	5/16/2023	2022-23
5700	POUNDS	BRIAN	GLEN ALLEN	VA	5/18/2023	2022-23
5701	EASTMAN	SARA	PHILADELPHIA	PA	5/18/2023	2022-23
5702	PELINI	MARC	NAPERVILLE	IL	5/18/2023	2022-23
5703	BURCHETT	RANDALL	PRESTONSBURG	KY	5/19/2023	2022-23
5704	FRISSORA	RONALD	COLUMBUS	OH	5/19/2023	2022-23
5705	BOBBETT	ABBYE	SPRINGFIELD	MO	5/24/2023	2022-23
5706	DAVIS	RONALD	FREDERICK	MD	5/24/2023	2022-23
5707	REICH	BRUNO	COLUMBIA	MD	5/31/2023	2022-23
5708	DUVALL	DUSTIN	ATLANTA	GA	5/31/2023	2022-23
5709	HAWKINS	JOHN	JEFFERSONVILLE	IN	6/14/2023	2022-23
<b>Total Count</b>	<b>149</b>					

## ***WVBA - Registrations Issued from 07/01/2021 to 06/30/2022***

<b>License #</b>	<b>Last Name</b>	<b>First Name</b>	<b>City</b>	<b>State</b>	<b>Date Issued</b>	<b>Renewal Year</b>
5430	WEINSTEIN	KENNETH	ROCKVILLE	MD	6/30/2021	2021-22
5431	ALBRITTON	MILTON	THOMASTON	GA	7/2/2021	2021-22
5432	SHUTLER	ROBERT	ARLINGTON	VA	7/2/2021	2021-22
5433	SHAH	NAYAN	PHILADELPHIA	PA	7/2/2021	2021-22
5434	TORNOW	KYLE	MINNEAPOLIS	MN	7/2/2021	2021-22
5435	SCOTT	EVAN	CLIFTON	NJ	7/15/2021	2021-22
5436	CORATHERS	THOMAS	ATHENS	OH	7/15/2021	2021-22
5437	PAPOCCHIA	ROBERT	NEW YORK	NY	7/15/2021	2021-22
5438	APOSTOLOU	ALEXANDRA	PITTSBURGH	PA	7/16/2021	2021-22
5439	WOODARD	LAMONTE	NORFOLK	VA	7/16/2021	2021-22
5440	JASINSKI	THEODORE	ABERDEEN	MD	7/26/2021	2021-22
5441	WARNOCK	PAUL	NORTH SALT LAKE	UT	7/27/2021	2021-22
5442	BOUCHER	BRION	MUSKEGON	MI	7/27/2021	2021-22
5443	CICCARELLI	MARCO	CLEVELAND	OH	7/27/2021	2021-22
5444	MURRAY	DAVID	DALLAS	TX	7/27/2021	2021-22
5445	KERR	DAVID	DELAWARE	OH	8/2/2021	2021-22
5446	WILMES	KIERAN	CALVERTON	MD	8/3/2021	2021-22
5447	FREEMAN	MARK	WASHINGTON	DC	8/3/2021	2021-22
5448	REMLING	JOSEPH	ARLINGTON	VA	8/3/2021	2021-22
5449	WHITE	DAVID	KANSAS CITY	MO	8/3/2021	2021-22
5450	ADEKANMBI	ALEX	ALPHARETTA	GA	8/4/2021	2021-22
5451	GOSSMAN	CRAIG	CINCINNATI	OH	8/4/2021	2021-22
5452	MAXWELL	ANGELA	HUNTINGTON	WV	8/4/2021	2021-22
5453	FARRELL	JAMES	EAST BRUNSWICK	NJ	8/4/2021	2021-22

5454	GRIESEMER	PAUL	KANSAS CITY	MO	8/5/2021	2021-22
5455	GRIMALDI	ROBERT	KENILWORTH	NJ	8/5/2021	2021-22
5456	PAYNE	BRADLEY	MARIETTA	OH	8/11/2021	2021-22
5457	OLIVER	KEVIN	CLEVELAND	OH	8/11/2021	2021-22
5458	MAGNO	DINNA	CHESAPEAKE	VA	8/11/2021	2021-22
5459	NELSON	JEFFREY	BEDFORD PARK	IL	8/13/2021	2021-22
5460	BLAKE	MICHAEL	BALTIMORE	MD	8/16/2021	2021-22
5461	KISSAM	MICHAEL	GREENVILLE	SC	8/16/2021	2021-22
5462	FISHER	BRYAN	BALTIMORE	MD	8/17/2021	2021-22
5463	STEWART	JOSHUA	JUDSONIA	AR	8/26/2021	2021-22
5464	BROWN	MICHAEL	MINNEAPOLIS	MN	8/26/2021	2021-22
5465	AUSTIN	DAVID	BESSEMER	AL	8/26/2021	2021-22
5466	HUNTER	JAMES	CEDAR KNOLLS	NJ	8/27/2021	2021-22
5467	BARFIELD	ROBERT	CHARLOTTE	NC	9/1/2021	2021-22
5468	SMITH	THOMAS	CARY	NC	9/2/2021	2021-22
5469	O`HAY	DANIEL	MEMPHIS	TN	9/7/2021	2021-22
5470	NEIDER	ANNISSA	CANFIELD	OH	9/14/2021	2021-22
5471	FOLGER	PAUL	WICHITA	KS	9/14/2021	2021-22
5472	TIMCHECK	MICHAEL	RESTON	VA	9/16/2021	2021-22
5473	SOUTH	ROBIN	LEXINGTON	KY	9/17/2021	2021-22
5474	SWIHART	DENNIS	FREDERICK	MD	9/22/2021	2021-22
5475	WRIGHT	MATTHEW	INDIANAPOLIS	IN	9/22/2021	2021-22
5476	WOODWARD	DAVID	WHITE MARSH	MD	9/24/2021	2021-22
5477	CULBERSON	FRANK	VERSAILLES	KY	9/24/2021	2021-22
5478	TRAXEL	BENJAMIN	CAPE GIRARDEAU	MO	9/24/2021	2021-22
5479	WHITAKER	RICHARD	CHANTILLY	VA	9/27/2021	2021-22
5480	FREITAS	SEAN	LINCOLN	CA	9/28/2021	2021-22
5481	SUNSHINE	ERICA	RADFORD	VA	10/6/2021	2021-22
5482	BERGAMINI, JR.	CARL F.	SUITE 800	PA	10/6/2021	2021-22
5483	PORTER	JOHN-EDWARD	MORGANTOWN	WV	10/8/2021	2021-22
5484	RALPH	GREGORY	BOUND BROOK	NJ	10/8/2021	2021-22

5485	CAMPBELL	GREGORY	KNOXVILLE	TN	10/12/2021	2021-22
5486	KOHLER	CHAD	CINCINNATI	OH	10/13/2021	2021-22
5487	BEYSTEHNER	JOHN	CASTLE ROCK	CO	10/13/2021	2021-22
5488	FRANZ	JOHN	FORT WORTH	TX	10/18/2021	2021-22
5489	BERZ	ROBERT	CHESAPEAKE	VA	10/19/2021	2021-22
5490	WILLIAMS	KEITH	CANONSBURG	PA	10/19/2021	2021-22
5491	LEWIS	HENRY	PHILADELPHIA	PA	10/19/2021	2021-22
5492	KIMMEL	DEVIN	ANNAPOLIS	MD	10/25/2021	2021-22
5493	PIMMEL	KELLY	ST. LOUIS	MO	10/25/2021	2021-22
5494	CORTEZ	MATTHEW	WICHITA	KS	10/26/2021	2021-22
5495	WOKE	DANIEL	BEL AIR	MD	10/29/2021	2021-22
5496	HEAZLE	MARK	BOISE	ID	11/2/2021	2021-22
5497	BEAMISH	CHARLES	TORONTO	Canada	11/2/2021	2021-22
5498	GIER	MARK	BOISE	ID	11/2/2021	2021-22
5499	ZEIGLER	BRENT	BOSTON	MA	11/3/2021	2021-22
5500	GHENT	DONALD	WASHINGTON	DC	11/3/2021	2021-22
5501	FOWLER	SCOTT	GIG HARBOR	WA	11/3/2021	2021-22
5502	PARSONS	RANDALL	FAIRLAWN	OH	11/4/2021	2021-22
5503	ROSADO	LUZ DEL MAR	VIENNA	VA	11/5/2021	2021-22
5504	WILLIAMS	LEON	JACKSONVILLE	FL	11/5/2021	2021-22
5505	PHAM	SIMON	DALLAS	TX	11/5/2021	2021-22
5506	TILLET	TANYA	JACKSONVILLE	FL	11/10/2021	2021-22
5507	TRIPHAHN	RYAN	HOFFMAN ESTATES	IL	11/12/2021	2021-22
5508	REINER	GEOFFREY	FORT WORTH	TX	11/22/2021	2021-22
5509	VETTER	STEVEN	SAINT LOUIS	MO	12/3/2021	2021-22
5510	PAGANO	ALFRED	TULSA	OK	12/15/2021	2021-22
5511	KING	DAVID	POWELL	OH	12/15/2021	2021-22
5512	COHEN	LARRY	DENVER	CO	12/16/2021	2021-22
5513	BREWER	DOUGLAS	BENTONVILLE	AR	12/20/2021	2021-22
5514	PARR	CARSON	LANCASTER	PA	12/20/2021	2021-22
5515	FEARON	WILLIAM	CHERRY HILL	NJ	12/29/2021	2021-22

5516	NUGENT	WILLIAM	MADISON	WI	12/30/2021	2021-22
5517	ROWBOTTOM	TIMOTHY	ST. LOUIS	MO	12/30/2021	2021-22
5518	DOWNIE	ALAN	ROANOKE	VA	1/12/2022	2021-22
5519	DEPREY	MAURICE	KENNESAW	GA	1/12/2022	2021-22
5520	LUTTMAN	TROY	MOORESVILLE	NC	1/13/2022	2021-22
5521	CHAMBERLAIN	JOHN	FORT THOMAS	KY	1/19/2022	2021-22
5522	CONWAY	ELEANOR	FREDERICK	MD	1/19/2022	2021-22
5523	GOTASKIE	JEFFREY	DANVILLE	PA	1/21/2022	2021-22
5524	EPLEY	JASON	EVANSVILLE	IN	1/25/2022	2021-22
5525	FISHER	WILLIAM	CLEARWATER	FL	1/26/2022	2021-22
5526	PORRETTA	PETER	PHILADELPHIA	PA	1/27/2022	2021-22
5527	LARIMORE	AARON	WEXFORD	PA	1/27/2022	2021-22
5528	LINDSEY	ROBERT	FAIRMONT	WV	1/27/2022	2021-22
5529	JOCH	CHARLES	OAK HILL	VA	2/1/2022	2021-22
5530	KREINBROOK	AARON	FREDERICK	MD	2/7/2022	2021-22
5531	HERBERT	BRIAN	DEERFIELD BEACH	FL	2/9/2022	2021-22
5532	SEIFERT	LAURA	DAYTON	OH	2/14/2022	2021-22
5533	HACKER	CRAIG	BENTONVILLE	AR	2/25/2022	2021-22
5534	DAWSON	CHRIS	HARRISBURG	PA	2/25/2022	2021-22
5535	STUMPF	KARL	WASHINGTON	DC	2/25/2022	2021-22
5536	BANSAL	ANITA	WILLIAMSVILLE	NY	2/28/2022	2021-22
5537	PREST	JED	ORLANDO	FL	2/28/2022	2021-22
5538	BRUNER	BRENT	LEXINGTON	KY	3/1/2022	2021-22
5539	BOURASSA	DANIEL	DRY CREEK	WV	3/1/2022	2021-22
5540	SEESE	MARTY	COLUMBUS	OH	3/7/2022	2021-22
5541	WESSEL	JEFFREY	WEXFORD	PA	3/7/2022	2021-22
5542	RUGG	SATTO	DENVER	CO	3/10/2022	2021-22
5543	REMITZ	NATHAN	BROOKFIELD	WI	3/17/2022	2021-22
5544	WILLIAMS	ROY	BRENTWOOD	TN	3/23/2022	2021-22
5545	PATTON	JACK	DES MOINES	IA	3/23/2022	2021-22
5546	LING	CHRISTOPHER	CHESTER	NJ	3/24/2022	2021-22



5547	CHO	HANG	OLNEY	MD	3/25/2022	2021-22
5548	JOHNSON	STEVEN	FAIRFAX	VA	3/28/2022	2021-22
5549	COOPER	TODD	LITTLETON	CO	3/29/2022	2021-22
5550	THOMPSON	DARREL	VIRGINIA BEACH	VA	4/11/2022	2021-22
5551	HAUPT	CHRISTOPHER	PITTSBURGH	PA	4/14/2022	2021-22
5552	ARENCIBIA	JAVIER	HERNDON	VA	4/19/2022	2021-22
5553	BROWN	CHRIS	PITTSBURGH	PA	4/26/2022	2021-22
5554	BOMAN	SARAH	BOULDER	CO	4/28/2022	2021-22
5555	DO	ANGELA	CHARLOTTE	NC	4/28/2022	2021-22
5556	SHINN	JOSHUA	FAIRMONT	WV	5/19/2022	2021-22
5557	HARTE	ANDREW	CINCINNATI	OH	5/23/2022	2021-22
5558	FANOUS	GEORGE	NEW YORK	NY	5/24/2022	2021-22
5560	TRIPLETT	JENNIFER	COLUMBUS	OH	6/8/2022	2021-22
<b>Total Count</b>	<b>130</b>					

## *Active Registration Totals by State / Jurisdiction*

<b>State / Jurisdiction</b>	<b>FY 2023 (6/30/23)</b>	<b>FY 2022 (6/30/22)</b>
AL	12	12
AR	15	16
AZ	11	12
CA	17	14
CO	20	19
CT	4	3
DC	32	28
FL	42	34
GA	50	50
IA	2	2
ID	8	6
IL	47	43
IN	29	22
KS	16	16
KY	44	41
LA	5	5
MA	18	17
MD	98	91
ME	1	1
MI	28	22
MN	22	20
MO	32	33
MS	1	0
MT	1	1
NC	51	45
ND	1	1
NE	2	2
NH	0	1
NJ	33	27
NV	2	3
NY	36	41
OH	187	185
OK	15	16
Ontario, Canada	2	2
OR	3	3
PA	180	164
RI	1	1
SC	16	14
TN	43	45

<b>State / Jurisdiction</b>	<b>FY 2023</b>	<b>FY 2022</b>
TX	49	44
UT	7	6
VA	128	125
WA	11	10
WI	19	18
WV	117	116
<b>Totals</b>	<b>1,458</b>	<b>1,377</b>

# *Active Registration Totals by West Virginia County*

<b>West Virginia Count</b>	<b>FY 2023 (6/30/23)</b>	<b>FY 2022 (6/30/22)</b>
Berkeley	2	1
Cabell	7	8
Greenbrier	5	4
Hampshire	1	1
Hancock	1	1
Harrison	5	5
Jefferson	5	5
Kanawha	39	39
Marion	7	9
Marshall	1	1
Mercer	3	3
Monongalia	15	13
Morgan	1	0
Ohio	10	11
Preston	2	2
Putnam	4	4
Raleigh	4	4
Upshur	1	1
Wayne	1	1
Wood	3	3
<b>Totals</b>	<b>117</b>	<b>116</b>

**Complaint, Inquiry & Discipline Summary  
FY 2023 (July 1, 2022 – June 30, 2023)**

<b>Complaint Number</b>	<b>File Date</b>	<b>Allegations of Complaint</b>	<b>Status / Resolution</b>	<b>Date of Resolution</b>
07-01-2022	07-01-2022	Architect allegedly failed to properly sign and seal construction documents and administer the contract in a timely and impartial manner.	Board investigated, requested response from architect, and sent a status report on 02/16/2023. Board determined there was not sufficient evidence to warrant further proceedings or discipline.	Board dismissed the complaint on 05-16-2023.
07-07-2022 Scott and Jennifer Dickerson vs. Steven Dye  Note: Three similar complaints were combined, and all of the issues were heard at the hearing in January 2023, and all complainants testified.	07-07-2022	Violation of the Rules of Professional Conduct involving fraud or disregard of the rights of others and making misleading, deceptive, or false statements or claims	Board investigated, requested a response, referred the complaint to the Contractor Licensing Board on 8/25/22 for joint jurisdiction, held an informal conference with Dye on 11/7/22, and voted to suspend his registration for public protection on 12/13/22. A hearing followed on 1/19/23 resulting in a recommendation by the Hearing Examiner to uphold the suspension on 4/14/23. The Board issued a Final Order on 5/16/23 to uphold the suspension and hold the complaint in abeyance until pending criminal charges in Mercer and Wyoming Counties were resolved.	On 2/15/2023, Dye was arrested in Mercer County on multiple criminal charges in Mercer and Wyoming Counties. He appealed the Board's Final Order on 6/25/23. Resolution of this matter is expected in FY2024.
07-28-2022 Brad Vladu	07-28-2022	Violation of the Rules of Professional	Board investigated, requested a response,	On 2/15/2023, Dye was

<p>vs. Steven Dye</p> <p>Note: Three similar complaints were combined, and all of the issues were heard at the hearing in January 2023, and all complainants testified.</p>		<p>Conduct involving fraud or disregard of the rights of others and making misleading, deceptive, or false statements or claims</p>	<p>referred the complaint to the Contractor Licensing Board on 8/25/22 for joint jurisdiction, held an informal conference with Dye on 11/7/22, and voted to suspend his registration for public protection on 12/13/22. A hearing followed on 1/19/23 resulting in a recommendation by the Hearing Examiner to uphold the suspension on 4/14/23. The Board issued a Final Order on 5/16/23 to uphold the suspension and hold the complaint in abeyance until pending criminal charges in Mercer and Wyoming Counties were resolved.</p>	<p>arrested in Mercer County on multiple criminal charges in Mercer and Wyoming Counties. He appealed the Board's Final Order on 6/25/23. Resolution of this matter is expected in FY2024.</p>
<p>09-07-2022 WV Board of Architects vs. Steven Dye</p> <p>Note: Three similar complaints were combined, and all of the issues were heard at the hearing in January 2023, and all complainants testified.</p>	<p>09-07-2022</p>	<p>Investigation of two other complaints against the architect resulted in a Board-initiated complaint by a vote on 8/25/22 alleging violations for the Rules of Professional Conduct related to conflict of interest, misrepresentation to a Code Official, misrepresentation of duties related to Construction Administration, and conduct involving fraud, wanton disregard of the</p>	<p>Board investigated, requested a response, held an informal conference with Dye on 11/7/22, and voted to suspend his registration for public protection on 12/13/22. A hearing followed on 1/19/23 resulting in a recommendation by the Hearing Examiner to uphold the suspension on 4/14/23. The Board issued a Final Order on 5/16/23 to uphold the suspension and hold the complaint in abeyance until pending criminal charges in</p>	<p>On 2/15/2023, Dye was arrested in Mercer County on multiple criminal charges in Mercer and Wyoming Counties. He appealed the Board's Final Order on 6/25/23. Resolution of this matter is expected in FY2024.</p>

		rights of others, and misleading, deceptive, or false statements.	Mercer and Wyoming Counties were resolved.	
01-17-2023	01-17-2023	Anonymous Inquiry questioning if two interior design firms were providing architectural services	Complaint based upon information generated by an internet search engine. The Board investigated and determined there was no probable cause to pursue action.	No basis for action by the Board. Matter closed 02-07-2023
04-10-2023 Darren Pevarnik vs. Craig M. Dixon	04-10-2023	Code Official alleged construction drawings sealed by architect who was not registered in the State of West Virginia.	Dixon sought reinstatement but was not eligible due to a CE deficiency and undisclosed discipline. Concurrent application and Complaint resulted in an investigation indicating Dixon had practiced without an active registration and had not disclosed discipline in two states on application. The architect did not respond to the complaint.	The Board denied the application resulting from recommendation from the 05-03-2023 Complaint Committee Meeting. Dixon did not appeal the denial of the application and did not respond to the complaint filed against him. Resolution of the matters is anticipated in FY 2024.
06-05-2023 WV Board of Architects vs. Michael Kissam	06-05-2023	Architect disclosed practice during a period that registration was expired.	Matter will likely be settled by Consent Agreement and Order with payment of reinstatement and renewal fees applicable since the time of registration expiration.	Reolution of issue anticipated in FY2024.

**Complaint, Inquiry & Discipline Summary  
FY 2022 (July 1, 2021 – June 30, 2022)**

<b>Complaint Number</b>	<b>File Date</b>	<b>Allegations of Complaint</b>	<b>Status / Resolution</b>	<b>Date of Resolution</b>
12-09-2021	12-09-2021	Disregard of continuing education requirement and misrepresentation of continuing education hours on renewal application	Board attempted to resolve by audit agreement and then by consent agreement. Order to Show Cause and Notice of Hearing on 3/4/22. Hearing on 5/26/22. Proposed decision rendered by Hearing Examiner on 8/9/22 and did not recommend discipline.	08/25/22 Board accepted the ALJ's recommendation with modification and sent final decision and order to architect on 8/29/22.
02-16-2022	02-16-2022	Deficiency in the standard of care, coordination of technical submissions and interpretation of building contract documents	Complaint Committee met on 3/14/22 and again on 5/11/22. Status Report on 04/26/22. Board dismisses complaint on 05/19/22.	Complaint dismissed on 05/19/22.
05-31-2022	05-31-2022	Architect allegedly failed to properly sign and seal construction documents and administer the contract in a timely and impartial manner.	Complaint was filed against the architecture firm. Complainant informed 06/23/22 that the Board does not have jurisdiction over firms but only over architects and that additional information would need to be provided.	Board did not have jurisdiction. Complainant filed a complaint against the architect on 07/01/22.

*NOTE:* The Board also investigated alleged practice of architecture without registration during March 2022 and referred the matter to the West Virginia State Fire Marshal who is the Authority Having Jurisdiction in this case in May 2022.



**Agendas & Minutes of  
The West Virginia Board of Architects**

**FY 2023  
(July 1, 2022 – June 30, 2023)**

# West Virginia Board of Architects



**Location:** Quarterly Meeting  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** August 25, 2022

**Time:** 12:00 PM

## Order of Business

1. Call to Order
2. Approval of Minutes – May 19, 2022
3. Disciplinary Matters
  - a) Case # 12-09-2021 – Report on Hearing, Proposed Findings of Fact & Conclusions of Law and the ALJ’s Proposed Recommendation
  - b) Case # 02-16-2022 – Follow-up from Complainant
  - c) Report of the Complaint Committee from August 18<sup>th</sup> Meeting
  - d) Report from CE Audit and Follow-Up Required
  - e) Request for Reinstatement
4. Action Items Regarding Registration
  - a) Reciprocal Application with NCARB Certificate
  - b) Reciprocal Applications with a State License
  - c) Registration & Renewal Report – (informational only)
5. Financial Report
  - a) FY2022 Actual
  - b) FY2023 Budget to Actual
  - c) Proposed Budget for FY2024 (informational only)
  - d) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Report to the Joint Committee on Government and Finance (informational only)
  - b) Report on the Interorganizational Council on Regulation (informational only)
  - c) Mutual Recognition Agreement with the United Kingdom’s Registration Board
  - d) Educational Symposium in Charlottesville – Sept. 29-30, 2022

- e) Governor's Summer Intern
- 7. Old Business / Updates / Planning
  - a) Report from the NCARB Annual Meeting
  - b) Review of Executive's Annual and Sick Leave
  - c) Handbook for Code Officials – Planning for Completion
- 8. Adjournment

### Informational Items and Good of the Order

#### Upcoming Board Meetings

- November 17, 2022

#### Other Upcoming Meetings

- Purchasing Conference – Attending virtually Aug. 24-26
- PCard Conference – Wheeling – September 13 & 14
- Region 2 Educational Symposium – Charlottesville, VA - September 29-30
- NCARB Leadership Summit - Salt Lake City, UT – October 14
- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- NCARB Annual Business Meeting – June 15-17, 2023

## West Virginia Board of Architects



**Location:** Quarterly Meeting  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** August 25, 2022

**Time:** 12:00 PM

### Attendees:

Adam Krason, Member and President (AK) – In-Person  
Richard Forren, Member and Secretary (RF) - In-Person  
Emily Papadopoulos, Executive Director (EP) - In-Person  
Todd Boggess, Member (TB) – Virtual  
Jan Fox, Public Member (JF) - Virtual  
Wendy Scatterday, Member (WS) - Virtual  
Edsel Smith, Public Member (ES) – In-Person  
Edward Tucker, Member and NCARB Region 2 Chairman (ET) - Virtual  
Mark Weiler, WV AG’s Counsel to the Board (MW) – In-Person (departed at 1:26 pm)

### Absent:

None

### Order of Business:

1. AK Called the meeting to order 12:10.
2. Approval of Minutes –On a motion by ES/ET the Board approved the minutes for May 19, 2022.
3. Disciplinary Matters
  - a) Case # 12-09-2021 – The proposed findings of fact and conclusions of law and the Hearing Examiner were discussed. The Hearing Examiner recommended no discipline, and the Board voted on a motion by ET/WS to adopt the Hearing Examiner’s recommendation of no disciplinary action but with modifications of the proposed findings and conclusion. Further, the Board agreed to establish a policy that any licensee that fails to meet the Continuing Education Credits will automatically be audited the following year.
  - b) Case # 02-16-2022 – This case was previously dismissed by the Board but in a followup, the Complainant submitted a rebuttal statement requesting that the Board reconsider its conclusion. The Board invited the Complainant to appear before the Board to further address the issues. The complainant was contacted prior to the meeting and declined to pursue the matter by

appearing before the Board. The Board considers this case closed with no further action taken.

c) Report of the Complaint Committee - The Board received two separate complaints regarding an architect who is also a licensed contractor with the State of WV. A Complaint Committee was formed and met virtually on August 18, 2022. The Committee recommended referring both complaints against the architect to the Board of Contractors since both complaints deal primarily with his performance as a contractor. The Committee also recommends that the Board initiates its own complaint against the architect based upon information that has been collected in the investigation of the complaints that seems to suggest the architect has violated the rules of the Board.

On a motion by ES/RF, the Board agreed to initiate a complaint with at least two allegations against the Architect. 1) The Architect allegedly misrepresented himself by claiming that construction administration must be performed by the designing Architect. 2) The Architect allegedly made a misrepresentation in pursuit of a building permit by claiming that two separate sub-contractors would be performing work on the project when neither sub was contacted regarding the project.

On a motion by ES/ET, the Board agreed to refer the initial two complaints regarding the architect to the Board of Contractors for investigation and potential disciplinary action. The Board will continue to investigate the matter.

d) CE Audit - EP reported on CE Audit and what follow-up action is required. The Board audited sixty-seven architects. Of those, sixty-one architects met the requirements. Five architects met the requirement by other means. One architect did not return his Board initiated CE Audit Agreement. On a motion by RF/ES the Board agreed to deny the architect, Bruce Brooks, a renewal based on his failure to comply with the requirements.

e) Reinstatement Guidance - EP informed the Board of a request for Reinstatement. The Board previously revoked the license of Thomas Little in 2019 for failure to meet the CE requirements at audit. He is now seeking guidance on the process for reinstatement. If he wishes to reinstate, the Board will pursue an agreement similar to the audit agreement now used. He will need to apply and prove that he has met the CE requirements for all of his expired years and will be subjected to an audit the following year.

#### 4. Action Items Regarding Registration

a) There were no NCARB candidates to review at this time.

b) Reciprocal Applications with a State License - Joseph Kelly previously applied but was not eligible at the time he applied. He has now been registered for five years or more and has received approval from the Veterans Administration for a waiver of his initial fees as an Air Force veteran. The Board reviewed and approved his registration.

c) Registration & Renewal Report - EP reported that so far this year, the Board has 1,354 active registrations. Officers signed the certificates for all new registrations.

#### 5. Financial Reports - EP presented and discussed the following:

- a) FY2022 Actual – For information, no action required, The report shows the Board completed the FY2022 with \$157,474 in revenue and \$149,181.62 in expenditures.
- b) FY2023 Budget to Actual – EP provided details of financial statements, showing expenses to date of \$28,731.96 and revenue of \$13,900.00 The cash balance was \$289,629.41.
- c) FY2024 Proposed Budget - EP reported that the budget is the same as the current fiscal year as required by the WV Dept of Revenue.
- d) Review of P-Card Purchases and Reconciliation - AK reviewed and signed the P Card purchases.

6. New Business

- a) Report to the Joint Committee on Government and Finance - EP provided information regarding the annual request regarding the number of registrants and FTEs.
- b) Interorganizational Council on Regulation – EP participated in this webinar since it focused on incidental practice. In the past the Board has reviewed several incidental practice complaints.
- c) Mutual Recognition Agreement with the United Kingdom’s Registration Board – This is a request by NCARB for the Board to indicate if it will accept applicants through the MRA with the UK. Since any request would come with an NCARB certificate, the Board felt there would be no change to the current policy. This does not require ratification by the Board.
- d) Educational Symposium in Charlottesville – ET provided an update on the upcoming symposium on Sept. 29-30, 2022. All accredited architecture schools within the Region 2 area have been invited. This also includes Fairmont State University since it has a NAAB accreditation pending. If any seats remain open after the student and faculty reservations, an invitation to Board members will be issued.
- e) EP reported that the Governor’s Summer Intern was very helpful, and EP would like to utilize summer interns again. AK suggested that EP seek additional intern help during the renewal and audit time period.
- f) ES reported that he is on the NCARB’s Committee for Continuing Education. He hopes to elicit some help from the architects on the Board regarding CE. He is also on National Fire Protection Association’s (NFPA) Executive Committee.

7. Old Business / Updates / Planning

- a) NCARB Annual Meeting - ET attended the meeting in person and provided the Board with a summary of the meeting held in Austin, TX. ET indicated that a number of state Boards are not able to fill their Public Member positions and he is therefore thankful that ES and JF are willing to serve as members. EP and ES attended virtually.
- b) Annual and Sick Leave - AK reviewed and signed the EP’s Annual and Sick Leave.
- c) Handbook for Code Officials – Architect Greg Williamson (GW) is continuing to review and update the handbook based on the comments from the Board. The next step

is to meet and discuss with the Board of Engineers. AK noted that only a couple of Board of Engineers members have experience with dealing with Building Code Officials, so GW should focus his review with those who have that experience and not necessarily the entire Board. EP reported that she submitted a draft version of the document to a Code Official for which she is seeking feedback.

d) The following upcoming meetings were presented for planning purposes:

- Purchasing Conference – Attending virtually Aug. 24-26
- PCard Conference – Wheeling – September 13 & 14
- Region 2 Educational Symposium – Charlottesville, VA - September 29-30
- NCARB Leadership Summit - Salt Lake City, UT – October 14
- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- NCARB Annual Business Meeting – Tampa, Florida -- June 15-17, 2023

8. Adjournment – The meeting was adjourned at 2:26.

## West Virginia Board of Architects



**Location:** Quarterly Meeting  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** November 17, 2022

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – August 25, 2022
3. Disciplinary Matters
  - a) Report of the Complaint Committee from November 7<sup>th</sup> Meeting
  - b) Complaint 07-01-2022 – Status Report
  - c) Two Reciprocal Applications with NCARB Certificates and Undisclosed Discipline
4. Action Items Regarding Registration
  - a) Reciprocal Application with a State License
  - b) Registration & Renewal Report – (informational only)
5. Financial Report
  - a) FY2023 Budget to Actual
  - b) Discussion of Scanning Project / Funding and Computer Storage
  - c) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Requests for waivers for use of title “architect”
  - b) Draft Annual Report FY2022
  - c) Proposed 2023 Meeting Dates
    - Feb. 16, 2023
    - May 18, 2023
    - Aug. 17, 2023
    - Nov. 16, 2023



- d) Legislative Session Preparation / ARPL
7. Old Business / Updates / Planning
- a) Report from the Educational Symposium in Charlottesville – Sept. 29-30, 2022
  - b) Report from State Auditor’s Chapter 30 Board Training – Nov. 1, 2022
  - c) Handbook for Code Officials – Planning for Completion
  - d) Review of Executive’s Annual and Sick Leave
8. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

Other Upcoming Meetings

- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- WV EXPO – Charleston, West Virginia – March 21-23, 2023
- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023

## West Virginia Board of Architects



**Location:** Quarterly Meeting  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** November 17, 2022

**Time:** 12:00 PM

**Attendees:**

Adam Krason, Member, President (AK) in person  
Richard Forren, Member, Secretary (RF) in person  
Emily Papadopoulos, Executive Director (EP) in person  
Todd Boggess, Member (TB) in person  
Edsel Smith, Public Member (ES) in person  
Edward W. Tucker, Member (ET) in person  
Wendy Scatterday, Member (WS) on-line at 1:15 PM  
Jan Fox, Public Member (JF) on-line  
Mark Weiler, WV AG's Counsel to the Board (MW) on-line (left at 1:45 pm)

**Absent:**

None

**Order of Business:**

1. Call to Order – 12:25 PM
2. Approval of Minutes – August 25, 2022, Motion by ES/ ET, approved
3. Disciplinary Matters
  - a) Case # 09-07-2022 - Report of the Complaint Committee meeting from November 7, 2022:  
Following the committee report, on a motion TB/ES, the Board voted there is probable cause and will initiate the process of pursuing appropriate action. WS abstain since she joined the meeting late and was unable to hear the committee report.
  - b) Case# 07-01-2022 – Status Report:  
The architect was active at the time of complaint. This matter is awaiting

additional information from the Complainant to see if the Board should take any action. No action by the board.

- c) Two reciprocal applicants with NCARB Certificates who did not disclose discipline for board review. On a motion by ET/ ES the board determined that if continuing education is complete and up to date, that each applicant could be offered a registration agreement detailing the non-disclosure with administrative costs which would need to be issued and executed prior to registration for both applicants.
4. Action Items Regarding Registration
    - a) Reciprocal Application from David Balzer approved.
    - b) EP announced the initial WV registration of Blake Massie
    - c) Registration & Renewal Report – (informational only)  
Current Licenses - Total 1397, WV 117,
5. Financial Report
    - a) FY2023 Budget to Actual  
EP reviewed the summary & details of the financial report.  
Current expenses are \$66,325.44. Current Revenue is \$27,700.  
The cash balance is \$265,073.89.
    - b) Discussion of Scanning Project / Funding and Computer Storage  
The Board previously authorized \$5,000 to be spent during FY2022 for digital conversion of files but additional funds will be required to complete the work. On a motion from ES/TB an additional \$5,000 will be added to that budget item to complete the scanning.
    - c) Review of P-Card Purchases and Reconciliation  
Reviewed by Officers
6. New Business
    - a) Requests for waivers for use of title “architect”:  
The Board has been contacted by the WV Secretary of State’s Office twice regarding the use of the word “architectural” in some businesses’ names that do not provide architectural services or have a licensed architect on staff.  
The Board approved the use of “Architectural” in the name Architectural Metals. This is a product and a term familiar to architects, and they do not provide any type of architectural services.  
The Board did not approve a request from an individual who wants to use the term “Architectural” in his business name to provide technical assistance regarding historical preservation. That individual was previously licensed as an architect and the Board suggested renewing the license, obtaining a West Virginia registration, or use the term use “preservation” in the business name.

- b) Draft Annual Report FY2022  
EP reviewed a draft of the annual report.
- c) Proposed 2023 Meeting Dates approved
  - Feb. 21, 2023
  - May 16, 2023
  - Aug. 15, 2023
  - Nov. 16, 2023

NOTE: Since the time of the meeting, the Feb., May, and August meetings have been changed to the following:

  - Feb. 7, 2023
  - May 16, 2023
  - Aug. 10, 2023
- d) Legislative Session Preparation / ARPL  
EP will continue to participate in the WV ARPL group which will resume meetings right after Thanksgiving.

7. Old Business / Updates / Planning

- a) Report from the Educational Symposium in Charlottesville  
As the Chairperson for NCARB, Region 2, ET reported on the Education Symposium conducted on September 29-30, 2022
- b) Report from State Auditor's Chapter 30 Board Training  
AK reported on the Chapter 30 Board Training that he and EP attended on November 1, 2022.
- c) Handbook for Code Officials – Planning for Completion  
EP reported on a meeting that she and Greg Williamson initiated with the WV Board of Registration for Professional Engineers (WVBRPE). In attendance from the WVBRPE, were Garth Thomas and Lesley Rosier Tabor who will review and provide comments.  
The Board agreed to continue with the draft, incorporate comments from the engineers if they are consistent with the practice of architecture, and further evaluate some type of introduction release at EXPO or other Code Official Conference.
- d) Review of Executive's Annual and Sick Leave  
Review by Officers

8. Adjournment at 3:35 Motion RF, ES

Informational Items and Good of the Order

#### Other Upcoming Meetings

- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- WV EXPO – Charleston, West Virginia – March 21-23, 2023
- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023

## West Virginia Board of Architects



**Location:** Quarterly Meeting  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** February 7, 2023

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – November 17, 2022
3. Disciplinary Matters
  - a) Report on Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Suspension Hearing
  - b) Complaint 07-01-2022 – Status Report
  - c) Reciprocal Applications with NCARB Certificate and Undisclosed Discipline
  - d) Anonymous Inquiry – Received Jan. 17, 2023
  - e) Potential Board-Initiated Complaint and Work with State Fire Marshal
4. Action Items Regarding Registration
  - a) Reciprocal Applications with a State License
  - b) Reinstatement Applications
  - c) Registration & Renewal Report
5. Financial Report
  - a) FY2023 Budget to Actual
  - b) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) *State Journal's* Book of Lists submission
  - b) NCARB Listening Sessions / Region 2
  - c) Legislative Session / ARPL
7. Old Business / Updates / Planning

- a) Handbook for Code Officials – March 10<sup>th</sup> and March 22<sup>nd</sup> Presentations
- b) Potential Interpretive Rule
- c) Review of Executive’s Annual and Sick Leave

8. Adjournment

Informational Items and Good of the Order

FYI

- George Washington in a Bathtub
- Remembering Judy Belcher
- Scanning Stories

Upcoming Board Meetings

- May 16, 2023 (Tuesday)
- August 10, 2023 (Thursday)
- November 16, 2023 (Thursday)

Other Upcoming Meetings

- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- WV Code Officials Code Association Meeting – Flatwoods, WV – March 10, 2023
- WV EXPO – Charleston, West Virginia – March 21-23, 2023 (Presentation March 22<sup>nd</sup>)
- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023

## West Virginia Board of Architects



**Location:** Quarterly Meeting  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** February 7, 2023

**Time:** 12:00 PM

Order of Business

### Attendees:

Adam Krason, Member and President (AK) – In-Person  
Richard Forren, Member and Secretary (RF) - In-Person  
Emily Papadopoulos, Executive Director (EP) - In-Person  
Todd Boggess, Member (TB) – In-Person  
Wendy Scatterday, Member (WS) - Virtual  
Edsel Smith, Public Member (ES) – In-Person  
Edward Tucker, Member and NCARB Region 2 Chairman (ET) – In-Person  
Mark Weiler, WV AG’s Counsel to the Board (MW) – In-Person (departed at 1:28 pm)

### Absent:

Jan Fox, Public Member (JF)

### Order of Business:

1. Call to Order – Meeting called to order on 12:27.
2. Approval of Minutes – November 17, 2022; Approved by a motion by TB, ES
3. Disciplinary Matters
  - a) Suspension Hearing – Defendant was to submit a closing statement along with other documents but failed to do so as of this date. MW submitted the findings of facts. Defendant requested an extension from the Hearing Examiner, which was granted. The Board is on record as objecting to the request for extension.



- b) Complaint 07-01-2022 – Status Report – There is nothing to report since the last meeting. The complainant has not produced any of the information requested and has not responded. EP will send an updated request and status report.
  - c) Reciprocal Applications with NCARB Certificate and Undisclosed Discipline Board requires this applicant to sign the agreement, show that he has updated his NCARB record, show that he has met the WV 12 HSW hour requirement, and pay \$500.00 in administrative costs. Motion to approve by ET, ES
  - d) Anonymous Inquiry – Received Jan. 17, 2023  
The inquiry asks if Cooper Leaf Interiors (Marietta, OH) and North South Design (Parkersburg, WV) can provide architectural design. Both firms are shown on a Google search of “architect near Parkersburg” and the tag of “architectural design” is part of the Google listing. The Board took no action on Cooper Leaf since they are outside the Boards jurisdiction. Since a response to a Google search cannot be controlled, the Board will reach out to North South Design to ensure there is no conflict with the practice laws and will encourage them to complete licensure.
  - e) The Board discussed a potential Board-Initiated complaint. TB indicated that a project designed by an Engineer with numerous code violations had been brought to his attention. The structure in question is believed to be a two story, wood construction place of assembly. Under state law this project requires the services of an Architect. A FOIA request to the Office of the State Fire Marshal for drawings and any permitting or corrective documents will be issued so the Board may review the documents. TB and ES will serve on a Complaint Committee on the matter.
4. Action Items Regarding Registration
- a) Reciprocal Applications with a State License - None to review
  - b) Reinstatement Applications – Thomas Little has applied for reinstatement. He was ineligible to renew in 2018 because he was audited and had not completed his 2017 CE hours. A letter was sent indicating that he must comply by 6/30/18 or he could not renew. He failed to do so. To become eligible for reinstatement, the Board determined he must meet all the reinstatement requirements and also complete an Audit Agreement and pay the corresponding costs so the prior audit failure can be handled administratively. Motion by ES, seconded by TB.
5. Financial Report
- a) FY2023 Budget to Actual -  
EP Reviewed the financial report regarding budget which was accepted by the Board on a motion by TB,WS

6. New Business
  - a) *State Journal's* Book of Lists submission submitted last week.
  - b) NCARB Listening Sessions / Region 2  
ET Reported that NCARB has been working on a change to its governance. Changes proposed reduce the overall size of the executive board. Resolution will be presented at the annual meeting.
  - c) Legislative Session / ARPL  
EP provided an update on all current Legislative activities and will follow up on any changes.
  
7. Old Business / Updates / Planning
  - a) Handbook for Code Officials – March 10<sup>th</sup> and March 22<sup>nd</sup> Presentations  
EP provided an update of the meeting with the Board of Engineers along with the plans for the two upcoming presentations. Presentations will require participation from and input from the Board, especially in creating scenarios that reflect actual issues Code Officials might confront.
  - b) Potential Interpretive Rule  
The Board discussed the need for Interpretive Rules to assist with issues noted in the Handbook for Code Officials particularly after discussions with the Board of Engineers. No action by the Board.
  
8. Adjournment at 3:42 by motion from ES, ET

Informational Items and Good of the Order

Upcoming Board Meetings

- May 16, 2023 (Tuesday)
- August 10, 2023 (Thursday)
- November 16, 2023 (Thursday)

Other Upcoming Meetings

- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- WV Code Officials Code Association Meeting – Flatwoods, WV – March 10, 2023
- WV EXPO – Charleston, West Virginia – March 21-23, 2023 (Presentation March 22nd)
- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023

## West Virginia Board of Architects



**Location:** Quarterly Meeting  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** May 16, 2023

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – February 7, 2023
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Complaint 07-01-2022
  - b) Inquiry 02-05-2023
  - c) Complaint 04-10-2023
  - d) Complaints 09-07-2022, 07-07-2022, 07-28-2022
  - e) Review of Reciprocal Application with Disclosed Discipline
4. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
5. Financial Report
  - a) FY2023 Budget to Actual
  - b) FY 2024 Expenditure Budget – submitted in April
  - c) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Election of Officers for FY2024
  - b) Election of Delegate and Alternate for NCARB ABM and Discussion of Resolutions
  - c) WV Licensing Advisor
7. Old Business / Updates / Planning

- a) Summary of Legislative Session
- b) Follow-up from CE Sessions Related to Handbook
  - Planning for Handbook Release
  - Discussion of Agritourism Exemption
- c) Review of Executive's Annual and Sick Leave

8. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- August 10, 2023 (Thursday)
- November 16, 2023 (Thursday)

Other Upcoming Meetings

- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023

# West Virginia Board of Architects Quarterly Meeting Minutes



**Date:** May 16, 2023

**Time:** 12:00 PM

**Location:** 405 Capitol Street  
Charleston, West Virginia 25301

## Attendees:

Adam Krason, Member and President (AK)	In-Person
Richard Forren, Member and Secretary (RF)	In-Person
Emily Papadopoulos, Executive Director (EP)	In-Person
Todd Boggess, Member (TB)	Virtual
Wendy Scatterday, Member (WS)	<b>Absent</b>
Edsel Smith, Public Member (ES)	In-Person
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Jan Fox, Public Member (JF)	<b>Absent</b>
Mark Weiler, WV AG's Counsel (MW)	In-Person (Departed: 1:15pm)

## Order of Business:

1. Meeting was called to order at 12:24.
2. Approval of Minutes – February 7, 2022 Motion by ES /ET
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Complaint 07-01-2022 – Committee met on May 3, shared the complaint with the architect, and requested additional information, to include a copy of seal. The architect provided a response and seal. Based upon insufficient grounds to sustain further action, the complaint was closed per motion by RF/ES.
  - b) Inquiry 02-05-2023 – WVBOA has filed a complaint regarding engineer practicing architecture based upon Committee recommendation.
  - c) Complaint 04-10-2023 – The architect was ineligible to reinstate his registration because he had failed to meet CE requirements and used an old seal (not valid). Committee recommends denial the reinstatement, send letter saying he cannot practice architecture. Passed per motion by RF/ ET.
  - d) Complaints 09-07-2022, 07-07-2022, 07-28-2022 - WVBOA will issue final order and extend the statutory time frame of the complaint until disciplinary action is complete, per motion by ET/ RF
  - e) Review of Reciprocal Application with Disclosed Discipline:

Gerald Karle application approved per motion by ES/RT  
 Randall Burchett application approved with reminder to disclose all disciplined per motion by RF/TB

4. Action Items Regarding Registration

- a) Cassidy Roberts’ Initial application approved per motion by RF/ES
- b) Registration & Renewal Report: Total registered architects: 1,470; 119 are from WV.

5. Financial Report

a) FY2023 Budget to Actual – EP reviewed budget with Board Members. Expenses to date total \$153,172.33. Revenue is \$70,500.00 to date with the bulk of income anticipated in June. Current Cash Balance is \$226,477.00. EP noted that she expects expenditures to go over budget due to disciplinary issues, across the board raises to all state employees

b) FY 2024 Expenditure Budget– EP reviewed upcoming budget with Board Members. Board approved the ATB raise for EP and the 2024 budget per motion by TB/ET.

c) Review and approval of P-Card Purchases and Reconciliation by Board Officers

6. New Business

a) Election of Officers for FY2024 – Board approved that AK & RF to remain in their current officer positions for upcoming year, per motion by RF/ ET

b) Board elected RF as Delegate and ET as Alternate for NCARB Annual Business Meeting per motion by AK/TB. As such, RF requested the board discuss all of the resolutions to obtain a consensus. WVBOA voted is as follows:

<b>Resolution Description</b>	<b>Vote</b>
2023-01 An amendment to the NCARB Model Law and Regulations related to responsible control	N0
2023-02 Sunset of education policy resolutions	YES
2023-03 Sunset of education policy resolutions	YES
2023-04 Updates to the NCARB Model Rules of Conduct to update ethics	YES
2023-05 Updates to NCARB’s Bylaws to support a new governance structure	YES

c) EP indicated that Joey Kutz is WV’s Licensing Advisor

7. Old Business / Updates / Planning

a) EP provided a summary of bills passed during the legislative session:  
 Senate Bill 240 – Board register be open to the public  
 Senate bill 244 – Rosters open to the public

b) EP provided a follow-up from CE Sessions Related to the *Handbook for Code*

*Officials*, discussing plans for the release, review by surveyors and landscape architects, and future work with code officials.

- c) Officers reviewed of Executive's Annual and Sick Leave.
- d) WV Fire Marshal will conduct a stakeholders' meeting to review upcoming changes to the WV Fire Code; additional information to follow.

8. Adjournment Motion @ 2:45 RF, ES

Informational Items and Good of the Order

Upcoming Board Meetings

- August 10, 2023
- November 16, 2023

Other Upcoming Meetings

- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023

**Agendas & Minutes of  
The West Virginia Board of Architects**

**FY 2022  
(July 1, 2021 – June 30, 2022)**



**Joint Meeting of the  
WV Board of Professional Engineers and WV Board of Architects**

Wednesday, July 14, 2021 @ 10:00am

**AGENDA**

- Call to Order
- Welcome and Introductions
- Meeting Objective - Expand the line of communications between the Boards. Discuss common issues of both Boards including education, examinations, legislation, and practice matters.
- Discussion Items:
  - Communication between the Boards
  - Legislative Issues – Universal Licensing, ARPL participation, etc.
  - 100<sup>th</sup> Anniversary for both Boards (following that of NCEES and NCARB last year)
  - Common Issues
    - Education
    - Examinations
    - Practice Issues - overlap and incidental practice
  - Professional Use of Seal Brochure
  - Handbook for Building Officials
- Adjourn

**Joint Meeting Minutes**  
**State Board of Registration for Professional Engineers and the**  
**West Virginia Board of Architects**  
**July 14, 2021**

The West Virginia State Board of Registration for Professional Engineers and the West Virginia Board of Architects met on the 11<sup>th</sup> floor of the Kanawha Valley Building located at 300 Capitol Street, Charleston, WV, on Wednesday, July 14, 2021. Those present for all or part of the meeting were:

Bhajan Saluja	Adam Krason
Garth Thomas	Ed Tucker
Larry Nottingham	Todd Boggess
Edward Robinson	Edsel Smith
L.A. Gates	Jan Fox
Lesley Rosier-Tabor	Emily Papadopoulos
Aaron Armstrong	
Edward Eagloski	

The meeting was called to order at 10:00 am. Garth Thomas, PE Board President, opened the meeting and requested all present to introduce themselves. Mr. Eagloski then reminded everyone that this was an open meeting and there were to be no discussions specific to any complaint or investigation relevant to either of the Boards. No motions were made and neither Board took official action during the course of the meeting.

The purpose of the meeting was to expand the lines of communications between the Boards, discuss common issues of both Boards such as education, examinations, legislation, and practice matters.

At the request of Adam Krason, the important issues of practice overlap and incidental practice were moved to the top of the agenda. Discussion followed regarding these matters, including specific practice definitions, relevant project responsibilities of the different professions and related exemptions, in hopes of bringing clarity to practice-specific matters. In particular, differences in each Board's practice definitions regarding the design of building were highlighted. Members also reviewed the outdated Handbook for Building Officials that was jointly created in 1995, and the most recent version of the updated joint Professional Use of Seals Brochure; both publications were jointly developed by the WV Architects and Professional Engineers Boards. All agreed that the Handbook for Building Officials could be condensed, with the most relevant and important information possibly merged into a future version of the joint Professional Use of Seals publication. Staff and Board members agreed to begin the process of reviewing the material of both and develop a list of important items for consideration to be discussed at a future meeting.

The Board members discussed the successful lines of communication between the Boards throughout the years and specifically during the recent Legislative session. All agreed to keep the lines of communications open going forward.

These was also detailed discussion of the legislative issues from the 2021 WV Legislative Session and how to move forward. The Boards agreed to work together through their respective national counterparts (NCARB, NCEES, ARPL, etc.) to monitor future legislation and consider offering draft legislation in preparation for the upcoming 2022 WV Legislative Session.

Being that 2021 is the 100<sup>th</sup> year of the existence of both Boars, the members agreed that a future event could be jointly coordinated to commemorate this achievement. All agreed that a press release could be created and circulated to announce this 100<sup>th</sup> celebration and other ideas were discussed to honor and memorialize the occasion.

Education and examination issues concerning both Boards were briefly discussed. Both Boards presented an overview of their respective education and examination requirements specific to their profession.

Upon completion of the discussion and review of all agenda items, the members agreed to adjourn the meeting at 12:00 pm. The PE Board announced their next regular meeting will take place on July 20, 2021 and the Architects Board announced their next quarterly meeting will take place on September 16, 2021. The Board members will be compensated one day per diem plus travel expenses.

## West Virginia Board of Architects



**Location:** Quarterly Meeting  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** September 16, 2021

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – June 3, 2021 and July 14, 2021
3. Disciplinary Matters
  - a) Renewal and Reinstatement Guidance Document
  - b) CE Audit - Colin Donahoe
  - c) Update on Board Complaint to the West Virginia State Board of Registration for Professional Engineers
4. Action Items Regarding Registration
  - a) Reciprocal Application with NCARB Certificate – Roberto Paredes
  - b) Reciprocal Applications with a State License – Richard Whitaker
  - c) Registration Renewal Report
5. Financial Report
  - a) FY2021 Budget to Actual - FINAL END of Year
  - b) FY2022 Budget to Actual – Summary and Details
  - c) FY2023 Proposed Budget – Submitted August 2021
6. New Business
  - a) Lease of Office
  - b) Unclaimed Property
  - c) Update on Fairmont State accreditation and application through rules
  - d) Comments about Construction Administration
  - e) Discussion of sealing documents and electronic signatures
  - f) Discussion of definitions of “Registered Architect” and “Architect” in W.Va. Code

7. Old Business / Planning
  - a) Centennial 1921 -2021
  - b) Building Code Officials Handbook

8. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- December 9, 2021
- February 17, 2022
- May 19, 2022
- August 25, 2022
- November 17, 2022

State Auditor's Conference for Chapter 30 Boards

- October 26, 2021 -More information available soon.

## West Virginia Board of Architects



**Location:** Quarterly Meeting by teleconference  
Originating from 405 Capitol Street  
Charleston, West Virginia 25301

**Date:** September 16, 2021

**Time:** 12:00 PM

**Attendees:** Todd Boggess, Member (TB)  
Richard Forren, Member (RF)  
Jan Fox, Public Member (JF)  
Adam Krason, Member and President (AK)  
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 (left at 1:40 pm)

1. AK called the meeting to order at 12:05 p.m.
2. Approval of Minutes – June 3, 2021 and July 14, 2021  
On a motion by RF/WS the Board approved the minutes of June 3, 2021 and July 14, 2021.
3. Disciplinary Matters
  - a) Renewal and Reinstatement Guidance Document  
Document with recommended revisions by MW was reviewed and discussed. On a motion by ES/TB the Board accepted the revisions with the following changes:
    - change “see” to “seek” in first paragraph.
    - omit the word “illegally” in the sentence “For an Applicant that has not...”
  - b) CE Audit - Colin Donahoe  
Letter prepared by MW to registrant Colin Donahue as reviewed and discussed. On a motion by WS/ES the Board voted to approve the letter along with permission for the registrant to sign and return the Continuing Education agreement offered earlier even though the original 21 day period is past.
  - c) Update on Board Complaint to the West Virginia State Board of Registration for Professional Engineers.

- i. AK recused himself 12:26 pm.
- ii. Following a lengthy discussion, the Board requested MW to download content from the company's web and social media pages wherein architectural services are being offered by a non-registrant and present findings to the Engineers Board's attorney.
- iii. EP is waiting to hear back from NCARB's attorney regarding an opinion of the limits that West Virginia's architecture and engineering practice acts may or may not place on registrants to engage in the practice of either discipline when only registered in one discipline).
- iv. EP may also ask neighboring states about how they treat this issue.

AK rejoined the meeting at 1:30 pm

- 4. Action Items Regarding Registration
  - a) Reciprocal Application with a NCARB Certificate – Roberto Paredes  
Following discussion, the Board asked EP to ask the applicant to resubmit WV reciprocal application with corrections.
  - b) Reciprocal Applications with a State License – Richard Whitaker  
Using Certemy, EP demonstrated how an application review may be accomplished using this application as an example. The Board agreed that the applicant meets our reciprocal registration requirements.
  - c) Registration Renewal Report  
Currently there are 1317 registrants, 115 of which are in-state. This number is higher at this point in the year than last year.
  
- 5. Financial Report
  - a) FY2021: The final report for FY2021 has been tabulated for Budget to Actual:  
Revenue: Budget \$169,351.50 Actual \$172,552.50  
Expenditures: Budget \$160,839 Actual \$144,467  
Travel, temporary help, and association dues were significantly lower than the prior year.
  - b) FY2022: Budget to Actual – Summary and Details  
Expenditures: Budget \$169,304 Actual YTD spent = \$34,037  
EP reviewed a comparative breakdown with the prior year.
  - c) FY2023: Proposed Budget of \$169,304 – Submitted August 2021  
Budget shifted the reduction in NCARB dues to an equal increase for Temporary Help.
  
- 6. New Business
  - a) Lease of Office  
Submitted form to request extension to the WV Real Estate Division on 8/23/21. Asked for update, but not yet available. Lease expires on 1/31/2022.
  - b) Unclaimed Property  
The Board has reclaimed \$350.00 payable to the Board from the WV Treasurer's "Unclaimed Property".
  - c) Update on Fairmont State University (FSU)

Discussion of potential accreditation and application through our Rules. EP has corresponded with Philip Freeman, faculty at FSU, and NCARB's Patricia Ramallo about application of the Rule regarding recognizing a degree as accredited following graduation. Philip believes chances are good that accreditation will occur effective January 2022 based on their next scheduled visit Fall of 2022.

- d) Comments about Construction Administration  
The Board was advised by a registrant that they believe our Rule regarding Construction Administration is not being adhered to. ET suggested that this be addressed in a future newsletter as a reminder that Construction Administration is considered the Practice of Architecture. Others suggested that a reminder of our CE requirements would also be useful in a future newsletter.
- e) Discussion of sealing documents and electronic signatures.  
EP suggested an update to our Handbook for Code Officials. Desire is to convey "electronic" options more clearly. This could be nicely updated in the Handbook for Code Officials and then excerpted for a shorter guidance document. There are a lot more questions about electronic options in the age of COVID.
- f) Discussion of definitions of "Registered Architect" and "Architect" in W.Va. Code  
"Architect" vs. a "Registered Architect" in WV is perceived the same because of how the code and rules are written. "I am an architect registered in West Virginia (or whatever other jurisdiction)" would be the proper characterization to use.
- g) EP advised of a request from the Legislative Auditing Office who has requested a total expenditure of what the Board has spent on administrative hearings including judges, AG's office, and court reporters, as well as the total fines or costs collected resulting from the hearings. The answer is zero dollars.

## 7. Old Business / Planning

- a) Centennial 1921 -2021  
EP has had discussions with John Auge, Humanities Council and Tourism Commissioner. Due to COVID, development of anything that involves in-person contact are likely to be in vain. Also doing something in coordination with the Board of Engineers during COVID will be difficult. An anniversary logo and/or pins are possible since costs under \$2,500 do not have to be bid out. The concept of a digital "architectural trail" in the state will cost more than \$2,500 and is best left to others. The Board would like to make a presentation at the AIA Gala this fall.
- b) Building Code Officials Handbook  
EP wants to work with a few of the Board members to create revisions / additions.

## 8. Informational Items and Good of the Order

### Upcoming Board Meetings

- December 9, 2021
- February 17, 2022
- May 19, 2022



- August 25, 2022
- November 17, 2022

State Auditor's Conference for Chapter 30 Boards

- October 26, 2021 -More information available soon. Discussion about who must attend vs. option

9. AK adjourned the meeting at 3:10 pm.

## West Virginia Board of Architects



**Location:** Quarterly Meeting  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** December 9, 2021

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes –September 16, 2021
3. Disciplinary Matters
  - a) CE Audit - Colin Donahoe
  - b) Update on Board Complaint to the West Virginia State Board of Registration for Professional Engineers
  - c) Applications with disclosed discipline for Board Review
4. Action Items Regarding Registration
  - a) Reciprocal Application with NCARB Certificate
  - b) Reciprocal Applications with a State License
  - c) Registration Renewal Report
5. Financial Report
  - a) FY2022 Budget to Actual – Summary and Details
6. New Business
  - a) Centennial Poster and Pins
  - b) Response from WVU RE: “interior architect”
  - c) ARPL Meeting & Webinar – Planning for Legislative Session
  - d) Scanning of Files and Archival Items
  - e) Fixed Asset/Surplus Property
7. Old Business / Updates / Planning
  - a) Lease of Office Space

- b) Building Code Officials Handbook

## 8. Adjournment

### Informational Items and Good of the Order

#### Upcoming Board Meetings

- February 17, 2022
- May 19, 2022
- August 25, 2022
- November 17, 2022

#### Upcoming NCARB and Region 2 Meetings

- NCARB MBE Workshop      March 3, 2022    Charlotte, NC
- NCARB Regional Summit      March 4-5, 2022    Charlotte, NC
- Region 2 Pre-Board Teleconference    April 13, 2022 12:00 PM
- NCARB Annual Business Meeting      June 2-4, 2022    Austin, TX

## West Virginia Board of Architects



**Location:** Quarterly Meeting by teleconference  
Originating from 405 Capitol Street  
Charleston, West Virginia 25301

**Date:** December 9, 2021

**Time:** 12:00 PM

**Attendees:** Todd Boggess, Member (TB)  
Adam Krason, Member and President (AK)  
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 (left at 1:40 pm)

**Absent:** Richard Forren, Member (RF)  
Jan Fox, Public Member (JF)

1. AK called the meeting to order at 12:03 p.m.
2. Approval of Minutes – September 16, 2021  
On a motion by TB/ES the Board approved the minutes of September 16, 2021.
3. Disciplinary Matters
  - a) CE Audit - Colin Donahoe  
Letter from the Board sent to Donahoe as directed by Board at September meeting giving permission for the registrant to sign and return the Continuing Education agreement offered earlier even though the original 21-day period is past. Nov 30 agreement sent back to Board signed; however the sentence agreeing to pay fine was blacked out and no funds were included. ES/WS moved to pursue disciplinary action to confirm that Donahoe has misrepresented his CE record.
  - b) Update on Board Complaint to the West Virginia State Board of Registration for Professional Engineers.
    - i. AK recused himself 12:17 pm.
    - ii. EP and MW updated the Board on MW's discussion with Ed Eagloski about the Engineers' Board process and shared photographs from its investigator's report. The Board's concern is engineer's web and social

media pages offer architectural services by a non-registrant and is intended to mislead consumers. Further concern is for alignment between Engineer's and Architect's Board. The Board will continue to review the engineer's advertising and activities.

AK rejoined the meeting at 1:00 pm.

4. Applications with disclosed discipline for Board Review
  - a) William Fearon – applicant with a NCARB Certificate. He has a CE related agreement. Board had no further comment regarding reciprocity eligibility.
  - b) Larry Cohen – applicant with a State License from Colorado. Background indicates frequent reinstatements with other jurisdictions. Board felt that proceeding with reciprocal licensure should not be impaired by applicant's prior disclosed discipline.
  - c) Alan Downie – Applicant from VA; EP still waiting on verification of his VA registration. Approved contingent upon verification.
  - d) Daniel Bourassa – EP informed the Board of his unusual situation. Following discussion, the Board agreed with EP and ET's earlier assessment that he has three ways to apply; he just needs to select one and complete the process.
  - e) James Sheehan – Late renewal in process (due June 30, 2021). CE requirements deficient – 2020 only three HSW hours; 2021 only three hours as well. Board agreed with EP's use of Continuing Education Agreement with administrative costs of \$400. EP to follow up to see if he has practiced on an expired registration which could result in a fine.
  - f) Registration Renewal Report  
Currently there are 1364 registrants, 116 of which are in-state, 1248 of which are out of state. Out-of-state registrants are higher than last year.
  
5. Financial Report
  - a) FY2022: Budget to Actual – Summary and Details  
Expenditures: Budget \$169,304 Actual YTD spent = \$65,228  
EP reviewed a comparative breakdown with the prior year. Expenditures are slightly lower than the same time last year. Revenue is almost exactly the same.
  - b) TB/WS motion approved budget report.
  
6. New Business
  - a) Centennial Poster and Pins  
Centennial pins were produced in the USA are very high quality; Board members were very pleased with outcome. Educational poster is in the process of being printed, which also appears to be of very high quality in content and presentation. The Board expressed its appreciation to EP for her work on these items. The Board also recommended that a framed poster, front and back, be matted and framed and displayed in the Capitol. EP will inquire as to how this might be done.
  - b) Response from WVU RE: "interior architect"  
EP shared the email correspondence with interior design professor Lee Mullett regarding their department's efforts to educate students about the program and its limitations regarding architectural education.

- c) ARPL Meeting & Webinar – Planning for Legislative Session  
EP shared 11/16/2021 ARPL summary document concerning strategies for supporting responsible licensure, legislative work, etc. Universal licensure HB 2007 is back on the agenda this year. Board should consider planning for legislative session, potential educational work with House Gov. Org. Committee and other legislators. Letter with poster and the importance of licensure will be sent.
  - d) Scanning of Files and Archival Items  
EP discussed problem of paper filing, lack of space, things in storage etc. Desire is to convert architect records to digital media. Estimate for scanning shared of everything from the vendor with the state contract for scanning is approximately \$19,000 to be accomplished over time. Motion to ES/ET spend not more than \$5,000 to begin a test run of digital conversion in accordance with the Board’s policy for records retention. EP to begin with inactive architects’ records.
  - e) Fixed Asset/Surplus Property.  
EP recently retired of and disposed of some surplus property, old equipment, etc. working through the process approved by State Purchasing and Surplus Property. Combined with scanning, this should make more space available.
7. Old Business / Updates / Planning
- a) Office lease renewal received from landlord. Lease cost has not increased from current lease. RF signed prior lease; AK will sign renewal on behalf of the Board.
  - b) Building Code Officials Handbook  
EP recommended that the Board make the first pass at revisions prior to taking to the Engineer’s Board. AK suggested that a past Board member be asked to make the initial changes to recommend to the Board – G Williamson, L Miller, B Yoke mentioned. EP will contact to see if one of these persons will be willing to help.
  - c) EP and ET participated in NCARB Region 2 Fall Telephone Conference. Due to ongoing COVID concerns, the Educator/Practitioner Summit was postponed another year and is now tentatively scheduled for September 2022 at the University of Virginia.
8. Informational Items and Good of the Order
- Upcoming Board Meetings
- February 17, 2022
  - May 19, 2022
  - August 25, 2022
  - November 17, 2022
9. AK adjourned the meeting at 2:53 pm.

## 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

### Order of Business

1. Call to Order
2. Approval of Minutes –December 9, 2021
3. Disciplinary Matters
  - a) CE Audit
  - b) Unlicensed practice of architecture
  - c) Applications with disclosed discipline for Board Review
4. Action Items Regarding Registration
  - a) Reciprocal Application with NCARB Certificate
  - b) Reciprocal Applications with a State License
  - c) Registration Renewal Report
5. Financial Report
  - a) FY2022 Budget to Actual – Summary and Details
6. New Business
  - a) ARPL Report and Legislative Session
  - b) Recent articles about Boards/Regulation
  - c) NCARB Draft Resolutions for Consideration
  - d) NCARB Analysis of Practice
7. Old Business / Updates / Planning
  - a) Building Code Officials Handbook
  - b) Certemy application review training
  - c) NCARB Regional Meeting / Elections

8. Executive Session – Performance Appraisal of Executive Director
9. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- May 19, 2022
- August 25, 2022
- November 17, 2022

Upcoming NCARB and Region 2 Meetings

- NCARB MBE Workshop      March 3, 2022    Charlotte, NC – available virtually
- NCARB Regional Summit      March 4-5, 2022    Charlotte, NC – available virtually
- Region 2 Pre-Board Teleconference    April 13, 2022 12:00 PM
- NCARB Annual Business Meeting      June 2-4, 2022    Austin, TX



## 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 100<sup>th</sup> Anniversary and production of the commemorative pins and posters. AK shared his story and photograph involving his visit to Richmond Elementary's 2<sup>nd</sup> 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.

## West Virginia Board of Architects



**Location:** Quarterly Meeting  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** May 19, 2022

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – February 17, 2022
3. Discussion of Draft of Handbook for Building Code Officials with Greg Williamson and any recommendations for rule changes or clarifications.
4. Disciplinary Matters
  - a) Case # 12-09-2021 – Update on Upcoming Hearing
  - b) Case # 02-16-2022 – Recommendation of Complaint Committee
  - c) Inquiry into Unlicensed practice of architecture
  - d) Applications with disclosed discipline for Board Review
5. Action Items Regarding Registration
  - a) Reciprocal Application with NCARB Certificate
  - b) Reciprocal Applications with a State License
  - c) Initial Applicants for Registration
  - d) Registration & Renewal Report
6. Financial Report
  - a) FY2022 Budget to Actual – Summary and Details
  - b) FY2023 Final Expenditure Budget
  - c) Review of P-Card Purchases and Reconciliation
7. New Business
  - a) Board Officer Elections
  - b) NCARB Language Accommodations on the ARE Survey
  - c) FOIA Request from Prof. UMBER Hanlon of the Funkaar Institute

- d) Governor's Summer Intern
- 8. Old Business / Updates / Planning
  - a) Update from April Region 2 Call
  - b) NCARB Annual Business Meeting, Delegates & Draft Resolutions
  - c) Review of Executive's Annual and Sick Leave
- 9. Adjournment

Informational Items and Good of the Order

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

## 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 3<sup>rd</sup> 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 WVDOH, 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.