

# West Virginia Board of Architects



## **Annual Report FY2025 & FY2024**

*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  
405 Capitol Street, Mezzanine Suite 3  
Charleston, WV 25301  
(304)-558-1406  
Fax (304)-558-1407  
[Emily.B.Papadopoulos@wv.gov](mailto:Emily.B.Papadopoulos@wv.gov)

December 18, 2025

The Honorable Patrick Morrissey  
Governor of West Virginia  
State Capitol Building 1  
Charleston, West Virginia 25305

Dear Governor Morrissey:

The West Virginia Board of Architects is pleased to provide you with its report for the fiscal years ending June 30, 2025 and June 30, 2024. 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 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. It 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. The Board has submitted rule changes for consideration as a result of rule review required by your Executive Order.

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 FY2025 and FY2024 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

## Table of Contents

Functions of the West Virginia Board of Architects and Members	1
Revenue	2
Expenditures	3
Registration Statistics	4
New Registrations	5 – 14
Active Architect Registrations by State	15 – 16
Active Architect Registrations in West Virginia by County	17
Summary of Complaints and Discipline	18– 24
Agendas and Minutes from Board Meetings ( <i>Signed</i> copies of minutes are on file in the Board Office.)	25 - 80

## 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 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:

2024-2025	Adam Krason, President	Charleston, West Virginia
	Richard Forren, Secretary	Bridgeport, West Virginia
	Todd Boggess, Member	Princeton, West Virginia
	Wendy Scatterday, Member	Wheeling, West Virginia
	Edward Tucker, Member	Huntington, West Virginia
	Jan Fox, Public Member	Charleston, West Virginia
	Aubrey E. Smith, Public Member	Jane Lew, West Virginia
2023-2024	Adam Krason, President	Charleston, West Virginia
	Richard Forren, Secretary	Bridgeport, West Virginia
	Todd Boggess, Member	Princeton, West Virginia
	Wendy Scatterday, Member	Wheeling, West Virginia
	Edward Tucker, Member	Huntington, West Virginia
	Jan Fox, Public Member	Charleston, West Virginia
	Aubrey E. Smith, Public Member	Jane Lew, West Virginia

**WV Board of Architects  
Revenue  
FY 2025 & FY2024**

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 2025 and FY 2024 are shown on the following pages.

	<b>FY2025</b>	<b>FY2024</b>
Beginning Balance	\$304,248.41	\$293,767.01
<u>Receipts:</u>		
Registration, Renewals, Reinstatements, Duplicate Certificates & Verification Fees	\$161,025.00	\$162,050.00
Penalties & Disposition Costs	\$1,200.00	\$400.00
<b>TOTAL</b>	<b>\$162,225.00</b>	<b>\$162,450.00</b>

Notes:

\*During FY2025, The West Virginia Board of Architects collected \$1,200 in administrative costs and \$500 in penalties, the latter of which was transferred to the General Revenue Fund.

\*During FY2024, The West Virginia Board of Architects collected \$400.00 in administrative costs related to the audit of continuing education.

<b><u>OBJ</u></b>	<b><u>EXPENDITURES - FY2025 &amp; FY2024</u></b>	<b><u>Actual FY 2025</u></b>	<b><u>Actual FY 2024</u></b>
1200	Personnel Service	\$72,318.48	\$69,529.98
1201	Temp. Help & Per Diem	\$9,564.00	\$8,036.00
1206	Annual Increment	\$840.00	\$780.00
2200	PEIA Administration Fee	\$0.00	\$0.00
2202	Social Security/FICA Match	\$6,084.54	\$5,905.11
2203	Basic Life Insurance/PEIA	\$10,859.76	\$10,055.76
2205	Workers Compensation	\$300.00	\$300.00
2207	Pension & Retirement	\$6,584.28	\$6,327.88
2208	OPEA Paygo Retiree Trust RHBT	\$408.00	\$0.00
3200	Regular Office Expenses	\$553.69	\$357.65
3201	Printing & Binding	\$3,115.19	\$1,063.00
3202	Rent	\$9,906.52	\$8,502.00
3204	Telecommunications - Phone	\$3,237.88	\$2,595.39
3206	Contractual Services	\$6,817.52	\$4,750.45
3207	Professional Services - AG (Contractual Services)	\$3,016.50	\$7,259.50
3211	Travel	\$1,811.86	\$2,088.25
3213	Computer Services - Internal - Telep. Admin. Fee	\$3,099.05	\$1,499.28
3214	Computer Services - External	\$6,982.25	\$5,355.00
3217	Copier Rental	\$0.00	\$701.91
3218	NCARB & WV Association Dues	\$5,500.00	\$5,500.00
3219	Board of Risk & Insurance Management	\$2,796.00	\$2,800.00
3224	Advertising & Promotional	\$534.18	\$750.84
3229	Rountine Maintenance (Contracts)	\$181.00	\$0.00
3233	Hospitality	\$565.32	\$641.51
3241	Miscellaneous	\$2,372.00	\$763.00
3242	Training & Development – In State	\$315.00	\$275.00
3244	Postage	\$1,236.10	\$1,578.57
3248	Computer Equipment	\$1,168.00	\$0.00
3263	Bank Cost 2.5% Online Renewal Deposits	\$3,290.63	\$3,857.08
3272	PEIA Reserve Fund Payroll 1% Fee	\$724.00	\$695.00
	<b>TOTAL EXPENSES</b>	<b>\$164,181.75</b>	<b>\$151,968.60</b>
	<b>Ending Cash Balance</b>	<b>\$302,291.66</b>	<b>\$304,248.41</b>

**Notes:**

- 1201 includes daily rate payments to the Board of Directors of \$6,400 in FY2025 and \$5,750 in FY2024.
- 3211 includes board mileage, toll, and parking expenses for FY 2025: 2,114 miles and \$1,570.00 and for FY2024: 2,648 miles and \$1,860.06.

**Registration Statistics**

**West Virginia Board of Architects  
FY2025 & FY2024**

	<b>FY2025</b>	<b>FY2024</b>
ARE Exam Candidates	35	31
New Registrations in WV	96	153
Total Active Architects in WV	1512	1579
In State	115	120
Out of State	1397	1459
Renewals Processed	1398	1401
Reinstatements Processed	7	16
License Verifications	6	7
Complaints Filed	3	1
Duplicate Certificate Issued	0	1

## ***WVBA - Registrations Issued from 07/01/2024 to 06/30/2025***

<b>License #</b>	<b>Last Name</b>	<b>First Name</b>	<b>City</b>	<b>State</b>	<b>Rnw Year</b>	<b>Date Issued</b>
5863	BRUMBACK	JOSEPH	CINCINNATI	OH	2024-25	7/8/2024
5864	LUNDBERG	THOMAS	SPRINGFIELD	MO	2024-25	7/10/2024
5865	HARRIS	DAVID	CANFIELD	OH	2024-25	7/12/2024
5866	STINE	CHRISTOPHER	FORT WAYNE	IN	2024-25	7/12/2024
5867	DELEON	JOEL	BURKE	VA	2024-25	7/19/2024
5868	BROOKS	JEREMIAH	PITTSBURGH	PA	2024-25	7/26/2024
5869	HICKMAN	EDWARD	PHILADELPHIA	PA	2024-25	7/30/2024
5870	WISSMACH	RICHARD	POOLER	GA	2024-25	7/31/2024
5871	TERRAZA	MANUEL	FORT LAUDERDALE	FL	2024-25	8/6/2024
5872	OSULLIVAN	PAUL	ALEXANDRIA	VA	2024-25	8/8/2024
5873	PHILLIPS	DEREK	SOMERSET	KY	2024-25	8/9/2024
5874	FINEIN	TIMOTHY	CHARLOTTE	NC	2024-25	8/9/2024
5875	SHEEHAN	NEIL	CHICAGO	IL	2024-25	8/12/2024
5876	FITZGERALD	PAUL	JEFFERSON	MD	2024-25	8/19/2024
5877	BUSCH	MICHAEL	FAIRFIELD	NJ	2024-25	8/21/2024
5878	ATKINSON	REX	NOBLESVILLE	IN	2024-25	8/21/2024
5879	BERRY	BILL	HUNTINGTOWN	MD	2024-25	8/28/2024
5880	BENJAMIN	ABIGAIL	BLOOMFIELD	NJ	2024-25	8/30/2024
5881	SCOTT	WILLIAM	NEW YORK	NY	2024-25	9/4/2024
5882	GREENE	BRETT	NASHVILLE	TN	2024-25	9/10/2024
5883	RUSCITTI	MICHAEL	YOUNGSTOWN	OH	2024-25	9/12/2024
5884	MELLA	GREGORY	WASHINGTON	DC	2024-25	9/12/2024
5885	COMPTON	AARON	RICHARDSON	TX	2024-25	9/18/2024
5886	LANGSDORF	JOSHUA	WHEELING	WV	2024-25	9/20/2024
5887	NETHERTON	CHARLES	NEW ALBANY	IN	2024-25	9/23/2024
5888	WHITENHILL	WILLIAM	LAKE FREDERICK	VA	2024-25	9/25/2024
5889	RUSIN	PETER	WEIRTON	WV	2024-25	9/25/2024

5890	DELITIZIA	GAVIN	MATAWAN	NJ	2024-25	10/9/2024
5891	KRIM	NACIM	CORAOPOLIS	PA	2024-25	10/16/2024
5892	PIPEK	RICHARD	MILWAUKEE	WI	2024-25	10/23/2024
5893	PHAN	MY	COLUMBIA	MD	2024-25	10/23/2024
5894	PURDY	HANNAH	BRANFORD	CT	2024-25	10/25/2024
5895	HUBBARD	JUDD	LEXINGTON	KY	2024-25	10/29/2024
5896	ROBERTS	MATSON	RICHMOND	VA	2024-25	11/1/2024
5897	THIELEN	KRIS	LINO LAKES	MN	2024-25	11/8/2024
5898	PELLICCIOTTI	ANTHONY	MEMPHIS	TN	2024-25	11/13/2024
5899	HOWARD	TODD	DALLAS	TX	2024-25	11/13/2024
5900	RASHID	ANDREW	BETHESDA	MD	2024-25	11/15/2024
5901	BERTRAM	JOHN	LOS ANGELES	CA	2024-25	11/15/2024
5902	MOUSSAMIM	SAAD	WASHINGTON, DC	DC	2024-25	11/18/2024
5903	STEINBRONN	DIANE	PASADENA	CA	2024-25	11/20/2024
5904	DOERSCHLAG	BIANCA	DUBLIN	OH	2024-25	11/20/2024
5905	ROOT	RICH	ABINGDON	MD	2024-25	12/2/2024
5906	CATCHEN	AARON	CRANBERRY TOWNSHIP	PA	2024-25	12/3/2024
5907	GIBSON	TIMOTHY	BIRMINGHAM	AL	2024-25	12/5/2024
5908	NORDMEYER	CHRISTOPHER	TAYLORS	SC	2024-25	12/10/2024
5909	CALLAGHAN	KYLE	DOWNERS GROVE	IL	2024-25	12/17/2024
5910	VIERHEILIG	KIM	NEW YORK	NY	2024-25	1/13/2025
5911	CRIPPS	JERRY	INDIANAPOLIS	IN	2024-25	1/14/2025
5912	TURNER-LAUCK	RACHEL	CHICAGO	IL	2024-25	1/15/2025
5913	HAYWOOD	MARIETTA	MEMPHIS	TN	2024-25	1/16/2025
5914	GOFF	KENT	TAMPA	FL	2024-25	1/16/2025
5915	SULLIVAN	WILLIAM	BOISE	ID	2024-25	1/17/2025
5916	STOLTE	HADLEY	KANSAS CITY	MO	2024-25	1/17/2025
5917	BANCROFT	CODY	KNOXVILLE	TN	2024-25	1/23/2025
5918	MARTIN	GEORGE	GARRETT PARK	MD	2024-25	2/5/2025
5919	MARGOLIS	AARON	OAKTON	VA	2024-25	2/6/2025
5920	LEROY	MICKEY	CINCINNATI	OH	2024-25	2/7/2025

5921	SCHOOK	JESSE	ORLANDO	FL	2024-25	2/11/2025
5922	KLIMAS	STEPHEN	GREENVILLE	SC	2024-25	2/28/2025
5923	URBAN	KATHRYN	WASHINGTON	DC	2024-25	2/28/2025
5924	GARZA	JASON	ATLANTA	GA	2024-25	2/28/2025
5925	LUONG	ALEC	HOUSTON	TX	2024-25	2/28/2025
5926	RAGONA	MATTHEW	CHARLOTTE	NC	2024-25	3/4/2025
5927	FELIX	JOSHUA	OGDEN	UT	2024-25	3/5/2025
5928	ALLSHOUSE	ANDREW	CUYAHOGA FALLS	OH	2024-25	3/6/2025
5929	HOERTDOERFER	KEVAN	CHARLESTON	SC	2024-25	3/6/2025
5930	GOINS	DANNY	ROANOKE	VA	2024-25	3/12/2025
5931	VECCHIET	PAUL	CAPON BRIDGE	WV	2024-25	3/12/2025
5932	VOSS	JESSE	FAIRMONT	WV	2024-25	3/12/2025
5933	JACOBS	CRAIG	CINCINNATI	OH	2024-25	3/21/2025
5934	DECKER	WILLIAM	ST. LOUIS	MO	2024-25	3/21/2025
5935	GRUNKLEE	RYAN	MINNEAPOLIS	MN	2024-25	3/21/2025
5936	TREFRY	CAMERON	OAK BROOK	IL	2024-25	3/21/2025
5937	HUBER	ANDREW	COLUMBUS	OH	2024-25	3/21/2025
5938	SHAH	SUCHITA	PLAINSBORO	NJ	2024-25	4/9/2025
5939	CARTER	RICHARD	GRAND JUNCTION	CO	2024-25	4/15/2025
5940	HARDING	ANDREW	GILLET	PA	2024-25	4/15/2025
5941	MIZERAK	RONALD	BERRYVILLE	VA	2024-25	4/15/2025
5942	MICHALEK	CHRISTOPHER	CHICAGO	IL	2024-25	4/15/2025
5943	CARTER	CRAIG	MINNEAPOLIS	MN	2024-25	4/15/2025
5944	DRENNEN	GREGORY	DAYTON	OH	2024-25	4/16/2025
5945	ASHWORTH	PAUL	NEWTON	NJ	2024-25	4/17/2025
5946	RADISIC	NENAD	CHICAGO	IL	2024-25	4/17/2025
5947	KYLE	JOSEPH	COLUMBUS	OH	2024-25	4/17/2025
5948	SMITH	AARON	BLOOMFIELD	NJ	2024-25	4/17/2025
5949	MANN	JAMES	CLARKSVILLE	TN	2024-25	4/17/2025
5950	THULASEEDAS	JOLLY	DES PLAINES	IL	2024-25	4/22/2025
5951	GAREIS	TRENT	KANSAS CITY	MO	2024-25	4/23/2025

5952	LOTT	TIMOTHY	ARLINGTON	TX	2024-25	4/28/2025
5953	BRENNAN	ROB	ELLCOTT CITY	MD	2024-25	4/28/2025
5954	KIRSCHMAN	JAMES	ENGLEWOOD	CO	2024-25	4/30/2025
5955	RYDELL	SHANNON	CHARLOTTE	NC	2024-25	5/2/2025
5956	WALLIS	JOHN	CINCINNATI	OH	2024-25	5/7/2025
5957	HUNTER	RACHEL	TAMPA	FL	2024-25	5/9/2025
5958	BRASHER	D. RONALD	COLUMBIA	MD	2024-25	5/13/2025

**Total Count 96**

## ***WVBA - Registrations Issued from 07/01/2023 to 06/30/2024***

<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>
5710	ADCOCK	LAURA	LAKEWOOD RANCH	FL	7/5/2023	2023-24
5711	POWERS	TIMOTHY	PITTSBURGH	PA	7/5/2023	2023-24
5712	SIEKMAN	MARK	ANNAPOLIS	MD	7/5/2023	2023-24
5713	RIGOSU	DENNIS	CLIFTON PARK	NY	7/5/2023	2023-24
5714	BLAKE	GERALD	ROCKLAND	MA	7/5/2023	2023-24
5715	COOK	MICHAEL P.	FALLS CHURCH	VA	7/5/2023	2023-24
5716	SWENSEN	JILL JEAN	PITTSBURGH	PA	7/5/2023	2023-24
5717	CARPENTER	ROBERT	DENVER	CO	7/5/2023	2023-24
5718	SARDEN	AVERY	ATLANTA	GA	7/6/2023	2023-24
5719	NALL	PATRICK	LOUISVILLE	KY	7/6/2023	2023-24
5720	REID	SUSAN	DEERFIELD	IL	7/6/2023	2023-24
5721	GARDNER	DANIEL	HOOVER	AL	7/7/2023	2023-24
5722	ANDRICK	STACY	NASHVILLE	TN	7/11/2023	2023-24
5723	BIVENS	TIMOTHY	LIVERPOOL	NY	7/11/2023	2023-24
5724	WARE	DANIEL	LEXINGTON	KY	7/11/2023	2023-24
5725	PEARCE	WILLIAM	BOSTON	MA	7/17/2023	2023-24
5726	SEWELL	MATTHEW	BOWLING GREEN	KY	7/17/2023	2023-24
5727	RICHTER	BRYAN	FRANKLIN	TN	7/17/2023	2023-24
5728	WALLACE	CHARLES	SPRING HILL	TN	7/17/2023	2023-24
5729	BASHORE-WATTS	JAMIE	BLOUNTVILLE	TN	7/18/2023	2023-24
5730	CLEAR	MARC	ATLANTA	GA	7/18/2023	2023-24
5731	FUENTES, JR.	FRANK	MIDDLETON	WI	7/18/2023	2023-24
5732	TWISS	MICHAEL	TROY	OH	7/18/2023	2023-24
5733	HAVRILLA	LUKE	PITTSBURGH	PA	7/19/2023	2023-24
5734	SIMIANER	JOHN	MIDVALE	UT	7/20/2023	2023-24
5735	MCGAHEY	JOHN	FUQUAY VARINA	NC	7/20/2023	2023-24

5736	CHAPMAN	MICHAEL	HUNTSVILLE	AL	7/20/2023	2023-24
5737	PLICHTA	ROBERT	AURORA	IL	7/25/2023	2023-24
5738	GARVIN	DANIEL	MORGANTOWN	WV	8/2/2023	2023-24
5739	RELE	KSHIPRA	ROYAL OAK	MI	8/2/2023	2023-24
5740	DOYLE	KEVIN	ROYAL OAK	MI	8/11/2023	2023-24
5741	CEDERNA	ANN	POTOMAC	MD	8/14/2023	2023-24
5742	COOK	WILLIAM	BRIDGEPORT	WV	8/14/2023	2023-24
5743	PHILLIPS	ROBERT	ATLANTA	GA	8/14/2023	2023-24
5744	PSALEDAKIS	GEORGE	WALNUT CREEK	CA	8/14/2023	2023-24
5745	KLEINER	SARAH	CINCINNATI	OH	8/24/2023	2023-24
5746	SAMMONS	RICHARD	NEW YORK	NY	8/24/2023	2023-24
5747	NAGY	HARRY	WASHINGTON	DC	8/30/2023	2023-24
5748	ORLOVE	JONATHAN	CHICAGO	IL	8/31/2023	2023-24
5749	RAYNES	CHAD	LEXINGTON	KY	8/31/2023	2023-24
5750	SCHWARTZMAN	STEVEN	BALTIMORE	MD	9/6/2023	2023-24
5751	MORPHEW	KIRK	FAIRMONT	WV	9/6/2023	2023-24
5752	MACIA	ENRIQUE	MIAMI	FL	9/6/2023	2023-24
5753	SEILER	JOSHUA	ROCKVILLE	MD	9/6/2023	2023-24
5754	GINGRICH	BENJAMIN	CLEVELAND	OH	9/12/2023	2023-24
5755	BULL	ROBERT	WASHINGTON	DC	9/12/2023	2023-24
5756	KINDE	TANNER	DALLAS	TX	9/12/2023	2023-24
5757	YANHKO	MELISSA	RADFORD	VA	9/18/2023	2023-24
5758	KEUTZER	RYAN	PRINCETON	IL	9/18/2023	2023-24
5759	LEWIS	PAUL	WILKES-BARRE	PA	9/25/2023	2023-24
5760	STUHLREYER	PETER	AUBURN HILLS	MI	9/26/2023	2023-24
5761	GARTNER	STEPHEN	ADDISON	TX	9/26/2023	2023-24
5762	NUNN	STEPHANIE	COLUMBIA	MD	9/29/2023	2023-24
5763	ROWE	MICHAEL	MAUMEE	OH	9/29/2023	2023-24
5764	JAIN	KRUTARTH	CINCINNATI	OH	10/2/2023	2023-24
5765	WEITL	DILLON	HOUSTON	TX	10/2/2023	2023-24
5766	BERARDI	JOSEPH	COLUMBUS	OH	10/3/2023	2023-24

5767	SPIKES	JEFF	SHREVEPORT	LA	10/5/2023	2023-24
5768	SMITH	ROBERT	SHELBY	NC	10/11/2023	2023-24
5769	BYRGE	EMILY	NICHOLASVILLE	KY	10/13/2023	2023-24
5770	BANKER	DANIEL	BLACKSBURG	VA	10/13/2023	2023-24
5771	SKYWATCHER	JESSICA	MOON TOWNSHIP	PA	10/17/2023	2023-24
5772	HARRISON	JONATHAN	WILLIAMSBURG	VA	10/17/2023	2023-24
5773	RADER	LLOYD	CHARLOTTE	NC	10/18/2023	2023-24
5774	OZKAN	EMRE	STERLING	VA	10/26/2023	2023-24
5775	THIBAUT	WILLIAM	BATON ROUGE	LA	10/26/2023	2023-24
5776	VIERRETHET	LAURA	ST LOUIS	MO	11/7/2023	2023-24
5777	SEARS	DARRELL	CINCINNATI	OH	11/21/2023	2023-24
5778	WATSON	ANDREW	CHRISTIANSBURG	VA	11/21/2023	2023-24
5779	NICKLES	WAYNE	WASHINGTON	DC	11/21/2023	2023-24
5780	FURMAN	WILLIAM	DENVER	CO	11/28/2023	2023-24
5781	HISER	FREDERICK	BALTIMORE	MD	11/28/2023	2023-24
5782	FRANKEL	GARY	MANASSAS	VA	11/28/2023	2023-24
5783	WILLARD	RUSSELL	PLANT CITY	FL	11/28/2023	2023-24
5784	MAISTROS	MICHAEL	UPPER ARLINGTON	OH	11/30/2023	2023-24
5785	BUNAL	CHRISTOPHER	OKLAHOMA CITY	OK	12/5/2023	2023-24
5786	DIXON	DAVID	INDIANAPOLIS	IN	12/6/2023	2023-24
5787	OGI	KALLIE	FOND DU LAC	WI	12/8/2023	2023-24
5788	ETTELMAN	LAURA	NEW YORK	NY	12/11/2023	2023-24
5789	ENQUIST	MATTHEW	SCARSDALE	NY	12/11/2023	2023-24
5790	LINGLE	CARL	LENA	IL	12/13/2023	2023-24
5791	FALCON	MARIAH	FAIRMONT	WV	1/2/2024	2023-24
5792	BENSON	MARSHA	BRIDGEPORT	WV	1/2/2024	2023-24
5793	HUMMEL	JOHN	SARVER	PA	1/3/2024	2023-24
5794	PUGH	BRIAN	CHICAGO	IL	1/4/2024	2023-24
5795	PRICE	JAMES	CHRISTIANSBURG	VA	1/8/2024	2023-24
5796	MAYER	KENNETH	GREENSBORO	NC	1/9/2024	2023-24
5797	VANDERWEELE	JARED	KALAMAZOO	MI	1/10/2024	2023-24

5798	HARRELL	SISSILY	MEADOWS OF DAN	VA	1/11/2024	2023-24
5799	BERKOSKI	THOMAS	NEW YORK	NY	1/23/2024	2023-24
5800	HAKEEM	OMAR	WASHINGTON	DC	1/23/2024	2023-24
5801	KRUG	ALEXIS	SILVER SPRING	MD	1/23/2024	2023-24
5802	ARGYLE	CYNTHIA	OGDEN	UT	1/23/2024	2023-24
5803	CHEATHAM	JONATHAN	LEXINGTON	KY	1/24/2024	2023-24
5804	HENDON	ERIK	BIRMINGHAM	AL	1/25/2024	2023-24
5805	MONAHAN	TIMOTHY	KENSINGTON	MD	1/30/2024	2023-24
5806	PERKINS	BRIT	HOUSTON	TX	2/5/2024	2023-24
5807	SRYGLEY	JOHN	BALTIMORE	MD	2/7/2024	2023-24
5808	MAJEWSKI	FRANK	DETROIT	MI	2/12/2024	2023-24
5809	ARAMBARRI	NICHOLAS	IRVINE	CA	2/12/2024	2023-24
5810	JOHNSON	ANDREW	COLUMBUS	OH	2/13/2024	2023-24
5811	DAGOSTINO	MATTHEW	CHARLOTTESVILLE	VA	2/16/2024	2023-24
5812	WIDENER	CHRISTOPHER	SPRINGFIELD	OH	2/16/2024	2023-24
5813	STANTON	MICHAEL	SAN FRANCISCO	CA	2/21/2024	2023-24
5814	BATTLE	ELISABETH	OAK PARK	IL	2/21/2024	2023-24
5815	KEBEDE	DANIEL	COLUMBIA	MD	2/23/2024	2023-24
5816	SOLYAK	KYLE	LANCASTER	PA	2/23/2024	2023-24
5817	PEREZ-RUBIO	CARLOS	ST. LOUIS	MO	2/23/2024	2023-24
5818	LIEDERMAN	JEFFREY	NORTH TUSTIN	CA	2/26/2024	2023-24
5819	DELK	DANIEL	MADISON	WI	2/26/2024	2023-24
5820	SIMKO	SIERRA	DALTON	PA	2/26/2024	2023-24
5821	BAKER	RODGER	WICHITA	KS	3/4/2024	2023-24
5822	ULMAN	CHAD	APPLETON	WI	3/4/2024	2023-24
5823	BAUGHER	ERIC	CONSHOHOCKEN	PA	3/4/2024	2023-24
5824	BLEES	PATRICK	MINNEAPOLIS	MN	3/7/2024	2023-24
5825	QUACKENBUSH	ERIK	RICHMOND	VA	3/11/2024	2023-24
5826	SNYDER	DAVID	CHARLOTTE	NC	3/18/2024	2023-24
5827	FREDERICK	MEGHAN	FORT MYERS	FL	3/21/2024	2023-24
5828	SEIPEL-PARKS	JOSEPH	ELKIN	NC	3/25/2024	2023-24

5829	CARTER	ERIC	CHESTERFIELD	MO	3/28/2024	2023-24
5830	MORRIS	BRUCE	ATLANTA	GA	4/1/2024	2023-24
5831	BAILEY	NATASHA	AKRON	OH	4/2/2024	2023-24
5832	PICKEREL	CRAIG	PERRYSBURG	OH	4/3/2024	2023-24
5833	MADANI	RADWAN	IRVINE	CA	4/3/2024	2023-24
5834	GILLETTE-MURPHY	MICHELLE	ORLAND PARK	IL	4/8/2024	2023-24
5835	WOJCIKOWSKI	DEREK	CINCINNATI	OH	4/8/2024	2023-24
5836	TAPIA	JINGER	IRVINE	CA	4/9/2024	2023-24
5837	HILLERMANN	PETER	ALPHARETTA	GA	4/19/2024	2023-24
5838	ROUSE	MICHAEL	WASHINGTON	DC	4/26/2024	2023-24
5839	NOVAK	JONATHAN	CLEVELAND	OH	4/26/2024	2023-24
5840	WILMOT	TIMOTHY	SILVER SPRING	MD	5/7/2024	2023-24
5841	SCHEER	PATRICK	BUTLER	PA	5/8/2024	2023-24
5842	ROSANO	DONNA	MIDDLETOWN	MD	5/9/2024	2023-24
5843	WEST	MICHAEL	MORGANTOWN	WV	5/9/2024	2023-24
5844	FLOURNOY	EMILY	CENTENNIAL	CO	5/20/2024	2023-24
5845	SIEMER	MARCIA	SAINT LOUIS	MO	5/20/2024	2023-24
5846	KERI	THOMAS	TRAVELERS REST	SC	5/20/2024	2023-24
5847	LIEPINS	ERIK	NUTLEY	NJ	5/21/2024	2023-24
5848	RUTLEDGE	CHRISTOPHER	LEWISVILLE	TX	5/21/2024	2023-24
5849	COLLINS	JAMES	CHARLOTTE	NC	5/21/2024	2023-24
5850	POLETT	ZACHARY	LANCASTER	PA	5/21/2024	2023-24
5851	VIATOR	MEGAN	FREDERICK	MD	5/21/2024	2023-24
5852	ZAJKOWSKI	MICHAEL	WASHINGTON	DC	5/21/2024	2023-24
5853	MACGREGOR	MICHAEL	DALLAS	TX	5/22/2024	2023-24
5854	MASON	MICHAEL	WASHINGTON	DC	5/22/2024	2023-24
5855	RAJCHEL	MICHAEL	WEXFORD	PA	5/22/2024	2023-24
5856	PRADHAN	TRISHNA RANI	GREENVILLE	SC	5/22/2024	2023-24
5857	FISHER	MIKE	ASHVILLE	OH	5/29/2024	2023-24
5858	MULA	JOSEPH	YORK	PA	5/30/2024	2023-24
5859	NASAB	MAXIM	TALLAHASSEE	FL	5/30/2024	2023-24

5860	GOLDMAN	SHAUN	GREEN COVE SPRINGS	FL	6/6/2024	2023-24
5861	SWAIKA	JOSEPH	BIRMINGHAM	AL	6/6/2024	2023-24
5862	BETZ	DAVID	BEXLEY	OH	6/6/2024	2023-24
<b>Total Count</b>	<b>153</b>					

## *Active Registration Totals by State / Jurisdiction*

<b>State / Jurisdiction</b>	<b>FY 2025 (6/30/25)</b>	<b>FY 2024 (6/30/24)</b>
AL	13	14
AR	13	15
AZ	11	12
CA	25	24
CO	20	23
CT	2	2
DC	40	37
FL	43	48
GA	51	55
IA	2	2
ID	7	7
IL	54	55
IN	30	30
KS	15	16
KY	42	48
LA	6	7
MA	18	18
MD	107	108
ME	1	1
MI	30	33
MN	21	19
MO	39	39
MS	1	1
MT	1	1
NC	50	53
ND	1	1
NE	2	2
NJ	34	33
NV	2	2
NY	38	40
OH	189	202
OK	13	15
Ontario, Canada	1	2
OR	3	3
PA	178	189
RI	1	1
SC	20	18
TN	46	46

<b>State / Jurisdiction</b>	<b>FY 2025</b>	<b>FY 2024</b>
TX	52	53
UT	8	8
VA	138	144
WA	8	8
WI	21	24
WV	115	120
<b>Totals</b>	<b>1,512</b>	<b>1,579</b>

## *Active Registration Totals by West Virginia County*

<b>West Virginia Count</b>	<b>FY 2025 (6/30/25)</b>	<b>FY 2024 (6/30/24)</b>
Berkeley	2	4
Cabell	5	8
Greenbrier	4	5
Hampshire	2	1
Hancock	2	1
Harrison	5	6
Jefferson	5	5
Kanawha	35	37
Marion	10	9
Marshall	1	1
Mercer	2	2
Monongalia	17	15
Morgan	1	1
Ohio	12	11
Preston	2	2
Putnam	3	3
Raleigh	3	4
Upshur	1	1
Wayne	1	1
Wood	2	3
<b>Totals</b>	<b>115</b>	<b>120</b>

**Complaint, Inquiry & Discipline Summary**  
**FY 2025 (July 1, 2024 – June 30, 2025)**

<b>Complaint Number</b>	<b>File Date</b>	<b>Allegations of Complaint</b>	<b>Status / Resolution</b>	<b>Date of Resolution</b>
11-14-2024 Board vs. D. Ronald Brasher	11-14-2024	Unlicensed practice – practice with an expired certificate of registration	Resolved by consent agreement with the architect. Architect granted reciprocal registration on 5/13/25.	Consent agreement signed on 2/13/25 resulted in a penalty, reimbursement of administrative costs, demonstration of having met the CE requirement and no practice until a new registration was issued.
12-26-2024	12-26-2024	Accusations of copyright infringement	Board determined at its 2/13/25 meeting that there was no basis to move forward since the alleged issues took place outside of WV per confirmation from the complainant on 1/21/25.	Complainant withdrew the complaint on 6/20/25. Board conveyed that the matter was outside of its jurisdiction and it considered the matter closed on 7/21/25.
01-06-2025 Board vs. James Sheehan	01-06-2025	Offering architectural services while registration is expired.	Board offered a consent agreement to architect that was signed by the architect on 01/06/25 and by the Board on 01/28/25. On 06/09/25, the Board sent an Order of Violation of Consent Agreement since the architect had not met the conditions of the	FY2026 Update: The Board voted on 08/14/25 to allow Mr. Sheehan to reinstate if he met the conditions of the 1/28/25 agreement and also paid the costs of

			agreement. This issue continued into FY2026. Mr. Sheehan joined the Board's meeting virtually with his counsel on 08/14/25.	disposition of the matter. The Order of Reinstatement resulted in payment of the reinstatement fee, a \$3,000 penalty and costs in the amount of \$1,200. Reinstatement was effective on 08/29/2025.

**Complaint, Inquiry & Discipline Summary  
FY 2024 (July 1, 2023 – June 30, 2024)**

<b>Complaint Number</b>	<b>File Date</b>	<b>Allegations of Complaint</b>	<b>Status / Resolution</b>	<b>Date of Resolution</b>
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. On 8/31/23, Dye pleaded guilty in Mercer Co. to obtaining money by false pretenses and possession of a firearm by a prohibited person; he was sentenced to prison for multiple years. On 11/16/23, the Board dismissed the complaint, as Dye's license had expired. Dye's appeal was of the Board's Order of Suspension was dismissed on 4/22/24 by the Intermediate Court of Appeals of WV

				and an order was made and entered on 5/23/2024.
<p>07-28-2022 Brad Vladu 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>	07-28-2022	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. On 10/12/23, Dye pleaded guilty in Wyoming Co. to obtaining money by false pretenses. He was sentenced to jail and ordered to pay restitution. On 11/16/23, the Board dismissed the complaint, as Dye's license had expired. Dye's appeal was of the Board's Order of Suspension was dismissed on 4/22/24 by the Intermediate Court of Appeals of WV and an order was made and entered on 5/23/2024.

<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 rights of others, and misleading, deceptive, or false statements.</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 Mercer and Wyoming Counties were resolved.</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. On 8/31/23, Dye pleaded guilty in Mercer Co. to obtaining money by false pretenses and possession of a firearm by a prohibited person; he was sentenced to prison for multiple years. On 10/12/23, Dye pleaded guilty in Wyoming Co. to obtaining money by false pretenses. He was sentenced to jail and ordered to pay restitution. On 11/16/23, the Board dismissed the complaint, as Dye's license had expired. Dye's appeal was of the Board's Order of Suspension</p>
---	-------------------	---	--	--

				was dismissed on 4/22/24 by the Intermediate Court of Appeals of WV and an order was made and entered on 5/23/2024.
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. He 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. Dixon was instructed that it was illegal to practice in the State of West Virginia in a follow-up letter 07-31-2023, and the matter was closed by the Board on 11-16-2023.
06-05-2023 WV Board of Architects vs. Michael Kissam	06-05-2023	Architect disclosed practice during a period that registration was expired.	Matter settled by Consent Agreement and Order with payment of reinstatement and renewal fees applicable since the time of registration expiration.	Matter closed by agreement approved by the Board on 08-10-2023 and executed by the Board on 08-22-2023.
10-10-2023 Architect vs.	10-10-2023	Architect alleged that an engineering	Board voted to investigate at its 11-16-	Board determined at its

Engineering Firm		firm was practicing architecture without a registration.	2023 meeting. Engineering firm notified of alleged allegations on 1-22-24. Response from firm received 1-26-24.	2-15-24 meeting that the project was exempt from the requirement of an architect and voted to dismiss the complaint. All parties were notified on 2-27-24, and the matter was closed.
------------------	--	--	---	---

**The West Virginia Board of Architects  
Agendas and Minutes  
FY 2025  
(July 1, 2024 – June 30, 2025)**

## West Virginia Board of Architects



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

**Date:** August 15, 2024

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – May 16, 2024
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Architect's Failure to Comply with Audit Requirements
  - b) Reinstatement or Reciprocal Applications with Disclosed Discipline
4. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
5. Financial Report
  - a) FY2024 End of the Year Actuals
  - b) FY 2025 Budget to Actual
  - c) FY2026 Appropriation Budget Submission – Due Sept. 1, 2024
  - d) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Sunset Extension Requests for Board Rules Expiring June 30, 2025
  - b) ARPL Meeting and Potential Response to article by Knee Center
  - c) Presentations to Summer Interns and Firm Interns in July and August and Future Outreach
  - d) New Architect Certificates

- e) Report from the NCARB Annual Business Meeting
- 7. Old Business / Updates / Planning
  - a) Handbook for Code Officials
  - b) Review of Executive's Annual and Sick Leave
- 8. Informational Items
  - a) Reappointment of Board Member
  - b) Auditor's Conference for Chapter 30 Boards – Nov. 7, 2024
- 9. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- November 14, 2024 – Subject to change

##### Other Upcoming Meetings

- NCARB Member Board Executive Committee Meetings
  - Virtual Meeting – August 22, 2024
  - In-Person Meeting – October 3-4, 2024
  - Washington, DC
- PCARD Coordinator Training – Oct 1 or 2, 2024
- Davis, WV
- NCARB Board Chair and Executive Meeting – October 18-19, 2024
- Fargo, ND
- WV Purchasing Conference (in person or virtual) – October 22-25, 2024
- Wheeling, WV
- Auditor's Conference for Chapter 30 Boards – November 7, 2024
- Charleston, WV
- Banking Services / Cash Handling Conference – November 12-14, 2024
- Roanoke, WV
- NCARB Member Board Executive Workshop – February 27, 2025
- Philadelphia, PA
- NCARB Regional Summit Feb. 28 – March 1, 2025
- Philadelphia, PA

## West Virginia Board of Architects

**Date:** August 15, 2024

**Time:** 12:00 PM

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



### Attendees:

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)	In-Person
Wendy Scatterday, Member (WS)	Virtual
Edsel Smith, Public Member (ES)	Virtual
Edward Tucker, Member/NCARB Board Member (ET)	In-Person
Mark Weiler, WV AG's Counsel (MW)	In-Person
(Departed: 12:28 PM)	

### Absent:

Adam Krason, Member and President (AK)

### Order of Business

1. The meeting was called to order at 12:05 PM by Secretary RF, presiding in the absence of President AK.
2. Approval of Minutes – May 16, 2024, motion by WS, TB
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Architect's Failure to Comply with 2023 Audit Requirements  
EP reported on correspondence with architect Charles Beamish's office. By motion by ET/WS, the board decided to offer the registrant 14 days to complete the board offered audit agreement before denying his current renewal application.
  - b) Reinstatement or Reciprocal Applications with Disclosed Discipline  
No applications to consider at this time.
4. Action Items Regarding Registration
  - a) Applications for Review

On a motion by TB/ES, the board approved an application by Paul Fitzgerald for reciprocal registration with a state license from MD.

b) Registration & Renewal Report

EP reported that the total number of registered architects is 1,445 with 116 of those residing in WV and 1,329 from outside of the state.

5. Financial Report

a) FY 2024 Budget to Actual

EP reported that the FY2024 June 30, 2024 total expenditures were \$151,968.60, and total revenue was \$162,050 in licensing fees, and \$400.00 in miscellaneous revenue.

b) FY2025 Budget to Actual

For the current fiscal year, EP reported that the expenses as of August 7, 2024 total \$27,131.42, and revenue totals \$15,675.00.

c) FY2026 Appropriation Budget Submission

EP reported that the total budget to be submitted by September 1, 2024 would be the same as FY2025 but with some adjustments in individual line items.

d) Review of P-Card Purchases and Reconciliation

PCard purchases and reconciliation April 16, 2024 – July 15, 2024 were not reviewed, as they had been previously reviewed by the board president when signing certificates on July 29, 2024.

6. New Business

a) Sunset Extension Requests for Board Rules Expiring June 30, 2025

EP reported that she filed requests for sunset extension for 2 CSR 01 and 2 CSR 03. No public comment is required, but the rules will proceed through the Legislative Rule-Making Review Committee.

b) ARPL Meeting and Potential Response to article by Knee Center

EP reported that the Board of Accountancy, its society, and AIA-WV had all expressed interest in formulating a response that could also be used to explain the importance of reasonable regulation to protect HSW to the Legislature. This issue is anticipated to be discussed at the upcoming ARPL Meeting in early September.

c) Presentations to Summer Interns and Firm Intern in July and August and Future Outreach

EP reported that she made a presentation on West Virginia's initial licensing requirements to ZMM interns on July 29<sup>th</sup> and to interns at Edward Tucker Architects on August 5<sup>th</sup>. She will be traveling to Fairmont to Omni Associates on August 20<sup>th</sup>, and has indicated in the board's newsletter that she is prepared to make presentations at West Virginia firms with three or more interns.

d) New Architect Certificates

EP reported that a misspelling was discovered on the certificates printed by WV Correctional Industries less than a year ago and provided an estimate on the cost to reissue the certificates with error. The board concluded that new certificates

- should be issued to those registrants affected.
- e) Report from the NCARB Annual Business Meeting  
The board congratulated Ed Tucker on being elected to the NCARB Board of Directors, the jurisdictions' votes on the proposed resolutions, and the breakout sessions that were provided on competency standards, AI, pathways to practice, professional "overlap" in practice, and legal issues. ET explained the email that had been released about NCARB's continued funding of the National Architectural Accrediting Board (NAAB).
7. Old Business / Updates / Planning
- a) Handbook for Code Officials  
The board discussed an email from the WV Board of Registration for Professional Engineers challenging the BOA's interpretation of its exceptions in the BOA's code regarding how to measure square footage and the application of fire walls to create a separate building. TB will work with EP to resolve the remaining issues and pursue how the Board of Engineers judges how an engineer is working outside of his or her area of expertise. The board recommended using examples to illustrate the issues and to work with Carol Stevens who has experience working with code officials with the goal of bringing the project to conclusion by November.
- b) Review of Executive's Annual and Sick Leave  
Reviewed and approved by RF.
8. Informational Items
- a) Reappointment of Board Member  
The board congratulated WS on being reappointed to the board
- b) Auditor's Conference for Chapter 30 Boards – November 7, 2024  
EP listed those board members who need to attend the conference during their current term of appointment. ES reminded the board of the upcoming Fire Marshal Association's conference on Oct. 1<sup>st</sup> and 2<sup>nd</sup>. WS noted that the University of Tennessee's College of Architecture and Design is celebrating its 60<sup>th</sup> Anniversary in April of 2025
9. Adjournment  
On a motion by JF/ET, RF adjourned the meeting at 2:32 PM

#### Informational Items and Good of the Order

#### Upcoming Board Meetings

- August 15, 2024
- November 14, 2024

#### Other Upcoming Meetings

- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL
- NCARB Member Board Executive Workshop – February 27, 2025  
Philadelphia, PA
- NCARB Regional Summit Feb. 28 – March 1, 2025  
Philadelphia, PA

Respectively Submitted:

---

Richard T. Forren, AIA Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

## West Virginia Board of Architects



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

**Date:** November 14, 2024

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – August 15, 2024
3. Disciplinary and Complaint Matters
  - a) Follow-up on CE Audit Issue
  - b) Architect's Reciprocal Application with Discipline
  - c) Inquiry into Building Failure
  - d) Inquiry Related to Possible Unlicensed Practice
4. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
5. Financial Report
  - a) FY 2025 Budget to Actual
  - b) FY2026 Budget
  - c) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) ARPL Meeting on Oct. 29<sup>th</sup> and Preparation for the Upcoming Legislative Session
  - b) NCARB Chair / MBE Meeting
  - c) Competency Standard and Pathways to Practice
  - d) Seal Theft & Fiverr
7. Old Business / Updates / Planning

- a) Sunset Extension Requests for Board Rules Expiring June 30, 2025
  - b) Circulation of SFM's Updates on Plan Submission and Review
  - c) Handbook for Code Officials
  - d) Review of Executive's Annual and Sick Leave
8. Informational Items
- a) Authorization Requests for Business Names
  - b) Meetings and Training Recently Completed by Executive
9. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- February 13, 2025
- May 15, 2025
- August 14, 2025
- November 13, 2025

##### Other Upcoming Meetings

- Auditor's Conference for Chapter 30 Boards – November 7, 2024  
Charleston, WV
- NCARB Region 2 Zoom Meeting – November 15, 2024
- NCARB Region 2 Zoom Meeting – January 16, 2025
- NCARB Member Board Executive Workshop – February 27, 2025  
Philadelphia, PA
- NCARB Regional Summit Feb. 28 – March 1, 2025  
Philadelphia, PA

## West Virginia Board of Architects



**Date:** November 14, 2024

**Time:** 12:00 PM

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

### Attendees:

Adam Krason, Member and President (AK)	In-Person
Emily Papadopoulos, Executive Director (EP)	In-Person
Todd Boggess, Member (TB)	In-Person
Jan Fox, Public Member (JF)	In-Person
Wendy Scatterday, Member (WS)	Virtual
Edsel Smith, Public Member (ES)	In-Person
Edward Tucker, Member/NCARB Board Member (ET)	In-Person
Mark Weiler, WV Assistant AG/Counsel (MW)	In-Person

### Absent:

Richard Forren, Member and Secretary (RF)

### Order of Business

1. The meeting was called to order at 12:17 PM by President AK.
2. Approval of Minutes – August 15, 2024, motion by ET, ES.
3. Disciplinary and Complaint Matters
  - a) Follow-up on CE Audit Issues - The board recommended EP send a reminder to architect deficient on CE hours to complete a late renewal. EP was directed to provide a reinstatement application to architect seeking reinstatement who did not complete the requirements of a CE Audit Agreement in 2021 and detail what the practice of architecture in WV entails given the definition in W.Va. Code.
  - b) Architect's Reciprocal Application with Discipline  
Motion for board initiated complaint against architect who failed to disclose discipline and appears to be practicing architecture in WV made by ES/ET.
  - c) Inquiry into Building Failure – Motion by ES/TB to start the investigative process with inquiry to church deacon since neither the church pastor or trustees have responded to the letter of inquiry or emails.

d) Inquiry Related to Possible Unlicensed Practice – The board agreed that the engineer who stamped the plans submitted for review is practicing architecture; EP will ask architect who sent the inquiry if he or she would like to file complaint. If the architect does not file the complaint, the board will ask the engineer to respond and copy the WV Board of Registration for Professional Engineers.

4. Action Items Regarding Registration

a) Applications for reciprocity with a state license were reviewed and approved for Andrew Rashid and John Bertram.

b) Registration & Renewal Report

EP reported that there are 1,470 active registrants, including 119 in state and 1,341 out of state, so the board is slightly ahead of the same period last year.

5. Financial Report

a) FY 2025 - EP reported current expenditures as \$62,836.83 and current revenue as \$26,200 and provided comparison with this time last year. Current cash balance is \$267,798.73.

b) FY 2026 - EP reported that the FY2026 budget was submitted following the last board meeting and the total budget expenditures was the same as the current FY, \$175,237.00.

c) PCard Review - AK reviewed and approved reconciled P-Card purchases. The financial report was approved.

6. New Business

a) ARPL Meeting and Upcoming Legislative Session

EP reported on the last Alliance for Responsible Professional Licensing meeting, and AK reported on anticipated legislation that was reported by Legislative staff at the Chapter 30 Auditor's Conference. A bill promoting "universal licensing" is anticipated. In discussion, the board concluded that its multiple pathways to reciprocity was "universal licensing" but that an experience requirement of less than three years would be inadequate because of the lifespan of an architectural projects and the sometimes unintended consequences.

b) NCARB Chair / MBE Meeting

ET reported on the meeting, which focused primarily on the new NCARB Competency Standard and Pathways to Practice. An update on NCARB's relationship with the NAAB was also provided.

c) Competency Standard and Pathways to Practice

ET and EP reported on how the adoption of the new Competency Standard will have impacts on NCARB's programs such as the ARE, AXP, the NCARB certificate, and

continuing education. NCARB views the sixteen competency standards in three domains as the goal with less emphasis on how the goal is achieved via multiple pathways. EP has started to look at the board's rules and code that might be affected with changes resulting from the adoption of multiple pathways to initial registration.

d) Seal Theft & Fiverr

EP explained that several executive directors had reported seal thefts and individuals portraying themselves as architects on an online platform for services called Fiverr.

7. Old Business / Updates / Planning

a) Sunset Extension Requests

EP reported that the board's request will be part of Bill Bundle Nine during the Legislative session. She met virtually with NCARB Government Relations staff to prepare for the unexpected. Boards anticipate questions related to fees, number of registrants, time to process applications and examples of how the board has protected the public from projects / individuals that presented public endangerment.

b) Circulation of SFM's Updates

EP reported that timely updates related to the process of plan submission and review have been circulated to registrants via email, the website, and the newsletter at the request of the State Fire Marshal.

c) Handbook for Code Officials

EP and TB jointly sent an email to the Board of Engineers indicating the Board of Architects' position on its own exceptions provided in W.Va. Code §30-12-12 and the need to proceed with the publication and issuance of the handbook. The board agreed to move forward as soon as possible.

d) Review of Executive's Annual and Sick Leave

Leave logs were reviewed and approved by AK.

8. Informational Items

a) Authorization Requests for Business Names

AK and EP reported on two business identified by the WV Secretary of State's Office seeking to use the title "architect" in their business names despite not providing architectural services. One request was approved and the other denied based upon the likelihood of confusion to the public regarding what service was being provided.

b) Meetings and Training

EP reported on six recent events in which she participated.

9. Adjournment

On a motion made by WS/TB, the meeting was adjourned by AK at 3:02 PM.

Respectively Submitted:

---

Richard T. Forren, AIA Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

## West Virginia Board of Architects



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

**Date:** February 13, 2025

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – November 14, 2024
3. Disciplinary and Complaint Matters
  - a) Follow-up on CE / Audit Issues
  - b) Architect's Reciprocal Application with Discipline / Complaint 11-14-2024
  - c) Inquiry into Building Failure
  - d) Inquiry Related to Possible Unlicensed Practice
  - e) Complaint 12-26-2024
4. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
5. Financial Report
  - a) FY 2025 Budget to Actual
  - b) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Governor's Executive Orders
  - b) Government Organization Committee's Request for Information
  - c) FOIA Request
  - d) New Platform for Board Website and Data Storage
  - e) NCARB Regional Summit, MBE Workshop, Annual Business Meeting and Other NCARB Updates
7. Old Business / Updates / Planning

- a) Sunset Extension Requests for Board Rules Expiring June 30, 2025
  - b) Handbook for Code Officials
  - c) Review of Executive's Annual and Sick Leave
8. Informational Items
- a) Authorization Requests for Business Names
  - b) Election of Board Officers in May
9. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- May 15, 2025
- August 14, 2025
- November 13, 2025

Other Upcoming Meetings

- NCARB Member Board Executive Workshop – February 27, 2025  
Philadelphia, PA
- NCARB Regional Summit Feb. 28 – March 1, 2025  
Philadelphia, PA
- NCARB Annual Business Meeting – June 19 – 21, 2025  
Scottsdale, AZ

## West Virginia Board of Architects Meeting Minutes



**Date:** February 13, 2025

**Time:** 12:00 PM

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

### Board Members Present:

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/NCARB Region 2 Chairman (ET)	In-Person
Jan Fox, Public Member (JF)	Virtual
Mark Weiler, WV AG's Counsel (MW)	In-Person
(Departed: 12:51 PM)	

### Board Members Absent:

None

### Order of Business

1. Call to Order – Meeting was called to order at 12:13.
2. Approval of Minutes – Minutes of the November 14, 2025 was approved by a motion from ET, seconded by ES
3. Disciplinary Matters and Complaint Matters –
  - a) Follow-up on CE / Audit Issues
    - Charles Beamish , having entered into an audit agreement with the Board, has not completed the continuing education to amend the deficiency and his registration remains expired. No additional action taken.

- John Sheehan entered into a consent agreement with the Board on January 6, 2025 regarding practice with an expired registration. He has not met the terms of the consent order, which was executed by the Board on January 28, 2025 and has 60 days to meet the conditions of the reinstatement. No additional action taken.

b) Architect's Reciprocal Application with Discipline / Complaint 11-14-2024)

- At the November meeting, the Board initiated a complaint (11-14-2024) against D. Ronald Brasher. The Board offered a consent agreement that would allow him to become licensed again but pay \$1,000 in costs and a \$500 civil penalty and document that he has earned a minimum of 12 HSW hours during calendar year 2024. Mr. Brasher signed the consent agreement, and it was returned on 2/12/25 and approved by a motion by ET/TB.

c) Inquiry into Building Failure

The Board notified the WV Board of Registration for Professional Engineers (BOE) that a registered professional engineer may have practiced outside of his or her area of expertise based upon its preliminary investigation of the collapse of the roof of Elmwood Baptist Church in Barboursville. It was determined that no additional action would be taken until the engineering board completed its investigation.

d) Inquiry Related to Possible Unlicensed Practice

The board received an inquiry by a WV registered architect regarding unlawful practice by a registered professional engineer. With this continuing issue, AK & EP will attend the BOE meeting to discuss BOA view of unlicensed practice.

e) Complaint 12-26-2024

A WV registered architect issued a complaint dealing with intellectual property theft and copyright infringement. It was determined that the issue took place outside of WV. As a result, a motion was made by AK, seconded by ET, that the complaint was dismissed and no further action will be taken.

4. Action Items Regarding Registration

a) Applications for Review

Joshua Felix's application is awaiting another reference. On a motion by TB, seconded by WS, the application was approved pending the additional reference.

b) Registration & Renewal Report

EP provided an update showing that the state currently has 1,504 active registrations, including 120 in state and 1,384 out of state. This is very close to

the same time last year but slightly ahead. We are currently at number 5921 in terms of the number of registrations issued.

5. Financial Report

a) FY 2025 Budget to Actual

EP provided an update to the Board indicating that the Board currently has expenditures of \$100,190.75 compared to a budget of \$175,237 and total expenditures this time last year of \$90,883.92. The Board's current revenue is \$36,400 of \$153,000 expected and compares to a total of \$42,975.00 this time last year. The Board's cash balance is \$240,657.66.

b) Review of P-Card Purchases and Reconciliation

This was reviewed by AK and approved. EP updated the board on the recent Purchasing Inspection by the WV Division of Purchasing which had "no findings."

6. New Business

a) Governor's Executive Orders

The State Attorney General's office has now directed boards to respond to four of the Executive Orders. EP is drafting those for board review and collaborating with NCARB on the ones on rules and the "Backyard Brawl." Drafts of three of the four EO responses were provided for the board's review. The rules committee to meet again to discuss and make recommendations.

b) Government Organization Committee's Request for Information

The Board received an inquiry from the legal counsel of House Gov. Org. Committee regarding the Board's lease (address of leased premises, term, rate, monthly payment, lessor and early termination fees). EP provided a response that same week of request.

c) FOIA Request

The Board received a request from attorney Harvey Peyton for the last list of the architects that the board recommended for the Governor's consideration for appointment to the WV Capitol Building Commission. EP researched the inquiry and provided a response the following day; the response was acknowledged. Architect David Marshal serves on the Commission.

d) New Platform for Board Website and Data Storage

The Board is required to transition by Tyler Technologies (formerly WV Interactive), the state contract vendor, to a new platform. EP went to an initial training session and has started transferring the content to the new platform and will alert the Board when the new site is active. The new platform is expected to make updates by EP easier.

e) NCARB Regional Summit, MBE Workshop, and Annual Business Meeting

EP will assist with the MBE workshop and developed a session called “Who You Gonna Call?” about accessing NCARB resources. EP & Ed will attend the Regional Summit in Philadelphia. ET provided a NCARB update: the Interorganizational Council on Regulation (ICOR) is very close to providing guidance on overlapping practice, and a mutual agreement with other countries such as South Africa is being discussed. EP asked for volunteers to attend the ABM and will need a voting delegate.

7. Old Business / Updates / Planning

- a) Sunset Extension Requests for Board Rules Expiring June 30, 2025  
EP has provided an update on the Legislative Watch. The Board’s rule extension requests were introduced yesterday. EP will need board assistance should meetings need architect representation during the session. The Board will continue to participate in ARPL, the Alliance for Responsible Professional Licensing, and prepare talking points as necessary .
- b) Handbook for Code Officials  
EP provided two graphic themes which were reviewed; one was approved for publishing. EP anticipates possible distribution during the EXPO or at a later Association meeting.
- c) Review of Executive’s Annual and Sick Leave  
AK reviewed and approved.

8. Informational Items

- a) Authorization Requests for Business Names  
The WV Secretary of State’s office received a couple of requests from businesses that use architecture or related terms in their business name or description.  
Architectural Window Corporation – The company creates and installs windows and is based in CT. It was determined that it is not architectural practice nor confusing to the public and was approved by the board.  
Copper River Information Technology – The company provides “cloud architecture” and prolifically uses the words “architecture” and “architect” in its corporate literature. The board is recommending that additional words be added as a descriptor, such as “Cloud Architecture,” to alert the public the work is IT related.

b) WVBOA elections are coming up.

c) TB mentioned that agricultural buildings are now being used for other purposes such as assembly, wedding venues and therefore negates reason for their exemption.

9. Adjournment

Adjourned at 3:00

Informational Items and Good of the Order

Upcoming Board Meetings

- May 15, 2025
- August 14, 2025
- November 13, 2025

Other Upcoming Meetings

- NCARB Member Board Executive Workshop – February 27, 2025  
Philadelphia, PA
- NCARB Regional Summit - Feb. 28 – March 1, 2025  
Philadelphia, PA
- NCARB Annual Business Meeting – June 19-21, 2025  
Scottsdale, AZ

Respectively Submitted:

---

Richard T. Forren, AIA Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

## **West Virginia Board of Architects Rule Review Committee**



**Location:** Virtual Meeting Via Google Meet  
Originating at 405 Capitol Street  
Charleston, West Virginia 25301

**Date:** April 2, 2024

**Time:** 3:00 PM

### **Order of Business**

1. Call to Order
2. Approval of Minutes - May 2, 2024
3. Response to Executive Order 6-25
4. Draft Rule Changes
5. Electronic Seals and Signatures
6. Parity with NCARB Model Law and Rules
7. Fee Rule Revision
8. Disciplinary and Complaint Procedural Rule
9. Adjournment

## **West Virginia Board of Architects Ad-Hoc Committee on Rule Review**



**Date:** April 2, 2025

**Time:** 3:00 PM

**Location:** **Virtual Meeting**  
Meeting Initiated from 405 Capitol Street  
Charleston, West Virginia 25301

### **Attendees:**

Adam Krason, Member and President (AK)  
Richard Forren, Member and Secretary (RF)  
Emily Papadopoulos, Executive Director (EP)  
Edward Tucker, Member/NCARB Region 2 Chairman (ET)

### **Order of Business**

1. Call to Order at 3:00 PM by EP
2. By motion RF/AK, the minutes of the May 2, 2024 Meeting were approved.
3. ET agreed to chair the meeting and explained that the committee would agree on the content of the response to the Executive Order on Rules and also prepare any rule changes for recommendation to the Board for its May Meeting and for public comment and submission in June.
4. The Registration Rule (2CSR1) was discussed first. Some key takeaways and questions from the discussion include:

#### **2.2.6**

Recommendation to investigate using the use groups from the IBC and NFPA so that the definition of "commercial structure" evolves with the changes made by those two organizations. In the short term, the committee recommends inserting the words "places of assembly" after the word "entertainment" in the definition of "Commercial Structure."

#### **2.2.23**

The committee noticed that the rule only allowed NCARB certified architects to seal Prototypical Building Documents and recommends deleting the references to NCARB certificate holders in this definition since any registered architect should be allowed to seal the documents.

### 5.1.2

The committee recognized that the last part of this rule is not precise and only references the NCARB education at the time of rule passage. The committee recommends more closely aligning the rule with NCARB model law so that an initial candidate who reaches the NCARB education standard by an alternative means (portfolio, 2xAXP or ESSA) would be eligible for initial registration in WV.

Also, the committee wants to investigate further the implications of the recently passed SB 458 “universal licensing bill” to compare the difficulty of obtaining an initial registration in WV to a reciprocal registration through the new pathway requiring WV residency via SB 458.

### 5.2

The committee wants to clarify that the only other experience other than AXP that will be considered is military service that is equivalent. The first sentence of this section has caused some confusion in the past.

#### §2-1-6. Reciprocal Registration.

The committee believes the Board will need to add a section to this part of the rules showing the path to reciprocity through residency that is established by the compliance with SB 458, the “universal licensing bill.” This section could be numbered as 6.3 as a third pathway to reciprocity.

### 8.4.5.c

Language at the end of this section is difficult to administer and could be rewritten to reflect the intent in a clear manner.

### 9.5.2

This section is long and difficult to digest. Adding sections could make it more readable and focus on the main ideas. The committee will also look at this section in NCARB Model Law and try to make it more succinct. See page 39 of NCARB Model Law.

### 9.6.2.2

The committee plans to do some more research on how to better convey the use of electronic seals and to ensure their security. The committee also wants to make sure that code officials will accept electronic seals (and possibly signatures) as an option.

#### Unlawful practice

The committee thinks it may need to add a section on unlawful practice to the rule and may also need to make clarifications and revise some definitions in W.Va. Code, especially of architect/registered architect.

#### 5. Fee Rule (2CSR3)

##### 3.5

The committee recommends removing “nonresident” to indicate that reciprocal candidates can be both residents and non-residents. This is a holdover from many years ago when reciprocal candidates were always from out of state.

#### 6. Disciplinary and Complaint Procedural Rule (2CSR2)

The committee did not discuss this rule during the meeting.

#### 7. Next Steps

RF will explore the military experience option for the experience requirement.

EP will see some legal advice, especially related to the implementation of the universal licensing bill.

ET will work on definitions and the seal and streamlining section 9.5.2, as well as general parity with NCARB Model Rules.

#### 8. Adjournment

The meeting was adjourned at 4:50 PM.

Respectively Submitted:

---

Richard T. Forren, AIA, Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

## West Virginia Board of Architects



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

**Date:** May 15, 2025

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – February 13, 2025 & Election of Officers
3. Disciplinary and Complaint Matters
  - a) Architect's Reciprocal Application with Discipline / Complaint 11-14-2024
  - b) Inquiry into Building Failure
  - c) Inquiry Related to Possible Unlicensed Practice
4. New Business
  - a) Governor's Executive Orders & Possible Rule Changes
  - b) Responses to Questions for NCARB Licensing Tool
  - c) Comments for NCARB's Proposed Changes to AXP
  - d) Emails Offering Plan Stamping Services
  - e) Authorization Request for Business Name
5. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
6. Financial Report
  - a) FY 2025 Budget to Actual
  - b) FY 2026 Expenditure Budget
  - c) Review of P-Card Purchases and Reconciliation

7. Old Business/Updates/Planning
  - a) Sunset Extension of Registration and Fee Rules
  - b) NCARB Annual Business Meeting, Resolutions & Elections
  - c) Handbook for Code Officials
  - d) Review of Executive's Annual and Sick Leave
8. Informational Items
  - a) Legislative Summary
9. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- August 14, 2025
- November 13, 2025

##### Other Upcoming Meetings

- NCARB Annual Business Meeting – June 19 – 21, 2025  
Scottsdale, AZ
- Region 2 Educational Symposium – September 25-26, 2025  
Temple University, Philadelphia, PA

## West Virginia Board of Architects Meeting Minutes



**Date:** May 15, 2025

**Time:** 12:00 PM

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

### Board Members Present:

Richard Forren, Member and Secretary (RF)	In-Person
Emily Papadopoulos, Executive Director (EP)	In-Person
Todd Boggess, Member (TB)	Virtual
Wendy Scatterday, Member (WS)	Virtual
Edsel Smith, Public Member (ES)	Virtual
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Mark Weiler, WV AG's Counsel (MW) (Departed: 1:19 PM)	In-Person

### Board Members Absent:

Adam Krason, Member and President (AK)  
Jan Fox, Public Member (JF)

### Order of Business

1. Call to Order – The meeting was called to order by RF at 12:12.
2. Approval of Minutes & Election of Officers – Minutes of the February 13, 2025 were approved by a motion from ES, seconded by WS. On a motion made by TB and seconded by ES, AK was re-elected as the board president, and RF was re-elected as the board secretary.
3. Disciplinary Matters and Complaint Matters –
  - a) Architect's Reciprocal Application with Discipline / Complaint 11-14-2024

EP reported that Mr. Brasher has now been registered since approval of the consent agreement at the February meeting and him meeting the terms of the agreement. This resolves the issues of the complaint, and the board considers the matter closed.

b) Inquiry into Building Failure

EP & ET reported attending a meeting of the WV Board of Registration for Professional Engineers at its invitation on March 25, 2025 as a result of sharing the architect board's findings from an inquiry into the roof collapse at Elmwood Baptist Church in Barboursville. AK also attended the meeting virtually. The PE Board's attorney indicating their board is investigating the church gym's roof failure and the board has obtained drawings which they will provide to the architect board. Further, the attorney and board indicated that they no longer want to abide by the two boards' prior written agreement of how to deal with unlicensed practice by the others' profession. The board will not pursue cases of practice of architecture by professional engineers; rather they will pursue unlicensed practice of engineering by architects and expect the architects board to pursue unlicensed practice of architecture by professional engineers. Once there are orders or verdicts, they will share them with the appropriate board. The Board of Architects recommends that EP seek examples from the attorney for the Board of Engineers of where their board has investigated or initiated complaints against professional engineers for practicing outside of their area of expertise, experience, and education.

c) Inquiry Related to Possible Unlicensed Practice

1. John Sheehan entered into a consent agreement with the Board on January 6, 2025 regarding practice with an expired registration. He has not met the terms of the consent order, which was executed by the Board on January 28, 2025. He had 60 days to meet the conditions of the reinstatement. On a motion by ES and seconded by WS, the board voted to deny his reinstatement for failure to comply with the consent order and send Mr. Sheehan an Order of Violation of Consent Agreement.
2. EP reported a call from a licensee about a large church constructed in Wayne County that has publicly indicated that the design work was not completed by a registered architect. Plans for the church are available online, and the board has been asked to do an initial investigation to determine if the work required the services of an architect. The board recommended that EP request the plans so the board may review to determine if the structure is an exception to the services of an architect and also see if the structure was inspected by the State Fire Marshal.

4. New Business

a) Governor's Executive Orders & Possible Rule Changes

EP reported on the submission of all of the responses to the Governor's Executive Orders and indicated that the "Backyard Brawl" response reflected support from NCARB and is a good snapshot of how WV compares with

surrounding states in terms of the regulation of architectural practice. She reported that the Rule Review Committee met on April 2 to discuss possible rule revisions and work on the response to the Executive Order pertaining to rules. ET guided the board through the changes to the Legislative Rules recommended by the committee. The board adopted the recommended changes with minor modifications, and the rules will be placed on public comment for 30 days.

- b) Responses to Questions for NCARB Licensing Tool  
EP & ET reviewed with questions and responses to the NCARB Licensing Tool survey and explained that the responses haven't always translated well to the graphic tool used by NCARB.
  - c) Comments for NCARB's Proposed Changes to AXP  
EP reported that comments in response to NCARB changes to the AXP are due by May 30<sup>th</sup> and summarized the changes proposed. WS recommended asking if you have to work for a specific amount of time in order to be eligible for AXP hours and especially for part-time employment (e.g. 20 hours a week for a x number of weeks).
  - d) Emails Offering Plan Stamping Services  
EP reported that the board has received offers of plan stamping service via email. She responded to an email inquiring who was registered from WV and received a response indicating someone was registered in WV who is not and doesn't not have a valid WV registration. Her initial research indicates that US Archit looks like it operates in Pakistan and Texas.
  - e) Authorization Request for Business Name  
The Board has received an increasing number of request to waive the requirement to have a registered architect on staff to use the word "architect" in a business name registered with the WV Secretary of State. The response depends upon consumer confusion regarding the services being offered or the possibility of coding the services differently. EP explained that she, RF, and AK have reviewed several requests, approving some, denying some, and recommending modifications or DBAs.
5. Action Items Regarding Registration
- a) Applications for Review  
No applications were complete for review.
  - b) Registration & Renewal Report  
The Board currently has 1,547 architects registered. Of those, 1,424 are from out of state, and 123 are from WV.
6. Financial Report
- a) FY 2025 Budget to Actual

EP provided an update to the Board indicating that the Board currently has expenditures of \$142,338.16 compared to a budget of \$175,237 and total expenditures this time last year of \$132,847.45. The Board's current revenue is \$68,875 of \$153,000 expected and compares to a total of \$76,900 this time last year. Revenue is anticipated during the month of June to meet budget. The Board's cash balance is \$232,370.48.

- b) FY2026 Expenditure Budget  
EP reported that the FY2026 final budget was submitted in April. Budgeted expenditures are \$175,237 consistent with the past several years. Budgeted revenue is \$154,000.00
- c) Review of P-Card Purchases and Reconciliation  
This was reviewed by RF and approved.

## 7. New Business

- a) Sunset Extension of Registration and Fee Rules  
The "bill bundle" was signed by the Governor on April 29<sup>th</sup> and the Board's rules were Final Filed with the WVSOS and approved on April 30<sup>th</sup>. Now both Legislative Rules sunset on August 1, 2030.
- b) NCARB Annual Business Meeting, Resolutions & Elections  
On a motion by ET and seconded by WS, RF was elected as the Board's delegate to the NCARB ABM and will vote on the NCARB Resolutions. The Board discussed the proposed resolutions and the upcoming elections to provide guidance in voting. EP reported that she has been invited to participate on the NCARB Examination Committee.
- c) Handbook for Code Officials  
EP reported that the handbook has been distributed to members of the WV Association of Building Code Officials, the State Fire Marshal, the President of the State Fire Marshals Association, and will be provided to the boards in Region 2. A PDF of the handbook is posted on the board's website, and WS and ET will be presenting to the WV Association of Code Officials in Flatwoods in September.
- d) Review of Executive's Annual and Sick Leave  
RF reviewed and approved EP's submissions and timesheets.

## 8. Informational Items

- a) Legislative Summary  
EP provided a document that shows the status of all the proposed legislation the Board has been tracking during the recent session.
- b) Intern Session

EP will be providing a presentation to ZMM's summer interns on July 15<sup>th</sup>.

9. Adjournment

Based upon a motion by ET and seconded by TB, the meeting was adjourned at 4:11 PM.

Informational Items and Good of the Order

Upcoming Board Meetings

- August 14, 2025
- November 13, 2025

Other Upcoming Meetings

- NCARB Annual Business Meeting – June 19-21, 2025  
Scottsdale, AZ

Respectfully Submitted:

---

Richard T. Forren, AIA Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

**The West Virginia Board of Architects  
Agendas and Minutes  
FY 2024  
(July 1, 2023 – June 30, 2024)**

## West Virginia Board of Architects



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

**Date:** August 10, 2023

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – May 16, 2023
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 02-05-2023
  - b) Complaint 04-10-2023
  - c) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal
  - d) Reinstatement Applications with Disclosed Practice with an Inactive Registration
  - 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 End of Year Actuals and Budget Amendments
  - b) FY 2024 Budget to Actual
  - c) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Update to Title 2 Procedural Rule, Series 2 – Disciplinary and Complaint Procedures
  - b) Fairmont State University's Accreditation
  - c) Education Symposium – Sept. 22-23, 2023
  - d) Audit of Continuing Education
  - e) Set 2024 Meeting Dates

7. Old Business / Updates / Planning
  - a) Report on Annual Business Meeting
  - b) Next Steps on Handbook for Code Officials
  - c) Review of Executive's Annual and Sick Leave
8. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- November 16, 2023 (Thursday)

##### Other Upcoming Meetings

- Purchasing Card Coordinator's Training – Aug. 15-16, 2023  
Daniels, WV
- NCARB Region 2 Educational Symposium – September 22-23, 2023  
Washington, DC
- WV Purchasing Conference – Oct. 17-20, 2023  
Wheeing, WV and Virtual
- Auditor's Conference for Chapter 30 Boards – Nov. 1, 2023  
South Charleston, WV
- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

# West Virginia Board of Architects

## Quarterly Meeting Minutes



**Date:** August 10, 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)	Absent
Wendy Scatterday, Member (WS)	Virtual
Edsel Smith, Public Member (ES)	Virtual
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Jan Fox, Public Member (JF)	Absent
Mark Weiler, WV AG's Counsel (MW)	Absent

### Order of Business:

1. Meeting was called to order at 12:33 PM.
2. Approval of Minutes – May 16, 2023 Motion by ES /RF.
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 02-05-2023 – WVBOA reviewed and approved a response to the respondent's attorney's response to be filed with the West Virginia Board of Registration for Professional Engineers.
  - b) Complaint 04-10-2023 – WVBOA reviewed the letter that was sent to the respondent and complainant reinforcing that the respondent's registration is expired and that he is not allowed to practice in the State of West Virginia. The architect has not responded, and the Building Code Official has not reported further activity.
  - c) Complaints 09-07-2022, 07-07-2022, 07-28-2022 - EP and MW provided an update since the last meeting. On a motion made and seconded by ET/RF, the Board voted to extend the timeframe for the disposition of the Board's complaint against the architect until such time as the criminal charges against him are resolved. The other two complainants have also approved an extension of the disposition time. MW will file a response with the West Virginia Intermediate

Court of Appeals to the respondent's perfected appeal of the Board's Final Order of summary suspension. EP reported inquiries regarding the status of the architect's registration from an investigator from the Missouri Board of Architects.

- d) Reinstatement Applications with Disclosed Practice with an Inactive Registration – EP reported architect Michael Kissam has agreed to a consent agreement related to practice after expiration and the payment of reinstatement fees and late renewal payment.
- e) Review of Reciprocal Application with Disclosed Discipline – No applications were presented.

#### 4. Action Items Regarding Registration

- a) Applications for Reciprocity with a State License
  - 1. Harry Nagy – Mr. Nagy's application was approved contingent upon the satisfactory arrival of the NY license verification and the outstanding reference letter.
  - 2. Kevin Doyle – Mr. Doyle's application was approved.
- b) Registration & Renewal Report: Total registered architects: 1,414 total architects; 112 of them are from WV.

#### 5. Financial Report

- a) FY2023 Budget to Actual – EP reviewed the end of FY2023 actuals and explained a budget amendment was required by the Payroll Department to demonstrate Spending Authority since the Board was going over the budgeted amount in total but not in payroll specifically. She reported that the FY2025 Appropriation Budget was due on September 1<sup>st</sup> and asked for any considerations.
- b) FY 2024 Budget to Actual – EP reported current expenses to date of \$15,344.40. Current revenue is \$12,200.00. Cash balance is \$290,622.61. The Financial Report was approved on a motion by AK/RF.
- c) Review and approval of P-Card Purchases and Reconciliation by Board Officers – AK reviewed and signed the P-Card records and reconciliations since the last quarterly meeting.

#### 6. New Business

- a) Update to Title 2 Procedural Rule, Series 2 – Disciplinary and Complaint Procedures - EP explained that all Chapter 30 Boards were notified to make the necessary changes to their rules so that appeals of board orders would go before the new WV Intermediate Court of Appeals. The rule revision must have a

comment period and was approved by a motion made by ES/WS.

- b) Fairmont State University's Accreditation – EP reported that she has registered the first initial applicant who has had his degree recognized as accredited given the recent NAAB approval of FSU's MArch program and the recognition of accredited degrees in keeping with NCARB policy. The Board discussed the appeal of a candidate who did not make the two-year cut off and determined to abide by the NCARB policy.
- c) Education Symposium – ET reported that the Region 2 Educational Symposium will be held in Washington DC on September 22-23, 2023, with the first day at the NCARB Office and the second day at Howard University. The event is being planned in part by the DC Board of Architects, and Region 2 will pay for one student and one faculty member per school to attend. EP has passed on the dates and information to Philip Freeman at Fairmont State University and will also contact Robert Kelly.
- d) Audit of Continuing Education – EP reported that an audit of 71 random architects' records will be conducted later this fall and asked for a volunteer from the Board to consult with regarding audit issues or questions about CE sessions. WS volunteered.
- e) Set 2024 Meeting Dates – The Board agreed to the following dates to meet in 2024.
  - February 15, 2024
  - May 16, 2024
  - August 15, 2024
  - November 14, 2024

## 7. Old Business / Updates / Planning

- a) Report on Annual Business Meeting – ET gave a brief report of the ABM in June and announced that NCARB is making a practice exam free. He announced that the 2025 Regional Summit will be hosted by Region 2 in Philadelphia.
- b) Next Steps on Handbook for Code Officials - EP reported that she is working on edits and will send an updated draft to the Landscape Architects and Surveyors as a courtesy, and to the State Fire Marshal and Board of Professional Engineers for comments.
- c) Review of Executive's Annual and Sick Leave – Documents were reviewed and approved by AK.
- d) WV ARE Testing Centers – EP reported after consulting with NCARB in response to a question from the Board at its May meeting that WV Testing Centers are located in Beckley, Huntington, and Martinsburg.

8. Adjournment Motion @ 2:45 ES/RF.

Informational Items and Good of the Order

Upcoming Board Meetings

- November 16, 2023

Other Upcoming Meetings

- Purchasing Card Coordinator's Training – Aug. 15-16, 2023  
Daniels, WV
- NCARB Region 2 Educational Symposium – September 22-23, 2023  
Washington, DC
- WV Purchasing Conference – Oct. 17-20, 2023  
Wheeling, WV and Virtual
- Auditor's Conference for Chapter 30 Boards – Nov. 1, 2023  
South Charleston, WV
- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

Respectively Submitted:

---

Richard T. Forren, AIA Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

# West Virginia Board of Architects



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

**Date:** November 16, 2023

**Time:** 12:00 PM

## Order of Business

1. Call to Order
2. Approval of Minutes – August 10, 2023
3. Presentation by State Fire Marshal Ken Tyree related to Code Analysis
4. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 10-10-2023
  - b) Inquiry 02-05-2023
  - c) Complaint 04-10-2023
  - d) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal
  - e) Reinstatement or Reciprocal Applications with Disclosed Discipline
5. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
6. Financial Report
  - a) FY 2024 Budget to Actual
  - b) Review of P-Card Purchases and Reconciliation
7. New Business
  - a) Discussion of NCARB's Additional Pathways to Initial Licensure Webinar and Responses to the Licensing Requirements Survey
  - b) Discussion with AIA Licensing Advisor - Report from Fairmont State Meeting
  - c) Report from Auditor's Conference for Chapter 30 Boards
  - d) Ethics Module for Continuing Education

- e) Confidentiality Agreements and Defensive Driver Training
- 8. Old Business / Updates / Planning
  - a) Update to Title 2 Procedural Rule, Series 2 – Disciplinary and Complaint Procedures
  - b) Random Audit of Continuing Education
  - c) Next Steps on Handbook for Code Officials
  - d) Review of Executive’s Annual and Sick Leave
- 9. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- February 15, 2024
- May 16, 2024
- August 15, 2024
- November 14, 2024

##### Other Upcoming Meetings

- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

# West Virginia Board of Architects Quarterly Meeting Minutes



**Date:** November 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)	In-Person
Wendy Scatterday, Member (WS)	In person
Edsel Smith, Public Member (ES)	In-Person
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Jan Fox, Public Member (JF)	Virtual
Mark Weiler, WV AG's Counsel (MW)	In-Person
	(Departed: 2:20)

1. Call to Order at: 12:22. AK welcomed State Fire Marshal Ken Tyree.
2. Approval of Minutes – August 10, 2023, Motion by WS/ES
3. State Fire Marshal Ken Tyree provided updates to include, new fire code to legislature, (modified rule) no changes to national codes. Mr. Tyree wants to add fire code officials to Building Code Officials' handbook. The SFM's website has been updated specifically in the area of applications and a designer's checklist. Drawings will now require a code analysis sheet (architects already do). Submittals will all be digital.
4. Disciplinary Matters and Report of the Complaint Committee - ET exited the meeting at 1:27 PM
  - a) Inquiry 10-10-2023  
Complainant alleges that the building is not exempt and should have been drawn by an architect. To date, the Board has requested all documents related to the request for proposals and submissions by the engineering firm.  
The Board agreed that, based upon the information available, the overall project size and complexity; two story and interior parking, did require the services of an architect. There are some questionable code issues so the Board instructed EP to address a letter to the engineer of record to respond to the allegation of unlicensed practice.

- b) Inquiry 02-05-2023 – Board of Architects vs. Engineer  
The Complaint Committee provided an update. A response was provided to the engineer’s attorney. Further discussions to come regarding the resolution of this case.
- c) Complaint 04-10-2023 – Code Official vs. Craig Dixon  
The Complaint Committee provided an update. Mr. Dixon’s reinstatement was denied, and he did not appeal. The Board will not take further action unless he seeks to reinstate again or apply for a new registration, at which time it could require a consent agreement with a penalty for practice while unlicensed.  
Motion to close RF/TB
- d) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect’s Appeal – Board, Dickersons, and Vladu vs. Steven Dye  
The Complaint Committee provided an update. Board voted to approve an order to dismiss the complaints against Steven Dye, as no further action is needed. Dye did not renew his license. Thus, he cannot represent himself as an architect in West Virginia, and he cannot practice architecture in West Virginia as defined in applicable statutes and regulations. Motion by AK/RF
- e) Reinstatement Applications with Disclosed Discipline  
The Board approved the reinstatement of Kenneth Anderson. Motion to approve AK/TB
- f) Review of Reciprocal Application with Disclosed Discipline  
The Board approved the reciprocal registration of Darrell Sears - Motion to approve application AK/WS

## 5. Action Items Regarding Registration

- a) Applications for Review – Jack Nelson and Russell Willard

### Jack Nelson

Jack Nelson attended the meeting virtually to discuss his application for reciprocity in WV with the members of the Board. He stated his belief that he met the eligibility requirements and has an exceptional circumstance. The Board denied the request for an exception to the eligibility requirements for reciprocity and noted that his circumstances were not exceptional. The application for reciprocity was denied, and Mr. Nelson was encouraged to reapply after having met the eligibility requirements. Motion JF/ES.

ET rejoined the meeting at 2:14 PM.

### Russell Willard

The Board requested a third letter of reference from an architect in order to grant his registration.

- b) Registration & Renewal Report  
EP indicated there are currently 1,462 registered architects, of whom 116 are West Virginians.
- 6. Financial Report
  - a) FY 2024 Budget to Actual  
EP provided an update, the financial report was approved. Motion by ES/ET
  - b) Review of P-Card Purchases and Reconciliation  
Documents were reviewed and approved.
- 7. New Business
  - a) Discussion of NCARB's Additional Pathways to Initial Licensure Webinar  
ET discussed the initiative by the current NCARB President. He indicated there are many roads to licensure, but it is all a matter of competence, which is what the three Es are all about. No action taken.  
  
Responses to the Licensing Requirements Survey  
ET and EP discussed the Board's responses to the survey.
  - b) Discussion with AIA Licensing Advisor - Report from Fairmont State Meeting  
EP reported that the State Licensing Advisor said the students attending the recent AIA meeting at Fairmont State University would benefit from more information regarding registration.
  - c) Report from Auditor's Conference for Chapter 30 Boards  
AK and EP attended the conference and discussed the responses by the panel of attorneys to questions about legislation and complaints.
  - d) Ethics Module for Continuing Education  
EP discussed a perceived need for CE in ethics based upon complaints, inquiries, and questions submitted to the board. She proposed a session with scenarios for discussion. Board supported this initiative.
  - e) Confidentiality Agreements and Defensive Driver Training  
Board members submitted their agreements and signed training documents.
- 8. Old Business / Updates / Planning
  - a) Update to Title 2 Procedural Rule, Series 2 – Disciplinary and Complaint Procedures  
EP indicated that the rule changes took effect on November 8, 2023.
  - b) Random Audit of Continuing Education  
EP provided an update. WS agreed to assist with review of records and making

proposals for resolutions for non-compliant registrants.

- c) Next Steps on Handbook for Code Officials  
EP provided an update. A draft was provided to Landscape Architects, Surveyors, Fire Marshal, and Engineers. More work is needed on incidental practice, reference to FM information as reference, and final review. ET volunteered to review.
- d) Review of Executive's Annual and Sick Leave  
Reviewed by AK

9. Adjournment  
Motion RF/TB

Informational Items and Good of the Order

Upcoming Board Meetings

- February 15, 2024
- May 16, 2024
- August 15, 2024
- November 14, 2024

Other Upcoming Meetings

- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

Respectively Submitted:

---

Richard T. Forren, AIA Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

## West Virginia Board of Architects



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

**Date:** February 15, 2024

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – November 16, 2023
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 10-10-2023
  - b) Inquiry 02-05-2023
  - c) Complaint 04-10-2023
  - d) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal
  - e) Reinstatement or Reciprocal Applications with Disclosed Discipline
4. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
5. Financial Report
  - a) FY 2024 Budget to Actual
  - b) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Discussion of Op-Ed on Additional Pathways to Initial Licensure and Responses
  - b) NCARB Position on Accreditation
  - c) Regional Realignment Listening Session Slide Deck
  - d) NCARB Draft Resolutions
  - e) WV Legislative Update

7. Old Business / Updates / Planning
  - a) Random Audit of Continuing Education
  - b) Next Steps on Handbook for Code Officials
  - c) Ethics Module for Continuing Education
  - d) Review of Executive's Annual and Sick Leave
8. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- May 16, 2024
- August 15, 2024
- November 14, 2024

##### Other Upcoming Meetings

- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

## West Virginia Board of Architects



**Date:** February 15, 2024

**Time:** 12:00 PM

**Location:** Quarterly Meeting  
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)	Virtual
Edsel Smith, Public Member (ES)	In-Person
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Jan Fox, Public Member (JF)	In-Person
Mark Weiler, WV AG's Counsel (MW)	In-Person
(Departed: 1:30)	

### Order of Business

1. Call to Order at 12:20
2. Approval of Minutes – November 16, 2023, motion by ET, ES
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 10-10-2023  
A letter of inquiry was sent on 1/24/24 and a response was received on 1/26/2024 with photographs showing that the project is exempt and including a copy of the SFM's Final Inspection Report. The response was shared with the complainant the same day. BOA voted to dismiss the complaint on a motion by RF,ES. A dismissal letter will be sent to all parties.
  - b) Inquiry 02-05-2023  
On November 20<sup>th</sup>, the BOA received a letter indicating that the West Virginia Board of Registration for Professional Engineers was dismissing the complaint. Based on the dismissal, the BOA will take no further action.
  - c) Complaint 04-10-2023 – Code Official vs. Craig Dixon  
On 12/13/2023, the BOA sent a letter to Mr. Dixon and the Code Official indicating the complaint is closed and that no further action was necessary at

this time and that Mr. Dixon is prohibited from practicing architecture in WV. Should Mr. Dixon seek to practice in WV again, further action may be considered at that time.

- d) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal – Board, Dickersons and Vladu vs. Steven Dye  
The BOA previously dismissed the complaint at its November 2023 meeting, as Mr. Dye's license expired, and he did not seek reinstatement; no additional action is required. Should Mr. Dye seek reinstatement, the BOA will address disciplinary action at that time.

- e) Reinstatement or Reciprocal Applications with Disclosed Discipline  
Mr. Stanton applied for reciprocity with a NCARB Certificate and disclosed discipline. He has a consent agreement with the Architectural Institute of British Columbia for not self-reporting his learning units. This information was provided with his NCARB Record. BOA voted to approve reciprocity application, with a motion by ES,WS. EP will further review his application upon renewal.

#### 4. Action Items Regarding Registration

- a) Applications for Review – None  
EP reported on a reciprocal applicant with experience but who had only been registered recently and did not have experience following registration to be eligible to register reciprocally given the candidate's degree based upon the current requirements. The BOA will establish a committee to review and recommend if the board should consider adjusting experience requirements. The committee will consist of JF, ET, and RF.
- b) Registration & Renewal Report  
EP reported that total active architects are 1,499, with 119 in state and 1,380 out of state.

#### 5. Financial Report

- a) FY 2024 Budget to Actual  
EP reviewed the budget and actuals with comparison to the same time last year with the BOA.
- b) Review of P-Card Purchases and Reconciliation  
AK Reviewed the P-card purchases

#### 6. New Business

- a) Discussion of Op-Ed on Additional Pathways to Initial Licensure and Responses  
Jon Baker, NCARB President, wrote an Op Ed about gaining an initial registration through alternative pathways for which alternate points of view were provided by three other NCARB members.

ET provided an overview of this item. Mr. Baker's article relates to an NCARB resolution that would change model law to be eligible to take the exam without an educational requirement (NCARB Resolution 2424F). Discussions from some NCARB members indicate that lowering the bar or the perception of that would devalue the NCARB Certificate. The BOA is in opposition to eliminating any education requirements.

- b) **Regional Realignment Listening Session Slide Deck**  
NCARB has provided the slides used in the most recent listening sessions on possible regional realignment. ET is on the realignment committee and provided an update from a regional chair perspective. BOA sees no value to the realignment suggestions as a way of adding at-large members to the NCARB Board and therefore is not in support of the current realignment proposal.
- c) **NCARB Draft Resolutions**  
ET provided a review of the eight draft resolutions for board discussion and questions and consideration between now and the May meeting. BOA supports Resolutions A, B. BOA does not oppose Resolutions C, D, and E. The BOA opposes Resolutions F, G, H as they are currently written.
- d) **NCARB Position on Accreditation**  
The BOA the NCARB position on accreditation recently provided. This statement seems related to other NCARB issues being discussed, and the BOA is hopeful that NCARB will continue to support the NAAB.
- e) **WV Legislative Update**  
EP provided a report on bills being monitoring and an update on a pending bill related to continuing education that may be of interest of the BOA.

7. **Old Business / Updates / Planning**

- a) **Random Audit of Continuing Education**  
EP and WS provided a report on findings of the audit.  
EP reviewed the CE audit which included 70 licensees. Of that group, 57 passed without issue, 13 required additional review or supplementation, and 6 will be offered the audit agreement with costs associated with their CE deficiencies.
- b) **Next Steps on Handbook for Code Officials**  
EP updated the status of Code Officials Handbook, ES & ET provided further review and edits. Both the Board of Surveyors and the Board of Landscape Architects have reviewed the draft. The State Fire Marshal has also reviewed it, and links to the WV Secretary of State office and Fire Marshals office will be included in the digital version. The Board of Engineering will have one more opportunity to make final comments.

- c) Ethics Module for Continuing Education  
No progress on this issue yet other than gathering some other scenarios from callers, registrants, applicants, and from the BOA. The BOA referred EP to the NCARB monograph regarding ethics and suggested the session be conducted at Expo.
- d) Review of Executive's Annual and Sick Leave  
AK reviewed

8. Adjournment - Motion by JF,ET

Informational Items and Good of the Order

Upcoming Board Meetings

- May 16, 2024
- August 15, 2024
- November 14, 2024

Other Upcoming Meetings

- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

Respectively Submitted:

---

Richard T. Forren, AIA Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

## West Virginia Board of Architects



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

**Date:** May 16, 2024

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – February 15, 2024
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 10-10-2023
  - b) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal of Suspension and Intermediate Court of Appeals Memorandum Decision
  - c) Reinstatement or Reciprocal Applications with Disclosed Discipline
4. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
5. Financial Report
  - a) FY 2024 Budget to Actual
  - b) FY2025 Budget and Across the Board Salary Increase
  - c) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Ad Hoc Committee on Registration Requirements Report
  - b) Updated State Fire Code
  - c) Election of Delegates to the NCARB Annual Business Meeting
  - d) Election of Officers for FY2025
  - e) Article about Licensing Regulations from the Knee Center at WVU
  - f) Report from the Regional Summit and Candidates for At-Large NCARB Board Positions

- g) Appointment to NCARB Member Board Executive Committee
- 7. Old Business / Updates / Planning
  - a) NCARB Realignment, Resolutions, Comments Submitted
  - b) Random Audit of Continuing Education
  - c) Next Steps on Handbook for Code Officials
  - d) Request for Ethics Scenarios
  - e) Review of Executive's Annual and Sick Leave
- 8. Informational Items
  - a) Reappointment of Board Member
  - b) NCARB Webinar on Professional Conduct
  - c) ICOR Webinar on "Overlapping Practice"
  - d) Exemption from CE Requirement on Basis of Illness/Disability
- 9. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- August 15, 2024
- November 14, 2024

##### Other Upcoming Meetings

- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL
- NCARB Member Board Executive Workshop – February 27, 2025  
Philadelphia, PA
- NCARB Regional Summit Feb. 28 – March 1, 2025  
Philadelphia, PA

## West Virginia Board of Architects



**Date:** May 16, 2024

**Time:** 12:00 PM

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

### Attendees:

Richard Forren, Member and Secretary (RF)	In-Person
Emily Papadopoulos, Executive Director (EP)	In-Person
Todd Boggess, Member (TB)	Virtual
Wendy Scatterday, Member (WS)	Virtual
Edsel Smith, Public Member (ES)	In-Person
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Mark Weiler, WV AG's Counsel (MW)	In-Person
(Departed: 12:43 PM)	

### Absent:

Adam Krason, Member and President (AK)  
Jan Fox, Public Member (JF)

### Order of Business

1. The meeting was called to order at 12:11 PM by Secretary RF, presiding in the absence of President AK.
2. Approval of Minutes – February 15, 2024, motion by ES, ET
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 10-10-2023  
EP reported that letters of dismissal were sent to the complainant and respondent with no further correspondence received.
  - b) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal of Suspension and Intermediate Court of Appeals Memorandum Decision  
MW discussed the ICA's decision, and the board determined that the board's and the ICA's actions should be posted to the website and the NCARB Disciplinary Database.
  - c) Reinstatement or Reciprocal Applications with Disclosed Discipline  
No applications were submitted for review.
4. Action Items Regarding Registration
  - a) Applications for Review

EP reported an inquiry from a foreign architect regarding initial registration. The board determined that the individual was not eligible at this time based upon his credentials and recommended that he look to NCARB for guidance on how to meet the educational requirement.

b) Registration & Renewal Report

EP reported that the total number of registered architects is 1,534, with 119 of those residing in WV. Renewals already completed total 236.

5. Financial Report

a) FY 2024 Budget to Actual

EP presented a summary and detailed version of the year-to-date financials.

b) FY2025 Budget and Across the Board Salary Increase

EP presented the FY 2025 budget with the same total expenditures as the FY 2024 budget with the inclusion of the Governor's recommended Across the Board Raise. The report was unanimously approved.

c) Review of P-Card Purchases and Reconciliation

RF reviewed and approved the board's P-Card purchases.

6. New Business

a) Ad Hoc Committee on Registration Requirements Report

ET summarized the committee meeting discussion, noting that the group did not come away with recommendations for changes at this time and is planning to see what happens resulting from the NCARB Competency Taskforce and the "multiple pathways" initiative. He pointed out that the board had worked hard to gain recognition of the "three Es," education, examination, and experience, as preparation resulting in public protection. The committee discussed the possibility of recognizing experience for reciprocal candidates prior to registration but decided to see the new directions from NCARB, though some favor no or minimal change.

b) Updated State Fire Code

EP reported that she sent out a notice to all registered architects of the new State Fire Code effective May 1 and had also placed it on the board's website. The board recommended sending it out a second time. TB noted that the SFM expects to see drawings for projects, including renovations.

c) Election of Delegates to the NCARB Annual Business Meeting

AK was elected as the WV delegate, with RF as the alternate on a motion by ES/WS.

d) Election of Officers for FY2025

AK was re-elected President on a motion by TB/WS.

RF was re-elected Secretary on a motion by TBWS.

The board gratefully acknowledges the service of AK and RF in these roles.

e) Article about Licensing Regulations from the Knee Center at WVU

The board discussed the recent article in the State Journal and the possibility of the professions who participate in the Alliance for Responsible Professional

Licensing and their respective associations and societies drafting an article detailing the research demonstrating the value to the public of professional licensing in protecting health, safety, and welfare.

- f) Report from the Regional Summit and Candidates for At-Large NCARB Board Positions  
ET, WS, ES, and EP reported from the Regional Summit. They attended sessions on overlapping practice, regional meetings, met at-large candidates for the board, and EP attended the MBE workshop where she learned more about the competencies for initial registration that will be further discussed at the Annual Business Meeting. The board shared impressions of the at-large candidates based upon official contact with the board, meeting them in Savannah, past experience serving on committees with them, and the candidate webinar in an effort to provide guidance to the voting delegates since only two of the 10 highly qualified candidates will be elected.
- g) Appointment to NCARB Member Board Executive Committee  
EP reported that she has been asked to join the MBE Committee and feels she has the time and experience now to make a contribution. The board supports this effort.

## 7. Old Business / Updates / Planning

- a) NCARB Realignment, Resolutions, Comments Submitted  
ET discussed how the realignment effort grew out of the Diversity Collaborative and explained how the NCARB Board reached 14 people. The board remains in agreement with its prior consensus from the February meeting on the resolutions. On realignment, most members present agreed that the new realignment proposal was acceptable but did not see a compelling reason to warrant the realignment. EP will poll the two absent board members to provide further guidance to the delegate and alternate.
- b) Random Audit of Continuing Education  
EP reported that all but one CE issue had been resolved. The architect with an outstanding issue will not be able to renew until the issue is resolved.
- c) Next Steps on Handbook for Code Officials  
The board is awaiting final comments and/or approval from the West Virginia Board for the Registration of Professional Engineers which meets next week and for the upcoming ICOR webinar for results of joint work by national professional organizations of architects, landscape architects, interior designers, surveyors, and engineers on “overlapping practice.”
- d) Request for Ethics Scenarios  
EP asked for possible scenarios for the development of material to be used for a CE session.
- e) Review of Executive’s Annual and Sick Leave  
Reviewed and approved by RF.

## 8. Informational Items

- a) Reappointment of Board Member  
EP reported that WS has been sent a questionnaire by the Governor's Office.
- b) NCARB Webinar on Professional Conduct  
EP reported that she participated in the webinar led by Region 2's Rob Lopez.
- c) ICOR Webinar on "Overlapping Practice"  
EP reminded the board to participate in the ICOR webinar on May 23.
- d) Exemption from CE Requirement on Basis of Illness/Disability  
EP reported on a letter of gratitude from an architect who had documented a serious illness and temporary disability and was granted a medical exemption from meeting the CE requirement.

9. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- August 15, 2024
- November 14, 2024

Other Upcoming Meetings

- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL
- NCARB Member Board Executive Workshop – February 27, 2025  
Philadelphia, PA
- NCARB Regional Summit Feb. 28 – March 1, 2025  
Philadelphia, PA

Respectively Submitted:

---

Richard T. Forren, AIA Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director