

## West Virginia Board of Architects



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

**Date:** June 11, 2020

**Time:** 12:00 PM

**Attendees:** Todd Boggess, Member (TB)  
Adam Krason, Member and President (AK)  
Emily Papadopoulos, Executive Director (EP)  
Wendy Scatterday, Member (WS)  
Edsel Smith, Public Member (ES)  
Edward W. Tucker, Member and Secretary (ET)

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

### Order of Business

1. Call to Order at 12:10 pm by AK
2. Approval of Minutes – March 26, 2020 and April 29, 2020  
On a motion by WS/ES the Board approved minutes of these two meetings.
3. Complaints, Inquiries, and Discipline Issues
  - a) Update on Complaint # 05-14-2019  
Following review of Consent Order proposed, motion by ES/ET for the Board to agree to execute Consent Order with the provision that reimbursement to the Board be added for its costs. Reimbursement cost is \$1,591 to date. Motion failed by unanimous vote. On a motion by ES/WS to edit the Consent Order to change the reimbursement to \$1,500 and to add medical certification requirement for the registrant to continue to practice. Motion passed unanimously.
  - b) Update on Board Initiated Complaint # 12-30-2019  
No action taken pending resolution of Complaint # 05-14-2019.

**June 11, 2020 Meeting Minutes**

**405 Capitol Street – 4th Floor Conference Room**

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**c) Discipline Uploaded to Website**

EP reviewed the Board's website page that now includes discipline actions taken by the Board and reported to NCARB since 2016. Link to consent orders is provided.

**4. Action Items Regarding Registration**

**a) Reciprocal Applications – None to review at this time.**

**b) Reinstatement Applications**

Application for discussion – Bruce Brooks does not have two years of continuing education credits accumulated & no letter indicating if he has practiced since license expired on 6/30/18. Applicant does have 8 hours in 2018, 1 hour in 2019, 13 hours in 2020 according to AIA transcript. Board determined that in order to be reinstated, applicant needs to complete additional CE hours so that he will have a total of 23 hours in 2020.

**c) Renewals for 2020-2021**

As of June 8th, 473 registrants have renewed, 35 of which are WV residents. 867 have not yet renewed, 81 of which are WV registrants.

**5. Financial Report**

**a) FY2020 Budget to Actual**

EP submitted and reviewed financial report indicating total expenses of \$152,092 to date plus total encumbered of \$11,408. Revenue \$112,050 to date; \$22,950 unrecognized revenue to date.

**b) Revised FY2021 Budget**

In accordance with direction from Board in its previous meeting, due to the potential economic effect of COVID19 on registrations the FY2021 budget was reduced by 5%. With the 5% reduction, the total revised budget for FY 2021 was presented for approval as \$160,839 expenses; revenue \$129,250. On a motion by ET/ES the budget was approved.

**6. New Business**

**a) Regulatory Review Update**

EP reported that a change in personnel and the upcoming implementation of the Board's rule changes required an update of the Board's Regulatory Reform Review Report. The report was mailed on May 28, 2020.

b) **Inquiry by Joint Committee on Government Organization**  
Draft for Review and Discussion: EP reported on her research and work to respond to inquiry. Board members asked questions and discussed the response draft prepared by EP. Ratio of registrant numbers to FTE/budget, turn-around time for processing of applications, and other quantitative data may be useful to include in the Board’s response. Board should be prepared to appear before the Joint Committee on Government Organization when/if they request to meet.

c) **New Licensing System Update**  
EP reported on her initial work with Certemy regarding the Board’s transition to their registration system. EP noted that a 2.25% transaction fee would now apply to all credit card transactions, including reciprocal registrations and would result in paying about \$900 more annually in transaction fees – which could either be paid by the Board or passed on to the licensees should the Board determine it wants to do that. EP asked if any of the current methods or processes needed to be changed such as the need for Notarized signature, paper forms/payment by check, wall certificates, pocket registrations, application questions, etc. Electronic reference requests and signatures were approved by the Board, but the Board decided to keep the additional application questions and wall certificates and continue to make paper forms and payment by check available if desired.

d) **Audit of 2019 Hours**  
Audit to begin in July after regular renewals are processed.

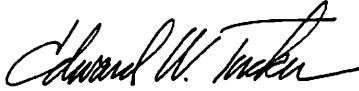
e) **Purchasing Inspection**  
WV State Purchasing inspection notice received May 20; inspection is to begin June 20. EP has assembled all the information and is prepared to forward to Purchasing.

7. **Good of the Order / Informational**

- a) **NCARB Regional Meeting (to be held virtually)**
  - June 18, 2020 1:00 PM
- b) **NCARB Annual Business Meeting (to be held virtually)**
  - June 19, 2020 3:00 PM
- c) **Upcoming Board Meeting Dates**
  - September 17, 2020
  - December 3, 2020

8. **AK adjourned the meeting at 2:30 pm.**

Respectively Submitted:



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Edward W. Tucker FAIA, Secretary



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Adam Krason, AIA, President



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Emily Papadopoulos, Executive Director