

West Virginia Board of Architects Quarterly Meeting Minutes



Date: May 16, 2023

Time: 12:00 PM

Location: 405 Capitol Street
Charleston, West Virginia 25301

Attendees:

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

Order of Business:

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

d) Complaints 09-07-2022, 07-07-2022, 07-28-2022 - WVBOA will issue final order and extend the statutory time frame of the complaint until disciplinary action is complete, per motion by ET/ RF

e) Review of Reciprocal Application with Disclosed Discipline:
Gerald Karle application approved per motion by ES/RT
Randall Burchett application approved with reminder to disclose all disciplined per motion by RF/TB

4. Action Items Regarding Registration

a) Cassidy Roberts' Initial application approved per motion by RF/ES

b) Registration & Renewal Report: Total registered architects: 1,470; 119 are from WV.

5. Financial Report

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

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

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

6. New Business

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

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

Resolution Description	Vote
2023-01 An amendment to the NCARB Model Law and Regulations related to responsible control	NO
2023-02 Sunset of education policy resolutions	YES
2023-03 Sunset of education policy resolutions	YES
2023-04 Updates to the NCARB Model Rules of Conduct to update ethics	YES
2023-05 Updates to NCARB's Bylaws to support a new governance structure	YES

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

7. Old Business / Updates / Planning
 - a) EP provided a summary of bills passed during the legislative session:
Senate Bill 240 – Board register be open to the public
Senate bill 244 – Rosters open to the public
 - b) EP provided a follow-up from CE Sessions Related to the *Handbook for Code Officials*, discussing plans for the release, review by surveyors and landscape architects, and future work with code officials.
 - c) Officers reviewed of Executive’s Annual and Sick Leave.
 - d) WV Fire Marshal will conduct a stakeholders’ meeting to review upcoming changes to the WV Fire Code; additional information to follow.
8. Adjournment Motion @ 2:45 RF, ES

Informational Items and Good of the Order

Upcoming Board Meetings

- August 10, 2023
- November 16, 2023

Other Upcoming Meetings

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

Respectively Submitted:

Richard T. Forren, AIA Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director