

Meeting Minutes

West Virginia Board of Architects



Location: 405 Capitol Street
4th Floor Conference Room
Charleston, WV 25301

Date: Thursday, December 6, 2018

Time: 12:00 P.M.

Attendees: Todd Boggess, Member (TB)
Richard T. Forren, President (RF)
Adam Krason, Member (AK)
Emily Papadopoulos, Executive Director (EP)
Wendy Scatterday, Member (WS) (by telephone)
Edsel Smith, Public Member (ES)
Edward W. Tucker, Secretary (ET)
Jan Fox, Public Member (JF)
Mark Weiler, Assistant Attorney General (MW)

Absent: None

Order of Business

1. Meeting called to order at 12:20 p.m. by President Richard Forren.
2. Approval of Minutes
 - a. September 6, 2018 Board Meeting Minutes were approved. Motion to approve ES/JF. Motion passed unanimously.
3. Complaints & Inquiries
 - a. Complaint # 11-20-2018 initiated by Board regarding Architect sealing engineering drawings. Letter sent to architect Nov 20, 2018. Architect has 30 days to respond, no response to date. Question was raised if the building in question was exempt from the practice of architecture due to its size? Answered previously in the negative – its size exceeds 7,600 square feet.
 - b. Inquiry # 11-14-2018 is administratively dismissed. Complaint is against a contractor; the Board has no jurisdiction.
 - c. Inquiry # 01-24-2018 update: EP reported that the company has altered its website to remove "architectural". TB believes the new wording, "building design engineer" and "we provide building design services for the following building types..." still implies the practice of architecture. Ohio's Architects Board (the party is an engineer located in Ohio) has been notified, as well as the WV Board of Registration for Professional Engineers.
4. Action Items Regarding Registration
 - a. EP reviewed reciprocal applications for Patrick Moore and William Flynn. Motion to approve AK/TB. After review, the Board approved both applicants unanimously.
 - i. Scott Kremer's reciprocal application did not disclose prior discipline that EP found in applicant's NCARB record (applicant answered "no" to question regarding past discipline). Further action pending applicant's response to letter being sent by EP requesting explanation.

- b. EP sent letter to Phillip Pecord 11/9/2018 informing him of the Board's action taken at its previous meeting to terminate his WV registration due to his NCARB certificate being revoked. Pecord has not pursued the alternative path to registration (i.e. without NCARB certificate). WV database indicates "revoked" but the Board felt "no license" would be more appropriate; EP to make the change.
- c. Thomas Little's license revoked by the Board at its previous meeting; he has not met CE requirements, license is not renewed per §2-1-8-8.4. EP was directed to notify Georgia and Tennessee jurisdictions of Little's ineligibility to renew resulting from now meeting the continuing education requirement.
- d. Two reinstatement applications & practice with inactive license:
 - i. Madison Spencer last active period was 2014. EP to send letter of explanation that the experience he reported during inactive period does not constitute the practice of architecture but he must become more familiar with the Board's Rules, and per Board policy shall pay a \$250 to reinstate his registration. Motion to approve AK/ES. Motion passed unanimously.
 - ii. Mark Viola reported practice during period of practice with inactive license. Board grants one-year benevolence during extended illness. Total of \$3,050 calculated based on Board policy: \$250 reinstatement fee, \$150 late renewal fee, \$2,400 (24 months x \$100/month) + \$250 for two and half months in current year. Of this amount, the board will only keep \$400.00 and the balance will be a fine (\$2,150) transferred to the General Revenue Fund and cover the estimated cost of disposition of the case (\$500) with the Attorney General's Office. Motion to approve AK/ES. Motion passed unanimously.
- e. Registration update: 1,233 total active registrants with 115 in-state and 1,118 out-of-state as of December 4, 2018.

5. Rule Review and Recommendations

- a. No response from Governor's office to date from Rule Review Report submitted by the Board. EP reported that other Chapter 30 Boards have had no response either. Board discussed goals for its February 22, 2019, meeting dedicated to follow-up of its review of Rules.
- b. ES and TB presented a report of the need for congruency of our Rules exemptions to the practice of architecture with requirements of the WV State Fire Marshal's office and Building Officials. There may be an opportunity to eliminate confusion and simplify our Rules by limiting current exemptions. This will be considered at the Board's 2/22/2019 meeting.
- c. EP presented a comparison of WV Architects Board fees with surrounding jurisdictions. The study revealed that WV's fees are generally similar to adjacent states. It was noted that WV Rules allow applicants to be late for renewal without much penalty when compared to other states.

6. Financial Report

- a. FY 2018-2019 year to date report reviewed by EP. Total expenditures to date are \$63,856.87. Revenue to date is \$31,758.72.
- b. Expenditures and revenue are running normally for this time of the year. No unusual costs or revenues to report.

7. New Business

- a. Board's website update: EP has been working on a lot of content to add when time permits. New site is not yet launched. Motion to dedicate up to \$4,000 in outside service assistance to EP to help with completing content etc. by ET/AK, motion passed unanimously.
- b. Purchasing Inspection Report: Completed October 10, 2018, the Board was given a "B" grade (84.8%). It was noted that this was a big improvement from the prior grade given in 2016 of "F".
- c. EP reported on her attendance at the NCARB Chair/MBE Meeting held October 12-13, 2018, in St. Louis, highlighting the areas of training and assistance at this meeting.
- d. Board briefly discussed how it might in the future recognize WV candidates' passage of the ARE, completion of experience, and registration. EP will contact Judy Belcher at AIAWV about the possibility of doing this jointly at AIA Chapter meetings.
- e. Update of brochure printed by WV State Board of Registration for Professional Engineers. Due to the brochure's statements that include architects' duties and responsibilities regarding sealing plans, EP asked Board members to review the content and provide feedback if changes or additions may be needed.
- f. EP asked for ideas for the Board's next newsletter.

8. Administrative Items: After review of the following items, all were approved by acclamation:

- a. P-Card Log of expenditures September 2018 – October 2018
- b. Travel Forms
- c. Sick and Annual Leave

9. Good of the Order

- a. A recent *State Journal* article included interview with ET regarding architecture in WV; it did not include a list of in-state registrants as has been done in the past.
- b. RF reported on his attendance at the State Auditor's conference for Chapter 30 Boards held November 27, 2018 in Charleston.
- c. EP gave an update on "Shared Services Implementation" (SB 271). EP talked with staff at Oasis about applicability and feels this may be most helpful to our Board with larger purchasing items and contracts but does not have to be implemented in its entirety because a waiver process exists.
- d. Upcoming Board meeting dates:
 - i. Feb 22, 2019 (special meeting dedicated to Rules review)
 - ii. Mar 21, 2019 – quarterly meeting
 - iii. Jun 13, 2019 – quarterly meeting
 - iv. Sep 19, 2019 – quarterly meeting
 - v. Dec 12, 2019 – quarterly meeting
- e. Long Range Planning and upcoming events:
 - i. March 7-9, 2019 – NCARB Regional Summit, Nashville TN.
 - ii. June 20-22, 2019 – NCARB Annual Business Meeting, Washington DC
- f. Legislative Interim Schedule
 - i. Dec 9-11, 2018


10. Next Meeting is scheduled for 12 o'clock noon Feb 22, 2019 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.

11. Motion to adjourn by ESWS at 4:05 pm

Respectively Submitted:


Edward W. Tucker FAIA, Secretary

Richard Forren, AIA, President


Emily Papadopoulos, Executive Director