

## Table of Contents

Functions of the West Virginia Board of Architects and Members	1
Revenue	2
Expenses	3
Registration Statistics	4
Initial Registrations	5 - 15
Active Architect Registrations by State	16 - 19
Registered Architects in West Virginia by County	20 - 29
Summary of Complaints and Discipline	30 - 31
Agendas and Minutes from Board Meetings (The <i>signed</i> copies of these minutes are on file in the Board Office.)	32 - 64

## 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 licensees
2. Issue licenses to qualified applicants
3. Investigate formal complaints filed
4. Conduct hearings for possible suspension or revocation of license
5. Renew licenses annually
6. Audit required continuing education of licensees
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:

2016-2017	Richard Forren, President Edward Tucker, Secretary Todd Boggess, Member Adam Krason, Member Wendy Scatterday, Member Jan Fox, Public Member Aubrey E. Smith, Member	Bridgeport, West Virginia Huntington, West Virginia Princeton, West Virginia Charleston, West Virginia Wheeling, West Virginia Charleston, West Virginia Jane Lew, West Virginia
2015-2016	Gregory Williamson, President Edward Tucker, Secretary Todd Boggess, Member Richard Forren, Member Jan Fox, Public Member	Charleston, West Virginia Huntington, West Virginia Princeton, West Virginia Bridgeport, West Virginia Charleston, West Virginia

**WV Board of Architects  
Revenue  
FY 2017 & FY2016**

The West Virginia Board of Architects is self-supporting, operating on the collection of licensing 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 the FY 2017 and FY 2016 are shown on the following pages.

	<b>FY2017</b>	<b>FY2016</b>
Beginning Balance	\$269,637.32	\$279,282.64
Receipts:		
License Renewals	\$80,175	\$73,275
Late Renewals	\$22,800	\$12,450
Initial Registration Fees	\$37,300	\$30,350
Filing Fees	\$ 1,700	\$10,500
Reinstatements	\$ 3,750	\$3,250
Penalties	\$ 300	
Miscellaneous Income	\$ 800	
<b>TOTAL</b>	<b>\$146,825</b>	<b>\$129,825</b>

\* During FY2017, the West Virginia Board of Architects collected \$300.00 in penalties from architects who were practicing with expired licenses. This amount was transferred into the General Revenue Fund.

\*The Oasis Central Revenue Report for FY2017 shows total revenue of \$146,825 with miscellaneous income of a combination of rebates to the Board and fees that arrived and were deposited in FY2017 with licensing completed in FY2018.

\*The Oasis Central Revenue Report of FY2016 shows total revenue of \$129,375.00. The receipts for the architectural registrants for FY2016 on the Microsoft Access Registration Program total \$129,825 for a difference of \$450.00. The discrepancy is due to the time schedules of deposits credited by the State Treasurer's Office and Bank, and the entry of information into the Access Program.

**EXPENDITURES - FY2017 & FY2016**

<b><u>OBJ Code</u></b>	<b><u>Actual FY 2017</u></b>	<b><u>Actual FY 2016</u></b>
1200 Personnel Service	\$ 53,622.84	\$ 54,103.28
1201 Temp. Help & Per Diem	\$ 3,638.13	\$ -
1206 Annual Increment	\$ 1,393.11	\$ 1,080.00
2200 PEIA Administration Fee	\$ 50.00	\$ 67.20
2202 Social Security/FICA Match	\$ 4,358.69	\$ 3,923.28
2203 Basic Life Insurance/PEIA	\$ 8,561.08	\$ 7,872.00
2204 Other Health Insurance (ACA)	\$ 10.09	
2205 Workers Compensation	\$ 300.00	\$ 300.00
2207 Pension & Retirement	\$ 6,644.37	\$ 7,004.20
2208 OPEA Paygo Retiree Trust RHBT	\$ 2,206.54	\$ 1,956.00
3200 Regular Office Expenses	\$ 201.08	\$ 899.40
3201 Printing & Binding	\$ 2,652.64	\$ 2,948.28
3202 Rent	\$ 10,184.36	\$ 10,858.56
3204 Telecommunications - Phone	\$ 1,453.29	\$ 994.83
3205 Internet Services	\$ 10,550.36	\$ 15,762.96
3206 Contractual Services	\$ 3,582.74	\$ 5,137.63
3207 Professional Services - AG (Contractual Services)	\$ 276.00	\$ 1,068.00
3211 Travel	\$ 2,690.91	\$ 4,007.85
3212 Travel - non employee	\$ 31.00	
3213 Computer Services - Internal - Telep. Admin. Fee	\$ 679.97	\$ 1,054.61
3214 Computer Services - External	\$ 5,295.00	\$ -
3217 Copier Rental	\$ 200.00	\$ -
3218 NCARB & WV Association Dues	\$ 11,800.00	\$ 11,800.00
3219 Board of Risk & Insurance Management	\$ 2,668.00	\$ 2,824.00
3220 Food Products	\$ 79.59	\$ -
3224 Advertising & Promotional	\$ 659.12	\$ -
3229 Routine Maintenance (Contracts)	\$ 840.00	\$ 840.00
3233 Hospitality	\$ 242.75	\$ 422.60
3241 Miscellaneous	\$ 1,830.49	\$ 480.00
3242 Training	\$ 505.00	\$ 424.00
3244 Postage	\$ 400.06	\$ 611.42
3245 Freight	\$ 16.56	\$ -
3250 Outside Legal Services	\$ -	\$ 143.76
3260 Case Services ( client records & travel)	\$ 75.00	\$ -
3263 Bank Cost 2.5% Online Renewal Deposits	\$ 1,998.03	\$ 1,925.46
3272 PEIA Reserve Fund Payroll 1% Fee	\$ 550.00	\$ 511.00
<b>TOTAL EXPENSES</b>	<b>\$ 140,246.80</b>	<b>\$ 139,020.32</b>
<b>Ending Cash Balance</b>	<b>\$ 276,215.52</b>	<b>\$ 269,637.32</b>

**Registration Statistics**  
**West Virginia Board of Architects**  
**FY2017 & FY 2016**

	<b>FY2017</b>	<b>FY2016</b>
ARE Exam Candidates	8	12
Initially Registered in WV	101	106
Total Active Architects in WV	1168	1091
In State	117	113
Out of State	1051	978
Renewals Processed	1069	977
Late Renewals Processed	152	83
Reinstatements Processed	15	13
Formal Complaints Filed	4	4

## ***WVBA - Licenses Issued from 07/01/2016 to 06/30/2017***

<b><i>License #</i></b>	<b><i>Name</i></b>	<b><i>City</i></b>	<b><i>State</i></b>	<b><i>Date Issued</i></b>	<b><i>Rnw Year</i></b>	
4810	MOREAU	THOMAS	GREENSBORO	NC	7/1/2016	2017-18
4811	CORB	MICHAEL P.	PITTSBURGH	PA	7/1/2016	2017-18
4815	BOGDEN	EMIL A.	COLUMBUS	OH	7/14/2016	2017-18
4816	SMIGLIANI	LAMBERTO	WHITMORE LAKE	MI	7/19/2016	2017-18
4817	POLLOCK	BRUCE P.	WEXFORD	PA	7/21/2016	2017-18
4818	COLEMAN	RICHARD WESLEY	NASHVILLE	TN	7/22/2016	2017-18
4819	WRIGHT	JAMES M.	WASHINGTON	DC	7/25/2016	2017-18
4820	VICKERS	WILLIAM DAVID	LYNCHBURG	VA	8/2/2016	2017-18
4821	LUCAS, III	FRED RAYMOND	DECATUR	GA	8/6/2016	2017-18
4822	LAPER	GARY	PENNINGTON	NJ	8/13/2016	2017-18
4823	ROMMEL	TIMOTHY M.	GRAND ISLAND	NY	8/13/2016	2017-18
4824	TRAYLOR	SHAD L.	MELBOURNE	FL	8/16/2016	2017-18
4825	LIES	KENNETH M.	WILLOWBROOK	IL	8/22/2016	2017-18
4826	ESLAHJOU	BABAK	TORONTO	ON	8/28/2016	2017-18
4827	BALLARD	ANDRE CHRISTOPHER	OXFORD	OH	9/3/2016	2017-18
4828	SZYMCZAK	WILLIAM	PITTSBURGH	PA	9/3/2016	2017-18
4829	KOUGIAS	SUSAN NELSON	ARLINGTON HEIGHTS	IL	9/3/2016	2017-18
4830	FRANK	JOHN P.	MERRIAM	KS	9/20/2016	2017-18
4831	KELLER	GORDON WILLIAM	INDIANAPOLIS	IN	9/20/2016	2017-18

***Wednesday, December 27, 2017***

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4832	YANKEL	RICHARD L.	POLAND	OH	9/21/2016	2017-18
4833	BOLTZ	JASON T.	AKRON	OH	9/21/2016	2017-18
4834	WILSON	IAN GARY	KANSAS CITY	MO	9/26/2016	2017-18
4835	SZYMANSKI	PETER FRANCIS	PITTSBURGH	PA	10/7/2016	2017-18
4836	CASEY	TIMOTHY D.	MARINE ON ST. CROIX	MN	10/20/2016	2017-18
4837	MOLLENKOPF	DAVID	NASHVILLE	TN	10/20/2016	2017-18
4838	ESHBACH	ERIC	LANCASTER	PA	10/20/2016	2017-18
4839	TODD	GORDON L.	LANSDALE	PA	10/21/2016	2017-18
4840	DAITCH	JULIA CONSTANCE	SILVER SPRING	MD	11/4/2016	2017-18
4841	WINTERS	JASON	CROWNSVILLE	MD	11/14/2016	2017-18
4842	PAULSON	ALEX	ROSWELL	GA	11/17/2016	2017-18
4843	LEISING	LUKE	INDIANAPOLIS	IN	12/2/2016	2017-18
4844	THRUN	ROBERT	CINCINNATI	OH	12/12/2016	2017-18
4845	COLE	KELLIE MARIE	MORGANTOWN	WV	12/15/2016	2017-18
4846	WENDEL	ROBERT	CINCINNATI	OH	12/15/2016	2017-18
4847	GILL	HARRISON III, W.	NORWALK	CT	12/16/2016	2017-18
4848	PONTIA	DAVID ALAN	NEW ALBANY	OH	12/16/2016	2017-18
4849	EBBRECHT	BOGUE L.	BENTONVILLE	AR	12/23/2016	2017-18
4850	HAMILTON, JR.	RAINY	DETROIT	MI	12/23/2016	2017-18
4851	MAYER, JR.	JOSEPH GERARD	ANNAPOLIS	MD	12/23/2016	2017-18
4852	BUONO	JOSHUA	Ponte Vedra Beach	FL	12/28/2016	2017-18

*Wednesday, December 27, 2017*

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4853	REYNOLDS	RANDY L.	THOMPSONS STATION	TN	12/28/2016	2017-18
4854	ANDERSON	BRYAN W.	MINNEAPOLIS	MN	12/28/2016	2016-17
4855	NADOLSKI	KENNETH DANIEL	CHICAGO	IL	1/3/2017	2017-18
4856	BARTZ	JEREMIAH ALLEN	CHANTILLY	VA	1/3/2017	2017-18
4857	ALBERSON	DAVID RAY	CAPE GIRARDEAU	MO	1/3/2017	2017-18
4858	SPARKMAN	MICHAEL DWAYNE	LEXINGTON	KY	1/17/2017	2017-18
4859	VAN DYK	THEODORE	RALEIGH	NC	1/17/2017	2017-18
4860	MANN	DAVID JEFFREY	FAIRLAWN	OH	1/17/2017	2017-18
4861	MARTIN	VINCENT LEE	EVANSVILLE	IN	1/17/2017	2017-18
4862	ROOKSTOOL	KYLE A.	JACKSON	TN	1/24/2017	2017-18
4863	MILLER	JONATHAN	NEW YORK	NY	1/24/2017	2017-18
4864	MCDOWELL	STEPHEN	KANSAS CITY	MO	1/24/2017	2017-18
4865	JOY IV	DANIEL F.	ATLANTA	GA	1/24/2017	2017-18
4866	STURGEON	FRANK V.	VIENNA	VA	3/20/2017	2017-18
4867	PAYNE III	WILLIAM GWINN	RICHMOND	VA	1/26/2017	2017-18
4868	SIMPSON	DANA MARK	LEXINGTON	KY	2/10/2017	2017-18
4869	VEL	JOSHUA R.	ATLANTA	GA	2/15/2017	2017-18
4870	ANDERSON	KENNETH J.	ARLINGTON	VA	2/15/2017	2017-18
4871	DILLENBURG	MARK ANTHONY	KEWAUNEE	WI	2/15/2017	2017-18
4872	MATHEIS	KORY PURDUM	FREDERICK	MD	2/28/2017	2017-18
4873	DUBIN	PETER	CHICAGO	IL	2/28/2017	2017-18

*Wednesday, December 27, 2017*



<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4874	MAJEED	MATT E.	CLEVELAND	OH	2/28/2017	2017-18
4875	KORBELAK	DAWN BOGGIO	RED BANK	NJ	3/6/2017	2017-18
4876	MILLER	ANTHONY T.	Camp Creek	WV	3/6/2017	2017-18
4877	RINK	ROBERT ANTHONY	CINCINNATI	OH	4/24/2017	2017-18
4878	DAVIS	JEREMY W.	ZANESVILLE	OH	3/14/2017	2017-18
4879	BATES	CLIFFORD M.	FREDERICK	MD	3/14/2017	2017-18
4880	MOORE	REMICK F.	NASHVILLE	TN	3/14/2017	2017-18
4881	STONE	AARON W.	MORTON	IL	3/21/2017	2017-18
4882	KALISCHEFSKI	CHRISTIAN	Hoffman Estates	IL	3/21/2017	2017-18
4883	RADEMACHER	JOHN PATRICK	DAYTON	OH	3/23/2017	2017-18
4884	BINDER	MICHAEL PAUL	WASHINGTON	DC	3/29/2017	2017-18
4885	PORTER	SEAN MICHAEL	MANASSAS	VA	3/29/2017	2017-18
4886	FOX	CHRISTOPHER ALAN	STONE RIDGE	VA	3/29/2017	2017-18
4887	DAVIS	JEFFREY THOMAS	PITTSBURGH	PA	3/29/2017	2017-18
4888	MCCONNEL	MARK CARSON	ROANOKE	VA	3/30/2017	2016-17
4889	YODER	DALE RODGER	LANCASTER	PA	4/24/2017	2017-18
4890	PAUL	ALLISON BETH	VIENNA	VA	4/19/2017	2017-18
4891	D'ANGIOLILLO	SEAN	MONMOUTH JCT.	NJ	4/12/2017	2017-18
4892	VENTOLA	DEAN	DAMASCUS	MD	5/15/2017	2017-18
4893	FRICK	JOSHUA J.	MORGANTOWN	WV	4/24/2017	2017-18
4894	PETERMAN	CATHERINE	COLUMBUS	OH	4/24/2017	2017-18

*Wednesday, December 27, 2017*

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4895	BROOKBANK	DOUGLAS E.	MCLEAN	VA	4/28/2017	2017-18
4896	WILLIAMS	BRADLEY	LONG BEACH	CA	5/1/2017	2017-18
4897	HUMASON	ROBERT N.	CINCINNATI	OH	5/1/2017	2017-18
4898	GALLAGHER	WILLIAM G.	MENTOR	OH	5/25/2017	2017-18
4899	PEOPLES	CHRISTOPHER L.	WASHINGTON	DC	5/3/2017	2017-18
4900	GONTRAM III	EDMUND J.	RALEIGH	NC	5/16/2017	2017-18
4901	WARDELL	BRUCE	CHARLOTTESVILLE	VA	5/16/2017	2017-18
4902	DORLINI	JOHN	ROANOKE	VA	5/16/2017	2017-18
4903	MARUSKA	W. PETER	MANCHESTER	MO	5/18/2017	2017-18
4904	MORRIS	BOBBY MICHAEL	LEXINGTON	KY	5/24/2017	2017-18
4905	STEELE	WILLIAM R.	Bowling Green	OH	5/19/2017	2017-18
4906	PYRKOSZ	STEPHEN J.	HILTON	NY	5/23/2017	2017-18
4907	HOLLAND	THOMAS R.	Seattle	WA	5/23/2017	2017-18
4908	GILL	DAVID P.	SUNBURY	PA	5/26/2017	2017-18
4910	HASSELGREN	TOBIAS	WASHINGTON	DC	6/1/2017	2017-18
4911	HENNESSEY, SR.	JOSEPH J.	HARTLY	DE	6/5/2017	2017-18
4912	MCSWAIN	MICHAEL A.	SHREVEPORT	LA	6/26/2017	2017-18
4913	GARBER	PENNIE Z.	VERONA	VA	6/13/2017	2017-18
4914	VAYDA	ROBERT	NAPLES	FL	6/13/2017	2017-18

***Total Count: 101***

***Wednesday, December 27, 2017***

## *WVBA - Licenses Issued from 07/01/2015 to 06/30/2016*

<i>License #</i>	<i>Name</i>		<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>
2233	SIEKKINEN JR	GEORGE O	LYNCHBURG	VA	7/15/2015	2015-16
3649	MCCONNELL	MARK	MASON	OH	6/13/2016	2015-16
4709	HENDRIX	CHRISTOPHER LEE	VIRGINIA BEACH	VA	7/2/2015	2015-16
4710	CRONIN	JOHN JOSEPH	WAUWATOSA	WI	7/3/2015	2016-17
4711	NICKERSON	AARON R.	LEXINGTON	KY	7/3/2015	2016-17
4712	DRENNAN	DAMON ALLAN	DALLAS	TX	7/9/2015	2016-17
4713	MARTINEZ	HECTOR JAVIER	GREENVILLE	SC	7/9/2015	2015-16
4714	MAXWELL	BRANDON KEITH	BLACKSBURG	VA	7/10/2015	2016-17
4715	DEITZ	DAVID C.	MYRTLE BEACH	SC	7/16/2015	2015-16
4716	VON LOHR	ANDREW	WESTERVILLE	OH	7/24/2015	2016-17
4717	SKELTON	LOUIS E.	CLARKSBURG	WV	7/24/2015	2015-16
4718	BAUGHMAN	MARK LOUIS	WASHINGTON	DC	7/27/2015	2015-16
4719	MARTIN	KENNETH J.	OVERLAND PARK	KS	7/27/2015	2015-16
4720	GAJDA	PAUL N.	SCHAUMBURG	IL	8/17/2015	2015-16
4721	CALLAWAY	TONY	RICHARDSON	TX	9/2/2015	2015-16
4722	KURMASKIE	TIMOTHY	RALEIGH	NC	9/2/2015	2016-17
4723	ALFON	ELIEL C.	STERLING	VA	9/3/2015	2016-17
4724	BAILEY	THOMAS MILTON	ROCHESTER	NY	9/3/2015	2016-17
4725	DURRETT JR	CHARLES R.	NEVADA CITY	CA	9/17/2015	2015-16

*Tuesday, December 20, 2016*

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4726	MARTIN	LEE E.	COLUMBUS	OH	9/17/2015	2016-17
4727	SCHMITZ	KURT L.	LAKEWOOD	OH	9/29/2015	2016-17
4728	HAFER	SCOTT C.	SIMPSONVILLE	SC	9/29/2015	2015-16
4729	DUET	VINGENT PAUL	NEW YORK	NY	10/2/2015	2016-17
4730	CASSEM	PAUL J.	HOLMEN	WI	10/5/2015	2015-16
4731	BITTNER	NICHOLAS	ATHENS	OH	10/6/2015	2016-17
4732	SORRENTINO	VINCENT J.	STOUGHTON	MA	10/6/2015	2016-17
4733	SCHROEDER	BILL	BOARDMAN	OH	10/9/2015	2016-17
4734	SU	QIANG	FLUSHING	NY	10/9/2015	2015-16
4735	COLLEY	TIM ALAN	BLACKSBURGH	VA	10/12/2015	2016-17
4736	NOSS	DAVID E.	PITTSBURGH	PA	10/12/2015	2016-17
4737	HENDERSON	CHRISTOPHER J.	WARWICK	RI	10/30/2015	2016-17
4738	STARR	STEVEN	CHARLOTTE	NC	10/30/2015	2016-17
4739	CARTER	DAVID RAY	NASHVILLE	TN	11/5/2015	2016-17
4740	MAHER	STEPHEN PATRICK	NASHVILLE	TN	11/5/2015	2016-17
4741	VANNEY	ROBERT FRANCIS	SAINT PAUL	MN	11/6/2015	2016-17
4742	RAU	DAVID W.	RICHMOND	VA	11/6/2015	2015-16
4743	BYERS	JEFFREY NIELSEN	SALT LAKE CITY	UT	11/8/2015	2016-17
4744	HEIMAN	JOHN H.	TULSA	OK	11/8/2015	2016-17
4745	SANDERSON	MARK J.	PHILADELPHIA	PA	11/10/2015	2016-17
4746	LAMBE	TIMOTHY A.	FRANKLIN	TN	11/10/2015	2015-16

*Tuesday, December 20, 2016*

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4747	SCHROEDER	MARK STEPHEN	ALPHARETTA	GA	11/11/2015	2016-17
4748	TATE	JOHN NEIL	KERNERSVILLE	NC	11/11/2015	2016-17
4749	ZION	DAVID L.	MARIETTA	GA	11/11/2015	2016-17
4750	BRIMMEIER	JAN	PITTSBURGH	PA	11/13/2015	2016-17
4751	ENDLER	BRIAN PAUL	EBENSBURG	PA	11/13/2015	2015-16
4752	SNAPP	LINDA G.	MOBILE	AL	11/13/2015	2016-17
4753	POTTER	BRADFORD W.	WYMOING	MI	11/20/2015	2016-17
4754	GIGANTE	NICOLA	MELBOURNE	FL	11/20/2015	2016-17
4755	OLSON	BECKY	ST. PAUL	MN	11/20/2015	2016-17
4756	GILLILAND	DWIGHT NEAL	SYLVANIA	OH	11/21/2015	2016-17
4757	HAUSMAN	JEFFREY J.	DETROIT	MI	11/25/2015	2016-17
4758	MACKENZIE	KEN	AMBLER	PA	12/15/2015	2016-17
4759	FRANEY	STEPHEN R.	BLUE BELL	PA	12/15/2015	2016-17
4760	MOOS	DAVID F.	PHILADELPHIA	PA	12/15/2015	2016-17
4761	HINE	ETHAN J.	DUBOIS	PA	12/16/2015	2016-17
4762	GRAUDUSS	JOHN V.	GALION	OH	12/16/2015	2016-17
4763	HASCHEL	AARON R.	INDIANAPOLIS	IN	12/22/2015	2016-17
4764	LAING	GAYLEN H.	ARLINGTON	TX	1/2/2016	2016-17
4765	BUEHLER	SHELANE A.	ERIE	PA	1/18/2016	2015-16
4766	GENTILHOMME	CLAUDE P.	CONCORD	NH	1/20/2016	2016-17
4767	PANVINI	ROBERT S. JR.	NASHVILLE	TN	1/27/2016	2016-17

*Tuesday, December 20, 2016*

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4768	DELISIO	DANIEL J.	PITTSBURGH	PA	1/27/2016	2015-16
4769	WINIKOFF	STEPHEN T.	WEXFORD	PA	1/28/2016	2016-17
4770	TABOR	DAVID PAUL	MARIETTA	GA	2/6/2016	2016-17
4771	MUSTIO	RYAN	PITTSBURGH	PA	2/8/2016	2016-17
4772	COHEN	STEVEN S.	PRINCETON	NJ	2/11/2016	2016-17
4773	EHM	RANDAL JAY	SAN DIEGO	CA	2/11/2016	2016-17
4774	SELLIGMAN	GLEN	ST. LOUIS	MO	2/11/2016	2016-17
4775	McCANN	KIMBERLY D.	ORLANDO	FL	2/19/2016	2016-17
4776	EWEN	ANTHONY E.	OVIDEO	FL	3/3/2016	2016-17
4777	LIFSEY	EMMETT W.	LYNCHBURG	VA	3/11/2016	2016-17
4778	KOBICK	TYLER GLEESON	BERKELEY	CA	3/11/2016	2016-17
4779	PLUTOWSKI	ALAN J.	PLYMOUTH	MN	3/21/2016	2015-16
4780	WISE	FREDERICK CHRISTIAN	AUSTIN	TX	3/22/2016	2016-17
4781	MCCORMACK	KEITH N.	Sparks	MD	3/24/2016	2016-17
4782	VASANI	JALPA SUGAM	BRIDGEPORT	WV	3/29/2016	2016-17
4783	BOLEK	PETER J.	CLEVELAND	OH	3/30/2016	2016-17
4784	VELAZQUEZ	ERIK	CHESAPEAKE	VA	3/31/2016	2016-17
4785	MCCONNELL	THOMAS R.	MEMPHIS	TN	4/4/2016	2016-17
4786	COX	MICHAEL DAVID	DALLAS	TX	4/4/2016	2016-17
4787	KOHN	ARIE IZHAK	ROSWELL	GA	4/16/2016	2016-17
4788	SMITH	ARTHUR FREDERICK	SOUTHFIELD	MI	4/25/2016	2016-17

*Tuesday, December 20, 2016*

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4789	CULLEN	KILEY WILFONG	GREENBELT	MD	4/25/2016	2016-17
4790	CULLEN	JUSTIN ALLEN	GREENBELT	MD	4/25/2016	2016-17
4791	LYONS	JOSHUA ZACHREY	BRIDGEPORT	WV	5/2/2016	2016-17
4792	BUSH	CHELSIE NICHELLE	DALLAS	TX	5/5/2016	2016-17
4793	BECKWITH	DAVID ASA	PLEASANT VALLEY	NY	5/9/2016	2016-17
4794	COLLINS	WILLIAM F.	OLD FIELD	NY	5/9/2016	2016-17
4795	LEIGHTCAP	DARRY JOHN	CLARKS SUMMIT	PA	5/11/2016	2016-17
4796	AMOR	WILLIAM A.	RANCHO CUCAMONGA	CA	5/11/2016	2016-17
4797	MARTIN	GREGORY ISAAC	CHARLESTON	WV	5/12/2016	2016-17
4798	ANDERSON	GLENN W.	SOUTH SALT LAKE	UT	5/17/2016	2016-17
4799	STEPHENS	R. GLEN	LAUREL	MD	5/17/2016	2015-16
4800	FLEENER	BRIAN REED	PORTLAND	OR	5/18/2016	2016-17
4801	WILSON	GEORGE THOMAS	ARDMORE	PA	5/18/2016	2016-17
4802	SWINDLE	RUSSELL TODD	FORT WORTH	TX	5/20/2016	2016-17
4803	ETRIS	TYLER BLAKE	MORGANTOWN	WV	5/24/2016	2016-17
4804	ANTUNOVICH	JOSEPH MICHAEL	CHICAGO	IL	5/26/2016	2015-16
4805	BURGIN	WILLIAM R.	SALISBURY	NC	5/26/2016	2016-17
4806	GIBBS	DIANE J.	COLORADO SPRINGS	CO	5/26/2016	2016-17
4807	SMITH	THOMAS N.	MOUNT PLEASANT	SC	5/27/2016	2016-17
4808	SCHROEDER	KYA	FARGO	ND	5/30/2016	2016-17
4809	ANDREYKO	KEITH M.	BRIDGEVILLE	PA	6/7/2016	2016-17

*Tuesday, December 20, 2016*

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4812	MISTRETТА	JOHN	TAMPA	FL	6/27/2016	2016-17
4813	THIEL, JR.	DAVID A.	COVINGTON	KY	6/30/2016	2016-17
4814	MORRIS	BARRY CARTER	INDIAN TRAIL	NC	6/30/2016	2016-17

***Total Count: 106***

***Tuesday, December 20, 2016***



## WVBA ACTIVE LICENSEES AS OF 06/30/2017

STATE	# of LICENSEES
AL	10
AR	8
AZ	10
CA	18
CO	9
CT	4
DC	20
DE	2
FL	28
GA	40
IA	2
ID	2
IL	34
IN	21
KS	12
KY	35
LA	5
MA	12
MD	61
ME	1
MI	18
MN	17
MO	30
NC	50
ND	2
NE	3
NH	1
NJ	22
NM	1
NV	2
NY	34
OH	160
OK	11
ON	1
OR	3
PA	135

RI	1
SC	10
TN	43
TX	45
UT	2
VA	106
WA	9
WI	11
WV	117
<b>Grand Total</b>	<b>1168</b>

## WVBA ACTIVE LICENSEES AS OF 06/30/2016

STATE	# of LICENSEES
AL	10
AR	10
AZ	11
CA	18
CO	13
CT	4
DC	18
DE	1
FL	26
GA	38
IA	2
ID	2
IL	27
IN	19
KS	11
KY	35
LA	5
MA	12
MD	52
ME	1
MI	17
MN	16
MO	27
NC	49
ND	2
NE	3
NH	1
NJ	20
NM	1
NV	2
NY	35
OH	144
OK	13
OR	3
PA	120
RI	1

STATE	# of LICENSEES
SC	9
TN	37
TX	47
UT	3
VA	93
WA	8
WI	12
WV	113
Grand Total	<b>1091</b>

# West Virginia Architects

## WVBA Active Licensees by County as of 06/30/2017

COUNTY	LICENSE	LNAME	FNAME	
<b>BERKELEY</b>				
	2536	RUDE	BARRY RUSSELL	
	2616	GROVE	MATTHEW W.	
	2776	DALLOLIO	LISA MARJORIE	
		Count		3
<b>CABELL</b>				
	1306	SUMMERFELDT	ROBERT	
	2743	TUCKER	EDWARD W	
	3635	RANDOLPH	NATHAN	
	3836	DAILEY	EVAN DENVER	
	3951	WILKES	WALTER LEE	
	4062	RANDOLPH	PHOEBE ANNE	
	4121	HARPER	HOLLY RENEE	
	4322	DYGERT	JOSHUA MATHEW	
		Count		8
<b>GREENBRIER</b>				
	3368	HURT	ROBERT	
		Count		1
<b>GREENBRIER</b>				
	1424	HART	DANIEL	
	3856	ROACH	EDWARD LEE II	
	4563	PARRISKI	MICHAEL DAVID	
		Count		3
<b>HAMPSHIRE</b>				
	4553	CHELNOV	MICHAEL	
		Count		1
<b>HANCOCK</b>				
	3750	BERNARDI	LOUIS P.	
		Count		1

**COUNTY**  
**HARRISON**

<b>LICENSE</b>	<b>LNAME</b>	<b>FNAME</b>	
1494	PEDERSEN	RALPH	
1500	GUSTAFSON	LEE O	
3640	SWIGER	JAMES BRIAN	
3689	FREEMAN	PHILIP	
4244	SINCLAIR	RYAN JOSEPH	
4782	VASANI	JALPA SUGAM	
4791	LYONS	JOSHUA ZACHREY	
			7

Count

**JEFFERSON**

2329	WELSH	ROSALIND E	
2615	RECNY	JOHN J	
2716	WHITAKER	JEFFREY BRIAN	
4219	LAMBERT	SARA JEAN	
			4

Count

**KANAWHA**

1044	TENNANT	PAUL	
1167	GOFF	JERRY R	
1326	CHATURVEDI	ANAND	
1423	MILLER JR	LLOYD W	
1503	GUFFEY II	FRANCIS A	
1607	WALKER	C HENRY	
1684	ELLIOT	JOHN R.	
1847	HEALY	BRIAN	
1848	SOLTIS	GEORGE	
1889	HARRIS	JOHN	
1997	EPLING	MARK T	
2041	FRIER JR	JACK BLAIR	
2101	WILLIAMSON	GREGORY A	
2228	ADKINS	LARRY G	
2232	WILSON	CHARLES H	
2377	MARSHALL	DAVID M	
2501	SPENCER	MARK	
2502	PHILLIPS	MICHAEL M	
2689	POTTS	THOMAS MICHAEL	

2777	ZACHWIEJA	MARK TODD
2811	SHRIVER	TED A
2860	O'LEARY	STEPHEN D.
2871	KING	JAMES R.
2874	WORLLEDGE	THOMAS R.
2893	FERGUSON	DAVID E.
2976	MAXWELL	CARL BOYD
3014	SIMON	SEAN GEORGE
3018	ESTEP	BRIAN A.
3135	BOLEN	RON L.
3264	CAMPBELL	CHRISTOPHER
3380	DRIGGS	JODY
3498	KRASON	ADAM R.
3521	WARNOCK	PHILLIP
3726	KEEFER	CHARLES THOMAS
4041	WORKMAN	VIVIAN ANN
4176	MARGOLIS	ARIC L.
4179	CLOER, III	WILLIAM THOMAS
4193	SPENCER	NATHANIEL HAROLD
4302	PAULEY	RODNEY ALLEN
4309	VANGILDER	JOYCE A.
4386	JONES	JEREMY
4450	MCCAULEY	ANN MARIE
4562	LITTON	CHRISTOPHER DON
4653	CHEUVRONT	AMANDA JO
4797	MARTIN	GREGORY ISAAC

Count

45

**MARION**

1663	BARNUM	STEPHEN A
2104	SAUSEN	JOHN
2230	FORREN	RICHARD T
2693	KEY	REBECCA JEAN
3331	WEAN	PAMELA JO
4063	LUTHY, JR.	EDWARD A.
4170	EDDY	RAYMOND GREG

	4222	MILLER	JASON	
	4513	BOWERS	STACEY LYNNE	
	4590	SNIDER	DAVID E.	
	4605	ROHALY	ADAM LUCAS	
Count				11

**MARSHALL**

	4354	RYMER	PATRICK JASON	
Count				1

**MERCER**

	2587	BOGGESS	TODD E
	3525	MILLS	MICHAEL
	4876	MILLER	ANTHONY T.

Count				3
-------	--	--	--	---

**MONONGALIA**

	1768	MARTIN	LARRY D
	2626	WALKER	PAUL A
	3321	BREAKEY	MATTHEW
	4049	PRITTS	THOMAS F.
	4141	CHRISTOPHER	TODD G.
	4282	DULANEY, JR.	RONALD E.
	4803	ETRIS	TYLER BLAKE
	4845	COLE	KELLIE MARIE
	4893	FRICK	JOSHUA J.

Count				9
-------	--	--	--	---

**OHIO**

	1743	GREER	PETER S
	1765	MADAMA	DENNIS
	2000	DORFNER	GREGG P
	2397	GRECO	VICTOR R
	2628	BROOKS	DANA LOWRY
	3056	AVDAKOV	STEVEN
	3255	SCATTERDAY	WENDY
	3585	MULL	ADAM C
	3753	WINOVICH	RAYMOND S.



Count	3810	SCHessler	CHRISTINA ANN	10
<b>PUTNAM</b>				
	2302	SALLADÉ	MARKHAM D.	
	4047	BUMPUS	GEORGE E.	
Count				2
<b>RALEIGH</b>				
	1079	ELLER	NED BENDER	
	1608	SNEAD	J DAN	
	1633	KRAUSE JR	ROBERT	
Count				3
<b>UPSHUR</b>				
	3198	VANNOSTRAND	JAMES	
Count				1
<b>WAYNE</b>				
	3100	MITCHELL	TODD	
Count				1
<b>WOOD</b>				
	3800	STOTTS	TRACI LORENE	
	4573	ALGMIN	CHRISTOPHER L.	
	4613	INGHAM	BARRY WILLIAM	
Count				3
Total Count	117			

Tuesday, December 26, 2017

# West Virginia Architects

## WVBA Active Licensees by County as of 06/30/2016

COUNTY	LICENSE	LNAME	FNAME	
<b>BERKELEY</b>				
	2536	RUDE	BARRY RUSSELL	
Count				1
<b>CABELL</b>				
	1306	SUMMERFELDT	ROBERT	
	2743	TUCKER	EDWARD W	
	3836	DAILEY	EVAN DENVER	
	4062	RANDOLPH	PHOEBE ANNE	
	4121	HARPER	HOLLY RENEE	
	4322	DYGERT	JOSHUA MATHEW	
Count				6
<b>GREENBRIER</b>				
	1424	HART	DANIEL	
	3368	HURT	ROBERT	
	3856	ROACH	EDWARD LEE II	
	4563	PARRISKI	MICHAEL DAVID	
Count				4
<b>HAMPSHIRE</b>				
	4553	CHELNOV	MICHAEL	
Count				1
<b>HANCOCK</b>				
	3750	BERNARDI	LOUIS P.	
Count				1
<b>HARRISON</b>				
	1494	PEDERSEN	RALPH	
	1500	GUSTAFSON	LEE O	
	3640	SWIGER	JAMES BRIAN	
	3689	FREEMAN	PHILIP	
	4244	SINCLAIR	RYAN JOSEPH	
	4782	VASANI	JALPA SUGAM	
	4791	LYONS	JOSHUA ZACHREY	

Count

7

**JEFFERSON**

2329	WELSH	ROSALIND E
2615	RECNY	JOHN J
2716	WHITAKER	JEFFREY BRIAN
4219	LAMBERT	SARA JEAN

Count

4

**COUNTY**

**LICENSE**

**LNAME**

**FNAME**

**KANAWHA**

941	PRESTON	WILLIAM
1044	TENNANT	PAUL
1167	GOFF	JERRY R
1326	CHATURVEDI	ANAND
1423	MILLER JR	LLOYD W
1503	GUFFEY II	FRANCIS A
1607	WALKER	C HENRY
1684	ELLIOT	JOHN R.
1847	HEALY	BRIAN
1848	SOLTIS	GEORGE
1889	HARRIS	JOHN
1997	EPLING	MARK T
2041	FRIER JR	JACK BLAIR
2101	WILLIAMSON	GREGORY A
2228	ADKINS	LARRY G
2232	WILSON	CHARLES H
2501	SPENCER	MARK
2502	PHILLIPS	MICHAEL M
2689	POTTS	THOMAS MICHAEL
2777	ZACHWIEJA	MARK TODD
2811	SHRIVER	TED A
2860	O'LEARY	STEPHEN D.
2871	KING	JAMES R.
2874	WORLLEDGE	THOMAS R.

2893	FERGUSON	DAVID E.
2976	MAXWELL	CARL BOYD
3014	SIMON	SEAN GEORGE
3018	ESTEP	BRIAN A.
3135	BOLEN	RON L.
3264	CAMPBELL	CHRISTOPHER
3380	DRIGGS	JODY
3498	KRASON	ADAM R.
3521	WARNOCK	PHILLIP
3726	KEEFER	CHARLES THOMAS
4041	WORKMAN	VIVIAN ANN
4047	BUMPUS	GEORGE E.
4176	MARGOLIS	ARIC L.
4179	CLOER, III	WILLIAM THOMAS
4193	SPENCER	NATHANIEL HAROLD
4302	PAULEY	RODNEY ALLEN
4309	VANGILDER	JOYCE A.
4386	JONES	JEREMY
4410	DYE	STEVEN DOUGLAS
4450	MCCAULEY	ANN MARIE
4504	WONG	CARMEN, LUCIA
4562	LITTON	CHRISTOPHER DON
4644	ARTHUR	CASEY CHARLES
4653	CHEUVRONT	AMANDA JO
4691	SAKOIAN	JOHN MICHAEL
4797	MARTIN	GREGORY ISAAC

Count

**MARION**

1663	BARNUM	STEPHEN A
2104	SAUSEN	JOHN
2230	FORREN	RICHARD T
2693	KEY	REBECCA JEAN
3331	WEAN	PAMELA JO
4063	LUTHY, JR.	EDWARD A.
4170	EDDY	RAYMOND GREG

	4222	MILLER	JASON	
	4513	BOWERS	STACEY LYNNE	
	4590	SNIDER	DAVID E.	
	4605	ROHALY	ADAM LUCAS	
Count				11
<b>MARSHALL</b>				
	4354	RYMER	PATRICK JASON	
Count				1
<b>MERCER</b>				
	2587	BOGGESS	TODD E	
	3525	MILLS	MICHAEL	
Count				2
<b>MONONGALIA</b>				
	1565	HEASTER	DALE	
	1768	MARTIN	LARRY D	
	2626	WALKER	PAUL A	
	3321	BREAKEY	MATTHEW	
	4049	PRITTS	THOMAS F.	
	4141	CHRISTOPHER	TODD G.	
	4282	DULANEY, JR.	RONALD E.	
	4803	ETRIS	TYLER BLAKE	
Count				8

COUNTY	LICENSE	LNAME	FNAME	
<b>OHIO</b>				
	1743	GREER	PETER S	
	1765	MADAMA	DENNIS	
	2000	DORFNER	GREGG P	
	2397	GRECO	VICTOR R	
	3056	AVDAKOV	STEVEN	
	3255	SCATTERDAY	WENDY	
	3753	WINOVICH	RAYMOND S.	
	3810	SCHessler	CHRISTINA ANN	
	3585	MULL	ADAM C	
Count				9
<b>PUTNAM</b>				
	2302	SALLADE'	MARKHAM D.	
Count				1
<b>RALEIGH</b>				
	1079	ELLER	NED BENDER	
	1608	SNEAD	J DAN	
	1633	KRAUSE JR	ROBERT	
Count				3
<b>WAYNE</b>				
	3100	MITCHELL	TODD	
Count				1
<b>WOOD</b>				
	3800	STOTTS	TRACI LORENE	
	4573	ALGMIN	CHRISTOPHER L.	
	4613	INGHAM	BARRY WILLIAM	
Count 3				
Total Count				113

**Complaint & Discipline Summary**  
**FY 2017 (July 1, 2016 – June 30, 2017)**

**# 01-23-2017**

Complaint: The West Virginia Board of Architects became aware of an architect who had allowed his license to lapse, and needed to be reinstated as a result of his efforts to renew his inactive license. The architect disclosed that he had practiced in West Virginia with an inactive license.

Action: Upon receipt of the architect's reinstatement request on February 3, 2017, the West Virginia Board of Architects approved his reinstatement at its March 2, 2017 meeting along with a \$150.00 penalty for practicing with an inactive license.

Resolution: The architect was reinstated on April 11, 2017 after paying the applicable reinstatement fee. The \$150.00 penalty was received April 17, 2017 and transferred from the Board of Architects to the General Revenue Fund on April 19, 2017.

**# 02-13-2017**

Complaint: The West Virginia Board of Architects received a complaint filed against an architect on February 3, 2017 alleging failure to follow building plans and not providing construction administration.

Action: The Board consulted with its assigned Assistant Attorney General, followed its rules related to corresponding with the complainant and respondent, and discussed the complaint in executive session at meetings since it was not readily apparent if the complaint filed constituted a complaint under the Board's rules. The complainant did not respond to a request for additional information by the Board for several months, which delayed processing of the complaint. Eventually, the complainant responded, the architect replied, and the Board voted to hire an investigator who promptly investigated the complaint and provided a report within 30 days.

Resolution: At its meeting on December 7, 2017, the Board dismissed the complaint finding that there was no probable cause and no reason to take disciplinary action against the architect. (This case spans two fiscal years.)

**# 06-15-2017**

Complaint: An architect applied for reinstatement on June 13, 2017. As part of reinstatement process, the architect disclosed that he had practiced architecture in the State without knowing that his license had expired.

Action: The Board reviewed the architect's file to determine if he met the criteria for renewal. The architect had the adequate number of continuing education hours, had renewed in prior years and had no prior discipline.

Resolution: The Board voted at its June 15, 2017 meeting to issue a reprimand, charge the architect a \$150.00 penalty for practice during the period his license was expired (which was transferred to the General Revenue Fund), and to reinstate the architect's license effective June 20, 2017.

### **# 07-07-2017**

Complaint: On June 26, 2017, the West Virginia Board of Architects received a renewal application with discipline disclosed that should have been disclosed at the time of the architect's initial application for a reciprocal registration (May 2016).

Action: On June 30, 2017, the architect was notified that his renewal was under review based on the discipline information he provided. Based on the information the architect provided and the advice of its Assistant Attorney General, the Board held an emergency meeting on July 7, 2017 and denied the architect's renewal of license based on violating several Board rules. The architect appealed the Board's decision by letter dated July 13, 2017. The matter did not go to hearing after the Assistant Attorney General and the architect discussed a possible consent agreement.

Resolution: On August 9, 2017, the Board executed a Consent Agreement and Order prepared by the Assistant Attorney General that resulted in the architect being reprimanded, probation for 12 months, disclosure of any other violations and filing quarterly reports on projects in West Virginia. The architect was also required to pay administrative and legal fees in the amount of \$2,000 incurred in the disposition of the case. The payment was made and the architect's license was renewed on August 9<sup>th</sup>. The architect has made two quarterly reports in compliance with the consent agreement. (This case spans two fiscal years.)

### **Complaint & Discipline Summary FY2016 (July 1, 2015 – June 30, 2016)**

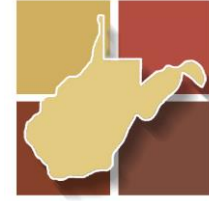
During this period, the West Virginia Board of Architects reviewed four cases. One case could not be considered as a complaint because it focused on a registered engineer rather than an architect. The Board referred the complainant to the WV Board of Professional Engineers. One case was investigated and when the Board found there was no ethical violation or conflict of interest regarding the architect in question, the issue was dismissed with no disciplinary action, and the case was closed. One case involved an architect who had been practicing architecture without an active registration, as it had lapsed. In the process of being reinstated for registration, the practice during the non-registered period was discovered, as well as work during this period that included sealed drawings by the architect and demonstrated multiple safety violations. The architect received two Letters of Reprimand as a result of these discoveries, as well as a \$300.00 penalty for the unregistered practice of architecture during this time and had to demonstrate continuing education in the areas of health, safety, and welfare. The final case considered during this period regarded a non-architect advertising as if an architect. Upon the recommendation of the Board's Assistant Attorney General, the Board issued a letter to the person about the "unauthorized or improper" practice of architecture and the Board's role to ensure the health, safety, and welfare of the public, as well as its authority under statute to file an action for enforcement of the statutes and regulations pursuant to WV Code § 30-12-13.



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

**FY 2017  
(July 1, 2016 – June 30, 2017)**

## Meeting Minutes West Virginia Board of Architects



**Location:** Dept. of Administration Conference Room E-119  
State Capitol Building  
1900 Kanawha Blvd. East  
Charleston, WV 25301

**Date:** Thursday, September 1, 2016

**Time:** 12:00 P.M.

**Attendees:** Richard T. Forren, President (RF)  
Edward W. Tucker, Secretary (ET)  
Todd E. Boggess (TB)  
Jan Fox, Public Member (JF)  
Lexa Lewis, Executive Director (LL)  
Robert L. Kelly, Guest – Director, Graduate Program in Architecture,  
Fairmont State University

### Order of Business

1. Meeting called to order at 12:10 p.m. by President Richard Forren.
2. Approval of Minutes
  - a. April 21, 2016 Board Meeting Minutes were not completed. ET to submit for approval at next Board meeting.
3. Complaints
  - a. No new complaints.
4. Old Business
  - a. Rules Review
    - i. Agency Approved (changes to) Rules (Title 2 Legislative Rule Board of Architects) submitted to the LMRC (Legislative Rule Making Committee) on Friday, August 26, 2016.
    - ii. The Board should anticipate being called to attend LMRC meeting at a future undetermined date. Procedures are found on the Secretary of State's website.
  - b. Web Site
    - i. LL reported that applicant forms have been updated to on-line fill-in vs. print and fill-in by hand; updates/fixes to the website have been completed.
    - ii. RF is working on the news page for web site.
  - c. DF reviewed response to Rymer's question to the Board regarding whether roofing system replacements or masonry restoration / repairs are considered practice of architecture.
5. New Business
  - a. NCARB Annual Business Meeting June 16-18, 2016
    - i. RF and ET attended this year's annual meeting which was held in Seattle, WA. Delegates discussed changes to programs, attended workshops, voted on resolutions, and elected new officers.

- ii. Attendees participated in workshops on the use of technology in board meetings, the upcoming launch of ARE 5.0, and how the Supreme Court decision in North Carolina Board of Dental Examiners v. Federal Trade Commission has impacted state regulatory boards.
  - b. ARE 5.0 Item Development Subcommittee - ET
    - i. ET has been appointed to the NCARB ARE 5.0 Item Development Subcommittee. Work involves the development of new exam questions (“items”) through homework, web meetings and 3 site based meetings/year with the first one held August 26-27 in Washington, DC. ET is assigned to the Project Management subgroup.
    - ii. ET also reported candidates will be able to begin taking the ARE 5.0 on November 1, 2016. It will have an 18 month overlap with the current exam 4.0. A new retake minimum period of 60 days will take the place of the current 6 month period.
  - c. Reciprocal application for Yankel was reviewed and approved.
  - d. Discuss definition of Commercial structure
    - i. Board conducted a discussion on the definition and its interpretation of “Commercial structure” in the list of exemptions from the practice of architecture.
    - ii. ET agreed to research its use in past Board decisions, if any, and its meaning going forward.
    - iii. Discussion went further to contemplate the possibility of a checklist that code officials could use to determine if sealed documents are required. TB and RF agreed to open a dialogue with the State Fire Marshall’s office on this topic.
  - e. DF brought it to the Board’s attention that open seats on the Board remain unfilled. DF will forward the Board’s recommendations to the Governor.
- 6. Administrative Items
  - a. P-Card Log of expenditures April 2016 – July 2016 reviewed and approved. Motion to accept P-Card logs by TB/JF. Motion passed unanimously; RF approved and signed form.
  - b. Travel Forms for mileage reimbursement for today’s meeting distributed by LL, completed and returned by BOA members.
  - c. Financial Report: LL provided a detailed report generated by WV Oasis and provided a thorough review of accounts. Fiscal year started July 1, 2016.
  - d. Board members RF, ET, TB and JF signed Oath of Office and LL notarized.
  - e. LL updated the Board on responses to BRIM Loss Control Questionnaire, State Purchasing Audit and Report of Chairman Gary G. Howell of House Government Organization. LL also reported on her participation in cyber safety training.
  - f. Retirement Board Administrator.
    - i. LL announced her intent to retire as of October 31, 2016.
    - ii. The Board expressed its appreciation for Lexa Lewis’s 20+ years of devoted service to the West Virginia Board of Architects. During her tenure, the duties of her position have changed and increased with the adoption of the WV Oasis system and other new challenges, all of which she has accepted and met with an undaunted spirit and good nature.
    - iii. RF will begin the search process for LL’s replacement. Tentative interviews with candidates was set for September 27 – 29, 2016.

7. Next Meeting was tentatively scheduled for 12 o'clock noon December 1, 2016 at Room E-119 (Conference Room E-131) in the State Capitol Building.
8. Motion to adjourn by TB/JF at 3:15 pm.

Respectively Submitted:

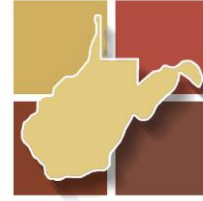
---

Edward W. Tucker AIA, Secretary

---

Lexa C. Lewis, Executive Director

## Meeting Agenda West Virginia Board of Architects



**Location:** Department of Administration Conference Room  
Room E-119  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

**Date:** December 1, 2016

**Time:** 12:00 PM

### Order of Business

1. Call to Order
  - a) Introduction of new board member and new executive director
  - b) Board member Oath of Office
2. Approval of Minutes
  - a) Approval of the Minutes from the April 21 and September 1 Meetings
3. Complaints
  - a) No new complaints
4. Old Business
  - a) Update on new location for the WV Board of Architects
  - b) Newsletter and news page for website
5. New Business
  - a) Election of Officers
  - b) NCARB Chair & MBE Summit October 27-29
  - c) Mutual Recognition Agreement and Letter of Undertaking – Request by NCARB
  - d) Region II Conference Call November 2
  - e) ARE Development Subcommittee Meeting
  - f) Applications to be reviewed
  - g) Proposal for database update and website integration
6. Administrative Items
  - a) P-card Log August 2016 – October 2016 Approval
  - b) Travel Forms
  - c) Approval of Sick and Annual Leave
  - d) Financial Report
  - e) Response to WV Purchasing Department
7. Tentative Time and Location for Next Board Meeting

## 8. Adjournment

## Meeting Minutes West Virginia Board of Architects



**Location:** Dept. of Administration Conference Room E-119  
State Capitol Building  
1900 Kanawha Blvd. East  
Charleston, WV 25301

**Date:** Thursday, December 1, 2016

**Time:** 12:00 P.M.

**Attendees:** Richard T. Forren, President (RF)  
Edward W. Tucker, Secretary (ET)  
Jan Fox, Public Member (JF)  
Edsel Smith, Public Member (ES)  
Emily Papadopoulos, Executive Director (EP)

**Absent:** Todd E. Boggess (TB)

### Order of Business

9. Meeting called to order at 12:57 p.m. by President Richard Forren.
  - a. Edsel Smith was introduced and welcomed as a new Public Member of the WV Board of Architects and completed his oath of office.
  - b. Emily Papadopoulos was introduced and welcomed officially as the Board's new Executive Director. She was hired following advertisement of the position, interview of a shortlist of candidates, and subsequent recommendation of Board members who participated in an Executive Session telephone conference held October 6, 2016. Her employment with the Board began on October 24, 2016.
10. Approval of Minutes
  - a. September 1, 2016 and April 21, 2016 Board Meeting Minutes were approved. Motion to approve JF/RF. Motion passed unanimously.
11. Complaints
  - a. No new complaints.
12. Old Business
  - a. Update on new location for the WV Board of Architects.
    - i. 405 Capitol Street, Mezzanine Suite 3, Charleston WV will be the Board's new location beginning February 1, 2017. 5-year lease term for the 581 square foot suite with one parking space, utilities, taxes, cleaning, included. \$760/month rent compares favorably to the present \$944/month for the office in Huntington.
    - ii. Board members expressed their appreciation to RF for his efforts in reviewing locations and securing the space.
  - b. Newsletter and news page for Website
    - i. EP has been working with web service to make improvements and updating information that is out of date on the Board's website.
    - ii. Newsletter to be published on website with some updates as needed to the content that has already been developed.

### 13. New Business

- a. Election of Officers
  - i. JF/ES moved to elect RF President and ET Secretary by acclamation. With no objections, these officers were elected.
  - ii. Board members discussed the size of the Board and importance of having a quorum to conduct business. In follow-up to the September meeting, Wendy Scatterday, an architect from Wheeling, was recommended as a possible candidate to Governor Tomblin for appointment to the Board. Motion to recommend ES/ET.
- b. NCARB Chair and MBE Summit October 27-29, 2016
  - i. EP and RF attended the Summit held in Columbus, OH. Topics included accreditation visits to NAAB educational institutions, coordinating work of boards with building code officials, NCARB as a source of information during state legislative sessions, and importance of continuing education with a new emphasis on ethics. RF has been added to the pool of NCARB volunteers who make National Architectural Accrediting Board (NAAB) site visits to NAAB schools.
- c. Mutual Recognition Agreement and Letter of Undertaking – Request by NCARB
  - i. Motion to approve by ET/RF passed unanimously.
- d. Region II Conference Call November 2, 2016
  - i. Main topic discussed was upcoming Regional Summit to be hosted by Region II in Jersey City, NJ March 10-11, 2016.
  - ii. Value of the NCARB certificate was also discussed.
- e. ARE 5.0 Item Development Subcommittee - ET
  - i. ET attended Item Development work session in Portland, OR, November 4-5, 2016, and continues with ARE 5.0 item (question) development homework.
- f. Applications to be Reviewed.
  - i. Reciprocal applications from Daniel Joy and Kellie Cole were reviewed and approved.
  - ii. Application process and paths to reciprocal licensure in WV were reviewed for the benefit of new Executive Director and Board Members. One application was not considered because the applicant has not met the requirements of 6.2.2.
- g. Proposal for database update and website integration
  - i. EP is working with our website manager/vendor to improve the architect database to improve search capabilities.
  - ii. EP is also looking into file back-up processes with Vincent from Miracomp Technologies.

### 14. Administrative Items

- a. P-Card Log of expenditures August – October 2016 reviewed and approved. Motion to approve all administrative items on agenda by ES/JF. Motion passed unanimously; RF approved and signed P-Card form.
- b. Travel Forms for mileage reimbursement for today's meeting distributed by EP, completed and returned by BOA members.
- c. Sick and Annual Leave forms: See 6a.
- d. Financial Report: EP provided a one-page report summary; following additional training EP will generate more detailed reports through WV Oasis system. Fiscal year ending June 30, 2016.
- e. Response to WV Purchasing Audit.
  - i. 6 issues were identified by audit that required response.



- ii. Former Board Executive Director Lexa Lewis provided initial response.
- iii. WV Purchasing responded with a request for an action plan involving more training for Executive Director and instructions for obtaining bids/multiple quotations for large purchase items and how to obtain a sole source provider of a service.
- iv. EP has worked with Greg Clay from Purchasing and completed and submitted the Action Plan to get the Board into compliance.

15. Next Meeting was tentatively scheduled for 12 o'clock noon March 2, 2017 at NEW OFFICE LOCATION: 405 Capitol Street in the 4<sup>th</sup> Floor Conference Room, Charleston WV.

16. Motion to adjourn by JF/ES at 4:05 pm.

Respectively Submitted:

---

Edward W. Tucker AIA, Secretary

---

Emily B. Papadopoulos, Executive Director

## Meeting Agenda West Virginia Board of Architects



**Location:** 405 Capitol Street  
4<sup>th</sup> Floor Conference Room  
Charleston, West Virginia 25301

**Date:** March 2, 2017

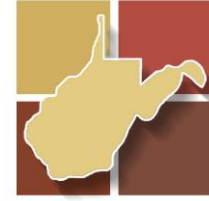
**Time:** 12:00 PM

### Order of Business

1. Call to Order
  - a) Introduction of new board members
  - b) Board members' Oaths of Office
2. Approval of Minutes
  - a) Approval of the Minutes from the December 1, 2016 meeting
3. Administrative Items
  - a) P-card Log November 2016 – January 2017 and Review of P-Card Policy and Procedures Update
  - b) Travel Forms
  - c) Approval of Sick and Annual Leave
  - d) Financial Report
  - e) Personnel
  - f) Recent Training completed & Licensing Boards Association Meeting
4. Old Business
  - a) Update on new location for the WV Board of Architects
  - b) Review of website changes needed
  - c) Update on Rules Revisions at WV Legislature
  - d) Discussion of NCARB Survey responses
5. New Business
  - a) Reciprocal Applications to be reviewed
  - b) Re-instatements to be reviewed
  - c) Discussion of Frequently Asked Questions via calls and emails
  - d) Record Retention Policy
  - e) Requests for Information since last meeting
6. Complaints
  - a) Complaint received Feb. 13, 2017
7. Tentative Time and Location for Next Board Meeting

8. Adjournment

## Meeting Minutes West Virginia Board of Architects



**Location:** 405 Capitol Street  
4<sup>th</sup> Floor Conference Room  
Charleston, WV 25301

**Date:** Thursday, March 2, 2017

**Time:** 12:00 P.M.

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

**Absent:** None

### Order of Business

17. Meeting called to order at 12:15 p.m. by President Richard Forren.

- a. Adam Krason and Wendy Scatterday were introduced and welcomed as new (Architect) Members of the WV Board of Architects. Each completed the oath of office.
- b. AK and WS each completed their oath of office.
- c. It was noted that the Board now has a full contingent of members thanks to recent gubernatorial appointments and reappointments.

18. Approval of Minutes

- a. December 1, 2016 Board Meeting Minutes were approved. Motion to approve ES/ET. Motion passed unanimously.

19. Administrative Items

- a. P-Card Log of expenditures November 2016 – January 2017 reviewed; motion to approve AK/TB passed unanimously. Updated P-Card Policy and Procedures reviewed; motion to approve AK/WS passed unanimously.
- b. Travel forms for mileage reimbursement for today's meeting distributed by EP, completed and returned by BOA members. Process was reviewed for newest BOA members.
- c. Sick and Annual Leave forms November 2016 – February 2017 reviewed and approved with motion in item 3a.
- d. Financial Report: EP provided detailed report through WV Oasis system. Fiscal year ending June 30, 2017. Motion to accept AK/TB passed unanimously.
  - i. During review of item 3d, the Board directed EP to investigate the purchase of a new laptop computer for office use.

- e. Personnel:
  - i. EP reported that the transition from former Board Executive Director Lexa Lewis has required extra time to resolve issues with WV payroll office i.e. corrected W-2's etc.
  - ii. EP presented a policy proposal for Flex Time dated March 2, 2017. Following discussion, the policy was approved unanimously; motion by ET/TB.
  - iii. The Board voted to go into Executive Session to discuss personnel matters. Following this, motion made by JF/TB to move EP from probationary to permanent employment status and raise her salary at the completion of the six months in accordance with the agreement executed by RF/EP. Motion passed unanimously. The Board expressed its appreciation and satisfaction with EP's performance.
- f. EP reported on her recent training meetings (Purchasing, PEIA Retirement Board, Payroll) and attendance at Licensing Boards Association Meeting. EP discussed legislative bills introduced this session of relevance to licensing boards.

#### 20. Old Business

- a. Update on new location for the WV Board of Architects.
  - i. EP reported she is very satisfied with the new office space.
  - ii. Cost for the move came in a little less than the mover's estimate.
  - iii. Ideas for displaying artifacts or architectural artwork are welcome.
- b. Review of Website Changes
  - i. EP distributed list of improvements suggested based on report from legislative audit. The list includes points given for features that our website already has.
  - ii. Discussed need to obtain bids for website maintenance. EP will talk with other boards to see if they can help inform as to how they have divided services (or not) for web changes, services, etc.
  - iii. Board members are encouraged to visit other licensing board websites and report good examples that we could follow.
- c. Update on Rules Revisions at WV Legislature: ET reported on appearances at hearings. Rule revisions, initially detailed in Senate Bill 86 and House Bill 2235, are now bundled with other boards' rule revisions in House Bill 2219.
- d. Discussion of NCARB Survey responses
  - i. Discussion focused on NCARB's Integrated Path to Architectural Licensure (IPAL) and how well this method may or may not work with our Rules.
  - ii. In summary, our Rules accept what NCARB accepts. When they were written, the only path to licensure was linear: Education, Experience, Examination. With IPAL these three requirements remain unchanged; however, the three occur in overlapping fashion.
  - iii. Suggestion was for board members to become more educated about IPAL through a webinar or other means before considering whether or not our Rules need to be changed or not.

21. New Business

- a. Reciprocal Applications: Applicants McConnell and Davis were found to be complete and suitable for licensure (without NCARB certificate).
  - i. One applicant reported felony indictment; Board requests certificate of good standing from Maryland, copy of police report and supplemental information in order to make recommendation.
  - ii. One applicant from foreign country has applied for reciprocal licensure with BEFA certificate; however, applicant needs to apply for initial registration as applicant has not passed ARE nor is he licensed by a registration authority recognized by the Board.
- b. Reinstatements:
  - i. In reviewing applications for reinstatement, the Board discussed penalties for practice with an inactive registration and when they should be assessed.
  - ii. Reinstatements were approved for Brooks, Kliesch, and Randolph. Applicant Marshall must provide more information demonstrating that he has met the continuing education requirement over a two year span.
- c. Discussion of Frequently Asked Questions via calls and emails
  - i. As EP fields phone calls and questions relating to licensure, patterns emerge, hence with assurance from the Board that the Rules are being applied correctly “FAQ’s” can be answered consistently and confidently. This may produce more emailed questions to Board members during EP’s first year or two, but in time these will decrease.
  - ii. An example: Is a person allowed to solicit architectural services without holding a (reciprocal) license in WV (i.e. fish without a license)?
- d. Record Retention Policy
  - i. The Board does not have a current Record Retention Policy. EP distributed example policies from two other boards.
- e. Requests for Information since last meeting
  - i. EP reported that recent requests for information include an inquiry from the Attorney General’s Office regarding if the Board had plans to propose or support any legislation during the 2017 Session and an request from Senator Craig Blair, Chairman of the Senate Government Organization Committee, to enumerate the Board’s total legal expenses for 2016.

22. Complaints

- a. Complaint received February 13, 2017 (complaint #02-13-2017)
  - i. RF and ES recused themselves and left the meeting due to their associations with parties involved.
  - ii. EP gave a summary of the complaint. Following discussion of information presented in the complaint, Board determined that it needed to review the numerous documents in detail. Copies are to be distributed to the five members, who will hold a conference call on March 13 at 2:00 PM to adequately review the complaint (2-2-4.8.3).

23. Next Meeting was tentatively scheduled for 12 o'clock noon June 1, 2017 at 405 Capitol Street in the 4<sup>th</sup> Floor Conference Room, Charleston WV. Additional meetings are scheduled for the same location and time on Sept. 7, 2017 and Dec. 7, 2017.

24. Motion to adjourn by AK/TD at 4:35 pm.  
March 2, 2017 Meeting Minutes

405 Capitol Street – 4<sup>th</sup> Floor Conference Room  
Page 4 of 4

Respectively Submitted:

---

Edward W. Tucker AIA, Secretary

---

Emily B. Papadopoulos, Executive Director

## Meeting Agenda West Virginia Board of Architects



**Location:** 405 Capitol Street  
4<sup>th</sup> Floor Conference Room  
Charleston, West Virginia 25301

**Date:** June 15, 2017

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes
  - a) Approval of the Minutes from the March 2, 2017 meeting
3. Old Business
  - a) Update on Rule Revisions
  - b) Review of website updates and future development
  - c) Record Retention Policy
  - d) Computer Purchase
4. New Business
  - a) Reciprocal Applications to be reviewed
  - b) Reinstatements to be reviewed
  - c) Update on Renewal for FY 2017-2018
  - d) Report on Continuing Education Audit
  - e) NCARB Regional Meetings in Jersey City and Annual Business Meeting Agenda Issues
  - f) Requests for Information since last meeting
  - g) Budget Deadlock & Possible Government Shutdown/Furlough
5. Administrative Items
  - a) P-card Log February 2017 – May 2017
  - b) Ghost Travel Card
  - c) Travel Forms
  - d) Approval of Sick and Annual Leave
  - e) Financial Report – Update for FY2016-2017 and FY2017-2018 Budget
  - f) Recent Training completed & Licensing Boards Association Meeting
  - g) Anticipated Training
  - h) Temporary Summer Employee
6. Good of the Order

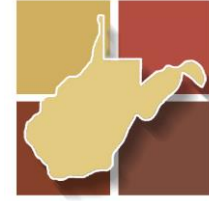


7. Discipline & Complaints
  - a) Follow-up questions from recently registered architect
  - b) Complaint 2-13- 2017

8. Adjournment

The next meeting of the West Virginia Board of Architects will be held on Thursday, September 7, 2017 at 12:00 PM in the 4<sup>th</sup> floor conference room at 405 Capitol Street in Charleston.

## Meeting Minutes West Virginia Board of Architects



**Location:** 405 Capitol Street  
4<sup>th</sup> Floor Conference Room  
Charleston, WV 25301

**Date:** Thursday, June 15, 2017

**Time:** 12:00 P.M.

**Attendees:** Richard T. Forren, President (RF)  
Edward W. Tucker, Secretary (ET)  
Adam Krason, Member (AK)  
Wendy Scatterday, Member (WS)  
Edsel Smith, Public Member (ES)  
Emily Papadopoulos, Executive Director (EP)

**Absent:** Todd Boggess, Member (TB)  
Jan Fox, Public Member (JF)

### Order of Business

25. Meeting called to order at 12:10 p.m. by President Richard Forren.

### 26. Approval of Minutes

- a. March 2, 2017 Board Meeting Minutes were approved. Motion to approve ES/WS. Motion passed unanimously.

### 27. Old Business

- a. Update on Rules Revisions at WV Legislature:
  - i. Rules were passed by legislature in "Bundle Bill" and signed by the Governor on April 25, 2017.
  - ii. Sunset date change was the only change resulting from review process.
  - iii. Rules recorded and become effective July 1, 2017.
- b. Review of Website Updates and Future Development
  - i. EP has talked with other boards to learn how they have divided services (or not) for web changes, services, etc. Our site's data records and search tool of licensees is more robust than many other similar agencies.
  - ii. WV Interactive has a state contract to maintain websites for \$40/month. On-line dollar transactions would be charged above this cost a percentage of each transaction.
  - iii. EP asked the board what they would like to have revised, added, deleted, etc. from the website.
    1. Following discussion, consensus of a few items were:
      - a. EP should be able to make most updates without going through web support company.
      - b. Site should be "friendly" to the variety of screen types i.e. PC, tablet, phone.
      - c. Current forms, and web access to them, needs to be revised to clarify paths/forms of registration and renewal.
    2. Motion to seek proposals made by ES/WS passed unanimously.
- c. Record Retention Policy. EP has been busy with CE audit, renewals, etc.; no new information on this item at this time.

- d. Computer Purchase. EP has explored options for a new computer. Motion to purchase a new computer with requisite accessories and software for a cost not to exceed \$2,000 by AK/WS passed unanimously.

#### 28. New Business

- a. Reciprocal Applications to be Reviewed
  - i. Motion to approve Hennessey ET/WS passed unanimously.
  - ii. Kittle application incomplete at this time. EP will continue communication with applicant.
- b. Reinstatements to be Reviewed
  - i. 11 reinstatement applications were reviewed.
    - 1. 7 of 11 stated they have not practiced in WV during inactive period
    - 2. More information is required of 3 applicants before determination can be made; EP will continue communications with each.
    - 3. Columbus stated he has practiced during inactive period. He is assessed \$250 plus \$150 for practicing during inactive period plus \$75 renewal fee for 2017-18. RF to write letter of reprimand.
    - 4. BOA clarified for EP that the date of license expiration should be considered the renewal date for purposes of determining if an architect is eligible for reinstatement.
    - 5. RF asked AK to review and revise the matrix that establishes our policy regarding how we respond to architects practicing while inactive and reinstatement requirements. AK agreed to prepare a draft for review by the BOA.

#### 29. Administrative Items

- a. P-Card Log of expenditures February 2017 – May 2017 reviewed.
- b. EP alerted the BOA that she has acquired a “Ghost Card” that will allow her to make reservations and payment for board member travel without board members having to physically present a card.
- c. Travel Forms for mileage reimbursement for today’s meeting distributed by EP, completed and returned by BOA members.
- d. Sick and Annual Leave forms February 2017 – May 2017 reviewed.
- e. Motion to approve Administrative Items a. c. and d. by ET/WS passed unanimously.
- f. Financial Report: Current and Fiscal Year (FY) 2017-2018 budgets were distributed and reviewed. Motion by ES/WS to approve FY 2017-2018 budget as presented passed unanimously.
  - i. During review of item 3d, the Board directed EP to investigate the purchase of a new laptop computer for office use.
- g. Report of Recent Training and Licensing Boards Association Meeting (EP):
  - i. Purchasing training has been a big priority in recent months. EP will do additional training June 28 after which she will have the recommended 10 hours of purchasing training.
  - ii. EP attended Cash Handling training, Budget Development sessions (3 webinars) and a lunch and learn with the WV Licensing Boards Association.
  - iii. EP is in the process of studying necessary due diligence bidding for printing of certificates.
- h. Anticipated Training: EP plans to attend the Purchasing Conference in August 2017 where one can receive all 10 hours of recommended annual training.

- i. EP reported that the temporary summer employee is working out well with his assistance with routine office work, renewal clerical work, certificates, etc.
- 30. Good of the Order – no new business.
- 31. Discipline & Complaints
  - a. Follow-up questions from recently registered architect
  - b. Complaint 2-13-2017: No new information; the Board has not received a response from its letter requesting additional information.
- 32. Next Meeting was tentatively scheduled for 12 o'clock noon September 7, 2017 at 405 Capitol Street in the 4<sup>th</sup> Floor Conference Room, Charleston WV.
- 33. Motion to adjourn by WS/ET at 4:05 pm.

Respectively Submitted:

\_\_\_\_\_  
Edward W. Tucker AIA, Secretary

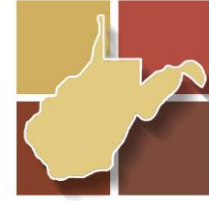
\_\_\_\_\_  
Emily B. Papadopoulos, Executive Director

**Minutes of the  
West Virginia Board of Architects**

**FY 2016  
(July 1, 2015 – June 30, 2016)**

## Meeting Minutes

### West Virginia Board of Architects



**Location:** Dept. of Administration Conference Room E-119  
State Capitol Building  
1900 Kanawha Blvd. East  
Charleston, WV 25301

**Date:** Thursday, July 30, 2015

**Time:** 12:00 noon

**Attendees:** Gregory A. Williamson, President (GW)  
Edward W. Tucker, Secretary (ET)  
Todd E. Boggess (TB) (later portion of meeting)  
Richard T. Forren (RF)  
Jan Fox, Public Member (JF)  
Lexa Lewis, Executive Director (LL)

#### Order of Business

34. Meeting called to order at 12:35 p.m. by President Greg Williamson.

#### 35. Approval of Minutes

- a. May 28, 2015 Board Meeting. Motion for approval by JF/RF. Motioned passed unanimously.
- b. April 30, 2015 (corrected minutes) Board Meeting. Motion for approval by RF/JF. Motion passed unanimously.

#### 36. Financial Report

- a. LL distributed report which was reviewed and approved unanimously. Motion for approval by ET/JF.

#### 37. Complaints

- a. Complaint File # 5-5-2015
  - i. As in the previous meeting, JF recused herself from this discussion as her firm represents the firm against which the complaint was filed.
  - ii. No response to date from the Board's certified letter to the complainant requesting additional information. LL received confirmation of delivery of letter on June 29, 2015.
  - iii. Board will take up this matter at its next meeting pending receipt of information from the complainant.
- b. Use of architecturally related acronyms/designations by non-registered individuals in West Virginia
  - i. JF rejoined the meeting at this point.
  - ii. E-mail from Justin Offutt questioned the use of "Architect" and "AIA" initials. Of specific interest was the use of these terms within West Virginia when an individual was licensed in another jurisdiction but not in West Virginia.
  - iii. The Board will not at this time pass judgements pertaining to AIA membership and its policies on the use of initials.
  - iv. GW will write a letter with LL's assistance to Mr. Offutt.
- c. Complaint File # 5-26-15
  - i. This matter is closed.

- a. Complaint File # 7-8-2015
  - ii. Board reviewed material relative to the complaint.
  - iii. After review and discussion, it was determined that JF will write a letter requesting additional information from the complainant.
  - iv. Pending receipt of additional information, the Board will work to determine if the architect's participation as a member of a city Building Code Appeals Board is a conflict of interest due to the architect's firm's relationship with the city as a consultant as defined in the Board's Rule 9.2.2.

#### 38. Old Business

- a. Rules Review
  - i. GW distributed his review of Title 2 Legislative Rule Board of Architects with potential changes for consideration.
  - ii. The Board discussed each suggested revision as well as others.
  - iii. GW will distribute a revised review with possible changes for the Board's study and consideration prior to the next meeting.
- b. Spring / Summer newsletter update
  - i. LL needs bios of Board members RF and TB.
  - ii. GW has written an article for inclusion on use of the term "Intern."
  - iii. LL will include NCARB's article on IDP Streamline

#### 39. New Business

- a. School Building Authority (SBA) of WV Prototype Schools Policy
  - i. Board discussed its concern that proposed requirements may conflict with our Rules regarding prototypical design.
  - ii. SBA's deadline for comments has passed; however, the Board may decide at a later date to address these concerns with SBA pending actions taken.
- b. Board of Architects Web Site Revisions
  - i. GW distributed his comprehensive review of the Board's web site. It is not intended to suggest reworking of the web site, rather the suggested changes all basically edits of existing pages for greater clarity, updating old information, and eliminating redundancies.
  - ii. The Board concurred with the need for these edits.
  - iii. LL will forward the review to our web support team.
- c. Discussion of Filling Open Board Seats / Upcoming Resignation of Member Greg Williamson
  - i. GW distributed a copy of his resignation letter to Governor Tomblin effective end of this calendar year.
  - ii. Board discussed possible candidates to recommend for filling vacant seats on the Board.
- d. Discussion of NCARB Annual Meeting Events and Outcomes
  - i. GW, RF, LL updated Board on resolutions passed, elections and events.

#### 40. Administrative Items

- a. P-card logs for expenditures in June and July 2015 were reviewed and approved. Motion to accept P-Card logs by JF/TB. Motion passed unanimously; GW approved and signed form.
- b. LL had no sick or vacation days taken since last meeting.

- c. Travel Forms for mileage reimbursement for today's meeting distributed by LL, completed and returned by BOA members.
41. Next Meeting was tentatively scheduled for October 8, 2015 location to be determined.
42. Motion to adjourn by DF/ET at 4:45 pm

Respectively Submitted:

---

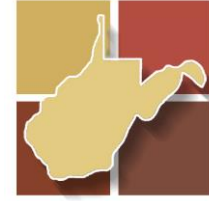
Edward W. Tucker AIA, Secretary

---

Lexa C. Lewis, Executive Director



## Meeting Minutes West Virginia Board of Architects



**Location:** Dept. of Administration Conference Room E-119  
State Capitol Building  
1900 Kanawha Blvd. East  
Charleston, WV 25301

**Date:** Thursday, October 8, 2015

**Time:** 12:00 noon

**Attendees:** Gregory A. Williamson, President (GW)  
Edward W. Tucker, Secretary (ET)  
Todd E. Boggess (TB)  
Richard T. Forren (RF)  
Jan Fox, Public Member (JF)  
Lexa Lewis, Executive Director (LL)  
Ed Robinson, WV State Board of Registration for Professional Engineers  
Aaron Armstrong, WV State Board of Registration for Professional Engineers

### Order of Business

43. Meeting called to order at 12:15 p.m. by President Greg Williamson.
44. New Business: Representing the WV State Board of Registration for Professional Engineers, Ed Robinson and Aaron Armstrong requested our Board to review two related sets of drawings prepared by WV registered engineers.
  - a. The drawings pertain to a project in Lewisburg, WV titled "The Asylum Restaurant and Lounge Apartment Addition."
  - b. After reviewing the drawings, the Board was asked to determine if it is our opinion that the drawings represent the practice of Architecture as defined by our Rules.
  - c. Board members reviewed the first set of drawings prepared by Design Development Group and determined that in their opinion this did constitute the practice of Architecture as defined by our Rules.
  - d. Board members reviewed the second set of drawings prepared by Hannah Engineering and determined that in their opinion they were engineering in nature and were prepared in a supporting role, or possible consultant, of Design Development Group to supplement the architectural drawings and therefore did not constitute the practice of Architecture as defined by our Rules.
  - e. Mr. Robinson and Armstrong requested that our Board issue letters to document our opinion. GW agreed to write the letter on behalf of the Board.
45. Approval of Minutes
  - a. July 30, 2015 Board Meeting. Motion for approval by RF/TB. Motioned passed unanimously.
46. Financial Report
  - a. LL distributed report which was reviewed and approved unanimously. Motion for approval by JF/TB.
  - b. LL will provide a list of object codes in the next meeting to go with the report.

47. Complaints

- a. Complaint File # 7-8-2015
  - i. JF had not written a letter requesting additional information from the complainant due to her questioning if the complainant is the best party to whom the Board's questions should be addressed.
  - ii. Board reviewed material relative to the complaint again.
  - iii. After discussion, the Board determined that it should send a letter of inquiry to the city regarding the nature of the architect's participation as a member of the city's Building Code Appeals Board and whether or not it may be a conflict of interest due to his firm's relationship with the city as a consultant as defined in the Board's Rule 9.2.2. JF will draft the letter. A copy of the letter will be sent to the architect against whom the complaint was filed.
- b. Complaint File # 5-52015
  - i. As in the previous meeting, JF recused herself from this discussion as her firm represents the firm against which the complaint was filed.
  - ii. No response to date from the Board's certified letter to the complainant requesting additional information. LL received confirmation of delivery of letter on June 29, 2015.
  - iii. Board will take up this matter at its next meeting pending receipt of information from the complainant.
- c. It was noted that a letter was sent to Justin Offutt regarding the use of architecturally related acronyms/designations by non-registered individuals in West Virginia (see July 30, 2015 Meeting Minutes).

48. Old Business (JF rejoined the meeting at this point.)

- a. Rules Review
  - i. GW distributed his revised review of Title 2 Legislative Rule Board of Architects with changes.
  - ii. The Board discussed potential language that would more clearly define unethical practice. It was agreed to review this section of the rule and discuss again at the next meeting.
- b. Spring / Summer newsletter update
  - i. LL needs bios of Board members RF and TB.
  - ii. Article on use of the term "Intern" and article on IDP Streamline completed.
  - iii. LL will work to issue newsletter prior to Christmas holiday.
- c. Board of Architects Web Site Revisions
  - i. LL forwarded the review of our web to Ignite (web design/content vendor) from prior meeting. Vendor quoted \$2,500 estimate to make edits of existing pages, billing separately for artwork changes needed. The changes are needed for greater clarity, updating old information, and eliminating redundancies.
  - ii. The Board directed LL to have vendor proceed with the work.
- d. Discussion of Filling Open Board Seats / Upcoming Resignation of Member Greg Williamson
  - i. Two possible candidates have been contacted by Board members with one stating a willingness to serve; ET will continue discussion with other candidate.

- e. Discussion of NCARB Annual Meeting Events and Outcomes
  - i. GW, RF, LL updated Board on resolutions passed, elections and events.

49. Administrative Items

- a. P-card log of expenditures report reviewed and approved. Motion to accept P-Card logs by GW/JF. Motion passed unanimously; GW approved and signed form.
- b. LL had no sick or vacation days taken since last meeting.
- c. Travel Forms for mileage reimbursement for today's meeting distributed by LL, completed and returned by BOA members. Reimbursement rate is now \$0.57/mile
- d. Board conducted employee evaluation of LL. LL excused herself from meeting during the review. LL rejoined meeting after the Board completed the review form and then reviewed with her. In summary the Board is very satisfied with LL's performance. It was noted that the year included additional work due to the State's migration to the Oasis system.

50. Next Meeting was tentatively scheduled for December 3, 2015 at Room E-119 (Conference Room E-131) in the State Capitol Building.

51. Motion to adjourn by TB/DF at 4:40 pm.

Respectively Submitted:

---

Edward W. Tucker AIA, Secretary

---

Lexa C. Lewis, Executive Director

## Meeting Minutes West Virginia Board of Architects



**Location:** Dept. of Administration Conference Room E-119  
State Capitol Building  
1900 Kanawha Blvd. East  
Charleston, WV 25301

**Date:** Thursday, December 3, 2015

**Time:** 12:00 noon

**Attendees:** Gregory A. Williamson, President (GW)  
Edward W. Tucker, Secretary (ET)  
Todd E. Boggess (TB)  
Richard T. Forren (RF)  
Jan Fox, Public Member (JF)  
Lexa Lewis, Executive Director (LL)

### Order of Business

52. Meeting called to order at 12:10 p.m. by President Greg Williamson.

### 53. Approval of Minutes

- a. October 8, 2015 Board Meeting. Motion for approval by TB/RF. Motioned passed unanimously.

### 54. Financial Report

- a. LL distributed report. LL included list of key object codes to illustrate each expense category/type as designated in Oasis system. Report was reviewed and approved unanimously. Motion for approval by JF/TB.

### 55. Complaints

- a. Complaint File # 7-8-15
  - i. In response to the Board's request, the City Manager replied with a letter to the Board explaining the nature of the architect's participation as a member of the City's Building Code Appeals Board.
  - ii. Based upon the information presented, the Board can find no reason to believe there had been any ethical violation of the Architect's Rules by the architect. However, the Board would like to have written confirmation from the architect explaining his relationship to the firm named by the complainant.
  - iii. Pending response from the architect, the Board is taking no further action at this time. LL will send an update to the complainant of the status of his complaint.

### 56. Old Business

- a. Rules Review
  - i. As the Board had no further recommendations for changes to our Rules ([Title 2 Legislative Rule Board of Architects](#)) based on the latest mark-ups prepared by GW and distributed via email to Board members, the Board is prepared to submit the changes. It was noted that changes must be submitted prior to July 1, 2016, via E-Rules.
  - ii. Discussion of reinstatement policy vs. incorporation into the Rules resulted in the decision to leave reinstatement as policy.

- b. Letter to WV State Board of Registration for Engineers, re: Lewisburg “Asylum” Restaurant Project.
  - i. GW sent a letter on behalf of the Board as directed in October 8, 2015 meeting.
- c. Newsletter Update
  - i. DF volunteered to assist with production of newsletter; content is basically developed. LL’s workload, most notably having to deal with the Oasis system, has made it difficult to get this done without assistance.
- d. Board of Architects Web Site Revisions
  - i. LL reported that work is underway in accordance with previous meeting’s direction.

57. New Business

- a. Dale Heaster reinstatement application/drawing review of Manchin Clinic.
  - i. Board discussed Mr. Heaster’s reinstatement application which has been approved.
  - ii. During the time that Mr. Heaster’s license had lapsed, the Board learned that he sealed drawings being used for construction of the “Manchin Clinic”. The Board received copies of these drawings and found that there were multiple life safety code issues contained therein.
  - iii. The Board is evaluating the work performed and will determine if further action is warranted.
- b. Les Tinkham, Civil Engineer, question to the Board regarding construction administration.
  - i. Mr. Tinkham’s request was reviewed by the Board.
  - ii. After discussion, the Board directed a response to Mr. Tinkham that GW will write on its behalf. In summary, the letter will state:
    - 1. If an architect is employed to perform Construction Administration (CA) then the intent of our Rule is fulfilled regarding the providing of CA services.
    - 2. If an engineer is retained by the project owner, then the engineer is obligated to provide whatever the Engineer’s Board may or may not require.

58. Administrative Items

- a. P-card log of expenditures report reviewed and approved. Motion to accept P-Card logs by JF/TB. Motion passed unanimously; GW approved and signed form.
- b. LL had no sick or vacation days taken since last meeting.
- c. Travel Forms for mileage reimbursement for today’s meeting distributed by LL, completed and returned by BOA members.
- d. Election of Officers:
  - i. With Governor Tomblin’s acceptance of Mr. Williamson’s resignation from the Board, the Board elected Richard T. Forren as its new President.
  - ii. Board members expressed great appreciation to Mr. Williamson for his many contributions and years of dedicated service to the Board.
  - iii. Edward W. Tucker was re-elected as Secretary of the Board.

59. Next Meeting was tentatively scheduled for 12 o'clock noon February 4, 2015 at Room E-119 (Conference Room E-131) in the State Capitol Building.
60. Motion to adjourn by DF/TB at 4:20 pm.

Respectively Submitted:

---

Edward W. Tucker AIA, Secretary

---

Lexa C. Lewis, Executive Director

## Meeting Minutes West Virginia Board of Architects



**Location:** Dept. of Administration Conference Room E-119  
State Capitol Building  
1900 Kanawha Blvd. East  
Charleston, WV 25301

**Date:** Thursday, April 21, 2016

**Time:** 12:00 P.M.

**Attendees:** Richard T. Forren, President (RF)  
Edward W. Tucker, Secretary (ET)  
Todd E. Boggess (TB)  
Jan Fox, Public Member (JF)  
Lexa Lewis, Executive Director (LL)

### Order of Business

61. Meeting called to order at 12:10 p.m. by President Richard Forren.

62. Approval of Minutes

- a. February 4, 2016 Board Meeting. Motion for approval by TB/ET. Motioned passed unanimously.

63. Complaints

- a. No new complaints.

64. Old Business

- a. Complaint File # 7-8-15 – Case Closed
  - i. At its Dec 3, 2015 meeting, the Board found no reason to believe there had been any ethical violation of the Architect's Rules by the architect.
  - ii. LL will contact the architect to request, for the record, that he explain his relationship to the firm. NOTE: A letter arrived in May, 2016 that met the Board's approval, and the case was closed.
- b. Complaint File # 12-3-15
  - i. Following discussion of the matter at its February 4, 2016 meeting, the Board decided that a letter of reprimand to the architect concerning his drawings is appropriate.
  - ii. RF has drafted the letter; the Board has reviewed it, and it will be sent within the next 7 days to the architect.
- c. Rules Review
  - i. The Board is prepared to submit changes to Rules (Title 2 Legislative Rule Board of Architects) prepared by former President Greg Williamson, distributed and approved by Board members. Changes must be submitted prior to July 1, 2016, via E-Rules.
  - ii. Motion made to forward Rules changes to Secretary of State's office (via web portal) by ET/TB, passed unanimously. LL to submit through E-Rules procedure.
- d. NCARB Regional Summit – March 10-12, 2016
  - i. RF and ET attended on behalf of the Board. They reported on the activities, seminars and information presented.

- ii. A main topic was how state boards and legislators are dealing with the Supreme Court's decision related to the NC Dental Board's actions, FTC's guidance, commentary from FARB (Federation of Associations of Regulatory Boards).
- iii. Code officials' relationships to state boards: Presentation by Nevada and Texas building officials and board members regarding cooperative efforts to protect the public, enforce registration laws, etc.
- iv. Changes in IDP (now AXP – Architectural Experience Program), and roll-out of ARE 5.0.
- e. Newsletter Update
  - i. RF has gathered information from LL and will be producing a newsletter to be posted on the Board's website.
- f. Board of Architects Web Site Revisions
  - i. Continuing Education Audit: LL reported that 56 registrants were selected for audit; to date 38 have complied. LL will send reprimand letters to those who have not complied by the deadline to submit records.

#### 65. New Business

- a. NCARB Annual Business Meeting June 16-18, 2016
  - i. RF, ET and LL planning to attend.
  - ii. RF managing WV's letter of credentials. Board members are reviewing resolutions and will provide comment to RF prior to the meeting.
- b. Inquiry # 4-21-16 - Registration with the Board.
  - i. Board notified that individual was engaged in the practice of architecture.
  - ii. The Board having no jurisdiction over non-architects, it requested LL to notify the Attorney General of the individual's violation of title law.
- c. Patrick J. Rymer, Architect requested clarification from the Board:
  - i. Are roofing replacement systems and masonry restoration / repairs considered practice of architecture?
  - ii. After discussion, the Board agreed with RF's April 7, 2016, email to the Board in which he interprets these activities as possibly being considered the practice of architecture.
  - iii. RF will communicate response to Rymer stating same.
- d. 5 applications were reviewed and approved for registrations: Reciprocal (Coleman, McGinnis), reinstatement (Miles, Pranger) and emeritus status change to active (Guffey).

#### 66. Administrative Items

- a. P-Card Log of expenditures November 2015 – March 2016 reviewed and approved. Motion to accept P-Card logs by ET/TB. Motion passed unanimously; RF approved and signed form.
- b. Travel Forms for mileage reimbursement for today's meeting distributed by LL, completed and returned by BOA members.
- c. Annual and sick leave: LL used 4 days of annual leave during this period.
- d. Financial Report: LL provided a detailed report generated by WV Oasis and provided a thorough review of accounts.
- e. LL shared a letter from the Board's web manager with prices for potential upgrades. After review, the Board decided the upgrades were not required.



67. Next Meeting was tentatively scheduled for 12 o'clock noon September 1, 2016 at Room E-119 (Conference Room E-131) in the State Capitol Building.
68. Motion to adjourn by TB/RF at 2:20 pm.

Respectively Submitted:

---

Edward W. Tucker AIA, Secretary

---

Lexa C. Lewis, Executive Director