

# West Virginia Board of Architects



## **Annual Report FY2019 & FY2018**

*The West Virginia Board of Architects safeguards  
the life, health, property, and public welfare of the people  
of West Virginia against the unauthorized, unqualified,  
and improper practice of architecture.*

West Virginia Board of Architects  
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December 30, 2019

The Honorable Jim Justice  
Governor of West Virginia  
State Capitol Building 1  
Charleston, West Virginia 25305

Dear Governor Justice:

The West Virginia Board of Architects is pleased to provide you with its report for the fiscal years ending June 30, 2019 and June 30, 2018. The report is hereby submitted in compliance with statutory requirements.

The Board is charged with the administration and enforcement of the provisions of Chapter 30, Article 12 of the West Virginia Code governing the profession of architecture in an effort to protect the health, safety, and welfare of the public. This report details the Board's transactions for the preceding two years, together with an itemized statement of its receipts and disbursements and a full list of names of all persons licensed or registered by the Board during this period.

The Board gratefully acknowledges your timely appointments of members, keeping the Board of Architects supplied with active, engaged, and talented individuals who discharge their duties to diligently protect the public. The West Virginia Board of Architects continues to strive for maximum efficiency in serving the people of West Virginia and protecting their health, safety, and welfare.

In June, several previous members of the West Virginia Board of Architects were recognized for their contributions to the protection of the public as part of the Centennial Celebration of the National Council of Architectural Registration Boards, of which the West Virginia Board of Architects is a member.

Please let me know if I may answer any questions or provide additional information.

Sincerely,

Emily B. Papadopoulos  
Executive Director

We do hereby certify that the information contained in the following Annual Report for the FY2019 and FY 2018 is true and correct to the best of our knowledge.



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Adam Krason, Board President

12-30-2019

Date



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Edward Tucker, Secretary

12-30-2019

Date

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## 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:

2018-2019	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
2017-2018	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

**WV Board of Architects  
Revenue FY 2019 & FY2018**

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 2019 and FY 2018 are shown on the following pages.

	<b>FY2019</b>	<b>FY2018</b>
Beginning Balance	\$269,492.25	\$276,215.52
Receipts:		
License Renewals	\$86,100	\$83,625
Late Renewals	\$12,300	\$12,450
Initial Registration Fees	\$45,200	\$37,850
Filing Fees	\$ 500	\$ 500
Reinstatements	\$ 1,750	\$ 3,750
Penalties & Disposition Costs	\$ 3,500	\$ 3,250
Miscellaneous Income	<u>\$ 8.72</u>	<u>\$ 50</u>
<b>TOTAL</b>	<b>\$149,358.72</b>	<b>\$141,475.00</b>

Notes:

\*During FY2019, the West Virginia Board of Architects collected \$3,500.00 in penalties/disposition costs from architects who were practicing with expired licenses or violated other rules related to registration. Of this amount, \$2,650.00 was transferred to the General Revenue Fund. The remainder was applied directly to the object codes affected by cases to reduce overall expenses, including attorney fees and board meeting expenses.

\*During FY2018, the West Virginia Board of Architects collected \$3,250.00 in penalties/disposition costs from architects who were practicing with expired licenses or violated other rules related to registration. Of this amount, \$250.00 was transferred to the General Revenue Fund. The remainder was applied directly to the object codes affected by cases to reduce overall expenses, including attorney fees and board meeting expenses.

\*During FY2019, the Oasis Central Revenue Report shows \$144,908.72, which is the amount of revenue less the penalties that were transferred to the General Revenue Fund. The receipts for the architectural registrants for FY2019 on the Microsoft Access Registration Program total \$146,708.72 for a difference of \$1,800, due to the time schedules of deposits credited by the State Treasurer's Office and Bank, and the entry of the information into the Microsoft Access Registration Program during renewal.

<u>OBJ</u>	<u>EXPENDITURES - FY2019 &amp; FY2018</u>	<u>Actual FY 2019</u>	<u>Actual FY 2018</u>
1200	Personnel Service	\$62,035.40	\$59,999.94
1201	Temp. Help & Per Diem	\$5,175.00	\$8,163.50
1206	Annual Increment	\$480.00	\$420.00
2200	PEIA Administration Fee	\$0.00	\$50.00
2202	Social Security/FICA Match	\$5,158.30	\$5,280.99
2203	Basic Life Insurance/PEIA	\$5,690.40	\$5,966.40
2205	Workers Compensation	\$300.00	\$300.00
2207	Pension & Retirement	\$6,274.69	\$6,669.37
2208	OPEA Paygo Retiree Trust RHBT	\$2,196.00	\$2,124.00
3200	Regular Office Expenses	\$490.36	\$214.59
3201	Printing & Binding	\$280.00	\$2,990.29
3202	Rent	\$5,334.28	\$9,144.48
3204	Telecommunications - Phone	\$2,957.40	\$2,973.24
3205	Internet Services	\$0.00	\$1,275.00
3206	Contractual Services	\$3,882.71	\$3,471.69
3207	Professional Services - AG (Contractual Services)	\$2,910.75	\$3,085.00
3211	Travel	\$3,864.71	\$4,444.65
3213	Computer Services - Internal - Telep. Admin. Fee	\$1,046.64	\$297.41
3214	Computer Services - External	\$14,145.00	\$9,050.00
3217	Copier Rental	\$0.00	\$0.00
3218	NCARB & WV Association Dues	\$11,650.00	\$11,800.00
3219	Board of Risk & Insurance Management	\$2,812.00	\$2,784.00
3224	Advertising & Promotional	\$416.16	\$388.80
3229	Routine Maintenance (Contracts)	\$840.00	\$840.00
3233	Hospitality	\$399.26	\$474.68
3241	Miscellaneous	\$275.00	\$96.01
3242	Training & Development – In State	\$300.00	\$500.00
3243	Training & Development – Out of State	\$850.00	\$0.00
3244	Postage	\$640.78	\$785.16
3246	Computer	\$0.00	\$1,766.48
3248	Computer Equipment	\$0.00	\$301.95
3263	Bank Cost 2.5% Online Renewal Deposits	\$2,016.57	\$1,940.64
3272	PEIA Reserve Fund Payroll 1% Fee	\$622.00	\$600.00
	<b>TOTAL EXPENSES</b>	<b>\$143,043.41</b>	<b>\$148,198.27</b>
	<b>Ending Cash Balance</b>	<b>\$271,402.30</b>	<b>\$269,492.25</b>

**Registration Statistics  
West Virginia Board of Architects  
FY2019 & FY 2018**

	<b>FY2019</b>	<b>FY2018</b>
ARE Exam Candidates	20	18
New Registrations in WV	118	103
Total Active Architects in WV	1212	1195
In State	113	116
Out of State	1099	1079
Renewals Processed	1148	1115
Late Renewals Processed	82	83
Reinstatements Processed	7	15
Formal Complaints Filed	4	5
Duplicate Certificate Issued	0	1

\* In addition to the four formal complaints filed in FY2019, the Board also dismissed a complaint that was not within its jurisdiction.

\* In addition to the five formal complaints filed in FY2018, the Board also had six inquiries that did not qualify as complaints but were researched, documented and often resulted in instructive correspondence to protect the public or prevent misunderstanding.



## ***WVBA - Licenses Issued from 07/01/2018 to 06/30/2019***

<i><b>License #</b></i>	<i><b>Name</b></i>	<i><b>City</b></i>	<i><b>State</b></i>	<i><b>Date Issued</b></i>	<i><b>Rnw Year</b></i>
4993	SOGA CLEMENT T.	WALNUT CREEK	CA	7/16/2018	2018-19
4994	LEAKEY JOHN M.	Boalsburg	PA	9/13/2018	2019-20
5007	LORENZ ERIC	CHEVY CHASE	MD	7/2/2018	2019-20
5020	SERRAO JOSEPH	PITTSBURGH	PA	8/6/2018	2018-19
5024	CHITWOOD DEBRA M.	MT. PLEASANT	SC	7/16/2018	2019-20
5025	SAMPAT LEON S.	FAIRVIEW PARK	OH	7/16/2018	2019-20
5027	COLEMAN RALPH M.	GREENVILLE	SC	7/16/2018	2019-20
5028	CUNDIFF DEREK B.	ROANOKE	VA	9/26/2018	2019-20
5029	CALLAWAY THERESA H.	RICHMOND	VA	7/18/2018	2019-20
5030	YAEGER CARL J.	OVERLAND PARK	KS	7/23/2018	2019-20
5031	HARMS KEVIN W.	ST. PETERS	MO	8/20/2018	2019-20
5032	BAUMANN RUSSELL M.	CHANDLER	AZ	7/30/2018	2019-20
5033	BOGUSCH MELISSA M.	Chicago	IL	8/6/2018	2019-20
5034	MCINTYRE JONATHAN R.	BIDDEFORD	ME	8/20/2018	2019-20
5035	DASILVA GUERREIRO JOSE	MANASSAS	VA	8/20/2018	2019-20
5036	EINWALTER TIMOTHY	Richfield	WI	8/27/2018	2019-20
5037	KNIGHT ANDREW P.	LITHIA SPRINGS	GA	8/14/2018	2019-20
5038	ROLLING DAWN	DEPERE	WI	8/14/2018	2019-20
5039	ATAR MEHDI	HAGERSTOWN	MD	9/4/2018	2019-20

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>
5040	MCDONALD JAMES	GREAT FALLS	VA	9/4/2018	2018-19
5041	CRANDALL JOHN J.	MENDHAM	NJ	9/13/2018	2019-20
5042	SAEGER NORMAN K.	LOUISVILLE	OH	9/11/2018	2019-20
5043	SPERANZA-KELLY AMANDA	CANANDAIGUA	NY	10/10/2018	2019-20
5044	KREMER SCOTT	LOUISVILLE	KY	3/22/2019	2019-20
5045	MORRISON CHRISTOPHER S.	WASHINGTON	DC	9/12/2018	2019-20
5046	HOUCK BRENT M.	PITTSBURGH	PA	9/21/2018	2019-20
5047	D'ISABELLA LINDA A.	Oxford	PA	9/17/2018	2019-20
5048	HAZAVEH NORRY	NEW YORK	NY	9/20/2018	2019-20
5049	MOORE PATRICK G.	CINCINNATI	OH	12/11/2018	2019-20
5050	DIMARCO DANIEL J.	ROANOKE	VA	9/27/2018	2019-20
5051	HANSEN MATTHEW R.	PITTSBURGH	PA	10/10/2018	2019-20
5052	ESCOBAR TATIANA E.	WASHINGTON	DC	10/10/2018	2019-20
5053	AHO TIMOTHY A.	HOOVER	AL	10/10/2018	2019-20
5054	DICUS SCOTT F.	MEMPHIS	TN	10/15/2018	2019-20
5055	GRAY LELAND A.	SOUTH JORDAN	UT	10/26/2018	2019-20
5056	LA SHORNE CHRIS F.	LA CROSSE	WI	11/5/2018	2019-20
5057	PORTS DAVID C.	RICHFIELD	OH	10/19/2018	2019-20
5058	JOHNSON YVONNE T.	WALDORF	MD	10/26/2018	2019-20
5059	FUNARI JON	PITTSBURGH	PA	2/25/2019	2019-20
5060	GUENTHER HERBERT	BUFFALO	NY	10/29/2018	2019-20

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
5061	PFEFFER	JAMES H.	NASHVILLE	TN	11/1/2018	2019-20
5062	MOORE MORLEY	DARREN C.	NEWBURGH	IN	11/1/2018	2019-20
5063	FAUST	RYAN M.	BENTONVILLE	AR	11/5/2018	2019-20
5064	FLYNN	WILLIAM M.	ARNOLD	MD	12/11/2018	2019-20
5065	FEARON	WILLIAM J	CHERRY HILL	NJ	11/13/2018	2018-19
5066	HANSEMAN	JAY E.	FREDERICK	MD	11/19/2018	2019-20
5067	DEVER	THOMAS JAMES	GLEN MILLS	PA	11/19/2018	2019-20
5068	MATSINGER	CHARLES M.	PHILADELPHIA	PA	11/26/2018	2019-20
5069	DONAHOE	COLIN PATRICK	MARCELLUS	NY	12/5/2018	2019-20
5070	STEIN	STEVEN D.	CINCINNATI	OH	12/17/2018	2019-20
5071	MUNIZ-GUILLET	RICARDO J.	CORAL SPRINGS	FL	1/30/2019	2019-20
5072	MARASCO	JOHN	DENVER	CO	12/26/2018	2019-20
5073	JOHNSON	STANLEY W.	SUMMERVILLE	SC	1/2/2019	2019-20
5074	HAZLETT	SCOTT O.	PITTSBURGH	PA	12/26/2018	2019-20
5075	JONES	MICHAEL D.	MARIETTA	GA	1/2/2019	2019-20
5076	JANIGA	JEROME K.	PINCKNEY	MI	2/25/2019	2019-20
5077	KRAUS	SHANNON	WASHINGTON	DC	1/4/2019	2019-20
5078	WALLACE	JOEL L.	JEFFERSONVILLE	IN	1/7/2019	2018-19
5079	WILSON	KYLE A.	JEFFERSONVILLE	IN	1/7/2019	2018-19
5080	WAGENBLAST	BLAIR	PHILADELPHIA	PA	1/22/2019	2019-20
5081	MCDONALD	LYNNE A.	GREAT FALLS	VA	2/4/2019	2019-20

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
5082	NICHOLSON	RYAN R.	BRENTWOOD	TN	1/30/2019	2019-20
5083	KELLY	JOSEPH J.	ANNAPOLIS	MD	2/8/2019	2018-19
5084	HYATT	MATTHEW D.	BOSTON	MA	2/13/2019	2019-20
5085	COMITO	GREGORY A.	NEWARK	NJ	2/13/2019	2019-20
5086	SULLIVAN	SUZANNE S.	SPARTA	NJ	2/19/2019	2019-20
5087	NOSKIN	DENNIS	TARRYTOWN	NY	2/19/2019	2019-20
5088	STEELE	WESLEY	CALDWELL	ID	2/19/2019	2019-20
5089	ARD	ROBERT	ATLANTA	GA	2/19/2019	2019-20
5090	MARSDEN	RYAN K.	CARNELIAN BAY	CA	2/25/2019	2019-20
5091	FRITZBERG	ERIK K.	PITTSBURGH	PA	2/25/2019	2019-20
5092	JASPER	JAMES E.	Pittsburgh	pa	2/25/2019	2019-20
5093	HAIR	CHRISTOPHER	LAKE WORTH	FL	2/27/2019	2018-19
5094	CLARK	JORDAN G.	DUNMORE	PA	2/27/2019	2019-20
5095	PRATT	ROBERT A.	MADISON	WI	3/22/2019	2019-20
5096	SMALL	FRANK T.	EDMOND	OK	3/4/2019	2019-20
5097	HOPKE	JOHN A.	WILLIAMSBURG	VA	3/11/2019	2018-19
5098	CARRELL	JOSHUA W.	ANTIOCH	CA	3/11/2019	2019-20
5099	EHRlich	MICHAEL	MILWAUKEE	WI	3/11/2019	2019-20
5100	HOLCOMB	TREVOR T.	DALLAS	TX	3/11/2019	2019-20
5101	URUETA	BENJAMIN R.	GREENVILLE	SC	3/22/2019	2019-20
5102	BARNES	CAITLIN	DENVER	CO	3/22/2019	2019-20

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
5103	CALI	PAUL A.	PITTSBURGH,	PA	4/5/2019	2019-20
5104	HUTTER III	HAROLD D.	OVIEDO	FL	4/5/2019	2019-20
5105	WINKELMANN	GEORGE H.	AKRON	OH	4/5/2019	2019-20
5106	MCLAIN	CARRY D.	DALLAS	TX	4/5/2019	2019-20
5107	OSMAN	YASSER S.	POTTSTOWN	PA	4/5/2019	2019-20
5108	DAVIS	STEPHEN B.	CHARLOTTESVILLE	VA	4/5/2019	2019-20
5109	MERRILL	RANDAL G.	CINCINNATI	OH	4/11/2019	2019-20
5110	KEITH	DAVID A.	NORFOLK	VA	4/11/2019	2019-20
5111	MCCORD	DOUGLAS L.	PHOENIX	AZ	4/11/2019	2019-20
5113	CUPP	DALE LEE	BROADWAY	VA	6/18/2019	2019-20
5114	SPROULS	JOHN W.	JEFFERSONVILLE	IN	4/15/2019	2019-20
5115	BLEVINS	BENJAMIN TYLER	Jonesborough	TN	5/8/2019	2019-20
5116	HUGHES	ROGER C.	PEWEE VALLEY	KY	4/16/2019	2019-20
5117	HALL	THOMAS E.	WAYNE	PA	4/16/2019	2018-19
5118	FLANAGAN	THOMAS D.	BETHESDA	MD	4/25/2019	2019-20
5119	GOODWIN	MICHAEL S.	BALTIMORE	MD	4/25/2019	2019-20
5120	MORGAN	W. RONALD	SALISBURY	MD	4/25/2019	2019-20
5121	CAVIN	SETH A.	OKLAHOMA CITY	OK	5/6/2019	2019-20
5122	SACKENHEIM	JEFFREY A.	CINCINNATI	OH	5/6/2019	2019-20
5123	COSTELLO	SCOTT C.	CRYSTAL LAKE	IL	5/6/2019	2019-20
5124	SCHAEFFER	LARRY	STATESVILLE	NC	5/8/2019	2019-20

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
5125	CASTIN	CHRISTIAN	ALPHARETTA	GA	5/8/2019	2019-20
5126	ADITYA	SANDIPAN	COLUMBUS	OH	5/13/2019	2019-20
5127	BUSCH	CHARLES M.	COLUMBUS	OH	5/13/2019	2019-20
5128	RAHN	GLENN R.	GRAND RAPIDS	MI	5/16/2019	2019-20
5129	HARKINS, JR.	CARL G.	FORT WORTH	TX	5/20/2019	2019-20
5130	RICCIUTI	ANTHONY	DETROIT	MI	5/20/2019	2019-20
5131	BROWN	JEFFREY	HOUSTON	TX	5/20/2019	2019-20
5132	IANNELLI	PATRICK D.	PENDLETON	SC	5/20/2019	2019-20
5133	BURNS	KEVIN M.	LOUISVILLE	KY	6/7/2019	2019-20
5134	MCBEATH, JR.	WILLIAM	FALLS CHURCH	VA	6/7/2019	2019-20
5135	SANDVICK	JONATHAN	CLEVELAND	OH	6/7/2019	2019-20
5136	SHEETS	JASON C.	DAYTON	OH	6/7/2019	2019-20
5138	MCCARTHY III	WILLIAM	TOWSON	MD	6/27/2019	2019-20
5139	ISBELL	THEODORE	BOISE	ID	6/27/2019	2019-20
5140	JARMAN	THOMAS	MOBILE	AL	6/27/2019	2019-20

***Total Count: 118***

## ***WVBA - Licenses Issued from 07/01/2017 to 06/30/2018***

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4909	WETZEL	JEFFREY CHRISTIAN	PITTSBURGH	PA	10/26/2017	2018-19
4915	KITTLE	QUINTIN	PITTSBURGH	PA	9/21/2017	2018-19
4916	SHOPE	MEGAN M.	RICHMOND	VA	7/17/2017	2018-19
4917	SCHWIETERMAN	BRIAN	MASON	OH	7/17/2017	2018-19
4918	KOSTELECKY	ANGELA	MCLEAN	VA	7/17/2017	2018-19
4919	GHANNAM	SHIRLEY	ANN ARBOR	MI	7/21/2017	2018-19
4920	GLANCE	JONATHAN	PITTSBURGH	PA	8/11/2017	2018-19
4921	ROGERS	CHAD	SYRACUSE	NY	7/21/2017	2018-19
4922	FOLEY	BRENT	COLUMBUS	OH	8/10/2017	2018-19
4923	BARGER	DOUGLAS GREGORY	MCGAHEYSVILLE	VA	7/26/2017	2018-19
4924	GRUSENMEYER	JEFFREY	FAIRVIEW PARK	OH	8/1/2017	2018-19
4925	STRAIN	KRISTOFFER	GREENWOOD VILLAGE	CO	8/1/2017	2018-19
4926	HART	NATHAN D.	PITTSBURGH	PA	8/1/2017	2017-18
4927	STIVERS	JEFFREY C.	LEXINGTON	KY	8/2/2017	2018-19
4928	COLWELL, JR.	DENNIS M.	FOXBOROUGH	MA	8/7/2017	2018-19
4929	BURDETT	DAVID	RALEIGH	NC	8/10/2017	2017-18
4930	RUBELING, JR.	ALBERT W.	MONKTON	MD	10/6/2017	2018-19
4931	KOSHIYAMA	YOSHIYUKI	ATLANTA	GA	8/29/2017	2018-19
4932	MURTHA	MATTHEW	CINCINNATI	OH	9/5/2017	2018-19

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4933	JOHN	DOLORES	INDEPENDENCE	WV	10/16/2017	2018-19
4934	GILROY	MICHAEL	CARMEL	NY	9/11/2017	2018-19
4935	SCHROCK	KENNETH F.	UNIONTOWN	PA	10/16/2017	2018-19
4936	DUCKETT	CHRISTOPHER	MARYLAND HEIGHTS	MO	10/16/2017	2017-18
4937	OSTROSKY	FREDERICK D.	ROGERS	AR	12/26/2017	2018-19
4938	VAN WEY II	RONALD D.	CAMBRIDGE	OH	10/10/2017	2018-19
4939	GRAF	PAUL	PITTSBURGH	PA	12/8/2017	2018-19
4940	PHASSOS	GREGORY	CHICAGO	IL	10/10/2017	2018-19
4941	SMITH	JASON GEORGE	WHEELING	WV	10/12/2017	2018-19
4942	RECCHIA	DAVID	TOWSON	MD	10/2/2017	2018-19
4943	WYATT, JR.	HARRY E.	LEWISBURG	WV	10/19/2017	2018-19
4944	TURNER	BRYCE A.	BALTIMORE	MD	10/6/2017	2018-19
4945	PURDY	SCOTT J.	TAMPA	FL	10/20/2017	2018-19
4946	RAS	HENDRIKUS L.	ROCKVILLE	MD	10/30/2017	2018-19
4947	LEBEL	MICHEL H.	MEMPHIS	TN	10/17/2017	2018-19
4948	CURTIS	DONALD DUSTIN	PHOENIX	AZ	10/17/2017	2018-19
4949	ORTALE	VICTOR F.	BOSTON	MA	11/7/2017	2018-19
4950	HOFFMANN	CHARLES A.	ALLEN	TX	10/23/2017	2018-19
4951	VERRIER	ROBERT	CHELSEA	MA	10/23/2017	2018-19
4952	HERMAN	MICHAEL	TUCSON	AZ	11/21/2017	2018-19
4953	LINK	KEVIN M.	LORTON	VA	10/30/2017	2018-19



<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4954	BRINKLEY	JONATHAN	FOND DU LAC	WI	11/1/2017	2018-19
4955	VAN DYCK	STEPHEN K.	SEATTLE	WA	11/2/2017	2018-19
4956	DEAL	DONALD ROBERT	LEXINGTON	KY	4/23/2018	2018-19
4957	DANIEL	KIP EWING	DALLAS	TX	11/27/2017	2018-19
4958	DURHAM	ROBERT L.	LEXINGTON	KY	11/16/2017	2018-19
4959	FROMMELL	CHRISTOPHER S.	CEDARBURG	WI	11/17/2017	2018-19
4960	DURKIN	THOMAS F.	PITTSBURGH	PA	12/4/2017	2017-18
4961	WILKUS	MATTHEW MICHAEL	MINNETONKA	MN	12/4/2017	2018-19
4962	LOPINA	ANDREW J.	WINSTON-SALEM	NC	11/28/2017	2018-19
4963	TIPPETS	BRENT R.	SALT LAKE CITY	UT	12/15/2017	2018-19
4964	GRUBB	MICHAEL A.	INDIANAPOLIS	IN	1/18/2018	2018-19
4965	REMPPEL	MICHAEL K.	WILLIAMSPORT	PA	4/2/2018	2018-19
4967	KNOBLAUCH	MICHAEL	TOWNVILLE	SC	12/26/2017	2018-19
4968	O'DONNELL	JAMESON M.	Pittsburgh	PA	2/2/2018	2018-19
4970	BUSH	JACOB S.	MUNROE FALLS	OH	1/10/2018	2018-19
4971	WYSZYNSKI	JEFFREY J.	HARTFORD	CT	1/11/2018	2018-19
4972	CASACCIO	TENEE R.	GLENS FALLS	NY	1/11/2018	2018-19
4973	D'ONOFRIO	PAUL G.	PHILADELPHIA	PA	1/17/2018	2018-19
4974	LONCHAR	MICHAEL	COLUMBUS	OH	3/12/2018	2018-19
4975	BEASLEY	ROGER LEE	STUART	VA	3/12/2018	2017-18
4976	KIRSCHNER	CHRISTOPHER	TAMPA	FL	2/20/2018	2018-19

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>
4978	ALEXANDER CHARLES W.	ELLICOTT CITY	MD	2/6/2018	2018-19
4979	HOLMES MEGAN	PHILADELPHIA	PA	3/12/2018	2018-19
4980	BUONASPINA ROBERT V.	NORTH CANTON	OH	3/12/2018	2018-19
4981	CHRISTENSEN SHANNON R.	BILLINGS	MT	3/14/2018	2018-19
4982	LAMAR JONATHAN C.	NEWBURGH	IN	3/14/2018	2018-19
4983	SMITH JAMES D.	CENTERVILLE	MA	4/2/2018	2018-19
4984	MAYFIELD LEESA	WINCHESTER	VA	4/19/2018	2018-19
4985	BARNES JONATHAN	COLUMBUS	OH	4/3/2018	2018-19
4986	HERSTINE DANIEL ERIC	AKRON	OH	4/3/2018	2018-19
4987	BOONE CHRISTOPHER E.	VIENNA	VA	4/17/2018	2018-19
4988	BEACHY SEAN B.	Buffalo	NY	4/17/2018	2018-19
4989	KULKARNI NITIN Y.	GLEN ALLEN	VA	4/9/2018	2018-19
4990	KHANNA KAPIL	CHICAGO	IL	4/17/2018	2018-19
4991	YELVINGTON TIMOTHY S.	LITTLE ROCK	AR	4/17/2018	2018-19
4995	BARKER KEVIN J.	CHICAGO	IL	5/18/2018	2018-19
4996	MASTRIANNI MONICA D.	SAVANNAH	GA	4/24/2018	2018-19
4997	HARNEY KEVIN W.	NASHVILLE	TN	5/14/2018	2018-19
4998	SCHMAUK, JR. DAVID	PHILADELPHIA	PA	5/7/2018	2018-19
4999	ULERY SHAWN C.	GREENSBURG	PA	5/1/2018	2018-19
5000	KANE JACKSON M.	ATLANTA	GA	5/1/2018	2018-19
5001	COOK JAMI M.	BENTONVILLE	AR	5/3/2018	2018-19

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
5002	LAWTON	PAUL L.	NORTH MANKATO	MN	5/11/2018	2018-19
5003	BUZARD	WILLIAM S.	POWELL	OH	5/14/2018	2018-19
5004	KRALY	RICHARD P.	CLEVELAND	OH	5/22/2018	2018-19
5005	MIGNERON	CHRISTOPHER M.	KANSAS CITY	MO	5/29/2018	2018-19
5006	HAZZARD	RUSSELL H.	SEATTLE	WA	5/14/2018	2018-19
5008	GUTH	SEAN C.	LASCASSAS	TN	6/4/2018	2018-19
5009	WOODINGS	RANDALL A.	COLUMBUS	OH	5/29/2018	2018-19
5010	CLARKE	JAMES W.	COLUMBUS	OH	6/29/2018	2018-19
5011	STERN	ROBERT D.	NORFOLK	VA	5/22/2018	2018-19
5012	BENNETT	CRAIG D.	MCLEAN	VA	5/22/2018	2018-19
5013	STALLWORTH	WILLIAM W.	SPRINGFIELD	VA	6/4/2018	2018-19
5014	ALLEN	SCOTT	CLARKS SUMMIT	PA	5/29/2018	2018-19
5015	REYNOLDS	BRIAN T.	COLUMBUS	OH	6/8/2018	2018-19
5016	WHITE, JR.	GARY M.	LAKELAND	TN	6/4/2018	2018-19
5017	WILLIAMS	DOUGLAS J.	SILVER SPRING	MD	6/19/2018	2018-19
5018	DEMBLING	DANIEL W.	ALBANY	NY	6/11/2018	2018-19
5019	MASSEY	CHARLES R.	MARIETTA	GA	6/25/2018	2018-19
5021	ZEHNDER	CHRISTOPHER J.	SHAMONG	NJ	6/14/2018	2018-19
5022	JACOBSON	PAUL S.	FINDLAY	OH	6/22/2018	2018-19
5023	LIPOWSKI	MICHAEL J.	CLEVELAND	OH	6/27/2018	2018-19
5026	KAMHI	ROZI	OWINGS MILLS	MD	6/27/2018	2018-19

**Total Count: 103**

# WVBA ACTIVE LICENSEES AS OF 06/30/2019

STATE	# of LICENSEES
AL	11
AR	12
AZ	13
CA	16
CO	13
CT	2
DC	17
FL	27
GA	43
IA	1
ID	3
IL	33
IN	24
KS	11
KY	37
LA	6
MA	12
MD	72
ME	1
MI	21
MN	17
MO	29
MT	1
NC	42
ND	1
NE	2
NH	1
NJ	21
NM	1
NV	2
NY	41
OH	172
OK	12
ON	1
OR	2
PA	140

STATE	# of LICENSEES
SC	12
TN	46
TX	45
UT	4
VA	106
WA	10
WI	16
WV	113
Grand Total	<b>1212</b>

## WVBA ACTIVE LICENSEES AS OF 06/30/2018

STATE	# of LICENSEES
AL	10
AR	12
AZ	12
CA	15
CO	11
CT	4
DC	18
FL	28
GA	42
IA	1
ID	2
IL	34
IN	23
KS	12
KY	36
LA	6
MA	14
MD	66
ME	1
MI	18
MN	17
MO	31
MT	1
NC	46
ND	1
NE	3
NH	1
NJ	21
NM	1
NV	2
NY	38
OH	173
OK	11
ON	1
OR	3
PA	134

<b>STATE</b>	<b># of LICENSEES</b>
SC	9
TN	45
TX	44
UT	3
VA	107
WA	10
WI	12
WV	116
<b>Grand Total</b>	<b>1195</b>

# West Virginia Architects

## WVBA Active Licensees By County as of 06/30/2019

COUNTY	LICENSE	LNAME	FNAME	
<b>BERKELEY</b>				
	2536	RUDE	BARRY RUSSELL	
Count				1
<b>CABELL</b>				
	1306	SUMMERFELDT	ROBERT	
	2743	TUCKER	EDWARD W	
	3635	RANDOLPH	NATHAN	
	3836	DAILEY	EVAN DENVER	
	3951	WILKES	WALTER LEE	
	4047	BUMPUS	GEORGE E.	
	4062	RANDOLPH	PHOEBE A. PATTON	
	4121	HARPER	HOLLY RENEE	
	4322	DYGERT	JOSHUA M.	
Count				9
<b>GREENBRIER</b>				
	1424	HART	DANIEL	
	3856	ROACH	EDWARD LEE II	
	4563	PARRISKI	MICHAEL DAVID	
	4943	WYATT, JR.	HARRY E.	
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	
	4782	VASANI	JALPA SUGAM	
	4791	LYONS	JOSHUA ZACHREY	



Count

6

**JEFFERSON**

2329	WELSH	ROSALIND E
2615	RECN	JOHN J
2716	WHITAKER	JEFFREY BRIAN
4884	BINDER	MICHAEL PAUL

Count

4

**KANAWHA**

1044	TENNANT	PAUL
1167	GOFF	JERRY R
1326	CHATURVEDI	ANAND
1423	MILLER JR	LLOYD W
1503	GUFFEY II	FRANCIS A
1684	ELLIOT	JOHN R.
1848	SOLTIS	GEORGE
1889	HARRIS	JOHN
1997	EPLING	MARK T
2041	FRIER JR	JACK BLAIR
2101	WILLIAMSON	GREGORY A
2228	ADKINS	LARRY G
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
3425	KLEYKAMP	PAUL RAY
3498	KRASON	ADAM R.

3521	WARNOCK	PHILLIP
4041	WORKMAN	VIVIAN ANN
4176	MARGOLIS	ARIC L.
4179	CLOER, III	WILLIAM THOMAS
4193	SPENCER	NATHANIEL HAROLD
4244	SINCLAIR	RYAN JOSEPH
4302	PAULEY	RODNEY ALLEN
4309	VANGILDER	JOYCE A.
4386	JONES	JEREMY
4450	MCCAULEY	ANN MARIE
4644	ARTHUR	CASEY CHARLES
4653	CHEUVRONT	AMANDA JO
4797	MARTIN	GREGORY ISAAC

Count

43

**MARION**

1663	BARNUM	STEPHEN A
2104	SAUSEN	JOHN
2230	FORREN	RICHARD T
2693	KEY	REBECCA JEAN
3331	WEAN	PAMELA JO
4170	EDDY	RAYMOND GREG
4222	MILLER	JASON
4590	SNIDER	DAVID E.
4605	ROHALY	ADAM LUCAS

Count

9

**MARSHALL**

4354	RYMER	PATRICK JASON
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Count

1

**MERCER**

2587	BOGGESS	TODD E
4876	MILLER	ANTHONY T.

Count

2

**MONONGALIA**

1768	MARTIN	LARRY D
2626	WALKER	PAUL A
3321	BREAKEY	MATTHEW
3525	MILLS	MICHAEL
4049	PRITTS	THOMAS F.

	4141	CHRISTOPHER	TODD G.	
	4282	DULANEY, JR.	RONALD E.	
	4513	BOWERS	STACEY LYNNE	
	4803	ETRIS	TYLER BLAKE	
	4845	COLE	KELLIE MARIE	
	4893	FRICK	JOSHUA J.	
Count				11

**OHIO**

	1743	GREER	PETER S	
	1765	MADAMA	DENNIS	
	2397	GRECO	VICTOR R	
	2628	BROOKS	DANA LOWRY	
	2708	KAYAFAS	CONSTANTINE	
	3056	AVDAKOV	STEVEN	
	3255	SCATTERDAY	WENDY	
	3585	MULL	ADAM C	
	3753	WINOVICH	RAYMOND S.	
	3810	SCHessler	CHRISTINA ANN	
	4941	SMITH	JASON GEORGE	
Count				11

**PRESTON**

	4933	JOHN	DOLORES	
Count				1

**PUTNAM**

	2302	SALLADÉ	MARKHAM D.	
Count				1

**RALEIGH**

	1079	ELLER	NED BENDER	
	1608	SNEAD	J DAN	
	1633	KRAUSE JR	ROBERT	
Count				3

**UPSHUR**

	3198	VANNOSTRAND	JAMES	
Count				1

**WAYNE**

	3100	MITCHELL	TODD	
Count				1

**WOOD**

3800 STOTTS  
4573 ALGMIN  
4613 INGHAM

TRACI LORENE  
CHRISTOPHER L.  
BARRY WILLIAM

Count  
Total Count

113

3

# West Virginia Architects

## WVBA Active Licensees by County as of 06/30/2018

COUNTY	LICENSE	LNAME	FNAME	
<b>BERKELEY</b>	2536	RUDE	BARRY RUSSELL	1
<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	8
<b>GREENBRIER</b>	3368	HURT	ROBERT	
	3856	ROACH	EDWARD LEE II	
	4563	PARRISKI	MICHAEL DAVID	
	4943	Wyatt	Harry	4
<b>HAMPSHIRE</b>	4553	CHELNOV	MICHAEL	1
<b>HANCOCK</b>	3750	BERNARDI	LOUIS P.	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	7
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**JEFFERSON**

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

4

**COUNTY**

**LICENSE**

**LNAME**

**FNAME**

**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
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
4653	CHEUVRONT	AMANDA JO

**COUNTY**

**LICENSE**

**LNAME**

**FNAME**

4797	MARTIN	GREGORY ISAAC
		43

**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
		11

**MARSHALL**

4354	RYMER	PATRICK JASON
		1

**MERCER**

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

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

**COUNTY**

**LICENSE**

**LNAME**

**FNAME**

3753	WINOVICH	RAYMOND S.
3810	SCHessler	CHRISTINA ANN
4941	SMITH	JASON

11

**PRESTON**

4933	JOHN	Dolores
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1

**PUTNAM**

2302	SALLADÉ	MARKHAM D.
4047	BUMPUS	GEORGE E.
4644	ARTHUR	CASEY C.

3

**RALEIGH**

1079	ELLER	NED BENDER
1608	SNEAD	J DAN
1633	KRAUSE JR	ROBERT

3



**UPSHUR**

3198 VANNOSTRAND

JAMES

1

**WAYNE**

3100 MITCHELL

TODD

1

**WOOD**

3800 STOTTS

TRACI LORENE

4573 ALGMIN

CHRISTOPHER L.

4613 INGHAM

BARRY WILLIAM

3

Total Count

116

**Complaint, Inquiry & Discipline Summary  
FY 2019 (July 1, 2018 – June 30, 2019)**

**# 09-17-2018 Board vs. Peter Mark Viola**

Complaint: On September 17, 2018, Peter Mark Viola applied for reinstatement of his license (#1844) and disclosed that he had practiced architecture in the State of West Virginia during a period in which his license had been inactive following its expiration on June 30, 2014, which is a violation of W.Va. Code R §2-1-8 (8.9 Practice Prohibition).

Action: The Board requested information on the projects in which Mr. Viola participated during the period of expiration and denied the reinstatement pending a possible consent order

Resolution: A Consent Order was agreed upon on December 26, 2019 and approved by the Board. The order resulted in reinstatement with payment for reinstatement, a late renewal, a civil penalty of \$2,150.00 for practice with an inactive license and a \$500 of reimbursement for the disposition of the matter.

**# 11-14-2018 Inquiry**

Complaint: On November 14, 2018, the Board received a complaint against a construction company related to a roofing project.

Action: The Board dismissed the complaint on November 14, 2018 because it had no jurisdiction in the matter since the work did not involve the work of a registered architect in the State of West Virginia.

Resolution: The complainant was referred to the West Virginia Division of Labor which licenses contractors and also to the Attorney General's Office of Consumer Protection, and Consumer Complaint Forms were provided.

**# 11-20-2018 Board vs. Anthony Ewing**

Complaint: On November 20, 2018, the Board filed a complaint against Anthony Ewing based upon information shared with it by the West Virginia Board of Registration for Professional Engineers which alleged that he had practiced engineering rather than architecture by stamping mechanical, electrical, and plumbing plans not prepared by him.

Action: The architect responded, and an informal conference was held with the architect, represented by counsel, on March 21, 2019 as part of the Board's regular meeting.

Resolution: A consent agreement and order was finalized on July 10, 2019 in which the architect maintained he believed he was following applicable rules and paid a \$500.00 fine for work that was considered by the Board to not be the "incidental practice" of engineering.

### **# 03-18-2019 Board vs. Mark Orling**

Complaint: On March 18, 2019, Mark Orling applied for reinstatement of his license (#1645) and disclosed that he had practiced architecture in the State of West Virginia during a period in which his license had been inactive following its expiration on June 30, 2017, which is a violation of W.Va. Code R §2-1-8 (8.9 Practice Prohibition).

Action: On April 8, 2019, the Board communicated to Mr. Orling that he had violated West Virginia's practice prohibition and was subject to discipline and penalty by the Board and that his application was denied pending an agreement. The Board also requested additional information on the projects in West Virginia on which he had worked with an expired license.

Resolution: The Board entered into a consent agreement and order with the architect on May 13, 2019 which included payment of the reinstatement fee and late renewal fee, a civil penalty of \$500.00, and reimbursement to the Board for disposition of the matter in the amount of \$350.00.

### **# 05-14-2019**

Complaint: On May 14, 2019, the Board received a complaint against an architect by another architect alleging unprofessional behavior, fraudulent conduct, and general incompetence. Subsequent addendums to the complaint arrived on May 28, 2019 and June 4, 2019.

Action: On June 5, 2019, the Complaint Committee of the Board met, which resulted in a letter to the complainant asking for additional information and clarification, and a letter to the respondent, informing the licensee of the complaint and asking for a response. Responses were received from the complainant on July 23, 2019 and from the respondent on July 25, 2019. The respondent was asked to provide more information about work on which he had collaborated with the complainant and to appear before the Complaint Committee at an Informal Conference on October 3, 2019, which he did.

Resolution: This complaint is not resolved. The Board is continuing to gather information on this complaint and at its meeting on December 12, 2019 discussed possible resolutions that would protect the public. A status report was sent to both parties by certified mail on November 5, 2019.

**Complaint, Inquiry & Discipline Summary  
FY 2018 (July 1, 2017 – June 30, 2018)**

**# 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 pick up the request for additional information sent by certified mail by the Board, which delayed processing of the complaint. After re-sending the request information by regular mail, 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. A status letter was sent to all parties on 08/03/2017. 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. After the complaint was dismissed, the complainant provided additional information to the Board that was reviewed, considered, and also shared with the investigator.

**Resolution:** After considering additional information provided by the complainant after the complaint's dismissal, the Board determined at its March 29, 2018 meeting that there was not sufficient evidence to warrant additional proceedings nor had the architect violated the rules of professional conduct. The matter is considered closed. (This case spans two fiscal years.)

**# 07-05-2017**

**Inquiry:** The West Virginia Board of Architects received an anonymous complaint regarding a non-architect using the initials AIAA after his name. AIA prohibits this, as AIA can only be used after an architect's name who is an AIA architect member; therefore, using these initials equates to holding oneself out as an architect to the public.

**Action:** The Board notified AIA WV on July 24, 2017 of this issue since the person named in the inquiry was an associate member of AIA WV. The Board provided documentation from AIA National's counsel on this issue since it has dealt with it before.

**Resolution:** The AIA WV plans to deal with the issue since it affects its membership and the person named is not a registered architect. There is no evidence on the individual's firm website that AIAA is currently being used.

**# 07-07-2017 Board vs. Thomas N. Smith**

**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 three quarterly reports in compliance with the consent agreement. This matter is considered resolved. (This case spanned two fiscal years.)

#### **# 09-21-2017**

Inquiry: A report was provided to the Board of a non-architect introduced on September 21, 2017 as an architect at a meeting in WV and presented a design without being licensed in WV.

Action: Educational letters regarding the rules governing the practice of architecture in WV were sent on November 17, 2017 to the individual who spoke at the meeting and the individual's supervisor, who was recently licensed in WV.

Resolution: The Board received responses from both the individual who presented the design at the meeting and the individual's supervisor on November 21, 2017 indicating they both will abide by the practice laws of WV and apologizing for the misrepresentation. The matter is considered closed.

#### **# 09-29-2017**

Inquiry: Upon receiving a request for a Certificate of Registration from a candidate for registration who is currently in the process of taking the ARE, the Board discovered on September 29, 2017, that the candidate was representing himself as a licensed architect in West Virginia and Georgia, as well as a member of AIA, NCARB and other professional organizations, as evidenced by his NCARB record, Linked In page and Facebook page.

Action: The Board sent a letter on October 13, 2017 to the candidate requesting immediate redaction of the listings as a registered architect in West Virginia from his social media accounts. Additionally, the letter was copied to AIA, NCARB, IIDA and the Georgia Board of Architects, as the candidate was not a licensed architect in any jurisdiction.

Resolution: On October 19, 2017, the candidate emailed the board to apologize for his actions and indicate that the NCARB record and Facebook and Linked In accounts have been corrected. The Board will continue to monitor.

**# 10-05-2017 Board vs. Paul Graf**

Complaint: On October 5, 2017, the Board voted to deny the reciprocal registration application of an architect who had not disclosed a penalty and discipline issue in another state on his application. The architect was notified on October 19, 2017.

Action: In lieu of a hearing, the architect agreed to a consent order with the Board on November 17, 2017 that resulted in the architect being placed on probation for six months, disclosing all other discipline and reimbursing the board for the costs of the disposition in the case.

Resolution: The Board President signed the Consent Order on December 7, 2018. The architect was reciprocally registered in West Virginia on December 8, 2017 and remitted \$1,000.00 to the Board on the same date to cover the cost of the disposition of the case with the WV Attorney General's Office. The matter is considered closed.

**# 12-13-2017 Board vs. Brady Harding**

Complaint: The architect disclosed on his 2017-18 late renewal form on 12/13/2017 that he had practiced since June 30, 2017 with an expired license, claiming that Red Vector (a licensing service) did not renew his license on time. His renewal was made pending until the Board could deal with the matter of unlicensed practice.

Action: The architect was sent correspondence to the architect on March 13, 2018 that his registration in West Virginia would be renewed upon the payment of \$250.00 penalty consistent with board policy for practice with an expired license during July and August 2017. The Board met on March 29, 2018 and voted to renew Mr. Harding's registration pending payment of the penalty.

Resolution: The architect remitted the penalty on April 9, 2018 and his renewal was finalized the same day. The penalty was transferred from the Board to the General Revenue Fund through an IET on April 11, 2018.

**# 01-24-2018**

Inquiry: The Board received an anonymous inquiry on January 24, 2018 regarding a licensed professional engineer offering architectural services over social media without being registered as an architect in West Virginia.

Action: The Board reviewed the engineer's social media accounts at its meeting on March 29, 2018 and sent a letter to the engineer on April 18, 2018 indicating that it appears he is providing residential and commercial designs without a registered architect on staff and that his marketing should be corrected. The Board has continued to monitor the P.E.'s social media

marketing. At its June 7, 2018 meeting, the Board noted the changes made by the PE, but indicated in a letter dated Sept. 10, 2018, that the Board has continued concern that architectural services are still being marketed without a registered architect on staff. The board noted that “building designer” and “a team of architects” are referenced without a licensed professional on staff.

Resolution: The Board has been notified by the WV Board of Registration for Professional Engineers that the engineer named in the inquiry has been in touch with the PE Board for guidance. At its Dec. 6, 2018 meeting, the Board reviewed additional changes to the PE’s website since its Sept. 10<sup>th</sup> correspondence and still has some concerns regarding the PE defining his work as that which the dictionary defines as the work of an architect. Staff is working with the PE Board to resolve the remaining issues regarding building design services offered. (This inquiry spans two fiscal years.)

#### **# 03-19-2018 Board vs. Phillip Pecord**

Complaint: On March 19, 2018, the Board was notified by the National Council of Architectural Registration Boards that Phillip Pecord’s NCARB certificate had been revoked. Mr. Pecord’s reciprocal registration in WV was based upon his NCARB certificate as his credential and he had recently been reinstated on Dec. 8, 2017.

Action: At its March 29, 2018 meeting, the Board decided to inform Mr. Pecord that he should immediately send the board a list of WV projects, be on probation until June 30, 2018, and be advised that he must pursue an alternative path to registration in WV since he no longer possessed a NCARB certificate and his current registration would expire on June 30, 2018. He was notified of the same by letter on April 18, 2018.

Resolution: The architect responded by email that he did not have any current WV projects on April 25, 2018. At its September 6, 2018 meeting, the Board voted to revoke the architect’s registration since he no longer possessed the credentials supporting his WV certificate. The same was communicated to the architect on November 9, 2018. Upon the advice of the Assistant Attorney General at its December 6, 2018 meeting, the Board decided to simply list the architect as “unlicensed.”

#### **# 04-16-2018**

Inquiry: The Board received an anonymous inquiry on April 16, 2018 indicating concern over an unregistered individual offering “architectural design” services over social media.

Action: The Board sent a letter to the individual indicating that “architect” and all its forms of title are restricted to only those individuals who have been registered by the WV Board of Architects through qualification of education, examination and experience.

Resolution: At the Sept. 6, 2018 meeting, the Board was satisfied that a simple internet search will no longer yield this vendor with this name. Moreover, the Board feels that the public is not

confused if the vendor provides architectural services because of the other service that the vendor offers. The matter is considered closed.

#### **# 04-30-2018 Board vs. Rev. Thomas Little**

Complaint: An architect randomly selected for the audit of continuing education credits in January 2018 only submitted five of the 12 needed credits. On April 30, 2018, the architect was notified that he had 60 days to come into compliance or would not be eligible to renew his registration in West Virginia and could face disciplinary action.

Action: At its September 6, 2018 meeting the Board voted in revoke the architect's license for not complying with continuing education requirements but also offered the architect until Dec. 6, 2018 to show that he had met or exceeded the remaining hours needed (7) in order to retain his registration. On November 13, 2018, the architect was informed of these options by certified letter. No response was offered by the architect.

Resolution: At the Dec. 6, 2018 meeting when the Board was updated on this case, the Assistant Attorney General advised that no additional action was needed at this time since the architect's registration was inactive and was ineligible for renewal. He recommended that the Board pursue action against the architect should he apply for reinstatement. (This issue spans two fiscal years.)

#### **# 05-08-2018**

Inquiry: The Board received a phone call inquiry on May 7, 2018 to see if an architect from the caller's area was registered in West Virginia. The caller indicated the architect was advertising services in WV.

Action: Upon discovering that an architect residing in WV but not registered here was advertising services on social media with a WV address, the Board sent a letter to the architect on July 31, 2018 informing the architect that while the work being done was exempt from an architect's seal, the right to call oneself an architect in WV is restricted to only those registered with the State Board.

Resolution: The architect conversed with staff about an acceptable resolution and changed social media accounts accordingly. The Board sent a letter to the architect on August 14, 2018 indicating that the changes in marketing were acceptable, and the matter is considered closed.

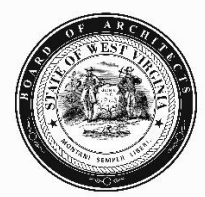


**Agendas & Minutes of  
The West Virginia Board of Architects**

**FY 2019  
(July 1, 2018 – June 30, 2019)**

# Meeting Agenda

## West Virginia Board of Architects



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

**Date:** September 6, 2018

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes - June 7, 2018 meeting
3. Complaints & Inquiries
  - a) Inquiry # 01-24-2018
  - b) Inquiry # 05-07-2018
  - c) Inquiry # 04-16-18
4. Rule Review and Recommendations
5. Action Items Regarding Registration
  - a) Reciprocal Applications
  - b) Reciprocal Registrant with Revoked NCARB Certificate
  - c) Non-Compliance with Continuing Education Requirement
6. Financial Report
7. New Business
  - a) Renewal for 2018-2019
  - b) Proposed format for discipline disclosure and determination of procedures
  - c) Database proposals
  - d) Newsletter article ideas
8. Administrative Items

- a) P-card Logs May 2018 – August 2018
- b) Travel Forms
- c) Approval of Sick and Annual Leave

9. Good of the Order

- a) Upcoming Board Meeting Dates
  - Dec. 6
- b) Long Range Planning
  - Website Training – Sept. 25, 2018 in Charleston
  - WV Purchasing Conference – Oct. 3-5, 2018 at Camp Dawson
  - NCARB Chair/MBE Meeting – Oct. 12-13, 2018 in St. Louis, MO
- c) News from the WV Association of Licensing Boards' Meetings
- d) Legislative Interim Schedule
  - Sept. 16-18
  - Nov. 11-13
  - Dec. 9-11

10. Adjournment

## Meeting Minutes West Virginia Board of Architects



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

**Date:** Thursday, September 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)  
Edsel Smith, Public Member (ES)  
Edward W. Tucker, Secretary (ET)

**Absent:** Jan Fox, Public Member (JF)

### Order of Business

1. Meeting called to order at 12:10 p.m. by President Richard Forren.
2. Approval of Minutes
  - a. June 7, 2018 Board Meeting Minutes were approved. Motion to approve AK/TB. Motion passed unanimously.
3. Complaints & Inquiries
  - a. Inquiry #01-24-2018: EP previously sent letter to party involved, some changes were made by the party to its website in response. EP informed Ohio's Board (the party is an engineer located in Ohio.) Firm is advertising architectural services, building projects displayed on company website, with no registrant in WV. EP to send a follow-up letter reviewed by Board and copy the WV Board of Registration for Professional Engineers.
  - b. Inquiry #05-07-2018: Individual advertising as an architect, no license in WV (licensed in foreign country.) EP has communicated with individual who was very cooperative, has made changes accordingly, issue is resolved.
  - c. Inquiry #04-16-2018: EP sent letter to individual, no response to date.

Question raised about anonymous complaints. RF notes that the Board's Rules do not allow complainant to be anonymous.

RF reviewed letter that he sent to Engineer's Board regarding architect who sealed engineering drawings. Our Board will initiate a complaint against the architect by letter indicating that this is a violation of our Rules and request him to explain his actions.

4. Rule Review and Recommendations
  - a. Rule Review submission to Governor:
    - i. EP reviewed Board's summary comments submitted via Google shared document. Input was also sought from registrants through newsletter.
    - ii. EP reviewed the format of the WV Association of Licensing Boards' and Dentistry Board's reports.

- iii. Draft report reviewed which consists of general statements about rule history, purpose, Board's emphasis on reciprocity and portability. Members suggested adding sentence about our law's exemptions from the practice of architecture. Report to be sent to Governor.
  - b. Board agreed to meet on February 22, 2019, for comprehensive, more detailed Rules review. This will be preceded by paired members working together to prepare assigned sections for the meeting.
  - c. AK asked for clarification concerning if architects are to seal projects that are exempted from the practice of architecture by our Rules. This could be an opportunity to refine our Rules, re: NCARB Model Regulations regarding use of the seal vs. WV's exemptions.
- 5. Action Items Regarding Registration
  - a. EP reviewed reciprocal applications for Cundiff, Leakey, and Saeger. After review, the Board approved all three applicants.
  - b. EP reviewed registrant whose NCARB certificate has been revoked; registration was gained in WV by NCARB certificate. After review, the Board voted to revoke Phillip Pecord's license. Motion by AK/ES. Motion passed unanimously.
  - c. EP reviewed one registrant's non-compliance with Continuing Education requirements following this year's audit. After review, the Board voted to revoke Thomas Little's license. Motion by WS/TB. Motion passed unanimously.
- 6. Financial Report
  - a. FY 2018-2019 year to date report reviewed by EP. Total expenditures to date are \$33,734.22. Revenue to date is \$20,108.72.
  - b. It was noted that the trend continues of expenditures exceeding revenue by approximately \$5,000 / year; however, the carried balance remains significant such that there is no immediate issue.
  - c. EP will bring comparison of surrounding states' fees for comparison to WV as a step in seeing if a future increase may be in order.
  - d. EP reported that the FY2020 budget was drafted and submitted in August and is the same amount as FY2019 (\$169,304)
- 7. New Business
  - a. 2018-2019 renewals reviewed: Currently there are 1,201 active registrants of which 116 reside in WV and 1,085 are out-of-state. There were 86 non-renewed from the prior year.
  - b. Proposed format for discipline disclosure and determination of procedures discussed. EP referred to the bill that determines what should be posted on the Board's website, newsletter, and in data base (available for public viewing via website) as the starting point. Use §2-1-10 as a guide. (From June 7, 2018 minutes: EP noted that West Virginia requires boards to make discipline/action taken public, provided findings result in discipline, and that NCARB prefers the same with a consent order link.)
  - c. Proposals to be sought for updating/maintaining our database with solicitation of bids required by Purchasing. Board suggested EP write a description of what the database should do, i.e. specifications for its content and performance, to include with request for proposals
- 8. Administrative Items: After review of the following items, all were approved by acclamation:
  - a. P-Card Log of expenditures May 2018 – August 2018
  - b. Travel Forms
  - c. Sick and Annual Leave
- 9. Good of the Order
  - a. Remaining 2018 meeting is December 6, at noon.
  - b. RF and ET attended NCARB's Annual Meeting Jun 28-30, 2018 in Detroit MI. Revisions to NCARB's bylaws and Model Rules of Conduct were approved at the meeting. Board will

want to consider updating WV's Rules in the future to align with these changes. Next Annual Meeting will be held in Washington, DC, to celebrate NCARB's 100-year anniversary.

- c. Long Range Planning and upcoming events:
  - i. EP to attend website training Sep 25, 2018, in Charleston.
  - ii. Oct 3-5, 2018 – WV Purchasing Conference, Camp Dawson.
  - iii. Oct 4-5, 2018 – NCARB Region 2 Educator/Student/Practitioner Symposium, Drexel University Urban Design Center, Philadelphia PA. ET will attend, is facilitator for Educator panel discussion sessions.
  - iv. Oct 12-13, 2018 – NCARB Chair/MBE Meeting, St. Louis, MO
- d. EP reported on recent WV Association of Licensing Boards' meeting.
- e. Legislative Interim Schedule
  - i. Sep 16-18
  - ii. Nov 11-13
  - iii. Dec 9-11
- f. EP announced that RF has been reappointed by Governor Justice for a term ending June 30, 2023.

10. Next Meeting is scheduled for 12 o'clock noon Dec 6, 2018 at 405 Capitol Street in the 4<sup>th</sup> Floor Conference Room, Charleston WV.

11. Motion to adjourn by TB/ES at 4:00 pm.

## West Virginia Board of Architects



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

**Date:** December 6, 2018

**Time:** 12:00 PM

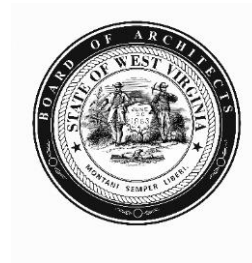
### Order of Business

1. Call to Order
2. Approval of Minutes – September 6, 2018 meeting
3. Complaints & Inquiries
  - a) Complaint # 11-20-2018 - Board Initiated (Log # corrected from #11-16-2018)
  - b) Inquiry # 11-14-2018 – Administratively Dismissed
4. Action Items Regarding Registration
  - a) Reciprocal Applications
  - b) Revoked NCARB Certificate
  - c) Non-Compliance with Continuing Education Requirement
  - d) Two Reinstatement Applications & Practice with Inactive License
  - e) Registration 2018-19 Update
5. Rule Review and Recommendations
  - a) Rule Review Report
  - b) Congruency of Rule Exemptions with Fire Marshal's and Building Officials' Requirements
  - c) Comparison of Fees in Surrounding Jurisdictions and Inquiry by Secretary of State's Office
6. Financial Report

7. New Business
  - a) Website Update
  - b) Purchasing Inspection Report
  - c) NCARB Chair/MBE Meeting – Oct. 12-13, 2018 in St. Louis, MO
  - d) Recognition of ARE passage, experience completion and registration
  - e) Update of brochure printed by WV State Board for of Registration for Professional Engineers
  - f) Newsletter article ideas
  
8. Administrative Items
  - a) P-card Logs September 2018 – November 2018
  - b) Travel Forms
  - c) Approval of Sick and Annual Leave
  
9. Good of the Order
  - a) State Journal interview and registered architect list
  - b) State Auditor’s Conference for Chapter 30 Boards
  - c) Update on Shared Services Implementation – SB 271
  - d) Upcoming Board Meeting Dates
    - Feb. 22, 2019 – Special Meeting, Rule Revision
    - March 21, 2019 – Quarterly Meeting
    - June 13, 2019 – Quarterly Meeting
    - Sept. 19, 2019 – Quarterly Meeting
    - Dec. 12, 2019 – Quarterly Meeting
  - e) Long Range Planning
    - March 7-9, NCARB Regional Summit, Nashville, TN
    - June 20-22, NCARB Annual Business Meeting, Washington, DC
  - f) Legislative Interim Schedule
    - Dec. 9-11
  
10. Adjournment



## Meeting Minutes West Virginia Board of Architects



**Location:** 405 Capitol Street  
4<sup>th</sup> 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 4<sup>th</sup> Floor Conference Room, Charleston WV.
11. Motion to adjourn by ES/WS at 4:05 pm

## West Virginia Board of Architects



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

**Date:** February 22, 2019

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – December 6, 2018 meeting
3. Complaints, Inquiries, and Discipline Issues
  - a) Complaint # 11-20-2018 - Board Initiated (previously listed as # 11-16-2018 in error)
  - b) Reciprocal Application without Disclosure
  - c) Mark Viola Consent Agreement
4. Action Items Regarding Registration
  - a) Reciprocal Application – Lynne McDonald
5. Legislative Report
6. Report on FARB Conference
7. Rule Review and Recommendations
8. New Business
  - a) New website and web address
  - b) Photo Submissions
  - c) Seal Brochure

9. Good of the Order
  - a) Quarterly Board Meeting – March 21, 2019
  - b) NCARB Regional Summit, Nashville, TN – March 7-9, 2019
  
10. Adjournment

## Meeting Minutes West Virginia Board of Architects



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

**Date:** Friday, February 22, 2019

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

**Attendees:** Todd Boggess, Member (TB)  
Adam Krason, Member (AK)  
Emily Papadopoulos, Executive Director (EP)  
Edsel Smith, Public Member (ES)  
Edward W. Tucker, Secretary (ET)  
Jan Fox, Public Member (JF)  
Mark Weiler, Assistant Attorney General (MW)

**Absent:** Richard Forren (RT)  
Wendy Scatterday (WS)

### Order of Business

1. Meeting called to order at 12:24 p.m. by Secretary Ed Tucker.  
ET made a Point of Order to recognize the passing of Ted Boggess who served on the WV Board of Architects for over 25 years and had many projects of merit in WV, including numerous churches. On behalf of the Board, ET expressed sympathy to TB and his family.
2. Approval of Minutes
  - a. December 6, 2018 Board Meeting Minutes were approved. Motion to approve ES/AK. Motion passed unanimously.
3. Complaints & Inquiries
  - a. Complaint # 11-20-2018  
ET offered a brief summary. Members felt action was warranted because the architect sealed documents he wasn't licensed to seal and didn't prepare. The Board voted to propose a consent agreement in lieu of a hearing with the architect agreeing to complete a two-hour CE on professional conduct/ethics and a penalty of \$500.00. Motion by AK; second by TB. Motion carried unanimously.
  - b. Reciprocal Application without Disclosure  
After review of the documents submitted and EP's summary of the response from NCARB, the Board voted to register the architect and directed EP to compose a stern letter indicating that the architect needs to become more familiar with his NCARB file and his record as reflected on the Indiana Board's website. Motion by AK; second by TB. Motion carried unanimously.
  - c. EP reported that with the assistance of MW, the consent agreement for Mark Viola was completed. MW pointed out that all actions resulting in consent order/agreements or final orders should be disclosed as discipline.
4. Registration
  - a. Lynne McDonald's application for reciprocal registration passed unanimously with a motion by TB and second by ES.

5. Legislative Report

EP offered a brief summary of the status of bills that may affect registration or Board operations. She will give a final status at the next meeting.

6. FARB Report

This report was deferred since RT was absent.

7. Rule Review and Recommendations

The Board began Rule Review with Title 2, Legislative Rule, Series 1 Registration of Architects (2CSR1). ET recommended updating 2.2.14 to refer to the new test divisions of ARE 5.0 with six divisions. He also noted that IDP should become AXP throughout the rules and that IDP could be referenced in the definition of AXP. Consensus was that the words "ethical" and "professional" should replace "moral character" throughout the rules. The Board discussed 6.2.2 and how the emphasis in the rule is the word "after" and how the rule might be rewritten for clarity, after EP cited a few examples of confusion by applicants. EP will draft new language for this and other items for review at the next meeting. AK recommended a more punitive payment for late renewals beginning Sept. 1 to discourage lapsed licenses and architects practicing while inactive. AK also recommended establishing a policy/matrix for a minimum number of hours of CE to have completed to determine what is "willful disregard" of the CE requirement. See 8.4.3. AK will draft said policy for consideration, and the Board will revisit "after proper notice and hearing" at the end of 8.4.3. EP asked for clarification on the meaning of 9.5.1, and all agreed that they needed to clarify the intent behind it. The Board will continue discussion of rule review at its March meeting and review drafts of proposed language based upon this discussion.

8. New Business

EP showed the Board the new website and asked for suggestions for photos that could be used with news items. AK commented that photos should be of public buildings when buildings are shown. EP also summarized the changes for the seal brochure to be jointly published with the Engineers Board. In reviewing the text, members commented that "commercial structure" needs a more complete definition in rules/code.

9. Good of the Order & Adjournment

The Board reviewed the upcoming meetings, and the meeting was adjourned at 3:28 PM on a motion by ET and seconded by ES.

## West Virginia Board of Architects



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

**Date:** March 21, 2019

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – February 22, 2019.
3. Complaints, Inquiries, and Discipline Issues
  - a) Complaint # 11-20-2018 - Board Initiated
  - b) Update on Candidate for Registration
4. Action Items Regarding Registration
  - a) Reciprocal Applications
  - b) Reinstatement Applications
5. Financial Report
6. Legislative Summary
7. Rule Review & Recommendations
8. New Business
  - a) Region 2 Symposia Rules
  - b) 2019 Audit Report
  - c) Report on FARB Conference
9. Registration Report
10. PCard and Leave Approval
11. Good of the Order



Upcoming Board Meeting Dates

- June 13, 2019 – Quarterly Meeting
- Sept. 19, 2019 – Quarterly Meeting
- Dec. 12, 2019 – Quarterly Meeting

Long Range Planning

- June 20-22, NCARB Annual Business Meeting, Washington, DC

12. 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 21, 2019

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

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

**Absent:** Jan Fox, Public Member (JF)

### Order of Business

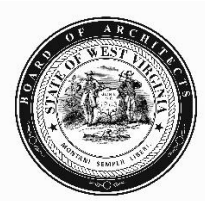
1. Meeting called to order at 1:00 p.m. by President Richard Forren.
2. Approval of Minutes
  - a. February 22, 2019 Board Meeting Minutes were approved. Motion to approve AK/ET. Motion passed unanimously.
3. Complaints & Inquiries
  - a. Complaint # 11-20-2018:
    - i. Registrant requested an informal hearing before the Board in response to the Board's complaint and offer of consent agreement. Registrant and his attorney joined the meeting by teleconference and the registrant's local counsel joined the meeting in person to explain/defend actions taken and subsequently answer questions by Board members.
    - ii. Registrant and his attorney left the meeting (by teleconference) and his local counsel departed after all questions of the Board had been answered.
    - iii. Motion to go into executive session by ET/WS. Motion approved unanimously.
    - iv. Motion to go out of executive session by ET/WS. Motion approved unanimously.
    - v. Motion to revise consent order by omitting requirement for remedial continuing education, revise violation language to benign infraction relative to the actions of the registrant ET/WS. Motion approved unanimously. MW to make revisions.
    - vi. MW left the meeting.
  - b. Update on candidate for registration who was using NCARB initials: EP notified NCARB staff that candidate was using NCARB initials in promotion of new business as if certified. NCARB communicated to the candidate that NCARB initials may not be used prior to obtaining certificate.
4. Action Items Regarding Registration
  - a. Reciprocal Applications: None to review at this time.
  - b. Reinstatement Applications:
    - i. Orling: Reinstatement of registration \$1,250 was determined appropriate based on period of activity when registration had lapsed: \$250 reinstatement fee, \$150 late

renewal fee, \$850 for 8.5 months in current year. Of this amount, \$500.00 is a civil penalty which will be transferred to the General Revenue Fund; \$350.00 will reimburse the Board for the cost of disposition of the matter. Motion to approve WS/ET. Motion passed unanimously.

5. Financial Report
  - a. FY 2018-2019 year to date report reviewed by EP. Cash balance is \$210,608.14.
  - b. Expenditures and revenue are running normally for this time of the year. No unusual costs or revenues to report.
  - c. New website is up and running successfully. Next major endeavor, with associated expense, will be development of new database of registrants.
  - d. Board office building is under new management (Riggs), new owners and state are working on new leases. No indication that rent will increase at this time.
6. Legislative Summary
  - a. EP distributed a report of bills passed during this year's session with potential impact on Chapter 30 Boards. She reported that SB 396 will have a limited impact on Architects Board; other boards are working to determine impact.
7. Rule Review and Recommendations
  - a. EP is working on revision language to implement Rule changes recommended by the Board in February 22, 2019 Rules review meeting.
  - b.
8. New Business
  - a. Region 2 Symposia Rules:
    - i. ET reported on Region 2 actions taken at March NCARB Regional Summit (held in Nashville, TN) regarding expenditures and eligible reimbursements for speakers at future Educator/Student/Practitioner Symposia. Next Symposium is to be held at University of Virginia, Charlottesville VA, in the fall of 2020.
    - ii. EP, RF, TB, JF, ES, and ET attended this year's Regional Summit.
  - b. 2019 Continuing Education Audit:
    - i. EP reported 63 registrants were audited with 37 fully compliant to date. EP tracking non-compliant registrants, number of hours deficient, status.
    - ii. AK would like to explore using a graduated matrix of fees that increase as the number of hours reported by registrant decreases and/or a minimum number of hours accumulated below which would be considered "willful disregard" of the continuing education requirement.
  - c. Report on FARB (Federation of Associations of Regulatory Boards) Conference:
    - i. RF attended. He gave a summary of information covered, advice to boards which included performing an exhaustive review of Rules (WV Architects Board has just completed this) and boards should not be afraid to challenge recommendations of the AG's office to the board.
9. Registration Report
  - a. Currently there are 1,277 total active registrants; 117 are WV residents and 1,159 reside out-of-state.
10. Administrative Items: After review of the following items, all were approved by acclamation:
  - a. P-Card Log of expenditures December 2018 – February 2019
  - b. Travel Forms
  - c. Sick and Annual Leave
11. Good of the Order
  - a. Upcoming Board meeting dates:
    - i. Jun 13, 2019 – quarterly meeting
    - ii. Sep 19, 2019 – quarterly meeting

- iii. Dec 12, 2019 – quarterly meeting
  - b. Long Range Planning and upcoming events:
    - i. June 20-22, 2019 – NCARB Annual Business Meeting, Washington DC
- 12. Next Meeting is scheduled for 12 o'clock noon Jun 13, 2019 at 405 Capitol Street in the 4<sup>th</sup> Floor Conference Room, Charleston WV.
- 13. Motion to adjourn by ET/TB at 4:00 pm

## West Virginia Board of Architects



**Location:** Conference Call Originating from  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** May 24, 2019

**Time:** 9:30 AM

### Order of Business

1. Call to Order
2. Review of Proposed Changes and Comments to
  - a. Title 2, Series 3, Fees for Registration of Architects
  - b. Title 2, Series 1, Registration of Architects
3. Building Safety Month
4. Good of the Order

## Meeting Minutes West Virginia Board of Architects



**Location:** Meeting via Teleconference  
Call originated from Board Office

**Date:** Thursday, May 24, 2019

**Time:** 9:30 A.M.

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

**Absent:** Wendy Scatterday (WS)

### Order of Business

1. Meeting called to order at 9:32 a.m. President Richard Forren.
2. Review of Rule Changes
  - a. EP reviewed all the changes proposed to Title 2, Series 3, Fees for Registration of Architects. All voiced support to reduce the amount of time for late renewals from 12 months to six. On a motion by AK and seconded by ET, the rules changes were approved for submission to the Governor and Secretary of State.
  - b. EP reviewed the changes proposed to Title 2, Series 1, Registration of Architects. ET explained the proposed changes to 6.2.2 to provide more clarity and the intent behind the original rule. On a motion by TB and seconded by JF, the rule changes were approved for submission to the Governor and Secretary of State.
3. Building Safety Month
  - a. RT asked the Board to consider jointly providing Building Safety Month with the Office of the WV Fire Marshal during the month of May in the future to enhance public awareness of building safety and the importance code compliance plays. The Board discussed the matter and will work toward planning for next spring.
4. Good of the Order
  - a. EP reported that renewal postcards had been sent and that electronic reminders will begin the following week. She also reminded the Board of the election of officers and final budget review at the June meeting and shared her intent to fill the temporary part-time position for the summer and early fall; the Board expressed support.
  - b. ET reported that he was reappointed to NCARB's ARE 5.0 Item Writing Committee and will continue as Coordinator of the Construction and Evaluation Division.
5. Adjournment  
On a motion by AK, seconded by ES, the meeting was adjourned at 10:22 AM.

## West Virginia Board of Architects



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

**Date:** June 13, 2019

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – March 21, 2019 and May 24, 2019
3. Election of Officers
4. Complaints, Inquiries, and Discipline Issues
  - a) Complaint # 11-20-2018 - Board Initiated
  - b) Complaint # 05-14-2019 – Committee Recommendation
  - c) Candidate for Registration – Committee Recommendation
5. Action Items Regarding Registration
  - a) Reciprocal Applications
  - b) Reinstatement Applications
6. Financial Report
  - a) Budget to Actual Summary
  - b) End of the Year Projections
  - c) FY2020 Budget and ATB Raise
7. Proposed Rule Changes
  - a) Applications for Fee Waivers
8. New Business
  - d) Building Safety Month
  - e) 2019 Audit Report

9. Registration Report
10. PCard and Leave Approval
11. Good of the Order
  - Upcoming Board Meeting Dates
    - Sept. 19, 2019 – Quarterly Meeting
    - Dec. 12, 2019 – Quarterly Meeting
  - Long Range Planning
    - June 20-22, NCARB Annual Business Meeting, Washington, DC
12. Adjournment



## Meeting Minutes West Virginia Board of Architects



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

**Date:** Thursday, June 13, 2019

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

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

Mark Weiler, WV Attorney General's counsel to the Board, joined the meeting at 1:57 pm

**Absent:** None

### Order of Business

1. Meeting called to order at 12:30 p.m. by President Richard Forren.
2. Approval of Minutes
  - a. March 21, 2019 and May 24, 2019 Board Meeting Minutes were approved. Motion to approve AK/ES. Motion passed unanimously.
3. Election of Officers
  - a. AK was nominated by RF with a second by ET for President. ET was nominated by ES, with a second by AK for Secretary; both were elected by acclamation. The Board expressed its appreciation to RF for his service as President for the past four years.
4. Complaints & Inquiries
  - a. Complaint # 11-20-2018:
    - i. After discussion, motion made by RF/ES to approve consent order as drafted by Weiler (with provision for omitting requirement for remedial continuing education). Motion passed unanimously.
  - b. Complaint # 05-14-2019:
    - i. Complaint Committee is still in process of evaluating the complaint.
    - ii. Committee is seeking additional information and will report findings at future date.
  - c. Complaint Committee also reviewed reciprocal application from Thomas Hall. Candidate did not disclose discipline that was on his NCARB record from action taken by Pennsylvania. Committee recommends denial of reciprocal registration, motion seconded by ES. Motion passed unanimously.
  - d. Registrant Kenneth Mackenzie's renewal application was reviewed in meeting. Architect had gained reciprocal registration without disclosing discipline investigation from 2014 but has since brought the disciplinary action to the Board's attention. Board recommends approval of renewal with warning letter that discipline investigation and outcome should have been disclosed; future non-disclosures will result in a renewal denial.

5. Action Items Regarding Registration
  - a. Reciprocal Applications: None to review at this time.
  - b. Reinstatement Applications: None to review at this time.
  
6. Financial Report
  - a. FY 2018-2019 report presented by EP. \$137,403 expenses to date, \$112,758 renewal revenue to date. Cash balance is \$236,622.
  - b. End of Year projections:
    - i. Rent payments totaling approximately \$3,800 for the previous 5 months have not been able to be disbursed due to Riggs Management still not being registered as a vendor with the State of WV. Building is owned by the bank due to foreclosure.
    - ii. EP reports the copier is at the point where a new one is needed. Board directed EP to investigate purchase or lease option of a new copier.
    - iii. EP to seek temporary help for summer months similar to prior year due primarily to volume of renewals at this time of the year.
  - c. FY2020 Budget and ATB (Across the Board) Raise:
    - i. ATB = "Across the Board" raise of 5% of the average of all state employees' salaries was approved by the Legislature earlier this year. This equates to annual increase of \$2,370 not including labor burden. Motion by AK/ES to approve this increase for EP passed unanimously.
    - ii. FY2020 budget proposal presented by EP. After review, the Board recommended approval of budgeted expenditures of \$169,304 with the addition of the ATB salary increase plus labor burden.
      1. A future budget amendment will need to be made to account for:
        - a. Increase per diem plus temporary employee position
        - b. Increase for copier purchase or annual lease
        - c. Increase for costs associated with purchase and migration of registrant data base to new platform
    - d. Board office building is under new management (Riggs); new owners and state are working on new leases. No indication that rent will increase at this time.
  
7. Rule Review Changes
  - a. Applications for Fee Waivers: Request for public comments resulted in 3 comments received, all supportive of proposed changes.
  - b. EP will continue with Rule change filing and process and finalize fee waiver applications.
  
8. New Business
  - a. Building Safety Month:
    - i. Suggestion by Board to work with the Governor's office to recognize a Building Safety Month in West Virginia, potentially along with code officials, to recognize the value of building safety and to generally promote its importance.
    - ii. ES and RF agreed to work toward this goal and to serve as liaison between the WV State Fire Marshall's and Governor's office to establish this.
    - iii. EP noted that Al Zaccone, Region 2 Member Board Member (New Jersey) is in the process of developing a page of talking points to take to legislators regarding the importance of regulating the practice of architecture.
    - iv. It was further suggested that the Engineer's Board be brought into this effort at the right time.
  - b. 2019 Continuing Education Audit Report:
    - i. EP reported of the 63 registrants that were audited, 60 are now compliant, 1 is deceased, and 2 are non-responsive.

- ii. Board continued discussion from prior meeting of potential changes in policy and Rules to strengthen action taken against those who are found non-compliant. These may include using a graduated matrix of fees that increase as the number of hours reported by registrant decreases and/or a minimum number of hours accumulated below which would be considered “willful disregard” of the continuing education requirement. EP to investigate what other jurisdictions have in place regarding non-compliance with CE requirements.

9. Registration Report

- a. As of May 31, 2019, there are 1,313 total active registrants of which 119 are WV residents and 1,194 reside out-of-state.

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

- a. P-Card Log of expenditures February 2019 – April 2019
- b. Travel Forms
- c. Sick and Annual Leave

11. Good of the Order

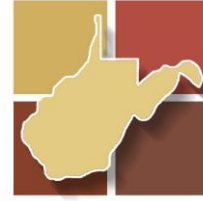
- a. Upcoming Board meeting dates:
  - i. Sep 19, 2019 – quarterly meeting
  - ii. Dec 12, 2019 – quarterly meeting
- b. Long Range Planning and upcoming events:
  - i. June 20-22, 2019 – NCARB Annual Business Meeting, Washington DC. EP, RF, ES plan to attend.

12. Meeting adjourned at 2:45 pm

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

**FY 2018  
(July 1, 2017 – June 30, 2018)**

## **Emergency Meeting Agenda West Virginia Board of Architects**



**Location:** Via Conference Call  
405 Capitol Street  
Mezzanine Suite 3  
Charleston, West Virginia 25301

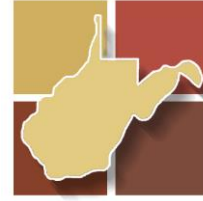
**Date:** July 7, 2017

**Time:** 9:00 AM

### Order of Business

1. Call to Order
2. Review of Application for Renewal  
with accompanying discipline disclosures to determine architect's status
3. Adjournment

## Emergency Meeting Minutes West Virginia Board of Architects



**Location:** Via Conference Call  
405 Capitol Street  
Mezzanine Suite 3  
Charleston, West Virginia 25301

**Date:** July 7, 2017

**Time:** 9:00 AM

**Attendees:** Richard Forren, President (RF)  
Edward Tucker, Secretary (ET)  
Todd Boggess, Member (TB)  
Jan Fox, Public Member (JF)  
Wendy Scatterday (WS)  
Emily Papadopoulos, Executive Director (EP)  
Mark Weiler, Assistant Attorney General (MW)

**Absent:** Adam Krason (AK)  
Edsel Smith (ES)

### Order of Business

#### 1. Call to Order

President Richard Forren called the meeting to order at 9:00 AM.

JF made a motion that the Board move into Executive Session to discuss a potential disciplinary matter with counsel. TB seconded the motion, and the motion carried.

#### 2. Review of Renewal Application and discussion of application for reciprocal registration

After review and discussion of the information provided with an architect's renewal application and also a review of the same architect's application for reciprocal registration, WS made a motion that the Board move out of Executive Session. ET seconded the motion, and the motion carried.

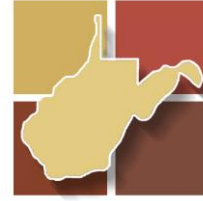
On a motion made by ET and seconded by TB, the Board voted to deny Mr. Thomas N. Smith (WV License # 4807) renewal of his West Virginia license, citing violations of WV Rules 9.3.4, 9.4.3, 9.5.5. and 9.4.1. Knowing the Board's rules provide the opportunity for an appeal by the architect, the Board instructed Assistant Attorney General MW to seek an informal disposition of the case subject to Board approval should the architect appeal the renewal denial.

RF recommended that the board notify NCARB of Mr. Smith's responses to the discipline questions on the uniform application for architect registration which is part of is NCARB Blue Cover transmittal for reciprocal registration.

**3. Adjournment**

Having no further business, the Board adjourned at 9:50 AM on a motion made by WS and seconded by TB.

## **Emergency Meeting Agenda West Virginia Board of Architects**



**Location:** Via Conference Call  
405 Capitol Street  
Mezzanine Suite 3  
Charleston, West Virginia 25301

**Date:** August 4, 2017

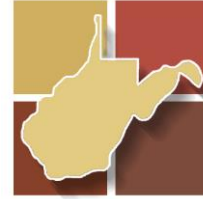
**Time:** 01:00 PM

### Order of Business

1. Call to Order
2. Review of Consent order and discussion of application for renewal
3. Adjournment



## Emergency Meeting Minutes West Virginia Board of Architects



**Location:** Via Conference Call  
405 Capitol Street  
Mezzanine Suite 3  
Charleston, West Virginia 25301

**Date:** August 4, 2017

**Time:** 01:00 PM

**Attendees:** Richard Forren, President (RF)  
Todd Boggess, Member (TB)  
Adam Krason, Member (AK)  
Jan Fox, Public Member (JF)  
Emily Papadopoulos, Executive Director (EP)

**Absent:** Edward Tucker (ET)  
Wendy Scatterday (WS)  
Edsel Smith (ES)

### Order of Business

#### 1. Call to Order

President Richard Forren called the meeting to order at 1:00 PM.  
EP offered to keep the minutes of the meeting in Secretary Ed Tucker's absence.

RF made a motion that the Board move into Executive Session to discuss a potential disciplinary matter. JF seconded the motion, and the motion carried.

#### 2. Review of Consent order and discussion of application for renewal

After review of the circumstances leading up to the draft consent agreement / order and discussion, JF made a motion that the Board move out of Executive Session. AK seconded the motion, and the motion carried.

On a motion made by JF and seconded by TB, the Board voted to agree to a consent agreement and order, which once executed, would allow Mr. Thomas N. Smith (WV License # 4807) to renew his West Virginia license. The consent order was drafted Assistant Attorney General Mark Weiler and has already been agreed to by the architect.

#### 3. Adjournment

Having no further business, the Board adjourned at 1:16 PM on a motion made by TB and seconded by JF.

## Meeting Agenda

### West Virginia Board of Architects



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

**Date:** October 5, 2017

**Time:** 12:00 PM

#### Order of Business

1. Call to Order
2. Approval of Minutes
  - a) Approval of the Minutes from the June 15, 2017 meeting
  - b) Approval of the Minutes from the July 7, 2017 emergency meeting
  - c) Approval of the Minutes from the August 4, 2017 emergency meeting
3. Financial Report
  - a) End of FY2017
  - b) FY2018 Year to Date
  - c) FY2019 Appropriation Budget Request
4. Old Business
  - a) Computer/Projector Purchase
  - b) Website changes
  - c) Discipline & Complaints Update
  - d) NCARB Annual Business Meeting
  - e) NCARB Advisors' Licensing Summit
  - f) WV Purchasing Conference
  - g) Update on Renewal for FY 2017-2018
  - h) Newsletter options
5. New Business
  - a) Reciprocal Applications to be reviewed
  - b) Reinstatements to be reviewed
  - c) Proposed discipline questions for all applications
  - d) Revision of Discipline Matrix regarding reinstatements
  - e) Policies required by BRIM
  - f) Policy regarding payment for telephonic or committee meetings
  - g) Rule Review Required by the WV Legislature
  - h) Requests for Information since last meeting
6. Administrative Items

- a) P-card Log June 2017 – August 2017
  - b) Travel Forms
  - c) Approval of Sick and Annual Leave
  - d) Temporary Summer Employee
7. Good of the Order
- a) Review of updated roster
  - b) Upcoming NCARB training opportunity for board members
8. Adjournment

The next meeting of the West Virginia Board of Architects will be held on Thursday, December 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, October 5, 2017

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

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

**Absent:** none

#### Order of Business

1. Meeting called to order at 12:20 p.m. by President Richard Forren.
2. Approval of Minutes
  - a. June 15, 2017 Board Meeting Minutes were approved. Motion to approve AK/ES. Motion passed unanimously.
  - b. July 7, 2017 Emergency Meeting Minutes were approved. Motion to approve TB/ET. Motion passed unanimously.
  - c. August 4, 2017 Emergency Meeting Minutes were approved. Motion to approve AK/TB. Motion passed unanimously.
3. Financial Report
  - a. End of Fiscal Year (FY) 2016-2017 budget report reviewed by EP. Expenses were less than budget and revenue was greater than budget. Revenue exceeded expenses by approximately \$6,000.
  - b. FY 2017-2018 year to date report reviewed by EP. Cash balance at end of September 2017 was \$253,077.
  - c. EP responded to FY 2018-2019 Appropriation Budget request by State Budget Office with same total budget as FY 2018.
  - d. Motion by ES/WS to approve Financial Report. Motion passed unanimously.
4. Old Business
  - a. EP has purchased new laptop computer for office use as directed from June 15, 2017 meeting.
  - b. Website update: EP has met with WV Interactive, the state contract vendor, to discuss the board's needs and content suggestions. She is waiting to hear back from them. Their templates are mobile friendly. Discussion of the logo and board seal lead to DF volunteering to work with his graphic designer to develop a new image that uses the WV state capitol dome as a primary image.
  - c. Discipline & Complaints:

- i. Motion by AK/WS to go into executive session for discussion of complaint 02-13-2017, passed unanimously. DF, ES, JF recused themselves from discussion and left the meeting.
- ii. Board will await receipt of response from registrant before taking further action of complaint 02-13-2017.
- iii. Motion by AK/WS to go out of executive session, passed unanimously.
- iv. DF, ES, JF rejoined the meeting.
- v. Motion by WS/ET to go into executive session for discussion of other complaints.
- vi. Motion by ET/ES to go out of executive session, passed unanimously.
- vii. Board directed EP to resend notice to Tom Smith via mail, email, and fax to notify of immediate need to report current work projects in accordance with consent order or face losing his registration.
- viii. Motion by JF/ES passed unanimously that EP confirm that Derek Hudson has not and has never been registered in WV, and upon confirmation request the individual to cease and desist holding himself out as an architect, and to send a copy of the order to NCARB, AIA, IIDA, and the Georgia Board of Architects (all who are listed on Hudson's LinkedIn profile or NCARB record.)
- ix. Motion by AK/JF passed unanimously to request Rachel Allen cease and desist holding herself out as an architect, and to send a copy of the order to the individual's employer.
- d. NCARB Annual Business Meeting:
  - i. EP, RF, ET attended business meetings and seminars held in Boston MA. Officers were elected and annual business conducted. No resolutions or bylaws changes were considered this year.
  - ii. Discussion of the AIA's position statement regarding use of other titles to replace "intern" was a topic of interest. AIA's suggested titles are "Architectural Associate" and "Design Professional" (AIA Architect article, *Intern no more: AIA supports two new titles for professionals pursuing licensure. March 22, 2017.*) NCARB's preliminary survey of member jurisdictions reveals that these titles are in violation of most jurisdictions' title laws/rules. This is the case in WV. Following discussion, AK volunteered to review with AIA WV how the suggested titles do not comport with the board's rules.
- e. NCARB Advisors' Licensing Summit: EP attended and reported it gave her a better understanding of the various paths to licensure as well as the value of licensure.
- f. WV Purchasing Conference: EP attended and reported completion of continuing education.
- g. EP provided an update on Renewals for FY 2017-2018.
- h. Newsletter Options: EP reviewed draft version sent to board members and discussed Constant Contact's services and fees, a company that can also provide meeting reminders, renewal notices, etc. The board concurred that it should pursue the discounted rate by pre-paying for a three to six-month subscription.

## 5. New Business

- a. Reciprocal Applications to be Reviewed
  - i. AK/JF motion to approve Donald Curtis with letter advising of Rules regarding representation of work passed unanimously.
  - ii. ES/AK motion to approve Christopher Duckett passed unanimously.
  - iii. AK/ES motion to approve Albert Rubeling Jr., passed unanimously.
  - iv. RF/AK motion to deny Paul Graf per Rule 9.3.4 passed unanimously.
- b. Reinstatements to be Reviewed
  - i. 1 reinstatement application was reviewed and approved.
- c. Proposed discipline questions for all applications
  - i. Board directed to add the discipline questions it reviewed to all applications and also recommended an advisory on applications for reciprocal registration that 12 hours of continuing education in HSW subjects are mandatory for renewal.

- d. Revision of Discipline Matrix regarding reinstatements: WS/TB motion to approve revised policy proposed by AK titled "Renewal/Reinstatement Procedure Matrix" passed unanimously.
  - e. Policies required by Board of Risk and Insurance Management (BRIM)
    - i. BRIM requested the board conduct a loss control survey.
    - ii. As a result of the survey, EP presented a revised board safety policy that includes statements on bringing firearms to work, harassment, and defensive driver training used by other state agencies.
    - iii. JF/WS motion to approve the revised safety policy passed unanimously.
  - f. Policy regarding payment for telephonic or committee meetings
    - i. ES/JF motion to approve the policy presented by EP passed unanimously.
  - g. Rule review required by WV Legislature: A complete rule review and justification is required by the WV Legislature by 2020. The Board is to begin considerations for changes to Rules for next cycle as part of this process.
6. Administrative Items: After review of the following items, all were approved by acclamation:
- a. P-Card Log of expenditures June 2017 – August 2017
  - b. Travel Forms
  - c. Sick and Annual Leave
  - d. Temporary Summer Employee
7. Good of the Order
- a. Review of updated roster: EP shared the updated roster that has been a large part of CS's work over the summer.
  - b. Upcoming NCARB training opportunity for board member: EP noted that NCARB is offering training in Feb. at its Washington headquarters for new board members and board member executives.
  - c. NCARB Centennial 2018 planning: EP asked for help with completing a form on the Board's history for publication in a book created by NCARB in celebration of its 100<sup>th</sup> anniversary.
  - d. ET reported that he is continuing to work with a Region 2 NCARB committee on planning an educational symposium. Site locations are likely either Philadelphia or Charlottesville.
8. Next Meeting was tentatively scheduled for 12 o'clock noon December 7, 2017 at 405 Capitol Street in the 4<sup>th</sup> Floor Conference Room, Charleston WV.
9. Motion to adjourn by WS/ET at 4:00 pm.

## Meeting Agenda West Virginia Board of Architects



**Location:** Meeting Held Via Conference Call  
Call Originates from 405 Capitol Street  
Charleston, West Virginia 25301

**Date:** November 2, 2017

**Time:** 3:00 PM

### Order of Business

1. Call to Order
2. Review and Discussion of Response of Complainant to Complaint # 02-13-2017
3. Adjournment

## Meeting Minutes West Virginia Board of Architects



**Location:** Meeting Held Via Conference Call  
Call Originated from 405 Capitol Street  
Charleston, WV 25301

**Date:** Thursday, November 2, 2017

**Time:** 3:00 P.M.

**Attendees:** Todd Boggess, Member (TB)  
Jan Fox, Public Member (JF)  
Adam Krason, Member (AK)  
Emily Papadopoulos, Executive Director (EP)  
Wendy Scatterday, Member (WS)  
Edward W. Tucker, Secretary (ET)  
Mark Weiler, Assistant Attorney General (MW)

**Absent:** The following members were not absent but had to recuse themselves as a result of association and/or professional conflict with parties involved in the complaint.  
Richard Forren, Member (RF)  
Jan Fox, Public Member (JF)  
Edsel Smith, Public Member (ES)

### Order of Business

1. Meeting called to order at 3:16 p.m. by Secretary Ed Tucker.
2. Discussion – ET explained that the purpose of the meeting was to discuss the response provided by the architect regarding Complaint 02-13-2017 and to decide how the Board should proceed. ET explained the options available to the Board per its rules.
3. On a motion made by WS and seconded by AK, the Board voted unanimously to hire an investigator, per 4.13 – 4.14 of its rules (2CSR2), to make a reasonable inquiry and report to the board within 60 days. Because review of drawings will be necessary, the Board recommended that EP pursue a knowledgeable architect to provide investigatory services and a final report.
4. ET adjourned the meeting at 4:22 p.m.



## Meeting Agenda West Virginia Board of Architects



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

**Date:** December 7, 2017

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes
  - a) Approval of the Minutes from the October 5, 2017 meeting
  - b) Approval of the Minutes from the November 2, 2017 meeting
3. Financial Report
  - a) FY2018 Year to Date
4. Old Business
  - a) Computer/Projector Update
  - b) Website Update
  - c) New Seal
  - d) Newsletter plans
  - c) Update on Registrations & Renewal for FY 2017-2018
  - d) Response to AIA RE: "intern"
  - e) Discipline & Complaints Update
5. New Business
  - a) Reciprocal Applications to be reviewed
  - b) Reinstatements to be reviewed
  - c) Renewal Information
  - d) Request to review documents for the WV Board of Registration for Professional Engineers
  - e) Report from Auditor's Chapter 30 Training & WV Assoc. of Licensing Boards' Meeting
  - f) Visit by NCARB representatives on Dec. 14th /Database
  - g) Rule Review Required by the WV Legislature
  - h) Requests for Information since last meeting
    1. WV Legislature – Joint Committee on Government Organization
    2. WV School Building Authority
6. Administrative Items
  - a) P-card Log September 2017 – October 2017

- b) Travel Forms
  - c) Approval of Sick and Annual Leave
7. Good of the Order
- a) Set meeting dates for 2018
  - b) Long Range Planning - Upcoming NCARB Dates
    - 1. New Board Member/Executive Orientation - Feb. 8-10, 2018 in Washington, DC
    - 2. Regional Summit - March 9-10, 2018 in Wichita, KS
    - 3. Annual Business Meeting – June 28-30, 2018 in Detroit, MI
  - d) Historical Report for NCARB for Bicentennial
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, December 7, 2017

**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)

**Absent:** Jan Fox, Public Member (JF)

### Order of Business

1. Meeting called to order at 12:35 p.m. by President Richard Forren.
2. Approval of Minutes
  - a. October 5, 2017 Board Meeting Minutes were approved. Motion to approve AK/TB. Motion passed unanimously.
  - b. November 2, 2017 Meeting Minutes were approved. Motion to approve AK/TB. Motion passed unanimously.
3. Financial Report
  - c. FY 2017-2018 year to date report reviewed by EP. Total expenditures to date are \$71,662. Revenue to date is \$35,675.
  - d. Year to Date actual from 2016-2017 to compare with current year will be provided at March 2018 meeting.
4. Old Business
  - a. EP reported purchase of new external hard drive and projector used at this meeting. Projection of documents is a nice aid for their review during meetings. Migration of data from laptop to main computer will occur at the end of the year when all will migrate to the state's server domain. This will improve security, encryption, and other cybersecurity issues which were addressed at board training.
  - b. Website update: EP showed prototype of webpage template from WV Interactive, the state contract entity. The board provided a critique for revisions. EP will compare functions of current site with proposed page as well as content for compliance with state requirements.
  - c. Three options for a revised board seal were presented by RF. Motion to approve option no. 3 (which wraps the words "Board of Architects" around the state seal) and its use in lieu of the current logo (state map over 4 squares) by AK/ES passed unanimously.
  - d. Newsletter plans: Discussion of format, media, and frequency. General feeling is to send electronically to all registrants plus hard copy to in-state registrants on a quarterly basis. Website should contain a link to newsletters.

- e. EP gave an update on Registrations & Renewals for FY 2017-18: To date there are 118 resident and 1089 non-resident registrations.
- f. AIA WV has requested the Board to provide a response to AIA's position statement regarding new titles for interns. ET is composing an article for AIA to use in its upcoming newsletter. A draft will be sent to board members for review, and the article will also be reprinted in WV BOA's next newsletter.
- g. Discipline & Complaints:
  - i. Rachel Allen (presented herself at a meeting to the WV Historic Landmarks Commission as an architect): EP wrote letter to notify her and her employer Remick Moore Architect that Ms. Allen was not registered in WV. Ms. Allen and Mr. Moore responded with appropriate response; matter is closed.
  - ii. Derek Hudson (claimed to be an architect in NCARB record and on LinkedIn profile): After notification of violation, Hudson has redacted claims and responded to EP via email. Matter is closed.
  - iii. Thomas Smith has reported activity to the Board as requested following consent order. Board will continue to monitor.
  - iv. Paul Graf has signed consent order which includes 6 month probation, reporting any other discipline, and \$1,000 fine which has been paid.
  - v. Complaint 02-13-2017
    - 1. ES and RF recused themselves and left the room.
    - 2. Motion by ET/TB to go into executive session for discussion of complaint 02-13-2017, passed unanimously.
    - 3. Motion by AK/TB to go out of executive session, passed unanimously.
    - 4. Motion by AK/TB to dismiss the complaint, based upon 4.17 of the Board's Disciplinary & Complaint Procedures, the review and findings in investigator's report and no probable cause, passed unanimously. Board directed EP to work with AG's office to determine appropriate response, follow-up reporting, and correspondence to parties involved.
    - 5. ES and RF rejoined the meeting.

## 5. New Business

- a. Reciprocal Applications to be Reviewed
  - i. AK/WS motion to approve reciprocal applicants Frederick Ostrosky and Brent Tippets passed unanimously.
  - ii. TB/WS motion to request three reference letters from reciprocal applicant Michael Rempel due to record of discipline in other jurisdictions passed unanimously.
- b. Reinstatements to be Reviewed
  - i. AK/ET motion to approve reinstatement of Philip Pecord passed unanimously.
- c. Request to review drawings from Engineer's Board
  - i. Board members reviewed drawings of a new commercial building that is not exempt from seal requirements. ET cited Rules of Conduct 9.1.3 which led the Board to determine that the engineering work exhibited in the drawings goes beyond "incidental to the practice of architecture." RF will write letter expressing this opinion to the Board of Professional Engineers.
- d. Report from Auditor's Chapter 30 Board Training
  - i. EP, RF, TB, WS, and AK attended.
  - ii. EP reported presentation by State Auditor and extensive discussion following at Association meeting that emphasized board member's responsibilities to take prompt action when becoming aware of violations.
  - iii. WV Association of Licensing Boards: EP reported legislature is considering placing all health-related boards under DHHR and that legislation is expected to be introduced to combine or eliminate some boards.
- e. Dec 14, 2017, NCARB staff visit to WV Board of Architects re: database
  - i. Two staff from NCARB are coming to talk with EP about our registrant database. NCARB wants to learn what features may be attractive to member jurisdictions in a database management system that could be offered by NCARB.

- f. Rule Review Required by WV Legislature
    - i. EP reminded the board of timeline for this review.
  - g. Requests for Information
    - i. EP reviewed her response to the WV Legislature – Joint Committee on Government Organization’s questions.
    - ii. EP reviewed questions and responses regarding registrant Joyce Van Gilder on behalf of the WV School Building Authority regarding prototypical designs, when an architect must be used, and others. Board members have assisted EP with responses to Van Gilder’s questions.
    - iii. Representative of Apprentice Day request for resident architect names and contact information: Board offered that the roster can be shared i.e. website database; however, the board cannot recommend specific architects. Board suggested EP contact WV AIA to see if they might be interested in assisting.
6. Administrative Items: After review of the following items, all were approved by acclamation:
- a. P-Card Log of expenditures September 2017 – October 2017
  - b. Travel Forms
  - c. Sick and Annual Leave
7. Good of the Order
- a. Meeting dates for 2018 determined: March 1, June 7, September 6, and December 6, all at noon.
  - b. Upcoming NCARB event dates:
    - i. Feb 8-10, 2018, New Board Member/Executive Orientation, Washington DC
    - ii. Mar 9-10, 2018, Regional Summit, Wichita KS
    - iii. Jun 28-30, 2018 Annual Meeting, Detroit MI
  - c. NCARB Centennial 2018 planning: Past board members to be contacted for historical information regarding WV Board.
8. Next Meeting is scheduled for 12 o-clock noon March 1, 2018 at 405 Capitol Street in the 4<sup>th</sup> Floor Conference Room, Charleston WV.
9. Motion to adjourn by TB/ES at 4:10 pm.

# Meeting Agenda

## West Virginia Board of Architects



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

**Date:** March 29, 2018

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes
  - a) Approval of the Minutes from the December 7, 2017 meeting
3. Report of Complaint Committee
  - a) Complaint # 02-13-2017
  - b) Review of New Anonymous Complaint/Inquiry # 01-24-2018
  - c) Other discipline issues and review of matrix of penalties/procedures
4. Election of Officers
5. Action Items Regarding Registration
  - a) Reciprocal Applications to be reviewed
  - b) Reinstatements to be reviewed
  - c) Registration & Renewal Information 2017-2018
  - d) Report on Audit of Registrants' 2017 Continuing Education Hours
6. Financial Report
7. Legislative Report
  - a) Report from 2018 Regular Session
  - b) Considerations/Schedule for Rule Changes or Fee Increases – due in June
  - c) Rule Review Required by the WV Legislature
  - d) PERD Review at the Request of the Joint Committee on Government Organization
8. New Business
  - a) Report from NCARB Regional Meeting in Wichita, KS

- b) Report from EXPO
  - c) Report from NCARB New Board Member/MBE Orientation in Washington, DC
  - d) NCARB request for review of Tri-State Agreement between US, Canada & Mexico
  - e) Visit by NCARB representatives on Dec. 14th/Database
  - f) Historical Report for NCARB for Bicentennial
9. Administrative Items
- a) P-card Log November 2017 – January 2018
  - b) Travel Forms
  - c) Approval of Sick and Annual Leave
10. Good of the Order
- a) Upcoming Board Meeting Dates
    - June 7
    - Sept. 6
    - Dec. 6
  - b) Long Range Planning
    - AIA Gala – April 7, 2018 – Culture Center
    - NCARB Annual Business Meeting – June 28-30, 2018 in Detroit, MI
11. 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 29, 2018

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

**Attendees:** Todd Boggess, Member (TB)  
Richard T. Forren, President (RF) *late arrival*  
Jan Fox, Public Member (JF)  
Francis Guffey, Investigator (FG)  
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)  
Mark Weiler, Assistant Attorney General (MW)

### Order of Business

1. The meeting called to order at 12:15 p.m. by Secretary Edward Tucker in the absence of President Richard Forren and introduced Mr. Francis Guffey and Mr. Mark Weiler.
2. Approval of Minutes  
December 7, 2017 Board Meeting Minutes were approved. Motion to approve AK/TB. Motion passed unanimously.
3. Complaints
  - a. Complaint # 02-13-2017. Board Members Edsel Smith and Jan Fox recused themselves and left the room prior to the Board's discussion of Complaint 02-13-2017 because of Mr. Smith's prior employment as a Deputy Fire Marshal and Ms. Fox's conflict stemming from her current employment with a law firm involved in litigation related to the complaint. Mr. Forren had not arrived. After a report by the investigator and lengthy discussion, AK made a motion: Having reviewed the findings of the investigator and the additional information, the Board has determined that there is not sufficient evidence to warrant additional proceedings or that the architect violated the rules of professional conduct. TB seconded the motion and the motion passed unanimously, including a telephonic vote by WS.

*President Forren, Jan Fox, and Edsel Smith joined the meeting following the discussion of # 02-13-2017. Mr. Guffey and Mr. Weiler departed the meeting.*

- b. After review of Inquiry # 01-24-2018, ES made a motion that EP would send an educational letter to the engineer explaining that it appears he is holding himself out to be an architect and also make sure the West Virginia Board of Professional Engineers is aware of the same. AK seconded the motion, and the motion was approved unanimously including WS.
    - c. EP explained that the Board had received notification that NCARB had revoked Phillip Pecord's NCARB certificate and that his West Virginia reciprocal registration is based upon his NCARB credentials. AK made a motion that Mr. Pecord be contacted and asked to provide a list of his



projects he is currently working on in WV, be notified of the WV Board's recognition of the revocation of his NCARB certificate and discipline by other states, and be notified that he must be prepared to renew his WV registration using an alternative means in June. WS seconded the motion, and the motion carried unanimously.

EP noted that review of a renewal application where an architect disclosed unlicensed practice between the months of June and December led to the need for a correction on the Board's Policy Statement for Renewal/Reinstatement Procedure Matrix. For architects whose license has been expired less than one year and who have illegally practiced, the words "reinstatement fee" should be changed to "penalty" since architects do not have to be reinstated if they have been inactive less than one year. RF directed EP to make the change to the matrix and redistribute it.

#### 4. Election of Officers

- a. On a motion made by ET, RF was nominated as president. ES seconded the motion, and RT was elected by acclamation.
- b. On a motion made by RF, ET was nominated as secretary. AK seconded the motion, and ET was elected by acclamation. The Board members thanked RF and ET for continuing as officers of the Board.

#### 5. Registration

- a. Reciprocal Applications  
On a motion by AK and second by ES, Leesa Mayfield's application for reciprocal registration was approved. James Titus' application is pending, as more information must be provided regarding his ARE passage. On a motion by ET and second by AK, Michael Rempel's application for reciprocal registration was approved.
- b. Reinstatements  
Reinstatement applications for Mark Dunkley and Richard Thompson were reviewed and approved. RF also recommended that EP approve any reinstatements that qualify based upon application and meeting the continuing education requirements and only bring those to the Board that need further review because of discipline or other issues.
- c. Renewals  
EP reported that for the 2017-18 Renewal Period, the Board has 1,234 active architects, of which 121 reside in West Virginia and 1,113 are from out of state.
- d. Continuing Education Audit of 2017 Hours  
EP reported that the majority of architects reported their hours on time and have been notified of compliance. She discussed seals that are not in compliance and some architects who do not have one. ET noted that 9.6.1 states that "each registered architect shall procure a seal." The Board was in consensus that 30 days past the deadline for audit submissions was appropriate for a consequence such as a suspension or revocation of license.

#### 6. Financial Report

EP reported total expenses of \$109,698.03 as of March 22, 2018 and current revenue of \$45,075 for the same period. A comparison of budget to actual by line item (object code) was provided, as well as a comparison to FY2017 figures for the same period. EP noted that budget review for FY 2019 will begin soon, and RF noted that the Board needs to move toward adding a permanent part-time employee.

#### 7. Legislative Report

- a. EP provided a report from the 2018 Session and reminded the Board of the two Executive Orders issued by the Governor in January. One order (2-18) requires all rules to be approved by the Governor's Office before they can be filed with the Secretary of State. Written notice shall explain why the rule should be exempted from the Regulatory Moratorium. The other order (3-18) is known as "Regulatory Review" and requires the Board to review each rule under the Board's jurisdiction, including a description of the rule and its first promulgation and subsequent modifications; a determination of if the rule should be continued without change, be modified or repealed; and a reasoning for the determination.
- b. EP noted that if the Board is going to consider any rule changes for the June deadline of rule submission, that submitting them to the Governor's Office would need to happen soon. Some discussion followed regarding the possibility of charging for license verifications and increasing renewal fees. The Board agreed that it would need to work both outside of meetings and at meetings to complete rule review and that some assignments should be made for rule review soon.
- c. The Executive Order (referenced above) requires the report by Nov.1, 2018, This is the same requirement as SB 619 that had a deadline of 2020. EP is clarifying this issue with Judy Cooper from the Secretary of State's Office.
- d. EP reported that she has provided information requested by the Performance Evaluation Research Division on the complaint process the Board uses. She and Assistant AG MW met with PERD officials to provide documentation and explain the status of a complaint that was brought to the attention of the Joint Committee on Government Organization.

#### 8. New Business

- a. President RF attended the NCARB Regional Meeting in Wichita and reported that it was lightly attended. He discussed resolutions that will be voted on at the Annual Meeting in June, including Model Rules of Conduct and NCARB Bylaws.
- b. Secretary ET noted that the Board's presentation at the EXPO on March 21 was well attended and the audience had good discussion and questions. He thanked the board members who participated, including AK, JF and TB.
- c. WS reported that both she and EP attended the new board member/new MBE training at NCARB. She thought it was helpful, especially since NCARB is a model.
- d. EP circulated the Tri-State Agreement proposed by NCARB for reciprocity with Mexico and Canada. The Board decided to take no action on this proposal given that very few jurisdictions have acted upon it yet.

- e. EP reported that she and JF visited with NCARB representatives who visited Dec. 14<sup>th</sup> to market/demonstrate their new licensing software/platform. She explained that the system is not a “stand alone” database but is tied to NCARB’s system as an entry point. EP will continue to investigate options and present more soon since a new database is anticipated to be a major expense and not changed often.
- f. EP circulated the historical report she submitted for WV for the NCARB Centennial. Because there is still time, she suggested adding Mr. Tucker’s elevation to FAIA and also a historical letter. JF noted that Gary Marcum was the first public member of the board, and she is the second.

9. Administrative Items

After review of the following items, all were approved by acclamation

- a. PCARD expenses for November 2017 – January 2018 and reconciliations were reviewed by RF.
- b. Travel forms were circulated and signed by Board members.
- c. Approval of Sick and Annual Leave was reviewed by RF. EP discussed creating a contingency plan for any unforeseen extended absence from work. She will consult with the WV Dept. of Administration and the WV Licensing Board Association president on this and present to the Board at a future meeting.

10. Good of the Order

- a. Next meeting date is June 7
- b. Board members were encouraged to attend the AIA event on April 7<sup>th</sup> and also the NCARB Annual Meeting.
- c. EP discussed an opportunity to have CLEAR investigation training through the WV Association of Licensing Boards in Charleston in May.
- d. EP circulated the latest prototype of the new website and asked for the Board’s feedback on a graphic.

11. Motion to adjourn by ES/WS at 3:19 pm.

# Meeting Agenda

## West Virginia Board of Architects



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

**Date:** June 7, 2018

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes
  - a) Approval of the Minutes from the March 29, 2018 meeting
3. Review of AXP/ARE Policies for Graduates of NAAB Accredited Programs
4. Complaints & Discipline
  - a) Complaint # 02-13-2017
  - b) Review of New Anonymous Complaint/Inquiry # 01-24-2018
  - c) New Inquiries
5. Rule Review and Recommendations
6. Action Items Regarding Registration
  - a) Reciprocal Applications to be reviewed
  - b) Reinstatements to be reviewed
  - c) Registration & Renewal Information 2017-2018
  - d) Update on Audit of Registrants' 2017 Continuing Education Hours
7. Financial Report
8. New Business
  - a) Renewal for 2018-2019
  - b) Amount & Format of Information to put on website RE: Discipline/Complaints
9. Administrative Items
  - a) P-card Logs March 2018 – April 2018
  - b) Travel Forms

- c) Approval of Sick and Annual Leave
10. Good of the Order
- a) Upcoming Board Meeting Dates
    - Sept. 6
    - Dec. 6
  - b) Long Range Planning
    - NCARB Annual Business Meeting – June 28-30, 2018 in Detroit, MI
    - NCARB Chair/MBE Meeting – Oct. 12-13, 2018 in St. Louis, MO
  - c) News from the WV Association of Licensing Boards' Meetings
  - d) Legislative Interim Schedule
    - June 24-26
    - Sept. 16-18
    - Nov. 11-13
    - Dec. 9-11
11. Adjournment

## Meeting Minutes West Virginia Board of Architects



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

**Date:** Thursday, June 7, 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)  
Edsel Smith, Public Member (ES)  
Edward W. Tucker, Secretary (ET)  
Jan Fox, Public Member (JF)

**Absent:** None

### Order of Business

1. Meeting called to order at 12:10 p.m. by President Richard Forren.
2. Approval of Minutes  
March 29, 2018 Board Meeting Minutes were approved. Motion to approve AK/WS. Motion passed unanimously.
3. Review of AXP/ARE Policies for Graduates of NAAB Accredited Programs
  - a. Inquiry received from Charles Smith II regarding his and other recent graduates' status from Fairmont State University's MA program.
  - b. The Board cannot grant an exception to Rule §2-1-5.1.1b regarding accreditation as the eventual status/outcome of Fairmont State's degree program is unknown. It was noted that the Board adopted a policy in 2009 that states that graduates may sit for the ARE after obtaining a degree in architecture from an accredited five-year program prior to completion of their IDP or other accepted equivalent experience.
  - c. It was noted that other means of obtaining licensure (in West Virginia) are available to these persons through NCARB's Alternative to the Education Requirement (two times (2x) the Architectural Experience Program (AXP)).
4. Complaints & Discipline
  - a. Complaint #02-13-2017: No new information or correspondence received from either party since the Board's sending of its dismissal letter. Two related FOIA requests were received. One was made by a law firm regarding registration records. The other was from an attorney to the Assistant Attorney General for a copy of the dismissal letter. EP responded to the first request and Mark Weiler responded to the second. EP logged both requests in accordance with the Secretary of State's FOIA requirements. The complaint file is closed.
  - b. Review of New Anonymous Inquiry #01-24-2018: EP sent letter to party involved, some changes were made by the party to its website in response. EP will inform the Ohio Board since the party is located in Ohio.
  - c. New Inquiries:

- I. Lawn and Landscaping company is promoting itself as offering “architectural design”; EP to send a letter informing the party of title law.
  - II. Person newly residing in WV from Italy is promoting themselves as an architect; EP to send letter informing the party of title law and reciprocity options.
5. Rule Review and Recommendations
- a. Board members reported on their progress.
  - b. General consensus to include a global statement about rule history and purpose. Description to include the Board’s emphasis on reciprocity and portability intent.
  - c. Much of the Rules are comprised of NCARB’s Model Rules of Conduct combined with WV legislative dictates.
  - d. Lengthy discussion ensued of various parts of the Rules, some suggestions for possible future changes were discussed as well.
  - e. EP will update the matrix that was sent earlier to Board members with the timeline to the Google drive so that all members can input information into a single file.
  - f. Suggestion was made to seek input from WV registrants asking if any of the Board’s Rules were viewed as burdensome or hindered their practice of architecture. This could be done through the board’s next newsletter.
6. Action Items Regarding Registration
- a. EP reviewed applications in process where she needed guidance. After review, the Board determined that the applicants with prior discipline were eligible for registration. The Board also clarified that WV accepts the NCARB Certificate stemming from the Education Alternative of 2X AXP.
  - b. EP provided an update of renewals to date. Approximately 25% of current registrants have renewed as of June 5, 2018.
  - c. EP reported on this year’s Continuing Education audit. There were 61 registrants audited. 2 were unresponsive; EP contacted them to learn they had changed their address without notifying the Board. The subsequently complied with audit. A few registrants were deemed to be short of hours, but subsequently made up the hours within the 60 day allowable period. There is one architect who is expected to comply by the end of the month.
7. Financial Report
- a. FY 2017-2018 year to date report reviewed by EP. Total expenditures as of May 25, 2018 are \$ 137,723.63. Revenue as of May 25<sup>th</sup> is \$56,900, and the cash balance is \$196,571.48. EP noted that since the report was issued to the Board revenue had increased to \$88,625 as of June 6<sup>th</sup>.
  - b. RF mentioned that there have been discussions by NCARB Region 2 about the cost of dues charged to each jurisdiction; however, no action has been taken.
  - c. EP reviewed the budget for FY 2018-2019. Motion to approve budget for FY 2018-2019 made by ES/WS with the exception that the line item *6150 Vehicle Repair* be removed and reallocated, as EP could not justify keeping this line item since Oasis identified the line item as “vehicle repair” rather than “maintenance” as it is listed in prior budgets and the object code list. Motion passed unanimously.
8. New Business
- a. 2018-2019 renewal in progress. EP showed the large postcard notice that had been mailed to all registrants. Registrants have also been contacted via email. An out-of-state registrant asked if they could elect emeritus status; EP answered yes.
  - b. Discussion of amount and format of information to put on website regarding complaints/discipline. EP showed the Board examples from other Boards. EP will continue to work on a recommendation for our Board. EP noted that West Virginia

requires boards to make discipline/action taken public, provided findings result in discipline, and that NCARB prefers the same with a consent order link.

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

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

10. Good of the Order

- a. Meeting dates for remaining 2018 meetings are September 6 and December 6, all at noon.
- b. Long Range Planning and upcoming NCARB event dates:
  - i. Jun 28-30, 2018 Annual Meeting, Detroit MI
  - ii. Oct 4-5, 2018 NCARB Region 2 Educator/Student/Practitioner Symposium, Drexel University Urban Design Center, Philadelphia PA
  - iii. Oct 12-13, 2018 NCARB Chair/MBE Meeting, St. Louis, MO
- c. EP reported on recent WV Association of Licensing Boards' meeting, indicating that the Association heard from two speakers about rules related to felonies and how they affect licensure
- d. Legislative Interim Schedule
  - i. June 24-26
  - ii. Sep 16-18
  - iii. Nov 11-13
  - iv. Dec 9-11
- e. ET reported that he will be Coordinator for the Construction & Evaluation division of NCARB's ARE 5.0 Exam Writing Subcommittee.

11. Next Meeting is scheduled for 12 o'clock noon Sep 6, 2018 at 405 Capitol Street in the 4<sup>th</sup> Floor Conference Room, Charleston WV.

12. Motion to adjourn by TB/ES at 4:00 pm.