

West Virginia Board of Architects



Annual Report FY2021 & FY2020

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.

100 Years Protecting West Virginians 1921-2021

West Virginia Board of Architects
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December 22, 2021

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, 2021 and June 30, 2020. 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 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.

On July 27, 2021, the Board celebrated its centennial – 100 years of service protecting the lives of West Virginians. With the annual report, please accept a centennial pin and poster featuring drawings of the State Capitol by Cass Gilbert. The Board worked in cooperation with West Virginia Archives to bring attention to this milestone and to feature Mr. Gilbert's work. He was the 28th architect registered in West Virginia.

In these extremely challenging times of the global pandemic, the Board takes pride in its long record of safeguarding West Virginians in the built environment, as well as its ability to be flexible and operate under unusual circumstances. 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 FY2021 and FY 2020 is true and correct to the best of our knowledge.



Adam Krason, Board President

12/22/21
Date



Edward Tucker, Secretary

12/22/21
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 registration
2. Issue registrations to qualified applicants
3. Investigate formal complaints filed
4. Conduct hearings for possible suspension or revocation of registrations
5. Renew registrations annually
6. Audit required continuing education of registrants
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:

2020-2021	Adam Krason, President Edward Tucker, Secretary Todd Boggess, Member Richard Forren, Member Wendy Scatterday, Member Jan Fox, Public Member Aubrey E. Smith, Member	Charleston, West Virginia Huntington, West Virginia Princeton, West Virginia Bridgeport, West Virginia Wheeling, West Virginia Charleston, West Virginia Jane Lew, West Virginia
2019-2020	Adam Krason, President Edward Tucker, Secretary Todd Boggess, Member Richard Forren, Member Wendy Scatterday, Member Jan Fox, Public Member Aubrey E. Smith, Member	Charleston, West Virginia Huntington, West Virginia Princeton, West Virginia Bridgeport, West Virginia Wheeling, West Virginia Charleston, West Virginia Jane Lew, West Virginia

**WV Board of Architects
Revenue
FY 2021 & FY2020**

The West Virginia Board of Architects is self-supporting, operating on the collection of registration 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 2021 and FY 2020 are shown on the following pages.

	FY2021	FY2020
Beginning Balance	\$267,322.01	\$271,402.30
<u>Receipts:</u>		
Registration, Renewals, Reinstatements, Duplicate Certificates & Verification Fees	\$169,351.50	\$152,000.00
Penalties & Disposition Costs	\$ 3,200.00	\$ 650.00
Miscellaneous Income	<u>\$ 0.00</u>	<u>\$ 75.00</u>
TOTAL	\$172,551.50	\$153,575.00

Notes:

*During FY2021, the West Virginia Board of Architects collected \$1,500.00 as the reimbursement of costs related to the disposition of a complaint through a consent agreement. An additional \$1,700 in the reimbursement of administrative costs was collected related to the 2021 Continuing Education Audit.

*During FY2020, the West Virginia Board of Architects collected \$2,350.00 in penalties/disposition costs from architects who were practicing with expired licenses or violated other rules related to registration. Of this amount, \$1,700.00 in fines/penalties was transferred to the General Revenue Fund. The remainder of \$650.00 was reimbursement to the board for direct expenses related to the disposition of the matters.

OBJ	EXPENDITURES - FY2021 & FY2020	Actual FY 2021	Actual FY 2020
1200	Personnel Service	\$64,529.92	\$64,393.19
1201	Temp. Help & Per Diem	\$4,500.00	\$6,225.00
1206	Annual Increment	\$600.00	\$540.00
2200	PEIA Administration Fee	\$50.00	\$50.00
2202	Social Security/FICA Match	\$5,306.65	\$5,423.61
2203	Basic Life Insurance/PEIA	\$5,980.80	\$5,870.40
2205	Workers Compensation	\$300.00	\$300.00
2207	Pension & Retirement	\$6,512.94	\$6,493.27
2208	OPEA Paygo Retiree Trust RHBT	\$1,920.00	\$2,016.00
3200	Regular Office Expenses	\$334.31	\$355.39
3201	Printing & Binding	\$955.00	\$50.00
3202	Rent	\$9,144.48	\$12,954.68
3204	Telecommunications - Phone	\$3,121.15	\$2,920.53
3206	Contractual Services	\$2,793.56	\$3,161.81
3207	Professional Services - AG (Contractual Services)	\$6,024.50	\$8,602.00
3211	Travel	\$608.52	\$2,904.34
3213	Computer Services - Internal - Telep. Admin. Fee	\$912.76	\$847.20
3214	Computer Services - External	\$10,830.00	\$14,305.00
3217	Copier Rental	701.91	\$63.81
3218	NCARB & WV Association Dues	\$11,000.00	\$11,650.00
3219	Board of Risk & Insurance Management	\$2,766.00	\$2,812.00
3224	Advertising & Promotional	\$473.72	\$423.72
3229	Routine Maintenance (Contracts)	\$0.00	\$420.00
3233	Hospitality	\$135.63	\$322.13
3241	Miscellaneous	\$275.00	\$275.00
3242	Training & Development – In State	\$150.00	\$425.00
3243	Training & Development – Out of State	\$0.00	0.00
3244	Postage	\$683.95	\$768.03
3247	Software Licenses	\$303.68	\$274.56
3252	Miscellaneous Equipment Purchases	\$0.00	\$49.97
3263	Bank Cost 2.5% Online Renewal Deposits	\$2,957.08	\$2,068.91
3272	PEIA Reserve Fund Payroll 1% Fee	\$645.00	\$645.00
	TOTAL EXPENSES	\$144,466.56	\$157,610.55
	Ending Cash Balance	\$273,563.81	\$267,322.01

Notes: 1201 reflects per diem payments to the Board of Directors.
3211 reflects board mileage and parking expenses.

**Registration Statistics
West Virginia Board of Architects
FY2021 & FY2020**

	FY2021	FY2020
ARE Exam Candidates	20	20
New Registrations in WV	129	123
Total Active Architects in WV	1350	1241
In State	115	115
Out of State	1235	1126
Renewals Processed	1232	1193
Late Renewals Processed	41	71
Reinstatements Processed	8	10
License Verifications	6	0
Complaints Filed	0	4
Duplicate Certificate Issued	1	1

WVBA - Registrations Issued from 07/01/2020 to 06/30/2021

License #	Last Name	First Name	City	State	Date Issued	Renewal Year
5216	KAGLIC	TRACIE	YOUNGSTOWN	OH	11/17/20	2020-21
5228	SOLOMON	JAMES	TAKOMA PARK	MD	09/21/20	2020-21
5268	BEAMAN	JOHN	INDIANAPOLIS	IN	07/01/20	2020-21
5269	DEYE	SYLVIA	GEIGERTOWN	PA	07/01/20	2020-21
5270	KOERNIG	KEVIN	LITTLETON	CO	08/24/20	2020-21
5271	KORDISH	ANDREW	HOLLIDAYSBURG	PA	07/24/20	2020-21
5272	WANG	FAN	NORTH POTOMAC	MD	07/07/20	2020-21
5273	HARRIS	JOSEPH	WASHINGTON	DC	07/07/20	2020-21
5274	MARABELLA SMITH	CHRISTINA	LAS VEGAS	NV	07/08/20	2020-21
5275	HODGES	JAMES	CHARLOTTE	NC	07/08/20	2020-21
5276	ROSALES	MIGUEL	BOSTON	MA	08/10/20	2020-21
5277	SHADBOLT	LEE	RICHMOND	VA	07/23/20	2020-21
5278	ALTMAN	JASON	BELMONT	MI	07/23/20	2020-21
5279	HASSE	RUSSELL	AUBURN	CA	07/24/20	2020-21
5280	EVANS	DAVID	COLUMBUS	OH	07/31/20	2020-21
5281	COPLEY II	JENNINGS	LEXINGTON	KY	07/31/20	2020-21
5282	CARBALLO	ADAM	BALTIMORE	MD	09/01/20	2020-21
5283	GRENFELL	MILTON	WASHINGTON	DC	09/28/20	2020-21
5284	BRADFORD	RAYNETTE	HINSDALE	IL	09/28/20	2020-21
5285	ERNST	FREDERICK	ALEXANDRIA	VA	09/28/20	2020-21
5286	STAPLETON	JAMES	CINCINNATI	OH	09/30/20	2020-21
5287	STINARD	SCOTT	CARTERSVILLE	GA	10/02/20	2020-21
5288	SHAFFER	MARY	MINNEAPOLIS	MN	10/08/20	2020-21
5289	ARTAR	KYLE	COLUMBUS	OH	10/08/20	2020-21
5290	BURTON	MICHAEL	BALTIMORE	MD	10/08/20	2020-21

5291	BUDETTI	ROBERT	ORANGE	CA	10/09/20	2020-21
5326	ADAMS	LANCE	LAWRENCE	KS	10/15/20	2020-21
5327	MIRONTSCHUK	VICTOR	HOUSTON	TX	10/15/20	2020-21
5328	O`TOOLE	JEAN	FAIRFAX	VA	10/16/20	2020-21
5329	DUMFORD	CHRIS	MASON	OH	10/16/20	2020-21
5330	KENNEY	STEPHEN	FALLS CHURCH	VA	10/16/20	2020-21
5331	NAQUI	HASHIM	RALEIGH	NC	10/21/20	2020-21
5332	MCDONALD	MATTHEW	BETHESDA	MD	10/21/20	2020-21
5333	DEMING	MICHAEL	ARLINGTON	VA	10/22/20	2020-21
5334	SCHLOSSBERG	ALAN	PITTSBURGH	PA	10/22/20	2020-21
5335	SHEPHERD	JAMES	WASHINGTON	DC	10/27/20	2020-21
5336	WEINTRAUB	LEE	CHICAGO	IL	11/05/20	2020-21
5337	WEINER	JEFFREY	ATLANTA	GA	11/10/20	2020-21
5338	ARNOLD	LORI	HOUSTON	TX	11/12/20	2020-21
5339	FERM	JENS	RALEIGH	NC	11/12/20	2020-21
5341	KLYMSON	JEFF	CHICAGO	IL	11/17/20	2020-21
5342	REYES	JOHAN	NEW YORK	NY	11/18/20	2020-21
5343	OAKLEY	SETH	COLUMBUS	OH	11/19/20	2020-21
5344	ANDRAS	SAM	CENTENNIAL	CO	12/02/20	2020-21
5345	REEVES	WILLIAM	BOWIE	MD	12/02/20	2020-21
5346	KUTZ	JOSEPH	CHARLESTON	WV	12/03/20	2020-21
5347	DILLENBECK	THOMAS	ANN ARBOR	MI	12/04/20	2020-21
5348	DREISBACH	NICHOLAS	YORK	PA	12/04/20	2020-21
5349	GARBER	RUSSELL	COLUMBUS	OH	12/04/20	2020-21
5350	BALL	DANIEL	COLUMBIA	MD	12/04/20	2020-21
5351	ROBY	GLENN	MILWAUKEE	WI	12/10/20	2020-21
5352	WILLIAMS	JACK	PITTSBURGH	PA	12/10/20	2020-21
5353	HANSEN	CHRISTOPHER	BATAVIA	IL	12/10/20	2020-21
5354	PSENKA	PAUL	HAWTHORN WOODS	IL	12/11/20	2020-21
5355	MANGAN	JOHN	TAKOMA PARK	MD	12/11/20	2020-21
5356	BROICH	KEVIN	MILWAUKEE	WI	12/17/20	2020-21

5357	FURWA	JOSEPH	SOUTHFIELD	MI	12/17/20	2020-21
5358	SMITH	BRADLEY	CANONSBURG	PA	12/17/20	2020-21
5359	FISHER	DOUG	CENTERVILLE	OH	12/17/20	2020-21
5360	FISHER	ERIC	PITTSBURGH	PA	01/04/21	2020-21
5361	KEPLER	TRAVIS	YORK	PA	01/20/21	2020-21
5362	BELL	PAUL	MEMPHIS	TN	01/25/21	2020-21
5363	POPE	CHARLES	SAN ANTONIO	TX	01/28/21	2020-21
5364	PAYNE	LAWRENCE	PITTSBURGH	PA	01/28/21	2020-21
5365	WILSON	DAVID	PALM HARBOR	FL	02/02/21	2020-21
5366	LOIKITS	SCOTT	ATLANTA	GA	02/02/21	2020-21
5367	CHUDOVAN	JOHN	FREDERICK	MD	02/02/21	2020-21
5368	PEDRANTI	RICHARD	MILFORD	PA	02/04/21	2020-21
5369	PERKINS	WILLIAM	WASHINGTON	DC	02/04/21	2020-21
5370	ROBBINS	JOHN	ELK GROVE VILLAGE	IL	02/05/21	2020-21
5371	MAYNARD	JACK	HUNTINGTON	WV	02/08/21	2020-21
5372	KRUEGER	ALLAN	MILWAUKEE	WI	02/10/21	2020-21
5373	BROADBENT	SCOTT	ROGERS	AR	02/10/21	2020-21
5374	MIHALOW	DWAYNE	BEAVER FALLS	PA	02/11/21	2020-21
5375	FALCONNIER	DAMON	KNOXVILLE	TN	02/17/21	2020-21
5376	DYKEMA	PETER	NORFOLK	VA	03/01/21	2020-21
5377	JACOBS	MOSES	ENGLEWOOD	CO	03/01/21	2020-21
5378	BRIDGES	PAUL	ALEXANDRIA	VA	03/08/21	2020-21
5379	CLEAR	DAVID	KENSINGTON	MD	03/09/21	2020-21
5380	COLLINS	RANDALL	NEW YORK	NY	03/09/21	2020-21
5381	LASTOVICA	JAMES	ROGERS	AR	03/09/21	2020-21
5382	COSENTINO	MICHAEL	MEDIA	PA	03/23/21	2020-21
5383	CHIUSANO	DEANA	WHEELING	WV	03/23/21	2020-21
5384	KRUNTORAD	MATTHEW	MINNEAPOLIS	MN	03/23/21	2020-21
5385	RAKETICH	JACOB	PITTSBURGH	PA	03/26/21	2020-21
5386	RYNIEWICZ	STEVEN	OAK PARK	IL	03/26/21	2020-21

5387	MCKENRICK	JOSHUA	ANNANDALE	VA	03/26/21	2020-21
5388	TODD	CHARLES	CHARLOTTE	NC	03/26/21	2020-21
5389	WALSH	MARK	CHICAGO	IL	03/26/21	2020-21
5390	ODZIEMSKI	EDWARD	MAYFIELD HEIGHTS	OH	03/26/21	2020-21
5391	BROWN	KENNETH	LOUISVILLE	KY	03/26/21	2020-21
5392	BANKERT	TROY	YORK	PA	03/30/21	2020-21
5393	FIUTAK	GEOFFREY	WOODBIDGE	VA	03/30/21	2020-21
5394	STAPLES	HAL	TULSA	OK	03/30/21	2020-21
5395	JACCARD	LAWRANCE	WASHINGTON	DC	03/30/21	2020-21
5396	HARRIS	COTHRAN	WILMINGTON	NC	03/30/21	2020-21
5397	EICHE	EDWARD	LOUISVILLE	KY	04/06/21	2020-21
5398	KING	DANIEL	ARDMORE	PA	04/06/21	2020-21
5399	HATFIELD	JEREMIAH	CHARLESTON	WV	04/06/21	2020-21
5400	LIPANOVSKI	JOSEPH	MATAWAN	NJ	04/06/21	2020-21
5401	PAISLEY	KIRK	WEST CHESTER	OH	04/09/21	2020-21
5402	DOWELL	KEVIN	GLENSIDE	PA	04/09/21	2020-21
5403	CLARK	MICHAEL	SILVER SPRING	MD	04/15/21	2020-21
5404	QUINN	BRIAN	LAKEWOOD	OH	04/16/21	2020-21
5405	OHMORI	KENTO	PITTSBURGH	PA	04/19/21	2020-21
5406	MOUNTAIN	ABIGAIL	PITTSBURGH	PA	04/20/21	2020-21
5407	ROEHL	ANDREW	LEBANON	OH	04/21/21	2020-21
5408	CONN	MICHAEL	TALLAHASSEE	FL	04/22/21	2020-21
5409	KAVRAKIS	EMMANUEL	ELMWOOD PARK	NJ	04/24/21	2020-21
5410	LAMBERT	ELLIOTT	BRISTOL	TN	04/26/21	2020-21
5411	SHEILS	THERESA	WASHINGTON	DC	04/27/21	2020-21
5412	SMITH	JAMES	LYNCHBURG	VA	04/28/21	2020-21
5413	EAGLES	TIM	PITTSFIELD	MA	04/28/21	2020-21
5414	GERDES	F. ANDREW	DALLAS	TX	04/28/21	2020-21
5415	CHANG	COREY	BALTIMORE	MD	04/28/21	2020-21
5416	HUISENGA	KATIE	TULSA	OK	04/30/21	2020-21
5417	TRAIL	JOHN	MURFREESBORO	TN	05/03/21	2020-21

5418	ROCKART	LAUREN	ATLANTA	GA	05/04/21	2020-21
5419	BARRINEAU	ERIN	RICHMOND	VA	05/04/21	2020-21
5420	FOREHAND	BRIAN	WASHINGTON	DC	05/05/21	2020-21
5421	ANDERSON	MATTHEW	SALT LAKE CITY	UT	05/10/21	2020-21
5422	MANCUSO	CHRISTOPHER	PARKERSBURG	WV	05/10/21	2020-21
5423	BECKER	PAUL	CHEYENNE	WY	06/09/21	2020-21
5424	ELGIN	PAUL	ARLINGTON	VA	06/09/21	2020-21
5425	ZELLNER	STEPHEN	GRANDVIEW HEIGHTS	OH	06/10/21	2020-21
5426	CHIDLOW	THOMAS	PITTSBURGH	PA	06/16/21	2020-21
5427	SWEENEY	MICHAEL	MIDLOTHIAN	VA	06/21/21	2020-21
5428	DONAGHY	JAMES E.	NORRISTOWN	PA	06/21/21	2020-21
5429	HAWRANICK	REBECCA	CLAYSBURG	PA	06/21/21	2020-21
Total Count :		129				

NOTE: There is a gap in certificate numbers (5291 – 5326, 5340) resulting from the change to a new online registration system 9/2020.

WVBA - Registrations Issued from 07/01/2019 to 06/30/2020

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>
5112	FINNEY KRISTINE M.	SPARKS	MD	7/9/2019	2020-21
5137	THORNTON PATRICK E.	Cleveland	OH	7/9/2019	2020-21
5141	LEPORE GARY M.	PROVIDENCE	RI	7/3/2019	2020-21
5142	TATTERSHALL ARIANE	TULSA	OK	7/3/2019	2020-21
5143	JORGENSEN ERIK L.	LEAVENSWORTH	KS	7/3/2019	2020-21
5144	SMITH, JR. CHARLES E.	MOKENA	IL	7/9/2019	2020-21
5145	LIGO BRETT W.	SLIPPERY ROCK	PA	7/29/2019	2020-21
5146	SEKELY III JOSEPH D.	DELLROY	OH	8/26/2019	2020-21
5147	LICKEL DANIEL J.	KANSAS CITY	MO	8/26/2019	2019-20
5148	KAUFMANN MEGAN E.	RALEIGH	NC	7/16/2019	2020-21
5149	HOPKINS KYLE S.	WINCHESTER	VA	7/16/2019	2020-21
5150	MENDEZ JORGE A.	JOHNS CREEK	GA	7/22/2019	2020-21
5151	OLSON BENJAMIN M.	DULUTH	MN	7/26/2019	2020-21
5152	WINSTEAD ROBERT B.	CHARLOTTESVILLE	VA	8/2/2019	2020-21
5153	VINSON CLARENCE T.	ATLANTA	GA	8/14/2019	2020-21
5154	ROSS FRANK A.	NEW CASTLE	PA	10/21/2019	2020-21
5155	BOWER JOSHUA C.	PALMYRA	VA	8/15/2019	2020-21
5156	BERNLOHR JAMES	ARNOLD	MD	8/20/2019	2020-21
5157	KNOOP GREGORY S.	GAITHERSBURG	MD	8/20/2019	2019-20

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
5158	RUTLEDGE	HARRY R.	ALBANY	NY	8/20/2019	2020-21
5159	STANDISH	SHANNON M.	CINCINNATI	OH	8/26/2019	2020-21
5160	PAVLIK	KIMBERLY C.	ORLANDO	FL	8/26/2019	2020-21
5161	KOHN	GARY L.	CHICAGO	IL	8/26/2019	2020-21
5162	DEFRANK	JOHN	DALLAS	TX	8/28/2019	2020-21
5163	BAILEY	PAUL	NEW HAVEN	CT	8/28/2019	2020-21
5164	MCGONIGLE	EDWARD	DALLAS	TX	8/29/2019	2020-21
5165	KATINAS	JOHN G.	Washington	DC	11/1/2019	2020-21
5166	MILLER	KYLE E.	MARYSVILLE	OH	10/30/2019	2020-21
5168	HORNE	RYAN C.	ATLANTA	GA	9/3/2019	2020-21
5169	JUNGE	MICHAEL	SALEM	OR	9/3/2019	2020-21
5170	STENSLAND	ROBERT J.	JANESVILLE	IA	9/3/2019	2020-21
5171	MARTIN	LAUREL R.	ORLANDO	FL	9/6/2019	2020-21
5172	WILSON	BRYAN W.	TAMPA	FL	9/6/2019	2020-21
5173	TESSAROLO, JR.	DANIEL L.	DES PLAINES	IL	9/6/2019	2020-21
5174	NEWTON	SARAH	HATTIESBURG	MS	9/12/2019	2020-21
5175	GALLUP	TIMOTHY	TULSA	OK	9/16/2019	2020-21
5176	RUST	WILLIAM E.	WHITE BEAR LAKE	MN	9/23/2019	2020-21
5177	DECK	ANDREW	CHARLES TOWN	WV	10/1/2019	2020-21
5178	BOTHNER	DOUGLAS C.	BALTIMORE	MD	10/21/2019	2020-21

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
5179	MURPHY	ROBIN A.	SEATTLE	WA	10/1/2019	2019-20
5180	MCKAY	JOHN M.	COLUMBUS	OH	10/1/2019	2020-21
5181	GREGORY	MEGHANN S.	MORGANTOWN	WV	10/9/2019	2020-21
5182	CARDOZO	RUSSELL	GREENLAND BEACH	MD	10/4/2019	2019-20
5183	KLIMKO	GREGORY C.	LITTLE ELM	TX	10/9/2019	2020-21
5184	JESTER	THOMAS C.	WASHINGTON	DC	10/9/2019	2020-21
5185	DONOVAN	LARRY W.	VINCENNES	IN	10/10/2019	2020-21
5186	STEDMAN IV	JAMES A.	QUAKERTOWN	PA	10/10/2019	2020-21
5187	MOLSBERRY	MATTHEW M.	TUSTIN	CA	10/15/2019	2020-21
5188	KEELAN	JOHN E.	PITTSBURGH	PA	3/13/2020	2020-21
5189	HASBROUCK	JUSTIN	HOUSTON	TX	10/30/2019	2020-21
5191	BARRETT	V. RANDALL	RICHMOND	KY	11/1/2019	2020-21
5193	WHITNEY	LAURIE L.	MIDDLETON	WI	11/4/2019	2020-21
5194	KREHER	ADAM J.	OZARK	MO	11/4/2019	2020-21
5195	RUSSELL	WILLIAM H.	RALEIGH	NC	11/13/2019	2020-21
5196	BAKAS	BENJAMIN P.	PARSIPPANY	NJ	11/13/2019	2020-21
5197	ROARK	ANDREW	ALTAMONTE SPRINGS	FL	11/18/2019	2020-21
5198	RENNINGER	CASSANDRA R.	PITTSBURGH	PA	11/18/2019	2020-21
5199	KAY	ARTHUR	LUTZ	FL	12/30/2019	2020-21

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
5200	DOKKEN	DANIEL P.	WICHITA	KS	11/21/2019	2020-21
5201	FELDMAN	WARREN G.	POTOMAC	MD	11/25/2019	2020-21
5202	NASH	GARY A.	BIRMINGHAM	AL	12/19/2019	2020-21
5203	SHULTZ	RICHARD J.	ALBANY	OH	2/12/2020	2020-21
5204	ODOM	JOHN S.	ST. LOUIS	MO	12/13/2019	2020-21
5205	WETHERBEE, JR.	LOWELL A.	BENTONVILLE	AR	12/13/2019	2020-21
5206	FALK	RANDY J.	Swedesboro	NJ	12/19/2019	2020-21
5207	REYNOLDS	CHARLES CANNON	ATLANTA	GA	12/30/2019	2020-21
5208	LEWIS	JEFFREY S.	CHICAGO	IL	1/8/2020	2019-20
5209	KOSLOSKY	BARROW A.	SOUTH CHARLESTON	WV	3/10/2020	2020-21
5210	WITT	BENJAMIN A.	BARTLETT	TN	1/9/2020	2020-21
5211	STRESS	CHRISTOPHER	ALLENTOWN	PA	1/9/2020	2020-21
5212	CALDWELL	LOREY M.	YOUNGSTOWN	OH	1/9/2020	2020-21
5213	OLIVER	BRIAN D.	NASHVILLE	TN	1/14/2020	2019-20
5214	WRIGHT	LOREN C.	SEWICKLEY	PA	1/16/2020	2020-21
5215	PITASSI	ANTHONY L.	PITTSBURGH	PA	1/16/2020	2020-21
5217	VAN HEEST, SR.	LEONARD D.	Wexford	PA	1/27/2020	2020-21
5218	CONTE	MATTHEW A.	ORLANDO	FL	1/28/2020	2020-21
5219	LIEBERGEN	JEFFREY	FOND DU LAC	WI	1/28/2020	2020-21
5220	MILLER	CHRISTOPHER J.	CHADDS FORD	PA	2/12/2020	2020-21

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
5221	ZAPPULLA	ROBERT A.	ROSWELL	GA	1/31/2020	2020-21
5222	NAGEL	GREGORY V.	ELM GROVE	WI	2/3/2020	2020-21
5223	VALENZA	LAWRENCE T.	SAINT LOUIS	MO	2/3/2020	2020-21
5224	MCKINNEY	GEOFFREY E.	CENTENNIAL	CO	2/3/2020	2020-21
5225	KASDAN	BENJAMIN I.	TYSONS	VA	2/12/2020	2020-21
5226	POULTON	SALVATORE J.	HAYMARKET	VA	2/20/2020	2019-20
5227	DIMIT	SCOTT M.	LAKEWOOD	OH	2/20/2020	2020-21
5229	WALKER	KEVIN P.	PURCELLVILLE	VA	3/9/2020	2020-21
5230	WIPPENBECK	THOMAS A.	Butler	PA	2/26/2020	2020-21
5231	ESCOBAR	JAMES L.	MERIDIAN	ID	2/26/2020	2020-21
5232	BRYANT	NATHAN W.	ASHEVILLE	NC	2/28/2020	2020-21
5233	O'LEARY	TERESA	ALPHARETTA	GA	2/28/2020	2020-21
5234	CLITES	TIMOTHY L.	MIDDLEBURG	VA	3/2/2020	2020-21
5235	SMITH	JOSHUA E.	ST. LOUIS	MO	3/4/2020	2020-21
5236	DOMETAKIS	ANDREAS N.	PITTSBURGH	PA	3/4/2020	2020-21
5237	EDWARDS	MELISSA J.	KATY	TX	3/6/2020	2020-21
5238	COATS	JASON L.	CHARLOTTE	NC	3/6/2020	2020-21
5239	REGAZZONI	ROBERT D.	HAGERSTOWN	MD	3/13/2020	2020-21
5240	SHAPIRO	IRVING L.	FLOURTOWN	PA	3/24/2020	2020-21
5241	FISHER	SHAWN T.	BATON ROUGE	LA	3/24/2020	2020-21

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
5242	RAPP	NATHAN	NIXA	MO	3/24/2020	2020-21
5243	D'ISABELLA	JOSEPH C.	OXFORD	PA	3/24/2020	2020-21
5244	GOLINKIN	NORMAN	BUFFALO GROVE	IL	4/13/2020	2020-21
5245	SOEHNLEN	MARK	NORTH CANTON	OH	4/13/2020	2020-21
5246	SMITH	STEPHEN M.	ALEXANDRIA	VA	4/13/2020	2020-21
5247	INMAN	JOSHUA	ORLANDO	FL	4/13/2020	2020-21
5248	KUHN	JONATHAN M.	WASHINGTON	DC	4/13/2020	2020-21
5250	HARPER	WESTLEIGH	CLEVELAND	OH	4/16/2020	2020-21
5251	MINER	ALAN R.	FREDERICK	MD	4/24/2020	2020-21
5252	FERGUSON	MARK A.	AKRON	OH	4/24/2020	2019-20
5253	BEEGAN	PAUL R.	LAKEWOOD	OH	4/24/2020	2020-21
5254	HENDRICKS	CHARLES	HARRISONBURG	VA	6/12/2020	2020-21
5255	LUTSCH, JR.	MICHAEL H.	COLUMBUS	OH	5/7/2020	2020-21
5256	BERG	JEREMY R.	KALAMAZOO	MI	6/1/2020	2020-21
5257	LEMKE	ROLAND	ALEXANDRIA	VA	6/1/2020	2020-21
5258	HARRMANN	ERIC ROBERT	WAUWATOSA	WI	6/1/2020	2020-21
5259	TOGNETTI	BRIAN J.	BLOOMFIELD HILLS	MI	6/1/2020	2020-21
5260	TETTERTON	SYDNOR	RICHMOND	VA	6/1/2020	2020-21
5261	JOHNSTON	DAVID A.	AUSTIN	TX	6/1/2020	2020-21
5262	WILSON	A. HUNTER	BLACKSBURG	VA	6/12/2020	2020-21

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
5263	HARSHMAN	TODD M.	GREENCASTLE	PA	6/12/2020	2020-21
5264	STOCKHOLM	TYLER J.	NEW HOLLAND	PA	6/18/2020	2020-21
5265	FOX	DAVID L.	BALTIMORE	MD	6/22/2020	2020-21
5266	LAMB	COLIN C.	TULSA	OK	6/22/2020	2020-21
5267	GREGORY	MARY ELIZABETH	OVERLAND PARK	KS	6/26/2020	2020-21

Total Count: 123

Active Registration Totals by State / Jurisdiction

State / Jurisdiction	FY 2021 (6/30/21)	FY2020 (6/30/20)
AL	12	12
AR	13	11
AZ	12	13
CA	13	13
CO	14	12
CT	4	4
DC	27	21
FL	32	30
GA	49	46
IA	2	2
ID	4	4
IL	43	37
IN	24	24
KS	15	14
KY	39	36
LA	5	5
MA	16	12
MD	88	77
ME	1	1
MI	25	21
MN	17	17
MO	30	30
MS	0	1
MT	1	1
NC	47	41
ND	1	1
NE	2	2
NH	1	1
NJ	22	20
NM	1	1
NV	3	2
NY	39	37
OH	186	173
OK	15	14
Ontario, Canada	1	1
OR	3	3
PA	170	149
RI	1	1
SC	12	13
TN	45	39

State / Jurisdiction	FY 2021	FY2020
TX	45	45
UT	5	4
VA	121	110
WA	10	10
WI	17	15
WV	115	115
WY	1	0
Totals	1,350	1,241

Active Registration Totals by West Virginia County

West Virginia Count	FY 2021 (6/30/21)	FY2020 (6/30/20)
Berkeley	1	1
Cabell	6	7
Greenbrier	4	5
Hampshire	1	1
Hancock	1	1
Harrison	6	6
Jefferson	5	5
Kanawha	44	43
Marion	7	7
Marshall	1	1
Mercer	2	2
Monongalia	12	12
Ohio	11	11
Preston	2	2
Putnam	4	4
Raleigh	3	3
Upshur	1	1
Wayne	1	1
Wood	3	2
Totals	115	115

**Complaint, Inquiry & Discipline Summary
FY 2021 (July 1, 2020 – June 30, 2021)**

Complaint Number	File Date	Allegations of Complaint	Status / Resolution	Date of Resolution
05-14-2019 Board vs. Daniel Hart	5/14/2019	Unprofessional behavior, fraudulent conduct, and incompetence	Informal Conference 10/3/19; Status Report 11/5/2019; Consent Agreement 6/26/2020; Probation Ended 6/3/2021.	6/26/20 Consent Agreement 6/3/21 End of Probation & Matter Closed
12-30-2019 Board Initiated	12/30/2019	Unprofessional conduct, misrepresentation of information on application, awareness of violation and failure to disclose	Investigation with updates to respondent on 3/26/20 and 6/11/20; Status Report on 7/22/20; Dismissal of Complaint 9/17/20 – No probable Cause.	9/17/20 Dismissal

**Complaint, Inquiry & Discipline Summary
FY 2020 (July 1, 2019 – June 30, 2020)**

Complaint Number	File Date	Allegations of Complaint	Status / Resolution	Date of Resolution
11-20-2018 Board vs. Anthony Ewen	11/20/2018	Practice of engineering by an architect. Stamping mechanical, electrical and plumbing plans not prepared by the professional. Allegations brought to the Board by the WV Board of Registration for Professional Engineers.	Informal Conference 3/21/19; Consent Agreement 7/10/2019	7/10/2019 Consent Agreement & Matter Closed
05-14-2019 Board vs. Daniel Hart	5/14/2019	Unprofessional behavior, fraudulent conduct, and incompetence	Informal Conference 10/3/19; Status Report 11/5/2019; Consent Agreement 6/26/2020	6/26/20 Consent Agreement
12-30-2019 Board Initiated	12/30/2019	Unprofessional conduct, misrepresentation of information on application, awareness of violation and failure to disclose	Investigation with updates to respondent on 3/26/20 and 6/11/20; Matter remains open; Status Report to be sent in July	Matter remains open.
02-07-2020 Board vs. John Michael Sakoian	02/07/2020	Practice of architecture during a period on inactive registration	Consent Agreement 2/13/20	Consent Agreement 2/13/20 & Matter Closed 4/7/20
05-07-2018 Inquiry	No complaint filed	Individual not registered in WV using the title “architect.” Board had previously provided guidance to the individual in 2018 regarding marketing of services.	Board’s attorney sent letter on 4/7/20 indicating that marketing of services created public confusion and requested the individual voluntarily correct social media marketing. Individual complied with request.	Matter Closed on 4/15/20.

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

**FY 2021
(July 1, 2020 – June 30, 2021)**

West Virginia Board of Architects



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

Date: September 17, 2020

Time: 12:00 PM

Order of Business

1. Call to Order
2. Approval of Minutes – June 11, 2020
3. Complaints, Inquiries, and Discipline Issues
 - a) Update on Consent Agreement and Order for Complaint # 05-14-2019
 - b) Complaint # 12-30-2019
 - c) Applications with disclosed discipline for Board review
4. Presentation by and discussion with NCARB CEO Michael Armstrong and VP of Council Relations Joshua Batkin
5. Action Items Regarding Registration
 - a) Reciprocal Applications
 - b) Reinstatement Applications
6. Financial Report
 - a) FY2021 Budget to Actual Summary and Detail
 - b) FY2020 End of Year Report
 - c) Proposed FY 2022 “Appropriation” Budget
7. New Business
 - a) Response to Joint Committee on Government Organization
 - b) New Licensing System Update – Anticipated “Go Live”
 - c) Draft Retention Schedule
 - d) Audit of 2019 Hours – Board Review
8. Adjournment

Informational Items – For discussion as Needed

1. Registration Report
2. Good of the Order

NCARB MBC & MBE Meeting – Virtual

- October 21, 2020 10:00 AM – 4:00 PM

Auditor’s Chapter 30 Conference - Virtual or at South Charleston Holiday Inn

- October 27, 2020 8:00 AM – 4:00 PM

Upcoming Board Meeting Dates

- December 3, 2020 12:00 PM

NOT on Agenda – to be completed by Board Officers
PCard and Leave Approval
Signing of Certificates

West Virginia Board of Architects



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

Date: September 17, 2020

Time: 12:00 PM

Attendees: Todd Boggess, Member (TB)
Richard T. Forren, Member (RF)
Adam Krason, Member and President (AK)
Emily Papadopoulos, Executive Director (EP)
Wendy Scatterday, Member (WS)
Edsel Smith, Public Member (ES)
Edward W. Tucker, Member and Secretary (ET)
Mark Weiler, WV Attorney General's Counsel to the Board

Guests: Michael Armstrong, CEO – NCARB
Josh Batkin, VP Council Relations – NCARB
S. Steve Wygoda, Applicant for Reciprocal Registration
Judy Belcher, Executive Region 2 NCARB (present for Armstrong and Batkin presentation/discussion only)

Absent: Jan Fox, Public Member (JF)

Order of Business

1. Call to Order – 12:07 pm by AK.
2. Approval of Minutes – June 11, 2020
On a motion by TB/ES the Board approved the minutes of the June 11, 2020 meeting.
3. Complaints, Inquiries and Discipline Issues
AK announced that the order of business was changing to consider applications with disclosures first so Mr. Wygoda could address the Board. Mr. S. Steve Wygoda had requested to speak to the Board concerning his reciprocal registration application. Mr. Wygoda responded to questions from the Board and its attorney and staff after he spoke. Afterwards, the Board went into Executive Session to confer with its attorney on

a motion by RF and seconded by ES. Armstrong, Batkin, and Wygoda left the meeting. On a motion from ET seconded by TB, the Board exited Executive Session. Armstrong, Batkin, and Wygoda rejoined the meeting.

- a) Complaint # 05-14-2019 - EP and MW reported on progress on meeting the requirements of the Consent Agreement and Order.
- b) Complaint # 12-30-2019 – On a motion by ET/WS the complaint was dismissed.
- c) Wygoda Application - On a motion by TB, seconded by ES, the Board voted 5-0 to deny S. Steve Wygoda reciprocal registration with West Virginia. WS abstained. The Board thanked the applicant for appearing and indicated that a written denial of application will be forthcoming with information outlining appeal rights.
Grenfell Application- A motion for approval was made by ET/WS. The Board voted to approve reciprocal registration for Milton Grenfell.
Silvestri Application - On a motion by WS, seconded by RF, and amended by TB without objection, the Board voted to approve Philip Silvestri’s application for renewal with a letter from EP regarding timely reporting of disciplinary actions taken by other jurisdictions.

4. Presentation by and discussion with NCARB CEO Michael Armstrong and VP of Council Relations Joshua Batkin. (Judy Belcher joined the meeting at this time)

Michael Armstrong gave introductory remarks, complimented EP on her contributions to NCARB and WV BOA. He gave a summary of NCARB President Bob Calvani’s creation

of task forces for the purpose of having conversations about Incidental Practice, Responsible Charge/ Responsible Control, Interiors Task Force (NCARB’s 20- year- old “edict” to oppose licensing of Interior Designers), and when to suspend or terminate an NCARB certificate based on a jurisdiction’s disciplinary actions taken. He also reviewed the roll-out of an option for the Architectural Registration Exam to test with on-line proctoring. NCARB has hosted three webinars on the subject with one more scheduled for October 21, 2020.

5. Action Items Regarding Registration

- a) Reciprocal Applications – On a motion by RF/ES the Board approved granting a reciprocal license to Tracie Kaglic.
- b) Reinstatement Applications – On a motion by motion by TB/WS the Board approved granting reinstatement of William Stallworth.

6. Financial Report

- a) FY2021 Budget to Actual Summary and Detail – EP reported current total expenses of \$41,633.82, revenue of \$15,725.00, and a cash fund balance of \$244,383.19.
- b) FY2020 End of Year Report – EP reported total FY2020 expenses of \$157,610.55 and revenue of \$152,925.00

- c) Proposed FY 2022 “Appropriation” Budget – EP reported that she submitted a budget of \$160,839 and revenue of \$129,250 for FY2022.

7. New Business

- a) Response to Joint Committee on Government Organization – EP shared an email and discussed her telephone call with Liz Schindzielorz, Counsel for the House Government Organization Committee. EP shared the spreadsheet Schindzielorz generated comparing licensing fees with states that have similar demographics as well as states surrounding West Virginia.
- b) New Licensing System Update – Anticipated “Go Live” – Anticipated in late September that an applicant will be able to apply completely online and active registrant will be able to upload HSW hours throughout the year (certificates or AIA transcript). Informational emails to licensees will be forthcoming.
- c) Draft Retention Schedule - EP presented a required document for how to deal with paper/record keeping with emphasis on more scanned documents.
- d) Audit of 2019 Hours – EP reported that the audit has been delayed because of the launch of the new licensing tool, but is expected to be underway in late Sept. or early Oct.
- e) Discussion of IPAL – Board elected to postpone a discussion until the next meeting on setting a policy related to accredited schools that offer the IPAL program and timing of the ARE.

8. Good of the Order / Informational Items

- a) Registration Report – Total Active 1,252; WV Active 115; Out of State Active 1,137
- b) Upcoming Events:
 - NCARB MBC & MBE Meeting – Virtual
 - October 21, 2020 10:00 AM – 4:00 PM
 - Auditor’s Chapter 30 Conference - Virtual or at South Charleston Holiday Inn
 - October 27, 2020 8:00 AM – 4:00 PM
 - Upcoming Board Meeting Dates
 - December 3, 2020 12:00 PM

9. AK adjourned the meeting at 3:15 pm.

Respectively Submitted:

Edward W. Tucker FAIA, Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director

West Virginia Board of Architects



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

Date: December 3, 2020

Time: 12:00 PM

Order of Business

1. Call to Order
2. Approval of Minutes – September 17, 2020
3. Complaints, Inquiries, and Discipline Issues
 - a) Update on Consent Agreement and Order for Complaint # 05-14-2019
 - b) Applications with disclosed discipline for Board review (Ball)
 - c) Inquiry 11-10-2020 (Crown Floral Project)
4. Action Items Regarding Registration
 - a) Initial Application (Kutz)
 - b) Reciprocal Applications (Fisher)
 - c) Reinstatement Applications (Sturgeon)
5. Financial Report
 - a) FY2021 Budget to Actual Summary and Detail
6. New Business
 - a) Consideration of Policy on IPAL Candidates
 - b) Audit Report and Board Action
 - c) Title “Interior Architect”
 - d) 2021 Meeting Schedule
 - e) Centennial 1921 -2021
 - f) Building Code Officials Handbook
 - g) New Licensing System Update – Demonstration
- 7.. Adjournment

Informational Items – For discussion as needed

1. Registration Report
2. Reports – ARPL & CLARB
3. Example Disciplinary documents – PT Board & State of South Carolina
4. Good of the Order

NOT on Agenda – to be completed by Board Officers

PCard and Leave Approval

Signing of Certificates

West Virginia Board of Architects



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

Date: December 3, 2020

Time: 12:00 PM

Attendees: Todd Boggess, Member (TB)
Jan Fox, Public Member (JF)
Adam Krason, Member and President (AK) (left meeting at 3:00 pm)
Emily Papadopoulos, Executive Director (EP)
Wendy Scatterday, Member (WS)
Edsel Smith, Public Member (ES) (left meeting at 3:00 pm)
Edward W. Tucker, Member and Secretary (ET)
Mark Weiler, WV Attorney General's Counsel to the Board (left at 2:00 pm)

Guests: none

Absent: Richard T. Forren, Member (RF)

Order of Business

1. Call to Order – 12:05 pm by AK
2. Approval of Minutes – September 17, 2020
On a motion by TB/WS the Board approved the minutes of the Sep. 17, 2020 meeting.
3. Complaints, Inquiries, and Discipline Issues
 - a) Update on Consent Agreement and Order for Complaint # 05-14-2019
 - i. Hart has completed CE required, has sent 2 agreements w/consulting engineers. No other action is required at this time.
 - b) Applications with disclosed discipline for Board review
 - i. Ball applied for reciprocal registration using the NCARB certificate. Discipline due to Continuing Education violation in Delaware was disclosed

in applicant's record. A motion for approval was made by WS/ET. The Board voted to approve.

c) Inquiry 11-10-2020

- i. Inquiry involves the practice of architecture by an engineer. Following discussion by the Board, on a motion by ES/TB the Board voted to have EP draft a letter on behalf of the Board referring this project and its engineer to the Engineer's Board listing the Board's concerns that the individual is practicing architecture, requesting the Engineer's Board review, and a written response to its questions.
- ii. The Board agreed to further investigate the matter to obtain documentation and to consider a referral to the WVAGO Consumer Division.

4. Action Items Regarding Registration

- a) Initial Application of Kutz reviewed. A motion for approval was made by ET/TB. The Board voted to approve the application. This provided an opportunity for EP to demonstrate how the new Certemy software works with our database (item 6g in Meeting Agenda).
- b) Reciprocal Application of Fisher reviewed. A motion for approval was made by WS/TB. The Board voted to approve the application.
- c) Reinstatement Application of Sturgeon reviewed. A motion for approval was made by ES/WS pending applicant producing certificates for HSW hours being claimed. The Board voted to approve the application.

5. Financial Report

- a) EP reviewed FY 2021 Budget to Actual Summary and Detail. Budget and expenses to date are less than FY 2020. Over \$10,000 is reported as encumbered but will be reduced as the majority of these funds will not be spent. NCARB dues have been paid. Cash balance is very close to same as 2019 at this point in the year. No need for a budget amendment is foreseen at this point. A motion to approved the financial report was made by TB/WS. The Board voted to approve the motion.

6. New Business

- a) Consideration of Policy on NCARB's Integrated Path to Architectural Licensing (IPAL). A motion for approval of the policy as written with the exception of elimination of "five-year" was made by WS/ES. The Board voted to approve the motion.
- b) Audit Report and Board Action:

- i. EP reported that 67 registrants were audited (5% of total). Of those audited 2 have not responded to the audit, 1 sent a log without certificates, 1 reported a deficiency due to medical issues (serious injury), and 5 are deficient on hours.
- ii. Discussion of non-compliance consequences followed. EP compared our Rules with what several other jurisdictions do. In several cases there is no discipline, rather an administrative fine is charged to the registrant for costs incurred due to administration, legal, board time, etc. possibly with a letter of reprimand.
- iii. A motion was made by WS/ES to take the following actions:
 - 1. Create Board Complaints for 2 non-responsive registrants that include consent agreement to complete 3 hours of Continuing Education (CE) specific to ethics, pay \$500 administrative cost, and provide written confirmation that they have obtained CE hours prior to next renewal. Registrants shall also undergo mandatory CE audit at next renewal period. Must reimburse the Board for administrative costs within 30 days if registrant does not make up the hours within 60 days.
 - 2. Grant an exemption for CE to the registrant with mitigating circumstances (illness/injury) upon receipt of medical documentation but with same consequence as those who provided incorrect application information.
 - 3. All remaining non-compliant registrants (provided incorrect application information – did not complete 12 hours): Send each registrant the Board’s model CE letter that acknowledges the misrepresentation on their renewal application and that an administrative fee must be paid based on their circumstances and outstanding CE hours completed.

The Board voted in favor of the motion.

- c) Title “Interior Architect”: Following discussion, the Board requested EP to notify the Mills Group that the term “architect” cannot be used in their marketing information (website) unless Samuel Fisher is licensed as an architect. In addition, AK will write a letter to the appropriate party at WVU to notify that there is no “interior architect” professional license in WV.
- d) 2021 Meeting Schedule: Board meeting dates for calendar year 2021 were reviewed with members present; tentative dates are March 18, June 3, September 16, and December 9.
- e) New Licensing System Update – Demonstration
- f) 2021 Centennial Year of the Board of Architects: EP discussed opportunity for the Board to celebrate this milestone. Board supported the creation of a committee to recommend a plan of action that may include updating the 1995 Code Officials Handbook, a historical retrospective of the board’s creation and

history, legislative acknowledgement, significant milestones, etc. TB, WS volunteered to co-chair the committee with suggestion that ES join as well.

7. Good of the Order / Informational Items
 - a) Registration Report: 1,293 total registrants of which 115 are in-state.
 - b) Upcoming Events:
 - NCARB Regional Summit – Virtual
 - March 4 - 5, 2020 1:00 PM – 5:00 PM each day
8. On a motion by JF/TB, ET adjourned the meeting at 3:35 pm.

Respectively Submitted:

Edward W. Tucker FAIA, Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director

West Virginia Board of Architects



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

Date: March 18, 2021

Time: 1:30 PM

Order of Business

1. Call to Order
2. Approval of Minutes – December 3, 2020
3. Update on Continuing Education Audit and Compliance
4. Action Items Regarding Registration
 - a) Reciprocal Applications
 - Bankert
 - Consentino
 - Chiusano
 - Odziemski
 - Kruntorad
5. Financial Report
 - a) FY2021 Budget to Actual Summary and Detail
6. New Business
 - a) Legislative Update
 - b) Alliance for Responsible Professional Licensing (State Group efforts)
 - c) NCARB Resolutions
7. Old Business / Planning
 - a) Centennial 1921 -2021
 - b) Building Code Officials Handbook
7. Adjournment

Informational Items – For discussion as needed

- Registration Report
- EXPO – March 24-26
- Good of the Order

NOT on Agenda – to be completed by Board Officers

PCard and Leave Approval

Signing of Certificates

On agenda for next meeting:

- Update on Consent Agreement and Order for Complaint # 05-14-2019
- Update on Complaint filed by the Board
- Follow up on “interior architect”

West Virginia Board of Architects



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

Date: March 18, 2021

Time: 1:30 PM

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

Order of Business

1. AK called the meeting to order at 1:36 pm.
2. Approval of Minutes – December 3, 2020
On a motion by ES/WS the Board approved the minutes of the Dec. 3, 2020 meeting.
3. Update on Continuing Education Audit and Compliance
 - a) EP updated the Board to say that all registrants / outstanding issued have been fully resolved except for John Kirk. Proposal from legal counsel and EP is for Mr. Kirk to surrender his license in WV and pay an administrative fee including legal fees of up to \$1,000. Mr. Kirk has indicated this would be acceptable. On a motion by WS/RF the Board approved of the proposal.
 - b) EP updated the Board on the Board Complaint to the Engineers' Board. The Board reviewed the complaint, but not take up the complaint as far as we know. The Engineer's Board will meet on March 23, 2021. A discussion of incidental practice followed. AK suggested if the Engineer's Board does not take up the complaint that representatives from our Board attend a future Engineer's Board meeting.

4. Action Items Regarding Registration
(EP used the opportunity to demonstrate to the Board how the Certemy software / database system displays applicant information.)
 - a) Reciprocal Applications
 - Bankert, Consentino, Chiusano: After EP reviewed applications with the Board, a motion for approval of these three was made by ES/JF. The Board voted to approve.
 - Kruntorad: After a review of application, which included disclosed discipline, a motion for approval was made by WS/TB. The Board voted to approve.
 - Odziemski: After EP reviewed the application with the Board, a motion for approval made by WS/ET. The Board voted to approve.
5. Financial Report
 - a) FY2021 Budget to Actual Summary: \$104, 571 expenses to date which is approximately \$11,000 less than same time last year. \$53,450 revenue to date; unrecognized revenue is budgeted at \$78,000 which will come in with registration renewals. EP reviewed Budget and Actual expense details by account. One item of note was the additional cost of absorbing the bank credit card transaction costs for the increasing number of reciprocal registrants now that payment is available by credit card. A motion to approve the financial report was made by ET/TB. The Board voted to approve the motion.
6. New Business
 - a) Legislative Update: A multitude of bills that will affect the Board, its financing, and its licensing duties have been introduced and moved forward. EP has done a lot of work to identify, track, and advise the Board on these bills. Judy Belcher (NCARB Region 2 Executive Director and WV AIA Executive Director) joined the meeting to update the Board with action taken this afternoon by Senate Gov. Org. on an amended HB2007. AK thanked ET for appearing before the Senate Government Organization Committee on behalf of the Board.
 - b) State Group efforts related to activity with the Alliance for Responsible Professional Licensing (ARPL): EP and Judy Belcher have been participating in ongoing meetings with this group. EP reported that the engineers, surveyors, and architects have been the most engaged. One landscape architect has been involved. At the national level, NCARB has been at the forefront of ARPL work across the country.
 - c) NCARB Resolutions: The Board discussed some of the proposed resolutions that will be voted on at NCARB's Annual Meeting in June.
7. Old Business / Planning
 - a) Centennial 1921 -2021: EP reported on potential to request Senate / House Resolution to recognize the anniversary. Desire is to include as many sponsors as possible. EP agreed to write a draft for the Board to review and then sent to legislators in the hopes that they would agree to sponsor when approached. Another idea was to create a commemorative pin that could be sent to all WV

- architects.
- b) Building Code Officials Handbook: Board should determine if we would like to do this in conjunction with the Engineer's Board.
8. Informational Items
- a) Registration Report: Currently there are 1,337 total active registrants 116 of which are active in WV.
 - b) Upcoming event dates:
 - EXPO – March 24-26, 2021.
 - NCARB Annual Meeting – Hybrid (virtual and in-person) June 24 – 26, 2021
9. AK adjourned the meeting at 3:35 pm.

Respectively Submitted:

Edward W. Tucker FAIA, Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director

**West Virginia Board of Architects
Ad Hoc Committee Meeting Agenda
Board Centennial and Code Officials Handbook**

**May 11, 2021
Meeting to Be Held Virtually**

3:00 PM

1. Welcome and Discussion of Goals
2. Update of Centennial Recognition to Date
 - a. Seal request
 - b. Signage (emails, stationary, etc.)
 - c. Resolution by Senate
 - d. Legislative Citation by House
3. Ideas for Recognition of Milestone
 - a. Request to NCARB
 - b. Request to Governor Justice
 - c. Special publication
 - d. 100 Year Pins
 - e. Special event
 - f. Website Banner/Special Page
 - g. Other ideas
4. Handbook for Building Code Officials
Key questions:
 - Is it dated?
 - Should it be printed? Available electronically? Both?
 - Do we want to work jointly with the Board of Registration for Professional Engineers?
 - How can we use the Handbook as a tool for outreach?
 - Do we need to consider a version (or a page) for the public about when to use each professional?
 - Do we want to use it to promote the Centennial?
 - What's not in it that should be? What should be discarded?
5. Review, Set dates/assignments for Tasks, Next Meeting (if needed) and Adjourn

West Virginia Board of Architects



Centennial Recognition Committee

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

Date: May 11, 2021

Time: 3:00 PM

Attendees: Judy Belcher, NCARB Region 2 Director (JB)
Todd Boggess, Member (TB)
Emily Papadopoulos, Executive Director (EP)
Wendy Scatterday, Member (WS)
Edsel Smith, Public Member (ES)

Order of Business

1. EP called the meeting to order at 3:00 PM.
2. EP updated the committee on activity to date, including requesting an update of stationary/logo/signage and the Resolution passed by the WV Senate and the citation issued by the WV House of Delegates.
3. Recognition of the 100th anniversary
 - a. EP discussed current ideas for additional outlined in Agenda.
 - b. TB recommended developing an image put together by a professional that has both micro details and a macro image for a commemorative publication or poster.
 - c. WS recommended soliciting images and/or nominations from firms that could yield a document for printing but possibly another tool that could be used by the WV Division of Tourism to create a digital "Architecture Tour of WV". Collaboration with WV Culture and History and the WV Humanities Council was also discussed to gather digital images. The committee recommended 100 structures, not only historic, and stressed the importance of quality photography.

- d. EP will gather information from possible partners, price some 100-year pins with logo, and begin finding out what is allowed via WV Ethics Commission, the WV Auditor's Office, and the WV Division of Purchasing.
 - e. JB discussed the possibility of having a celebration event the same weekend as the AIA Design Awards (Saturday October 16) or with another event (Festival in June) so not stand alone and not expensive. She also noted that holding an event during Legislative Interim meetings might help educate state leaders on the importance of public protection and the work of the Board.
 - f. The committee recommended utilizing the website to document the centennial with a special page, scrolling information and a possible video message from the Governor.
4. Handbook for Code Officials
- a. EP noted that there are several dated parts of the Handbook for Code Officials but also many sections that will stay the same. She will send out to the committee a copy of her current edits and questions.
 - b. WS and TB noted that they regularly talk with code officials and think the update will be helpful, especially if it is available digitally and can be updated regularly and available as a PDF document.
 - c. The committee agreed to include new sections to the booklet on stamping/sealing, incidental practice, and the WV Fire Marshal; additionally, they determined to pursue a collaboration with the WV State Board for the Registration of Professional Engineers. Completion of the Handbook by the end of the calendar year was agreed upon as a reasonable goal.

The Committee will report its recommendations and EP's additional research to the Board at its June meeting. The meeting adjourned at 4:45 PM.

Respectfully submitted

Emily Papadopoulos, Executive Director

West Virginia Board of Architects



Location: Quarterly Meeting
405 Capitol Street
Charleston, West Virginia 25301

Date: June 3, 2021

Time: 12:00 PM

Order of Business

1. Call to Order
2. Approval of Minutes – March 18, 2021 and May 11, 2021
3. Disciplinary Matters
 - a) Consent Agreement and Order for Complaint # 05-14-2019.
 - b) Reinstatement and update of Illegal Practice Matrix
 - c) Update on Board Complaint to the West Virginia State Board of Registration for Professional Engineers / Info. from NCARB on Incidental Practice
4. Action Items Regarding Registration
 - a) Reciprocal Applications with a State License
Kenneth Weinstein, Thomas Chidlow, Paul Elgin, Paul Becker
 - b) Registration Renewal Report / Certemy
 - c) Signing of Certificates
5. Financial Report
 - a) FY2021 Budget to Actual Summary and Detail
 - b) PCard Transaction/Reconciliation Review
6. New Business
 - a) Legislative and Alliance for Responsible Professional Licensing Update
 - b) NCARB Resolutions
 - c) Election of Officers
 - d) Meeting Dates for 2022
 - e) Executive Director's Leave Approval
7. Old Business / Planning

- a) Centennial 1921 -2021
- b) Building Code Officials Handbook
- c) “Interior Architect”

8. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- September 16, 2021
- December 9, 2021

NCARB Annual Business Meeting – Los Angeles, CA

- June 24-27, 2021 – Virtual Registration is still available.

West Virginia Board of Architects



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

Date: June 3, 2021

Time: 12:00 PM

Attendees: Todd Boggess, Member (TB) via phone
Richard Forren, Member (RF)
Adam Krason, Member and President (AK) via phone until arrival
Emily Papadopoulos, Executive Director (EP)
Wendy Scatterday, Member (WS)
Edsel Smith, Public Member (ES)
Edward W. Tucker, Member and Secretary (ET)
Mark Weiler

Absent: Jan Fox, Public Member (JF)

Order of Business

1. ET called the meeting to order at 12:25pm.
2. Approval of Minutes – March 18, 2021 and May 11, 2021
On a motion by ES/WS the Board approved the minutes of both meetings.
3. Disciplinary Matters
 - a) On a motion by RF/ES, the Board voted to close Complaint # 05-14-2019 by taking the architect off probation and sending a certified letter to him and his attorney communication the same.
 - b) The Board reviewed the renewal and reinstatement matrix regarding consequences of practice during a period of an expired registration to update it after the last rule changes. The Board accepted the proposed changes of dates. Assistant Attorney Mark Weiler will provide language for guidance related to the consequence for the Board's review. During this discussion, the Board voted on a motion by RF/WS to not process a pending consent order with an architect who had applied for reinstatement disclosing practice during an inactive period. The Board felt the penalty was unwarranted given

the unique circumstances of when the architect was registered and indicated that the Board would only require a renewal fee and late renewal fee for reinstatement.

c) *Adam Krason exited the meeting.* EP provided the Board with an update on the complaint it filed against an engineer with the WV State Board of Registration for Professional Engineers. The Board of Architects received the respondent's response on April 28, 2021 and on May 11, 2021, the Board of Architects provided a three-page detailed response. The Board of Engineers provided an update on May 24, 2021 indicating that the complaint was still pending and under investigation and proposed a joint meeting of the Boards.
Following this discussion, Adam Krason rejoined the meeting.

4. Action Items Regarding Registration

- a) On a motion by AK/WS, the Board voted to reciprocally register Kenneth Weinstein, Thomas Chidlow, Paul Becker and Paul Elgin, pending the latter's documentation of his VA registration.
- b) EP reported that WV currently has 1,378 active architects. She has processed 215 renewals so far with approximately 250 architects having paid for renewal but not finalized their renewal by documenting their continuing education or completing their online questionnaires.
- c) ET signed certificates for architects registered recently.

5. Financial Report

- a) EP reported that the Board has expenditures of \$130,624.45 to date (\$22,000 less that the same time last year) and revenue of \$77,625.50 from registrations and \$3,650.00 in other revenue at the time the reports ran and \$92,401 from registrations as of today, given that renewals are underway. The cash balance at the time of the report was roughly the same as last year \$218,233.90. As of today, the cash balance is \$229,276.65.

6. New Business

- a) EP reported that the ARPL group that met during the Legislative Session will meet as needed during the interims and noted that NCARB's government relations staff was particularly helpful. She also provided a summary of the legislation which passed during the session and thanked the Board members for all their assistance and involvement during the legislative session. EP announced the Legislature's upcoming interim dates, and AK requested that EP determine what states have passed legislation similar to proposed HB2007.
- b) EP reported that so far 80 people have registered for the upcoming NCARB Annual Business Meeting and that registration is still open for virtual participation. She also noted that Region 2 will be holding a meeting on June 26 on Zoom at 11:00 AM. She reported on a call on May 26, 2021 with other Region 2 states where she learned that PA was voting "no" on the NCARB resolution four to sunset a position on opposing the licensure of interior designer. She also reported that NY will be opposing resolutions two, three, and five. After discussion, the Board concluded that it would vote in opposition to the fourth resolution but affirm the others.

- c) On a motion by RF/ES, AK and ET were re-elected as president and secretary of the board by acclamation.
- d) Meeting dates agreed to by the Board for upcoming quarterly meeting are February 17, 2022, May 19, 2022, August 25, 2022, and November 17, 2022.

7. Old Business / Planning

- a) EP reported that the Board had been recognized by the West Virginia Legislature through a Legislative Citation presented by House Minority Leader Doug Skaff and through a Senate Resolution sponsored by Senate Minority Leader Stephen Baldwin.
The Board discussed the possibility of holding a reception at the Culture Center during Legislative Interims, and EP will check the availability on the dates. EP will also contact professionals about creating a 100th anniversary commemorative poster or publication.
- b) EP and TB reported that the small committee that met on May 11th has done an initial review of the Handbook for Code Officials and believe a revision and publication and online version would be very helpful. The goal is to issue the handbook before the end of the year so it can be part of the 100th anniversary.
- c) The Board reviewed WVU's "interior architecture" major and a letter EP sent to the program coordinator alerting her of the issues this title raises in conflict with WV's rules and code.

8. Adjournment – On a motion by ES/ET, the Board Meeting was adjourned at 3:15 PM.

Respectfully submitted:

Edward Tucker, Secretary

Adam Krason, President

Emily Papadopoulos, Executive Director

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

**FY 2020
(July 1, 2019 – June 30, 2020)**

West Virginia Board of Architects



Location: Meeting Via Conference Call Originating from:
405 Capitol Street
4th Floor Conference Room
Charleston, West Virginia 25301

Date: September 24, 2019

Time: 9:00 AM

Order of Business

1. Call to Order
2. Review and Approval of Proposed Rule Change to accommodate HB 118 regarding criminal history of initial applicants and response to any comments received
3. Discussion and response requested by NCARB Region 2 regarding stipends for NCARB President and 1st Vice President
4. Good of the Order
Upcoming Board Meeting Dates
 - Oct. 3, 2019 – Complaint Committee 10:00 AM
 - Oct. 3, 2019 – Quarterly Meeting 12:00 PM
 - Dec. 12, 2019 – Quarterly Meeting 12:00 PMLong Range Planning
 - Oct. 29, 2019 – Auditor’s Chapter 30 Conference at the Charleston Marriott
5. Adjournment

Meeting Minutes

West Virginia Board of Architects



Location: Via Conference Call Originating at
405 Capitol Street, Mezz. Suite 3
4th Floor Conference Room
Charleston, WV 25301

Date: Tuesday, September 24, 2019

Time: 9:00 A.M.

Attendees: Todd Boggess, Member (TB)
Jan Fox, Public Member (JF)
Emily Papadopoulos, Executive Director (EP)
Edsel Smith, Public Member (ES)
Edward W. Tucker, Secretary (ET)
Wendy Scatterday (WS)

Absent: Richard T. Forren, Member (RF)
Adam Krason, President (AK0)

Order of Business

1. Meeting called to order at 9:03 a.m. by Secretary Edward Tucker.
2. Propose Rule Changes
EB referred the Board to the proposed rule changes in 2CSR1 and explained that the Board had received no comments during the public comment period. On a motion by TB and seconded by ES the Board approved the rule changes for the Agency Approved Filing on a unanimous voice vote.
3. NCARB Region 2 Request
EB and ET explained that the jurisdictions in Region 2 wanted feedback on the budgeted stipends for the NCARB President and 1st Vice President in order to consider presenting a position from the Region at an upcoming Board Meeting. After discussion, the Board requested that EP contact the Region 2 Director to explain the Board's concerns regarding the increase in stipends given the volunteer basis of NCARB work.
4. Good of the Order
Upcoming Board Meeting Dates
 - Oct. 3, 2019 – Complaint Committee 10:00 AM
 - Oct. 3, 2019 – Quarterly Meeting 12:00 PM
 - Dec. 12, 2019 – Quarterly Meeting 12:00 PMLong Range Planning
 - Oct. 29, 2019 – Auditor's Chapter 30 Conference at the Charleston Marriott
5. Meeting adjourned at 9:47 a.m.

Respectively Submitted:

Edward W. Tucker, FAIA, Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director

West Virginia Board of Architects



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

Date: October 3, 2019

Time: 12:00 PM

Order of Business

1. Call to Order
2. Approval of Minutes – June 13, 2019 and September 24, 2019
3. Complaints, Inquiries, and Discipline Issues
 - a) Report of the Complaint Committee
4. Action Items Regarding Registration
 - a) Reciprocal Applications – Miller, Hardaway, Ross, Cardozo, Molsberry
 - b) Reinstatement Applications
 - c) Registration Report
5. Financial Report
 - a) FY2019 Actuals
 - b) FY2020 Budget to Actual Summary
 - c) FY2020 Budget Amendment
6. New Business
 - a) Proposed Rule Changes / Interim Meetings
 - b) Questions from NCARB Region 2 in preparation for 2020 Regional Summit
 - c) NCARB Annual Business Meeting / Board Activity
7. PCard and Leave Approval
8. Good of the Order
 - Articles & Emails for Discussion
 - Upcoming Board Meeting Dates
 - Dec. 12, 2019 – Quarterly Meeting

Long Range Planning

- Oct. 29, 2019 – Auditor’s Chapter 30 Training
- March 5, 2020 – NCARB MBE Workshop
- March 6-7, 2020 – NCARB Regional Summit
- June 18-20, 2020 – NCARB Annual Business Meeting

9. Adjournment

Meeting Minutes West Virginia Board of Architects



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

Date: Thursday, October 3, 2019

Time: 12:00 P.M.

Attendees: Todd Boggess, Member (TB)
Jan Fox, Public Member (JF)
Adam Krason, Member and President (AK)
Emily Papadopoulos, Executive Director (EP)
Wendy Scatterday, Member (WS)
Edsel Smith, Public Member (ES)
Edward W. Tucker, Member and Secretary (ET)
Mark Weiler, WV Attorney General's Counsel to the Board

Absent: Richard T. Forren, Member (RF)

Order of Business

1. Meeting called to order at 12:05 p.m. by President Adam Krason.
2. Approval of Minutes
 - a. June 13, 2019 and September 24, 2019 Board Meeting Minutes were approved. Motion to approve TB/WS. Motion passed unanimously.
3. Complaints, Inquiries and Discipline Issues – Report of Complaint Committee
 - a. Complaint # 05-14-2019:
 - i. Committee has gathered additional information and had an informal meeting with the architect who is the subject of complaint earlier today. The Committee finds there is sufficient reason to pursue the complaint further. Upon recommendation by the Committee to continue the investigation by hiring an investigator, motion made by ES/TB and was approved.
 - ii. Due to the information gathered to date, a motion was made by ES/WS to initiate a complaint against the complainant in #05-14-2019. Motion passed. Committee will incorporate information from the original complaint and seek additional information relative to the complainant/licensee.
4. Action Items Regarding Registration
 - a. Reciprocal Applications reviewed for Miller, Hardaway, and Ross: Motion to approve ET/TB passed.
 - b. Reciprocal Applications reviewed for Cardozo and Molsberry, each of whom had discipline to disclose: Motion to approve Cardozo ES/TB passed. Motion to approve Molsberry with notice of Rules regarding an architect's representations of work done by employees ET/TB passed.
 - c. Reinstatement Applications: None to review at this time.
 - d. Registration Report: EP reported as of 10/3/2019 there are 1,241 registrants, 114 of which are WV residents and 1,127 are out-of-state. The Board discussed recognizing newly registered WV architects at the annual AIA Gala.

5. Financial Report
 - a. FY 2019 report presented by EP. As of 9/25/2019, \$51,321 expenses to date, \$27,850 revenue to date. Cash balance is \$247,986. Numbers from approximately same time in 2018 were also presented; no significant variances were noted.
 - b. FY2020 Budget comparison with actual expenditures as of 9/25/2019 reviewed.
 - i. As discussed in the prior meeting, the FY 2020 budget of \$169,304 needs to be amended. Motion to amend made by WS/JF passed as follows:
 1. Increase personnel salary by the previously approved ATB salary increase plus labor burden.
 2. Supplement the rent line item to cover rent for FY2019 payable in FY2020 because of building changing ownership/management.
 3. Increase travel line item.
 4. Increase for copier purchase or annual lease.
 5. Increase for costs associated with purchase and migration of registrant data base to new platform.
 6. Anticipating the need for a higher level of services from AG's office this year, an increase of \$5,000.
 - ii. EP to revise FY2020 budget accordingly and update Board at next meeting.
 - c. 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. Rule Review Update
 - a. Rule change filing is in place, hearings to begin in November. EP requested Board members be prepared to attend.
7. New Business
 - a. NCARB Region II request for information regarding 2020 Regional Summit (ideas for topics, suggestions, input from Boards).
 - b. NCARB Annual Business Meeting June 20-22, 2019, Washington DC:
 - i. EP and several Board members attended the ABM which included special events to commemorate NCARB's 100-year Centennial.
 - ii. "One Great Idea" workshop allowed boards to discuss and then share strategic initiatives. A common theme was educating the public / legislators on why licensure and reasonable regulation is needed among professions.
8. Administrative Items: After review of the following items, all were approved by acclamation:
 - a. P-Card Log of expenditures May 2019 – September 2019.
 - b. Travel Forms
 - c. Sick and Annual Leave
9. Good of the Order
 - a. Articles and Emails for Discussion:
 - i. SBA article, issue related to qualifications and fee schedules
 - ii. EP responded to email from Fairmont State regarding accredited degree requirement for examination candidates in WV
 - iii. Information provided by Surveyors Board on laser scanning, 3D modeling and BIM.
 - b. Upcoming Board meeting dates:
 - i. Dec 12, 2019 – quarterly meeting of the Board
 - c. Long Range Planning
 - i. Oct 29, 2019 – Auditor's Chapter 30 Training – AK, WS, & EP plan to attend.
 - ii. March 5, 2020 – NCARB MBE Workshop – EP to attend.
 - iii. March 6-7, 2020 – NCARB Regional Summit, Cambridge MA
 - iv. June 18-20, 2020 – NCARB Annual Business Meeting, Austin TX.

10. Meeting adjourned at 3:00 pm on motion by TB/WS.

Respectively Submitted:

Edward W. Tucker FAIA, Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director

West Virginia Board of Architects



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

Date: December 12, 2019

Time: 12:00 PM

Order of Business

1. Call to Order
 - Introduction of Guest – State Fire Marshal Ken Tyree
2. Approval of Minutes – October 3, 2019
3. Discussion of Joint Building Safety Promotion with State Fire Marshal
4. Complaints, Inquiries, and Discipline Issues
 - a) Update on Complaint # 05-14-2019
 - b) NCARB notification
5. Action Items Regarding Registration
 - a) Reciprocal Applications - Lowell Wetherbee
 - b) Reinstatement Applications – Nathan Colkitt, Joseph Bosco
 - c) Registration Report
6. Financial Report
 - a) FY2020 Budget to Actual Summary
 - b) FY2020 Budget Amendment
7. New Business
 - a) Proposed Rule Changes / Interim Meetings
 - b) Legislative Auditor Inquiry – Post Audit Division
 - c) Annual Report Preparation
 - d) Huntington Rotary Presentation
8. PCard and Leave Approval

9. Good of the Order

Upcoming Board Meeting Dates

- March 26, 2020
- June 11, 2020
- September 17, 2020
- December 3, 2020

Long Range Planning

- March 5, 2020 – NCARB MBE Workshop
- March 6-7, 2020 – NCARB Regional Summit
- April 21-23, 2000 – Treasurer’s Cash Management Conference
- June 18-20, 2020 – NCARB Annual Business Meeting

10. Adjournment

West Virginia Board of Architects



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

Date: December 12, 2019

Time: 12:00 PM

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

Date: Thursday, October 3, 2019

Attendees: Todd Boggess, Member (TB)
Richard T. Forren, Member (RF)
Jan Fox, Public Member (JF)
Emily Papadopoulos, Executive Director (EP)
Wendy Scatterday, Member (WS)
Edsel Smith, Public Member (ES)
Edward W. Tucker, Member and Secretary (ET)
Mark Weiler, WV Attorney General's Counsel to the Board
Ken Tyree, WV State Fire Marshal

Absent: Adam Krason, Member and President (AK)

Order of Business

1. Call to Order
ET called the meeting to order at 12:31 PM and welcomed State Fire Marshal Ken Tyree
2. Approval of Minutes
The minutes of the October 3, 2019 meeting were approved on a motion made by ES and seconded by JF after EP alerted the Board of a correction to the minutes that was made after draft minutes were distributed.
3. Discussion of Joint Building Safety Promotion with State Fire Marshal
RF led a discussion of a promotional event to raise public awareness of the partnership architects have with officials such as the Fire Marshal and Code Officials in protecting the public such as the International Code Council's Building Safety Month. Fire Marshal Tyree indicated interest and discussed possibilities of working together to promote

building safety to Legislators and the public. The Board agreed to explore opportunities to promote building safety in May and indicated support for regional inspection teams discussed by the State Fire Marshal.

4. Complaints, Inquiries, and Discipline Issues

a) Update on Complaint # 05-14-2019

The Board discussed possible content for a consent order to resolve the complaint, to include but not limited to continuing education, a fitness for duty exam, a fine, costs, and suspension and/or probation. On a motion made by TB and seconded by WS, Assistant Attorney General Mark Weiler was asked to compose the consent agreement and order for the Board's approval. On a related issue, the Board voted on a motion made by WS and seconded by TB to pursue a board-initiated complaint against the complainant based upon information provided by both the complainant and the respondent.

b) NCARB notification

EP informed the Board that it had received a notification from NCARB indicating that it had sanctioned an architect by "formal private reprimand" when the architect signed engineering plans using his architect certification. The Board asked EP to review the timeline of the architect's notification and if he knew of this sanction at the time of renewal in West Virginia.

5. Action Items Regarding Registration

a) Reciprocal Applications - Lowell Wetherbee's application was approved on a motion by ES and seconded by RF.

b) Reinstatement Applications – Nathan Colkitt, Joseph Bosco – Mr. Colkitt's application was approved contingent on completing 12 continuing education hours for 2019. Mr. Bosco's application was accepted on a motion by ES seconded by WS.

c) Registration Report – EP reported that there are 1,268 Active Architects, 115 of whom are residing and working in West Virginia and 1,153 of whom are out of state.

6. Financial Report

a) FY2020 Budget to Actual Summary

EP reported that total expenses as of December 3, 2019 were \$75,919.36 and total revenue was \$39,750.00 with a current cash balance of \$235,188.20. A detailed financial report was circulated and reviewed.

b) FY2020 Budget Amendment

EP reported that the Budget Amendment had been approved and indicated the line item increases highlighted in the detailed financial report.

7. New Business

a) Proposed Rule Changes / Interim Meetings

EP reported the dates of upcoming interim meetings and explained that the Board's proposed rule changes would require making some changes in

applications, finalizing the fee waiver applications, and posting a low-income calculator on the board website.

- b) Legislative Auditor Inquiry – Post Audit Division
EP reported that the Board received an inquiry from the Legislative Auditor requesting that the Board cite its statutory authority to collect special revenue. EP responded.
 - c) Annual Report Preparation
EP noted that the Board’s Annual Report is due on January 1, 2020 and that it will be circulated in draft form for review and then in final form and posted to the website.
 - d) Huntington Rotary Presentation
ET reported that EB and Vickie James, Executive Director of the West Virginia Board of Social Work will co-present a program on Reasonable Regulation to the Huntington Rotary Club on January 27, 2020.
8. PCard and Leave Approval
ET reviewed and approved PCard Receipts and Reconciliations and EP’s Annual and Sick Leave since the October 2019 Meeting.
9. Good of the Order
EP announced that NCARB’s Model Law Task Force has circulated a preliminary and updated draft of Model Law. The Board can comment by Dec. 20th or provide later comments in February.

Upcoming Board Meeting Dates

- March 26, 2020
- June 11, 2020
- September 17, 2020
- December 3, 2020

Long Range Planning

- March 5, 2020 – NCARB MBE Workshop
- March 6-7, 2020 – NCARB Regional Summit
- April 21-23, 2000 – Treasurer’s Cash Management Conference
- June 18-20, 2020 – NCARB Annual Business Meeting

10. Adjournment

On a motion by ES, seconded by WS, the meeting adjourned at 3:40 PM.

Edward Tucker, Board Secretary

Emily Papadopoulos, Executive Director

West Virginia Board of Architects



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

Date: March 26, 2020

Time: 1:00 PM

Order of Business

1. Call to Order
2. Approval of Minutes – December 12, 2019
3. Complaints, Inquiries, and Discipline Issues
 - a) Update on Complaint # 02-07-2020 and further inquiry
 - b) Update on Complaint # 05-14-2019
 - c) Update on Board Initiated Complaint # 12-30-2019
 - d) Update on Anonymous Inquiry # 05-07-2018
 - e) NCARB Notification & Discipline Disclosure
4. Action Items Regarding Registration
 - a) Reciprocal Applications
 - b) Reinstatement Applications
 - c) Renewals for 2020-2021
5. Financial Report
 - a) FY2020 Budget to Actual Summary
6. New Business
 - a) Legislative Update
 - b) Licensing System / Timing
 - c) Audit of 2019 Hours
 - d) May Building Safety Month Proclamation
 - e) Work from Home/Office
7. Adjournment

Informational Items – For discussion as Needed

- Registration Report
- Copier Lease
- Good of the Order

NCARB Regional Summit – March 6-7 –

Huntington Rotary Meeting – Jan. 27th

Upcoming Board Meeting Dates

- June 11, 2020
- September 17, 2020
- December 3, 2020

Long Range Planning

- April 21-23, 2000 – Treasurer’s Cash Management Conference - Postponed
- June 18-20, 2020 – NCARB Annual Business Meeting - Tentative

NOT on Agenda – to be completed by Board Officers

PCard and Leave Approval

Signing of Certificates

West Virginia Board of Architects



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

Date: March 26, 2020

Time: 1:00 PM

Attendees: Todd Boggess, Member (TB)
Jan Fox, Public Member (JF)
Adam Krason, Member and President (AK)
Emily Papadopoulos, Executive Director (EP)
Wendy Scatterday, Member (WS)
Edsel Smith, Public Member (ES)
Edward W. Tucker, Member and Secretary (ET)
Mark Weiler, WV Attorney General's Counsel to the Board

Absent: Richard T. Forren, Member (RF)

1. Call to Order
AK called the meeting to order at 1:10 PM
2. Approval of Minutes –
The minutes of the December 12, 2019 were approved on a motion made by ES and seconded by WS
3. Complaints, Inquiries, and Discipline Issues
 - a) Update on Complaint # 02-07-2020 and further inquiry
The Board concluded that no further action was necessary. The Board requested that EP communicate to the registrant that he should make the representation of his work experience accurate on his NCARB record and also clarify his role on large collaborative projects on his firm website.
 - b) Update on Complaint # 05-14-2019
The Board reviewed a draft consent agreement and order developed by MW with discussion following. On a motion by ES and seconded by WS the Board voted to present the consent order to the complainant with the Board's changes and authorized MW to continue to negotiate.

- c) Update on Board Initiated Complaint # 12-30-2019
The complaint remains active, and the Board took no action. MW will continue discussion with the respondent's attorney as needed.
 - d) Update on Anonymous Inquiry # 05-07-2018
On a motion by ET and seconded by TB, the Board voted to have MW communicate to the individual the Board's rules and code related to the use of the title "architect."
 - e) NCARB Notification & Discipline Disclosure
Following discussion on a motion by WS and seconded by TB, the Board voted to have EP communicate to each of the registrants the need to disclose prior discipline in future renewal applications.
4. Action Items Regarding Registration
- a) Reciprocal Applications
No reciprocal applications to review at this time.
 - b) Reinstatement Applications
One application reviewed and approved for reinstatement.
 - c) Renewals for 2019-2020
EP reported that the number of renewals are tracking ahead of last year's, with a total of 1,316 active architects as of March 20, 2020.
5. Financial Report
- a) FY2020 Budget to Actual Summary
EP presented a current financial summary reporting \$115,296.50 in expenditures and \$57,100.00 in revenue to date. On a motion by ET and seconded by ES, the financial report was approved by the Board.
6. New Business
- a) Legislative Update
EP presented a summary document of the Legislation completed during the 2020 Regular Session with implications for the Board. She also discussed changes required in the Board's forms and plans for publicizing the Board's rule changes that become effective on July 1.
 - b) Licensing System / Timing
EP is waiting on pricing from some of the multiple vendors who have expressed interest in providing services to the Board. Once all information is in hand, EP will advise so that the Board can evaluate and move toward selection of a vendor.
 - c) 2019 Audit of Continuing Education
EP will initiate this year's audit immediately following renewal and will advise the Board of results.

- d) May Building Safety Month Proclamation
The Board directed EP to send the draft proclamation to Ken Tyree, WV State Fire Marshal, prior to sending to the Governor's office.
 - e) Work from Home/Office
Due to the COVID19 pandemic and the Governor's directive resulting therefrom, the Board encouraged EP to work from home and minimize her time in the office to perhaps one visit every one to two weeks until more information or direction is given.
7. Good of the Order / Informational
- a) Current registrations:
117 Residents
1,199 Out-of-State
1,316 Total Registrants
 - b) NCARB Regional Summit – March 6-7 – informational – verbal report
This year's Regional Summit was held in Cambridge, MA, with AK and ET in attendance. CE sessions focused on best practices including collaboration with code officials. ET was nominated for Region 2 Treasurer/Vice-Chair.
 - c) Huntington Rotary Meeting – Jan. 27, 2020
EP and ET reported on presentation given to the Huntington Rotary Club developed to educate groups on the importance of professional licensure. Board members are encouraged to look for opportunities for future presentations to similar groups.
 - d) Upcoming Board Meeting Dates
 - June 11, 2020
 - September 17, 2020
 - December 3, 2020

Long Range Planning

 - April 21-23, 2000 – Treasurer's Cash Management Conference – (postponed due to pandemic)
 - June 18-20, 2020 – NCARB Annual Business Meeting
8. Adjournment
AK adjourned the meeting at 3:20 PM.

Respectively Submitted:

Edward W. Tucker FAIA, Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director

West Virginia Board of Architects



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

Date: April 29, 2020

Time: 2:00 PM

Order of Business

1. Call to Order
2. Discussion of Online Licensing System Requirements
3. Proposed FY 2021 Budget
4. Good of the Order
5. Adjournment

West Virginia Board of Architects



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

Date: April 29, 2020

Time: 2:00 PM

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

Absent: Richard T. Forren, Member (RF)

1. Call to Order

2. Discussion of Online Licensing System Requirements

In accordance with WV State Purchasing guidelines, EP has sought proposals for services relative to the Board's online licensing system and data base maintenance of registrants. EP reviewed the evaluation matrix emailed to the Board in the days prior to this meeting showing information about the vendors who have been responsive. Information included subsequent proposal information received. Pros and cons of each were discussed. Following discussion, EP was directed to execute a contract with Certemy on a motion by ET and seconded by TB.

3. Proposed FY 2021 Budget

EP presented a proposed FY 2021 expenditure budget of \$169,304 and revenue of \$135,000 and reviewed highlights and changes from the prior year. In anticipation of the effect of the COVID19 pandemic on registrant renewals, the FY 2021 revenue projection was reduced by 5% on a motion by WS and seconded by ES. EP will adjust expense categories accordingly and present a revised budget at the Board's June meeting.

4. Good of the Order
Letter to Board from Joint Committee on Government Organization dated April 29, 2020, discussed. EP will prepare a draft response for the Board for the June meeting.
5. Adjournment
On a motion by ES, seconded by WS, the meeting adjourned at 3:30 PM.

Respectively Submitted:

Edward W. Tucker FAIA, Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director

West Virginia Board of Architects



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

Date: June 11, 2020

Time: 12:00 PM

Order of Business

1. Call to Order
2. Approval of Minutes – March 26, 2020
April 29, 2020
3. Complaints, Inquiries, and Discipline Issues
 - a) Update on Complaint # 05-14-2019
 - b) Update on Board Initiated Complaint # 12-30-2019
 - c) Discipline Uploaded to Website
4. Action Items Regarding Registration
 - a) Reciprocal Applications
 - b) Reinstatement Applications
 - c) Renewals for 2020-2021
5. Financial Report
 - a) FY2020 Budget to Actual Summary
 - b) Revised FY2021 Budget
6. New Business
 - a) Regulatory Review Update - Update
 - b) Inquiry by Joint Committee on Government Organization – Draft for Review and Discussion
 - c) New Licensing System Update – Questions for Board Consideration
 - d) Audit of 2019 Hours
 - e) Purchasing Inspection – Begins June 20th
7. Adjournment

Informational Items – For discussion as Needed

- Registration Report
- Lichomski & Mollenkopf Letters
- Good of the Order

NCARB Regional Meeting

- June 18, 2020 1:00 PM

NCARB Annual Business Meeting

- June 19, 2020 3:00 PM

Upcoming Board Meeting Dates

- September 17, 2020
- December 3, 2020

NOT on Agenda – to be completed by Board Officers
PCard and Leave Approval
Signing of Certificates

West Virginia Board of Architects



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

Date: June 11, 2020

Time: 12:00 PM

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

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

Order of Business

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

- c) **Discipline Uploaded to Website**
EP reviewed the Board's website page that now includes discipline actions taken by the Board and reported to NCARB since 2016. Link to consent orders is provided.
4. **Action Items Regarding Registration**
- a) **Reciprocal Applications – None to review at this time.**
 - b) **Reinstatement Applications**
Application for discussion – Bruce Brooks does not have two years of continuing education credits accumulated & no letter indicating if he has practiced since license expired on 6/30/18. Applicant does have 8 hours in 2018, 1 hour in 2019, 13 hours in 2020 according to AIA transcript. Board determined that in order to be reinstated, applicant needs to complete additional CE hours so that he will have a total of 23 hours in 2020.
 - c) **Renewals for 2020-2021**
As of June 8th, 473 registrants have renewed, 35 of which are WV residents. 867 have not yet renewed, 81 of which are WV registrants.
5. **Financial Report**
- a) **FY2020 Budget to Actual**
EP submitted and reviewed financial report indicating total expenses of \$152,092 to date plus total encumbered of \$11,408. Revenue \$112,050 to date; \$22,950 unrecognized revenue to date.
 - b) **Revised FY2021 Budget**
In accordance with direction from Board in its previous meeting, due to the potential economic effect of COVID19 on registrations the FY2021 budget was reduced by 5%. With the 5% reduction, the total revised budget for FY 2021 was presented for approval as \$160,839 expenses; revenue \$129,250. On a motion by ET/ES the budget was approved.
6. **New Business**
- a) **Regulatory Review Update**
EP reported that a change in personnel and the upcoming implementation of the Board's rule changes required an update of the Board's Regulatory Reform Review Report. The report was mailed on May 28, 2020.

- b) Inquiry by Joint Committee on Government Organization
Draft for Review and Discussion: EP reported on her research and work to respond to inquiry. Board members asked questions and discussed the response draft prepared by EP. Ratio of registrant numbers to FTE/budget, turn-around time for processing of applications, and other quantitative data may be useful to include in the Board's response. Board should be prepared to appear before the Joint Committee on Government Organization when/if they request to meet.
 - c) New Licensing System Update
EP reported on her initial work with Certemy regarding the Board's transition to their registration system. EP noted that a 2.25% transaction fee would now apply to all credit card transactions, including reciprocal registrations and would result in paying about \$900 more annually in transaction fees – which could either be paid by the Board or passed on to the licensees should the Board determine it wants to do that. EP asked if any of the current methods or processes needed to be changed such as the need for Notarized signature, paper forms/payment by check, wall certificates, pocket registrations, application questions, etc. Electronic reference requests and signatures were approved by the Board, but the Board decided to keep the additional application questions and wall certificates and continue to make paper forms and payment by check available if desired.
 - d) Audit of 2019 Hours
Audit to begin in July after regular renewals are processed.
 - e) Purchasing Inspection
WV State Purchasing inspection notice received May 20; inspection is to begin June 20. EP has assembled all the information and is prepared to forward to Purchasing.
7. Good of the Order / Informational
- a) NCARB Regional Meeting (to be held virtually)
 - June 18, 2020 1:00 PM
 - b) NCARB Annual Business Meeting (to be held virtually)
 - June 19, 2020 3:00 PM
 - c) Upcoming Board Meeting Dates
 - September 17, 2020
 - December 3, 2020
8. AK adjourned the meeting at 2:30 pm.

Respectively Submitted:

Edward W. Tucker FAIA, Secretary

Adam Krason, AIA, President

Emily Papadopoulos, Executive Director