

December 21, 2016

The Honorable Earl Ray Tomblin  
Governor of West Virginia  
State Capitol Building  
Charleston, WV 25305

Dear Governor Tomblin:

The West Virginia Board of Architects is pleased to provide you with its report for the fiscal year ending June 30, 2016, along with data from the prior fiscal year. The report is hereby submitted in compliance with statutory requirements for your review.

The Board of Architects was established to safeguard the life, health, property, and public welfare of West Virginians and to protect its people from the unauthorized, unqualified, and improper practices of architecture in the State. 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. Detailed in the report are the transactions from the preceding two years, including receipts and disbursement and a list of names of newly licensed architects in West Virginia.

The West Virginia Board of Architects continues to strive for maximum efficiency in serving the people of the State. Thank you for your administration's support of this task, and I want to personally thank you for making two recent appointments to the Board of Architects.

Sincerely,

Emily B. Papadopoulos  
Executive Director

**WEST VIRGINIA BOARD OF ARCHITECTS**

**ANNUAL REPORT**

**FY 2016 and FY 2015**

**WEST VIRGINIA BOARD OF ARCHITECTS**

**916 5<sup>th</sup> Avenue, Suite 410**

**P.O. Box 9125**

**Huntington, West Virginia 25704-05125**

**Submitted by Emily Papadopoulos, Executive Director**

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## FUNCTIONS OF THE WEST VIRGINIA BOARD OF ARCHITECTS

The functional objectives of the State 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 program of this agency can be generally classified into administration and enforcement. The administrative functions include the following:

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.

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:

2015-2016	Gregory Williamson, President Edward Tucker, Secretary Todd Boggess, Member Richard Forren, Member Jan Fox, Public Member	Charleston, West Virginia Huntington, West Virginia Princeton, West Virginia Bridgeport, West Virginia Charleston, West Virginia
2014-2015	Gregory Williamson, President Edward Tucker, Secretary Todd Boggess, Member Richard Forren, Member Jan Fox, Public Member	Charleston, West Virginia Huntington, West Virginia Princeton, West Virginia Bridgeport, West Virginia Charleston, West Virginia

**WV Board of Architects**  
**Revenue Statistics**  
**FY 2016**  
**(July 1, 2015 – June 30, 2016)**

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 and charge to this fund. A statement of the receipts and disbursement of the Board for the fiscal year ending June 30, 2016 are shown below.

Balance Forward July 1, 2015	\$279,282.64
Receipts:	
Filing Fees	\$10,500
License Renewal	\$73,275
Late Renewals	\$12,450
Initial Registration Fees	\$30,350
Reinstatements	<u>\$ 3,250</u>
<b>TOTAL</b>	<b>\$129,825</b>

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

<b>FY 2016</b>		
<b>OBJ Code</b>		<b>Actual</b>
1200	Personnel Service	\$ 54,103.28
1201	Temp. Help & Per Diem	\$ -
1206	Annual Increment	\$ 1,080.00
2200	PEIA Administration Fee	\$ 67.20
2202	Social Security/FICA Match	\$ 3,923.28
2203	Basic Life Insurance/PEIA	\$ 7,872.00
2205	Workers Compensation	\$ 300.00
2207	Pension & Retirement	\$ 7,004.20
2208	OPEA Paygo Retiree Trust RHBT	\$ 1,956.00
3200	Regular Office Expenses	\$ 899.40
3201	Printing & Binding	\$ 2,948.28
3202	Rent	\$ 10,858.56
3204	Telecommunications – Phone	\$ 994.83
3205	Internet Services	\$ 15,762.96
3206	Contractual Services	\$ 5,137.63
3207	Professional Services - AG (Contractual Services)	\$ 1,068.00
3211	Travel	\$ 4,007.85
3213	Computer Services - Internal - Telep. Admin. Fee	\$ 1,054.61
3214	Computer Services - External	\$ -
3217	Copier Rental	\$ -
3218	NCARB & WV Association Dues	\$ 11,800.00
3219	Board of Risk & Insurance Management	\$ 2,824.00
3229	Routine Maintenance (Contracts)	\$ 840.00
3233	Hospitality	\$ 422.60
3241	Miscellaneous	\$ 480.00
3242	Training	\$ 424.00
3244	Postage	\$ 611.42
3245	Freight	\$ -
3246	Supplies – Computer	\$ -
3248	Computer Equipment	\$ -
3250	Outside Legal Services	\$ 143.76
3251	Attorney Reimbursable Expense	\$ -
3252	Miscellaneous Equipment Purchases	\$ -
3263	Bank Cost 2.5% Online Renewal Deposits	\$ 1,925.46
3272	PEIA Reserve Fund Payroll 1% Fee	\$ 511.00
6100	Office Repairs	\$ -
6105	Maintenance	\$ -
6108	Other Repairs & Alterations	\$ -
	<b>TOTAL EXPENSES</b>	<b>\$ 139,020.32</b>

Cash Balance for WV Board of Architects June 30, 2016      \$269,637.32

**BOARD STATISTICS**  
**West Virginia Board of Architects**  
**FY2016**  
**July 1, 2015 - June 30, 2016**

ARE Exam Candidates	12
Initially Registered in WV	106
Total Active Architects in WV	1091
In State	113
Out of State	978
Renewals Processed	977
Late Renewals Processed	83
Reinstatements Processed	13
Formal Complaints Filed	4

**WV Board of Architects**  
**Statistics**  
**FY 2015**  
**(July 1, 2014 – June 30, 2015)**

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 and charge to this fund. A statement of the receipts and disbursement of the Board for the fiscal year ending June 30, 2015 are shown below.

Balance Forward July 1, 2014	\$274,962.39
Receipts:	
Filing Fees	\$ 1,400
License Renewal	\$77,925
Late Renewals	\$22,050
Initial Registration Fees	\$26,400
Reinstatement	<u>\$ 4,350</u>
<b>TOTAL</b>	<b>\$132,125</b>

\*The Oasis Central Revenue Report of FY 2015 shows a total of \$132,500.00. The receipts for architectural registrants for the FY 2015 on the Microsoft Access Registration Program total \$132,125, for a difference of \$375.00. The discrepancy is 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.



<b>FY 2015</b>		
<b>OBJ Code</b>		<b>Actual</b>
1200	Personnel Service	\$ 54,431.04
1201	Temp. Help & Per Diem	\$ -
1206	Annual Increment	\$ 1,020.00
2200	PEIA Administration Fee	\$ 50.00
2202	Social Security/FICA Match	\$ 3,943.78
2203	Basic Life Insurance/PEIA	\$ 7,860.00
2205	Workers Compensation	\$ 300.00
2207	Pension & Retirement	\$ 7,301.04
2208	OPEA Paygo Retiree Trust RHBT	\$ 1,968.00
3200	Regular Office Expenses	\$ 429.11
3201	Printing & Binding	\$ 2,030.10
3202	Rent	\$ 10,898.56
3204	Telecommunications – Phone	\$ 1,099.94
3205	Internet Services	\$ 13,599.34
3206	Contractual Services	\$ 210.34
3207	Professional Services - AG (Contractual Services)	\$ 712.50
3211	Travel	\$ 2,174.68
3213	Computer Services - Internal - Telep. Admin. Fee	\$ 937.55
3214	Computer Services - External	\$ 975.00
3217	Copier Rental	\$ -
3218	NCARB & WV Association Dues	\$ 11,800.00
3219	Board of Risk & Insurance Management	\$ 2,320.00
3229	Routine Maintenance (Contracts)	\$ 400.00
3233	Hospitality	\$ 65.35
3241	Miscellaneous	\$ 440.00
3242	Training	\$ 234.00
3244	Postage	\$ 276.00
3245	Freight	\$ 0.45
3246	Supplies – Computer	\$ -
3248	Computer Equipment	\$ 99.00
3250	Outside Legal Services	\$ -
3251	Attorney Reimbursable Expense	\$ -
3252	Miscellaneous Equipment Purchases	\$ -
3263	Bank Cost 2.5% Online Renewal Deposits	\$ 2,019.97
3272	PEIA Reserve Fund Payroll 1% Fee	\$ 511.00
6100	Office Repairs	\$ -
6105	Maintenance	\$ 73.00
6108	Other Repairs & Alterations	\$ -
	<b>TOTAL EXPENSES</b>	<b>\$ 128,179.75</b>

Cash Balance for WV Board of Architects June 30, 2015      \$279,282.64

**BOARD STATISTICS**  
**West Virginia Board of Architects**  
**FY2015**  
**July 1, 2014 - June 30, 2015**

ARE Exam Candidates	14
Initially Registered in WV	70
Total Active Architects in WV	1006
In State	109
Out of State	897
Renewals Processed	1039
Late Renewals Processed	147
Reinstatements Processed	15
Formal Complaints Filed	3

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

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

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

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

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

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

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

***Total Count: 106***



## ***WVBA - Licenses Issued from 07/01/2014 to 06/30/2015***

<b><i>License #</i></b>	<b><i>Name</i></b>	<b><i>City</i></b>	<b><i>State</i></b>	<b><i>Date Issued</i></b>	<b><i>Rnw Year</i></b>
4639	PARDI DANIEL THOMAS	COLUMBUS	OH	7/14/2014	2015-16
4640	MULLINS RANDALL CLAY	WHEELERSBURG	OH	7/15/2014	2016-17
4641	ROSSETTI MATTHEW	DETROIT	MI	7/18/2014	2015-16
4642	HEFLIN PAUL G.	ALEXANDRIA	VA	7/18/2014	2014-15
4643	ODOM ANGELA	MOBILE	AL	7/29/2014	2016-17
4644	ARTHUR CASEY CHARLES	SCOTT DEPOT	WV	7/29/2014	2016-17
4645	PITT ROBERT B.	AUSTIN	TX	7/29/2014	2016-17
4646	ALIOTTA JOSEPH J.	STATEN ISLAND	NY	7/30/2014	2016-17
4647	KEDZIERSKI JOHN BRIAN	KOKOMO	IN	7/30/2014	2015-16
4648	TOMRA RUSSELL J.	EDMOND	OK	7/30/2014	2016-17
4649	SCOTT KEVIN D.	DENVER	CO	7/31/2014	2016-17
4650	WOOLLEN JOSEPH MICHAEL	CHARLOTTE, NC	NC	7/31/2014	2016-17
4651	SCOTT QUINTIN J.	MINNEAPOLIS	MN	7/31/2014	2016-17
4652	SHMIDHEISER GEORGE L.	CONSHOHOCKEN	PA	8/1/2014	2016-17
4653	CHEUVRONT AMANDA JO	CHARLESTON	WV	8/1/2014	2016-17
4654	GUM DAWN A.	RALEIGH	NC	8/1/2014	2016-17
4655	NICHOLSON GARY E.	NASHVILLE	TN	9/5/2014	2015-16
4656	KREBS CARL F.	NEW YORK	NY	9/20/2014	2016-17
4657	MCPHERSON MARK A.	DENVER	CO	9/20/2014	2016-17

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4658	GRADY	BRENDAN M.	LAKEWOOD	OH	9/20/2014	2015-16
4659	GRIMM	DANIEL B.	LOUISVILLE	KY	9/20/2014	2016-17
4660	HALL	MICHAEL ALLEN	CHAMBERSBURG	PA	9/27/2014	2016-17
4661	WILCOX	JARED D.	RESTON	VA	9/27/2014	2015-16
4662	GOETTEL	ARNOLD SHELDON	PITTSBURGH	PA	10/20/2014	2015-16
4663	COLEMAN	JAMES PATRICK	LATHAM	NY	10/20/2014	2016-17
4664	GILSENAN	JAMES M.	CLIFTON	NJ	10/20/2014	2016-17
4665	ADELMAN	MARC K.	CHICAGO	IL	10/21/2014	2016-17
4666	SANTOS	JOSE	RED BANK	NJ	10/22/2014	2016-17
4667	KOBAYASHI	MASASO	WORTHINGTON	OH	10/22/2014	2016-17
4668	COLE	ROBERT E.	RESTON	VA	12/8/2014	2014-15
4669	BERLEKAMP	JOSEPH D.	KANSAS CITY	MO	12/8/2014	2015-16
4670	LINC	BRIAN MICHAEL	NORTH CANTON	OH	12/9/2014	2016-17
4671	BREWSTER	DONNIE RALPH	GAINESVILLE	GA	12/9/2014	2016-17
4672	SCHILLACI	MARK JOSEPH	EPHRATA	PA	12/9/2014	2016-17
4673	ANDREAS	ALAN SCOTT	MADISON	NJ	12/10/2014	2016-17
4674	WAGNER	DALE J.	CARMEL	IN	12/11/2014	2014-15
4675	THOMPSON	MICHAEL A.	STEUBENVILLE	OH	2/18/2015	2016-17
4676	PAULINE	ALFRED R.	VALLEY FORGE	PA	2/18/2015	2016-17
4677	SVEDBERG	ROBERT JOSEPH	ATLANTA	GA	2/18/2015	2016-17
4678	ENGLE	BRIAN VICTOR	LENA	IL	3/4/2015	2016-17

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>
4679	PIPGRAS DANIEL L.	LA CROSSE	WI	3/4/2015	2014-15
4680	CHEN ANNE	PITTSBURGH	PA	3/13/2015	2015-16
4681	PLECITY MATTHEW	PITTSBURGH	PA	3/13/2015	2015-16
4682	MEYERS THOMAS D.	Aurora	CO	3/13/2015	2016-17
4683	KELLER R. MICHAEL	KNOXVILLE	TN	3/17/2015	2016-17
4684	WRIGHT MICHAEL WAYNE	PARKVILLE	MO	3/17/2015	2016-17
4685	KENAT STEVEN T.	CINCINNATI	OH	3/17/2015	2015-16
4686	MOBLEY JAMES WYNNE	PHOENIX	AZ	3/19/2015	2016-17
4687	SHELLINGER JAMES A.	INDIANAPOLIS	IN	3/19/2015	2014-15
4688	WALTZ PAUL DAVID	AKRON	OH	3/19/2015	2016-17
4689	ANDERSON MARK ALLEN	CEDAR RAPIDS	IA	4/1/2015	2016-17
4690	ENOKI TODD KIM	SEATTLE	WA	4/1/2015	2016-17
4691	SAKOIAN JOHN MICHAEL	CHARLESTON	WV	4/2/2015	2016-17
4692	DESANTIS NUNZIO M.	DALLAS	TX	4/21/2015	2016-17
4693	GORE BRITNEY L.	DALLAS	TX	4/21/2015	2014-15
4694	STOCKDELL KEN, JR.	ATLANTA	GA	4/21/2015	2016-17
4695	STEWART JOHN	LAGRANGE	KY	4/23/2015	2016-17
4696	BENNETT DONALD C.	Taylors	SC	4/23/2015	2016-17
4697	LANGHAM JEFFREY	AUSTIN	TX	4/23/2015	2016-17
4698	WILLIAMS, JR. WARREN LEWIS	ALTANTA	GA	4/23/2015	2016-17
4699	POWELL WM. MARK	WALTON	KY	4/23/2015	2016-17

<i>License #</i>	<i>Name</i>	<i>City</i>	<i>State</i>	<i>Date Issued</i>	<i>Rnw Year</i>	
4700	NICHOLSON	DAVID B.	NEW YORK	NY	4/25/2015	2016-17
4701	BASCHNAGEL	MARCIA KAY	PLAIN CITY	OH	4/25/2015	2016-17
4702	BIDDINGER	JEREMY M.	ATHENS	OH	4/25/2015	2016-17
4703	LICHOMSKI	PETER	WEST BLOOMFIELD	MI	5/21/2015	2016-17
4704	LIDDY	ALAN A.	Durham	NC	5/21/2015	2016-17
4705	GREGORY	WAYNE	TULSA	OK	5/22/2015	2016-17
4706	JOYNER	ERNEST	DENVER	CO	5/22/2015	2016-17
4707	LAUKKA	DONALD W.	EDEN PRAIRIE	MN	6/2/2015	2016-17
4708	DEARIE	ALICK JAMES	BERWYN HEIGHTS	MD	6/4/2015	2016-17

***Total Count: 70***

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

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

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

West Virginia Architects  
 WVBA Active Licensees by County as of 06/30/2016

COUNTY	LICENSE	LNAME	FNAME	
<b>BERKELEY</b>	2536	RUDE	BARRY RUSSELL	
Count				1
<b>CABELL</b>	1306	SUMMERFELDT	ROBERT	
	2743	TUCKER	EDWARD W	
	3836	DAILEY	EVAN DENVER	
	4062	RANDOLPH	PHOEBE ANNE	
	4121	HARPER	HOLLY RENEE	
	4322	DYGERT	JOSHUA MATHEW	
Count				6
<b>GREENBRIER</b>	1424	HART	DANIEL	
	3368	HURT	ROBERT	
	3856	ROACH	EDWARD LEE II	
	4563	PARRISKI	MICHAEL DAVID	
Count				4
<b>HAMPSHIRE</b>	4553	CHELNOV	MICHAEL	
Count				1
<b>HANCOCK</b>	3750	BERNARDI	LOUIS P.	
Count				1
<b>HARRISON</b>	1494	PEDERSEN	RALPH	
	1500	GUSTAFSON	LEE O	
	3640	SWIGER	JAMES BRIAN	
	3689	FREEMAN	PHILIP	
	4244	SINCLAIR	RYAN JOSEPH	
	4782	VASANI	JALPA SUGAM	
	4791	LYONS	JOSHUA ZACHREY	
Count				7
<b>JEFFERSON</b>	2329	WELSH	ROSALIND E	
	2615	RECNY	JOHN J	
	2716	WHITAKER	JEFFREY BRIAN	
	4219	LAMBERT	SARA JEAN	
Count				4

COUNTY  
KANAWHA

LICENSE	LNAME	FNAME
941	PRESTON	WILLIAM
1044	TENNANT	PAUL
1167	GOFF	JERRY R
1326	CHATURVEDI	ANAND
1423	MILLER JR	LLOYD W
1503	GUFFEY II	FRANCIS A
1607	WALKER	C HENRY
1684	ELLIOT	JOHN R.
1847	HEALY	BRIAN
1848	SOLTIS	GEORGE
1889	HARRIS	JOHN
1997	EPLING	MARK T
2041	FRIER JR	JACK BLAIR
2101	WILLIAMSON	GREGORY A
2228	ADKINS	LARRY G
2232	WILSON	CHARLES H
2501	SPENCER	MARK
2502	PHILLIPS	MICHAEL M
2689	POTTS	THOMAS MICHAEL
2777	ZACHWIEJA	MARK TODD
2811	SHRIVER	TED A
2860	O'LEARY	STEPHEN D.
2871	KING	JAMES R.
2874	WORLLEDGE	THOMAS R.
2893	FERGUSON	DAVID E.
2976	MAXWELL	CARL BOYD
3014	SIMON	SEAN GEORGE
3018	ESTEP	BRIAN A.
3135	BOLEN	RON L.
3264	CAMPBELL	CHRISTOPHER
3380	DRIGGS	JODY
3498	KRASON	ADAM R.
3521	WARNOCK	PHILLIP
3726	KEEFER	CHARLES THOMAS
4041	WORKMAN	VIVIAN ANN
4047	BUMPUS	GEORGE E.
4176	MARGOLIS	ARIC L.
4179	CLOER, III	WILLIAM THOMAS
4193	SPENCER	NATHANIEL HAROLD



**COUNTY****LICENSE****LNAME****FNAME**

4302	PAULEY	RODNEY ALLEN
4309	VANGILDER	JOYCE A.
4386	JONES	JEREMY
4410	DYE	STEVEN DOUGLAS
4450	MCCAULEY	ANN MARIE
4504	WONG	CARMEN, LUCIA
4562	LITTON	CHRISTOPHER DON
4644	ARTHUR	CASEY CHARLES
4653	CHEUVRONT	AMANDA JO
4691	SAKOIAN	JOHN MICHAEL
4797	MARTIN	GREGORY ISAAC

Count

**MARION**

50

1663	BARNUM	STEPHEN A
2104	SAUSEN	JOHN
2230	FORREN	RICHARD T
2693	KEY	REBECCA JEAN
3331	WEAN	PAMELA JO
4063	LUTHY, JR.	EDWARD A.
4170	EDDY	RAYMOND GREG
4222	MILLER	JASON
4513	BOWERS	STACEY LYNNE
4590	SNIDER	DAVID E.
4605	ROHALY	ADAM LUCAS

Count

**MARSHALL**

11

Count

**MERCER**

1

2587	BOGGESS	TODD E
3525	MILLS	MICHAEL

Count

**MONONGALIA**

2

1565	HEASTER	DALE
1768	MARTIN	LARRY D
2626	WALKER	PAUL A
3321	BREAKEY	MATTHEW
4049	PRITTS	THOMAS F.
4141	CHRISTOPHER	TODD G.
4282	DULANEY, JR.	RONALD E.
4803	ETRIS	TYLER BLAKE

Count

8

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

## Complaint Summary

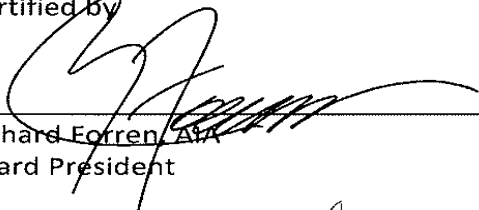
### FY 2015-2016 (July 1, 2015 – June 30, 2016)

During this period, the West Virginia Board of Architects reviewed four cases. One case could not be considered as a complaint because it focused on a registered engineer rather than an architect. The Board refereed the complainant to the WV Board of Professional Engineers. One case was investigated and when the Board found there was no ethical violation or conflict of interest regarding the architect in question, the issue was dismissed with no disciplinary action, and the case was closed. One case involved an architect who had been practicing architecture without an active registration, as it had lapsed. In the process of being reinstated for registration, the practice during the non-registered period was discovered, as well as work during this period that included sealed drawings by the architect and demonstrated multiple safety violations. The architect received two Letters of Reprimand as a result of these discoveries, as well as a \$300.00 penalty for the unregistered practice of architecture during this time and had to demonstrate continuing education in the areas of health, safety, and welfare. The final case considered during this period regarded a non-architect advertising as if an architect. Upon the recommendation of the Board's Assistant Attorney General, the Board issued a letter to the person about the "unauthorized or improper" practice of architecture and the Board's role to ensure the health, safety, and welfare of the public, as well as its authority under statute to file an action for enforcement of the statutes and regulations pursuant to WV Code § 30-12013.

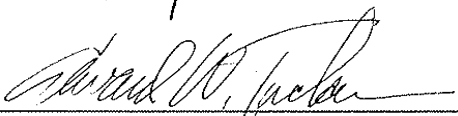
### FY 2014-2015 (July 1, 2014 – June 30, 2015)

During this period, the West Virginia Board of Architects reviewed three cases. Two of them did not proceed as complaints because the complainants did not provide the information required by the Board's rules after initial certified and received responses to their correspondence to the Board. After the required period of time, both cases were closed with no disciplinary action. The third case could not be considered a complaint because the complaint was made against a non-architect, who does not fall within the Board's jurisdiction.

Certified by

  
Richard Forren, AIA  
Board President

12-23-16  
Date

  
Edward Tucker, AIA  
Board Secretary

12-27-2016  
Date

# Meeting Minutes

## West Virginia Board of Architects



**Location:** Governors Press Conference Room  
State Capitol Building  
1900 Kanawha Blvd. East  
Charleston WV 25301

**Date:** Wednesday, October 1, 2014

**Time:** 1:00 P.M.

**Attendees:** Gregory A. Williamson, Secretary (GW)  
Todd E. Boggess (TB)  
Richard T. Forren (RF)  
Jan Fox, Public Member (JF)  
Lloyd W. Miller (LM)  
Edwards W. Tucker (ET)  
Lexa Lewis, Executive Director (LL)  
David Stackpole, Assistant Attorney General (DS)

### Order of Business

1. Call to Order: Meeting was called to order at 1:26pm by GW and welcomed the new members; Todd Boggess, Dick Forren, and Ed Tucker.
  - a. Lloyd Miller has submitted his resignation effective October 9, 2014.
  - b. Greg Williamson is not interested in being reappointed but will continue to serve through calendar year 2015.
2. Approval of Minutes –
  - a) Approval and signature of the Minutes from the June 4, 2014 Board Meeting
  - b) Motion for approval by LM/JF. Motioned passed unanimously.
3. Financial Report end of June 2014 FY 2014
  - a. Budgets presented on new OASIS format: 2014 end of Year, 2015 current budget, and 2016 projected.
  - b. It is recommended that if any modifications needed to be made to the projected 2016 budget be made prior to submission to the State Auditor's Office in the spring of 2015.
  - c. Changes from 2015 to 2016:
    - i. Increases: National and Regional dues, Attorney General Services
    - ii. Decreases: Bank deposit fee for processing on line renewals, Office repairs, In state travel for Ex Dir. training and development, Board Travel, Rental.
  - d. Motion for approval of 2014 year end and 2015 budget by JF/LM. Motion passed unanimously.
4. Administrative Items
  - a) Election of Officers:
    - a. Motion to nominate GW as president by DF/TB. Motion passed unanimously.
    - b. Motion to nominate ET as secretary by TB/DF. Motion passed unanimously.
  - b) P-Card Log –June 2014– August 2014 approval
    - a. Motion to accept P-Card logs from July 2014 thru September 2014 by JF/LM. Motion passed.
  - c) Sick and Annual leave forms for Executive Director
    - a. Forms signed by GW.
  - d) Travel Forms for Board Members and Executive Director attending board meeting
    - a. LL provided forms to members traveling from outside of Charleston.

- b. LL will enter new member information into OASIS upon receipt from the new members. LL will send applicable forms to the new members shortly.

## 5. New Business

- a) Sealing of Prototypical Drawings or corporate sets of plans/drawings
  - a. DS:
    - i. Pursuant to W.Va. Code R. § 2-1-9.5.2, an architect may not just seal plans/drawings as a “pass through.” In order to affix a seal, the plans/drawings must be prepared by the architect, be prepared under the architect’s responsible control, or be reviewed and integrated by the architect.
  - b. Examples of actions that will permit sealing:
    - i. Architect actually prepares the technical submission.
    - ii. The submission is prepared by a person or persons under the architect’s responsible control.
    - iii. Architect reviewed the technical submission and coordinates the preparation of work.
    - iv. Architect reviewed the plans/drawings and integrated the work into own technical submission such as making adaptations for local conditions such as site conditions and local codes.
  - c. GW will draft a response for the Board’s review.
  - d. W.Va. Code § 30-12-12(f) of the Act allows for “fishing” with conditions. GW will draft a response for the Board’s review.
- b) Definition of Misdemeanor and Felony
  - a. DS: Observed that our Rules do define Felony but not misdemeanor. He recommends that we address this the next time we amend our rules.
  - b. The Board’s current application does not specify the types of misdemeanors that must be reported.
  - c. Motion to change the Board’s application to include the NCARB model language on felony and misdemeanor by JF/ET. Motion passed unanimously.
  - d. LL to contact the webmaster to make this change.
- c) Letter from City of Bridgeport, WV proposing to modify 5-G Rule for Procurement of Architectural and Engineering Services
  - a. DS: The Board may respond. However, it will have not force other than as a public comment and the Board is not required to respond.
  - b. GW will draft a response to the City of Bridgeport thanking them for contacting the Board and referring them to the WVAIA since we have no jurisdiction over procurement law.
- d) Review and decision for registration applications to practice architecture in West Virginia
  - a. LL provided copies of applications for Board review. Discussion of review procedures followed.
  - b. GW and ET will email LL opinions concerning the applications. GW approves all 3, 2 reciprocity and 1 reinstatement.
- e) NCARB: Responses to New Path to Licensure, Title “Intern Architect,” Modifications to the BEA, BEFA and IDP Programs
  - a. Discussion occurred. The Board will monitor the recommended changes and how they may affect the Act and Rules.
- f) NCARB MBC/MBE Meeting 10-31 to 11-2-14 and NCARB Region II Fall Meeting by Conference Call November 5, 2014
  - a. GW and LL to attend both. Other Board members shall inform LL of their intentions.
- g) Audit by State Purchasing Department and the P-Card Division.
  - a. LL presented. Discussion followed. LL will implement recommendations.
- h) Employee Performance Evaluation for FY 2014
  - a. Motion to go into executive session for personnel issues by JF/TB. Passed.
  - b. Motion to exit the executive session by JF/LW. Passed.

## 6. Old Business

- a) Licensure and Military Service HB4037: Waiver of Fees and Continuing Education Requirements
    - a. This issue will be considered the next time the Board reviews the Rules in addition to a waiver of CEU's for Emeritus Status.
  - b) Summer/Fall Newsletter 2014
    - a. LL requests the new and resigning/replaced members provide a photo and bio.
    - b. LL will ask Bill Yoke to write an article about the 2014 Annual Meeting.
7. Tentative Time and Location of Next Board Meeting
- a) Next meeting will be on Wednesday February 4, 2015 at 1:00pm in the offices of Williamson Shriver Charleston, WV
8. Motion to adjourn by TB/DF at 5:11pm

Respectively Submitted:

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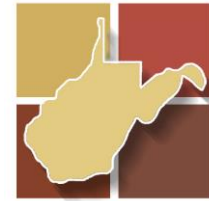
Lloyd W. Miller AIA, Board Member

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Lexa C. Lewis, Executive Director

# Meeting Minutes

## West Virginia Board of Architects



**Location:** WV Board of Architects Office  
Hines Building  
916 Fifth Avenue  
Huntington, WV 25701

**Date:** Wednesday, February 4, 2015

**Time:** 12:00 noon

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

### Order of Business

1. Meeting called to order at 12:10 p.m. by President Greg Williamson.
2. Approval of Minutes of the October 1, 2014 Board Meeting. Motion for approval by RF/TB. Motioned passed unanimously.
3. Financial Report for Fiscal Year 2014-2015 was distributed and reviewed. Expenditures through 1-31-2015 were \$75,428.13. Total Budget for FY 2015 is \$177,034. Motion for approval by JF/RF. Motion passed unanimously.
4. Administrative Items
  - a. P-card log of expenditures report from October 2014 thru January 2015 reviewed. Motion to accept P-Card logs by JF/ET. Motion passed unanimously. GW approved and signed form.
  - b. Sick and Annual Leaves forms for Executive Director reviewed. LL has needed extended time away from the office due to an injury. She has worked as much as she could while healing, concentrating on registrations and matters that needed timely attention. She has used a total of 23 days sick leave. Motion to approve Sick and Annual Leave forms approved on motion of JF/TB. Forms signed by GW.
  - c. Travel Forms for mileage reimbursement for 2-4-2014 meeting will be sent by to BOA members when they are ready.
5. Complaints
  - d. Complaint File # 2-4-2015 was discussed based on a letter received dated 2-3-2015 regarding a registered architect. The letter was distributed and reviewed.
    - i. Upon review, Board Members determined that more information is required in order to adequately review the complaint.
    - ii. A letter of acknowledgement shall be mailed to the complainant with a request for additional relevant information in accordance with our Rules 2CSR2 Disciplinary and Complaint Procedures for Architects para. 4.8.3. Secretary ET shall draft a letter for GW's approval and signature.

- iii. Subject to the complainant responding to the Board's request for additional information, GW appointed a committee to investigate the complaint comprised of himself and DF in accordance with para. 4.12.

6. New Business

- a. Upcoming NCARB Regional Summit Meeting to take place March 12 – 15, 2015. DF, ET and GW are planning to attend; TB and JF not yet decided.
- b. NCARB request for WVBOA response to 2 surveys:
  - i. Proposal for an Accelerated Path to Architectural Licensure. This survey essentially asks if the Board would support adoption of "IDP Streamline" when proposed on July 1, 2015, wherein Elective Hours are eliminated from requirements. Consensus of the Board was that they likely would adopt as presented by NCARB. GW indicated that he would complete the survey on behalf of the Board.
  - ii. NCARB Annual Performance Review. LL stated that she has had no problems with service from NCARB in the past year. The Board asked her to complete the survey as she has the most day to day interaction with NCARB.
- c. Letter requesting permission to use the word "Architectural" in firm title.
  - i. After reviewing its Rules it was determined that the use of the term "architectural" is, in this specific case, descriptive of the company's product(s) and does not violate the intent and purpose of WV Code §30-12-11.
  - ii. Motion by ET/JF to allow usage of the word "architectural" in this firm's title. Motion passed unanimously.
  - iii. JF will draft a letter indicating same and forward to GW for his signature.
- d. Applications for registration to practice architecture in West Virginia were reviewed and approved; there were two.
- e. 10-31-2014 NCARB Region 2 Fall Meeting and 11-2-2014 MBE/MBC teleconference meetings were attended; topics were IDP, BEA and BEFA requirements.
- f. WV Attorney General's office has appointed Mark Weiler, Assistant Attorney General, to assist the Board. The Board's former representative, David Stackpole, who has moved to another position.
- g. WV EXPO has requested that the Board present a seminar at its upcoming EXPO event in March. GW will contact John Harris, EXPO Committee Member, regarding material to be presented. Mr. Harris will also be asked to have Jonathan Adler, WV AIA Executive Director, register the seminar as an approved provider of CEU's with the AIA.

7. Old Business

- a. Licensure and Military Service HB4037: Waiver of Fees and Continuing Education Requirements
  - i. This issue will be considered the next time the Board reviews the Rules in addition to a waiver of CEU's for Emeritus Status.
- b. Summer/Fall Newsletter 2014 not published due to LL's illness.
  - i. LL requests the new and resigning/replaced members provide a photo and bio.



ii. Fall/Winter 2014-2015 Newsletter: GW encouraged Members to submit ideas and/or write an article for the newsletter. Topics should be of general interest. Newsletter will also feature appreciation to Board Members who have completed their terms of service and welcome new Members that have recently joined the Board.

8. Next Meeting tentatively scheduled for March 25, 2015 at the offices of Williamson Shriver Architects in Charleston, WV, time to be determined.
9. Motion to adjourn by TB/DF at 3:45pm

Respectively Submitted:

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Edward W. Tucker AIA, Secretary

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Lexa C. Lewis, Executive Director

# Meeting Minutes

## West Virginia Board of Architects



**Location:** Governor's Press Conference Room  
State Capitol Building  
1900 Kanawha Blvd. East  
Charleston, WV 25301

**Date:** Thursday, April 30, 2015

**Time:** 2:00 pm

**Attendees:** Gregory A. Williamson, President (GW)  
Edward W. Tucker, Secretary (ET)  
Todd E. Boggess (TB)  
Richard T. Forren (RF)  
Jan Fox, Public Member (JF)  
Lexa Lewis, Executive Director (LL)  
(guest) Michael Armstrong, CEO - NCARB  
(guest) Katherine E. Hillegas, CAE, Director, Council Relations - NCARB

### Order of Business

1. Meeting called to order at 2:00 p.m. by President Greg Williamson.
2. Approval of Minutes of the February 4, 2015 Board Meeting. Motion for approval by RF/TB. Motioned passed unanimously.
3. LL emailed Oasis Financial Report of expenditures through 4-28-2015.
4. Administrative Items
  - P-card log of expenditures report from February 2015 thru April 2015 reviewed. Motion to accept P-Card logs by JF/ET. Motion passed unanimously; GW approved and signed form.
  - Sick and Annual Leave forms for Executive Director reviewed. LL has taken one-half day vacation since the February meeting. Motion to approve Sick and Annual Leave forms approved on motion of JF/TB. Forms signed by GW.
  - Travel Forms for mileage reimbursement for today's meeting distributed by LL, completed and returned by BOA members.
5. Complaints
  - e. Complaint File # 2-4-2015
    - i. In accordance with action taken in its February 4, 2015 meeting, BOA sent letter of acknowledgement to the complainant with a request for additional relevant information in accordance with our Rules 2CSR2 Disciplinary and Complaint Procedures for Architects para. 4.8.3.
    - ii. To date there has been no response.
    - iii. File will remain open pending further action/response.

6. Old Business

- a. Rules Review - Licensure and Military Service HB4037: Waiver of Fees and Continuing Education Requirements
  - i. LL noted that HB4037 was signed by Governor March 9, 2012 and became effective 90 days later. Statute is now 30-1et\_seq.
  - ii. GW suggested the BOA include a work session as a part of its next meeting to review its Rules and incorporate provisions appropriate for Architects as this item has been a matter of old business for some time.
  - iii. GW also suggested we work with the Engineer's Board to coordinate and hopefully align Rule changes.
  - iv. Kathy Hillegas mentioned that NCARB has worked with other jurisdictions that have adopted similar language and could assist us with examples of possible language.
- b. Spring / Summer Newsletter 2015
  - i. GW encouraged Members to submit ideas and/or write an article for the newsletter. General consensus was to include an article about IDP changes i.e. "IDP Streamline."
  - ii. LL requests the new and resigning/replaced members provide a photo and bio with the intent to introduce new members and to feature appreciation to Board Members who have completed their terms of service.

7. New Business

- a. NCARB Annual Meeting – June 17 – 20, 2015 taking place in New Orleans, LA. RF, GW and LL are planning to attend. Discussion regarding need for clarity as to what guest registration fees pay for. Kathy Hillegas stated that this could be improved in future.
- b. Review of NCARB Regional Summit Meeting held March 12 – 15, 2015, in Long Beach, CA. RF, ET and GW attended.
  - i. Resolutions coming up for vote at annual meeting were discussed and debated including BEA and BEFA changes as well as eligibility changes for persons wishing to serve as Public Board Member at National level.
  - ii. Other meetings included discussions about increasing value of NCARB certificate, potential need to study certifications, and hearing from candidates seeking national office.
- c. An architect has requested an opinion from the BOA concerning possible ethical violations regarding a firm taking credit for work and an individual who is not a licensed architect using the letters AAIA after their name.
  - i. After discussion the Board recommended that the architect file a formal complaint with the BOA. DF will respond to the architect accordingly.
  - ii. BOA may call upon the AG's office to address this issue.
- d. NCARB visit: Michael Armstrong and Katherine Hillegas
  - i. NCARB visits to all 54 jurisdictions have been a goal for Mr. Armstrong, Today's visit to West Virginia included a meeting with the WV AIA Executive Committee in the morning and the BOA in the afternoon.
  - ii. Mr. Armstrong reported on a host of topics about ongoing developments at NCARB and within the profession including NCARB's positive budget status, NAAB Schools' enrollment trends, changes to the Exam and IDP, and how NCARB is emerging as a thought leader.

iii. Ms. Hillegas reported on feedback from combined regional meetings. She also recommended that our Board utilize the resources found in the "Members Only" section of NCARB's website as there is a lot of valuable information and research that are applicable to the issues that we routinely deal with.

8. Next Meeting tentatively scheduled for May 28, 2015 at a location to be determined in the State Capitol Building.
9. Motion to adjourn by ET/DF at 5:00pm

Respectively Submitted:

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Edward W. Tucker AIA, Secretary

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Lexa C. Lewis, Executive Director

# Meeting Minutes

## West Virginia Board of Architects



**Location:** Governor's Press Conference Room  
State Capitol Building  
1900 Kanawha Blvd. East  
Charleston, WV 25301

**Date:** Thursday, May 28, 2015

**Time:** 1:30 pm

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

### Order of Business

1. Meeting called to order at 1:53 p.m. by President Greg Williamson.
2. Approval of Minutes of the April 30, 2015 Board Meeting. Motion for approval by RF/GW. Motioned passed unanimously.
3. Complaints
  - a. Complaint File # 5-5-2015
    - i. Complaint received from an architect licensed in WV, alleging another firm is claiming the design of a project as their own through marketing materials, interviews, etc. that they do not have rights to. After discussion, consensus decision was reached to request additional information from complainant in order to determine if the Board's Rules of Professional Conduct are being violated. MW will draft letter for Board review.
    - ii. Complaint alleges employee of the same firm who is not a licensed architect is using initials "AAIA" as professional credential after their name. After discussion, consensus decision was reached to dismiss the matter since it pertains to a non-licensed architect; however, Board will recommend to the complainant to contact the American Institute of Architects (AIA) legal counsel regarding the use of initials. MW will draft letter for Board review.
  - b. Complaint File # 5-26-15
    - i. Complaint from an administrative staff person on behalf of an architect licensed in another state regarding not processing a license application in a timely way. The delay was during the time that when the office was closed. The Board does not feel that the matter has merit to pursue further as the individual's application was completed. GW will write a letter to the complainant accordingly.
  - c. Complaint File # 2-4-2015
    - i. To date there has been no response from the complainant.
    - ii. It being more than 4 months since the complainant received the Board's request for additional information, the Board will notify the complainant that this complaint file will be closed with no further action.

4. Old Business
  - a. Rules Review
    - i. Licensing and Military Service HB 4037: HB 4037 now being law (WV Statue 30-1B-1et\_seq.), MW recommends the Board rely on the language of the statute. LL noted NCARB's resources related to military service and rules in other states. LL will send Board members Ohio language and copy of WV statute to review; Board should then be prepared to make recommendations for changes to our Rules.
    - ii. Discussion of Rules Review and Legislative Approval Procedure: LL reviewed the process and timeline for Rules changes. The earliest timeframe at this point for adopting changes would be 2017 legislative session. GW reviewed our Rules and NCARB's model law and found 3 items that may need to be addressed:
      1. Restriction on the use of the term Architectural Intern, AAIA or other derivatives.
      2. Broadly Experienced Foreign Architect (BEFA) Rules.
      3. References and use of the term "Intern."
    - iii. GW recommends the BOA work session to be in its next meeting to review its Rules.
  - b. Spring / Summer newsletter update.
    - i. GW has written an article for inclusion.
    - ii. NCARB's rollout of IDP Streamline
    - iii. Bios of new WV Board members and expiring term Board members.
5. New Business
  - a. Discussion of NCARB Resolutions to be acted upon at June Annual Meeting: GW asked that any comments from Board members be forwarded to him prior to the meeting. NCARB Annual Meeting to be held June 17 – 20, 2015 New Orleans, LA. GW, RF, LL are planning to attend.
  - b. Contested Election of Officers for NCARB: Voting for NCARB officers will be determined by delegates at the Annual Meeting.
6. Financial Report
  - a. LL distributed Oasis financial report as of May 27, 2015. Motion for approval by RF/ET. Motioned passed unanimously.
7. Administrative Items
  - a. Performance Evaluation Report. Overall very few deficiencies were noted. Board members have reviewed and will address points noted.
  - b. P-card log of expenditures report will be reviewed at the next Board meeting.
  - c. LL had no sick or vacation days taken since last meeting.
  - d. Travel forms for Board Members attending board meeting were distributed.
8. Next Meeting was tentatively scheduled for July 30, 2015 at a location to be determined in the State Capitol Building.

9. Motion to adjourn by ET/DF at 5:20pm.

Respectively Submitted:

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Edward W. Tucker AIA, Secretary

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Lexa C. Lewis, Executive Director

# Meeting Minutes

## West Virginia Board of Architects



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

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

**Time:** 12:00 noon

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

### Order of Business

1. Meeting called to order at 12:35 p.m. by President Greg Williamson.
2. Approval of Minutes
  - a. May 28, 2015 Board Meeting. Motion for approval by JF/RF. Motioned passed unanimously.
  - b. April 30, 2015 (corrected minutes) Board Meeting. Motion for approval by RF/JF. Motion passed unanimously.
3. Financial Report
  - a. LL distributed report which was reviewed and approved unanimously. Motion for approval by ET/JF.
4. Complaints
  - a. Complaint File # 5-5-2015
    - i. As in the previous meeting, JF recused herself from this discussion as her firm represents the firm against which the complaint was filed.
    - ii. No response to date from the Board's certified letter to the complainant requesting additional information. LL received confirmation of delivery of letter on June 29, 2015.
    - iii. Board will take up this matter at its next meeting pending receipt of information from the complainant.
  - b. Use of architecturally related acronyms/designations by non-registered individuals in West Virginia
    - i. JF rejoined the meeting at this point.
    - ii. E-mail from Justin Offutt questioned the use of "Architect" and "AIA" initials. Of specific interest was the use of these terms within West Virginia when an individual was licensed in another jurisdiction but not in West Virginia.
    - iii. The Board will not at this time pass judgements pertaining to AIA membership and its policies on the use of initials.
    - iv. GW will write a letter with LL's assistance to Mr. Offutt.
  - c. Complaint File # 5-26-15
    - i. This matter is closed.



- a. Complaint File # 7-8-2015
    - i. Board reviewed material relative to the complaint.
    - ii. After review and discussion, it was determined that JF will write a letter requesting additional information from the complainant.
    - iii. Pending receipt of additional information, the Board will work to determine if the architect's participation as a member of a city Building Code Appeals Board is a conflict of interest due to the architect's firm's relationship with the city as a consultant as defined in the Board's Rule 9.2.2.
5. Old Business
- a. Rules Review
    - i. GW distributed his review of Title 2 Legislative Rule Board of Architects with potential changes for consideration.
    - ii. The Board discussed each suggested revision as well as others.
    - iii. GW will distribute a revised review with possible changes for the Board's study and consideration prior to the next meeting.
  - b. Spring / Summer newsletter update
    - i. LL needs bios of Board members RF and TB.
    - ii. GW has written an article for inclusion on use of the term "Intern."
    - iii. LL will include NCARB's article on IDP Streamline
6. New Business
- a. School Building Authority (SBA) of WV Prototype Schools Policy
    - i. Board discussed its concern that proposed requirements may conflict with our Rules regarding prototypical design.
    - ii. SBA's deadline for comments has passed; however, the Board may decide at a later date to address these concerns with SBA pending actions taken.
  - b. Board of Architects Web Site Revisions
    - i. GW distributed his comprehensive review of the Board's web site. It is not intended to suggest reworking of the web site, rather the suggested changes all basically edits of existing pages for greater clarity, updating old information, and eliminating redundancies.
    - ii. The Board concurred with the need for these edits.
    - iii. LL will forward the review to our web support team.
  - c. Discussion of Filling Open Board Seats / Upcoming Resignation of Member Greg Williamson
    - i. GW distributed a copy of his resignation letter to Governor Tomblin effective end of this calendar year.
    - ii. Board discussed possible candidates to recommend for filling vacant seats on the Board.
  - d. Discussion of NCARB Annual Meeting Events and Outcomes
    - i. GW, RF, LL updated Board on resolutions passed, elections and events.
7. Administrative Items
- a. P-card logs for expenditures in June and July 2015 were reviewed and approved. Motion to accept P-Card logs by JF/TB. Motion passed unanimously; GW approved and signed form.
  - b. LL had no sick or vacation days taken since last meeting.

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

Respectively Submitted:

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Edward W. Tucker AIA, Secretary

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Lexa C. Lewis, Executive Director

# Meeting Minutes

## West Virginia Board of Architects



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

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

**Time:** 12:00 noon

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

### Order of Business

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

5. Complaints

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

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

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

7. Administrative Items
  - a. P-card log of expenditures report reviewed and approved. Motion to accept P-Card logs by GW/JF. Motion passed unanimously; GW approved and signed form.
  - b. LL had no sick or vacation days taken since last meeting.
  - c. Travel Forms for mileage reimbursement for today's meeting distributed by LL, completed and returned by BOA members. Reimbursement rate is now \$0.57/mile
  - d. Board conducted employee evaluation of LL. LL excused herself from meeting during the review. LL rejoined meeting after the Board completed the review form and then reviewed with her. In summary the Board is very satisfied with LL's performance. It was noted that the year included additional work due to the State's migration to the Oasis system.
8. Next Meeting was tentatively scheduled for December 3, 2015 at Room E-119 (Conference Room E-131) in the State Capitol Building.
9. Motion to adjourn by TB/DF at 4:40 pm.

Respectively Submitted:

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Edward W. Tucker AIA, Secretary

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Lexa C. Lewis, Executive Director

# Meeting Minutes

## West Virginia Board of Architects



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

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

**Time:** 12:00 noon

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

### Order of Business

1. Meeting called to order at 12:10 p.m. by President Greg Williamson.
2. Approval of Minutes
  - a. October 8, 2015 Board Meeting. Motion for approval by TB/RF. Motioned passed unanimously.
3. Financial Report
  - a. LL distributed report. LL included list of key object codes to illustrate each expense category/type as designated in Oasis system. Report was reviewed and approved unanimously. Motion for approval by JF/TB.
4. Complaints
  - a. Complaint File # 7-8-15
    - i. In response to the Board's request, the City Manager replied with a letter to the Board explaining the nature of the architect's participation as a member of the City's Building Code Appeals Board.
    - ii. Based upon the information presented, the Board can find no reason to believe there had been any ethical violation of the Architect's Rules by the architect. However, the Board would like to have written confirmation from the architect explaining his relationship to the firm named by the complainant.
    - iii. Pending response from the architect, the Board is taking no further action at this time. LL will send an update to the complainant of the status of his complaint.
5. Old Business
  - a. Rules Review
    - i. As the Board had no further recommendations for changes to our Rules ([Title 2 Legislative Rule Board of Architects](#)) based on the latest mark-ups prepared by GW and distributed via email to Board members, the Board is prepared to submit the changes. It was noted that changes must be submitted prior to July 1, 2016, via E-Rules.
    - ii. Discussion of reinstatement policy vs. incorporation into the Rules resulted in the decision to leave reinstatement as policy.

- b. Letter to WV State Board of Registration for Engineers, re: Lewisburg “Asylum” Restaurant Project.
    - i. GW sent a letter on behalf of the Board as directed in October 8, 2015 meeting.
  - c. Newsletter Update
    - i. DF volunteered to assist with production of newsletter; content is basically developed. LL’s workload, most notably having to deal with the Oasis system, has made it difficult to get this done without assistance.
  - d. Board of Architects Web Site Revisions
    - i. LL reported that work is underway in accordance with previous meeting’s direction.
6. New Business
- a. Dale Heaster reinstatement application/drawing review of Manchin Clinic.
    - i. Board discussed Mr. Heaster’s reinstatement application which has been approved.
    - ii. During the time that Mr. Heaster’s license had lapsed, the Board learned that he sealed drawings being used for construction of the “Manchin Clinic”. The Board received copies of these drawings and found that there were multiple life safety code issues contained therein.
    - iii. The Board is evaluating the work performed and will determine if further action is warranted.
  - b. Les Tinkham, Civil Engineer, question to the Board regarding construction administration.
    - i. Mr. Tinkham’s request was reviewed by the Board.
    - ii. After discussion, the Board directed a response to Mr. Tinkham that GW will write on its behalf. In summary, the letter will state:
      - 1. If an architect is employed to perform Construction Administration (CA) then the intent of our Rule is fulfilled regarding the providing of CA services.
      - 2. If an engineer is retained by the project owner, then the engineer is obligated to provide whatever the Engineer’s Board may or may not require.
7. Administrative Items
- a. P-card log of expenditures report reviewed and approved. Motion to accept P-Card logs by JF/TB. Motion passed unanimously; GW approved and signed form.
  - b. LL had no sick or vacation days taken since last meeting.
  - c. Travel Forms for mileage reimbursement for today’s meeting distributed by LL, completed and returned by BOA members.
  - d. Election of Officers:
    - i. With Governor Tomblin’s acceptance of Mr. Williamson’s resignation from the Board, the Board elected Richard T. Forren as its new President.
    - ii. Board members expressed great appreciation to Mr. Williamson for his many contributions and years of dedicated service to the Board.
    - iii. Edward W. Tucker was re-elected as Secretary of the Board.

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

Respectively Submitted:

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Edward W. Tucker AIA, Secretary

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Lexa C. Lewis, Executive Director



# Meeting Minutes

## West Virginia Board of Architects



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

**Date:** Thursday, February 4, 2016

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

**Attendees:** Richard T. Forren, President (RF)  
Edward W. Tucker, Secretary (ET)  
Todd E. Boggess (TB)  
Jonathan Adler, WV AIA Executive Director (guest)

### Order of Business

Meeting called to order at 12:08 p.m. by President Richard Forren.

1. Approval of Minutes
  - a. December 3, 2015 Board Meeting. Motion for approval by TB/ET. Motioned passed unanimously.
2. Financial Report & Administrative Items
  - a. Lexa Lewis (LL) not being able to attend the meeting due to illness, these items were postponed until the next meeting.
3. Complaints
  - a. No new complaints.
4. Old Business
  - a. Complaint File # 7-8-15
    - i. At its Dec 3, 2015 meeting, the Board found no reason to believe there had been any ethical violation of the Architect's Rules by the architect named in the complaint.
    - ii. The Board would like to have written confirmation from the architect explaining his relationship to the firm named in the complaint.
    - iii. The Board will request this response from the architect again.
  - b. Complaint File # 12-3-15
    - i. Following discussion of the matter which had to do with an architect working while not registered, the Board decided that a letter of reprimand to the architect concerning drawings done while unregistered and showing safety concerns may be appropriate.
    - ii. RF will draft letter and send to Board for review and comment.
  - c. Rules Review
    - i. The Board is prepared to submit changes to Rules (Title 2 Legislative Rule Board of Architects) prepared by former President Greg Williamson, distributed and approved by Board members. Changes must be submitted prior to July 1, 2016, via E-Rules.
    - ii. LL to follow through with submission through E-Rules procedure.
  - d. NCARB Regional Summit – March 10-12, 2016
    - i. RF and ET are registered and planning to attend; TB undecided at this time.

- e. Newsletter Update
    - i. RF having volunteered to assist with production of newsletter, he is still getting info/content from LL.
  - f. Board of Architects Web Site Revisions
    - i. Continuing Education Audit - LL will report at next meeting.
6. New Business
- a. NCARB outreach events planned in WV March 1 & 2, Charleston and Fairmont. Purpose is to educate and inform those involved in the exam and licensure process of upcoming changes with IDP and registration exam. ET plans to attend Charleston event on behalf of the Board.
  - b. House Bill 4313
    - i. A copy of HB 4313 was reviewed and discussed with Mr. Adler, along with a copy of RF's email to Delegate Steven Thompson.
    - ii. HB 4313 proposes to change the composition of our Board, number of members, qualifications of members. It is believed the Bill is in response to the ruling regarding the North Carolina State Board of Dental Examiners.
    - iii. At this time the Bill is being referred to committee and likely will not be taken up by the Legislature in this session.
  - c. Hatfield & McCoy Project – 5G Process
    - i. TB discussed concerns over the public body administering this project not being familiar with nor following the WV 5G procurement process for Architectural services.
    - ii. The Board is taking no further action on this matter.
  - d. Construction Administration
    - i. TB discussed a situation in which a client was intending to retain the appropriate professional to perform Construction Administration services on a project. The Architect was prepared to report to the Building Official in accordance with our Rules; however, due to the project location there was no known Building Official reviewing the project.
    - ii. TB's question to the Board is in the above situation, to whom does the Architect report?
    - iii. ET stated that, based on his understanding from a WV AIA presentation by the WV State Fire Marshal, the State Fire Marshal's office is the appropriate Building Official in these types of situations.
    - iv. TB reported that ultimately the client did retain the Architect to perform Construction Administration services for the project.
  - e. Nominations to fill vacant Board of Architects member positions
    - i. RF asked that other suggestions for members be submitted no later than February 12, 2016.
7. Next Meeting was tentatively scheduled for 12 o'clock noon April 21, 2016 at Room E-119 (Conference Room E-131) in the State Capitol Building.

8. Motion to adjourn by TB/ET at 4:10 pm.

Respectively Submitted:

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Edward W. Tucker AIA, Secretary

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Lexa C. Lewis, Executive Director

# Meeting Minutes

## West Virginia Board of Architects



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

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

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

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

### Order of Business

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

- ii. A main topic was how state boards and legislators are dealing with the Supreme Court's decision related to the NC Dental Board's actions, FTC's guidance, commentary from FARB (Federation of Associations of Regulatory Boards).
    - iii. Code officials' relationships to state boards: Presentation by Nevada and Texas building officials and board members regarding cooperative efforts to protect the public, enforce registration laws, etc.
    - iv. Changes in IDP (now AXP – Architectural Experience Program), and roll-out of ARE 5.0.
  - e. Newsletter Update
    - i. RF has gathered information from LL and will be producing a newsletter to be posted on the Board's website.
  - f. Board of Architects Web Site Revisions
    - i. Continuing Education Audit: LL reported that 56 registrants were selected for audit; to date 38 have complied. LL will send reprimand letters to those who have not complied by the deadline to submit records.
- 5. New Business
  - a. NCARB Annual Business Meeting June 16-18, 2016
    - i. RF, ET and LL planning to attend.
    - ii. RF managing WV's letter of credentials. Board members are reviewing resolutions and will provide comment to RF prior to the meeting.
  - b. Inquiry # 4-21-16 - Registration with the Board.
    - i. Board notified that individual was engaged in the practice of architecture.
    - ii. The Board having no jurisdiction over non-architects, it requested LL to notify the Attorney General of the individual's violation of title law.
  - c. Patrick J. Rymer, Architect requested clarification from the Board:
    - i. Are roofing replacement systems and masonry restoration / repairs considered practice of architecture?
    - ii. After discussion, the Board agreed with RF's April 7, 2016, email to the Board in which he interprets these activities as possibly being considered the practice of architecture.
    - iii. RF will communicate response to Rymer stating same.
  - d. 5 applications were reviewed and approved for registrations: Reciprocal (Coleman, McGinnis), reinstatement (Miles, Pranger) and emeritus status change to active (Guffey).
- 6. Administrative Items
  - a. P-Card Log of expenditures November 2015 – March 2016 reviewed and approved. Motion to accept P-Card logs by ET/TB. Motion passed unanimously; RF approved and signed form.
  - b. Travel Forms for mileage reimbursement for today's meeting distributed by LL, completed and returned by BOA members.
  - c. Annual and sick leave: LL used 4 days of annual leave during this period.  
Financial Report: LL provided a detailed report generated by WV Oasis and provided a thorough review of accounts.
  - d. LL shared a letter from the Board's web manager with prices for potential upgrades. After review, the Board decided the upgrades were not required.

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

Respectively Submitted:

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Edward W. Tucker AIA, Secretary

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Lexa C. Lewis, Executive Director