

West Virginia Board of Architects



Annual Report FY2018 & FY2017

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

West Virginia Board of Architects
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December 27, 2018

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, 2018 and June 30, 2017. The report is hereby submitted in compliance with statutory requirements.

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

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

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 FY2018 and FY 2017 is true and correct to the best of our knowledge.



Richard Forren, Board President

12-19-2018

Date



Edward Tucker, Secretary

12-19-2018

Date

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FUNCTIONS OF THE WEST VIRGINIA BOARD OF ARCHITECTS

The functional objectives of the West Virginia Board of Architects are to administer the provisions of the West Virginia laws, rules, and regulations governing the profession of architecture in such a manner as to protect the public's health, safety and welfare.

The tasks of the Board can be generally classified into administration, education, and enforcement as follows:

1. Process and qualify applications for licensees
2. Issue licenses to qualified applicants
3. Investigate formal complaints filed
4. Conduct hearings for possible suspension or revocation of license
5. Renew licenses annually
6. Audit required continuing education of licensees
7. Educate regarding the architect's role in ensuring public safety.

The West Virginia Board of Architects consists of five registered professional architects and two public members, each Board Member being appointed by the Governor of West Virginia with the consent of the Senate of the West Virginia Legislature for terms of five years or until their successors are named.

The following persons have served as members of the Board for the period covered by this report:

2017-2018	Richard Forren, President Edward Tucker, Secretary Todd Boggess, Member Adam Krason, Member Wendy Scatterday, Member Jan Fox, Public Member Aubrey E. Smith, Member	Bridgeport, West Virginia Huntington, West Virginia Princeton, West Virginia Charleston, West Virginia Wheeling, West Virginia Charleston, West Virginia Jane Lew, West Virginia
2016-2017	Richard Forren, President Edward Tucker, Secretary Todd Boggess, Member Adam Krason, Member Wendy Scatterday, Member Jan Fox, Public Member Aubrey E. Smith, Member	Bridgeport, West Virginia Huntington, West Virginia Princeton, West Virginia Charleston, West Virginia Wheeling, West Virginia Charleston, West Virginia Jane Lew, West Virginia

**WV Board of Architects
Revenue
FY 2018 & FY2017**

The West Virginia Board of Architects is self-supporting, operating on the collection of licensing fees and renewals rather than appropriated funds.

Receipts collected from registration to practice architecture in West Virginia are deposited into a Special Revenue Fund at the Office of the Treasurer, and the expenses of the Board are disbursed from this fund. A statement of the receipts and disbursements of the Board for the FY 2018 and FY 2017 are shown on the following pages.

	FY2018	FY2017
Beginning Balance	\$276,215.52	\$269,637.32
Receipts:		
License Renewals	\$83,625	\$80,175
Late Renewals	\$12,450	\$22,800
Initial Registration Fees	\$37,850	\$37,300
Filing Fees	\$ 500	\$ 1,700
Reinstatements	\$ 3,750	\$ 3,750
Penalties & Disposition Costs	\$ 3,250	\$ 300
Miscellaneous Income	<u>\$ 50</u>	<u>\$ 800</u>
TOTAL	\$141,475	\$146,825

Notes:

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

*During FY2018, \$50.00 was collected as miscellaneous income to provide a duplicate certificate for an architect.

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

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

OBJ	<u>EXPENDITURES - FY2018 & FY2017</u>	<u>Actual FY 2018</u>	<u>Actual FY 2017</u>
1200	Personnel Service	\$59,999.94	\$ 53,622.84
1201	Temp. Help & Per Diem	\$8,163.50	\$ 3,638.13
1206	Annual Increment	\$420.00	\$ 1,393.11
2200	PEIA Administration Fee	\$50.00	\$ 50.00
2202	Social Security/FICA Match	\$5,280.99	\$ 4,358.69
2203	Basic Life Insurance/PEIA	\$5,966.40	\$ 8,561.08
2204	Other Health Insurance (ACA)		\$ 10.09
2205	Workers Compensation	\$300.00	\$ 300.00
2207	Pension & Retirement	\$6,669.37	\$ 6,644.37
2208	OPEA Paygo Retiree Trust RHBT	\$2,124.00	\$ 2,206.54
3200	Regular Office Expenses	\$214.59	\$ 201.08
3201	Printing & Binding	\$2,990.29	\$ 2,652.64
3202	Rent	\$9,144.48	\$ 10,184.36
3204	Telecommunications - Phone	\$2,973.24	\$ 1,453.29
3205	Internet Services	\$1,275.00	\$ 10,550.36
3206	Contractual Services	\$3,471.69	\$ 3,582.74
3207	Professional Services - AG (Contractual Services)	\$3,085.00	\$ 276.00
3211	Travel	\$4,444.65	\$ 2,690.91
3212	Travel – non-employee		\$ 31.00
3213	Computer Services - Internal - Telep. Admin. Fee	\$297.41	\$ 679.97
3214	Computer Services - External	\$9,050.00	\$ 5,295.00
3217	Copier Rental		\$ 200.00
3218	NCARB & WV Association Dues	\$11,800.00	\$ 11,800.00
3219	Board of Risk & Insurance Management	\$2,784.00	\$ 2,668.00
3220	Food Products		\$ 79.59
3224	Advertising & Promotional	\$388.80	\$ 659.12
3229	Routine Maintenance (Contracts)	\$840.00	\$ 840.00
3233	Hospitality	\$474.68	\$ 242.75
3241	Miscellaneous	\$96.01	\$ 1,830.49
3242	Training	\$500.00	\$ 505.00
3244	Postage	\$785.16	\$ 400.06
3245	Freight		\$ 16.56
3246	Computer	\$1,766.48	
3248	Computer Equipment	\$301.95	
3260	Case Services (client records & travel)		\$ 75.00
3263	Bank Cost 2.5% Online Renewal Deposits	\$1,940.64	\$ 1,998.03
3272	PEIA Reserve Fund Payroll 1% Fee	\$600.00	\$ 550.00
	TOTAL EXPENSES	\$148,198.27	\$ 140,246.80
	Ending Cash Balance	\$269,492.25	\$ 276,215.52

**Registration Statistics
West Virginia Board of Architects
FY2018 & FY 2017**

	FY2018	FY2017
ARE Exam Candidates	18	8
New Registrations in WV	103	101
Total Active Architects in WV	1195	1168
In State	116	117
Out of State	1079	1051
Renewals Processed	1115	1069
Late Renewals Processed	83	152
Reinstatements Processed	15	15
Formal Complaints Filed	5	4
Duplicate Certificate Issued	1	

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

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

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

Friday, December 28, 2018

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

Friday, December 28, 2018

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

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

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

Total Count: 103

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

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

Wednesday, December 27, 2017

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

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

Wednesday, December 27, 2017

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

Wednesday, December 27, 2017

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

Total Count: 101

Wednesday, December 27, 2017

WVBA ACTIVE LICENSEES AS OF 06/30/2018

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

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

WVBA ACTIVE LICENSEES AS OF 06/30/2017

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

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

West Virginia Architects

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

COUNTY	LICENSE	LNAME	FNAME	
BERKELEY	2536	RUDE	BARRY RUSSELL	1
CABELL	1306	SUMMERFELDT	ROBERT	
	2743	TUCKER	EDWARD W	
	3635	RANDOLPH	NATHAN	
	3836	DAILEY	EVAN DENVER	
	3951	WILKES	WALTER LEE	
	4062	RANDOLPH	PHOEBE ANNE	
	4121	HARPER	HOLLY RENEE	
	4322	DYGERT	JOSHUA MATHEW	8
GREENBRIER	3368	HURT	ROBERT	
	3856	ROACH	EDWARD LEE II	
	4563	PARRISKI	MICHAEL DAVID	
	4943	Wyatt	Harry	4
HAMPSHIRE	4553	CHELNOV	MICHAEL	1
HANCOCK	3750	BERNARDI	LOUIS P.	1
HARRISON	1494	PEDERSEN	RALPH	
	1500	GUSTAFSON	LEE O	
	3640	SWIGER	JAMES BRIAN	
	3689	FREEMAN	PHILIP	
	4244	SINCLAIR	RYAN JOSEPH	

COUNTY	LICENSE	LNAME	FNAME
	4782	VASANI	JALPA SUGAM
	4791	LYONS	JOSHUA ZACHREY
			7
JEFFERSON			
	2329	WELSH	ROSALIND E
	2615	RECNY	JOHN J
	2716	WHITAKER	JEFFREY BRIAN
	4219	LAMBERT	SARA JEAN
			4
KANAWHA			
	1044	TENNANT	PAUL
	1167	GOFF	JERRY R
	1326	CHATURVEDI	ANAND
	1423	MILLER JR	LLOYD W
	1503	GUFFEY II	FRANCIS A
	1607	WALKER	C HENRY
	1684	ELLIOT	JOHN R.
	1847	HEALY	BRIAN
	1848	SOLTIS	GEORGE
	1889	HARRIS	JOHN
	1997	EPLING	MARK T
	2041	FRIER JR	JACK BLAIR
	2101	WILLIAMSON	GREGORY A
	2228	ADKINS	LARRY G
	2232	WILSON	CHARLES H
	2377	MARSHALL	DAVID M
	2501	SPENCER	MARK
	2502	PHILLIPS	MICHAEL M
	2689	POTTS	THOMAS MICHAEL
	2777	ZACHWIEJA	MARK TODD
	2811	SHRIVER	TED A
	2860	O'LEARY	STEPHEN D.
	2871	KING	JAMES R.
	2874	WORLLEDGE	THOMAS R.
	2893	FERGUSON	DAVID E.

COUNTY

LICENSE	LNAME	FNAME
2976	MAXWELL	CARL BOYD
3014	SIMON	SEAN GEORGE
3018	ESTEP	BRIAN A.
3135	BOLEN	RON L.
3264	CAMPBELL	CHRISTOPHER
3380	DRIGGS	JODY
3498	KRASON	ADAM R.
3521	WARNOCK	PHILLIP
4041	WORKMAN	VIVIAN ANN
4176	MARGOLIS	ARIC L.
4179	CLOER, III	WILLIAM THOMAS
4193	SPENCER	NATHANIEL HAROLD
4302	PAULEY	RODNEY ALLEN
4309	VANGILDER	JOYCE A.
4386	JONES	JEREMY
4450	MCCAULEY	ANN MARIE
4653	CHEUVRONT	AMANDA JO
4797	MARTIN	GREGORY ISAAC

43

MARION

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

11

MARSHALL

4354	RYMER	PATRICK JASON
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1

COUNTY	LICENSE	LNAME	FNAME	
MERCER				
	2587	BOGGESS	TODD E	
	3525	MILLS	MICHAEL	
	4876	MILLER	ANTHONY T.	3
MONONGALIA				
	1768	MARTIN	LARRY D	
	2626	WALKER	PAUL A	
	3321	BREAKEY	MATTHEW	
	4049	PRITTS	THOMAS F.	
	4141	CHRISTOPHER	TODD G.	
	4282	DULANEY, JR.	RONALD E.	
	4803	ETRIS	TYLER BLAKE	
	4845	COLE	KELLIE MARIE	
	4893	FRICK	JOSHUA J.	9
OHIO				
	1743	GREER	PETER S	
	1765	MADAMA	DENNIS	
	2000	DORFNER	GREGG P	
	2397	GRECO	VICTOR R	
	2628	BROOKS	DANA LOWRY	
	3056	AVDAKOV	STEVEN	
	3255	SCATTERDAY	WENDY	
	3585	MULL	ADAM C	
	3753	WINOVICH	RAYMOND S.	
	3810	SCHESSLER	CHRISTINA ANN	
	4941	SMITH	JASON	11
PRESTON				
	4933	JOHN	Dolores	1
PUTNAM				
	2302	SALLADÉ	MARKHAM D.	
	4047	BUMPUS	GEORGE E.	

COUNTY	LICENSE	LNAME	FNAME	
	4644	ARTHUR	CASEY C.	
				3
RALEIGH				
	1079	ELLER	NED BENDER	
	1608	SNEAD	J DAN	
	1633	KRAUSE JR	ROBERT	
				3
UPSHUR				
	3198	VANNOSTRAND	JAMES	
				1
WAYNE				
	3100	MITCHELL	TODD	
				1
WOOD				
	3800	STOTTS	TRACI LORENE	
	4573	ALGMIN	CHRISTOPHER L.	
	4613	INGHAM	BARRY WILLIAM	
				3
Total Count	116			

West Virginia Architects

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

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

COUNTY
HARRISON

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

Count

7

JEFFERSON

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

Count

4

KANAWHA

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

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

Count

45

MARION

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

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

MARSHALL

Count	4354	RYMER	PATRICK JASON	
				1

MERCER

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

Count				3
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MONONGALIA

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

Count				9
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OHIO

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

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

Tuesday, December 26, 2017

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

02-13-2017

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

Action: The Board consulted with its assigned Assistant Attorney General, followed its rules related to corresponding with the complainant and respondent, and discussed the complaint in executive session at meetings since it was not readily apparent if the complaint filed constituted a complaint under the Board's rules. The complainant did not pick up the request for additional information sent by certified mail by the Board, which delayed processing of the complaint. After re-sending the request information by regular mail, the complainant responded, the architect replied, and the Board voted to hire an investigator who promptly investigated the complaint and provided a report within 30 days. A status letter was sent to all parties on 08/03/2017. At its meeting on December 7, 2017, the Board dismissed the complaint finding that there was no probable cause and no reason to take disciplinary action against the architect. After the complaint was dismissed, the complainant provided additional information to the Board that was reviewed, considered, and also shared with the investigator.

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

07-05-2017

Inquiry: The West Virginia Board of Architects received an anonymous complaint regarding a non-architect using the initials AIAA after his name. AIA prohibits this, as AIA can only be used after an architect's name who is an AIA architect member.

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

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

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

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

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

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

09-21-2017

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

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

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

09-29-2017

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

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

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

10-05-2017 Board vs. Paul Graf

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

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

Resolution: The Board President signed the Consent Order on December 7, 2018. The architect was reciprocally registered in West Virginia on December 8, 2017 and remitted \$1,000.00 to the Board on

the same date to cover the cost of the disposition of the case with the WV Attorney General's Office. The matter is considered closed.

12-13-2017 Board vs. Brady Harding

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

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

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

01-24-2018

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

Action: The Board reviewed the engineer's social media accounts at its meeting on March 29, 2018 and sent a letter to the engineer on April 18, 2018 indicating that it appears he is providing residential and commercial designs without a registered architect on staff and that his marketing should be corrected. The Board has continued to monitor the P.E.'s social media marketing. At its June 7, 2018 meeting, the Board noted the changes made by the PE, but indicated in a letter dated Sept. 10, 2018, that the Board has continued concern that architectural services are still being marketed without a registered architect on staff. The board noted that "building designer" and "a team of architects" are referenced without a licensed professional on staff.

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

03-19-2018 Board vs. Phillip Pecord

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

Action: At its March 29, 2018 meeting, the Board decided to inform Mr. Pecord that he should immediately send the board a list of WV projects, be on probation until June 30, 2018, and be advised that he must pursue an alternative path to registration in WV since he no longer possessed a NCARB

certificate and his current registration would expire on June 30, 2018. He was notified of the same by letter on April 18, 2018.

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

04-16-2018

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

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

Resolution: At the Sept. 6, 2018 meeting, the Board was satisfied that a simple internet search will no longer yield this vendor with this name. Moreover, the Board feels that the public is not confused about if the vendor provides architectural services because of the other service that the vendor offers. The matter is considered closed.

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

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

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

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

05-08-2018

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

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

call oneself an architect in WV is restricted to only those registered with the State Board.

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

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

01-23-2017

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

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

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

02-13-2017

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

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

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

06-15-2017

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

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

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

07-07-2017

Complaint: On June 26, 2017, the West Virginia Board of Architects received a renewal application with

discipline disclosed that should have been disclosed at the time of the architect's initial application for a reciprocal registration (May 2016).

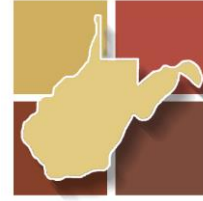
Action: On June 30, 2017, the architect was notified that his renewal was under review based on the discipline information he provided. Based on the information the architect provided and the advice of its Assistant Attorney General, the Board held an emergency meeting on July 7, 2017 and denied the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

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

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

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

Emergency Meeting Agenda West Virginia Board of Architects



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

Date: July 7, 2017

Time: 9:00 AM

Order of Business

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

Emergency Meeting Minutes West Virginia Board of Architects



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

Date: July 7, 2017

Time: 9:00 AM

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

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

Order of Business

1. Call to Order

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

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

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

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

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

RF recommended that the board notify NCARB of Mr. Smith's responses to the

discipline questions on the uniform application for architect registration which is part of is NCARB Blue Cover transmittal for reciprocal registration.

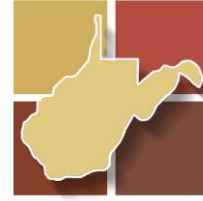
3. Adjournment

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

Edward Tucker, AIA, Secretary

Emily Papadopoulos, Executive Director

Emergency Meeting Agenda West Virginia Board of Architects



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

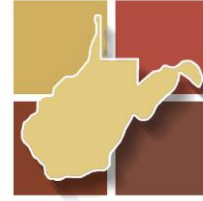
Date: August 4, 2017

Time: 01:00 PM

Order of Business

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

Emergency Meeting Minutes West Virginia Board of Architects



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

Date: August 4, 2017

Time: 01:00 PM

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

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

Order of Business

1. Call to Order

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

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

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

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

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

3. Adjournment

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

Edward Tucker, AIA, Secretary

Emily Papadopoulos, Executive Director

Meeting Agenda West Virginia Board of Architects



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

Date: October 5, 2017

Time: 12:00 PM

Order of Business

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

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

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

Meeting Minutes West Virginia Board of Architects



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

Date: Thursday, October 5, 2017

Time: 12:00 P.M.

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

Absent: none

Order of Business

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

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

5. New Business
 - a. Reciprocal Applications to be Reviewed
 - i. AK/JF motion to approve Donald Curtis with letter advising of Rules regarding representation of work passed unanimously.
 - ii. ES/AK motion to approve Christopher Duckett passed unanimously.
 - iii. AK/ES motion to approve Albert Rubeling Jr., passed unanimously.
 - iv. RF/AK motion to deny Paul Graf per Rule 9.3.4 passed unanimously.
 - b. Reinstatements to be Reviewed
 - i. 1 reinstatement application was reviewed and approved.
 - c. Proposed discipline questions for all applications
 - i. Board directed to add the discipline questions it reviewed to all applications and also recommended an advisory on applications for reciprocal registration that 12 hours of continuing education in HSW subjects are mandatory for renewal.
 - d. Revision of Discipline Matrix regarding reinstatements: WS/TB motion to approve revised policy proposed by AK titled “Renewal/Reinstatement Procedure Matrix” passed unanimously.
 - e. Policies required by Board of Risk and Insurance Management (BRIM)
 - i. BRIM requested the board conduct a loss control survey.
 - ii. As a result of the survey, EP presented a revised board safety policy that includes statements on bringing firearms to work, harassment, and defensive driver training used by other state agencies.
 - iii. JF/WS motion to approve the revised safety policy passed unanimously.
 - f. Policy regarding payment for telephonic or committee meetings
 - i. ES/JF motion to approve the policy presented by EP passed unanimously.
 - g. Rule review required by WV Legislature: A complete rule review and justification is required by the WV Legislature by 2020. The Board is to begin considerations for changes to Rules for next cycle as part of this process.
6. Administrative Items: After review of the following items, all were approved by acclamation:
 - a. P-Card Log of expenditures June 2017 – August 2017
 - b. Travel Forms
 - c. Sick and Annual Leave
 - d. Temporary Summer Employee
7. Good of the Order
 - a. Review of updated roster: EP shared the updated roster that has been a large part of CS’s work over the summer.
 - b. Upcoming NCARB training opportunity for board member: EP noted that NCARB is offering training in Feb. at its Washington headquarters for new board members and board member executives.
 - c. NCARB Centennial 2018 planning: EP asked for help with completing a form on the Board’s history for publication in a book created by NCARB in celebration of its 100th anniversary.
 - d. ET reported that he is continuing to work with a Region 2 NCARB committee on planning an educational symposium. Site locations are likely either Philadelphia or Charlottesville.
8. Next Meeting was tentatively scheduled for 12 o’clock noon December 7, 2017 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.
9. Motion to adjourn by WS/ET at 4:00 pm.

Respectively Submitted:

Edward W. Tucker AIA, Secretary

Emily B. Papadopoulos, Executive Director

Meeting Agenda West Virginia Board of Architects



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

Date: November 2, 2017

Time: 3:00 PM

Order of Business

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

Meeting Minutes West Virginia Board of Architects



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

Date: Thursday, November 2, 2017

Time: 3:00 P.M.

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

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

Order of Business

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

Respectfully Submitted:

Edward W. Tucker AIA, Secretary

Emily B. Papadopoulos, Executive Director

Meeting Agenda

West Virginia Board of Architects



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

Date: December 7, 2017

Time: 12:00 PM

Order of Business

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

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

Meeting Minutes West Virginia Board of Architects



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

Date: Thursday, December 7, 2017

Time: 12:00 P.M.

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

Absent: Jan Fox, Public Member (JF)

Order of Business

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

- e. EP gave an update on Registrations & Renewals for FY 2017-18: To date there are 118 resident and 1089 non-resident registrations.
 - f. AIA WV has requested the Board to provide a response to AIA's position statement regarding new titles for interns. ET is composing an article for AIA to use in its upcoming newsletter. A draft will be sent to board members for review, and the article will also be reprinted in WV BOA's next newsletter.
 - g. Discipline & Complaints:
 - i. Rachel Allen (presented herself at a meeting to the WV Historic Landmarks Commission as an architect): EP wrote letter to notify her and her employer Remick Moore Architect that Ms. Allen was not registered in WV. Ms. Allen and Mr. Moore responded with appropriate response; matter is closed.
 - ii. Derek Hudson (claimed to be an architect in NCARB record and on LinkedIn profile): After notification of violation, Hudson has redacted claims and responded to EP via email. Matter is closed.
 - iii. Thomas Smith has reported activity to the Board as requested following consent order. Board will continue to monitor.
 - iv. Paul Graf has signed consent order which includes 6 month probation, reporting any other discipline, and \$1,000 fine which has been paid.
 - v. Complaint 02-13-2017
 - 1. ES and RF recused themselves and left the room.
 - 2. Motion by ET/TB to go into executive session for discussion of complaint 02-13-2017, passed unanimously.
 - 3. Motion by AK/TB to go out of executive session, passed unanimously.
 - 4. Motion by AK/TB to dismiss the complaint, based upon 4.17 of the Board's Disciplinary & Complaint Procedures, the review and findings in investigator's report and no probable cause, passed unanimously. Board directed EP to work with AG's office to determine appropriate response, follow-up reporting, and correspondence to parties involved.
 - 5. ES and RF rejoined the meeting.
5. New Business
- a. Reciprocal Applications to be Reviewed
 - i. AK/WS motion to approve reciprocal applicants Frederick Ostrosky and Brent Tippets passed unanimously.
 - ii. TB/WS motion to request three reference letters from reciprocal applicant Michael Rempel due to record of discipline in other jurisdictions passed unanimously.
 - b. Reinstatements to be Reviewed
 - i. AK/ET motion to approve reinstatement of Philip Pecord passed unanimously.
 - c. Request to review drawings from Engineer's Board
 - i. Board members reviewed drawings of a new commercial building that is not exempt from seal requirements. ET cited Rules of Conduct 9.1.3 which led the Board to determine that the engineering work exhibited in the drawings goes beyond "incidental to the practice of architecture." RF will write letter expressing this opinion to the Board of Professional Engineers.

- d. Report from Auditor's Chapter 30 Board Training
 - i. EP, RF, TB, WS, and AK attended.
 - ii. EP reported presentation by State Auditor and extensive discussion following at Association meeting that emphasized board member's responsibilities to take prompt action when becoming aware of violations.
 - iii. WV Association of Licensing Boards: EP reported legislature is considering placing all health-related boards under DHHR and that legislation is expected to be introduced to combine or eliminate some boards.
 - e. Dec 14, 2017, NCARB staff visit to WV Board of Architects re: database
 - i. Two staff from NCARB are coming to talk with EP about our registrant database. NCARB wants to learn what features may be attractive to member jurisdictions in a database management system that could be offered by NCARB.
 - f. Rule Review Required by WV Legislature
 - i. EP reminded the board of timeline for this review.
 - g. Requests for Information
 - i. EP reviewed her response to the WV Legislature – Joint Committee on Government Organization's questions.
 - ii. EP reviewed questions and responses regarding registrant Joyce Van Gilder on behalf of the WV School Building Authority regarding prototypical designs, when an architect must be used, and others. Board members have assisted EP with responses to Van Gilder's questions.
 - iii. Representative of Apprentice Day request for resident architect names and contact information: Board offered that the roster can be shared i.e. website database; however, the board cannot recommend specific architects. Board suggested EP contact WV AIA to see if they might be interested in assisting.
6. Administrative Items: After review of the following items, all were approved by acclamation:
- a. P-Card Log of expenditures September 2017 – October 2017
 - b. Travel Forms
 - c. Sick and Annual Leave
7. Good of the Order
- a. Meeting dates for 2018 determined: March 1, June 7, September 6, and December 6, all at noon.
 - b. Upcoming NCARB event dates:
 - i. Feb 8-10, 2018, New Board Member/Executive Orientation, Washington DC
 - ii. Mar 9-10, 2018, Regional Summit, Wichita KS
 - iii. Jun 28-30, 2018 Annual Meeting, Detroit MI
 - c. NCARB Centennial 2018 planning: Past board members to be contacted for historical information regarding WV Board.
8. Next Meeting is scheduled for 12 o'clock noon March 1, 2018 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.

9. Motion to adjourn by TB/ES at 4:10 pm.

Respectively Submitted:

Edward W. Tucker AIA, Secretary

Emily B. Papadopoulos, Executive Director

Meeting Agenda

West Virginia Board of Architects



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

Date: March 29, 2018

Time: 12:00 PM

Order of Business

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

8. New Business
 - a) Report from NCARB Regional Meeting in Wichita, KS
 - b) Report from EXPO
 - c) Report from NCARB New Board Member/MBE Orientation in Washington, DC
 - d) NCARB request for review of Tri-State Agreement between US, Canada & Mexico
 - e) Visit by NCARB representatives on Dec. 14th/Database
 - f) Historical Report for NCARB for Bicentennial

9. Administrative Items
 - a) P-card Log November 2017 – January 2018
 - b) Travel Forms
 - c) Approval of Sick and Annual Leave

10. Good of the Order
 - a) Upcoming Board Meeting Dates
 - June 7
 - Sept. 6
 - Dec. 6
 - b) Long Range Planning
 - AIA Gala – April 7, 2018 – Culture Center
 - NCARB Annual Business Meeting – June 28-30, 2018 in Detroit, MI

11. Adjournment

Meeting Minutes West Virginia Board of Architects



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

Date: Thursday, March 29, 2018

Time: 12:00 P.M.

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

Order of Business

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

President Forren, Jan Fox, and Edsel Smith joined the meeting following the discussion of # 02-13-2017. Mr. Guffey and Mr. Weiler departed the meeting.
 - b. After review of Inquiry # 01-24-2018, ES made a motion that EP would send an educational letter to the engineer explaining that it appears he is holding himself out to be an architect and also make sure the West Virginia Board of Professional Engineers is aware of the same. AK seconded the motion, and the motion was approved unanimously including WS.
 - c. EP explained that the Board had received notification that NCARB had revoked Phillip Pecord's NCARB certificate and that his West Virginia reciprocal registration is based upon his NCARB credentials. AK made a motion that Mr. Pecord be contacted and asked to provide a list of his projects he is currently working on in WV, be notified of the WV Board's recognition of the revocation of his NCARB certificate and discipline by other states, and be notified that he must be

prepared to renew his WV registration using an alternative means in June. WS seconded the motion, and the motion carried unanimously.

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

4. Election of Officers

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

5. Registration

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

6. Financial Report

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

7. Legislative Report

- a. EP provided a report from the 2018 Session and reminded the Board of the two Executive Orders issued by the Governor in January. One order (2-18) requires all rules

to be approved by the Governor's Office before they can be filed with the Secretary of State. Written notice shall explain why the rule should be exempted from the Regulatory Moratorium. The other order (3-18) is known as "Regulatory Review" and requires the Board to review each rule under the Board's jurisdiction, including a description of the rule and its first promulgation and subsequent modifications; a determination of if the rule should be continued without change, be modified or repealed; and a reasoning for the determination.

- b. EP noted that if the Board is going to consider any rule changes for the June deadline of rule submission, that submitting them to the Governor's Office would need to happen soon. Some discussion followed regarding the possibility of charging for license verifications and increasing renewal fees. The Board agreed that it would need to work both outside of meetings and at meetings to complete rule review and that some assignments should be made for rule review soon.
- c. The Executive Order (referenced above) requires the report by Nov.1, 2018, This is the same requirement as SB 619 that had a deadline of 2020. EP is clarifying this issue with Judy Cooper from the Secretary of State's Office.
- d. EP reported that she has provided information requested by the Performance Evaluation Research Division on the complaint process the Board uses. She and Assistant AG MW met with PERD officials to provide documentation and explain the status of a complaint that was brought to the attention of the Joint Committee on Government Organization.

8. New Business

- a. President RF attended the NCARB Regional Meeting in Wichita and reported that it was lightly attended. He discussed resolutions that will be voted on at the Annual Meeting in June, including Model Rules of Conduct and NCARB Bylaws.
- b. Secretary ET noted that the Board's presentation at the EXPO on March 21 was well attended and the audience had good discussion and questions. He thanked the board members who participated, including AK, JF and TB.
- c. WS reported that both she and EP attended the new board member/new MBE training at NCARB. She thought it was helpful, especially since NCARB is a model.
- d. EP circulated the Tri-State Agreement proposed by NCARB for reciprocity with Mexico and Canada. The Board decided to take no action on this proposal given that very few jurisdictions have acted upon it yet.
- e. EP reported that she and JF visited with NCARB representatives who visited Dec. 14th to market/demonstrate their new licensing software/platform. She explained that the system is not a "stand alone" database but is tied to NCARB's system as an entry point. EP will continue to investigate options and present more soon since a new database is anticipated to be a major expense and not changed often.
- f. EP circulated the historical report she submitted for WV for the NCARB Centennial. Because there is still time, she suggested adding Mr. Tucker's elevation to FAIA and also a historical letter. JF noted that Gary Marcum was the first public member of the board, and she is the second.

9. Administrative Items

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

- a. PCARD expenses for November 2017 – January 2018 and reconciliations were reviewed by RF.
- b. Travel forms were circulated and signed by Board members.

- c. Approval of Sick and Annual Leave was reviewed by RF. EP discussed creating a contingency plan for any unforeseen extended absence from work. She will consult with the WV Dept. of Administration and the WV Licensing Board Association president on this and present to the Board at a future meeting.

10. Good of the Order

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

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

Respectively Submitted:

Edward W. Tucker AIA, Secretary

Emily B. Papadopoulos, Executive Director

Meeting Agenda

West Virginia Board of Architects



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

Date: June 7, 2018

Time: 12:00 PM

Order of Business

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

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

Meeting Minutes

West Virginia Board of Architects



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

Date: Thursday, June 7, 2018

Time: 12:00 P.M.

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

Absent: None

Order of Business

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

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

- b. Discussion of amount and format of information to put on website regarding complaints/discipline. EP showed the Board examples from other Boards. EP will continue to work on a recommendation for our Board. EP noted that West Virginia requires boards to make discipline/action taken public, provided findings result in discipline, and that NCARB prefers the same with a consent order link.
9. Administrative Items: After review of the following items, all were approved by acclamation:
- a. P-Card Log of expenditures March 2018 – April 2018
 - b. Travel Forms
 - c. Sick and Annual Leave
10. Good of the Order
- a. Meeting dates for remaining 2018 meetings are September 6 and December 6, all at noon.
 - b. Long Range Planning and upcoming NCARB event dates:
 - i. Jun 28-30, 2018 Annual Meeting, Detroit MI
 - ii. Oct 4-5, 2018 NCARB Region 2 Educator/Student/Practitioner Symposium, Drexel University Urban Design Center, Philadelphia PA
 - iii. Oct 12-13, 2018 NCARB Chair/MBE Meeting, St. Louis, MO
 - c. EP reported on recent WV Association of Licensing Boards' meeting, indicating that the Association heard from two speakers about rules related to felonies and how they affect licensure
 - d. Legislative Interim Schedule
 - i. June 24-26
 - ii. Sep 16-18
 - iii. Nov 11-13
 - iv. Dec 9-11
 - e. ET reported that he will be Coordinator for the Construction & Evaluation division of NCARB's ARE 5.0 Exam Writing Subcommittee.
11. Next Meeting is scheduled for 12 o'clock noon Sep 6, 2018 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.
12. Motion to adjourn by TB/ES at 4:00 pm.

Respectively Submitted:

Edward W. Tucker FAIA, Secretary

Richard Forren AIA, President

Emily Papadopoulos, Executive Director

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

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

Meeting Minutes

West Virginia Board of Architects

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

Date: Thursday, September 1, 2016

Time: 12:00 P.M.

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

Order of Business

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

- ii. the upcoming launch of ARE 5.0, and how the Supreme Court decision in North Carolina Board of Dental Examiners v. Federal Trade Commission has impacted state regulatory boards.
- b. ARE 5.0 Item Development Subcommittee - ET
 - i. ET has been appointed to the NCARB ARE 5.0 Item Development Subcommittee. Work involves the development of new exam questions (“items”) through homework, web meetings and 3 site based meetings/year with the first one held August 26-27 in Washington, DC. ET is assigned to the Project Management subgroup.
 - ii. ET also reported candidates will be able to begin taking the ARE 5.0 on November 1, 2016. It will have an 18 month overlap with the current exam 4.0. A new retake minimum period of 60 days will take the place of the current month six- period.
- b. Reciprocal application for Yankel was reviewed and approved.
- c. Discuss definition of Commercial structure
 - i. Board conducted a discussion on the definition and its interpretation of “Commercial structure” in the list of exemptions from the practice of architecture.
 - ii. ET agreed to research its use in past Board decisions, if any, and its meaning going forward.
 - iii. Discussion went further to contemplate the possibility of a checklist that code officials could use to determine if sealed documents are required. TB and RF agreed to open a dialogue with the State Fire Marshall’s office on this topic.
- d. DF brought it to the Board’s attention that open seats on the Board remain unfilled. DF will forward the Board’s recommendations to the Governor.

6. Administrative Items

- a. P-Card Log of expenditures April 2016 – July 2016 reviewed and approved. Motion to accept P-Card logs by TB/JF. Motion passed unanimously; RF approved and signed form.
- b. Travel Forms for mileage reimbursement for today’s meeting distributed by LL, completed and returned by BOA members.
- c. Financial Report: LL provided a detailed report generated by WV Oasis and provided a thorough review of accounts. Fiscal year started July 1, 2016.
- d. Board members RF, ET, TB and JF signed Oath of Office and LL notarized.
- e. LL updated the Board on responses to BRIM Loss Control Questionnaire, State Purchasing Audit and Report of Chairman Gary G. Howell of House Government Organization. LL also reported on her participation in cyber safety training.
- f. Retirement Board Administrator.
 - i. LL announced her intent to retire as of October 31, 2016.
 - ii. The Board expressed its appreciation for Lexa Lewis’s 20+ years of devoted service to the West Virginia Board of Architects. During her tenure, the duties of her position have changed and increased with the adoption of the WV Oasis system and other new challenges, all of which she has accepted and met with an undaunted spirit and good nature.
 - iii. RF will begin the search process for LL’s replacement. Tentative interviews with candidates was set for September 27 – 29, 2016.

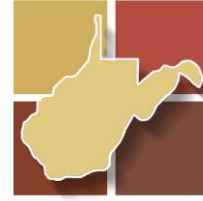
7. Next Meeting was tentatively scheduled for 12 o'clock noon December 1, 2016 at Room E-119 (Conference Room E-131) in the State Capitol Building.
8. Motion to adjourn by TB/JF at 3:15 pm.

Respectively Submitted:

Edward W. Tucker AIA, Secretary

Lexa C. Lewis, Executive Director

Meeting Agenda West Virginia Board of Architects



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

Date: December 1, 2016

Time: 12:00 PM

Order of Business

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

8. Adjournment

Meeting Minutes West Virginia Board of Architects



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

Date: Thursday, December 1, 2016

Time: 12:00 P.M.

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

Absent: Todd E. Boggess (TB)

Order of Business

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

5. New Business

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

6. Administrative Items

- a. P-Card Log of expenditures August – October 2016 reviewed and approved. Motion to approve all administrative items on agenda by ES/JF. Motion passed unanimously; RF approved and signed P-Card form.
- b. Travel Forms for mileage reimbursement for today's meeting distributed by EP, completed and returned by BOA members.
- c. Sick and Annual Leave forms: See 6a.
- d. Financial Report: EP provided a one-page report summary; following additional training EP will generate more detailed reports through WV Oasis system. Fiscal year ending June 30, 2016.
- e. Response to WV Purchasing Audit.
 - i. 6 issues were identified by audit that required response.
 - ii. Former Board Executive Director Lexa Lewis provided initial response.
 - iii. WV Purchasing responded with a request for an action plan involving more training for Executive Director and instructions for obtaining bids/multiple quotations for large purchase items and how to obtain a sole source provider of a service.

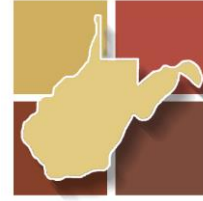
- iv. EP has worked with Greg Clay from Purchasing and completed and submitted the Action Plan to get the Board into compliance.
- 7. Next Meeting was tentatively scheduled for 12 o'clock noon March 2, 2017 at NEW OFFICE LOCATION: 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.
- 8. Motion to adjourn by JF/ES at 4:05 pm.

Respectively Submitted:

Edward W. Tucker AIA, Secretary

Emily B. Papadopoulos, Executive Director

Meeting Agenda West Virginia Board of Architects



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

Date: March 2, 2017

Time: 12:00 PM

Order of Business

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

8. Adjournment

Meeting Minutes West Virginia Board of Architects



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

Date: Thursday, March 2, 2017

Time: 12:00 P.M.

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

Absent: None

Order of Business

1. Meeting called to order at 12:15 p.m. by President Richard Forren.
 - a. Adam Krason and Wendy Scatterday were introduced and welcomed as new (Architect) Members of the WV Board of Architects. Each completed the oath of office.
 - b. AK and WS each completed their oath of office.
 - c. It was noted that the Board now has a full contingent of members thanks to recent gubernatorial appointments and reappointments.
2. Approval of Minutes
 - a. December 1, 2016 Board Meeting Minutes were approved. Motion to approve ES/ET. Motion passed unanimously.
3. Administrative Items
 - a. P-Card Log of expenditures November 2016 – January 2017 reviewed; motion to approve AK/TB passed unanimously. Updated P-Card Policy and Procedures reviewed; motion to approve AK/WS passed unanimously.
 - b. Travel forms for mileage reimbursement for today's meeting distributed by EP, completed and returned by BOA members. Process was reviewed for newest BOA members.
 - c. Sick and Annual Leave forms November 2016 – February 2017 reviewed and approved with motion in item 3a.
 - d. Financial Report: EP provided detailed report through WV Oasis system. Fiscal year ending June 30, 2017. Motion to accept AK/TB passed unanimously.
 - i. During review of item 3d, the Board directed EP to investigate the purchase of a new laptop computer for office use.

- e. Personnel:
 - i. EP reported that the transition from former Board Executive Director Lexa Lewis has required extra time to resolve issues with WV payroll office i.e. corrected W-2's etc.
 - ii. EP presented a policy proposal for Flex Time dated March 2, 2017. Following discussion, the policy was approved unanimously; motion by ET/TB.
 - iii. The Board voted to go into Executive Session to discuss personnel matters. Following this, motion made by JF/TB to move EP from probationary to permanent employment status and raise her salary at the completion of the six months in accordance with the agreement executed by RF/EP. Motion passed unanimously. The Board expressed its appreciation and satisfaction with EP's performance.
 - f. EP reported on her recent training meetings (Purchasing, PEIA Retirement Board, Payroll) and attendance at Licensing Boards Association Meeting. EP discussed legislative bills introduced this session of relevance to licensing boards.
4. Old Business
- a. Update on new location for the WV Board of Architects.
 - i. EP reported she is very satisfied with the new office space.
 - ii. Cost for the move came in a little less than the mover's estimate.
 - iii. Ideas for displaying artifacts or architectural artwork are welcome.
 - b. Review of Website Changes
 - i. EP distributed list of improvements suggested based on report from legislative audit. The list includes points given for features that our website already has.
 - ii. Discussed need to obtain bids for website maintenance. EP will talk with other boards to see if they can help inform as to how they have divided services (or not) for web changes, services, etc.
 - iii. Board members are encouraged to visit other licensing board websites and report good examples that we could follow.
 - c. Update on Rules Revisions at WV Legislature: ET reported on appearances at hearings. Rule revisions, initially detailed in Senate Bill 86 and House Bill 2235, are now bundled with other boards' rule revisions in House Bill 2219.
 - d. Discussion of NCARB Survey responses
 - i. Discussion focused on NCARB's Integrated Path to Architectural Licensure (IPAL) and how well this method may or may not work with our Rules.
 - ii. In summary, our Rules accept what NCARB accepts. When they were written, the only path to licensure was linear: Education, Experience, Examination. With IPAL these three requirements remain unchanged; however, the three occur in overlapping fashion.
 - iii. Suggestion was for board members to become more educated about IPAL through a webinar or other means before considering whether or not our Rules need to be changed or not.

5. New Business
 - a. Reciprocal Applications: Applicants McConnell and Davis were found to be complete and suitable for licensure (without NCARB certificate).
 - i. One applicant reported felony indictment; Board requests certificate of good standing from Maryland, copy of police report and supplemental information in order to make recommendation.
 - ii. One applicant from foreign country has applied for reciprocal licensure with BEFA certificate; however, applicant needs to apply for initial registration as applicant has not passed ARE nor is he licensed by a registration authority recognized by the Board.
 - b. Reinstatements:
 - i. In reviewing applications for reinstatement, the Board discussed penalties for practice with an inactive registration and when they should be assessed.
 - ii. Reinstatements were approved for Brooks, Kliesch, and Randolph. Applicant Marshall must provide more information demonstrating that he has met the continuing education requirement over a two year span.
 - c. Discussion of Frequently Asked Questions via calls and emails
 - i. As EP fields phone calls and questions relating to licensure, patterns emerge, hence with assurance from the Board that the Rules are being applied correctly "FAQ's" can be answered consistently and confidently. This may produce more emailed questions to Board members during EP's first year or two, but in time these will decrease.
 - ii. An example: Is a person allowed to solicit architectural services without holding a (reciprocal) license in WV (i.e. fish without a license)?
 - d. Record Retention Policy
 - i. The Board does not have a current Record Retention Policy. EP distributed example policies from two other boards.
 - e. Requests for Information since last meeting
 - i. EP reported that recent requests for information include an inquiry from the Attorney General's Office regarding if the Board had plans to propose or support any legislation during the 2017 Session and an request from Senator Craig Blair, Chairman of the Senate Government Organization Committee, to enumerate the Board's total legal expenses for 2016.
6. Complaints
 - a. Complaint received February 13, 2017 (complaint #02-13-2017)
 - i. RF and ES recused themselves and left the meeting due to their associations with parties involved.
 - ii. EP gave a summary of the complaint. Following discussion of information presented in the complaint, Board determined that it needed to review the numerous documents in detail. Copies are to be distributed to the five members, who will hold a conference call on March 13 at 2:00 PM to adequately review the complaint (2-2-4.8.3).
7. Next Meeting was tentatively scheduled for 12 o'clock noon June 1, 2017 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV. Additional meetings are scheduled for the same location and time on Sept. 7, 2017 and Dec. 7, 2017.
8. Motion to adjourn by AK/TD at 4:35 pm.

Respectively Submitted:

Edward W. Tucker AIA, Secretary

Emily B. Papadopoulos, Executive Director

Meeting Agenda West Virginia Board of Architects



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

Date: June 15, 2017

Time: 12:00 PM

Order of Business

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

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

8. Adjournment

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

Meeting Minutes West Virginia Board of Architects



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

Date: Thursday, June 15, 2017

Time: 12:00 P.M.

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

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

Order of Business

1. Meeting called to order at 12:10 p.m. by President Richard Forren.
2. Approval of Minutes
 - a. March 2, 2017 Board Meeting Minutes were approved. Motion to approve ES/WS. Motion passed unanimously.
3. Old Business
 - a. Update on Rules Revisions at WV Legislature:
 - i. Rules were passed by legislature in "Bundle Bill" and signed by the Governor on April 25, 2017.
 - ii. Sunset date change was the only change resulting from review process.
 - iii. Rules recorded and become effective July 1, 2017.
 - b. Review of Website Updates and Future Development
 - i. EP has talked with other boards to learn how they have divided services (or not) for web changes, services, etc. Our site's data records and search tool of licensees is more robust than many other similar agencies.
 - ii. WV Interactive has a state contract to maintain websites for \$40/month. On-line dollar transactions would be charged above this cost a percentage of each transaction.
 - iii. EP asked the board what they would like to have revised, added, deleted, etc. from the website.
 1. Following discussion, consensus of a few items were:
 - a. EP should be able to make most updates without going through web support company.
 - b. Site should be "friendly" to the variety of screen types i.e. PC, tablet, phone.
 - c. Current forms, and web access to them, needs to be revised to clarify paths/forms of registration and renewal.
 2. Motion to seek proposals made by ES/WS passed unanimously.
 - c. Record Retention Policy. EP has been busy with CE audit, renewals, etc.; no new information on this item at this time.

- d. Computer Purchase. EP has explored options for a new computer. Motion to purchase a new computer with requisite accessories and software for a cost not to exceed \$2,000 by AK/WS passed unanimously.
4. New Business
- a. Reciprocal Applications to be Reviewed
 - i. Motion to approve Hennessey ET/WS passed unanimously.
 - ii. Kittle application incomplete at this time. EP will continue communication with applicant.
 - b. Reinstatements to be Reviewed
 - i. 11 reinstatement applications were reviewed.
 - 1. 7 of 11 stated they have not practiced in WV during inactive period
 - 2. More information is required of 3 applicants before determination can be made; EP will continue communications with each.
 - 3. Columbus stated he has practiced during inactive period. He is assessed \$250 plus \$150 for practicing during inactive period plus \$75 renewal fee for 2017-18. RF to write letter of reprimand.
 - 4. BOA clarified for EP that the date of license expiration should be considered the renewal date for purposes of determining if an architect is eligible for reinstatement.
 - 5. RF asked AK to review and revise the matrix that establishes our policy regarding how we respond to architects practicing while inactive and reinstatement requirements. AK agreed to prepare a draft for review by the BOA.
5. Administrative Items
- a. P-Card Log of expenditures February 2017 – May 2017 reviewed.
 - b. EP alerted the BOA that she has acquired a “Ghost Card” that will allow her to make reservations and payment for board member travel without board members having to physically present a card.
 - c. Travel Forms for mileage reimbursement for today’s meeting distributed by EP, completed and returned by BOA members.
 - d. Sick and Annual Leave forms February 2017 – May 2017 reviewed.
 - e. Motion to approve Administrative Items a. c. and d. by ET/WS passed unanimously.
 - f. Financial Report: Current and Fiscal Year (FY) 2017-2018 budgets were distributed and reviewed. Motion by ES/WS to approve FY 2017-2018 budget as presented passed unanimously.
 - i. During review of item 3d, the Board directed EP to investigate the purchase of a new laptop computer for office use.
 - g. Report of Recent Training and Licensing Boards Association Meeting (EP):
 - i. Purchasing training has been a big priority in recent months. EP will do additional training June 28 after which she will have the recommended 10 hours of purchasing training.
 - ii. EP attended Cash Handling training, Budget Development sessions (3 webinars) and a lunch and learn with the WV Licensing Boards Association.
 - iii. EP is in the process of studying necessary due diligence bidding for printing of certificates.
 - h. Anticipated Training: EP plans to attend the Purchasing Conference in August 2017 where one can receive all 10 hours of recommended annual training.
 - i. EP reported that the temporary summer employee is working out well with his assistance with routine office work, renewal clerical work, certificates, etc.
6. Good of the Order – no new business.
7. Discipline & Complaints

- a. Follow-up questions from recently registered architect
 - b. Complaint 2-13-2017: No new information; the Board has not received a response from its letter requesting additional information.
8. Next Meeting was tentatively scheduled for 12 o'clock noon September 7, 2017 at 405 Capitol Street in the 4th Floor Conference Room, Charleston WV.
9. Motion to adjourn by WS/ET at 4:05 pm.

Respectively Submitted:

Edward W. Tucker AIA, Secretary

Emily B. Papadopoulos, Executive Director