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REGULATORY BOARD REVIEW BOARD OF ARCHITECTS

AUDIT OVERVIEW

Licensure of the Practice of Architecture Is Needed to Protect Public Interest and Should Be Continued

The West Virginia Board of Architects Complies With Most of the General Provisions of Chapter 30

The Website for the West Virginia Board of Architects Needs Improvements to Enhance User-Friendliness and Transparency



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EXECUTIVE SUMMARY

The Legislative Auditor conducted a Regulatory Board Review of the West Virginia Board of Architects pursuant to *West Virginia Code §4-10-10(b)(8)*. Objectives of this audit were to assess the need for the Board, the compliance with provisions of Chapter 30 and other applicable laws, and evaluate the website for user-friendliness and transparency. The report contains the following issues:

Report Highlights:

Issue 1: Licensure of the Practice of Architecture Is Needed to Protect Public Interest and Should Be Continued.

- The West Virginia Board of Architects was created to protect the public against the unauthorized, unqualified and incompetent practice of architecture.
- There is no regulatory body over architects at the national level. The only regulatory authority over architects are state boards established in all 50 states.
- The competency of architects is important for public safety because deficient architectural designs could lead to improperly constructed buildings. There have been several incidents across the country of fatalities and significant monetary damages attributed to improper architectural designs of facilities.
- Therefore, it is the opinion of the Legislative Auditor that it is necessary to continue licensing the profession of architecture to protect the public interest and safety.

Issue 2: The West Virginia Board of Architects Complies With Most of the General Provisions of Chapter 30 of the West Virginia Code.

- The Board is financially self-sufficient and maintains an end-of-year cash balance that is at a prudent level.
- The Board resolves complaints in a timely manner and has established continuing education requirements.
- The Board should send status reports to complainants as required by *West Virginia Code §30-1-5(c)*, utilize the State Treasurer's lock box system, request new appointments for board members, and attend the orientation seminar as required by *West Virginia Code §30-1-2a*.

Issue 3: The Website for the West Virginia Board of Architects Needs Improvements to Enhance User-Friendliness and Transparency.

- The Board’s website is simple to navigate, but could use some user-friendly features such as foreign language accessibility, site functionality, feedback options and mobile functionality.
- The Board’s website could benefit from additional transparency features such as a board budget, performance measures, agency history and a calendar of events.

PERD’s Response of the Agency’s Written Response

The Board’s written response (see Appendix E) indicates that it is in agreement with each of findings from the review.

Recommendations:

1. *The Legislative Auditor recommends that the Legislature continue licensing the profession of architecture to protect the public interest and safety.*
2. *The Legislative Auditor recommends that the Board send status reports to complainants as required by West Virginia Code §30-1-5(c).*
3. *The Legislative Auditor recommends the Board utilize the State Treasurer’s lock box system.*
4. *The Legislative Auditor recommends the Board should continue to request new appointments from the Governor’s Office to fill the expired and vacant positions on the Board.*
5. *The Legislative Auditor recommends the Board’s current members adhere to code and attend at least one legislative seminar during their term of office.*
6. *The Legislative Auditor recommends that the Board enhance the user-friendliness and transparency of its website by incorporating more of the website elements identified.*

ISSUE1

Licensure of the Practice of Architecture Is Needed to Protect Public Interest and Should Be Continued.

Issue Summary

The practice of architecture is defined as various services such as planning, preliminary studies, designs, drawings, specifications and other technical submissions in connection with the design, construction, enlargement or alteration of buildings that have the principal purpose of human occupancy or habitation. The profession of architecture is technical by nature. State regulations require registered architects to have an accredited professional degree in architecture. The competency of architects is important for public safety because deficient architectural designs could lead to improperly constructed buildings that could result in significant monetary damages, injuries, or fatalities. There have been several incidents across the country of fatalities and significant monetary damages attributed to improper architectural designs of facilities. There is no regulatory body over architects at the national level. The only regulatory authority over architects are state boards established in all 50 states. Although the harm that incompetent or unethical architects can cause would likely be addressed in a court of law, without the Board there would be no entity to require continuing education and address complaints or impose disciplinary actions. Continuing education is important to maintain competency, and while a court of law may be able to address damages from incompetent or unethical architects, license revocation would generally be the Board's responsibility. Therefore, the Legislative Auditor recommends that the Legislature continue licensing the profession of architecture to protect the public interest and safety.

There have been several incidents across the country of fatalities and significant monetary damages attributed to improper architectural designs of facilities.

The Legislative Auditor Reaffirms His 2003 Finding That State Regulation of Architects Be Continued

The Board of Architects was created under *West Virginia Code §30-12-1* in 1921 and reenacted in 1990. The purpose of the Board, as stated in *West Virginia Code §30-12-1* is to “...safeguard the life, health, property, and public welfare of the people of this state and to protect the people against the unauthorized, unqualified and improper practice of architecture...” The Board consists of five architects and two lay members. The duties of the Board include enforcement of licensure, establishing continuing education requirements, and investigating and resolving complaints. The Board employs one full-time employee as an executive director.

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This report is a Regulatory Board Evaluation which according to *West Virginia Code §4-10-9(d) (7)* may include a “...*recommendation as to whether the regulatory board under review should be continued, consolidated or terminated.*” In determining if there is a need for a regulatory board of architects, a primary consideration is whether the unregulated practice of the profession would create any physical, mental, or emotional harm to the public. The Performance Evaluation and Research Division (PERD) conducted an evaluation in 2003. In that report, the Legislative Auditor reported that, “*Architects are responsible for functions which are potentially harmful to the public if competency is not regulated.*” **After this review, the Legislative Auditor finds that, as in 2003, licensure of architects is necessary for protecting the citizens of West Virginia and recommends continuing the regulation by the Board.**

The Practice of Architecture Facilitates Sound Construction of Buildings

The “*practice of architecture*” is defined in the *WV Code (§30-12-2)* as:

... rendering or offering to render those services, hereinafter described, in connection with the design and construction, enlargement or alteration of a building or group of buildings and the space within and surrounding such buildings, which have as their principal purpose human occupancy or habitation; the services referred to include planning, providing preliminary studies, designs, drawings, specifications and other technical submissions and administration of construction contracts.

A member of the board states:

The West Virginia Board of Architects protects the public of the state by ensuring that all architect registrants have had the proper education and training at the time of licensure, that they have passed a rigorous examination on technical and

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practice issues and that they continually educate themselves on related issues.

Architects perform a variety of duties such as meeting with clients to determine objectives and requirements for structures, estimating the amount of required materials and preparing structure specifications. Another important role of a licensed architect is providing technical submissions or construction documents to county or municipal building inspectors for the purpose of obtaining building permits. In West Virginia, the State Fire Commission has promulgated rules pertaining to the statewide building code. In developing technical submissions, architects must follow state and local building codes, zoning laws, fire regulations and other ordinances, such as those requiring easy building access for people who are disabled. According to *West Virginia Code §30-12-7*, technical submissions may come from either a licensed architect or registered engineer.

According to *West Virginia Code §29-3-5b*, counties and municipalities may choose to adopt the building code and thus enforce the parameters within the law. The West Virginia Deputy Fire Marshal reported “*It is up to each county or municipality if they choose to adopt the building code or not.*” Thirty-seven (37) municipalities and 7 counties have adopted the state building code (see Appendix D). The municipalities and counties that adopted the state building code are required to abide by the 2012 International Building Code (IBC), which echoes the language in *West Virginia Code §30-12-7* by stating that building permit applications shall be accompanied by construction documents submitted by a “*registered design professional.*” According to the West Virginia Deputy Fire Marshal the “*...plans would be required to be submitted by a West Virginia Registered Architect or Engineer. An out of state Architect would have to enlist a West Virginia Architect to submit plans for him/her.*”

Architectural designs are utilized for a variety of projects within the state. For example, according to the Director of Architecture for the School Building Authority (SBA), “*The SBA policy requires that all architects and engineers must be licensed in WV and they must ensure that their designs comply with all applicable codes and standards. Designs are forwarded to each enforcement agency having jurisdiction in that particular project location (fire marshal, health department, division of highways etc.) for review and approval prior to bidding.*” Architects are responsible for functions that are potentially harmful if not regulated. Architects provide design structures for human occupancy, and the safety and stability of structures are important to the citizens of West Virginia.

Architects perform a variety of duties such as meeting with clients to determine objectives and requirements for structures, estimating the amount of required materials and preparing structure specifications. Another important role of a licensed architect is providing technical submissions or construction documents to county or municipal building inspectors for the purpose of obtaining building permits.

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The Potential for Public Harm Is Discernible and Significant

PERD requested the Legislative Services Division within the Office of the Legislative Auditor provide a search for legal actions against architects within West Virginia that reached the Supreme Court of Appeals. Currently, there is no database available to search all civil actions that have been filed at the circuit court level. Legislative Services reported two cases against architects. The first case was in 2008 when homeowners sued the construction contractor and the architects for issues arising from a home renovation project. The homeowners and the contractor reached a settlement, but the trial against the architect was delayed. After four years, the architects requested the court dismiss the case claiming the homeowners had failed to prosecute after they filed suit. The circuit court dismissed the case and the West Virginia Supreme Court upheld the decision. The second case, in 2000, arose from the construction of a television broadcast facility in Huntington, WV. An architectural firm was named in the original lawsuit. However, according to Legislative Services, the case was “...either settled out or was dismissed before the case went to trial. The lawsuit focused on the contractor, alleging that the contractor had failed to follow the architect’s plans.”

While the two lawsuits found by Legislative Services do not provide conclusive evidence of harm occurring in the state, they do indicate the potential for harm that can arise from the work of architects. However, PERD found a variety of cases against architects that have been filed around the country. For example, in 2007 the Massachusetts Institute of Technology filed a negligence suit against world-renowned architect Frank Gehry, charging that flaws in his design of the \$300 million Stata Center in Cambridge, Massachusetts caused leaks to spring, masonry to crack, mold to grow and drainage to back up. Also, in 2009 the town of Breckinridge, Colorado, filed and won a lawsuit against a Denver-based architecture firm for breach of contract regarding design defects. In 2012, Microsoft filed a lawsuit against Callison Architecture reporting that the Seattle firm designed a faulty roofing system at the Central Washington data center that threatened to expose tens of thousands of computer servers to condensation, mold and water leaks. Finally, in 2014 a Kanawha County hotel owner sued an architect design company alleging that damage to the hotel property was caused by faulty design. The plaintiffs reported that they hired the defendants to help with an extensive hotel remodeling project in February 2012 when the facility was being renovated. The suit alleged after the installation of a designed decorative visual barrier, air conditioning units began to leak water and thus damaged the walls.

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PERD also conducted a review of Sunset reports from other states that are required to determine the need for the regulatory board of architects. In 1997, the Colorado Office of Policy and Research within the Department of Regulatory Agencies reviewed the need for continuing its board of architects. The report identified the potential for public harm by citing examples of design flaws that led to unsafe structures and caused significant public harm. Examples of this included the 1980 MGM Grand Las Vegas hotel fire that killed 85 people, and the 1981 Kansas City Hyatt Regency Hotel suspended walkway collapse that caused 114 fatalities. The Colorado report concluded that, “*Architects serve an important role in protecting the public through safe design of buildings and structures. Because of the significant potential for public harm by the practice of architecture by untrained or unethical practitioners, the regulation of architects by the state should continue.*”

The Texas Sunset Advisory Commission conducted a 2012 review on the Board of Architectural Examiners. The Texas Commission reported that regulation by licensure was needed and that “*Competent design of a space is essential to the health, safety, and welfare to the public both inside and outside of the structure.*” The report indicated that architectural designs represent a significant investment “*...both in terms of the initial cost of the construction and the long-term costs associated with the maintenance and upkeep of the structure over time. Poorly designed structures can also result in economic loss to the owner once built.*”

By submitting design documents to building officials that adhere to the state building code, architects fill an important role in public protection. Without the oversight and regulation of licensed architects, the public could be put at risk of buildings not built to code, fire safety standards not being met, poor structural integrity, and disability access not being constructed.

Architects Are Regulated By Licensure in All 50 States

In the United States, all 50 states have regulatory boards that require individuals to be licensed before they can call themselves architects or contract to provide architectural services. During FY 2014, the Board had 1,221 active registered architects (see Table 1). As noted within Table 1, the majority of licensed architects live out-of-state. Due to the nature of the profession, it is common for architects to be licensed in more than one state. In fact, according to a 2010 National Council of Architectural Registration Boards (NCARB) survey, 40 states had more out-of-state architects licensed through their board than in-state architects.

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Table 1
The Board of Architects' Registered Architects
Fiscal Years 2012-2014

Fiscal Year	Total Architects Registered	In-State	Out-of-State
2012	1,108	116	992
2013	1,216	120	1,096
2014	1,221	123	1,098

Source: The Board of Architects annual reports.

NCARB is not a national regulatory body but a credentialing body. State architect boards utilize NCARB services such as its Architect Registration Examination, the Intern Development Program and the NCARB certification credential as a means to determine architect competency. However, while architects are required to pass NCARB's examination by all states, and passing the exam makes an architect eligible to receive NCARB's credential, not all architects have the credential most likely because they are not willing to pay for the one-time cost of \$1,500. NCARB does not have a complaint process or requirements for continuing education, although it does offer continuing education courses that state boards publicize to its licensed architects.

NCARB is not a national regulatory body but a credentialing body.

Each jurisdiction sets its own requirements for initial registration, examination, and continuing education. According to *West Virginia CSR §2-1-5*, applicants for a standard registration must:

- be of good moral character,
- hold a professional degree from a program accredited by the National Architectural Accrediting Board or have satisfied the education requirements as specified in the NCARB education standards,
- meet all training requirements specified by the NCARB Intern Development Program, and
- have passed NCARB's Architect Registration Examination.

NCARB does not have a complaint process or requirements for continuing education, although it does offer continuing education courses that state boards publicize to its licensed architects.

The Board may consider other experience in substitution for the registration requirements listed above, but only if the Board considers the experience to be equivalent to or better than the registration requirements.

The Board Maintains Licensee Competency

According to NCARB, not all states require that architects complete continuing education to update their professional skills. Also, those individuals who have the NCARB certification are not required by NCARB to take continuing education for annual renewal. However, the general provision of Chapter 30, Article 1 of the West Virginia Code, require all regulatory boards to establish continuing education (*W. Va. §30-1-7a*). The Board of Architects requires active licensees to provide documentation of 12 hours continuing education units within the preceding year's licensing period that are obtained in Health, Safety, and Welfare subjects by structured education activities. It is the Legislative Auditor's opinion that continuing education is necessary to maintain competency in the field of architecture and facilitates public safety.

Conclusion

According to the Occupational Outlook Handbook, as published by the United States Department of Labor, about one in five architects is self-employed. Thus, licensees would work directly with the public without the supervision of an employer, creating potential harm against the public if competency of architects is not assured. Architects design structures for human occupancy, and the safety and stability of the structures are important to protect the citizens of West Virginia. Examples of harm that could occur include buildings not built to code, fire safety standards not met, poor structural integrity, and disability access not properly constructed. This would jeopardize public safety and result in significant monetary damages. **Therefore, it is the opinion of the Legislative Auditor that it is necessary to continue licensing the profession of architecture to protect the public interest and safety.**

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Recommendation

1. *The Legislative Auditor recommends that the Legislature continue licensing the profession of architecture to protect the public interest and safety.*

Issue 2

The West Virginia Board of Architects Complies With Most of the General Provisions of Chapter 30.

Issue Summary

The Board is financially self-sufficient, accessible to the public, has continuing education requirements, and maintains due process rights for licensees. However, the Board does not send status reports to the party filing a complaint six months after the initial filing of the complaint. The Board has one full-time employee. Consequently, the Board's financial internal controls are deficient, particularly in the area of segregation of duties. The Board does not use the statewide lockbox system, in which licensees mail fees directly to a post office box accessible only by the State Treasurer. The lockbox system lowers the potential for fraud for smaller regulatory boards that cannot properly segregate duties. Therefore, the Legislative Auditor recommends the Board reduce the potential for fraud and utilize the State Treasurer's lockbox system. The Board should continue to request new appointments for its board members and ensure members receive the orientation session conducted by the West Virginia State Auditor.

The Board is financially self-sufficient, accessible to the public, has continuing education requirements, and maintains due process rights for licensees.

The Board Has Complied With Most Chapter 30 Requirements

The West Virginia Board of Architects is in satisfactory compliance with most of the general provisions of Chapter 30 of the West Virginia Code. These provisions are important for the effective operation of regulatory boards. The Board is in compliance with the following provisions:

- The Chair, Executive Director, or Chief Financial Officer must annually attend an orientation session conducted by the State Auditor (§30-1-2a(c)(2));
- The Board has adopted an official seal (§30-1-4);
- The Board meets at least once annually (§30-1-5(a));
- Rules have been promulgated specifying the investigation and resolution procedure of all complaints (§30-1-8(h));
- The Board must be financially self-sufficient in carrying out its responsibilities (§30-1-6(c));
- The Board has established continuing education (§30-1-7a);
- The Board has a register of all applicants with the appropriate information specified in code, such as date of application, name, age, education and other qualifications, place of

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residence, examination required, license granted or denied, suspensions, etc. (§30-1-12(a));

- The Board has submitted the Annual Report to the governor and legislature describing transactions for the previous two years (§30-1-12(b));
- The Board has complied with public access requirements as specified by (§30-1-12(c)).

The Board is not in compliance with the following provisions:

- Each Board member shall attend at least one orientation session during each term of office (§30-1-2a (c)(3));
- The Board has investigated and resolved complaints with due process, shall send status reports to the party filing the complaint within six months of the complaint being filed, and complaints are resolved within one year of the status report (§30-1-5(c));
- The roster has been prepared and maintained of all licensees that includes name and office address (§30-1-13).

The Board's annual revenues consist of fees including registration, printed certificate, annual renewal, reciprocal registration, renewal for inactive certificate, and reinstatement of inactive certificate. The majority of the Board's annual disbursements are for rent, Information Services & Communications services, staff salary and retirement.

The Board Is Financially Self-Sufficient

The Board maintains an end-of-year cash balance that is in excess of one year of expenditures (see Table 2). *West Virginia Code §30-1-6(c)* requires that regulatory boards be self-sufficient. It is the Legislative Auditor's opinion that cash reserves in the amount of one to two times a board's annual expenditures are an acceptable level.

Table 2
The Board of Architects' Budget
Fiscal Years 2012-2014*

Fiscal Year	Beginning-of-Year Cash Balance	Revenue	Disbursements	End-of-Year Cash Balance
2012	\$261,341	\$139,625	\$127,661	\$273,305
2013	\$273,305	\$141,075	\$135,192	\$279,188
2014	\$279,188	\$130,025	\$134,250	\$274,962

Source: The West Virginia Digest of Revenue Sources, Office of the Legislative Auditor.

**Amounts Rounded to the Nearest Dollar*

The Board's annual revenues consist of fees including registration, printed certificate, annual renewal, reciprocal registration, renewal for inactive certificate, and reinstatement of inactive certificate. The majority of the Board's annual disbursements are for rent, Information Services &

Communications services, staff salary and retirement. West Virginia and the surrounding states licensure and renewal fees can be seen in Table 3. Both Kentucky and West Virginia collect renewals on an annual basis while the other surrounding states collect every two years. Therefore, on an annual basis, West Virginia has the second highest renewal fee, with Kentucky having the highest.

Table 3
Architect Licensure Fees for West Virginia and the Surrounding States

State	License and Application Fee	Renewal Fee	Renewal Time
Kentucky	\$200	\$125	Annual
Maryland	\$111	\$76	Biennial
Ohio	\$50	\$125	Biennial
Pennsylvania	\$40	\$100	Biennial
Virginia	\$75	\$55	Biennial
West Virginia	\$100	\$75	Annual

Source: Architect Boards for respective states.

The Board Resolves Complaints Yet Improvements Need to Be Made in the Complaint Process

The Legislative Auditor received disciplinary data and complaints investigated by the Board for FY 2012-2014. Complaints can be initiated by the public, the Board, or other licensing boards. A complaint must be filed in writing. Only two complaints have been received by the Board in the past three fiscal years. Both of the complaints are from two architecture firms that noticed another architecture firm was presenting a list of work its employees had completed without noting that the employees' work had been completed with multiple people while working for other architecture firms. The first complaint took 207 days to resolve. The second complaint took 270 days to resolve. Neither complaint led to disciplinary action; however, each complaint took an average eight months to resolve.

Table 4 is an overview of the complaints received, reviewed, and resolved since FY 2012. According to *West Virginia Code §30-1-5(c)*, each Chapter 30 board is required to close a complaint within 18 months of the initial filing. Also, the Board is required to send status reports to the party filing the complaint six months after the complaint was initially filed if the case has not been resolved prior to six months. The Board complies with closing complaints within the 18 month guideline. However, the Board does not comply with sending a status report on or

The Board complies with closing complaints within the 18 month guideline. However, the Board does not comply with sending a status report on or before six months of the initial complaint.

before six months of the initial complaint. **Therefore, the Board should send status reports to complainants as required by *West Virginia Code §30-1-5(c)*.**

Table 4
Complaint Decision Statistics
FY 2012-2014

Fiscal Year	Number of Complaints Received	Number of Cases with Disciplinary Actions	Average Resolution Time in Days
2012	0	0	0
2013	0	0	0
2014	2	0	239

Source: The Board of Architects

The Board Has Established Continuing Education Requirements

According to *West Virginia Code §30-1-7a*, “Each board referred to in this chapter shall establish continuing education requirements as a prerequisite to license renewal. Each board shall develop continuing education criteria appropriate to its discipline, which shall include, but not be limited to, course content, course approval, hours required and reporting periods.” The Board of Architects has established continuing education requirements under *West Virginia CSR 2-1-8.4.1*, which requires active licensees to provide documentation of 12 hours continuing education units within the preceding year’s licensing period that are obtained in Health, Safety, and Welfare subjects by structured education activities. The Board also verifies compliance with continuing education by randomly auditing five percent of registrants. **Therefore, the Board is in compliance with *West Virginia Code §30-1-7a*.**

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The Board’s Financial Management Lacks Internal Controls Because of an Inadequate Number of Staff

The Board’s staff is made up of one full-time employee who serves as the executive director. With only one employee, it is impossible to segregate duties. Segregation of duties is important because it safeguards against improper use or loss of the Board’s resources. In order to have adequate segregation of duties, there should be controls in place that prevent one person from overseeing every control activity associated

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with purchasing and receiving revenue, such as authorizing transactions, receiving merchandise, receiving and depositing revenue, recording transactions, and maintaining custody of assets.

As an example of appropriate segregation of duties for handling cash, the West Virginia State Treasurer specifies in its *Cash Receipts Handbook for West Virginia Spending Units*, “Unless otherwise authorized by the State Treasurers Office, an individual should not have the sole responsibility for more than one of the following cash handling components:”

- Collecting,
- Depositing,
- Disbursement, and
- Reconciling.

According to the executive director, “The Board reviews and approves the financial report at every board meeting. The board approves the monthly routine expenditures and new purchases that may be needed for the board office.” While the Board reviews finances, by having one employee the Board is unable to segregate duties.

All initial registrants and reinstatements must be approved by the Board so there is no option for electronically paying these fees. When the executive director receives a check, she makes a copy of the check and registers the architect. When the architect is registered and entered on the Access program she makes a cash receipt transaction on OASIS. She then deposits it in the bank. She attaches the deposit receipt from the bank with the copy of the deposit slip. After that, she attaches both to the printed registration ledger sheet for the day and files it in the Bank Deposit file.

For disbursements, bills like building rent are paid on OASIS. The P-Card is used for as many purchases as possible. These purchases must be approved by the Board. The P-Card is used to purchase office supplies, pay the internet bill, and for hospitality. Invoices are paid on the WVOASIS system. Once the Auditor approves the transaction, it is paid by a state check. The executive director records the name of the vendor being paid, the amount and date paid in a desk ledger book. Next, she files the paid invoice in the file for the month it is paid.

In order to assess the risk of fraud and gain a reasonable assurance that fraud has not occurred, PERD examined the Board’s revenue and expenditures. PERD calculated the percentage of low-risk expenditures.

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For disbursements, bills like building rent are paid on OASIS. The P-Card is used for as many purchases as possible. These purchases must be approved by the Board.

PERD evaluated the Board's FY 2012-2014 expenditures and found over 90 percent of the Board's expenses consisted of expected expenditures to expected vendors. Therefore, the Legislative Auditor's opinion is that when the Board's required expenditures are 90 percent or more of the Board's total annual expenditures, the likelihood of fraud having occurred on the expenditure side is relatively low.

For revenue, PERD determined expected revenue and compared it with actual revenue in Table 5. The Legislative Auditor calculated the minimum expected revenue for the Board by multiplying the annual renewal fees by the number of individuals actively licensed by the Board for FY 2012-2014. The expected revenue for FY 2012-2014 is much lower than the actual revenue. There would be concern if expected revenue was significantly higher than actual revenue and would require additional inquiry by PERD.

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Fiscal Year	Number of Active Licensees	Annual Renewal	Expected Revenue	Actual Revenue
2012	1,108	\$75	\$83,100	\$139,625
2013	1,216	\$75	\$91,200	\$141,075
2014	1,221	\$75	\$91,575	\$130,025

Source: The West Virginia Digest of Revenue Sources, Office of the Legislative Auditor.

However, despite these findings, the Board is still at risk for fraud and should consider adopting additional steps to further reduce the potential for fraud. The Board does not use the State Treasurer's lock box system that allows licensees to mail fees directly to a post office box accessible only by the State Treasurer. This would lower the potential for fraud. **Therefore, Legislative Auditor recommends the Board utilize the State Treasurer's lock box system.**

The Board has not had seven members since 2005.

The Board Should Request New Appointments and Ensure Members Receive the Required Orientation Sessions

According to *West Virginia Code §30-12-1*, the Board is to consist of five architects and two lay members for a total of seven members appointed by the governor, with the advice and consent of the Senate. Each board member is appointed for a term of five years. The Board has not had seven members since 2005.

Presently, there are only five members serving on the Board. Of those, one continues to serve under a term that expired in 2009. The Board has not received any appointments to fill vacant positions or the expired term, but continues to request new appointments at least once a year. **Therefore, the Board should continue to request new appointments from the Governor’s Office to fill the expired and vacant positions on the Board.**

According to *West Virginia Code §30-1-2a*, the West Virginia State Auditor shall provide “...at least one seminar each year for state licensing boards to inform the boards of duties and requirements imposed by state law and rules.” House Bill 4002, effective June 4, 2012, requires each board member “...to attend at least one seminar provided under this section during each term of office.” Currently, none of the Board members have attended a seminar within the last five fiscal years. While four of the members are active and required to attend at least one seminar, one member’s term has been expired for six years. PERD requested a legal opinion regarding whether or not individuals are required to take a seminar after their term has expired. Legislative Services reported that “...during each period of years served which are equal to, or would constitute, a term that is statutorily set out for that board member, irrespective of whether the board member was reappointed to the position or is serving in a holdover capacity for that period of years.” **Therefore, it is the Legislative Auditor’s recommendation, that the Board’s current members adhere to code and attend at least one legislative seminar during their term of office.**

Of those, one continues to serve under a term that expired in 2009.

Conclusion

The West Virginia Board of Architects is compliant with most of the general provisions of West Virginia Code Chapter 30. The Board needs to comply with *West Virginia Code §30-1-5(c)* by sending six month status reports for complaints. The Legislative Auditor does have concerns with the lack of segregation of duties due to the Board having one staff member that handles all of the financials, especially since the Board does not utilize the State Treasurer’s lock box system. This creates undue financial risk for the Board. Presently, the Board has two vacancies and one term that has expired. Therefore, the Board should continue to request new appointments from the Governor’s Office. The Board needs to adhere to state code by having its members attend at least one legislative seminar provided by the West Virginia State Auditor during their term.

Currently, none of the Board members have attended a seminar within the last five fiscal years.

Recommendations

2. *The Legislative Auditor recommends that the Board send status reports to complainants as required by West Virginia Code §30-1-5(c).*
3. *The Legislative Auditor recommends the Board utilize the State Treasurer's lock box system.*
4. *The Legislative Auditor recommends the Board should continue to request new appointments from the Governor's Office to fill the expired and vacant positions on the Board.*
5. *The Legislative Auditor recommends the Board's current members adhere to code and attend at least one legislative seminar during their term of office.*

Issue 3

The Website for the West Virginia Board of Architects Needs Improvements to Enhance User-Friendliness and Transparency.

Issue Summary

The Office of the Legislative Auditor conducted a literature review on assessments of governmental websites and developed an assessment tool to evaluate West Virginia's state agencies' websites (see Appendix C). The assessment tool lists several website elements. Some elements should be included in every website, while other elements such as social media links, graphics and audio/video features may not be necessary or practical for some state agencies. Table 6 indicates that the Board integrates 32 percent of the checklist items in its website. The measure shows that the Board needs to make more improvements in user-friendliness and transparency of its website.

The Board integrates 32 percent of the checklist items in its website. The measure shows that the Board needs to make more improvements in user-friendliness and transparency of its website.

Substantial Improvement Needed	More Improvement Needed	Modest Improvement Needed	Little or No Improvement Needed
0-25%	26-50%	51-75%	76-100%
	32%		

Source: The Legislative Auditor's review of the West Virginia Board of Architects website as of March 17, 2015.

The Board's Website Scores Relatively Low in User-Friendliness and Transparency

In order to actively engage with the agency online, citizens must first be able to access and comprehend the information on government websites. Therefore, government websites should be designed to be user-friendly. A user-friendly website is understandable and easy to navigate from page to page. Government websites should also provide transparency of an agency's operation to promote accountability and trust.

The Legislative Auditor reviewed the Board's website for both user-friendliness and transparency. As illustrated below in Table 7, the website requires improvements to increase its user-friendliness and transparency. **The Board should consider making website improvements to provide a better online experience for the public and for its licensees.**

Table 7
Website Evaluation Score

Category	Possible Points	Agency Points	Percentage
User-Friendly	18	3	17%
Transparency	32	13	41%
Total	50	16	32%

Source: The Legislative Auditor's review of the Board's website as of March 17, 2015.

The Board's Website Is Navigable but Needs Additional User-Friendly Features

The Board's website is easy to navigate as there is an area to click on links to find forms, however, the page lacks a search tool and a site map that acts as an index of the entire website. Also, according to the Flesch-Kincaid Reading Test, the overall readability of the website text is on a college reading level, making it difficult to comprehend for the average citizen. **Therefore, the Board should consider lowering the reading level of its website closer to the average reading level of the 9th grade.**

According to the Flesch-Kincaid Reading Test, the overall readability of the website text is on a college reading level, making it difficult to comprehend for the average citizen.

User-Friendly Considerations

The following are a few attributes that could lead to a more user-friendly website:

- **Content Readability-** Improve the reading level of the website text content.
- **Search Tool-** A search box, preferably on every page.
- **Help Link-** A link that clearly indicates that the user can find assistance by clicking the link (i.e. "How do I...", "Questions?" or "Need assistance?")
- **Foreign Language Accessibility-** A link to translate all web pages into languages other than English.
- **Site Functionality-** The website should use sans serif fonts, include buttons to adjust the font size, and resizing of text should not distort site graphics or text.
- **Site Map-** A list of pages contained in a website that can be accessed by web crawlers and users. The Site Map acts

as an index of the entire website and a link to the Board's entire site should be located on the bottom of every page.

- **Mobile Functionality**- The agency's website is available in a mobile version and/or the agency has created mobile applications (apps).
- **FAQ Section**- A page that lists the Board's most frequent asked questions and responses.
- **Feedback Options**- A page where users can voluntarily submit feedback about the website or particular section of the website.
- **Online Survey/Poll**- A short survey that pops up and requests users to evaluate the website.

The Website Has Good Transparency Features but Modest Improvements Can Be Made

A website that is transparent should promote accountability and provide information for citizens about what the agency is doing, while also encouraging public participation. The Board's website has 41 percent of the core elements that are necessary for a general understanding of the Board's mission and performance. The Board's website contains important transparent features such as email contact information, the agency's phone number, as well as public records.

Transparency Considerations

The Board should consider providing additional elements to the website to improve the Board's transparency. The following are a few attributes that could be beneficial to the Board in increasing its transparency:

- **Physical Address**- Physical address of the state agency.
- **Location of Agency Headquarters**- The agency's contact page could include an embedded map that shows the agency's location.
- **Administrator's Biography**- A biography explaining the administrator's professional qualifications and experience.

A website that is transparent should promote accountability and provide information for citizens about what the agency is doing, while also encouraging public participation. The Board's website has 41 percent of the core elements that are necessary for a general understanding of the Board's mission and performance.

- **Privacy Policy**- A clear explanation of the agency/state's online privacy policy.
- **Complaint Form**- A specific page that contains a form to file a complaint, preferably an online form.
- **Budget**- Budget data are available at the checkbook level and ideally in a searchable database.
- **Calendar of Events**- Information on events, meetings, etc. ideally imbedded using a calendar program.
- **Performance measures, goals and outcomes**- A page linked to the homepage explaining the agency's performance, goals, measures and outcomes.
- **Agency history**- A page explaining how the agency was created, what it has done, and how, if applicable, has its mission changed over time.
- **Website Updates**- The website should have a website update status on screen and ideally for every page.

Conclusion

The Legislative Auditor finds that improvements are needed in the areas of user-friendliness and transparency to the Board's website. The website can benefit from incorporating several common features. The Board has pertinent public information on its website including its mission statement, rules and regulations, a roster of its licensees, and registration requirements for applicants. The Board's organization page has the staff member's email and telephone number, while its discipline page has a complaint form. However, providing website users with additional elements and capabilities, as suggested in the report, would greatly improve user-friendliness and transparency.

Recommendation

6. *The Legislative Auditor recommends that the Board enhance the user-friendliness and transparency of its website by incorporating more of the website elements identified.*

Appendix A Transmittal Letter

WEST VIRGINIA LEGISLATURE *Performance Evaluation and Research Division*

Building 1, Room W-314
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0610
(304) 347-4890
(304) 347-4939 FAX



John Sylvia
Director

May 20, 2015

Lexa Lewis, Executive Director
West Virginia Board of Architects
P.O. Box 9125
Huntington, WV 25704-0125

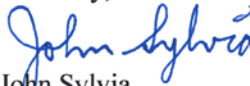
Dear Ms. Lewis:

This is to transmit a draft copy of the Performance Review of the West Virginia Board of Architects. This report is scheduled to be presented during the June 7, 2015 interim meeting of the Joint Committee on Government Operations, and the Joint Committee on Government Organization. We will inform you of the exact time and location once the information becomes available. It is expected that a representative from your agency be present at the meeting to orally respond to the report and answer any questions the committees may have.

If you would like to schedule an exit conference to discuss any concerns you may have with the report, please notify us by Tuesday, May 26, 2015. We need your written response by noon on Thursday, May 28, 2015 in order for it to be included in the final report. If your agency intends to distribute additional material to committee members at the meeting, please contact the House Government Organization staff at 340-3192 by Thursday, June 4, 2015 to make arrangements.

We request that your personnel not disclose the report to anyone not affiliated with your agency. Thank you for your cooperation.

Sincerely,


John Sylvia

Enclosure

Appendix B

Objectives, Scope and Methodology

The Performance Evaluation and Research Division (PERD) within the Office of the Legislative Auditor conducted this Regulatory Board Review of the West Virginia Board of Architects as required and authorized by the West Virginia Performance Review Act, Chapter 4, Article 10, of the *West Virginia Code*, as amended. The purpose of the West Virginia Board of Architects, as established in *West Virginia Code* §30-12, is to protect the public through its license process, and to be the regulatory and disciplinary body for licensed architects throughout the state.

Objectives

The objectives of this review are to determine if the West Virginia Board of Architects should be continued, consolidated or terminated, and if conditions warrant a change in the degree of regulations. In addition, this review is intended to assess the Board's compliance with the general provisions of Chapter 30, Article 1 of the *West Virginia Code*, the Board's enabling statute §30-12, and other applicable rules and laws such as the Open Governmental Proceedings (WVC §6-9A) and purchasing requirements. Finally, it is the objective of the Legislative Auditor to assess the Board's website for user-friendliness and transparency.

Scope

The evaluation included a review of the Board's internal controls, policy and procedures, meeting minutes, complaint files, complaint-resolution process, disciplinary procedures and actions, and revenues and expenditures for the period of fiscal years 2012-2014.

Methodology

PERD gathered and analyzed several sources of information and conducted audit procedures to assess the sufficiency and appropriateness of the information used as audit evidence. The information gathered and audit procedures are described below.

PERD staff visited the Board's office in Huntington and met with its staff. Testimonial evidence gathered for this review through interviews with the Board's staff or other agencies was confirmed by written statements and in some cases by corroborating evidence. PERD collected and analyzed the Board's complaint files, meeting minutes, annual reports, budget information, procedures for investigating and resolving complaints, and continuing education. PERD also obtained information from the Kentucky, Maryland, Ohio, Virginia and the Pennsylvania Boards of Architects regarding their licensure and continuing education requirements. This information was assessed against statutory requirements in §30-1 and §6-9A of the *West Virginia Code* as well as the Board's enabling statute §30-12 to determine the Board's compliance with such laws. Some information was also used as supporting evidence to determine the sufficiency and appropriateness of the overall evidence.

The Legislative Auditor compared the Board's actual revenues to expected revenues in order to assess the risk of fraud and to obtain reasonable assurance that revenue figures were sufficient and appropriate. Expected revenues were approximated by applying license renewal fees to the number of licensees for the period of fiscal years 2012-2014. The Legislative Auditor found that the expected revenue was lower than

the actual revenue. Therefore, our evaluation of expected and actual revenues allowed us to conclude that the risk of fraud on the revenue side was at a reasonable level and would not affect the audit objectives, and actual revenues were sufficient and appropriate.

The Legislative Auditor also tested the Board's expenditures for fiscal year 2014 to assess the risk of fraud on the expenditure side. The test involved determining if verifiable expenditures were at least 90 percent of total expenditures. Verifiable expenditures include: salaries and benefits, travel reimbursement, office rent, utilities and several other spending categories. The Legislative Auditor determined that during the scope of the review, verifiable expenses were 90 percent of total expenditures. These percentages gave reasonable assurance that the risk of fraud on the expenditure side was not significant enough to affect the audit objectives.

In order to evaluate state agency websites, the Legislative Auditor conducted a literature review of government website studies, reviewed top-ranked government websites, and reviewed the work of groups that rate government websites in order to establish a master list of essential website elements. The Brookings Institute's "2008 State and Federal E-Government in the United States" and the Rutgers University's 2008 "U.S. States E-Governance Survey (2008): An Assessment of State Websites" helped identify the top ranked states in regards to e-government. The Legislative Auditor identified three states (Indiana, Maine and Massachusetts) that were ranked in the top 10 in both studies and reviewed all 3 states' main portals for trends and common elements in transparency and open government. The Legislative Auditor also reviewed a 2010 report from the West Virginia Center on Budget and Policy that was useful in identifying a group of core elements from the master list that should be considered for state websites to increase their transparency and e-governance. It is understood that not every item listed in the master list is to be found in a department or agency website because some of the technology may not be practical or useful for some state agencies. Therefore, the Legislative Auditor compared the Board's website to the established criteria for user-friendliness and transparency so that the West Virginia Board of Architects can determine if it is progressing in step with the e-government movement and if improvements to its website should be made.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Appendix C

Website Criteria Checklist and Points System

Board of Architecture			
User-Friendly	Description	Total Points Possible	Total Agency Points
Criteria	The ease of navigation from page to page along with the usefulness of the website.	18	3
		Individual Points Possible	Individual Agency Points
Search Tool	The website should contain a search box (1), preferably on every page (1).	2 points	0 points
Help Link	There should be a link that allows users to access a FAQ section (1) and agency contact information (1) on a single page. The link's text does not have to contain the word help, but it should contain language that clearly indicates that the user can find assistance by clicking the link (i.e. "How do I...", "Questions?" or "Need assistance?")	2 points	0 points
Foreign language accessibility	A link to translate all webpages into languages other than English.	1 point	0 points
Content Readability	The website should be written on a 6 th -7 th grade reading level. The Flesch-Kincaid Test is widely used by Federal and State agencies to measure readability.	No points, see narrative	
Site Functionality	The website should use sans serif fonts (1), the website should include buttons to adjust the font size (1), and resizing of text should not distort site graphics or text (1).	3 points	1 point
Site Map	A list of pages contained in a website that can be accessed by web crawlers and users. The Site Map acts as an index of the entire website and a link to the department's entire site should be located on the bottom of every page.	1 point	0 points
Mobile Functionality	The agency's website is available in a mobile version (1) and/or the agency has created mobile applications (apps) (1).	2 points	0 points
Navigation	Every page should be linked to the agency's homepage (1) and should have a navigation bar at the top of every page (1).	2 points	2 points
FAQ Section	A page that lists the agency's most frequent asked questions and responses.	1 point	0 points
Feedback Options	A page where users can voluntarily submit feedback about the website or particular section of the website.	1 point	0 points
Online survey/poll	A short survey that pops up and requests users to evaluate the website.	1 point	0 points

Board of Architecture			
Social Media Links	The website should contain buttons that allow users to post an agency's content to social media pages such as Facebook and Twitter.	1 point	0 points
RSS Feeds	RSS stands for "Really Simple Syndication" and allows subscribers to receive regularly updated work (i.e. blog posts, news stories, audio/video, etc.) in a standardized format.	1 point	0 points
Transparency	Description	Total Points Possible	Total Agency Points
Criteria	A website which promotes accountability and provides information for citizens about what the agency is doing. It encourages public participation while also utilizing tools and methods to collaborate across all levels of government.	32	13
		Individual Points Possible	Individual Agency Points
Email	General website contact.	1 point	1 point
Physical Address	General address of stage agency.	1 point	0 points
Phone Number	Correct phone number of state agency.	1 point	1 point
Location of Agency Headquarters	The agency's contact page should include an embedded map that shows the agency's location.	1 point	0 points
Administrative officials	Names (1) and contact information (1) of administrative officials.	2 points	2 point
Administrator(s) biography	A biography explaining the administrator(s) professional qualifications and experience.	1 point	0 points
Privacy policy	A clear explanation of the agency/state's online privacy policy.	1 point	0 points
Public Records	The website should contain all applicable public records relating to the agency's function. If the website contains more than one of the following criteria the agency will receive two points: <ul style="list-style-type: none"> • Statutes • Rules and/or regulations • Contracts • Permits/licensees • Audits • Violations/disciplinary actions • Meeting Minutes • Grants 	2 points	2 points

Board of Architecture			
Complaint form	A specific page that contains a form to file a complaint (1), preferably an online form (1).	2 points	1 point
Budget	Budget data is available (1) at the checkbook level (1), ideally in a searchable database (1).	3 points	0 points
Mission statement	The agency's mission statement should be located on the homepage.	1 point	1 point
Calendar of events	Information on events, meetings, etc. (1) ideally imbedded using a calendar program (1).	2 points	1 point
e-Publications	Agency publications should be online (1) and downloadable (1).	2 points	2 points
Agency Organizational Chart	A narrative describing the agency organization (1), preferably in a pictorial representation such as a hierarchy/organizational chart (1).	2 points	2 points
Graphic capabilities	Allows users to access relevant graphics such as maps, diagrams, etc.	1 point	0 points
Audio/video features	Allows users to access and download relevant audio and video content.	1 point	0 points
FOIA information	Information on how to submit a FOIA request (1), ideally with an online submission form (1).	2 points	0 points
Performance measures/outcomes	A page linked to the homepage explaining the agencies performance measures and outcomes.	1 point	0 points
Agency history	The agency's website should include a page explaining how the agency was created, what it has done, and how, if applicable, has its mission changed over time.	1 point	0 points
Website updates	The website should have a website update status on screen (1) and ideally for every page (1).	2 points	0 points
Job Postings/links to Personnel Division website	The agency should have a section on homepage for open job postings (1) and a link to the application page Personnel Division (1).	2 points	0 points

Appendix D Building Code Adoption List

BUILDING CODE ADOPTION LIST

MUNICIPALITY	COUNTY	ADOPTED BY	ADOP DATE	TYPE
CITY OF MORGANTOWN	MONONGALIA	AUTOMATIC UPDATE TO CURRENT BUILDING CODE	4/15/2003	
WESTOVER	MONONGALIA	AUTOMATIC UPDATE TO CURRENT BUILDING CODE	7/21/2003	
CITY OF VIENNA	WOOD	ORDINANCE	9/12/2013	2012 BUILDING CODE
CITY OF BECKLEY	RALEIGH	ORDINANCE	9/10/2013	2012
CITY OF PHILIPPI	BARBOUR	COUNCIL	11/5/2013	PROPERTY MAINTENANCE ONLY
CITY OF PARKERSBURG	WOOD	AUTOMATIC UPDATE TO CURRENT BUILDING CODE	7/1/2010	
CITY OF BRIDGEPORT	HARRISON	CITY ORDINANCE	9/9/2013	2012 BUILDING CODE
JEFFERSON COUNTY COMMISSION	JEFFERSON	ORDINANCE	8/1/2013	
CITY OF CLARKSBURG	HARRISON	ORDINANCE	8/12/2014	2012 ICC
CITY OF WHEELING	OHIO	COUNCIL MEETING	10/15/2013	2012 BUILDING CODE
CITY OF SHINNISTON	HARRISON	AUTOMATIC UPDATE TO CURRENT BUILDING CODE	5/27/2003	
TOWN OF LUMBERPORT	HARRISON	ORDINANCE # 14-05 - 2012 ICC CODES	12/1/2014	ICC 2012
CITY OF STONEWOOD	HARRISON	AUTOMATIC UPDATE TO CURRENT BUILDING CODE	4/7/2003	
CITY OF SALEM	HARRISON	AUTOMATIC UPDATE TO CURRENT BUILDING CODE	9/23/2010	
HARRISON COUNTY COMMISSION	HARRISON	ORDINANCE	10/1/2009	PROPERTY MAINTENANCE
BERKELEY COUNTY COMMISSION	BERKELEY	ORDINANCE	8/29/2013	2012
CITY OF MARTINSBURG	BERKELEY	ORDINANCE	7/11/2013	2012 BUILDING CODE
CITY OF LEWISBURG	GREENBRIER	ORDINANCE	7/16/2013	2012 BUILDING CODE
CITY OF BLUEFIELD	MERCER	AUTOMATIC UPDATE TO CURRENT BUILDING CODE	4/1/2003	
HAMPSHIRE COUNTY COMMISSION	HAMPSHIRE	ORDINANCE	9/10/2013	2012 BUILDING CODE
CITY OF FAIRMONT	MARION	ORDINANCE	6/25/2013	2012 INTERNATIONAL BUILDING CODE
CITY OF WEIRTON	HANCOCK	ORDINANCE	6/10/2013	2012 ICC
CITY OF RIPLEY	JACKSON	AUTOMATIC UPDATE TO CURRENT BUILDING CODE		
CITY OF CHARLESTON	KANAWHA	ORDINANCE	9/26/2013	2012 BUILDING CODE
RALEIGH COUNTY COMMISSION	RALEIGH	COUNCIL MEETING	8/20/2013	2012 BUILDING CODE
TOWN OF NORTHFORK	MCDOWELL	COUNCIL MEETING	1/9/2012	
MCDOWELL COUNTY	MCDOWELL	AUTOMATIC UPDATE TO CURRENT BUILDING CODE	10/12/2005	
CITY OF ELKINS	RANDOLPH	COMMON CITY COUNCIL	1/19/2012	
TOWN OF MARLINTON	POCAHONTAS	TOWN RESOLUTION	2/6/2012	
CITY OF GRAFTON	TAYLOR	ORDINANCE	9/2/2014	PROPERTY MAINTENANCE ONLY
GREENBRIER COUNTY COMMISSION	GREENBRIER	ORDINANCE	11/19/2013	2012
CITY OF SUMMERSVILLE	NICHOLAS	ORDINANCE	3/29/2012	2012
CITY OF BENWOOD	MARSHALL	ORDINANCE	3/27/2012	
CITY OF WILLIAMSON	MINGO	ORDINANCE	2/13/2013	PROPERTY MAINTENANCE CODE ONLY
CITY OF RICHWOOD	NICHOLAS	ORDINANCE	4/11/2013	PROPERTY MAINTENANCE ONLY
CITY OF SOUTH CHARLESTON	KANAWHA	ORDINANCE 2196	12/5/2013	2012
CITY OF PLEASANT VALLEY	MARION	CITY COUNCIL	8/21/2013	PROPERTY MAINTENANCE ONLY
TOWN OF WORTHINGTON	MARION	ORDINANCE - AUTOMATIC UPDATE		
CITY OF MOUNDSVILLE	MARSHALL	ORDINANCE	5/3/2011	PROPERTY MAINTENANCE
CITY OF WESTON	LEWIS	ORDINANCE	1/6/2014	AUTOMATIC UPDATE TO CURRENT CODE
CITY OF KENOVA	WAYNE	ORDINANCE	1/16/2014	2012 ICC

BUILDING CODE ADOPTION LIST

TOWN OF GRANT TOWN	MARION	ORDINANCE	3/17/2014	PROPERTY MAINTENANCE ONLY
CITY OF MILTON	CABELL	ORDINANCE	2/18/2014	2012 ICC
TOWN OF FARMINGTON	MARION	ORDINANCE	8/18/2014	20132 ICC

Appendix E Agency Response



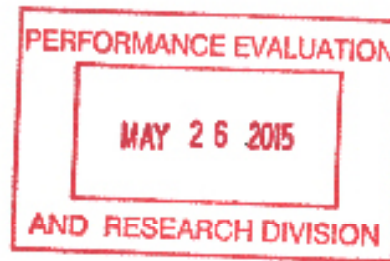
WEST VIRGINIA BOARD OF ARCHITECTS
916 Fifth Avenue, Suite 410
P.O. Box 9125
HUNTINGTON, WEST VIRGINIA 25704-0125

PHONE: (304) 326-3825
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May 26, 2015

WV Legislature Performance
Evaluation and Research Division
Building 1 Room W-314
1900 Kanawha Blvd. East
Charleston, WV 25305-0610



Dear Mr. Sylvia:

The West Virginia State Board of Architects has reviewed the Performance Review and we do not request an exit interview.

A board member and board Executive Director will attend the Joint Committee on Government Operations and the Joint Committee on Government Organization interim meeting June 7, 2015.

The board does not plan to distribute additional material to the committee members for the interim meeting on June 7, 2015.

Sincerely,

WEST VIRGINIA STATE BOARD OF ARCHITECTS

Lexa C. Lewis

Executive Director

Gregory A. Williamson, President
Chadron, WV

Edward W. Tucker, Secretary
Eccleston, WV

Jan Fox, Public Member
Charleston, WV

Richard T. Foren, Member
Fairmont, WV

Todd Buggess, Member
Princeton, WV

Lexa C. Lewis, Executive Director
Huntington, WV



WEST VIRGINIA LEGISLATIVE AUDITOR

PERFORMANCE EVALUATION & RESEARCH DIVISION

Building 1, Room W-314, State Capitol Complex, Charleston, West Virginia 25305

telephone: 1-304-347-4890 | www.legis.state.wv.us/Joint/PERD/perd.cfm | fax: 1-304-347-4939