

**STATE OF WEST VIRGINIA**

**REGULATORY BOARD EVALUATION OF THE**

**Board of Architects**

Licensure of the Practice of Architecture  
Is Needed to Protect Public Interest

The Board Satisfactorily Complies with  
Most of the General Provisions of Chapter 30

The Legislature should consider amending  
Chapter 30 of the West Virginia Code to  
prevent Board Members from also being  
compensated as Board Employees

Members of the Board of Architects  
receiving per diem pay during out of  
town conferences seems inappropriate

**OFFICE OF LEGISLATIVE AUDITOR**  
Performance Evaluation and Research Division  
Building 1, Room W-314  
State Capitol Complex

**CHARLESTON, WEST VIRGINIA 25305**  
**(304) 347-4890**

August 2001

PE01-12-211

# JOINT COMMITTEE ON GOVERNMENT OPERATIONS

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Aaron Allred, Legislative Auditor  
Office of the Legislative Auditor

John Sylvia, Director  
Performance Evaluation and Research Division

Denny Rhodes, Senior Research Analyst  
Jill Mooney, Research Analyst

**August 2001**

**WEST VIRGINIA LEGISLATURE**  
*Performance Evaluation and Research Division*

Building 1, Room W-314  
1900 Kanawha Boulevard, East  
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(304) 347-4890  
(304) 347-4939 FAX



John Sylvia  
Director

August 19, 2001

The Honorable Edwin J. Bowman  
State Senate  
129 West Circle Drive  
Weirton, West Virginia 26062

The Honorable Vicki V. Douglas  
House of Delegates  
Building 1, Room E-213  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0470

Dear Chairs:

Pursuant to the West Virginia Sunset Law, we are transmitting a Regulatory Board Evaluation of the *Board of Architects*, which will be presented to the Joint Committee on Government Operations on Sunday, August 19, 2001. The issues covered herein are "Licensure of the Practice of Architecture Is Needed to Protect Public Interest;" "The Board Satisfactorily Complies with Most of the General Provisions of Chapter 30;" "The Legislature should consider amending Chapter 30 of the West Virginia Code to prevent Board Members from also being compensated as Board Employees;" and "Members of the Board of Architects receiving per diem pay during out of town conferences seems inappropriate."

The Board of Architects declined an exit conference. We received the agency response on August 7, 2001.

Let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "John Sylvia".

John Sylvia

JS/wsc

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*Joint Committee on Government and Finance*

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## **Executive Summary**

The Board of Architects was created by the Legislature to protect the public. The Board consists of seven members; five architects and two lay members. Following last year's Regulatory Board Review the Legislature chose to continue the Board for one year. This review identifies four issues, briefly described below.

### **Issue 1: Licensure of the Practice of Architecture Is Needed to Protect Public Interest**

Architects are responsible for functions which are potentially harmful to the public if competency is not regulated. Architects design structures for human occupancy, and the safety and stability of the structure are important to protect the citizens of West Virginia. A sizeable percentage of architects are self-employed allowing for potential for harm. Currently, all 50 states have a licensing board which regulates the practice of architecture. Therefore, it is the opinion of the Legislative Auditor that it is necessary to continue licensing this profession to provide for the protection of public health and safety.

### **Issue 2: The Board Satisfactorily Complies With Most of the General Provisions of Chapter 30**

The Legislative Auditor finds that the Board of Architects has complied with the following Chapter 30 General Provisions: meets annually; maintains a record of proceedings; has a sufficient fee structure set out in rule to carry out its duties; submits annual reports to the Governor and Legislature; is listed in the state government section of the Charleston area telephone book; and attended the Auditor's orientation session.

The Board requires licensees to complete continuing education, annually conducts random audits to confirm compliance, and has revoked licenses of those who were found to be out of compliance after providing those licensees an opportunity to completed the required continuing education. Complaints are responded to and due process is provided to licensees against whom a complaint has been filed. The Board is not maintaining the required register and the roster is deficient.

### **Issue 3: The Legislature should consider amending Chapter 30 of the West Virginia Code to Prevent Board Members from also being compensated as Board employees**

The Board of Architects currently employs a full-time Administrative Secretary and a part-

time Deputy Director. The Deputy Director also serves as a voting member of the Board of Architects and receives per diem pay compensation for serving as a Board member. In essence, this individual serves as his own boss by serving a dual role as a Board member and as an employee of the Board. The Legislative Auditor considers this matter to be a possible conflict of interest. In last year's evaluation the Legislative Auditor recommended the Board seek an opinion from the Ethics Commission on whether or not simultaneous service as a Board member and Deputy Director was improper. The Ethics Commission opined that it was not a violation of the Ethics Act for a Board member to be compensated for serving as the Board's Secretary. Although the Ethics Commission determined that no violation of the Ethics Act has occurred, the Legislative Auditor considers the arrangement of a Board member also serving as paid staff has at a minimum the appearance of being inappropriate. Since there is no language in the West Virginia Code regarding the simultaneous roles of board members, the Legislative Auditor recommends that the Legislature amend the West Virginia Code to prevent all Chapter 30 licensing boards from allowing board members to serve dual roles with the same board.

**Issue 4: Members of the Board of Architects receiving per diem pay during out-of-town conferences seems inappropriate**

Since June of 1999, members of the Board of Architects have attended twenty-eight conferences, all but two of which were out-of-state. The expenses for these trips were either paid for from the Board's budget or from the National Council of Architects Registration Board. Trips included destinations such as San Francisco, Key West, Phoenix, Las Vegas, Bermuda, and the Virgin Islands. Not only did the Board members have their travel expenses paid, members also claimed per diem during these trips. The Legislative Auditor feels that Board members receiving expense paid trips, and receiving a per diem salary for taking these trips seems inappropriate. In contrast, members of the West Virginia Legislature do not claim pay compensation when attending out-of-state meetings and conferences. Legislative members do claim travel expenses and receive per diem for meals, but the Legislators do not claim pay compensation. The Legislative Auditor recommends the Legislature consider amending the West Virginia Code preventing members of boards and commissions from receiving pay compensation for attending out-of-state meetings and conferences.



## **Review Objective, Scope and Methodology**

This regulatory board evaluation of the Board of Architects was conducted in accordance with the West Virginia Sunset Law, Chapter 4, Article 10 of the West Virginia *Code*. As stated in *Code* a regulatory board evaluation is to determine whether a Board is 1) necessary for the protection of public health and safety, and 2) whether the Board is operating in compliance with applicable laws and rules. This evaluation also examined the Board's policy on dual service as member and employee as well as per diem claims for attendance at conferences.

The regulatory board evaluation of the Board covers the period of time from 1998 through June 2001.

Information compiled in this report has been acquired from the West Virginia *Code*, interviews with the Board's Secretary member and staff, examinations of the annual report, minutes, expenditure schedules, other board provided documents and prior reviews.



## **Issue 1: Licensure of the Practice of Architecture Is Needed to Protect Public Interest**

This report is a *Regulatory Board Evaluation* which requires by law a determination of whether or not licensure is necessary for the protection of public health and safety. In determining if there is a need for licensure of architects, a primary consideration is whether the unregulated practice of the profession would clearly endanger the health and safety of the public. **The finding of this issue is that licensing architects is necessary for protecting the citizens of West Virginia.**

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 of habitation; the services referred to include planning, providing preliminary studies, designs, drawings, specifications and other technical submissions and administration of construction contracts.*

Much of the architects responsibilities require specific knowledge based on a wide range of skills and capabilities. Board literature states that:

*The primary responsibility of an architect is, of course, to design buildings which are safe, durable, and satisfy reasonable environmental standards. To accomplish this, the architects design must satisfy the applicable requirements of law and also must be a correct application of the skills and knowledge of the profession.*

According to a list in the “Handbook for Building Officials” developed by the West Virginia Board of Architects and the West Virginia State Board of Registration for Professional Engineers, the architect has general responsibility for several areas. An example of those areas are:

- Site layout including zoning requirements, building layout, and parking
- Aesthetics and overall design
- Building classification including type of construction and occupancy
- Building circulation and exiting
- Life safety considerations, including fire walls, alarms and sprinkler requirements
- Interior space planning
- Interior and exterior finish materials
- Environmental impacts
- Criteria for the physically handicapped
- Overall project coordination

The Board of Architects has 1007 licensees. According to the *Occupational Outlook Handbook* as published by the United States Department of Labor about 30% of architects are self-

employed, over three times the proportion for all professionals. Thus, the majority of licensees would work directly with the public without the supervision of an employer who would have concerns for firm integrity and hiring qualified and competent individuals, and there is potential harm against the public if competency of architects is not ensured. Examples of harm that could occur include: buildings not built to code would be costly to restore to code, fire safety standards not met; poor structural integrity could endanger human life, and disability access not properly constructed could deny access to individuals.

Nationally, all 50 states have licensing boards established for architects. Twenty-five have separate licensing boards for just architects. The other half have licensing boards for multiple professions or have departments or divisions of professional regulation.

## **Conclusion**

Architects are responsible for functions which are potentially harmful to the public if competency is not regulated. Architects design structures for human occupancy, and the safety and stability of the structure are important to protect the citizens of West Virginia. A sizeable percentage of architects are self-employed allowing for potential for harm. Currently, all 50 states have a licensing board which regulates the practice of architecture. **Therefore, it is the opinion of the Legislative Auditor that it is necessary to continue licensing this profession to provide for the protection of public health and safety.**

## **Recommendation 1**

*The Legislative Auditor recommends that the Legislature continue to require architects be licensed by the State of West Virginia.*

## **Issue 2: The Board Satisfactorily Complies with Most of the General Provisions of Chapter 30**

The Board of Architects has satisfactorily complied with most applicable state laws and rules. These laws and rules, primarily found within the Board's own article of Code and in the general provisions of Chapter 30, are important in the effective operation of a licensing board. The Board has complied with the following requirements:

- The Board is listed in the state government section of the Charleston area telephone book;
- The Board maintains an internet site;
- A Board representative attended the orientation session provided by the State Auditor's Office;
- The Board meets at least once annually;
- The Board maintains a record of its proceedings;
- The Board submits annual reports to the Governor and the Legislature; and
- The Board has set fees by rule.

### **Continuing Education Requirements**

The Board of Architects requires licensees to complete 12 hours of continuing education annually. *West Virginia Code* §30-1-7a requires the Board to establish rules for continuing education, and the *Code of State Rules* §2-1-8 specifies the rules adopted by the Board concerning continuing education requirements for licensee renewals. Annually 5% of licensees are audited to determine whether continuing education requirements are being met. Those randomly selected licensees are required to submit detailed information about their continuing education hours. Submission of additional information about the continuing education may be required. Registrants whose continuing education is determined unacceptable by the Board have 180 days to complete the required hours.

In 2000, 46 licensees were audited. All but four were found to be in compliance or came into compliance after completing the requirements. These four licensees had their licenses revoked after being afforded the opportunity to complete the continuing education requirements.

## Complaint Process

The Board logs all complaints received. About half of the complaints during the scope of this review were reported by a Board member, the Board itself or another State board. More than half of the complaints alleged unlicensed practice. There were six cases reported in FY 2000 with an average length of time for a resolution being 184 days. This average includes conferences with the complainant and respondent regarding a complaint filed against a licensee. Table 1 shows the number of complaints logged for the past 3 years.

**Table 1**  
**Complaints Filed 1999 - 2001**

Year	# of Complaints	Assessed Fines	# of Fines	Suspensions	Probations	Revocations
1999	3	0	0	0	0	0
2000	6	0	0	0	0	0
2001*	3	0	0	1	0	0

\*As of July 9, 2001

Due process is provided by the Board as required in §30-1-5(b) for licensees against whom a complaint has been filed. A complaint acknowledgment is sent to the complainant after the Board conducts an initial review and preliminary review. If the Board determines there are sufficient grounds to support Board action, then the licensee against whom the allegations have been made is sent a copy of the complaint, supporting documentation and a notice of alleged violation. The licensee is informed that he/she has thirty days to submit a written response. Prior to the Board entering an order disposing of the complaint, the licensee may request an informal conference before the Board. Complainants and licensees may make a written request for the issuance of subpoenas or subpoenas duces tecum for the production of documentary evidence to the Board.

## Open Meetings

The Board is required to meet twice annually and has done so as illustrated in Table 2.

**Table 2**  
**Open Meeting Notices**

	1999	2000	2001*
<b>Notices Filed Timely</b>	2	2	1
<b>Notice Filed Late</b>	0	1	0
<b>Notices Not Filed</b>	0	2	0

\*As of June 2001. The Board is scheduled to meet July 20, 2001.

The Board also provided the Legislative Auditor with meeting minutes for which the Secretary of State had no record of notice. Notices not filed with the Secretary of State's Office in the prescribed manner hinder public access and could have potentially put any action of the Board in question. One meeting for which a notice was not filed concerned a hearing on a complaint filed against a licensee. Public notice is important in the Board's charge to protect the public from possible incompetent practice.

## Financial Self-Sufficiency

Financial self-sufficiency of regulatory boards is required by West Virginia Code §30-1-6(c). The Board had a starting cash balance for FY 2001 of \$141,062. The Board's licensing fees and administrative fees imposed against its licensees are remitted to the Board's special revenue fund, and the fines imposed are remitted to the State's general fund in accordance with the Code §30-1-8. As shown in Table 3, the Board is self-sufficient.

**Table 3**  
**Board Revenues and Expenses (1999 - 2001)**

	FY 1999	FY 2000	FY 2001
<b>Revenues</b>	\$114,377	\$130,650	\$123,825
<b>Expenditures</b>	\$122,404	\$128,188	\$133,819
<b>EOY Cash Balance</b>	<b>\$139,250</b>	<b>\$141,062</b>	<b>\$131,068</b>

## Register and Roster

A Board register of all applicants was requested by the Legislative Auditor. This register required by §30-1-12(a) was not provided. The register is required to detail all individuals who have applied for licensure, including whether or not a license was or was not granted, any suspensions and qualifications for licensure. The roster provided was arranged alphabetically but does not have the social security numbers or office addresses of licensees as required by §30-1-13, nor was the roster arranged by county of practice provided.

## Conclusion

The Board of Architects has satisfactorily complied with most of the general provisions of Chapter 30 of the West Virginia Code. The Board is accessible to the public through its telephone listing and its website. The Board meets regularly and maintains adequate records of its meetings. In addition, the Board requires and verifies continuing education of its licensees, responds to complaints, provides due process to licensees against whom a complaint has been filed and

maintains financial independence. The Board should fully comply with the Open Meetings Law, and maintain a register and roster as required by §30-1-12 and §30-1-13.

**Recommendation 2:**

*The Board should comply with the Open Governmental Proceedings Act in all instances.*

**Recommendation 3:**

*The Board should comply with the statutory requirements for a register and roster.*



### **Issue 3: The Legislature should consider amending Chapter 30 of the West Virginia Code to prevent Board Members from also being compensated as Board Employees**

The Board of Architects currently employs a full-time Administrative Secretary and a part-time Deputy Director. The Deputy Director receives a salary of \$27,000 for part-time employment, and as a part-time employee is required to work a 20-hour work week or 10 days a month, although the Board does not maintain time sheets. The Deputy Director also serves as a voting member of the Board of Architects and receives per diem pay compensation for serving as a Board member. In essence, this individual serves as his own boss by serving a dual role as a Board member and as an employee of the Board. For example, in July of 1999, the Board voted to raise the salary of the part time Deputy Director's position from \$25,000 to \$27,000. According to meeting minutes the approval for the salary increase was unanimous. Although the Deputy Director/Board member did not request or participate in the discussion or vote on the motion, he did not excuse himself from the room during the discussion. Conversely, when the Administrative Secretary's salary increase was discussed and voted upon, meeting minutes state that she did excuse herself from the room. **The Legislative Auditor considers this matter to be a possible conflict of interest.**

In a 2000 Regulatory Board Evaluation of the Board of Architects, the Legislative Auditor took issue with the Board regarding this matter and made the following recommendation:

*The Board (of Architects) should seek a formal advisory opinion from the Ethics Commission on whether or not simultaneous service as a Board member and Deputy Director is improper.*

The Board did seek an opinion from the Ethics Commission, and the Commission opined that:

*..it is not a violation of the Ethics Act for a Board Member to be compensated for serving as the Board's Secretary.*

Although the Ethics Commission determined that no violation of the Ethics Act has occurred, the Legislative Auditor considers the arrangement of a Board member also serving as paid staff has at a minimum the appearance of being inappropriate. Possible conflicts for serving a dual role include: salary increases as mentioned previously; potential staff disciplinary actions; budgetary decisions; and travel. Similarly, state employees cannot serve in the Legislature because of the potential for conflict of interests. Since there is no language in the West Virginia Code regarding the simultaneous roles of board members, the Legislative Auditor recommends that the Legislature amend the West Virginia Code to prevent all Chapter 30 licensing boards from allowing board members to serve dual roles with the same board. This would include the West Virginia Board of Architects. Thus, if legislation is passed, the Deputy Director/Board member would have to excuse himself from one of his duties with the Board of Architects.

**Recommendation 4:**

*The Legislative Auditor recommends the Legislature consider amending Chapter 30 of the Code to prevent members of professional licensing boards to also serve as paid employees of a board they serve on.*

**Issue 4: Members of the Board of Architects receiving per diem pay during out of town conferences seems inappropriate**

Since June of 1999, members of the Board of Architects have attended twenty-eight conferences, all but two of which were out-of-state. The expenses for these trips were either paid for from the Board’s budget or from the National Council of Architects Registration Board. Trips included destinations such as San Francisco, Key West, Phoenix, Las Vegas, Bermuda and the Virgin Islands. Not only did the Board members have their travel expenses paid, members also claimed per diem during these trips. **The Legislative Auditor feels that Board members receiving expense paid trips and receiving a per diem salary for taking these trips seems inappropriate.** In addition, the Deputy Director/Board member attended 11 of these trips and not only received his \$27,000 salary for his secretarial duties, but also claimed \$100 per diem pay.

In contrast, **members of the West Virginia Legislature do not claim pay compensation when attending out-of-state meetings and conferences.** Legislative members do claim travel expenses and receive per diem for meals, but the Legislators do not claim pay compensation.

From June 1999 through June 2001, members of the Board of Architects have charged the Board \$13,350 in per diem for expense paid trips. The Deputy Director/Board member alone charged \$2,700 per diem during this time frame, in addition to receiving his salary from the Board. Table 1 shows the conferences attended by Board members from June 1999 through June 2001.

**Table 4  
Conferences Attended  
June 1999 - June 2001**

<b>Conference Location</b>	<b># Bd members</b>	<b># days</b>
Charleston, SC 6/99*	2	7
Charleston, SC 6/99	1	6
Charleston, SC 6/99	2	5
Birmingham, AL 10/99	1	3
San Francisco, CA 11/99	2	3
Santa Barbara, CA 1/00	1	4
Key West, FL 1/00	1	4
Stuart, FL 2/00	1	2
Washington, D.C. 3/00*	1	2
Annapolis, MD 3/00*	2	2
White Sulphur Springs 4/00	1	5

White Sulphur Springs 4/00	2	1
Washington, D.C. 4/00	1	4
Flatwoods, WV 6/00*	1	1
Chicago 6/00*	4	4
Chicago 6/00	1	5
Quebec City, Canada 8/00	1	4
St. Andrews, Canada 9/00	1	2
Washington, D.C. 10/00*	1	1
Pittsburgh, PA 10/00	1	2
Phoenix, AZ 10/00	1	2
Orlando, FL 10/00	1	2
New Orleans, LA 11/00	1	3
Washington, D.C. 1/01*	1	2
Sarasota, FL 2/01	1	2
Savannah, GA 2/01*	1	2
St. John, Virgin Islands 2/01	1	4
Las Vegas 3/01	1	2
Providence, RI 3/01*	3	3
Providence, RI 3/01	1	4
Bermuda 4/01	1	5
Washington, D.C. 4/01*	1	2
Washington, D.C. 6/01*	1	1
* represents locales Employee/Member attended		

The Legislative Auditor does not question the validity of these trips, but does question the appropriateness of Board members claiming pay compensation for out-of-state meetings and conferences.

**Recommendation 5:**

*The Legislative Auditor recommends the Legislature consider amending the Code to prevent members of boards and commissions from receiving pay compensation for attending out-of-state meetings and conferences.*

**APPENDIX A**

**Transmittal Letter to Agency**



**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

July 31, 2001

E. Keith Dean, Secretary  
Board of Architects  
916 5<sup>th</sup> Avenue, Suite 203  
Huntington, West Virginia 25701

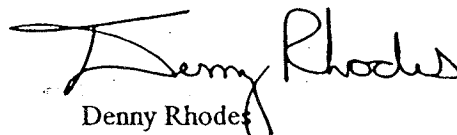
Dear Mr. Dean:

Pursuant to the West Virginia Sunset Law, we are transmitting a draft copy of the Regulatory Board Evaluation of the Board of Architects, which is tentatively scheduled to be presented to the Joint Committee on Government Operations during the August interims which are scheduled for August 19-21, 2001 in Canaan Valley. A representative of the Board should be in attendance to respond to any questions regarding the report.

An exit conference was offered but the Board declined. If you wish to have the Board's written response included in the report please provide it to us by Wednesday, August 8, 2001.

If you have any questions, please contact our office.

Sincerely,

  
Denny Rhodes  
Senior Research Analyst

\_\_\_\_\_ *Joint Committee on Government and Finance* \_\_\_\_\_





## **APPENDIX B**

**Information Provided by Board of Architects  
as a Response to Recommendations: Letters to Secretary  
of State; Sample of Data Base Screen; and Sample Pages of Roster**





WEST VIRGINIA BOARD OF ARCHITECTS

910 4TH AVENUE SUITE 412  
HUNTINGTON, WEST VIRGINIA 25701-1434  
PHONE (304) 528-5825  
FAX (304) 528-5826

April 4, 2000

The Honorable Ken Hechler  
Secretary of State  
State Capitol Building  
Charleston, WV 25305

Dear Mr. Hechler:

In accordance with Code 6-9A-3 the West Virginia Board of Architects herewith advises you that there will be a meeting of the Board on Monday, April 17, 2000 at the Erickson Alumni Center, Institute, WV beginning at 1:00 p.m.

Sincerely,

WEST VIRGINIA STATE BOARD OF ARCHITECTS

E. Keith Dean  
Secretary/Member

EKD/lcl

Clint Bryan, President  
Charleston

E. Keith Dean, Secretary  
Huntington

William E. Yoke, Jr., Member  
Clarksburg

Gary Markham, Lay Member  
Charleston

John Dalporto  
Sr. Asst. Attorney General  
Charleston

E. Ted Boggess, Member  
Princeton

C. William Bevins, Member  
Charleston

Jan Fox, Lay Member  
Charleston

Lexa C. Lewis  
Administrative Aide  
Huntington





WEST VIRGINIA BOARD OF ARCHITECTS

P.O. Box 589  
916 5TH AVENUE SUITE 203  
HUNTINGTON, WEST VIRGINIA 25710-0589

PHONE: (304) 528-5825  
(304) 528-5797  
FAX: (304) 528-5826

E-MAIL: lewilex@wvnm.wvnet.edu  
WEB SITE: wvbrdarch.org

June 11, 2000

The Honorable Ken Hechler  
Secretary of State  
State Capitol Building  
Charleston, WV 25305

Dear Mr. Hechler:

In accordance with Code 6-9A-3 the West Virginia Board of Architects herewith advises you a meeting of the Board will be held on Tuesday, June 20, 2000 at the Erickson Alumni Center in the Weisburg Room at West Virginia State College, Institute, WV beginning at 1:00 P.M.

Sincerely,

WEST VIRGINIA STATE BOARD OF ARCHITECTS

E. Keith Dean  
Secretary/Member

EKD/lcl

William E. Yoke, Jr., President  
Clarksburg

Gregory A. Williamson, Member  
Charleston

Gary Markham, Lay Member  
Charleston

E. Ted Boggess, Member  
Princeton

E. Keith Dean, Secretary  
Huntington

C. William Bevins, Member  
Charleston

Jan Fox, Lay Member  
Charleston

Lexa C. Lewis  
Board Administrator





WEST VIRGINIA BOARD OF ARCHITECTS

P.O. Box 589  
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HUNTINGTON, WEST VIRGINIA 25710-0589

PHONE (304) 528-5825  
(304) 528-5797  
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E-MAIL: lewiles@wvnm.wvnet.edu  
WEB SITE: wvboardarch.org

July 12, 2000

The Honorable Ken Hechler  
Secretary of State  
State Capitol Building  
Charleston, WV 25305

Dear Mr. Hechler:

In accordance with Code 6-9A-3 the West Virginia Board of Architects herewith advises you a meeting of the Board will be held on Wednesday, July 26, 2000 at the Erickson Alumni Center in the Weisburg Room at West Virginia State College, Institute, WV beginning at 1:00 P.M.

Sincerely,

WEST VIRGINIA STATE BOARD OF ARCHITECTS

MS  
8/1

E. Keith Dean  
Secretary/Member

EKD/lcl

William E. Yole, Jr., President  
Clarksburg

Gregory A. Williamson, Member  
Charleston

Gary Markham, Lay Member  
Charleston

E. Ted Boggess, Member  
Princeton

E. Keith Dean, Secretary  
Huntington

C. William Bevins, Member  
Charleston

Jan Fox, Lay Member  
Charleston

Lexa C. Lewis  
Board Administrator







WEST VIRGINIA BOARD OF ARCHITECTS

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WEB SITE: wvbrdarch.org

October 19, 2000

The Honorable Ken Hechler  
Secretary of State  
State Capitol Building  
Charleston, WV 25305

Dear Mr. Hechler:

In accordance with Code 6-9A-3 the West Virginia Board of Architects herewith advises you a meeting of the Board will be held on Friday, November 3, 2000 at Bowles Rice McDavid Graff & Love, Attorneys at Law, Law Offices, located at 600 Quarrier Street, Charleston, beginning at 1:30 P.M.

Sincerely,

WEST VIRGINIA STATE BOARD OF ARCHITECTS

E. Keith Dean  
Secretary/Member

EKD/lcl

William E. Yoke, Jr., President  
Clarksburg

Gregory A. Williamson, Member  
Charleston

Gary Markham, Lay Member  
Charleston

E. Ted Boggess, Member  
Princeton

E. Keith Dean, Secretary  
Huntington

C. William Bevins, Member  
Charleston

Jan Fox, Lay Member  
Charleston

Lynn C. Lewis  
Board Administrator





WEST VIRGINIA BOARD OF ARCHITECTS

P.O. Box 589  
916 5TH AVENUE SUITE 203  
HUNTINGTON, WEST VIRGINIA 25710-0589

PHONE: (304) 528-5825  
(304) 528-5797  
FAX: (304) 528-5826

E-MAIL: lewislex@wvnm.wvnet.edu  
WEB SITE: wvbrdarch.org

November 13, 2000

The Honorable Ken Hechler  
Secretary of State  
State Capitol Building  
Charleston, WV 25305

Dear Mr. Hechler:

In accordance with Code 6-9A-3 the West Virginia Board of Architects herewith advises you a meeting of the Board will be held on Friday, December 1, 2000 at The Erickson Alumni Center in the Weisburg Room at West Virginia State College, Institute, WV, beginning at 1:00 P.M.

Sincerely,

WEST VIRGINIA STATE BOARD OF ARCHITECTS

E. Keith Dean  
Secretary/Member

EKD/lcl

William E. Yoke, Jr., President  
Clarksburg

Gregory A. Williamson, Member  
Charleston

Gary Markham, Lay Member  
Charleston

E. Ted Bogges, Member  
Princeton

E. Keith Dean, Secretary  
Huntington

C. William Bevins, Member  
Charleston

Jan Fox, Lay Member  
Charleston

Lexa C. Lewis  
Board Administrator



# WVBA Database - Member Info Update

CERTIFICATE #	3073	LIC TYPE	OUTSTATE	SSN	184-44-7521	STATUS	INACTIVE
LAST NAME	POTTEIGER	FIRST NAME	VAN	TITLE	PRINCIPAL	REGIS DATE	12/3/98
FIRM NAME	VAN POTTEIGER ARCHITECTS		PHONES	EXTN		RENEW DAT	6/11/99
STREET	304 W. LANCASTER AVENUE		610-341-9000	FIRM		RENEW YEA	1999-00
CITY	WAYNE	ZIP	19087-3925	FAX	610-341-0708	Cont. Ed. Hrs. Completed	
STATE	PA					Probation	Prob. Expiry
NOTES	CORRESPONDENCE THROUGH FIRM ADDRESS LISTED ABOVE. RESIDENCE ADDRESS: 18 LEVAN STREET, READING, PA 19606 8-2-01 RECEIVED INACTIVE POSTCARD FROM AUGUST 200 REQUESTING TO REMAIN INACTIVE						
COMMENTS	REGISTRATION APPROVED BY NCARB CERTIFICATE NO. 40,294 AND RECIPROCIITY WITH THE STATE OF PA NO: 8841.						
	1245	Save		Quit		EMAIL	NA
						URL	NA
						New Transaction	
						Licensee Ledger	

Member Ledger Sheet

CERT#	LAST NAME	FIRST NAME	RECEIPT#	ANNUAL#	DESCRIPTION	CHECK#	TRNSID	AMT	INDEP	DATE
3073	POTTEIGER		1998-9	981046	REGISTRATION, SEAL and CERTIFICATION,	204077128	12/3/98	400.00		12/3/98
3073	POTTEIGER		1999-0	990403	RENEWAL,	4860	6/11/99	\$75.00		6/11/99



WILLIAM ABBOTT 2901  
ABBOT & ABBOT ARCHITECTS, P.L.L.  
130 EAST CHESTNUT STREET  
SUITE 302  
COLUMBUS, OH 43215-2519  
614-461-0101

LAWRENCE ABELL 3232  
LAWRENCE ABELL & ASSOCIATES, LTD  
11769 WESTERNVIEW DRIVE  
LA PLATA, MD 20646  
(301) 932-1900

ROBERT ACCIARRI 3109  
ADA ARCHITECTS, INC.  
17710 DETROIT AVENUE  
LAKEWOOD, OH 44107  
(216) 521-5134

CONSTANTINE ADAMOPOULOS 2993  
ALPHATEC, P.C.  
1525 18TH STREET, NW  
WASHINGTON, DC 20036  
202-797-5000

HAROLD L ADAMS 1622  
RTKL ASSOCIATES INC  
ONE SOUTH ST  
BALTIMORE, MD 21202  
410-528-8600

JAMES VINCENT ADAMS 1396  
2215 CUMBERLAND AVE  
P.O. BOX 632  
MIDDLESBORO, KY 40965  
606-248-1307

WALLACE L. ADAMS, JR. 2872  
LOWE'S COMPANIES, INC.  
P.O. BOX 1111  
N. WILKESBORO, NC 28656  
336-658-4054

LARRY G ADKINS 2228  
LARRY G. ADKINS  
669 CLEARVIEW HEIGHTS  
CHARLESTON, WV 25312  
304-984-2415

KENNETH ADKISSON 2534  
ADKISSON HARRISON ASSOC  
3322 WEST END AVE  
SUITE 103  
NASHVILLE, TN 37203  
615-298-9829

STEWART AIKEN 3054  
A.A.B. & S. ARCHITECTS, INC.  
P.O. BOX 52639  
ATLANTA, GA 30355  
(404) 233-4466

IHSAN B AKIN 1502  
10 WINDSOR OVAL  
OLD SAY BROOK, CT 06475  
860-395-2318

PAUL T. ALBERT 3008  
LARSON ARCHITECTURAL GROUP, INC.  
1000 COMMERCE PARK DRIVE  
P.O. BOX 487  
WILLIAMSPORT, PA 17703-0487  
570-323-6603

M CRAIG ALLEN 2391  
IMAGE ASSOCIATES INCORPORATED ARCH.  
860 FOXLAND DRIVE  
PITTSBURGH, PA 15243  
412-531-2620

ROBERT G ALLEN 2320  
1409 RIDGECREST RD  
JOHNSON CITY, TN 37604  
423-926-2727

KILLIS ALMOND 3188  
KILLIS ALMOND AND ASSOCIATES  
342 WILKENS  
SAN ANTONIO, TX 78210  
(210) 532-3212

GEORGE F. ALSBROOK 2866  
ALSBROOKS ARCHITECTS, INC.  
119 WEST JEFFERSON STREET  
P.O. BOX 615  
MADISON, GA 30650  
706-343-5757

DONALD B ALTEMEYER 1733  
BSA DESIGN  
9365 COUNSELORS ROW  
SUITE 300  
INDIANAPOLIS, IN 46240  
317-849-7878

MARK N ALTMAN 1344  
206 DERRICK AVE.  
UNIONTOWN, PA 15401  
724-438-2518

MARIO ALVAREZ 3034  
ALVAR ARCHITECTS & ENGINEERS  
18071 FITCH AVENUE  
SUITE 200  
IRVINE, CA 92614  
949-809-4999

DENNIS WAYNE ANDERSON 2884  
TARGET STORES  
3495 LIBERTY AVENUE  
STILLWATER, MN 55082  
612-761-1573





ERIC E ANDERSON 2371  
2110 LOS FELIZ STREET  
2011  
LAS VEGAS, NV 89156  
702-459-4417

NEIL ANDERSON 3075  
NBBJ  
1555 LAKE SHORE DRIVE  
COLUMBUS, OH 43204  
(614) 232-3025

WILLIAM ANDERSON 2657  
TURKEY ROAST FARM  
21056 BEAVERDAM BRIDGE ROAD  
MIDDLEBURG, VA 20117  
(540) 687-6684

WILLIAM C. ANDREWS 3004  
WILLIAM ANDREWS ARCHITECT/BUILDER, INC.  
6631 COMMERCE PARKWAY  
STUDIO B  
DUBLIN, OH 43017  
614-766-1117

DONALD W. ANSMAN 2715  
ANSMAN & ASSOCIATES ARCHITECTS  
3113 BABCOCK BLVD  
PITTSBURGH, PA 15237  
412-939-1414

RONALD ARMSTRONG 3309  
URBAN DESIGN GROUP  
6300 COURTLAND DRIVE  
PLANO, TX 75093  
(972) 788-9242

ROBERT G ARNOLD 2753  
KOHANSKI ARNOLD & CHIN ARCHITECTS INC  
257 S COURT ST  
MEDINA, OH 44256  
330-725-0628

DENNIS ASHLEY 3228  
DA ARCHITECTS, LLC  
128-B SOUTH MAIN STREET  
SUMMERVILLE, SC 29483  
(803) 873-7019

JAMES ASKEW 3233  
EVERTON OGLESBY ASKEW ARCHITECTS  
400 FOURTH AVENUE SOUTH  
NASHVILLE, TN 37201-2212  
(615) 242-4004



**APPENDIX C**

**Agency Response**





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WEB SITE: wvbrdarch.org

August 1, 2001

Denny Rhodes
Senior Research Analyst
West Virginia Legislature Performance
Evaluation and Research Division
Building 1, Room W-314
1900 Kanawha Blvd., East
Charleston, WV 25305-0610

RECEIVED

AUG 07 2001

RESEARCH AND PERFORMANCE
EVALUATION DIVISION

Dear Mr. Rhodes:

In response to your report to be presented to the Joint Committee on Government Operations the Board of Architects would like to have the enclosed material and responses to recommendations #2 and #3 be considered in your report.

Recommendation #2: The Board should comply with the Open Governmental Proceedings Act in all instance.

Enclosed are copies of the five letters of notification of the time and place of each of the 5 board meetings during the year 2000 mailed to the Secretary of State's Office.

Recommendation #3: The Board should comply with the statutory requirements for a register and roster.

Enclosed is a copy of the Roster printed from the West Virginia Board of Architects web site. The name, name of firm, firm address, phone number and certificate number are included for each active registered architect. This roster is available to the public and is printable from the web site. The roster is updated with new registrations, late renewals and reinstated architects once a month.

The board has a registration program on the software Microsoft Access that has a member form for all architects registered in the state in the last 6 years active and inactive status. Enclosed is a printed form from the software showing the information about the architect. The information does include the social security, firm address, residence, phone & fax numbers, E-mail addresses and other pertinent information the architect list on his application.

William E. Yoke, Jr., President
Clarksburg

Gregory A. Williamson, Member
Charleston

Gary Markham, Lay Member
Charleston

E. Ted Boggess, Member
Princeton

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Lexa C. Lewis
Board Administrator

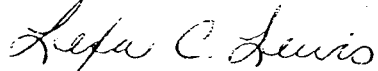
The form does not have a place for county. The board will include that on the renewal applications from this point forward now that you have brought this to our attention. This was an oversight on our part and will correct this as soon as possible within the next renewal period.

For the record on page 11 on the observations relative to the Deputy/Directors salary increase the Deputy/Director was not aware of any proposed motion to increase his salary. The timing of the motion as made, seconded and voted upon was such that the Deputy/Director did not have an opportunity to recuse himself.

If you feel appropriate please include in your report. Thank you for your assistance.

Sincerely,

WEST VIRGINIA STATE BOARD OF ARCHITECTS



Lexa C. Lewis  
Board Administrator

/lcl  
enclosures