

# West Virginia Board of Architects



## **Annual Report FY2022 & FY2021**

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

*100 Years Protecting West Virginians 1921-2021*

West Virginia Board of Architects  
405 Capitol Street, Mezzanine Suite 3  
Charleston, WV 25301  
(304)-558-1406  
Fax (304)-558-1407  
[Emily.B.Papdopoulos@wv.gov](mailto:Emily.B.Papdopoulos@wv.gov)

December 9, 2022

The Honorable Jim Justice  
Governor of West Virginia  
State Capitol Building 1  
Charleston, West Virginia 25305

Dear Governor Justice:

The West Virginia Board of Architects is pleased to provide you with its report for the fiscal years ending June 30, 2022 and June 30, 2021. The report is hereby submitted in compliance with statutory requirements.

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

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

The Board takes pride in its long record of safeguarding West Virginians in the built environment, as well as its ability to be flexible and operate efficiently. Please let me know if I may answer any questions or provide additional information.

Sincerely,

Emily B. Papadopoulos  
Executive Director

We do hereby certify that the information contained in the following Annual Report for the FY2022 and FY 2021 is true and correct to the best of our knowledge.



---

Adam Krason, Board President

12/09/22  
Date



---

Richard Forren, Secretary

12/09/22  
Date

## Table of Contents

Functions of the West Virginia Board of Architects and Members	1
Revenue	2
Expenditures	3
Registration Statistics	4
New Registrations	5 – 14
Active Architect Registrations by State	15 – 16
Active Architect Registrations in West Virginia by County	17
Summary of Complaints and Discipline	18 – 19
Agendas and Minutes from Board Meetings ( <i>Signed</i> copies of minutes are on file in the Board Office.)	20 – 72

## FUNCTIONS OF THE WEST VIRGINIA BOARD OF ARCHITECTS

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

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

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

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

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

2021-2022	Adam Krason, President Edward Tucker, Secretary Todd Boggess, Member Richard Forren, Member Wendy Scatterday, Member Jan Fox, Public Member Aubrey E. Smith, Member	Charleston, West Virginia Huntington, West Virginia Princeton, West Virginia Bridgeport, West Virginia Wheeling, West Virginia Charleston, West Virginia Jane Lew, West Virginia
2020-2021	Adam Krason, President Edward Tucker, Secretary Todd Boggess, Member Richard Forren, Member Wendy Scatterday, Member Jan Fox, Public Member Aubrey E. Smith, Member	Charleston, West Virginia Huntington, West Virginia Princeton, West Virginia Bridgeport, West Virginia Wheeling, West Virginia Charleston, West Virginia Jane Lew, West Virginia

**WV Board of Architects  
Revenue  
FY 2022 & FY2021**

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

Receipts collected from registration to practice architecture in West Virginia are deposited into a Special Revenue Fund at the Office of the Treasurer, and the expenses of the Board are disbursed from this fund. A statement of the receipts and disbursements of the Board for the FY 2022 and FY 2021 are shown on the following pages.

	<b>FY2022</b>	<b>FY2021</b>
Beginning Balance	\$295,406.95	\$267,322.01
<u>Receipts:</u>		
Registration, Renewals, Reinstatements, Duplicate Certificates & Verification Fees	\$155,674.00	\$169,351.50
Penalties & Disposition Costs	\$1,800.00	\$ 3,200.00
Miscellaneous Income	<u>\$0.00</u>	<u>\$ 0.00</u>
<b>TOTAL</b>	<b>\$157,474.00</b>	<b>\$172,551.50</b>

Notes:

\* During FY2022, the West Virginia Board of Architects collected \$1,450.00 in administrative costs related to the audit of continuing education of architects and \$350.00 in unclaimed property from the WV Treasurer's Office.

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

<b><u>OBJ</u></b>	<b><u>EXPENDITURES - FY2021 &amp; FY2021</u></b>	<b><u>Actual FY 2022</u></b>	<b><u>Actual FY 2021</u></b>
1200	Personnel Service	\$65,683.78	\$64,529.92
1201	Temp. Help & Per Diem	\$6,525.00	\$4,500.00
1206	Annual Increment	\$660.00	\$600.00
2200	PEIA Administration Fee	\$50.00	\$50.00
2202	Social Security/FICA Match	\$5,554.44	\$5,306.65
2203	Basic Life Insurance/PEIA	\$6,844.00	\$5,980.80
2205	Workers Compensation	\$300.00	\$300.00
2207	Pension & Retirement	\$6,634.32	\$6,512.94
2208	OPEA Paygo Retiree Trust RHBT	\$1,052.00	\$1,920.00
3200	Regular Office Expenses	\$754.86	\$334.31
3201	Printing & Binding	\$3,445.16	\$955.00
3202	Rent	\$9,144.48	\$9,144.48
3204	Telecommunications - Phone	\$3,275.60	\$3,121.15
3206	Contractual Services	\$8,359.05	\$2,793.56
3207	Professional Services - AG (Contractual Services)	\$6,439.00	\$6,024.50
3211	Travel	\$546.18	\$608.52
3213	Computer Services - Internal - Telep. Admin. Fee	\$1,065.30	\$912.76
3214	Computer Services - External	\$6,980.00	\$10,830.00
3217	Copier Rental	\$829.53	701.91
3218	NCARB & WV Association Dues	\$5,500.00	\$11,000.00
3219	Board of Risk & Insurance Management	\$2,724.00	\$2,766.00
3224	Advertising & Promotional	\$423.72	\$473.72
3229	Routine Maintenance (Contracts)	\$0.00	\$0.00
3233	Hospitality	\$91.32	\$135.63
3241	Miscellaneous	\$370.75	\$275.00
3242	Training & Development – In State	\$0.00	\$150.00
3243	Training & Development – Out of State	\$0.00	\$0.00
3244	Postage	\$1,565.68	\$683.95
3247	Software Licenses	\$288.96	\$303.68
3252	Miscellaneous Equipment Purchases	\$0.00	\$0.00
3263	Bank Cost 2.5% Online Renewal Deposits	\$3,379.49	\$2,957.08
3272	PEIA Reserve Fund Payroll 1% Fee	\$695.00	\$645.00
	<b>TOTAL EXPENSES</b>	<b>\$149,181.62</b>	<b>\$144,466.56</b>
	<b>Ending Cash Balance</b>	<b>\$303,699.33</b>	<b>\$295,406.95</b>

*Notes:*

- 1201 includes per diem payments to the Board of Directors of \$10,050 over the two-year period and a pay for a summer intern during FY2022.
- 3211 reflects board mileage, toll, and parking expenses (1,914 miles and \$1,154.70 over two years).
- Travel expenses are significantly less over the two-year period resulting from the number of virtual meetings due to the COVID-19 pandemic.

**Registration Statistics**

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

	<b>FY2022</b>	<b>FY2021</b>
ARE Exam Candidates	25	20
New Registrations in WV	130	129
Total Active Architects in WV	1377	1350
In State	116	115
Out of State	1261	1235
Renewals Processed	1290	1232
Late Renewals Processed	58	41
Reinstatements Processed	13	8
License Verifications	9	6
Complaints Filed	3	0
Duplicate Certificate Issued	1	1

## ***WVBA - Registrations Issued from 07/01/2021 to 06/30/2022***

<b>License #</b>	<b>Last Name</b>	<b>First Name</b>	<b>City</b>	<b>State</b>	<b>Date Issued</b>	<b>Renewal Year</b>
5430	WEINSTEIN	KENNETH	ROCKVILLE	MD	6/30/2021	2021-22
5431	ALBRITTON	MILTON	THOMASTON	GA	7/2/2021	2021-22
5432	SHUTLER	ROBERT	ARLINGTON	VA	7/2/2021	2021-22
5433	SHAH	NAYAN	PHILADELPHIA	PA	7/2/2021	2021-22
5434	TORNOW	KYLE	MINNEAPOLIS	MN	7/2/2021	2021-22
5435	SCOTT	EVAN	CLIFTON	NJ	7/15/2021	2021-22
5436	CORATHERS	THOMAS	ATHENS	OH	7/15/2021	2021-22
5437	PAPOCCHIA	ROBERT	NEW YORK	NY	7/15/2021	2021-22
5438	APOSTOLOU	ALEXANDRA	PITTSBURGH	PA	7/16/2021	2021-22
5439	WOODARD	LAMONTE	NORFOLK	VA	7/16/2021	2021-22
5440	JASINSKI	THEODORE	ABERDEEN	MD	7/26/2021	2021-22
5441	WARNOCK	PAUL	NORTH SALT LAKE	UT	7/27/2021	2021-22
5442	BOUCHER	BRION	MUSKEGON	MI	7/27/2021	2021-22
5443	CICCARELLI	MARCO	CLEVELAND	OH	7/27/2021	2021-22
5444	MURRAY	DAVID	DALLAS	TX	7/27/2021	2021-22
5445	KERR	DAVID	DELAWARE	OH	8/2/2021	2021-22
5446	WILMES	KIERAN	CALVERTON	MD	8/3/2021	2021-22
5447	FREEMAN	MARK	WASHINGTON	DC	8/3/2021	2021-22
5448	REMLING	JOSEPH	ARLINGTON	VA	8/3/2021	2021-22
5449	WHITE	DAVID	KANSAS CITY	MO	8/3/2021	2021-22
5450	ADEKANMBI	ALEX	ALPHARETTA	GA	8/4/2021	2021-22
5451	GOSSMAN	CRAIG	CINCINNATI	OH	8/4/2021	2021-22
5452	MAXWELL	ANGELA	HUNTINGTON	WV	8/4/2021	2021-22
5453	FARRELL	JAMES	EAST BRUNSWICK	NJ	8/4/2021	2021-22
5454	GRIESEMER	PAUL	KANSAS CITY	MO	8/5/2021	2021-22

5455	GRIMALDI	ROBERT	KENILWORTH	NJ	8/5/2021	2021-22
5456	PAYNE	BRADLEY	MARIETTA	OH	8/11/2021	2021-22
5457	OLIVER	KEVIN	CLEVELAND	OH	8/11/2021	2021-22
5458	MAGNO	DINNA	CHESAPEAKE	VA	8/11/2021	2021-22
5459	NELSON	JEFFREY	BEDFORD PARK	IL	8/13/2021	2021-22
5460	BLAKE	MICHAEL	BALTIMORE	MD	8/16/2021	2021-22
5461	KISSAM	MICHAEL	GREENVILLE	SC	8/16/2021	2021-22
5462	FISHER	BRYAN	BALTIMORE	MD	8/17/2021	2021-22
5463	STEWART	JOSHUA	JUDSONIA	AR	8/26/2021	2021-22
5464	BROWN	MICHAEL	MINNEAPOLIS	MN	8/26/2021	2021-22
5465	AUSTIN	DAVID	BESSEMER	AL	8/26/2021	2021-22
5466	HUNTER	JAMES	CEDAR KNOLLS	NJ	8/27/2021	2021-22
5467	BARFIELD	ROBERT	CHARLOTTE	NC	9/1/2021	2021-22
5468	SMITH	THOMAS	CARY	NC	9/2/2021	2021-22
5469	O'HAY	DANIEL	MEMPHIS	TN	9/7/2021	2021-22
5470	NEIDER	ANNISSA	CANFIELD	OH	9/14/2021	2021-22
5471	FOLGER	PAUL	WICHITA	KS	9/14/2021	2021-22
5472	TIMCHECK	MICHAEL	RESTON	VA	9/16/2021	2021-22
5473	SOUTH	ROBIN	LEXINGTON	KY	9/17/2021	2021-22
5474	SWIHART	DENNIS	FREDERICK	MD	9/22/2021	2021-22
5475	WRIGHT	MATTHEW	INDIANAPOLIS	IN	9/22/2021	2021-22
5476	WOODWARD	DAVID	WHITE MARSH	MD	9/24/2021	2021-22
5477	CULBERSON	FRANK	VERSAILLES	KY	9/24/2021	2021-22
5478	TRAXEL	BENJAMIN	CAPE GIRARDEAU	MO	9/24/2021	2021-22
5479	WHITAKER	RICHARD	CHANTILLY	VA	9/27/2021	2021-22
5480	FREITAS	SEAN	LINCOLN	CA	9/28/2021	2021-22
5481	SUNSHINE	ERICA	RADFORD	VA	10/6/2021	2021-22
5482	BERGAMINI, JR.	CARL F.	SUITE 800	PA	10/6/2021	2021-22
5483	PORTER	JOHN-EDWARD	MORGANTOWN	WV	10/8/2021	2021-22
5484	RALPH	GREGORY	BOUND BROOK	NJ	10/8/2021	2021-22
5485	CAMPBELL	GREGORY	KNOXVILLE	TN	10/12/2021	2021-22

5486	KOHLER	CHAD	CINCINNATI	OH	10/13/2021	2021-22
5487	BEYSTEHNER	JOHN	CASTLE ROCK	CO	10/13/2021	2021-22
5488	FRANZ	JOHN	FORT WORTH	TX	10/18/2021	2021-22
5489	BERZ	ROBERT	CHESAPEAKE	VA	10/19/2021	2021-22
5490	WILLIAMS	KEITH	CANONSBURG	PA	10/19/2021	2021-22
5491	LEWIS	HENRY	PHILADELPHIA	PA	10/19/2021	2021-22
5492	KIMMEL	DEVIN	ANNAPOLIS	MD	10/25/2021	2021-22
5493	PIMMEL	KELLY	ST. LOUIS	MO	10/25/2021	2021-22
5494	CORTEZ	MATTHEW	WICHITA	KS	10/26/2021	2021-22
5495	WOKE	DANIEL	BEL AIR	MD	10/29/2021	2021-22
5496	HEAZLE	MARK	BOISE	ID	11/2/2021	2021-22
5497	BEAMISH	CHARLES	TORONTO	Canada	11/2/2021	2021-22
5498	GIER	MARK	BOISE	ID	11/2/2021	2021-22
5499	ZEIGLER	BRENT	BOSTON	MA	11/3/2021	2021-22
5500	GHENT	DONALD	WASHINGTON	DC	11/3/2021	2021-22
5501	FOWLER	SCOTT	GIG HARBOR	WA	11/3/2021	2021-22
5502	PARSONS	RANDALL	FAIRLAWN	OH	11/4/2021	2021-22
5503	ROSADO	LUZ DEL MAR	VIENNA	VA	11/5/2021	2021-22
5504	WILLIAMS	LEON	JACKSONVILLE	FL	11/5/2021	2021-22
5505	PHAM	SIMON	DALLAS	TX	11/5/2021	2021-22
5506	TILLET	TANYA	JACKSONVILLE	FL	11/10/2021	2021-22
5507	TRIPHAHN	RYAN	HOFFMAN ESTATES	IL	11/12/2021	2021-22
5508	REINER	GEOFFREY	FORT WORTH	TX	11/22/2021	2021-22
5509	VETTER	STEVEN	SAINT LOUIS	MO	12/3/2021	2021-22
5510	PAGANO	ALFRED	TULSA	OK	12/15/2021	2021-22
5511	KING	DAVID	POWELL	OH	12/15/2021	2021-22
5512	COHEN	LARRY	DENVER	CO	12/16/2021	2021-22
5513	BREWER	DOUGLAS	BENTONVILLE	AR	12/20/2021	2021-22
5514	PARR	CARSON	LANCASTER	PA	12/20/2021	2021-22
5515	FEARON	WILLIAM	CHERRY HILL	NJ	12/29/2021	2021-22
5516	NUGENT	WILLIAM	MADISON	WI	12/30/2021	2021-22

5517	ROWBOTTOM	TIMOTHY	ST. LOUIS	MO	12/30/2021	2021-22
5518	DOWNIE	ALAN	ROANOKE	VA	1/12/2022	2021-22
5519	DEPREY	MAURICE	KENNESAW	GA	1/12/2022	2021-22
5520	LUTTMAN	TROY	MOORESVILLE	NC	1/13/2022	2021-22
5521	CHAMBERLAIN	JOHN	FORT THOMAS	KY	1/19/2022	2021-22
5522	CONWAY	ELEANOR	FREDERICK	MD	1/19/2022	2021-22
5523	GOTASKIE	JEFFREY	DANVILLE	PA	1/21/2022	2021-22
5524	EPLEY	JASON	EVANSVILLE	IN	1/25/2022	2021-22
5525	FISHER	WILLIAM	CLEARWATER	FL	1/26/2022	2021-22
5526	PORRETTA	PETER	PHILADELPHIA	PA	1/27/2022	2021-22
5527	LARIMORE	AARON	WEXFORD	PA	1/27/2022	2021-22
5528	LINDSEY	ROBERT	FAIRMONT	WV	1/27/2022	2021-22
5529	JOCH	CHARLES	OAK HILL	VA	2/1/2022	2021-22
5530	KREINBROOK	AARON	FREDERICK	MD	2/7/2022	2021-22
5531	HERBERT	BRIAN	DEERFIELD BEACH	FL	2/9/2022	2021-22
5532	SEIFERT	LAURA	DAYTON	OH	2/14/2022	2021-22
5533	HACKER	CRAIG	BENTONVILLE	AR	2/25/2022	2021-22
5534	DAWSON	CHRIS	HARRISBURG	PA	2/25/2022	2021-22
5535	STUMPF	KARL	WASHINGTON	DC	2/25/2022	2021-22
5536	BANSAL	ANITA	WILLIAMSVILLE	NY	2/28/2022	2021-22
5537	PREST	JED	ORLANDO	FL	2/28/2022	2021-22
5538	BRUNER	BRENT	LEXINGTON	KY	3/1/2022	2021-22
5539	BOURASSA	DANIEL	DRY CREEK	WV	3/1/2022	2021-22
5540	SEESE	MARTY	COLUMBUS	OH	3/7/2022	2021-22
5541	WESSEL	JEFFREY	WEXFORD	PA	3/7/2022	2021-22
5542	RUGG	SATTO	DENVER	CO	3/10/2022	2021-22
5543	REMITZ	NATHAN	BROOKFIELD	WI	3/17/2022	2021-22
5544	WILLIAMS	ROY	BRENTWOOD	TN	3/23/2022	2021-22
5545	PATTON	JACK	DES MOINES	IA	3/23/2022	2021-22
5546	LING	CHRISTOPHER	CHESTER	NJ	3/24/2022	2021-22
5547	CHO	HANG	OLNEY	MD	3/25/2022	2021-22

5548	JOHNSON	STEVEN	FAIRFAX	VA	3/28/2022	2021-22
5549	COOPER	TODD	LITTLETON	CO	3/29/2022	2021-22
5550	THOMPSON	DARREL	VIRGINIA BEACH	VA	4/11/2022	2021-22
5551	HAUPT	CHRISTOPHER	PITTSBURGH	PA	4/14/2022	2021-22
5552	ARENCIBIA	JAVIER	HERNDON	VA	4/19/2022	2021-22
5553	BROWN	CHRIS	PITTSBURGH	PA	4/26/2022	2021-22
5554	BOMAN	SARAH	BOULDER	CO	4/28/2022	2021-22
5555	DO	ANGELA	CHARLOTTE	NC	4/28/2022	2021-22
5556	SHINN	JOSHUA	FAIRMONT	WV	5/19/2022	2021-22
5557	HARTE	ANDREW	CINCINNATI	OH	5/23/2022	2021-22
5558	FANOUS	GEORGE	NEW YORK	NY	5/24/2022	2021-22
5560	TRIPLETT	JENNIFER	COLUMBUS	OH	6/8/2022	2021-22
<b>Total Count</b>	<b>130</b>					

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

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

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

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

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

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

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

## *Active Registration Totals by State / Jurisdiction*

<b>State / Jurisdiction</b>	<b>FY 2022 (6/30/22)</b>	<b>FY20210 (6/30/21)</b>
AL	12	12
AR	16	13
AZ	12	12
CA	14	13
CO	19	14
CT	3	4
DC	28	27
FL	34	32
GA	50	49
IA	2	2
ID	6	4
IL	43	43
IN	22	24
KS	16	15
KY	41	39
LA	5	5
MA	17	16
MD	91	88
ME	1	1
MI	22	25
MN	20	17
MO	33	30
MS	0	0
MT	1	1
NC	45	47
ND	1	1
NE	2	2
NH	1	1
NJ	27	22
NM	0	1
NV	3	3
NY	41	39
OH	185	186
OK	16	15
Ontario, Canada	2	1
OR	3	3
PA	164	170
RI	1	1
SC	14	12
TN	45	45

<b>State / Jurisdiction</b>	<b>FY 2022</b>	<b>FY2021</b>
TX	44	45
UT	6	5
VA	125	121
WA	10	10
WI	18	17
WV	116	115
WY	0	1
<b>Totals</b>	<b>1,377</b>	<b>1,350</b>

## *Active Registration Totals by West Virginia County*

<b>West Virginia Count</b>	<b>FY 2022 (6/30/22)</b>	<b>FY2021 (6/30/21)</b>
Berkeley	1	1
Cabell	8	6
Greenbrier	4	4
Hampshire	1	1
Hancock	1	1
Harrison	5	6
Jefferson	5	5
Kanawha	39	44
Marion	9	7
Marshall	1	1
Mercer	3	2
Monongalia	13	12
Ohio	11	11
Preston	2	2
Putnam	4	4
Raleigh	4	3
Upshur	1	1
Wayne	1	1
Wood	3	3
<b>Totals</b>	<b>116</b>	<b>115</b>

**Complaint, Inquiry & Discipline Summary  
FY 2022 (July 1, 2021 – June 30, 2022)**

<b>Complaint Number</b>	<b>File Date</b>	<b>Allegations of Complaint</b>	<b>Status / Resolution</b>	<b>Date of Resolution</b>
12-09-2021	12-09-2021	Disregard of continuing education requirement and misrepresentation of continuing education hours on renewal application	Board attempted to resolve by audit agreement and then by consent agreement. Order to Show Cause and Notice of Hearing on 3/4/22. Hearing on 5/26/22. Proposed decision rendered by Hearing Examiner on 8/9/22 and did not recommend discipline.	08/25/22 Board accepted the ALJ's recommendation with modification and sent final decision and order to architect on 8/29/22.
02-16-2022	02-16-2022	Deficiency in the standard of care, coordination of technical submissions and interpretation of building contract documents	Complaint Committee met on 3/14/22 and again on 5/11/22. Status Report on 04/26/22. Board dismisses complaint on 05/19/22.	05/19/22 Complaint dismissed
05-31-2022	05-31-2022	Architect allegedly failed to properly sign and seal construction documents and administer the contract in a timely and impartial manner.	Complaint was filed against the architecture firm. Complainant informed 06/23/22 that the Board does not have jurisdiction over firms but only over architects and that additional information would need to be provided.	Board did not have jurisdiction. Complainant filed a complaint against the architect on 07/01/22. Complaint continues into FY2023.

*NOTE:* The Board also investigated alleged practice of architecture without registration during March 2022 and referred the matter to the West Virginia State Fire Marshal who is the Authority Having Jurisdiction in this case in May 2022.

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

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

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

**FY 2022  
(July 1, 2021 – June 30, 2022)**

**Joint Meeting of the  
WV Board of Professional Engineers and WV Board of Architects**

Wednesday, July 14, 2021 @ 10:00am

**AGENDA**

- Call to Order
- Welcome and Introductions
- Meeting Objective - Expand the line of communications between the Boards. Discuss common issues of both Boards including education, examinations, legislation, and practice matters.
- Discussion Items:
  - Communication between the Boards
  - Legislative Issues – Universal Licensing, ARPL participation, etc.
  - 100<sup>th</sup> Anniversary for both Boards (following that of NCEES and NCARB last year)
  - Common Issues
    - Education
    - Examinations
    - Practice Issues - overlap and incidental practice
  - Professional Use of Seal Brochure
  - Handbook for Building Officials
- Adjourn

**Joint Meeting Minutes**  
**State Board of Registration for Professional Engineers and the**  
**West Virginia Board of Architects**  
**July 14, 2021**

The West Virginia State Board of Registration for Professional Engineers and the West Virginia Board of Architects met on the 11<sup>th</sup> floor of the Kanawha Valley Building located at 300 Capitol Street, Charleston, WV, on Wednesday, July 14, 2021. Those present for all or part of the meeting were:

Bhajan Saluja	Adam Krason
Garth Thomas	Ed Tucker
Larry Nottingham	Todd Boggess
Edward Robinson	Edsel Smith
L.A. Gates	Jan Fox
Lesley Rosier-Tabor	Emily Papadopoulos
Aaron Armstrong	
Edward Eagloski	

The meeting was called to order at 10:00 am. Garth Thomas, PE Board President, opened the meeting and requested all present to introduce themselves. Mr. Eagloski then reminded everyone that this was an open meeting and there were to be no discussions specific to any complaint or investigation relevant to either of the Boards. No motions were made and neither Board took official action during the course of the meeting.

The purpose of the meeting was to expand the lines of communications between the Boards, discuss common issues of both Boards such as education, examinations, legislation, and practice matters.

At the request of Adam Krason, the important issues of practice overlap and incidental practice were moved to the top of the agenda. Discussion followed regarding these matters, including specific practice definitions, relevant project responsibilities of the different professions and related exemptions, in hopes of bringing clarity to practice-specific matters. In particular, differences in each Board's practice definitions regarding the design of building were highlighted. Members also reviewed the outdated Handbook for Building Officials that was jointly created in 1995, and the most recent version of the updated joint Professional Use of Seals Brochure; both publications were jointly developed by the WV Architects and Professional Engineers Boards. All agreed that the Handbook for Building Officials could be condensed, with the most relevant and important information possibly merged into a future version of the joint Professional Use of Seals publication. Staff and Board members agreed to begin the process of reviewing the material of both and develop a list of important items for consideration to be discussed at a future meeting.

The Board members discussed the successful lines of communication between the Boards throughout the years and specifically during the recent Legislative session. All agreed to keep the lines of communications open going forward.

These was also detailed discussion of the legislative issues from the 2021 WV Legislative Session and how to move forward. The Boards agreed to work together through their respective national counterparts (NCARB, NCEES, ARPL, etc.) to monitor future legislation and consider offering draft legislation in preparation for the upcoming 2022 WV Legislative Session.

Being that 2021 is the 100<sup>th</sup> year of the existence of both Boars, the members agreed that a future event could be jointly coordinated to commemorate this achievement. All agreed that a press release could be created and circulated to announce this 100<sup>th</sup> celebration and other ideas were discussed to honor and memorialize the occasion.

Education and examination issues concerning both Boards were briefly discussed. Both Boards presented an overview of their respective education and examination requirements specific to their profession.

Upon completion of the discussion and review of all agenda items, the members agreed to adjourn the meeting at 12:00 pm. The PE Board announced their next regular meeting will take place on July 20, 2021 and the Architects Board announced their next quarterly meeting will take place on September 16, 2021. The Board members will be compensated one day per diem plus travel expenses.

---

**Leslie A. Gates, PE**  
**PE Board Secretary**

---

**Edward Tucker, FAIA, NCARB**  
**Architects Board Secretary**

# West Virginia Board of Architects



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

**Date:** September 16, 2021

**Time:** 12:00 PM

## Order of Business

1. Call to Order
2. Approval of Minutes – June 3, 2021 and July 14, 2021
3. Disciplinary Matters
  - a) Renewal and Reinstatement Guidance Document
  - b) CE Audit - Colin Donahoe
  - c) Update on Board Complaint to the West Virginia State Board of Registration for Professional Engineers
4. Action Items Regarding Registration
  - a) Reciprocal Application with NCARB Certificate – Roberto Paredes
  - b) Reciprocal Applications with a State License – Richard Whitaker
  - c) Registration Renewal Report
5. Financial Report
  - a) FY2021 Budget to Actual - FINAL END of Year
  - b) FY2022 Budget to Actual – Summary and Details
  - c) FY2023 Proposed Budget – Submitted August 2021
6. New Business
  - a) Lease of Office
  - b) Unclaimed Property
  - c) Update on Fairmont State accreditation and application through rules
  - d) Comments about Construction Administration
  - e) Discussion of sealing documents and electronic signatures
  - f) Discussion of definitions of “Registered Architect” and “Architect” in W.Va. Code

7. Old Business / Planning
  - a) Centennial 1921 -2021
  - b) Building Code Officials Handbook

8. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- December 9, 2021
- February 17, 2022
- May 19, 2022
- August 25, 2022
- November 17, 2022

State Auditor's Conference for Chapter 30 Boards

- October 26, 2021 -More information available soon.

## West Virginia Board of Architects



**Location:** Quarterly Meeting by teleconference  
Originating from 405 Capitol Street  
Charleston, West Virginia 25301

**Date:** September 16, 2021

**Time:** 12:00 PM

**Attendees:** Todd Boggess, Member (TB)  
Richard Forren, Member (RF)  
Jan Fox, Public Member (JF)  
Adam Krason, Member and President (AK)  
Emily Papadopoulos, Executive Director (EP)  
Wendy Scatterday, Member (WS)  
Edsel Smith, Public Member (ES)  
Edward W. Tucker, Member and Secretary (ET)  
Mark Weiler, WV Attorney General's Counsel to the Board (left at 1:40 pm)

1. AK called the meeting to order at 12:05 p.m.
2. Approval of Minutes – June 3, 2021 and July 14, 2021  
On a motion by RF/WS the Board approved the minutes of June 3, 2021 and July 14, 2021.
3. Disciplinary Matters
  - a) Renewal and Reinstatement Guidance Document  
Document with recommended revisions by MW was reviewed and discussed. On a motion by ES/TB the Board accepted the revisions with the following changes:
    - change “see” to “seek” in first paragraph.
    - omit the word “illegally” in the sentence “For an Applicant that has not...”
  - b) CE Audit - Colin Donahoe  
Letter prepared by MW to registrant Colin Donahue as reviewed and discussed. On a motion by WS/ES the Board voted to approve the letter along with permission for the registrant to sign and return the Continuing Education agreement offered earlier even though the original 21 day period is past.
  - c) Update on Board Complaint to the West Virginia State Board of Registration for Professional Engineers.

- i. AK recused himself 12:26 pm.
- ii. Following a lengthy discussion, the Board requested MW to download content from the company's web and social media pages wherein architectural services are being offered by a non-registrant and present findings to the Engineers Board's attorney.
- iii. EP is waiting to hear back from NCARB's attorney regarding an opinion of the limits that West Virginia's architecture and engineering practice acts may or may not place on registrants to engage in the practice of either discipline when only registered in one discipline).
- iv. EP may also ask neighboring states about how they treat this issue.

AK rejoined the meeting at 1:30 pm

- 4. Action Items Regarding Registration
  - a) Reciprocal Application with a NCARB Certificate – Roberto Paredes  
Following discussion, the Board asked EP to ask the applicant to resubmit WV reciprocal application with corrections.
  - b) Reciprocal Applications with a State License – Richard Whitaker  
Using Certemy, EP demonstrated how an application review may be accomplished using this application as an example. The Board agreed that the applicant meets our reciprocal registration requirements.
  - c) Registration Renewal Report  
Currently there are 1317 registrants, 115 of which are in-state. This number is higher at this point in the year than last year.
  
- 5. Financial Report
  - a) FY2021: The final report for FY2021 has been tabulated for Budget to Actual:  
Revenue: Budget \$169,351.50 Actual \$172,552.50  
Expenditures: Budget \$160,839 Actual \$144,467  
Travel, temporary help, and association dues were significantly lower than the prior year.
  - b) FY2022: Budget to Actual – Summary and Details  
Expenditures: Budget \$169,304 Actual YTD spent = \$34,037  
EP reviewed a comparative breakdown with the prior year.
  - c) FY2023: Proposed Budget of \$169,304 – Submitted August 2021  
Budget shifted the reduction in NCARB dues to an equal increase for Temporary Help.
  
- 6. New Business
  - a) Lease of Office  
Submitted form to request extension to the WV Real Estate Division on 8/23/21. Asked for update, but not yet available. Lease expires on 1/31/2022.
  - b) Unclaimed Property  
The Board has reclaimed \$350.00 payable to the Board from the WV Treasurer's "Unclaimed Property".
  - c) Update on Fairmont State University (FSU)

Discussion of potential accreditation and application through our Rules. EP has corresponded with Philip Freeman, faculty at FSU, and NCARB's Patricia Ramallo about application of the Rule regarding recognizing a degree as accredited following graduation. Philip believes chances are good that accreditation will occur effective January 2022 based on their next scheduled visit Fall of 2022.

- d) Comments about Construction Administration  
The Board was advised by a registrant that they believe our Rule regarding Construction Administration is not being adhered to. ET suggested that this be addressed in a future newsletter as a reminder that Construction Administration is considered the Practice of Architecture. Others suggested that a reminder of our CE requirements would also be useful in a future newsletter.
- e) Discussion of sealing documents and electronic signatures.  
EP suggested an update to our Handbook for Code Officials. Desire is to convey "electronic" options more clearly. This could be nicely updated in the Handbook for Code Officials and then excerpted for a shorter guidance document. There are a lot more questions about electronic options in the age of COVID.
- f) Discussion of definitions of "Registered Architect" and "Architect" in W.Va. Code  
"Architect" vs. a "Registered Architect" in WV is perceived the same because of how the code and rules are written. "I am an architect registered in West Virginia (or whatever other jurisdiction)" would be the proper characterization to use.
- g) EP advised of a request from the Legislative Auditing Office who has requested a total expenditure of what the Board has spent on administrative hearings including judges, AG's office, and court reporters, as well as the total fines or costs collected resulting from the hearings. The answer is zero dollars.

## 7. Old Business / Planning

- a) Centennial 1921 -2021  
EP has had discussions with John Auge, Humanities Council and Tourism Commissioner. Due to COVID, development of anything that involves in-person contact are likely to be in vain. Also doing something in coordination with the Board of Engineers during COVID will be difficult. An anniversary logo and/or pins are possible since costs under \$2,500 do not have to be bid out. The concept of a digital "architectural trail" in the state will cost more than \$2,500 and is best left to others. The Board would like to make a presentation at the AIA Gala this fall.
- b) Building Code Officials Handbook  
EP wants to work with a few of the Board members to create revisions / additions.

## 8. Informational Items and Good of the Order

### Upcoming Board Meetings

- December 9, 2021
- February 17, 2022
- May 19, 2022

- August 25, 2022
- November 17, 2022

State Auditor's Conference for Chapter 30 Boards

- October 26, 2021 -More information available soon. Discussion about who must attend vs. option

9. AK adjourned the meeting at 3:10 pm.

Respectively Submitted:

---

Edward W. Tucker FAIA, Secretary

---

Adam Krason, AIA, President

## West Virginia Board of Architects



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

**Date:** December 9, 2021

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes –September 16, 2021
3. Disciplinary Matters
  - a) CE Audit - Colin Donahoe
  - b) Update on Board Complaint to the West Virginia State Board of Registration for Professional Engineers
  - c) Applications with disclosed discipline for Board Review
4. Action Items Regarding Registration
  - a) Reciprocal Application with NCARB Certificate
  - b) Reciprocal Applications with a State License
  - c) Registration Renewal Report
5. Financial Report
  - a) FY2022 Budget to Actual – Summary and Details
6. New Business
  - a) Centennial Poster and Pins
  - b) Response from WVU RE: “interior architect”
  - c) ARPL Meeting & Webinar – Planning for Legislative Session
  - d) Scanning of Files and Archival Items
  - e) Fixed Asset/Surplus Property
7. Old Business / Updates / Planning
  - a) Lease of Office Space

- b) Building Code Officials Handbook

## 8. Adjournment

### Informational Items and Good of the Order

#### Upcoming Board Meetings

- February 17, 2022
- May 19, 2022
- August 25, 2022
- November 17, 2022

#### Upcoming NCARB and Region 2 Meetings

- NCARB MBE Workshop      March 3, 2022    Charlotte, NC
- NCARB Regional Summit      March 4-5, 2022    Charlotte, NC
- Region 2 Pre-Board Teleconference    April 13, 2022 12:00 PM
- NCARB Annual Business Meeting      June 2-4, 2022    Austin, TX

## West Virginia Board of Architects



**Location:** Quarterly Meeting by teleconference  
Originating from 405 Capitol Street  
Charleston, West Virginia 25301

**Date:** December 9, 2021

**Time:** 12:00 PM

**Attendees:** Todd Boggess, Member (TB)  
Adam Krason, Member and President (AK)  
Emily Papadopoulos, Executive Director (EP)  
Wendy Scatterday, Member (WS)  
Edsel Smith, Public Member (ES)  
Edward W. Tucker, Member and Secretary (ET)  
Mark Weiler, WV Attorney General's Counsel to the Board (left at 1:40 pm)

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

1. AK called the meeting to order at 12:03 p.m.
2. Approval of Minutes – September 16, 2021  
On a motion by TB/ES the Board approved the minutes of September 16, 2021.
3. Disciplinary Matters
  - a) CE Audit - Colin Donahoe  
Letter from the Board sent to Donahoe as directed by Board at September meeting giving permission for the registrant to sign and return the Continuing Education agreement offered earlier even though the original 21-day period is past. Nov 30 agreement sent back to Board signed; however the sentence agreeing to pay fine was blacked out and no funds were included. ES/WS moved to pursue disciplinary action to confirm that Donahoe has misrepresented his CE record.
  - b) Update on Board Complaint to the West Virginia State Board of Registration for Professional Engineers.
    - i. AK recused himself 12:17 pm.
    - ii. EP and MW updated the Board on MW's discussion with Ed Eagloski about the Engineers' Board process and shared photographs from its investigator's report. The Board's concern is engineer's web and social

media pages offer architectural services by a non-registrant and is intended to mislead consumers. Further concern is for alignment between Engineer's and Architect's Board. The Board will continue to review the engineer's advertising and activities.

AK rejoined the meeting at 1:00 pm.

4. Applications with disclosed discipline for Board Review
  - a) William Fearon – applicant with a NCARB Certificate. He has a CE related agreement. Board had no further comment regarding reciprocity eligibility.
  - b) Larry Cohen – applicant with a State License from Colorado. Background indicates frequent reinstatements with other jurisdictions. Board felt that proceeding with reciprocal licensure should not be impaired by applicant's prior disclosed discipline.
  - c) Alan Downie – Applicant from VA; EP still waiting on verification of his VA registration. Approved contingent upon verification.
  - d) Daniel Bourassa – EP informed the Board of his unusual situation. Following discussion, the Board agreed with EP and ET's earlier assessment that he has three ways to apply; he just needs to select one and complete the process.
  - e) James Sheehan – Late renewal in process (due June 30, 2021). CE requirements deficient – 2020 only three HSW hours; 2021 only three hours as well. Board agreed with EP's use of Continuing Education Agreement with administrative costs of \$400. EP to follow up to see if he has practiced on an expired registration which could result in a fine.
  - f) Registration Renewal Report  
Currently there are 1364 registrants, 116 of which are in-state, 1248 of which are out of state. Out-of-state registrants are higher than last year.
5. Financial Report
  - a) FY2022: Budget to Actual – Summary and Details  
Expenditures: Budget \$169,304 Actual YTD spent = \$65,228  
EP reviewed a comparative breakdown with the prior year. Expenditures are slightly lower than the same time last year. Revenue is almost exactly the same.
  - b) TB/WS motion approved budget report.
6. New Business
  - a) Centennial Poster and Pins  
Centennial pins were produced in the USA are very high quality; Board members were very pleased with outcome. Educational poster is in the process of being printed, which also appears to be of very high quality in content and presentation. The Board expressed its appreciation to EP for her work on these items. The Board also recommended that a framed poster, front and back, be matted and framed and displayed in the Capitol. EP will inquire as to how this might be done.
  - b) Response from WVU RE: "interior architect"  
EP shared the email correspondence with interior design professor Lee Mullett regarding their department's efforts to educate students about the program and its limitations regarding architectural education.

- c) ARPL Meeting & Webinar – Planning for Legislative Session  
EP shared 11/16/2021 ARPL summary document concerning strategies for supporting responsible licensure, legislative work, etc. Universal licensure HB 2007 is back on the agenda this year. Board should consider planning for legislative session, potential educational work with House Gov. Org. Committee and other legislators. Letter with poster and the importance of licensure will be sent.
  - d) Scanning of Files and Archival Items  
EP discussed problem of paper filing, lack of space, things in storage etc. Desire is to convert architect records to digital media. Estimate for scanning shared of everything from the vendor with the state contract for scanning is approximately \$19,000 to be accomplished over time. Motion to ES/ET spend not more than \$5,000 to begin a test run of digital conversion in accordance with the Board’s policy for records retention. EP to begin with inactive architects’ records.
  - e) Fixed Asset/Surplus Property.  
EP recently retired of and disposed of some surplus property, old equipment, etc. working through the process approved by State Purchasing and Surplus Property. Combined with scanning, this should make more space available.
7. Old Business / Updates / Planning
- a) Office lease renewal received from landlord. Lease cost has not increased from current lease. RF signed prior lease; AK will sign renewal on behalf of the Board.
  - b) Building Code Officials Handbook  
EP recommended that the Board make the first pass at revisions prior to taking to the Engineer’s Board. AK suggested that a past Board member be asked to make the initial changes to recommend to the Board – G Williamson, L Miller, B Yoke mentioned. EP will contact to see if one of these persons will be willing to help.
  - c) EP and ET participated in NCARB Region 2 Fall Telephone Conference. Due to ongoing COVID concerns, the Educator/Practitioner Summit was postponed another year and is now tentatively scheduled for September 2022 at the University of Virginia.
8. Informational Items and Good of the Order
- Upcoming Board Meetings
- February 17, 2022
  - May 19, 2022
  - August 25, 2022
  - November 17, 2022
9. AK adjourned the meeting at 2:53 pm.

Respectively Submitted:

---

Edward W. Tucker FAIA, Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

## West Virginia Board of Architects



**Location:** Quarterly Meeting – Virtual via Google Teams  
Originated from 405 Capitol Street  
Charleston, West Virginia 25301

**Date:** February 17, 2022

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes –December 9, 2021
3. Disciplinary Matters
  - a) CE Audit
  - b) Unlicensed practice of architecture
  - c) Applications with disclosed discipline for Board Review
4. Action Items Regarding Registration
  - a) Reciprocal Application with NCARB Certificate
  - b) Reciprocal Applications with a State License
  - c) Registration Renewal Report
5. Financial Report
  - a) FY2022 Budget to Actual – Summary and Details
6. New Business
  - a) ARPL Report and Legislative Session
  - b) Recent articles about Boards/Regulation
  - c) NCARB Draft Resolutions for Consideration
  - d) NCARB Analysis of Practice
7. Old Business / Updates / Planning
  - a) Building Code Officials Handbook
  - b) Certemy application review training
  - c) NCARB Regional Meeting / Elections

8. Executive Session – Performance Appraisal of Executive Director
9. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- May 19, 2022
- August 25, 2022
- November 17, 2022

Upcoming NCARB and Region 2 Meetings

- NCARB MBE Workshop      March 3, 2022    Charlotte, NC – available virtually
- NCARB Regional Summit      March 4-5, 2022    Charlotte, NC – available virtually
- Region 2 Pre-Board Teleconference    April 13, 2022 12:00 PM
- NCARB Annual Business Meeting      June 2-4, 2022    Austin, TX

## West Virginia Board of Architects



**Location:** Quarterly Meeting – Virtual via Google Teams  
Originated from 405 Capitol Street  
Charleston, West Virginia 25301

**Date:** February 17, 2022

**Time:** 12:00 PM

**Attendees:** Todd Boggess, Member (TB)  
Adam Krason, Member and President (AK)  
Emily Papadopoulos, Executive Director (EP)  
Richard Forren, Member (RF)  
Wendy Scatterday, Member (WS)  
Edsel Smith, Public Member (ES)  
Edward W. Tucker, Member and Secretary (ET)  
Mark Weiler, WV Attorney General’s Counsel to the Board (left at 1:40 pm)

**Absent:** Jan Fox, Public Member (JF)

1. ET called the meeting to order at 12:07 PM.
2. Approval of Minutes –December 9, 2021  
On a motion by WS/ES, the Board approved the minutes of the December 6, 2021
3. Disciplinary Matters
  - a) CE Audit – (Colin Donahue) ET/ES motion: Board finds probable cause to take disciplinary action for non-compliance with CE requirements and misrepresentation of CE compliance at renewal. MW will send a letter of charges to registrant which will be followed by scheduling a hearing date.
  - b) Unlicensed practice of architecture – Evidence submitted by EP appears to show that the Jewel City Church in Meadowbrook, WV, was designed by unlicensed individual. Project is described in media article as a 3-phase, 58,000 sf facility completed in October 2017. ES believes a Certificate of Occupancy was never issued as required by the State Fire Code. Unlicensed individual represents himself as capable of providing architectural design services for another church project that ES has become aware of. MW will send notification letter to the individual alerting to the need for an Architect’s license to make such representations. EP to complete Fire Marshal complaint form on behalf of the

Board so an inquiry is made due to the size of the project and the Board's concern for HSW.

c) Applications for Board Review

Wardell reinstatement application: License expired in 2020. CE hours are technically short (12 required each year) but in consideration of total HSW hours of CE over the period of non-activity, Board approved reinstatement on a motion by RF/WS.

Hopkins reinstatement application: License expired in 2021. Hopkins has continued to practice providing Construction Administration services on a \$1.5M project in Wardensville, WV. Using the Reinstatement Guidelines, a \$400 fee will be assessed to complete reinstatement (\$250.00 reinstatement and \$150.00 late renewal). Motion RF/WS approved reinstatement.

EP announced the Board's receipt of a complaint against a registrant on February 16, 2022. AK appointed ES and WS to serve as the Complaint Committee to make an initial investigation and come back to the Board with a recommendation of next steps.

4. Action Items Regarding Registration

a) Reciprocal Application with NCARB Certificate – no applications to review at this time.

b) Reciprocal Applications with a State License:  
Remitz has completed his application, EP is waiting on Wisconsin to send records and reference letters. Board reviewed the application and RF/ET moved to approve application pending receipt of acceptable records from Wisconsin and final two reference letters.

c) Registration Renewal Report – Report provided for Board showing 1,389 total currently registered, 118 of whom are West Virginia residents.

5. Financial Report

a) FY2022 Budget to Actual – Summary and Details  
EP noted that current expenses are \$91,432.45 and current revenue is \$42,349.00 with a cash balance of \$248,143.00. In reviewing the comparison with the budget, she noted that the printing and binding and postage line items exceeded the budget figures resulting from the centennial posters and pins. ES inquired about the difference in budget figure for the rent and the actual. EP explained that the rent payments had been delayed resulting from the sale of the building a second time and the new vendor getting registered in Oasis Vendor Registration.

6. New Business

a) ARPL Report and Legislative Session

EP reported that she has been participating in regular meetings of the WV professions represented by the Alliance for Responsible Professional Licensing (ARPL) during the legislative session. She shared an ARPL document showing the current pathways and data associated with license mobility. The Board

discussed the revisions of HB2007 in HB4634 and also discussed legislation pursuing the sunset of a few boards.

- b) Recent articles about Boards/Regulation  
EP noted that the ARPL group will likely place an op-ed in the paper about the importance of rigorous licensing standards to ensure safety during major infrastructure investments. She also referenced possible talking points regarding the importance of registration and shared responses to West Virginia's process for reciprocal registration by recent registrants.
  - c) NCARB Draft Resolutions for Consideration  
ET explained that many of the resolutions were efforts to clean up resolutions from prior years and noted that Resolution H is tabled until 2023. He anticipates further discussion at upcoming NCARB meetings.
  - d) NCARB Analysis of Practice  
EP reported that the Board has been asked by NCARB to encourage responses to a survey on practice analysis in order to help shape future NCARB services and programs.
7. Old Business / Updates / Planning
- a) Building Code Officials Handbook  
EP reported that Greg Williamson has agreed to work on the update of the handbook and has been gathering examples from other states.
  - b) Certemy application review training  
ET & AK reported that EP lead them through the process of reviewing an application online using the Certemy platform. EP reported that the training revealed additional modifications to the reviewer settings were necessary to give board members reviewing applications access to uploaded documents in support of the applications.
  - c) NCARB Regional Meeting / Elections  
The Board discussed who was attending the upcoming meeting in Charlotte either in person or virtually and who was interested in attending the NCARB Annual Business Meeting in June.
8. Executive Session – Performance Appraisal of Executive Director.
- a) TB/WS to go into Executive Session at 2:47 pm. EP left the meeting.
  - b) ES/WS to go out of Executive Session at 3:03 pm. EP returned to the meeting.
  - c) On a motion by WS/RF, the Board accepted EP's performance appraisal without modification. Board members expressed their appreciation for EP's performance and excellent service during her tenure and through the difficult circumstances of the COVID pandemic.
  - d) On a motion by ET/TB the Board approved a salary increase of \$5,000 per year, effective as of the next pay period, opting out of State's increase that would go into effect in July, 2022.
  - e) The Board further expressed their appreciation for EP's work related to the Board's 100<sup>th</sup> Anniversary and production of the commemorative pins and posters. AK shared his story and photograph involving his visit to Richmond Elementary's 2<sup>nd</sup> Grade Class after which the school undertook an art project

using the poster's Capitol dome image as the basis for their Starry Night / Van Gogh project.

9. ES moved for Adjournment at 3:35 pm.

Respectively Submitted:

---

Edward W. Tucker FAIA, Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

## West Virginia Board of Architects



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

**Date:** May 19, 2022

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – February 17, 2022
3. Discussion of Draft of Handbook for Building Code Officials with Greg Williamson and any recommendations for rule changes or clarifications.
4. Disciplinary Matters
  - a) Case # 12-09-2021 – Update on Upcoming Hearing
  - b) Case # 02-16-2022 – Recommendation of Complaint Committee
  - c) Inquiry into Unlicensed practice of architecture
  - d) Applications with disclosed discipline for Board Review
5. Action Items Regarding Registration
  - a) Reciprocal Application with NCARB Certificate
  - b) Reciprocal Applications with a State License
  - c) Initial Applicants for Registration
  - d) Registration & Renewal Report
6. Financial Report
  - a) FY2022 Budget to Actual – Summary and Details
  - b) FY2023 Final Expenditure Budget
  - c) Review of P-Card Purchases and Reconciliation
7. New Business
  - a) Board Officer Elections
  - b) NCARB Language Accommodations on the ARE Survey
  - c) FOIA Request from Prof. UMBER Hanlon of the Funkaar Institute

- d) Governor's Summer Intern
- 8. Old Business / Updates / Planning
  - a) Update from April Region 2 Call
  - b) NCARB Annual Business Meeting, Delegates & Draft Resolutions
  - c) Review of Executive's Annual and Sick Leave
- 9. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- August 25, 2022
- November 17, 2022

Upcoming NCARB and Region 2 Meetings

- Stronger Together: ICOR CEO Chat on Practice Overlap – May 26, 2022 at 2:00 PM, Virtual
- NCARB Annual Business Meeting June 2-4, 2022 Austin, TX

## West Virginia Board of Architects



**Location:** Quarterly Meeting – Both Virtual via Google Teams and In Person  
405 Capitol Street  
Charleston, West Virginia 25301

**Date:** May 19, 2022

**Time:** 12:00 PM

**Attendees:** Todd Boggess, Member (TB) - Online  
Adam Krason, Member and President (AK) – In-Person  
Emily Papadopoulos, Executive Director (EP) - In-Person  
Richard Forren, Member (RF) - In-Person  
Wendy Scatterday, Member (WS) - Online  
Edsel Smith, Public Member (ES) - Online  
Edward W. Tucker, Member and Secretary (ET) - In-Person  
Mark Weiler, WV AG’s Counsel to the Board (left at 3:04 pm) - Online  
Greg Williamson (GW) Guest & Past Board Member – In-Person

**Absent:** Jan Fox, Public Member (JF)

1. AK Called the meeting to order 12:24. (Note: RF served as secretary until a new one is elected to lessen ET’s responsibilities to the Board since he takes on additional responsibilities as the new NCARB Region 2 Chairman.)
2. Approval of Minutes – February 17, 2022,  
On a motion by RF/ES, the Board approved the minutes of February 17, 2022
3. Code Officials Handbook - GW graciously agreed to draft an update of the Handbook for Building Code Officials. The draft was sent to board members to review prior to the meeting. GW reviewed areas of particular interest to Board which would be the most helpful and useful to Code Officials. These areas include exempt structures, incidental practice, sealing documents, and the rules of practice that differ between Architects and Engineers. He identified areas in red that may be considered for possible rules changes in the future.
4. Disciplinary Matters
  - a) Case # 12-09-2021 – Update on Upcoming Hearing – Colin Donahoe

MW addressed a hearing scheduled for May 26, 2022, at 9:30. Outcome to be provided.

- b) Case # 02-16-2022 – Recommendation of Complaint Committee  
The Committee held two meetings and reviewed the complaint and the response by the architect. After a review of the documents provided, it determined there was insufficient evidence to support action against the architect for standard of care or interpreter of building contract documents failures in regards to the practice of architecture and therefore recommended to dismiss the complaint. The Board concurred and EP will handle follow-on communications.
  - c) Inquiry into unlicensed practice of architecture  
The board agreed to send a request of inquiry to the Fire Marshal's office, regarding a Place of Assembly that may not have been designed/constructed in compliance with state code.
  - d) Applications with disclosed discipline for Board Review – Kurt Platte  
This individual submitted an NCARB Certificate. On his application, he disclosed one discipline issue which referenced two previous discipline issues which were not disclosed in his application. With a motion by TB/WS the Board will require the applicant to update his NCARB certificate to reflect all prior discipline before the board will consider his application.
  - e) Application from William DeMaio,  
With a motion by WS/TB the Board agreed to approve his application once he submits his 3<sup>rd</sup> recommendation.
  - f) Renewal Application from Henry Kitselman  
The Board will defer the review of his renewal until he completes all his education requirements.
  - g) EP and WS reported on an anonymous call received at the Board Office regarding possible HSW concerns on work being done at several locations in the City of Wheeling. They reported that they had forwarded the information they received to the Building Official Larry Helms.
5. Action Items Regarding Registration-
- a) Reciprocal Application with NCARB Certificate – no additional applications to review
  - b) Reciprocal Applications with a State License – no additional applications to review.
  - c) Initial Applicants for Registration –  
Joshua Shinn of Morgantown, employed at Omni Associates  
Motion to accept ES/TB, approved by the Board

- d) Registration & Renewal Report –  
The Board had 1300 out of state registrations, 119 in state - for a total 1,419
6. Financial Report
  - a) FY2022 Budget to Actual –  
EP provided details of financial statements, showing expenses to date of \$124,405.83 and revenue of \$57,849. The cash balance was \$230,650.12.
  - b) FY2023 Final Expenditure Budget  
EP provided details of the expenditure budget for FY23, with a motion by WS/TB the Board approved the financial report
  - c) Review of P-Card Purchases and Reconciliation  
Time did not allow for review of P Card purchases. Officers will review and sign certificates prior to next meeting.
7. New Business
  - a) Board Officer Elections  
With a motion by ET/ES the Board elected Richard Forren as Secretary  
With a motion by TB/ES elected Adam Krason as President
  - b) NCARB Language Accommodations on the ARE Survey,  
The Board agreed with these accommodations for non-native English speakers.
  - c) The Board discussed a FOIA request by a vendor. EP responded to the request on the same day it was received, and MW sent an additional response.
  - d) Governor’s Summer Intern – Rebecca Sutton of Nitro, student at WV State University – starts May 31. EP may need new computer for her.
8. Old Business / Updates / Planning
  - a) Update from April Region 2 Call –  
ET reported that the Region has hired Kathy Hillegas, former NCARB employee and executive director of Louisiana, as its part-time executive.
  - b) NCARB Annual Business Meeting, Delegates & Draft Resolutions –  
ET to serve as WV’s delegate for voting of resolutions at the ABM of NCARB.
  - c) Review of Executive’s Annual and Sick Leave –  
Time did not allow for review. Officers will review prior to next meeting
9. Informational Items for the Good of the Order  
EP will participate in the ICOR webinar on overlapping practice on May 26, 2022.

Chuck Anderson WVDOH, Roads and Bridges suggested that architectural firms submit qualifications to be selected as a pre-approved firm.

#### Upcoming Board Meetings

- August 25, 2022
- November 17, 2022

Upcoming NCARB and Region 2 Meetings

- Stronger Together: ICOR CEO Chat on Practice Overlap – May 26, 2022 at 2:00 PM, Virtual
- NCARB Annual Business Meeting      June 2-4, 2022, Austin, TX

10. Adjournment

With a motion by ES/WS the meeting was adjourned at 3:40.

Respectively Submitted:

---

Richard T. Forren, AIA Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

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

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

## West Virginia Board of Architects



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

**Date:** September 17, 2020

**Time:** 12:00 PM

### Order of Business

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

8. Adjournment

Informational Items – For discussion as Needed

1. Registration Report
2. Good of the Order

NCARB MBC & MBE Meeting – Virtual

- October 21, 2020 10:00 AM – 4:00 PM

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

- October 27, 2020 8:00 AM – 4:00 PM

Upcoming Board Meeting Dates

- December 3, 2020 12:00 PM

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

## West Virginia Board of Architects



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

**Date:** September 17, 2020

**Time:** 12:00 PM

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

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

**Absent:** Jan Fox, Public Member (JF)

### Order of Business

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

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

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

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

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

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

5. Action Items Regarding Registration

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

6. Financial Report

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

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

7. New Business

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

8. Good of the Order / Informational Items

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

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

Respectively Submitted:

---

Edward W. Tucker FAIA, Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

# West Virginia Board of Architects



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

**Date:** December 3, 2020

**Time:** 12:00 PM

## Order of Business

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

Informational Items – For discussion as needed

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

**NOT on Agenda** – to be completed by Board Officers

PCard and Leave Approval

Signing of Certificates

## West Virginia Board of Architects



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

**Date:** December 3, 2020

**Time:** 12:00 PM

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

**Guests:** none

**Absent:** Richard T. Forren, Member (RF)

### Order of Business

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

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

c) Inquiry 11-10-2020

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

4. Action Items Regarding Registration

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

5. Financial Report

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

6. New Business

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

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

The Board voted in favor of the motion.

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

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

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

Respectively Submitted:

---

Edward W. Tucker FAIA, Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

## West Virginia Board of Architects



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

**Date:** March 18, 2021

**Time:** 1:30 PM

### Order of Business

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

Informational Items – For discussion as needed

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

**NOT on Agenda** – to be completed by Board Officers

PCard and Leave Approval

Signing of Certificates

On agenda for next meeting:

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

## West Virginia Board of Architects



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

**Date:** March 18, 2021

**Time:** 1:30 PM

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

### Order of Business

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

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

architects.

- b) Building Code Officials Handbook: Board should determine if we would like to do this in conjunction with the Engineer's Board.

8. Informational Items

- a) Registration Report: Currently there are 1,337 total active registrants 116 of which are active in WV.
- b) Upcoming event dates:
  - EXPO – March 24-26, 2021.
  - NCARB Annual Meeting – Hybrid (virtual and in-person) June 24 – 26, 2021

- 9. AK adjourned the meeting at 3:35 pm.

Respectively Submitted:

---

Edward W. Tucker FAIA, Secretary

---

Adam Krason, AIA, President

---

Emily Papadopoulos, Executive Director

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

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

**3:00 PM**

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

# West Virginia Board of Architects



## Centennial Recognition Committee

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

**Date:** May 11, 2021

**Time:** 3:00 PM

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

## Order of Business

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

- d. EP will gather information from possible partners, price some 100-year pins with logo, and begin finding out what is allowed via WV Ethics Commission, the WV Auditor's Office, and the WV Division of Purchasing.
- e. JB discussed the possibility of having a celebration event the same weekend as the AIA Design Awards (Saturday October 16) or with another event (Festival in June) so not stand alone and not expensive. She also noted that holding an event during Legislative Interim meetings might help educate state leaders on the importance of public protection and the work of the Board.
- f. The committee recommended utilizing the website to document the centennial with a special page, scrolling information and a possible video message from the Governor.

4. Handbook for Code Officials

- a. EP noted that there are several dated parts of the Handbook for Code Officials but also many sections that will stay the same. She will send out to the committee a copy of her current edits and questions.
- b. WS and TB noted that they regularly talk with code officials and think the update will be helpful, especially if it is available digitally and can be updated regularly and available as a PDF document.
- c. The committee agreed to include new sections to the booklet on stamping/sealing, incidental practice, and the WV Fire Marshal; additionally, they determined to pursue a collaboration with the WV State Board for the Registration of Professional Engineers. Completion of the Handbook by the end of the calendar year was agreed upon as a reasonable goal.

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

Respectfully submitted

---

Emily Papadopoulos, Executive Director

## West Virginia Board of Architects



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

**Date:** June 3, 2021

**Time:** 12:00 PM

### Order of Business

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

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

8. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- September 16, 2021
- December 9, 2021

NCARB Annual Business Meeting – Los Angeles, CA

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

## West Virginia Board of Architects



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

**Date:** June 3, 2021

**Time:** 12:00 PM

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

**Absent:** Jan Fox, Public Member (JF)

### Order of Business

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

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

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

4. Action Items Regarding Registration

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

5. Financial Report

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

6. New Business

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

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

7. Old Business / Planning

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

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

Respectfully submitted:

---

Edward Tucker, Secretary

---

Adam Krason, President

---

Emily Papadopoulos, Executive Director