

# West Virginia Board of Architects



## **Annual Report FY2024 & FY2023**

*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.*

*Over 100 Years Protecting West Virginians*

West Virginia Board of Architects  
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December 13, 2024

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, 2024 and June 30, 2023. 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. The Board is particularly pleased to inform you that Board Member Edward Tucker was elected this year to the Board of Directors of the National Council of Architectural Registration Boards, of which the West Virginia Board is a member. He will represent the state well, and we are proud of this accomplishment.

Please let us know if we may answer any questions or provide additional information. We certify that the information contained in the following Annual Report for the FY2024 and FY2023 is true and correct to the best of our knowledge.

Sincerely,



Adam Krason, AIA, NCARB, LEED-AP, ALEP  
Board President



Richard Forren, AIA, NCARB  
Secretary

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## FUNCTIONS OF THE WEST VIRGINIA BOARD OF ARCHITECTS

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

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

1. Process and qualify applications for registration
2. Issue registrations to qualified applicants
3. Investigate 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:

2023-2024	Adam Krason, President	Charleston, West Virginia
	Richard Forren, Secretary	Bridgeport, West Virginia
	Todd Boggess, Member	Princeton, West Virginia
	Wendy Scatterday, Member	Wheeling, West Virginia
	Edward Tucker, Secretary	Huntington, West Virginia
	Jan Fox, Public Member	Charleston, West Virginia
	Aubrey E. Smith, Member	Jane Lew, West Virginia
2022-2023	Adam Krason, President	Charleston, West Virginia
	Edward Tucker, Secretary	Huntington, West Virginia
	Todd Boggess, Member	Princeton, West Virginia
	Richard Forren, Member	Bridgeport, West Virginia
	Wendy Scatterday, Member	Wheeling, West Virginia
	Jan Fox, Public Member	Charleston, West Virginia
	Aubrey E. Smith, Member	Jane Lew, West Virginia

**WV Board of Architects  
Revenue  
FY 2024 & FY2023**

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 FY 2024 and FY 2023 are shown on the following pages.

	<b>FY2024</b>	<b>FY2023</b>
Beginning Balance	\$304,248.11	\$303,699.33
<u>Receipts:</u>		
Registration, Renewals, Reinstatements,	\$162,050.00	\$165,450.00
Duplicate Certificates & Verification Fees		
Penalties & Disposition Costs	\$400.00	\$2,900.00
Miscellaneous Income	<u>\$0.00</u>	<u>\$0.00</u>
<b>TOTAL</b>	<b>\$162,450.00</b>	<b>\$168,350.00</b>

Notes:

\*During FY2024, The West Virginia Board of Architects collected \$400.00 in administrative costs related to the audit of continuing education.

\*During FY2023, The West Virginia Board of Architects collected \$2,900.00 in administrative costs related to the audit of continuing.

<b><u>OBJ</u></b>	<b><u>EXPENDITURES - FY2024 &amp; FY2023</u></b>	<b><u>Actual FY 2024</u></b>	<b><u>Actual FY 2023</u></b>
1200	Personnel Service	\$69,529.98	\$72,204.21
1201	Temp. Help & Per Diem	\$8,036.00	\$9,360.00
1206	Annual Increment	\$780.00	\$720.00
2200	PEIA Administration Fee	\$0.00	\$0.00
2202	Social Security/FICA Match	\$5,905.11	\$6,277.78
2203	Basic Life Insurance/PEIA	\$10,055.76	\$7,053.12
2205	Workers Compensation	\$300.00	\$300.00
2207	Pension & Retirement	\$6,327.88	\$6,589.90
2208	OPEA Paygo Retiree Trust RHBT	\$0.00	\$840.00
3200	Regular Office Expenses	\$357.65	\$677.42
3201	Printing & Binding	\$1,063.00	\$728.00
3202	Rent	\$8,502.00	\$9,024.48
3204	Telecommunications - Phone	\$2,595.39	\$3,128.05
3206	Contractual Services	\$4,750.45	\$9,883.45
3207	Professional Services - AG (Contractual Services)	\$7,259.50	\$22,037.50
3211	Travel	\$2,088.25	\$2,107.94
3213	Computer Services - Internal - Telep. Admin. Fee	\$1,499.28	\$884.06
3214	Computer Services - External	\$5,355.00	\$6,980.00
3217	Copier Rental	\$701.91	\$765.72
3218	NCARB & WV Association Dues	\$5,500.00	\$5,500.00
3219	Board of Risk & Insurance Management	\$2,800.00	\$2,736.00
3224	Advertising & Promotional	\$750.84	\$567.60
3233	Hospitality	\$641.51	\$661.76
3241	Miscellaneous	\$763.00	\$360.37
3242	Training & Development – In State	\$275.00	\$275.00
3244	Postage	\$1,578.57	\$1,693.12
3247	Software Licenses	\$0.00	\$480.10
3248	Computer Equipment	\$0.00	\$1,632.00
3263	Bank Cost 2.5% Online Renewal Deposits	\$3,857.08	\$4,119.74
3272	PEIA Reserve Fund Payroll 1% Fee	\$695.00	\$695.00
	<b>TOTAL EXPENSES</b>	<b>\$151,968.60</b>	<b>\$178,282.32</b>
	<b>Ending Cash Balance</b>	<b>\$304,248.41</b>	<b>\$293,767.01</b>

*Notes:*

- 1201 includes daily rate payments to the Board of Directors of \$12,500 over the two-year period and pay for a summer intern both years.
- 3211 reflects board mileage, toll, and parking expenses (5,675 miles and \$3,962 over two years).

**Registration Statistics**

**West Virginia Board of Architects  
FY2024 & FY2023**

	<b>FY2024</b>	<b>FY2023</b>
ARE Exam Candidates	31	24
New Registrations in WV	153	149
Total Active Architects in WV	1579	1458
In State	120	117
Out of State	1459	1341
Renewals Processed	1401	1367
Reinstatements Processed	16	7
License Verifications	7	1
Complaints Filed	1	7
Duplicate Certificate Issued	1	2

## ***WVBA - Registrations Issued from 07/01/2023 to 06/30/2024***

<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>
5710	ADCOCK	LAURA	LAKEWOOD RANCH	FL	7/5/2023	2023-24
5711	POWERS	TIMOTHY	PITTSBURGH	PA	7/5/2023	2023-24
5712	SIEKMAN	MARK	ANNAPOLIS	MD	7/5/2023	2023-24
5713	RIGOSU	DENNIS	CLIFTON PARK	NY	7/5/2023	2023-24
5714	BLAKE	GERALD	ROCKLAND	MA	7/5/2023	2023-24
5715	COOK	MICHAEL P.	FALLS CHURCH	VA	7/5/2023	2023-24
5716	SWENSEN	JILL JEAN	PITTSBURGH	PA	7/5/2023	2023-24
5717	CARPENTER	ROBERT	DENVER	CO	7/5/2023	2023-24
5718	SARDEN	AVERY	ATLANTA	GA	7/6/2023	2023-24
5719	NALL	PATRICK	LOUISVILLE	KY	7/6/2023	2023-24
5720	REID	SUSAN	DEERFIELD	IL	7/6/2023	2023-24
5721	GARDNER	DANIEL	HOOVER	AL	7/7/2023	2023-24
5722	ANDRICK	STACY	NASHVILLE	TN	7/11/2023	2023-24
5723	BIVENS	TIMOTHY	LIVERPOOL	NY	7/11/2023	2023-24
5724	WARE	DANIEL	LEXINGTON	KY	7/11/2023	2023-24
5725	PEARCE	WILLIAM	BOSTON	MA	7/17/2023	2023-24
5726	SEWELL	MATTHEW	BOWLING GREEN	KY	7/17/2023	2023-24
5727	RICHTER	BRYAN	FRANKLIN	TN	7/17/2023	2023-24
5728	WALLACE	CHARLES	SPRING HILL	TN	7/17/2023	2023-24
5729	BASHORE-WATTS	JAMIE	BLOUNTVILLE	TN	7/18/2023	2023-24
5730	CLEAR	MARC	ATLANTA	GA	7/18/2023	2023-24
5731	FUENTES, JR.	FRANK	MIDDLETON	WI	7/18/2023	2023-24
5732	TWISS	MICHAEL	TROY	OH	7/18/2023	2023-24
5733	HAVRILLA	LUKE	PITTSBURGH	PA	7/19/2023	2023-24
5734	SIMIANER	JOHN	MIDVALE	UT	7/20/2023	2023-24
5735	MCGAHEY	JOHN	FUQUAY VARINA	NC	7/20/2023	2023-24



5736	CHAPMAN	MICHAEL	HUNTSVILLE	AL	7/20/2023	2023-24
5737	PLICHTA	ROBERT	AURORA	IL	7/25/2023	2023-24
5738	GARVIN	DANIEL	MORGANTOWN	WV	8/2/2023	2023-24
5739	RELE	KSHIPRA	ROYAL OAK	MI	8/2/2023	2023-24
5740	DOYLE	KEVIN	ROYAL OAK	MI	8/11/2023	2023-24
5741	CEDERNA	ANN	POTOMAC	MD	8/14/2023	2023-24
5742	COOK	WILLIAM	BRIDGEPORT	WV	8/14/2023	2023-24
5743	PHILLIPS	ROBERT	ATLANTA	GA	8/14/2023	2023-24
5744	PSALEDAKIS	GEORGE	WALNUT CREEK	CA	8/14/2023	2023-24
5745	KLEINER	SARAH	CINCINNATI	OH	8/24/2023	2023-24
5746	SAMMONS	RICHARD	NEW YORK	NY	8/24/2023	2023-24
5747	NAGY	HARRY	WASHINGTON	DC	8/30/2023	2023-24
5748	ORLOVE	JONATHAN	CHICAGO	IL	8/31/2023	2023-24
5749	RAYNES	CHAD	LEXINGTON	KY	8/31/2023	2023-24
5750	SCHWARTZMAN	STEVEN	BALTIMORE	MD	9/6/2023	2023-24
5751	MORPHEW	KIRK	FAIRMONT	WV	9/6/2023	2023-24
5752	MACIA	ENRIQUE	MIAMI	FL	9/6/2023	2023-24
5753	SEILER	JOSHUA	ROCKVILLE	MD	9/6/2023	2023-24
5754	GINGRICH	BENJAMIN	CLEVELAND	OH	9/12/2023	2023-24
5755	BULL	ROBERT	WASHINGTON	DC	9/12/2023	2023-24
5756	KINDE	TANNER	DALLAS	TX	9/12/2023	2023-24
5757	YANHKO	MELISSA	RADFORD	VA	9/18/2023	2023-24
5758	KEUTZER	RYAN	PRINCETON	IL	9/18/2023	2023-24
5759	LEWIS	PAUL	WILKES-BARRE	PA	9/25/2023	2023-24
5760	STUHLREYER	PETER	AUBURN HILLS	MI	9/26/2023	2023-24
5761	GARTNER	STEPHEN	ADDISON	TX	9/26/2023	2023-24
5762	NUNN	STEPHANIE	COLUMBIA	MD	9/29/2023	2023-24
5763	ROWE	MICHAEL	MAUMEE	OH	9/29/2023	2023-24
5764	JAIN	KRUTARTH	CINCINNATI	OH	10/2/2023	2023-24
5765	WEITL	DILLON	HOUSTON	TX	10/2/2023	2023-24
5766	BERARDI	JOSEPH	COLUMBUS	OH	10/3/2023	2023-24

5767	SPIKES	JEFF	SHREVEPORT	LA	10/5/2023	2023-24
5768	SMITH	ROBERT	SHELBY	NC	10/11/2023	2023-24
5769	BYRGE	EMILY	NICHOLASVILLE	KY	10/13/2023	2023-24
5770	BANKER	DANIEL	BLACKSBURG	VA	10/13/2023	2023-24
5771	SKYWATCHER	JESSICA	MOON TOWNSHIP	PA	10/17/2023	2023-24
5772	HARRISON	JONATHAN	WILLIAMSBURG	VA	10/17/2023	2023-24
5773	RADER	LLOYD	CHARLOTTE	NC	10/18/2023	2023-24
5774	OZKAN	EMRE	STERLING	VA	10/26/2023	2023-24
5775	THIBAUT	WILLIAM	BATON ROUGE	LA	10/26/2023	2023-24
5776	VIERRETHET	LAURA	ST LOUIS	MO	11/7/2023	2023-24
5777	SEARS	DARRELL	CINCINNATI	OH	11/21/2023	2023-24
5778	WATSON	ANDREW	CHRISTIANSBURG	VA	11/21/2023	2023-24
5779	NICKLES	WAYNE	WASHINGTON	DC	11/21/2023	2023-24
5780	FURMAN	WILLIAM	DENVER	CO	11/28/2023	2023-24
5781	HISER	FREDERICK	BALTIMORE	MD	11/28/2023	2023-24
5782	FRANKEL	GARY	MANASSAS	VA	11/28/2023	2023-24
5783	WILLARD	RUSSELL	PLANT CITY	FL	11/28/2023	2023-24
5784	MAISTROS	MICHAEL	UPPER ARLINGTON	OH	11/30/2023	2023-24
5785	BUNAL	CHRISTOPHER	OKLAHOMA CITY	OK	12/5/2023	2023-24
5786	DIXON	DAVID	INDIANAPOLIS	IN	12/6/2023	2023-24
5787	OGI	KALLIE	FOND DU LAC	WI	12/8/2023	2023-24
5788	ETTELMAN	LAURA	NEW YORK	NY	12/11/2023	2023-24
5789	ENQUIST	MATTHEW	SCARSDALE	NY	12/11/2023	2023-24
5790	LINGLE	CARL	LENA	IL	12/13/2023	2023-24
5791	FALCON	MARIAH	FAIRMONT	WV	1/2/2024	2023-24
5792	BENSON	MARSHA	BRIDGEPORT	WV	1/2/2024	2023-24
5793	HUMMEL	JOHN	SARVER	PA	1/3/2024	2023-24
5794	PUGH	BRIAN	CHICAGO	IL	1/4/2024	2023-24
5795	PRICE	JAMES	CHRISTIANSBURG	VA	1/8/2024	2023-24
5796	MAYER	KENNETH	GREENSBORO	NC	1/9/2024	2023-24
5797	VANDERWEELE	JARED	KALAMAZOO	MI	1/10/2024	2023-24

5798	HARRELL	SISSILY	MEADOWS OF DAN	VA	1/11/2024	2023-24
5799	BERKOSKI	THOMAS	NEW YORK	NY	1/23/2024	2023-24
5800	HAKEEM	OMAR	WASHINGTON	DC	1/23/2024	2023-24
5801	KRUG	ALEXIS	SILVER SPRING	MD	1/23/2024	2023-24
5802	ARGYLE	CYNTHIA	OGDEN	UT	1/23/2024	2023-24
5803	CHEATHAM	JONATHAN	LEXINGTON	KY	1/24/2024	2023-24
5804	HENDON	ERIK	BIRMINGHAM	AL	1/25/2024	2023-24
5805	MONAHAN	TIMOTHY	KENSINGTON	MD	1/30/2024	2023-24
5806	PERKINS	BRIT	HOUSTON	TX	2/5/2024	2023-24
5807	SRYGLEY	JOHN	BALTIMORE	MD	2/7/2024	2023-24
5808	MAJEWSKI	FRANK	DETROIT	MI	2/12/2024	2023-24
5809	ARAMBARRI	NICHOLAS	IRVINE	CA	2/12/2024	2023-24
5810	JOHNSON	ANDREW	COLUMBUS	OH	2/13/2024	2023-24
5811	DAGOSTINO	MATTHEW	CHARLOTTESVILLE	VA	2/16/2024	2023-24
5812	WIDENER	CHRISTOPHER	SPRINGFIELD	OH	2/16/2024	2023-24
5813	STANTON	MICHAEL	SAN FRANCISCO	CA	2/21/2024	2023-24
5814	BATTLE	ELISABETH	OAK PARK	IL	2/21/2024	2023-24
5815	KEBEDE	DANIEL	COLUMBIA	MD	2/23/2024	2023-24
5816	SOLYAK	KYLE	LANCASTER	PA	2/23/2024	2023-24
5817	PEREZ-RUBIO	CARLOS	ST. LOUIS	MO	2/23/2024	2023-24
5818	LIEDERMAN	JEFFREY	NORTH TUSTIN	CA	2/26/2024	2023-24
5819	DELK	DANIEL	MADISON	WI	2/26/2024	2023-24
5820	SIMKO	SIERRA	DALTON	PA	2/26/2024	2023-24
5821	BAKER	RODGER	WICHITA	KS	3/4/2024	2023-24
5822	ULMAN	CHAD	APPLETON	WI	3/4/2024	2023-24
5823	BAUGHER	ERIC	CONSHOHOCKEN	PA	3/4/2024	2023-24
5824	BLEES	PATRICK	MINNEAPOLIS	MN	3/7/2024	2023-24
5825	QUACKENBUSH	ERIK	RICHMOND	VA	3/11/2024	2023-24
5826	SNYDER	DAVID	CHARLOTTE	NC	3/18/2024	2023-24
5827	FREDERICK	MEGHAN	FORT MYERS	FL	3/21/2024	2023-24
5828	SEIPEL-PARKS	JOSEPH	ELKIN	NC	3/25/2024	2023-24

5829	CARTER	ERIC	CHESTERFIELD	MO	3/28/2024	2023-24
5830	MORRIS	BRUCE	ATLANTA	GA	4/1/2024	2023-24
5831	BAILEY	NATASHA	AKRON	OH	4/2/2024	2023-24
5832	PICKEREL	CRAIG	PERRYSBURG	OH	4/3/2024	2023-24
5833	MADANI	RADWAN	IRVINE	CA	4/3/2024	2023-24
5834	GILLETTE-MURPHY	MICHELLE	ORLAND PARK	IL	4/8/2024	2023-24
5835	WOJCIKOWSKI	DEREK	CINCINNATI	OH	4/8/2024	2023-24
5836	TAPIA	JINGER	IRVINE	CA	4/9/2024	2023-24
5837	HILLERMANN	PETER	ALPHARETTA	GA	4/19/2024	2023-24
5838	ROUSE	MICHAEL	WASHINGTON	DC	4/26/2024	2023-24
5839	NOVAK	JONATHAN	CLEVELAND	OH	4/26/2024	2023-24
5840	WILMOT	TIMOTHY	SILVER SPRING	MD	5/7/2024	2023-24
5841	SCHEER	PATRICK	BUTLER	PA	5/8/2024	2023-24
5842	ROSANO	DONNA	MIDDLETOWN	MD	5/9/2024	2023-24
5843	WEST	MICHAEL	MORGANTOWN	WV	5/9/2024	2023-24
5844	FLOURNOY	EMILY	CENTENNIAL	CO	5/20/2024	2023-24
5845	SIEMER	MARCIA	SAINT LOUIS	MO	5/20/2024	2023-24
5846	KERI	THOMAS	TRAVELERS REST	SC	5/20/2024	2023-24
5847	LIEPINS	ERIK	NUTLEY	NJ	5/21/2024	2023-24
5848	RUTLEDGE	CHRISTOPHER	LEWISVILLE	TX	5/21/2024	2023-24
5849	COLLINS	JAMES	CHARLOTTE	NC	5/21/2024	2023-24
5850	POLETT	ZACHARY	LANCASTER	PA	5/21/2024	2023-24
5851	VIATOR	MEGAN	FREDERICK	MD	5/21/2024	2023-24
5852	ZAJKOWSKI	MICHAEL	WASHINGTON	DC	5/21/2024	2023-24
5853	MACGREGOR	MICHAEL	DALLAS	TX	5/22/2024	2023-24
5854	MASON	MICHAEL	WASHINGTON	DC	5/22/2024	2023-24
5855	RAJCHEL	MICHAEL	WEXFORD	PA	5/22/2024	2023-24
5856	PRADHAN	TRISHNA RANI	GREENVILLE	SC	5/22/2024	2023-24
5857	FISHER	MIKE	ASHVILLE	OH	5/29/2024	2023-24
5858	MULA	JOSEPH	YORK	PA	5/30/2024	2023-24
5859	NASAB	MAXIM	TALLAHASSEE	FL	5/30/2024	2023-24

5860	GOLDMAN	SHAUN	GREEN COVE SPRINGS	FL	6/6/2024	2023-24
5861	SWAIKA	JOSEPH	BIRMINGHAM	AL	6/6/2024	2023-24
5862	BETZ	DAVID	BEXLEY	OH	6/6/2024	2023-24
<b>Total Count</b>	<b>154</b>					

## ***WVBA - Registrations Issued from 07/01/2022 to 06/30/2023***

<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>
5561	PLATTE	KURT	CINCINNATI	OH	7/7/2022	2022-23
5562	MITCHELL	ANDREW	FORT WAYNE	IN	7/7/2022	2022-23
5563	URBAN	CHRISTOPHER	PITTSBURGH	PA	7/7/2022	2022-23
5564	BRIND'AMOUR	MATTHEW	PITTSBURGH	PA	7/7/2022	2022-23
5565	LEBOLD	HOWARD	BALA CYNWYD	PA	7/11/2022	2022-23
5566	THAYER	DAVID TYLER	BRENTWOOD	TN	7/11/2022	2022-23
5567	NIX	JEROME	FORT WAYNE	IN	7/12/2022	2022-23
5568	PEAK	NATHAN	MEMPHIS	TN	7/12/2022	2022-23
5569	CELAURO	MICHAEL	RALEIGH	NC	7/12/2022	2022-23
5570	SPRAGUE	AZURE	PITTSBURGH	PA	7/12/2022	2022-23
5571	SARRIDO	GIANFRANCO	NUTLEY	NJ	7/12/2022	2022-23
5572	MOTER IV	CASSIUS	LOUISVILLE	KY	7/12/2022	2022-23
5573	UNDERWOOD	ANDREW	BRENTWOOD	TN	7/12/2022	2022-23
5574	CROSS	ROBERT	WASHINGTON	DC	7/12/2022	2022-23
5575	RITCHIE	ROSS	MOUNT PLEASANT	SC	7/14/2022	2022-23
5576	BALLARD	SETH	WASHINGTON	DC	7/14/2022	2022-23
5577	SYMONDS	TODD	BOSTON	MA	7/14/2022	2022-23
5578	CARVER	LISA	PITTSBURGH	PA	7/14/2022	2022-23
5579	DEMAIO	WILLIAM	DENVER	CO	7/15/2022	2022-23
5580	CALDER	KIMBERLY	RICHMOND	VA	7/15/2022	2022-23
5581	BENT	STEPHEN	SPRINGFIELD	MO	7/15/2022	2022-23
5582	CURTIN	JIM	CHICAGO	IL	7/15/2022	2022-23
5583	MCQUAIDE	MATTHEW	BLUE BELL	PA	7/18/2022	2022-23
5584	MARITZER	SCOTT	MOON TOWNSHIP	PA	7/18/2022	2022-23
5585	BRUMLEVE	JOHN	CINCINNATI	OH	7/18/2022	2022-23
5586	JOHNSON	TROY	MERIDIAN	ID	7/18/2022	2022-23

5587	JARVIS	JAMES	PERRYSBURG	OH	7/21/2022	2022-23
5588	MILLER	CRAIG	VIRGINIA BEACH	VA	7/22/2022	2022-23
5589	LARA	ROBERT	PLANTATION	FL	7/22/2022	2022-23
5590	KALDY	DAVID	COLUMBUS	OH	7/22/2022	2022-23
5591	RIEKE	GEORGE	PITTSBURGH	PA	8/1/2022	2022-23
5592	KELLY	PATRICK	ZANESVILLE	OH	8/3/2022	2022-23
5593	YOUNG	JEFFREY	PITTSBURGH	PA	8/3/2022	2022-23
5594	WALLACE, JR.	DAVID	DUNEDIN	FL	8/4/2022	2022-23
5595	HALLERAN	JOHN	CHICAGO	I	8/16/2022	2022-23
5596	CLARK	MELISSA	MARRIOTTSVILLE	MD	8/16/2022	2022-23
5597	HAUCK	TODD	SAN DIEGO	C	8/22/2022	2022-23
5598	KELLY	JOSEPH	ANNAPOLIS	MD	8/29/2022	2022-23
5599	TIEDMAN	MICHAEL	LAKEVILLE	MN	9/1/2022	2022-23
5600	MCCARTHY	ARAN	PHILADELPHIA	PA	9/1/2022	2022-23
5601	GORRILL	ERNEST	IRVINE	CA	9/13/2022	2022-23
5602	HEYWOOD	SCOTT	DEARBORN	MI	9/13/2022	2022-23
5603	NIELSON	GEOFF	IDAHO FALLS	ID	9/15/2022	2022-23
5604	BUELL	DEREK	MARIETTA	OH	9/20/2022	2022-23
5605	HOGAN	TIMOTHY	SEWELL	NJ	9/22/2022	2022-23
5606	HAFNER	CHRISTOPHER	OVERLAND PARK	KS	9/22/2022	2022-23
5607	HARLSTON	YA VAUGHN	NORTHBROOK	IL	9/22/2022	2022-23
5608	DORIN	ANDREW	MAITLAND	FL	9/29/2022	2022-23
5609	GARZA RIVERA	LUIS ARTURO	San Antonio	TX	9/30/2022	2022-23
5610	SIEMER	JOHN	HOUSTON	TX	10/4/2022	2022-23
5611	WHITNEY	LISA	PITTSBURGH	PA	10/4/2022	2022-23
5612	BURLEY	SHANE	DETROIT	MI	10/18/2022	2022-23
5613	MOIR	KYLE	CHARLESTON	WV	10/19/2022	2022-23
5614	PLESS	CHRISTOPHER	PITTSBURGH	PA	10/19/2022	2022-23
5615	ROBERTS	ROBIN	MYRTLE BEACH	SC	10/21/2022	2022-23
5616	VIPOND	NICHOLAS	CLAYSBURG	PA	10/27/2022	2022-23
5617	FLORY	RICHARD	PLANO	TX	10/27/2022	2022-23

5618	MASSIE	BLAKE	WASHINGTON DC	DC	10/28/2022	2022-23
5619	MCWHORTER	JAMES	HILLSBOROUGH	NC	11/3/2022	2022-23
5620	VU	TAN	ALTAMONTE SPRINGS	FL	11/4/2022	2022-23
5621	SCHALK	WILLIAM	MILFORD	OH	11/4/2022	2022-23
5622	OSBORNE II	JAMES	GRUNDY	VA	11/4/2022	2022-23
5623	MCKENZIE	PATRICK	PITTSBURGH	PA	11/14/2022	2022-23
5624	ATWATER	CATHERINE	RESTON	VA	11/14/2022	2022-23
5625	CAMPBELL	MARK	ST LOUIS	MO	11/14/2022	2022-23
5626	ENGLUND	COREY	BURNSVILLE	MN	11/21/2022	2022-23
5627	CAULDER	CHRISTOPHER	MOORESTOWN	NJ	11/21/2022	2022-23
5628	SCHIEFER	ANDREW	BURKE	VA	11/21/2022	2022-23
5629	AULL	ROBERT	COLUMBIA	SC	11/21/2022	2022-23
5630	CONLEY	KEVIN	MORTON	IL	11/21/2022	2022-23
5631	HAYSLETT	GREG	AUSTIN	TX	11/21/2022	2022-23
5632	WILSON	EDWARD	WICHITA	KS	11/21/2022	2022-23
5633	HATTON	ELIZABETH	WASHINGTON	DC	11/21/2022	2022-23
5634	BALZER	DAVID	WILLIAMSPORT	PA	11/21/2022	2022-23
5635	MESUK	THOMAS	WOOD-RIDGE	NJ	11/30/2022	2022-23
5636	KING	AARON	OZARK	MO	11/30/2022	2022-23
5637	WARD	SIDNEY	ATLANTA	GA	12/5/2022	2022-23
5638	PUGH	DAVID	SAN FRANCISCO	CA	12/5/2022	2022-23
5639	FISCHER	GARY	LORAIN	OH	12/5/2022	2022-23
5640	CRUM	TIMOTHY	MADISON	WI	12/5/2022	2022-23
5641	NGUYEN	LONG	KENTWOOD	MI	12/7/2022	2022-23
5642	MEEKER	ADAM	GRAND RAPIDS	MI	12/12/2022	2022-23
5643	BURCH	EVAN	ATLANTA	GA	12/14/2022	2022-23
5644	SMITH	KEITH	SEATTLE	WA	12/15/2022	2022-23
5645	METODIEV	TRIFON	COSTA MESA	CA	12/15/2022	2022-23
5646	ABRUZZI	DAVID	GREAT CACAPON	WV	12/19/2022	2022-23
5647	RAND	GUILFORD	OREM	UT	12/22/2022	2022-23
5648	MCINNIS	JENNIFER	LENA	IL	12/22/2022	2022-23



5649	WIESEN	JEREMY	MANKATO	MN	12/27/2022	2022-23
5650	MUSCARA	DOMINIC	GRANVILLE	WV	1/3/2023	2022-23
5651	MURPHY	RYAN	LEXINGTON	KY	1/4/2023	2022-23
5652	KEHDE	CHRISTOPHER	RESTON	VA	1/10/2023	2022-23
5653	KEISER	DANIEL	GAHANNA	OH	1/18/2023	2022-23
5654	SILBAUGH	JOSHUA	CAMP HILL	PA	1/18/2023	2022-23
5655	NAILL	DAVID	THURMONT	MD	1/25/2023	2022-23
5656	KOCH	CHARLES	ENGLEWOOD CLIFFS	NJ	1/29/2023	2022-23
5657	JAUNSEN	LEIGH	JACKSON	MS	1/29/2023	2022-23
5658	ROSS	STANLEY	ST. PAUL	MN	2/1/2023	2022-23
5659	PRINDLE	MICHAEL	BURLINGTON	MA	2/9/2023	2022-23
5660	EDELER	JEFFREY	WASHINGTON	DC	2/9/2023	2022-23
5661	VALENCIA	DION	ORLANDO	L	2/9/2023	2022-23
5662	GODLEY	SHAMIKA	COLUMBIA	MD	2/14/2023	2022-23
5663	SEEBERGER	PERRY	HOUSTON	TX	2/15/2023	2022-23
5664	CABEZA	OSCAR	MARGATE	FL	2/21/2023	2022-23
5665	MESECK	TIMOTHY	CHICAGO	IL	2/21/2023	2022-23
5666	CLARKE	ANDRE	PITTSBURGH	PA	2/21/2023	2022-23
5667	NUR	ADEL	ANNAPOLIS	MD	2/22/2023	2022-23
5668	KIRKENDALL	GREGG	MELBOURNE	FL	2/24/2023	2022-23
5669	FRENCH	SHANNON	APPLETON	WI	2/24/2023	2022-23
5670	GOLDENHOLZ	ITAMAR	SUNRISE	FL	2/24/2023	2022-23
5671	MATTONI	JOSEPH	SNOQUALMIE	WA	3/1/2023	2022-23
5672	CRAWFORD	RAYMOND	JACKSONVILLE	FL	3/3/2023	2022-23
5673	DOMENCIC	RACHEL	ALEXANDRIA	VA	3/8/2023	2022-23
5674	HOPKINS	JASON	HENRICO	VA	3/8/2023	2022-23
5675	PICKETT	ADAM	ST. CHARLES	MO	3/8/2023	2022-23
5676	VEDOCK	THEODORE	LANCASTER	PA	3/20/2023	2022-23
5677	HOUSE	AARON	HAGERSTOWN	MD	3/21/2023	2022-23
5678	NEWTON	LOGAN	BRENTWOOD	TN	3/21/2023	2022-23
5679	HESS	KRISTEN	RALEIGH	NC	3/21/2023	2022-23

5680	WEST	PATRICK	WINSTON-SALEM	NC	3/22/2023	2022-23
5681	RUECKEL	JUSTIN	ROCHESTER	NY	3/22/2023	2022-23
5682	NOLLKAMPER	GREGORY	FORTH WORTH	TX	3/23/2023	2022-23
5683	STUCK	JESSICA	PITTSBURGH	PA	3/27/2023	2022-23
5684	ABELN	ERIC	HOUSTON	TX	3/27/2023	2022-23
5685	BEIMS	WILLIAM DOUGLAS	PASADENA	MD	4/6/2023	2022-23
5686	TROTTA	CHRISTOPHER	VALLEY VIEW	OH	4/20/2023	2022-23
5687	HELMINSKI	LAURA	MYRTLE BEACH	SC	4/20/2023	2022-23
5688	ZAUSCH	DANA	LOUISVILLE	KY	4/21/2023	2022-23
5689	BROWER	RAYMOND	WASHINGTON	DC	4/25/2023	2022-23
5690	TOWNES	MATTHEW	RICHMOND	VA	4/25/2023	2022-23
5691	RANGEL	JESSE	LINTHICUM	MD	5/1/2023	2022-23
5692	BEDEE	MATTHEW	CLEVELAND	OH	5/11/2023	2022-23
5693	GRANDORF	TAYLOR	FORT WORTH	TX	5/11/2023	2022-23
5694	KOETTER	BRIAN	NEW ALBANY	IN	5/11/2023	2022-23
5695	FANELLI	RICHARD	FAIRFAX	VA	5/11/2023	2022-23
5696	PAU	KIEWWEN	RAHWAY	NJ	5/11/2023	2022-23
5697	MALATESTA	DANIEL	DURHAM	NC	5/12/2023	2022-23
5698	ROBERTS	CASSIDY	PITTSBURGH	PA	5/16/2023	2022-23
5699	KARLE	GERALD	WARREN	PA	5/16/2023	2022-23
5700	POUNDS	BRIAN	GLEN ALLEN	VA	5/18/2023	2022-23
5701	EASTMAN	SARA	PHILADELPHIA	PA	5/18/2023	2022-23
5702	PELINI	MARC	NAPERVILLE	IL	5/18/2023	2022-23
5703	BURCHETT	RANDALL	PRESTONSBURG	KY	5/19/2023	2022-23
5704	FRISSORA	RONALD	COLUMBUS	OH	5/19/2023	2022-23
5705	BOBBETT	ABBYE	SPRINGFIELD	MO	5/24/2023	2022-23
5706	DAVIS	RONALD	FREDERICK	MD	5/24/2023	2022-23
5707	REICH	BRUNO	COLUMBIA	MD	5/31/2023	2022-23
5708	DUVALL	DUSTIN	ATLANTA	GA	5/31/2023	2022-23
5709	HAWKINS	JOHN	JEFFERSONVILLE	IN	6/14/2023	2022-23
<b>Total Count</b>		<b>149</b>				

## *Active Registration Totals by State / Jurisdiction*

<b>State / Jurisdiction</b>	<b>FY 2024 (6/30/24)</b>	<b>FY 2023 (6/30/23)</b>
AL	14	12
AR	15	15
AZ	12	11
CA	24	17
CO	23	20
CT	2	4
DC	37	32
FL	48	42
GA	55	50
IA	2	2
ID	7	8
IL	55	47
IN	30	29
KS	16	16
KY	48	44
LA	7	5
MA	18	18
MD	108	98
ME	1	1
MI	33	28
MN	19	22
MO	39	32
MS	1	1
MT	1	1
NC	53	51
ND	1	1
NE	2	2
NH	0	0
NJ	33	33
NV	2	2
NY	40	36
OH	202	187
OK	15	15
Ontario, Canada	2	2
OR	3	3
PA	189	180
RI	1	1
SC	18	16
TN	46	43

<b>State / Jurisdiction</b>	<b>FY 2024</b>	<b>FY 2023</b>
TX	53	49
UT	8	7
VA	144	128
WA	8	11
WI	24	19
WV	120	117
<b>Totals</b>	<b>1,579</b>	<b>1,458</b>

## *Active Registration Totals by West Virginia County*

<b>West Virginia Count</b>	<b>FY 2024 (6/30/24)</b>	<b>FY 2023 (6/30/23)</b>
Berkeley	4	2
Cabell	8	7
Greenbrier	5	5
Hampshire	1	1
Hancock	1	1
Harrison	6	5
Jefferson	5	5
Kanawha	37	39
Marion	9	7
Marshall	1	1
Mercer	2	3
Monongalia	15	15
Morgan	1	1
Ohio	11	10
Preston	2	2
Putnam	3	4
Raleigh	4	4
Upshur	1	1
Wayne	1	1
Wood	3	3
<b>Totals</b>	<b>120</b>	<b>117</b>

**Complaint, Inquiry & Discipline Summary**  
**FY 2024 (July 1, 2023 – June 30, 2024)**

<b>Complaint Number</b>	<b>File Date</b>	<b>Allegations of Complaint</b>	<b>Status / Resolution</b>	<b>Date of Resolution</b>
07-07-2022 Scott and Jennifer Dickerson vs. Steven Dye  Note: Three similar complaints were combined, and all of the issues were heard at the hearing in January 2023, and all complainants testified.	07-07-2022	Violation of the Rules of Professional Conduct involving fraud or disregard of the rights of others and making misleading, deceptive, or false statements or claims	Board investigated, requested a response, referred the complaint to the Contractor Licensing Board on 8/25/22 for joint jurisdiction, held an informal conference with Dye on 11/7/22, and voted to suspend his registration for public protection on 12/13/22. A hearing followed on 1/19/23 resulting in a recommendation by the Hearing Examiner to uphold the suspension on 4/14/23. The Board issued a Final Order on 5/16/23 to uphold the suspension and hold the complaint in abeyance until pending criminal charges in Mercer and Wyoming Counties were resolved.	On 2/15/2023, Dye was arrested in Mercer County on multiple criminal charges in Mercer and Wyoming Counties. He appealed the Board's Final Order on 6/25/23. On 8/31/23, Dye pleaded guilty in Mercer Co. to obtaining money by false pretenses and possession of a firearm by a prohibited person; he was sentenced to prison for multiple years. On 11/16/23, the Board dismissed the complaint, as Dye's license had expired. Dye's appeal was of the Board's Order of Suspension was dismissed on 4/22/24 by the Intermediate Court of Appeals of WV

				and an order was made and entered on 5/23/2024.
<p>07-28-2022 Brad Vladu vs. Steven Dye</p> <p>Note: Three similar complaints were combined, and all of the issues were heard at the hearing in January 2023, and all complainants testified.</p>	07-28-2022	Violation of the Rules of Professional Conduct involving fraud or disregard of the rights of others and making misleading, deceptive, or false statements or claims	Board investigated, requested a response, referred the complaint to the Contractor Licensing Board on 8/25/22 for joint jurisdiction, held an informal conference with Dye on 11/7/22, and voted to suspend his registration for public protection on 12/13/22. A hearing followed on 1/19/23 resulting in a recommendation by the Hearing Examiner to uphold the suspension on 4/14/23. The Board issued a Final Order on 5/16/23 to uphold the suspension and hold the complaint in abeyance until pending criminal charges in Mercer and Wyoming Counties were resolved.	<p>On 2/15/2023, Dye was arrested in Mercer County on multiple criminal charges in Mercer and Wyoming Counties. He appealed the Board's Final Order on 6/25/23. On 10/12/23, Dye pleaded guilty in Wyoming Co. to obtaining money by false pretenses. He was sentenced to jail and ordered to pay restitution. On 11/16/23, the Board dismissed the complaint, as Dye's license had expired. Dye's appeal was of the Board's Order of Suspension was dismissed on 4/22/24 by the Intermediate Court of Appeals of WV and an order was made and entered on 5/23/2024.</p>

<p>09-07-2022 WV Board of Architects vs. Steven Dye</p> <p>Note: Three similar complaints were combined, and all of the issues were heard at the hearing in January 2023, and all complainants testified.</p>	<p>09-07-2022</p>	<p>Investigation of two other complaints against the architect resulted in a Board-initiated complaint by a vote on 8/25/22 alleging violations for the Rules of Professional Conduct related to conflict of interest, misrepresentation to a Code Official, misrepresentation of duties related to Construction Administration, and conduct involving fraud, wanton disregard of the rights of others, and misleading, deceptive, or false statements.</p>	<p>Board investigated, requested a response, held an informal conference with Dye on 11/7/22, and voted to suspend his registration for public protection on 12/13/22. A hearing followed on 1/19/23 resulting in a recommendation by the Hearing Examiner to uphold the suspension on 4/14/23. The Board issued a Final Order on 5/16/23 to uphold the suspension and hold the complaint in abeyance until pending criminal charges in Mercer and Wyoming Counties were resolved.</p>	<p>On 2/15/2023, Dye was arrested in Mercer County on multiple criminal charges in Mercer and Wyoming Counties. He appealed the Board's Final Order on 6/25/23. On 8/31/23, Dye pleaded guilty in Mercer Co. to obtaining money by false pretenses and possession of a firearm by a prohibited person; he was sentenced to prison for multiple years. On 10/12/23, Dye pleaded guilty in Wyoming Co. to obtaining money by false pretenses. He was sentenced to jail and ordered to pay restitution. On 11/16/23, the Board dismissed the complaint, as Dye's license had expired. Dye's appeal was of the Board's Order of Suspension</p>
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				was dismissed on 4/22/24 by the Intermediate Court of Appeals of WV and an order was made and entered on 5/23/2024.
04-10-2023 Darren Pevarnik vs. Craig M. Dixon	04-10-2023	Code Official alleged construction drawings sealed by architect who was not registered in the State of West Virginia.	Dixon sought reinstatement but was not eligible due to a CE deficiency and undisclosed discipline. Concurrent application and Complaint resulted in an investigation indicating Dixon had practiced without an active registration and had not disclosed discipline in two states on application. He did not respond to the complaint.	The Board denied the application resulting from recommendation from the 05-03-2023 Complaint Committee Meeting. Dixon did not appeal the denial of the application and did not respond to the complaint filed against him. Dixon was instructed that it was illegal to practice in the State of West Virginia in a follow-up letter 07-31-2023, and the matter was closed by the Board on 11-16-2023.
06-05-2023 WV Board of Architects vs. Michael Kissam	06-05-2023	Architect disclosed practice during a period that registration was expired.	Matter settled by Consent Agreement and Order with payment of reinstatement and renewal fees applicable since the time of registration expiration.	Matter closed by agreement approved by the Board on 08-10-2023 and executed by the Board on 08-22-2023.
10-10-2023 Architect vs.	10-10-2023	Architect alleged that an engineering	Board voted to investigate at its 11-16-	Board determined at its

Engineering Firm		firm was practicing architecture without a registration.	2023 meeting. Engineering firm notified of alleged allegations on 1-22-24. Response from firm received 1-26-24.	2-15-24 meeting that the project was exempt from the requirement of an architect and voted to dismiss the complaint. All parties were notified on 2-27-24, and the matter was closed.
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**Complaint, Inquiry & Discipline Summary  
FY 2023 (July 1, 2022 – June 30, 2023)**

<b>Complaint Number</b>	<b>File Date</b>	<b>Allegations of Complaint</b>	<b>Status / Resolution</b>	<b>Date of Resolution</b>
07-01-2022	07-01-2022	Architect allegedly failed to properly sign and seal construction documents and administer the contract in a timely and impartial manner.	Board investigated, requested response from architect, and sent a status report on 02/16/2023. Board determined there was not sufficient evidence to warrant further proceedings or discipline.	Board dismissed the complaint on 05-16-2023.
07-07-2022 Scott and Jennifer Dickerson vs. Steven Dye  Note: Three similar complaints were combined, and all of the issues were heard at the hearing in January 2023, and all complainants testified.	07-07-2022	Violation of the Rules of Professional Conduct involving fraud or disregard of the rights of others and making misleading, deceptive, or false statements or claims	Board investigated, requested a response, referred the complaint to the Contractor Licensing Board on 8/25/22 for joint jurisdiction, held an informal conference with Dye on 11/7/22, and voted to suspend his registration for public protection on 12/13/22. A hearing followed on 1/19/23 resulting in a recommendation by the Hearing Examiner to uphold the suspension on 4/14/23. The Board issued a Final Order on 5/16/23 to uphold the suspension and hold the complaint in abeyance until pending criminal charges in Mercer and Wyoming Counties were resolved.	On 2/15/2023, Dye was arrested in Mercer County on multiple criminal charges in Mercer and Wyoming Counties. He appealed the Board's Final Order on 6/25/23. Resolution of this matter is expected in FY2024.
07-28-2022 Brad Vladu	07-28-2022	Violation of the Rules of Professional	Board investigated, requested a response,	On 2/15/2023, Dye was

<p>vs. Steven Dye</p> <p>Note: Three similar complaints were combined, and all of the issues were heard at the hearing in January 2023, and all complainants testified.</p>		<p>Conduct involving fraud or disregard of the rights of others and making misleading, deceptive, or false statements or claims</p>	<p>referred the complaint to the Contractor Licensing Board on 8/25/22 for joint jurisdiction, held an informal conference with Dye on 11/7/22, and voted to suspend his registration for public protection on 12/13/22. A hearing followed on 1/19/23 resulting in a recommendation by the Hearing Examiner to uphold the suspension on 4/14/23. The Board issued a Final Order on 5/16/23 to uphold the suspension and hold the complaint in abeyance until pending criminal charges in Mercer and Wyoming Counties were resolved.</p>	<p>arrested in Mercer County on multiple criminal charges in Mercer and Wyoming Counties. He appealed the Board's Final Order on 6/25/23. Resolution of this matter is expected in FY2024.</p>
<p>09-07-2022 WV Board of Architects vs. Steven Dye</p> <p>Note: Three similar complaints were combined, and all of the issues were heard at the hearing in January 2023, and all complainants testified.</p>	<p>09-07-2022</p>	<p>Investigation of two other complaints against the architect resulted in a Board-initiated complaint by a vote on 8/25/22 alleging violations for the Rules of Professional Conduct related to conflict of interest, misrepresentation to a Code Official, misrepresentation of duties related to Construction Administration, and conduct involving fraud, wanton disregard of the</p>	<p>Board investigated, requested a response, held an informal conference with Dye on 11/7/22, and voted to suspend his registration for public protection on 12/13/22. A hearing followed on 1/19/23 resulting in a recommendation by the Hearing Examiner to uphold the suspension on 4/14/23. The Board issued a Final Order on 5/16/23 to uphold the suspension and hold the complaint in abeyance until pending criminal charges in</p>	<p>On 2/15/2023, Dye was arrested in Mercer County on multiple criminal charges in Mercer and Wyoming Counties. He appealed the Board's Final Order on 6/25/23. Resolution of this matter is expected in FY2024.</p>

		rights of others, and misleading, deceptive, or false statements.	Mercer and Wyoming Counties were resolved.	
01-17-2023	01-17-2023	Anonymous Inquiry questioning if two interior design firms were providing architectural services	Complaint based upon information generated by an internet search engine. The Board investigated and determined there was no probable cause to pursue action.	No basis for action by the Board. Matter closed 02-07-2023
04-10-2023 Darren Pevarnik vs. Craig M. Dixon	04-10-2023	Code Official alleged construction drawings sealed by architect who was not registered in the State of West Virginia.	Dixon sought reinstatement but was not eligible due to a CE deficiency and undisclosed discipline. Concurrent application and Complaint resulted in an investigation indicating Dixon had practiced without an active registration and had not disclosed discipline in two states on application. The architect did not respond to the complaint.	The Board denied the application resulting from recommendation from the 05-03-2023 Complaint Committee Meeting. Dixon did not appeal the denial of the application and did not respond to the complaint filed against him. Resolution of the matters is anticipated in FY 2024.
06-05-2023 WV Board of Architects vs. Michael Kissam	06-05-2023	Architect disclosed practice during a period that registration was expired.	Matter will likely be settled by Consent Agreement and Order with payment of reinstatement and renewal fees applicable since the time of registration expiration.	Resolution of issue anticipated in FY2024.

**The West Virginia Board of Architects  
Agendas and Minutes  
FY 2024  
(July 1, 2023 – June 30, 2024)**

## West Virginia Board of Architects



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

**Date:** August 10, 2023

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – May 16, 2023
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 02-05-2023
  - b) Complaint 04-10-2023
  - c) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal
  - d) Reinstatement Applications with Disclosed Practice with an Inactive Registration
  - e) Review of Reciprocal Application with Disclosed Discipline
4. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
5. Financial Report
  - a) FY2023 End of Year Actuals and Budget Amendments
  - b) FY 2024 Budget to Actual
  - c) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Update to Title 2 Procedural Rule, Series 2 – Disciplinary and Complaint Procedures
  - b) Fairmont State University's Accreditation
  - c) Education Symposium – Sept. 22-23, 2023
  - d) Audit of Continuing Education
  - e) Set 2024 Meeting Dates

7. Old Business / Updates / Planning
  - a) Report on Annual Business Meeting
  - b) Next Steps on Handbook for Code Officials
  - c) Review of Executive's Annual and Sick Leave
8. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- November 16, 2023 (Thursday)

##### Other Upcoming Meetings

- Purchasing Card Coordinator's Training – Aug. 15-16, 2023  
Daniels, WV
- NCARB Region 2 Educational Symposium – September 22-23, 2023  
Washington, DC
- WV Purchasing Conference – Oct. 17-20, 2023  
Wheeing, WV and Virtual
- Auditor's Conference for Chapter 30 Boards – Nov. 1, 2023  
South Charleston, WV
- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL



# West Virginia Board of Architects Quarterly Meeting Minutes



**Date:** August 10, 2023

**Time:** 12:00 PM

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

## Attendees:

Adam Krason, Member and President (AK)	In-Person
Richard Forren, Member and Secretary (RF)	In-Person
Emily Papadopoulos, Executive Director (EP)	In-Person
Todd Boggess, Member (TB)	Absent
Wendy Scatterday, Member (WS)	Virtual
Edsel Smith, Public Member (ES)	Virtual
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Jan Fox, Public Member (JF)	Absent
Mark Weiler, WV AG's Counsel (MW)	Absent

## Order of Business:

1. Meeting was called to order at 12:33 PM.
2. Approval of Minutes – May 16, 2023 Motion by ES /RF.
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 02-05-2023 – WVBOA reviewed and approved a response to the respondent's attorney's response to be filed with the West Virginia Board of Registration for Professional Engineers.
  - b) Complaint 04-10-2023 – WVBOA reviewed the letter that was sent to the respondent and complainant reinforcing that the respondent's registration is expired and that he is not allowed to practice in the State of West Virginia. The architect has not responded, and the Building Code Official has not reported further activity.
  - c) Complaints 09-07-2022, 07-07-2022, 07-28-2022 - EP and MW provided an update since the last meeting. On a motion made and seconded by ET/RF, the Board voted to extend the timeframe for the disposition of the Board's complaint against the architect until such time as the criminal charges against him are resolved. The other two complainants have also approved an extension of the disposition time. MW will file a response with the West Virginia Intermediate

Court of Appeals to the respondent's perfected appeal of the Board's Final Order of summary suspension. EP reported inquiries regarding the status of the architect's registration from an investigator from the Missouri Board of Architects.

- d) Reinstatement Applications with Disclosed Practice with an Inactive Registration – EP reported architect Michael Kissam has agreed to a consent agreement related to practice after expiration and the payment of reinstatement fees and late renewal payment.
- e) Review of Reciprocal Application with Disclosed Discipline – No applications were presented.

#### 4. Action Items Regarding Registration

- a) Applications for Reciprocity with a State License
  - 1. Harry Nagy – Mr. Nagy's application was approved contingent upon the satisfactory arrival of the NY license verification and the outstanding reference letter.
  - 2. Kevin Doyle – Mr. Doyle's application was approved.
- b) Registration & Renewal Report: Total registered architects: 1,414 total architects; 112 of them are from WV.

#### 5. Financial Report

- a) FY2023 Budget to Actual – EP reviewed the end of FY2023 actuals and explained a budget amendment was required by the Payroll Department to demonstrate Spending Authority since the Board was going over the budgeted amount in total but not in payroll specifically. She reported that the FY2025 Appropriation Budget was due on September 1<sup>st</sup> and asked for any considerations.
- b) FY 2024 Budget to Actual – EP reported current expenses to date of \$15,344.40. Current revenue is \$12,200.00. Cash balance is \$290,622.61. The Financial Report was approved on a motion by AK/RF.
- c) Review and approval of P-Card Purchases and Reconciliation by Board Officers – AK reviewed and signed the P-Card records and reconciliations since the last quarterly meeting.

#### 6. New Business

- a) Update to Title 2 Procedural Rule, Series 2 – Disciplinary and Complaint Procedures - EP explained that all Chapter 30 Boards were notified to make the necessary changes to their rules so that appeals of board orders would go before the new WV Intermediate Court of Appeals. The rule revision must have a

comment period and was approved by a motion made by ES/WS.

- b) Fairmont State University's Accreditation – EP reported that she has registered the first initial applicant who has had his degree recognized as accredited given the recent NAAB approval of FSU's MArch program and the recognition of accredited degrees in keeping with NCARB policy. The Board discussed the appeal of a candidate who did not make the two-year cut off and determined to abide by the NCARB policy.
- c) Education Symposium – ET reported that the Region 2 Educational Symposium will be held in Washington DC on September 22-23, 2023, with the first day at the NCARB Office and the second day at Howard University. The event is being planned in part by the DC Board of Architects, and Region 2 will pay for one student and one faculty member per school to attend. EP has passed on the dates and information to Philip Freeman at Fairmont State University and will also contact Robert Kelly.
- d) Audit of Continuing Education – EP reported that an audit of 71 random architects' records will be conducted later this fall and asked for a volunteer from the Board to consult with regarding audit issues or questions about CE sessions. WS volunteered.
- e) Set 2024 Meeting Dates – The Board agreed to the following dates to meet in 2024.
  - February 15, 2024
  - May 16, 2024
  - August 15, 2024
  - November 14, 2024

## 7. Old Business / Updates / Planning

- a) Report on Annual Business Meeting – ET gave a brief report of the ABM in June and announced that NCARB is making a practice exam free. He announced that the 2025 Regional Summit will be hosted by Region 2 in Philadelphia.
- b) Next Steps on Handbook for Code Officials - EP reported that she is working on edits and will send an updated draft to the Landscape Architects and Surveyors as a courtesy, and to the State Fire Marshal and Board of Professional Engineers for comments.
- c) Review of Executive's Annual and Sick Leave – Documents were reviewed and approved by AK.
- d) WV ARE Testing Centers – EP reported after consulting with NCARB in response to a question from the Board at its May meeting that WV Testing Centers are located in Beckley, Huntington, and Martinsburg.

8. Adjournment Motion @ 2:45 ES/RF.

Informational Items and Good of the Order

Upcoming Board Meetings

- November 16, 2023

Other Upcoming Meetings

- Purchasing Card Coordinator's Training – Aug. 15-16, 2023  
Daniels, WV
- NCARB Region 2 Educational Symposium – September 22-23, 2023  
Washington, DC
- WV Purchasing Conference – Oct. 17-20, 2023  
Wheeling, WV and Virtual
- Auditor's Conference for Chapter 30 Boards – Nov. 1, 2023  
South Charleston, WV
- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

Respectively Submitted:

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Richard T. Forren, AIA Secretary

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Adam Krason, AIA, President

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Emily Papadopoulos, Executive Director

## West Virginia Board of Architects



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

**Date:** November 16, 2023

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – August 10, 2023
3. Presentation by State Fire Marshal Ken Tyree related to Code Analysis
4. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 10-10-2023
  - b) Inquiry 02-05-2023
  - c) Complaint 04-10-2023
  - d) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal
  - e) Reinstatement or Reciprocal Applications with Disclosed Discipline
5. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
6. Financial Report
  - a) FY 2024 Budget to Actual
  - b) Review of P-Card Purchases and Reconciliation
7. New Business
  - a) Discussion of NCARB's Additional Pathways to Initial Licensure Webinar and Responses to the Licensing Requirements Survey
  - b) Discussion with AIA Licensing Advisor - Report from Fairmont State Meeting
  - c) Report from Auditor's Conference for Chapter 30 Boards
  - d) Ethics Module for Continuing Education

- e) Confidentiality Agreements and Defensive Driver Training
- 8. Old Business / Updates / Planning
  - a) Update to Title 2 Procedural Rule, Series 2 – Disciplinary and Complaint Procedures
  - b) Random Audit of Continuing Education
  - c) Next Steps on Handbook for Code Officials
  - d) Review of Executive’s Annual and Sick Leave
- 9. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- February 15, 2024
- May 16, 2024
- August 15, 2024
- November 14, 2024

##### Other Upcoming Meetings

- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

# West Virginia Board of Architects Quarterly Meeting Minutes



**Date:** November 16, 2023

**Time:** 12:00 PM

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

## Attendees:

Adam Krasen, Member and President (AK)	In-Person
Richard Forren, Member and Secretary (RF)	In-Person
Emily Papadopoulos, Executive Director (EP)	In-Person
Todd Boggess, Member (TB)	In-Person
Wendy Scatterday, Member (WS)	In person
Edsel Smith, Public Member (ES)	In-Person
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Jan Fox, Public Member (JF)	Virtual
Mark Weiler, WV AG's Counsel (MW)	In-Person
	(Departed: 2:20)

1. Call to Order at: 12:22. AK welcomed State Fire Marshal Ken Tyree.
2. Approval of Minutes – August 10, 2023, Motion by WS/ES
3. State Fire Marshal Ken Tyree provided updates to include, new fire code to legislature, (modified rule) no changes to national codes. Mr. Tyree wants to add fire code officials to Building Code Officials' handbook. The SFM's website has been updated specifically in the area of applications and a designer's checklist. Drawings will now require a code analysis sheet (architects already do). Submittals will all be digital.
4. Disciplinary Matters and Report of the Complaint Committee - ET exited the meeting at 1:27 PM
  - a) Inquiry 10-10-2023  
Complainant alleges that the building is not exempt and should have been drawn by an architect. To date, the Board has requested all documents related to the request for proposals and submissions by the engineering firm.  
The Board agreed that, based upon the information available, the overall project size and complexity; two story and interior parking, did require the services of an architect. There are some questionable code issues so the Board instructed EP to address a letter to the engineer of record to respond to the allegation of unlicensed practice.

- b) Inquiry 02-05-2023 – Board of Architects vs. Engineer  
The Complaint Committee provided an update. A response was provided to the engineer’s attorney. Further discussions to come regarding the resolution of this case.
- c) Complaint 04-10-2023 – Code Official vs. Craig Dixon  
The Complaint Committee provided an update. Mr. Dixon’s reinstatement was denied, and he did not appeal. The Board will not take further action unless he seeks to reinstate again or apply for a new registration, at which time it could require a consent agreement with a penalty for practice while unlicensed.  
Motion to close RF/TB
- d) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect’s Appeal – Board, Dickersons, and Vladu vs. Steven Dye  
The Complaint Committee provided an update. Board voted to approve an order to dismiss the complaints against Steven Dye, as no further action is needed. Dye did not renew his license. Thus, he cannot represent himself as an architect in West Virginia, and he cannot practice architecture in West Virginia as defined in applicable statutes and regulations. Motion by AK/RF
- e) Reinstatement Applications with Disclosed Discipline  
The Board approved the reinstatement of Kenneth Anderson. Motion to approve AK/TB
- f) Review of Reciprocal Application with Disclosed Discipline  
The Board approved the reciprocal registration of Darrell Sears - Motion to approve application AK/WS

5. Action Items Regarding Registration

- a) Applications for Review – Jack Nelson and Russell Willard

Jack Nelson

Jack Nelson attended the meeting virtually to discuss his application for reciprocity in WV with the members of the Board. He stated his belief that he met the eligibility requirements and has an exceptional circumstance. The Board denied the request for an exception to the eligibility requirements for reciprocity and noted that his circumstances were not exceptional. The application for reciprocity was denied, and Mr. Nelson was encouraged to reapply after having met the eligibility requirements. Motion JF/ES.

ET rejoined the meeting at 2:14 PM.

Russell Willard

The Board requested a third letter of reference from an architect in order to grant his registration.



- b) Registration & Renewal Report  
EP indicated there are currently 1,462 registered architects, of whom 116 are West Virginians.
- 6. Financial Report
  - a) FY 2024 Budget to Actual  
EP provided an update, the financial report was approved. Motion by ES/ET
  - b) Review of P-Card Purchases and Reconciliation  
Documents were reviewed and approved.
- 7. New Business
  - a) Discussion of NCARB's Additional Pathways to Initial Licensure Webinar  
ET discussed the initiative by the current NCARB President. He indicated there are many roads to licensure, but it is all a matter of competence, which is what the three Es are all about. No action taken.  
  
Responses to the Licensing Requirements Survey  
ET and EP discussed the Board's responses to the survey.
  - b) Discussion with AIA Licensing Advisor - Report from Fairmont State Meeting  
EP reported that the State Licensing Advisor said the students attending the recent AIA meeting at Fairmont State University would benefit from more information regarding registration.
  - c) Report from Auditor's Conference for Chapter 30 Boards  
AK and EP attended the conference and discussed the responses by the panel of attorneys to questions about legislation and complaints.
  - d) Ethics Module for Continuing Education  
EP discussed a perceived need for CE in ethics based upon complaints, inquiries, and questions submitted to the board. She proposed a session with scenarios for discussion. Board supported this initiative.
  - e) Confidentiality Agreements and Defensive Driver Training  
Board members submitted their agreements and signed training documents.
- 8. Old Business / Updates / Planning
  - a) Update to Title 2 Procedural Rule, Series 2 – Disciplinary and Complaint Procedures  
EP indicated that the rule changes took effect on November 8, 2023.
  - b) Random Audit of Continuing Education  
EP provided an update. WS agreed to assist with review of records and making

proposals for resolutions for non-compliant registrants.

- c) Next Steps on Handbook for Code Officials  
EP provided an update. A draft was provided to Landscape Architects, Surveyors, Fire Marshal, and Engineers. More work is needed on incidental practice, reference to FM information as reference, and final review. ET volunteered to review.
- d) Review of Executive's Annual and Sick Leave  
Reviewed by AK

9. Adjournment  
Motion RF/TB

Informational Items and Good of the Order

Upcoming Board Meetings

- February 15, 2024
- May 16, 2024
- August 15, 2024
- November 14, 2024

Other Upcoming Meetings

- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

Respectively Submitted:

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Richard T. Forren, AIA Secretary

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Adam Krason, AIA, President

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Emily Papadopoulos, Executive Director

## West Virginia Board of Architects



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

**Date:** February 15, 2024

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – November 16, 2023
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 10-10-2023
  - b) Inquiry 02-05-2023
  - c) Complaint 04-10-2023
  - d) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal
  - e) Reinstatement or Reciprocal Applications with Disclosed Discipline
4. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
5. Financial Report
  - a) FY 2024 Budget to Actual
  - b) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Discussion of Op-Ed on Additional Pathways to Initial Licensure and Responses
  - b) NCARB Position on Accreditation
  - c) Regional Realignment Listening Session Slide Deck
  - d) NCARB Draft Resolutions
  - e) WV Legislative Update

7. Old Business / Updates / Planning
  - a) Random Audit of Continuing Education
  - b) Next Steps on Handbook for Code Officials
  - c) Ethics Module for Continuing Education
  - d) Review of Executive's Annual and Sick Leave
8. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- May 16, 2024
- August 15, 2024
- November 14, 2024

##### Other Upcoming Meetings

- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

## West Virginia Board of Architects



**Date:** February 15, 2024

**Time:** 12:00 PM

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

### Attendees:

Adam Krason, Member and President (AK)	In-Person
Richard Forren, Member and Secretary (RF)	In-Person
Emily Papadopoulos, Executive Director (EP)	In-Person
Todd Boggess, Member (TB)	Virtual
Wendy Scatterday, Member (WS)	Virtual
Edsel Smith, Public Member (ES)	In-Person
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Jan Fox, Public Member (JF)	In-Person
Mark Weiler, WV AG's Counsel (MW)	In-Person
(Departed: 1:30)	

### Order of Business

1. Call to Order at 12:20
2. Approval of Minutes – November 16, 2023, motion by ET, ES
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 10-10-2023  
A letter of inquiry was sent on 1/24/24 and a response was received on 1/26/2024 with photographs showing that the project is exempt and including a copy of the SFM's Final Inspection Report. The response was shared with the complainant the same day. BOA voted to dismiss the complaint on a motion by RF,ES. A dismissal letter will be sent to all parties.
  - b) Inquiry 02-05-2023  
On November 20<sup>th</sup>, the BOA received a letter indicating that the West Virginia Board of Registration for Professional Engineers was dismissing the complaint. Based on the dismissal, the BOA will take no further action.
  - c) Complaint 04-10-2023 – Code Official vs. Craig Dixon  
On 12/13/2023, the BOA sent a letter to Mr. Dixon and the Code Official indicating the complaint is closed and that no further action was necessary at

this time and that Mr. Dixon is prohibited from practicing architecture in WV. Should Mr. Dixon seek to practice in WV again, further action may be considered at that time.

- d) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal – Board, Dickersons and Vladu vs. Steven Dye  
The BOA previously dismissed the complaint at its November 2023 meeting, as Mr. Dye's license expired, and he did not seek reinstatement; no additional action is required. Should Mr. Dye seek reinstatement, the BOA will address disciplinary action at that time.

- e) Reinstatement or Reciprocal Applications with Disclosed Discipline  
Mr. Stanton applied for reciprocity with a NCARB Certificate and disclosed discipline. He has a consent agreement with the Architectural Institute of British Columbia for not self-reporting his learning units. This information was provided with his NCARB Record. BOA voted to approve reciprocity application, with a motion by ES,WS. EP will further review his application upon renewal.

#### 4. Action Items Regarding Registration

- a) Applications for Review – None  
EP reported on a reciprocal applicant with experience but who had only been registered recently and did not have experience following registration to be eligible to register reciprocally given the candidate's degree based upon the current requirements. The BOA will establish a committee to review and recommend if the board should consider adjusting experience requirements. The committee will consist of JF, ET, and RF.
- b) Registration & Renewal Report  
EP reported that total active architects are 1,499, with 119 in state and 1,380 out of state.

#### 5. Financial Report

- a) FY 2024 Budget to Actual  
EP reviewed the budget and actuals with comparison to the same time last year with the BOA.
- b) Review of P-Card Purchases and Reconciliation  
AK Reviewed the P-card purchases

#### 6. New Business

- a) Discussion of Op-Ed on Additional Pathways to Initial Licensure and Responses  
Jon Baker, NCARB President, wrote an Op Ed about gaining an initial registration through alternative pathways for which alternate points of view were provided by three other NCARB members.

ET provided an overview of this item. Mr. Baker's article relates to an NCARB resolution that would change model law to be eligible to take the exam without an educational requirement (NCARB Resolution 2424F). Discussions from some NCARB members indicate that lowering the bar or the perception of that would devalue the NCARB Certificate. The BOA is in opposition to eliminating any education requirements.

- b) Regional Realignment Listening Session Slide Deck  
NCARB has provided the slides used in the most recent listening sessions on possible regional realignment. ET is on the realignment committee and provided an update from a regional chair perspective. BOA sees no value to the realignment suggestions as a way of adding at-large members to the NCARB Board and therefore is not in support of the current realignment proposal.
- c) NCARB Draft Resolutions  
ET provided a review of the eight draft resolutions for board discussion and questions and consideration between now and the May meeting. BOA supports Resolutions A, B. BOA does not oppose Resolutions C, D, and E. The BOA opposes Resolutions F, G, H as they are currently written.
- d) NCARB Position on Accreditation  
The BOA the NCARB position on accreditation recently provided. This statement seems related to other NCARB issues being discussed, and the BOA is hopeful that NCARB will continue to support the NAAB.
- e) WV Legislative Update  
EP provided a report on bills being monitoring and an update on a pending bill related to continuing education that may be of interest of the BOA.

7. Old Business / Updates / Planning

- a) Random Audit of Continuing Education  
EP and WS provided a report on findings of the audit.  
EP reviewed the CE audit which included 70 licensees. Of that group, 57 passed without issue, 13 required additional review or supplementation, and 6 will be offered the audit agreement with costs associated with their CE deficiencies.
- b) Next Steps on Handbook for Code Officials  
EP updated the status of Code Officials Handbook, ES & ET provided further review and edits. Both the Board of Surveyors and the Board of Landscape Architects have reviewed the draft. The State Fire Marshal has also reviewed it, and links to the WV Secretary of State office and Fire Marshals office will be included in the digital version. The Board of Engineering will have one more opportunity to make final comments.

- c) Ethics Module for Continuing Education  
No progress on this issue yet other than gathering some other scenarios from callers, registrants, applicants, and from the BOA. The BOA referred EP to the NCARB monograph regarding ethics and suggested the session be conducted at Expo.
- d) Review of Executive's Annual and Sick Leave  
AK reviewed

8. Adjournment - Motion by JF,ET

Informational Items and Good of the Order

Upcoming Board Meetings

- May 16, 2024
- August 15, 2024
- November 14, 2024

Other Upcoming Meetings

- MBE Workshop – Feb. 29, 2024  
Savannah, GA
- NCARB Regional Summit – March 1-2, 2024  
Savannah, GA
- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL

Respectively Submitted:

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Richard T. Forren, AIA Secretary

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Adam Krason, AIA, President

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Emily Papadopoulos, Executive Director



## West Virginia Board of Architects



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

**Date:** May 16, 2024

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – February 15, 2024
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 10-10-2023
  - b) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal of Suspension and Intermediate Court of Appeals Memorandum Decision
  - c) Reinstatement or Reciprocal Applications with Disclosed Discipline
4. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
5. Financial Report
  - a) FY 2024 Budget to Actual
  - b) FY2025 Budget and Across the Board Salary Increase
  - c) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Ad Hoc Committee on Registration Requirements Report
  - b) Updated State Fire Code
  - c) Election of Delegates to the NCARB Annual Business Meeting
  - d) Election of Officers for FY2025
  - e) Article about Licensing Regulations from the Knee Center at WVU
  - f) Report from the Regional Summit and Candidates for At-Large NCARB Board Positions

- g) Appointment to NCARB Member Board Executive Committee
- 7. Old Business / Updates / Planning
  - a) NCARB Realignment, Resolutions, Comments Submitted
  - b) Random Audit of Continuing Education
  - c) Next Steps on Handbook for Code Officials
  - d) Request for Ethics Scenarios
  - e) Review of Executive's Annual and Sick Leave
- 8. Informational Items
  - a) Reappointment of Board Member
  - b) NCARB Webinar on Professional Conduct
  - c) ICOR Webinar on "Overlapping Practice"
  - d) Exemption from CE Requirement on Basis of Illness/Disability
- 9. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- August 15, 2024
- November 14, 2024

##### Other Upcoming Meetings

- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL
- NCARB Member Board Executive Workshop – February 27, 2025  
Philadelphia, PA
- NCARB Regional Summit Feb. 28 – March 1, 2025  
Philadelphia, PA

## West Virginia Board of Architects



**Date:** May 16, 2024

**Time:** 12:00 PM

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

### Attendees:

Richard Forren, Member and Secretary (RF)	In-Person
Emily Papadopoulos, Executive Director (EP)	In-Person
Todd Boggess, Member (TB)	Virtual
Wendy Scatterday, Member (WS)	Virtual
Edsel Smith, Public Member (ES)	In-Person
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Mark Weiler, WV AG's Counsel (MW)	In-Person
(Departed: 12:43 PM)	

### Absent:

Adam Krason, Member and President (AK)  
Jan Fox, Public Member (JF)

### Order of Business

1. The meeting was called to order at 12:11 PM by Secretary RF, presiding in the absence of President AK.
2. Approval of Minutes – February 15, 2024, motion by ES, ET
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Inquiry 10-10-2023  
EP reported that letters of dismissal were sent to the complainant and respondent with no further correspondence received.
  - b) Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Architect's Appeal of Suspension and Intermediate Court of Appeals Memorandum Decision  
MW discussed the ICA's decision, and the board determined that the board's and the ICA's actions should be posted to the website and the NCARB Disciplinary Database.
  - c) Reinstatement or Reciprocal Applications with Disclosed Discipline  
No applications were submitted for review.
4. Action Items Regarding Registration
  - a) Applications for Review

EP reported an inquiry from a foreign architect regarding initial registration. The board determined that the individual was not eligible at this time based upon his credentials and recommended that he look to NCARB for guidance on how to meet the educational requirement.

b) Registration & Renewal Report

EP reported that the total number of registered architects is 1,534, with 119 of those residing in WV. Renewals already completed total 236.

5. Financial Report

a) FY 2024 Budget to Actual

EP presented a summary and detailed version of the year-to-date financials.

b) FY2025 Budget and Across the Board Salary Increase

EP presented the FY 2025 budget with the same total expenditures as the FY 2024 budget with the inclusion of the Governor's recommended Across the Board Raise. The report was unanimously approved.

c) Review of P-Card Purchases and Reconciliation

RF reviewed and approved the board's P-Card purchases.

6. New Business

a) Ad Hoc Committee on Registration Requirements Report

ET summarized the committee meeting discussion, noting that the group did not come away with recommendations for changes at this time and is planning to see what happens resulting from the NCARB Competency Taskforce and the "multiple pathways" initiative. He pointed out that the board had worked hard to gain recognition of the "three Es," education, examination, and experience, as preparation resulting in public protection. The committee discussed the possibility of recognizing experience for reciprocal candidates prior to registration but decided to see the new directions from NCARB, though some favor no or minimal change.

b) Updated State Fire Code

EP reported that she sent out a notice to all registered architects of the new State Fire Code effective May 1 and had also placed it on the board's website. The board recommended sending it out a second time. TB noted that the SFM expects to see drawings for projects, including renovations.

c) Election of Delegates to the NCARB Annual Business Meeting

AK was elected as the WV delegate, with RF as the alternate on a motion by ES/WS.

d) Election of Officers for FY2025

AK was re-elected President on a motion by TB/WS.

RF was re-elected Secretary on a motion by TBWS.

The board gratefully acknowledges the service of AK and RF in these roles.

e) Article about Licensing Regulations from the Knee Center at WVU

The board discussed the recent article in the State Journal and the possibility of the professions who participate in the Alliance for Responsible Professional

Licensing and their respective associations and societies drafting an article detailing the research demonstrating the value to the public of professional licensing in protecting health, safety, and welfare.

- f) Report from the Regional Summit and Candidates for At-Large NCARB Board Positions  
ET, WS, ES, and EP reported from the Regional Summit. They attended sessions on overlapping practice, regional meetings, met at-large candidates for the board, and EP attended the MBE workshop where she learned more about the competencies for initial registration that will be further discussed at the Annual Business Meeting. The board shared impressions of the at-large candidates based upon official contact with the board, meeting them in Savannah, past experience serving on committees with them, and the candidate webinar in an effort to provide guidance to the voting delegates since only two of the 10 highly qualified candidates will be elected.
- g) Appointment to NCARB Member Board Executive Committee  
EP reported that she has been asked to join the MBE Committee and feels she has the time and experience now to make a contribution. The board supports this effort.

7. Old Business / Updates / Planning

- a) NCARB Realignment, Resolutions, Comments Submitted  
ET discussed how the realignment effort grew out of the Diversity Collaborative and explained how the NCARB Board reached 14 people. The board remains in agreement with its prior consensus from the February meeting on the resolutions. On realignment, most members present agreed that the new realignment proposal was acceptable but did not see a compelling reason to warrant the realignment. EP will poll the two absent board members to provide further guidance to the delegate and alternate.
- b) Random Audit of Continuing Education  
EP reported that all but one CE issue had been resolved. The architect with an outstanding issue will not be able to renew until the issue is resolved.
- c) Next Steps on Handbook for Code Officials  
The board is awaiting final comments and/or approval from the West Virginia Board for the Registration of Professional Engineers which meets next week and for the upcoming ICOR webinar for results of joint work by national professional organizations of architects, landscape architects, interior designers, surveyors, and engineers on “overlapping practice.”
- d) Request for Ethics Scenarios  
EP asked for possible scenarios for the development of material to be used for a CE session.
- e) Review of Executive’s Annual and Sick Leave  
Reviewed and approved by RF.

8. Informational Items

- a) Reappointment of Board Member  
EP reported that WS has been sent a questionnaire by the Governor's Office.
- b) NCARB Webinar on Professional Conduct  
EP reported that she participated in the webinar led by Region 2's Rob Lopez.
- c) ICOR Webinar on "Overlapping Practice"  
EP reminded the board to participate in the ICOR webinar on May 23.
- d) Exemption from CE Requirement on Basis of Illness/Disability  
EP reported on a letter of gratitude from an architect who had documented a serious illness and temporary disability and was granted a medical exemption from meeting the CE requirement.

9. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- August 15, 2024
- November 14, 2024

Other Upcoming Meetings

- NCARB Annual Business Meeting – June 13-15, 2024  
Chicago, IL
- NCARB Member Board Executive Workshop – February 27, 2025  
Philadelphia, PA
- NCARB Regional Summit Feb. 28 – March 1, 2025  
Philadelphia, PA

Respectively Submitted:

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Richard T. Forren, AIA Secretary

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Adam Krason, AIA, President

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Emily Papadopoulos, Executive Director

**The West Virginia Board of Architects  
Agendas and Minutes  
FY 2023  
(July 1, 2022 – June 30, 2023)**

## West Virginia Board of Architects



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

**Date:** August 25, 2022

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – May 19, 2022
3. Disciplinary Matters
  - a) Case # 12-09-2021 – Report on Hearing, Proposed Findings of Fact & Conclusions of Law and the ALJ's Proposed Recommendation
  - b) Case # 02-16-2022 – Follow-up from Complainant
  - c) Report of the Complaint Committee from August 18<sup>th</sup> Meeting
  - d) Report from CE Audit and Follow-Up Required
  - e) Request for Reinstatement
4. Action Items Regarding Registration
  - a) Reciprocal Application with NCARB Certificate
  - b) Reciprocal Applications with a State License
  - c) Registration & Renewal Report – (informational only)
5. Financial Report
  - a) FY2022 Actual
  - b) FY2023 Budget to Actual
  - c) Proposed Budget for FY2024 (informational only)
  - d) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Report to the Joint Committee on Government and Finance (informational only)
  - b) Report on the Interorganizational Council on Regulation (informational only)
  - c) Mutual Recognition Agreement with the United Kingdom's Registration Board



- d) Educational Symposium in Charlottesville – Sept. 29-30, 2022
  - e) Governor’s Summer Intern
7. Old Business / Updates / Planning
- a) Report from the NCARB Annual Meeting
  - b) Review of Executive’s Annual and Sick Leave
  - c) Handbook for Code Officials – Planning for Completion
8. Adjournment

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- November 17, 2022

##### Other Upcoming Meetings

- Purchasing Conference – Attending virtually Aug. 24-26
- PCard Conference – Wheeling – September 13 & 14
- Region 2 Educational Symposium – Charlottesville, VA - September 29-30
- NCARB Leadership Summit - Salt Lake City, UT – October 14
- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- NCARB Annual Business Meeting – June 15-17, 2023

## West Virginia Board of Architects



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

**Date:** August 25, 2022

**Time:** 12:00 PM

### **Attendees:**

Adam Krason, Member and President (AK) – In-Person  
Richard Forren, Member and Secretary (RF) - In-Person  
Emily Papadopoulos, Executive Director (EP) - In-Person  
Todd Boggess, Member (TB) – Virtual  
Jan Fox, Public Member (JF) - Virtual  
Wendy Scatterday, Member (WS) - Virtual  
Edsel Smith, Public Member (ES) – In-Person  
Edward Tucker, Member and NCARB Region 2 Chairman (ET) - Virtual  
Mark Weiler, WV AG's Counsel to the Board (MW) – In-Person (departed at 1:26 pm)

### **Absent:**

None

### **Order of Business:**

1. AK Called the meeting to order 12:10.
2. Approval of Minutes –On a motion by ES/ET the Board approved the minutes for May 19, 2022.
3. Disciplinary Matters
  - a) Case # 12-09-2021 – The proposed findings of fact and conclusions of law and the Hearing Examiner were discussed. The Hearing Examiner recommended no discipline, and the Board voted on a motion by ET/WS to adopt the Hearing Examiner's recommendation of no disciplinary action but with modifications of the proposed findings and conclusion. Further, the Board agreed to establish a policy that any licensee that fails to meet the Continuing Education Credits will automatically be audited the following year.
  - b) Case # 02-16-2022 – This case was previously dismissed by the Board but in a followup, the Complainant submitted a rebuttal statement requesting that the Board reconsider its conclusion. The Board invited the Complainant to appear before the Board to further address the issues. The complainant was contacted prior to the meeting and declined to pursue the matter by

appearing before the Board. The Board considers this case closed with no further action taken.

c) Report of the Complaint Committee - The Board received two separate complaints regarding an architect who is also a licensed contractor with the State of WV. A Complaint Committee was formed and met virtually on August 18, 2022. The Committee recommended referring both complaints against the architect to the Board of Contractors since both complaints deal primarily with his performance as a contractor. The Committee also recommends that the Board initiates its own complaint against the architect based upon information that has been collected in the investigation of the complaints that seems to suggest the architect has violated the rules of the Board.

On a motion by ES/RF, the Board agreed to initiate a complaint with at least two allegations against the Architect. 1) The Architect allegedly misrepresented himself by claiming that construction administration must be performed by the designing Architect. 2) The Architect allegedly made a misrepresentation in pursuit of a building permit by claiming that two separate sub-contractors would be performing work on the project when neither sub was contacted regarding the project.

On a motion by ES/ET, the Board agreed to refer the initial two complaints regarding the architect to the Board of Contractors for investigation and potential disciplinary action. The Board will continue to investigate the matter.

d) CE Audit - EP reported on CE Audit and what follow-up action is required. The Board audited sixty-seven architects. Of those, sixty-one architects met the requirements. Five architects met the requirement by other means. One architect did not return his Board initiated CE Audit Agreement. On a motion by RF/ES the Board agreed to deny the architect, Bruce Brooks, a renewal based on his failure to comply with the requirements.

e) Reinstatement Guidance - EP informed the Board of a request for Reinstatement. The Board previously revoked the license of Thomas Little in 2019 for failure to meet the CE requirements at audit. He is now seeking guidance on the process for reinstatement. If he wishes to reinstate, the Board will pursue an agreement similar to the audit agreement now used. He will need to apply and prove that he has met the CE requirements for all of his expired years and will be subjected to an audit the following year.

#### 4. Action Items Regarding Registration

a) There were no NCARB candidates to review at this time.

b) Reciprocal Applications with a State License - Joseph Kelly previously applied but was not eligible at the time he applied. He has now been registered for five years or more and has received approval from the Veterans Administration for a waiver of his initial fees as an Air Force veteran. The Board reviewed and approved his registration.

c) Registration & Renewal Report - EP reported that so far this year, the Board has 1,354 active registrations. Officers signed the certificates for all new registrations.

#### 5. Financial Reports - EP presented and discussed the following:

- a) FY2022 Actual – For information, no action required, The report shows the Board completed the FY2022 with \$157,474 in revenue and \$149,181.62 in expenditures.
- b) FY2023 Budget to Actual – EP provided details of financial statements, showing expenses to date of \$28,731.96 and revenue of \$13,900.00 The cash balance was \$289,629.41.
- c) FY2024 Proposed Budget - EP reported that the budget is the same as the current fiscal year as required by the WV Dept of Revenue.
- d) Review of P-Card Purchases and Reconciliation - AK reviewed and signed the P Card purchases.

## 6. New Business

- a) Report to the Joint Committee on Government and Finance - EP provided information regarding the annual request regarding the number of registrants and FTEs.
- b) Interorganizational Council on Regulation – EP participated in this webinar since it focused on incidental practice. In the past the Board has reviewed several incidental practice complaints.
- c) Mutual Recognition Agreement with the United Kingdom’s Registration Board – This is a request by NCARB for the Board to indicate if it will accept applicants through the MRA with the UK. Since any request would come with an NCARB certificate, the Board felt there would be no change to the current policy. This does not require ratification by the Board.
- d) Educational Symposium in Charlottesville – ET provided an update on the upcoming symposium on Sept. 29-30, 2022. All accredited architecture schools within the Region 2 area have been invited. This also includes Fairmont State University since it has a NAAB accreditation pending. If any seats remain open after the student and faculty reservations, an invitation to Board members will be issued.
- e) EP reported that the Governor’s Summer Intern was very helpful, and EP would like to utilize summer interns again. AK suggested that EP seek additional intern help during the renewal and audit time period.
- f) ES reported that he is on the NCARB’s Committee for Continuing Education. He hopes to elicit some help from the architects on the Board regarding CE. He is also on National Fire Protection Association’s (NFPA) Executive Committee.

## 7. Old Business / Updates / Planning

- a) NCARB Annual Meeting - ET attended the meeting in person and provided the Board with a summary of the meeting held in Austin, TX. ET indicated that a number of state Boards are not able to fill their Public Member positions and he is therefore thankful that ES and JF are willing to serve as members. EP and ES attended virtually.
- b) Annual and Sick Leave - AK reviewed and signed the EP’s Annual and Sick Leave.
- c) Handbook for Code Officials – Architect Greg Williamson (GW) is continuing to review and update the handbook based on the comments from the Board. The next step

is to meet and discuss with the Board of Engineers. AK noted that only a couple of Board of Engineers members have experience with dealing with Building Code Officials, so GW should focus his review with those who have that experience and not necessarily the entire Board. EP reported that she submitted a draft version of the document to a Code Official for which she is seeking feedback.

d) The following upcoming meetings were presented for planning purposes:

- Purchasing Conference – Attending virtually Aug. 24-26
- PCard Conference – Wheeling – September 13 & 14
- Region 2 Educational Symposium – Charlottesville, VA - September 29-30
- NCARB Leadership Summit - Salt Lake City, UT – October 14
- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- NCARB Annual Business Meeting – Tampa, Florida -- June 15-17, 2023

8. Adjournment – The meeting was adjourned at 2:26.

## West Virginia Board of Architects



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

**Date:** November 17, 2022

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – August 25, 2022
3. Disciplinary Matters
  - a) Report of the Complaint Committee from November 7<sup>th</sup> Meeting
  - b) Complaint 07-01-2022 – Status Report
  - c) Two Reciprocal Applications with NCARB Certificates and Undisclosed Discipline
4. Action Items Regarding Registration
  - a) Reciprocal Application with a State License
  - b) Registration & Renewal Report – (informational only)
5. Financial Report
  - a) FY2023 Budget to Actual
  - b) Discussion of Scanning Project / Funding and Computer Storage
  - c) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Requests for waivers for use of title “architect”
  - b) Draft Annual Report FY2022
  - c) Proposed 2023 Meeting Dates
    - Feb. 16, 2023
    - May 18, 2023
    - Aug. 17, 2023
    - Nov. 16, 2023

- d) Legislative Session Preparation / ARPL
- 7. Old Business / Updates / Planning
  - a) Report from the Educational Symposium in Charlottesville – Sept. 29-30, 2022
  - b) Report from State Auditor’s Chapter 30 Board Training – Nov. 1, 2022
  - c) Handbook for Code Officials – Planning for Completion
  - d) Review of Executive’s Annual and Sick Leave
- 8. Adjournment

#### Informational Items and Good of the Order

#### Upcoming Board Meetings

#### Other Upcoming Meetings

- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- WV EXPO – Charleston, West Virginia – March 21-23, 2023
- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023

## West Virginia Board of Architects



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

**Date:** November 17, 2022

**Time:** 12:00 PM

**Attendees:**

Adam Krason, Member, President (AK) in person  
Richard Forren, Member, Secretary (RF) in person  
Emily Papadopoulos, Executive Director (EP) in person  
Todd Boggess, Member (TB) in person  
Edsel Smith, Public Member (ES) in person  
Edward W. Tucker, Member (ET) in person  
Wendy Scatterday, Member (WS) on-line at 1:15 PM  
Jan Fox, Public Member (JF) on-line  
Mark Weiler, WV AG's Counsel to the Board (MW) on-line (left at 1:45 pm)

**Absent:**

None

**Order of Business:**

1. Call to Order – 12:25 PM
2. Approval of Minutes – August 25, 2022, Motion by ES/ ET, approved
3. Disciplinary Matters
  - a) Case # 09-07-2022 - Report of the Complaint Committee meeting from November 7, 2022:  
Following the committee report, on a motion TB/ES, the Board voted there is probable cause and will initiate the process of pursuing appropriate action. WS abstain since she joined the meeting late and was unable to hear the committee report.
  - b) Case# 07-01-2022 – Status Report:  
The architect was active at the time of complaint. This matter is awaiting



additional information from the Complainant to see if the Board should take any action. No action by the board.

- c) Two reciprocal applicants with NCARB Certificates who did not disclose discipline for board review. On a motion by ET/ ES the board determined that if continuing education is complete and up to date, that each applicant could be offered a registration agreement detailing the non-disclosure with administrative costs which would need to be issued and executed prior to registration for both applicants.
4. Action Items Regarding Registration
- a) Reciprocal Application from David Balzer approved.
  - b) EP announced the initial WV registration of Blake Massie
  - c) Registration & Renewal Report – (informational only)  
Current Licenses - Total 1397, WV 117,
5. Financial Report
- a) FY2023 Budget to Actual  
EP reviewed the summary & details of the financial report.  
Current expenses are \$66,325.44. Current Revenue is \$27,700.  
The cash balance is \$265,073.89.
  - b) Discussion of Scanning Project / Funding and Computer Storage  
The Board previously authorized \$5,000 to be spent during FY2022 for digital conversion of files but additional funds will be required to complete the work. On a motion from ES/TB an additional \$5,000 will be added to that budget item to complete the scanning.
  - c) Review of P-Card Purchases and Reconciliation  
Reviewed by Officers
6. New Business
- a) Requests for waivers for use of title “architect”:  
The Board has been contacted by the WV Secretary of State’s Office twice regarding the use of the word “architectural” in some businesses’ names that do not provide architectural services or have a licensed architect on staff.  
The Board approved the use of “Architectural” in the name Architectural Metals. This is a product and a term familiar to architects, and they do not provide any type of architectural services.  
The Board did not approve a request from an individual who wants to use the term “Architectural” in his business name to provide technical assistance regarding historical preservation. That individual was previously licensed as an architect and the Board suggested renewing the license, obtaining a West Virginia registration, or use the term use “preservation” in the business name.

- b) Draft Annual Report FY2022  
EP reviewed a draft of the annual report.
  - c) Proposed 2023 Meeting Dates approved
    - Feb. 21, 2023
    - May 16, 2023
    - Aug. 15, 2023
    - Nov. 16, 2023

NOTE: Since the time of the meeting, the Feb., May, and August meetings have been changed to the following:

    - Feb. 7, 2023
    - May 16, 2023
    - Aug. 10, 2023
  - d) Legislative Session Preparation / ARPL  
EP will continue to participate in the WV ARPL group which will resume meetings right after Thanksgiving.
7. Old Business / Updates / Planning
- a) Report from the Educational Symposium in Charlottesville  
As the Chairperson for NCARB, Region 2, ET reported on the Education Symposium conducted on September 29-30, 2022
  - b) Report from State Auditor's Chapter 30 Board Training  
AK reported on the Chapter 30 Board Training that he and EP attended on November 1, 2022.
  - c) Handbook for Code Officials – Planning for Completion  
EP reported on a meeting that she and Greg Williamson initiated with the WV Board of Registration for Professional Engineers (WVBRPE). In attendance from the WVBRPE, were Garth Thomas and Lesley Rosier Tabor who will review and provide comments.  
The Board agreed to continue with the draft, incorporate comments from the engineers if they are consistent with the practice of architecture, and further evaluate some type of introduction release at EXPO or other Code Official Conference.
  - d) Review of Executive's Annual and Sick Leave  
Review by Officers
8. Adjournment at 3:35 Motion RF, ES

Informational Items and Good of the Order

#### Other Upcoming Meetings

- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- WV EXPO – Charleston, West Virginia – March 21-23, 2023
- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023

## West Virginia Board of Architects



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

**Date:** February 7, 2023

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – November 17, 2022
3. Disciplinary Matters
  - a) Report on Complaints 09-07-2022, 07-07-2022, 07-28-2022 and Suspension Hearing
  - b) Complaint 07-01-2022 – Status Report
  - c) Reciprocal Applications with NCARB Certificate and Undisclosed Discipline
  - d) Anonymous Inquiry – Received Jan. 17, 2023
  - e) Potential Board-Initiated Complaint and Work with State Fire Marshal
4. Action Items Regarding Registration
  - a) Reciprocal Applications with a State License
  - b) Reinstatement Applications
  - c) Registration & Renewal Report
5. Financial Report
  - a) FY2023 Budget to Actual
  - b) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) *State Journal's* Book of Lists submission
  - b) NCARB Listening Sessions / Region 2
  - c) Legislative Session / ARPL
7. Old Business / Updates / Planning

- a) Handbook for Code Officials – March 10<sup>th</sup> and March 22<sup>nd</sup> Presentations
- b) Potential Interpretive Rule
- c) Review of Executive's Annual and Sick Leave

8. Adjournment

Informational Items and Good of the Order

FYI

- George Washington in a Bathtub
- Remembering Judy Belcher
- Scanning Stories

Upcoming Board Meetings

- May 16, 2023 (Tuesday)
- August 10, 2023 (Thursday)
- November 16, 2023 (Thursday)

Other Upcoming Meetings

- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- WV Code Officials Code Association Meeting – Flatwoods, WV – March 10, 2023
- WV EXPO – Charleston, West Virginia – March 21-23, 2023 (Presentation March 22<sup>nd</sup>)
- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023

## West Virginia Board of Architects



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

**Date:** February 7, 2023

**Time:** 12:00 PM

Order of Business

### Attendees:

Adam Krason, Member and President (AK) – In-Person  
Richard Forren, Member and Secretary (RF) - In-Person  
Emily Papadopoulos, Executive Director (EP) - In-Person  
Todd Boggess, Member (TB) – In-Person  
Wendy Scatterday, Member (WS) - Virtual  
Edsel Smith, Public Member (ES) – In-Person  
Edward Tucker, Member and NCARB Region 2 Chairman (ET) – In-Person  
Mark Weiler, WV AG’s Counsel to the Board (MW) – In-Person (departed at 1:28 pm)

### Absent:

Jan Fox, Public Member (JF)

### Order of Business:

1. Call to Order – Meeting called to order on 12:27.
2. Approval of Minutes – November 17, 2022; Approved by a motion by TB, ES
3. Disciplinary Matters
  - a) Suspension Hearing – Defendant was to submit a closing statement along with other documents but failed to do so as of this date. MW submitted the findings of facts. Defendant requested an extension from the Hearing Examiner, which was granted. The Board is on record as objecting to the request for extension.

- b) Complaint 07-01-2022 – Status Report – There is nothing to report since the last meeting. The complainant has not produced any of the information requested and has not responded. EP will send an updated request and status report.
  - c) Reciprocal Applications with NCARB Certificate and Undisclosed Discipline Board requires this applicant to sign the agreement, show that he has updated his NCARB record, show that he has met the WV 12 HSW hour requirement, and pay \$500.00 in administrative costs. Motion to approve by ET, ES
  - d) Anonymous Inquiry – Received Jan. 17, 2023  
The inquiry asks if Cooper Leaf Interiors (Marietta, OH) and North South Design (Parkersburg, WV) can provide architectural design. Both firms are shown on a Google search of “architect near Parkersburg” and the tag of “architectural design” is part of the Google listing. The Board took no action on Cooper Leaf since they are outside the Boards jurisdiction. Since a response to a Google search cannot be controlled, the Board will reach out to North South Design to ensure there is no conflict with the practice laws and will encourage them to complete licensure.
  - e) The Board discussed a potential Board-Initiated complaint. TB indicated that a project designed by an Engineer with numerous code violations had been brought to his attention. The structure in question is believed to be a two story, wood construction place of assembly. Under state law this project requires the services of an Architect. A FOIA request to the Office of the State Fire Marshal for drawings and any permitting or corrective documents will be issued so the Board may review the documents. TB and ES will serve on a Complaint Committee on the matter.
4. Action Items Regarding Registration
- a) Reciprocal Applications with a State License - None to review
  - b) Reinstatement Applications – Thomas Little has applied for reinstatement. He was ineligible to renew in 2018 because he was audited and had not completed his 2017 CE hours. A letter was sent indicating that he must comply by 6/30/18 or he could not renew. He failed to do so. To become eligible for reinstatement, the Board determined he must meet all the reinstatement requirements and also complete an Audit Agreement and pay the corresponding costs so the prior audit failure can be handled administratively. Motion by ES, seconded by TB.
5. Financial Report
- a) FY2023 Budget to Actual -  
EP Reviewed the financial report regarding budget which was accepted by the Board on a motion by TB, WS
6. New Business

- a) *State Journal's* Book of Lists submission submitted last week.
  - b) NCARB Listening Sessions / Region 2  
ET Reported that NCARB has been working on a change to its governance. Changes proposed reduce the overall size of the executive board. Resolution will be presented at the annual meeting.
  - c) Legislative Session / ARPL  
EP provided an update on all current Legislative activities and will follow up on any changes.
7. Old Business / Updates / Planning
- a) Handbook for Code Officials – March 10<sup>th</sup> and March 22<sup>nd</sup> Presentations  
EP provided an update of the meeting with the Board of Engineers along with the plans for the two upcoming presentations. Presentations will require participation from and input from the Board, especially in creating scenarios that reflect actual issues Code Officials might confront.
  - b) Potential Interpretive Rule  
The Board discussed the need for Interpretive Rules to assist with issues noted in the Handbook for Code Officials particularly after discussions with the Board of Engineers. No action by the Board.
8. Adjournment at 3:42 by motion from ES, ET

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- May 16, 2023 (Tuesday)
- August 10, 2023 (Thursday)
- November 16, 2023 (Thursday)

##### Other Upcoming Meetings

- NCARB Regional Meeting – Honolulu, Hawaii – March 2-4, 2023
- WV Code Officials Code Association Meeting – Flatwoods, WV – March 10, 2023
- WV EXPO – Charleston, West Virginia – March 21-23, 2023 (Presentation March 22nd)
- NCARB Annual Business Meeti
- 
- ng – Tampa, Florida – June 15-17, 2023



## West Virginia Board of Architects



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

**Date:** May 16, 2023

**Time:** 12:00 PM

### Order of Business

1. Call to Order
2. Approval of Minutes – February 7, 2023
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Complaint 07-01-2022
  - b) Inquiry 02-05-2023
  - c) Complaint 04-10-2023
  - d) Complaints 09-07-2022, 07-07-2022, 07-28-2022
  - e) Review of Reciprocal Application with Disclosed Discipline
4. Action Items Regarding Registration
  - a) Applications for Review
  - b) Registration & Renewal Report
5. Financial Report
  - a) FY2023 Budget to Actual
  - b) FY 2024 Expenditure Budget – submitted in April
  - c) Review of P-Card Purchases and Reconciliation
6. New Business
  - a) Election of Officers for FY2024
  - b) Election of Delegate and Alternate for NCARB ABM and Discussion of Resolutions
  - c) WV Licensing Advisor
7. Old Business / Updates / Planning

- a) Summary of Legislative Session
- b) Follow-up from CE Sessions Related to Handbook
  - Planning for Handbook Release
  - Discussion of Agritourism Exemption
- c) Review of Executive's Annual and Sick Leave

8. Adjournment

Informational Items and Good of the Order

Upcoming Board Meetings

- August 10, 2023 (Thursday)
- November 16, 2023 (Thursday)

Other Upcoming Meetings

- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023

# West Virginia Board of Architects Quarterly Meeting Minutes



**Date:** May 16, 2023

**Time:** 12:00 PM

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

## Attendees:

Adam Krason, Member and President (AK)	In-Person
Richard Forren, Member and Secretary (RF)	In-Person
Emily Papadopoulos, Executive Director (EP)	In-Person
Todd Boggess, Member (TB)	Virtual
Wendy Scatterday, Member (WS)	<b>Absent</b>
Edsel Smith, Public Member (ES)	In-Person
Edward Tucker, Member/NCARB Region 2 Chairman (ET)	In-Person
Jan Fox, Public Member (JF)	<b>Absent</b>
Mark Weiler, WV AG's Counsel (MW)	In-Person
	(Departed: 1:15pm)

## Order of Business:

1. Meeting was called to order at 12:24.
2. Approval of Minutes – February 7, 2022 Motion by ES /ET
3. Disciplinary Matters and Report of the Complaint Committee
  - a) Complaint 07-01-2022 – Committee met on May 3, shared the complaint with the architect, and requested additional information, to include a copy of seal. The architect provided a response and seal. Based upon insufficient grounds to sustain further action, the complaint was closed per motion by RF/ES.
  - b) Inquiry 02-05-2023 – WVBOA has filed a complaint regarding engineer practicing architecture based upon Committee recommendation.
  - c) Complaint 04-10-2023 – The architect was ineligible to reinstate his registration because he had failed to meet CE requirements and used an old seal (not valid). Committee recommends denial the reinstatement, send letter saying he cannot practice architecture. Passed per motion by RF/ ET.
  - d) Complaints 09-07-2022, 07-07-2022, 07-28-2022 - WVBOA will issue final order and extend the statutory time frame of the complaint until disciplinary action is complete, per motion by ET/ RF
  - e) Review of Reciprocal Application with Disclosed Discipline:

Gerald Karle application approved per motion by ES/RT  
 Randall Burchett application approved with reminder to disclose all disciplined  
 per motion by RF/TB

4. Action Items Regarding Registration

- a) Cassidy Roberts' Initial application approved per motion by RF/ES
- b) Registration & Renewal Report: Total registered architects: 1,470; 119 are from WV.

5. Financial Report

a) FY2023 Budget to Actual – EP reviewed budget with Board Members. Expenses to date total \$153,172.33. Revenue is \$70,500.00 to date with the bulk of income anticipated in June. Current Cash Balance is \$226,477.00. EP noted that she expects expenditures to go over budget due to disciplinary issues, across the board raises to all state employees

b) FY 2024 Expenditure Budget– EP reviewed upcoming budget with Board Members. Board approved the ATB raise for EP and the 2024 budget per motion by TB/ET.

c) Review and approval of P-Card Purchases and Reconciliation by Board Officers

6. New Business

a) Election of Officers for FY2024 – Board approved that AK & RF to remain in their current officer positions for upcoming year, per motion by RF/ ET

b) Board elected RF as Delegate and ET as Alternate for NCARB Annual Business Meeting per motion by AK/TB. As such, RF requested the board discuss all of the resolutions to obtain a consensus. WVBOA voted is as follows:

<b>Resolution Description</b>	<b>Vote</b>
2023-01 An amendment to the NCARB Model Law and Regulations related to responsible control	N0
2023-02 Sunset of education policy resolutions	YES
2023-03 Sunset of education policy resolutions	YES
2023-04 Updates to the NCARB Model Rules of Conduct to update ethics	YES
2023-05 Updates to NCARB's Bylaws to support a new governance structure	YES

c) EP indicated that Joey Kutz is WV's Licensing Advisor

7. Old Business / Updates / Planning

a) EP provided a summary of bills passed during the legislative session:  
 Senate Bill 240 – Board register be open to the public  
 Senate bill 244 – Rosters open to the public

b) EP provided a follow-up from CE Sessions Related to the *Handbook for Code*

*Officials*, discussing plans for the release, review by surveyors and landscape architects, and future work with code officials.

- c) Officers reviewed of Executive's Annual and Sick Leave.
- d) WV Fire Marshal will conduct a stakeholders' meeting to review upcoming changes to the WV Fire Code; additional information to follow.

8. Adjournment Motion @ 2:45 RF, ES

#### Informational Items and Good of the Order

##### Upcoming Board Meetings

- August 10, 2023
- November 16, 2023

##### Other Upcoming Meetings

- NCARB Annual Business Meeting – Tampa, Florida – June 15-17, 2023