



**STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
WASHINGTON STATE HOME INSPECTOR  
ADVISORY LICENSING BOARD  
MEETING MINUTES**

**DATE:** Thursday June 15, 2023  
**TIME:** 10:00 a.m.  
**LOCATION:** Virtual via Microsoft Teams

**BOARD MEMBERS:** Jon Ashlock, Chair  
Jordan Howard, Vice Chair  
Glen Thompson, Board Member  
Warren Tryon, Board Member  
Austin McFeeley, Board Member  
Shaun Hazel, Board Member

**STAFF MEMBERS:** Debra Allen-Bâ, Assistant Administrator  
Sandy Baur, Program Specialist  
Saundra Schaefer, Program Specialist

**1. Call to Order**

Chair Jon Ashlock called the meeting to order at **10:00 a.m.**

**2. Roll Call**

*Chair Ashlock, Vice Chair Howard, Board Member McFeeley, Board Member Thompson, Board Member Tryon, Board Member Hazel*

Program Specialist Saundra Schaefer conducted roll call. All Board Members were present.

**3. Approval of Agenda**

Chair Ashlock made a **MOTION** to approve the agenda as presented. Board Member Warren Tryon **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

**4. Approval of Minutes**

**4.1. Approval of March 16, 2023, minutes**

Vice Chair Jordan Howard made a **MOTION** to approve the minutes from March 16, 2023, as presented. Board Member Austin McFeeley **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0. Chair Ashlock did not vote, and Board Member Glen Thompson abstained due to absence from the March 16, 2023, Board meeting.

## 5. Awards/Recognition

None.

## 6. Old Business

### 6.1. Appoint Members to Subcommittees

#### 6.1.1. Education Subcommittee

*The Board will revisit appointed membership on this subcommittee.*

Program Specialist Sandy Baur asked if the Board would like to revisit subcommittee membership due to absent Board members during the March 16, 2023, Board meeting. Chair Ashlock opened the floor for nominations.

Vice Chair Howard offered to step down from the Education Subcommittee and remain on the other two subcommittees. Chair Ashlock expressed interest in taking Vice Chair Howard's spot.

Chair Ashlock made a **MOTION** to remove Vice Chair Howard and add himself to the Education Subcommittee. Board Member Glen Thompson **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

The Education Subcommittee members are Chair Ashlock, and Board Members Thompson and Tryon.

#### 6.1.2. Changing Business Practice (CBP) Subcommittee

*The Board will discuss appointing an additional member to this subcommittee.*

Chair Ashlock opened the floor to nominations for the CBP Subcommittee.

Vice Chair Howard **NOMINATED** Chair Ashlock to the CBP Subcommittee. Board Member Tryon **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

The CBP Subcommittee members are Chair Ashlock, Vice Chair Howard, and Board Member Tryon.

#### 6.1.3. Diversity, Equity & Inclusion (DEI) Subcommittee

*The Board will discuss appointing an additional member to this subcommittee.*

The Board decided the DEI Subcommittee would stay as it stands with Vice Chair Howard and Board Member McFeeley serving on the Subcommittee.

## 7. New Business

### 7.1. New Construction Builders

*Board discussion on the topic of new builders not allowing home inspectors to enter properties until specific dates and requiring certain proofs of identification in order to do so.*

Board Member Shaun Hazel led a discussion about how builders were restricting unapproved inspectors, delaying the process of home inspections. Board Member Hazel asked the Board what trends they were seeing, why it was happening, and how best to address this issue.

Chair Ashlock said, once his information was on file, he hadn't had any issues. Vice Chair Howard said builders could enforce restrictions because contract forms could be more restrictive. Board Member McFeeley said he had been encountering more and more restrictions on inspections.

Ms. Allen-Bâ also said that the Department of Licensing (DOL) had a relationship with the Washington Association of Building Officials (WABO) and that staff would let WABO know what is being seen in the home inspector industry.

### 7.2. Structural Pest Inspection (SPI) License

*The Board will discuss adding verbiage that goes along with the Home Inspectors license regarding the requirements around SPI license.*

Board Member Hazel opened the discussion with concerns about not having a SPI license and conducting home inspections. Board Member Hazel had been having issues with realtors believing a home inspector without an SPI license was not qualified to do home inspections.

Assistant Administrator Debra Allen-Bâ said DOL was working on clarifying the rules and laws around the limitations for a licensed home inspector without a SPI license. DOL had drafted language and was hoping to get rule changes made, with the support of the CBP Subcommittee.

Board Member Tryon recommended the CBP Subcommittee look at the Standards of Practice (SOP) and work to eliminate the ambiguity with the rules and laws.

Ms. Allen-Bâ said DOL could share information with professional associations in the real estate industry on constraints of home inspector licensure.

**ACTION ITEMS:** Staff to clarify the scope of home inspectors with no SPI, work with CBP Subcommittee on rule changes, and clarify 308 SOP.

### 7.3. Future Agenda Items

*The Board will discuss the possibility of adding topics to future agendas such as Real Estate professional guest speaker, and ways to gather additional data.*

Chair Ashlock led a discussion on better ways to engage the public and provide information to the home inspector industry, including inviting a guest speaker from the Real Estate Commission.

Board members said they would like to see guest speakers from WABO, pest inspectors, Department of Housing and Urban Development (HUD), and the real estate industry. Chair Ashlock requested a real estate speaker for the next meeting and the Board agreed.

Chair Ashlock addressed the second topic of gathering additional information. requesting data that would provide clarity to the home inspector market.

Ms. Allen-Bâ said the Washington Center for Real Estate Research (WCRER) is an available resource and they do research to help educate the real estate industry. She suggested the WCRER Director as a guest speaker.

**ACTION ITEM:** Staff to invite representatives from WABO, pest inspectors, HUD, WCRER, and the Real Estate industry to speak at future meetings. September meeting: real estate industry professional.

**ACTION ITEM:** Staff to send a link to the WCRER Housing Report to Board Members.

## 8. Reports

### 8.1. Subcommittee Reports

#### 8.1.1. Education Subcommittee

*Board Member Tryon will report-out on the subcommittee's research and outreach work.*

Board Member Tryon reported the subcommittee had been meeting monthly and looking at curriculum, pass/fail rates, gaps in education, continued education, and complaints and investigations. Management Analyst Tim Allen with DOL would be joining a subcommittee meeting to discuss the DOL's requirements for education.

#### 8.1.2. Changing Business Practice (CBP) Subcommittee

*Vice Chair Howard will report-out on the progress made in developing goals.*

Vice Chair Howard shared that the subcommittee had been acquiring information from previous subcommittee meetings and determining which projects to abandon vs. to move forward with.

#### 8.1.3. Diversity Equity, and Inclusion (DEI) Subcommittee

*Vice Chair Howard will report-out on the subcommittee's progress on outreach work.*

Vice Chair Howard shared that the subcommittee was looking to explore avenues to support underrepresented communities and individuals looking for opportunities in the home inspector industry.

## **8.2. Staff Reports**

### **8.2.1. Licensee Counts**

*Staff will provide data on the current licensees by age, status, and county.*

Ms. Baur presented the Licensee Count report to the Board.

**ACTION ITEM:** Staff to provide data on License Count report showing passing exams and renewals vs. new licensees.

### **8.2.2. Review Master Action Items**

*Staff will provide a review of current and ongoing action items.*

Ms. Baur and Ms. Schaefer reported on the progress made to action items.

## **9. Public Comments**

*The public may address the Board on matters within the Board's jurisdiction, either verbally during the meeting or by submitting written comments. Verbal comments are limited to one three-minute comment. Written comments are limited to no more than 500 words and must be emailed to [DOLBoards@dol.wa.gov](mailto:DOLBoards@dol.wa.gov) no less than two business days prior to the meeting with the subject line "Public Comment: Home Inspector Board." In response to all public comments, the Board is limited to requesting that the matter be added to a future agenda for discussion or directing staff to study the matter further. Inflammatory comments and language will not be permitted.*

Sarah Bedsaul addressed the Board and stated she had been a home inspector for 10 years and had been teaching for several years. She said it would be great to be a part of the focused conversations with the subcommittees.

Ms. Baur said subcommittees can hold listening sessions. She said the public could email questions and comments, and staff would forward them appropriately.

Ethan Saraceno-Oliveri addressed the Board and said he was a new home inspector and was curious about the data available to home inspectors. He would like to see lists of real estate organizations that could be collaborative partners to educate outside of college education. He would like to know of a platform where he could conduct research to find statistical data in the home industry. He had a terrible experience with his school and wanted to know if there was any body that oversees the school to ensure quality education.

## 10. Conclusion

### 10.1. Announcements

None.

### 10.2. Requests for Agenda Items

None.

### 10.3. Review Action Items from This Meeting

Ms. Schaefer and Ms. Baur reviewed the Agenda and Action Items.

Agenda Items:

- Guest Speaker: Real Estate Professional
- Complaint Submission and Review Process (Particularly in a bad school experience)

Action Items:

- Staff to clarify the scope of home inspectors with no SPI and work with CBP Subcommittee on related rule changes.
- Staff to clarify Chapter 308 SOP.
- Staff to reach out to local associations and invite representatives from WABO, pest inspectors, HUD, WCRER, and the Real Estate industry to speak at future meetings.
- Staff to send a link to the WCRER Housing Report to Board Members.
- Staff to provide data on license count report showing passing exams and renewals vs. new licensees.

## 11. Adjournment

Chair Ashlock adjourned the meeting at **11:21 a.m.**

### Next Board Meeting:

September 21, 2023

10:00 a.m.

Virtual via Microsoft Teams

Submitted by:   
Debra Allen-Bâ, Assistant Administrator

12/14/2023  
Date

Approved by:   
Jon Ashlock, Chair

12/14/2023  
Date