



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

DATE: Thursday September 21, 2023
TIME: 10:00 AM
LOCATION: Virtual via Microsoft Teams

BOARD MEMBERS: Jon Ashlock, Chair
Jordan Howard, Vice Chair
Austin McFeeley, Board Member
Glen Thompson, Board Member (absent)
Warren Tryon, Board Member (absent)

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 **10:01 AM**.

2. Roll Call

Program Specialist Saundra Schaefer conducted roll call. All Board Members were present except for Board Members, Glen Thompson and Warren Tryon who had excused absences.

Program Specialist Sandy Baur announced there was no quorum, and the meeting would continue as information-only and the Board would not be able to take any actions during the meeting.

3. Approval of Agenda

This was not discussed due to no quorum.

4. Approval of Minutes

4.1. Approval of June 15, 2023, Minutes

This was tabled to the next Board meeting due to no quorum.

5. Awards/Recognition

5.1. Meet the Director

DOL Director Marcus Glasper will introduce himself to the Board.

Ms. Baur introduced Director Glasper. Director Glasper shared his work history and provided an outline of what he will be working on with the Department of Licensing in the following years.

6. Old Business

6.1. Structural Pest Inspection (SPI) License

Staff will clarify the scope of work for home inspectors with no SPI license.

Ms. Baur reviewed WAC 308-408C-070 (1)(b) with the Board to resolve some confusion with the standards of practice for home inspectors without a SPI license. She said Home Inspectors can determine and report insect related damage but would need to refer their determination to a licensed SPI.

7. New Business

7.1. Washington Center for Real Estate Research (WCRER) Housing Report

Mason Virant, Associate Director of WCRER, will give a summary of the Second Quarter Housing Report.

Ms. Baur introduced Mr. Virant who gave a summary of the second Quarter Housing Report with comprehensive data and charts that covered:

- Home Sales Volume
- Median Home Prices
- Home Sales
- Permits and Construction
- Housing Affordability
- Availability for Affordable Housing
- Housing For Sale Inventory + Month's Supply

Chair Ashlock asked Mr. Virant if he had compared other states' data to Washington state. Mr. Virant said next fall the state housing report would show comparisons with other states and where Washington ranked nationally.

A member of the public, Dwayne Boggs, asked Mr. Virant if the state was working on shortening the permitting period for builders. Mr. Virant said he did not have any affiliation with legislators or legislation but said the state was working to ease the burden and cost.

7.2. Complaint Process *Staff will provide an overview of the submission and review of complaint process, particularly in a bad school experience.*

Ms. Baur explained to the Board how to file a complaint and the investigative process with a complaint.

Chair Ashlock asked about the complaint process timeline. Ms. Baur said it depends on the level of complaint and volume of documentation provided. She

said the complainant would receive an acknowledgement letter within five days of the complaint submission. If determined that the complaint would meet jurisdiction, an investigator would reach out to the respondent and investigate the complaint. After concluding the investigation, the Central Investigations and Audit Unit would close the complaint, take necessary actions, and contact the complainant.

A member of the public, Ron West, asked what corrective actions would be taken if an investigation found the complaint to have merit. Ms. Baur said complaints result in closure or referral. Cases could be closed without action, with a letter of education provided to the respondent, or with voluntary compliance from the respondent. If closure is not an option, the case would be referred to the compliance unit for further action.

7.3. Legislature 101

Staff will provide an overview of the Legislature and Rulemaking Processes.

Ms. Baur introduced DOL's Legislative and Policy Analyst, Kelsey Stone. Ms. Stone gave a presentation detailing the legislation process and rulemaking.

8. Reports

8.1. Subcommittee Reports

8.1.1. Changing Business Practices (CBP) Subcommittee

Board Member Tryon will report-out on the research completed and Washington Advisory Code (WAC) revision progress.

Chair Ashlock gave a report out for the CBP and Education Subcommittees due to Board Members Tryon and Thompson's absences.

Chair Ashlock said both subcommittees were reviewing the WACs line by line for any changes needed, such as definition clarifications, grammatical errors, and process verbiage needing updates.

8.1.2. Diversity, Equity & Inclusion (DEI) Subcommittee

Vice Chair Howard will report-out on the progress made developing a communication plan.

Vice Chair Howard said the subcommittee had made progress by narrowing down underrepresented populations and had been reaching out to schools and businesses to get feedback on barriers to licensure. He said that the next steps would be listening sessions, outreach surveys, and speaking at schools.

Vice Chair Howard said the subcommittee was also looking at language barriers, such as English as a second language and generational language gaps. They were looking into any accommodations educators were providing.

8.1.3. Education Subcommittee *Board Member Thompson will report-out on the progress made on review of education-related WAC, and the outreach work completed.*

This item was reported on during agenda item 8.1.1.

8.2. Staff Reports

8.2.1. Licensee Counts

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

Ms. Baur gave a presentation of the License Count report to the Board. There was also a new report presented that included more historical data with new and renewal licenses issued.

8.2.2. Testing Pass Rates

Staff will provide data on the current exam pass rates.

Ms. Baur gave a presentation on test pass rates, which was a new report requested by the Board.

8.2.3. Review of Master Action Items

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

Ms. Schafer reviewed the Master Action Items list and gave updates.

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 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.

There were no public comments.

10. Conclusion

10.1. Announcements

Ms. Baur introduced new Boards, Commissions, and Outreach team member Jason Lenn. Mr. Lenn spoke briefly of his work history and his new role as DOL's Military and Military Spouse Engagement Coordinator.

10.2. Requests for Agenda Items

No agenda items were requested.

10.3. Review of Action Items and Items for Next Meeting

Ms. Schaefer said there were no new action items from the meeting, due to no quorum. She noted the items from today's agenda that required action would be on the next meeting's agenda.

11. Adjournment

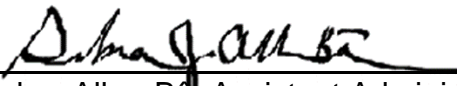
Chair Ashlock adjourned the meeting at **11:14 a.m.**

Next Board Meeting:


December 14, 2023

10:00 a.m.

Virtual via Microsoft Teams

Submitted by: 
Debra Allen-Ba, Assistant Administrator

12/14/2023
Date

Approved by: 
Jon Ashlock, Chair

12/14/2023
Date