



STATE OF WASHINGTON

DEPARTMENT OF LICENSING

PO Box 9021 Olympia, Washington 98507-9021

HOME INSPECTOR ADVISORY LICENSING BOARD REGULAR MEETING MINUTES

September 8, 2016

Port of Chelan County – CTC

285 Technology Center Way Suite 102

Wenatchee, WA 98801

Attendance

Board Members: Darrell Marsolais, Chair; Hugh Kelso, Vice Chair; Charles Buell, Member; Pat Knight, Member; Kevin Ratliff, Member; Don Hester, Member.

Staff: Ryan Grimes, Program Manager Home Inspector & Real Estate Programs; Bill Dutra, Investigations & Audit Programs Manager, Real Estate Programs; Lona Price, Professional License Manager Home Inspector Program; Collin Pippin-Timco, Education Manager, Real Estate Programs.

Call to Order

Chair Marsolais called the meeting to order at 9:00 a.m.

Approval of agenda

Mr. Kelso moved to approve the agenda. Mr. Knight seconded. The motion passed unanimously.

Approval of June 2, 2016 meeting minutes

Minutes for June 2, 2016 meeting were reviewed. The following changes to the minutes were made:

- Under the section *Update on housekeeping for current rules*, a number of the proposed rules were referenced incorrectly. This has been amended to reflect the Washington State Register (WSR) filing number, which would have accompanied the proposed rules.
- Mr. Ratliff's term was corrected to read "July 15, 2019."

Mr. Knight moved to approve the minutes as amended. Mr. Buell seconded. The motion passed unanimously.

Introduction of new board members and support staff

Mr. Kevin Ratliff and Mr. Don Hester were introduced as new board members.

Mr. Ryan Grimes was introduced as the Acting Home Inspector Program Manager.

Public comment

No public comment was given.

Current and Future Proposed rule changes

Mr. Pippin-Timco reported that program staff have created a spread sheet for tracking all past, present, and future rule making efforts.

Mr. Pippin-Timco reported that a number of draft rules have been forwarded for legal review to ensure compliance with the Revised Code of Washington (RCW).

Form Changes

Ms. Price reported that the changes the board had requested to the Examination Application and First License Application had been made, and an updated version of the applications had been posted to the program website.

The board requested the following additional changes be made to the applications:

- Additional signature lines.
- New box for Inspection Report Completed yes/no.
- Add a check box to the signature line acknowledging you meet the criteria of a supervising Inspector.

Report on Results for field Survey

Mr. Pippin-Timco reported on results from the Fundamentals of Home Inspection curriculum field survey. Results noted satisfaction with the curriculum, but also noted a misalignment between the national test and the curriculum.

Board members encouraged Mr. Pippin-Timco to investigate subject-level examination data to confirm the misalignment.

Update on Web Changes

Mr. Pippin-Timco noted that changes had been made to the program website. The changes were made in an effort to simplify and streamline website content and pages.

Board members requested the following additional changes:

- Under *How to renew your license*, bold language regarding “birthday.”
- Populate the *Frequently asked questions* page with frequently asked questions.
- Create a stand-alone page for the home inspector course catalog.

Update on Ethics 308-408C-020(9)

Mr. Dutra reported that the information reviewed thus far regarding advertising concerns for home inspectors involves third party vendors, usually located out of state, who are collecting advertising fees for brochures which are then given to other entities free of charge. The

marketing materials are available to the public via real estate offices or any other entity working with the third party vendor.

Mr. Dutra noted that that documents and information received by the department from the board members regarding concerns with licensee conduct will be treated as a complaint and will become a public document.

The board requested that further conversation regarding advertising concerns for home inspectors be moved to Rules and Standards Subcommittee for review.

Update on current information for Board Member Manual

Ms. Price presented updated information to be included in board member manuals, to include board and staff contact information, state per diem map, etc.

Report on industry concerns regarding requirements of RCW 64.06 Real Property Transfer Disclosure Statement

Mr. Dutra discussed concerns within the real property transfer disclosure document (Form 17) regarding the language “whole house inspection.” Mr. Dutra reported that it was not within the department’s authority or jurisdiction modify the language within Form 17.

Committee & Board Work Plan

Board Work

Mr. Grimes reminded board members that four (4) board members constitute a quorum, and to be conscious of situations that may unintentionally initiate a public meeting, i.e., replying “all” to department emails that include all board members.

What board Work that needs staff present

Mr. Grimes reminded board members that subcommittee meetings, as well as review of guidance documents and legal matters, should include staff representatives. Staff representatives are not required during work groups, task forces, or independent research.

Committee make up

Mr. Grimes proposed changes to the current subcommittees, specifically the Rules and Standards Subcommittee. Mr. Grimes noted that each subcommittee seemed capable of drafting rules, and asked members to consider updating the subcommittees’ roles/charters.

Chair Marsolais noted that he would consult with the past board members about the role of the Changing Business Practices Subcommittee, as well as other subcommittees.

Mr. Pippin-Timco presented options for reorganizing the subcommittees, including adding an executive subcommittee made up of board officers. Mr. Pippin-Timco recommended that board members review the existing board bylaws, and make updates as needed to subcommittee roles/charters, as well as the duties and delineation of board officers.

Committee appointments

This action was tabled until the December 2016 meeting to allow for board review of subcommittee roles/charters.

Energy Audits / Possible Legislation Abandoned

Mr. Dutra noted that the department was not aware of any new proposed legislation to make require home inspectors to do energy audits. Past legislation regarding such this requirement was abandoned. Mr. Grimes and Mr. Dutra noted that they will discuss with management communications regarding this information.

Other Business

Selling Reports

Chair Marsolais noted that there had been questions from licensees regarding selling of reports to parties not named in the pre-inspection agreement. Mr. Dutra noted that the department would review the situation once a complaint was received.

2017 Board Meeting Locations

The board's meeting 2017 public schedule was discussed, and has been approved as follows:

Date	City	Location
March 09, 2017	Lynnwood, WA	TBD
June 8, 2017	Wenatchee, WA	TBD
September 7, 2017	Vancouver, WA	TBD
December 14, 2017	SeaTac, WA	TBD

Miscellaneous

Ms. Price and Chair Marsolais noted that the following requests had been received by the program from licensees/general public:

- Request for more information on the meeting minutes.
- Request for meeting minutes posted in a timely manner.
- Request for more detail on agenda.
- Request for agenda to be posted two weeks prior to meeting.
- Request to be notified 30 days before the board meeting.

- Ms. Price and Mr. Pippin-Timco noted that the program makes every effort to be as transparent as possible with meeting notifications and minutes. However, where possible, efforts would be made towards further transparency.

Action Items

- Review subcommittee roles/charters.
- Mr. Grimes and Mr. Dutra to review Energy Audit/SOP.
- Mr. Grimes and Mr. Pippin-Timco to update website education page.
- Mr. Pippin-Timco to obtain exam subject matter and school pass rate data.
- Ms. Price to draft changes to Examination Application Field Training page.
- Mr. Pippin-Timco to forward rule tracking document to board.
- Mr. Pippin to forward bylaw recommendations to board.

Adjourn

Chair Marsolais moved to adjourn the meeting at 11:52 a.m. Mr. Knight seconded. The motion passed unanimously.

Next Home Inspector Board Meeting

December 8, 2016 Board Meeting Location

Double Tree by Hilton Seattle Airport

Cascade Room

18740 International Boulevard

Seattle, WA 98188

Phone number 206-246-8600

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