



STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
*PO Box 9021, Olympia, Washington 98507-9021*

**Home Inspector Advisory Licensing Board  
Regular Meeting Minutes**

Date: October 7, 2020

Place: Teleconference

**Attendance:**

Board Members: Greg Madsen, Kristine Messick, Jonathan Ashlock, Jordan Howard, Don Hester

Members Absent: Kevin Ratliff

Staff: Debra Allen-Bâ, Program Manager; Lona Price, Professional License Manager; Sherry Honeywell, Board Staff

**Call to Order:**

Vice Chair, Mr. Madsen called the meeting to order at 2:03 pm.

**Approval of Agenda:**

Mr. Don Hester moved to approve the agenda, Mr. Jordan Howard seconded. The motion passed unanimously.

**Approval of December 4, 2019 meeting minutes:**

Minutes for the December 4, 2019 meeting were reviewed. Mr. Hester moved to approve the minutes, Mr. Jordan Howard seconded. The motion passed unanimously.

**Home Inspector Fee Increase Updates:** Ms. Debra Allen-Ba shared the proposed increases of fees that were planned to go into effect on November 2, 2020. She reported that the department decided to postpone fee increases. During the public hearing the department received significant feedback from members of the public to reconsider the timing of these fee changes due to the continued impacts of COVID-19 on licensees and their businesses. Ms. Allen-Ba stated that the fee changes may have a more phased in approach that will lessen the effects on our licensees. The Home Inspector program has not had a fee increase since 2009. The fee increases will be necessary to maintain our program level when implemented. Mr. Jordan Howard requested a copy of the comments during the rules hearing.

**SOP Update:**

Ms. Allen-Ba reported that the SOP Taskforce has been put on hold at this time due to teleworking. She informed the board that changes from the meeting had been incorporated into the draft and could be shared out before the December meeting.

**Board member Update:**

Ms. Allen-Ba let the board know that a recommendation has been forwarded to the director's office for appointment, and we are waiting to hear back with the appointment.

**System Update:**

Ms. Allen-Ba discussed that the new system has been implemented and has had some challenges, the program is continuing to learn and make improvements to enhance the user experience. Some of the challenges are, sending and receiving exam approvals and scores with the testing vendor PSI. The department and PSI are working to resolve these issues.

**Other Business:**

Ms. Kristine Messick requested the course catalog be updated, and is asking if it will be done quarterly again with the new system. Ms. Kristine Messick requested that all of the providers be notified how to link the information to be added to the course catalog.

**Public Comment:**

Mr. Cullen McKintosh questioned if the SOP Taskforce draft copies of the changes will be public. Mr. McKintosh questioned when the fee increase will take place, and will the comments from the rules hearing be public.

**Action Items:**

Copies of SOP changes be sent out to all of the board members

Update on board member open position.

Update to be sent out to CE providers on how to link to the course catalog

**Adjournment:**

Mr. Greg Madsen moved to adjourn the meeting at 2:23 am, Mr. Jordan Howard seconded. The motion passed unanimously.