

**Washington
Home Inspector
Board Meeting**

**Tab 1
Call to Order**

June 9, 2022

10:00 AM

Virtual



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

DATE: Thursday, March 10, 2022

TIME: 10:00 AM

LOCATION: Video Conference

BOARD MEMBERS PRESENT: Kevin Ratliff, Chair
Jordan Howard, Vice Chair
Jonathan Ashlock, Member
Greg Madsen, Member
Don Hester, Member

BOARD MEMBERS ABSENT: Kristine Messick, Member

STAFF PRESENT: Debra Allen-Ba, Assistant Administrator
Rick Storvick, Administrator
Michael George, Administrator
Lona Price, Licensing Manager
Kimberly Hall, Administrative Assistant
Tim Allen, Management Analyst
Darla Gehrke, Management Analyst

1. Call to Order 10:0

1.1. Introductions

Ms. Hall conducted roll call for all listed board members and staff.

1.2. Order of Agenda

Mr. Madsen made a MOTION to approve the agenda as presented. Mr. Ashlock seconded the MOTION, and it passed.

1.3. Approval of Minutes: December 2, 2021

Mr. Madsen made a MOTION to approve the minutes as presented. Mr. Howard seconded the MOTION, and it passed

1.4. Communication

None.

2. New Business

2.1. Board Position Update

Ms. Allen-Ba reported that Ms. Messick and Mr. Ashlock are reappointed. We currently still have a vacant position on the board. The recruitment will start shortly but has been delayed due to staffing shortage.

3. Old Business

3.1. Review Master Action Items List

Ms. Hall went over action items.

4. Committee/Task Force Reports

None.

5. Department of Licensing Reports

5.1. Program Operations

Ms. Allen-Ba reviewed the licensing reports.

5.2. POLARIS Update

Mr. George provided an update on the system and the suspicious activity that took place. DOL immediately shut the system down and began its investigation with the assistance of the Washington Technology Solutions (WaTech). In addition, DOL retained the services of nationally recognized experts in cyber security and incident response. Law enforcement was also alerted. The investigation is ongoing, and anyone's data that was impacted has been notified and identity protection offered.

5.3. Legislation

None.

6. Other Business

6.1. Any Other Business

None.

6.2. Action Items from this Meeting

- Subcommittee meeting
- Update SB 5793

6.3. Agenda Items for next meeting

- Virtual Education
- Field Training

7. Public Comment

Mr. Pearson had a question regarding education providers pass/fail rates.

8. Adjournment 10:55

Next Meeting:

June 9, 2022

Board Meeting

Tab 2

New Business

Topics for action or discussion by the board that were identified at or since the last board meeting.

Washington State Home Inspectors Board
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Virtual Learning Discussion

Background: The Department of Licensing (DOL) allowed that those instructor's that wished to teach the Fundamental of Home Inspection virtually would be allowed to during the Covid-19 global pandemic because students were not able to participate in-person learning due to restrictions. Now that restrictions have been lifted, the board may decide to recommend that DOL continues to allow for virtual classroom learning. This recommendation may require that WAC 308-408-010 (1) is changed to include what is allowable virtually.

(1) "Classroom" means training that takes place in a setting where individuals receiving training are assembled together and learn through lectures, study papers, class discussion, textbook study, or other means of organized formal education techniques, such as video, closed circuit, or other forms of electronic means.

Recommendation: For information only. No action required

Submitted by Board Staff
June 1, 2022

Board Meeting

Tab 3

Old Business

Topics from past meetings, presented for update, action or further discussion by the board.

Home Inspectors Board Board or Staff Assignments

Date Assigned	Action Item	Assigned to	Status	Due Date
6/3/21	Set up changing business practice meeting	Staff	In progress	
6/3/21	Education subcommittee to review rubric	Staff/Messick	Met	
6/3/21	Set up SOP task force work group meeting	Staff	Met	
6/3/21	Fee increase information	Staff	In progress	

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Tab 4

Committee/Task Force Reports

Reports and updates from the board's
standing committees or task forces.

Board action may be needed.

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Tab 5

Department of Licensing Reports

Provided for information only –
typically no board action is needed

Home Inspector Licensee Count by Age and Status as of May 16, 2022

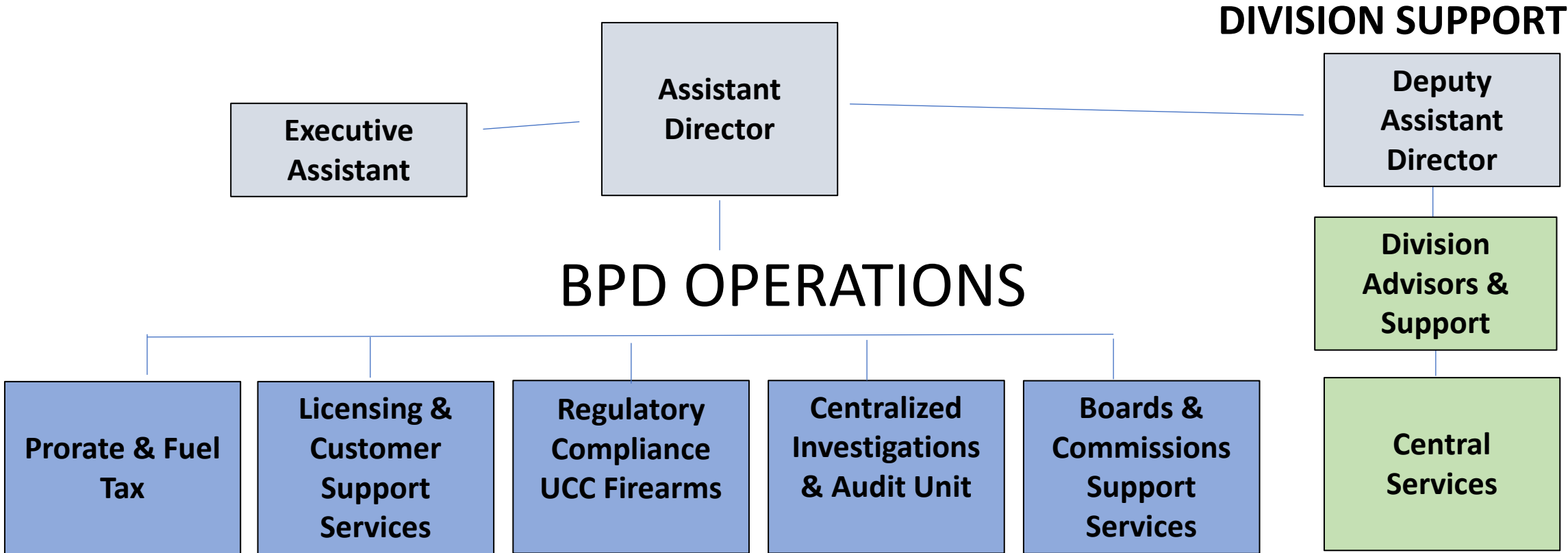
Licensee Count License Type	Status	Sub Status	Age Classification					Less than 25	Grand Total	
			65 and Above	Between 55 and 64	Between 45 and 54	Between 35 and 44	Between 25 and 34			
Home Inspector	Active	n/a	127	321	409	350	145	14	1366	
	Canceled	n/a	71	138	126	107	26		468	
	Expired	n/a	43	70	63	62	22	3	263	
	Inactive	Military					1			1
		Retired CSS		10	5	1				16
Grand Total			251	534	599	521	193	17	2115	

Canceled, Expired, Inactive includes 2018-Current

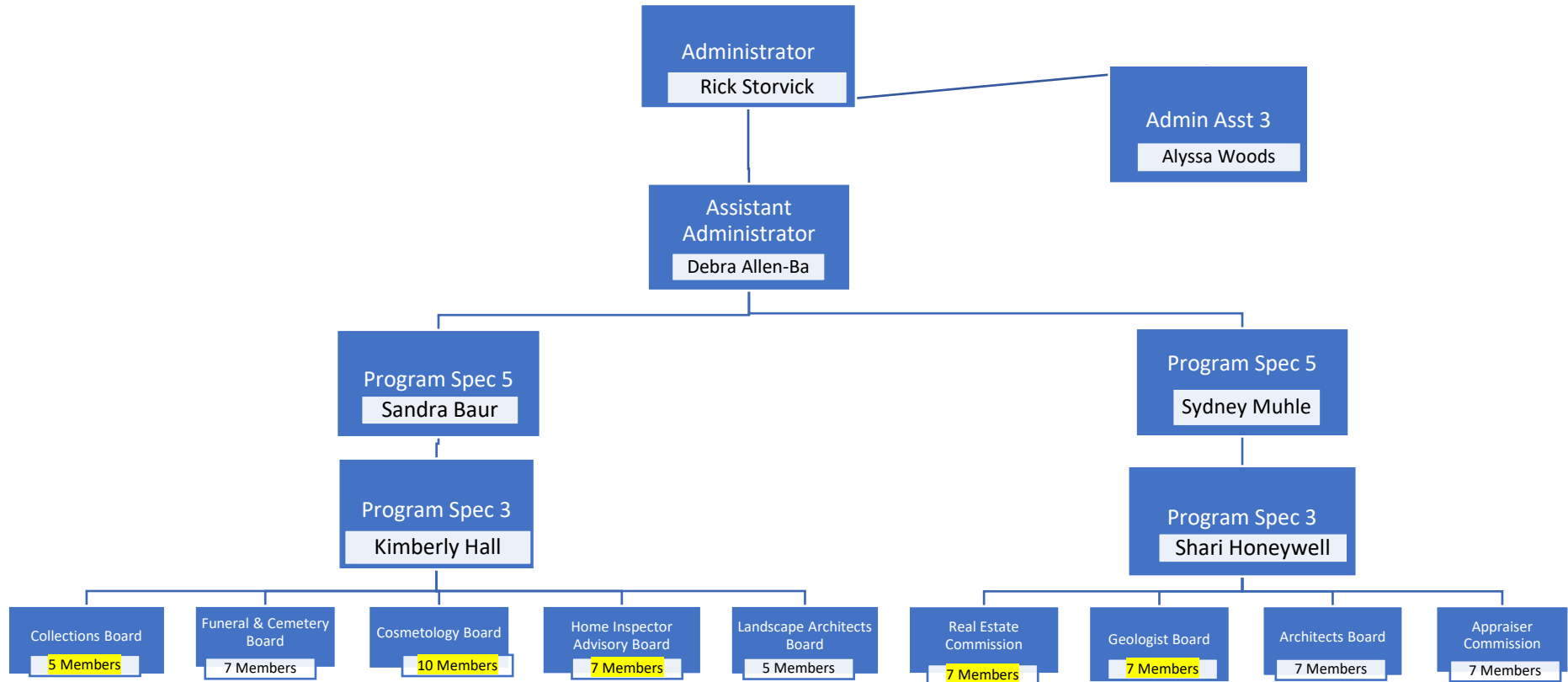
Home Inspector Licensee Count by County

License Type	County	# of Licensee
Home Inspector	Adams	5
	Asotin	3
	Benton	41
	Chelan	14
	Clallam	9
	Clark	84
	Columbia	1
	Cowlitz	18
	Douglas	4
	Ferry	1
	Franklin	9
	Grant	9
	Grays Harbor	10
	Island	12
	Jefferson	8
	King	307
	Kitsap	49
	Kittitas	14
	Klickitat	4
	Lewis	16
	Mason	14
	Okanogan	10
	out of state	78
	Pacific	2
	Pend Oreille	1
	Pierce	186
	San Juan	3
	Skagit	29
	Skamania	2
	Snohomish	137
Spokane	127	
Stevens	11	
Thurston	70	
Walla Walla	11	
Whatcom	42	
Whitman	4	
Yakima	21	
Grand Total		1366

BPD's New Structure



Boards and Commissions Support Services Organizational Chart



Washington State Home Inspectors Board Meeting
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Microsoft - TEAMS

Program Operations- Centralized Investigations and Audits Unit

Background: The Business and Professions Division (BPD) has 39 business and professional licensing programs and overall manages 42 programs, providing oversight to programs from Combative Sports events, to maintaining the Uniform Commercial Code filings to administering the Prorate and Fuel Tax program. In this diverse division the Centralized Investigations and Audit Unit (CIAU) provides complaint intake and licensee compliance support for all the professions within BPD. The CIAU staff are responsible for helping licensees understand the requirements to maintain legal business practices through inspections and audits, receiving and evaluating complaints from the public about our licensees, and investigating those complaints.

Recommendations: For discussion. No action needed.

Submitted by Board Staff
May 26 2022

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Tab 6

Other Business

Review of action items from this meeting, agenda items for the next meeting, and discussion of topics added under the Order of the Agenda.

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Tab 7

Public Comment

The board has the option to allow comment from the public on agenda items or other topics, unless the comment is related to an open investigation.

The board may limit the comment period, and will provide instructions if it chooses to do so.

Board Meeting

Tab 8

Adjournment