



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
REAL ESTATE COMMISSION
MEETING AGENDA**

DATE: Thursday November 16, 2023
TIME: 10:00 a.m.
LOCATION: Virtual via Microsoft Teams
JOIN ON TEAMS APP: [Click here to join the meeting](#)
JOIN ON THE WEB: [Click here to join via web](#)
MEETING ID: 233 456 298 720
PASSCODE: sxp6WA
CALL IN: (audio only) 564-999-2000 (Olympia) or 833-322-1218 (Toll Free)
PHONE CONFERENCE ID: 675 886 605 #
**PHYSICAL LOCATION*
ADDRESS:** 405 Black Lake Boulevard
Olympia, Washington 98502

**Public Attendance Options: Commissioners will be attending this meeting virtually (online), not in-person. The public may attend the meeting online using the above Microsoft Teams link, or in-person at the "physical location address" listed above. In-person members of the public will be provided with a meeting room to view a broadcast of the meeting via Microsoft Teams. Opportunity for public comment will be available through either attendance option. Please contact DOLBoards@dol.wa.gov with any questions.*

1. Call to Order

2. Roll Call

Chair Clawson, Vice Chair Chang, Commissioner Brazil, Commissioner Bruce-Jones, Commissioner Fabiola Macias, Commissioner Jones-Schroeder, Commissioner Schmitz

3. Approval of Agenda

4. Approval of Minutes

4.1. Approval of August 17, 2023 Minutes

5. Awards/Recognition

5.1. Introduction of Department of Licensing (DOL) Director Marcus Glasper

Director Glasper will introduce himself to the Commission.

5.2. Introduction of DOL Military and Military Spouse Liaison Jason Lenn

Jason Lenn will introduce himself to the Commission and provide a summary of his position and how it relates to the industry.

5.3. Introduction of New Commissioner

Staff will introduce the newly appointed Commissioner, Keith Bruce-Jones.

6. Old Business

6.1. Professional Service Industries (PSI) Update

Chair Clawson will provide an update.

6.2. University of Washington (UW) Washington Center for Real Estate Research (WCRER) Report: Pass/Fail Rates by State

A representative from UW WCRER will provide detailed information and answer Commissioner questions regarding the report.

7. New Business

7.1. Establish Record Keeping Subcommittee

The Commission will establish a Record Keeping Subcommittee and appoint members. The Subcommittee's focus will be to review real estate recordkeeping statute and determine whether updated definitions or additional clarification is needed.

7.2. 2024 Calendar Review and Approval

Staff will present the proposed 2024 calendar of Commission meetings.

7.3. Licensed Transaction Coordinator

Commissioner Jones-Schroeder will lead the discussion on this topic.

7.4. Subcommittee Membership

Commissioners will discuss the composition of the subcommittees and hold member elections if necessary.

8. Reports

8.1. Subcommittee Reports

8.1.1. Education Subcommittee Update

Report-out on subcommittee progress.

8.1.2. Team Names Subcommittee Update

Report-out on subcommittee progress.

8.1.3. Senate Bill (SB) 5191 Update

Report-out on subcommittee progress.

8.1.4. SB 5399 Subcommittee Update

Report-out on subcommittee progress.

8.2. Finance Office Reports

8.2.1. Budget Overview

Staff will provide information on the budget, including revenue and expenditure data.

8.3. Central Investigations and Audit Unit Reports

8.3.1. Complaint Case Counts

8.4. Licensing and Customer Support Services Reports

8.4.1. Licensee Counts

8.5. Boards, Commissions, and Outreach Unit

8.5.1. Review Master Action Items

9. Public Comments

The public may address the Commission on matters within the Commission'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:

Real Estate Commission.” In response to all public comments, the Commission 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.

10. Conclusion

10.1. Announcements

10.2. Requests for Agenda Items

10.3. Review Action Items

11. Adjournment

Next Commission Meeting:

February 15, 2024*

10:00 AM

Virtual via Microsoft Teams

**Pending Commission approval of 2024 calendar.*