



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

DATE: Thursday, February 15, 2024
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: 255 961 849 899
PASSCODE: SZCZKW
CALL IN: (audio only) 564-999-2000 (Olympia) or 833-322-1218(Toll Free)
PHONE CONFERENCE ID: 944 112 418#
**PHYSICAL LOCATION*
ADDRESS:** 405 Black Lake Boulevard
Olympia, Washington 98502

**This is a virtual meeting and commissioners will attend virtually (online), not in-person. We will provide a meeting room to view a broadcast of the meeting, for those that want to attend in-person. The public can comment through either attendance option. Please contact DOLBoards@dol.wa.gov with any questions.*

1. Call to Order

2. Roll Call

Chair Jennifer Clawson, Vice Chair Eddie Chang, Commissioner Shelly Schmitz, Commissioner Keith Bruce-Jones, Commissioner Ruth Fabiola Macias, Commissioner Sabrina Jones-Schroeder, Commissioner Casey Brazil

3. Approval of Agenda

4. Approval of Minutes

4.1. November 16, 2023 Minutes

5. Awards/Recognition

5.1. Introduction: Taylor Hughes

Taylor Hughes will introduce herself to the Commission and provide a summary of her position and how it relates to the industry.

6. Old Business

6.1. Professional Service Industries (PSI) Update

Information only: Staff will provide an update to the Commission.

6.2. SB 5191 Update

Information only: Staff will provide an update to the Commission.

7. New Business

7.1. Annual Election of Vice Chair

The Commission will elect a Vice Chair to serve for one year.

7.2. Composition of Subcommittees for 2024

The Commission will revisit the composition of subcommittees to determine whether new membership is needed.

7.3. In-Person Meeting Information

Staff will provide the Commission with information on a 2024 in-person meeting.

7.4. Continuing Education Credit for Instructors

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

8. Reports

Report-outs and/or data will be shared on the following topics:

8.1. Subcommittee Reports

8.1.1. Education Subcommittee Update

8.1.2. Record Keeping Definition Update

8.1.3. Licensed Transaction Coordinator Subcommittee Update

8.1.4. Team Names Subcommittee Update

8.1.5. SB 5191 Subcommittee Update

8.1.6. SB 5399 Subcommittee Update

8.2. Central Investigations and Audits Unit

8.2.1. Complaint Case Count Report

8.3. Licensee and Customer Support Services

8.3.1. Licensee Count Report

8.3.2. Customer Call & Email Data

8.4. Boards, Commissions, and Outreach Unit

8.4.1. Review of Master Action Items List

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 Future Agenda Items

10.3. Review of Action Items and Agenda Items for Next Meeting

11. Adjournment

Next Board Meeting:

May 16, 2024

10:00 a.m.

Virtual via Microsoft Teams