



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

**DATE:** Thursday, September 19, 2024  
**TIME:** 10:00 a.m.  
**MEETING TYPE:** Virtual via Microsoft Teams

**BOARD MEMBERS:** Jon Ashlock, Chair  
Jordan Howard, Vice Chair  
Austin McFeeley, Board Member  
Brad Barbour, Board Member  
Glen Thompson, Board Member  
Lisa Lotus, Board Member  
Warren Tryon, Board Member

**STAFF MEMBERS:** Debra Allen-Bâ, Assistant Administrator  
Nathan Buck, Investigator Supervisor  
Sandy Baur, Program Specialist  
Saundra Schaefer, Program Specialist

**1. Call to Order**

Board Chair Jon Ashlock called the meeting to order at **10:00 a.m.**

**2. Roll Call**

Program Specialist Saundra Schaefer conducted roll call. All Board members were present.

**3. Approval of Agenda**

Board Member Warren Tryon made a **MOTION** to approve the meeting agenda as presented. Board Vice Chair Jordan Howard **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

**4. Approval of Minutes**

**4.1. Approval of June 27, 2024 Minutes**

Board Member Glen Thompson made a **MOTION** to approve the June 27, 2024, meeting minutes. Vice Chair Howard **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0 with Chair Ashlock abstaining as he had not attended that meeting.

## **5. Awards/Recognition**

*None.*

## **6. Old Business**

*None.*

## **7. New Business**

### **7.1. License Reciprocity**

*DOL staff will provide an update on license reciprocity for industry professionals moving to Washington State.*

Military & Military Spouse Liaison Jason Lynn gave an update regarding license reciprocity for the home inspector industry, particularly for military members and spouses who move to Washington State on military orders. He provided information on the laws and rules reviewed at the state and federal levels to ensure compliance and agreement between the two to allow military members and their spouses to apply through reciprocity as long as they meet the scope of criteria for them to qualify. He noted the stipulations required for these licensees and the impact for the program. He also noted that these applications are usually processed within a few days, rather than the weeks or months it would have previously taken.

Mr. Lynn answered several questions from the Board on this topic.

### **7.2. In-Person Classroom Training**

*Discussion on bringing in-person learning back to Washington State as a requirement for licensure as it was pre COVID and dropping the online classroom.*

Board Member Thompson shared information regarding classroom training and the questions he had received regarding returning to in-person learning. He said several employers had stated that virtual classrooms did not produce the quality of candidates that in-person classrooms did. He provided historical information on both learning environments and discussed the test score metrics provided to the Board. He explained that he did not believe the metrics told the full story.

The Board discussed the benefits and limitations of both learning environments and the industry impacts they were seeing.

Program Specialist Sandy Baur recommended this topic be moved to the Education Subcommittee for review and input.

Assistant Administrator Debra Allen-Bâ provided additional context on the reviews that the education subcommittee could look at. She recommended ways the Subcommittee could ensure virtual education could be more interactive.

### **7.3. Discussion: Ancillary Business**

*Discussion for potential rewording and/or clarification of current regulations (code) regarding work on a house after completion of inspection when work is outside of Standards of Procedure (SOP) coverage.*

Board Member McFeeley cited impactful Washington Administrative Code (WAC) and noted that he has discussed this with in-state and out-of-state home inspectors and also sought legal advice from Washington state on what it meant. He said ancillary business included inspection services not covered under the SOP.

Board Member McFeeley provided examples of interactions with his clients which fell outside the home inspector SOP but had an overlap with it. He said, in some other jurisdictions, people run both home inspection and mitigation services, which would not be allowed under WA state law under the current SOP. He asked the Board their thoughts on whether the Home Inspector SOP should be updated to include mitigation services.

The Board discussed the pros and cons of updating the SOP per Board Member McFeeley's suggestions. They determined they would not pursue a change to the SOP at that time.

## **8. Reports**

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

### **8.1. Subcommittee Reports**

#### **8.1.1. Changing Business Practices (CBP) Subcommittee**

Tryon said that this subcommittee was reviewing Board composition so that the Board was not at a deficit of members. He noted the impact of not having a full board at all times and the statutory change that would be required to accomplish this.

#### **8.1.2. Diversity, Equity, and Inclusion (DEI) Subcommittee**

Vice Chair Howard said the Subcommittee had discussed how to increase awareness about the industry, including outreach opportunities and other options. He also said that the Subcommittee was reviewing how a few WACs may have a disproportionately negative impact on members of the industry and reciprocity applicants.

#### **8.1.3. Education Subcommittee**

Board Member Thompson said a recent listening session had no attendees. He also said that there had been discussion about how to get additional awareness about and through the industry.

## **8.2. Central Investigations and Audits Unit (CIAU) / Regulatory Compliance, UCC & Firearms (RCUF)**

### **8.2.1. Complaint Case Count Reports**

Investigator Nathan Buck reviewed the complaint case count report with the Board.

### **8.2.2. Top Complaints by Type Report**

Mr. Buck reviewed the most common complaint types with the Board.

### **8.2.3. Common Remedies Following Investigation**

Ms. Baur reviewed the most common remedies and sanctions with the Board. She noted that there had only been six cases referred to compliance for action in the last ten years and all others had been cleared at the investigation level.

## **8.3. Licensee and Customer Support Services (LCSS)**

### **8.3.1. Licensee Count Reports**

Program Manager Tanya Hessler reviewed the Licensee Count report with the Board.

## **8.4. Boards, Commissions, and Outreach (BCO)**

### **8.4.1. Housing Market Report**

Ms. Baur reviewed the Housing Market Report with the Board.

### **8.4.2. Review of Master Action Item List**

Ms. Schaefer provided the Board an update on each action item.

## **9. Public Comments**

*The public may address the Board on matters within the Board'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](mailto:DOLBoards@dol.wa.gov) no less than two business days prior to the meeting with the subject line "Public Comment: Home Inspector Board." In response to all public comments, the Board 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.*

Ms. Baur addressed the Board and read a written comment submitted by Joseph Johnson. A copy of this written comment has been attached to these minutes.

Don Hester addressed the Board and offered comments regarding the in-person and online learning environments and voiced his support for a return to in-person learning and why. He said that he believed continuing to allow online learning was a detriment to the industry.

**10. Conclusion**

**10.1. Announcements**

There were no announcements.

**10.2. Requests for Future Agenda Items**

There were no requests for Future Agenda items.

**10.3. Review of Action Items**

Ms. Schaefer noted that the discussion about in-person learning would be moved to the education subcommittee.

**11. Adjournment**

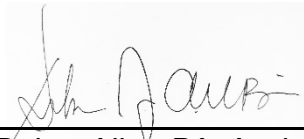
Chair Ashlock adjourned the meeting at **11:05 a.m.**

**Next Board Meeting:**

December 12, 2024

10:00 a.m.

Virtual via Microsoft Teams

Submitted by:   
Debra Allen-Bâ, Assistant Administrator

December 12, 2024  
Date

Approved by:   
Jon Ashlock, Chair

December 12, 2024  
Date