



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

DATE: Thursday, December 12, 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
Tim Allen, Management Analyst
Sandy Baur, Program Specialist
Saundra Schaefer, Program Specialist

1. Call to Order

Board Chair Jon Ashlock called the meeting to order at **9:59 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 September 19, 2024 Minutes

Board Member Tryon made a **MOTION** to approve September 19, 2024, meeting minutes. Board Member Lisa Lotus **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

5. Awards/Recognition

None.

6. Old Business

None.

7. New Business

7.1. 2025 Calendar Review and Approval

Staff will present the proposed 2025 calendar of Board meetings.

Program Specialist Sandy Baur presented the 2025 meeting calendar for review and approval by the Board.

Board Member Lotus made a **MOTION** to approve the 2025 meeting calendar as presented. Board Member Glen Thompson **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.2. Annual Election of Chair and Vice Chair

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

Vice Chair Howard self-nominated for Chair.

Board Member Tryon made a **MOTION** to approve Jordan Howard as the Board Chair for 2025. Board Member Austin McFeeley **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

Chair Ashlock and Vice Chair Howard nominated Board Member Tryon as Vice Chair.

Chair Ashlock made a **MOTION** to approve Board Member Tryon as the Vice Chair for 2025. Vice Chair Howard **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

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

Chair Ashlock introduced the proposed change to RCW 18.280.040. This change allows for more flexibility within the appointment schedule and will allow the Department to appoint new members in a timely manner. He

identified housing safety Inspections and radon testing as areas of focus for 2025.

Board Member McFeeley asked for clarification on the current term limits and how it would affect those who are currently on the Board. Ms. Baur responded.

Board Member Tryon made a **MOTION** to approve the proposed change to RCW 18.280.040. Vice Chair Howard **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

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

Vice Chair Howard shared that the DEI subcommittee has been looking at the Washington Administrative Code (WAC) for Home Inspectors and removing any redundancies and verbiage that may be restrictive to improving access to the industry. They have reviewed two out of the 14 subchapters and will continue to dissect the language for improvements to remove licensure barriers.

Board Member Lotus shared that she has personally met with diverse groups and feels that there is progress being made in this area.

8.1.3. Education Subcommittee

Chair Ashlock and Board Member Tryon shared that after further research, the subcommittee members determined that they could add or remove chapters/topics in the Home Inspector Curriculum Rubric, as long as the total hours stayed the same. They shared that the subcommittee has shifted focus from implementing the changes previously approved by the Board to instead revising their proposal.

Board Member Lotus asked if the subcommittee was also going to be reviewing which schools are qualified for that program. Chair Ashlock shared that this was outside the scope of the Board. Management Analyst, Tim Allen, shared that the Department does not certify instructors or schools. The Department only approves the curriculum.

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

8.2.1. Complaint Case Count Reports

Program Manager Nathan Buck shared the complaint cases as of December 2, 2024.

8.2.2. Complaint Statistics

Program Specialist Jessica Koenig presented the complaint statistics for the industry as of November 22, 2024.

8.3. Licensee and Customer Support Services (LCSS)

8.3.1. Licensee Count Reports

Assistant Administrator Julia Manley reviewed the licensing reports.

8.4. Boards, Commissions, and Outreach (BCO)

8.4.1. Housing Market Report

Ms. Baur presented the Housing market report.

8.4.2. Review of Master Action Item List

Ms. Baur reviewed the Master Action Item List.

9. Public Comments

Chris Kjeldsen, the Lead Washington Instructor for the American Home Inspectors Training (AHIT), addressed the Board about shifting from online to in-person training. He appreciates the Board's deliberation on this matter and provided the Board with insight to consider based on his experience teaching both in person and virtually. He shared his optimism for the return of an in-person only training option.

10. Conclusion

10.1. Announcements

None.

10.2. Requests for Future Agenda Items

- Add the COV Rental Habitability and Inspection Program for discussion.
- Discussion of online versus in person classes on the next agenda.

10.3. Review of Action Items

- Staff to send 2025 board meeting invitations.
- Provide contact information for Workforce Training & Education Coordinating Board (WTECB) to board member Lotus

11. Adjournment

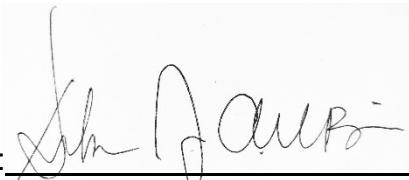
Chair Ashlock adjourned the meeting at **10:54 a.m.**

Next Board Meeting:

Thursday, March 6, 2025

10:00 a.m.

Virtual via Microsoft Teams

Submitted by: 
Debra Allen-Ba, Assistant Administrator

3/6/2025
Date

Approved by: Jordan Howard
Jordan Howard, Chair

3/6/2025
Date