



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

DATE: Thursday, February 13, 2025
TIME: 10:00 a.m.
LOCATION: Virtual via Microsoft Teams

BOARD MEMBERS: Jennifer Clawson, Chair, Assistant Director
Eddie Chang, Vice Chair
Meg Balles, Commissioner
Casey Brazil, Commissioner
Keith Bruce-Jones, Commissioner
Sam Galano, Commissioner
Shelly Schmitz, Commissioner

STAFF MEMBERS: Nathan Buck, Investigations Supervisor
Sandy Baur, Program Specialist
Alyssa Woods, Program Specialist

1. Call to Order

Chair Jennifer Clawson called the meeting to order at **10:00 a.m.**

2. Roll Call

Program Specialist Sandy Baur conducted roll call. All commissioners were present.

3. Approval of Agenda

Vice Chair Eddie Chang made a **MOTION** to approve the agenda as presented.
Commissioner Shelly Schmitz **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

4. Approval of Minutes

4.1. Approval of November 14, 2024 Minutes

Vice Chair Chang made a **MOTION** to approve the minutes as presented.
Commissioner Keith Bruce-Jones **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

5. Awards/Recognition

5.1. Introduction of new Commissioners

Ms. Baur welcomed newly appointed Commission Members, Meg Balles and Sam Galano.

Commissioner Balles and Commissioner Galano gave brief introductions to the Commission and the public.

6. Old Business

None.

7. New Business

7.1. Subcommittee Composition

Ms. Baur led the discussion on subcommittee membership to determine if work was still relevant, and allowed opportunities for all members to participate in the work they were interested in.

Education Subcommittee:

Commissioners Balles, Schmitz, and Casey Brazil self-nominated.

Commissioner Bruce-Jones made a **MOTION** to approve the self-nominations for the Education Subcommittee. Vice Chair Chang **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

Team Names Subcommittee:

Vice Chair Chang and Commissioners Schmitz, and Galano self-nominated.

Vice Chair Chang made a **MOTION** to approve the self-nominations for the Team Names Subcommittee. Commissioner Bruce-Jones **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

Transaction Coordinator Subcommittee:

Commissioner Bruce-Jones and Vice Chair Chang gave a brief overview of the work performed by the Transaction Coordinator Subcommittee.

Vice Chair Chang and Commissioners Balles and Bruce-Jones self-nominated.

Vice Chair Chang made a **MOTION** to approve the self-nominations for the Transaction Coordinator Subcommittee. Commissioner Bruce-Jones **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

7.2. Legislative Update

Staff will give an update on HB 1552

Ms. Baur shared information about House Bill 1552, which extends the fee on real estate broker licenses to fund the Washington Center for Real Estate Research

and adjusts that fee to account for inflation. This bill proposes to increase the current fee to \$20 and extend the Washington Center for Real Estate Research contract to 2035.

7.3. In-Person Meeting Information

Staff will provide the Commission with information on a 2025 in-person meeting and ARELLO Conference attendance.

Ms. Baur shared the approved meeting dates from the November 2024 commission meeting, to include 1 in-person meeting. All planning efforts are on hold due to Governor Inslee's directive that implements a spending freeze effective December 2, 2024, until further notice. This also includes planning efforts for the Spring Association of Real Estate License Law Officials (ARELLO) Conference scheduled for April 14-16, 2025.

8. Reports

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

8.1. Subcommittee Reports

8.1.1. Education Subcommittee

Commissioner Schmitz shared that the subcommittee will be reviewing the CORE curriculum and will be having two listening sessions in May and July. Their goal is to have the CORE updates ready for the August Commission meeting to present to the commissioners.

8.1.2. Record Keeper Definition Subcommittee

Commissioner Bruce-Jones shared that the subcommittee reviewed WAC 308-124C in response to questions about the Department of Licensing's (DOL) internal audit team and how digital records versus paper records are maintained. He shared that the WAC already includes language for electronic records. The subcommittee will be looking to winding down their efforts in 2025.

8.1.3. Team Names Subcommittee

Vice Chair Chang shared that this subcommittee was formed to address the concept of team names within the state as they have been very prevalent in the industry. As "teams" are not defined in RCW's, this subcommittee intends to work with DOL on a legislative effort to update definitions to include "team." This work will begin after the 2025 legislative session ends.

Commissioner Schmitz said that the Education Subcommittee will take on the education portion of this work, which includes educating on the oversight on team names and adding this to the CORE curriculum.

8.1.4. Transaction Coordinator Subcommittee

Commissioner Schmitz shared that there is confusion on the requirements for licensure for transaction coordinators. This subcommittee is working to educate the industry on these requirements as it is not currently outlined in the RCWs. This subcommittee has asked for the assistance of the Education Subcommittee to establish guidelines to be included in the CORE curriculum.

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

Staff will be available to answer questions regarding complaint data.

Ms. Baur shared that the complaint data was included in the packet.

Commissioner Schmitz asked if there was any information from the complaints that the Commission or DOL should address. Investigations Supervisor Nathan Buck shared that there was nothing to address currently and that his team will continue to work with Board Staff to assess any changes.

8.3. Licensee and Customer Support Services (LCSS)

The Licensee Count Report was shared in the packet.

8.4. Boards, Commissions, and Outreach (BCO)

8.4.1. Housing Market Report

Ms. Baur shared the highlights for the third quarter for 2024. The fourth quarter information is not yet available.

8.4.2. Review of Master Action Item List

Ms. Baur reviewed the Master Action Item List

9. Public Comments

None.

10. Conclusion

10.1. Announcements

Ms. Baur shared that Program Specialist Sandra Scheaffer has left DOL to pursue other opportunities and that Program Specialist Alyssa Woods will be assisting with the Advisory Boards and Commissions.

10.2. Requests for Future Agenda Items

- Discussion regarding the PSI updates.

10.3. Review of Action Items

Ms. Woods reviewed the following action items:

- Ms. Baur will schedule subcommittee meetings with the new subcommittee members to review the scope of work for 2025.

- Staff reports will move to an annual basis, however quarterly data will still be published in the meeting packet.
- Add “PSI Discussion” to the next meeting agenda.

11. Adjournment

Chair Clawson adjourned the meeting at **10:44 a.m.**

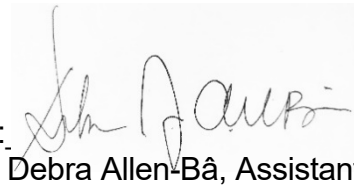
Next Commission Meeting:

Thursday, May 15, 2025

10:00 a.m.

Virtual via Microsoft Teams

Submitted by:


Debra Allen-Bâ, Assistant Administrator

05/15/2025

Date

Approved by:


Jennifer Clawson, Commission Chair

5-30-2025

Date