



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

**DATE:** Thursday, March 6, 2025  
**TIME:** 10:00 a.m.  
**MEETING TYPE:** Virtual via Microsoft Teams

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

**STAFF MEMBERS:** Debra Allen-Bâ, Assistant Administrator  
Sandy Baur, Program Specialist

**1. Call to Order**

Board Chair Jordan Howard called the meeting to order at **10:00 a.m.**

**2. Roll Call**

Program Specialist Sandy Baur conducted roll call. All Board members were present except Board Member Brad Barbour who had an excused absence.

**3. Approval of Agenda**

Board Member Austin McFeely made a **MOTION** to approve the meeting agenda as presented. Board Vice Chair Warren Tryon **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

**4. Approval of Minutes**

**4.1. Approval of December 12, 2024 Minutes**

Board Member Glen Thompson made a **MOTION** to approve December 12, 2024, meeting minutes. Vice Chair Tryon **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

**5. Awards/Recognition**

### 5.1. Recognition of Jon Ashlock's Service

Board Members and staff shared their sentiments and thanks with Jon Ashlock for his service on the Board.

Mr. Ashlock shared that he enjoyed his time with the board and if there was a legislative change in the future he would love to serve again.

## 6. Old Business

### 6.1. Education Discussion

Chair Howard lead the Board in a discussion regarding the public comment from the December meeting: online vs. in-person education options.

Board Member Thompson shared that he would like to see education move to an in-person only option. He has had discussions with a former Board Member and Board Member Lisa Lotus who shared the same enthusiasm for in-person learning. He recommended the discussion be held before the Board.

Chair Howard shared that because online education is now an option it would be difficult to reverse that decision, especially because of the inclusiveness that the online option offers. He shared that this will likely be a topic of discussion for years to come.

## 7. New Business

### 7.1. Composition of Subcommittees

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

Board Member Lotus asked if the subcommittees could be merged. Chair Howard shared that it was possible to potentially merge work. If merged, it could slow down the work since it would not have a dedicated team to tackle the individual scopes of work.

Ms. Baur suggested that the subcommittees remained the same, but if there was a change, the Changing Business Practices Subcommittee should be placed on hold until needed for future legislative directives as their RCW changes have been submitted and are waiting for the 2026 legislative session.

#### **DEI Subcommittee**

Chair Howard self-nominated and Vice Chair Tryon seconded, Board Member McFeeley self-nominated and Chair Howard seconded for appointment to the DEI Subcommittee, and it was **APPROVED** by a vote of 5-0.

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

Chair Howard made a **MOTION** to put the Changing Business Practices Subcommittee on hold. Vice Chair Tryon **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

### **Education Subcommittee**

Vice Chair Tryon and Board Members Lotus and Thompson self-nominated, and Chair Howard seconded their appointment to the Education Subcommittee, and it was **APPROVED** by a vote of 5-0.

### **7.2. In-Person Meeting Information**

*Staff will provide the Board with information on a 2025 in-person meeting.*

Ms. Baur shared that at the December 2024 Board meeting the Board approved the 2025 meeting dates to include June 5<sup>th</sup> as the in-person meeting option. 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 freeze includes travel and hiring. Board staff will notify the Board once spending restrictions are lifted.

## **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 Howard provided an update on the work of the CBP Subcommittee. Moving forward the subcommittee will be placed on hold.

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

Ms. Baur shared that the Diversity, Equity and Inclusion Subcommittee is working on reviewing the Washington Administrative Codes (WAC) to reduce barriers to licensure. They're also looking into ways to expand the membership in the industry and working on how to establish outreach at different stages in the education system to let young people know that becoming a home inspector is a viable career option for them.

Chair Howard said the subcommittee had talked about partnering with some colleges on work training and trade training as trades are starting to become more popular and colleges are hosting.

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

Vice Chair Tryon shared that the subcommittee would be working on the rubric. They have learned that they can add and drop educational requirements as long as they stay within the 120 course hours. They would be looking at the different subcategories such as HVAC, and electrical. They hope to streamline education to ensure that future inspectors are getting what they need to be successful. They would like to have this prepared to share at the next Board meeting in June.

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

Ms Baur shared the complaint counts and licensing data which were provided in the meeting packet. She shared that staff would continue to provide the quarterly data in the meeting packets and start presenting an annual report to the Board at the beginning of each year. This will provide more meaningful information for the Board and help to identify trends.

**The Board unanimously agreed to move the reports to annual information.**

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

#### **8.3.1. Housing Market Report**

Ms Baur reviewed the highlights of the fourth quarter Housing Market Report that is provided by the Washington Center for Real Estate Research.

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

Ms. Baur reviewed the master action item list.

### **9. Public Comments**

No public comments.

### **10. Conclusion**

#### **10.1. Announcements**

None.

#### **10.2. Requests for Future Agenda Items**

- OSHA Safety Inspection Process

#### **10.3. Review of Action Items**

- Changing Business Practices subcommittee meetings will be placed on hold until further notice.
- Ms. Baur will send meeting invites to new DEI and Education Subcommittee members.
- Ms. Baur will research OSHA safety inspection requirements and report out at the next meeting.

### **11. Adjournment**

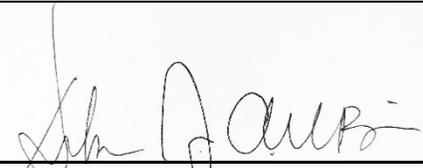
Chair Howard adjourned the meeting at **10:36 a.m.**

### **Next Board Meeting:**

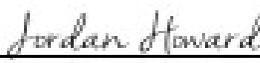
Thursday, June 5, 2025

10:00 a.m.

Virtual Via Microsoft Teams

Submitted by:   
Debra Allen-Ba, Assistant Administrator

6/5/2025  
Date

Approved by:   
Jordan Howard, Chair

6/5/2025  
Date