



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

DATE: Thursday January 26, 2023

TIME: 10:00 AM

LOCATION: Virtual via Teams

BOARD MEMBERS:

Jonathan Ashlock, Acting Chair
Jordan Howard, Board Member
Glen Thompson, Board Member
Austin McFeeley, Board Member
Warren Tryon, Board Member
Shaun Hazel, Board Member – Absent

BOARD STAFF:

Debra Allen-Ba, Assistant Administrator
Sandy Baur, Program Specialist
Saundra Schaefer, Program Specialist

1. Call to Order 10:00AM

1.1. Roll Call

Program Specialist Saundra Schaefer called roll. All Board Members were present except for Shaun Hazel, who had an excused absence.

1.2. Order Of Agenda

Acting Chair Jonathan Ashlock made a **MOTION** to approve the agenda, Board Member Jordan Howard **SECONDED** the motion, and it was approved.

2. New Business

2.1. Introduction of New Board Members

2.2. Election of Officers

Acting Chair Ashlock nominated himself as Board Chair. Board Member Austin McFeeley **SECONDED** the nomination **AS A MOTION**, and it was approved, with one abstention from Acting Chair Ashlock.

Chair Ashlock nominated Board Member Jordan Howard. Board Member McFeeley **SECONDED** the nomination **AS A MOTION**, and it was approved.

Newly elected officers: Chair Jonathan Ashlock and Vice Chair Jordan Howard.

2.3. 2023 Meeting Schedule

Program Specialist Sandy Baur presented the 2023 Meeting Schedule as March 16, 2023, June 15, 2023, September 21, 2023, and December 14, 2023 with all meetings beginning at 10:00 AM.

Chair Ashlock asked about possible in-person meetings. Ms. Baur said once staff has received and tested the necessary equipment, at least one meeting in 2023 will be in person. The goal is for a hybrid model with the Board Members meeting in person and public connecting remotely. This is due to the increase in public participation since remote options became available.

Assistant Administrator Debra Allen-Ba gave an equipment update. The Department of Licensing (DOL) has purchased the technology for hybrid meetings. Currently DOL is troubleshooting technical difficulties with the technology. Staff will update the Board once the technology is up and running.

Chair Ashlock made a **MOTION** to approve the 2023 Meeting Schedule. Board Member Thompson **SECONDED** the motion, and it was approved.

2.4. Board Training

Ms. Baur presented Board Training covering Open Public Meetings Act (OPMA), Ethics in Public Service, Public Records, and Parliamentary Procedures.

OPMA question: Vice Chair Howard commented about the premeeting discussion regarding personal subjects. Ms. Baur said business should not be discussed in a premeeting conversation because it is considered a quorum, so personal subjects are appropriate.

Ms. Baur introduced and welcomed to the Board four new Members: Shaun Hazel, Austin McFeeley, Glen Thompson, and Warren Tryon.

3. Public Comment

No members of the public were present.

Vice Chair Howard asked, regarding public comments, how Board Members can show the public their comments are heard and will be addressed without it becoming a debate. He voiced the need to acknowledge, validate, and say the Board is going to address this next time, and may need to do additional research.

Ms. Baur said some boards have an issue with bantering back and forth during public comments, which become an OPMA violation when the topic is not on the agenda. It is appropriate to let the public know their comment is valid and heard. Board Members can suggest the topic as an action item for staff to research further and/or add it to the next meeting agenda for discussion.

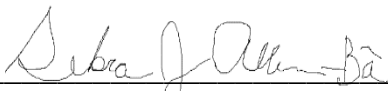
4. Adjournment

Chair Ashlock **ADJOURNED** the meeting at 10:48 AM.

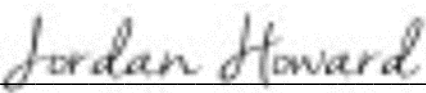
Next Meeting:

March 16, 2023 at 10:00 AM

Virtual via Teams

Submitted by: 
Debra Allen-Ba, Assistant Administrator

03-16-2023
Date

Approved by: 
Jordan Howard, Vice Chair

03-16-2023
Date