



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

**DATE:** September 22, 2022  
**TIME:** 10:00 AM  
**LOCATION:** Virtual via Zoom  
**LINK:** <https://dol-wa.zoom.us/j/82160013293?pwd=Qm5FMTFHd2FLeGtOWFBBOZ2FrQXJXdz09>  
**PHONE:** +1 253 215 8782  
**MEETING ID:** 821 6001 3293  
**PASSCODE:** 186013

**MEMBERS PRESENT:** Jen Clawson, Chair, Assistant Director  
Shari Song, Commissioner  
Sabrina Jones-Schroeder, Commissioner  
Eddie Chang, Commissioner  
Shelly Schmitz, Commissioner  
Casey Brazil, Commissioner

**MEMBERS ABSENT:** Ruth Fabiola Macias, Commissioner

**STAFF PRESENT:** Debra Allen-Ba, Assistant Administrator  
Shari Honeywell, Administrative Assistant  
Tim Allen, Management Analyst  
Bill Dutra, Assistant Administrator  
Tanya Hessler, Program Manager  
Lynn Briscoe, Administrator  
Sydney Muhle, Program Specialist  
Sandra Baur, Program Specialist

**1. Call to Order 10:04 AM**

Commission Chair Jen Clawson called the meeting to order at 10:04 AM.

**1.1. Introductions**

Program Specialist, Shari Honeywell, conducted roll call of Commissioners and staff present. All Commissioners were present except for Ruth Fabiola Macias, who had an excused absence.

## **1.2. Order of Agenda**

**MOTION:** Commissioner Sabrina Jones made a **MOTION** to approve the agenda as presented. Commissioner Eddie Chang seconded the **MOTION**, and it passed.

## **1.3. Approval of minutes: June 16, 2022**

**MOTION:** Commissioner Chang made a **MOTION** to approve the minutes as presented. Commissioner Jones seconded the **MOTION**, and it passed.

## **1.4. Review Communications**

None.

## **2. Old Business**

### **2.1. Budget**

Assistant Administrator Debra Allen-Ba gave an overview of the budget. The fee increases in 2021 proved to be successful in pulling the Real Estate funding out of a deficit and into a healthier balance. The funding is now being used towards the licensing system, licensing staff, compliance, infrastructure of the buildings, human resources, and other items. Chair Clawson shared that the Department of Licensing (DOL) is looking at the fund balances on a regular basis and annually reviewing it to determine whether there should be fee increases or decreases.

### **2.2. Association of Real Estate License Law Officials (ARELLO)**

Management Analyst Tim Allen shared an update on the annual meeting in August. Mr. Allen attended three different sessions, learning about issues that other states face, as well as issues that are shared. PSI was in attendance, as well as Pearson View, another vendor. He learned that other states are having similar issues with testing. After talking with PSI representatives, he learned that they were looking into making some changes.

Mr. Allen requested to join the education committee to ensure that Washington DOL has a voice in ARELLO. He learned that Washington was the most advanced pertaining to fair housing and how it affects licensees, new brokers, and managing brokers.

### **2.3. Review Master Action Item List**

Ms. Honeywell reviewed the master action item list with Commissioners.

## **3. New Business**

None.

## **4. Committee/Task Force Report**

### **4.1 PSI Exam Update**

Program Manager Tanya Hessler shared there were two listening sessions. The first session allowed teachers and students to ask questions to DOL staff and PSI

representatives. The second session allowed for DOL staff and PSI representatives to address those questions.

Once a survey and the ARELLO accreditation process have been completed, PSI will roll out the new test. They will update language on the website to make it more intuitive and user friendly. DOL will meet with PSI to update in mid-October. Commission members asked for a committee to be created to join the PSI meetings. DOL will continue to work with PSI and address all concerns of the public and the Commission. Curriculum should be reviewed to see if it is what is being tested on.

## **5. Staff Report**

### **5.1. Program Operations**

#### **Fingerprinting**

Program Specialist, Sandy Baur, shared that fingerprinting is a part of WAC and is required and cannot be changed. Fingerprinting is only involved to update a licensee's background check, not solely to obtain new prints.

### **5.2. Department of Licensing**

Administrator, Lynn Briscoe, shared about the Prorate and Fuel Tax program area. She explained how tax is imposed on fuel, roads, and motor vehicles in Washington State. Ms. Briscoe also explained how this tax revenue supports the DOL.

### **5.3. Other Items**

Assistant Administrator, Debra Allen-Ba, welcomed the new commissioners, Eddie Chang, Casey Brazil, and Shelly Schmitz.

## **6. Other Business**

### **6.1. Any Other Business**

Shari Song -Response time for licensing. Mike shared that although there was a backlog, DOL is currently working on applications from two days ago. And emails phones have drastically decreased. Previously 250-300 calls a day. Now 150-200 calls a day. Now answering 75-80%. 6 months ago, 35-40%.

Shelly Schmitz had a question regarding technical functions affecting the licensing process and Mike and Tanya were able to give clarity.

Shari song asked if a committee could be formed to discuss the transition to TEAMS.

All the Commission members echoed sentiments of wanting to return to in person meetings for a portion of the future meetings in 2023.

### **6.2. Action Items from This Meeting**

- Check on options for phone messaging

- CIAU getting an audit checklist available
- Create a list of resources for fair housing.

6.3. Agenda Items for Next Meeting

- Update on PSI

**7. Public Comment Opportunity**

Mary Hull-Drury: WA state Realtors, talked about high level summary of proposed legislation.

DJ Henn: Thanked Commissioner Chang for suggesting commissioners offer to take the managing brokers test.

Natalie Grande-Kelly – Wants to know who to submit complaints to regarding issues with a school’s submission of hours to PSI. Mr. Allen Shared that the complaint should be with the school but if it is not resolved that he could reach out on her behalf.

Natalie Danielson – was concerned there is no movement with the issue with PSI. Also, PSI lost tests. She also mentioned the issues with the practice tests and the names. Lastly, she mentioned that there is no consistency with the testing with they are being

**8. Adjournment**

**11:39 AM**

Next Commission Meeting:  
September 22, 2022  
Virtual - Zoom

Submitted by: Debra J. Allen-Ba  
Debra Allen-Ba, Assistant Administrator

03/09/2023  
Date

Approved by: Jen Clawson  
Jen Clawson, Chair

3/9/2023  
Date