



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

DATE: Thursday March 16, 2023
TIME: 10:00 AM
LOCATION: Virtual via Microsoft Teams

BOARD MEMBERS: Jonathan Ashlock, Chair (Absent)
Jordan Howard, Vice Chair
Glen Thompson, Board Member
Warren Tryon, Board Member
Austin McFeeley, Board Member
Shaun Hazel, Board Member (Absent)

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

1. Call to Order

Vice Chair Jordan Howard called the meeting to order at **10:00 AM**.

2. Roll Call

Program Specialist Saundra Schaefer conducted roll call. All Board Members were present except for Chair Jonathan Ashlock and Board Member Shaun Hazel who had excused absences.

3. Approval of Agenda

3.1. Approval of March 16, 2023, agenda.

Board Member Warren Tryon made a **MOTION** to approve the agenda as presented. Board Member Jordan Howard **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

4. Approval of Minutes

4.1. Approval of June 9, 2022, minutes.

Board Member Tyron made a **MOTION** to approve the minutes from June 9, 2022, as presented. Board Member Glen Thompson **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

4.2. Approval of January 26, 2023, minutes.

Board Member Tryon made a **MOTION** to approve the minutes from January 26, 2023, as presented. Board Member Austin McFeeley **SECONDED** the motion, and it was **APPROVED** by a vote of 4-0.

5. Awards/Recognition

None.

6. Old Business

6.1. Virtual Learning Discussion

The Board will discuss the benefits and drawbacks of virtual learning to determine whether it should continue, and to what extent.

Vice Chair Howard recommended creating an Education Subcommittee to address the benefits and drawbacks of virtual learning and to determine whether it should continue and, if so, to what extent.

7. New Business

7.1. Appoint members to subcommittees:

The Board will nominate and elect members for the Education, Changing Business Practice (CBP), and Diversity, Equity, and Inclusion (DEI) subcommittees.

7.1.1. Education Subcommittee

Vice Chair Howard said during the pandemic there was more virtual learning and advocacy for the virtual learning environments. He recommends the subcommittee discuss and make recommendations regarding virtual learning.

Vice Chair Howard made a **MOTION** to nominate Board Member Tryon and himself to the education subcommittee, and Board Member Tryon **SECONDED** the motion. Board Member Thompson made a **MOTION** to nominate himself to be on the education subcommittee, and Vice Chair Howard **SECONDED** the motion. Both motions were **APPROVED** by a vote of 4-0.

Vice Chair Howard, Board Member Tryon and Board Member Thompson were elected to the Education Subcommittee.

7.1.2. Changing Business Practices Subcommittee

Vice Chair Howard explained the committee would review Revised Code of Washington and Washington Advisory Code verbiage and business practices with home inspections.

Board Member Tryon made a **MOTION** to nominate himself, and Vice Chair Howard **SECONDED** the motion. Vice Chair Howard made a **MOTION** to nominate himself, and Board Member Tryon **SECONDED** the motion. Both motions were **APPROVED** by a vote of 4-0.

Vice Chair Howard and Board Member Tryon were elected to the Changing Business Practices Subcommittee.

7.1.3. Diversity, Equity, and Inclusion Subcommittee

Vice Chair Howard said the Subcommittee will explore ways to improve and impact the community statewide with diversity, equity, and inclusion for all races, genders, and ethnicities. Assistant Administrator Debra Allen-Bâ gave the examples of barriers to licensure and increasing Board diversity.

Vice Chair Howard made a **MOTION** to nominate himself, and Board Member Tryon **SECONDED** the motion. Board Member McFeeley made a **MOTION** to nominate himself. Both motions were **APPROVED** by a vote of 4-0.

Vice Chair Howard and Board Member McFeeley were elected to the Diversity, Equity, and Inclusion Subcommittee.

7.2. Discussion: Access to Lock Boxes Statewide

The Board will discuss the benefits and drawbacks of Home Inspectors gaining access to lock boxes statewide, and the process for implementing, if possible.

Board Member Thompson said instructors teach future home inspectors to focus on thorough and accurate inspections but there is pressure from realtors to speed through inspections. He would like to create a culture of safety and accuracy.

Board members discussed and determined that if Home Inspectors wanted universal access, individual regions would have to petition for the access for Home Inspectors in their region. Vice Chair Howard suggested the Board could partner with the Real Estate Commission to explore further.

Ms. Allen-Bâ spoke about how the real estate industry and Northwest Multiple Listing Service have been influential in requiring a criminal background check every six years as a part of Real Estate Broker and Managing Broker licensure. They have encouraged the Department to keep that requirement to maintain an industry standard that protects the consumer and allows for unfettered access. A possible route for Home Inspectors to have access to lock boxes is to also require a criminal background check. Ms. Baur said this was a good topic for the Changing Business Practices Subcommittee to discuss.

Public attendee Dwayne Boggs asked if Spokane was the only place that home inspectors have lock box access. Vice Chair Howard said there was no confirming data and asked for an Action Item.

ACTION ITEM: Changing Business Practice Subcommittee to discuss requiring periodic criminal background checks for Home Inspector licensure.

ACTION ITEM: Staff to research whether only Spokane Home Inspectors have lock box access.

8. Reports

8.1. Subcommittee Reports

None.

8.2. Staff Reports

8.2.1. Boards, Commissions, and Outreach Organizational Structure

Staff will provide an overview of the changes to the agency and team organizational structure.

Ms. Baur gave an update on the Department's Business and Professions Division organizational structure and how they support the Board. She also provided an overview of the Boards, Commissions, and Outreach team's organizational structure.

8.2.2. Licensee Counts

Staff will provide data on the current licensees by age, status, and county.

Ms. Baur presented the report to the Board.

8.2.3. Review Master Action Items

Staff will provide a review of current and ongoing action items.

Ms. Schaefer reviewed the Master Action Item list.

Ms. Allen-Bâ provided a rulemaking update. She said the draft changes had been finished and were waiting on the resources to file a CR101. In June 2023, there should be a plan of action. She also suggested for the CBP Subcommittee to review the draft to see whether anything had changed in the industry.

9. Public Comments

The public may address the Board on matters within the Board's jurisdiction, either verbally during the meeting or by submitting written comments. The Board is limited to directing staff to study the matter further or requesting that the matter be rescheduled for discussion and consideration at a later time.

Members of the public who address the Board verbally are limited to one three-minute comment. In lieu of a verbal comment, individuals may submit their comment in writing at least two days prior to the meeting by emailing DOLBoards@dol.wa.gov. Written comments are limited to no more than 500 words and will be read by staff during this portion of the meeting.

Dwayne Boggs addressed the Board and asked if the Board was working on limiting the statute of limitations for Home Inspector liability. Ms. Baur said staff will research and provide Dwayne with an answer.

Chris Kjeldsen addressed the Board and said, with in-person training, students are 100% actively participating and focused and that face-to-face communication provides greater clarity, understanding and a better connection with students. Chris said online learning is full of interruptions, which may be devastating to the learning process. Chris believes most inspectors are tactile learners and would benefit from in-person training. Field trainers will attest that students coming from live class environments are more prepared when they get out in the field.

Sean Reed addressed the Board and said, while virtual learning was needed during COVID, live classes and in-person training are important for the education of the students. Sean said field training and in-person classes prepare the student more, and there is a distinct difference with virtual learners when they are field training. They are not as aware or knowledgeable as those with in-person training. In some classrooms there are furnaces, electrical panels and water heaters that allow instructors to physically demonstrate what they are talking about, and the effects show the value.

ACTION ITEM: Staff to research statute of limitations for Home Inspector liability.

10. Conclusion

10.1. Announcements

Staff and the Board will provide information regarding any updates and/or news that may impact the industry. This will be informational only; no discussion or action will be taken.

No announcements.

10.2. Requests for Agenda Items

Board members will request staff to add items to the next meeting agenda, or master action item list, based on public comments or other discussion from this meeting.

No additional agenda items.

10.3. Review Action Items

Staff will review the new action items from this meeting.

Ms. Schaefer reviewed the new action items from this meeting:

- Changing Business Practices Subcommittee to discuss requiring periodic criminal background checks for Home Inspector licensure.
- Staff to research whether only Spokane Home Inspectors have lock box access, or if other areas also do.

- Staff to research Washington State statute of limitations limits for Home Inspectors and provide Dwayne Boggs an answer.


11. Adjournment

Vice Chair Howard adjourned the meeting at **10:45 AM**.

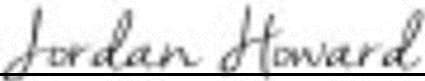
Next Board Meeting:

June 15, 2023, at 10:00 AM

Virtual via Microsoft Teams

Submitted by: 
Debra Allen-Bâ, Assistant Administrator

June 15, 2023
Date

Approved by: 
Jordan Howard, Vice Chair

June 15, 2023
Date