



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
REAM ESTATE COMMISSION
MEETING AGENDA**

DATE: Thursday, August 15, 2024
TIME: 10:00 a.m.
LOCATION: Hybrid*
JOIN ON TEAMS APP: [Click here to join the meeting](#)
JOIN ON THE WEB: [Click here to join via web](#)
MEETING ID: 257 789 252 556
PASSCODE: L9kCuw
CALL IN: (audio only) 564-999-2000 (Olympia) or 833-322-1218 (Toll Free)
PHONE CONFERENCE ID: 499 579 036 #
PHYSICAL LOCATION ADDRESS: South Puget Sound Community College, Lacey
Campus - Room 188
4220 6th Ave SE
Lacey WA 98503

*This meeting will be held in-person and virtually via Microsoft Teams. The public may attend virtually or in-person and can comment through either attendance option. Please contact us with any questions at DOLBoards@dol.wa.gov.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
 - 4.1. Approval of May 16, 2024 Minutes**
- 5. Awards/Recognition**
 - 5.1. Recognition of Sabrina Jones-Schroeder's Service**

Members of the Commission and staff will recognize Commissioner Shroeder's six years of service to the Commission.
- 6. Old Business**
 - 6.1. Staffing Level Updates**

Chair Clawson will provide an update on the staffing of the Department of Licensing (DOL) customer support teams.
- 7. New Business**
 - 7.1. Housing Market Report**

Guest Speaker Steven Bourassa will be available to answer Commissioner questions on the report.

7.2. License Reciprocity

DOL staff will provide an update on license reciprocity for industry professionals moving to Washington State.

7.3. Composition of Subcommittees

The Commission will discuss subcommittees to determine if the work is still relevant and whether new membership is needed. To allow new commissioners to participate, membership will be voted on during the November meeting.

8. Reports

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

8.1. Subcommittee Reports

8.1.1. Education Subcommittee

8.1.2. Licensed Transaction Coordinator Subcommittee

8.1.3. Team Names Subcommittee

8.1.4. Senate Bill (SB) 5399 Subcommittee

8.2. Central Investigations and Audits Unit & Regulatory Compliance Unit

8.2.1. Complaint Case Count

8.2.2. Top Complaints by Type

8.2.3. Common Remedies Following Investigation

8.3. Licensee and Customer Support Services

8.3.1. Licensee Count Reports

8.3.2. Customer Call & Email Data

8.4. Boards, Commissions, and Outreach Unit

8.4.1. Review of Master Action Items List

9. Public Comments

The public may address the Commission on matters within the Commission's jurisdiction, either verbally during the meeting or by submitting written comments. Verbal comments are limited to one three-minute comment. Written comments are limited to no more than 500 words and must be emailed to DOLBoards@dol.wa.gov no less than two business days prior to the meeting with the subject line "Public Comment: Real Estate Commission." In response to all public comments, the Commission is limited to requesting that the matter be added to a future agenda for discussion or directing staff to study the matter further. Inflammatory comments and language will not be permitted.

10. Conclusion

10.1. Announcements

10.2. Requests for Future Agenda Items

10.3. Review of New Action Items and Agenda Items for Next Meeting

11. Adjournment

Next Commission Meeting:

November 15, 2024

10:00 a.m.

Virtual via Microsoft Teams