



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

DATE: Thursday, March 14, 2024
TIME: 10:00 a.m.
LOCATION: Virtual via Microsoft Teams

BOARD MEMBERS: Jon Ashlock, Chair
Jordan Howard, Vice Chair
Austin McFeeley, Board Member
Glen Thompson, Board Member
Warren Tryon, Board Member

STAFF MEMBERS: Sandy Baur, Program Specialist
Saundra Schaefer, Program Specialist
Nathan Buck, Investigator Supervisor

1. Call to Order

Chair Jon Ashlock called the meeting to order at **10:00 a.m.**

2. Roll Call

Program Specialist Saundra Schaefer conducted roll call and all Board members were present.

3. Approval of Agenda

3.1. Approval of March 14, 2024 Agenda

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

4. Approval of Minutes

4.1. Approval of December 14, 2023 Minutes

Board Member Tryon made a **MOTION** to approve the December 14, 2023 minutes as presented. Board Member Austin McFeeley **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

5. Awards/Recognition

5.1. Staff Announcement

Introduction of the DOL Education Team that has joined the Boards, Commissions, and Outreach Unit.

Program Specialist Sandy Baur shared that Education Manager Tim Allen and Professional Licensing Representative Georgia Schmidt had joined the Boards, Commissions, and Outreach Unit.

6. Old Business

None.

7. New Business

7.1. Annual Election of Chair and Vice Chair

The Board will elect a Chair and Vice Chair to serve for one year.

Vice Chair Howard **NOMINATED** Jon Ashlock for the 2024 Chair position. Board Member Tryon **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

Board Member Tryon **NOMINATED** Jordan Howard for the 2024 Vice Chair position. Board Member McFeeley **SECONDED** the motion 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 2024 in-person meeting.

Ms. Baur told the Board that staff was working on holding the June 27, 2024 meeting in person with a virtual option for anyone not able to attend in person. She said in order to get funding for the venue and travel, a quorum of in-person Board members was needed.

Ms. Baur asked for the members to vote indicating whether they would attend in person or virtually. Chair Ashlock said he would not be able to attend the meeting, and that Vice Chair Howard would preside over the meeting in his place.

Vice Chair Howard made a **MOTION** for the June 27, 2024, meeting to be held in-person. Board Member Thomson **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

7.3. Inspecting of In-Progress Inspections

Board discussion on possible limitations to insurance coverage.

Chair Ashlock said he wanted to bring awareness to the limitations to home inspector's insurance coverage during the rare occurrences of "phase" inspections, where a house is in-process of being built. He said, per his insurance company,

phase inspections were not covered under his policy and were likely not covered under most home inspection insurance coverage.

7.4. Introduction to ListServ

Staff will present to the Board and public regarding what ListServ is and how to manage subscriptions.

Ms. Schaefer provided an overview of the ListServ platform for Board and public members.

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

Board Member Tryon provided an update on the Subcommittee's work. He said the Subcommittee reviewed 308-408C Washington Administrative Code (WAC) definitions and have recommended clarifications.

8.1.2. Diversity, Equity & Inclusion (DEI) Subcommittee

Board Member McFeeley provided an update on the Subcommittee's work. He said a new survey was sent out addressing the underrepresented demographics with schools. He will provide the survey results at the next Board meeting.

8.1.3. Education Subcommittee

Board Member Thompson provided an update on the Subcommittee's work. He said the Subcommittee reviewed the results from a recent survey and looked at ways to update the home inspector curriculum rubric. He said the Subcommittee would continue reviewing survey results and determine changes needed to the Rubric.

8.2. Central Investigations and Audits Unit

8.2.1. Complaint Case Counts

Ms. Baur reviewed the Complaint Case Counts report with the Board and provided them with a list of the top complaints.

The Board and staff discussed the data, the investigation process, public disclosures for cases, types of violations, and how DOL resolves complaints where a violation occurred.

8.3. Licensee and Customer Support Services

8.3.1. Licensee Count Report

Ms. Baur reviewed the Licensee Count report with the Board.

8.4. Boards, Commissions, and Outreach

8.4.1. Real Estate Report

Ms. Baur said the housing market report that was provided in the packet is a new report that would be provided to the Board on a quarterly basis.

8.4.2. 2023 Pass/Fail Rates

Ms. Baur provided the annual pass/fail rates for exams.

8.4.3. Review of Master Action Item List

Ms. Schaefer provided status updates on each action item listed on the Master Action Item List report.

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. 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: Home Inspector Board." In response to all public comments, the Board 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.

There were no written or verbal public comments.

10. Conclusion

10.1. Announcements

None

10.2. Requests for Future Agenda Items

Board Member Tryon asked for a report from Mr. Buck with more specific complaint numbers.

10.3. Review of Action Items and Items for Next Meeting

None

11. Adjournment

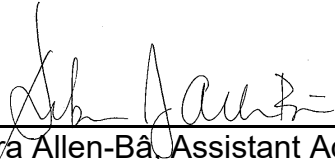
Chair Ashlock adjourned the meeting at **10:43 a.m.**

Next Board Meeting:


July 27, 2024

10:00 a.m.

In-Person (Location TBD) and Virtual via Microsoft Teams

Submitted by: 
Debra Allen-Ba, Assistant Administrator

June 27, 2024
Date

Approved by: 
Jordan Howard, Vice Chair

June 27, 2024
Date