



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

**DATE:** Thursday, June 27, 2024  
**TIME:** 10:00 a.m.  
**MEETING TYPE:** In-Person and Virtual via Microsoft Teams

**BOARD MEMBERS:** Jon Ashlock, Chair (Absent)  
Jordan Howard, Vice Chair  
Austin McFeeley, Board Member  
Brad Barbour, Board Member  
Glen Thompson, Board Member  
Lisa Lotus, Board Member  
Warren Tryon, Board Member

**STAFF MEMBERS:** Debra Allen-Bâ, Assistant Administrator  
Nathan Buck, Investigator Supervisor  
Sandy Baur, Program Specialist  
Saundra Schaefer, Program Specialist

**1. Call to Order**

Vice Chair Jordan Howard called the meeting to order at 10:00 a.m.

**2. Roll Call**

Program Specialist Saundra Schaefer conducted roll call. All board members were present, except for Chair Jon Ashlock who was excused.

**3. Approval of Agenda**

Board Member Austin McFeeley made a **MOTION** to approve the meeting agenda as presented. Board Member Warren Tryon **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

**4. Approval of Minutes**

**4.1. Approval of March 14, 2024, Minutes**

Board Member Brad Barbour noted a correction on page ten of the minutes.

Board Member Tryon made a **MOTION** to approve the Minutes of March 14, 2024, with the noted changes. Board Member Glen Thompson **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

## 5. Awards/Recognition

### 5.1. Welcoming New Board Members

*Staff and Board Members will welcome two new members to the Board.*

Program Specialist Sandy Baur introduced new board members Brad Barbour and Lisa Lotus to the Board and provided information about their backgrounds. Each took the opportunity to introduce themselves to the Board and the public.

## 6. Old Business

There was no old business.

## 7. New Business

### 7.1. Composition of Subcommittees for 2024

*The Board will revisit the composition of subcommittees to determine whether new membership is needed.*

Ms. Schaefer addressed the Board and said that this item was to allow an opportunity for the new board members to join a subcommittee if they wished and provided background information on each subcommittee.

Vice Chair Howard asked which subcommittees had space available. Ms. Schaefer said that the Diversity, Equity, and Inclusion (DEI) Subcommittee was the only subcommittee with a vacancy and the other subcommittees would need to adjust their membership to create space for the new Board members.

Board Member Lotus asked about the time commitment required for each subcommittee, which Ms. Schaefer and Vice Chair Howard addressed.

Board Member Lotus volunteered to serve on the DEI subcommittee.

The Board deferred discussion of the Education Subcommittee and Changing Business Practices Subcommittee to the next meeting.

Board Member Lotus made a **MOTION** to approve their appointment to the DEI Subcommittee. Vice Chair Howard **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

## 8. Reports

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

### 8.1. Subcommittee Reports

*Each subcommittee will provide a report-out on the progress they have made since the last Board meeting.*

### **8.1.1. Changing Business Practices (CBP) Subcommittee**

Board Member Tryon gave a report on the work of the Changing Business Practices Subcommittee.

### **8.1.2. Diversity, Equity, and Inclusion (DEI) Subcommittee**

Board Member McFeely gave a report on the work of the DEI subcommittee and highlighted an outreach survey and information being compiled for future use. They said the Subcommittee was also conducting a review of the Board's applicable Washington Administrative Code (WAC) chapters.

### **8.1.3. Education Subcommittee**

Board Member Thompson gave a report on the work of the Education Subcommittee. The Board discussed the minimum education hour requirements that were being reviewed by the subcommittee.

## **8.2. Central Investigations and Audits / Regulatory and Compliance Units**

### **8.2.1. Complaint Case Count Reports**

Investigations Supervisor Nathan Buck reviewed the Complaint Case Count Report with the Board.

### **8.2.2. Top Complaints by Type Report**

Mr. Buck reviewed the most common complaint type trends with the Board.

Legal Services Manager Jessica Koenig reviewed the most common complaint remedies with the Board. She noted that in the previous ten years, there were only six cases that moved forward for disciplinary action in the Home Inspector program.

## **8.3. Licensee and Customer Support Services**

### **8.3.1. Licensee Count Reports**

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

### **8.3.2. 2023 Pass/Fail Rates**

Ms. Baur provided the 2023 home inspector examination pass/fail rates statistics to the Board.

Board members and staff discussed the failure rates, which were higher than expected. Vice Chair Howard noted the high pass rate for the state specific examination and said that the rates for what the state could control seemed to be doing well.

Ms. Baur said these statistics would be provided annually.

Board Member Tryon asked whether applicants had to retake the state examination if they failed the national examination. Board Member Thompson said they did not.

## **8.4. Boards, Commissions, and Outreach**

### **8.4.1. Housing Market Report**

Ms. Baur provided an overview of the Washington Center for Real Estate Research (WCRER) Housing Market Report for 2024 Q1. She noted that the full report had been provided in the Board packet for this meeting. She also noted that the weblink for WCRER had been provided for access to additional data they compile.

Ms. Baur said these reports would be provided on a quarterly basis.

### **8.4.2. Review of Master Action Item List**

Ms. Schaefer reviewed the Master Action Item List with the Board and provided an update on each item.

Board Member Tryon made a **MOTION** to remove guest speaker invites from the list to a standing agenda item. Board Member Thompson **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

## **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](mailto: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.*

Ms. Baur read a public comment submitted by Irene Longaker, a copy of which has been attached to these minutes.

## **10. Conclusion**

### **10.1. Announcements**

There were no announcements.

### **10.2. Requests for Future Agenda Items**

Vice Chair Howard requested that the topic addressed by public comments be referred to the Education Subcommittee to review and address at the next meeting.

### **10.3. Review of Action Items**

Ms. Schaefer reviewed the items captured during this board meeting:

- Review subcommittee composition at the next meeting to allow opportunities for new Board members to participate.

- The Board referred the topic addressed public comments to the Education Subcommittee for review.

Board Member Thompson requested an agenda item to address real estate agents using contingency inspection periods as a negotiation tactic, shortening the window of time for inspections from ten days to one day. Assistant Administrator Debra Allen-Bâ said this request was outside the purview of the Board. She noted that Board members could contact professional associations to work with real estate agents and provide them with education on how this impacted home inspectors.

### 11. Adjournment

Vice Chair Howard adjourned the meeting at 10:37 a.m.

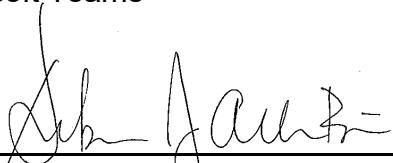
### Next Board Meeting:

Thursday, September 19, 2024

10:00 a.m.

Virtual via Microsoft Teams

Submitted by:

  
\_\_\_\_\_  
Debra Allen-Bâ, Assistant Administrator

September 19, 2024

Date

Approved by:

  
\_\_\_\_\_  
Jon Ashlock, Chair

September 19, 2024

Date

**Written Public Comment:**

*Submitted via email on June 24, 2024*

*Read to the Board by Sandy Baur on June 27, 2024*

Hello,

I was wondering if steps are in process when recertifying for license that proof of CEU's is uploaded also to DOL to recertify home inspector's license?

Uploading/proof of CEU's is mandatory in many professional organizations to ensure that high standards and professional growth takes place in the specific industry.

I believe in accountability, safety and ensuring our Washington communities quality home inspectors as a profession.

Thanks in advance,

Irene Longaker