



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

**DATE:** Thursday, November 14, 2024  
**TIME:** 10:00 a.m.  
**LOCATION:** Virtual via Microsoft Teams  
**JOIN ON TEAMS APP:** [Click here to join the meeting](#)  
**JOIN ON THE WEB:** [Click here to join via web](#)  
**MEETING ID:** 227 587 209 712  
**PASSCODE:** KLjBuv  
**CALL IN: (audio only)** 564-999-2000 (Olympia) or 833-322-1218 (Toll Free)  
**PHONE CONFERENCE ID:** 377 330 936 #  
**PHYSICAL LOCATION\*** 405 Black Lake Boulevard  
**ADDRESS:** Olympia, Washington 98502

*\*This is a virtual meeting. Commissioners will attend virtually (online), not in-person. The public may attend virtually or in-person. We will provide a meeting room to view a broadcast of the meeting, for those that want to attend in-person. The public can comment through either attendance option. Please contact [DOLBoards@dol.wa.gov](mailto:DOLBoards@dol.wa.gov) with any questions.*

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
  - 4.1. **Approval of August 15, 2024 Minutes**
5. **Awards/Recognition**

None
6. **Old Business**
  - 6.1. **Staffing Update**

Leadership will provide an update on new additions to Customer Support staff.
7. **New Business**
  - 7.1. **2025 Calendar Review and Approval**

Staff will present the proposed 2025 calendar of Board meetings.
  - 7.2. **Annual Election of Vice Chair**

The Commission will elect a Vice Chair to serve for one year.
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. Record Keeper Definition Subcommittee**

### **8.1.3. Team Names Subcommittee**

### **8.1.4. Transaction Coordinator Subcommittee**

### **8.1.5. Senate Bill (SB) 5399 Subcommittee**

## **8.2. Central Investigations and Audits Unit (CIAU) / Regulatory Compliance, UCC & Firearms (RCUF)**

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

### **8.2.2. Complaint Statistics**

## **8.3. Licensee and Customer Support Services (LCSS)**

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

### **8.3.2. Customer Call & Email Data**

### **8.3.3. Pass/Fail Rate Reports**

## **8.4. Boards, Commissions, and Outreach Unit (BCO)**

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

### **8.4.2. 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](mailto: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:**

February 13, 2025 (*Pending Commission approval.*)

10:00 a.m.

Virtual via Microsoft Teams