



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

DATE: Thursday, December 14, 2023
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: Debra Allen-Bâ, Assistant Administrator
Sandy Baur, Program Specialist
Saundra Schaefer, Program Specialist

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

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

4. Approval of Minutes

4.1. Approval of June 15, 2023 Minutes

Board Member Glen Thompson made a **MOTION** to approve the June 15, 2023 minutes as presented. Board Member Tryon **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

4.2. Approval of September 21, 2023 Minutes

Board Member Tryon made a **MOTION** to approve the September 21, 2023 minutes as presented. Chair Ashlock **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

5. Awards/Recognition

None.

6. Old Business

None.

7. New Business

7.1. 2024 Calendar Review and Approval

Staff will present the proposed 2024 calendar of Board meetings.

Ms. Schaefer presented the 2024 meeting dates to the Board.

- March 14, 2024, at 10:00 a.m.
- June 27, 2024, at 10:00 a.m.
- September 19, 2024, at 10:00 a.m.
- December 12, 2024, at 10:00 a.m.

Board Member Tryon made a **MOTION** to approve the proposed 2024 meeting dates. Board Member Thompson **SECONDED** the motion, and it was **APPROVED** by a vote of 5-0.

8. Reports

8.1. Subcommittee Reports

Each subcommittee will provide a report-out on the progress they have made.

8.1.1. Changing Business Practices (CBP) Subcommittee

Board Member Tryon provided a report to the Board on Subcommittee work. He shared the results from a survey conducted about definitions in Washington Administrative Code 308-408.

8.1.2. Diversity, Equity & Inclusion (DEI) Subcommittee

Board Member Austin McFeeley shared that a DEI survey would be sent out to schools. He said the results of the survey would be provided at the next Board meeting.

8.1.3. Education Subcommittee

Board Member Thompson said the Subcommittee was in the process of reviewing the training rubric and field training requirements for any necessary updates.

8.2. Central Investigations and Audits Unit

8.2.1. Complaint Case Counts

Program Specialist Sandy Baur reviewed the Complaint Case Counts report with the Board.

8.3. Licensee and Customer Support Services

8.3.1. Licensee Count Report

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

8.4. Boards, Commissions, and Outreach

8.4.1. 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

None.

10.3. Review of Action Items and Items for Next Meeting

None.

11. Adjournment

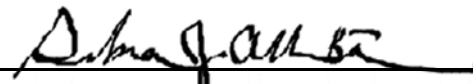
Chair Ashlock adjourned the meeting at **10:19 a.m.**

Next Board Meeting:

March 14, 2024

10:00 a.m.

Virtual via Microsoft Teams

Submitted by: 
Debra Allen-Ba, Assistant Administrator

3/14/2024

Date

Approved by: 
Jon Ashlock, Vice Chair

3/14/2024

Date