

Escrow Committee Meeting Agenda
Monday, July 17, 2023
10:00 AM
Webinar

Call in number: 1-253-372-2181

Meeting ID: 287 279 168 567

Meeting password: sf8Sw7

[Webinar Link](#)

1. Welcome
2. Approve Meeting Minutes from April 2023
3. Licensing Update
4. Examination Update
5. Enforcement Update
6. Old Business
7. New Business
 - Updated [WA Escrow Exam](#) available next month

Committee Members

Laurie LeMay

Susan Berry

Aubry Ludberg

TBD

TBD

Consumer Services Division Representatives:

Cindy Fazio, Division Director

JJ Choi, Chief of Regulatory Affairs

Maureen Camp, Licensing Chief

Rick St. Onge, Examinations Chief

Kendall Freed, Enforcement Supervisor

Charles Moore, Licensing Supervisor

Joepaul Wong, Financial Examiner

Rochelle Henderson, Webinar Facilitator

Escrow Committee Meeting Minutes

April 11, 2023

Attendees:

Committee Members Present

Laurie LeMay
Susan Berry
Aubrey Ludberg

Consumer Services Division Representatives

Rick St. Onge, Examinations Chief
Devon Phelps, FLE – Regulatory Affairs
Maureen Camp – Licensing Chief
Alan Leingang – Examinations Supervisor
Robert Jones – Enforcement Supervisor
Charles Moore – Licensing Supervisor
Ashley Sutherland – Webinar Facilitator

Meeting called to order at 10:00 AM

Welcome

Quorum was met, January 2023 minutes approved.

Licensing Update

Escrow Agent numbers as of March 31, 2023

- 46 Main Offices (45 reported at January 2023 meeting)
- 6 Branch Offices (5 reported at January 2023 meeting)
- 60 Active Escrow Officers (59 reported at January 2023 meeting)
- 15 Inactive Escrow Officers (17 reported at January 2023 meeting)
- 75 Total Escrow Officers (76 reported at January 2023 meeting)

Examinations Update

- 0 Exam completed in January
- 1 Exams completed in February
- 2 Exams completed in March

4 Exams completed from January - March 2023

Average number of violations per exam: 0

Common Violations

1. Information security program

The agent does not adequately document the ISP is reviewed, at least annually, and updated based on the Agent's risk profile.

Enforcement Update

From January to March 2023, Enforcement received 3 Escrow complaints and closed 5.

Investigations:

Investigations – Open (EARA only) 4

Investigations – Open (All Industries) 102

Enforcement Actions – EARA

Statement of Charges (issued in period) – 0

Consent Orders (issued in period) – 1

Criminal Referrals – 0

Final Orders (issued in period) – 0

Civil Actions (injunction, enforce subpoena) – 0

Temporary Cease and Desist – 0

Old Business

- Escrow officer test review
- Escrow industry webpage updates on fraud
- Update on contact with realtors on wire fraud

New Business

Meeting Adjourned at 10:33 AM

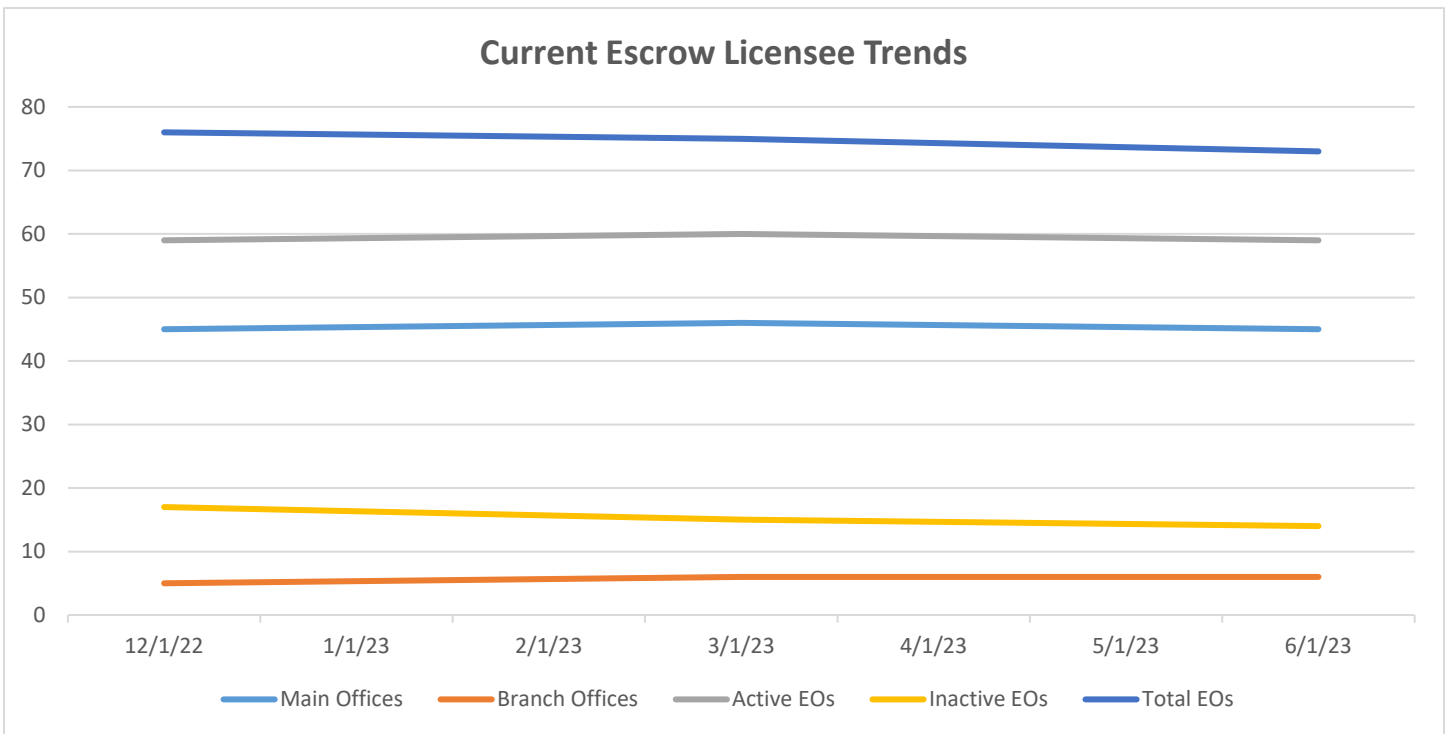
You may listen to a recording of this entire meeting at <https://dfi.wa.gov/escrow-agents/committee>

Escrow Committee

Licensing Unit Quarterly Report

June 30, 2023

	06/30/2023	03/31/2023	12/31/2022	09/30/2022
Main Offices	45	46	45	46
Branch Offices	6	6	5	5
Active EOs	59	60	59	60
Inactive EOs	14	15	17	19
Total EOs	73	75	76	79



CS - Examination Unit Report Escrow Program

July 17, 2023

Examination Summary

- 2 Exam completed in April
- 2 Exams completed in May
- 2 Exams completed in June



**Six exams completed for the period of
April 1, 2023 to June 30, 2023**

Average number of findings per exam: 2

Composite Rating	Number of Exams	Previous Avg. Exam Cost	Current Avg. Exam Cost	Exam Cost Change
1	2	\$ 1,636.96	\$ 1,637.96	\$ 1.00
2	4	\$ 1,894.27	\$ 1,892.94	\$ 0.67
3	0	\$ 2,577.30	N/A	N/A
4	0	\$ 4,187.50	N/A	N/A
5	0	\$ 19,343.75	N/A	N/A
No Rating	0	N/A	N/A	N/A

Common Violations

1. Information security program

The Agent's ISP must be reviewed annually and updated based on the Agent's current risk profile. Please note your assessment should include third-party risk. For example, while the Agent may not use smart phones to conduct mobile banking, your customers most likely do and therefore mobile devices should be part of the Agent's ISP.

The Federal Communications Commission cyber planning tool contains a mobile device policies and procedures option: <https://www.fcc.gov/cyberplanner>

Escrow Committee
Enforcement Unit Quarterly Report
April 1, 2023 – June 30, 2023

Complaints	EARA Quarter	EARA 2023	All Industries Quarter
Received in period	3	6	251
Closed in period	4	9	276
Open as of 6/30/2023	EARA 4	Other Industries 176	Total Open 180

Investigations – Open (EARA only) 3

Investigations – Open (all industries) 96

Enforcement Actions in period	
CCSA	0
CLA	8
EARA	0
MBPA	3
UMSA	4

Enforcement Actions Issued in Period – EARA

Statement of Charges 0

Consent Orders 0

Criminal Referrals 0

Final Orders 0

Civil Actions: (injunction, enforce subpoena) 0

Temporary Cease and Desist 0