

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: December 15, 2016
Time: 3:30 p.m.
Place: Coquille Indian Housing Authority Office
2678 Mexeye Loop, Coquille Tribal Lands, Coos Bay, OR 97420

Notice: The meeting was scheduled at the regular meeting held November 3, 2016 and confirmed by electronic notice on December 9, 2016.

Chair Brend called the meeting to order at 3:35 p.m.

CALL TO ORDER

Chair Brend offered the opening prayer.

OPENING PRAYER

Secretary/Treasurer Hunter called the roll. Present were Chair Brend, Vice Chair More, and Commissioners Chase, Garrett, and Rocha. Commissioner Parrish was absent, excused. A quorum was established.

ROLL CALL

QUORUM

CIHA staff members present were Executive Director Anne Cook, Accounting Services Coordinator Marcy Chytka, Maintenance Coordinator Scott Felton, Housing Programs Coordinator Dale Herring, Housing Programs Specialist Tracey Mueller, and Projects and Maintenance Technician Scott Platter.

Also in attendance were Tribal Police Chief Scott LaFevre, KRA Secretary Pam Lenox, and Chelsea Sims with Coos Elderly Services.

None.

PUBLIC COMMENT

Minutes of the November 3, 2016 regular meeting were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

Vice Chair More moved to approve the minutes of the November 3, 2016 regular meeting, seconded by Commissioner Garrett. The motion carried unanimously.

Executive Director Cook asked to recess at 4:30 p.m. to take photos of the Board for the Tribal Chair's Mid-Winter Gathering Report.

AMENDMENTS
TO AGENDA

Accounting reports for September 2016 after year-end adjustments and October 2016, and Maintenance and Resident Services reports for November 2016 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

DEPARTMENT
REPORTS

The department reports were reviewed and discussed briefly.

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Vice Chair More moved to accept the Department Reports, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

Materials from the Kilkich Residents Association meeting held November 14, 2016 and a Tribal Police Department report for November 2016 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

KRA Secretary Pam Lenox reviewed topics of discussion at the last Kilkich Residents Association meeting. The Board commended KRA for donating funds to support the participation of non-Coquille Kilkich children in special activities arranged by the Tribal Community Center.

Kilkich Resident
Association

Tribal Police Chief Scott LaFevre reviewed and responded to questions about recent Tribal Police Department activities. Chief LaFevre shared a photo of CITPD Officer Merritt and K-9 Officer Stormy and a video of CITPD Officer Scoville and new K-9 Officer Ben.

Tribal Police
Department

Vice Chair More moved to accept the Affiliate Reports, seconded by Commissioner Garrett. The motion carried unanimously.

The meeting was recessed at 4:30 p.m. and reconvened at 4:50 p.m.

RECESS

A Master Projects List dated December 15, 2016; CIHA Financial Management Policy adopted November 3, 2016; memoranda from CIHA Attorney Ed Clay Goodman dated November 14, 17, and 23, 2016 and December 8 and 10, 2016 regarding federal funding, legislative issues, and recent NAIHC activities; and, Dear Tribal Leader (DTL) letters dated November 22, 2016 and December 14, 2016 regarding IHBG regulatory changes and a new coordinated environmental review initiative were presented at the meeting. (Copies attached to these minutes.)

EXECUTIVE
DIRECTOR'S
REPORT

Executive Director Cook reviewed and responded to questions regarding the status of current work priorities, other active items, projects completed since the last report, and recent issues.

Commissioner Rocha moved to accept the Executive Director's report, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

None.

COMMITTEE
REPORTS

A flyer announcing the 2017 Burns Night Celebration and Dinner event was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

BOARD
COMMUNICATIONS

Vice Chair More shared information regarding the upcoming Burns Night Celebration.

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None.

OLD BUSINESS

NEW BUSINESS

A Board and Council Review Draft of CIHA's Annual Performance Report for the fiscal year ended September 30, 2016, a graph prepared by Accounting Services Coordinator Chytka showing the uses of funds for the period, and presentation notes prepared by Executive Director Cook were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

FY 2016
Annual Performance
Report

Executive Director Cook reviewed and responded to questions regarding CIHA's FY 2016 Annual Performance Report. No public comment had been received.

Vice Chair More moved to approve submission of the Annual Performance Report for the fiscal year ended September 30, 2016 to HUD, seconded by Commissioner Chase. The motion carried unanimously.

None.

PUBLIC COMMENT

The CIHA holiday dinner was scheduled for December 16, 2016 at 6:30 p.m. The next regular meeting was scheduled to be held January 26, 2017 at 3:30 p.m.

NEXT MEETING

Commissioner Rocha moved to adjourn, seconded by Commissioner Garrett. The motion carried unanimously and the meeting was adjourned at 5:35 p.m.


ADJOURNMENT

Prepared by:




Debbie Dennis
Administrative Services Coordinator

Approved by:

 1/26/17

Signature Date



Title