

CIHA Board of Commissioners
Planning the Next Three Years
FY 2018 – FY 2020

August 24, 2017

CIHA Pending

Administrative

Emergency Preparedness

- Review Tribal EOP
- Review Emergency Management files
- Review/revise draft agency Emergency Response Plan
- Arrange staff ICS training
- Prepare agency evacuation kit
- Recovery training requests
 - NWONAP
 - NWIHA
 - NAIHC
 - FEMA
 - Red Cross
- Prepare CIHA recovery plan
- Prep agency post-disaster resource guide
 - CJIS access guide
 - Phone numbers and email addresses
 - Bank accounts
 - Contracts
 - Credit cards
 - Insurance policies
 - Land and structures inventory
 - Security codes
 - Vendor account numbers
- Draft post-disaster insurance claims
- Draft post-disaster emergency funding applications
- Create resident response guide
 - Red Guide to Recovery
 - Continue proofing
 - Prep opening statement (message from Chair)
 - Gather testimonials
 - One-page evacuation guide/map on magnet
- Arrange resident CERT training

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Financial

- Research potential funding sources
 - ANA
 - BIA
 - Ford Foundation
 - ICDBG
 - IHS
 - ING
 - EDA
 - Enterprise Community Partners – HUD Section 4 grants
 - MMT
 - Office of Minority Health
 - UCAP
 - USDA REAP
 - Tribal Housing trust fund
- Evaluate need for safety deposit box
- Make application for mature grantee status/investment authorization to HUD

Legal

- Set up CIHA 501(c)(3)
 - Funding eligibility
 - Non-HUD properties
 - Non-CIHA property management
- BIA lease amendment
 - Add duplex addresses (502/504 next to community garden)
 - Review BIA TSR for errors
 - Divide lot 2671 between 2669 and 2673 – resurvey
 - Update maps and legal descriptions
 - Prep TC resolution and BIA correction/amendment request
 - CITHC lot includes triangle?
 - Warehouse area
 - Waterways/wetlands – include mitigation area?
 - Miluk Drive lot lines
 - Comprehensive plan expansion areas

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Legal (cont.)

- BIA lease amendment
 - Distribute revised lot maps to lot holders
 - Amend subleases
 - Prepare map books for CIHA and Tribal staff
- PILOT LCA
 - Review Coos County Tax Assessor file
 - Scan/email to BK/EG
 - CFD/CSD agreements
 - PHA agreement
 - DTW draft
 - RS report with unit breakdown
- Community Center Drug-Free School Zone resolution - BK

Legislative

- Reauthorization
 - Add NAHASDA units to FCAS
 - Add inflationary increase provision
 - Align ICDBG income limits with IHBG
- Regulatory
 - Make emergency management training and activities an eligible activity
 - Allow IHAs to use EIV system

Personnel

- Update job descriptions
 - Accounting Services Coordinator
 - Deputy Director
 - Maintenance Coordinator
- Random drug testing
 - CIT Admin or CITHC do testing for CIHA instead of NBMC?
 - MRO?
 - Test supervisor post-accident? – DG
- Create self-evaluation format

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Records Management

- I-9
 - Review training materials
 - Update records
- Review old CIHA records for scanning/ disposal

Training

- Topics
 - Qigong/Tai Chi
 - Dealing with Difficult/Mentally Ill People (sociopathic narcissism) – TAB
 - Ethics
 - Fire extinguisher use
 - NAHASDA 101/Roles & Responsibilities onsite training
 - NIMS
 - Self-defense
- Cultural Activities
 - Zentangle - TAB
- Trainers
 - Diane Willard – Alaska, teaches basketry, brings own materials - TAB
 - Judy Bluehorse – herbal medicines - DLH
 - Meredith Howell, Rural Development Initiatives, Inc. – trainer, facilitator, grant writer - TAB

Website

- Recreate Board meeting archives
- Convert housing application to fillable pdf
- Redesign layout and content
 - NB-CC PHA links
 - Tacoma PHA

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Community Enhancement

Landscaping

- Community Garden
 - Medallions with designs and quotes
 - Community composting facility
- Rain Garden
- Rock Garden
 - Sculpture

Playground

- Picnic shelter
- Roof over playground and basketball court

Services

- Daycare - rent HUD unit to CIT

Signage

- Directions to facilities
- Drug-free school zone and zero tolerance
- Electric reader board near Community Center
- Playground rules

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Development

Community facilities

- Adult activities center
- Elders Center
- Landscaping
 - Four-plexes
 - Front yards
- Resident storage
 - Expand HUD program participant storage lot
 - Private purchase resident storage lot
 - Storage lockers for emergency preparedness supplies

Residential facilities

- Community security system - CCTV
- Elder/disabled independent living facility
- Fencing
 - Good neighbor fences between units
 - Backyards of rental units
- Market rate single family and multi-family rentals
- Sec. 504 compliant duplex
- Sec. 504 compliant single family

Support facilities

- CIHA office expansion – to add supportive services
- Warehouse
 - Design layout
 - Procurement
 - Fork lift
 - Mobile lift
 - Flooring rack and meter
 - Air compressor
 - Paint booth
 - Lumber racks
 - Design/install landscaping

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Policies and Programs

Policies

- Admissions & Occupancy policy
 - Add definition of essential families
 - FMR if recert not returned
 - HomeGO counseling and underwriting criteria
 - Renters insurance
 - Revise eligibility to include amounts due other Tribal programs
- Adverse Action Appeals – improve formatting and flow
- Bylaws
 - Add flexibility to order of business
 - Add fiduciary responsibility
- Common Scheme Restrictions
 - Backyard chickens
 - Holiday decorations
 - Improvements – CIHA and CIT LUPZ
 - Political signs
- Decks – update specs
- Drug-Free – clarify that all marijuana is prohibited, including medical marijuana
- Emergency Housing – policy development
- Improvements – policy development
- Investments – policy and plan development
- Memorials - develop proposed guidance
- Payback agreements – revise to update terms and add interest rate provisions
- Personnel – see 2 CRF 200 training notes
- Pets and Assistance Animals – see 8/18/11 notes
- Self-Monitoring – Tribal policy update
- Travel – update/add provisions
- Other
 - Reformat/standardize all
 - Post on website with Board materials

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Policies and Programs

Programs

- Elders Computer Program – with remote tech support
- First-Time Homebuyer Assistance Program
- HomeGO agreement
 - Expand insurance section
 - Add useful life section
 - Add conversion in place
- Private Residential Leasing Program
 - Update books – lease packets/orientation
 - Private purchase “how to build on tribal lands” brochure
 - CEDCO bridge loan program
 - Application form
 - FAQs
 - Interest rate
 - VA NADL program
- Membership/Support Services Liaison

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Property Management

Community facilities

- Playground
 - Repaint basketball court light poles and replace heads – FY17
 - Repaint path lights – FY17
- Roads
 - Patch potholes in front of 2670 – FY17
 - Seal CIHA parking lot – FY17
 - Repaint curbs with reflective paint – FY17
 - Repaint pavement striping and markings with reflective paint
 - Reseal Mexeye Loop
 - Catch basin and culvert in front of 2660
- Signage
 - Repaint with reflective paint
 - Entry
 - Welcome – replace Tribal logo
 - Office

Residential facilities

- Check on Energy Trust LED program and diversity incentives
- Purchase/install fire extinguishers – kitchens and entries
- Fix sound transmission between units or repurpose 4-plexes
- Install heat pumps
- Replace conventional water heaters with on-demand water heaters
- Replace floors constructed with foam panels

Support facilities

- Office
 - Non-routine maintenance
 - Interior painting and carpet replacement
 - General – wiring issues, floor outlets/ jacks, cover old data ports, lighting, etc.
 - Replace electric furnaces with heat pumps
 - Replace refrigerator and dishwasher
 - Install solar tubes

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Property Management

Support facilities (cont.)

- Office
 - Safety/security
 - Install security cameras
 - Evacuation maps and drills
 - Open both ends of reception desk
 - Bulletproof panels under desks
 - Get semi-automatic AED for office
 - Get masks and epi-pens for first aid kits in front and back offices
 - Décor
 - Cedar bark mats

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Reporting and Outreach

Reporting

- Mid-Winter Gathering/Restoration Celebration reports
 - Annual report with financials similar to SWOCAC - RM
 - Annual report like Nez Perce general council report – TAB

Outreach

- Set up CIHA Facebook profile