

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: November 3, 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 October 6, 2016 and confirmed by written notice on October 31, 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 Parrish. Commissioner Rocha was absent, excused. A quorum was established. ROLL CALL
QUORUM

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

Also in attendance were CIHA Consultant Jimmy Willis and KRA Secretary Pam Lenox.

None. PUBLIC COMMENT

Minutes of the October 6, 2016 annual and regular meetings were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.) MINUTES

Vice Chair More moved to approve the minutes of the October 6, 2016 annual and regular meetings, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

None. AMENDMENTS
TO AGENDA

Commissioner Chase moved to approve the agenda, seconded by Vice Chair More. The motion carried unanimously.

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

Accounting Services Coordinator Marcy Chytka, Maintenance Coordinator Scott Felton, and Housing Programs Coordinator Dale

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Herring reviewed and responded to questions regarding the September 2016 Accounting before year-end adjustments and October 2016 Maintenance and Resident Services reports, respectively.

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 October 10, 2016 and Tribal Police Department report for October 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 and responded to questions about recent and upcoming KRA activities.

Killich Residents
Association

Executive Director Cook reviewed and responded to questions about recent Tribal Police Department activities.

Tribal Police
Department

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

A Master Projects List dated November 3, 2016; November 2016 K'wen 'inish-ha article regarding the introduction of OSA MHAP; CIHA housing application form revised November 1, 2016; MHAP Policy revised October 6, 2016; Oregon OEM comic books published August 2014 and September 2016 regarding earthquake and tsunami readiness; email correspondence from CITHC dated October 17, 2016 responding to the CIHA Board's request that they provide a list of Kilkich residents attending Family Camp to CITPD; Skyline Hospital Fall 2016 newsletter article highlighting CIHA Consultant Scott Clements; and, a memorandum from CIHA Attorney Ed Goodman dated October 7, 2016 regarding a recent NAIHC Legislative Committee meeting 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.

Vice Chair More moved to accept the Executive Director's report, seconded by Commissioner Chase. The motion carried unanimously.

None.

COMMITTEE
REPORTS

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

BOARD
COMMUNICATIONS

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Vice Chair More shared information regarding the upcoming Burns Night event to be held February 4, 2017 at The Mill.

None.

OLD BUSINESS

NEW BUSINESS

A draft Financial Management Policy was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Financial
Management
Policy

CIHA Consultant Jimmy Willis reviewed and responded to questions regarding the proposed Financial Management Policy. The effect of the policy would be to update, combine, and expand upon existing policies and procedures to meet current federal regulations.

Vice Chair More moved to rescind CIHA's existing financial management policies and to adopt the proposed Financial Management Policy, amending Section 2 to include a statement regarding the fiduciary responsibility held by each Board member; seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

A memo from Executive Director Cook dated November 3, 2016 regarding the 2016 Resident Holiday Credits was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2016 Resident
Holiday Credits

Commissioner Parrish moved to award a holiday credit to each household on Tribal Lands on the December 2016 billing statements, to be paid from program and non-program funds, in an amount to be determined by the scoring criteria and award levels presented; seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

A memo from Executive Director Cook dated November 3, 2016 proposing Board meeting dates for 2017 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2017 Board
Meeting Dates

It was agreed that the proposed dates would be provided to the Tribe for inclusion in the 2017 Tribal calendar.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held December 15, 2016 at 3:30 p.m. The CIHA holiday dinner was scheduled for December 16, 2016 at 6:30 p.m.

NEXT MEETING

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Commissioner Chase moved to adjourn, seconded by Secretary/
Treasurer Hunter. The motion carried unanimously and the meeting
was adjourned at 5:40 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature

Date

Title