

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: October 12, 2017  
Time: 3:45 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 July 27, 2017 and confirmed by written notice on October 6, 2017.

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 and Commissioner Garrett. Commissioner Rocha was expected to arrive shortly. Vice Chair More and Commissioner Chase were absent, excused. A quorum was not established.

ROLL CALL

NO QUORUM

CIHA staff members present were Executive Director Anne Cook, Administrative Services Coordinator Debbie Dennis, Deputy Director Lyman Meade, Accounting Services Coordinator Marcy Chytka, Maintenance Coordinator Scott Felton, Housing Programs Coordinator Dale Herring, Maintenance Technician Scott Platter, and Tribal Work Experience Employee Preston Shea.

Also in attendance were CIHA Consultant Jimmy Willis, KRA Secretary Pam Lenox, and South Coast Interagency Narcotics Team (SCINT) Director Captain Cal Mitts.

None.

PUBLIC COMMENT

Minutes of the July 27, 2017 regular meeting were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

Reading and approval of the minutes of the previous meeting was postponed pending availability of a quorum.

Approval of the agenda was postponed pending availability of a quorum. The annual meeting would be conducted following the regular meeting.

AMENDMENTS  
TO AGENDA

Accounting reports for July and August 2017, and Maintenance and Resident Services reports for July, August, and September 2017 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

DEPARTMENT  
REPORTS

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Accounting Services Coordinator Marcy Chytka, Maintenance Coordinator Scott Felton, and Housing Programs Coordinator Dale Herring reviewed and responded to questions regarding the department reports.

Approval of the department reports was postponed pending availability of a quorum.

Materials from the Kilkich Residents Association meetings held August 14, September 11, and October 9, 2017; Tribal Police Department reports for July, August, and September 2017; and, a South Coast Interagency Narcotics Team (SCINT) report for May through October 2017 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 Kilkich Residents Association activities. The Association would be distributing holiday gift cards to non-Coquille families living on Tribal Lands as they had in the past.

Kilkich Residents  
Association

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

Tribal Police  
Department

SCINT Director Captain Cal Mitts reviewed and responded to questions regarding current activities, illegal drugs prevalent in the local area, and recent cases.

South Coast  
Interagency Narcotics  
Team (SCINT)

Commissioner Rocha arrived at 4:20 p.m.

SPECIAL ORDER

A quorum was established.

QUORUM

MOTIONS

Commissioner Garrett moved to approve the minutes of the July 27, 2017 meeting, seconded by Commissioner Rocha. The motion carried unanimously.

Minutes

Commissioner Rocha moved to approve the agenda as amended, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

Amendments to  
Agenda

Commissioner Rocha moved to accept the department reports, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

Department Reports

Secretary/Treasurer Hunter moved to accept the affiliate reports, seconded by Commissioner Garrett. The motion carried unanimously.

Affiliate Reports

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A Master Projects List dated October 12, 2017; FY 2017 Completed Projects List dated October 12, 2017; PMOSF Progress Reports for July and August 2017; PMOSF Budget Reports for July and August 2017; FY 2018 O-Link 78 MOA Workshop form dated August 25, 2017, Overlapping Service Areas Chart, FY 2018 HUD IHBG Formula Funding Simulation, CIT Make Whole History dated August, 25, 2017, Memorandum of Agreement for Federal Fiscal Year 2018, draft CIT Resolution Authorizing the Use of Total Tribal Enrollment for the FY 2018 IHBG Formula, and draft letter to HUD authorizing use of Tribal Enrollment; and, memoranda from CIHA Attorney Ed Clay Goodman dated August 4, September 7, 11, 29, and October 5, 2017 regarding federal funding, legislative issues, and recent NAIHC activities 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 Garrett moved to accept the Executive Director's report, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

None.

COMMITTEE  
REPORTS

Commissioner Rocha shared that her relatives in California were all safe after the recent wild fires in northern California.

BOARD  
COMMUNICATIONS

Commissioner Garrett shared a Letter to the Editor written by Vice Chair More published in the October 9, 2017 edition of The World newspaper.

None.

OLD BUSINESS

NEW BUSINESS

Two applications for the Private Residential Leasing Program had been received and screened for eligibility since the last Board meeting. Available lot numbers were placed in the drawing cylinder and mixed. Secretary/Treasurer Hunter drew Lot 625 Miluk Drive for applicant Derek Mollier and Lot 641 Miluk Drive for Alison Felton.

Private Residential  
Leasing Program  
Lottery Drawing

CIHA's FY 2017 Self-Monitoring Assessment was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2017  
Self-Monitoring  
Assessment

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CIHA Consultant Jimmy Willis reviewed and responded to questions regarding the results of CIHA's FY 2017 Self-Monitoring Assessment. There were no concerns or findings.

The assessment concluded that CIHA's IHBG program is well managed and substantially in compliance with the requirements of NAHASDA. Of special note was CIHA's continued exceptional control over its tenant accounts receivable (TARs), and that its rate for FY 2017 was 0.2%.

Secretary/Treasurer moved to approve the FY 2017 Self-Monitoring Assessment as presented, seconded by Commissioner Rocha. The motion carried unanimously.

Resolution HA1801 – Writing Off Uncollectible Tenant Accounts Receivable (TARs) was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

HA1801 – Writing Off  
Uncollectible Tenant  
Accounts Receivable

The effect of the resolution would be to remove CIHA's FY 2017 vacated tenant accounts receivable in the amount of \$431.80 from current accounts but would not forgive the underlying debt to the agency. The debtor would continue to appear on HUD delinquency rolls and be unable to participate in HUD-assisted housing programs until the debt was resolved.

Commissioner Garrett moved to adopt Resolution HA1801 – Writing Off Uncollectible Tenant Accounts Receivable, seconded by Commissioner Rocha. The motion carried unanimously.

A memo from Executive Director Cook dated October 12, 2017 regarding the 2017 Resident Holiday Credits was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2017 Resident  
Holiday Credits

Commissioner Rocha moved to award a holiday credit to each household on Tribal Lands on the December 2017 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 Commissioner Garrett. The motion carried unanimously.

A memo from Executive Director Cook dated October 12, 2017 proposing Board meeting dates for 2018 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2018 Board  
Meeting Dates

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It was agreed that the proposed dates would be provided to the Tribe for inclusion in the 2018 Tribal calendar.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held December 14, 2017 at 3:30 p.m. The CIHA holiday dinner was scheduled for December 15, 2017 at 6:30 p.m.

NEXT MEETING

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

ADJOURNMENT

Prepared by:

Approved by:

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Debbie Dennis  
Administrative Services Coordinator

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Signature

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Date

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Title