

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: December 14, 2017
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 12, 2017 and confirmed by written notice on December 12, 2017.

Chair Brend called the meeting to order at 3:55 p.m.

CALL TO ORDER

Chair Brend offered the opening prayer.

OPENING PRAYER

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

ROLL CALL

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, Housing Programs Specialist Tracey Mueller, and Maintenance Technician Scott Platter.

Also in attendance were Coquille Tribal Police Chief Scott LaFevre, Tribal Cultural Activities Coordinator Danielle Summers, Tribal Facilities Maintenance Lead Technician Duke Summers, and Kilkich resident Alison Felton.

Tribal Cultural Activities Coordinator Danielle Summers commented that the Tribe's CELS Department would like to take a greater role in the management of the Community Garden.

PUBLIC COMMENT

Minutes of the October 12, 2017 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 October 12, 2017 annual and regular meetings, seconded by Commissioner Garrett. The motion carried unanimously.

None.

AMENDMENTS
TO AGENDA

Accounting reports for September and October 2017, and Maintenance and Resident Services reports for October and November 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.

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

Materials from the Kilkich Residents Association meetings held November 13 and December 11, 2017, and Tribal Police Department reports for October and November 2017 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

A representative of the Kilkich Residents Association was not available to attend the meeting. Executive Director Cook reviewed and responded to questions about recent Association activities.

Killich Residents
Association

Tribal Police Chief LaFevre reviewed and responded to questions about recent Tribal Police department activities.

Tribal Police
Department

The meeting was recessed at 4:55 p.m. and reconvened at 5:00 p.m.

RECESS

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

AFFILIATE
REPORTS
(CONTINUED)

A Master Projects List dated December 14, 2017; PMOSF Progress Reports for September and October 2017; PMOSF Budget Reports for September and October 2017; November 2017 K'wen 'inish-ha; correspondence from the CIHA Board to the Tribal Council dated November 7, 2017 regarding 385 Clark Street; a note from a resident thanking the Board for the 2017 Holiday Credits; and, memoranda from CIHA Attorney Ed Clay Goodman dated November 2, 14, and December 1, 7, and 8, 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 Rocha moved to accept the Executive Director's report, seconded by Commissioner Garrett. The motion carried unanimously.

None.

COMMITTEE
REPORTS

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Vice Chair More shared that he would be leaving to attend a gathering at the Coos County History Museum to meet with CZB, the consulting firm engaged to perform a countywide housing study in relation to the national rural housing crisis.

BOARD
COMMUNICATIONS

The Burns Night Celebration and Dinner will be held on February 2, 2018 at The Mill Casino.

Vice Chair More departed at 5:25 p.m.

SPECIAL ORDER

None.

OLD BUSINESS

NEW BUSINESS

A Board and Council Review Draft of CIHA's Annual Performance Report for the fiscal year ended September 30, 2017 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 2017
Annual Performance
Report

Executive Director Cook reviewed and responded to questions regarding CIHA's FY 2017 Annual Performance Report. No public comment had been received.

Commissioner Rocha moved to approve submission of the Annual Performance Report for the fiscal year ended September 30, 2017 to HUD, seconded by Commissioner Chase. The motion carried unanimously.

Commissioner Garrett moved to enter executive session to discuss resident matters, seconded by Commissioner Chase. The motion carried.

Executive Session
to Discuss
Resident Matters

The Board entered executive session at 5:45 p.m. Open session resumed at 6:35 p.m.

Commissioner Rocha moved to recommend to the Tribal Council that the current selectees for lots 617, 625, and 641 be offered the opportunity to build under the terms of the existing Tribal ordinance or to withdraw from their current lease opportunity until the Tribal Council is able to review potential changes to the configuration of the Miluk Drive lots; the reapplication waiting period be waived for those who choose to decline to build on those lots; and, the Council consider assigning the lots that are declined, if any, to CIHA for market rate rental development, seconded by Commissioner Chase. The motion carried unanimously.

None.

PUBLIC COMMENT

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The next regular meeting was scheduled to be held January 25, 2018 at 3:30 p.m.

NEXT MEETING

Commissioner Rocha moved to adjourn, seconded by Commissioner Chase. The motion carried unanimously and the meeting was adjourned at 6:40 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature

Date

Title