

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: February 22, 2018  
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 January 25, 2018 and confirmed by written notice on February 16, 2018.

Chair Brend called the meeting to order at 3:40 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 Commissioner Chase. Commissioner Rocha was expected to arrive shortly and Commissioner Garrett 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 Specialist Tracey Mueller, and Maintenance Technician Scott Platter.

Also in attendance was Kilkich Residents Association Secretary/Treasurer Pam Lenox.

None.

PUBLIC COMMENT

Minutes of the January 25, 2018 regular meeting were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

Commissioner Chase moved to approve the minutes of the January 25, 2018 regular meeting, seconded by Secretary/Treasurer Hunter. The motion carried.

None.

AMENDMENTS  
TO AGENDA

Vice Chair More moved to approve the agenda, seconded by Secretary/Treasurer Hunter. The motion carried.

Accounting, Maintenance, and Resident Services reports for January 2018 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 Executive Director Cook reviewed and responded to questions regarding the department reports.

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

Materials from the Kilkich Residents Association meeting held February 12, 2018 and Tribal Police Department report for January 2018 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

Kilkich Residents Association Secretary/Treasurer Pam Lenox reviewed and responded to questions about recent Association activities. The Association would be continuing their financial support of afterschool activities for non-Tribal resident children.

Kilkich Residents  
Association

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

Tribal Police  
Department

Commissioner Rocha arrived at 4:10 p.m.

SPECIAL ORDER

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

AFFILIATE  
REPORTS  
(CONTINUED)

A Master Projects List dated February 22, 2018; photos of Energy Trust presenting an incentive check to CIHA for the PMOSF building and a copy of the incentive check; a map of CIHA Commissioner memorial trees dated February 2018; a flyer announcing the Coos History Museum Women's History Month lunch on March 12, 2018; a Coos County Housing Study report presented by CZB on January 30, 2018; memoranda from CIHA Attorney Ed Clay Goodman dated February 8 and 9, 2018 regarding federal funding, legislative issues, and recent NAIHC activities; a Godfrey & Kahn Indian Nations Law Update dated February 2018; and, a report on American Indian and Alaska Native Communities and Genetics Research published by the National Institutes of Health Tribal Health Research Office 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.

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None.

COMMITTEE  
REPORTS

Vice Chair More shared that the Burns Night Celebration was well attended. The Coos County Commissioners had recently approved reopening and updating the County's 10-Year Plan to End Homelessness. CZB, the consultant conducting the Coos County Housing Study, would be holding a community meeting at The Mill on April 26, 2018 from 10:00 a.m. to 4:00 p.m.

BOARD  
COMMUNICATIONS

Chair Brend shared that the Coos History Museum would be hosting the Patriot Nations display March 2, 2018 through April 29, 2018 honoring local Native American Veterans and reminded Commissioners of the museum's Women's History Luncheon on March 12, 2018 at 11:00 a.m.

None.

OLD BUSINESS

NEW BUSINESS

A draft revision to CIHA's Mission Statement was made available to the Commissioners online. (Copy attached to these minutes.)

CIHA Mission  
Statement Revisions

Executive Director Cook reviewed and responded to questions regarding the proposed revision.

Commissioner Rocha moved to replace the words "Native Americans" with "American Indians" and approve as revised, seconded by Vice Chair More. The motion carried.

A draft revision to the CIHA Commissioner Position Description and a current Commissioner Applicant Information Form were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

Commissioner Term  
Expirations and  
Position Description  
Revision

Secretary/Treasurer Hunter and Commissioner Rocha indicated their commitment to continue to serve on the Board. Additional applicants would be solicited through announcements on the CIHA webpage, on the Tribal portal, and in the K'wen-inish-ha.

The proposed revision to the Commissioner Position Description would add a clause regarding compliance with the performance standards of other Tribal programs.

Commissioner Chase moved to revise the proposed Commissioner Position Description to add the words "of participation" to the third bullet under Minimum Standards and approve as revised, seconded by Secretary/Treasurer Hunter. The motion carried.

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Commissioner Rocha moved to enter executive session to discuss resident matters, seconded by Vice Chair More. The motion carried.

Executive Session to  
Discuss Resident  
Matters

The Board entered executive session at 5:00 p.m. Open session resumed at 5:50 p.m.

Secretary/Treasurer Hunter moved to request a workshop with the Tribal Council to address ticketing for infractions under CITC Chapter 650 – Civil Violations, seconded by Commissioner Rocha. The motion carried.

Chair Brend inquired about holding Tai Chi classes in the CIHA Maintenance Shop. It was suggested that the Learning Center or Plankhouse might be more comfortable if available.

PUBLIC COMMENT

The next regular meeting was scheduled to be held March 29, 2018 at 3:30 p.m.

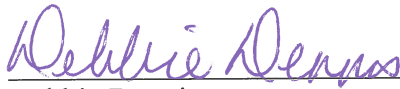
NEXT MEETING

The meeting was adjourned at 5:55 p.m.


ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis  
Administrative Services Coordinator

  
Signature

3/29/18  
Date

  
Secretary - Treasurer  
Title