

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: October 25, 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 September 27, 2018 and confirmed by written notice on October 22, 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 Commissioners Garrett, Rocha, and Severson. Commissioner Chase 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, Housing Programs Coordinator Dale Herring, Housing Programs Specialist Tracey Mueller, Maintenance Coordinator Scott Felton, and Maintenance Technician Scott Platter.

None. PUBLIC COMMENT

Minutes of the September 27, 2018 annual and regular meetings were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.) MINUTES

Commissioner Rocha moved to approve the minutes of the September 27, 2018 annual and regular meetings, seconded by Vice Chair More. Motion carried.

Commissioner Garrett moved to approve the agenda, seconded by Secretary/Treasurer Hunter. Motion carried. AMENDMENTS  
TO AGENDA

Accounting, Maintenance, and Resident Services reports for September 2018 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 Herring reviewed and responded to questions regarding the department reports.

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Commissioner Rocha moved to approve the department reports, seconded by Commissioner Garrett. Motion carried.

Materials from the Kilkich Residents Association meeting held September 10, 2018 and a Tribal Police Department report for September 2018 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 Association activities. The association would be presenting holiday gift cards to non-Coquille households on Tribal Lands.

Kilkich Residents  
Association

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

Tribal Police  
Department

Vice Chair More moved to approve the affiliate reports, seconded by Secretary/Treasurer Hunter. Motion carried.

A Master Projects List dated October 25, 2018; FY 2018 Completed Projects List dated October 25, 2018; cost estimate for an Elders Center at 2606 dated October 23, 2018; current floor plan of 2606; modified floor plan of 2606; PMOSF Final Associated Project Costs Reports dated September 30, 2018; memoranda from CIHA Attorney Ed Clay Goodman dated October 3 and 4, 2018 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Update for October 2018 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 Garrett. Motion carried.

None.

COMMITTEE  
REPORTS

Vice Chair More shared information on the upcoming Coastal Celtic Society 10<sup>th</sup> Anniversary Celebration to be held at the Coos Bay Library on October 30, 2018.

BOARD  
COMMUNICATIONS

Chair Brend shared information on "Vet Ink", an upcoming Coos History Museum event featuring local veterans, that opened October 17, 2018 and would continue through summer 2019.

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Commissioner Rocha shared information about an opportunity for Tribal Elders to meet 80 year old Billy Mills, a Native American Olympic Gold Medalist, at the Plankhouse on October 30, 2018 and the movie about him at the Egyptian Theatre that evening.

None.

OLD BUSINESS

NEW BUSINESS

CIHA's FY 2018 Self-Monitoring Assessment was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2018  
Self-Monitoring  
Assessment

CIHA Consultant Jimmy Willis reviewed and responded to questions regarding the results of CIHA's FY 2018 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 control over its tenant accounts receivable (TARs), which was 4% for the period.

Vice Chair More moved to approve the FY 2018 Self-Monitoring Assessment as presented, seconded by Commissioner Garrett. Motion carried.

Resolution HA1901 – Writing Off Uncollectible Tenant Accounts Receivable (TARs) was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

HA1901 – Writing Off  
Uncollectible Tenant  
Accounts Receivable

The resolution would remove CIHA's FY 2018 vacated tenant accounts receivable in the amount of \$8,965.35 from its 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.

Vice Chair More moved to adopt Resolution HA1901 – Writing Off Uncollectible Tenant Accounts Receivable, seconded by Commissioner Rocha. Motion carried.

A memo from Executive Director Cook dated October 25, 2018 regarding the 2018 Resident Holiday Credits was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2018 Resident  
Holiday Credits

