

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: December 13, 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 October 25, 2018 and confirmed by written notice on December 7, 2018.

Chair Brend called the meeting to order at 3:35 p.m. CALL TO ORDER

Chair Brend offered the opening prayer. OPENING PRAYER

Vice Chair More called the roll. Present were Chair Brend and ROLL CALL  
Commissioners Chase, Garrett, Rocha, and Severson. Secretary/  
Treasurer Hunter was expected to arrive during the meeting. A  
quorum was established. 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, Maintenance Coordinator Scott Felton, and Maintenance  
Technicians Ken Myers and Scott Platter.

Commissioner Garrett conveyed appreciation from the Tribal Council PUBLIC COMMENT  
to Executive Director Cook for always being well prepared and  
organized when making presentations to the Council.

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

Vice Chair More requested that Coastal Celtic Anniversary be  
replaced with Samhain Celebration in his Board Communications for  
the last meeting. Vice Chair More moved to approve the minutes of  
the October 25, 2018 regular meeting as corrected, seconded by  
Commissioner Rocha. Motion carried.

Executive Director Cook requested flexibility in the order of the day to AMENDMENTS  
TO AGENDA  
accommodate presenter scheduling. Commissioner Garrett moved to  
approve the agenda, seconded by Commissioner Severson. Motion  
carried.

Accounting reports for September 2018 after year-end and October DEPARTMENT  
REPORTS  
2018, and Maintenance and Resident Services reports for October and  
November 2018 were provided in the meeting materials made  
available to the Commissioners online. (Copies attached to these  
minutes.)

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
December 13, 2018

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

Vice Chair More moved to approve the department reports, seconded by Commissioner Garrett. Motion carried.

Materials from the Kilkich Residents Association meeting held November 5, 2018 and Tribal Police Department reports for October and November 2018 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

Executive Director Cook reviewed and responded to questions about recent Association activities. The Association would be presenting holiday gift cards to non-Coquille households on Tribal Lands.

Killich 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 Commissioner Garrett. Motion carried.

The order of the day was waived to accommodate presenter scheduling.

SPECIAL ORDER

NEW BUSINESS

The Coquille Indian Tribe ANA-SEDS Comprehensive Land Use Plan, a Land Analysis Summary dated October 2018, Goals and Objectives dated June 2018, and Timeline for June 2018 - January 2019 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

Coquille Indian Tribe  
ANA-SEDS  
Comprehensive  
Land Use Plan

The Tribe's Land Use Planner, Matt Jensen, and Director of GIS Services, Robin Harkins, reviewed and responded to questions regarding the ANA-SEDS Comprehensive Land Use Plan. A tool had been developed to aid the Tribal work group in evaluating current and potential properties against stated goals. Presentations would be made at future meetings of the Killich Residents Association and the Elders Committee.

Secretary/Treasurer Hunter arrived at 4:35 p.m. during presentation of agenda item 13(A).

SPECIAL ORDER

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
December 13, 2018

A Master Projects List dated December 13, 2018; CIHA Executive Director Performance Appraisal Goals for the Next Year dated August 16, 2018; memoranda from CIHA Attorney Ed Clay Goodman dated November 4 and 8, and December 6 and 10, 2018 regarding federal funding, legislative issues, and recent NAIHC activities; Godfrey & Kahn Indian Nations Law Update for November 2018; and, correspondence dated December 12, 2018 announcing a Warming Center Training for volunteers 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 Secretary/Treasurer Hunter. Motion carried.

None.

COMMITTEE  
REPORTS

Vice Chair More thanked those who had offered support for his health over the past month, and shared information about the upcoming Coastal Celtic Society Burn's Night event on February 9, 2019.

BOARD  
COMMUNICATIONS

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

None.

OLD BUSINESS

NEW BUSINESS

A Board and Council Review Draft of CIHA's Annual Performance Report for the fiscal year ended September 30, 2018 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 2018  
Annual Performance  
Report

Executive Director Cook reviewed and responded to questions regarding CIHA's FY 2018 Annual Performance Report. No public comment had been received.

Vice Chair More moved to approve submission of the Annual Performance Report for the fiscal year ended September 30, 2018 to HUD, seconded by Commissioner Garrett. The motion carried unanimously.

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
December 13, 2018

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held January 31, 2019 at 3:30 p.m.

NEXT MEETING

Commissioner Rocha moved to adjourn, seconded by Secretary/Treasurer Hunter. The motion carried and the meeting was adjourned at 5:45 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