

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: June 6, 2019  
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 April 25, 2019 and confirmed by written notice on June 3, 2019.

Chair Brend called the meeting to order at 3:30 p.m. CALL TO ORDER

Chair Brend offered the opening prayer. OPENING PRAYER

Tribal Vice Chairperson Kippy Robbins administered the Oath of Office to CIHA Chairperson Toni Ann Brend and Commissioner Shawn Chase who were recently reappointed to the Board. OATH OF OFFICE

Secretary/Treasurer Hunter called the roll. Present were Chair Brend, Vice Chair More, and Commissioners Chase, Garrett, Rocha, and Severson. 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, Housing Programs Coordinator Dale Herring, Housing Programs Specialist Tracey Mueller, Maintenance Coordinator Scott Felton, and Maintenance Technician Scott Platter.

Also present were Tribal Council Vice Chairperson Kippy Robbins, Tribal Police Chief Scott LaFevre, and Kilkich resident Sheldon Chase.

Kilkich resident Sheldon Chase commented on unkept yards, broken down vehicles, and parking violations in the community. PUBLIC COMMENT

Secretary/Treasurer Hunter moved to form a committee to look at ways to address violations of the Common Scheme Restrictions policy, seconded by Commissioner Garrett. The motion carried. Motion

Chair Brend appointed Sheldon Chase, Vice Chair More, Secretary/Treasurer Hunter, and Deputy Director Meade to the committee. It was suggested that KRA Board member Laurabeth Barton and another KRA representative be invited to join the committee as well.

Minutes of the April 25, 2019 regular meeting were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.) MINUTES

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
June 6, 2019

Commissioner Garrett moved to approve the minutes of the April 25, 2019 regular meeting, seconded by Vice Chair More. Motion carried. None.

AMENDMENTS  
TO AGENDA

Vice Chair More moved to approve the agenda, seconded by Commissioner Severson. Motion carried.

An Accounting report for April 2019, and Maintenance and Resident Services reports for April and May 2019 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.

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

Materials from the Kilkich Residents Association meeting held May 13, 2019 and Tribal Police Department reports for April and May 2019 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

Executive Director Cook conveyed that the Kilkich Residents Association did not have a quorum at their last meeting but planned to hold a raffle and 50/50 draw during Restoration activities on Friday, June 28, 2019.

Kilkich Residents  
Association

Tribal Police Chief LaFevre reviewed and responded to questions about recent Tribal Police Department activities. The Sheriff's office had increased patrols of the Kilkich community to cover Tribal staffing shortages. A grant had recently been approved to purchase portable solar-powered speed signs for the housing loop.

Tribal Police  
Department

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

A Master Projects List dated June 6, 2019; Cascadia Grantwriting Services MOU, list of information needed, and services agreement for the 2019 IHGB Competitive Grant; Elders House photos dated May 31, 2019 and financial reports showing costs to date through June 7, 2019; FY19 Self-Monitoring Schedule and Assignments; Kilkich Wellness Center workshop materials dated May 8, 2019, response to questions asked at the Community Meeting held March 30, 2019, and materials

EXECUTIVE  
DIRECTOR'S  
REPORT

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
June 6, 2019

from the Community Meeting held May 30, 2019; Tribal Council Resolution CY19049 Appointing Two Members to the CIHA Board adopted May 9, 2019; memoranda from CIHA Attorney Ed Clay Goodman dated May 6, 7, 10, and 24, 2019 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Updates for April and May 2019 were presented at the meeting. (Copies attached to these minutes.)

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

None.

BOARD  
COMMUNICATIONS

None.

OLD BUSINESS

NEW BUSINESS

A draft FY 2020 Indian Housing Plan (IHP), presentation notes, and FY 2020 IHP and non-program budget supplements were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

FY 2020 Indian  
Housing Plan

Executive Director Cook presented and responded to questions regarding the draft FY 2020 Indian Housing Plan. The estimated grant amount was based on HUD's preliminary allocation notice published June 1, 2019. The budget would be adjusted when the final funding amount for the period was received.

Vice Chair More moved to approve the FY 2020 Indian Housing Plan and to forward the plan to the Tribal Council with recommendation for adoption and subsequent submission to HUD, seconded by Commissioner Chase. The motion carried unanimously.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held July 25, 2019 at 3:30 p.m.

NEXT MEETING

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
June 6, 2019

Commissioner Garrett moved to adjourn, seconded by Commissioner Severson. The motion carried and the meeting was adjourned at 6:25 p.m.

ADJOURNMENT

Prepared by:

Approved by:

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Debbie Dennis  
Administrative Services Coordinator

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Title \_\_\_\_\_