

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: September 26, 2019  
Time: 4:00 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 August 1, 2019 and confirmed by written notice on September 23, 2019.

Secretary/Treasurer More called the meeting to order at 3:50 p.m. CALL TO ORDER

The opening prayer was waived. OPENING PRAYER

Commissioner Rocha called the roll. Present were Secretary/Treasurer ROLL CALL  
More and Commissioners Garrett and Severson. Chair Brend, Vice

Chair Hunter, and Commissioner Chase were absent excused. A QUORUM  
quorum was established.

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, and Maintenance  
Coordinator Scott Felton.

Also present were Tribal Police Officer Jerry Merritt and Kilkich  
Resident Alison Felton.

Kilkich Resident Alison Felton commented that the Cultural Garden is PUBLIC COMMENT  
in disrepair, with signs missing and some plants overgrown, dead, or  
dying. Deputy Director indicated that most of the items are seasonal  
and are at times not blooming. The main Cultural Garden sign had been  
removed by a Tribal contractor for repair and had not been returned.

Minutes of the August 1, 2019 regular meeting were provided in the MINUTES  
meeting materials made available to the Commissioners online. (Copy  
attached to these minutes.)

Commissioner Rocha moved to approve the minutes of the August 1,  
2019 regular meeting, seconded by Commissioner Garrett. Motion  
carried.

None. AMENDMENTS  
TO AGENDA

Accounting, Maintenance, and Resident Services reports for July and DEPARTMENT  
REPORTS  
August 2019 were provided in the meeting materials made available to  
the Commissioners online. (Copies attached to these minutes.)

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

Materials for the Kilkich Residents Association (KRA) meetings held August 12 and September 9, 2019, draft minutes of the KRA meeting held September 9, 2019, and Tribal Police Department reports for July and August 2019 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 regarding the Kilkich Residents Association. KRA had sponsored a raffle for households that participated in the recent community-wide garage sale and was soliciting ideas for community activities.

Kilkich Residents  
Association

Tribal Police Officer Jerry Merritt reviewed and responded to questions regarding the Tribal Police Department reports. The department's annual Bicycle Safety Rodeo was scheduled for September 28, 2019.

Tribal Police  
Department

Commissioner Garrett moved to accept the affiliate reports, seconded by Commissioner Severson. The motion carried.

A Master Projects List dated September 26, 2019; 2020 Census American Indian/Alaska Native handout; 2020 Census Jobs flyer; CIHA's FY 2018-2019 IHBG Competitive Grant application submitted August 5, 2019; Ko-Kwel Wellness Center (KWC) updates presented August 7 and 20, 2019, preliminary plot map dated August 10, 2019, pre-design site plan and site plan assumptions dated September 6, 2019, and draft agenda dated September 6, 2019 for the community meeting scheduled October 10, 2019; The World Newspaper article regarding the Tribe's potlatch tradition published July 20, 2019; flyer announcing the Purses for Nurses fundraiser scheduled October 26, 2019; proposed agenda dated September 12, 2019 for the Tribe's Winter Gathering in January 2020; memorandum from CIHA Attorney Ed Clay Goodman dated September 19, 2019 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Updates for August and September 2019 were made available to the Commissioners online. (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 Garrett moved to accept the Executive Director's report, seconded by Commissioner Rocha. Motion carried.

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None.

COMMITTEE  
REPORTS

Secretary/Treasurer More shared that the Coos County Housing Action Team had recently been awarded the Betty Niven Award for Distinguished Leadership in Affordable/Workforce Housing Advocacy.

BOARD  
COMMUNICATIONS

Secretary/Treasurer More also shared that the Salt River Pima-Maricopa Indian Community had recently registered a tribal tartan with the Scottish Registry of Tartans.

None.

OLD BUSINESS

NEW BUSINESS

A procurement policy update was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Procurement Policy  
Update

HUD ONAP Program Guidance 2019-3 extended recent changes to federal procurement regulations to all ONAP programs. The proposed policy update would eliminate de minimis purchasing procedures, increase the micro purchase threshold from \$5,000 to \$10,000, and increase the small purchase threshold from \$150,000 to \$250,000.

Commissioner Rocha moved to approve the proposed revisions to CIHA's procurement policy, seconded by Commissioner Garrett. Motion carried.

None.

PUBLIC COMMENT

The next meeting was scheduled to be held October 24, 2019.

NEXT MEETING

Commissioner Rocha moved to adjourn, seconded by Commissioner Garrett. The motion carried and the meeting was adjourned at 5:35 p.m.

ADJOURNMENT

Prepared by:

Approved by:

\_\_\_\_\_  
Debbie Dennis  
Administrative Services Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title