

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: November 7, 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 September 26, 2019, rescheduled October 23, 2019, and confirmed by written notice on November 1, 2019.

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

CALL TO ORDER

Chair Brend offered the opening prayer.

OPENING PRAYER

Secretary/Treasurer More called the roll. Present were Chair Brend, Vice Chair Hunter, and Commissioners Chase and Garrett. Commissioner Rocha was expected to arrive during the meeting. Commissioner Severson was absent excused. A quorum was established.

ROLL CALL

QUORUM

CIHA staff members present were Executive Director Anne Cook, Deputy Director Lyman Meade, Accounting Services Coordinator Marcy Chytka, Housing Programs Coordinator Dale Herring, and Housing Programs Specialist Tracey Mueller.

Also present were Tribal Police Chief Scott LaFevre, CIHA Consultant Jimmy Willis, and spouse Linda Willis.

Vice Chair Hunter about CIHA maintenance staff performing work on private purchase homes. Executive Director Cook responded that units operated under the IHBG had priority under normal circumstances and that work on privately owned units would be scheduled as staff was available. CIHA maintenance would respond to private purchase units in an emergency if other resources were unavailable.

PUBLIC COMMENT

Vice Chair Hunter asked if dirt removed from the bogs could be used to create a lot on Miluk Drive near 2681 Mexeye Loop. Commissioner Garrett indicated that the material would be moved to the other bogs.

Chair Brend reported that a correction to CIHA's lease line was needed in the area of the Health Center according to recent Tribal survey work. Executive Director Cook would review BIA lease records and follow up with the Tribe.

Minutes of the September 26, 2019 annual and regular meetings were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

Commissioner Garrett moved to approve the minutes of the annual and regular meetings held September 26, 2019, seconded by Vice Chair Hunter. Motion carried.

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Executive Director Cook asked that agenda item 14, Public Comment, be heard before 13E, Executive Session to Discuss Board Matters.

AMENDMENTS
TO AGENDA

Secretary/Treasurer More moved to approve the agenda as amended, seconded by Commissioner Garrett. Motion carried.

Commissioner Rocha arrived at 3:50 p.m.

SPECIAL ORDER

Accounting reports for September 2019, before year-end adjustments, and Maintenance and Resident Services reports for September and October 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, Deputy Director Lyman Meade, 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 October 14, 2019, and Tribal Police Department reports for September and October 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 Kilkich Residents Association activities. KRA would be holding a gift card drawing for households with Christmas decorations visible from the road and would be distributing holiday gift cards to the non-Coquille families on Tribal lands.

Kilkich Residents
Association

Tribal Police Chief LaFevre reviewed and responded to questions regarding the Tribal Police Department reports. The department would be co-hosting a K-9 convention in April or May 2020. The ability to issue tickets for traffic infractions on Tribal lands had been added to Chapter 650 Civil Violations Ordinance. Tickets will need to be signed by a complainant if an officer does not directly observe an infraction, which may require the complainant to appear in court. Ticket amounts range from \$25 to \$100 depending on the number of previous violations.

Tribal Police
Department

Vice Chair Hunter moved to raise the speed limit on Miluk Drive to 20 miles per hour, seconded by Commissioner Rocha. The motion carried.

Motion

Tribal Police Chief LaFevre reviewed and responded to questions regarding recent SCINT activities. SCINT had been involved in several federal cases involving ATF. Oregon State Police would be dedicating an officer to SCINT at the beginning of 2020.

SCINT

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Secretary/Treasurer More moved to accept the affiliate reports, seconded by Commissioner Garrett. The motion carried.

An FY20 Master Projects List dated November 7, 2019; FY19 Completed Projects List; Census 2020 NCAI Toolkit, Indian Country Today article dated September 12, 2018, 2010 AIAN count table, 2010 CIT enrollment, informational questionnaire, and GW IPP Counting for Dollars Oregon; Ko-Kwel Wellness Center (KWC) lobby display dated September 25, 2019, October update for CIHA dated September 26, 2019, Tribal Council workshop materials dated October 9, 2019, community meeting materials dated October 10, 2019; floor schematic dated October 22, 2019, and November K'wen 'inish-ha article; CIHA budget forecast for CY20-24 requested by the Tribal Council; Executive Order 13878 Eliminating Regulatory Barriers; article announcing the first Alaska Native on U.S. currency from the HUD SWONAP Bulletin for the week of October 15, 2019; article regarding the Elders clubhouse from the November 2019 K'wen 'inish-ha; memoranda from CIHA Attorney Ed Clay Goodman dated October 3 and 21, 2019 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Update for October 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.

Secretary/Treasurer More moved to accept the Executive Director's report, seconded by Vice Chair Hunter. Motion carried.

None.

COMMITTEE
REPORTS

Commissioner Rocha shared that the Elders had recently held a luncheon at the Elders House and commented on the new driveway. They are looking for volunteers to help with a Facebook page and artwork donations for the walls. Policies and procedures were being developed for use of the Elders House.

BOARD
COMMUNICATIONS

None.

OLD BUSINESS

NEW BUSINESS

CIHA's FY 2019 Self-Monitoring Assessment was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2019
Self-Monitoring
Assessment

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CIHA Consultant Jimmy Willis, Secretary/Treasurer More, Commissioner Garrett, and Commissioner Rocha reviewed and responded to questions regarding the results of CIHA's FY 2019 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. It was noted that CIHA's tenant accounts receivable (TARs) had increased to 14% for the period due to the performance of one household. Review indicated this event to be an anomaly and largely beyond CIHA's control.

Resolution HA2001 – Writing Off Uncollectible Tenant Accounts Receivable (TARs) was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

HA2001 – Writing Off
Uncollectible Tenant
Accounts Receivable

The resolution would remove CIHA's FY 2019 vacated tenant accounts receivable in the amount of \$37,523.87 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.

Secretary/Treasurer More moved to adopt Resolution HA2001 – Writing Off Uncollectible Tenant Accounts Receivable, seconded by Commissioner Rocha. Motion carried.

A memo from Executive Director Cook dated November 7, 2019 regarding the 2019 Resident Holiday Credits was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2019 Resident
Holiday Credits

Commissioner Rocha moved to award a holiday credit to each household on Tribal Lands on the December 2019 billing statements, to be paid from program and non-program funds, in an amount to be determined by the scoring criteria and award levels presented; seconded by Commissioner Chase. Motion carried.

A memo from Executive Director Cook dated November 7, 2019 proposing Board meeting dates for 2020 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2020 Board
Meeting Dates

Secretary/Treasurer More moved to forward the 2020 Board meeting dates to the Tribe for inclusion in the 2020 Tribal calendar, seconded by Vice Chair Hunter. Motion carried.

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None.

PUBLIC COMMENT

Commissioner Garrett moved to enter executive session to discuss Board matters, seconded by Commissioner Rocha. The motion carried.

Executive Session to Discuss Board Matters

The Board entered executive session at 6:00 p.m. Open session resumed at 6:05 p.m.

The next meeting was scheduled to be held December 12, 2019 at 3:00 p.m., location to be announced.

NEXT MEETING

Secretary/Treasurer More moved to adjourn, seconded by Commissioner Garrett. The motion carried and the meeting was adjourned at 6:10 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature

Date

Title