

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: March 26, 2020  
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 by electronic notice on February 26, 2020 and confirmed by electronic notice on March 20, 2020.

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

Vice Chair Hunter offered the opening prayer in memory Chair Toni Ann Brend who had passed away in February. OPENING PRAYER

Secretary/Treasurer More called the roll. Present onsite was Vice Chair Hunter. Present by video conference were Secretary/Treasurer More and Commissioners Chase, Rocha, and Severson. Commissioner Garrett was traveling and would join during the meeting if possible. A quorum was established. ROLL CALL  
  
QUORUM

CIHA staff members present onsite were Executive Director Anne Cook, Deputy Director Lyman Meade, and Administrative Services Coordinator Debbie Dennis. Present by video conference were Controller Marcy Chytka, Housing Programs Coordinator Dale Herring, Housing Programs Specialist Tracey Mueller, and Maintenance Coordinator Scott Felton.

Also present by video conference were Tribal Police Chief Scott LaFevre and Kilkich Residents Association Secretary/Treasurer Pam Lenox.

None. PUBLIC COMMENT

Minutes of the December 12, 2019 regular meeting were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.) MINUTES

Secretary/Treasurer More moved to approve the minutes of the December 12, 2019 regular meeting, seconded by Commissioner Chase. Motion carried.

Executive Director Cook asked that a proposed Social Distancing Policy be added as agenda item 13B and that 13A, FY 2019 Financial Audit, be heard out of order to accommodate presenter schedule. AMENDMENTS  
TO AGENDA

Commissioner Chase moved to approve the agenda as amended, seconded by Commissioner Severson. Motion carried.

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
March 26, 2020

Accounting reports for November 2019, December 2019, January 2020, and February 2020; Maintenance reports for December 2019, January 2020, and February 2020; and, Resident Services reports for December 2019, January 2020, and February 2020 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

DEPARTMENT  
REPORTS

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

Commissioner Garrett joined the meeting by video conference at 3:50 p.m. during the department reports.

SPECIAL ORDER

Secretary/Treasurer More moved to approve the department reports, seconded by Commissioner Chase. Motion carried.

Materials for the Kilkich Residents Association (KRA) meetings held January 13, February 10, and March 9, 2020; Tribal Police Department reports for December 2019, January 2020, and February 2020; and correspondence dated March 20, 2020 from Tribal Executive Director Mark Johnston regarding reorganization of the Tribal Police Department were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

KRA Secretary/Treasurer Pam Lenox reported that fundraising efforts at Winter Gathering had increased KRA funds by \$339. The current COVID-19 concerns and public health protocols had limited any other activities for the Association.

Kilkich Residents  
Association

Tribal Police Chief LaFevre reviewed and responded to questions about recent Tribal Police Department activities. He informed the Board that he would be retiring from his position with the Tribal Police Department in September 2020.

Tribal Police  
Department

The Board thanked Chief LaFevre for his many years of service and wished him well in his future endeavors.

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

NEW BUSINESS

CIHA's FY 2019 Financial Audit was made available to the Commissioners online. (Copy attached to these minutes.)

FY 2019 Financial  
Audit

Auditor Gatlin Hawkins of Isler CPA reviewed and responded to questions regarding CIHA's FY 2019 financial audit. The report

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
March 26, 2020

expressed an unmodified opinion on the Authority's financial statements for the period.

Secretary/Treasurer More moved to approve the annual financial report and audit for the fiscal year ended September 30, 2019, seconded by Commissioner Chase. Motion carried

A Master Projects List dated March 26, 2020; CIHA COVID-19 messaging through March 23, 2020; CIT COVID-19 updates through March 26, 2020; CIT KWC updates for January and February 2020; memoranda from CIHA Attorney Ed Clay Goodman dated January 10, and March 3, 5, 12, 19, 20 and 24, 2020 regarding federal funding, legislative issues, recent NAIHC activities, and COVID-19 updates; and, Godfrey Kahn Indian Nations Law Updates for December 2019 and January, February, and March 2020 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.

Following discussion, Commissioner Garrett moved to close the playground to conform with COVID-19 public health protocols, install tape barriers on the equipment, and post closed signs, seconded by Commissioner Chase. Motion carried.

Motion –  
Playground Closure

To provide for the use of administrative leave for COVID-19 prevention and response, and other typical uses, Secretary/Treasurer More moved to amend the CIHA Personnel Policy to add:

Motion –  
Administrative Leave

“Administrative leave is paid time off from the regularly scheduled workweek granted at the discretion of the Executive Director, or upon approval by the CIHA Board of Commissioners, as deemed necessary for purposes such as:

- Public health emergencies,
- Severe weather events,
- Employee safety,
- Employee investigations,
- Employee awards,
- Employee abilities not consistent with work from home, or
- Other purposes of similar nature or intent.”

Seconded by Commissioner Rocha. Motion carried.

Secretary/Treasurer More moved to approve the Executive Director's report, seconded by Commissioner Chase. Motion carried.

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
March 26, 2020

None.

COMMITTEE  
REPORTS

Secretary/Treasurer More shared that his back surgery had been postponed due to current public health protocols. Commissioners Chase, Garrett, and Rocha commented on the panic purchasing and lack of items available at grocery stores in response to COVID-19 concerns.

BOARD  
COMMUNICATIONS

None.

OLD BUSINESS

NEW BUSINESS

A draft Social Distancing Policy was provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

Social Distancing  
Policy

Executive Director Cook reviewed and responded to questions regarding the proposed policy.

Commissioner Rocha moved to adopt the Social Distancing Policy as presented, seconded by Vice Chair Hunter. The motion carried.

None.

PUBLIC COMMENT

The next meeting was scheduled to be held April 30, 2020 at 3:30 p.m.

NEXT MEETING

Commissioner Severson moved to adjourn, seconded by Secretary/Treasurer More. The motion carried and the meeting was adjourned at 5:20 p.m.

ADJOURNMENT

Prepared by:

Approved by:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title